

Parent Handbook

2020-21



Haileybury



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Academic

Academic Integrity

Pupils are expected to act with integrity at all times and to submit work that is their own. This is essential in order for teachers to accurately monitor pupil progress. Cases of suspected plagiarism will be investigated and sanctions applied accordingly. Pupils will be reminded about examination rules and regulations (both public and internal) and are expected to adhere to these at all times.

Contacts

Deputy Head (Academic)

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Assistant Head (Heads of Year)

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Head of Lower School

Mr Edward Bond
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Academic monitoring, Parents' Conferences and reporting

Academic monitoring and support systems

Pupil progress and attainment are monitored regularly. Equally, a pupil's approach to learning is monitored. We operate an intelligent approach to tracking this progress, understanding that progress is not always linear. We have various levels of intervention and support in place, ranging from support systems used by tutors to interventions led by Heads of Section. Such support systems are designed to support every single pupil to achieve their potential.

Parents' Conferences

It is our policy at Haileybury to hold at least one Parents' Conference per year group per year. The School operates an appointment-based system and parents will book appointments online using [Parents Evening System](#). We will offer remote parents meetings where appropriate to ensure that all parents can meet their child's teachers across the year. Information will be communicated closer to the conference for each year group.

Reporting

Over the course of an academic year, parents will receive a number of reports, dependent on where a pupil is in his or her academic career. A report consists of grades and comments from each subject teacher and comments from house staff and once a year, the Master. We will, of course, monitor progress carefully and be proactive in contacting parents at other times should issues arise.

The Reporting and Parents' Conference structure for the year can be found [here](#).

Bookroom

The Bookroom supplies all educational text books. Text books are provided for the Lower School and Middle School and need to be returned in good condition at the end of the course or a charge may be applicable. All Sixth Form text books are chargeable. Sixth Form academic books can be returned to the Bookroom for credit at the end of the academic year, depending on condition and subject to future curricular requirement. These second-hand books are available to new pupils at a reduced cost and added to the school bill.

The Bookroom also supplies a range of stationery, as well as some personal items (i.e. toiletries, tights). These are all chargeable to the termly account but items may also be purchased with cash.

Careers education

Lower and Middle School

In keeping with the School's policy on careers education, pupils are provided with a variety of careers education and guidance. In the Lower School, Removes and Middles, this will be delivered through the tutorial programme, lectures and PHSE sessions. In the Fifth Form, pupils will complete the [MyAptitude](#) test delivered by [MyUniChoices](#), which will help them to identify career pathways and will support them with subject choices.

Sixth Form

When pupils enter the Lower Sixth, they are asked to select a pathway of interest so that they may benefit from specialised advice and receive personalised information about higher education and career opportunities in this field.

Lower Sixth pupils attend a variety of careers events across the year where representatives from a wide range of professions and organisations deliver year group or seminar style lectures about their chosen career path. The representatives are drawn from Old Haileyburians (OHs), via the [Haileybury Connect](#) Programme, parents and the wider community.

As part of the wider Sixth Form curriculum, CVs are perfected and cover letters practised. There are also sessions to prepare for group interview assessments and all pupils are invited to take part in individual mock interviews, whether to prepare for university or an employment opportunity.

In the Upper Sixth, pupils focus on their upcoming examinations but they are welcome

and encouraged to attend all careers events. Pupils who are applying for jobs or apprenticeships are fully supported through the process by the Head of Careers who offers them the opportunity to meet every week to discuss their progress and any questions they may have.

Curriculum

The School's Curriculum Policy (found on the [School website](#)) clearly states that we strive to encourage pupils to be academically ambitious, curious, creative and independent.

The curriculum in the Lower School (found on the [School website](#)) is creative and ambitious. Pupils study a wide variety of subjects in an academic context but also have the opportunity to engage in sessions in the Creative Arts, Technology and Sport & Health. These sessions are part of the taught curriculum but take place during extended periods and all contribute to the academic section of the Lower School Diploma.

The curriculum in the Middle School (found on the School website [here](#) for the Removes and [here](#) for the GCSE years) encourages pupils to retain a broad and balanced experience of education but to start to develop clear pathways as part of their learning experience. They are encouraged to identify as learners and as subject specialists during this phase of their education.

The Pre-IB curriculum, offered to those joining us in the Fifts, can be found [here](#).

The curriculum in the Sixth Form (found on the [School website](#)) offers two distinct educational experiences: the International Baccalaureate Diploma Programme or the A Level Programme. Pupils are encouraged to think carefully about which of these experiences is right for them and the way in which they think and learn. They are also encouraged to make subject choices in the context of their future pathway aspirations.

Curriculum blocking does not exist in the traditional sense. At every stage, pupils are

given free choice of subject combinations and, whilst we reserve the right to withdraw certain combinations, we are confident that in the vast majority of instances, we can support curriculum decisions of a truly personalised nature. Having said this, it is vital that internal deadlines are adhered to during the options processes.

Digital Technology

Technology is integrated into our teaching and learning processes so that it supplements, augments and underpins the innovative curricula that we provide for all of our pupils.

We use the GSuite for Education (Google) apps as our main workflow system in conjunction with other software solutions. Files are typically stored using Google Drive and all teacher-to-pupil workflow is communicated through Google Classroom. Everyone at Haileybury also has the full Microsoft office package available to them – free of charge.

From September 2020, every pupil, except those in the Upper Sixth and staff members, have had their own iPad, keyboard case and stylus.

Purchasing iPads

iPads can be purchased at our online store haileybury.store.academia.co.uk

Broken/lost iPads

It is the responsibility of parents/guardians to ensure that they have adequate insurance for the iPads. The IT support team will be available to help track a lost iPad, however, it is the responsibility of the pupil to ensure that they keep the device safe. A number of spare iPads will be available from IT support to 'loan' should pupils need them.

Jamf Parent

As part of our move to 1:1 iPads, we have changed management software to include a parent app in order to give parents greater control over their son/daughter's device when in the home. Currently, the app only supports

iOS devices however we have been advised that a web version is forthcoming.

[Jamf Parent - Setup Guide.pdf](#)
[Jamf Parent - Functions Guide.pdf](#)
[Jamf Parent Video](#)

Blacklisted apps

As part of our provision to ensure our pupils are safe online, there are a number of apps which will not be allowed to be downloaded onto pupil iPads. These apps vary based on age and are deemed to be inappropriate. Pupils will have input regarding the blacklisted apps through their digital representatives and the apps will be reviewed regularly to ensure that they are up to date.

[Haileybury iPad Blacklisted apps](#)

Removing the app store

At your request, we can remove the app store from a pupil's device. If you would like the app store to be removed from your son/daughter's account, please contact support@haileybury.com

Haileybury Portal

In order to improve efficiency and ease of access for parents and students we have redesigned the way in which current parents access information. This academic year, we are moving away from our own intranet to portal.haileybury.com

Registering for an account on the portal

- To access the portal for the first time click on the link below,
<https://portal.haileybury.com/request-password>
- You will be asked to provide your email address and once you have submitted the request you receive an email, please check that this does not go to your Junk or spam folder, as it contains the instructions to complete the process. Please note you can only register with an email address that we have on our school records.

Notes

You will only need to register for an account once, all of your children will be linked to the same email account.

If you wish to use another email address please contact schooloffice@haileybury.com and we will update our records so that you can use this new email address. You will need to provide your full name, children currently at Haileybury and your current registered email address we have on file.

