

Information for New Parents

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April, 2011

Dear Parents

I am sure you share our excitement at the prospect of your son or daughter joining us at Haileybury. Undoubtedly this will be mixed with an element of apprehension. Indeed it is this combination of emotions that makes for such a worthwhile challenge, one which everyone at Haileybury will be focussed upon over those crucial few days, weeks and months. If everything goes well at that time then it is most likely that their years at Haileybury will be most successful and fulfilling.

One of the elements of such concern often centres on the essential business of finding one's way around a complicated site. Equally important in the short term and much more so in the long term, will be the formation of friendships.

The Haileybury experience will, we hope, see all pupils being happy and cheerful; we also want them to display a strong sense of purpose allied to serious ambition. At the heart of the School lies a value system that emphasises respect for others, a sense of service, a generosity of approach and a spirit of inquiry. Our aim is to help all pupils achieve and grow within this framework. We want them to be given a very wide range of opportunity so they can discover and develop their talents. We want them to be busy, to get used to meeting their academic and personal commitments, to be knowledgeable, skilled and self-confident. In my experience the kind of progress identified above is not visible at all times, nor is it steady. There can be frustrations along the way.

Nevertheless in all this you should be assured that everyone at Haileybury will be as supportive as possible. Housemasters and Housemistresses have the prime responsibility in this regard and they will work hard with you to build up a link that will help your son or daughter achieve and flourish. Of course teachers and prefects, along with others, have the well-being of new pupils as a high priority. It is also important to know that tutors who see new pupils on a weekly basis have a highly important pastoral role. In other words our aim is for the whole community to work with you as parents so that all new pupils settle in as well as possible.

Parents are hugely welcome to attend Chapel Services, concerts, plays, sports fixtures, School and House functions. I greatly look forward to getting to know your sons and daughters as well as yourselves over the next twelve months or so.

Yours ever

A handwritten signature in black ink, appearing to read 'Joe Jones', written in a cursive style.

J S Davies

PURPOSE OF THE BOOKLET

The purpose of this booklet is to provide detailed guidance about all that needs to be undertaken before your son or daughter joins Haileybury in September. The information should answer a large number of your questions. If any questions remain unanswered, the best people to contact are your son's or daughter's House Master (HM) or the Registrar. The telephone numbers and email addresses for HMs are given on the next page, as are some other useful numbers.

RELIGIOUS AND SPIRITUAL LIFE

Haileybury has an Anglican Christian foundation and the beautiful Chapel is the focus of spiritual life here. During term, most days start with a service in the Chapel. On Sundays there is a variety of services to which pupils, parents and visitors are warmly welcomed. All boarding pupils are expected to attend the morning services that take place on the five non-exeat weekends each year and are expected to attend the evening service at 9.00pm on those Sundays when there is a service taking place. The dates and times of all services are published in the School Calendar and on the website.

Each year twenty to thirty pupils are prepared for confirmation and confirmed in a service presided over by the Bishop of St Albans or the Bishop of Hertford.

Whilst we are sensitive to the needs of pupils from other denominations and religions and will make provision for pupils to worship elsewhere when they wish, we nonetheless prefer all pupils, regardless of religious tradition, to join together in Chapel. Any queries about these arrangements should be made directly to The Master.

Haileybury's Chaplain, The Revd Chris Briggs, is a full-time member of staff and lives on the campus. He is available to provide support, pastoral care and spiritual counsel to the whole community. The Chaplain has a unique role within the Haileybury community and his availability for confidential conversations is highly regarded by the pupils.

EMAIL ADDRESSES

As far as possible Haileybury seeks to communicate with parents and guardians by email only. **Ensuring the School has your up-to-date email address is vital.** Notification of Reports' availability and Reports on pupils are sent by email, as are most information circulars. The School Office will contact you annually in September to check that the data we hold is up to date.

ADDRESSES

The address for all correspondence to the School is:

Haileybury
Hertford
Hertfordshire
SG13 7NU

The Haileybury website address is:

www.haileybury.com

HAILEYBURY CONTACT DETAILS

Position	Name	Email—all end with @haileybury.com	Telephone number
The Master	Mr Joe Davies	j.davies	01992 706202
The Second Master	Mr Rob Turnbull	r.turnbull	01992 706209
The Bursar	Mr Paul Watkinson	p.watkinson	01992 706333
The Senior Master	Mr Charles Monk	c.monk	01992 706336
The Director of Studies and IB Co-Ordinator (from September 2011)	Mr Simon Smith	s.smith	01992 706210
Registrar	Mrs Lizzie Alexander	Registrar	01992 706353
The Financial Controller and Deputy Bursar	Mrs Debbie Wright	dj.wright	01992 706221
The Chaplain	The Revd Chris Briggs	c.briggs	01992 706314 (Office) 01992 462922 (Home)
The Health Centre	Dr James Newton Mrs Joanne Newton	j.newton jo.newton	01992 706288
The School Counsellor	Mrs Lindsey Othen-Price	l.often-price	01992 706241
The Head of Learning Support	Mrs Stephanie Gates	s.gates	01992 706243
IB Coordinator (to July 2011)	Miss Linda Toivo	ibcoordinator	01992 706249
The Director of Music	Mr Quentin Thomas	q.thomas	01992 706264
Computer Support	Mr Duncan Spooner-Wells	Support	01992 706343
Housemistress of Alban's	Mrs Lizzie Alexander	l.alexander	01992 706286
Housemistress of Allenby	Mrs Tana Macpherson-Smith	t.macpherson-smith	01992 706289
Housemaster of Bartle Frere	Mr Ed Bond	e.bond	01992 706280
Housemaster of Batten	Mr Angus Head	a.head	01992 706248
Housemistress of Colvin	Dr Lucy Dexter	l.dexter	01992 706331
Housemaster of Edmonstone	Mr Steven Dixon	s.dixon	01992 706282
Housemistress of Hailey	Miss Corinne Perri	c.perri	01992 706272
Houseparents of Highfield	Mr Dan Payne-Cook Mrs Nicky Payne-Cook	d.payne-cook n.payne-cook	01992 706294
Housemaster of Kipling	Mr Russell Matcham	r.matcham	01992 706246
Housemistress of Melvill	Mrs Ann Spavin	a.spavin	01992 706250
Housemaster of Lawrence	Mr Julian Brammer	j.brammer	01992 706252
Housemaster of Thomason	Mr Joss Jennings	j.jennings	01992 706242
Housemaster of Trevelyan	Mr Julian Alliot	j.alliot	01992 706235
Head of Lower School	Dr Laura Pugsley	l.pugsley	01992 706284

	Telephone Number	Email—all end with @haileybury.com	Fax Number
Reception	01992 706200	Reception	01992 470663
The School Office	01992 706279	Schooloffice	01992 706276
The Bursary			01992 467603
The Master			01992 706283
The Health Centre	01992 706288	San	01992 706290
The Uniform Shop	0113 2362095	info@perryuniform.co.uk	

HAILEYBURY PARENTS' ASSOCIATION

The Parents' Association brings together parents, pupils and staff through social events, open communication and new initiatives.

A parent representative from each House sits on the HPA Committee, and new parents often find it helpful to contact their representatives for information and advice, even before the start of term. A list of these representatives is published on the Haileybury website, in the School Calendar and is listed on the back of the HPA Constitution, together with a welcome letter from the HPA committee which is enclosed herewith.

YEAR GROUPS

We, like many independent schools, have our own nomenclature for year groups as set out below.

National Curriculum	Haileybury		
Year 7	Lower School 1	Lower School	Main School
Year 8	Lower School 2		
Year 9	Removes	Middle School	
Year 10	Middles		
Year 11	Fifths		
Year 12	Lower Sixth	Upper School	
Year 13	Upper Sixth		

TERM DATES

TERM	BEGINS	ENDS
Autumn Term 2011 <i>Half Term Exeat</i>	7.00pm Sunday 4 September <i>from 4.30pm Friday 21 October</i>	5.30pm Wednesday 14 December <i>9.00pm Sunday 6 November</i>
Spring Term 2012 <i>Half Term Exeat</i>	7.00pm Monday 9 January <i>4.30pm Friday 10 February</i>	4.30pm Friday 30 March <i>9.00pm Sunday 19 February</i>
Summer Term 2012 <i>Half Term Exeat</i>	7.00pm Monday 23 April <i>3.30pm Saturday 2 June</i>	4.30pm Friday 6 July <i>9.00pm Sunday 10 June</i>

NON-EXEAT WEEKENDS

Each year there are five non exeat weekends for boarders. This means that all boarders stay in school on Saturday night. The two weekends each term (one in the Summer Term) tend to be the first weekend after a main holiday and the first weekend after the half term holiday.

The first non-exeat weekend is the first weekend of the Autumn Term:

Saturday 10 September

All Main School boarders are required to be in school for an evening of activities.

Sunday 11 September

10.30am	Chapel Service for all Main School boarders and day pupils in the Chapel Choir.
11.30am	Boarders may remain in school or go home.
8.45pm	Boarders should be back in their houses.

LOWER SCHOOL WELCOME DAY – SUNDAY 26 JUNE 2011

Welcome Day for all new Lower School (Year 7 and Year 8) pupils and their parents will take place on Sunday 26 June. Dr Laura Pugsley will provide a formal invitation shortly.

MAIN SCHOOL WELCOME DAY – SUNDAY 3 JULY 2011

Please note that a Welcome Day for all Main School pupils and their parents will take place on Sunday 3 July. Please make a note of this date and await a more formal invitation from the HM of the House which your son or daughter will join in September. Please note that those joining Kipling House will receive a different invitation to the Kipling Day on Sunday 26 June (this is in place of the Welcome Day for Kipling House only).

ARRIVAL OF NEW PUPILS – SUNDAY 4 SEPTEMBER 2011

LOWER SCHOOL

All details concerning the beginning of term arrangements for Lower School pupils will be communicated by Dr Laura Pugsley. The House for all Year 7 and 8 pupils is Lower School.

REMOVES AND MIDDLES

Note: Arrival times may vary. Your son or daughter's HM will provide a specific arrival time.

10.30am	Please arrive with your child, who should be wearing school uniform, directly at his / her House.
11.20am	Pupils will be taken to the Ayckbourn Theatre to be welcomed by the Master.
12.00pm	Parents will be taken to the Attlee Room for a welcome address from the Master. This is followed by lunch for parents in Big School.
1.30pm	Parents depart.
8.30pm	Parents of day pupils return to pick up children after the Chapel service.

Parents who have any particular matters that they wish to discuss with their son's or daughter's HM are advised to contact them well in advance to arrange a time other than on this day. Likewise, if parents wish to see the School Doctor on any matter related to health or medical history, they should also arrange an appointment in advance.

LOWER SIXTH

4.00pm	Parents and pupils, who should be wearing school uniform, should arrive directly at his / her House.
4.45pm	Pupils and parents will be taken to the Attlee Room for refreshments and a welcome address from the Master.
6.30pm (approx)	Parents depart.

This session is designed to welcome both the new Sixth Formers and their families into the School community. There will be a welcome from the Master, as well as talks from other senior members of the Haileybury staff. Tours of the School for the new Sixth Formers will be provided by College Prefects (CPs).

The first week of term will be an induction week to assist the new Sixth Formers in adjusting to their new life at Haileybury.

INDUCTION PROGRAMME FOR REMOVES AND MIDDLES

Sunday 4 September 2011

The Induction Day activities aim to familiarise new pupils with Haileybury. The activities are designed to encourage pupils to meet new people who will be in their year group. We hope that they will enjoy the day and that it will provide a flying start to the year. If pupils have any questions the Head of House (a senior pupil) will be there to help if needed.

The Morning Session 11.20am - 1.00pm

Welcome from the Master at the Ayckbourn Theatre. Pupils will then be divided into groups for the morning session. They will need to study the lists which are posted on their House notice board and know which group they are with before they leave House for the Ayckbourn Theatre. They can ask the Head of House to help them if necessary. Pupils take part in activities which will help them to get to know the layout of the School.

The Afternoon Session 1.45pm – 5.30pm

1.45pm The HM will explain expectations at a meeting in House

2.30pm Afternoon activities will begin. These will include the following:

- Sports trials
- Music School visit (boarders with instruments should bring them along)
- Library tour
- Database photos in the Ayckbourn Theatre

Sports Trials

Boys are required to wear a School or House rugby shirt. They will walk to the Sports Hall in outdoor trainers but should bring rugby boots as well. They will play rugby outside and rackets indoors.

Girls are required to wear their tracksuit (in which to warm up) over their white polo shirt, Haileybury skirt and white socks for activities in the Sports Hall.

After the sports session there will be time for pupils to return to House to shower before the next activity.

Tea will be available in Dining Hall – squash, biscuits etc. Pupils will have about 15 minutes for this, whether it is before or after their games activity. No sports kit should be worn in the Dining Hall.

5.45pm – 6.20pm Pupils will be in House with their Head of House where they will have an opportunity to ask questions as well as find out more about the routines and expectations of the House and the School

6.30pm Supper in Dining Hall

7.40pm Meet with the Chaplain in the Chapel

8.00pm School Chapel service

8.30pm Day pupils may depart after the service

NEW PUPILS' AND PARENTS' CHAPEL SERVICE

We would be delighted to see you at the New Pupils' and Parents' Evening Chapel service on Sunday, 2 October at 7.00pm. Personal invitations will be sent to you nearer the time.

LOWER SIXTH PUPILS

GCSE results are due to be released on Thursday 25 August. Results, along with your son's or daughter's **Unique Candidate Identifier Number**, should be provided to the Registry on results day. We will require details of the subjects taken and the grades achieved. Paper copies of the results slips provided by the examination boards are also required before the start of the school term by fax, email or post. (Matriculation into the Haileybury Sixth Form is, of course, conditional upon pupils achieving six B's at GCSE or the equivalent; in some cases suitability for Sixth Form subjects will also be dependent upon grades achieved.)

Telephone: 01992 706353 (voicemail out of office hours)

Email: registrar@haileybury.com

Fax: 01992 470663

INTERNATIONAL AND OVERSEAS PUPILS

Visa Requirements

If your child does not hold a passport issued by the United Kingdom, a country in the European Union (EU) or European Economic Area (EEA), or Switzerland they will require a Tier 4 child student visa to study at Haileybury. (Children holding passports for the following countries **DO NOT** require a Tier 4 Visa: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Irish Republic, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland). Further information can be found on the UK Border Agency website: www.ukba.homeoffice.gov.uk.

Parents should contact the Registry to request a Confirmation for Acceptance of Studies ("CAS") number which will enable a Tier 4 child student visa to be obtained by the applicant. Parents will need to provide details of the place of birth (both town and country), their current address and their child's current address (if different) along with a copy of the child's passport (including current visas held) as soon as possible.

Children holding a non-student visa on arrival in September will not be permitted to commence their studies at Haileybury.

Guardians

If you live outside the EU we do expect your child to have a guardian - someone who will take responsibility for your child while they are in the UK and provide a home if necessary. It is not always possible for some children to return home during the shorter school holidays, ie half-terms, and Haileybury cannot be responsible for children during this time.

A good guardian should provide a home for your child, take a genuine interest in their progress and welfare and look after them just as you would at home. In addition, you may need help with arrangements for travel and visas, for the purchase of school uniform and the many practicalities associated with sending a child to a school overseas.

