ARDINGLY College

World Ready

Senior School

STUDENT

HANDBOOK

2026-2027

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 oof 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.

How to use this book:

This handbook is designed to let you know about the operation and policies of the Senior School. Read parts 1 and 2 carefully and use it as a guide. Section 3 is a reference section and the final part puts in writing our stance on some serious issues should you need to access them. 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 College – **just ask**. The two most important adults in school when you start will be your Heads of Year (for Years 7 & 8) and Housemaster/mistress (for Years 9 – 13) alongside their Tutor.

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Ethos and Expectations

General Expectations

Ardingly College is an educational community which 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 and to be open-minded.

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 being principled enough to help others 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, communication 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

Your learning objectives should stretch far beyond the curriculum; you are becoming inquisitive, knowledgeable thinkers. 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, holistic individual we need a sense of spiritual awareness along with academic achievement and physical ability. The experience of compassion, an understanding of right and wrong, and respect for the worth of each human being 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. Being principled and 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. All students should be reflective and will need to develop self-awareness so that they can examine themselves critically, be aware of any shortcomings and, being aware of such, admit them and rectify them.

You enter the College 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.

Friendships
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 activities. 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.

Boarding Principles
The following are the principles upon which boarding in this School is based:

1. The development of the whole person and the communication of values are vital.
2. Being an open and trusting school, boarding is based upon mutual respect for all members.
3. Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
4. There is equal opportunity and respect for all boarders, regardless of ethnicity, culture, gender, sexuality or disability.
5. Each boarder is to be treated as an individual and with respect by other pupils and staff.
6. Although living corporately; staff and boarders acknowledge each other's privacy rights.
7. Each boarder is expected to extend his/her intellectual growth.
8. All boarders should be able to develop spiritually, culturally, morally and socially.
9. Links with parents are seen as an indispensable part of the support and development of boarders.
10. The development of citizenship, awareness of global issues and the education of self-management with regards to social media, screen time, socialising and health.

11. Boarders are expected to participate in the numerous activities offered. These provide a balanced curriculum which promotes their physical, mental and emotional health. As such tutors and HoMMs will monitor their involvement.

BOARDING AIMS

In boarding, we aim to:

1. Produce an open and trusting ethos in which any boarder will be treated and respected as an individual and feel secure.
2. Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would not be able to develop.
3. Provide the conditions for the boarders to develop intellectually and academically.
4. Provide a range of activities that will assist in the personal, physical, social and cultural development of each boarder.
5. Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers.
6. Provide accommodation that is comfortable and suitable and which provides enough privacy.
7. Develop boarders' responsibilities for self, for others and for the environment including their own personal health and hygiene.
8. Develop boarders' qualities of leadership and abilities to work in a team.
9. Encourage boarders to share the positive things in their lives yet also offer advice, counselling and support.
10. Develop their ability to make decisions.
11. Prepare them for the next stage in their lives.

Behaviour and Conduct Policy

Student Conduct

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.

At Ardingly there is a special commitment to community – in our sense, 'family'. A campus of three distinct schools, we are united by the common Ardingly ethos. Our students far more than the sum of exam results or sporting prowess. 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. Any unpleasantness directed at any member of the College or the wider community will not be tolerated.

Pupils are expected to participate in the numerous activities offered. These provide a balanced curriculum which promotes their physical, mental and emotional health. Tutors, Heads of Years and HoMMs will monitor their involvement.

PROMOTING GOOD BEHAVIOUR

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 **significant** 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, Enterprise & Employability
- House Prefect (Lower school and then for Year 9 – 12 Houses)
- School Prefect

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.

College Rules

Any school needs essential rules to which the members of the school community subscribe both on gaining admission and throughout their time within it. There are of course a large number of rules and regulations to which staff have agreed to adhere. What follows are the general principles and rules to which students are required to adhere and which parents are expected to support.

Students are expected to exhibit a high standard of personal behaviour and to work to the best of their abilities at all times.

The College rules are not restricted solely to College premises and term time. Conduct outside College term time on social media and off College premises may be deemed to be a breach of College rules where that conduct has a detrimental impact on the College, its reputation or the College community.

ACADEMIC

Academic work must be the students' priority. They should aim, by wider reading and further enquiry, to do more than merely satisfy formal academic requirements.

