Senior School

PARENTS' HANDBOOK

2026-2027

Add Attendance to this… importance of etc… see Summary fro Patrick W

"Add text highlighting the importance of good attendance"

WELCOME TO ARDINGLY COLLEGE

Ardingly is a forward-thinking school in a traditional setting. Our mission is for every child to lead enjoyable and fulfilling lives; to make the most of their talents at school and be ready for the world beyond.

Our educational aims:

We have distilled each of these six World Ready components into one over-arching strategic aim, as we look towards 2030. We aim to:

- Build a culture of care that supports every child.
- Ensure every student reaches their full academic potential.
- Enable every child to find and develop a co-curricular passion.
- Equip students with the employability and enterprise skills to succeed in a rapidly changing modern workplace.
- Help students engage constructively to form their own perspectives on complex societal issues, while always respecting other viewpoints.
- Broaden students' horizons through meaningful connections locally and globally.
- Fulfil the College values of Engagement, Compassion, Resilience and Collaboration.

Our supporting aims:

To support these educational aims, the College seeks to:

- Maintain a school at optimal size and with a healthy co-educational balance.
- Recruit, retain and develop outstanding staff.
- Engage parents in strong parent-school partnerships through effective communication and building high-trust relationships.
- Communicate the College's VAT plan to mitigate the tax burden and protect the integrity of students' school experience.
- Widen access to the College through building the endowment for means-tested bursaries.
- Invest in the campus infrastructure and facilities to deliver educational aims and ensure operational efficiency.

Further details on our aims, values and strategic plans can be found here.

This handbook is designed as a reference document and should be read in conjunction with other information provided by the College.
I very much look forward to meeting you at Parents' events, on the side-line of sporting fixtures, at social events, plays, concerts and other events over the course of the year.

With best wishes,

Alastair Tighe, Head of College

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Working Together

If there is anything that needs clarification, then please contact the following people:

In Lower School (Year 7 & 8), the Heads of Lower School, Academic and Pastoral will lead on the communication to the year groups. For more day-to-day matters, your child's Form Tutor is your main point of contact.

During the Middle School (Years 9 – 11) and into the Sixth Form (Years 12 & 13), the Housemaster/mistress (HoMM) is responsible for your child during their time at Ardingly. They have the overview and will play a key role in shaping their time here.

Please raise initial concerns with your child's Tutor in the first instance. Your child's Tutor should make contact with you at the start of the Michaelmas term.

The members of staff dealing with the overall academic organisation and curriculum matters in the College are Arabella Crook (Deputy Head Academic), Karen Maurice-Jones (Head of Sixth Form), Nino Mancino (Head of Middle School) and Jade Rowley-Terry (Head of Lower School, Academic). They may be contacted at arabella.crook@ardingly.com, karen.mauricejones@ardingly.com, nino.mancino@ardingly.com and jade.rowleyterry@ardingly.com

For any operational matter (e.g. discipline, car driving, leave from School, requests, setc.), contact either the Housemaster/Housemistress or the Senior Deputy Head, Nicola Burns at nicola.burns@ardingly.com

For any medical matters, contact Mrs Becky Dobson at the Medical Centre on 01444 893292 or medical.centre@ardingly.com

If you would like to contact the Head of College & Head of Senior School at any time please use the following email address: alastair.tighe@ardingly.com

Attendance

All pupils have access The Ardingly Family of Schools share the following principles:

- Every child has the right to full-time education.
- Regular attendance is essential for academic achievement, wellbeing, and future success.
- Attendance is a safeguarding priority.
- Parents/carers have a legal duty to ensure regular attendance.
- Schools, families, and pupils share responsibility for promoting attendance and punctuality.
- Early intervention is used where attendance concerns emerge.
- A target of **100% attendance** is promoted across all schools.

A fuller explanation of this can be found in the College's Attendance Policy (found on the school website). Please see below section on Procedures on how to report absence

Communication

By telephone

All pupils have access to a landline telephone in their House.

By mobile phone *(also see later section on mobile phones)*

By e-mail/Teams

All students are given an e-mail address and access to the internet through the College network provider. They are expected to agree to a published code of conduct if they wish to enjoy this facility. We aim to respond to parental communications as soon as is feasibly possible, but ask that parents recognise that staff are mostly very busy during the school day teaching children, with limited time to check emails. Staff will respond to parental emails within 48 hours. If the matter is more urgent, please make contact via the main school office (number below) or directly with House staff.

General enquiries

The College telephone number is for general enquiries, routine or non-emergency business during office hours (8.30am to 5pm on weekdays). The main school office can be contacted: 01444 893000.

Provision of your contact details

Please make certain that the College Office has home and work addresses, telephone numbers and e-mails where parents may be contacted. Please ensure any changes to your address or contact details are amended using the Parent Portal.

Tutor and HoMM

You should attempt to address any issues or concerns through the Tutor and the HoMM in the first instance. An open and constructive relationship will ensure your child gets the best individual care.

Parents' Meetings

Each term meetings are arranged so that parents can discuss progress with the teaching staff. The dates of these meetings are given in advance, and it is hoped that parents will make every effort to attend - these are predominantly held online. If parents find it difficult to attend these meetings; in this case, please let Tutors know.

Reports

Reports are generated regularly, and at least termly, throughout the year. These should provide an indication of your child's progress, effort and attainment, as well as provide targets.

Extra Support

If at any time you would like more information about the progress of your child, please do not hesitate to contact the College (either your child's Tutor or HoMM in the first instance). Sometimes we will ask you to come in to see us if there are causes for concern. We also operate individual welfare and academic plans, which we will let you know about if one is needed.

Year Group Meetings

There will be regular meetings to advise students and parents on the next stages of their development: whether this is PSHE, careers, university or subject choices.

