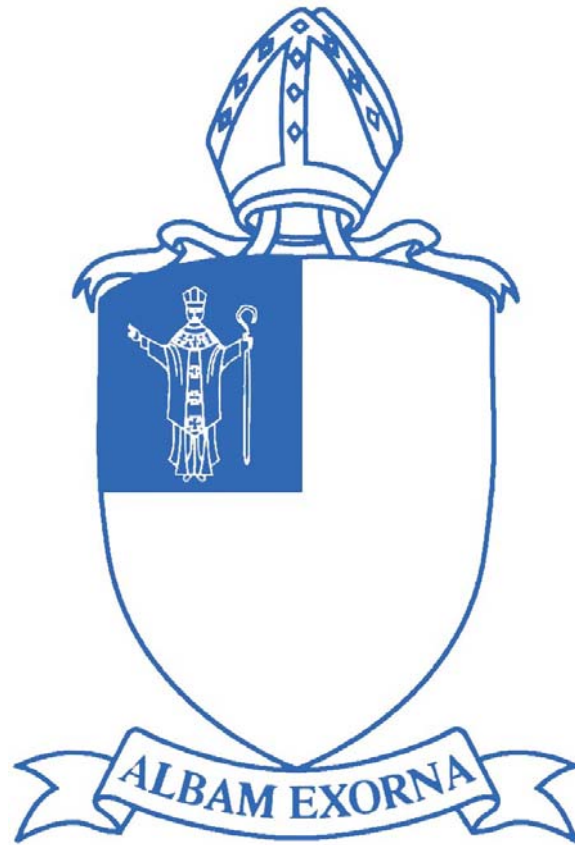


St Dunstan's College Senior School



Parents' Handbook 2007



Introduction from the Headmistress

This Handbook is designed to help improve the communication between the College and home. If you feel that we have missed out any useful information, please do not hesitate to let me know so that the next version can be amended.

The genuine working partnership that already exists between home and school is crucial for the enhancement of learning. I hope that you will read this handbook carefully to ensure that we are giving a carefully considered and consistent message to our children.

Aims of the College

By providing a happy, secure and stimulating environment and working in partnership with parents, we aim to:

- Promote academic excellence and a lifelong desire for learning
- Ensure that the individuality and uniqueness of each child is recognised and nurtured
- Encourage every child to make his or her own distinctive contribution to society
- Ensure that, regardless of race or gender, every pupil can fulfil his or her potential
- Ensure that all pupils are academically and socially equipped for progression to university and the world beyond
- Ensure that every child develops within a sound moral framework based on the Christian ethos of the College
- Promote knowledge and understanding of a variety of faiths and cultures.

School details

Head Mrs J D Davies
Address St Dunstan's College
 Stanstead Road
 London SE6 4TY

Telephone 020 8516 7200
Fax 020 8516 7300
Web-sites: www.stdunstans.org.uk
 www.sdonline.org.uk

The College provides an education for girls and boys between the ages of 3 and 18. It is expected that, subject to satisfactory progress and behaviour, children joining the school will remain until the completion of their A Levels at the age of 18.

The College is divided into two Schools. The Junior School for pupils aged between 3 and 11 is a member of the Incorporated Association of Preparatory Schools (IAPS) with its own Head, Mrs A M Dempsey. All matters relating to the Junior School should be directed to its Head.

The Senior School is divided into three sections comprising the Lower School (Years 7 to 9 for ages 11 to 14), the Middle School (Years 10 and 11 for ages 15 to 16) and the Sixth Form (Years 12 and 13 for ages 17 and 18). There is a Head of each Section of the College. Each pupil is a member of a tutor group and that tutor is the first point of contact for pupils and parents. Each year group has its own Head of Year.

The College produces a termly calendar that includes a list of current Governors and staff as well as important telephone numbers and e-mail addresses for contacting the College.

Addresses

Parents are asked to inform the College Office immediately of any change of address, telephone number or e-mail so that our records can always be up to date. This applies equally to work and emergency contacts.

It would also be helpful if parents would inform us of any problems at home (e.g. bereavements, family members in hospital, etc.), which might affect your child.

Arrival and Departure

Pupils must arrive at school by 0820 from Monday to Friday. Pupils who are late for registration must report to the College Office immediately on arrival at school. No pupil may leave school during normal lesson time without the approval of their tutor or the medical staff in the Office. Those pupils who do leave with this permission must sign out as they go. The Head of Sixth Form lays down special arrangements for Sixth Form attendance. During mid-morning break and lunchtime students in the Sixth Form are allowed to leave the school grounds as long as they sign out at Reception.