Accessing the portal – after you have registered the portal can be accessed via <https://portal.haileybury.com/>

If you have forgotten your password or you cannot access the portal please click on the link below to request a password reset email:

<https://portal.haileybury.com/forgot-password>

If you do not receive an email then please check that the email you are using is the same as the one we have on record for you. If not please contact schooloffice@haileybury.com and we will update our records.

National Online Safety

As a National Online Safety (NOS) Certified School, we provide free access to the NOS online portal. The portal is full of useful information and resources to help parents keep up to date with online safety. Parents have the opportunity to watch webinars, download resources and even take certified courses all free of charge. To avail of these resources, please visit <http://nationalonlinesafety.com/enrol/haileybury-college> to self enrol.

If you have any further questions regarding this, please do not hesitate to contact Mr Oliver Hirschfield, Head of E-Safety at o.hirschfield@haileybury.com

Exam leave

Exam leave is offered to pupils at Haileybury in order to support them in their preparation for public examinations. It is our experience that pupils benefit most from exam leave in the period immediately preceding examinations and that pupils are generally not best served by long periods of exam leave. It is our aim at Haileybury to keep teaching for as long as possible and to limit exam leave to those periods when it is likely to be of most benefit to pupils.

Throughout block exam leave and the examination season, all pupils are required to fulfil their co-curricular obligations (e.g. Saturday sports fixtures/choir practices) as stipulated by the member of staff in charge. Those pupils who receive instrumental or singing lessons will not be timetabled for these during block exam leave in the Summer term, unless requested and agreed by all parties. Please refer to your individual music contracts for further information.

Further guidelines on exam leave are sent out prior to the summer examination season. We appreciate that there are, on occasions, instances where we need to be flexible in order to facilitate individual circumstances – any such arrangements must be made in consultation with the Deputy Master and the Deputy Head (Academic).

Learning Development: SEND and EAL

Haileybury's Learning Support Policy can be found [here](#) and EAL policy [here](#).

Parents are asked to inform the Head of Learning Support of any diagnosed Learning Needs or Disabilities and if their son or daughter has been receiving extra tuition at a previous school before their entry to Haileybury.

At Haileybury, we 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 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 or in a small group. 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 fees.

Specialist tuition, tailored to personal needs, is available to all pupils at Haileybury, on an individual basis. Although many learning development sessions take place outside normal lesson times, this is not always possible and part of a lesson might be missed, particularly in the Lower and Middle School. A rotation of lessons will be carried out to minimise any impact.

Those with a specific learning difficulty, such as dyslexia or dyspraxia, are usually identified before entry from information passed on by their prep or primary school, or by parents

sending in relevant information, including a report by an Educational Psychologist. The Head of Learning Support who is the Special Educational Needs Coordinator (SENCo) will contact parents to ascertain whether individual tuition should continue from the outset. Even where this is not deemed necessary, monitoring by the SENCo will take place throughout the pupil's career at Haileybury. Those with a specific learning difficulty will normally be placed on the School's Learning Support Register, unless parents specifically request otherwise.

For pupils entering the School after the Removes (usually in the Middles or Lower Sixth), it is essential that details of any past or current learning difficulties are disclosed. It will not be possible for concessions for public examinations to be granted later on if the School has not been notified at the start of the academic year that these may be required. Should parents feel that further investigation of a possible learning difficulty is required, they must discuss this with the pupil's Housemaster/Housemistress (HM) or the SENCo on arrival at the School.

EAL: Pupils are screened for their proficiency of English either before or on arrival to Haileybury. They are then likely to receive one of three levels of support: an adapted curriculum, whereby they have EAL lessons instead of an MFL; one-to-one lessons, where their level of English proficiency is developed and supported; small group sessions, that will likely focus more on the use of English for academic purposes.

The pupils in Lower School One, Removes and Lower Sixth are given a series of screening tests during the first few weeks of term. If this

process identifies any unexpected difficulties, parents will be contacted by the SENCo – monitoring, further assessment, or some individual support might be recommended. Basic skills are closely monitored throughout the first five years at Haileybury and any pupil who appears to require extra help with English, Mathematics, time management and organisation, or any other area of study skills, could be referred by teachers or tutors to the SENCo. As well as internal referrals, parents may request assistance, through the HM or tutor, or by contacting the SENCo at j.tofts-waters@haileybury.com

Focus, where required, in the Sixth Form, will be on study skills, time management and essay writing. Lessons generally take place during a private study period. At this point, the objective is not to give extra lessons in the specific subjects being studied but to facilitate learning in a more general way and to promote autonomy.

An additional charge as set on the Schedule of Fees, paid termly with the School Fees, is made for any tuition received.

Haileybury Information and Knowledge Service (HIKS)

HIKS provides a wide range of resources to support pupils' studies and encourage reading for pleasure. These include an extensive fiction library, a well-stocked collection of non-fiction books, online subscriptions that can be accessed through pupils' school logins, newspapers, magazines, music scores and DVDs.

Pupils are brought to the library regularly in Lower School and Removes to borrow and exchange reading books. Lessons also take place for research projects. All pupils can use the library in their free time for quiet study. Throughout their time in school, pupils are encouraged to become independent and discerning learners through the teaching of essential information literacy skills.

Further information about the HIKS can be found [here](#).

Connected Study

Connected Study forms an important part of the pupil experience at Haileybury, and our policy on Teaching and Learning is instructive (available from the Deputy Head Academic s.campbell@haileybury.com), especially regarding the ideas that underpin the decisions that we make.

The primary function of Connected Study is to allow pupils to practise new skills or sequences, to review and revisit previously covered material, to extend their learning or to prepare for future lessons. Prep will be set regularly and pupils will record this in their planners. Where appropriate, we will make use of online learning resources to support learning outside of the classroom.

The completion of Connected Study is an important part of the School routine, and pupils are expected to maintain high standards in their work and to adhere to any deadlines set. If, for some reason, they are unable to meet deadlines, they should inform teachers ahead of time.

Setting

Pupils are set for Mathematics, Modern Foreign Languages and Classics, and for Science in the main school. Setting is flexible and allows pupils to learn at a pace that is appropriate for them. Given the circumstances of September 2020, we are keen to ensure that setting is reviewed carefully and is as flexible as necessary. Pupils do move sets from time to time, and this is in consultation with them, their HM and their parents. If you have any questions regarding setting, please refer to the relevant Head of Section.

University and higher education

Applications

Sixth Form pupils receive comprehensive support and guidance for their university applications across the two-year programme supported by experienced tutors; as well as individualised advice, pupils have access to the UCAS handbook, a document identifying all school-wide deadlines, predictions policies and all avenues of support available.

In the Lower Sixth, pupils are steered through university application procedures, course research and personal statement writing. Their tutor and HM will support them through this process over the course of the two-year programme. Along with their tutor and HM, the UCAS Supervisor and the Overseas Applications Co-ordinator provides the Lower Sixth with suitable guidance on university choices, choosing the right courses and completing personal statements. External guidance is also provided by university admission tutors from leading universities and pupils and parents are given access to a variety of research platforms including Unifrog and HEAP Online.

The COA [MyAptitude](#) Test assessments pupils sit in the Fifth Form are further extended by pupils sitting the Centigrade University test which presents pupils with a narrowed field of suitable courses and institutions as a starting point for their university research. Alongside university and higher education options, pupils are encouraged to explore alternative options, such as sponsored degrees and apprenticeships. Further information on these opportunities is delivered through our network of career days and guest speakers, as well as on

a one-to-one basis via appointments with the Head of Careers.