All students are expected to be committed to their academic work, to work to the best of their ability and to encourage and facilitate each other to do the same. They should do their preparation thoroughly, make sure that they know what tasks have been set, and be scrupulous in caring for and returning books.

Students must not do anything to negatively 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 will result in an escalation of the sanction and may also jeopardise a student's position in the College.

All students are expected to be open and honest about the origins of their academic work. Taking the work or ideas of someone else and attempting to pass them off as one's own is cheating (see 'plagiarism' in **Academic Integrity Policy**) and is a very serious offence. Such an offence may result in exclusion. In the case of public examinations (including coursework) such an offence may also lead to disqualification by the Board from all exams taken.

The ability of students to make sustained progress on any academic course requires completion of work outside lessons. Independent work will be set as 'Prep' (homework), commensurate with the

programme of study and the age of the student. Missing deadlines of independent work can be excused as a one-off offence but repeat or persistent lack of engagement with independent learning will carry a school sanction. Should there be an accumulation of missed work, particularly where students are in a year group who are working towards final examinations, the school will do all that is necessary to encourage the submission of the overdue work. This may take the form of teacher support outside of regular lessons and/or use of school detentions to use these staff supervised sessions to complete the work. 'Gating' is when a student is placed in every available detention so that they are able to remedy an overdue deadline of important work. Gated students will be expected to attend all Friday, Saturday, and Sunday detentions until such a time as the work has been submitted/re-submitted to an appropriate standard. This will best enable them to find the necessary time to remedy the situation and get the work completed with a member of staff to support.

ACADEMIC SUPPORT

Individual monitoring reports provide structured support for students who are causing academic or behavioural concern and help them find effective patterns of work and achievement. Students may be placed on this if they are under-performing, after consultation with their tutor and HoMM, or by the Head of Lower School/Head of Middle School/Head of Sixth Form as a result of a poor school report.

Such 'tracking' is completed weekly and conveyed to the student concerned via meeting with their Head of Year/Section and also shared with parents.

CLASSROOM CODE OF CONDUCT

Students are expected to show respect at all times to adults in the College community; there is a greater degree of formality in an academic context [in the classroom in particular]. The College expects high standards of behaviour at all times but courtesy, punctuality and appropriate dress are particularly important.

Students should:

- Arrive for lessons on time;
- Always complete homework tasks on time;
- Be tidily and correctly dressed (see dress code);
- Have the required equipment;
  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.
- Focus and engage in their lessons/activities;
- Work diligently and efficiently.

This code of conduct should be adhered to at all times. In addition, good discipline will be greatly assisted by good organisation. Teachers are expected to know what they are doing and how they intend to do it; they will set high standards. If work is set frequently and marked promptly and accurately then mutual respect will be fostered.

ADDICTIVE AND FORBIDDEN SUBSTANCES

Full details are available in the College's **Drugs and Forbidden Substances Policy**.

The College will make clear to students what is allowed and what is not allowed on the campus. Students are expected to use their common sense in making this decision.

The following list contains the most obvious items but the College reserves the right to prevent students from bringing other items into school if we feel this is justified.

ALCOHOL

Consumption of one or two glasses of beer (or its equivalent) may be permissible for those in the Sixth Form, and also over the age of 16 years, on certain occasions, with food, and in the presence of staff. If, however, any student is caught drinking outside of the approved occasions or found to be intoxicated they will be subject to a Saturday detention. A student's parents will be informed of any alcohol-related offence.

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

The law does not permit anyone under 18 to buy alcoholic drink and no student may bring alcohol into the College. Any senior student caught providing alcohol could be dismissed from the College.

CHEWING GUM

Chewing gum is prohibited in school as it is unsightly and litters the campus. Students found to be chewing gum will instantly receive a Friday detention.

DRUGS

The Head reserves the right to react to the emergence of new substances and changing circumstances as they occur. In our published policy, the word 'drug' will be taken to mean drugs, forbidden substances and any substance that produces an intoxicating or hallucinating effect. There is a separate policy on alcohol, but the following substances are included:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- All volatile solvents and substances (those giving off a gas or vapour which can be inhaled);
- Misuse of over-the-counter and prescription medicines and so-called 'legal highs';
- Any substance the College considers forbidden;
- Any misuse to enhance performance.

Education

The school employs a three-pronged approach to drugs:

- We provide students with clear information on the dangers of drug use as part of our PHSE programme, which is also available to parents and staff;
- 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;

Staff are expected to act as role models.