All pupils are expected to leave the premises by 1615 (this includes the driveway) if they are not involved in an activity under the supervision of a member of staff. The only exception to this is for pupils wishing to work in the Learning Resource Centre or a supervised ICT room. If pupils are going to work in the Learning Resource Centre they must be there by 1615 by the latest. They are not allowed to wait around the school, or on the driveway, or go out to the shops. When in the Learning Resource Centre pupils are expected to work quietly. Pupils who are being collected from school between 1615 and 1730 must go to the Learning Resource Centre and wait there until they are due to be picked up. The front drive is not a waiting area.

Attendance

Parents are primarily responsible for ensuring that their children attend and stay at school. It is the responsibility of the school to support attendance and to take seriously problems that may lead to non-attendance.

If pupils are absent from College for any reason, parents should telephone the College by 0900 on the first morning of absence. The College switchboard (020 8516 7200) is open from 0800 to 1730, Monday to Friday, during term time. At other times, please leave a message on the voicemail. On their return, pupils must provide their tutor with a letter from their parents explaining the reason for their absence.

It is expected that all family holidays will be arranged outside term time, the dates of which are published at least 12 months in advance in the termly Calendar. Only the Headmistress has a discretionary power to grant any leave of absence for a day or more. This should always be requested well in advance by way of a letter addressed to the Headmistress.

Visits to the doctor or dentist should be arranged as far as possible in the school holidays or out of school hours.

Assemblies

Sections of the College meet together in the Great Hall or Refectory on a regular basis. The exact programme, to include Year and House meetings, is available from the Head of Year. Assemblies have moral or religious themes and are compulsory for all pupils unless parents have secured written permission from the Headmistress for their child to miss such meetings. Important services away from the school, such as the Commemoration Day Service at Southwark Cathedral and the Carol Service, are also compulsory for particular Year groups.

Benevolent Fund

The St Dunstan's College Benevolent Fund exists to offer support to parents and guardians who are experiencing temporary difficulty in meeting the costs of their child's education at the College. The Fund

operates by making grants in aid. It is not a Scholarship or Bursary Fund, and is not able to support pupils in their education over long periods of time. However, its assets are available on application, subject to genuine need being proved. Often its cases take the form of referrals from the Bursar or the Headmistress. All applications should be sent to the Treasurer, Benevolent Fund, St Dunstan's College.

The Fund is a Registered Charity (no. 269748) and is administered by a small committee of management including parents, staff and Old Dunstonians. The AGM is held every June. It relies solely on voluntary contributions from members of the College community. Any gift, however small, is always appreciated. A termly contribution of a relatively modest sum per family can quickly produce the amounts that are needed to help others through temporarily difficult periods.

Breaks

Pupils are encouraged to spend the mid-morning and lunchtime breaks outside the College buildings but within the College grounds (special arrangements are made for students in the Sixth Form during the mid-morning and lunchtime breaks). Some pupils will be engaged in music lessons or activities under staff or senior pupil supervision; others will be engaged in private work and study. If pupils remain inside during the breaks, they will not be actively supervised within the building and must respect the rules pertaining to the use of any room or facility. There are staff duty teams that patrol the building and College grounds during breaks.

Bullying

The College is opposed to all forms of bullying; such behaviour constitutes a breach of College discipline and will not be tolerated. If bullying does occur, pupils involved should realise that they will be listened to and supported by the College community. If pupils feel that they are being bullied, or know that someone else is being bullied, they should tell their parents, teacher, tutor, Head of Year or Head of Section. If a parent suspects or knows that their child is being bullied, they should contact the form tutor, Head of Year or Head of Section immediately and encourage their child to do the same. The matter will be dealt with sensitively but firmly.

Bursar

The College Bursar is in charge of all financial matters. The telephone numbers and contacts for Bursary matters are listed on the back page of the termly Calendar. The Receptionist in the Lobby will provide further directions to parents who wish to visit either the Bursar or the Finance Office.

Calendars

Every term each pupil is given his or her own Calendar with an additional one to be taken home for parents' use. The Calendar will give dates (and times where possible) for all main events for that term. It will also include future term dates and a shortened version of the College's Expectations and Code of Conduct.