You may have friends or relatives in the UK, but this is not always ideal if they live far from the School. As an alternative, there are professional guardianship organisations accredited by AEGIS (The Association of Educational Guardians for International Students), which demands high standards of care.

Telephone: 0044 (0)1453 755160

Email: secretary@aegisuk.net

Website: www.aegisuk.net

If you have not already done so, please let the Registry have the contact details of your appointed guardian by **10 June**.

Police Registration

Pupils over 16 years old from the countries detailed below are required to register with the police:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, Korea (North), Kuwait, Lebanon, Libya, Moldova, Morocco, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan and Yemen.

A stamp or sticker will be placed in your child's passport or a biometric card will be provided on arrival in the UK clearly stating the requirement to register with the police within seven days of arrival in the UK. If possible your child should register before arrival at Haileybury at the beginning of the school year. Please alert your child's HM in advance if this has not been possible. A member of staff is available to accompany the child to obtain police registration (a charge will be made for this service).

The cost of registration is £34 in cash (no change can be given), the documents required for registration are: the child's passport, a letter from the School confirming that he or she is a full time pupil and two passport photographs. An appointment for registration can be made by telephone and the registration can be carried out locally at the following Police Stations: Bishop's Stortford (Telephone: 0845 33 00222) or Stevenage (Telephone: 0845 33 00222).

On registration a 'Police Registration Certificate' will be provided to the pupil. This document should be stored with the passport. Once registered the pupil is required to inform the police if their home address changes and each time they are granted an extension of their permission to stay in the UK.

MODERN FOREIGN LANGUAGE PROVISION

All pupils joining Haileybury will be involved in the Modern Foreign Language programme up to the end of year 11. Many pupils will enter the Sixth Form and be a part of it within IB or ASA2. In order to assist us in addressing our pupils' needs as best we can, please complete the Modern Foreign Language form on Page 31 of this booklet by **10 June**.

UNIFORM

The clothing lists can be found in the middle of this booklet. We appreciate parental support in ensuring that pupils arrive at Haileybury correctly dressed. Casual dress may be worn at various times during the week, as defined in the Pupil Handbook.

The uniform suppliers are Perry Uniform. Uniform can be purchased online or from the Uniform Shop at Haileybury.

Perry Uniform operates an internet-based service and parents should visit their website at www.perryuniform.co.uk to order items of uniform. The helpline for Perry Uniform is 0113 2362095 and the email address is info@perryuniform.co.uk.

The Uniform Shop opening hours are 1.00pm to 4.30pm on Tuesday, Wednesday, Thursday and 11.00am-3.30pm on Saturday. Appointments can be arranged via Perry Uniform on the number given above.

COMPUTER PROVISION

Each summer the Computer Support Department launches a new laptop scheme with different models of laptop on offer. The scheme proposes a bundle of accessories with each laptop which includes Microsoft Office and a bag with extended warranty to protect your purchase. Procuring a laptop is via outright purchase directly from the chosen supplier. For laptops purchased via one of the scheme bundles the Computer Support Department will be pleased to provide technical support and arrange for engineer visits should repair work be needed during the warranty period. Further details will be available in information packs

that will be sent out towards the end of June. Please contact the Computer Support Department for further details (support@haileybury.com).

Scheme and non-scheme laptops can be connected to the Haileybury network which will allow access to the internet, school email and in most cases documents stored on the network. A charge will be made for the connection of laptops to the school network for a health check and the connection process, in addition to licensing required for some facilities.

Due to licensing restrictions the School cannot provide Microsoft Office nor any other software licensed to the School for any laptops, regardless of whether they are scheme or non-scheme.

All new pupils will be allocated their own email address when they arrive in September.

TRANSPORT

Haileybury offers a limited bus service to Lower, Middle and Upper School pupils. Using our own fleet of modern Ford Transit minibuses, we operate bus runs from Monday to Friday arriving at school for 8.10am each morning and departing at 6.35pm each evening. All our drivers are advanced CRB checked.

Transport Routes

Details of the routes, pick-up points and timetable for September 2011 can be viewed on the Haileybury transport website which is regularly updated. Changes to the times may occur and the service can only run if there is sufficient demand. Routes operate from Stevenage, Hatfield Heath, Enfield, Potter's Bar, St Alban's and Harpenden. Seats on the buses are limited to 16 pupils per route; we are therefore unable to guarantee a place for every child. If entry to Haileybury is dependent on the bus service, parents are advised to check availability with our Transport Manager.

School Bus Application Form

To register for a place to use the school transport, please complete the application form which can be accessed online via: www.haileybury.com/transportapplication/. Parents are advised to place their child on the waiting list at the earliest opportunity.

Charges for the bus service are made termly in arrears with the cost being added to the pupil's bill. Cancellation of the use of the service requires a term's notice.

If you would like more information regarding the transport service, please contact our Transport Manager, Mrs Corinne Eves:

Telephone: 01992 706354

Email: transport@haileybury.com

FREQUENTLY ASKED QUESTIONS

1. How do I buy my uniform if I live overseas?

Uniform items can be ordered from www.perryuniform.co.uk or purchased from the Uniform Shop. The helpline for Perry Uniform is 0113 2362095 and the email address is info@perryuniform.co.uk. All queries should be directed to Perry Uniform.

2. How do I obtain name labels?

Perry Uniform provides articles ready name-taped. Additional name labels, for non-Perry items, can be ordered from Perry Uniform or purchased in the Uniform Shop.

3. How much money will my child need?

Generally pupils are not encouraged to have a great deal of money with them at school. Books, stationery, music lessons etc will be put on your bill and so usually £20 per week is more than enough. Money can be deposited with your child's HM at any time and will be kept securely in the House safe.

4. Can my child return late at the start of term or leave early at the end of a term if we can't arrange the necessary flights?

The term dates for the next academic year are published in this booklet. It is very disruptive to the School if children leave before the end of term or arrive late as vital work will be missed. Pupils may stay overnight on the last day of term (except the night of Speech Day) in order to catch later flights. If there is a genuine need for a child to be absent from School during term time, written permission should be requested from The Master.

5. How can I arrange private health insurance?

There are several companies in the UK which provide private health insurance. Below is a list of a few contacts:

<i>Provider:</i>	<i>Telephone:</i>	<i>Website:</i>
<i>BUPA</i>	<i>0800 600500</i>	<i>www.bupa.co.uk</i>
<i>Aviva</i>	<i>0800 4046220</i>	<i>www.aviva.co.uk</i>
<i>AXA PPP</i>	<i>0845 6006722</i>	<i>www.axapphealthcare.co.uk</i>

6. Is there any accommodation near to Haileybury where parents can stay?

There are several B&Bs, guesthouses and hotels close to Haileybury. There is a full listing on our website.

7. Can day pupils stay overnight?

A limited number of bed spaces are available, in each house, by arrangement with the HM. Day pupils may only stay over on an occasional basis and for a genuine reason. There is a nightly charge, but this may be waived if the stay results from involvement in formal School activities.

FEES

General

The figures below refer to those applicable for the academic year **2010/2011**. They will be subject to a review by the Council in June 2011 and may be revised for the coming academic year.

	Main School	Lower School
Boarding	£8,798 per term £26,394 per year	£5,580 per term £16,740 per year
Day	£6,607 per term £19,821 per year	£4,391 per term £13,173 per year

The Standard Terms and Conditions require that fees should be paid in such a way as to arrive at our bank no later than one week before the beginning of each term. Bills are normally sent out with details of any extras incurred at least 30 days before payment is due. Please would you make certain that your payments are made on or before the due date which you will find noted on the invoice. If, for any reason, you anticipate difficulty in meeting this timetable please do get in touch with the Bursar either in writing, by email or by telephone. Please note that, under the Standard Terms and Conditions, overdue accounts will accrue simple interest at the rate of 2% per month (24% APR).

Remission of fees on account of absence

If a pupil is absent from the school premises on account of illness, accident or quarantine for a period lasting three weeks or more, an appropriate proportion of the fees for the term may be remitted at the discretion of the Council. When it is desired to claim this remission, the parent or guardian should write to the Bursar reporting the dates of absence from the school premises and the reason, enclosing a medical report.

Fees are charged for the year and although split into three equal amounts do not directly relate to each term thus it is not expected that pupils will change from boarding to day during an academic year. Notice is required for both withdrawing a pupil from the school and for changing from boarding to day, please see the full terms and conditions for details. In an exam year therefore, although pupils may be released before the official end of term no refund of fees will be possible.

Deposit

£400 of the initial £1,000 deposit paid is credited towards the fees for the first term and the balance refunded at the end of a pupil's career at Haileybury. The bill for your son or daughter's first term's fees will be sent to you separately.

Insurance of valuable property

All personal property is brought to the School at the owner's risk and will not be covered by the school insurance except in the event of destruction resulting from a building fire. This limitation also applies to cash and all pupils are strongly advised to limit the cash sums in their possession (rather than in the House Bank) to a minimum. Particularly where valuable items such as bicycles, watches, sound systems, CD-players, computers, mobile phones, cameras and musical instruments are concerned, parents are advised to consider insuring them under their own "All Risks" policies. In order to enhance security, personal hotel-style safes have been installed in most dormitories and will be installed in the rest during the coming academic year. Personal property may not be left in the School outside term time.

Personal Accident Insurance

All pupils are covered by the School's own policy with HSBC Insurance Brokers.

Parents are additionally invited to take out dental insurance through the School's Denplan Scheme.

Leaflets giving further details about these schemes will be sent to you with the invoice for the term's fees in July.

PAYMENT OF FEES IN ADVANCE

Haileybury Composition of Fees Scheme

The Composition of Fees Scheme has run successfully for over 30 years and many parents, grandparents and others have found it to be an attractive method of financing payment of fees.

Under this scheme the Governors are prepared to accept a lump sum payment at any time in advance of entry to cover fees of an agreed termly amount. This can effect a considerable saving on the gross fees covered, the extent of this depending on gilt rates at the time of payment and the length of time before entry to the School. The main advantages of this scheme are:

1. The discount that is applied to the income stream. The level of which is dependent on the prevailing gilt rates. For a higher rate tax payer this can represent a significant saving.
2. If the payment is made by a parent, this sum is excluded from the estate when inheritance tax is calculated.

Taxation

Income tax

The lump sum payment is equivalent to an investment with interest free of income tax compounded each year. There is no liability to basic or higher rate tax.

Capital Gains Tax

There is no liability.

Inheritance Tax

Payment of a lump sum:

- (a) By a **parent**, is exempt from this tax.
- (b) By a **grandparent** or **other person**
 - (i) No Inheritance Tax liability would arise provided the donor survived seven years from the date of the gift.
 - (ii) Each person may give up to £3,000 free of Inheritance Tax in any one fiscal year: any balance of that individual's annual exemption not used can be carried forward to the following year only.
 - (iii) No Inheritance Tax is payable on the first £325,000 of cumulative chargeable gifts (i.e. after deducting any available exemptions). The cumulating period is seven years.

(In cases of doubt professional advisers should be consulted. The above information was up to date at the time of printing.)

Inflation

As lump sum payments may be made at any time up to 13 years before entry it is not possible to predict what future fee levels will be. However, the Scheme is flexible and provides for the following:

- (a) The amount of the termly fees to be covered can be decided by the parent. If this exceeds the fees current at entry the excess will be applied against extras, any balance being carried forward to the next term.
- (b) The Scheme can either cover fees at a level termly rate or cover fees increasing each year.
- (c) A supplementary payment may be added at a later date to increase the amount of termly fees already covered under the Scheme.

Change of School

If the pupil does not come to Haileybury a transfer of benefits to another independent school will be arranged if desired.

Specimen Quotation

Specimen quotation for pupils joining Haileybury in September 2011 for 15 terms:

To cover fees of £100.00 per term for 15 terms from September 2011

Total fees to be covered £1,500.00

LESS

Discount for payment by 28 March 2011 £62.34

Capital sum payable by 28 March 2011 **£1,437.66**

To cover fees of £1,000 per term, for example, the capital sum shown should be multiplied by 10.

Special Note

Whilst the Haileybury Scheme is competitive with similar outside schemes, financial benefit also accrues to the School because of its charitable status; the whole of this benefit is shared indirectly by present and future Haileyburians.

Proposal Form

The proposal form incorporates a quotation and also states the full conditions governing the Scheme. The Financial Controller will be happy to answer detailed questions and to supply proposal forms. Please write to the Financial Controller, Debbie Wright (Haileybury, Hertford, Hertfordshire, SG13 7NU).

Telephone: 01992 706221

Email: dj.wright@haileybury.com

PARENTAL PORTAL

The Haileybury parental portal website enables parents to access the pupil's Progress and End of Term Reports, timetable, teaching groups and some examination information electronically via a secure login from the Haileybury website. Haileybury plan to release additional features to this portal. Computer Support will provide an authorisation number and a password to enable entry into the parental portal at a later date.

PROOF OF IDENTITY

Please complete the form on Page 32 of this booklet and return it to the Registrar by **10 June** along with a photocopy of your child's birth certificate and (for foreign nationals) a photocopy of your child's passport.

PHOTOGRAPH CONSENT

If you wish to consent to your child being included in photographs or film taken which may be published or used for the publicity or promotion of Haileybury; please complete the form on Page 33 of this booklet and return it to the Registrar by **10 June**.

THE BOOKROOM

The Bookroom supplies all educational text books and a range of stationery, as well as some personal items (ie toiletries, tights, etc). These are all chargeable to the termly account but items may also be purchased for cash.

Academic books can, depending on condition, be returned to the Bookroom for credit at the end of the academic year, subject to future curricular requirement. These second-hand books are available to new pupils at a reduced cost.

MEDICAL ARRANGEMENTS

General

When a pupil is admitted to the Health Centre, parents will routinely be kept informed of progress by the HM. In cases of serious illness or emergency the School Doctor will inform parents directly.

It is a condition of acceptance at the School that the School Doctor should have unlimited right to inform the parents or guardians and The Master of confidential information about the pupil if he considers that it is in the best interest of the patient or necessary for the protection of other pupils.

A female doctor is available for appointments on Wednesdays during term time. In an emergency, access to a female doctor will be arranged.

Registration

Under normal circumstances parents would be given the right to choose for their sons and daughters any doctor in the area in which the School is situated, but as the Governors can allow only the School Doctor to make use of the facilities of the School's Health Centre, free choice for boarders is impractical and, of necessity, boarders will have to be on the list of the School Doctor.

Parents are asked to signify their consent by completing the "Family Doctor Services Registration" purple coloured form (GMS1) which is with this booklet. Please enter the address of the School as the home address and the pupil's home address as the previous address. Please supply as much information as possible, including your child's NHS number if known. For pupils who have not lived in the UK before their date of birth is sufficient. The name and address of your child's last registered doctor is essential. This form should be returned to the Registrar, together with the completed Medical Query Paper (boarding pupils), as soon as possible and in any event by **10 June**. (The Medical Query Paper can be found on Page 34 of this booklet.)

Tetanus and Polio booster

The School Doctor recommends that all pupils have a booster of tetanus, diphtheria and polio. This booster will be given in the Summer Term of the Fifths to ensure all pupils are immunised before they leave school. This is in line with Department of Health recommendations.