Students of Ardingly College may not use, possess or supply these substances at any time; either at school, away from school or during the holiday periods.

Where reasonable grounds for suspicion exist, the College 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 College has a separate policy on drugs which articulates that use, possession or supply of a drug renders a student liable to immediate exclusion.

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

USE OF PORNOGRAPHY

The College is duty bound to protect the students from the dangers of pornography. The College has installed web-filters and there is a programme of education about relationships and sex (RSE); we recognise that young people will be curious but also that pornography can threaten the safety of young people and can lead to and encourage abusive behaviour. There is confidential help available always at the medical centre.

Pornography in any form must not be brought into school and students must not access pornographic material on the internet. Pornography is now available in a variety of forms; the College reserves the right to determine what is and is not appropriate material.

SMOKING

The health dangers of smoking are clearly established and carefully communicated in the College in the health education programme. The process of sanctions stands alongside programmes to help the addicted to reduce and give up the habit. For the purpose of this document 'smoking' refers to any form of tobacco and non-tobacco cigarettes such as e-cigarettes/vapes or snus. They are not to be used in the College and students using an e-cigarette will be subject to the same sanctions as listed

below. Any student found smoking, even if it is the first time, or in the presence of smokers will sit a **Saturday Conduct detention**, where they will write an essay about the dangers of smoking. In addition, students may also be asked to attend the Health and Wellbeing centre to have a discussion with a health professional. Being in the company of those smoking/vaping will be treated the same as those found in the act. A communication will also be sent home by their HoMM. Repeat offences may result in gating or suspension and may lead to the student being tested for drug use, depending on the severity of the problem. Those known to have vaped at school will be subject to a drugs test – as outlined in the **Drugs and Forbidden Substances Policy**.

Those found associated with smokers will be treated as a group guilty of the offence. Possession of smoking materials or other evidence, according to circumstances, will be treated as evidence of actual smoking. Those found in such circumstances are liable to receive the same sanction as those caught smoking.

Any student caught providing smoking or vaping material, or caught smoking or vaping or even in the presence of those smoking/vaping **in House** or any other College building, is likely to be suspended from the College.

