

# Pupil Handbook

## 2020-21



Haileybury

Any large institution needs guidelines to regulate how people behave within it. This booklet draws together important pieces of information that you need to know about daily life at Haileybury.

It is a useful source of reference and you should keep it safely.

Your Prep Diary also contains shortened forms of some of the policies that are set out here.

In addition, the School's termly calendar contains lists of staff, contact numbers and information about timings of regular weekly events.

Together, these should allow you to find out most things, but remember that Haileybury aims to be a friendly school, so you can always ask.

Our guidelines play a part in helping to achieve these aims and are an important 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.

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# School ethos

Haileybury aims to:

- Provide a spiritual, ethical and intellectual framework within which fundamental issues can be explored and informed choices made.
- Nourish a respect for individuals of all ages.
- Encourage a willingness to help others.
- Foster excellence in scholarship and academic studies.
- Be a happy and purposeful school.
- 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.
- Developing pupils' curiosity and their awareness of the world.
- Acknowledging pupils' efforts and achievements.
- Monitoring pupils' work regularly and carefully.
- Helping pupils to improve in areas of underachievement.
- Treating pupils with respect.

We ask our pupils to:

- Co-operate with all members of the School staff and treat them with respect.
- Co-operate with their fellow pupils and treat them with respect.
- Promote a constructive and purposeful attitude in the school.
- Speak the truth in all circumstances.
- Aim to do their best in all they set out to undertake.
- Maintain high standards of behaviour and appearance.
- Accept reprimand with good grace when they fall short of these expectations.

Haileybury is a Christian foundation and the Chapel plays an important role in our community, encouraging young people to develop a spiritual dimension in their lives.

# Policies & behaviour

## School policies

The Pupil Handbook works in conjunction with a number of school policies, handbooks or statements that are accessible on the School website. The School has strict rules with regard to the misuse of substances and standards of behaviour. **You are expected to read the following policies carefully and adhere to the requirements and standards therein.**

All the following policies can be found on [this page](#):

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

## 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 the designated assembly areas for a formal roll-call. At night, for boarders an alarm must be responded to immediately and pupils must vacate the building by the quickest route. Fire alarm practices will take place regularly.

## General behaviour

Pupils are expected to observe common sense and good manners at all times, to maintain 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. Pupils:

- **From Lower School One to Fifths inclusive must carry their books around the school in an appropriate shoulder bag or briefcase.**
- Should exercise caution and courtesy regarding all vehicles whilst walking on thoroughfares around the campus.
- Must not engage in any form of gambling.
- Must not possess explosives, fire-arms (including BB guns), ammunition, flick knives or any offensive weapon.
- May not possess drones, hover boards or Segways at school.
- May not walk across the grass in the Main and Memorial quads, nor take short cuts across any formal grassed area.
- Are not allowed around Pavilion, Lower Pavilion, Lower Wood, and XX Acre after 6.30 pm except for the area above Pavilion where the seats are. Those wishing to play outdoor games in the evenings should do so on the AstroTurfs during the autumn and spring term and Terrace during the summer term. Areas out of bounds may be visited only with the specific permission of the Housemaster or Housemistress (HM).

- Removes and Middles pupils must be accompanied by a Sixth Former or member of staff when accessing the AstroTurfs/Terrace in the evening following study.
- May only bring a car to school if they are in the Sixth Form, with the agreement of their parents, HM and the Head of Sixth Form. They may only travel in a vehicle whose driver is under 21 years old with their parents, HM and Head of Sixth Form's permission. They must not thumb lifts on roads. They may arrange driving lessons during study periods, when not required during sport afternoon, or other free time.

Pupils should be aware that the full range of sanctions (from detention through to suspension and up to expulsion) is available for use by the School for all breaches of the School's guidelines. Equally, all pupils should be clear that any action which is deemed to be a breach of the law will also be treated as a breach of the school's guidelines and will result in sanctions being imposed by the school.

For more details please see the [Rewards, behaviour and sanctions policy](#) on the website.

### School uniform and casual dress

After lessons, or after 3:30pm on days when there are no afternoon lessons, pupils may wear casual clothes but they are still expected to look tidy and presentable. Casual clothes may also be worn at the weekends from 3:30pm on Saturdays and, except for formal School Services in Chapel, on Sundays. Proper sports clothing should be worn for sports sessions

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

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

For more details please see the [School uniform and appearance guide](#) on the school website.

