



Leighton Park
School

SENIOR HOUSE HANDBOOK



September 2011

INTRODUCTION

At Leighton Park we are proud of the fact that each house is different and individual but we also seek to establish consistency in rules and structures. As you read through this document, you should be able to understand how the Houses work.

We aim to make each pupil's time in our houses as happy and successful as possible. For this to be achieved it is important for every one in the house to work together.

Further useful information can be found in **'What to do at Leighton Park'** available in the school calendar and all school policies can be found on the school website.

Nigel Williams
Deputy Head

September 2011



LIVING IN THE HOUSES AT LEIGHTON PARK

The Houses at Leighton Park offer students a unique environment in which to reside; a self contained 'home' as part of the wider community of the whole school. Their presence in the community contributes to the lively and cultured atmosphere.

A variety of activities are available from music practice to the use of the games and computer rooms.

We are aware that students are at an age when they are trying to mature and to formulate their own individual ways of leading their lives. It is our aim to help them to do this as painlessly as possible. For this reason, we try to ensure that they have the freedom to work, play and generally conduct their lives in ways most suited to their development. We try not to impose pointless restrictions and we always bear in mind the importance of recreation and enjoyment in whatever spheres they may be found.

At the same time, we acknowledge that these maturing students need our support. We try to give this positively by helping them to feel part of a caring community. Every student belongs to a small group that is the responsibility of a Tutor and knows that the tutor is concerned for their well-being and is available for consultation.

Representation

The House representatives meet together regularly for House Council Meetings, where there is an exchange of ideas and where general matters of concern may be raised. These are formal meetings and the occasion provides an opportunity for students to learn to manage a business meeting together.

Regulations

On occasions, rather more definite support is needed in the form of a few vital regulations. These fall into two categories:

- i) those which ensure safety from harm, for example regular fire practices, and
- ii) those which concern the smooth and civilised running of the House.

These two aspects are paramount, and the enforcement of these latter regulations may sometimes mean that sanctions in the form of withdrawal of privileges have to be imposed.

ACCOMMODATION IN THE HOUSES

Study Bedrooms

There are several shapes and sizes. All have their own advantages. Although normally a student would expect to occupy a study for the whole of the academic year, changing status of students may require some changes in locations. Wherever possible, Upper Sixth Boarders have their own room. Day students will usually share their room with other members of the Sixth Form.

Students may have their own computers, radios, cassettes or CD players, but not portable TVs, irons, cookers or kettles. All electrical equipment must comply with the school's electrical regulations. Any equipment, which is seen to be faulty, dangerous or in some way considered to be unsafe, will be removed to be taken home.

Decoration of Studies

Pictures may be attached to walls with blu-tac or similar materials; they may not be put on the walls or furniture with any other fixing material or device. Damage to the fabric of the school will be charged to the end of year bill. Art materials that permanently mark or damage must not be used.

Loose drapes of any description are not allowed, since they constitute a serious fire health hazard. If you are in any doubt about any of these things please see the Housemaster.

Damage

Any damage should be reported promptly so that we are able to deal with it. Students should expect to be charged and/or punished for any wilful damage. We encourage students to take care of their environment.

Room Cleaning

Rooms are cleaned regularly by the House cleaners. However, all students are expected to take a responsible attitude to litter and mess. There are tidying rotas for all communal areas, but students are expected to be responsible for their own personal area.

Litter

Students should help to keep the House tidy by putting all litter in a bin, both inside and outside the House and in study-bedroom areas.

Laundry

The school provides a laundry service for boarders. Students should place their dirty washing in the laundry bins and it will be returned washed, ironed and folded, usually the next day. All clothing should be named with nametags. Spare nametapes are useful in case items of clothing need to be marked at school in the course of the term. All clothing should be machine washable at 40° and tumble dryable. We cannot accept liability for items which are not.

Bedding

Pupils may bring a single washable duvet and two covers, so that there is always a spare one available; all should be clearly marked with their name or they may use linen provided by the school.

Bathrooms

Showers, bathrooms and toilets are available in each House and these are easy to find within the House. Students are free to use the showers until 15 minutes before their normal bedtime. Low wattage hairdryers may be used in studies.

Games Kit

Games kit must be kept tidily in rooms or study areas. Students must not return from games sessions and leave dirty boots in the foyer; they **MUST** be taken to their rooms or put in the boot area in the changing rooms. Boarders' dirty kit should be left in rooms or, preferably, put straight into the wash-bin that is provided every day.

Lockers

Where lockers are provided, students are issued with a locker and a locker key or the facility to apply their own padlock. Failure to return keys at the end of a year (where provided) will result in a charge being made to individual accounts.

DAILY ROUTINE AND ACADEMIC COMMITMENTS

The Start of the Day

Every day begins at 8.15am with registration.

Lesson times are clearly published in the School Calendar. A student's first commitment whilst at school should clearly be their academic work and other school commitments. During non-teaching periods (study period) Sixth Form students should work in their studies, the Sixth Form Centre, department work areas or the library.

Study periods are not a time for social visits to other houses or other students' rooms, watching TV, making snacks or having showers.

House staff will clear the houses by 2.10pm - Monday to Friday - to indicate time to prepare for afternoon lessons.