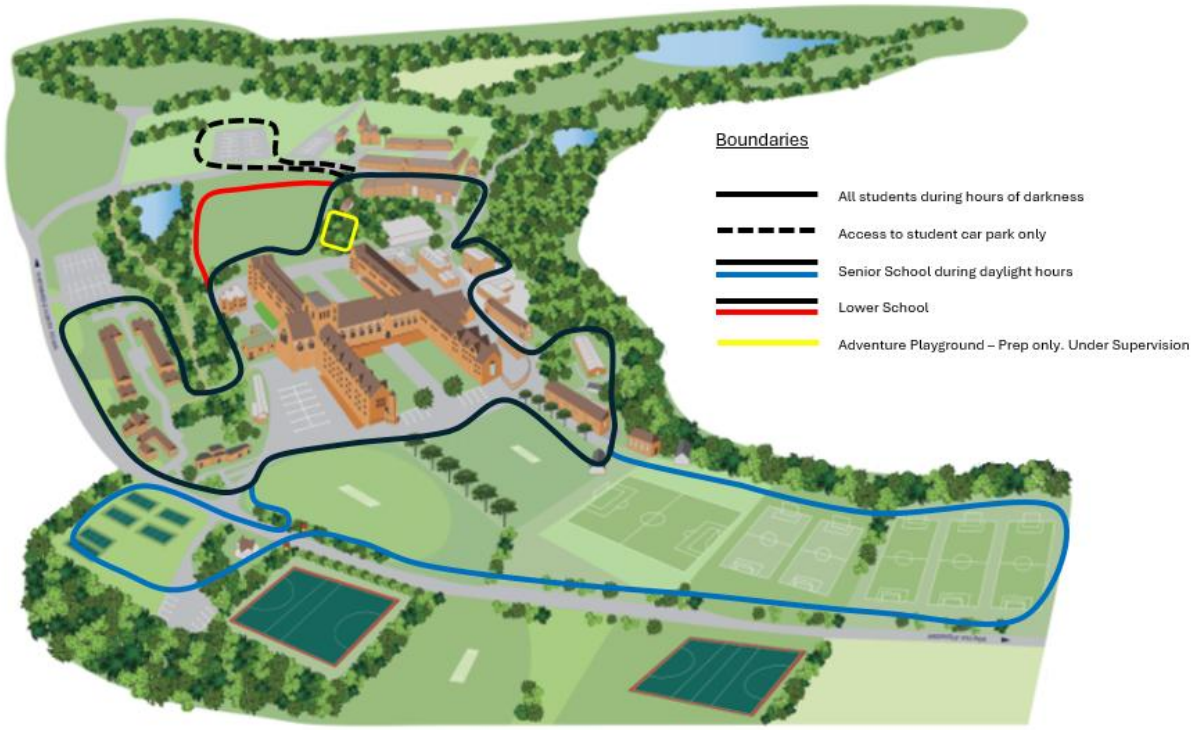
BOUNDS

In the interests of safety, students are restricted to particular areas of the College 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.

A student missing from school is a serious situation and one that might lead to further investigation and safeguarding concerns. All students should attend every callover in House. If, when students are free, they intend to leave the College grounds, they must get permission from their HoMM and sign out of House. Staff must know the whereabouts of students at all times. In addition to the external College boundaries as marked on the map below, the following areas are out of bounds at all times:

- The Prep School's 'Farmhouse' Area;
- Saucelands;
- The area around the Southern Water Authority buildings and pumping station;
- The Prep School adventure play area;
- All kitchen, workshop and maintenance areas;
- The roofs of all College buildings;
- Any wooded area on the College campus (except the Cinder Path when going to and from Nine Acre or the main College buildings).

ARDINGLY COLLEGE CAMPUS



Please note that walking on the grassed areas of North and South Quad and the cricket squares is not permitted.

From 19:00 (and after the hours of darkness, whichever is earliest) all buildings, except your boarding house and toilet facilities, are out of bounds unless you are involved in an after school activity led by a member of staff. If you are unsure where the 'Out of Bounds' areas are, please ask your HoMM.

Boarders must remain within their own House after the bedtime callover unless they have permission to be elsewhere. The punishment for students who are out of bounds is a Saturday Detention but may include a short suspension, depending on the circumstances. In the Trinity term HoMMS may give permission for students to use the Hard or the Tennis courts after evening school; however, these areas remain out of bounds for those without permission.

Fifth and Sixth Form are able to visit other Houses after evening school. This privilege is extended to Shell and Remove in the Trinity term only.

BULLYING

Full details are available in the College's **Anti-Bullying Policy**.

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

The College expects all members of its community to uphold the following Code on Bullying and follow the guidelines given in the anti-bullying policy:

- Every student at Ardingly has the right to enjoy their learning and leisure time free from intimidation;
- Our College community will not tolerate unkind actions or remarks, even when these were not intended to hurt:
- To stand by, when someone else is being bullied, is to support bullying:
- 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:
- 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 College. The College will investigate the allegation; bullying will always be treated seriously and may potentially result in exclusion. At all times, the College will endeavour to be sensitive, impartial and equitable.

CYBERBULLYING

Full details are available in the College's **Cyberbullying Policy**.

Cyberbullying is the deliberate use of ICT, commonly a mobile phone or the internet, to upset someone else. Given its potential audience cyberbullying is very dangerous and those involved can expect serious consequences. Details are found in a separate **Cyberbullying Policy**.

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.

Dress list for Lower School (Years 7 &8) and Middle School (Shell, Remove and Fifth)

Item	**Trouser Uniform**	**Skirt Uniform**
Shoes	Plain black	Plain black
Socks/Tights	Plain grey	Plain navy tights (minimum of 60 denier) or navy socks
Bottom	Grey*	Tartan* (knee length) -Pleated skirt for Lower School -Fitted skirt for Middle School *Note: there is flexibility as to when the LS skirt can be worn in Shell or LS students wearing the MS skirt.*
Top	White long sleeve shirt, button collar	White long sleeve open collar blouse
Jumper	Teal *	Teal*
Blazer	Navy blazer *	Navy blazer*
Tie	College tie *	
Optional Coat	Navy quilted coat * or Navy/black coat (not 'puffer' style) with no emblems, badges, or motifs.	Navy quilted coat * or Navy/black coat (not 'puffer' style) with no emblems, badges, or motifs.