BCG vaccinations

Hertfordshire Primary Care Trust no longer provides Heaf testing or BCG vaccinations for 13-14 year old school children. There has been a change in emphasis for the prevention of TB and at risk groups are now identified and targeted. This may affect some overseas pupils, as immigration currently x-ray screen passengers arriving from high-risk countries. Overseas pupils may be asked to attend the QEII hospital for a TB immunity test. Testing is mandatory even if the pupil has evidence of having had a BCG vaccination.

Some parents have raised concerns as their children have not had BCG vaccine. This is particularly worrying when travelling abroad. The only advice we can give at the moment is to arrange for your child to have BCG vaccination carried out privately.

HPV Vaccinations

HPV is a vaccination to prevent cervical cancer. The Hertfordshire Primary Care Trust plan introduced an immunisation programme in September 2008. The HPV vaccine will be given to Year 8 girls.

Medical treatment during holidays

Whilst away from Haileybury (i.e. during school holidays), pupils requiring medical attention should make it clear to the doctor attending them that they wish to be seen as "temporary residents" only. This will avoid the need to re-register with the School Doctor on their return.

Prescription charges

Pupils who are 18 years of age and under (and in full-time education) are not required to pay for their prescriptions.

Medical arrangements for day pupils

The preceding paragraphs apply specifically (but not exclusively) to boarders. Day pupils may be registered with the doctor of their choice. The School will carry out all first aid measures in the event of an accident or emergency. Parents, or the pupil's family doctor, will then take whatever further action is required.

It would be a great help, however, if parents of day pupils would kindly complete the Medical Query Paper (day pupils) on Page 36 of this booklet for the information of the Health Centre by **10 June**. Please read the note above about BCG vaccinations which also applies to day pupils.

Private treatment

Private health insurance is not provided by the School. Experience has shown that insurance schemes for private patient treatment are very advantageous in the saving of school time, and parents are recommended to subscribe to one or other of the private patient schemes.

During term time, a visiting consultant runs a weekly sports' injury clinic at the Health Centre. This enables a fast track service to access hospital treatment, scans, etc. It is a private facility and parents will be invoiced separately for this service.

'Medical Alert' Information

Where a pupil, boarder or day, has a medical condition which may suddenly surface in class, in games, in an activity at school or on a school trip, it is important that relevant staff are alert to this before the problem arises. Obvious examples are epilepsy, severe asthma and severe allergies. This is especially important where the pupil has to have special medicine close to hand. To this end, it would be helpful to show such information on the pupil entry in the main school database, accessible to teaching staff. On the forms towards the back of this booklet, please indicate that you give permission for this information to be held on this database. Note: only this specific information will be accessible to teaching staff, not any other information you give on this return.

INDIVIDUAL MUSIC LESSONS

Music lessons are taught on a one to one basis by the 27 visiting and full time staff of the Music Department. The Director of Music is Quentin Thomas, the Head of Instrumental Studies is Claire Tomsett (the first port of call for you in any matter regarding instrumental lessons) and our work is supported by the Music Assistant, Sue Woodrow. We offer tuition in all orchestral instruments as well as piano, organ, singing, percussion (drums), saxophone, harp and guitar (classical and electric). Pupils learning instruments are expected to participate in orchestras, bands, choirs or ensembles when they have become proficient and to provide motivation, progress and fulfilment, we encourage all pupils to take examinations and perform in concerts. We welcome pupils to use our superb facilities for practice in their free time whenever the department is open (typically from 7.00am-10:00pm).

Charges for lessons refer to those applicable for the academic year 2010/2011. Charges are reviewed annually by the Governors each June and are paid each term in arrears. If you wish your child to have instrumental music lessons, please complete the form on Page 38 of this booklet and return it to the Registry by **10 June**. If your child is to learn an instrument outside of Haileybury we would like to involve them in school ensembles. Please complete the appropriate section of the form on Page 38 and return it to the Registry by **10 June**.

No part of the fees for music tuition can be refunded in the event of the pupil missing lessons through illness or injury. If a pupil cannot attend a lesson for whatever reason, it is the pupil's responsibility to make alternative arrangements directly with their teacher or with the Head of Instrumental Studies, Ms Claire Tomsett (c.tomsett@haileybury.com) at least 24 hours in advance.

1. Completion of this form constitutes an agreement that will last the duration of a pupils music lessons.
2. The termly charge for instrumental tuition in 2010/2011 was £192 for each term of tuition. All pupils receive 10 lessons per term and 30 lessons per year, though in some instances this figure may vary according to the length of the term. Pupils in the Fifth and Upper Sixth Forms normally only receive 25 lessons in those years. If 30 lessons cannot be delivered over the course of the year, the charge to parents is adjusted accordingly.
3. All music lessons are timetabled on a termly basis. Notice to terminate tuition from the beginning of a subsequent term must be given a full half term in advance, in writing, to the Head of Instrumental Studies, Ms Claire Tomsett (c.tomsett@haileybury.com). Tuition cannot normally be started or terminated mid-term.
4. Music lessons in the Lower School, Removes, Middles and Fifths are scheduled on a rotational timetable so that the same lesson, sport or activity is not missed each week. Music lessons in the Sixth Form are arranged during pupils' free time or in their study periods. We aim to make lesson times known to pupils a week in advance through their individual teacher, music notice board, house notice board and computer system.
5. Parents should be aware that for some instruments there is a waiting list to begin tuition, operated in strict order of application. If numbers on a waiting list grow, every effort will be made to engage an additional teacher.
6. Storage lockers for instruments are available in the Music School, for which pupils are asked to use their own coded padlocks at all times. We would like to remind you of the importance of adequately insuring instruments as individually named items with fully comprehensive cover.
7. All pupils receive instrumental reports in line with a full school report. The Head of Instrumental Studies, Ms Claire Tomsett (c.tomsett@haileybury.com) is happy to answer queries about instrumental tuition. Telephone: 01992 706340
8. The entering of pupils for internationally recognised exams is normally decided between teacher and pupil. The boards we use for exams are ABRSM, Trinity Guildhall, LCM, and Rock School. Fees for these will be added to the end of term bill.
9. Please note that all pupils will be taught musical skills including sight reading, notation and aural tests.

Telephone: 01992 706340

DANCE CLASSES AND INDIVIDUAL LESSONS

Haileybury is delighted to offer dance lessons in Ballet, Modern Jazz, Tap and Street Dance (Hip Hop / Commercial Street). Classes are taught by visiting teachers and are primarily recreational. Pupils taking classes are encouraged to participate in troupes and to take up performance opportunities when they have become proficient.

Current terms for dance lessons may be summarised as follows:

- Dance lessons are offered every Tuesday (from September 2010) but a formal year's tuition consists of 24 lessons of 45 minutes duration. The cost for the year is payable in three instalments. Payments are added to the end of term bill. We would like to caution against the idea of them being for a term as experience of the summer period and examination season varies considerably between pupils; the fees are for a course of lessons not three terms of lessons.
- The charge for the coming year is £165.00 payable in three instalments of £55.00.
- Individual lessons may be arranged through the Dance Co-ordinator at negotiated rates.
- Charges are reviewed annually by the Governors in June.

If you wish your daughter or son to take dance lessons, please complete the form which can be found on Page 39 of this booklet and return it to the Registrar by **10 June**. (Lower School pupils should note that Dance Lessons are part of a wider programme of activities including sports, arts and other interests. Details of these are provided in September. Pupils should be certain of their commitment to Dance Lessons before registering. A free taster lesson may be taken: in which case please note on the application form accordingly.)

No part of the fees for dance lessons may be refunded in the event of the pupil missing lessons through illness. If a pupil cannot attend a lesson for whatever reason, it is his/her responsibility to communicate this to their teacher or to the Dance Co-ordinator - alternative arrangements will be made wherever possible. If a class becomes too small to be economic parents may be invited to make supplementary payment to sustain that class. Every effort will be made to ensure that any costs that might pass to parents are kept to an absolute minimum. Please refer to Page 40 for a more detailed statement of terms and conditions.

Further information about dance at Haileybury may be obtained by contacting Adrian Box, the Dance Co-ordinator.

E-mail: a.box@haileybury.com

LAMDA

The London Academy of Music and Dramatic Art (LAMDA) is the oldest drama school in the United Kingdom. LAMDA examinations are designed to equip candidates with a range of skills that will serve them throughout life, to develop communication skills and to refine technical artistry.

LAMDA is offered throughout the whole school. Candidates take LAMDA examinations regularly. If you wish your child to take part please complete the form on page 41 and return to Registry by **10 June**. Lower School pupils are allowed to choose certain clubs to attend and LAMDA is one of them (please note that LAMDA is part of a wider programme of activities including sports, arts and other interests. Details of these are provided in September. Pupils should be certain of their commitment to LAMDA before registering). In the Main School pupils wishing to have individual or small group lessons require parents' permission. Enquiries should be made to Mrs M Pagliarulo in term time.

Telephone: 01992 706349 (term time) 01992 706205 (School Office outside term time)

LEARNING SUPPORT

Parents are asked to inform the Head of Learning Support, Stephanie Gates, of any diagnosed Specific Learning Difficulty (SpLD) or Special Educational Need and if their son or daughter has been receiving extra tuition at a previous school before their entry to Haileybury.

At Haileybury, we will screen all pupils after they join the Lower School, Removes or Lower Sixth. On the basis of the outcome of the screening tests, parents will be advised if we detect any difficulties which should be addressed. During the course of the year should any specific learning difficulties be apparent, parents will be informed and individual assessments offered. There is an administrative charge for this service and parents will receive a full report.

In the event that extra tuition is appropriate, this is normally taught one-to-one. Parents must accept responsibility for the payment of lessons, which are charged at the published private tuition rate. Details of the rates will be sent to you with the first term's account.

Telephone: 01992 706243

Email: s.gates@haileybury.com

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) PROVISION

We believe that a child's success in school depends on a strongly developed sense of self-esteem. We want everyone who joins Haileybury to feel welcomed and to be nurtured within the community. Thus it is vital that pupils are able to understand and communicate in English to a reasonable standard. At Haileybury we offer EAL lessons for those pupils who are not yet fully conversant or literate in English in place of French lessons. Please be aware that an offer of a place might be made on the understanding that your daughter or son has extra EAL tuition as well as EAL lessons to assist with his or her integration into mainstream classes. This tuition is tailored specifically to an individual's need. The cost is £41 an hour for one-to-one tuition although occasionally two or three pupils can be taught together and this reduces the cost.

We offer the opportunity to be taught both English language and literature, alongside preparation for English as a second language IGCSE and, for Sixth Formers, one-to-one tuition is available for IELTS / TOEFL for university admission. A number of our pupils have achieved great success with the benefit of this additional tuition.

UNIFORM

Haileybury School Uniform

The uniform supplier is Perry Uniform. Uniform can be purchased online or from the Uniform Shop at Haileybury.

Perry Uniform

Website: www.perryuniform.co.uk

Email address: info@perryuniform.co.uk

Helpline: 0113 2362095

School Shop

To make an appointment please call Perry Uniform on 0113 236 2095 (this line is manned 24 hours a day, 7 days a week).

Opening hours: 1.00pm to 4.30pm on Tuesday, Wednesday, Thursday and
11.30am-3.00pm Saturday

THE LOWER SCHOOL CLOTHING LIST (GIRLS)

For entry into the Lower School

- 1 navy blue fitted jacket with magenta lining *
- 1 pack of 2 Lower School brooches *
- 2 Haileybury kilts *
- 2 plain navy V-neck jumpers with self coloured Haileybury crest *
- 4 Haileybury blouses (fine blue/white stripe) *
- 6 pairs of opaque tights – navy blue or black
- 2 pairs PLAIN low-heeled (**less than 2.5cm**) black or navy shoes (no suede, canvas, moccasin or boot styles) suitable for walking round our large campus
- 1 scarf (plain black or navy)
- 1 plain black or navy coat
- 1 sports towel
- 1 navy blue Speedo Endurance swimming costume
- 1 plain, dark shoulder bag/day sack for carrying books/files
- 1 small black umbrella (optional)

Games Kit

- 1 heavyweight navy/magenta Haileybury polo shirt *
- 1 Haileybury skort *
- 2 pairs Haileybury blue games socks with white tops *
- 1 lightweight Haileybury white/magenta polo shirt *
- 1 Haileybury tracksuit *
- 1 pair girls' fitness shorts for PE classes (optional) *
- 1 pair shin pads
- 1 mouthguard (hockey and lacrosse)
- 1 pair hockey/lacrosse boots
- 1 pair white-soled indoor gym shoes
- 1 pair outdoor trainers
- 4 pairs short white towelling socks
- 1 hockey stick
- 1 sports bag

Additional items for boarders only

- name tapes sufficient to label every individual item of clothing
- 1 duvet
- 2 covers (sheets, pillows and cases provided)
- 2 bath towels (looped)
- coat and skirt hangers (as required)
- 1 dressing gown (optional)
- 1 wash bag with toiletries
- 1 overnight/sports bag
- 1 shoe cleaning kit
- 1 tuckbox (lockable and named) not to exceed 55cm x 40cm x 35cm
- 1 trunk/suitcase
- nightwear
- 1 pair slippers/flip-flops
- underwear – as required
- 3 sets of casual clothes and shoes
- small, meshed laundry bag (named)

Notes for all entrants

Perry Uniform is the official supplier of Haileybury school uniform items.

The company operates an internet-based service and parents should visit their website at www.perryuniform.co.uk to order items of uniform. Uniform items can be ordered for delivery to home address or for delivery at Haileybury. The helpline for Perry Uniform is 0113 2362095.

The Haileybury Uniform Shop, beside the Sports Complex Car Park, also stocks a range of uniform items as supplied by Perry Uniform. Parents who wish to do so are welcome to visit the shop and should telephone Perry Uniform on 0113 2362095 to make an appointment.

Items marked * in the list above must be purchased from Perry Uniform or the Uniform Shop.

Perry Uniform provides articles ready name-taped. Parents should make clear when ordering the style of name-taping that is required.

LS	Hi (for boarders only)	Pupil's forename	Pupil's surname
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eg LS Hi MARY BROWN

Shoes and boots should be marked with initials

Clothing should be clean and in good repair

Glasses should have shatterproof lenses for playing hockey or netball

Jewellery. No jewellery may be worn except:

- 1 fine chain with a small hanging pendant
- 1 pair of small ear studs in the ear lobes
- 1 wrist-watch

all of which must be removed for games/PE

If you are uncertain about any aspect of this clothing list, please ask Dr Pugsley (or Mr and Mrs Payne-Cook for boarders) when you meet at the Welcome Day, or make contact directly.