Bells

The bells in each house will be rung at 6.45pm to clear students from other houses. The duty prefect or teacher on duty will ring the hall bell at 6.55 pm Monday to Friday to indicate the start of silent prep time at 7.00pm. Bells are also rung in the Houses at 11.05 am, after morning break, and at 2.05 pm, after the lunch break.

Prep

Prep begins at 7.00pm for all students; it ends at 8.30pm for Year 9 and 9.00pm for all other years. There is a five minute comfort break between 8.00 – 8.05 pm.

FRIDAY PREP (Quiet Time) – begins at 7.00 pm and ends at 8.30 pm.

Prep should be a time when all those present feel able to get on with the work they have been set. In order to allow this to happen, disturbances of any kind are not allowed. **Consultation about work should take place before prep starts.**

If any difficulty arises during prep students must consult the teacher on duty. Telephone calls must not be taken or made during prep time and mobile 'phones should be switched off (in accordance with school rules).

The Library is open between 7 and 9pm Monday to Thursday for Sixth Form students. Pupils must sign out of their House and in at Old School reception and be back in to their House by 9pm.

DUTIES AND DUTY ROTAS

General Duties

A few simple duties are required of all students, notably tidying the communal areas and common rooms, collecting newspapers, removing recyclable items to the appropriate location in the school and sorting out mail.

Upper Sixth are expected to supervise junior preps and assist with bed-put during the weekday evenings.

Duty rotas are made out by the Senior House Prefect or another Upper Sixth and involve full commitment. Pupils are expected to find their own replacements if they are unable to fulfil duties. **They must also inform the Teacher on Duty or Housemaster of the change in the arrangements.**

Duties

Arrangements for senior duties will be made and posted by the Senior House Prefect on the appropriate House notice boards

If senior students are unable to carry out their duties in the House they are asked to find a replacement and see the Housemaster & Teacher on Duty well in advance.

FOOD AND MEALS

Breakfast, lunch and tea are provided daily in the dining room (Oakview). Pupils are expected to attend and eat all meals whilst they are in school.

Food must not be taken from the dining room and consumed elsewhere. A 'snack' for boarders is available at appropriate prearranged times in the evening.

Meal Times

Breakfast 7.15 – 8.00 a.m.

Pupils should be clear of the dining room by 8.00am.

Lunch from 12.30pm depending on year group timetables

Lunch starts promptly as per year group eating times. Please ensure that you keep to the designated timetable at all times (unless prior permission has been given).

Tea 5.30 - 6.00 pm

Teas are always at this time and pupils should not enter Oakview without the permission of the Teacher on Duty. A register is taken at tea-time and students should report to the teacher on duty for their House as they leave Oakview.

Late Teas

Late teas are available by prior arrangement with the Teacher on Duty if it is deemed impossible for you to make tea (i.e. away for a fixture). These will generally be ordered by the member of staff with you.

Morning Break

Morning Break snack is NOT available before 10.45am.

Absence from meals

If another commitment requires absence from any meal, leave should be obtained from the Housemaster or Deputy before hand.

Packed Meals

Packed meals should not be brought in from home by day-pupils for health and safety reasons. We cannot guarantee that they will be stored at the correct temperature until consumed.

Packed meals for fixtures or trips out of school will be provided and ordered by the member of staff overseeing any given activity.

Self Catering

The kitchenette and senior common room may be used to make drinks or snacks at appropriate times. The kitchenette and senior common room must be left clean and tidy. **Snacks cooked in these areas should not be eaten in student study rooms or bedrooms.**

Take Away Meals and Pizzas

Pupils may order these on Fridays and Saturdays, and they should be consumed in the House. They must ask the Teacher On Duty for permission first. Take Away Meals and Pizzas are not allowed after the House is locked and certainly not after the earliest individual's bed time.

During the week, permission may be sought for a pizza or take away meal for special events only. Permission must be sought from the Housemaster or Deputy Housemaster or Housemistress well in advance and permission must be recorded in the diary. It is still imperative that they are consumed before the earliest bedtime of any individual concerned.

Weekend Meals

A record is kept of all boarders attending meals at weekends via the weekend leave sheet. Pupils may request permission to miss a meal on a weekend if they wish to do something special.

GENERAL ARRANGEMENTS

The policy of our Houses can best be summed up by the headings generally regarded as being the basic values that underpin the quality of life for most people:

- **Privacy**
- **Independence**
- **Dignity**
- **Choice**
- **Rights**
- **Fulfilment**

Privacy

Privacy is about being physically alone and also being allowed to keep one's thoughts confidential. The space to be alone is provided in the study areas and for boarders in their study bedrooms.

Privacy of thought is also crucial for the individual pupil. The underlying principle is that pupils are expected to find an adult when they need help or someone to talk to. The onus is on them. Staff are more than willing to listen and advise, but they do not wish to be intrusive.

We do have contact with a variety of counsellors within the school and outside, and pupils often find this most advantageous. Occasionally, staff recognise a situation where adult intervention is essential and in these cases they then take the initiative.

Independence

Within the academic curriculum, pupils are encouraged and enabled to make the transition from a controlled learning situation to a much more independent one. The same applies in the wider context of boarding life. Greater freedom and choice are permitted and pupils are encouraged to develop their skills in a variety of ways.

There is opportunity for initiative and leadership plus a greater involvement in, and awareness of, the wider community needs, be they local, national or global. Pupils are encouraged to be adventurous and to learn from their mistakes. Staff are available to offer constructive criticism and praise, and we hope that trust and respect will develop between staff and pupils.