Those considering applications to Oxford or Cambridge receive additional support with seminars from Admission teams, bespoke departmental extension programmes, mock interviews and university visits. Those wishing to apply to overseas institutions will be supported through the process by the Overseas Applications Co-ordinator, who provides a series of SAT preparation classes and seminars, common App support, and other bespoke services. The expectation is that all higher education applications are submitted by the October half term of the Upper Sixth year.

Contacts

Deputy Head (Academic)
Mr Stephen Campbell
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Assistant Head (Heads of Year)
Mrs Olivia Firek
o.firek@haileybury.com

Deputy Head of Sixth Form (Careers)
Mr Andrew Walker
a.walker@haileybury.com 01992 706380

Deputy Head of Sixth Form (Universities)
Mr Chris Pitchford c.pitchford@haileybury.com
01992 706 384

Overseas Applications Coordinator
Mrs Kari Wright
k.wright@haileybury.com 01992 706403

Administration

University visits

The rules governing university visits by Sixth Form pupils are carefully drawn up so that pupils have the opportunity to visit prospective universities without missing too many lessons or school activities.

The School recommends that, wherever possible, university visits take place during the first three weeks of July (i.e. during school holidays) but we do understand that many universities open their doors to prospective students as early as March of the Lower Sixth year. Pupils are allowed to go on a maximum of two visits per term during the Lower Sixth year. No university visits are allowed during the first three weeks of the Autumn Term.

Parents are required to request permission from their son or daughter's HM at least 48 hours in advance. For visits that conflict with Saturday sports fixtures, four weeks' notice is required. Pupils are responsible for ensuring that, as a matter of courtesy, they inform teachers in advance of their planned absence and then catch up promptly with any work missed.

Admissions

All details about entry into the School at any age may be found in the Admissions Policy found on the [School website](#).

Adverse Weather

As a boarding school with predominantly resident teaching and support staff, teaching at Haileybury will function as best as possible in adverse weather. Buses may be subject to timing changes or cancellation. Day pupil timings may be varied. Communication of any changes will be from the Deputy Master or School Office by email.

Calendar

A calendar of school events is published [online](#) and updated regularly.

Term dates for the next three terms can be found [here](#).

School Office

The School Office sends and coordinates pupil information, electronic mail outs and Parents' Conferences.

Complaints

Haileybury prides itself on the quality of the teaching and pastoral care provided to its pupils. However, should the standard of care fall below what is expected, the School will ensure any complaint is taken seriously and is handled in accordance with the recommendations laid out in The Education (Independent School Standards) Regulations 2014.

For more information please refer to the Parents and Pupils Complaints procedure, located on the [School website](#).

Grubber

Parents are welcome to visit the Grubber before or after fixtures for hot drinks or snacks.

Haileybury Parents' Association

The Haileybury Parents' Association (HPA) should not be confused with the PTA role in many other schools. The HPA role is to bring together parents, pupils and staff through social events, functions and new initiatives. The HPA is not a fundraising organisation; it exists simply to enhance the parent experience at Haileybury.

The structure of the HPA is a committee comprising a representative (House Rep) from each House, plus a Chair, Secretary and Treasurer. All roles are voluntarily undertaken by parents of current pupils. A list of the current committee can be found on the [School website](#). Parents are regularly updated by their House Rep and by the HPA committee on upcoming events.

The HPA is here to support parents and hopes that its events and functions are supported reciprocally.

Lost property

Lost property from sport is handed into the Sports Complex. If the items are named they will be sent to the Laundry Department, who will attempt to return them to the owner. Unnamed uniform will be stored at the Laundry Department for one term. Expensive items lost at sport, such as watches and phones, will be held at the Sports Complex securely for 14 days then stored at the Porters Lodge.

Any other lost property is collected by the Porters.

Overseas Trips

A list of overseas trips, available on the [Parent Portal](#) is regularly updated to reflect planned trips 12 months in advance. Parents are expected to consult this list when booking their children on to overseas trips and in particular to check for overlapping trips. Given the extensive nature of the programme, it is inevitable that some trips will coincide. In these instances, pupils and parents are expected to make an informed choice as to which trip to sign up for.

Contact

Deputy Head (Co-Curricular)

Mr Angus Head

a.head@haileybury.com

Parent Portal

The [Parent Portal](#) is a secure website which is accessed from the School website and is an essential part of our communications with you.

One of the main features of our portal is the publishing of pupil reports to this secure facility, which will allow you to view and print your child's most recent report. You are also able to view past reports as these are not deleted.

You are also able to view all the contact details which we have for you and your child on our database and you can update these as often as is necessary. It is vital that we have your up-to-date contact telephone number, address and email addresses at all times.

If you should have any difficulty registering or using the Parent Portal or have any concerns associated with this, our Computer Support Department are on hand to assist. Please email support@haileybury.com

Pupil Cars

It is a privilege, not a right, for a pupil to have a car at Haileybury. In all cases, when a pupil brings a car, permission must be obtained on official forms, available from the Head of Sixth Form, after consultation with the HM of the pupil. These forms set out the full conditions.

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.

Pupils with permission to have a car should park only in the designated areas as agreed between the pupil and HM. They may not drive onto the campus for social reasons at weekends without permission from their HM. Cars for boarders may only be used to drive to and from school at weekends, at half term or at the start or end of term.

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

Keys should be handed to the HM.

Security

The security of our pupils is a priority. With this in mind, all visitors to the School are required to report to Reception.

Parents who wish to visit their son or daughter's Boarding House are asked to make prior arrangements with the matron or HM. They should sign in the entrance lobby before entering the House. Coded locks are on external doors so only the pupils may get into their Houses. The Houses are secured so pupils cannot get out from 10.00 pm, except with the consent of an adult or in an emergency. Between 10.30 pm and 11.00 pm a full check is made on doors and windows throughout all Houses.

Visitors to the Lower School should report to the Lower School reception.

Pupils are expected to have a sense of responsibility for the security of themselves and others, to be vigilant and to report any concerns to a member of staff.

Speech Day

The School Speech Day takes place on Saturday 29 May 2021. All pupils are required to attend and all parents are invited.

Taxis

There are a number of local taxi firms that parents, staff and pupils use. Two have confirmed that their drivers have completed a number of Safeguarding checks. These are:

Acre Cars: enquiries@acrecars.co.uk

Telephone +44 (0)1992 451 111

Foxholes Taxis: info@foxholescars.co.uk

Telephone: +44 (0)1992 500 750

They both offer airport collections. Parents use taxi firms at their own risk.

Weekend arrangements

Non-exeat weekends

There are five non-exeat weekends every year. On these weekends all boarders stay at school on Saturday night and until after the School Chapel Service on Sunday morning. With permission from HMs, pupils may go home from 1.30 pm, usually until 7.30/8.30 pm on the non-exeat weekend Sundays.

Non-exeat weekends for 2020-21

- Saturday 7–Sunday 8 November 2020
- Saturday 9–Sunday 10 January 2021
- Saturday 27–Sunday 28 February 2021
- Saturday 26–Sunday 27 June 2021

Long exeat weekends for 2020-21

There are three long weekend breaks during the academic year:

- Friday 25–Sunday 27 September 2020
- Friday 20–Sunday 22 November 2020
- Friday 22–Sunday 24 January 2021

On long exeat weekends all pupils must go home or to their guardians from 1.30 pm on the Friday and return to school by 8.30 pm on the Sunday or, as with a normal weekend, with the permission of the HM by 8.10am on the Monday.

Other weekends

Boarders may choose to stay at school or go home (or go to their guardians) on most weekends. If they choose to stay at school there are events or trips on both the Saturday evening and Sunday afternoon. If they choose not to stay at school, boarders may leave after their sporting commitment on Saturdays.

