

What to do at Leighton Park

Introduction and Expectations

These rules and procedures are intended to help the school run smoothly, and in the best interests of us all. You are expected to act with common sense, honesty and good manners, and with consideration for other people's feelings and needs before your own. This last can sometimes be hard, but is one of our most important aims. Generally, your tutor is the first person to turn to with all problems. But any member of staff will help if asked. The Head and Deputy Heads are available to you without appointment between breakfast and Collect or at any other time you can catch them. Call in at Old School or Townson to see them, or make an appointment. Your attention is also drawn to the last page of this section, where you will read more detailed advice about dealing with serious problems.

Make sure that you are familiar with:

- the school's dress code, a copy of which is included in this calendar and available in every House. It is generous in spirit and you should not erode it.
- the time by which you should be in particular places: get there comfortably and in advance.
- any particular duties assigned to you, including at all times the tidiness of the areas for which you are personally responsible.

We all make mistakes and act foolishly sometimes. In such circumstance, honesty, an apology, and a determination not to do the same thing again are important responses. Staff will always try to be helpful and even sanctions, when they have to be applied, are given in that spirit.

Please read this section carefully, and keep it in a safe place for future reference. The rules and procedures are in alphabetical order.

Absence

If illness prevents you from fulfilling a school commitment, this must be sanctioned by your Matron or other members of House staff. Although this rule does obviously not apply to day-boarders at the beginning of the day, it is clearly applicable to all pupils once the school day has started. If you are taken ill during lesson time, your teacher will send you to Reception, from where you will be directed to your Matron or the Health Centre as necessary.

What to do at Leighton Park

If you are in Year 11 or below, a teacher may excuse you from a lesson so that you can attend a Music lesson, provided that you ask 24 hours in advance, and ask your teacher to sign in the appropriate place in your prep diary. Bear in mind that you may need to ask two teachers because of the difference in lesson times.

For most other leave of absence, e.g. to miss a meal, to miss prep, to be away on interview or for a careers visit, ask your Housemaster for permission. A standard form is used for interviews or Open Days at universities and this must be completed well in advance and handed in to the Head of Sixth Form.

For absence from school for exceptional family reasons, ask your tutor in advance. Your parents must confirm your request in writing to the Head.

When you have obtained general permission to be absent from school, even if this is on school business, e.g. to attend a conference, it is required of you that you approach the teachers whose lessons you will miss, ask their permission, and note the work you will be missing so that you can cover it later.

Anti-bullying policy

All members of the community should be alert to bullying behaviour and follow the school's anti-bullying policy which is available on the school website. If you experience, witness or suspect that bullying is taking place, you should follow these guidelines.

If you are the victim of bullying, you should not keep quiet about it. Speak to your parents, to a teacher or to another adult such as your matron/Housemother, the School Counsellor or one of the Graduate Residents.

If you are not yourself a victim but know or suspect that it is happening to others, you have a duty to report it to a teacher or another adult. Standing by and letting the bullying continue is almost as bad as taking an active part in it.

If you are guilty of bullying and realise that what you have been doing is wrong, you should speak to a teacher or another adult and ask them to help you deal with the situation. You will only make the situation worse if you let things continue and eventually get caught.

Audio Equipment

No radios, cassette/CD players I-pods or Walkmans are allowed out of the Houses, unless you have been given permission by a member of staff.

Behaviour

Both academically and socially we have the highest expectation of our pupils and expect them to act with common sense, honesty and good manners and with consideration for other people's feelings before their own. Following the rules set out in 'What to do at Leighton Park' should mean that your behaviour meets up to our expectations but where behaviour falls short of these expectations, sanctions may need to be applied.

Bicycles

Normal rules of the road (including lighting and maintenance) apply on the Park. Please remember not to ride on the grass, nor cycle with more than one person on the bicycle. Never leave your bike propped up against a building: always park it in the appropriate shed – lock it. Before term starts you should paint your name on the rear mudguard or on the frame.

You should always wear a helmet at all times when riding your bicycle.

Chewing Gum

Chewing gum is not permitted anywhere or at any time on the school grounds

Counsellor

The school offers a confidential counselling service. Details of the service and how to contact the counsellor are available on House notice boards and in the Health Centre and her email address is schoolcounsellor@leightonpark.com.