Dignity

At the heart of any community there must be respect and tolerance, and we hope by our own example to encourage these amongst the pupils. We have a very varied community and every student is important.

Choice

Safety and consideration for others are essential pillars within our structure, and our regulations serve to strengthen them.

Rights

We would always acknowledge the right of any pupil to develop in a safe, congenial environment and with the opportunity to make their voice heard. We are confident that our various structures meet these expectations, but would wish to stress that the individual pupil also has a vital part to play.

While pupils expect their needs to be met, we are trying to meet those of all the other pupils as well. Consultations can take time; compromise often has to be negotiated in order that justice is achieved for all.

There is no room in Leighton Park for the self-centred individual who demands their rights without accepting responsibilities as well.

Fulfilment

In order that a pupil can develop and fulfil their potential there needs to be a wide variety of opportunities within a carefully structured environment. We are confident that we achieve that important balance in the House. The staff are highly committed, well-trained professionals who manage to lead independent lives of their own as well as caring for the pupils.

HEALTH & MEDICAL INFORMATION

Medicines

Medicines should not be brought to school without the knowledge of the House matron. This includes painkillers and herbal remedies.

Day Pupils

Day pupils should note that the school's medical facility is available to them in an emergency but routine medical problems and illness including 'off games' notes should be dealt with from home.

The Health Centre

The Health Centre is able to deal with minor ailments and provide standard medication. Day pupils should note that the Health Centre is unable to administer certain drugs such as aspirins etc without written permission from parents or guardians. Except in emergency, visits to the Health Centre should be restricted to the published surgery times.

Registering with a Doctor

For boarders, the school doctors hold regular clinics every week, the times are clearly published and are arranged so as to cause as little inconvenience as possible to the academic day. Pupils may wish to see a female doctor, but should appreciate that this may not be possible on demand.

Confidentiality

Students over sixteen have the right to consult the doctor without any explanation being given to the House staff. This confidentiality is also respected by the doctor, and parents need to be aware that a member of the House staff will have no information about treatment, unless the student wishes the facts to be communicated.

Visitors to the Health Centre

Pupils may visit friends in the Health Centre at the discretion of the medical staff. They must report on arrival and departure, and be aware that it is common practice for the Health Centre to communicate these times to House staff.

RECREATION

House Funds

The school makes a sum of money available each term to buy extra luxuries for the House, to finance House social events and to provide newspapers.

In-House Recreation

Students may use their own computers, radios, cassette and CD players in their rooms. The volume must be restricted to an acceptable level. Students who abuse this can expect to have the equipment confiscated.

During prep all computers, radios, record, cassette and CD players may only be used with personal headphones.

There are common rooms in each House equipped with a TV and a video or DVD, which may be enjoyed outside academic time. **Abuse of these facilities will result in them being locked and unavailable for a period of time.**

Each House also has a games room for activities like table football, snooker and table tennis. These facilities should be treated with care at all times and used in the right way.

Visitors

Visitors are welcome outside academic times (in line with school policy). It is very important that visitors from outside of the school make themselves known to the Teacher On Duty when they come into the House.

Guests of pupils are expected to abide by the rules of the school. It is the pupils' job to ensure that they are aware of the rules. If the 'guest' is found to be in breach of school rules they will be asked to leave immediately.

School Facilities

The School's music, computer, library art and sporting facilities, including the swimming pool, are almost always available although there may well be times when access is limited.

About the Park

When leaving the House outside of lesson times pupils should sign out on the list by the front door and tick on their return.

RELIGIOUS LIFE AND WORSHIP

Pupils come to the school from various backgrounds and traditions. The school has a specifically Quaker tradition. All members of the school are expected to attend the appropriate Collects and the full school Meeting for Worship on Thursdays.

On certain Sundays, all of which are clearly published in the school calendar, all full and weekly boarders of the school are expected to attend Sunday Evening Meeting; all parents are warmly invited to attend this meeting.

Local Churches

We shall be pleased to put any pupil in touch with any of the local churches.

Reading Quaker Meeting

All Sixth Form full boarding students are expected to attend at least twice a year. Other year groups may attend as often as they wish. Details of the location and further information are displayed in the House.

House and School Meetings

Regular meetings for worship are held on Sunday mornings. One in four of these is a School meeting for boarders and the other three each month are House meetings.

SECURITY AND SAFETY

Registration

Registration in the mornings is at 8.15am with tutors at a pre-arranged venue. If a student misses registration through being late he or she must sign in at the main office. Failure to do this will result in sanctions.

Absence: If you are going to be absent your parents or other responsible adult must telephone Reception and tell us.

Registration in the afternoon is immediately after lunch (1.40 pm to 2.10 pm). Each day, following lunch, students report for registration as instructed by their tutors.

Students who fail to register can expect to face sanctions.

House Security

It is essential that any pupil who is likely to need to leave his or her house before the start of the normal day or enter the House after the normal lock up time should see the Housemaster or Deputy in advance to arrange this.

Personal Security

For their own protection, pupils should please remember:

- Whenever possible, never be alone off the school site.
- If in difficulty contact a member of their House staff or ring the police.

Valuables

In general, valuables should not be brought to school. Passports, flight tickets and other valuable documents should be deposited with the Housemaster and kept in the House safe. All overseas students **MUST** deposit passports and visas in the House safe. All property brought to school by a pupil should be permanently named and properly insured.