# Safeguarding & child protection

## Safeguarding and Child Protection at Haileybury

During term time a member of the Child Protection Team will always be available for staff, pupils or parents to discuss any safeguarding concerns.

### Key Safeguarding Personnel

#### DSL

Dr Laura Pugsley  
(Deputy Head Safeguarding and Wellbeing )  
07384 254 505  
[childprotection@haileybury.com](mailto:childprotection@haileybury.com)  
[l.pugsley@haileybury.com](mailto:l.pugsley@haileybury.com)

#### Deputy DSLs:

Mr Simon Heard *Deputy Master*

Mrs Lizzie Alexander *Proctor*

Mr Peter Blair *Head of Boarding*

Mr Edward Bond *Head of Lower School*

Mrs Nicola Dawson *HM Allenb*

Mrs Olivia Firek *Assistant Head (Heads of Year)*

Dr Lucy Johnson

Ms Carrie Walshe *Head of Sixth Form*

Mr Hugo Wilson *Head of Middles*

## The School Counsellor and Independent Listener

The school employs the services of two experienced, fully qualified and registered Child and Adolescent counsellors, and they are available at in term time to discuss, in confidence, matters of concern to pupils of all ages. They work within the Health Centre.

There are different ways to make an appointment with the Counsellors.

A pupil can email directly at:

[schoolcounsellor@haileybury.com](mailto:schoolcounsellor@haileybury.com)

or they can telephone on 01992 706241

or drop into the [Health Centre](#) where they will see a pupil immediately if they are available.

The counselling services are available for all pupils and staff within the Haileybury community. The purpose of the counselling service at Haileybury is to enable all pupils and staff to be provided with short-term specialist care and support when necessary.

All current pupils who board are able to access the services of an [Independent Listener, Mrs Diana Spellman](#). Details of how to contact the Independent Listener can be found on notice boards in Houses.

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

Remember close friends or an older pupil to whom you may feel you can comfortably talk may be able to help. 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, School Counsellor, School Chaplain or Independent Listener
- A Peer Supporter (indicated by the smiley yellow badge) or a College Prefect (CP)
- Child Line: Freephone 0800 1111 or The Office of the Children's Commissioner: Freephone: 0800 528 0731 or email: [help.team@childrenscommissioner.gsi.gov.uk](mailto:help.team@childrenscommissioner.gsi.gov.uk)

### Complaints procedure for current pupils

This can be found in the policy on the school website: [Complaints Procedure](#)

### Pupil voice: School senates

Each section has its own senate to allow the representation of the voice and opinions of the pupils.

- The Lower School senate meets regularly with representatives from each Lower School tutor group
- Within the Middle School, each House has a representative from their Removes, Middles and Fifts tutor groups. In the autumn term,

the Fifts representatives attend regular meetings with the Assistant Head (Heads of Year) and then in the spring term the Middles pupils take on this role. In the summer term the Removes then represent their houses at the Middle School Senate meetings.

- The Sixth Form senate represents the voices and opinions of pupils in the Sixth Form at Haileybury. Each House appoints a representative from the Lower or Upper Sixth to attend meetings which usually happen every half term. These meetings are chaired by the Head of Sixth Form or a member of the Sixth Form team and take place in the Conference Room of the Sixth Form Centre.

The representatives are encouraged to bring specific suggestions to the meetings which may fall into one of three categories: academic/pastoral/co-curricular. The Head of each section then liaises with different members of the Senior Leadership Team to consider and act upon the pupils' suggestions. Minutes are taken and decisions published.

### Medication

All pupils must abide by the School instructions on medication. These are presented in house on the following notice: [Pupil Medication in boarding houses](#)

1. Medication can only be kept in House with consent from the Haileybury Health Centre. All pupils must inform the Health Centre if they are in possession of any personal medication.
2. The Health Centre may consent for you to keep and self-administer your medication or the Health Centre may request that you report to your HM or Matron for your medication.

3. The HM or Matron will take responsibility for any medication that requires refrigeration.
4. Medication you are permitted to keep must be stored and locked in your lockable space.
5. You must not allow any other pupil to access or take this medication.
6. You must report to the Health Centre all medication you bring from home. The Health Centre will provide you with appropriate consent. Your HM can store medication overnight until consent has been obtained.
7. If you have consent to keep medication such as an Asthma Inhaler or an Epi Pen you must carry these to activities.