Day Boarders

It is important that you are in school in good time for registration at 8.15 am. If you are not well enough to come to school you should ensure that your parents telephone the school office or your Housemaster/Deputy first thing in the morning to notify the school of the reason causing your absence. On the first day back in school you should give your tutor a letter from your parents confirming the details of your absence.

At the end of the day (Years 9-11 and Sixth Form) you may leave the Park to go home at 6.00 pm, 7.00 pm or 9.00 pm on Mondays to Fridays. You and your parents will make the official arrangements for this at the beginning of each term. You are welcome to stay at school until 9.00 pm but you can go earlier if you have no further commitments, except prep. Any change to an evening arrangement

What to do at Leighton Park

should be given in writing in advance to your Housemaster. You may leave anytime after 4.15pm on a Friday but you must inform your Housemaster. You are welcome to take part in any organised school activities at the weekend, but it is important to let the relevant staff know you are on the Park.

Detentions

Detentions can be imposed by class teachers if prep is not produced or there is a problem with your work or behaviour in lessons. If this does not resolve the problem the Head of Department will arrange a further detention. More serious problems or a failure to attend a Head of Department detention will result in a detention being organised by the Head of Fryer/Middle School/ Sixth Form as appropriate.

If your conduct in other respects is unsatisfactory you may be required to attend a House or School detention. Your Housemaster or Head of Fryer, Middle School or Sixth Form will give you written details about when and where to attend. If you have a school commitment that prevents you from attending, you may have your detention postponed. Such postponements may only be arranged in consultation with the Head of Fryer, Middle School or Sixth Form. For serious disciplinary issues, detentions may be scheduled for Friday evenings or Saturday mornings.

Environment

As part of the Leighton Park community all pupils are asked to observe good environmental practice. This includes:

Energy conservation

keeping doors and windows closed when central heating is on, and switching off lights when appropriate.

Recycling

putting for recycling all materials which it is currently possible to collect.

Use of paper

using paper sparingly, e.g. when using exercise paper or exercise books using the whole of each sheet or each page – both sides; reusing for rough notes any paper that has only one side used.

Wildlife conservation

the Park is a haven for wildlife and all who live or work in it should respect this and work to preserve it.

Evening Outings

1. The school often arranges theatre and concert trips. Normally the cost of these trips is charged to your end of term account or paid by cheque. You should ensure that your parents agree before committing yourself to such activities. Your parents will always be asked to authorise your participation in such events.
2. It is rare for pupils to be given permission to organise their own evening outings though Sixth Formers are sometimes given cinema leave on a Saturday evening.

Attending parties is strongly discouraged during term-time.

Fire and Emergency

Each boarding house has a fire warning alarm. Your Housemaster will instruct you in emergency procedures. In any building if the alarm sounder starts leave immediately and go quietly. Walk smartly to the nearest exit (all are clearly marked). Do not run. Follow any instruction given by a member of staff. Proceed to the assembly point by the safest route.

Please familiarise yourself with the fire assembly positions of all academic buildings. The information is available on all exit doors on a sign marked 'Fire Action'. Assembly points are marked on the map of the school in this school calendar. Fire drills will take place once a term.

If you discover a fire, operate the nearest fire alarm immediately, check that nobody is in immediate danger and leave the building without delay. Do not re-enter the building until told to do so, even if the alarm is silenced.

Fireworks

Fireworks are potentially dangerous and, as such, constitute a risk to individuals and groups.

Leighton Park pupils are not allowed to have fireworks in their possession or to use fireworks in the school or during school time. Any pupil, or groups of pupils, found in possession of fireworks, or with others who have fireworks or similar devices, will be punished.

The PTA organises an annual Fireworks Evening on the Park and occasionally a school visit may be made to an organised display. The usual school policy on visits applies to such an event.

Gating

A gating restricts you to the Park for a specified period. You will be issued with a reporting card, and you must report to the Teacher on Duty in your House in the evening to have your card signed.