If computers and similar equipment are brought to school they must be marked with the owner's name and supplied with headphones (where appropriate).

Pupils are not allowed to have their own televisions.

Please do not bring large or expensive items to school. We advise that all pupils have a lockable "tuck box" in which to keep small, valuable items safe. All pupils have a lockable space in their rooms.

Pocket Money

Day pupils are not expected to bring large sums of money to school. Boarders in general will have their own bank accounts and manage their finances sensibly. Younger boarders may wish to bank money in their Houses.

The Housemasters aim to be available in their Houses at agreed times in order to give out money from the House bank, and to deal with any other items of House business. Please remember that if any student requires a sum of money larger than thirty pounds, he or she should arrange this well in advance so that we can ensure that there are sufficient funds in the House safe.

NO MONEY SHOULD BE LEFT IN ANY PUPIL ROOMS AT ANY TIME.

Theft

Although every pupil is encouraged to take great care of valuables and money, many are forgetful and unfortunately there are people who will take advantage of such a situation. However, this is a rare occurrence and investigations are few and far between.

On those rare occasions when there is a series of thefts, or where the police may be called in, the Head may consider the appropriate punishment to be permanent exclusion. However, there may be mitigating circumstances, which could be taken into consideration.

Cycles

Many pupils find that a cycle is of use on the Park. We do not advise one which is valuable or very new. It should have lights, a pump and a good lock.

The name of the owner should be clearly marked on the frame or mudguard in paint or permanent pen. When not in use, cycles should be kept locked to the security posts in the House bike room.

Safety helmets must be worn at all times when the cycle is being ridden.

Girls and Boarding

No girls should ever go into boys' areas. No boys should ever go into the girls' areas of the House. This includes study areas as well as changing rooms etc.

Sixth-Form girls may not visit Sixth Form boys' areas of the House between 10.00 pm and 4.15 pm the next day.

Girls who stay overnight conform to bedtimes as laid out below.

Bedtimes

House bells will be rung each evening at 9.15 pm by the duty prefect or Teacher on Duty (TOD) to indicate the start of bed-put. It will then be the clear responsibility of each person to make sure that he/she is washed, changed and in bed by the following times:

	Get ready for bed	In room or TV leave	Lights out
Year 9	9.15	9.30	9.45
Year 10	9.30	9.45	10.00
Year 11	10.00	10.15	10.30
Lower Sixth	10.30	10.45	11.00
Upper Sixth	10.45	11.00	11.15

At weekends (Friday and Saturday nights only) there is greater flexibility and it is left to the discretion of the Teacher on Duty to ensure that everyone is in their room by a reasonable hour and that the House is quiet by 11pm.

Lock-up

Boarders should be in the House no later than **10.00 pm**, but Year 9 and 10 students must be in the House to adhere to bed times listed above. The House will be locked each evening at that time.

Late Leave

Late leave is normally reserved for weekends and should be requested from the Teacher on Duty well in advance of bedtime (including watching a TV programme). If the leave is given, it is on the understanding that the person obtaining the leave is washed, changed and otherwise ready for bed by his or her bedtime. Late leave on any other night of the week may only be granted by the Housemaster or Deputy and should be requested in advance.

LEAVE TO BE OFF THE PARK

All students should read this information carefully for their own safety and protection.

Years 9 and 10 – No leave is granted off the Park

Year 11 off Park procedure

Leave is granted once only each week on condition that you do not have any other school commitments and that you are up-to-date with ALL your academic work.

- You must report to the teacher on duty and sign out and in on the daily sheet.
- You must record WHERE you are going the TIME you left and the TIME you return.
- You must go with at least one other person and stay together at all times.
- Leave is only given to go to the GREEN. You may visit the TOWN having asked for special permission only.
- Other destinations require special arrangements to be made with the Teacher on Duty.
- Remember the University grounds are **out of bounds** at all times as is Shinfield Green.
- Failure to sign out and/or in will result in your leave being restricted for your next two school days.
- If you are absent without leave (AWOL) you will be 'gated' for a period of time.
- You cannot have leave to be 'Off the Park' from tea time onwards.

Sixth Form off Park procedure

Leave is granted on condition that you do not have any other school commitments and that you are up-to-date with ALL your academic work.

- The Sixth Form should sign out on the daily sheets provided.
- You must record WHERE you are going the TIME you left and the TIME you return.
- You should go with at least one other person and stay together at all times.
- Leave is only given to go to the TOWN or the GREEN.
- Other destinations require special arrangements to be made with the Teacher on Duty.
- Remember the **University grounds are out of bounds at all times**, as is Shinfield Green (without special permission).
- Failure to sign out and/or in will result in your leave being restricted or you may be 'gated'.
- If you are absent without leave (AWOL) you will be 'gated' for a period of time.

Sixth Form procedure for leave after tea

This is only granted for exceptional circumstances. This is then granted in the same way as other leave with the same conditions plus the following:

- You must seek permission from the Teacher on Duty.
- You must go with at least one other person.
- You may only go to the GREEN.
- You must be signed back in before 19.00hrs
- You must sign out and back in with the Teacher on Duty and on the sign out board.
- The Teacher on Duty will check the leave sheets regularly during the afternoon, at the start of tea, and at prep. Any pupil who has not signed in by these times is LATE.
- **If you get into difficulties or have problems when you are 'Off the Park' you should telephone the Teacher on Duty in your House.**
- Remember Leave is a privilege given on trust.
- Leave is a privilege not a right. Leave can be refused.