### Health care

1. If you are a boarding pupil and feel unable to attend games/activities due to illness or injury, you must speak to your matron or HM in the morning before Call (LS Receptionist for LS pupils). They will speak to the Health Centre for you and give you a time to attend to be seen by a nurse or GP. If you are a day pupil your parents may write, in detail, to your HM and matron explaining the issue and the Health Centre will give you a Leave Off chit if appropriate.

All Leave Off should be requested in the morning and not directly prior to games or activities starting. We appreciate that you may become unwell during the day and the Health Centre, via Matron, will of course treat you sympathetically if that is the case.

If you are given Leave Off (day or boarder) you should take your chit to your normal games/activity session or fixture and present

it to the coach. You are required to stay at the session/fixture to assist/watch where possible. You may also be asked to travel to a fixture with your team. You should be wearing full Haileybury kit/uniform, with a warm jacket as necessary.

2. Emergencies must be reported to the Health Centre at once whenever they occur.
3. When arriving at the Health Centre pupils will report to the nurse at reception and have their names entered in the Attendance Book. The pupil will be registered.
4. When pupils are admitted to the Health Centre the Health Centre will contact the relevant HM/Matron/House to inform them.
5. Other than HMs, teachers and parents, or Heads of Houses, only brothers or sisters may visit a pupil in the Health Centre.

### Dental appointments for boarders

Any boarding pupil needing a dental appointment should arrange this through the Health Centre.

### Health Education

There is an extensive health education programme, all of which is run under the auspices of the Deputy Head (Safeguarding and Wellbeing), Heads of Section, Head of Personal, Health and Social Education (PHSE), the School Doctor, the Proctor and the Deputy Master. Whenever possible, lectures are made available for parents and guardians. HMs also discuss such behavioural issues with parents and guardians.

### Pornography

Pornographic material in any form (either hardcopy or electronic) must not be brought into school or accessed online. Haileybury has a robust filtering system that sends reports to the Deputy Head (Safeguarding and Wellbeing) to protect pupils. Displays of posters, pictures etc. in pupils' rooms must not be offensive to other members of the school community or visitors. Pupils should not distribute electronically any material which may be offensive. Any pupil found to repeatedly disregard this expectation will be liable to receive a disciplinary sanction commensurate with the offense.

Please see the School policy on [ICT acceptable use for pupils](#) on the school website.

### Relationships

Haileybury is a mixed community and pupils are encouraged to form friendships in a mature and responsible way. Socialising is allowed in free time and pupils may visit designated communal areas in each other's 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.

Haileyburians 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. Haileybury reserves the right to expel any pupil who has had sexual intercourse on school premises or while under the school's care.

### Visiting and evening hours

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. Pupils must sign into boarding houses, and if they are found not to have done so can face sanction for this.

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.

- Private: Each House has areas which are to some extent personal and private – e.g. dormitories – and for these areas the following guidelines apply.

Pupils may visit pupils in other Houses but visiting is allowed only in common areas.

- *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 areas are designated as 'common areas' where they are welcome.

With the exception of Thursday evening House Nights, pupils may leave House after the 2nd study period (8.30 pm). All pupils must sign out, naming a destination, where they must sign in if possible. All boarding pupils are expected to participate in Thursday evening 'House Nights' and pupils may only leave House to attend a school-organised activity – e.g. a Society Meeting or Concert.

After Call at 9.30 pm or 10.00 pm pupils must not leave House except for exceptional circumstances and only with permission from their HM or the tutor on duty.

### Boarding House guidelines

The expectation is that pupils should behave in the same way in their Boarding House that they would in their own home. Pupils should treat their living accommodation with respect at all times, remembering that it is not just for their use, but also for future generations of Haileyburians. All are responsible for keeping their room or area tidy and presentable. Any damage or breakages must be reported to the HM or matron 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:

- To permit evacuation or rescue in the event of a fire, doors must be able to be opened to their full extent.
- Blu-Tack and drawing pins should be used sparingly and only on appropriate surfaces.
- Electrical safety must be ensured and all pupils must follow the electrical safety rules as displayed in their boarding House.
- Candles or joss sticks/incense sticks are not permitted on the school campus.
- iPods, speaker systems/music etc. and musical instruments must not be played so loudly as to disturb other people.
- Speaker systems/music etc. must be turned off when they leave their room/dormitory.

### Personal Property

- All pupils must respect the personal belongings of other pupils. This includes toiletries, stationery, food and clothing.
- All pupils must respect the buildings, grounds and environment of the school.
- All personal property is brought to school entirely at the owner's risk and should be

included on parents' own insurance. Pupils should use their lockable spaces.

