



SHAPWICK SCHOOL

STUDENT HANDBOOK

Introduction

The enclosed information is available for all students and new students prior to entry, in order to attempt to establish expectations for each individual, and maintain a pleasant working and living environment.

Good behaviour and discipline are essential to successful teaching, learning and living. The school is a community of young people in the care of their elders. It is our aim to establish rules of conduct for the benefit of the community.

Expectations of Pupil/Staff Relationships

For there to be effective teaching and learning as well as a relaxed, purposeful, safe and rewarding environment, there has to be a good relationship involving mutual respect. Such expectations could be as follows:

i) Staff expectations of pupils –

- Show courtesy, common sense and consideration
- Behave in such a way that they are a credit to the school wherever they are
- Listen when teachers, other adults and fellow pupils are talking
- Respect other peoples' points of view
- Respond co-operatively to instructions
- Behave in lessons in such a way that everyone can learn and the teacher is not distracted from their teaching
- Do their best and take pride in their work
- Ensure that they are always equipped with the necessary materials for their lessons
- Be punctual
- Maintain a prep diary and complete all prep given
- Ask for help if it is needed
- Take care of all school resources and facilities
- Respect other pupils' belongings
- Take care of the fabric of the school and grounds
- Be tidy and not produce litter
- Move quietly and purposefully about the school during the school day

ii) Pupils expectations of staff –

- Show courtesy, common sense and consideration
- Teach appropriate and relevant work according to the requirements of the National Curriculum and or Individual Education Plan
- Outline and plan the programmes of work to be undertaken and the way in which assessment will be conducted
- Set, mark and return work promptly and regularly
- Provide regular assessment and feedback
- Arrive promptly for lessons and other activities
- Be interested in their progress and well-being
- Provide support, guidance and advice

- Talk to them politely
- Treat them with respect and consideration
- Treat them as individuals
- Treat them fairly
- Listen to them
- Help them to realise their full potential

Appearance

Clothes

Students should be clean and tidy on all occasions. In school hours and when travelling to and from school a blazer (with school badge) dark grey or black trousers (not cotton, corduroy or jeans), white shirt, plain dark grey or black socks and a school tie will be worn. Girls may wear a navy blue skirt which falls on or just above the knee – ankle length skirts are not acceptable. Girls may also wear trousers but they should be traditional school trousers, not casual trousers or stretch and not have zips or bell bottoms etc. Traditional lace up or slip on black shoes should be worn and kept clean – suede shoes are not allowed. Shoes should be polished everyday. When necessary a plain v-neck pullover may be worn and a plain navy or black outdoor coat may be used for moving between lessons.

After tea on weekdays (exact time varies with boarding house) and at weekends after 12.35pm on Saturdays, casual clothes may be worn, but at all times clothes must be in a good state of repair and clean. Students should remember that at weekends whether on a minibus trip or simply walking in the village, members of the public will be looking at them and judging them and so reasonable standards of dress are important.

On out of school trips or in Careers Work Week students are encouraged to wear clothes suitable for the occasion, so it may be decided that school uniform is not appropriate, but a smart appearance is required. Therefore students should have a jacket, smart trousers/skirt or a suit, with an appropriate tie if it is at all possible.

Games and PE Kit

All students will be provided with a school polo shirt (plus athletics singlet/T-shirt in the summer term) and a school rugby shirt/games shirt. Students are expected to arrive at their lessons wearing the correct kit as advised at the beginning of each term by the teaching staff. School track suits are acceptable as part of the kit to arrive at the lessons, but again students will be advised as to whether they should participate in lessons in tracksuits. It should not be presumed that just because it may be cold that students do not have to wear shorts underneath. Trainers should be clean and properly laced up, and socks must be blue for games, and white or blue for PE lessons. Normal school socks should not be worn and students will be asked to remove them if they turn up wearing them. Students should also not wear their school socks underneath their games socks! All students should change their underwear for PE/games lessons and wear appropriate and suitable underclothes.