Parents must give permission to the HM if their daughter or son is to leave school for a Saturday night and stay with anybody apart from them.

Parents must give their consent to the HM or coach for their daughter or son to travel home from a fixture with another parent.

Boarding pupils should return to Houses by 9.30 pm on Sundays or alternatively, with the permission of their HM on Mondays by 8.10 am. The exceptions to these arrangements are on non-exeat weekends.

There are weekend trips and activities available every weekend. Every Sunday morning the Dining Hall offers 'brunch' from 11.00 am to 1.00 pm, which is a traditional English breakfast and very popular with pupils and staff. For further details please see the [Pupil Portal](#).

Weekly schedule

At Haileybury we run a timetable which, apart from scheduled lessons, School events and sport and games, is designed to enable flexibility within the curriculum. All pupils are issued with a timetable which they fill in with their Form Tutor on the first day of each school term. Meal attendance is compulsory.

Main School – weekday mornings

7.00–8.00 am	Breakfast
8.15 am	Call
8.30–8.45 am	
8.50–9.30 am	Period 1
9.35–10.15 am	Period 2
10.20–11.00 am	Period 3
11.00–11.30 am	The Half
11.30 am–12.10 pm	Period 4
12.15–12.55 pm	Period 5
12.55 pm	Lunch/House time

Monday Lists

Tuesday Chapel; Removes' and Middles' tutor time

Wednesday Chapel; Assemblies

Thursday Chapel; Fifths' and Lower Sixth tutor time

Friday Chapel, Upper Sixth tutor time

Main School – weekday afternoons

Monday and Friday

2.20–3.00 pm	Period 6
3.05–3.45 pm	Period 7
3.50–4.30 pm	Period 8
4.35–5.15 pm	Activities

Tuesday and Thursday

2.20–5.15 pm Sport (Main School)/Workshops/Tutorial Time

Wednesday

2.20–3.00 pm	Period 6
3.05–3.45 pm	Period 7
3.50 pm	Core IB time/Activities

Winter timetable

2.00–4.05 pm	Core IB time/Activities
4.20–5.00 pm	Period 6
5.05–5.45 pm	Period 7

Main School – weekday evenings

5.20–6.30 pm	Activities/Quiet Time
5.45 pm	Day pupils may sign out and leave
5.50 pm	Call
6.30–7.30 pm	Supper
6.30 pm	Day Pupil Buses leave
7.30 pm	Call
7.30–8.30 pm	House Study Time
8.35–9.30 pm	Activities/Study/Free Time
9.30–10.00 pm	Call

Period 10 Priorities

Monday	Drama HPP
Tuesday	Music
Thursday	Drama
Friday	Music

Lower School – weekday afternoons**Monday to Friday**

12.15–12.55 pm	Lunch
12.55–1.35 pm	Period 5
1.35–2.15 pm	Activities/House Time/ Tutorials/Workshops
2.20–4.30 pm	Periods 6–8
4.30 pm	First Dismissal
4.30–6.00 pm	Activities/Study/Workshops
5.45 pm	Second Dismissal
6.00 pm	Supper

Monday

2.20–4.30 pm PEG

Tuesday

2.20–4.30 pm LS1 Arts; LS2 Tech

Wednesday

2.20–4.30 pm PEG

Thursday

2.20–4.30 pm LS1 Tech; LS2 Arts

Friday

2.20–4.30 pm Periods 6-8

Highfield – weekday evenings

5.55 pm	Call
6.00 pm	Supper
6.30 pm	Boarders' Prep (to 7.30 pm)
7.30 pm	Boarders' Activities (to 8.15 pm)
8.55 pm	Bedtime call
9.00 pm	Reading time
9.15 pm	Lights out

Weekends**Saturday**

7.30 am	Breakfast
8.10 am	Call
8.30–9.10 am	Period 1
9.15–9.55 am	Period 2
10.00–10.40 am	Period 3
10.45–11.25 am	Period 4
11.25 am	Call
11.25 am–12.20 pm	Lunch
12.25–1.15 pm	House Time
1.30–3.30 pm	Sport
3.30 pm	Pupils may leave for home unless representing a team or it is an 'In Weekend'
5.00–6.00 pm	Call (as advised by HM)
6.30 pm	Supper
7.00–8.00 pm	Call (as advised by HM)
10.00 pm	Call

Sunday

8.30 am	The Eucharist
8.45 am	Light Breakfast
9.30 am	Choir Practice (In weekends only)
10.30 am	Chapel (In weekends only)
11.00 am–12.45 pm	Call (time as advised)
11.00 am–1.00 pm	Brunch
5.00–6.00 pm	Call (time as advised)
6.30 pm	Supper
8.45 pm	Call
9.00 pm	Chapel (Exeat Weekends)
10.00 pm	Call

Bursarial matters

Fees/insurance

Fees are invoiced on a termly basis at the end of the preceding term. The Haileybury 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. 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.

Fees are charged for the year and, although split into three equal amounts do not directly relate to each term; therefore 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 Standard Terms and Conditions for details. In an exam year therefore, although pupils may be on exam leave before the official end of term, there is no refund of fees.

Contact

Bursar

Mr Michael Schofield
m.schofield@haileybury.com 01992 706 216

Health and Safety or fire related matters

The School's Health and Safety Officer is Fiona Russell. She can be contacted via email at f.russell@haileybury.com if you have any concerns or questions.

The School recognises the seriousness of fire protection measures. In conjunction with advice from the Hertfordshire Fire and Rescue Service, the School carries out extensive and comprehensive fire risk assessments and we employ a company to perform independent audit of our procedures. Fire practices are held on a regular basis, including night time. Clear procedures are adopted and adhered to. Fire orders are displayed throughout the School. The fire alarm system is checked every week in term time.

Overnight stays in Boarding Houses

Please see the policy outlining restrictions, charges and other information on the [School Website](#).

Parking and travelling through the School

Please be aware that some roadways throughout the campus are also used by pupils to walk between buildings, therefore the speed limit is 15 mph and pedestrians should be given priority at all times. Cars should be parked considerately in defined parking areas so as to keep roadways clear.

Lower School has a dedicated drop-off area between Highfield House and Allenby House. Other useful areas for dropping off/picking up pupils include the Sports Complex car park and parking areas opposite Batten and Hailey Houses. The start or end of a term is an extremely busy time for dropping off/picking up pupils with a significant number of vehicles on the campus, increasing the risks for pedestrians. Please drive and park considerately to help reduce the risks to pedestrians.

Personal accident

All pupils are covered by the School's own policy currently managed by Marsh Insurance Brokers, which covers permanent injury. Dental insurance is provided through the School's Denplan Scheme. Leaflets giving further details about these schemes are available via the [Parent Portal](#).

Personal property and the insurance of valuable property

All personal property should be clearly marked with name and House. All pupils have a lockable space that they can padlock. Combination and key padlocks can be bought from the Bookroom.

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 watches, sound or speaker systems, tablets, computers, mobile phones, cameras and musical instruments are concerned, parents are advised to consider insuring them under their own 'All Risks' policies.

Overseas students can leave their trunk/suitcase in the house trunk store (space dependent) at each half term/end of term. The trunk store is locked but the School cannot be responsible for any loss or damage to property left at Haileybury.

School Transport

Haileybury offers an extensive bus service that links the school to London as well as towns across Hertfordshire, Buckinghamshire, Essex, Cambridgeshire and Kent. Using our own fleet of modern Ford Transit minibuses, we operate bus runs from Monday to Saturday arriving at school for 8.10 am each morning and departing at 6.35 pm each Monday to Friday evening. All our drivers are enhanced DBS checked.

