



# STUDENT HANDBOOK

2011/2012

Dear Student,

Welcome to Ardingly. This handbook is designed to let you know about the operation and policies of the Senior School. Read through it carefully. Do remember that all staff will help you, so if you are unsure about anything – and this is bound to be the case when you first enter the School - JUST ASK. The two most important adults in School when you start will be your Housemaster/mistress (or HoMM) and your Tutor.

This booklet is arranged into five sections:

1. The School's ethos and general expectations
2. Academic success and rewards
3. Behaviour and sanctions
4. General information
5. Policies

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Deputy Headmaster  
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## Ethos and Expectations

### ***General Expectations***

Ardingly College is an educational community whose philosophy embraces the challenges of academic excellence, responsibility and leadership, friendship and participation in a wide variety of activities and spiritual awareness.

### ***The Community***

Students and staff come to the College from a wide range of backgrounds and from home and abroad. The staff, collectively, has very considerable experience and wisdom. The students have vast potential. All have curiosity and ability.

Whilst we have collective aims, everyone is treated as an individual: all students will be encouraged to develop their talents and gifts and to use initiative to achieve this.

As an individual everyone is part of a larger group – a year group in a House, the House itself, a class, a team, the College and local community. We wish all members of the College to think of others at least as much as they do of themselves, giving as well as receiving, including all, trusting others, being tolerant of those who have different views and habits, respecting all around as individuals and caring about them, and always being prepared to help when needed.

These are demanding expectations, but within the School community there is much support towards these ends; we believe that a friendly and happy atmosphere brings out the best in all of us and we shall endeavour to treat all in this way and in a spirit of co-operation and generosity.

Above all, members of the College should treat those around them as they themselves would like to be treated. Any unpleasantness directed at any member of the School or the wider community will not be tolerated.

### ***Academic Excellence***

One of the on-going challenges will be the achievement of the highest academic standards. You will be stretched and you will be surprised by what you can achieve. Hard work is expected as a matter of course; there will be pressure and you will have to take sensible initiatives not only in doing the work but also in managing when it is to be done. The more you become involved the more you will enjoy it. This will require commitment and determination to stay the course when you are stretched to your limit.

### ***Spiritual Awareness***

To be a well-balanced individual we need a sense of spiritual awareness along with academic achievement and physical ability. The experience of holiness, an understanding of right and wrong, and respect for the worth of each human being; these are the invisible strands that hold our community together. These values are learned in every part of our lives but the Chapel and the activities connected with it are a particular focus for our spiritual growth. Our status as a Woodard School places a special emphasis on this aspect of our common life.

### ***Responsibility and Leadership***

In a community every individual bears significant responsibility. Setting a good example is a major part of this responsibility and ultimately this is one of the hallmarks of good leadership. Good discipline should come from members of the School themselves and should not always have to be imposed by the School. All students will need to develop self-awareness so that they can examine themselves critically and be aware of any shortcomings and, being aware of such, to admit them and rectify them.

You enter the School as a child and you leave newly adult. Increasingly we will expect all students to shoulder responsibilities for their work, for those around them who are younger and for the freedom they will be given. We expect students to be articulate but able to listen, to be forthright but courteous and to be extremely busy but always ready to help others when needed.

### ***Friendship and Relationships***

One of the greatest gifts we can receive is that of friendship – being received into a group openly and willingly. For most adults, one of the best memories of School was the forging of friendships, many of which last a lifetime. We hope that friendships will spring up within Houses, between those in different Houses, within classes, within teams and within other extra-curricular activity. It is natural that in moving through a co-educational School that degrees of relationship will develop too. This is part of the awareness of adult life to follow.

## **Academic Success and Rewards**

Academic results relate not only to good teaching but to the positive endeavour and intellectual curiosity of the pupils. While staff will provide the best possible learning environment, the onus is also on pupils to meet deadlines and to fulfil the expectations of their subject teachers. Self-motivation and a willingness to study independently are both important ingredients in success.

Opportunities for academic research and for the broadening of understanding are many: through the myriad resources held in library; through Departmental guidance and input; through access to the Internet and Intranet both in classrooms and in boarding Houses.

Those who commit themselves most can expect the highest rewards.

### **Good Work, Grades and Conduct**

#### **(a) The Lower School**

Individual pieces of work that are either very good or represent an outstanding effort are recognised by the award of a Merit. A teacher will award a merit by stamping or signing the student's Planner. As the student accumulates Merits, he or she will, over the course of the year, be awarded certificates on the following basis:

Bronze 20    Silver 40    Gold 60    Platinum 80

Beyond the Bronze Award, book tokens or their equivalent of increasing amounts will be awarded. Bronze Awards will be handed out in House callovers; higher awards will be handed out in School Assemblies.

Grades: Students who achieve very good personal grades are selected by their HoMMs to go to a social event hosted by the Headmaster. The HoMMs may nominate students on the basis of either effort or attainment.

Commendations: For noteworthy and praiseworthy conduct, Commendations may be awarded in House Assemblies. If the conduct is outstanding, the HoMM may recommend to the Headmaster that the Commendation be announced and/or handed out in School Assembly.

#### **(b) The Upper School**

Distinctions are handed out to sixth formers at the end of each half term. Normally, one distinction will be awarded per set. Distinctions may be awarded on the basis of attainment or effort and are presented in School Assembly at the start of term. In addition to a certificate, there is also a gift voucher or a financial equivalent.

### **Contribution to School Life**

At the end of each term, staff may nominate students who have contributed to School life whether it be through helping at open days, community service or mentoring other students etc. The Headmaster may select students to receive a commendation to be presented in Assembly with mini citations.

## ***Behaviour Policy***

*The behaviour policy forms part of the student handbook. Some aspects of it are only provided in an abbreviated form. See the student handbook for the policy in full.*

Sanctions when rules are broken concerning these matters are clear, and are set out in the Sanctions Policy. The most serious offences (as indicated) render a student liable to dismissal from the School and serious or repeated failures to observe the spirit of this code is not consistent with continued attendance at the School. Every student is expected to uphold the good name and reputation of Ardingly at all times, whether they are at, or away from, School. Day students or boarders who have legitimately signed out may be subject to school sanctions if they fail to do this.

### ***Alcohol***

There are occasions when consumption of beer or its equivalent may be permissible for those in the Sixth Form and also over the age of 16 years as express permission has been given by a member of staff. If, however, any student is found to be intoxicated or caught drinking outside of the approved occasions they will be subject to either a Saturday or Sunday detention depending on the gravity of the offence. The deputy headmaster or headmaster will inform a pupil's parents of any alcohol-related offence.

Drinking spirits is especially dangerous and the School takes the offence of drinking and/or purchasing them extremely seriously. Any student who consumes (or is about to consume) or purchases them will be suspended. The amount consumed is immaterial. A second offence is likely to lead to expulsion.

The law does not permit anyone under 18 to buy alcoholic drink (which includes cider) at off-licence premises (i.e., shops and supermarkets). The School rules forbid those over 18 to buy drink in these circumstances. No student may bring alcohol into the School. Any senior student caught selling alcohol could be dismissed from the College.

### ***Behaviour in Lessons***

Students must not do anything to affect the learning of others in the classroom. They should concentrate, listen to the instructions of the teacher and only talk when invited to by the teacher. Disruptive behaviour will not be tolerated. Teachers may impose a sanction commensurate with the offence. Repeated offences may result in either the teacher, HoMM or deputy head imposing a Saturday or Sunday detention. They may also jeopardise a student's position in the School.

Any form of corporal punishment is both against the law and school rules.

### ***Bounds (or where students can/can't go during their free time)***

In the interests of safety, students are restricted to particular areas of the School site at certain times of the day. If students go 'out of bounds' they are placing themselves at some risk – a risk which is unacceptable to the teachers and House staff who have a duty to ensure the health and safety of students in the College's care.

If, when students are free, they intend to leave the School grounds, they must first sign out in the House Book. Students must get permission from their HoMM. We must know where students are in case of any emergency.

Boarders must remain within their own designated area after the bedtime Callover unless they have permission to be elsewhere. The punishment for students who breach this rule may include a short suspension from School and, as a minimum, students can expect a Saturday detention. The areas out-of-bounds are set out on [page 7](#).

Some areas will be out of bounds to Senior School students at all times, others will be out of bounds depending on the time of day.

The areas that are out of bounds at all times are:

- The Pre-prep 'Farmhouse' Area;
- Saucelands;
- The area around the Southern Water Authority buildings and pumping station;
- The Prep School and associated play areas;
- The Prep School half of North Quad;
- The bricked area outside the staff dining room in South Quad;
- The grassed areas of South Quad;
- All kitchen, workshop and maintenance areas;
- Any wooded area on the School campus (with the exception of the Cinder Path when going to and from Nine-Acre; the path linking Hilton and Mertens to the Cinder Path and the path leading from Hilton, Mertens, Pearson and Woodlands to the main School building);
- Any cricket square;
- The roofs of School buildings.

The areas that are out of bounds for some of the day are indicated on the 'bounds' map (see overleaf) which is posted in every House. In essence, students should not cross the thick black line:

- During the hours of darkness (in Michaelmas, Lent and Summer terms);
- At any time after the end of Evening School (during British Summer Time).

In addition, the teaching areas of the School (eg the ABC classrooms) are out of bounds outside lesson times unless a teacher is supervising.