No leave off the Park is granted after 9.00 pm

Weekend Leave

Email: the name of the House@leightonpark.com

Written, faxed or specific e-mail requests for weekend leave should reach us by the **Thursday** evening before the weekend in question. Weekend leave forms are available from the duty study. ***We would prefer not to have telephone requests.*** Please remember that weekend leave normally means leave to go home; if a pupil wishes to visit the home of another pupil for the weekend, we need to have written permission from the pupil's parents and a written invitation from the parents of the pupil whose home is to be visited.

Pupils may not travel in a vehicle driven by a pupil without specific written permission from the parents of all the pupils concerned. Your co-operation with these arrangements is very much appreciated.

Exeat Weekends

The school diary gives the dates of exeat weekends. It is expected that all UK based boarders will go home at this time. We actively encourage boarding pupils to take the opportunity of a break away from school as a way of refreshing themselves away from the school environment. We do need to know where full boarders will be staying during the weekend and therefore normal leave arrangements need to be followed.

Long Leave & End of Term Arrangements

It is important that parents and guardians let us know where the students will be going for these holidays and the arrangements that have been made for travel well in advance. It is helpful if this is in writing at least one week before the start of the holiday. All pupils are expected to attend the last day and final school Collect, but if for any reason this is not possible parents/guardians should inform the Head and seek his approval also notifying the Housemaster.

SANCTIONS

All punishments are recorded in the 'Punishment' file/book kept in the duty room of each House.

Serious punishments such as Gatings and punishments which have implications for other tutors – confiscations or prep in another room – should be posted on the duty room notice board.

Gatings

The information document below explains the way in which a 'Gating' is implemented in each House.

Please read this document carefully then, if you have any questions please ask the member of staff issuing the 'Gating' card to you.

- 'Gating' is a serious punishment, it is designed to be inconvenient for you and to make you think about what you did wrong.
- During your gating you are required to report to the teacher on duty in your House at set times during the parts of the day when you are not in lessons. The times are specified on the 'Gating' card.
- You are required to report at the location specified by the teacher on duty at the exact time specified on the card.
- If you are late for a signing then this will be recorded on your card.
- If you miss a signing you will be 'Gated' for another full day.
- If you lose your card you will start your 'Gating' again.
- If you are found committing another gateable offence while you are 'Gated' you will be punished further.
- At the end of your 'Gating' you must return your card to your Housemaster.
- If during your 'Gating' you have games or another school activity the teacher or member of staff running that activity will sign your card for you.
- When you are 'Gated' you are not allowed to leave the school grounds.
- The names of people who are 'Gated' are recorded in the duty study.
- 'Gating' is not negotiable.
- The period of 'Gating' usually lasts one week or multiples of weeks.
- If more than one offence is committed at one time the 'Gating' is likely to be extended for a longer period.

We do not issue gatings for our own pleasure. They are issued because you have broken a serious school rule or rules.

If you are unhappy with any of the above we are always happy to discuss the situation with you.

Other In-House Sanctions

Other in-House sanctions include early bed times, extra cleaning duties, the withdrawal of 'free time' out of the House and other chores deemed reasonable by the Housemaster.

DAY PUPILS

Day pupils are an integral part of our Houses and are encouraged to play as full a part in boarding life as possible.

Like boarders, they are allocated a tutor who has a specific responsibility for their welfare and who writes an academic tutor report each term. Study facilities are provided within the House amongst boarders and this enables students to feel part of the House community.

Day students are required to have arrived in the House and be ready for registration by 8.15am. Day students are also required to sign out each evening at times previously agreed by their parents on the sign out sheets provided.

Day students should generally be clear of the house by 9.30 pm (10.00pm at the latest). If a day student needs to stay later than 10.00pm they must make arrangements with the Housemaster and the Teacher on Duty beforehand.

Day Pupils Staying Overnight

There are occasions when it is sensible for a day pupil to stay overnight. We will always try to accommodate this need. However, it is not always possible to provide this service. With the exception of emergencies we do require a few days notice in writing.

- **'One off' nights**
- **Longer periods from a few days to a few weeks**
- **Regular nights**
- **Emergency provision**

The school does make a charge for these arrangements. Details can be obtained from the Housemaster or the School Office.

Procedures For New Boarders and any Overnight Stays in School

Before bedtime on the first evening the Teacher on Duty must ensure that all newcomers:

- have had the fire drill routine explained
- been shown the fire exits
- told where the assembly point is
- shown the various electrical equipment they may use
- have read the risk assessment notices applicable to each
- have signed a form to say they have read and understood the notices

Fire Alarm Procedure

There will be at least two fire practices each term and one of these will take place at night.

Students should be familiar with the nearest fire exits wherever they are in the House and the House staff will have explained these in some detail. It is especially important that all students are familiar with the procedures and exits on all floors of their houses.