School Transport routes

Details of the routes, pick-up points and timetable can be found in the [Day and Boarding Pupil Transport](#) document.

School bus application form

To register for a place to use the school transport, please complete the application form which can be accessed on the [School website](#).

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: +44 (0)1992 706460 transport@haileybury.com

Transfers to airports

Haileybury offers an airport transfer to Heathrow Airport at the end of each half term. The coach leaves Haileybury at 1.50 pm and takes between 1.5 to 2.5 hours to get to Heathrow dependent upon traffic. It is advisable to make sure your flight times are not

before 6.00pm to allow time for check-in. Pupils wishing to use this service are emailed by the transport manager during term and asked to reserve a place on the bus. There is a chaperone on the coach, though they are not able to escort you to check-in; the coach goes to each terminal drop-off point. The cost of this service is currently £60 but is dependent on uptake and added to the school fees in arrears. Please note that the airport transfer will not run in the May half term, due to Speech Day.





Co-curricular



Individual Dance lessons or group Dance classes

Haileybury offers dance lessons in ballet, modern, tap and street dance (hip hop/commercial street). Classes are taught by visiting professionals from Cheshunt Dance School. 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 for 45 minutes duration. The cost is payable in three instalments. Payments are added to the end of term bill.

Pupils should be certain of their commitment to dance lessons before registering for a series of lessons. If they want to cancel dance for the following whole term, notice should be given before half term during the term before. A free taster may be taken for any dance option before committing to a series of lessons.

If you have any questions please get in touch with the Director of Drama via dance@haileybury.com

Lower School, Removes and Upper Sixth 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 at the beginning of term.

Individual Music lessons

Music lessons are taught on a one-to-one basis by the visiting and full-time staff of the Music Department. Tuition is offered in all orchestral instruments as well as piano, organ, singing, percussion (both drum kit and orchestral percussion), 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. To provide motivation, progress and fulfilment, we encourage all pupils to take examinations and perform in concerts. All pupils will be encouraged to improve their general musicianship (reading notation, sight reading, aural skills). Music theory teaching in a small group setting is also offered free of charge up to Grade 5 level. We welcome pupils to use our extensive facilities for practice in their free time between the hours of 7.00 am and 10.00 pm. Pupils use House codes for the Music School in the evenings and early mornings.

If your child is to learn an instrument outside of Haileybury we would still like to involve them in school ensembles, please contact the Director of Music using this email address: music@haileybury.com

If you wish your child to have instrumental music lessons, please contact the Music Administrator using this email address: music@haileybury.com Please note written notice is required to cancel music lessons. Please refer to the full terms and conditions under the [music section of the School website](#) for further information.

Individual or group LAMDA lessons

The London Academy of Music and Dramatic Art (LAMDA) awards are offered throughout the School as part of a wider programme of activities, including Sports, Arts and other interests. Details of these are provided at the beginning of term. Candidates take LAMDA examinations regularly.

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. There are many choices in the LAMDA syllabus and we offer all grades and bronze, silver and gold medals. LAMDA examinations now give pupils UCAS points which can assist in university entry and both British and international pupils find LAMDA most beneficial with their English studies. It gives students confidence and our students regularly achieve gold medals in acting, public speaking, devised performance and verse and prose.

LAMDA can be used in all areas of a student's life. Enquiries should be made to lamda@haileybury.com

Sport

For attendance and absence from sport please see the later section on absence from co-curricular commitments.

Parents who wish to take their children home directly from 'away' sports fixtures must have permission agreed, in person, with the coach of the pupil's sports team. Equally, parents must request permission in advance from HMs for their children to travel from an away fixture in another parent's car. Without this permission, pupils will be required to return to school in the team buses.

The School will provide basic equipment for all sports activities. However, those choosing an activity generally prefer to have their own equipment, particularly those playing for school teams. The activities requiring specific equipment are listed in the [Uniform Handbook](#).

If parents are unsure if they need to buy specific equipment or not, they should contact the Director of Sport, Mr Andy Searson, via a.searson@haileybury.com

All information about sports fixtures can be found on the [Haileybury website](#). You can navigate to the School's Sports Calendar via the main menu, and then select the day you are interested in and then click the details link. This shows the venue and if the team is playing away, will have a link to the location map of the opponent's school. You can also see the team selected for the fixture wherever you see an image of a blue player. We aim to announce team selections at least the day before and in some cases 48 hours before matches but late changes to teams are occasionally necessary, so

it is worth checking on the day.

If you need to quickly find an away venue for one of our opponents you can either choose the map link directly from a fixture, available via the 'details' button as described above, or you can select 'Opponent Maps & Links' from the main menu.



So I may
Log SE 19 340
Lat E 62 17 20
Will find the one wanted by the nbs

Pastoral

Contacts

Deputy Master
Mr Simon Heard
s.heard@haileybury.com

Deputy Head (Safeguarding & Wellbeing)
Dr Laura Pugsley
l.pugsley@haileybury.com

Pastoral care and wellbeing

Pastoral care and the wellbeing of the pupils is at the very heart of everything we do here at Haileybury. There are many demands and stresses on young people as they find their way through their teenage years of secondary education and we are here to guide, advise, support and encourage them through the difficult as well as the more straightforward times. We are also here to inspire them to achieve their very best and to give back to society and to each other. When they leave the School we must ensure they are well-balanced, decent and generous human beings, prepared and ready to make the most of all that the world has to offer and ready to face the challenges life will present.

The strength of this system at Haileybury lies in the community and the staff, who are trained in and passionate about the pastoral care of young people, and in the environment, the buildings, grounds and facilities which create such a wonderful and calm place to live and study.

The School is well aware that pupils lead busy lives. Nevertheless as a school we are obviously concerned to ensure that the pressures and demands placed on our pupils are monitored

and balanced if necessary by the house team led by the HM. Different pupils respond in different ways to pressure and expectations and therefore it is important that each pupil is treated as an individual. Equally, it is important that pupils have some relaxation time in order to give them a chance to recuperate.

In such a close-knit and large community there is, of course, a need for guidance and boundaries. All parents are reminded of the school rules, which can be found on the school website in the [Pupil Handbook](#).

Pupils will not be given permission to miss registration, lessons or such events as Chapel services or sports fixtures in order to recuperate. This should not be necessary if the individual is sleeping, eating and managing their time appropriately.

In order to assist the boys and girls in achieving this, the School recommends that pupils in all years, whether boarding or day, should:

- Have a minimum eight hours sleep every night
- Eat three nutritious, balanced meals every day
- Not have access to the internet/mobile phones after certain times
- Have limited access to electronic devices generally through the week
- Not be socially over-committed during the week
- Ensure they participate in sport or exercise regularly through the week.

The School does its best to educate its pupils with regards to these welfare matters and also with issues such as time management and organisation; however, given the importance

of the partnership between staff, parents and pupils in helping the girls and boys to succeed, we would greatly appreciate the continued support and help of parents.

If you have any pastoral concerns please speak to your son or daughter's HM or tutor in the first instance. If you still have concerns please speak with the Head of Safeguarding & Wellbeing or Deputy Master.

Please note that all pupils at the School who leave at the end of the Summer term of their Upper Sixth year remain pupils of the School up to and including 31 August of the year in which they leave.

Counselling

In addition to the universal pastoral support and guidance offered at Haileybury, pupils can also access more targeted support. Our on-site counselling provision is available to all pupils, with trained counsellors (psychotherapists) providing confidential* sessions. Pupils are encouraged to seek support when they need it and to talk openly about mental health and wellbeing.