THE LOWER SCHOOL CLOTHING LIST (BOYS)

For entry into the Lower School

- 1 navy blue Haileybury blazer with magenta lining and gold buttons *
- 1 plain navy blue V-neck jumper with self coloured Haileybury crest *
- 5 white shirts
- 2 pairs dark grey school trousers *
- 1 Lower School tie *
- 5 pairs socks (plain, dark colour)
- 2 pairs white sports socks
- 1 pair black school shoes
- 1 pair indoor sports trainers
- 1 pair outdoor sports trainers
- 2 pairs white PE shorts
- 1 lightweight Haileybury white/magenta polo shirt *
- 1 Haileybury tracksuit *
- 1 scarf (plain dark colour) (optional)
- 1 dark coloured waterproof coat
- 1 sports towel
- 1 pair navy blue Speedo Endurance swimming shorts
- 1 plain, dark shoulder bag/day sack for carrying books / files
- 1 small black umbrella (optional)

Games Kit for Autumn and Spring Terms

- 1 gum shield (rugby and hockey)
- 1 pair football/rugby boots with kite-marked safety studs
- 1 Haileybury rugby shirts (navy blue/magenta with crest) *
- 1 Haileybury football shirt *
- 1 pair navy blue Haileybury rugby shorts (with crest) *
- 1 pair navy blue football shorts *
- 2 pairs navy blue rugby socks with white tops *
- 1 pair shin pads (football and hockey players)
- 2 pairs briefs (for wearing under rugby/football shorts or cricket trousers)

Games Kit for Summer Term

- 1 pair white cricket boots (for team players)
- 1 Haileybury cricket shirt *
- 1 Haileybury cricket trousers (for team players) *
- 1 Haileybury cricket sweater (optional; sleeveless or long-sleeved) *
- 1 school cricket cap (for team players; optional) *

Additional items for boarders only

- name tapes sufficient to label every individual item of clothing
- 1 duvet
- 2 covers (sheets, pillows and cases provided)
- 2 bath towels (looped)
- coat hangers
- 1 dressing gown (optional)
- 1 wash bag with toiletries
- 1 shoe cleaning kit
- 1 overnight/sports bag
- 1 tuckbox (lockable and named) not to exceed 55cm x 40cm x 35cm
- 1 trunk /suitcase
- nightwear
- underwear - as required
- 3 sets of casual clothes and shoes
- small, meshed laundry bag (for ease of sock/pant washing; optional; named)

Notes for all entrants

Perry Uniform is the official supplier of Haileybury school uniform items.

The company operates an internet-based service and parents should visit their website at www.perryuniform.co.uk to order items of uniform. Uniform items can be ordered for delivery to home address or for delivery at Haileybury. The helpline for Perry Uniform is 0113 2362095.

The Haileybury Uniform Shop, beside the Sports Complex Car Park, also stocks a range of uniform items as supplied by Perry Uniform. Parents who wish to do so are welcome to visit the shop and should telephone Perry Uniform on 0113 2362095 to make an appointment.

Items marked * in the list above must be purchased from Perry Uniform or the Uniform Shop.

Perry Uniform provides articles ready name-taped. Parents should make clear when ordering the style of name-taping that is required.

LS	Hi (for boarders only)	Pupil's surname	Pupil's initials
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eg LS Hi JONES R P

School shoes and games shoes/boots should be marked with initials

School footwear must be plain and conform to the following requirements:

- i) black leather uppers;
- ii) must not cover the ankle, ie no boots

Clothing should be clean and in good repair

If you are uncertain about any aspect of this clothing list, please ask Dr Pugsley (or Mr and Mrs Payne-Cook for boarders) when you meet at the Welcome Day, or make contact directly.

THE CLOTHING LIST (GIRLS)

For entry into the Removes, Middles and Fifths

- 1 navy blue fitted jacket with magenta lining *
- 1 pack of 2 House brooches *
- 2 Haileybury kilts *
- 2 plain navy V-neck jumpers with self coloured Haileybury crest *
- 4 Haileybury school uniform blouses (fine blue/white stripe) *
- 6 pairs of tights – plain, opaque, black or navy blue
- 2 pairs PLAIN low-heeled (**less than 3.5cm**) black shoes (no suede, canvas, moccasin or boot styles) suitable for walking round our large campus)
- 1 scarf (plain navy blue or House scarf; optional)
- 1 plain black or navy coat
- 1 sports towel
- 1 plain, dark shoulder bag/day sack for carrying books/files
- 1 small black umbrella (optional)

Games Kit

- 1 navy blue Speedo Endurance swimming costume (compulsory Removes' PE classes and swim club members only)
- 1 House rugby shirt * (optional)
- 1 girls' heavyweight navy/magenta polo shirt with Haileybury crest *
- 1 Haileybury skort *
- 2 pairs Haileybury games socks (blue with white tops) *
- 2 girls' lightweight white/magenta polo shirts with Haileybury crest *
- 1 pair girls' fitness shorts (optional) *
- 1 Haileybury tracksuit *

hockey players will need shin pads and astro boots

lacrosse players will need boots

- 1 pair non-marking indoor trainers
- 1 pair outdoor trainers
- 4 pairs short white socks
- 1 hockey or lacrosse stick

- 1 mouthguard (hockey and lacrosse)

Additional items for boarders only

name tapes sufficient to label every individual item of clothing

- 1 duvet
- 2 covers (sheets, pillows and cases provided)
- 2 bath towels (looped)
- coat and skirt hangers (as required)
- 1 dressing gown (optional)
- 1 wash bag with toiletries
- 1 shoe cleaning kit
- 1 overnight/sports bag
- 1 tuckbox (lockable and named) not to exceed 55cm x 40cm x 35cm
- 1 trunk /suitcase
- nightwear
- 1 pair slippers / flip-flops
- underwear – as required
- 3 sets of casual clothes and shoes
- small, meshed laundry bag (named)

For entry into the Sixth Form

- 2 Haileybury Sixth Form suits *
- 4 Haileybury Sixth Form blouses (fine blue/white stripe as for younger girls or pink/white stripe Sixth Form blouse) *
- 2 plain navy V-neck jumpers with self coloured Haileybury crest *
- 1 scarf (plain black or navy or House scarf; optional)
- 1 plain black or navy coat
- 1 sports towel
- 1 navy blue Speedo Endurance swimming costume (compulsory for swim club members) *
- 1 small black umbrella (optional)

Additional items for Sixth Form boarders

- as for the 'Additional items for boarders' (see overleaf)

Sports Wear for Sixth Form

Parents are advised to consider the sports option of their daughter before purchasing items of sports clothing. Hockey players will require astro boots, stick and mouthguard; Lacrosse players will need boots and mouthguards. Indoor trainers will be required for those opting for fitness or badminton.

Notes for all entrants

Perry Uniform is the official supplier of Haileybury school uniform items.

The company operates an internet-based service and parents should visit their website at www.perryuniform.co.uk to order items of uniform. Uniform items can be ordered for delivery to home address or for delivery at Haileybury. The helpline for Perry Uniform is 0113 2362095.

The Haileybury Uniform Shop, beside the Sports Complex Car Park, also stocks a range of uniform items as supplied by Perry Uniform. Parents who wish to do so are welcome to visit the shop and should telephone Perry Uniform on 0113 2362095 to make an appointment.

Items marked * in the list above must be purchased from Perry Uniform or the Uniform Shop.

Perry Uniform provides articles ready name-taped. Parents should make clear when ordering the style of name-taping that is required.

House initials	Pupil's forename	Pupil's surname
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eg Aby MARY BROWN

The Houses' initials are:

Alb Alban's Aby Allenby CH Colvin M Melvill H Hailey

Shoes and boots should be marked with initials

Clothing should be clean and in good repair

Glasses should have shatterproof lenses for playing hockey, netball or squash

Jewellery. No jewellery may be worn except:

- 1 fine chain with a small hanging pendant
- 1 pair of small ear studs in the ear lobes
- 1 wrist-watch
- 1 simple ring **for Sixth Form only**

all of which must be removed for games/PE

If you are uncertain about any aspect of this clothing list, please ask your daughter's HM when you meet at the Welcome Day, or contact her directly.

THE CLOTHING LIST (BOYS)

For entry into the Removes, Middles and Fifths

- 2 navy blue Haileybury blazers with magenta lining and gold buttons *
- 2 pairs dark grey school trousers *
- 2 plain navy blue V-neck jumpers with self coloured Haileybury crest *
- 8 white shirts
- 8 pairs boxer shorts
- 2 House ties *
- 8 pairs socks (plain, dark colour)
- 2 pairs white sports socks (4 pairs for squash/tennis/rackets players)
- 2 pairs **black** school shoes
- 1 pair indoor sports trainers
- 1 pair outdoor sports trainers
- 1 pair white gym shorts (compulsory for Removes) *
- 1 short-sleeved lightweight white/magenta Haileybury polo shirt (compulsory for Removes) *
and/or
- 1 short-sleeved heavyweight navy blue/magenta Haileybury polo shirt *
- 1 Haileybury tracksuit *
- 1 scarf (plain navy blue or House scarf; optional)
- 1 dark coloured overcoat/waterproof (optional)
- 1 sports towel
- 1 pair plain dark coloured Speedo swimming shorts
- 1 plain, dark shoulder bag/day sack for carrying books/files
- 1 small black umbrella (optional)

Games Kit for Autumn and Spring Terms

- 1 gum shield (rugby and hockey)
- 1 pair football/rugby boots with kite-marked safety studs
- 1 House rugby shirt *
- 1 Haileybury rugby shirt (navy blue/magenta with crest) *
- 1 school football shirt (required by team players) *
- 1 pair navy blue football shorts (required by team players) *
- 2 pairs blue Haileybury rugby shorts (with crest) *
- 2 pairs navy blue rugby socks with white tops *
- 1 pair shin pads (football and hockey players)
- 2 pairs briefs (for wearing under rugby/football shorts or cricket trousers)

Games Kit for Summer Term

- 1 pair white cricket boots (for team players)
- 1 Haileybury cricket shirt *
- 1 pair Haileybury cricket trousers (for team players) *
- 1 Haileybury cricket sweater (optional; sleeveless or long-sleeved) *
- 1 school cricket cap (for team players; optional) *

Additional items for boarders only

- name tapes sufficient to label every individual item of clothing
- 1 duvet
- 2 covers (sheets, pillows and cases provided)
- 2 bath towels
- coat hangers (as required)
- 1 dressing gown (optional)
- 1 wash bag with toiletries (including comb/brush, toothbrush)
- 1 shoe cleaning kit
- 1 overnight/sports bag
- 1 tuckbox (lockable)
- 1 trunk /suitcase
- nightwear (for example t shirt and boxers)
- underwear (as required)
- 3 sets of casual clothes and shoes
- small, meshed laundry bag (for ease of sock/pant washing; optional; named)

For entry into the Sixth Form

- 2 navy blue Haileybury Sixth Form suits (with magenta lining) *
- 2 navy blue V-neck jumpers with self-coloured Haileybury crest (optional) *
- 8 Haileybury Sixth Form shirts* (navy and white stripe or chambray or pink or white)
- 8 pairs boxer shorts
- 2 House ties *
- 8 pairs socks (plain, dark colour)
- 2 pairs school **black** school shoes
- 1 scarf (plain dark or House or School scarf; optional)
- 1 dark overcoat/waterproof (optional)
- 1 black umbrella (optional)
- 1 sports towel

Additional items for Sixth Form boarders

- as for the 'Additional items for boarders' (see overleaf)

Sports Wear for Sixth Form

Parents are advised to consider the sports option of their son before purchasing items of sports clothing. If he is likely to play football or rugby in the first two terms, then he might bring a pair of boots. Team footballers will need to purchase a school football shirt. If he is more likely to play basketball, badminton or squash, then he might bring a pair of indoor trainers.

Notes for all entrants

Perry Uniform is the official supplier of Haileybury school uniform items.

The company operates an internet-based service and parents should visit their website at www.perryuniform.co.uk to order items of uniform. Uniform items can be ordered for delivery to home address or for delivery at Haileybury. The helpline for Perry Uniform is 0113 2362095.

The Haileybury Uniform Shop, beside the Sports Complex Car Park, also stocks a range of uniform items as supplied by Perry Uniform. Parents who wish to do so are welcome to visit the shop and should telephone Perry Uniform on 0113 2362095 to make an appointment.

Items marked * in the list above must be purchased from Perry Uniform or the Uniform Shop.

Perry Uniform provides articles ready name-taped. Parents should make clear when ordering the style of name-taping that is required.

House initials	Pupil's surname	Pupil's initials
----------------	-----------------	------------------

e.g. B Fr JONES R P

The Houses' initials are:

B Fr Bartle Frere	B Batten	E Edmonstone	K Kipling
L Lawrence	Th Thomason	Tr Trevelyan	

Shoes and boots should be marked with initials

Glasses should have shatterproof lenses when playing squash, rackets or basketball

Clothing should be clean and in good repair

Scholars' ties are available from the Second Master after the start of term

If you are uncertain about any aspect of this clothing list, please ask your son's HM when you meet at the Welcome Day, or contact him directly.

FORMS TO BE COMPLETED AND
RETURNED BY **10 JUNE 2011**

MODERN FOREIGN LANGUAGE PROVISION

All pupils joining Haileybury will be involved in the Modern Foreign Language programme up to the end of the Fifths (Year 11). Many pupils will enter the Sixth Form and be a part of it within IB or ASA2. In order to assist us in addressing our pupils' needs as best we can, please complete this form (the form should not be completed for Sixth Form entrants who will not be studying a language) and return it to the Registry by **10 June**.

Pupil's name

Year of Entry (**please circle**):

Lower School 1 Year 7	Lower School 2 Year 8	Removes Year 9	Middles Year 10	Lower Sixth Year 12
--------------------------	--------------------------	-------------------	--------------------	------------------------

Please tick as appropriate:

	Italian	French	Spanish
1. My son / daughter is a complete beginner in:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick as appropriate:

	Italian	French	Spanish
2. My son / daughter has already studied:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked a language in question 2, please complete the below:

3. My son / daughter has already studied:

Italian for years and is (**please circle**): *fluent / good / average / weak*

French for..... years and is (**please circle**): *fluent / good / average / weak*

Spanish for Years and is (**please circle**): *fluent / good / average / weak*

4. If your son/daughter is entering the Lower Sixth (Year 12) in the IB programme, please state below his/her anticipated language(s) option(s):

Language: Level (**please circle**): A1 B ab initio

Language: Level (**please circle**): A1 B ab initio

Language: Level (**please circle**): A1 B ab initio

If you have any further queries, please contact Mr Andy Searson, the Head of Modern Foreign Languages.

Andy Searson

Head of Modern Languages

E-mail: a.searson@haileybury.com

PROOF OF IDENTITY

Please complete this form and return the form to the Registry by **10 June** with a photocopy of your child's birth certificate and (for foreign nationals) a copy of your child's passport.

Pupil's Name House.....

Year Group

Ethnic Origin (please circle):

Black, African heritage / Black Caribbean heritage / Chinese / Indian / Pakistani / White British / White Irish / Mixed White and Asian / Mixed White and Black African / Mixed White and Black Caribbean / Any other Asian background / Any other Black background / Any other ethnic background / Any other Mixed / Any other White background

Copy Documents provided (please circle)

Birth Certificate

Passport

PHOTOGRAPH CONSENT FORM

From time to time your child may be at an event at which photographs are taken or where the event is filmed. This material might subsequently be used to publicise or promote Haileybury. The name of the child and the activity they represent might be used but not the home address or other details.

We welcome publicity but would not wish to include a child if his/her parents are unhappy in any way about them appearing in either a photograph or a film which may be used by the press or Haileybury for the purpose of publicity or promotion.