Anybody discovering a fire should:

- **Operate the nearest fire alarm immediately**
- **Leave the building without delay**
- **Proceed to the assembly point in the car park area in front of Field House**

Anybody hearing the fire alarm should:

- **Leave the building without delay**
- **Proceed to the designated assembly point for their house**

Fire Drill Procedures for Houses

Regular fire drills are essential and here are some guidelines in relation to the Houses at Leighton Park

- Night drills (when all pupils are in bed) should be conducted at least once a term and, if possible, within the first 2 weeks of the Autumn term
- In the Autumn term, the first drill should be an evacuation using the nearest available fire exits but briefing all boarders as to alternative ways out and walking them through these other options
- At least once a term a drill should also take place during the day and each at a different time of the day
- Keep a clear record of each time the alarm goes off and always copy to the Director of Operations.
- When a new boarder or flexi-boarder boards for the first time, walk them through all the appropriate fire-exit routes, go through any risk-assessment related issues (e.g. kettle, microwave, cooker etc) and keep a record of names of pupils, dates and get them to sign that they have read all relevant and related documents and that they have been taken through these procedures.

FIRE PRECAUTIONS

The following guidelines are for the protection of all pupils and staff in all Houses.

The following items are NOT allowed in pupils' rooms for reasons of Health and Safety but may be used in designated areas of the House:

- Rice cookers or similar devices
- Toasters/Sandwich makers
- Irons
- Kettles
- Soldering Irons
- Christmas tree lights or similar items

The following items are NOT allowed in the House for reasons of Health and Safety:

- Candles or similar items
- Joss Sticks or similar items
- Night Lights or similar items
- Spirit burners/ Heaters or similar items
- Electric Fires or similar items
- Multiple extension leads/sockets or leads with joins in them
- Multiple extension leads/sockets under bed frames or mattresses
- Non EU passed electrical equipment

Draped fabric, material or paper/posters are not allowed around or near lights, lamps or light fittings in student rooms.

Cases and other items must not be left in corridors or stairwells at any time.

Doors with statutory blue discs on them (fire doors) **must not be propped or wedged open**. Other doors **should not be propped or wedged open**, as it is likely to damage the door mechanism.

Any items, which constitute or are considered to be a risk, must be removed immediately. Any items, which are found by the House staff, are likely to be removed or to be returned to parents or to be taken home at the earliest opportunity. At regular intervals, all electrical items in the school, both private and school owned, are checked by an electrician.

These guidelines are for the protection of those who live and work in the building. They are in addition to any others supplied by the House or the school.

Pupils in any doubt should seek advice from residential House staff.

SENIOR PUPILS DUTY CHECK LISTS

Check List for Prep Duty Prefect

1. Check with the Teacher on Duty at tea in order to confirm you are on duty.
2. At 7.00pm check that all Year 9 pupils are in prep. Report any absentees to the Teacher on Duty.
3. Ensure that there is SILENCE and NO MOVING AROUND IN JUNIOR STUDY AREAS. Refer any major problems to the Teacher on Duty.
4. If the House have a mid-prep break, ring the bell at 8pm to signify the beginning of break, which is for 5 minutes **only**. Ring the bell at 8.05pm to signify the end of break.
5. If there is a break, get everyone settled back to work quickly. You may then return to your own prep.
6. At 8.30pm end Year 9 prep.
7. Ring the bell at 9.00pm to end prep for all other years.
8. Report any problems to the Teacher on Duty.

Check List for Bedput Prefect

1. Check with the Teacher on Duty at 9.10pm to confirm you are on duty.
2. 9.15pm ring the bell. Check that the Year 9's are going to get ready for bed.
3. Go up to the Year 9 rooms and encourage them to prepare for bed.
4. At 9.30 pm ring the bell. Check that Year 10's are going to get ready for bed and that Year 9's are in their rooms.
5. Please check that by:

9.30 pm: Year 9 are in their rooms (unless TV leave has been granted)

9.45 pm: Year 9 lights are out and Year 10 are in their rooms (unless TV leave has been granted).

10.00 pm: Year 10 lights are out and year 11 are starting to get ready for bed.
Duty then ends.

SENIOR PUPILS JOB DESCRIPTIONS

Senior House Prefects

- To be responsible to the Housemaster for the smooth running of the House, to uphold the guidelines and generally support the House staff.
- To be responsible for delegating and overseeing the following tasks:
 1. Rota for the pupil duties
 2. Rota for supervision of junior preps
 3. House teams with senior players
 4. Assist with the running of the House Council
- To ensure the suitability of all students dress and general appearance.
- To meet regularly with the Housemaster to discuss issues/progress.
- To work in consultation with the staff in deciding and implementing policies relating to the smooth running of the House.
- To ensure that all pupils including Sixth Formers carry out their duties responsibly.
- To speak at all House dinners and other such occasions as required.
- To help organise and write the House report for the school magazine.
- To act as a channel of communication between House staff and students in the House.
- To work with the senior players to ensure the smooth running of all games activities.
- To organise all games practices in free time.
- To consult with junior and senior players (and a House tutor) in order to select teams to take part in House competitions.

SIXTH FORM STUDY PERIODS IN THE HOUSE

Sixth Form Study Periods in the House

Sixth form students may study in the House during normal school lesson times when they do not have lessons themselves. These study periods must only be used for studying, not socialising or taking snacks. Students should study in their own study areas.

All students wishing to take advantage of this arrangement **MUST** sign in on the board by the main entrance to the House when the study period begins. They should sign their name and the time when they arrive. On leaving the House students should write in their departure time and put a line through their name.

For any subsequent study periods later in the same day students must sign in again and follow the same procedure.