Commemoration Day

Commemoration Day, or "Commem" as it is known, is the College's Prizegiving and Speech Day. It is a formal event held on the last day of the Trinity/Summer term for our leaving UVI (Year 13) families. Details are published in the Trinity term of arrangements for the day. Student achievement is celebrated in all Assemblies throughout the year.

Parent Portal

There is a wealth of information within the portal. https://ardingly.myschoolportal.co.uk/login

Website

The College website contains a great deal of information about the College including: parent and pupil portals; latest news; term dates; College publications and urgent information.

WhatsApp

The College appreciates that many parents may find that creating or joining a class or House WhatsApp group can be a useful way of connecting with other parents on a personal basis; equally, we understand that some parents will not be comfortable with sharing their contact details and personal data in this way. WhatsApp groups will always, therefore, exclude some parents and so the College will not communicate with parents using these channels.

For those parents that do choose to join these groups, we ask that everyone adhere to some basic ground rules:

- Treat all members of the College community with kindness and respect, in line with Ardingly's values and ethos (as described below)
- Check all information with a reliable source or directly with the College before sharing with others
- Try to resolve any issues directly with the College directly instead of sharing problems on a WhatsApp group
- Avoid using a WhatsApp group as a platform to air views/grievances regarding a specific child, parent or teacher at the College
- Remember that WhatsApp group is not a political platform for airing opinions on current affairs
- Ensure you have the consent of other parents before sharing any of their personal data within the group, including contact details
- Under no circumstances share personal information about pupils or others at the College outside of the group or in any way which may be searched online

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. We aim to form a person who is well-rounded, intellectually competent, open to growth, loving, and committed to doing justice in generous service to others.

Collaboration, Compassion, Engagement and **Resilience** are our core values and drive all that we do.

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 College 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 College 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. Your child will be stretched and they will be surprised by what they can achieve. Hard work is expected as a matter of course; there will be pressure points but with the support and guidance, none of this is insurmountable. Students will have to take the initiative not only in doing the work but also in managing when it is to be done – organisation is crucial. The more they become involved the more they will enjoy it.

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 College themselves and should not always have to be imposed. 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. They enter the College as a child and they 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 is 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.

The Role of the Parent

By the time your child reaches Ardingly you have allowed them to grow deep roots which will sustain them on the journey ahead but this is a time renowned for its change: both physical and intellectual.

Our young adults are ready to begin a journey of academic development. The experience and expertise offered here at Ardingly College through our teaching and coaching staff and pastoral leaders gives your children the best opportunity to grow in a safe and nurturing environment. Please

allow us to do our job and accept the experience we have to offer. There are parenting courses and specific advice evenings made available to you – we encourage you to make the most of these. You may have high aspirations and keen expectations for your children, but real education is open to change.

We look forward to sharing the journey with you.

College Routine

ASSEMBLY

Senior School Assemblies happen in the Chapel on Thursday mornings. These will mostly be on rotation between Lower School, Middle School and Sixth Form cohorts - some for particular year groups when there is something relevant (e.g. University admissions procedures). The Head will hold an assembly to start and end each term.

BICYCLES & SKATEBOARDS

Students may be allowed to bring a bicycle to School by agreement with their HoMM and the Senior Deputy Head. Students must always wear a helmet when cycling.

Skateboarding on the College campus is permitted to the rear of Godwin Hall on the ramp down towards the Grounds Department and in the Prep playground until 20:30 and only when not in use for parking. Those students wishing to take part in this activity should wear appropriate pads and helmet to prevent injury and are not to damage College property whilst skating.

Students must always wear a helmet when cycling and/or skateboarding.

BOOKS & POSSESSIONS

Books, Surfaces and other possessions should not be left lying around the College, particularly in the Cloister areas. They will be removed in the interests of tidiness and taken to the Houses. All possessions must be named.

CALENDAR

A termly Calendar is published which lists all events, fixtures, concerts, productions etc. for the term. A link to the Calendar is emailed to parents each term and copied places on the Parent Portal. And on the school website. A 'live' version of the Calendar is available on the Portal.

CAFÉ

The Café is situated in West Quad and serves a wide variety of sweets, snacks and soft drinks. It is open to students during morning break, throughout lunch and periods after school.

The Café opened in September 2021. The schedule of use is advertised outside the Café. Payment instructions are sent to parents (from WisePay) so that students have their access fobs pre-loaded with funds. Parents and staff may use a card payment system. The café is cashless.

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. Failure to meet this legal requirement will result in a Friday detention for the student that misses registration without good reason.

CHAPEL

Students must attend the Senior School Chapel Service on Tuesday afternoon. They can only miss a Chapel with permission from the Senior Deputy Head and the Chaplain. Congregational singing practices ("*Congers")* take place on Tuesday mornings at 8.20 am, on rotation across Houses.

DAY STUDENTS

- Day students must attend House callover at 08:20
- They must **always sign out** in House when they leave the Campus
- They must inform their HoMM if they intend to remain on the College premises after lessons
- They must discharge all commitments before they leave. If it is known that they will be absent from something, their parents must clear this with their HoMM first.
- If they have an unplanned absence or illness, their parents must contact the Housemaster/mistress or School office before 08:10 by telephone, email or complete the absence form on the Parent Portal. If a student is put 'off games' by the home Doctor they must bring a certificate or note to the Medical Centre.

DRESS AND APPEARANCE

All students should be properly and neatly dressed. College 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. Top shirt buttons should be done up and ties tied smartly. All clothes must be clearly named. Tattoos must not be visible. Students should wear College uniform on trips and to all formal occasions, including breakfast and lunch. PE kit may be worn to practical PE lessons and must be worn in full [full tracksuit top and bottoms]. Hair must be clean, smart, of natural colour, and of a suitable, appropriate style, as decided by the Deputy Heads. Hair should be no shorter than a grade three. For Lower School and Middle School students (Year 7 - 11), longer hair that touches the collar should be tied back (using a dark coloured hair tie). Sixth Form students can wear their hair down, providing it is neat. Faces should be clean-shaven (no 'goatees' or 'designer stubble'). Jewellery must be unobtrusive and limited to one or two pieces (no hoops for Lower and Middle School students). Make-up and nail varnish is only permitted in the Sixth Form. Hats, hoods and scarves must not be worn indoors. Coats should be removed in classrooms and must not be worn in lieu of blazers/jackets.