Grounds

Everyone should play a part in keeping the grounds tidy and attractive. Do not drop litter. Pick litter up if you find any lying around and deposit it in the bin. Announcements are made in Collect as to when precisely you can or cannot walk over the grass. Be particularly careful not to 'extend' a path by walking on its grass verges, and not to carry mud or grass cuttings into buildings.

You must observe the areas which are out of bounds as displayed on the map on page 64 This is for your own personal safety.

Health Centre

There is an open door welcome at the Health Centre. As long as you are free of school commitments and you have called to ensure there is a nurse present in the Health Centre, you can discuss health matters or any worried you may wish to disclose, and appropriate help will be given.

Pupils may wish to see the School Medical Officers on a personal basis. This can be arranged easily by letting either of the Practice Nurses know. It is not necessary to inform any other staff member about such a request.

Pupils are encouraged to make full use of the Health Centre facilities and all new boarders are seen in the first weeks of the Autumn Term, when a routine health screening programme is undertaken.

Hobby Hour/Activity Period

During this time you should normally either be at an activity (in summer this includes outdoor activities) or engaged in quiet activity (not horseplay or audible music) in your House.

Year 9 pupils are expected to attend regularly at least three activities per week. Year 10 and 11 should attend at least two activities a week.

Many activities are also available at the weekend.

Hours

Boarders must be in their boarding houses between 10.00 pm and breakfast, though leave to come back later than 10.00 pm can be granted to Sixth Formers by the Housemaster.

Pupils in Year 7 to 11 are prohibited from ever entering areas occupied by the opposite sex. Rules concerning access to the rooms of pupils of the opposite sex vary from House to House for Sixth Formers because of the different lay-out of each House, but must be strictly adhered to at all times.

ICT

School Network and Internet Use Policy

This policy refers to all fixed / mobile electronic technologies and associated software that pupils have access to for personal and school use that might pose e-safety risks during a school day. Other school policies also have guidance about the appropriate use of fixed and mobile devices. These are available on the school website.

Pupils are responsible for good behaviour when using personal electronic devices, the school network and the Internet just as they are in the classroom or in a school corridor. General school standards and procedures apply to all who make use of the school's facilities and equipment.

The Internet is provided for pupils to conduct research and to communicate with others via e-mail. Parents' permission is required. Access is a privilege, not a right, and requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the school network. Computer storage areas and other portable storage devices will be treated as other areas of personal storage. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers, disks, personal laptops and other electronic devices would always be private, nor that they might hide materials they have downloaded. The school reserves the right to access their user-area and any other forms of storage media e.g. CD, DVD, USB device, in their possession if we have grounds to suspect there may be inappropriate material on them.

The downloading of programs to a personal laptop is the responsibility of the student and the school cannot monitor or accept any responsibility for any programs that are installed.

What to do at Leighton Park

The following are not permitted:

- Sending or displaying offensive messages;
- Sending, taking or displaying pictures that might cause distress or offence;
- Using obscene or inappropriate language;
- Damaging, degrading or disrupting computers, computer systems or computer networks or performance;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting resources;
- Downloading files of ANY kind without prior permission, either from the Internet or from other sources, e.g. CD, DVD or any other storage media;
- Using chat lines other than those set up by the school for educational or school boarding use;
- Any act which results in upheld complaints to, or legal action against, Leighton Park School;
- Using the school network for illegal activity.
- Use of pupil laptops in lessons unless authorised by a subject teacher and for the purpose of school related work.

The following are also not permitted on the school computers:

- Presenting documents compiled from Internet or school network resources as being the student's own work;
- Changing any of the computers' default settings, such as screensavers, backgrounds, folders, icons;
- Installing any software whatsoever;
- Circumvention of security or accounting provisions;
- Malicious damage to or tampering with any system on the school network or changing of data;
- Transmission or possession of threatening, defamatory or obscene material;
- Gaining unauthorised access to resources or websites by the use of internal / external wireless modems. Use of such devices to gain unfiltered access to the Internet is strictly forbidden.

Personal Safety on the School Network and Internet

Leighton Park provides additional support and guidance for pupils about the use of fixed / mobile electronic technologies and associated applications. This support and guidance is delivered primarily through the 'Your Life' programme as well as other areas of the school curriculum and the pastoral system.