Careers Advice

A carefully structured programme begins in Year 9 and continues each year throughout a pupil's time at the College. The emphasis is on personal reflection, research and application. ICT resources are used so that pupils can work through and implement their own unique career pathways. The College subscribes to the Preview Careers Selection Programme in order to ensure the active involvement of the pupils and to ensure that the advice is accessible and appropriate. There is a Careers Convention during Year 11 whilst work experience occurs at the end of Year 11 and in the Sixth Form. All enquiries should be directed to the Head of Careers, Mr P Glavin.

Catering

Lunch is mandatory for all pupils. Each day we offer three choices of main course, one of which is always vegetarian. There is a salad bar, which consists of four core salad items along with two composite

salads; we also offer oils and dressings. We offer Chef made bread on a daily basis. During the colder months we offer a soup of the day.

We offer a selection of cold sweets daily; these include fresh fruit, yoghurt with toppings, cut melon, and fresh fruit salad. Hot sweet is provided daily during the colder months. Using our Theatre Bar we are able to offer a different style of lunch, this can range from a pasta bar, where you have a choice of sauces and accompaniments through to a curry bar. In the warmer weather we are able to provide a plated salad prepared fresh in front of the students throughout the lunch service.

Menus are published on the intranet under the Bursary section.

Lunch is served to pupils according to a rota so that no particular year group is always at the end of the queue. Breakfast before school, snacks at mid-morning break can be purchased in the refectory.

Parents of pupils who require special diets for medical reasons should discuss this with the Bursar.

Any issue regarding catering should initially be raised with the Bursar.

Clubs and Societies

The College has a wide range of clubs and societies catering for many of our pupils' interests. Some of the meetings will be compulsory for a selected group of students when a speaker is addressing an examination topic. We usually publish a list to pupils and parents of activities and clubs for specific year groups during the Michaelmas Term (Autumn Term). Further information about such activities can be obtained from your child's Head of Year.

Clothes and Possessions

Parents are asked to ensure that all items of pupils' clothing and property are clearly marked, including watches, calculators or any item of value. The College is unable to operate an insurance policy for personal items at school. Please ensure that expensive possessions are not brought to school and that all items are fully insured. Pupils are not allowed to use electronic equipment with headphones around the College. During PE and Games lessons, all valuables must be secured in pupils' own lockers or placed in a designated valuables bag and then handed to a member of staff. A plastic resealable food bag with the pupil's name written on with a permanent marker pen is an inexpensive alternative. Such bags are usually available from Heads of Year.

Coaches

Coaches and minibuses currently operate on three routes to and from the College. These services are co-ordinated by the College but provided by outside coach companies. College staff monitor the operation of the services but are not directly in charge of them or responsible for performance standards. Services are scheduled to arrive at College by 0815 and depart at 1600. Parents are no doubt aware that the vagaries of traffic in South East London make these timings approximate. Pupils are expected to conform to the same high standards of behaviour on the coaches as they would within the College. The College do not provide staff supervision on the coaches. Seat belts **must** be worn on all the journeys. When a child has an after school commitment beyond 1600, parents are required to make their own alternative arrangements for the journey home. Further details of the routes and charges are available from the Registrar.

Combined Cadet Force (CCF)

The College has a thriving CCF and pupils are encouraged to join from Year 9. Members of the CCF are expected to contribute regularly and to attend camps, which are often held in the holidays.

Commendations

These are part of our rewards system and are awarded:

- a) For attainment – For outstanding work relative to a pupil's ability
- b) For effort – Continued perseverance, rising to a challenge etc.
- c) For service – For being particularly helpful etc.

Certificates are awarded for cumulative totals and presentations made, depending on the total achieved, at Year or Section Assemblies.

Communication

Parents should contact teachers directly by letter, telephone or e-mail regarding routine organisational matters. Matters relating to the overall progress of your child should be addressed initially to the form tutor and then to the Head of Year if necessary; matters relating to a particular subject should be addressed to the subject teacher or to the Head of Department. If you believe a personal meeting is necessary to discuss a matter, please telephone the College in advance to arrange an appointment. If concerns remain, parents should then contact the Head of Section.

For major issues, or when other channels of communication have not resolved the matter, the Headmistress should be approached. The Headmistress will always be available to see parents by appointment.

Cycling and Driving to School

Pupils may cycle to school with parents' permission and with appropriate safety marking on their clothing. Helmets must be worn. Bicycles should be securely locked when left at the College. No cycling is permitted within the school grounds.