For this reason we would be pleased if you would complete the form below and return it to the Registry by **10 June**.

Pupil's Name House.....

Year Group.....

I understand that by ticking the box below, I am confirming that my child may be included in photographs or film taken at events/meetings which may be published or used for publicity or promotion for Haileybury.

I give permission

Signed..... Date.....

Parent/Guardian name

Address

Email Telephone.....

MEDICAL QUERY PAPER (BOARDERS)

If there is anything special in your son's or daughter's medical history that should be brought to the attention of the School Doctor then it would help if a letter from the family doctor were to be sent direct or enclosed with this form.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS (and return to the Registry by **10 June**):

- 1 Surname
First names (in full)
- 2 Date of birth
- 3 Ethnic Origin White British / White Irish / Other White ethnic group / Pakistani / Indian
(please circle) Bangladeshi / Chinese / Other Asian ethnic group / Black African
Black Caribbean-WI-Guyana / Other Black ethnic group / Black African & White
Other ethnic, Asian-White origin / Black Caribbean & White / Other ethnic group
- House
- 4 Has he or she had the following infections? If yes, please give dates:
Mumps German measles.....
Chicken pox..... Scarlet fever
- Whooping Cough Diphtheria.....
Measles Rheumatic Fever
- 6 Has he or she been inoculated against the following conditions? If yes, please give date of last injection.
Dates can be obtained from his or her present GP:
Diphtheria Tuberculosis (BCG)
- Whooping Cough MMR
- Tetanus Rubella.....
Poliomyelitis..... Other conditions
- Men C Travel Vaccinations
- (e.g. Typhoid, Hep A, Hep B)
- 7 Has he or she resided abroad? If so, please give details of any infection with tropical disease:
.....
- 8 Is his or her sight normal? If not, please give details:
.....
- 9 Is he or she under any special dental treatment? If so, please give details:
.....
- 10 Does he or she suffer, or has he or she suffered, from nocturnal enuresis? What is his or her present condition in this respect?
.....
- 11 Does he or she suffer, or has he or she suffered, from epilepsy in any form? If so, please give details:
.....
May a reference to this condition be placed on the school database accessible to teaching staff? YES / NO
- 12 Has he or she suffered from deafness, ear infection or aural discharge? What is his or her present condition?
.....
- 13 Are his or her throat and nose normal? If not, please give details:
.....

14 Please give details of any history of allergic complaints, such as hay fever, asthma, eczema or food allergy (e.g. nuts, gluten) and any regular medication taken:

.....

May a reference to this condition be placed on the school database accessible to teaching staff? YES / NO

15 Please state any known sensitivity to drugs:

.....

16 Please give details and dates of any surgical operations:

.....

17 Has he or she suffered from any other serious medical or psychological condition? Please give details and date, including any hospital admissions:

.....

18 Please state any feature in the family history that might have a bearing on his or her health:

.....

19 Please give details of any known exposure to pulmonary tuberculosis:

.....

20 Is he or she fit in all respects for the usual games of the School?

21 In addition to any information specified in questions 11 and 14 above, is there any other medical information you would like teaching staff to have access to?

.....

22 NHS Number

23 National Health Service Act:

I have read the 'Information for New Parents' booklet with regard to treatment under the Act and while I understand that, for general treatment, he or she will be on the School Doctor's list as a State Patient, should he or she require referral to a consultant or require further investigation:

(Please delete a or b)

- (a) I wish my son or daughter or ward to be treated as a public patient in hospital under the State scheme
- (b) I wish my son or daughter or ward to be treated as a private patient and I undertake to pay all specialist and surgeon's fees and expenses. I am aware that I can insure against these expenses under the schemes mentioned in the booklet.
- (c) I agree that my son or daughter may have first aid administered and / or appropriate non-prescription medicine dispensed and that medical, dental or optical treatment may be sought when required.

Signature of Parent or Guardian.....

Date of completion.....

Address..... Telephone number (Home)

..... Telephone number (Mobile)

..... Telephone number (Office)

MEDICAL QUERY PAPER (DAY PUPILS)

Day pupils may be registered with the doctor of their choice. The School will carry out all First Aid measures in the event of accident or emergency. Parents, or the pupil's family doctor, will then take whatever further action is required.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS (and return to the Registry by **10 June**):

1 Surname

First names (in full)

2 Date of birth.....

3 House

4 Has he or she been inoculated against the following conditions? If yes, please give date of last injection. Dates can be obtained from his/her present GP:

Tetanus ToxoidTuberculosis (BCG)

PoliomyelitisMMR.....

Hepatitis A/BTyphoid

5 Please give details of any history of allergic complaints, such as hay fever, asthma or eczema:

.....

.....

May a reference to this condition be placed on the school database accessible to teaching staff?
YES/NO

Is there any other medical information you would like teaching staff to have access to? Please specify here:

.....

6 Has your child been referred to a Hospital Consultant for any physical or psychological conditions?

.....

7 Please state any known sensitivity to drugs:

.....

8 I agree that my son or daughter may have first aid administered and / or appropriate non-prescription medicine dispensed and that medical, dental or optical treatment may be sought when required.

9 Please give details of your son's or daughter's GP:

Name of GP.....

Address

.....

Telephone number

10 Please give **your own** details:

Name of Parent or Guardian

Signature of Parent or Guardian.....

Date of completion.....

AddressTelephone number (Home)

.....Telephone number (Mobile).....

.....Telephone number (Office).....

MUSIC LESSONS

Please complete this form if you wish your son or daughter to have individual music lessons at Haileybury. *It is assumed that all pupils joining the Removes from the Lower School will continue with their music lessons unless specific instructions are received to the contrary.* All forms will be processed in order of application and a waiting list for tuition may have to operate in the event of any instruments being over-subscribed. Please return this form to the Registry by **10 June**.

Pupil's Name..... House..... Year.....

1. Individual music lessons

- Pupils are expected to have their own instruments and parents should contact the Head of Instrumental Studies, Ms Claire Tomsett (c.tomsett@haileybury.com) should they wish to hire one of the music department's instruments for a short period.
- In the case of guitar, please specify whether classical or guitar tuition is required.
- The voice is classed as an instrument!

First instrument.....

Last exam taken (please give date and result).....

Current standard / number of years of study.....

Second instrument.....

Last exam taken (please give date and result).....

Current standard / number of years of study.....

A further instrument? Please give details on the back of this page.

Will you have your own instrument? YES / NO

If no, do you need to hire a school instrument? YES / NO

The School provides plenty of pianos and percussion instruments for individual practice.

2. Free tuition for one term (normally Lower School only)

Free instrumental tuition for those wishing to start lessons in viola, cello, harp, oboe, french horn, trombone, trumpet and tuba may be available on a trial basis for one term. Places are limited, and we ask you to indicate your interest below. A school instrument is normally available for use by beginners.

Instrument.....

Name of Parent / Guardian.....

Signature of Parent / Guardian.....

LESSONS OUTSIDE OF SCHOOL

If your child is to learn an instrument **outside of Haileybury**, we would like to involve them in school ensembles. Please provide us with the following information:

Pupil's Name..... House..... Year.....

Instrument.....

Last exam taken (please give date and result).....

Current standard / number of years of study.....

DANCE LESSONS

Pupil's name.....

Year Group.....

Lower School pupils should note that Dance Lessons are part of a wider programme of activities including sports, arts and other interests. Details of these are provided in September. Pupils should be certain of their commitment to Dance Lessons before registering. A free taster lesson may be taken: in which case please note on the application form accordingly.

House.....

Please indicate dance style(s) requested by ticking the relevant box(s):

		Free Taster Session
Ballet	<input type="checkbox"/>	<input type="checkbox"/>
Modern Jazz	<input type="checkbox"/>	<input type="checkbox"/>
Street Dance: (Hip Hop/Commercial Street)	<input type="checkbox"/>	<input type="checkbox"/>
Tap	<input type="checkbox"/>	<input type="checkbox"/>

Number of styles	Instalment cost per series of lessons (please see over for details) - payable by end of term bill in arrears.	Please tick as appropriate
1 dance style	£55.00	
2 dance styles	£110.00	
3 dance styles	£165.00	

Parent/Guardian name

Address

Email Telephone Number.....

Charges for lessons will be added to school bills as an extra.

I have read and agree to Haileybury's Terms and Conditions relating to Dance tuition. (Copy herewith. Notice is required for cancellation of lessons.)

Please return this form to the Registry by **10 June**.

Hard Copy: parent please sign here and mail back:

Date.....

Email: sending of this form, completed, will be taken as consent.

TERMS, CONDITIONS AND FURTHER INFORMATION ABOUT DANCE LESSONS AT HAILEYBURY

Finding slots in the week when a group of similar standard, wanting the same style of dance, happen all to be free is a challenge. However, we will do our very best to meet everyone's requirements. We have planned lessons to occur outside of academic school time so as to minimise any effects on study. During the academic year 2010/11 Dance lessons have taken place at the following times: 5.30-6.15pm for a dedicated Lower School Street Dance class and then other classes 7.00-7.45pm, 7.45-8.30pm, 8.30-9.15pm (and 9.15-10.00pm). The timetable is reviewed each September and periodically as appropriate.

Pupils may attend a free taster class before committing to a series of classes.

New, experienced or qualified dancers are assessed on joining the classes and the starting level of instruction determined accordingly. Routine lessons are group lessons. Individual lessons may be arranged through the Dance Coordinator at negotiated rates.

All pupils are encouraged to participate in and receive instruction for performance opportunities. Unless we hear otherwise from you, we will assume your consent to take photographs or film of performers in accordance with school policy.

Dress for dance: Once signed up all pupils are required to attend classes suitably dressed with hair neatly tied back. Leotards must be worn to all Ballet classes, with fitted leggings, tights or socks. Standard black Jazz pants are required for Modern Jazz, Tap and Street Dance classes. Boys should wear clean school tracksuit bottoms or plain black combat trousers. Pupils will be advised on suitable footwear in class. Plain tops or clean sports tops should be worn. Items may be ordered from Cheshunt Dancing School. Please obtain further information from our principal Dance Teacher, Miss Michelle King.

The "Small Print": Dance lessons are offered every Tuesday (averaging 31 weeks per year) but a formal year's tuition consists of a minimum of 24 lessons of 45 minutes duration. The cost is met in three instalments and payments are added to the end of term bill. We would like to caution against the idea of them being for a term as experience of the summer period and examination season varies considerably between pupils; the fees are for a course of lessons not three terms of lessons.

No part of the fees for dance lessons may be refunded in the event of the pupil missing lessons through illness. If a pupil cannot attend a lesson for whatever reason, it is his/her responsibility to communicate this to their teacher or to the Dance Co-ordinator - alternative arrangements will be made wherever possible. Occasional unpredictable clashes of school and dance commitments occur; these have been built into the overall costs and a refund will not normally be given in consequence. If a class becomes too small to be economic parents may be invited to make supplementary payment to sustain that class. Every effort will be made to ensure that any costs that might pass to parents are kept to an absolute minimum. THE PARENT OF ANY PUPIL WISHING TO DISCONTINUE DANCE LESSONS MUST GIVE A HALF TERM'S NOTICE IN WRITING TO THE DANCE CO-ORDINATOR.

For general information about dance and details of dance teachers' qualifications please contact me. Thank you very much for your interest in reading this information. We really hope that your child will have a wonderful time dancing at Haileybury.

Adrian Box

Dance Co-ordinator

The Art School

Email: a.box@haileybury.com

LAMDA

1. Tuition leading to examinations under the London Academy of Music and Dramatic Art (LAMDA) can be arranged through the school. These lessons are charged at the published rates for Private Tuition. The cost will vary depending on whether pupils are taught individually or in a pair (or, exceptionally, in a group of three). In a typical term, a pupil would expect to have ten one-hour lessons. The cost of these lessons will appear as a charge on parents' end of term bills.
2. All LAMDA lessons are timetabled on a termly basis. Notice to terminate tuition in a subsequent term must be given a full half term in advance in writing, addressed to Mrs M.E.Pagliarulo. Tuition cannot normally be started or terminated mid-term.
3. Lessons take place at a time convenient to the pupils, so that they do not clash with timetabled lessons.
4. Parents who wish to enquire about LAMDA classes are very welcome to do so by contacting Mrs M.E Pagliarulo on 01992 706244
5. LAMDA examiners visit Haileybury towards the end of each term and pupils may be entered for exams at each of these sessions.

If you wish your son/daughter to take LAMDA classes, please complete the following details and return the slip below to Mrs M.E. Pagliarulo, Haileybury, Hertford SG13 7NU

I confirm that I have read and accept the terms and conditions concerning LAMDA classes at Haileybury and would like to enrol my son/daughter for these lessons:-

Pupil's name

House.....

Last exam taken & result
(please indicate if you are a beginner)

Approximate current standard

Signed..... **Date**
(Parent/Guardian)



HAILEYBURY

Pupil Handbook

2011 - 2012

Pupil Handbook

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Introduction

Any large institution, whether it is a business, a university or a school, needs guidelines to regulate how people behave within it. This booklet is intended to draw together in one place the important pieces of information that you might need to know about your daily life at Haileybury. It should be a useful source of reference and you are encouraged to keep it safely. Inside your Weekly Planner, you will also find shortened forms of some of the points that are set out here. Another useful document is the School's termly calendar, which contains lists of staff, school contact numbers and information about the timings of regular weekly events. Between them, these should allow you to find out most things, but remember that Haileybury aims to be a friendly school and you can always ask if you are in doubt.

R L Turnbull

Second Master

SET OUT BELOW ARE THE POLICIES THAT WERE IN EXISTENCE FOR THE CURRENT ACADEMIC YEAR. UP-TO-DATE POLICIES ARE PUBLISHED ON THE WEBSITE.

Ethos

Haileybury aims to

- to provide a spiritual, ethical and intellectual framework within which fundamental issues are explored and informed choices made
- to nourish a respect for individuals of all ages
- to encourage a willingness to help others
- to foster excellence in scholarship and academic studies
- to be fundamentally a happy and purposeful school
- to offer an experience rich in variety, challenge and reward

We achieve this

- by encouraging and sustaining a wide range of intellectual, cultural and sporting activities
- by developing pupils' curiosity, and their awareness of the world
- by acknowledging their improvements and achievements
- by helping them to improve in areas of underachievement
- by monitoring their work regularly and carefully
- by treating them with respect

We ask our pupils

- to co-operate with their teachers and treat them with respect
- to co-operate with their fellow pupils and treat them with respect
- to help to promote a constructive and purposeful attitude in the School
- to speak the truth in all circumstances
- to aim to do their best in all they set out to do
- to maintain high standards of behaviour and appearance
- to accept reprimand with good grace when they fall short of these expectations

Our Rules play a part in helping to achieve these aims and are an inevitable and agreed constituent of our community. Young people face many pressures and temptations and we try to administer the rules of the School in a way that is consistent and fair and which reflects the values we wish to teach.