# Ardingly College

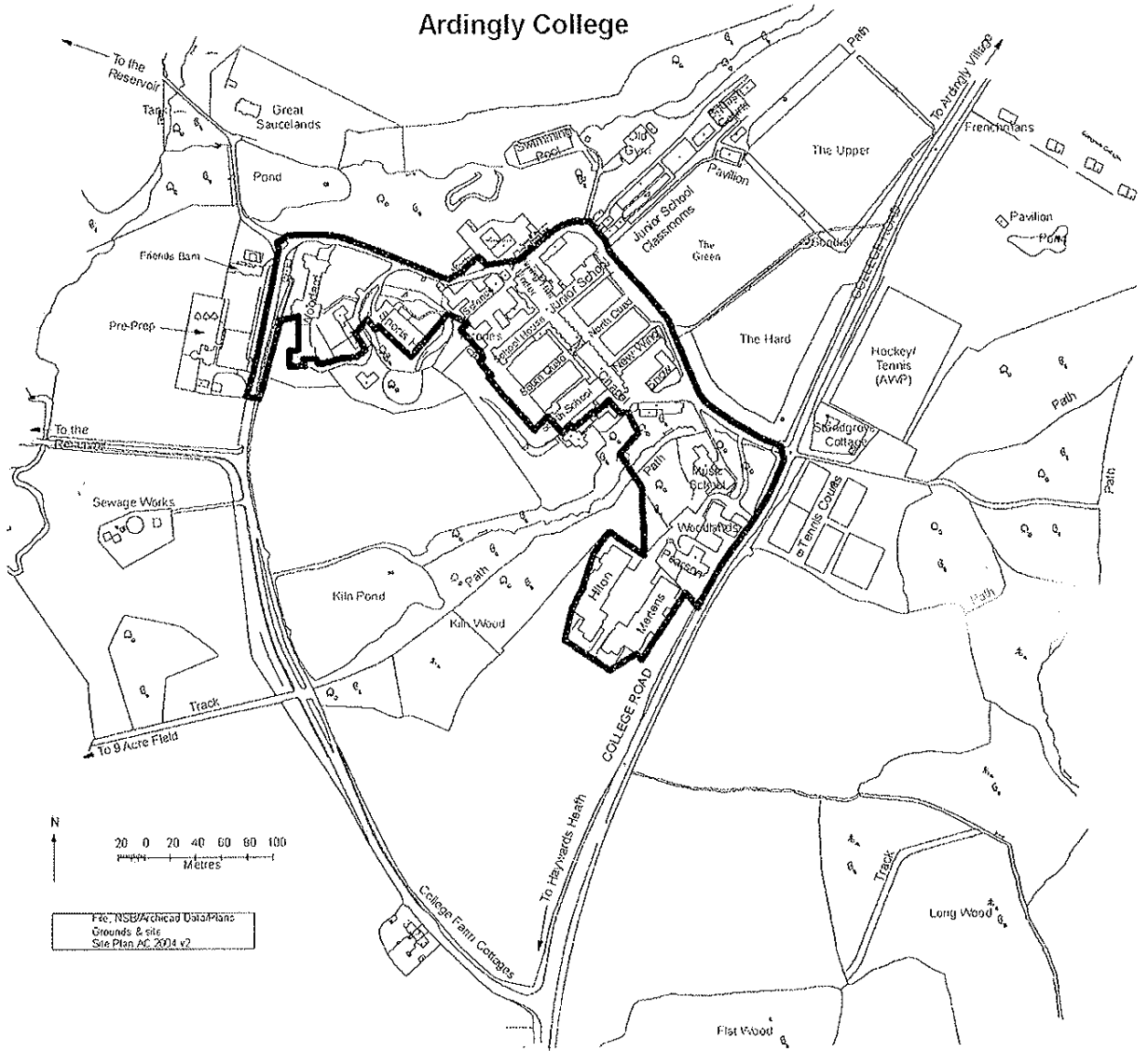


Fig. NSB/Architect Data Plans  
Grounds & site  
Site Plan AC 2004 v2

## **Bullying**

The information below is a shortened form of the full policy which can be found on [page 28](#).

Bullying behaviour is behaviour which hurts or causes distress by taking advantage of another person in some way, making him or her feel uncomfortable or threatened.

Examples of bullying behaviour are:

- hitting, kicking, pushing people around, spitting
- name calling, taunting, teasing, insulting
- intimidating, isolating or excluding from the group
- spreading rumours or writing unkind notes
- using improperly any form of e-technology, such as computers and mobile telephones
- taking, damaging or hiding possessions
- demanding money
- talking to or touching someone in a sexually inappropriate way.

Other types of bullying include:

- Sexual bullying
- Racial bullying
- Religious or cultural bullying
- Homophobic or sexual orientation bullying
- Disability bullying
- Cyber bullying

The School expects all members of the School Community to uphold the School Code on Bullying:

1. Every student at Ardingly has the right to enjoy their learning and leisure time free from intimidation.
2. Our School Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
3. To stand by, when someone else is being bullied, is to support bullying.
4. If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student.
5. Bullying will always be taken seriously.

Any student being bullied or knowing that someone is being bullied should report what is happening to his or her parents or guardians or to someone in authority within the School. A list of those available is set out below. The School will investigate the allegation. At all times, it will endeavour to be sensitive, impartial and equitable.

Those available include:

- Housemaster or Housemistress, Tutor or any other teacher
- House Matron
- a senior student

- the Chaplain
- a Counsellor
- a School Doctor or a Sister in the Medical Centre
- the Headmaster
- the Child Protection Officer (Deputy Headmaster)
- the independent Listener: Father John Crutchley, Tel No: 01444 892332

They may also wish to contact:

- Social Services (Tel: 01243 777100)
- ChildLine (Tel: 0800 1111)

If you are being bullied you may adopt a range of strategies. These include:

- Always remember that no one deserves to be bullied - bullying is always the bully's fault. Bullies seek out and need victims and just happened to pick you.
- Tell a friend what is happening. Ask him/her to help you. It will be harder for the bully to pick on you if you have a friend with you for support.
- Ignore the bully or say 'No' really firmly, then turn and walk away. Don't worry if people think you're running away. Remember, it is very hard for the bully to go on bullying someone who won't stand still to listen.
- Don't show that you are upset or angry. Bullies love to get a reaction.
- Don't fight back if you can help it. If you fight back, you could make the situation worse, get hurt or be blamed for starting the trouble.
- Bullies tend to pick on people when they are on their own.
- Practise 'walking tall' – look in a mirror. If you look positive and confident, the bully will find it harder to identify you as a target – even if you don't feel that way inside.
- Keep a diary about what is happening. Write down details of incidents and your feelings. When you decide to tell someone, a written record of the bullying makes it easier to prove what has been going on.
- Tell your parents or other adults such as your Tutor or HoMM - you need their help. Don't suffer in silence and let the bullies win.

The College will not tolerate unkind actions or remarks. To stand by when someone else is being bullied is to support bullying.

Students should support each other by reporting all instances of bullying to a member of staff or a responsible senior student. Bullying will always be treated seriously and may potentially result in expulsion.

### ***Dress and Appearance***

All students should be properly and neatly dressed. School is a preparation for life and therefore at Ardingly students are expected to take pride in themselves and their personal appearance. As a general principle, students should start the day as they mean to go on. Shirts and blouses should always be properly tucked in and boys should make sure their top shirt buttons are

done up and ties tied smartly. All clothes must be clearly named. The dress lists are on [pages 41 and 42](#).

### ***When must School uniform be worn?***

Day students must arrive for School in full School uniform. School uniform must be worn from the start of the day and for all lessons - the only exception being practical PE classes. Students must also wear uniform for School lunches unless they have been given permission in exceptional circumstances by the Headmaster or Deputy Headmaster.

**Activities:** If a student's activity involves a sport, then School PE kit must be worn. Otherwise uniform should be worn unless permission has been granted by the Headmaster or Deputy Headmaster. This permission will be given to the member of staff in charge of the activity who will then inform those taking part in the activity.

**Breakfast:** Students attending breakfast must be dressed in uniform or a suit.

**Trips and visits:** Uniform should be worn unless an alternative has been authorised by the Deputy Headmaster. The alternative will be 'smart casual', i.e. no jeans, T-shirts etc. Again permission will be given by the Headmaster or Deputy Headmaster to the member of staff in charge of the trip who will then inform those taking part.

**Own clothes:** *If students have no further commitments*, they can wear own clothes after 17:30 on a weekday (16:15 on Fridays) and all day on a Saturday and Sunday unless they are representing the College in a sporting fixture or during an Open Morning. If they are chosen as a member of a team then either full School uniform or School PE kit should be worn as advised by the student's coach. Own clothes must be of an acceptable standard – for example T-shirts bearing offensive messages will not be allowed. If in doubt, ask the HoMM.

**Earphones:** Earphones should not be worn with School uniform.

**Hair:** Boys' hair must be neat, clean, natural in colour and should not be over the collar. Students should be clean-shaven at all times (i.e. no 'goatees' or 'designer stubble') and side boards/burns should be no longer than the bottom of the ear. Excessive use of hair gel to create a 'spiky' or an unkempt look is not allowed.

Girls' hair must be discreet in style and natural in colour. Hair adornments must be discreet and unobtrusive. Long hair should be tied back.

**Hats:** Hats may not be worn indoors. Outdoors, they can be worn with own clothes and as required for games.

**Jewellery:** Jewellery must be unobtrusive when wearing School uniform. All earrings must be in ear lobes only. Girls may wear one signet ring, one fine necklace, and one small gold or silver stud in each ear lobe. Boys cannot wear earrings, studs, rings and bracelets when in uniform. No student is allowed to wear nose studs, lip studs, eyebrow studs, tongue studs or any other form of exotic jewellery at any time.