Pupils must not drive into the school grounds without written permission of the Head of Sixth Form. When delivering their children at the start of a school day or when collecting in the evening, parents are requested not to park and wait within the grounds. If their children are not ready in the evening, parents are requested not to park and congest the drive, but to return later.

Curriculum

Our Curriculum Policy provides an outline of the curriculum in the different sections of the College. Further information on this and related matters can be obtained from your child's Head of Year. Pupils follow a virtually common curriculum until the end of Year 9 when decisions are made for their course of study at GCSE. Decisions regarding Sixth Form courses are made during the first two terms in Year 11. Discussions regarding progress to Higher Education begin in the Year 12, with most applications completed by October of Year 13.

Daily Routine

Pupils enter the College at 0820 and assemble in their form rooms for registration at 0830 each morning. Pupils arriving at school before 0820 should wait in the playground or the Refectory. Registration in the afternoon takes place at 1415.

The timing of the day is as follows: -

Period 1	0835-0915
Period 2	0915-0955
Assembly/Tutorial	0955-1015
Break	1015-1035
Period 3	1040-1120
Period 4	1120-1200
Period 5	1200-1235
Period 6	1235-1315
Lunch	1315
Roll Call	1415
Period 7	1425-1505
Period 8	1505-1545

Detentions

Pupils who are late repeatedly, or who are late with work, or behave poorly in or outside lessons may be placed in detention. Detentions given by individual teachers may last up to an hour in length, and may be held after school. You will be informed via your child of such detentions with at least 24 hours' notice being given. If a detention is necessary within 24 hours you will be contacted directly.

Pupils' tutors are informed of unsatisfactory work or conduct via a yellow slip referral system. There is a formal Friday Detention for pupils who receive five referrals or whose actions are deemed sufficiently serious to be placed directly into it. The Head of Year will inform parents via a detention slip that requires a parental signature.

Very occasionally it is necessary to put a pupil into a Saturday Detention. This is reserved for very serious transgressions of College rules and expectations. It is normally for two hours but may be up to four hours in duration. If your child is given a Saturday Detention you will be contacted directly by the Head of Year.

Discipline

St Dunstan's College believes in firm discipline, based on standards and rules necessary for civilised relations and orderly conduct in a school, which contains pupils between the ages of 3 and 18. We endeavour to foster self-discipline and an understanding of the values necessary for living in a community. We will praise and reward pupils for positive contributions in work, behaviour and activities but we will not ignore any actions contrary to our code of behaviour.

Unacceptable work or behaviour is firmly dealt with first by the teacher concerned and subsequently by the form tutor, Year Head, Head of Department or Section Head as appropriate, and ultimately by the Deputy Head and finally by the Headmistress. Sanctions will range from a verbal reprimand to a Friday two hour or Saturday Detention to a suspension from school.

In the most extreme cases, the Headmistress may ask parents to remove a pupil from the College or expel a pupil from the College. Although all the individual circumstances will be considered, the interests of others in the school community and the nature of the offence will be of particular significance.

A working copy of the College Expectations is published in the termly Calendar. A full copy of the rules and sanctions can be obtained from Heads of Year.

Parents are liable for damage to school property or equipment for which their child is responsible.

Drugs

Children and teenagers today are becoming ever more aware of the easy availability of drugs. Alcohol and tobacco are probably the first contact that our pupils have with drugs, and the influences of these on our human bodies and in our lifestyles are subjects that are discussed from the age of five. The differences between medicines and non-prescribed drugs are debated, with pupils learning about the chemical action of antibiotics, painkillers and other medicinal drugs. Later pupils are given a great deal of information about the effects of illegal drugs through films, videos, police talks, role play and teaching, and it is hoped that through understanding the actions and implications of the use of such materials, they will make an informed decision not to try any drugs that may be offered to them.

The school rules state that "drugs other than those which are for the pupil's medical use are forbidden". Failure on the part of any pupil to observe the school rules regarding drugs will result in disciplinary action being taken. Depending on all the circumstances, this could be a severe reprimand, which would be entered in the pupil's record, or a suspension from school, or, in the most serious cases, a requirement for the pupil to leave the College.

Duke of Edinburgh Scheme

The College has a thriving DoE award scheme. Many pupils have gained their gold awards before leaving school. Expeditions and events are arranged regularly to enable pupils to reach the highest standard. The DoE co-ordinator is Mr Neil Taylor.