- **Valuable articles should be registered with HMs (serial numbers etc.) and online if possible and should never be left in House during the holidays or during half-term breaks unless deposited with the HM or locked in available box rooms, and even then at the owner's risk.**
- Any damage to school property must be reported at once to the appropriate staff and the pupil's HM.
- Money, cash cards and other purchase cards should be deposited with the HM and drawn when required. PINs should never be disclosed to others and cards should not be loaned. Loss of cards or money which have not been so deposited is the responsibility of the owner.
- Staff may search 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. The pupil and a second member of staff must be present when a room or possessions are searched, unless there is a risk of immediate significant harm to pupils or staff.

Please see the [School policy on Searching rooms and property](#) on the intranet. The School reserves the right to search for all the items listed under 1.2 of that policy and any vaping paraphernalia.

### Takeaways

Takeaways are permitted only on Thursday evening of a house night and on the weekend (maximum once per week) at the discretion of your HM.

# Daily/weekly routine

## 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

<b>Monday</b>	Drama HPP
<b>Tuesday</b>	Music
<b>Thursday</b>	Drama
<b>Friday</b>	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

## Dining Hall

### Clearing

All pupils have a combined responsibility to keep the Dining Hall and Grubber as tidy as possible and to leave their tables clean and acceptable for the next person who sits there. Pupils must collect all crockery and cutlery that they have used during their meal and ensure any waste/leftover food is taken away to the tray clearing station. The Food Committee, which meets twice a term, provides a forum for pupil representatives to make suggestions for improvements in the catering service.

### Behaviour and dress in Dining Hall

Pupils are expected to maintain a pleasantly civilised atmosphere at all times and adhere to the following rules. Unsealed food is not to be removed from the Grubber, but should be consumed in place.

#### Breakfast (Monday to Saturday)

- Pupils must be in School Uniform or full School tracksuits. No leggings are permitted.
- House clothing is not permitted.

#### Lunch (Monday to Saturday)

- Pupils must be in School Uniform or full School tracksuits. No leggings are permitted.
- House clothing is not permitted.
- Pupils may wear their CCF uniform or Coghill kit for lunch on a Wednesday only.

#### Supper and Sunday Brunch

- Pupils may wear casual clothes but they are still expected to look tidy and presentable.
- No sliders, slippers or similar are permitted.
- Shorts and skirts are permitted providing they are a suitable length (to reach just above the knee)
- Torsos (including shoulders) should be covered at all times.

Hats, coats, scarves and gloves must be removed on entering Dining Hall.

Pupils are not permitted to use mobile phones in Dining Hall and they should not be visible.

# Exeats, leave & bounds

## Dining Hall mealtimes – weekdays

### Breakfast

7.00–8.00 am *As advised by most recent notice.*

### Lunch

12.15 pm Lower School  
12.55 pm Main School  
*As advised by most recent notices.*

### Supper

6.00 pm Lower School  
*Boarders & Bus users.*  
Main School  
*As advised by most recent notices.*

*Each weekday morning a service of “morning break” operates in Dining Hall during the Half – soft drinks and light refreshments (e.g. cakes or biscuits) are available at this time.*

## Dining Hall mealtimes – weekends

### Saturday Breakfast

7.00–8.00 am

### Saturday Lunch

11.30 am–2.00 pm

### Saturday Supper

6.30–7.30 pm

### Sunday Light Breakfast

8.00–9.00 am

### Sunday Brunch

11.00 am–1.00 pm

### Sunday Supper

6.30–7.30 pm

## Weekend/exeat arrangements

All leave from Haileybury is referred to as an 'Exeat'. Exeats may be taken only with the knowledge and approval of the HM and prior written/email permission from parents or guardians.

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 (such as a School Charity Fair) has ended. These weekends will be clearly designated in the School Calendar.

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 3.30 pm. 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.

Boarders who go home after sport on a Saturday or on a Sunday should be back in House by 8.30 pm on Sunday or, by arrangement with HMs by 8.10 am on the Monday morning.

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.

On Sundays brunch is compulsory. 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 after the Chapel service.

Saturday Evening Town Leave is a privilege only for members of the Sixth Form with their HM's permission as described below. Town Leave is not allowed on non-exeat weekends. Alcohol is only permitted for pupils aged 18+. See Alcohol policy.