** = item that must be bought from MonkHouse*

Dress List for Sixth Form

Item	Trouser Uniform	Skirt Uniform
Shoes	Plain black leather (not boots or trainers)	Plain black court or lace-up shoe with a low heel - not stiletto (no boots, sandals, or trainers).
Socks	Dark colour(s)	Socks (with trousers) or tights (with skirts) must be worn at all times. Tights should be plain black.
Suit	Black, navy, or dark grey suit, traditional cut	Black, navy, or dark grey trouser or skirt suit, tailored cut. The skirt should be knee length or below the knee (not full length), with no inappropriate slits
Shirt	Smart, quiet colours (own choice), tailored shirt with collar. Tucked in.	Smart, quiet colours (own choice), tailored shirt with collar. Fitted or designed to tuck in.
Jumper	V-neck. Quiet single colour worn over shirt and under jacket	Quiet single colour worn over shirt and under jacket
Tie	College/award or own choice	Not applicable
Coat	Smart: single dark colour, no emblems, badges, or motifs.	Smart: single dark colour, no emblems, badges, or motifs.
Belts	Plain grey, navy or black	Plain grey, navy or black

** = item that must be bought from MonkHouse*

- Shoes should be properly fitting and low heeled
- T-shirts or vest tops should not be visible under shirts.

Summer Dress (as announced by the Senior Deputy Head)
Dress as above except students should not wear their blazer or jumper. Ties should be removed and the top button undone. Shirt sleeves must be either smartly rolled up above the elbow or buttoned down at the cuffs. Short-sleeved shirts are acceptable. Navy tights may be replaced by navy socks. Students are not compelled to adopt summer dress rules and may continue to dress according to the regular rules should they wish, but a hybridisation of the two systems is not allowed.
e.g. you cannot remove your tie but then wear a blazer.

GAMBLING
Gambling is prohibited.

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

INTERNET, EMAIL AND ICT

Full details are available in the College's **Acceptable Use of ICT, Mobile Phones and other Electronic Devices Policy**.

Students have access to the internet through wireless or networked computers. All pupils have a school email account which they are expected to check twice daily. Failure to read emails will not be accepted as an excuse.

In relation to ICT, these are the following expectations by which pupils must adhere while part of the Ardingly College community:

- Pupils must not interfere with the work of others or the system itself by attempting to circumvent the network; Students found using VPNs, or an equivalent, will be sanctioned by the Senior Deputy Head.
- All academic work submitted using ICT should comply with the College's **Academic Integrity Policy;**
- Pupils must not transmit any messages or prepare files that appear to originate from anyone other than themselves;
- Pupils should not attempt to download and install any software/programs on College devices;
- Pupils must not create, store or send any message internally or externally which is bullying, abusive, humiliating, hostile or intimidating e.g. sharing nudes/semi nudes, or posting unpleasant images using snapchat (or other Social sites) – these come with the most serious of sanctions.
- Pupils will need permission to send messages to large groups of pupils.

Emails

- Messages are deleted after three months
- Emails and Teams messages (or other electronic communication) must be composed with courtesy and consideration.

College Registered Devices

All pupils in the Senior School are expected to use a College Registered Device. For students arriving in these year groups after August 2021, the devices will be provided through a leasing arrangement with our IT provider. Students enrolled in the Senior School prior to this date will continue to be provided with a device by the school, in exchange for a termly contribution fee that will be added to the school fees. All Ardingly College students will move to a leasing arrangement from September

2023. Use of a Mobile Device Management system will enable the IT and Senior Leadership teams to remotely distribute updates, settings, and software to the devices. This has the benefit of students not having to source subject-specialist software for their own devices. It will also give parents and teaching staff the peace of mind that pupils are only able to access filtered content and applications and programs that have a clear academic focus.

Students and their parents will be asked to sign usage agreements for the their Devices before they are issued. The expectations are that students will:

- Look after the device and charger very carefully at all times;
- Bring the device to school every day, fully charged and ready for use;
- Always carry it around in the **proper case** so that it is fully protected;
- Take care when it is transported that it is as secure as possible;
- Keep their password and other authentication information a secret from others and ensure the Surface is locked if they walk away.
- Use the Surface to enhance their learning. Examples, but not an exhaustive list, of misuse:
    - Students must not use the 'chat' function in Teams to distract their learning. This will result in a sanction, at least a Friday detention but could be a suspension depending on content of chat.
    - They must not take images or videos of others (students of staff) without their expressed permission. This would result in a serious sanction, most likely suspension, due to potential sharing of unauthorised images.