**Make up:** The only students allowed to wear make up in School are female sixth form students. Make up must be unobtrusive at all times.

**Scarves:** Scarves may not be worn indoors. Outdoors, a regulation School scarf may be worn in Shell, Remove and Fifth. In the sixth form a scarf of any single colour may be worn.

*Students should not make their standard of dress a confrontational issue with members of staff. Persistent offenders may be placed on a 'Uniform Gating Card'. The Headmaster also reserves the right to suspend students who fail to meet these guidelines until the matter is resolved to his satisfaction.*

### **Drugs and Forbidden Substances**

The College defines drugs as including:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- any substance the College considers forbidden

The statistics for the use of drugs amongst the young make it unlikely that any School is 'drug-free' and the shifting legal and social evaluation of cannabis adds further complexity. Drugs can still ruin lives. The allure of experimentation can be a snare and even limited use can be damaging. As in any School, we need to be particularly on guard for those, whether within or from outside, who seek to profit by the supply of illegal and forbidden substances.

For the purpose of this policy, the word 'drug' will be taken to mean drugs and forbidden substances.

The School employs a three-pronged approach to drugs:

- We provide students with clear information on the dangers of drug use;
- We encourage students to develop the common sense and self-confidence needed to resist peer pressure to take drugs;
- We have clear sanctions for those who are suspected of, or found to be using drugs.

Students at Ardingly may not consume these substances either at School or during the holiday periods. Offences traced back to the holidays will be treated in the same way as offences that occur at School.

Where reasonable grounds for suspicion exist, the School may carry out a drugs test without notice. Such grounds will include long periods of lethargy, unusual signs of aggression or aggravated failure to cooperate, in addition to intelligence or reports, which give rise to suspicion.

The School's policy on drugs is that use, possession or supply of a drug renders a pupil liable to immediate dismissal from the College.

In certain circumstances, however, and on the Headmaster's sole discretion, a pupil who contravenes the School's policy may be allowed to continue in the School on certain conditions which must be strictly adhered to.

### ***Gambling***

Gambling is prohibited.

### ***Identity Cards***

It is a serious offence to carry any form of identification with false information on it.

### ***Pornography***

Pornography in any form must not be brought into the School and students must not access pornographic material on the internet. A breach of this will probably result in a suspension.

Because of the potentially harmful nature of pornography, it is understood that each case needs to be handled sensitively and on an individual basis. In the event of a pupil being found in possession of inappropriate pornographic material for the first time, this would, in most cases, be dealt with internally, but it would also depend on the seriousness of the case. In extreme cases students may be suspended from the School and any students found to be selling or dealing pornographic material may put their continued attendance at the School in jeopardy. In the event of a pupil sending unwanted material of an unsavoury or abusive nature to someone else via email or mobile phone, it will be considered by the School as bullying of a serious nature and will be dealt with accordingly.

Pornography is now available in a variety of forms; the School reserves the right to determine what is and is not appropriate material.

### ***Prohibited Items***

The possession of the following is prohibited:

- i. Fireworks and explosives;
- ii. Weapons (including imitation weapons and knives which do not meet police regulations);
- iii. Lighters and matches;
- iv. Chewing-gum.

Possession of a knife is a particularly serious offence and will lead to suspension. The police may also be called. Brandishing a knife or threatening someone with a knife at School will most likely lead to expulsion and the person concerned may be brought before a magistrate

### ***Restraints Policy***

As a general rule, staff are advised never to make any physical contact with any student whether to guide, restrain or console. In some teaching contexts, it is recognised that physical contact is proper and necessary (such as in PE or sports coaching for example, or in practical demonstrations or First Aid).

Staff may intervene physically (with regard for their own personal safety) only when and if a student is endangering themselves or other by their action(s) or potential action(s).

### ***Roof Walking & Night Walking***

Students caught roof walking or night walking (being out of their boarding house after the designated times) may be suspended.

Students should be aware that not only are the roofs of School buildings out-of-bounds but that walking on or using them is particularly dangerous and irresponsible. The punishment for breaching this rule may be a suspension from the School.

### ***Room Searches***

If a cleaner sees something that concerns them (e.g. bottles of alcohol, cigarettes, offensive posters, unacceptable behaviour, unattended valuables and cash etc.) they will report it to the HoMM and inform their matron or supervisor immediately.

Similarly, if a cleaner sees a student seriously in breach of the School rules (eg smoking, loutish behaviour etc.), they will report the matter to a teacher, matron or supervisor immediately. The matron or supervisor will make a report to the HoMM. The offending student can expect to receive an appropriate punishment according to the rules of the College.

The College reserves the right to search student rooms in exceptional circumstances if there is a reasonable suspicion that there has been a serious infringement of the School rules – for example if property has been stolen or if there is a reasonable suspicion of possession of knives, illegal drugs, cigarettes or alcohol.

The student concerned will be present during the search, which will be carried out by his/her HoMM and another member of the teaching staff. Refusal to allow a search will be construed as an admission of guilt.

In cases of major theft, or where there is a suspicion that illegal drugs may be involved, the Police may be called.

### **Sanctions**

Sanctions will be used fairly, consistently and proportionately, taking into account the age, sex, disability and religion of those involved.

A levels-based approach to sanction is used. There are five levels:

#### Level 1: Break Detention (BD)

There is a five minute detention in break for certain offences. These include:

- Lateness to lessons and activities
- Unsatisfactory dress or appearance
- Inappropriate behaviour in class or around School

The break detention is used when an offence is worthy of punishment but not worthy of a departmental or Saturday detention and takes place in room M1 at 11:00 every break.

Students are informed in morning call over if they have a detention. The detention list for the following day closes at 14:00. Those entered in detention after that point are entered for the subsequent break detention.

The detention starts at 11:00 prompt. Students are expected to sit down and occupy themselves quietly for five minutes. The detention is supervised by a member of senior management.

If a student is late (even by a few seconds), he or she will have to attend the next two break detentions.

If a student misses break detentions, or is a frequent offender, the break detention is upgraded to a Conduct Detention.

#### Level 2: Departmental Detention (DD)

The main purpose of Departmental Detentions (DD) is to provide students with an opportunity to catch up on work or seek the help of the teacher. They may also be used for misconduct in lessons. If the misconduct is more serious or repetitive, teachers may put students into Conduct Detention (Level 3). In general, missed DDs will result in a Conduct Detention (CD).

The point at which a DD for unsatisfactory conduct is converted to a CD will be decided on an ad hoc basis by the Tutor and/or HoMM together with a member of senior management as is appropriate. In general, a student can expect that if he or she receives two DDs in a week for poor behaviour or it becomes clear that the student is being placed in DD more frequently than is acceptable, the DD will be upgraded to a CD. A DD may also be upgraded to a Saturday Detention (see below).

#### Level 3: Conduct Detention (CD)

These take place at 16:30 on a Friday evening. The Conduct Detention (CD) is primarily intended for misconduct outside of the classroom. As noted above, however, it can also be used for misconduct within a lesson or for students who fail to turn up for a DD. The CD is not intended as an opportunity to catch up on work and students are required to work on behavioural improvement material.

#### Level 4: Saturday Detention (SD)

Saturday Detentions (SDs) are given for either serious offences (such as extreme insolence, smoking or out of bounds), a failure to turn up for a CD or repeated DDs or CDs. A third CD in a term may be converted into a SD. The SD must have been given by the Wednesday evening of the week of the SD. Parents will be automatically informed by the student's HoMM.

#### Level 5: Sunday Detention (SUD)

Sunday Detentions (SUDs) are given for serious offences such as drinking or extreme rudeness. They may also be given for repeat SDs or for failing to turn up for an SD. The SUD runs from 09:30 to 12:30 and will be supervised by a member of SMT. There are two SUDs per term and they are marked in

the Kalendar. A member of SMT must sanction an SUD and the student must be entered in it at least one week before the SUD.

### ***Sexual Conduct/Relations***

The College seeks to encourage normal friendships between students; this can be one of the great assets of the coeducational environment. The College cannot but be aware of the pressures to which teenagers especially are subject, with a linking of early sexual experience to self-esteem.

Intense romances, and the emotional disturbances, which they are very likely to cause, are to be avoided at School. Students found engaged in any form of intimate sexual activity must expect to be dismissed from the College. Public and private displays of affection are not allowed. We encourage proper friendships between students in different year groups. Therefore visiting other Houses has always been allowed. Students may visit each other in the public areas of their Houses during free time. Students may not visit each other's rooms at any time.

### ***Smoking***

Peer pressure, curiosity, imitation of the adult world, an excitement in rule-breaking, can all tempt students into smoking, especially initially. The development of an addiction is an insidious and well-recognised process. The health dangers are clearly established and carefully communicated in School in the health education programme. The process of sanctions stands alongside programmes to help the addicted to reduce and give up the habit.

Anybody found smoking outside the buildings will be punished with a Level 4 Saturday Detention.

A second offence in a term will result in a level 5 Sunday detention. Repeated offences may result in suspension.

Smokers may also be gated. In the case of boarders, this means being confined to House for a period of time as specified by either the HoMM or Deputy Headmaster. In the case of day pupils, this may mean either being confined to House and being barred from taking part in other activities or sent home after the pupil's last academic lesson on one or several days as specified.