Pupils must:

- Use only their account and password and keep their password private;
- Report to a system administrator, teacher or administrator any unsolicited email, security problems, or information that makes them uncomfortable;
- Not reveal their home address, image, or phone numbers, or those of other students or of staff when on-line;
- Use school addresses and phone numbers only;
- Not place personal photos on any social network space without considering how the photo could be used now or in the future;
- Never make contact or chat to anyone who is not known to them and only invite known friends to chat rooms or alike;
- Never arrange to meet someone that they have never previously met on the Internet or by email or in a chat room, unless a parent, guardian or teacher has given permission and a responsible adult accompanies a pupil;
- Immediately report any unpleasant or inappropriate material, messages, or anything that makes a pupil feel uncomfortable when on-line;
- Use social and blogging websites with great care being aware of the dangers that can be associated with posting pictures, text, opinions, videos and communications on-line;
- Make themselves aware of the security settings available when using social and blogging websites to protect personal information that is published on-line

Anti Bullying

Bullying is any behaviour which seeks to intimidate or humiliate and which is repeated, intentional, unprovoked, malicious, such as to cause distress, unhappiness or insecurity. Electronic or 'cyber' bullying of a verbal, physical, emotional, racist, sexist or homophobic nature or which focuses on disabilities or religious or cultural differences which makes use of electronic forms of communication are all strictly forbidden.

Sanctions

Violations of the above rules will result in a temporary or permanent ban from the school network. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, police or local authorities may be involved.

Medication and Drugs

The Nursing Staff must be informed of any medicines including herbal remedies that you are taking, i.e. for asthma, diabetes, epilepsy or for any health reason whatsoever. These medicines are generally considered safe in the custody of the pupil, but under supervision of the House Matrons. Repeat prescriptions are obtained through the Health Centre.

What to do at Leighton Park

Simple pain relief remedies are readily obtained from House Matrons and pupils may be sent via Reception to the Health Centre from classrooms. There is therefore no need for pupils to have supplies of these medicines in their possession at any time.

Sixth Formers are allowed to keep any analgesics they may use as long as they do so safely. However, Sixth Formers must inform their House Matron, Housemaster or The Health Centre of any other medication brought into school.

It is against health regulations to give one's own medication to another pupil: this should never happen.

In the first week of the Autumn Term boarders must notify the Health Centre via the House Matrons of any medicines/tablets that they are taking, including all herbal or other natural remedies.

During term time or when engaged in any school activity out of term time, you may not take or have in your possession tobacco or alcohol in any form at any time (except at home with the approval of your parents). If you are found to have done so you will be punished and your parents will be told. Serious or repeated offences of this type could lead to your suspension or permanent exclusion from school.

Pupils involved in possession, handling, using or dealing in illegal substances at any time could expect to be excluded from school temporarily or permanently. Any pupil found to be distributing an illegal drug may also have to be reported to the police for further action.

Meals

You must attend all meals (day-boarders all week-day lunches and senior day boarders all teas) unless given special leave. If you need a packed meal or a late meal you must order it well in advance. Your Housemaster will give you more specific instructions.

Meeting for Worship

Because silence is so easily disturbed, you should be in your seat three minutes before the starting time – five minutes at Reading Church Street Meeting, where it is particularly sad if Leighton Park pupils cause a disturbance.

You may not read in Meeting, nor, of course, whisper or distract others. If you are restless and find it hard to free your mind, close your eyes and sit very still.

Remember that anyone, however young or inexperienced, is equally able to take part in the ministry of Quaker meetings. Give respect and support to those who do, and remember that it might be you.

Mobile Phones

Mobile phones and similar devices must not be used to make or receive calls during the formal part of the day, during prep, study periods, during meals or at night. The use of mobile phones is restricted to the House between 8.15am and 4.15pm. Any phones seen outside the House during this time will be confiscated and handed into the School Office. Pupils can collect their phone at the end of the school day.

Mobile phones must not make any noise when a message is received. We advise that mobile phones and similar devices should be insured against theft, damage, loss and abuse.

Only the owner of the device may use it. The Housemaster or other member of staff may insist that the mobile phone, pager or similar device is lodged with them, if they are used inappropriately except when needed for use in an emergency. The telephone number or pager number must be logged with the Housemaster.