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 at end of policy). 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.

Staff are expected to set the example regarding use of mobile phones and social media although they may provide their school-issued numbers to students for emergency purposes. Personal number sharing should only happen in extreme and emergent circumstances. Staff are aware of the dangers of forming relationships via social media or mobile phones, which are outlined in the **Staff Handbook** and during Child Protection training and should not hold images of students on personal devices. Further information is available in the College's **Social Media Policy** for staff.

PROHIBITED ITEMS

Prohibited items not mentioned previously in this document include:

- Drugs, cigarettes, vapes, glue and abusive substances.
- Fireworks and explosives;
- Weapons (including imitation weapons and knives which do not meet police regulations);
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
- Stolen items;
- Lighters and matches.

Force cannot be used to search for items banned under the College rules.

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.

RESTRICTIVE INTERVENTIONS

Full details are available in the College's **Restrictive Interventions Policy** (was Positive Handling/Restraints Policy).

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

SEARCHING FOR POSSESSIONS

Note: 'Possessions' means any goods over which the student has or appears to have control - this includes desks, lockers and bags.

The Head or Deputy Heads can authorise the search of a specific student's belongings if there are reasonable grounds for suspecting possession of a prohibited item. The search should be carried out by a responsible member of staff (in the presence of another staff member) one of whom should be the same sex as the student, and only after having read this policy. Authorisation must be sought for each instance of searching – there are to be no blanket search approvals, neither by student nor date.

We will assess and balance the risk of any search on the student's mental and physical wellbeing alongside the rush of not recovering the suspect item.

In the unusual event of a student, their room, locker, or bag being searched; the College ensures the rights of the student are respected and the law of the land upheld. Professional judgement is used in all cases. The following general guidelines should be observed.

If a student is suspected of carrying an unauthorised item on their person (for example, alcohol, vape) a member of staff should ask the student, in the presence of a second adult witness, to turn out their pockets or bag.

If a student's room needs to be searched, it should be with their consent and the search carried out in their presence and in the presence of a second adult witness. If the student refuses to cooperate, then the HoMM should contact the parent and inform them of the situation that has led to the need for a search to be made. The parent should be encouraged to persuade the student to agree to the search taking place. If the matter is of major concern and the student still refuses to approve of the search, then Senior Deputy Head should be informed. The police may be called in to conduct the search.

Whatever the student's response, staff should **not**:

- Touch the student forcibly. Any restraint, including physical force, should be in line with the College's policy;
- Search or touch the student's person – outer clothing (e.g. blazers) should be removed by student so that pockets can be turned out and linings checked. Other clothing should be turned out by the student without being removed;

- ‘Outer clothing’ means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear. It does not include hats, shoes, boots, or scarves.

- Remove the student’s clothing for the purpose of searching it – if outer clothing needs removing, the student should do it;
- Put their hands into any pockets of students’ clothing (these should be turned out by the student themselves);
- Search a student’s room or bag without them being present and without another adult witness being present.

Students also need to be aware of their rights and do not have to agree to a search if any of the five points above are in potential breach.

Data or files held on electronic devices may be examined further if there is good reason to do so.

If a search reveals any offensive weapons or knives, or evidence in relation to an offence, the item or items should be removed to a place of safe-keeping. The member of staff must inform the Senior Deputy Head. The Senior Deputy Head reports the finding of any weapons or controlled drugs to the police. If evidence of drugs is found, the Senior Deputy Head determines what action to take in accordance with the College policy on drugs.

If smoking/vaping or alcohol items are found in students’ possession, they must be confiscated by the member of staff and taken to the Senior Deputy Head’s office where the confiscation and treatment of the items is recorded. The Senior Deputy Head determines what action to take in accordance with the College policies on smoking and alcohol.

Any search carried out needs to be recorded on CPOMS. This should include:

• the date, time and location of the search;
• which pupil was searched.
• who conducted the search and any other adults or pupils present;
• what was being searched for;
• the reason for searching;
• what items, if any, were found;
• what follow-up action was taken as a consequence of the search.

More detailed information can be found in Department for Education guidance here: https://www.gov.uk/government/publications/searching-screening-and-confiscation

SEXUAL CONDUCT/RELATIONS

The College seeks to encourage normal friendships between students. Dangerous and harmful relationships can form when there is an imbalance of power in the relationship. Pupils should be aware that this might lead to coercion, intimidation and enticement, for example sharing of nudes or semi nudes, and they should report any concerns they have to a member of staff.