Those found together either outside or inside where the smoking of tobacco has evidently taken place will be treated as a group guilty of the offence. Possession of smoking materials or evidence of tobacco use on clothes or breath may, according to circumstances, be treated as evidence of actual smoking of tobacco.

Those found in such circumstances are liable to receive the same sanction as those caught smoking. Those who repeatedly break the School rules regarding tobacco will probably be tested for drug use.

The dangers of tobacco are fully addressed in health education classes and if anyone is addicted to tobacco and would like help, we offer confidential opportunities for personal advice and support.

Any student caught selling cigarettes is likely to be suspended and could be dismissed from the College.

***Theft***

Theft is a serious crime; it destroys trust in the community; it leads to unhappiness and can be used as a form of intimidation. If a student is found to have stolen items belonging to either another student (or his or her family) or the school, he or she may be suspended or, in particularly severe cases, excluded.

***Vandalism***

We expect students to respect property belonging to the School, and we will take serious action against pupils who damage it.

## General Information

### **Absence**

If students wish to be absent from any commitment they must obtain *prior permission*. If they are ill, they must report to the Medical Centre and if they are off games they must still report to their usual activity and await instructions. No pupil may miss any commitment through illness without permission from the Medical Centre. A day student who is unable to come to School, should please let the School Office know by 09:00 (01444 893000).

### **Assembly**

There will be regular School Assemblies in the Chapel on Tuesdays (08:30 – 08:45). Some of these will be for the whole School; some for particular year groups when there is something particularly relevant (e.g. University admissions procedures).

### **Bicycles**

Students may have a bicycle at School but they must be kept locked in the places provided. Bicycles may only be borrowed with the owner's permission. Bicycles must be taken home for holidays. The Farm Road is the entry/exit route for cyclists - there is no cycling anywhere else in the School grounds. *Students must wear a helmet when cycling.*

### **Boarders' Weekend Leaves**

On all weekends students may leave on Friday after 16:30, be at home on Friday and Saturday nights and return either on Sunday evening by 21:30 or by 08:20 on Monday morning. However if they are selected for a team, they will be required to attend Saturday fixtures. Similarly if they have been placed in Saturday detention (10:00 – 11:00/12:00) they must be in School for that commitment. Weekend leave requires a HoMM's permission and the agreement of all parties. HoMMs must know where students are and when to expect them back. Please give as much notice as possible to the HoMMs.

### **Books**

Books and other possessions must not be left lying around the School, particularly in the Cloister areas. They will be removed by House prefects in the interests of tidiness and taken down to the Houses.

### **Bulletin**

A Daily Bulletin is published each day. This contains useful notices and students should read it every day before going to lessons. If students wish to put something into the Bulletin, they should ask their HoMM first, or see Mr Bool.

### **Callover**

This is a time when students must be in their House and be registered by the member of staff on duty there (see **House**). We are required by Law to register all students at least twice a day. We then have to submit attendance figures of each student to the Department for Education and Skills (DfES).

### **Careers**

From Shell students will be introduced to the Careers Room and shown how to research for Careers and Further/Higher Education ideas. Whilst in Lower School they will have careers education lessons as part of the Learning for Life programme and will have a careers interview to help with GCSE and Sixth Form choices. They will be encouraged to use the extensively resourced Careers Room and access a variety of careers software. Once in the Sixth Form a programme to help with HE choices is in place. Mr Harrison is in charge of careers and Miss Collier is in charge of Higher Education. Students can book an appointment for a talk about Careers or Higher Education by contacting either of them.

### **Chapel**

Students must attend the main School Chapel Service on Wednesday afternoon (16:45 start) and one House Crypt service each week. They can only miss a Chapel with permission from either the Headmaster or the Chaplain. There are also occasional Congregational Practices ("*Congers*").

### **Chaplain**

Father David Lawrence-March is the School Chaplain and, as a priest and a trained counsellor, is there to help with any problems that might occur. Students can speak to him (or one of the Sisters in the Medical Centre) confidentially at any time.

### **Complaints: What happens if students want to make a complaint about something?**

Sometimes students may feel that they would like to complain about something that is worrying them or the way that they are being treated. There are lots of people they can turn to including their teachers, Tutor and housemaster/mistress. Please do not hesitate to talk to someone. The full procedure which sets out the complaints procedure is set out on the House notice boards and on [page 40](#) of this handbook.

### **Day Students**

- Day students must be in School by 08:20 and attend House callover at 08:25, (on Thursdays they must report to their Tutor by 08:25)
- They must **always sign out** in House before they leave.
- They must fulfil all commitments before they leave. If it is known that they will be absent from something, their parents must clear this with their Housemaster or Housemistress first.
- If they have an unplanned absence or illness, their parents must ring the Housemaster/mistress before 08:15 or the School Office before 09:00. If a student is put 'off games' by the home Doctor they must bring a certificate or note to Sister in the Medical Centre.

### **Dining Hall**

Food, crockery and cutlery must *never* be taken from the Dining Hall. Between meals the Dining Hall is out of bounds. Students must always queue in a quiet and orderly fashion and in a single file from the steps. At the end of the meal they must leave their area clean and tidy.

### ***Driving***

No *boarding students* may keep motorised transport at or near the School. *Day students* may, with the express and written approval of parents and the Deputy Headmaster, use a car or motorcycle to come to School in the morning and go home in the evening. No other journeys may be undertaken and casual lifts may not be given to other pupils. The sharing of transport by day pupils must be agreed between both sets of parents and the Deputy Headmaster.

### ***Eating and Drinking***

Students may eat and drink in the Tuck Shop area and within their own House areas as allowed by House rules. They may not eat and drink publicly, either walking around School, or to and from the village.

### ***Electrical Appliances***

Any electrical equipment brought in to the School must be:

- CE marked and have a current Portable Appliance Test certificate/label and be in good condition
- Fuses must be of the correct current carrying capacity for the appliance.

Any defects in electrical installations or apparatus, including any sign of overheating in wiring or connections, are to be reported to the Head of Maintenance or Assistant Bursar (Estates) without delay.

Defective equipment must be taken out of use immediately until repaired.

Insertion of bare wires into sockets is forbidden.

### ***Equal Opportunities***

We operate an Equal Opportunities policy for all boys and girls. If students think that this is not working, they should talk to a member of staff - in the first instance their HoMM or their Tutor.

### ***Evening School***

This is a period of time in the evening when students do their homework (from 19:15). They are expected to work quietly in their room and not move around.

### ***Fire***

All students must be familiar with the **fire drill procedure**. Except in the case of fire, fire extinguishers and related equipment must **never** be touched. Fire escapes and fire doors must be kept clear and closed at all times. We will hold regular fire practices – at least one a term; we take these very seriously and so must students. Students must always react to a Fire Alarm as if it is a real fire. If the fire alarm sounds during the School day, the main assembly area for the College is the Green.

### ***Food Committee***

This meets twice a term. Each House sends one student to sit on the committee to discuss all matters relating to catering with the Catering Manager, Bursar and Deputy Head.

## **House**

When students join the School, they will become a member of a House. Every House has a **Housemaster or Housemistress (HoMM)**, an Assistant Housemaster or Housemistress and House Tutors. Students will also have a personal **Tutor**. The Housemaster, Housemistress, Assistant and Tutor will do all they can to help them and they must feel free to talk to them.

Students must be in their House first thing in the morning for **Callover**; day students must attend '**Rest**' at lunchtime when they will have to register. Boarders are also registered in their house at 21:30 (Saturday, 22:00). Woodard boarders register at slightly later times. Callover and Rest are times when the house gets together. HoMMs may ask students to register at other times.

## **Glossary**

Some words and terms that students and teachers use at Ardingly will be confusing to new students on first hearing. Here are some of them:

<b>HM:</b>	Headmaster
<b>DHM:</b>	Deputy Headmaster
<b>DoS:</b>	Director of Studies
<b>SM:</b>	Senior Mistress
<b>HoMM:</b>	Housemaster or Housemistress
<b>AHoMM:</b>	Assistant Housemasters or Housemistresses
<b>HoD:</b>	Head of Department
<b>Callover:</b>	Registration
<b>Rest:</b>	House time
<b>Shell:</b>	Year 9 students
<b>Remove:</b>	Year 10 students
<b>Fifth:</b>	Year 11 students
<b>Task:</b>	Homework
<b>Evening School:</b>	Supervised evening study time in Houses
<b>LfL:</b>	The Ardingly College term for PSCE (personal, social, citizenship and health education), Learning for Life.

## **ICT**

The use of ICT is integral to the work of the College. Every student is entitled to his or her own e-mail account. Any attempt to misuse the computer system could cause significant disruption to other members of the College. Such misuse will be treated as a serious disciplinary offence. The use of School computers to obtain, view or pass on inappropriate material is also forbidden.

All users of College computing facilities are required to sign a form agreeing to comply with the statutory and other provisions and regulations applicable to computer systems and the information stored in them. The *Computer Misuse Act* and the *Copyright, Design and Patents Act* apply directly to all computing systems in College. The full policy is set out in a separate document signed by all students.

### ***Independent Listener***

The Independent Listener is someone students can talk to if they wish to speak to a person who is not a member of the School community and who can offer confidential advice. He is Father Crutchley and his contact details are: Tel No: 01444 892332, email: crutchley631@btinternet.com.

### ***Insurance***

Parents have been told about insurance. All students' possessions should be covered on a home policy. Sadly things can get stolen at School and students should be covered against this, particularly for more valuable items. However, making sure all possessions are clearly labelled is one way to discourage thieving. Take note of identification numbers on electrical equipment (eg mobile phones).