Money

If you are careless with money it causes problems for everyone. Deposit your money in the House bank, which is open every day and will issue small amounts of money. Don't carry around more money than you can afford to lose, i.e. a couple of pounds at the most. Do not leave money lying around – always take it with you or deposit it in the House bank. Report any suspected theft to the Housemaster.

You may not lend money or borrow from other pupils: ask your Housemaster if you are short of money. You may not buy anything from other pupils or sell it to them, without the consent of your Housemaster and parents.

Motor Vehicles

An enlarged set of rules on this matter is available from your Housemaster. In general terms, you may not drive a car nor ride a power-assisted bike in term-time, though permission may be given to drive to and from the school. You may not travel in term-time in a car driven by someone other than a member of staff or a member of the family, unless you have obtained permission beforehand from your Housemaster; in addition the consent of your parent/guardian must be given in writing as well as that of the driver's parent/guardian. Learner drivers may only drive on the Park if they are in a car with dual controls.

Public Transport

Pupils travelling into Reading From:-

1. **East Lodge** (Pepper Lane Entrance) - catch the number 20 bus from bus stop **"W"** immediately on the right beside the school entrance.
2. **North Entrance** (Shinfield Road Entrance) - catch the number 9 or 20 bus at bus stop **"X"** on the opposite side of the Shinfield Road from North Lodge. You should use the traffic light crossing over Shinfield Road and over Wellington Avenue to to the bus stop 30 yards further down Shinfield Road.

Pupils returning to school from Reading should:-

1. Catch the number 9 bus and get off at bus stop **"Z"** immediately outside the Shinfield Road entrance.
2. Catch the number 9, 20 or 21 bus and get off at bus stop **"Y"** immediately past the university entrance on Shinfield Road. Pupils should cross Pepper Lane using the traffic light crossing and enter Leighton Park at the Shinfield Road entrance.

You must ensure that you use the button controlled crossing points at all times and only cross these when the green light indicates that is is safe to do so.

School transport

Please note that the school bus will leave at 5pm on Fridays and at 1.15pm on the last day of term. In adverse weather conditions, please consult the Leighton Park website for updates on travel information.



Off the Park

After tea on any day no senior school pupil in Year 9 to 11 may go off the Park without permission. In the afternoons, Year 11 pupils must sign out in their House before leaving the Park, having first obtained permission by having their prep diary signed by a member of the House staff. They must ensure that they are back for tea and miss no school engagement. Permission to leave the Park after tea is only given to Sixth Formers, who must ask the member of staff on duty in the House. Whenever they leave the Park, Sixth Formers must also sign out. No pupils may leave the Park after prep.

Prep

In Senior Houses prep runs from 7pm to 9pm and in Fryer House, prep takes place from 6.15 to 7.30pm. The above time refers to the minimum periods of studying. Older pupils, in particular, will find that they need to spend substantially more time on private study than is available in the standard prep period. Unless given specific permission, you should be working at your desk or at your allocated space during prep without talking and without moving around the House.

Pupils in Years 7, 8 and 9 are expected to hand in their prep the morning after it was due for completion. If staff wish prep to be handed in at a different time, they will give this instruction when the prep is set. Prep should be handed in to the staff prep pigeonholes in Old School each morning. In Years 7 and 8 prep monitors will collect work during registration and deliver it to the prep pigeonholes. Year 9 are responsible for putting their own work into the staff prep pigeonholes.

If you are late in handing in work or if you produce unsatisfactory work, your teacher may well impose a detention and/or refer the problem to your tutor. You must then follow whatever instructions your tutor gives you to ensure that the work is done properly.

Punctuality

Punctuality is an important way we show care and respect for others. You should not be late for Collect, Meeting, lessons and any other commitments. If you are regularly late, you can assume that a sanction will be imposed.

Registration

This takes place at 8.15 am each school day. It is important to be punctual and to come prepared for each morning's lessons as you will go directly from registration to Collect or Meeting for Worship and then to classes. Morning and afternoon registrations take place in tutor groups.

Relationships

Leighton Park is a fully coeducational school. Whilst natural friendships between pupils are part of any happy community, active sexual relationships are not permissible. Any pupils involved in unacceptable intimate behaviour may be asked to leave the school.