Jewellery

Boys are not allowed to wear ear rings on any occasion. Girls may wear ear studs if required, but not more than one in each ear, placed in the lower earlobe. No other part of the body should be pierced with rings or studs. Jewellery must not be worn in PE/Games lessons under any circumstances. Rings are not allowed to be worn at school on any occasion. Rings, necklaces and wrist bangles should not be worn with school uniform.

Hair

Hair should be kept clean and tidy on all occasions. Dyed or streaked hair is not acceptable and any student may be sent home if it is decided that his or her hairstyle is unacceptable. Extremes of any style of hair are not acceptable.

Students should not spike their hair up with gel, equally shaven (number 3 being the shortest acceptable), very short or cropped hairstyles are not considered suitable. Girls with long hair must have their hair tied/clipped back during school hours and all students' hair should not fall into their eyes. If boys hair is long enough to be tied back then it is too long. Boys should be clean-shaven and sideburns must not be extended beyond the bottom of their ear.

Make up

Boys should not wear make up. Girls must not wear make up (including nail varnish) during school time, but may do so outside of normal school hours, providing it is tasteful and reasonable – excessive make up should be avoided and if staff feel it is inappropriate, girls will be asked to remove it.

Boarding

Students who are boarders have to accept the fact that they are going to lose some privacy. The boarding house routine may not always be compatible with an adolescent's wish to stay in bed in the mornings, go to bed late, live in a mess and sleep in an unmade bed!

All boarders have a responsibility to themselves, their parents, Houseparents and the school to make a positive and co-operative contribution to the boarding house. This can only be achieved by each student being pleasant, reliable and well mannered in adjusting to the rigours of boarding life. Respect for other students and their possessions, to the house and school community should be displayed on all occasions. There is no place for damage, abuse or vandalism and students who behave in this inappropriate way will not only have to pay for repair or replacement, but also have disciplinary action taken against them.

Each boarding student has to take responsibility for making their bed every day, keeping their personal possessions tidy and in their wardrobe/chest of drawers. They should also ensure that every possession is clearly and permanently marked or named. Students should not bring unacceptable items into the boarding house or school – common sense should dictate what is acceptable and unacceptable.

If a boarder has a problem then it is hoped that the student would be able to discuss that problem with an appropriate adult. This should be a parent, houseparent, Tutor or teacher or friend and Rev. Trish Ollive (01458 210260) is also available as a 'listening ear' for support outside the school if it is felt that no one else can help. If students are worried about a personal or health matter there are many people who can help them. They may find it useful to talk to parents, a friend, a teacher, houseparent, youth worker, Social Worker, a pharmacist at the chemist shop or another trusted adult. Some local and National Helplines are listed here should a student feel the need for advice from an outside agency:

Child Line	0800 1111	Free national helpline
Smoking	0800 00 22 00	Ring QUITLINE for friendly advice, help and support on how to stop smoking
Alcohol & Drugs	01373 475 560	9.00-5pm Mon to Fri

Contact TURNING POINT, a confidential service which provides information, advice and support for anyone concerned about their own or someone else's drug and alcohol use.

Ofsted 0300 123 1231

Conduct/Relationships

In lessons all students should behave in such a way that everyone can learn and the teacher is not distracted from teaching. Students should respond co-operatively to instructions and advice, whether in or out of lessons. Students are expected to be well mannered, displaying courtesy and respect to students, staff and visitors. There is no place for answering back, being rude or offensive; swearing and the use of foul language on any occasion is an unacceptable situation, and will be discussed and dealt with by the school staff. As part of the expectation of showing mutual respect for each other, students must avoid physical contact. Therefore it is not acceptable to jump on each other, carry each other, push, hit or kick – in short – physical contact between students is not an acceptable practice. This means that arguments and disputes which result in fighting may result in disciplinary action being taken. Name calling, teasing, intimidation, verbal or physical abuse of another student is bullying and will be investigated and dealt with.