EVENING SCHOOL

This is a period of time in the evening when boarding students do their homework (from 18:45). They are expected to work quietly in their room and not move around.

EXAM LEAVE

This is a period of time during the Trinity term when normal lessons for students preparing for external exams have ended and students are permitted to stay at home to study. They are, of course, welcome to come to school to study but many find it easier and more convenient to remain at home. Details of study leave are sent separately to parents at relevant times.

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 in Houses on the Green.

LAUNDRY (BOARDERS)

Boarders' laundry is done every week by the College laundry. Minor repairs will also be carried out when necessary.

LIBRARY

All new students receive an induction to the facilities within the Library. The Library has many uses: whole classes come in for research work; students come in to study and borrow books (physical and online) to support lessons, and to read for pleasure. There are computers, which are linked to the College network, and facilities for watching videos and DVDs, and for listening to audio files and CDs.

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

The Library staff are 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 look forward to seeing students, and to receiving their comments about making the Library even better. It is expected that students work quietly and diligently in this space.

Mich and first half of Lent term opening hours:

Mon-Thurs: 8:30am-5:30pm
Fri: 8:30-4:30

Second half of Lent term and Trinity term opening hours
Mon-Weds: 8:30am-8:30pm
Thurs: 8:30-5:30pm
Fri: 8:30-4:30

MEALS

All students are expected to eat in the Dining Hall. Breakfast is served between 07:15 and 08:10 on weekdays and between 08:00 and 09:30 on Saturdays. A brunch is served on Sundays from 10:30 to 12:00. Lunch is served from 13.05 on weekdays (split by year-groups) – all students must queue. Sixth Formers who have a study period for lesson 5 can take lunch at 12.40 – 13:05 if they are free. Supper is served from 17:45 (Yr 7 & 8) and from 18:00 (Shell – UVI) until 18:30 each evening.

There is always a good choice available and vegetarians, vegans and any other dietary requirements are catered for (as well as students on the occasional special diet). A Food Committee meets every term with representatives of each House, the Catering Manager and a member of the Senior Management Team.

HEALTH & WELLBEING CENTRE (MEDICAL CENTRE)

This is located near the Large Sports Hall. Except in emergencies students must go to the Health & Wellbeing Centre in surgery hours only. These are: 07:30-08:45; 13:05 – 14:25; 17:30 – 19:30 (Monday to Friday) and any time Saturday and Sunday.

In an **emergency, students may go at any time** and if this is after 21:30, the Health & Wellbeing Centre must be alerted by a telephone call (01444 893292) from a member of staff and they must be accompanied.

All boarding students are registered with the College Doctor. The Health & Wellbeing Centre nursing staff offer 24-hour cover throughout term time. Routine matters are dealt with in surgery hours, but emergencies are dealt with when necessary.

The College Doctor is happy to carry out inoculations for students going abroad, but where possible requests should reach the Health & Wellbeing Centre at the beginning of term, as there can be delays

in supply. Mrs Dobson, who is in charge of the Health & Wellbeing Centre, should be informed if your child takes medication of any kind – this is usually communicated via the Medical form upon registration but a call or email to confirm is always helpful as a discussion point if there are particular concerns.

MEDICINES

All students in the Sixth Form at Ardingly College, and those deemed to be Gillick Competent in line with medical law in the UK (Gillick v West Norfolk and Wisbech Area Health Authority, 1985), unless there are specific individual circumstances that would counteract this position, would be allowed to have a minimal amount of over-the-counter medication in House, provided that it is:

- kept in original packaging;
- kept in a locked personal space;
- kept for own use only.

To ensure that students have relevant information for the safe management of self-medication the College will provide education sessions regarding the safe use of medicines.

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

Any medicine that contravenes the above policy will be confiscated by the HoMM and reported to the Medical Centre.

All students who are prescribed medication from an external doctor will be expected to inform the Medical Centre, where a record will be kept in the student's confidential individual health record.

PARTIES

We understand that birthdays and other celebrations take place as a matter of course in every child's social calendar and we do not want to discourage these from taking place throughout the year. However, when it comes to planning larger events where multiple Ardingly students are involved, we thought the below pointers may be of use:

- Please **avoid Friday nights**, as we have Saturday fixtures which are planned months in advance. This is why we ask for full participation towards weekend commitments.
- Please **avoid the exam season** for all students but especially those in public exam years.
- If there will be **alcohol** present, ensure all attendees and their parents are aware of this. In the Lower School and Middle School Years (Year 7 – 11) we strongly recommend that no alcohol is present at all. Spirits should never be allowed for school-age children.
- If you are intending to **invite boarding students**, you must give the school as much notice as possible (and at least a week) as it requires the relevant HoMMs to liaise with those students' parents. Information provided to the school must include: a full list of invited students, any

students who will be staying overnight at the party venue, confirmation from the host's parents that they take full *in loco parentis* responsibility as well as contact details of the responsible adult who will assume accountability for the party. If boarders are attending, we also need to be aware what, if any, alcohol is being provided and the level of supervision that will be in place throughout the party.

- We understand that some of our older students may be over the age of 18 and so will be legally allowed to purchase their own alcohol. We advise that this is monitored very closely by the supervising adults because this could be one of the first times that the students have had unfettered access to alcohol. We also advise that there is plenty of food available at the event.
- We advise a **ratio of one adult for every ten students** when there is alcohol at the event.
- Ultimately, it is your responsibility as parents to ensure that you are as informed as to the type of party that your child is being invited to. We will always support parents who take a similar line to the School in having no-alcohol at parties and taking a strong view on vaping.