Haileybury is a Christian foundation and the Chapel is an integral part of school life encouraging young people to develop a spiritual dimension in their lives

Equal Opportunities

All pupils have access to a broad, balanced and relevant education irrespective of their age, gender, race, background or disability. All have the opportunity to reach their full potential. The active pursuit of these aims is evident in all activities and relationships involving staff and pupils. The curriculum takes account of the diversity of our society. Teaching styles encourage all pupils to participate in the classroom, and discourage the domination of lessons by any particular group. Pupils are encouraged to challenge assumptions widespread in society about 'men's roles' and 'women's roles', prejudiced attitudes, and stereotyping. Any element of racism whatever form it may take - spoken, written, physical, psychological - will be swiftly and firmly dealt with. Pupils who persist in racist behaviour must expect a formal warning from the Master, and may be asked to leave the School.

The Children Act

Haileybury is vigilant in its responsibilities to ensure the aims and provisions of The Children Act are rigorously carried out to safeguard and promote the welfare of all the pupils. The School is subject to inspection by Ofsted (which has inherited this responsibility from the Commission for Social Care Inspection) which is responsible for monitoring pastoral care in boarding schools.

The Second Master is the person on the staff responsible for ensuring the aims of The Children Act are constantly upheld. All pupils have the right at any time to speak to the Second Master, or to any other member of staff, on any aspect of school life which concerns them.

Complaints Procedure for all Pupils

If you feel worried about something or if you wish to complain about how you are, or have been, treated, there are two things to remember:

You may wish just to talk to someone
or
you may wish to make a complaint

What do I do if I just want to talk to someone?

Remember you have close friends who may be able to help, or just an older boy (or girl) to whom you may feel you can comfortably talk. Your HM is always ready to help, or your House tutor, or any member of staff you know.

There may be times when you feel you can't talk with a member of staff - this is perfectly alright and natural. Talk, telephone or write to any of the following:

Your parents
The School Doctor
The Chaplain
Child Line 0800 1111

The School also retains the services of an independent Counsellor, Mrs Lindsey Othen-Price. There is a drop-in session available at the Haileybury Health Centre every Tuesday and Thursday in term-time between 1.30pm-2.00pm. She can also be contacted on the school's email system or by telephone on 01992 706241.

What happens if I want to make a complaint about something?

Sometimes you may feel that you would like to make a complaint about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff you can trust, such as your tutor or your HM. You can take a friend with you if you wish - another pupil, an older pupil or another member of staff.

It is particularly important for you to realise that in the event you are in trouble over something you can have your tutor or a friend with you when you are talking with your HM, the Second Master or the Master.

If the matter can't be easily settled to your satisfaction, then you can make a formal complaint. You will need to do this by:

Writing to your HM or the Master explaining that you wish to make a formal complaint, then you will get a note in reply saying the complaint has been recorded and that it is being attended to within two days of your making the complaint. You will then be asked to talk the matter through with either the Second Master or the Master; you can have a friend with you, who may be another pupil, your tutor or your HM or any member of staff.

If within two more days you have not had the matter satisfactorily sorted out you may contact any of the people listed above. You do not have to inform staff or anyone else that you are complaining about them. You will not be penalized in any way for making a complaint in good faith.

To register a complaint about any aspect of boarding with OFSTED, write to them at National Business Unit, Royal Exchange Buildings, St Anne's Square, Manchester M2 7LA or telephone them on 08456404040.

Relationships

Haileybury is a mixed community and boys and girls are encouraged to form friendships in a mature and responsible way. Socialising is allowed in free time and Sixth Form girls may visit Sixth Form boys in their studies, while boys in all years may visit the designated areas in the Girls' Houses at defined and published times. All other residential areas are out of bounds to the opposite sex. Boys and girls must be allowed privacy in their own areas of the Boarding House. Different pupils are at different stages of development and in some respects have different needs, yet all derive strength from each other and from being part of the community. In such a community intimate sexual relationships are not appropriate. Inappropriate displays of affection in public are actively discouraged; the School reserves the right to expel pupils who have sexual intercourse while under the School's care.

Bullying

Haileybury is committed to being a welcoming and friendly community where harsh and overbearing attitudes have no place. We aim to encourage pupils to respect one another and to be helpful and tolerant in their approach. It follows that bullying should have no place here.

Bullying includes behaviour by any pupil, which hurts, threatens, frightens, humiliates or undermines someone, particularly someone who is younger, weaker (mentally or physically) or socially less competent. It can take the form of physical assault, verbal abuse, abuse of property, or the deliberate isolation or exclusion of an individual.

Cyberbullying such as the sending of hurtful emails or text messages and the use of social networking sites to victimise others is another form of bullying, but can have much wider impact than bullying by other means because of the potentially wide circulation of electronic messages or images. Pupils should be aware that the School reserves the right to monitor their use of the Internet and to examine mobile phones where there is reason to suspect abuse. Pupils will be held responsible for all material that they place on a website or that is placed on a website of which they are the account holder. Misconduct of this type outside school remains subject to school discipline where the welfare of other pupils or the culture and reputation of the School are put at risk.

It is the responsibility of all members of the community to take action if they become aware that bullying is happening. To remain silent is to condone the action of the bully; everyone has the right to live their life at school without being bullied.

Older pupils have a responsibility to keep an eye on isolated younger pupils, offer support to them and inform staff of their concern. Experience suggests that the role of older pupils is an important element in the well being of schools, not least in advising House staff of the times and locations in school premises and grounds where bullying is likely to occur.

Should you be bullied, you are strongly encouraged to seek advice and help; the worst thing to do is not to tell. Should you become aware that another pupil is being bullied, you have a clear responsibility and duty to seek advice and help. Bullying does not go away if you do nothing about it.

There are plenty of people to turn to, not least your Head of House, your own friends and your parents. HMs, Tutors, members of staff, the Chaplain, the School Counsellor and the School Doctor are all available and willing to assist in these situations. There is a Peer Support system and the Peer Supporters in each House can be a first line of support to pupils who feel they are being bullied.

Responses to bullying incidents

Unacceptable behaviour will be reported immediately to the HMs of the victim and the offender. If there is physical injury, the incident will be reported to the School Doctor. Each pupil has a tutor who will be informed of the incident.

The Second Master will be informed by the HM involved and by the teacher reporting the incident.

The Second Master will consult with the relevant HM(s) and they will jointly agree on what action to take, which may include referral to the Master for consideration of expulsion.

Where appropriate, and sometimes alongside sanctions, support and counselling will be offered to all parties involved, and, if necessary, to their parents.

Sanctions will be applied, depending on the seriousness of an incident and will be more severe for repeated offences. Given that bullying can have a seriously detrimental effect on the pupil being

bullied and on the community more widely, it should be recognised that a pupil may face expulsion for bullying and that this serious punishment can be applied even to a first occurrence and irrespective of the pupil's school record. Sometimes, in less serious cases, those involved in the bullying of others may be able to recover their position within the school community.

Parents will be kept informed.

Rewards

Encouragement of pupils' efforts lies at the heart of the Haileybury community. Staff are always ready to give praise where it is due both in academic and extra-curricular situations. Staff will take care to inform HMs of the successes and achievements of individual pupils. There are two formal systems to recognise and reward achievement and encourage pupils on the pathway to success:

Yellow Tickets are awarded to recognise improvement as well as outstanding achievement in academic work. The Master will award W H Smith tokens to pupils who have gained six or more Yellow Tickets (four in the Upper School).

Blue Tickets are awarded to recognise and promote service to others, whether in helping a particular individual, a team, the School as a whole or the wider community, particularly when that service is above and beyond that would routinely be expected. The Master will award W H Smith tokens to pupils who win a certain number of Blue Tickets in a similar way as for Yellow Tickets.

Staff will keep the Master informed of pupils' successes so that other members of the School may learn of their achievements and take pride in what they have done.

Sanctions

The essence of all discipline is self-discipline. We try to keep sanctions to a minimum; if, having tried personal admonition, further action is necessary, the next step is for the teacher to write an informal note to the pupil's HM outlining the cause for concern.

All pupils have the right to expect:

Consistency

Punishment appropriate for the age and record of the pupil will be applied uniformly and consistently within a House, and between Houses.

Fairness

Whilst punishments have an element of deterrence, care will be taken to avoid excessive sanctions just to deter others. If an incident involves pupils from two or more Houses, sanctions will only be applied after consultation between the HMs and the Second Master and agreement on a course of action.

Awareness will always be taken of the degree of honesty shown by a pupil in owning up to an offence.

Counselling

An important aspect in applying sanctions will be an attempt to discuss with the offender why the offence occurred and to indicate a strategy to prevent its re-occurrence.

We recognise that care must be taken to avoid a build-up of resentment and we also recognise that persistent offenders may need help and support to address their behaviour, as well as disciplinary action.

Discretion is needed to allow a new pupil to adapt to our particular geography and to any standards that might be different from a previous school.

Corporal Punishment is forbidden.

Various sanctions are available to staff for non-academic misdemeanours as follows:

Essays preferably with reference to what the pupil has done wrong and why it was unacceptable, up to a maximum of four hand-written sides of A4

Copying out of specified text up to a maximum of four hand-written sides of A4

Domestic chores Constructive work around the grounds of approx. one hour e.g. sweeping, weeding, litter collecting etc. Generally supervised by HMs after discussion with staff.

Chapel Cards For pupils who persistently cut Chapel. Offenders must present a card to the Second Master at Chapel before each of the following week's services.

Disciplinary Detention Given by a member of staff for offences such as disruptive behaviour, deliberate/repeated cutting of games or activities without good reason, foul and abusive language, spitting, chewing gum. Offenders are supervised by the Duty Staff member for 1 hour on Mondays 4.25pm - 5.25pm. Compulsory, laid-down written work will be done. A pupil who fails to attend a Monday detention without an acceptable reason will do the detention on the following Saturday afternoon. If a pupil has been put in detention three times in one term he or she will do an additional Detention from 5.00pm - 6.30pm on the Saturday after the third detention.

Four Hour Detention For all smoking and drinking offences. On a Sunday, continuous, solitary, supervised by HM. Note sent to the Master. Parents will be kept informed.

Loss of Privileges At HM's discretion, e.g. banning for a period from the Sixth Form Centre, withdrawal of TV viewing, confinement to House after the post-supper study period, early bedtimes etc. (Only rarely to include loss of weekend exeat privileges.)

Suspension Offender sent home for a period at the Master's discretion.

Expulsion For a very serious offence, or following written warnings by the Master to parents that further offences will result in expulsion of offender.

Academic Sanctions Poor work will be repeated or further work done. A poor repeat, or bad work warrants a bad ticket (red card). The work will be detailed on the card. HMs will sign the ticket when shown it by the pupil before and after the work is repeated. Teachers will check the work has been repeated in good time and satisfactorily, and return the ticket to the HM for reference.

The following sanctions may be used by prefects within boarding Houses:-

- Copying out a set amount of appropriate material as agreed between the prefects and the HM up to a maximum of four A4 sides of handwriting
- Writing essays of up to four sides of A4
- Chores / jobs / extra duties within the House or in the House area, which should be for the benefit of the House / School community and not personal services for the benefit of a prefect
- More severe punishment can only be given after consultation by the prefect with the HM

All punishments given by prefects should be recorded in the House Punishment book, which will be regularly reviewed by the HM.

A pupil who believes that punishment from a prefect is unjust has the right of appeal to his or her HM.

General Behaviour

Pupils are expected to observe common sense and good manners at all times, to insist on a high standard of personal bearing and dress, and to strive for friendly interaction between themselves and all staff at all times. Pupils are responsible for keeping their personal space in House tidy. Year groups have a shared responsibility for the tidiness of their communal spaces.

The following are examples of the applications of these principles

- 1 Pupils may only bring a car to school with the agreement of their HM and the Second Master as set out on p.19 of the Pupil Handbook. They may only travel in a vehicle whose driver is under 21 years old with their HM's permission. They must not thumb lifts on roads. They must not arrange driving lessons during lesson times.
- 2 Pupils should exercise caution and courtesy regarding all vehicles whilst walking on thoroughfares around the campus.
- 3 Pupils must not engage in any gambling.
- 4 Pupils must not possess explosives, fire-arms, ammunition, flick knives or any offensive weapon.

- 5 Pupils may use skate-boards in the area by the Armoury and should show appropriate care when doing so.
- 6 Pupils may only use mobile phones in and near to their Houses and only during non-study times and between 7.15am and 10.30pm.
- 7 Pupils may not walk across the grass in the Main and Memorial quads, nor take short cuts across any formal grassed area.
- 8 Pupils must not hit golf balls on XX Acre.
- 9 Pupils who wish to sunbathe should do so at the top end of XX Acre. Sunbathing is not allowed in any public part of the School grounds.
- 10 Pavilion, Lower Pavilion, Lower Wood, and XX Acre are out of bounds after 6.30pm except for the area above Pavilion where the seats are. Those wishing to play outdoor games in the evenings should do so on Terrace.
- 11 All pupils from Lower School 1 to Fifths inclusive must carry their books around the School in an appropriate shoulder bag or briefcase.

Boys' Dress and Appearance

All items of school wear should be appropriate for the working day and portray a good image of the School to visitors. The Clothing Lists contain further details.

Boys in the Lower School and the Middle School (Years 7 - 11) should wear:

- Navy blue blazer with magenta lining and gold buttons
- Dark grey trousers
- White shirt
- Tie as appropriate (Lower School, House or Scholarship)
- Navy blue V-necked jumper with self coloured Haileybury crest
- Black shoes

Boys in the Upper School (Years 12 and 13) should wear:

- Navy blue Haileybury suit with magenta lining
- Shirt in a choice of colours (navy and white stripe or chambray or pink or white)
- Tie as appropriate (House, Scholarship, Prefect, sports colours etc)
- Navy blue v-necked jumper with self coloured crest
- Black shoes

In addition, the following points of style should be noted:

- a) Scarves should be dark blue or official school scarves which designate prefect status, House membership, or sports colours.
- b) Ties that indicate prefect status, scholar status, sports colours, or House membership may be worn on any day. Other approved ties may only be worn at weekends.
- c) CPs may wear their own choice of suits that are plain, dark and business-like.
- d) Hair must be clean, tidy, and of reasonable length.
- e) Boys may not wear jewellery, except those in the Upper School, who may wear an unostentatious signet ring.
- f) Small, black umbrellas may be used. CPs may use Haileybury umbrellas.

Girls' Dress and Appearance

All items of school wear should be appropriate for the working day and portray a good image of the School to visitors. The current Clothing List contains further details.

Girls in the Lower School and Middle School (Years 7 - 11) should wear:

- Haileybury fitted jacket with magenta lining

- Haileybury school kilt
- School blouse with fine blue/white stripe
- Navy blue jumper with self coloured Haileybury crest
- Plain, dark (navy blue/black) opaque tights
- Black shoes suitable for walking around Haileybury's extensive campus

Girls in the Upper School (Years 12 and 13) should wear:

- Dark navy blue Haileybury school suit
- School blouse in choice of colours (blue/white stripe or pink/white stripe)
- Navy blue jumper with self coloured Haileybury crest
- Plain, dark (navy blue/black) opaque tights
- Black shoes suitable for walking around Haileybury's extensive campus

In addition, the following points of style should be noted:

- 1 Girls should only wear make up of natural colours.
- 2 Girls in the Middle School may wear one pair of simple earrings and a simple chain necklace.
- 3 Girls in the Upper School may also wear an unostentatious ring.
- 4 CPs may wear their own choice of suits that are plain, dark and business-like
- 5 Scarves should be dark blue or official school scarves which designate prefect status, House membership, or sports colours.
- 6 Insignia that indicate prefect status, scholar status, sports colours, or House membership may be worn on any day. Other approved insignia may only be worn at weekends.
- 7 Hair must be kept clean and tidy. Girls in the Lower and Middle School must wear long hair tied back during the school day.
- 8 Small, black umbrellas may be used. CPs may use Haileybury umbrellas.