Students who are already in the House at break time or lunch time **MUST** sign in on the same board if they wish to study in the House during periods 3 (after break) and 5 (after lunch).

Likewise, if a student is in the House to study during period 2 (before break), period 4 (before lunch) and period 6 (at the end of the school day) they should sign out on the board during break, lunchtime or immediately at the end of the school day at 4.15 pm.

Students are reminded that they should only be their own House during study periods and that Sixth Form students are not allowed into other Houses during these times.

No students from other age groups should ever be in the House during these times.

Failure to follow these guidelines for using the House in study time will result in this privilege being withdrawn.

SENIOR PUPILS IN THE HOUSE ON MATRON'S DAY OFF

Students in the House on Matron's Day Off

Only Sixth form students are allowed in any house at any time during lessons on Matron's day off!

Sixth Form students wishing to study in the House during lesson time on Matron's day off may do so but must follow a tighter procedure.

On Matron's day off there will be two designated students in the foyer of the House 'manning' the sign in board (as used for signing in and out for study periods on other days) so that, at any given time, two Sixth Formers know exactly who is in the House and where they are.

Students with study periods on the days in question should expect to be asked to cover the foyer in rotation. There are facilities to read, sit at a table and plug in a lap top in the foyer. Internet access is always available.

All students wishing to take advantage of this arrangement **MUST** sign in on the board with those in the foyer when the study period begins. They should sign their name and the time when they arrive. On leaving the House students should write in their departure time and put a line through their name. For any subsequent study periods later in the same day students must sign in again and follow the same procedure.

Students who are already in the House at break time **MUST** sign in on the same board if they wish to study in the house during period 3 after break. Likewise, if a student is in the House to study during period 2 (before break) and period 4 (before lunch) they should sign out on the board during break or when they leave for lunch.

Students are reminded that they should only be in their own House during study periods on Matron's day off and that Sixth Form students are not allowed into other Houses during these times.

In the event of an emergency one student is to stay at the House to check individuals off on the list and the other is to go for help and/or call reception.

Any students who do not follow this very necessary procedure properly will have the privilege of being able to use the House for studying on Matron's day off withdrawn.

CARS AND DRIVING LESSONS

Driving Lessons

Many Sixth Formers, when they reach the legal age to learn to drive, wish to take driving lessons. The school is happy for pupils to take driving lessons provided that the following guidelines are followed:

- The Housemaster is informed in **writing** by the parents or guardians in advance.
- ALL the lessons are arranged during 'free time' or study periods and **not during meals, lesson times, prep or other school commitments.**
- The pupil signs out and in at the main reception desk in Old School (except where lessons begin or end after 4.15 pm when they sign at their Houses).

At some point, students need time to take the theory and the practical tests. These must be arranged properly well in advance.

The letter detailing the time of the test should be shown to Housemasters and leave obtained correctly to miss all school commitments.

On passing their driving test students do not have the automatic right to drive to school or to have a car at school. Students should see the school policy on pupils and motorcars.

Pupils as Drivers

- No student may drive a motorcar when he or she is the responsibility of the school without the written and express consent of both school and parents.
- Permission to drive is **normally** given for driving lessons during the school day. Other permission usually relates to boarders going on or returning from weekend leave.
- If a student has permission to drive to school on a regular basis, he/she should park on the school's grounds where indicated, and should lodge the key with the Housemaster from 8.20am to 9.00pm (or whatever time the student leaves) and a parking disc will be allocated to that student.
- No pupil may drive another pupil (when either is the responsibility of the school) under any circumstances without the written and express consent of the school and both sets of parents.

Pupils as Passengers

- No pupil may accept a lift from another pupil whilst under the school's jurisdiction without the written and express permission of the school and parents.
- No pupil, further, may obtain a lift from any driver under the age of 23 whilst under the school's jurisdiction without appropriate permission.
- It is accepted however that a pupil may be brought to or fetched from school by a member of his/her own family who is under 23.
- A serious infringement of these rules may also render a pupil liable to a period of suspension.

NOTE

- These rules are entirely for the protection of pupils. and in part are derived from the experience of other institutions where fatal accidents have occurred.

INDUCTION PROGRAMME

NEW PUPILS

During the year prior to entry:

- Usually a visit with group of families first
- Visit with just the family
- A day in school: overnight offered for boarders if appropriate
- Taster day in school (usually for prospective Year 9 pupils)
- Joining papers sent to families with Housemaster's letter

The September when joining:

- On the first day, arrive 4pm and meet in the House with parents, tutors and other relevant staff
- A whole day in school for all new pupils (Year 9 – 6th form) before the whole school return the next day. This is an induction day.
- On the first evening, time is spent with the new boarders to run through procedures, fire-safety etc to settle them in
- If they are overseas boarders and English is not their first language, they are given a 'buddy' and a detailed plan of what this involves comes from Sue Wright (Head of ESL)

Pupils who then join during the year

- They are always given a 'buddy' from their Tutor Group and/ or Form to help them to settle in

Flexi-boarders

- Read through the safety information: Fire regulations and boarding risk assessments
- They are walked through all the night exits and to the assembly point
- Boarding duties explained