If you are hosting a party, please be aware of the **dangers of vaping and alcohol intake for children of this age**. We know the vaping trend is on the rise nationally, so it would be naïve to think this might not also affect Ardingly students. Access to dangerously potent vapes can be worryingly easy. A really informative site on what to look for, discussion points with children and some of the more realistic dangers can be found here: https://www.talktofrank.com/. Vapes range from those that are flavoured vapour to those where the content is highly addictive nicotine and can also contain harmful (and illegal) levels of cannabis. With news that disposable vapes are likely to be phased out, parents need also to be aware of the rising trend in the usage of nicotine pouches.
We continue to use pastoral time in Houses, tutorials, the PSHE programme, and the Enrichment Programme to have these conversations with students.

Mobile Phones (including wearable technology and Internet of Things)

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;
- Communication in an emergency.

The use of mobile phones must not, however, interfere with the working day (08:15 – 17:30) or the smooth running of the College, and in line with government policy (link here). The rules relating to mobile phone use at Ardingly College are as follows:

- The College strongly encourages parents NOT to purchase their child(ren) a Smartphone before the age of Year 9. This is in line with the **Smartphone Free Childhood** national initiative.
- **All students (Prep and Senior) are not allowed wearable technology** (e.g. a Fitbit, Garmin, Apple watch) which has a communication facility. For clarity, any device that has the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the working school day, is prohibited.
  If there is an emergency, the school office should be contacted.
- **Smart glasses (e.g Meta) are not permitted at the College**. On a case-by-case basis, if there are reasonable adjustments queries then this can be reviewed by Senior Management.
- **Internet of Things (IoT) devices** (such as smart home controllers, connected speakers, or other networked gadgets) are not permitted at the College. On a case-by-case basis, if there are reasonable adjustments queries then this can be reviewed by Senior Management.
- **Prep school students** are prohibited from having a mobile phone at school.
- **Senior School rules** on phones are as below:

Year Group	Day Students	Day Students on Bus	Boarders
Lower School Years 7 & 8	Cannot bring them into school	Can bring them in then hand them in to HoMM as soon as they arrive at school	AM: Left in House. PM: Hand them in during prep and before bedtime withal other devices. Weekends: Hand in at bedtime.
Shell Year 9	Cannot bring them into school	Can bring them in then hand them in to HoMM as soon as they arrive at school	
Remove and Fifth Years 10 & 11	**Ideally left at home** but can bring them in then hand them in to HoMM as soon as they arrive at school	Can bring them in then hand them in to HoMM as soon as they arrive at school	AM: Hand them in before leaving the boarding house. PM: Hand them in during prep and before bedtime withal other devices.
Lower Sixth Year 12	**Ideally left at home** can bring them in then cannot be used or seen in communal areas. **Option to hand phone in.**	Can bring them in but cannot be used or seen in communal areas. **Option to hand phone in.**	Cannot be used or seen in communal areas. **Hand in for prep time.** **Option for them to hand them in night also, which will be strongly encouraged.**
Upper Sixth Year 13	Can bring them in but cannot be used or seen in communal areas. **Option to hand phone in.**	Can bring them in but cannot be used or seen in communal areas. **Option to hand phone in.**	Can bring them in but cannot be used or seen in communal areas. **Option for them to hand them in**

- Regardless of age, phones must **never** be used in ***communal*** areas of the school.
  e.g. Common Rooms, Dining Hall,

- Failure to follow the rules as stated above will result in an **instant sanction** (Friday detention) and **confiscation** of the phone for 24 hours, where it will be held by the relevant House staff. Note: if students drive or are on the bus they have them confiscated for 2 full days of school, returned to them at 5.30pm
- Examples of rule breaking include submission of a fake phone when phones are handed in. Repeated breaking of these rules will be escalated in terms of sanctions.
- Using mobile phones to harass or upset other people in any way is an offence punishable by law and by the College;
- Interfering with, hiding or taking someone else's mobile phone will be regarded as theft and quite possibly bullying as well;
- Mobile phones and wearable technology are banned at all times from exam rooms;
- Internet-connected devices (such as phones and wearable technology) should only be used to access the internet at College through the College Wi-Fi, and not through a mobile connection.
- Tracking technology, such as Airtags and other similar products, should not be used at the College or on trips. Use of these products could prevent the detection of unlawful tagging by malicious actors and hinder the College in keeping students safe.

REWARDS

Achievements and commendations are awarded for noteworthy and praiseworthy conduct or performances, and celebrated at House or College assemblies.

Students are rewarded when they gain a certain quantity of awards: this is usually a certificate and at significant levels a gift is also given.

Awarded by	Award	Reward
Student body or any staff	**Pelican awards**	Nominated by anyone in the school community to those who have modelled the core values of the school - **Compassion, Collaboration, Engagement and Resilience.** These people make school a better place for others so will be acknowledged; one award made in each year group on a weekly basis.
All Staff	**House points** (awarded for specific piece of good work/ engagement)	Contribute to House Cup (combined with effort grades for reports). House leaders can run a league in house and make awards for highest contributions Certificates: Diamond (200), Emerald (150), Platinum (100), Gold (80) Silver (60), Bronze (40) for cumulative House points over a term.
Deputy Head Academic (DHA) and Head of Section	**Distinctions and Commendations** Awarded termly to each year group based on performance in assessments.	Awarded for strong performance (Distinction) and improvement (Commendation) across the board in assessments.
Heads of Department (HoDs) and DHA	**End of Year Subject prizes**	Awarded at Prizegiving and Commemoration Day
Deputy Head Academic	**GCSE Honours**	Awarded at the beginning of the LVI to students whose achievement at GCSE was outstanding.