### ***Kalendar***

A termly Kalendar is published which lists all events, fixtures, concerts etc for the term and copies are given to all students and posted to parents. An updated version of the Kalendar is available on the intranet.

### ***Library***

All new students receive an induction to the facilities and arrangement within the Library. The Library has many uses; whole classes come in for research work, pupils come in to study and borrow books to support lessons, and to read for pleasure. There are computers, which are linked to the School network, and facilities for watching videos and DVDs, and for listening to tapes and CDs.

Arrangements to register as a borrower will be explained when students first visit the Library.

The Library is staffed by a full time librarian, with an assistant. Pupils assist on the issue desk as a service within the Duke of Edinburgh Award, and CAS within the IB programme. We have a computerised catalogue, which can be accessed from all the computers in the Library.

The Library staff is there to help students, whether they are looking for specific information for a task, or for recommendations of good books to read. We produce reading lists and other helpful handouts. If students are unsure about anything, they should ask for assistance.

The Library staff looks forward to seeing students, and to receiving their comments about making the Library even better.

### ***Lost Property***

All items of clothing and personal belongings left around the College will be taken to the Uniform Shop. If they are named, they will be returned to the HoMMs. At the end of each term, a list will be circulated with remaining items and those that are still unclaimed will be given to a charity shop.

### **Meals**

Breakfast is served between 07:45 and 08:10 on weekdays and between 08:30 and 09:00 on Saturdays. A brunch is served on Sundays from 10:30 to 12:00. Lunch is served from 13.10 on weekdays in two sittings (split by Houses). Sixth Formers who have a study period for lesson 4 can take lunch at 13:00 if they are free. Supper is served from 18:00 to 18:45 each evening.

### **Medical Centre**

This is located near Woodard and the Sports Hall. Except in emergencies students must go to the Medical Centre in surgery hours only. These are: 08:00-08:30; 13:30 – 14:00; 18:45 – 19:15 (Monday to Friday) and 10:00-11:00; 13:00 – 14:00; 18:45 – 19:15 (Saturday and Sunday).

In an emergency students may go at any time, and if this is after 21:30, Sister must be alerted by a telephone call from a member of staff and they must be accompanied. Patients in the Medical Centre may be visited with Sister's permission only. Sister Marland is in charge of the Medical Centre (01444 893292).

### **Medicines**

Students are forbidden to have in their possession any pills, tablets or medicines unless given permission by the Medical Centre staff.

### **Mobile Phones**

Mobile phones can be used at Ardingly College on the basis that they provide:

- a useful link between parents and their children, especially when arranging transport; and
- communication in an emergency.

The use of mobile phones must not, however, interfere with the working day or the smooth running of the School.

The rules relating to mobile phone use at Ardingly College are as follows:

Mobile phones must not be used at all in lessons, activities, evening prep or formal gatherings like Assemblies or Chapel. This includes receiving, reading, writing or sending text messages, taking and/or sending photos and using the phone as a watch or calculator.

If someone breaks this rule, his or her phone will be confiscated and passed on to the Deputy Headmaster.

Using mobile phones to harass or upset other people in any way is an offence punishable by law and by the School.

Interfering with, hiding or taking someone else's mobile phone will be regarded as theft and quite possibly, bullying as well.

The use of someone else's phone without their permission, particularly if that use incurs some cost to the owner, will be regarded as theft.

Mobile phones are banned at all times from exam rooms.

Mobile phones must be clearly marked with the owner's name.

### **Possessions**

Students must lodge money and valuable items (e.g. passports) with their Housemaster or Housemistress. All losses and damage must be notified immediately to the HoMM. Students are encouraged to keep their possessions in their lockable cupboard; make sure they are clearly labelled. Please respect the possessions of others.

### **Roads**

Students *must* use the designated crossing points when crossing College Road. Traffic accelerates down the hill (often above the 40mph speed limit) and they must check very carefully before they cross the road. If students are running or walking on a road they must face oncoming traffic.

### **Rooms and Study Areas**

These are areas where students keep their books. They must be looked after and kept tidy. Posters and decorations must never cause offence. Nothing may be fixed to ceilings. The desk and area must be clean and tidy and always tuck the chair in when leaving. Any food must be kept in airtight containers or tuck boxes. Students must never tamper with electrical fittings and only official electrical appliances may be used. They must put litter in the bins provided.

If students leave their room or study area in an unacceptable mess, in the first instance, the cleaner will inform the Housemaster or Housemistress (HoMM). They will be expected to make their room tidy enough to be cleaned.

### **Sport and Activities**

The Co-curricular Activity programme at Ardingly is an integral part of the School curriculum and is second to none. It is in place to give students access to a wide range of both sporting and cultural activities. It is there to allow students the resources necessary to develop their individual talents and achieve their full potential. No student should be denied access to these facilities. Therefore they are expected to play a very active role within this programme. The activities are designated as *strenuous*, which encompasses the sporting programme as well as Production Management, and *non-strenuous*. All students are expected to undertake a minimum of two strenuous activities per week.

Sport is a major part of the co-curricular activity programme and encompasses both major and minor sports. Students are expected to participate fully in the comprehensive sporting programme that is on offer, which allows the aims of the School to be upheld.

Students in Shell and Remove are expected to take part in the major sports as follows:

Michaelmas Term:	Boys	Football
	Girls	Hockey
Lent Term:	Boys	Hockey
	Girls	Netball
Summer Term:	Boys	Cricket/Tennis/Athletics
	Girls	Tennis/Athletics/Rounders

Fifth, Lower and Upper Sixth students are required to participate in a major sport if selected to represent the College in a specific sport or sports. If students are not required by the major sport they may choose an alternative strenuous activity on a Tuesday or Thursday afternoon when in the V<sup>th</sup>, LVI<sup>th</sup> and UVI<sup>th</sup>.

Tuesday and Thursday afternoons (depending on the year group) are designated as senior School activity afternoons, during which the major sports will take place. There may be the occasional fixture on these afternoons but the majority of fixtures will take place on a Saturday morning or afternoon. Therefore it is essential that if students are selected to represent the College that they are available to play in these Saturday fixtures. Team lists are placed on the appropriate notice boards in the Cloisters several days prior to the fixtures. If students are not available to play on a Saturday for whatever reason then parental written request must be submitted to the Headmaster giving at least 7 days notice of possible unavailability.

There are many other sports and cultural activities available outside the major sporting programme. Some of these will take place during the activity afternoons whilst others may be on offer between 17:30-18:30 each day. HoMMs and Tutors will guide students through the selection process. There is a full activity programme on Mondays from 13:30 until 15:30.

A full and comprehensive programme of activities will run on a Saturday morning. Sporting fixtures will also take place every Saturday, either during the morning or the afternoon. These will take priority over the other activities being offered (except for School Detention) and it is essential that if students are selected to represent the College they are available to play. Other activities are voluntary. Academic departments will offer clinics on Saturday mornings throughout the year. There will also be the opportunity for students to participate in a range of sports e.g. badminton, table tennis, water sports and specific training sessions for the major sports etc. The Library, Art School and DT department will be open on most Saturday mornings and the Music and Drama departments will have some Saturday mornings set aside for rehearsals. The activities being offered for each term will be in the Kalendar. School uniform does not need to be worn for these voluntary activities.

### ***Stationery***

Students can buy stationery from the Tuck Shop.

### ***Student Council***

This meets once each half term and is composed of representatives from every year group in the School. Agenda items should go to the Head Boy or Girl, or the year group representatives for possible discussion. The council has a modest budget to spend on projects which will benefit the School community. We encourage students to stand for election to this important body.

### ***Student Planner***

This will be given to students at the start of the Michaelmas Term. It is a very important document and should be taken to **all** lessons. They will use it to record their Tasks and note down significant deadlines and dates. It will be seen regularly by Tutors and HoMMs, and if a day student, by parents. If the student planner is lost another one must be purchased from the stationery shop.

### ***Telephones***

Every House has a telephone and they may be used in free time. There is also a telephone box by the 'Under' stairs at the entrance to the Dining Hall servery area.

### ***Tuck Shop***

The School tuck shop is situated in West Quad and serves a wide variety of sweets, snacks and soft drinks. There are also a number of vending machines for use in free time.

### ***Tutor***

This is a member of staff who sees their tutee every week and discusses with them their academic progress and any other relevant matters. When students first come to Ardingly, a Tutor will be appointed for them, but after a while it is possible to choose one if they wish to swap. Students must let HoMMs know that they wish to do so and he/she will help them find another Tutor. Their Tutor liaises with their parents/guardians and supports them in many ways.

### ***Visitors***

Ardingly always has visitors coming into School. If students come across them, they are expected to greet them and make them feel welcome; if they are lost please escort them to their destination or show them where the main Reception area is in South Quad. Members of the School may be used as Headmaster's Guides and they may be asked to take visitors around the School.

### ***Visiting other Houses:***

#### **College rule**

No student may visit a room or House area without an occupant of that room or area being present; if they go, students must go too. Visiting is therefore by invitation only and students must respond to this courtesy by responsible behaviour and leave if asked.

#### **Mertens and Hilton**

During the week pupils are welcome in the Common Room at lunchtime and before supper. Weekend visitors are welcome in the Common Room. Visitors should use the main entrance only and are not allowed upstairs or in the corridor downstairs, where the study bedrooms are located, unless they have gained permission from the Housemaster.