Casual Dress

Pupils may wear appropriate casual clothes at the following times of the school week: on Mondays, Tuesdays, Thursdays, and Fridays after 4.15pm and on Wednesdays from the end of lessons at 6.30pm. Casual clothes may also be worn at the weekends from 3.30pm on Saturdays and, except for formal School Services in Chapel, on Sundays.

Day pupils must arrive at school each day in School wear.

Casual clothes may be worn for trips out of school (e.g. to theatres etc.). Pupils should dress appropriately for the destination of the trip and respect the instructions given by the supervising staff.

Social/Health Issues

There is an extensive health education programme, all of which is run under the auspices of the School Doctor; the Head of the Biology Department and the Head of Personal, Health and Social Education (PHSE). Lectures are arranged for parents, and HMs discuss these behavioural issues with parents.

Where problems do arise with illegal drugs, alcohol abuse, or smoking parents are fully informed about the situation, the sanction, and, where appropriate, they are involved in the process arising from severe misbehaviour.

Illegal Drugs

Taking illegal drugs is wrong, because it is against the law, damaging to health and may have other unfortunate consequences. Drug-related issues are tackled in an open and responsible way. There is a programme of education directed towards enabling pupils to make informed and responsible choices on this issue. It is delivered within the PSHE and the Biology courses and is supplemented with visits by specialists from outside the School.

We draw a distinction between those who supply and those who use illegal drugs. All suppliers can expect to be expelled from Haileybury without question. Users, however occasional, and those in possession of illegal drugs on Haileybury premises can expect at least external suspension and cannot be certain that the punishment will not be more severe. In all cases the offences and the names of the offenders are reported to the Police.

Where a pupil is found in circumstances which suggest that he or she has used illegal drugs, the School may require the pupil to take a drug test. Such a test will be carried out by trained staff using an approved system.

Where a pupil has been suspended from school for a drug-related offence it will be a condition of the pupil's return to school that the School may, from time to time thereafter, require the pupil to take a drug test. Such pupils will also be offered support by the School Counsellor.

A pupil who wishes to assert his or her innocence in a drug-related incident may ask to take a drug test.

If the School has reason to be concerned that a pupil may be using illegal drugs, that pupil and his or her parents may be notified that he or she may be required to take a drug test after an appropriate time has elapsed.

We will not accept at Haileybury a pupil who has been expelled from another school for drug abuse.

Alcohol

Education in the use and abuse of alcohol is a matter we take seriously at Haileybury. This issue is addressed both in the PSHE programme and during Biology lessons.

Except in the controlled circumstances provided for below, pupils are forbidden to bring alcoholic drinks into school or to consume them while at school.

HMs may give permission to members of the Sixth Form to leave the school grounds on Saturday evenings between 7.15pm and 10.30pm. This is a privilege for local leave only, and each pupil must state clearly where he or she is going. Only over 18s may enter public houses. Pupils who have been out on Town Leave must report in to their HM on return. HMs, being in loco parentis, may serve alcohol to the pupils socially, in moderation, under careful control. Other staff must obtain specific authorisation from the Master before any alcohol is served to pupils.

Where a pupil is found in circumstances which suggest that he or she has consumed alcohol other than in accordance with the detail set out above, the pupil may be required to provide a sample of breath (using an approved system). A positive test (any reading above 0% BAC) will result in sanctions being imposed, as referred to below. Refusal or failure to produce a sample of breath will result in sanctions being imposed in the same way as if a positive sample was provided.

HMs will keep in close contact with parents in any case where pupils are believed to have abused alcohol. Cases that involve the abuse of alcohol during term time will be considered by the pupil's HM and the Second Master. There will be a graduated scale of punishments, increasing in severity according to the nature of the offence and other aggravating factors, such as the drinking of spirits. The supply of alcohol by older pupils to younger ones will be treated very seriously and is likely to lead to external suspension. Repeat offending is also likely to result in external suspension and may result in expulsion. Younger pupils found to be abusing alcohol will be offered support from the School Counsellor.

Smoking

Smoking is a health hazard and a fire hazard and it is forbidden at Haileybury. The normal graduated punishments will apply. There is a programme available for those who wish to overcome a nicotine addiction.

Pupils found in the presence of anyone who is breaking the rules described in the above three sections will be liable to receive the same sanction as those who are breaking these rules.

Pornography

Pornographic material in any form must not be brought into school. Displays of posters, pictures etc. in pupils' rooms must not be offensive to visitors.

Overview of the ICT Acceptable Use Policy

The principal aim of the computer network and the Internet at Haileybury is to promote an educational environment for pupils and staff.

The purpose of this policy is to outline the terms and conditions of use governing the school network and Internet. All users will be expected to accept the following terms and conditions.

The main points of this policy can be summarised into the 9 key sentences below. All users are not permitted to undertake any of the following actions:

1. Logging on to the network with another user's account
2. Using computers to send offensive or harassing material to others
3. Altering the settings of the computers or making other changes which render them unusable by others
4. Tampering physically with the equipment
5. Installing software on school computers
6. Hacking into unauthorized areas of the network
7. Accessing inappropriate web sites or trying to circumvent the school's systems. This includes the use of proxy servers for this purpose.
8. Attempting to spread viruses via the network
9. Using school computers for any form of illegal activity , including software and music piracy

Disciplinary action will be taken against those found to be in breach of the ICT Acceptable Use Policy.

ICT Acceptable Use Policy: Terms and Conditions

For the purpose of this document any electronic, mobile, computing device (for example laptops, PC tablets, palm-tops and mobile phones) will be referred to as a PDA (Portable Digital Assistant).

Section A - Computer Facilities

1. Overview

At Haileybury we allow all pupils access to our computer network, enabling them to use standard applications (word processing, spreadsheet, database etc.) as well as online facilities such as the Internet and electronic mail.

Pupils are encouraged to make use of ICT facilities in support of their studies, including the writing up of coursework assignments and other projects. Recreational use of the network is also permitted during recreational time, within clearly stated limits designed to give priority to pupils wishing to use the computers for school-related work.

Failure to comply with the rules which govern the use of the network will result in reference to the pupil's HM. When serious breaches of the ICT Acceptable Use Policy have occurred parents will be informed by either the pupil's HM or the Second Master.

2. Rules

The following rules apply in all the areas of the School where computers are provided for access by users.

a. General Conduct and Use

- i. Pupils should always show consideration for other users
- ii. Any damage to computers, furniture or fittings should be reported to a member of the Computer Support Department or a member of staff without delay. The same applies to any apparent malfunction of equipment.

b. Use of the Network

- i. When logging on to the network, a pupil must always use their own user identification and password. Pupils must understand that any attempt to impersonate another pupil or systems administrator will be treated as a serious offence, as will any attempt to interfere with data stored on the network by another user.
- ii. Pupils are expected to respect this facility and avoid damaging computers, computer systems or networks. Furthermore, if a pupil discovers any methods of causing such damage he/she will report them to the staff.
- iii. Pupils will not use the system in such a way as to disrupt the use of the network or work stations by other users.
- iv. Pupils will be courteous and will refrain from using any impolite, indecent, abusive, discriminatory, racist or abusive language in emails. Any case of e-bullying will be treated as bullying and the appropriate sanctions will be undertaken as outlined in the School's anti bullying policy.
- v. Any pupil who identifies a security problem on the Haileybury network must notify the Computer Support Department immediately.
- vi. Pupils must never divulge their passwords to other users or to users of computers outside the School. Any pupil who suspects that their password has been compromised, accidentally or otherwise, should change their password without delay.
- vii. Pupils must understand that the information they hold on the network is not private and may be inspected if there is reason to believe an offence has been committed.
- viii. Pupils must understand that the School reserves the right to check their emails or web sites which they have visited and to withdraw access to the network from individuals or groups of pupils on reasonable suspicion that the above guidelines have been infringed. Each case of infringement will be considered on its own merit.
- ix. Pupils must not attempt to gain access to the local drive of any machine or to create local accounts (administrative or otherwise).
- x. It is strictly forbidden to attempt to share drives, folders or files across the network. File sharing or the running of personal servers in the boarding houses is strictly prohibited.
- xi. Only software that has been provided on the network may be run on the computers. Pupils are not permitted to import or download applications or games onto shared machines.
- xii. Pupils must be aware of, and comply with, the restrictions placed on certain kinds of usage; notably the playing of games on particular machines and at particular times of the day, where others wish to do academic work.
- xiii. Before leaving a computer, pupils must always log off the network and check that the logging out procedure is complete.

Section B - Internet and email

1. Overview

Pupils are encouraged to use the Internet. We regard the use of the Internet to search for information related to a school subject or to a hobby as acceptable. Monthly reports are generated by Surfcontrol showing all internet access (allowed and blocked).

2. Rules

Pupils must not:

- i. Send electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
- ii. Disclose to a third party the personal details of any other pupil.
- iii. Access any inappropriate Internet site. Cases where a pupil has repeatedly tried to access restricted categories of Internet sites will be reviewed and followed up via the Second Master and the HM.
- iv. Breach another person's copyright in any material.
- v. Upload or download any unauthorized software or attempt to run that software. In particular hacking, encryption and other system tools are expressly forbidden.
- vi. Use the computer network to gain unauthorized access to any other computer network.
- vii. Attempt to spread computer viruses.
- viii. Engage in activities that are prohibited under UK Law. Thus the transmission of material subject to copyright or protected by trade secret is forbidden.
- ix. The network or Internet will be turned off in the evening at a time determined by the HMs' Committee.

Personal Safety

In addition, pupils need to be aware that thoughtless use of email and the Internet may jeopardize their personal safety either at school or outside school. Pupils should therefore:

- i. Never arrange a meeting in person with anyone they have "met" or only communicated with by computer, without HM's approval.
- ii. Not respond to messages or bulletin board items that are indecent, suggestive, belligerent, discriminatory, threatening, or which make the pupil feel uncomfortable or unsafe in any way. If such a message is encountered the pupil should report it to their HM.
- iii. Be aware that any person they "meet" or communicate with online may pretend to be someone else.
- iv. Remember that anything they read online may not be accurate.
- v. Ignore offers that involve either financial transactions or personal meetings.
- vi. Not disclose any personal details, such as their home address or telephone number, across the Internet.

Section C – PDAs (including laptops)

1. Overview

In order to help keep the network secure, safe and virus free, connection to the Haileybury network of any unauthorized PDA's is strictly forbidden. The only PDA's that can connect to the Haileybury network are those which have been purchased through the Computer Support Department's Laptop Scheme (this is a non-profit making Scheme). A full explanation of the Terms and Conditions of the Haileybury Laptop Scheme can be found in the Haileybury Laptop Scheme Policy.

2. Rules

These rules apply to all PDAs:

- i. Pupils may only attach a Haileybury approved PDA using wireless networking or specially provided network ports (for example in the Houses).
- ii. Pupils must understand that under no circumstances should computers, printers or other devices be detached from the network to make way for a PDA.
- iii. Pupils must not plug a PDA directly into any network switch, hub or router.
- iv. The sharing of PDA local drives, folders or files across the network is strictly forbidden.
- v. No servers of any description should be attached to the network.
- vi. Connecting privately owned wireless access points to any part of the network is strictly forbidden.
- vii. Pupils are responsible for the material that exists on or is accessed via their PDA. In discussion and agreement with a pupil's HM the School reserves the right to examine and investigate any PDA which is or has been attached to the network.

- viii. The School cannot accept responsibility for any damage, howsoever caused, to PDAs or their contents (files, folders etc.).
- ix. All rules of usage for Internet access and computer usage continue to apply.
- x. It is the responsibility of the owner to ensure that they have a license for any additionally installed software over and above that which is already provided with the PDA.
- xi. All Haileybury installed software is subject to change and may be updated or removed at the School's discretion when deemed necessary.
- xii. Connection to any external network outside of the Haileybury system (including *ISPs*) whilst at Haileybury is strictly forbidden. This includes devices such as 3G network cards and mobile modems.

Weekend / Exeat Arrangements

- 1 All leave from Haileybury is referred to as an "Exeat". Exeats may be taken only with the knowledge and approval of the HM and parents or guardians.
- 2 On a small number of weekends over the year, boarders will be required to remain at Haileybury until Chapel has finished on Sunday and, occasionally, until a particular event like a School Charity Fair has ended. These weekends will be clearly designated in the School Calendar.
- 3 The Haileybury week extends into Saturday afternoons. Any pupil representing the School in a team will be free to begin an exeat after that commitment is over (including hosting opponents after matches). For those not in teams, exeats may not begin until after 3.30pm. A range of activities will be available and pupils will be required to take part in these. Parents are welcome to watch inter-school fixtures and to take their sons and daughters home afterwards.
- 4 Boarders who take an exeat should be back in House by 8.45pm on Sunday. On exeat weekends there is often a Chapel service at 9.00pm. In exceptional circumstances parents and guardians can make arrangements with HM's to extend the exeat overnight, in which case the pupil must report back in house by 8.20am on the Monday.
- 5 If an exeat is being taken to a location other than the family home, parents must inform HMs where their children will be so that HMs can be assured that proper parental supervision is in place.
- 6 On Sundays, breakfast will be voluntary. On non-exeat weekends, Sunday Chapel will usually begin at 10.30am. Parents are welcome to attend and to take their sons and daughters home with them after the Chapel service.
- 7 Saturday Evening Town leave is a privilege only for members of the Upper School with HM's permission as described above. Town Leave is not allowed on non-exeat weekends.

Evening Hours

With the exception of Thursday evenings, pupils may leave House after the evening study period. Thursday evenings are "In House Evenings" and pupils may only leave House to attend a school-organised activity, e.g. a Political Society meeting or a concert.

Pupils in Removes and Middles may only leave House after 7.30pm. in order to attend a school organised activity. They should return directly to House after their activity has finished.

On Monday, Wednesday and Friday evenings all pupils should be back in House for Call at 9.30pm.

On Tuesday evening, when the study period continues until 9.00pm, those in the Fifths and the Sixth Forms should be back in House for Call at 10.00pm.

After the Call at 9.30pm or 10.00pm, pupils may only leave their own House with the permission of their HM or the tutor on duty.

Visiting

In a mixed community we wish to encourage opportunities for boys and girls to invite one another to visit at suitable times and in suitable places. At those times when visitors may be welcome in another House all pupils must act responsibly, respect the privacy of others and observe the spirit in which the guidelines are framed.

Obvious displays of affection in public areas are discouraged. Pupils are asked to avoid gathering in large groups around Houses or anywhere else around the campus.

- 1 *Private:* Each House has areas which are to some extent personal and private - studies, dormitories, junior house rooms etc. - and for these areas the following guidelines apply.