The House academic cups are awarded once per term based on the effort grades in the reporting cycles.

COLOURS

Ardingly College awards Colours to students for their outstanding commitment and contribution to academia, sport, music, the performing arts, or service throughout their time in the Senior School. Effort, commitment, and attitude are the most important criteria. Holders of Colours should be role models for others.

A member of staff is able to recommend a student to be considered for colours only if they meet the minimum criteria outlined below. Colours can only be considered via staff recommendation; satisfying these criteria alone is not enough.

Criterion of awards:

LOWER SCHOOL COLOURS (Yr 7 & 8)	Awarded to Lower School students who have made **<u>significant</u>** contributions at a junior level (normally for at least **one year**) and consistently so. Generally: • Excellent role model • Exemplary behaviour While not an exhaustive list, likely indicators for awards are: • Academic – Excellent effort and results/ Academic engagement and enrichment (e.g. competitions etc.) • **Music -** significant contribution to music during time in Lower School with reliable commitment to rehearsals, concerts and general culture. • **Sport -** significant contribution to two during time in Lower School - representing the College at high level outside of school and consistently strong performance in an A team. • **Performing Arts** – significant contribution to two shows either acting or backstage. In one of those shows, as either stage management or leading role. • **Service** - Involved in a significant degree of service activity within College that makes a difference to the College community.	 **Bronze tie/ Badge**
HALF COLOURS (Y9 to Y13)	Awarded to students who have made **<u>excellent</u> contributions** to their area of Senior School life. This will often be for commitment over **at least two years** but can be awarded after an exemplary season / year. Generally: • Excellent role model • Exemplary behaviour While not an exhaustive list, likely indicators for awards are: • **Academic** – Excellent results. Sustained participation in academic enrichment opportunities at the College. • **Music** – Contributing to at least two ensembles for three years with reliable commitment to rehearsals, concerts and general culture. UVI Schola members (if they don't already meet the above criteria). • **Sport** – An individual who has operated at a high level (1st/A team) of sport, consistently representing the school to the highest standard on and off the sports field (over a three-year period). • **Performing Arts** – A consistent commitment to Performing Arts, over and above a substantial commitment to at least two co-curricular productions either as a performer or backstage over a three-year period. • **Service** – Involved in a substantial degree of service activity within College that makes a difference to the College community.	 **Sliver tie/ Badge**

FULL COLOURS (Y11 to Y13)	Awarded to students who have made **<u>outstanding</u>** contributions at a senior level (normally for at least **two years**), who have already been awarded Half Colours. Generally: • Excellent role model • Exemplary behaviour While not an exhaustive list, likely indicators for awards are: • **Academic** – Excellent results. Academic engagement, and enrichment beyond the College (Competitions etc). Leading academic enrichment activities. • **Music** – Two Grade 8s or Grade 8 distinction, Young Musician of the Year Winner (advanced) • **Sport** – An individual who is consistently working beyond the level of school sport, representing at County and National level. Long term representation on the 1st/A team (or equivalent) for their sport, with exemplary behaviour and leadership. • **Performing Arts** – A consistent commitment to Performing Arts, over and above a substantial commitment to at least three co-curricular productions either as a performer or backstage. • **Service** – A substantial degree of service beyond the community over a sustained period. Coordinating and facilitating a project that makes a real and substantial difference to a number of people's lives.	  **Gold tie/ Badge**

Positions of Responsibility:

- Membership and/or leadership to various councils such as Student Council, Food committee, Boarding Committee, House council, Mental Health ambassadors, ED&I, New Era, LGBTQIA+, Eco-warrior
- House Prefects (Lower school and then for Shell - LVI Houses)
- School Prefect (UVI students)

Sanctions

No pattern of poor work or behaviour should be tolerated. The College employs a levels-based approach to sanctions and all students are automatically sent an email of their detention. It is their responsibility to attend. Students should attend the detention in full knowledge of the task they need to complete. Failure to attend will result in an escalation to the next level of sanction. Students should be aware that detentions take place in room M1 or M6 at the time stated and that detentions should be **attended in full school uniform**. If the repeated sanctions and support listed below do not have the required effect, the only remaining options become suspension and, ultimately, exclusion from the College.

Outcome	Warning	Strike issued	Friday detention**	Saturday detention***	Suspension
When	N/A	N/A	Friday 4.30pm	Saturday 7.00pm	Away from school
Where	N/A	N/A	M1 for LS/MS M6 for SF	M1	
Duration	N/A	N/A	1 hour	2 hours	1/2/3 Days
Authority	All Staff	All Staff	Tutors/Teachers	Deputy Heads	Senior DH or Head
	Low-level disruption (one-off in lesson) Work or attitude unsatisfactory; failure to bring equipment to lessons; uniform infringement; breaking House rules	Low-level disruption (repeated in lesson) Work or attitude unsatisfactory for a second time; missed deadline; second failure to bring equipment to lessons; second uniform infringement; breaking House rules again	Low-level disruption (sustained throughout lesson). Poor behaviour; flouting College rules; chewing gum; missing AM/PM registration; breach of phone rules; continual disruption to lessons; misuse of Device in a lesson (e.g gaming or messaging); repeated failure to hand in homework; repeated failure to bring equipment after previous interventions; missing EP/ games / Congers / tutorial.	*Any low-level disruption in Friday detention will be escalated to a Saturday detention.* **Serious offences:** This is not an exhaustive list though typical examples are; being out of bounds; smoking/vaping/snus; physical altercation, vandalism; throwing food; drinking alcohol; missing an academic lesson, missing a weekend fixture, plagiarism or cheating etc. <u>Academic work-related</u> Failure to submit work on time.Appropriate academic work set by the relevant member of staff	**Very serious offences:** This is not an exhaustive list though typical examples of such behaviour are bullying; theft; drinking spirits; sexual harassment or general harassment (in person or online); use of intolerant or discriminatory language (e.g. racist, homophobic, etc) in person or online.
	Verbal warning: detained by teacher or House sanction	Issue '**strike'** on iSAMS. Tutors to monitor and if **three strikes in a half term, becomes Friday detention*.**	**Reflective essay** set by the relevant member of staff.	1st Hour: **Reflective essay** returned to relevant Dep Head. 2nd hour: Complete work. <u>Academic work-related</u> Appropriate academic work set by the relevant member of staff	Time spent away from school, working independently on academic work and time allowed to reflect on given incident.