Safety/Personal Safety

Safety is mostly common sense, but please be careful about these special points:

- You must obey all safety rules and posted notices in the workshop, labs, gym, swimming pool, minibuses, and any other areas where they have been placed.
- You may never use the swimming pool unsupervised, nor go in or swim in rivers without permission.
- You may not make any repairs or alterations to school electrical wiring or fuses, nor have any electrical appliance without permission.
- You must be most careful not to do anything that might start a fire.
- You must observe in every detail the fire procedure in the Houses and other areas in the school.
- You should avoid walking in secluded areas of the Park at any time on your own, and girls must never walk alone about the Park during hours of darkness.
- You must observe the areas of the Park which are 'Out of bounds' as displayed on the map on page 59.
- The school's policy on Child Protection and Safeguarding is available on the school website.
- **No alcohol or smoking is allowed on the Park at any time.** At all times when the school is responsible for you alcohol and smoking are strictly prohibited: serious punishments are given to those who break these rules. For Sixth-Formers, a concession applies when alcohol is offered, and consumed in moderation, at supervised school functions.

Sunday Evening Meeting

All full and weekly boarders attend the monthly Sunday Evening Meeting: parents and other family members as well as day-boarders and friends are also welcome

What to do at Leighton Park

Tidiness

You are expected to maintain a tidy personal appearance.

You must keep your own area within the House acceptably clean and tidy. Bear in mind that the school is regularly visited by outsiders, and in particular on Tuesday mornings by prospective parents.

If you have travelled in a school mini bus, it is your job to help tidy it at the end of the journey.

Be careful not to leave sweet papers, cans etc, lying around in the Hall or outside.

Valuables

If in doubt, do not bring valuable possessions to school. Musical instruments should be locked in the Music School. If you wish to bring a computer this should be discussed first with your Housemaster. Personal television sets are not allowed. Walkmans and I-pods are allowed but the use of these must be restricted to leisure hours. Mobile telephones may be used only at the discretion of the Housemaster and within the guidelines of the school mobile phone policy.

Your parents should insure your possessions, as the school does not. Remember to keep a note of serial numbers of all valuable items.

Weekend Leave and Exeat Weekends

Parents request weekend leave for full boarders in writing to your Housemaster. The form or letter should reach your Housemaster by the Thursday before the weekend. The letter should state when you are leaving the Park and when returning, and we need to know what meals you will be taking at school.

Weekend Leave and Exeat weekends are an opportunity to go home, or, by special arrangement whereby both families write in, to the home of a friend. We must know which adults will be taking care of you at the weekend, and you are to be with them. If you take weekend leave frequently, you are likely to need to take school work with you.

You must sign out in your House before leaving the Park and also sign in on your return.

If you have a problem or wish to make a complaint

Problems can always occur, and these are usually solved fairly quickly. Sometimes, however, something quite serious may occur either to you, or to

someone you know. It may be something that has happened outside of school; it may concern relationships between pupils, or adults and young people. The most likely person you will then turn to will be your tutor or Housemaster. You might prefer someone else in the school, perhaps the Head or the Deputy Head, perhaps Matron, the School Counsellor, or one of the Practice Nurses.

If you feel you need to describe a specific concern or even make a specific complaint, there is a procedure for following this up discreetly. You may wish to discuss the matter with your tutor or Housemaster; on the other hand if it is very serious please see the Deputy Head, who will ask you for more details. The matter will be investigated sensitively and fairly on your behalf and will be discussed further with you within 48 hours.

Sometimes people may prefer to speak first to someone outside the school. 0800 1111 is the Childline Help Number. 0118 9015668 is the number for Number 5, a local youth counselling service, which is displayed in each of the boarding houses. The telephone number for Ofsted is 08456 404040. There are also counsellors who can be contacted in Reading or you may wish to see a counsellor in confidence in the school. Details of these are on the House noticeboards or are available also from the Deputy Heads.

It can happen that the problem or concern means that Social Services need to be consulted. It will normally be the Head or a Deputy Head who contacts them. Whatever your concern is, it will be followed up as discreetly and helpfully as possible in a simple way.