**Counselling is confidential unless the counsellor is concerned for the safety of the pupil or of another child.*

Attendance and Absence

Haileybury takes a strong line on pupil attendance and has high expectations in relation to absence. Parents who take their children out of school, unless for illness or other valid reasons, such as medical appointments, driving tests or university visits are setting a bad example. It is also unfair to other pupils, as well as discourteous to teachers. Furthermore, it undermines the integrity of the School day.

Haileybury does not permit pupils to leave School early at either half term or the end of term. The last day of term contains a number of lessons, assemblies or house matches.

Under the terms of the Education Act 1996 it is unlawful for a child of compulsory school age to miss school for any reason other than illness without the specific permission of the Master or his appointed representative (HM/Deputy Master as outlined below). This 'leave of absence' will only be granted in exceptional circumstances and any such requests must be made, in writing and well in advance, normally by the parent with whom the child resides. The decision as to what constitutes 'exceptional' circumstances rests solely with the Master. Parents who permit unauthorised absence are committing an offence under the Act.

Pupils are expected to make up the academic work they have missed as a result of their absence and will be assisted by their teachers in this regard. If an absence is prolonged, tutors will help to collate some appropriate work to be completed at home.

Late arrival/signing out

Pupils who arrive at school after 8.30 am must sign in with their House Matron or the Lower School Reception. When any pupil leaves the site they must sign out in their Houses or the Lower School Reception (for example medical appointments) and state who has given them permission to leave.

Illness

In the case of illness, parents are requested to inform their son or daughter's HM by email or phone by 8.20 am. Lower School parents should contact the Lower School Reception +44 (0)1992 706468 or lowerschool@haileybury.com

Medication

Pupils are only permitted medication in school with the consent of the Health Centre. Please see the [medical notice](#).

Collecting pupils who are unwell

If pupils are unwell they must report to the Health Centre, who will decide whether they should go home. On no account should pupils call their parents to collect them and sign out without having seen the Health Centre team.

Co-curricular commitments

All sport sessions (fixtures and routine) including those for Lower School on Saturday mornings and the main school on Saturday afternoons are compulsory. Boarding and day pupils are required either to represent the School in fixtures (home or away) or, if not selected for a team, to remain at school on Saturdays until they have fulfilled their sporting commitment; for the main school this is 3.30 pm at the earliest.

Field Weekend activities for the main school are also compulsory for pupils to attend and there may be occasional concerts, drama rehearsals and other co-curricular activities and events at the weekend, which are compulsory. There may be exceptional reasons (i.e. funerals/weddings) when requests to miss aspects of school commitments need to be made. Parents are expected to plan family events so as not to clash with school commitments at the weekend. Details of fixtures, activities and events are published in the [online School calendar](#). Pupils may be added to teams late due to injuries.

Pupils who are selected to play in sports teams and take part in other activities and events can expect to be given permission to miss those commitments only in genuinely exceptional circumstances. Pupils must remain at fixtures until they finish and they receive permission to depart.

Requests for pupils to miss Co-curricular commitments should be made to the following with as much advance warning as possible (at least a week and preferably much more) so that staff can plan ahead. Requests made with less than a week's warning are very unlikely to be agreed:

Contacts

Head of Lower School
Mr Ed Bond
e.bond@haileybury.com 01992 706 408

Deputy Head (Co-Curricular)
Mr Angus Head
a.head@haileybury.com 01992 706 336

Medical, dental or other appointments

Permission to be absent for a medical/dental appointment, driving test or university open day or interview should be requested from your son or daughter's HM or the Head of Lower School. These appointments should, where possible, avoid lessons and sports matches.

School events

Permission to miss other school events should, in the first instance, be made to the HM or Head of Lower School. They will refer it to the relevant individuals.

All other reasons

Requests to be absent for all other reasons should be made to the Master. Please contact The Master's PA:

Master's PA
Ms Ellen Burgon
e.burgon@haileybury.com

Bed times – boarders

	<i>Get ready</i>	<i>In bed</i>	<i>Lights out</i>
Lower School boarders	8.15 pm	9.00 pm	9.15 pm
Removes	9.30 pm	9.45 pm	10.00 pm
Middles	9.45 pm	10.00 pm	10.15 pm
Fifths	10.00 pm	10.15 pm	10.30 pm
Lower Sixth	10.15 pm	10.30 pm	10.45 pm
Upper Sixth	10.15 pm	10.30 pm	11.00 pm

Clothing List and Dress Regulations

The School Uniform Handbook can be found on the [School website](#).

Communication

Communication with your daughter or son

Messages can be passed to your daughter or son by contacting House Matrons or the Lower School Reception, who will make every effort to pass these on as soon as possible.

Each pupil has an email account that they are required to check daily. They will be able to pass you the address details.

The School IT network has a number of filters and pupils are allowed access to certain programmes at certain times. If you are unable to contact your child because of these filters and for example the time zone in which you live, please make contact with your child’s HM.

Post for boarders should be addressed with both the pupil’s name and their boarding House to enable ease of sorting.

Example label:

Pupil Name
House Name
Haileybury
London Road
SG13 7NU

Communication with parents

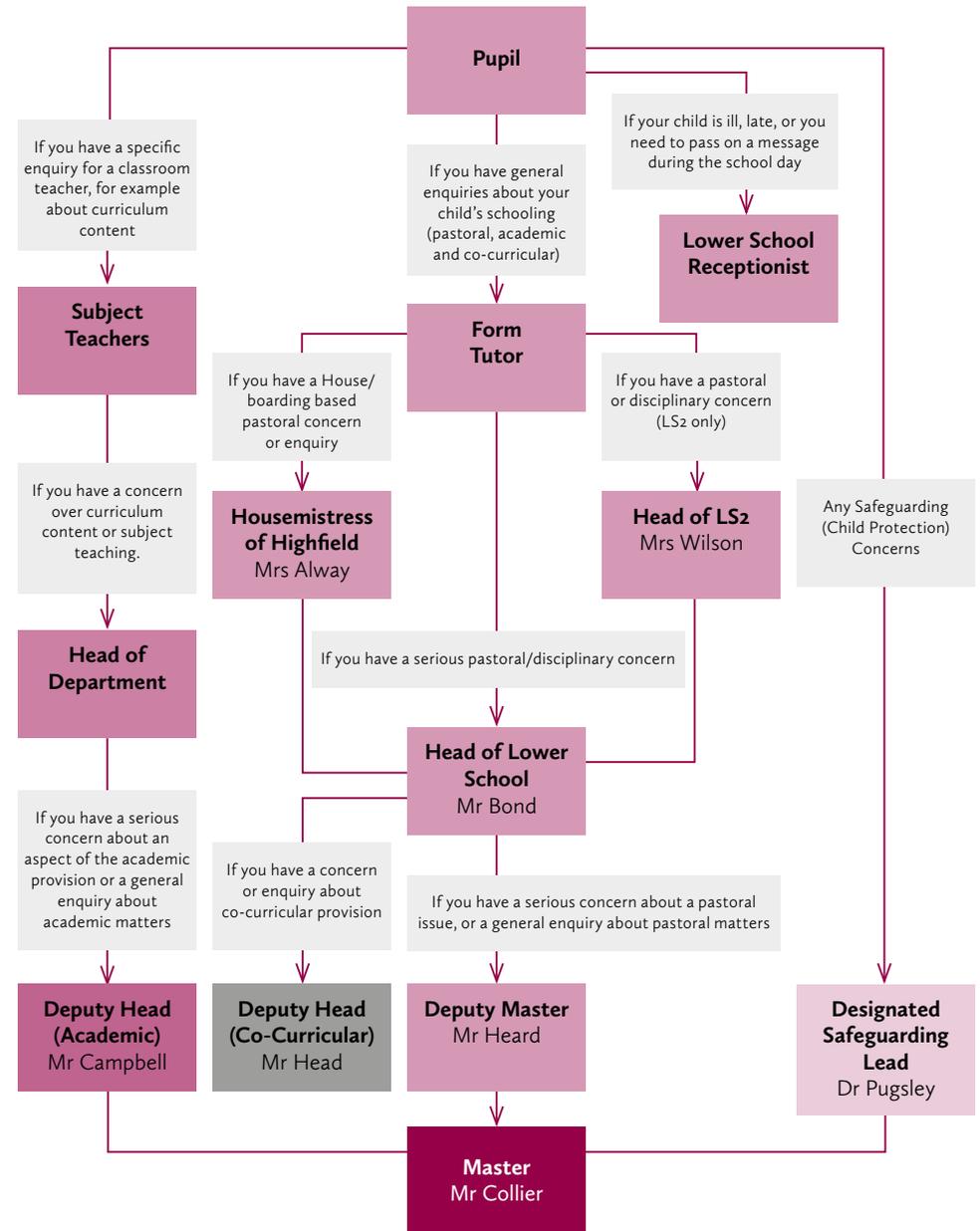
As far as possible Haileybury seeks to communicate regular information with parents and guardians by email only. It is therefore vital that the School has your up-to-date email address.