When a school has adolescent students of both sexes some relationships are bound to develop. However, physical contact between boys and girls is not an acceptable part of school life. Therefore walking around holding hands and kissing and cuddling on or off the school premises during term time is not allowed and students behaving in this way will be advised, admonished or even disciplined if this occurs. Concerns about how relationships are developing will be discussed with parents if required. Any sexual activity between students will result in disciplinary action being taken.

Over the years students have been highly praised by visitors to the school and when they have gone on the many school trips. It is very pleasing to hear and read about how well our students have behaved and what a pleasant group of young people they appear to be. The school aims to maintain its very good reputation and this can only be achieved by every student displaying good manners and courtesy on all occasions.

Visitors should be welcomed and spoken to, students will stand up when visitors enter the classroom – they will be treated with respect.

What does a student do if he or she does something wrong? Everybody makes mistakes; everybody does things which they later regret. If a student does or says something wrong, has an accident or has just done something stupid – it is far better to apologise, explain, tell somebody about it and take the responsibility and consequences of the mistake or error of judgement. There is no place for deceit, denial, unpleasantness and lies – showing respect and honesty will gain respect from others.

Dining Room/Kitchen Duty

At all meal times a student duty rota is employed so the year 9 and 10 students help clear the trays and dining rooms and are on duty for one week in every seven. Year 11 students are relieved of this task, but some of them may be school prefects and they will be helping with the supervision in and around school at various times of the day.

Equipment

All students will have a certain amount of materials, resources and hardware to support them in their school work. Many pupils return to school with personal stereos, iPods, mobile phones, hi-fi equipment, games consoles and laptops as well as expensive bicycles, skateboards, sports equipment, roller blades and radio-controlled vehicles etc. Students have to take full responsibility for the security and safekeeping of their property, which should be permanently and clearly marked with their name. Boarders should have a lockable box, which is kept underneath their bedside chair and all students have the opportunity to use a locker in school. Students wishing to use their lockers should bring a medium sized padlock to keep their possessions safe during school time. Lockers for storing laptops are available for rental, details of which can be obtained from the school office. Equipment which is an aid to learning should be available for that purpose, but other items should not be brought into school but left in the boarding house or at home until and if it is required for leisure time. The school has an increasing range of facilities and resources for the use of all. It is therefore imperative that everyone respects the school equipment, and does not attempt to damage or misuse it. This includes adding or deleting software onto the school computers or generally fiddling or adjusting the settings. It is most frustrating for both staff and pupils to find that the school computers have sometimes been tampered with, when the computers are for everyone's use and have been rendered useless by some students' selfish behaviour. The school computers are not to be used for playing games, personal laptops may be used for that purpose in leisure time.

Unsuitable DVDs, CD Roms and videos are not allowed on the school premises at any time and a 15 age limit is the maximum permitted by anyone, but even those sometimes contain unsuitable material and should be avoided. DVDs/videos (PG, U, 12 or 15) brought from home are generally not to be played on the school premises, however negotiation and discussion can take place with the Houseparents for their use in the boarding house. 18 Certificate material is not acceptable material for anyone under any circumstances.

Students bringing bicycles, roller blades, skateboards etc. should wear suitable safety equipment but it is ultimately the responsibility of the student and his/her parents to take appropriate action for this. Bicycles should always be road worthy and must not be lent to or borrowed by other students under any circumstances. Bicycles are for use at weekends after lessons and students should only go out of the village in, at least, pairs. Common sense and safety must be displayed when using a bicycle, otherwise it will not be allowed to be used during the school term. Boarders at The Lakes boarding house may ride their bikes to school during the summer term after relevant discussions with Houseparents and parents.

Quite naturally students will wish to bring their own personal sports equipment into school i.e. cricket bats, pads, gloves etc., tennis racquets, footballs, rugby balls etc. If a student chooses to use his or her equipment, then he/she takes responsibility for it, looks after it and ensures that it is clearly and permanently marked. Students should not lend or borrow any personal belongings of any other student under any circumstances and should not attempt to sell or swap equipment or belongings with other students.