Examinations

All pupils are prepared for the appropriate external public examinations. The College will ultimately make the decision as to which examinations a pupil takes and at what time; but such decisions will only be finalised after communication with parents.

Parents are charged for the examination fees, the charge being added to the termly account. Any parent wishing to enter their child for an examination in a subject outside of the normal College curriculum must first seek the advice and approval of the Headmistress.

Internal examinations take place once or twice a year, with dates published in the Calendar and a detailed timetable given to pupils shortly before the examinations.

Guidance as to how to prepare for examinations forms part of the PSHE course and revision hints are published annually. Parents can help their children revise for examinations by giving encouragement and by ensuring a suitable place at home in which their children can work. Other means of assistance include testing them on work that they are learning and ensuring that a correct balance is achieved between work, exercise and other social activities. This last point is particularly relevant during the Easter holidays when pupils are expected to use significant time revising for important examinations in the Summer Term.

The amount and type of assistance parents provide will of course depend on the age of their child. It is important to let the pupils feel that they are making the decisions regarding their examination preparation whilst encouraging them in the right direction.

Extra-curricular/co-curricular activities

Pupils will become members of school groups involved in sporting, musical, dramatic, academic and service activities. Pupils in teams and other activities are asked and expected to give full commitment to the team or activity, as their participation is important to its success. This commitment will include fixtures, rehearsals and meetings occurring after school, at weekends and occasionally during the holidays. Details of fixtures and rehearsals are published well in advance, with weekend and holiday commitments listed in the Calendar. The College believes that this commitment of pupils is good both for individuals and for teams.

There are certain special days and events when pupils are expected to attend the College outside of normal hours, for example on College Open Mornings and Evenings. These are not numerous in number and are publicised well in advance in the Calendar and through letters home.

The Headmistress must be informed of any clash of commitment well in advance of the activity or event. A minimum of two weeks' notice is required if a pupil knows that she/he will be unavailable to represent the College at any published event.

Additional information about these activities can be obtained from the teacher(s) in charge.

Financial Matters

Fees

Fees may only be paid in three ways:

- Advance payment, details from the Bursar
- By instalments collected by direct debit, details from the Bursar
- By cheque or money transfer before the first day of each term. Cash is not accepted at the College but may be paid in at a bank, details from the Bursar

Fees must be paid on time. Charges are raised against late payment. Parents should contact the Bursar as quickly as possible if they foresee difficulty in the payment of fees.

Insurance

As part of the general fee the College provides insurance for:

- Accidental injury
- Travel

Details of the cover and exclusions for each are contained in explanatory leaflets, which you should have. Additional cover is a parental responsibility.

The College does not provide insurance cover for the reimbursement of fees in the event of a pupil being absent through illness. Policies do exist to cover this contingency and the Bursary can provide details of some options.

The College does not provide insurance cover for the loss of or damage to clothing or property, however caused, at school. It is the parents' responsibility to arrange cover as they require for such items as musical instruments, personal computers or phones, watches, calculators, sports equipment etc.

Save as above, no further insurances exist covering additional school activities and your child attends these at his/her own risk, and without further responsibility on the part of the College or its members of staff or other authorised personnel, whether to your son or daughter, to you as parents or to any third party.

Health and Safety

Procedures regarding health and safety issues are published prominently around the College. It is the responsibility of the pupils to be aware of these procedures and to respond promptly in the event of any incident. Pupils are also expected to act in a manner that will ensure the safety of others at all times.

Homework

Each pupil is issued with a **homework timetable** at the start of the academic year. In Year 7 homework should last 1 to 1½ hours per day, increasing to 1½ to 2 hours by Year 9. In Years 10 and 11 homework and private study should last around 2 hours a day. In the Sixth Form pupils are expected to complete a minimum of four hours' work per subject each week. All pupils are expected to do the homework when it is scheduled and to hand the work in promptly.

Pupils are issued with **homework diaries** in which to record all details of homework, and other commitments. In the Lower and Middle Schools parents are asked to check the diary at least weekly and to sign it. The diary will also be used as a means of communication between school and home and may include comments by teachers about progress, attitude and behaviour. It also contains a record of Commendations awarded. The form tutor checks the diary weekly.