Notification of reports’ availability is sent by email, as are most information circulars. The College Administrator will contact you annually in September to check that the data we hold is up to date.

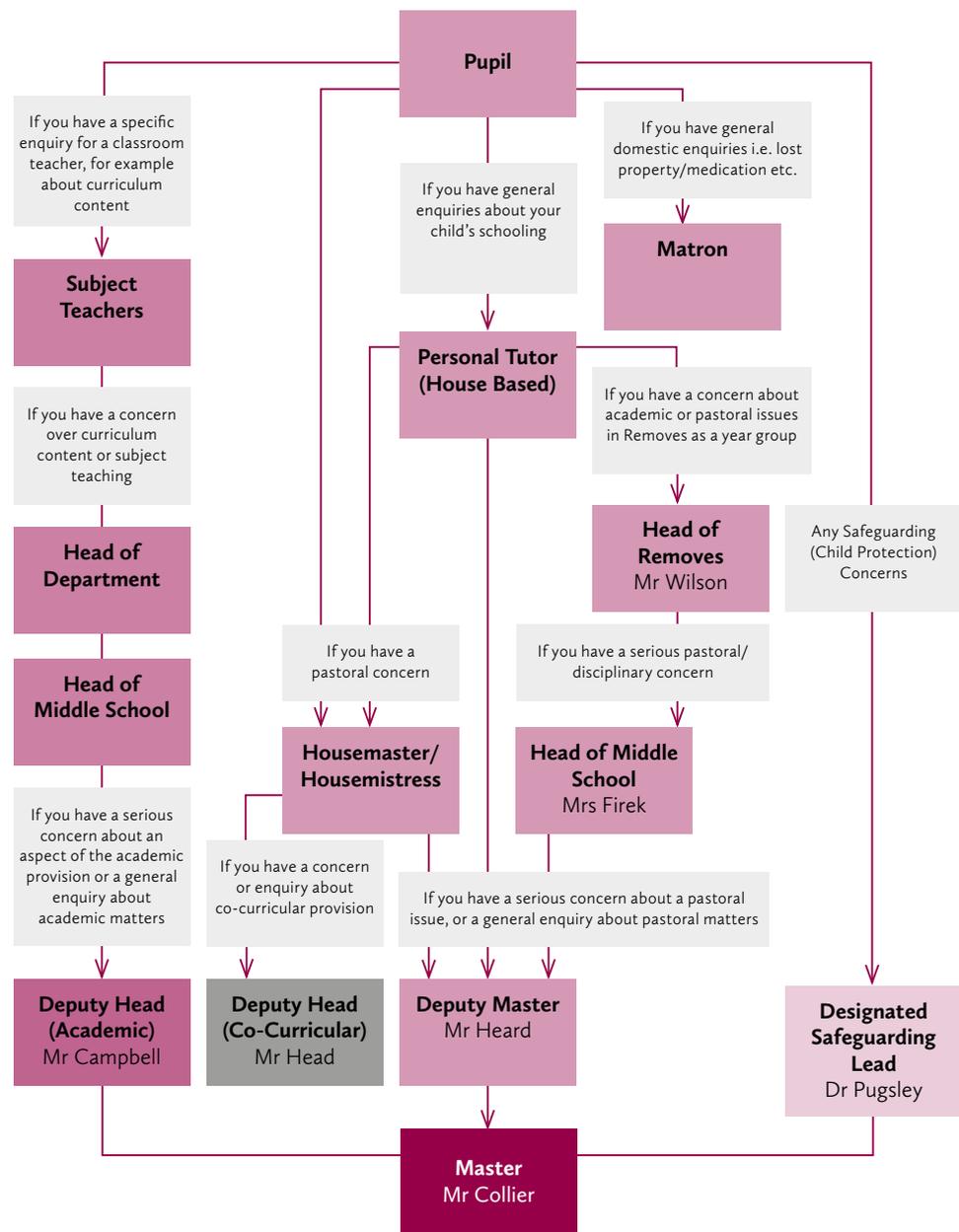
Contacting staff

See next page.