In summary, students' belongings are his/her responsibility; they should not be left in pockets in changing rooms or lying around. It only takes a few seconds for one selfish or dishonest person to steal or damage another person's property.

Routine and Daily Structure

The school day is outlined as follows (with minor adjustments in each boarding house):

Weekdays

07.00 Boarders rise
 07.55 Roll call in boarding houses
 08.00 Breakfast
 09.00 Assembly; Day pupil registration
 09.15 Lesson 1
 09.45 Lesson 2
 10.15 Change
 10.25 Lesson 3
 10.55 Lesson 4
 11.25 Break
 11.45 Lesson 5
 12.15 Lesson 6
 12.45 Lunch
 13.35 Day pupil registration
 13.45 Lesson 7
 14.15 Lesson 8
 14.45 Change
 14.55 Lesson 9
 15.25 Lesson 10
 15.55 Snack/Break

Saturdays

07.00 Boarders rise
 07.55 Roll call in boarding houses
 08.00 Breakfast
 08.55 Assembly, Day pupil registration
 09.15 Lesson 1
 09.45 Lesson 2
 10.15 Break
 10.35 Lesson 3
 11.05 Lesson 4
 11.35 Lesson 5
 12.05 Lesson 6
 12.35 Lunch
 13.30 Town visit in minibus/activities
 13.30 Detention in Hayloft
 16.15 Town visit returns
 17.00 Roll Call
 17.25 Mini-buses leave for Lakes
 Pupils leave for Greystone
 Dinner is provided in the
 Boarding House

16.25 Prep/Activity
18.00 Dinner
18.25 Mini-buses leave for Lakes and the Old Vicarage
Pupils leave for Greystone
Prep session 2
19.30 End of prep

Sundays

08.30 – 10.00 Boarders rise
08.30 – 10.00 Breakfast (optional)
12.00 Greystone and Lakes boarders come to the Manor.
12.00 Brunch
16.00 Greystone boarders must leave for their house.
16.45 Roll call
17.00 Tidying of dorms, wardrobes etc.
17.30 Tea

Everyday

21.15 Year 9/10 boarders prepare for bed
21.45 Year 9/10 lights out
21.45 Year 11 prepare for bed
22.15 Year 11 lights out

In summary there are 10 lessons a day Monday to Friday and 6 lessons on Saturday morning (when not an Exeat weekend). It is the responsibility of each student to arrive on time for all lessons. If a student is feeling unwell he/she will be sent to the school office/School Assistant for appropriate action and support. If a student is ill in their boarding house, the Houseparent will make a decision as to whether the student should come to school, remain at the boarding house, go to the school isolation room, be sent to the doctors or hospital, or parents be contacted with a view to going home. Houseparents will also discuss with any student if he/she needs to be 'off games' and the Houseparent will send a written note to the appropriate teaching staff if a student is not able to take an active part in the lesson or activity. If a day student is unable to participate, a written note must come from their parent to that effect. Students who turn up, without kit, not having reported or discussed a problem with a member of staff, will be presumed to be opting out of Games/PE and will be punished accordingly.

Lockers are available for students and it is the responsibility of each student to ensure that the locker is locked and kept clean and tidy. School bags should be stored in the locker room and kit bags should be stored in the appropriate changing room areas as advised by staff. Day students should ensure that the correct equipment and kit is available in school when needed and the boarders should do likewise as they have no access to their dormitories during the school day. Day pupils should register with the School Assistant before assembly each day at 08.55 and again in the Library at 13.35. At break times the tennis court is available for ball games providing trainers are worn. The Library is available for reading, study and quiet activities, whilst the dining rooms and games room are

open at morning and afternoon breaks for chat, laptop games and informal congregation.