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.

THEFT

Theft is a criminal offence and destroys trust in the community. Appropriate action will be taken, including the Police, regardless of the nature of the stolen goods. Sanctions will be swift and serious, typically a suspension from school.

VANDALISM

We expect students to respect property belonging to the College, and we will take serious action against students who damage it. The sanction for this is at least a Saturday detention, though the police may be contacted if necessary.

Malicious Accusations against a Member of Staff

Whilst the school takes its safeguarding responsibilities extremely seriously, pupils that are found to have made malicious allegations against staff are likely to have breached College behaviour policies. In such cases the College will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

Students need to be aware that posting material online (e.g. Social media) regarding a member of staff, without their expressed permission, is taken very seriously and most likely to result in (at least) a suspension from school.

Students need also to be aware that posting material online that is in any way associated with the College that it potentially damaging to the reputation of the school or could identity any member of the school community without their expressed permission can expect to be dealt with swiftly and seriously.

General Information

A GLOSSARY OF TERMS

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
Lower School (LS):	Year 7 & 8 students
Middle School (MS):	Year 9, 10 & 11 students
Sixth Form (SF):	Year 12 & 13 students
Shell:	Year 9 students
Remove:	Year 10 students
Fifth:	Year 11 students
Lower Sixth	Year 12/LVI (Sixth Form)
Upper Sixth:	Year 13/UVI (Sixth Form). Also known as **Woodard** students as they are in this building for their final year. The building itself is called Godwin.
Locations:	Hard; Quads; Burse; Upper; Green; 9acre; Under; H-block – divided into ABC block, South School and Prep School; West Quad; Cook's Landing; Frenchman's
Congers:	Whole School singing in Chapel
Evening School:	Supervised evening study time in Houses.

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 and may then need to be agreed by the Senior Deputy Head. Permission to miss Saturday matches can only be granted by the Director of Sport, on request by a parent and with a **full week's notice**.

ASSEMBLY

Senior School Assemblies happen in the Chapel on Friday afternoons. These will mostly be on rotation between Lower School, Middle School and Sixth Form groups. Some of these will be for the whole Senior School; some for particular year groups when there is something relevant (e.g. University admissions procedures).

BICYCLES & SKATEBOARDS

Students may be allowed to bring a bicycle to School by agreement with their HoMM and the Senior Deputy Head.

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.

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. 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).

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 should be named.

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.

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.

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.

CAREERS – ENTERPRISE AND EMPLOYABILITY

Students will be introduced to the Careers Room and shown how to research for 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 Careers 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.

CHAPEL

Students must attend the Senior School Chapel Service on Tuesday afternoon (16:00 start). They can only miss a Chapel with permission from the Senior Deputy Head and the Chaplain. Congregational singing practices ("*Congers")* take place on Tuesday or Thursday mornings at 8.20 am, dependant on Year group.

CHAPLAIN

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

COMPLAINTS

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 complaints procedure is set out on the House notice boards and available from the Senior Deputy Head.

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 College office before 08:15 by telephone or email. If a student is put 'off games' by the home Doctor they must bring a certificate or note to a nurse 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. At the end of the meal they must leave their area clean and tidy. Food throwing is not tolerated and will be sanctioned with a Saturday detention.

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.

EATING AND DRINKING

Students are expected to attend all school meals without exception. Students may eat and drink in the café area and within their own House areas as allowed by House rules. They should not eat and drink publicly, either walking around College.

ELECTRICAL APPLIANCES

Any electrical equipment brought into the School must:

- be CE marked and have a current Portable Appliance Test certificate/label and be in good condition
- have fuses 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.

EMAIL

All students are required to check their College email accounts regularly and at least twice a day. Communication of work, events and expectations are often sent electronically.

EQUAL OPPORTUNITIES

We operate an Equal Opportunities policy for all students and staff. If they 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

There are two periods of quiet, private study 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.

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, those in the main H-block should assemble on Green in House order.

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 and a member of Senior Management.

HEALTH & WELLBEING CENTRE (MEDICAL CENTRE)

This is located near the Sports Hall. Except in emergencies students must go to the Health & Wellbeing Centre in surgery hours only. These are: 07:30-08:30; 13:15 – 14:30; 17:30 – 18:30 (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.