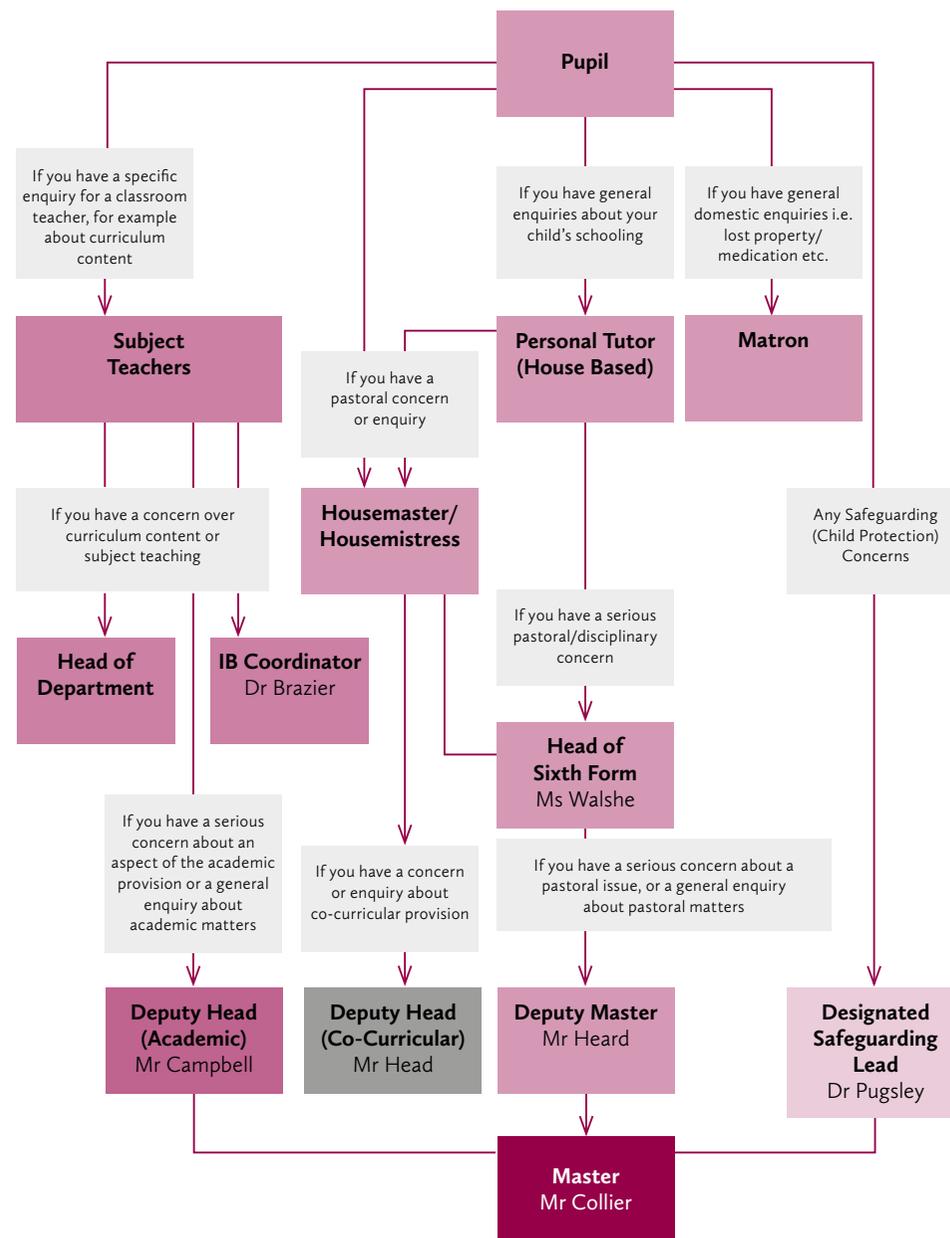
Lower School - Lines of communication



Removes/Middles/Fifths - Lines of communication



Sixth Form - Lines of communication



Overseas pupils

Arrival in the UK

Every time a pupil under the age of 16 travels to the UK, they must carry with them all of their personal identification documents and a parental letter of consent allowing them to travel on their own. Please do check with the airline before travel about their policy regarding Unaccompanied Minors as the minimum age requirement varies across the airlines. There is normally a surcharge for using the Unaccompanied Minors Service. Personal identification documents must be handed to the HM for safekeeping as soon as they arrive.

Brexit

Our experienced staff are on hand to guide and support all our European Union (EU) pupils. Currently the status of EU nationals already living and studying in the UK remains unchanged. While there is still some uncertainty as to the final outcome of the Brexit negotiations we remain confident that whatever the outcome, our EU pupils will be able to continue to study in the UK as much the same way as they have always done. We will of course keep you updated with all the latest developments.

In addition, we retain an excellent firm of immigration lawyers, Fragomen LLP, who operate at parliamentary level and provide us with the very best advice and support for all our families. We have established a Brexit hotline, manned by a team of legal experts at Fragomen LLP, who can provide high level advice relating to Brexit and reassurance to our EU families. Please feel free to use the hotline during office hours (9.00 am–5.00 pm), Monday to Friday. The hotline number is **0044 207 090 9548**.

Guardians

If you live outside the EU/EEA, your child will need to have a [guardian](#). A guardian is 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 (i.e. exehats and 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. Guardians must be available to provide accommodation for their charges who might be excluded temporarily.

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.

+44 (0)1453 821293
info@aegisuk.net
www.aegisuk.net

Your appointed guardian will be required to visit Haileybury in person within the first two weeks of the start of your child's course or being appointed the guardian. During this visit they will be introduced to your child's Housemaster or Housemistress, in order that communication lines can be established. A copy of the guardian's passport and proof of UK residency will have been submitted prior to your child's arrival at Haileybury. **For new pupils please note that we will be unable to issue your child a Tier 4 (Child) Confirmation of Acceptance of Studies (CAS) number until a guardian has been appointed.**

International pupils – visa requirements

If your child does not hold a UK/EU/EEA passport, they will need to apply for a Tier 4 (child) student visa in order to study at Haileybury. Haileybury will provide a Confirmation of Acceptance of Studies (CAS) number, providing that we have received all the required documentation requested. You should already have received a checklist of these requirements. A CAS is a unique identifier number which confirms that the Home Office has given Haileybury permission to sponsor your Tier 4 (Child) application.

The CAS number provided on its own will NOT provide your child entry into the UK. You must use the CAS number to obtain your visa in your home country. Please read the Tier 4 guidance thoroughly. The guidance is available at <https://www.gov.uk/child-study-visa>

Visa applications can be submitted from three months prior to the start date of your child's course. Please contact the Registrar should you have any queries.

Police registration

For pupils over the age of 16, you may need to register with the police as a condition of your visa if you are from the following countries: 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.

An Entry Clearance page will be placed in your child's passport stating whether they are required to register with the police as soon as they arrive in the UK.

The cost of registration is currently £34 and the documents required for registration are: the child's passport, the Tier 4 Biometric Residence Permit (BRP) card and the visa approval letter from the UK Home Office, a letter from the School confirming that he or she is a full-time pupil and two passport photographs (British Passport size requirements). The Admissions Department will assist your child in organising this registration.

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 and the Admissions Department of any change as below:

- Any new landing conditions
- Extensions to your visa granted by the Home Office
- New passport
- New study information or change to educational establishment
- Exemption from Police Registration
- Change of Nationality.

Upon completion of their studies at Haileybury, all registered pupils are required to inform the police of their destination, even if returning home. For questions relating to overseas pupils, guardianship and visas please contact admissions@haileybury.com 01992 706353.

Policies

Haileybury makes available a number of school policies to parents on the [School website](#). These include:

[Alcohol, smoking and vaping](#)

[Bullying and cyberbullying](#)

[Drugs and drugs testing](#)

[Equal opportunities](#)

[ICT acceptable use](#)

[Mobile phone policy](#)

[Pupil medication in Boarding Houses](#)

[Rewards, behaviour and sanctions](#)

[Safeguarding and Child Protection](#)

[Searching of pupils, possessions, rooms and electronic devices](#)

Pupil Handbook

The School's Pupil Handbook (which includes key school rules) can be found on the [School website](#).

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 are 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. The dates and times of all services are published in the [School calendar](#). Any day pupil who attends the Saturday night activities and stays in school must attend morning service on the Sunday.

Each year 20 to 30 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 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 pastoral support is highly regarded by the pupils and staff.

c.stoltz@haileybury.com

Safeguarding and Child Protection

The safety and welfare of all pupils at Haileybury is our highest priority. We take seriously our legal duty to safeguard and promote the welfare of children. We work closely with other agencies to ensure adequate arrangements within Haileybury to identify, assess and support those children who are suffering, or likely to suffer, harm.

Haileybury follows the procedures as laid down by the Hertfordshire Safeguarding Children Board (HSCB). The School co-operates with the HSCB and other appropriate external agencies as may be necessary as part of any child protection investigation.

At Haileybury, the Child Protection Team is led by the Deputy Head, Safeguarding and Wellbeing, Dr Laura Pugsley. There are a number of Deputy DSLs who make up the Child Protection Team.

To contact the Deputy H2ead, Safeguarding and Wellbeing, or the Child Protection Team please ring 07384 254505 or 01992 706284 or email childprotection@haileybury.com Please refer to the School's Policy for Safeguarding and Child Protection, located on the [School website](#).





01992 706 200 haileybury.com Hertford Herts SG13 7NU

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