Health and Safety

It is the responsibility of everyone within the school to maintain a safe living and working environment. Anything that anyone, adult or student, sees which could be regarded as unsafe or dangerous must be reported to the person in charge. If in doubt a student must tell a teacher, houseparent or any other adult in the school if the student sees something that is damaged, broken or unstable so that it could cause injury to someone else. When it has been reported, appropriate action will be taken by those with that responsibility. All electrical equipment, including students personal property on the school premises, must be tested for electrical safety by a qualified electrician, and an appropriate and signed sticker must be attached to each item to indicate that it has passed the safety test. This test must be carried out on an annual basis. The school can arrange for the test to be carried out in the early part of the Autumn term but the cost incurred will have to be charged. Extension cable reels and block adapters are not allowed in school, although 4-way trailing sockets are acceptable providing they have passed the appropriate safety tests.

In and around the school, students should pay particular care in certain areas of the classrooms. In the Sports Hall, Workshops, Pottery and Science Laboratories accidents are more likely to happen than elsewhere due to the very nature of the equipment and facilities being used. It is the responsibility of every student to ensure that their behaviour and self-discipline is maintained throughout, and that the guidelines and advice offered by the school staff are accepted and acted upon.

Citizenship

As has already been mentioned pupils should show courtesy, common sense and consideration. They should not only have self-respect, taking pride in the standards which they set, but also show respect for fellow students and staff.

The school takes great care to maintain good standards in the maintenance, decoration and furniture of the premises. Normal wear and tear that comes with living and working with 100 young people is expected, but carelessness and selfishness resulting in damage is not acceptable. Every student should make an effort to be proud of their school and support each other in maintaining what the school has worked hard to provide in resources and facilities. Students should equally respect fellow students, allowing each person his/her personal space, allowing each character to develop without fear of teasing, unpleasantness or bullying. Each student will have their own personal possessions in school whether they are a day pupil or a boarder. Each student has the right to expect that his/her possessions will be respected and left alone by others. Pockets, bags, lockers, cupboards will not be interfered with and stealing of any kind will invoke disciplinary action.

The school is a busy place and naturally accidents will happen from time to time, but everyone who lives and works in the school must play their part in keeping the site clean, tidy and free of litter, using the bins in the dormitories, classrooms, public areas and grounds on all occasions.

Rules

These rules are not exhaustive. If an item does not appear here or elsewhere it does not necessarily mean that it is acceptable. Students should use common sense or if in doubt ask.

Bounds and Out of Bounds

Most areas of the school are accessible to everyone at all times. However for reasons of safety, security and common sense certain areas of the school are not accessible to students without the supervision or permission of a member of staff. They are as follows:

- Classrooms
- Dormitories and boarding house areas during school hours.
- Outside of the tennis court beyond the games shed or girls' changing rooms.
- Behind the mobile classrooms in the garden/greenhouse area.
- Caretaker/Groundsmen areas/sheds.
- School kitchens.
- The land around Sports Hall (other than the path leading up to it).
- All loft spaces.
- Roofs
- Behind or on boundary fences or walls.
- The two grass areas either side of the walled screen in front of the Manor House is not to be walked on. The grass area around the Dovecote is out of bounds other than when it is dry.
- The grass area outside the kitchens and staff room is always out of bounds to students (between the path to Church Farm and the boundary wall).
- Any private property which does not belong to the school.
- The front door is not to be used by students (other than 6th Form) except when meeting parents or visitors or under the direction of a member of staff.

Chewing Gum

Gum – bubble or chewing – is not allowed on school premises or on school mini buses. It is rarely disposed of in an appropriate way and is therefore not acceptable at any time.

Drinking

Students are all under 18 years of age (except a small number of 6th Form students) and so the possession or drinking of alcohol is not acceptable, either on or off of school premises or when travelling to or from school during term time.

Drugs

Students should not have illegal substances in their possession or use, distribute or sell them on or off of school premises or when travelling to and from school during term time. Breaking this rule will result in disciplinary action including possibly permanent exclusion.

Students should not have medication in school. They should be kept by Houseparents or the school secretary for appropriate distribution and control.