## Parties, afternoon/evening leave from school

Permission must be sought from the HM in advance of any request to leave school site for a midweek birthday meal. Such meals are restricted to the pupil and their parents/family.

Parties to celebrate birthdays or other important events should be arranged to take place during the school holidays/half-term breaks, even though those dates may not exactly coincide with the event celebrated.

An 18th birthday meal, if permitted by an HM, should only involve six or fewer pupils. See Alcohol policy.

Boarders are not allowed to attend parties at weekends if it involves returning to a boarding house after the party.

Any pupil who is given permission to leave school on a Saturday afternoon, after sport commitments have been honoured, must return in time for evening call (approximately 6.30 pm).\*

HMs may give permission to Sixth Form boarders to leave the school grounds on a Saturday evening following call at 6.30 pm. This is a privilege for Saturday evening only and does not extend to a Sunday evening. Each pupil must state clearly where he or she is going and must report in to their HM on return by 10.30 pm. As previously stated this opportunity may be taken only with the knowledge and approval of the HM.

*continued*

\*HMs can use their discretion regarding this point, if for example a pupil is attending an Open Day or is involved in a family function.

### Bounds

The woods and fields, other than the areas shown on the map (opposite) are out of bounds except on an authorised activity.

### Access to Hertford Heath

The guidelines about going to the village of Hertford Heath are as follows:

- Pupils in Removes and Middles must ask their HM or AHM for permission to visit Hertford Heath and sign out and in using the House signing in/out book.
- U6th, L6th and Vs pupils may go to the village shop in Hertford Heath without specific permission, although they must sign out and in using the House signing in/out book.
- Pupils may visit Hertford Heath during the following times providing they honour all co-curricular commitments:

#### Hertford Heath visiting times

Monday	5.00 – 5.45pm
Tuesday	4.30 – 5.45 pm
Wednesday	No access
Thursday	4.30 – 5.45 pm
Friday	4.30 – 5.45 pm
Saturday	3.30 – 5.45 pm
Sunday	11.00 am – 5.45 pm

### Houses

- 1 Alban's
- 2 Allenby
- 3 Bartle Frere
- 4 Batten
- 5 Colvin
- 6 Edmonstone
- 7 Hailey
- 8 Highfield
- 9 Kipling
- 10 Lawrence
- 11 Melvill
- 12 Thomason
- 13 Trevelyan

### Academic buildings

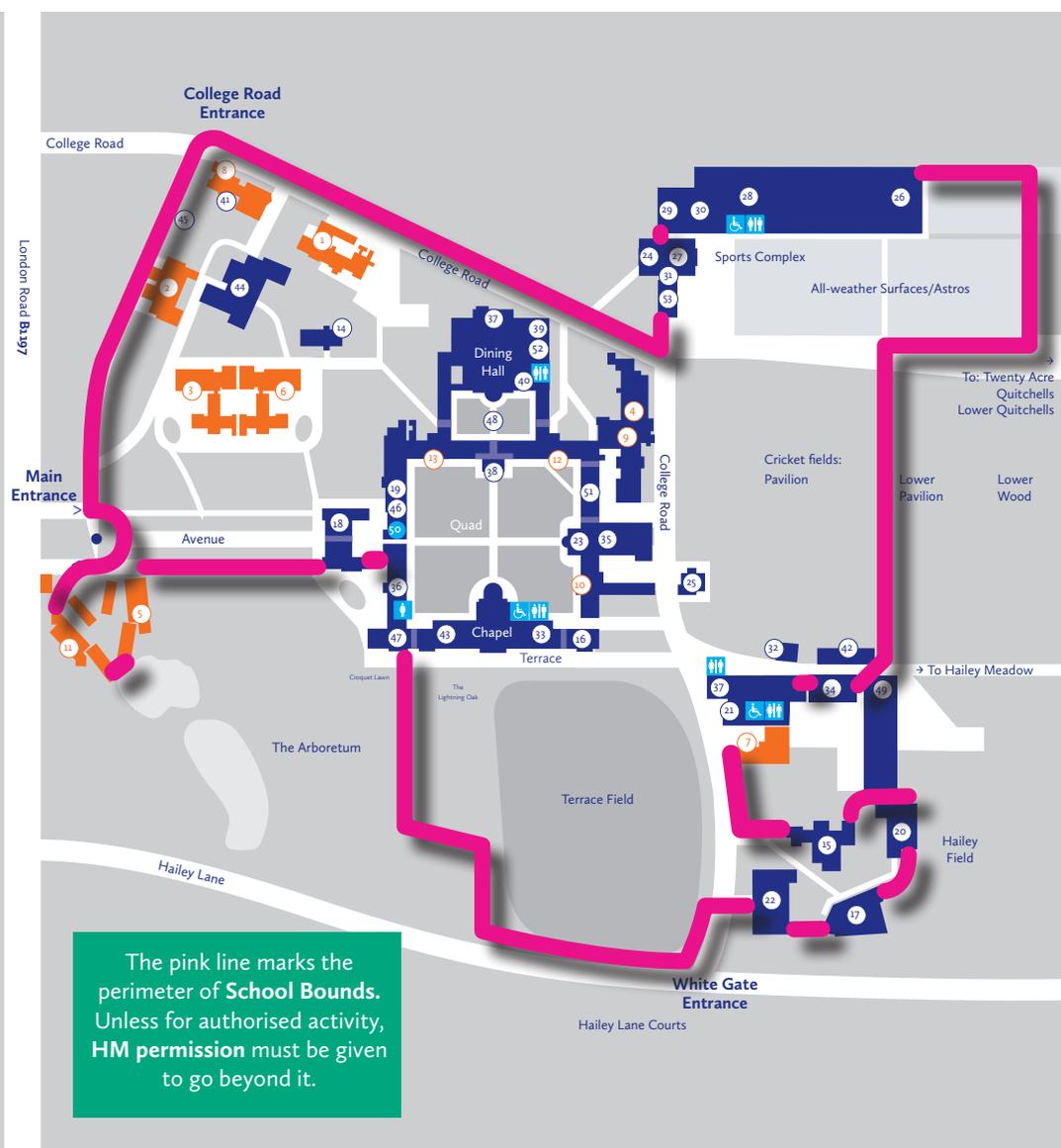
- 14 Art School
- 15 Biology
- 16 Computer Science
- 17 Design Technology
- 18 Form Room Block  
*Classics, English, History, Latin, Modern Languages*
- 19 Geography
- 20 Mathematics
- 21 Music School
- 22 Physics & Chemistry
- 23 Theology & Philosophy