*Tutors will put tutees in Friday detention once the third strike has been given on iSAMS.
The cumulation of strikes will re-set every half term.
**Where a student accrues more Friday Detentions than there are Fridays left in any given half term, this will result in them being combined into a Saturday Detention. Two x 1hr Friday Detentions = 1 x 2hr Saturday Detention.
***Where a student is repeatedly getting Saturday Detentions for the same offence (e.g. drinking or vaping), the second offence will still be a Saturday Detention, but a third offence will be escalated to a Suspension.

Corporal punishment is neither used nor threatened by any member of staff, whatever the offence. In every instance in which a school sanction is employed, staff should consider any **special educational needs** of the pupil being sanctioned. If in doubt about the appropriate punishment or sanction, staff must consult the relevant Deputy Head.

SPORT AND ENRICHMENT PROGRAMME (EP)

The Sport and Enrichment programme at Ardingly is an integral part of the School curriculum. It is in place to give students access to a wide range of both sporting and cultural activities. Students are expected to participate fully in the comprehensive sporting programme that is on offer, which allows the aims of the College to be upheld.

Most 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
Trinity Term:	Boys	Cricket/Tennis/Athletics
	Girls	Cricket/Football/Tennis/Athletics

It is essential that if students are selected to represent the College they are available to play in fixtures. Team lists and fixture information are available on the Parent Portal. If students are not available to play on a Saturday for whatever reason then a parental written request for absence must be submitted to the Director of Sport giving at **least seven days' notice** of possible unavailability.

There are many other sports and cultural activities available outside the major sporting programme, which are run and publicised as part of the Enrichment Programme.

WEEKLY TIMETABLE

Day students must arrive at the College in full School uniform. Boarding students should be out of bed by 07:30 (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 08:20 for Callover and also as required at lunch time.

Boarding students must be in their Houses for Callover on weekdays at 21:30. On Saturdays, Shell and Remove have to be in the House by 21:00 – Fifth and LVI by 22:00 - and all Shell to Lower Sixth day students must have gone home by these times. Shell and Remove remain in House after evening

school (20:45 – 21:30) until the Trinity term. For *Upper Sixth* students in Woodard, the times are 22:00 during weekdays and Sunday, and 22:45 on Saturdays.

Lessons – Students must always attend lessons promptly and be properly equipped. They should think ahead and ensure they have all the correct equipment and books for the lessons they are attending. As a minimum requirement, students should bring: their Surface Pro (either with sufficient charge or its charger); their Surface stylus; a black or blue pen; a pad of A4 lined paper; and a reading book.

Supervised Study Periods (SSPs)

In **Lower** and **Middle (years 7 – 11)**, any non-taught lessons will be supervised by a member of staff in designated teaching rooms. These periods (SSPs) are for study.

In the **Sixth Form**, students are trusted to manage their own independent study when not in lessons, so may use their SSPs to study independently in House, in the Library, or in the Café. Students 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 return to supervised study. It is up to them not to waste valuable study time when not in lessons.

Procedural

ABSENCE

If students wish to be absent from any commitment they must obtain *prior permission*. If they are ill, or off games, they must report to the Health & Wellbeing Centre. No student may miss any commitment through illness without permission from the Health & Wellbeing Centre. A day student who is unable to come to School should report it on the Parent Portal or let the School Office know by 08:15 (01444 893000). A missing student is a very serious situation which might need referring for further investigation.

Requests to miss school for any reason must be directed to the HoMM for Years 9 – 13 or Heads of Year for Year 7/8. Unless the reason is for medical grounds, permission will need to be agreed by the Senior Deputy Head. Requests for absence for university open days should be directed to the Head of Sixth Form who will guide students and parents through the necessary procedure. Official events such as university open days or work experience require agreed notice – given by completing the appropriate form.

BOARDERS' WEEKEND LEAVE

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. Similarly, if they have been placed in Saturday detention (7 – 9 pm) or a Sunday work class (10 am – 12 noon) they must be in College 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 relevant HoMM(s), and final plans must be confirmed no later than 21:00 on the Thursday before any given weekend. Once a guardian/host family has sent written permission to the relevant HoMM, and with the agreement of the relevant parents, that they will take full responsibility for the boarding student in question, the duty of care has then passed from the College to that guardian/host family who must ensure appropriate supervision. All guardian/host families must include an adult over the age of 25 years and be able to ensure overnight supervision of the boarding student(s).

COMPLAINTS

All parents should know that Ardingly College has a complaints procedure for students. The complaints procedure is pinned on every House notice board and the students know what to do if they feel the need to make a complaint. It is expected that most day-to-day matters can be sorted out internally, but if that is not possible we do have a system in place.

If parents have complaints, it is hoped that they can be resolved between relevant staff and parents. Should that fail, a formal complaint should be made to the Head of the Senior School or Senior Deputy Head - the process is explained in the Complaints Policy on the school website.

DRIVING

No learner drivers are not permitted on campus. Should parents wish to allow their learner pupil to drive to school (and then swap at drop off) they should either make use of Kiln Wood car park to do this, or swap before arrival at the College. This was an initiative from the student representatives of our Health & Safety committee as they, very sensibly, recognised that they are perhaps not well enough equipped to navigate heavy traffic around the school and when small children are running around. Older students who have planned driving lessons with specialist instructors and vehicles (with dual-control is enabled), may still arrange a lesson during the school day, and working around other school commitments - with the agreement of their HoMM.