Food and Tuck

Food must not be taken out of the school dining rooms. Drinks, biscuits and fruit provided at break time must be eaten in the kitchen area as directed by duty members of staff. Tuck is not allowed in the school during the day and should not be brought onto school premises by day students. Food and drink is not to be stored in dormitories but any small items may be kept in the boarding houses after discussion with Houseparents. A small amount may be brought to the boarding house after visits at the weekend if it is deemed necessary. Students should not receive supplies of biscuits, sweets or canned drinks etc through the post. Buying or selling of food and drink between students is not allowed.

Personal Stereos

These may not be used during prep or lessons. Students should not walk around the school or their boarding house with earphones in or on, it is dangerous and antisocial and it is not acceptable. Students wishing to listen to music via their personal stereos in their leisure time should sit quietly in a public area or dormitory.

Telephones

Normal telephones are available in all the boarding houses. The telephones at the Manor should not be used during the school day i.e. between 7.30pm and 9.15pm only (10pm for year 11 students). There is a public telephone in the village and if it is absolutely necessary it may be used at break times. Emergency calls during the school day may be made from the school office or with the Houseparents permission if it is deemed vital and cannot be avoided. Students may have mobile phones in their boarding houses, and the number of the phone should be recorded with the Houseparents. Day students and boarders should not have a mobile telephone in school for any reason or for any occasion. If a mobile telephone causes disruption or annoyance to anyone, upsetting a house routine or is used in an inappropriate time or place, it may be removed by a member of staff and stored for safe retrieval by a student's parents.

Weekends

As has already been mentioned some boarders go home most or every weekend, from Saturday lunchtime. The majority of boarding students remain in school each weekend except Exeat.

Saturday Afternoon

Town visits and trips are organised every Saturday. Students going on trips, indeed on any other trip, are expected to return to the rendezvous point at the agreed time and behave in an acceptable and courteous manner on all occasions. Other students remaining in school may leave school premises for walks, bicycle rides etc. providing they 'sign out' on the clipboard at the bottom of the main stair case in the Manor. The Manor students may go to their dormitories to change into casual clothes, but must not remain there. No student may go into the upstairs Manor TV room and no student from any other boarding house must enter a Manor dormitory for any reason at any time. Students wishing to watch the television on a Saturday afternoon may use the one in the dining room or Games Room if required. DVDs are not to be watched on Saturday afternoon. Use of classrooms/Sports Hall only to be allowed if duty member of staff agree. At lunch time the dining rooms are obviously in use and areas outside both covered and uncovered and the Games Room are used by the students.

Saturday morning lessons occur every week when they do not coincide with weekend Exeats or half term and lessons finish at 12.35pm. These lessons are a vital part of the school timetable. Day pupils and weekly boarders may then go home, provided that they do not have a detention on Saturday afternoon! Saturday afternoon detentions may be given by members of staff (not school prefects) for various misdemeanours during the week. Students who behave inappropriately or do not do their prep (getting it wrong is OK providing a student has made a good effort) will expect punishment often in the form of a detention for 30mins or 1 hour. Of course if there are a number of such incidents during the week it is possible (but not frequent) for a student to have 2 or 3 hours detention. This must be completed by all students on a Saturday afternoon, even if he/she is a day or weekly boarding student. Detentions are notified by the issuing member of staff and a list of detentions is given in assembly on every Friday morning, so that suitably amended travel arrangements can be made if necessary. No allowances can be made for doing a detention at other times, because it is only fair that all students, full boarding, weekly boarding or day should be treated in exactly the same way. Mistakes made in the boarding houses are normally dealt with directly by the Houseparents. As ever, if there are any ongoing problems or concerns, a student's parents will be contacted for further discussion or action.

Sundays

Residents at Greystone may have breakfast in their boarding house and then come to the Manor for lunch, where they will be supervised by duty members of staff. Greystone residents should not go upstairs at the Manor for any reason and generally the rules which apply for Saturday afternoon apply on Sunday. At 4pm at the latest Greystone residents must return to their boarding house. The Manor residents have sole use of the indoor facilities in the main house, as the Greystone residents have sole use of their facilities. The Lakes students come to the Manor for Brunch and then return to their boarding house, or go on a House trip or visit.

To be updated on or before 01/09/12