Girls may visit girls in other Houses, and boys may visit boys in other Houses but visiting is allowed in these areas only at the times marked below with asterisks *...*

Sixth Form girls are allowed to be invited to the rooms of Sixth Formers in the boys' Houses but visiting is allowed in these areas only at the times marked below with asterisks *...*

- 2 *Common:* Each House has areas where people from all other Houses are welcome - common rooms, kitchens etc. - but these vary from House to House. Visitors must ensure that they are aware which are designated common areas where they are welcome.

Visiting is allowed to common areas only at the times set out as follows:

Weekdays

The Half

1.30pm - 2.00pm

4.15pm - 5.15pm (*Wednesdays 4.00pm - 4.20pm*)

6.50pm - 7.20pm

After the end of the post Supper Study period - 9.20pm (except Thursday)

Saturdays

The Half

1.30pm - 2.00pm

5.00pm - 10.00pm

Sundays

11.00am - 1.00pm

1.00pm - 1.45pm

* 2.00pm - 5.15pm*

7.15 - 10.00 pm

Bounds

With the exception of visiting the first shop in Hertford Heath, pupils may not leave the school premises without the HM's permission.

The woods and fields, other than the playing fields, are out of bounds except on an authorised activity.

Pupils should keep to the main road when going to the village.

Form Rooms are out of bounds at times other than school hours except with the HM's permission and that of the owner of the room.

Property

- 1 All personal property is brought to school entirely at the owner's risk and should be included on parents' own insurance. Valuable articles should be registered with HMs (serial numbers etc.) and should never be left in the holidays or during half-term unless deposited with the HM or locked in available boxrooms, and even then at the owner's risk.
- 2 Any damage to school property must be reported at once to the appropriate staff and the pupil's HM.

- 3 Bicycles must be maintained in a roadworthy condition. Bicycles may not be ridden in the Main Quad or the Memorial Quad. Pupils should wear appropriate safety helmets when cycling.
- 4 Money, cash cards and other purchase cards should be deposited with the HM and drawn when required. PINs should never be disclosed to others nor cards loaned. Loss of money or cards which have not been so deposited is the responsibility of the owner.
- 5 All pupils must respect the personal belongings of other pupils.
- 6 All pupils must respect the buildings, grounds and environment of the School.
- 7 Staff may inspect the rooms and possessions of pupils if they have reason to believe that they might discover stolen property, drugs, pornography, illegal material, or other items that contravene school rules.

Guidelines in living accommodation

Pupils should treat their living accommodation with respect at all times, remembering that it is not just for their use but also for generations of Haileyburians to come. All are responsible for keeping their room or area tidy and presentable. Any damage or breakages must be reported to the HM at the earliest opportunity.

An exhaustive list of conditions is neither practical nor desirable, but pupils should use their rooms sensibly and must note the following:

- 1 To permit evacuation / rescue in the event of a fire, doors must be able to be opened to their full extent.
- 2 Blue Tac and drawing pins should be used sparingly and only on appropriate surfaces.
- 3 Electrical safety must be ensured, for example by wiring all appliances separately, by not laying any extension lead under carpets / rugs and by using adaptors and four boards responsibly. Extra heaters, provided by pupils, are not allowed.
- 4 Candles and joss sticks are forbidden in all living areas.
- 5 CD players, radios and musical instruments must not be played so loudly as to disturb other people.
- 6 Pupils should turn off CD players etc when leaving their room / dormitory.
- 7 Mobile phones may be used in a pupil's house or in its immediate vicinity but not elsewhere around the School.
- 8 Personal CD players / i-pods etc. may be used in House, but should not be used out of doors.

Medical

- 1 No pupil is to take a course of treatment without consulting the School Doctor.
- 2 Pupils wishing to see the Doctor are to report immediately after breakfast which is the only time that 'Leave off' will be given.
- 3 Accidents or emergencies must be reported to the Health centre at once whenever they occur.
- 4 When arriving at the Health Centre pupils will report to the Reception Sister and have their names entered in the Attendance Book.
- 5 Pupils given an 'Outpatients Note Sheet', which includes leaves-off, are to take them to the Sister for treatment as necessary before leaving the Health Centre. This Note Sheet must be taken to the HM for signature after each attendance to see the Doctor, whether or not a games leave-off is included.
- 6 When pupils are admitted to the Health Centre they will receive a slip which must be taken immediately to the HM or left conspicuously on his or her desk. They will then collect their toilet requisites, books and writing paper and bring them to the Health Centre. These will be fetched for them if they are too unwell to manage themselves.

- 7 On being discharged from the Health Centre pupils will be given a discharge slip which they will show to HMs and subject teachers.
- 8 Other than HMs, teachers and parents, or Heads of Houses, only brothers or sisters may visit a pupil in the Health Centre.
- 9 No pupil may possess or take prescription medicines without the School Doctor's knowledge and permission.

The School's dentist is K Pullum of Hertford. Pupils needing a dentist appointment should arrange this through the Health Centre.

Fire Alarm Drill

During the working day the continuous ringing of the classroom bells and the Chapel bell is the signal for a general fire alarm. Pupils should move quickly to their designated House assembly areas for a formal roll-call.

Games, Sports Centre, All-Weather Pitch and Fitness suite

- 1 Pupils should not cross Pavilion or Lower Pavilion en route to XX Acre.
- 2 Trainers to be worn in the Sports Centre, the squash and rackets courts, the fitness suite, or on the All-Weather pitch should be carried to those places to prevent mud and dirt spoiling the surfaces. They must have non-marking soles.
- 3 Sports Centre and All-Weather pitch:
 - a) No food or drink is allowed in the playing area, or in the fitness suite.
 - b) No spectators are allowed on the playing surface.
 - c) No studded or spiked shoes are to be worn.
- 4 Bicycles may not be ridden on the grass on XX Acre, Pavilion or Lower Pavilion.
- 5 Pupils playing games on XX Acre must exit and enter the sports centre via the rear entrance.
- 6 Pupils must not leave equipment or clothing in corridors, doorways or anywhere other than in the changing rooms.
- 7 Pupils using changing rooms must hang all clothes on hooks provided, and place shoes on the bench. Valuables must not be left in the changing rooms.
- 8 Those travelling to school matches normally wear suits.
- 9 School games clothes should be worn for all sporting activities, including in the Sports Centre, on the All-Weather pitch and the Tennis Courts. Unofficial games clothing or casual dress should never be worn.
- 10 Only those pupils who have had an appropriate induction course may use the fitness suite.
- 11 Under 16s may only use the Fitness Suite as part of an organised group supervised by a member of teaching staff.
- 12 Pupils over 16 must complete an Induction Course, conducted by a member of the Sports Complex staff. Inductions can be booked at the Reception desk in the Complex. On completion of such a course, pupils will be issued with a membership card which must be shown every time the pupil wishes to use the Fitness Suite. Over 16s are able to use the Fitness Suite at all times advertised by the Sports Complex, outside timetabled lessons and preps.

Swimming Pool

- 1 No footwear may be worn on poolside.
- 2 Pupils must not enter the swimming pool water until authorised to do so by a member of the sports centre staff.
- 3 Pupils must inform staff supervising a swimming activity of any relevant medical details.

Library

- 1 All material removed from the Library must be signed out, either by using the self-circulation system or by asking a Librarian.
- 2 Books are loaned for a period of three weeks. They should be returned to the Book Returns Box outside the Library or renewed for a further three weeks by asking a Librarian. Renewals by email are accepted. Books do NOT have to be brought to the Library in order to renew them.
- 3 Borrowers are responsible for any items signed out under their names.
- 4 Fines of £2.00 per item are charged after three overdue reminders. Borrowers will be charged the full replacement cost of unreturned books.
- 5 Food and drink may not be brought into the Library. Pupils chewing gum will be told to leave.
- 6 Mobile phones must be switched off and kept out of sight or they will be confiscated; this is especially important during prep time.
- 7 Reference books such as encyclopaedias and dictionaries may not be removed from the Library without permission from a Librarian.
- 8 No photocopying will be done on credit. Pupils may charge a photocopy card to their school bill at the Library, or pay in cash.
- 9 Personal files and equipment must not be left in the library.
- 10 Books and Library equipment must not be tampered with or damaged.
- 11 Pupils must keep the Library tidy: paper goes in the bin, chairs must be returned to their original positions.
- 12 Current issues of magazines may not be removed from the Library. Back numbers of all magazines may be borrowed in the same way as a book.
- 13 Pupils should always be mindful of other Library users.

Prep time use of the library

- 1 Pupils using the Library during prep must sign the Attendance Register. Those in Removes, Middles and Fifths must bring a chit signed by their HM to verify that they have permission to study in the Library during first prep.
- 2 Pupils should arrive promptly and stay for the whole prep period.
- 3 Use of the email facilities is not permitted in prep time.
- 4 A quiet working atmosphere should prevail during prep time; pupils are asked not to talk during prep.
- 5 Evening prep in the Library is for the Upper School only, unless a prior agreement has been made between the Librarian and the pupil's HM.

Science Buildings - Safety Rules

- 1 Your own safety and that of others depends upon sensible behaviour in the laboratories. The Health and Safety at Work Act holds teachers **and** pupils responsible for their actions if others are harmed by them.
- 2 You should only go into a laboratory or lecture room if you have permission to do so.
- 3 You should never run, push other people or throw anything when you are in a laboratory.
- 4 Apparatus and chemicals may only be removed from a laboratory if you have permission to do so.
- 5 Don't touch apparatus, electrical equipment or chemicals (or the controls of the gas, water and electricity supplies) unless you have been told to do so. Always check the labels on containers.

- 6 Keep your bench clean and tidy and leave your bag in a safe place, so that it cannot cause an obstruction.
- 7 Don't put hot objects directly onto a wooden bench. Make sure anything burning or smouldering e.g. a splint, is fully extinguished. Allow hot equipment or substances to cool before you touch them, store them or throw them away.
- 8 Don't sit or lean on a laboratory bench, as you or your clothing may come into contact with harmful substances. When working with liquids, always stand up, never sit. If you spill any substance accidentally, clear it up after consulting your teacher.
- 9 When using a Bunsen burner, make sure that hair, scarves, ties etc. are tied back or tucked in to keep them well away from the flame.
- 10 When working with test tubes and other similar equipment they must always be pointed in a safe direction. Never look down the mouth of a test tube.
- 11 Always smell gases cautiously.
- 12 Never taste anything or put anything in your mouth when in the laboratory. This includes sweets, fingers and pencils which might have picked up poisonous chemicals from the bench. Avoid contact of chemicals with your skin. If any chemicals get on your hands or any other part of the body, wash them off. Wash your hands after laboratory work; this is especially important before meals.
- 13 If you have any doubts about the safety of any equipment you are expected to use e.g. a jagged piece of glassware, consult your teacher.
- 14 Electrical equipment must always be used on a dry bench. Never handle electrical equipment with damp or wet hands.
- 15 When you are doing practical work, always work methodically, using care and common sense. Rushing leads to accidents.
- 16 If you are not sure of what you are supposed to do, ASK for help. Don't muddle on hopefully. Listen to, and act on, any verbal instructions your teacher may give.
- 17 Report ANY accident, however slight, to your teacher.
- 18 Waste, or surplus, materials should be disposed of as instructed by your teacher.
DON'T throw solids into sinks.
DON'T pour non-aqueous liquids into sinks unless told to do so.
DON'T return chemicals or solutions to their original storage containers.
- 19 Wear the eye protection provided at all times during Chemistry practical work, and when you are told to do so in Biology and Physics. Do not remove it until all work, including clearing away, is finished.
- 20 Do not eat or drink in the Science Department.
- 21 You should know the meaning of the hazard warning symbols found on storage containers.
- 22 On discovering an accidental fire a pupil must raise the alarm by pressing the fire button and informing the nearest member of staff. Pupils will then leave the building in silence and good order via the shortest route, as directed by their teachers. Pupils should proceed to the grass in front of the Science building.

Dining Hall

Timings

Meal times are as follows:

Weekdays:

BREAKFAST	7.30am - 8.00am	
LUNCH	From 12.45pm	For those with a study period in lesson 4
	12.55pm	All Lower School
	1.05pm) Pupils take lunch in Hall in two groups
	1.15pm) designated by Houses. 1 st and 2 nd sittings
) alternate each half term
SUPPER	6.30pm - 7.00pm	

Weekends:

Saturday

BREAKFAST	7.30am - 8.00am
LUNCH	From 12.50pm
SUPPER	6.30pm - 7.00pm

Sunday

BRUNCH	11.00am - 1.00pm
SUPPER	6.30pm - 7.00pm

Each morning from Monday to Friday a service of "morning break" operates in Dining Hall during the Half – soft drinks and light refreshments (e.g. cakes or biscuits) are available for pupils at this time.

Latecomers will not be served.

Behaviour

All pupils are expected to maintain a pleasantly civilised atmosphere at all times. Sports clothes must not be worn unless a member of staff in charge of a team has given permission because of lateness.

Clearing

All pupils have a combined responsibility to keep the Dining Hall as tidy as possible and to leave their tables clean and acceptable for the next person who sits there. Every pupil must collect up all crockery and cutlery used in the meal and ensure that any waste / left-over food is taken away to the tray clearing station.

Guidelines for pupils entering the Upper School

1 Cars

- a) It is a privilege, not a right, for a pupil to have a car at Haileybury and is usually reserved for pupils in the Upper Sixth who have passed their driving test.
- b) In all cases up to the start of examination leave, when a pupil brings a car, permission must be obtained on official forms, available from the Second Master after consultation with the HM of the pupil. These forms set out the full conditions.

- c) No pupil is allowed to drive a car at Haileybury, or be in a car driven by a pupil or by a former pupil (OH) under 21 except a brother or sister, unless the parents / guardians of both the driver and any passenger have agreed all aspects of the journey with the HMs of the pupils involved.
- d) Day pupils with permission to have a car should park only in the designated area as agreed between the pupil and his or her HM. They may not drive onto the campus for social reasons at weekends without permission from their HM.
- e) Boarding pupils in the Upper Sixth may bring a car to Haileybury for use on exeat weekends. Such cars must be parked in the secured area of the Old Swimming Pool site and may only be used to drive to and from school at weekends, at half term or at the start or end of term.
- f) During exam leave, when IB or A-level examinations are being taken, permission may be granted by the HM for an individual to have a car if it is essential to enable him or her to travel to and from home between exams.

There are no garages for pupils' cars at Haileybury; the School accepts no responsibility for cars parked on the campus.

2 **Public Houses**

- a) Boarders residing at Haileybury on an exeat week-end may request permission to go to a specified public house only if they are over 18. The five public houses in Hertford Heath are out of bounds.
- b) Day pupils are expected to follow the same guidelines as laid down for boarders:
 - i) Monday-Friday is not a time for visiting public houses.
 - ii) Public houses in Hertford Heath are not to be visited.
- c) Pupils on post-exam leave must keep away from public houses in Hertford Heath.

3 **Parties**

It is helpful if parties to celebrate birthdays, or other important events, are arranged during the school holidays or during Half-term breaks, even though those dates may not exactly coincide with the event celebrated. Boarders are not allowed to attend parties at week-ends if it involves their returning afterwards to a boarding house.