All pupils should be completing work at home regularly and methodically. If a parent is concerned that homework is apparently not being set or if their child claims not to have any homework or that it is becoming too burdensome, this matter should be raised with the form tutor initially. Pupils are permitted to use the Learning Resource Centre during lunchtime and after school in order to do homework, but should always be able to show their parent homework that has been completed.

House System

Each pupil is allocated to a House in which he or she will remain throughout their time in the school. A wide variety of house activities and competitions take place each term in which pupils are expected to be involved. Pupils will be encouraged to organise and direct these activities. The four houses are Forder, Hecker, Stuart and Usherwood. They are named after the first four Headmasters of the College. Siblings are usually placed in the same house.

ICT

Pupils are encouraged to make full and effective use of both College, and other, ICT facilities and resources for individual study at all levels and particularly at GCSE and A Level/IB. Pupils are provided with excellent opportunities and facilities to develop their ICT skills and capabilities to enhance their learning at St Dunstan's and also to prepare them for education and employment in the world beyond. We have adopted the European Computer Driving Licence as the basis of raising awareness and skills in ICT for staff and pupils.

All pupils have individual Network User Identities and space allocated for the storage of their work as well as a College e-mail address. Access to the Internet is filtered and free but may only be used for schoolwork during school hours. Printing is also free up to an agreed and generous termly limit, beyond which pupils are expected to make a small contribution. The College is rapidly developing a new website with virtual learning environment which will provide much easier access for pupils and parents to academic and pastoral matters, as well as extra-curricular activities.

Pupils are expected to treat all ICT facilities with respect and honour the terms of the College's 'Acceptable Use Policy for ICT Facilities', acceptance of which forms part of parents' contract with the College. Misuse or abuse of any ICT facilities will be treated as a serious offence.

Learning Resource Centre

The College Learning Resource Centre is situated at the top of the West end of the building and is open for pupils' use on most school days between 0855 and 1730. Books and various media can be borrowed and the Learning Resource Centre used for work and reference.

Learning Support

The College has a Head of Learning Support, Mrs L van der Valk.

Any concerns regarding a pupil's progress should be addressed to the form tutor in the first instance.

Letters to Parents

A Newsletter for parents is published each Friday. Pupils will be asked to deliver to their parents this Newsletter, together with other letters relating to College business. These letters will contain important information for parents about past, current and future events. Parents are asked to ensure that they take receipt of the weekly literature from their children and note what has particular relevance for them. Copies of the current and past Newsletters as well as some important letters can be found on www.sdonline.org.uk.

Loans of Money

Occasionally pupils lose their bus or train fare during the day. If this happens they should approach their form tutor/Head of Year for a loan.

Music Lessons

Individual instrumental lessons can be arranged for a variety of instruments. These will occur during lesson time for the younger pupils but normally outside lesson times for pupils in Year 10 and above. Visiting music teachers are self-employed and will invoice parents directly for tuition. Further details can be obtained from the Director of Music, Mr P Gobey.

Office

The College Office is open from 0800 to 1730 on Mondays to Fridays during term time and from 0900 to 1600 during holidays.

Old Dunstonian Association

All pupils are encouraged to become members of the Old Dunstonian Association when they leave the College. Life membership of the Association can be obtained by making small termly payments whilst your child is still at school. The Association is now over 100 years old and has over 3700 members. The OD Sports Clubs have extensive grounds and facilities at Langley Park in Beckenham.

Pastoral Arrangements

Each pupil is allocated a form tutor. That tutor may remain with them for one, two or three years. The tutor will be responsible for the supervision, guidance and care of the pupils in the form, meeting them twice a day for registration. In many cases the tutor will also teach one of their subjects and PSHE. Tutors will keep records of attendance, academic progress and involvement in other school activities. They will also advise pupils, in conjunction with parents, on subject options, university applications and careers.

Parents wishing to contact the College about their child will normally contact the tutor in the first instance. Requests for absence of less than a day should be addressed to the tutor; requests for absence of a day or longer should go directly to the Headmistress.

A Head of Year will co-ordinate the work of the tutors in a particular year group. The Head of Year will exercise an overall supervision of the welfare, morale, conduct and academic progress of the pupils, as well as organising year-group assemblies and parents meetings and taking an active and particular interest in the Year's extra-curricular activities.

Personal, Social and Health Education (PSHE)

All pupils from Years 7 to 11 are taught PSHE: form tutors teach Years 7 – 9 for one period per week, while a specialist team covers the more detailed issues twice per week in Years 10 and 11.