MEDICINES

All students in the Sixth form and those deemed to be Gillick Competent, by the College's Senior Nurse, unless there are specific individual circumstances that would counteract this position, would be allowed to have a minimal amount of over the counter (OTC) 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 Health & Wellbeing Centre staff.

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

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

HOUSE
When students join the College, they will become a member of a House.

Year 7 & 8: Each house as a Tutor and the Heads of Lower School (Academic and Pastoral) to oversee their school experience. Staff will do everything in their power to ensure a smooth start to Senior School and ready them for the next stage.

Year 9 – 13: Every House has a HoMM, an AHoMM and House Tutors. Students will also have a personal Tutor. The HoMM, AHoMM 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, and again at lunchtime. Boarders are also registered in their house in the evening

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. He is Jim Sloane and his contact details are: 01444 892681 or jimsloane054@outlook.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 theft. Take note of identification numbers on electrical equipment (e.g. mobile phones).

LIBRARY
The Library has many uses. Whole classes come in for research work, students come in to study and borrow books 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 tapes and CDs. Arrangements to register as a borrower will be explained when students first visit the Library.

LOST PROPERTY
Pupils are responsible for their belongings and equipment; they should not leave books and files in departments or around the H block. All items of clothing left around the College will be taken to the main school office. 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 07:15 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 13.05 on weekdays (split by year-groups) – all students must queue. Sixth Formers who have a study period for lesson 5 can take lunch at 13:00 – 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.

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.

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 and **make sure they are clearly labelled**. Please respect the possessions of others.

ROADS

Students *must* use the designated traffic light crossing point when crossing College Road. Failure to do so will result in a severe sanction.

Year 7, 8, Shell & Remove students must wait for a red light before crossing. Fifth and above year groups may assess the traffic flows and cross without waiting for a red light if they believe it is safe to cross. All students are reminded to be vigilant when crossing this road.

ROOMS AND STUDY AREAS

These are areas where students keep their belongings. 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 the chair tucked in when leaving. Any food must be kept in airtight containers. Students must never tamper with electrical fittings and only official electrical appliances may be used. They must put litter or recycling in the bins provided.

Accommodation will be designated by the HoMM as per the needs of the individual students and functioning of the House.

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 ENRICHMENT PROGRAMME (EP)

The Sport and Enrichment programme at Ardingly is an integral part of the College 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 and also SOCs for students. 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.

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 Senior Deputy Head, or the year group representatives for possible discussion. The council has a modest budget to spend on projects which will benefit the College community. We encourage students to stand for election to this important body.

TAXIS

Pupils should only use pre-booked taxis from Station Taxis (01444 410410) or by discussion with the HoMM: these companies have put all their drivers through DBS checks.

DBS checks are reviewed annually by the HR department.

TELEPHONES

Every student has access to a House telephone.

Tutoring

The Tutor is a member of staff who sees their tutee at least twice 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. A tutor liaises with parents/guardians and supports students in many ways.

VISITORS

Ardingly often has visitors; 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 escort them to their destination or show them where the main Reception area is in South Quad. Students may be used as guides and they may be asked to take visitors on tours.

VISITING OTHER HOUSES

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

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 College uniform when they leave the House. All students must attend House Time at 08:20 each day for Callover and also as required at lunch time.

Year 7 to Lower Sixth boarding students must be in their Houses for Callover by 21:30 (Saturdays 22:00) and all Year 7 to Lower Sixth day students must have gone home by these times, if not when their House closed at 19:00.

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 or face sanctions. They should think ahead and make sure they have all the correct equipment and books for the lessons they are attending, especially taking their charged Surface Pro.

Study Periods - these 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.

Guidance for SSPs for students:

You should ensure that you bring all required work and equipment with you to the classroom; you may not leave again in order to collect items from House. You should work in silence and independently, using no device other than your Microsoft Surface. Headphones are not permitted during SSPs, so if you need to complete work that requires headphones, you should do this outside of school. If a teacher asks you to do so, you should position yourself in the classroom in such a way that the supervising teacher is able to view the screen of your Surface. You must follow the instructions given to you by the supervising teacher. If you need to go somewhere else, e.g. to do some work in the Library or Art Studios, you must go to your timetabled SSP room first, register, and seek the permission of the supervising teacher before going elsewhere.

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 on **Parties** above)

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 House Parent by email 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. The HoMM will be responsible for this decision.