No boarding students may keep motorised transport at or near the College except under exceptional circumstances and with the permission of the Senior Deputy Head. ***Day*** *students* may, with the express and written approval of parents and agreement with HoMMS and the Senior Deputy Head, use a car or motorcycle to come to College in the morning and go home in the evening. No other journeys may be undertaken and casual lifts may not be given to other students. The sharing of transport by day students must be agreed between both sets of parents and the Senior Deputy Head.

ELECTRICAL APPLIANCES

Any electrical equipment brought into the College must:

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

Any defects in electrical installations or apparatus, including any sign of over-heating in wiring or connections, are to be reported to the Head of Maintenance without delay.

Defective equipment must be taken out of use immediately until repaired. Insertion of bare wires into sockets is forbidden.

ICT

The use of ICT is integral to the work of the College. Every student is entitled to, and expected to check, their own school 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 College 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 and parents.

LEAVE

All leave arrangements must be confirmed in advance with HoMMs who must also be informed of any subsequent changes. Final permission for any (non medically related) time away from school will be passed to the Senior Deputy Head.

LOST PROPERTY

All items of clothing and personal belongings left around the College will be taken to the school office. If they are named, they will be returned to the HoMMs.

POSSESSIONS

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

TELEPHONES

Every student has access to a House telephone. The School rules pertaining to mobile phones are articulated in the **Student Handbook** and in the **Acceptable Use of Mobile Phones and other Electronic Devices Policy.**

VISITORS

Ardingly always has visitors coming into school; they are identified by a visitor's badge. If students come across them, they are expected to greet them and make them feel welcome; if they are lost please inform a member of staff who will escort them to their destination or show them where the main Reception area is in South Quad. Members of the College may be used as guides on occasions, and they may be asked to take visitors on tours. House visits may only happen in discussion with the HoMM.

WEEKENDS

Ardingly College functions seven days a week during term time. There is a full and exciting weekend programme available to all students including sport fixtures, socials, trips and clubs. Boarding students are to obey the College rules at all times and attend regular weekend Callovers as described in the House handbooks; we ask that day students treat Friday night as a School night and remain fresh for

the Saturday programme. To this end the College politely requests that students/parents organise birthday parties or events on a **Saturday night** where at all possible and avoid the main exam season. If a boarding student is invited to a weekend party then the College will need to know details of the party in order to get the expressed permission of the relevant parents and feel comfortable in passing the care of our students to others with said parental permission. (See section above re: **Parties**)

It is the hope that many day students will actively take part in the weekend programme that is on offer at Ardingly College. It is important that we know which pupils are on site at any one time. Parents of day students are to notify their HoMM by email or telephone confirming the child will be attending the social event at the latest by 16:00 on the previous Friday to the event. They should also notify the HoMM if they will be staying in school following a sporting fixture on the Saturday. This will enable the College to have a true record of attendance so that if there is a fire, we can ensure that our records are accurate.

Boarding students may be allowed to visit local cities and towns including Haywards Heath, Brighton and London under strict conditions and as a privilege earned through strong performance at school. The HoMM will be responsible for this decision.

INFORMATION

CAREERS – ENTERPRISE & EMPLOYABILITY

Students will be introduced to the world of careers from a very young age. They will be guided by our Director of Enterprise and Employability, the Sixth form team, Tutors, and use the wide-ranging experiences and expertise of staff in order to explore potential future careers and Further/Higher Education ideas. In Lower and Middle School, they will have careers education lessons as part of the PSHE programme. They will be encouraged to use the extensively resourced E&E department and access a variety of careers software. Once in the Sixth Form, a programme to help with 'future' choices is in place. Students can book an appointment for a talk about careers, Higher Education or other 'future' pathways by contacting the relevant staff.

CHAPLAIN

The School Chaplain is there to help with any problems that might occur. Students can speak to him (or one of the nurses in the Health & Wellbeing Centre) confidentially at any time.

CONFIRMATION

Confirmation is the Sacrament through which members of the Church of England are admitted to Holy Communion and full membership of the Church. It is administered each year by the Bishop in the College Chapel, normally at the beginning of the Trinity term. The Chaplain guides all those who are interested in Confirmation through a preparation course that begins at the start of the Lent term.

COUNSELLING

Students may, on occasion, feel that they need some counselling. It may well be the case that we feel a particular individual would benefit from counselling. The College has qualified external counsellors to whom we may refer a student via the Health & Wellbeing Centre. These sessions are completely confidential, where boarders are often prioritised.

THE ALUMNI AND DEVELOPMENT OFFICE

The Alumni and Development Office exists to ensure Ardinians feel proud of and part of the College. Once our pupils walk through the Archway on their Commemoration Day, they automatically become part of the Ardinian community, which numbers more than 8000 members across the globe. We foster a sense of connection, celebrate alumni stories and encourage people to stay involved with their

College and give back for mutual benefit. Our goal is to offer our Ardinians a vibrant communications strategy, sporting and social events, and relevant volunteering opportunities that often enhance the current student experience. We are always interested in learning more about our former pupils, so if an Ardinian in your personal network has had a noteworthy success or embarked upon an intriguing journey, always feel welcome to let us know! As well as alumni, the wider Ardingly community also includes our parents, former staff and other friends and supporters. Philanthropy has played a critical part in the success of the College since its inception and continues to help us advance capital projects, maintain our historic buildings, invest in facilities and opportunities for current students, and fund transformational bursaries.