PSHE largely follows the national framework, which aims to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives. A spiral curriculum enables some topics to be re-visited over the years: for example, drugs and sex education are tackled from different angles.

Video material is often used to introduce a topic, and active participation in lessons is encouraged through discussion and role-play. Personal reflection is also encouraged. Speakers from the police and health service visit frequently to talk to pupils.

PSHE is not, however, limited to this subject alone: it is a whole-school issue which is seen in nearly every aspect of school life: academic subjects, staff-pupil relationships, assemblies and extra-curricular activities. The positive personal development of pupils, as expressed in our school aims, is our goal.

Heads of Section keep a number of fact sheets relating to problems children may encounter during adolescence. Parents should contact the appropriate Head of Section if they wish to read this material.

Policies

The College has published policies relating to behaviour, equal opportunities, confidentiality, attendance, anti-bullying, homework, sex education, drugs, and acceptable use of ICT.

All parents are sent copies of the terms and conditions of the College when being offered a place for their child. On accepting that place they are asked to return one copy of the terms and conditions duly signed.

These policies are available for perusal on request.

Prefects

Senior pupils are appointed as prefects to help in the day-to-day running of the College. All pupils should treat the prefects with respect and follow their instructions. Some Middle School and Lower School pupils are given responsibilities to assist staff and prefects in the organisation of the school day.

Pupils' Health

Any pupil feeling unwell during the day is instructed to report to the College Office. A decision will be made as to whether the pupil can return to class, should remain in the medical room, should be collected by a parent and taken home or should be taken to hospital. If the illness is serious enough, the pupil will be taken to hospital even if contact cannot be made with his/her parent. Accidents occurring during the school day are dealt with similarly.

Accidents or illness occurring during activities taking place outside normal school times will be dealt with by the teacher on duty or by the teacher in charge of that activity following the same guidelines.

The College will not normally dispense any medicines (including paracetamol) to a pupil. An exception will be made where written agreement has been obtained in the case of a prescribed medicine. The letter of agreement must state clearly the dosage, frequency and any other instructions.

Children should not be sent to school if unwell and unable to participate in lessons.

Records

The College will keep a database of essential information relating to each pupil. Parents will be asked to provide and check this information regularly.

Access to an academic record is available on written request to the Headmistress in accordance with the Data Protection Act.

Reporting

We aim to keep parents fully informed of their child's progress by individual contact, progress grades, examinations, reports and parents' meetings. Individual contact is made using the homework diary, telephone, letter or e-mail. Grades are usually published four times a year and normally relayed home to parents by pupil post. There is at least one full written report and one parents' meeting for each year group annually.

On the full reports there is a reply slip for parents to acknowledge receipt of the report and to make any other comments about their child's performance. The parents' meeting arranged with subject teachers takes place in the Great Hall and operates on an appointment system. Your son or daughter will be asked to fix the times of those appointments for you in the week before the meeting. In Years 9 and above pupils are expected to accompany their parents to such meetings wearing full school uniform.

Heads of Year will indicate the pattern in their introductory letter each September. Additionally, teachers are always ready to meet parents by appointment to discuss matters of concern.

Rewards

Pupils who do a piece of particularly good work, relative to their ability, in either academic or non-academic spheres of school life, or who are particularly helpful may receive a Commendation. The teacher signs the work and the homework diary with the Head of Year keeping a record of all Commendations. Colours, Achievement and Merit awards are given for commitment and success in extra-curricular activities. Some of these awards will be presented at Year assemblies; others at a special Presentation Assembly at the end of each term.

The annual Prize Giving ceremony, normally held in July, reviews and celebrates the major achievements of the previous year.

Sex Education

Sex education will continue the work done in the Junior School. At the age of 11, all pupils are taught 'the facts of life', from puberty to birth, in their Science lessons, while the issues of growing up and emotional changes are discussed in PSHE. Contraception, sexually transmitted infections, and issues such as abortion, moral decisions and peer pressure are topics, which pupils learn about and debate in later years.

Special Events

There are a number of evening and weekend activities that are compulsory for some or all pupils. Details of these can always be found in the termly calendar.

All pupils except those involved in certain public examinations will be expected to attend Commemoration Day in the Summer Term.