#### **Crosse**

Pupils are welcome to visit, by invitation from a member of Crosse, during free time only (i.e not during lessons or the 5-minute break between them) up to 19:00. Visitors are not allowed in study areas and must make themselves known to the duty member of staff on arrival.

### **Rhodes**

Pupils are welcome to visit during free time from 10:45 until 19:10. This does not include study periods. They must be signed in by a member of Rhodes in the Visitors' Book in the signing out area and must sign out when they leave. They must restrict their movements to the ground floor Common Room and signing out area unless they have a Tutorial with Mr Caldicot or Mr Bennetts. No visitors are allowed in any students' room at any time. Students who are tutees of Rhodes House staff may visit the Rhodes HoMM and AHoMM

### **Toynbee**

Lower VI boys and siblings of Toynbee girls are welcome to visit Toynbee at the following times:

Monday, Wednesday and Friday:	17:30 – 18:00	20:50 – 21:25
Tuesday and Thursday:	17:30 – 18:00	
Saturday and Sunday:	14:00 – 21:25	

### **Aberdeen and Neal**

Boys are allowed into the Link area (until 18:00) by invitation only.

### **Woodard Boys and Girls**

No visitors other than brothers and sisters by arrangement with House Staff.

### ***Weekly Timetable***

Day students must arrive in School in full School uniform. Boarding students should be out of bed by 07:45 (Monday to Friday) in time for breakfast. Service for breakfast ends at 08:10 promptly on weekdays. Boarding students must be dressed in full School uniform when they leave the House. All students must attend House Time at 08:25 on Monday, Tuesday, Wednesday and Friday for Callover and also as required at lunch time. On Thursdays, students must report to their Tutors by 08:25.

*Shell to Lower Sixth* boarding students must be in their Houses for Callover by 21:30 (Saturdays 22:00) and all *Shell to Lower Sixth* day pupils must have gone home by these times.

For *Upper Sixth* students in Woodard, the times are 22:00 during weekdays and Sunday, and 23:00 on Saturdays.

*Lessons* - Students must always attend lessons promptly and be properly equipped. They should think ahead and make sure they have all the correct equipment and books for the lessons they are attending, especially taking their student planner.

*'Rest'* - 'Rest' is a House time at lunchtime. Students may be required to attend rest before/after lunch and remain there until dismissed.

*Study Periods* - In **Shell, Remove and Fifth**, the non-taught lessons will be supervised by a member of staff in designated teaching rooms. These periods (SSPs) are for study. However, in the Fifth Form, if a student's HoMM and Tutor feel that their effort and attainment grades and general conduct merit studying on their own in their study, then they will be allowed to do just that - but they must earn that privilege. This normally happens following the mock examinations.

In the **Sixth Form**, during study periods students will be allowed to work on their own, but they should be warned that poor effort grades, late assignments and/or poor behaviour during study periods may well result in the loss of this privilege; they may well have to sit in supervised study periods with Lower School pupils. It is up to them not to waste valuable study time during free periods.

**Who's Who?** For academic matters, the student's Tutor should be consulted or Mr Large, Director of Studies. Mr Gutteridge is Director of Co-curriculum and is responsible for the Activities Programme. For other matters, try the following:

Boys' Sport:	Mr Tester
Girls' Sport:	Mrs Lewis
Careers:	Mr Harrison
CCF:	Mrs Mackay-Bulger
Charities:	Mrs Humphreys
Duke of Edinburgh:	Mrs Mackay-Bulger
Library:	Mrs Roberts
Outdoor Pursuits:	Mrs Mackay-Bulger
Oxbridge:	Mr Witherington
UCAS:	Miss Collier

<b>BULLYING</b>
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**ANTI-BULLYING POLICY STATEMENT**

**Definition of Bullying Behaviour:**

Bullying behaviour is behaviour which hurts or causes distress by taking advantage of another person in some way, making him or her feel uncomfortable or threatened.

Examples of bullying behaviour are:

- hitting, kicking, pushing people around, spitting
- name calling, taunting, teasing, insulting
- intimidating, isolating or excluding from the group
- spreading rumours or writing unkind notes
- using improperly any form of e-technology, such as computers and mobile telephones
- taking, damaging or hiding possessions
- demanding money
- talking to or touching someone in a sexually inappropriate way

Other types of bullying include:

**Sexual bullying**

Sexual bullying involves unwanted and unwelcome attention of a sexual nature. This may be physical or verbal or involve the denigration of an individual on sexual grounds or by sexual means. Any unwelcome behaviour of a sexual nature which creates an intimidating, hostile or offensive environment for the recipient may be regarded as sexual bullying. It affects both boys and girls.

**Racial bullying**

Racial bullying is offensive action and behaviour, deliberate or otherwise, relating to race, colour, ethnic or national origin directed at an individual or group, which is objectionable to the recipient and which creates an intimidating, hostile or offensive environment.

**Religious or Cultural Bullying**

Bullying because of a person's religion, belief or culture. This includes a broad definition of belief and cultures and includes minority religions, humanists, atheists and people of different nationalities.

**Homophobic or sexual orientation bullying**

This is bullying directed at persons or groups on the grounds of a perceived or actual sexual orientation (applying equally to homosexual, heterosexual or bisexual boys or girls) NB. In terms of sexual orientation, discrimination can occur because of an association with a gay or bisexual person (friend or relative etc.)

**Disability Bullying**

Bullying in respect of a person's disability or impairment.

## **Cyberbullying**

The term refers to any form of bullying that takes place using electronic technology, for example text messaging, picture or video-clips, email, chat rooms, social networks, instant messaging, social websites, photographs, web logs, online personal polling sites, personal websites and so on. The opportunities for bullying within this sphere are growing as the technology becomes more powerful.

The School has the following safeguards in place:

1. All students and members of staff are required to sign a statement of agreement as part of the Computer Access Policy.
2. All e-communications used on the school site or as part of school activities off-site are monitored.
3. All access to the Internet by students is filtered and bars are placed on a variety of unsuitable websites.
4. All students are made aware of the policy with regard to the use of mobile telephones.
5. The Learning for Life programme includes modules on bullying, including cyber bullying.
6. Members of staff are aware of the need to be vigilant and to act accordingly when a problem arises.

The Police will always be informed of serious incidents involving cyber bullying.

In this document the terms “bully” and “victim” are used. “Bully” is used of someone who has manifested bullying behaviour; “victim” is used of someone who has received bullying behaviour. The terms are used for ease of reference. There is no suggestion that these are discrete categories of people, or that their involvement in bullying behaviour is necessarily either pervasive or persistent.

All aspects of bullying behaviour affect the victim. A victim may be bullied because of his or her age, physical appearance, nationality, colour, gender, religion, or because he or she is new in the School, appears to be uncertain or has no friends. He or she may also become a target because of an irrational decision by the bully.

Bullying can seriously damage a young person's confidence and sense of self-worth, and they will often feel that they are at fault in some way. It can lead to serious and prolonged emotional damage for an individual and even suicide. Those who conduct the bullying or witness the bullying can also experience emotional harm, and the impact on parents and school staff can be significant. Although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

The School recognises that bullying can occur: from staff to staff, from staff to student, from student to staff, and from student to student. While the School considers all forms of bullying unacceptable, this document focuses only on the last category.

### **School Code On Bullying:**

All reasonable steps should be taken to ensure that, so far as it is possible, every student feels safe and happy at School and feels supported and protected at all times.

The School expects all members of the School Community to uphold the School Code on Bullying:

1. Every student at Ardingly has the right to enjoy his or her learning and leisure time free from intimidation.
2. Our School Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
3. To stand by, when someone else is being bullied, is to support bullying.
4. If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student.
5. Bullying will always be taken seriously.

### **Ways Of Preventing Or Reducing The Incidence Of Bullying:**

1. An open, positive, caring and trusting atmosphere is nurtured in the School.
2. Staff:
  - a) celebrate achievement
  - b) provide support
  - c) anticipate problems
  - d) discipline sensibly and fairly
  - e) make opportunities to listen to students
  - f) act as advocates of students
3. Students are encouraged to feel able to share problems with staff:
  - a) to turn to anyone they trust, if they have a problem
  - b) not to feel guilty about airing complaints
4. Students are informed that bullying will not be tolerated in the School and that it is a disciplinary offence. All of the school sanctions (as are listed in the Student Handbook) may apply and ultimately a student may be excluded. It is likely that a serious bullying incident or an incident which is itself minor but forms part of a cycle of such incidents will, as a first step, result in external suspension.
5. Meals are pleasant social occasions. Situations where bullying is likely to occur are monitored closely. In particular, the member of staff on day duty shall patrol the Tuck Shop area at break and close supervision of the lunch queue will be maintained by staff.

6. Equal opportunities practices are observed in School and Houses:
  - a) discriminatory words and behaviour are treated as unacceptable
  - b) positive attitudes are fostered towards people who are disabled and towards ethnic, cultural and linguistic groups within and outside the School
  - c) positive attitudes are fostered towards both sexes through the curriculum and tutorials
  
7. A course on bullying forms part of the Shell Learning for Life curriculum. This includes debate on:
  - a) Who is the “bully”? Who is the “victim”?
  - b) Why are some “bullies” and others “victims”?
  - c) What should a student do if he is bullied?
  - d) What constitutes bullying? Where are boundaries?
  - e) Who do I go to if I am being bullied?
  
8. Appropriate training in all aspects of care is arranged, to ensure that Housemasters and Housemistresses and other staff have the necessary professional skills, especially:
  - a) the risk and indications of child abuse and bullying, and how to deal with cases
  - b) counselling skills (including bereavement).
  