Contact us on 01444 893322 or email: alumni@ardingly.com

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:

HoMM:	Housemaster or Housemistress
AHoMM:	Assistant Housemasters or Housemistresses
HoD:	Head of Department
Callover:	Registration
Year 7	Year 7 (Lower School)
Year 8	Year 8 (Lower School)
Shell:	Year 9 students (Middle School)
Remove:	Year 10 students (Middle School)
Fifth:	Year 11 students (Middle School)
Lower Sixth	Year 12/LVI (Sixth Form)
Upper Sixth:	Year 13/UVI (Sixth Form). Also known as **Woodard** students as they are in this House for their final year. The building itself is called Godwin.
Locations:	Hard, Burse, Upper, Green, 9 Acre, Under, H-block, West Quad
Congers:	Whole School singing in Chapel
Evening School:	Supervised evening study time in Houses

GUARDIANS

It is school policy that all students whose parents are not resident in this country must have a United Kingdom guardian. Parents should notify the school in writing providing details of their child's guardian.

HOUSES

There are four houses in the Lower School.

There are four girls' and five boys' Houses for Shell to Lower Sixth students, and one girls' and one boys' House for members of the Upper Sixth. Houses are organised as follows:

Mixed Houses in Years 7 & 8

DRAKE (D)

HAMILTON (Ha)

SHAW (S)

THORNE (Th)

Boys in Shell - Lower Sixth

CROSSE (C) day boys

HILTON (H) boarding boys

MERTENS (M) boarding boys

RHODES (R) day boys

PEARSON (P) day boys

Girls in Shell – Lower Sixth

ABERDEEN (A) boarding girls

BURGESS (B) day girls

NEAL (N) day girls

TOYNBEE (T) boarding girls

Boys and Girls in Upper Sixth

WOODARD BOYS (WB)

WOODARD GIRLS (WG)

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 College community and who can offer confidential advice. His name is Jim Sloane and his contact details are: 01444 892681 or jimsloane054@outlook.com

There are other organisations available: Childline: 0800 1111 and the Office of the Children's Commissioner: 0800 528 0731.

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 (e.g. mobile phones).

CALENDAR

A termly Calendar is published which lists all events, fixtures, concerts etc. for the term. A link to the Calendar is emailed to parents each term and copied places on the Parent Portal and on the school website. A 'live' version of the Calendar is available on the Portal.

ROADS

Students ***must*** use the controlled traffic light crossing point when crossing College Road. Traffic accelerates down the hill (often above the 30mph 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.

Timetable

Shape of the Day

<table>
<tr><th></th><th colspan="2">Monday</th><th colspan="2">Tuesday</th><th colspan="2">Wednesday</th><th colspan="2">Thursday</th><th colspan="2">Friday</th></tr>
<tr><th></th><th>Years 7-8</th><th>Years 9-13</th><th>Years 7-8</th><th>Years 9-13</th><th>Years 7-8</th><th>Years 9-13</th><th>Years 7-8</th><th>Years 9-13</th><th>Years 7-8</th><th>Years 9-13</th></tr>
<tr><td>08:20 - 08:40</td><td colspan="2">House Time</td><td colspan="2">Congers (Rota)</td><td colspan="2">House Time</td><td colspan="2">Assembly (Rota)</td><td colspan="2">House Time</td></tr>
<tr><td>08:40 - 09:25</td><td colspan="2">Period 1</td><td colspan="2">Period 1</td><td colspan="2">Period 1</td><td colspan="2">Period 1</td><td colspan="2">Period 1</td></tr>
<tr><td>09:30 - 10:15</td><td colspan="2">Period 2</td><td colspan="2">Period 2</td><td colspan="2">Period 2</td><td colspan="2">Period 2</td><td colspan="2">Period 2</td></tr>
<tr><td>10:20 - 11:05</td><td colspan="2">Period 3</td><td colspan="2">Period 3</td><td colspan="2">Period 3</td><td colspan="2">Period 3</td><td colspan="2">Period 3</td></tr>
<tr><td>11:05 - 11:30</td><td colspan="2">Break</td><td colspan="2">Break</td><td colspan="2">Break</td><td colspan="2">Break</td><td colspan="2">Break</td></tr>
<tr><td>11:30 - 12:15</td><td colspan="2">Period 4</td><td>Period 4</td><td>Period 4 Senior Games</td><td colspan="2">Period 4</td><td>Period 4</td><td>Period 4 Junior Games</td><td colspan="2">Period 4</td></tr>
<tr><td>12:20 - 13:05</td><td colspan="2">Period 5</td><td>Period 5</td><td>Period 5 Senior Games</td><td colspan="2">Period 5</td><td>Period 5</td><td>Period 5 Junior Games</td><td colspan="2">Period 5</td></tr>
<tr><td>13:05 - 14:25</td><td colspan="2">Lunch</td><td colspan="2">Lunch</td><td colspan="2">Lunch</td><td colspan="2">Lunch</td><td colspan="2">Lunch</td></tr>
<tr><td>14:25 - 15:10</td><td rowspan="2">Games</td><td>Period 6</td><td>Period 6</td><td>Period 6 Junior Games</td><td rowspan="3">Games</td><td>Period 6</td><td>Period 6</td><td>Period 6 Senior Games</td><td colspan="2">P6 - Social Education (14:25 - 14:55)</td></tr>
<tr><td>15:15 - 16:00</td><td>Period 7</td><td>Period 7</td><td>Period 7 Junior Games</td><td>Period 7</td><td>Period 7</td><td>Period 7 Senior Games</td><td rowspan="2">Games</td><td>Period 7 (15:00 - 15:45)</td></tr>
<tr><td rowspan="2">16:05 - 17:30</td><td colspan="2">Break</td><td colspan="2">Tutor Time (16:00 - 16:45)</td><td>Period 8 (16:05 - 16:50)</td><td colspan="2">Break</td><td>Period 8 (15:50 - 16:30)</td></tr>
<tr><td colspan="2">EP (from 16:30)</td><td colspan="2">Chapel (16:45-17:30)</td><td colspan="2">Tutor Time</td><td colspan="2">EP (from 16:30)</td><td colspan="2"></td></tr>
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