Additionally all pupils will be expected to be available to assist on the Saturday Open Mornings in the Michaelmas Term. The Carol Service in December is compulsory for Year 7. Prize Giving, compulsory for award and trophy winners, is normally held on an evening in July.

Sixth Form

The culmination of a student's career at St. Dunstan's will normally be two years in the Sixth Form studying A Levels or the International Baccalaureate prior to going on to university. The Sixth Form does differ in routine from the other sections of the College with the students being given more responsibilities and privileges. The atmosphere is also different although the students will still be expected to study hard and to play a full part in College activities and life. There will be an academic hurdle before any pupil can proceed to the Sixth Form based on their performance in public examinations at the end of Year 11.

Special Educational Needs

Candidates with a specific learning difficulty who are taking public examinations may be entitled to special arrangements, ranging from extra time to the use of an amanuensis or the use of a computer. In order to qualify for these special arrangements, the school must submit to the Examination Board on the student's behalf an official report compiled by an educational psychologist (or similar – the Examinations Officer can provide a list of approved persons) at some time during the last two years of the examination course. In the first instance please contact the College's Head of Learning Support, Mrs L van der Valk. It is the parent's responsibility to ensure that reports are sent to the College's Examinations Officer, at least six months in advance of the examination.

The Examinations Officer keeps a copy of the Examination Regulations.

School Events

Parents are warmly invited to all school fixtures, concerts, plays and other events. This support is also greatly appreciated by the pupils involved. Dates and times will appear in the Calendar and in Newsletters.

Parental help for match teas, costume design, participation in music groups and other activities is greatly appreciated; willingness to assist in these or similar ways should be made known to the member of staff in charge of that activity or through your child's tutor.

School Journeys

Some trips out of school are arranged as part of a pupil's programme of study with a small charge being made to cover the cost of transport, refreshment and accommodation where appropriate. That charge will normally be added to the termly fee account. Trips abroad (e.g. Northern France in Year 7) will require pupils to have their own passport and European Health Card. Any parent whose child may

require a visa or any other additional documentation should contact the trip organiser for advice immediately they receive notice of the proposed trip.

Pupils are also encouraged to participate in the large number of voluntary trips that take place during the holidays. Advance notice of such activities can normally be found in the Calendar with final details published nearer the time.

A record of those participating in such trips is kept at school along with emergency contact numbers. Any exceptional urgent communication will be relayed to these numbers, occasionally using parents to forward the information.

SDCFS

All parents are encouraged to become members of the St Dunstan's College Family Society; current subscription is £10 per year. A committee of parents and staff elected at its AGM in the Michaelmas Term directs the SDCFS and meets frequently with the Headmistress and other Senior Staff. The committee organises a range of social events for parents and staff throughout the year and through those events aim to raise money to fund specific College projects.

Sporting Fixtures

The College expects all players to abide by a published code of conduct and we ask parents to encourage such behaviour by setting a good example themselves and by giving enthusiastic though not excessive or inappropriate support.

Telephones

The telephone switchboard is manned from 0800 to 1730 on Monday to Friday during term time. Direct lines for specific enquiries are published termly in the Calendar. The Receptionist will try to connect you with members of staff and will relay a message if that member of staff is unavailable. The Receptionist cannot deliver routine messages to pupils but will make every attempt to ensure that an emergency message is forwarded.

Mobile phones are brought into College entirely at their owner's risk. They must be switched off at all times during the school day unless a member of staff has indicated otherwise. Mobile phones should be secured in pupils' own lockers during the school day.

Transport

A combination of hired coaches and minibuses, public transport and the use of the school minibuses transport pupils to fixtures and/or events away from the school grounds. **It is obligatory for all pupils to use the seat belts provided on coach and minibus journeys.** A member of staff will normally drive the school minibuses.

Uniform

All parents are asked to ensure that correct uniform is worn at all times. The uniform regulations are listed in the Calendar and are available on www.sdonline.org.uk

John Lewis is the official College uniform supplier. Uniform may be purchased from John Lewis at the College on specified occasions (published in the Calendar and Newsletter), by phone, fax, letter or e-mail or by visiting the shop in Oxford Street. Visits to the College occur approximately three times per year; the numbers to contact the shop direct are published in the Calendar.

The SDCFS run occasional second-hand uniform sales. The exact dates appear in the Calendar. Details of the arrangements are published in the Newsletter prior to the sale.

Web-sites

www.stdunstans.org.uk is the marketing website and www.sdonline.org.uk is the working site.