9. In Houses:
  - a) there is an adequate presence of staff
  - b) staff are actively involved with students and in all areas of the House when they are on duty
  - c) attempts are made to avoid boredom and lack of purpose among students
  - d) there is space available for students’ quiet withdrawal
  - e) there is no crowding in bedrooms or common rooms.
  
10. All senior students have the opportunity for House duties.
  
11. The responsibilities of senior students are appropriately limited.
  
12. Staff realise the pastoral role of Prefects and senior boarders, and offer appropriate support.
  
13. House and School Prefects are trained at the beginning of the academic year or as part of the prefects’ training at the end of the Lower Sixth, so that they control younger students sensitively, especially in giving punishments.
  
14. Older boarders are encouraged to keep an eye on younger boarders, offering support where needed.

### **Monitoring Students’ Behaviour, Including Bullying**

1. Members of staff are vigilant at all times, but particularly outside rooms before and between lessons, and in the Dining Hall.

2. Housemasters and Housemistresses, Tutors, House staff and senior students are alert to the possibility of bullying in Houses, particularly in study bedrooms and dormitories.
3. Meetings of Housemasters Housemistresses and House Prefects regularly discuss bullying within the House.
4. Tutors regularly discuss relationships, including bullying, with their tutees.
5. There is close cooperation between School and House staff:
  - a) Housemasters and Housemistresses are informed of issues and incidents in the classroom and the wider school, and are informed of bullying incidents as soon as possible
  - b) Housemasters and Housemistresses report to other staff in the School issues and incidents involving individual students
  - c) there is effective and close liaison between medical and House staff and School staff.
6. Record-keeping on the welfare and development of individual students:
  - a) is efficient and well-maintained
  - b) is sensitive to individual changes
  - c) includes all relevant information to provide staff with information about welfare at all times
  - d) enables staff to spot changes in the well-being of individuals in time to take appropriate action.
8. House and School Prefects are monitored to ensure that their responsibility is properly exercised.
9. Houses have an Incident Book for noting significant events which need to be monitored and known to other members of the House staff team. Housemasters must keep Incident Books up to date.
10. Housemasters and Housemistresses regularly communicate with the Tutors of students in their House and monitor their Tutor records.
11. The Deputy Head monitors Incident Books and Tutor records regularly.

### **Procedures To Deal With Alleged Incidents Of Bullying**

1. Any student being bullied or knowing that someone is being bullied should report what is happening to his or her parents or guardians or to someone in authority within the School, in accordance with the School Code on Bullying. The following are available:
  - Housemaster or Housemistress, tutor or any other teacher
  - House Matron or another lady in the House
  - a School prefect, House prefect or a senior student
  - the Chaplain
  - a Counsellor (contactable through the Medical Centre) or the Independent Listener (Fr John Crutchley Tel No 01444 892332)
  - a School Doctor or a Sister in the Medical Centre
  - the Headmaster

- the Child Protection Officer (Deputy Headmaster)  
A member of the Senior Management Team

They may also wish to contact:

- Social Services (Tel No: 01243 771000)
  - ChildLine (Tel No: 0800 1111)
2. A victim or a witness of bullying may be uncertain about taking this step, for a variety of reasons:
    - a) he or she does not want to tell tales
    - b) he or she does not want the bully to be punished
    - c) he or she is afraid of what the bully will do
    - d) he or she has become demoralised and feels that he or she does not deserve any better

There should be an atmosphere within the School which encourages students to be completely open regarding bullying. Moreover, students should be encouraged to realise that it is always better to tell someone, because:

- a) sharing what is happening will help the victim to deal with his feelings
  - b) bullying thrives on secrecy – it is best dealt with by being brought into the open
  - c) it may save other people from becoming victims of the same bully
3. Any person in authority who learns of alleged bullying behaviour should:
    - a) firstly, offer advice and support to the alleged victim
    - b) report the allegation to the Housemaster(s)/Housemistress(es) of the students involved (ie both victim and bully) as soon as possible.
  4. Housemasters/Housemistresses will record this in the House Incident Book and, if they consider it appropriate, interview both the alleged victim and bully and any possible witnesses from their House. These interviews will be recorded in the relevant House Incident Book, together with action taken in the case as a whole.
  5. In many cases where it is felt that bullying has taken place, the action in the first instance will not be disciplinary. It may sometimes be the case that the bully genuinely has not recognised the distress caused to the victim by his or her behaviour. It may also be judged preferable to issue a warning before sanctions are applied.
  6. However, if the student responsible for the bullying behaviour repeats it, sanctions are likely to be applied. Ultimately, a bully who does not change his or her behaviour may have to leave the School.
  7. It is essential that Housemasters and Housemistresses of both the victim and the bully continue to monitor the situation regularly. If the victim and the bully are from different Houses, the relevant Housemasters and Housemistresses should discuss their findings regularly during the first few weeks after an alleged incident, until they are satisfied that further incidents are unlikely. They should record their results in their House Incident Book.

8. Housemasters and Housemistresses must notify the Deputy Headmaster of all alleged bullying incidents. Housemasters and Housemistresses may, at their discretion, notify the Headmaster.
9. Housemasters and Housemistresses may consider it advisable to notify parents of both the victim and the bully about the case and any action taken.
10. Housemasters and Housemistresses should consider sharing information with some or all colleagues, especially the Tutors of the students concerned, and with students in the House, in order that they may be alert to the need to monitor certain students closely.
11. The welfare of the victim should be considered of paramount importance. The student should be informed of any actions taken. They might need help to deal with their feelings and to understand and overcome their vulnerability.
12. The bully should be given help and support in trying to change their behaviour.
13. If the Housemaster or Housemistress believes that bullying has occurred or is occurring involving a student in their House or that bullying behaviour has occurred after warnings have been given to the bully, or a student has made a formal complaint and they consider that the matter cannot be dealt with internally, they may ask the Deputy Headmaster (or another member of staff when it is deemed more appropriate) to conduct interviews within the guidelines set out below. They shall also inform the Headmaster that they are taking this course of action.

**Procedure To Be Followed When The Child Protection Officer (the Deputy Headmaster) Is Asked To Investigate An Alleged Incident Of Bullying**

1. The Deputy Headmaster interviews the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. He may or may not ask the Housemaster or Housemistress to be present.
2. He sends a summary of his findings to the Headmaster.
3. The Deputy Headmaster or Headmaster may notify the parents of the students concerned, informing them of action taken.
4. Relevant Housemasters, Housemistresses and Tutors monitor the situation and raise staff awareness of the specific situation.
5. The Chaplain, or another member of staff will ensure that the alleged victim and the alleged bully have an interview with him or an experienced member of staff when a reasonable length of time has elapsed after the incident. They may also decide that a specific group of students need further follow-up to address their behaviour patterns.

6. If the victim does not feel that the procedure set out above has resolved the issue, he or she should inform either his or her Housemaster/Housemistress or the Deputy Headmaster or one of the people listed on [page 8](#).
7. The advice below is taken from the Student Handbook and is intended to help students who feel that they are being bullied.

If you are being bullied, there a range of strategies you can adopt to deal with the situation:

- Always remember that no one deserves to be bullied - bullying is always the bully's fault. Bullies seek out and need victims and just happened to pick you.
- Tell a friend what is happening. Ask him/her to help you. It will be harder for the bully to pick on you if you have a friend with you for support.
- Ignore the bully or say 'No' really firmly, then turn and walk away. Don't worry if people think you're running away. Remember, it is very hard for the bully to go on bullying someone who won't stand still to listen.
- Don't show that you are upset or angry. Bullies love to get a reaction. Keep calm and hide your emotions; the bully might get bored and leave you alone.
- Make up funny or clever replies in advance. Replies don't have to be brilliant, but it helps to have an answer ready. Practice saying them at home.
- Don't fight back if you can help it. If you fight back, you could make the situation worse, get hurt or be blamed for starting the trouble.
- Stick with a group, even if they are not your friends. Bullies tend to pick on people when they are on their own.
- Practise 'walking tall' – look in a mirror. If you look positive and confident, the bully will find it harder to identify you as a target – even if you don't feel that way inside.
- Keep a diary about what is happening. Write down details of incidents and your feelings. When you decide to tell someone, a written record of the bullying makes it easier to prove what has been going on.
- Tell your parents or other adults such as your tutor or HoMM - you need their help. Don't suffer in silence and let the bullies win.
- Don't answer texts, emails or messages which are abusive. Log them and report them to your parents or a teacher, for example your tutor. Don't delete them. You don't have to read them but you should keep them as evidence. Do not give out personal details on the internet or by text. If you use chat-rooms, always stay in the public areas.
- Don't answer texts, emails or messages from someone you don't know.

## **If you have been bullied for a long time:**

If you have been bullied for a long time, you might start to believe what the bully says – you are ugly and awful and that no one will ever like you. This is not true: this is 'victim-think'. To help you start feeling better about yourself:

- Try doing some mental exercises to build up your self-confidence
- Make a list of all the good things you can think of about yourself. We all have talents. The next time you feel down, think about the good things on your list
- Learn to talk to yourself in a positive way: say, "I may not look like a film star, but I'm good at maths and I have a brilliant sense of humour!"
- If you have a particular interest, develop your skills, whatever they are
- Change your mobile phone number. Your service provider can do this

Helpful approaches:

### Saying no

- When you say NO, say it firmly
- Listen to your body and to your feelings: What do you really want to say?
- Try not to get caught up in arguments
- If you don't want to do something, don't give in to pressure. Be firm. Remember, we have the right to say NO!
- When you say No to someone, you are only refusing the request. You are not rejecting the person.