General Daily Routine

7.15 am	Breakfast (until 7.50 am)
7.45 am	House staff/matron check all are out of bed
8.00 am	All out from breakfast
8.15 am	Registration – clear House – room check
8.25 am	Collect
10.45 am	Morning Break – leave House by 11.05 am when the bell rings
1.05 pm	Lunch
1.40 pm	Afternoon registration 1.40 pm to 2.10 pm
2.05 pm	Registration ends and House bells are rung
	Prepare for afternoon lessons
4.15 pm	Lessons end – prepare for Activities
4.30 pm	Activities begin
5.30 pm	Tea
6.00 pm	After tea Activities begin
6.55 pm	Prepare for Prep
7.00 pm	Prep begins – quiet time in the House
8.00-8.05 pm	Consultation period – break
8.30 pm	Year 9 Prep finishes
9.00 pm	End of Prep
9.15 pm	First bed bell – Year 9 prepare for bed
9.30 pm	Second bed bell – Year 9 in their rooms, Year 10 prepare for bed
9.45 pm	Year 9 lights out, Year 10 in their rooms
10.00 pm	Year 10 lights out, Year 11 prepare for bed
10.00 pm	Outside doors locked
10.15 pm	Year 11 in their rooms
10.30 pm	Year 11 lights out, Lower Sixth prepare for bed
10.45 pm	Lower Sixth in their rooms, Upper Sixth prepare for bed
11.00 pm	Lower Sixth lights out
11.15 pm	Upper Sixth lights out

Breakfast begins at 8.45 am on Saturday and 9.00 am on Sunday
On Friday evening the House is quiet from 7.00 pm – 9.00 pm

TV leave can be requested by any boarders who are ready for bed by the ‘in rooms’ time above.

Those ready for bed by the correct time may watch TV in their TV room or be in their own room until lights out time. They may not be in another room.

Anybody not ready for bed at the correct time will not be allowed to watch TV and may lose other privileges/free time.

Other Day to Day House Rules

- Please ensure that you are familiar with the ‘**What to do at Leighton Park**’ items in the school calendar.
- All boarders must attend breakfast.
- All boarders must make their beds in the morning.
- All pupils must attend all meals during the day when they are in school.
- Pupils should never have a mobile phone in school during lessons. Use is restricted to lunch time inside the house.
- Mobile phones should be switched off during the formal school day i.e. lesson times and prep.
- Please respect the House, its facilities, other people and their possessions. Do not borrow anything from anybody without asking permission first.
- Please use the furniture in the House in the same way your parents might expect you to do at home.
- When moving around the House please do so in a calm and orderly manner.
- Please note the areas of the House that you are allowed to go to as there are restrictions in some parts.
- No Ball Games are to be played in the House at any time irrespective of how gentle and/or innocent you think it might be.
- Chewing gum is not allowed in school.
- Foul and abusive language will not be tolerated.
- It is disrespectful to be late to lessons – please be on time. You should leave the House after break and lunch in good time.
- Sixth form students using the House in study time must respect the procedures that go with this privilege.
- No cooked food should be eaten in study rooms or bedrooms.
- No food should be taken out of the Houses at break time.
- All should ensure that they only prepare food at break in the designated area for their year group.
- Pupils should always be on time for Prep.
- Pupils going home at the start of or during prep should get themselves organised beforehand to avoid disruption to others after 7.00 pm.

FURTHER GUIDANCE FOR PUPILS IN THE HOUSE:

- Important rules are posted on House notice boards – please ensure that you read and understand them.
- School rules apply to the House as well, particularly with regard to smoking and drinking. Any student found smoking in the House can expect a more serious punishment as it poses considerable fire hazard and danger to other students.
- Mobile phones may be used at lunch time but only inside your House.
- Valuables brought to school should be kept secure and details noted on a valuables list kept by the Housemaster.
- No items should be borrowed from other pupils without their permission and should be returned as soon as possible thereafter.
- You should not borrow money from another pupil.
- You should not go into another student's room without their permission.
- You must ensure that you are aware of whether or not you are allowed off the Park and when, exactly, this may be possible. You must also follow all correct procedures.
- Sixth form students must seek permission to go off the Park after tea and understand that permission will only be granted in extreme circumstances
- Day pupils should not be leaving school before 6.00 pm unless prior arrangement has been agreed with parents.
- Day pupils are normally expected to have left the House by 9.15 pm unless special arrangements have been made.
- All meals must be attended when you are on the school grounds unless you have another arranged commitment with staff.
- Please always observe the school lunch arrangements for your year group and queue in a calm and orderly manner.
- Tea starts at 5.30 pm every evening but you should check to ensure that your House is on early or later teas each week.
- Pupils should never take food from the dining room unless given permission by staff
- All cooking in the Houses must be done in the kitchenette. No kettles or cooking equipment are to be used in student rooms. Remember to wash up and tidy up afterwards.
- You should only ever eat cooked food in the kitchen or, with permission, in a TV room.
- Senior boarders must be back in the House by 10.00 pm at the latest. Junior boarders (Yr 9 & 10) must return in accordance with bedtimes
- Beds should be made every morning and your room left in a tidy state
- TV leave for boarders is only granted once you are ready for bed
- No ball games of any kind should ever be played anywhere in the House
- Newspapers and magazines purchased by the house should be left in the foyer and not taken to other rooms.
- Posters in rooms should not be offensive to other pupils or members of House staff
- Footwear should be worn at all times outside your room (unless in showers/bathroom!).
- You must be quiet during prep and stay in your room. You should be working at your desk throughout prep time.