### 'Broken record'

- Stay calm and focussed
- Repeat over and over the same phrase (such as 'No' or 'I'm not interested')
- Make your phrase short and precise ('it's my pencil' or 'Go away')

### Fogging

- Imagine that you are inside a huge, white fog-bank: the insults are swallowed up by the fog long before they reach you. Nothing touches you.
- Reply to taunts with something short and bland: "That's what you think." "Maybe." Then walk away.
- Practise by thinking of the worst things the bully says to you and pretend that you are inside your fog bank – nothing reaches you.

### Phone calls

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once the bully realises they can't get you rattled, they usually get bored and stop bothering you. Always tell someone else.
- Use your voicemail to vet your calls.
- Remember that almost all calls can be traced.
- Get help from your network provider.

## Emails

- Never reply to unpleasant emails. The sender wants a response – don't give them that satisfaction.
- Keep emails as evidence and tell an adult.
- Never reply to someone you don't know, even if there is an option to 'unsubscribe'. This simply confirms that your email address is a real one.
- Ask an adult to contact the sender's internet service provider by writing abuse@ then the host, eg abuse@hotmail.com

## Take Your Time

Once the bullying stops, many former victims say that they don't feel brilliant immediately. It takes time to get over bullying – you will feel better eventually.

Visit the websites [www.kidscape.org.uk](http://www.kidscape.org.uk) or [www.wiredsafety.org](http://www.wiredsafety.org) for more suggestions and names of organisations that can help.

Deputy Headmaster  
Ardingly College  
August 2011

## DRUGS AND FORBIDDEN SUBSTANCES POLICY

### Introduction

The statistics for the use of drugs amongst the young make it unlikely that any School is 'drug-free' and the shifting legal and social evaluation of cannabis adds further complexity. Drugs can still ruin lives. The allure of experimentation can be a snare and even limited use can be damaging. As in any School, we need to be particularly on guard for those, whether within or from outside, who seek to profit by the supply of illegal and forbidden substances. For the purpose of this policy the word 'drug' will be taken to mean drugs and forbidden substances.

The College defines drugs and forbidden substances as including:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- any substance the College considers forbidden

For the purpose of this policy, the word 'drug' will be taken to mean drugs and forbidden substances.

The School employs a three-pronged approach to drugs:

- We provide students with clear information on the dangers of drug use;
- We encourage students to develop the common sense and self-confidence needed to resist peer pressure to take drugs;
- We have clear sanctions for those who are suspected of, or found to be using drugs.

### Sanctions:

Students at Ardingly may not consume these substances either at School or during the holiday periods. Offences traced back to the holidays will be treated in the same way as offences that occur at School.

Where reasonable grounds for suspicion exist, the School may carry out a drugs test without notice. Such grounds will include long periods of lethargy, unusual signs of aggression or aggravated failure to cooperate, in addition to intelligence or reports, which give rise to suspicion.

The School's policy on drugs is that use, possession or supply of a drug renders a pupil liable to immediate dismissal from the College.

In certain circumstances, however, and on the Headmaster's sole discretion, a pupil who contravenes the School's policy may be allowed to continue in the School on certain conditions which must be strictly adhered to. These circumstances and conditions are:

- The pupil must have no previous record of serious breach of the School's discipline in any matter
- The offence must be the use not possession (caught with the drug or direct evidence of drug use) or supply
- The pupil must cooperate in identifying sources of supply
- The offender must show due remorse
- Parents must signal their unequivocal endorsement of the School's policy
- The parents must consent to the School's right to require the pupil to undergo regular testing for drug use
- The student must provide details about when they last took a drug

Subsequent possession or supply of a drug will be cause for immediate dismissal as will any other serious breach of School discipline.

### Testing

When the Headmaster or Deputy Headmaster decides that a pupil will be tested, the test will be pre-arranged with the Medical Centre. The housemaster/housemistress will accompany the student to the medical centre, where a sample will be taken in accordance with the Medical Centre's guidelines. The test result is returned to the Deputy Head.

If the test result is positive it will render the pupil liable to immediate dismissal from the School. As noted above however, the Headmaster may allow the pupil to remain at the School subject to certain conditions.

If a student refuses a drugs test they will be externally suspended from the College. If a student voluntarily comes forward or if his/her friends/parents give information that the student may be involved in drug abuse, the student will be tested as outlined in the points above.

### Conclusion

The Headmaster's aim is to combine a necessary firmness of discipline with compassion for human error and an understanding of the temptations among which young people have to live.

## STUDENTS' COMPLAINTS PROCEDURE

### What happens if I want to make a complaint about something?

Sometimes you may feel that you would like to complain about something that is worrying you. This might be about the way you are being treated. The first thing you should do is speak to any member of staff you can trust (e.g. your Housemaster or Housemistress or Tutor): you can take a friend with you if you wish - another pupil or another member of staff. (At any stage of the complaints procedure you can have a friend or chosen member of staff with you).

- If that does not resolve the matter you may wish to make a formal complaint. To do this you may write to your HoMM, Deputy Headmaster or ask your HoMM to make a written complaint for you.
- Your complaint will then be written in the complaints book held by the Deputy Headmaster who will let you know he has received it.
- Within the next two days you will be asked to talk the matter through with the Deputy Headmaster. You can either have a friend or chosen member of staff with you.
- If, after that meeting, you are still not satisfied, you should contact any of the people listed previously and seek their advice. You may also approach the Headmaster directly.

If your complaint is about another person you do not need to tell them you have reported them.

- **remember** if anything or anybody is making you worried or unhappy, it is your right to ask for help. Do not be embarrassed; let somebody know.

Clearly we all want you to be happy and successful at School. If you are in any doubt about anything that happens at School, just ask for help. Never 'sit' on any problem.

If you feel that School could be changed for the better, then various forums exist for just that purpose. We will always listen to constructive criticism. **Make your voice heard: be involved.**

Finally: there are external agencies from whom you can seek help. These include Ofsted (Tel No: 0300 123 4666).

## DRESS LIST FOR SHELL, REMOVE AND FIFTH STUDENTS

Item	Boys	Item	Girls
Shoes	Plain black, not patent leather	Shoes	Plain black, not patent leather
Socks	Plain grey x 6	Socks or tights must be worn at all times	Plain black, navy, grey or flesh coloured x 8
Trousers	Uniform* Grey x 2	Skirt	Uniform* Skirt, Grey x 2
Belt	Plain grey, navy or black		
Shirt	Uniform* White x 6	Shirt: White $\frac{3}{4}$ sleeve	Uniform* Winter - white long sleeve open neck revere collar x 6 Summer – as above but short sleeve
Pullover	Uniform* Navy x 2	Pullover	Uniform* Navy x 2
Scarf Outdoor wear only	School scarf*	Scarf	School scarf* / Pashmina
Jacket	Uniform blazer*	Jacket	Uniform blazer*
Tie	College/Award		
Coat	Smart: single dark colour, no emblems, badges, motifs. Not denim or leather	Coat	Smart: single dark colour, no emblems, badges, motifs. Not denim or leather

\* = item that must be bought from the College uniform shop

- Shoes should be properly fitting and low heeled.
- Long hair should be tied back with a black, navy, or brown hair tie. Hairbands should be black, navy or brown.

### Summer Dress (as announced by the Headmaster)

Dress as above except students do not need to wear their blazer and/or pullover. Shirtsleeves must be either rolled up smartly or buttoned down at the cuffs.

## DRESS LIST FOR SIXTH FORM STUDENTS

Item	Boys	Item	Girls
Shoes	Plain black leather (not boots or trainers)	Shoes	Plain black court or lace up shoe with a low heel - not stiletto (no boots, sandals or trainers). Ankle boots may be worn under trousers.
Socks	Dark colour(s)	Socks or tights must be worn at all times	Socks or tights must be worn at all times. Tights should be plain black, navy or flesh coloured
Suit	Black, navy or dark grey suit, traditional cut – not denim or leather.  We are able to launder machine washable suits.	Suit	Black, navy or dark grey trouser or skirt suit, tailored cut, no denim or leather. The skirt should be knee length or below the knee (not full length), with no inappropriate slits, frills and with a straight hemline. We are able to launder machine washable suits.
Shirt	Smart, quiet colours (own choice), tailored shirt with collar. Tucked in. Not denim.	Shirt	Smart, quiet colours (own choice), tailored shirt with collar. Fitted or designed to tuck in. Not denim.
Jumper	V-neck, quiet colour(s) worn over shirt and under jacket	Jumper	Jumper/Cardigan–quiet colour(s) worn over shirt and under jacket
Scarf Outdoor wear	Own choice	Scarf	Own choice
Tie	College/award or own choice (LVI); own choice (UVI)	Tie	Not applicable
Coat	Smart: single dark colour, no emblems, badges or motifs. Not denim or leather	Coat	Smart: single dark colour, no emblems, badges or motifs. Not denim or leather
Belts	Plain grey, navy or black	Belts	Plain grey, navy or black

\* = item that must be bought from the College uniform shop

- Shoes should be properly fitting
- Long hair should be tied back with a black, navy, or brown hair tie. Hairbands should be black, navy or brown
- T-shirts or vest tops should not be visible under shirts

### **Summer Dress (as announced by the Headmaster)**

Dress as above except students do not need to wear their jacket and/or pullover. Shirtsleeves must be either rolled up smartly or buttoned down at the cuffs.