### Sports facilities & fields

- 24 Climbing Wall
- 25 Cricket Pavilion
- 26 Legends Tennis Centre
- 27 Rackets Court
- 28 Sports Hall
- 29 Squash Courts
- 30 Swimming Pool
- 31 Visitor changing rooms

### Other buildings

- 32 Armoury
- 33 Attlee Room
- 34 Ayckbourn Theatre
- 35 Big School
- 36 Book Room
- 37 Bradby Hall
- 38 Clock House/Archives
- 39 Galpin Suite
- 40 Grubber (café)
- 41 Health Centre
- 42 Learning Support
- 43 Library
- 44 Lower School
- 45 Lower School drop-off point
- 46 Marketing & Admissions
- 47 Master's Lodge
- 48 Memorial Quad
- 49 Porters' Lodge
- 50 Reception & Registry
- 51 School Office
- 52 Sixth Form Centre
- 53 Uniform Shop



continued

# Academic

- Pupils may walk only along the main road to access Hertford Heath and not take any side turnings. Pupils should be dressed appropriately.
- Removes and Middles should visit Hertford Heath in pairs.
- Pupils visiting Hertford Heath should always show courtesy and respect to members of the public and should not leave litter along the road.
- Access to the village of Hertford Heath extends as far as the village shop (corner of Priors Wood Road).

## Access to Hertford

Access to Hertford is by HM permission only. Travel must be by bus or taxi; a school Tesco service on a Sunday is also in operation. Pupils must not walk.

On Saturday afternoons pupils from the main school may visit Hertford between 3.30 and 5.45 pm providing they are in at least a pair. Sixth Form may travel alone. No leave to Hertford is given on non-exeat Saturdays.

On Sundays pupils from the main school may visit Hertford between 1.00 and 4.00 pm providing they are in at least pairs. Sixth Form may travel alone.

It is a Sixth Form privilege to be granted permission to visit London on a Sunday. Pupils are still bound by school rules. Parental consent has to be received by the HM in advance and Sixth Formers have to return by 6.30 pm. No pupil below the Sixth Form will be granted permission to visit London unless it is a school organised trip.

## Public houses

Boarders residing at Haileybury on a weekend 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 except for the College Prefects at times specified by the Deputy Master.

Day pupils are expected to follow the same guidelines as laid down for boarders if they are in the School's care.

Pupils on post-exam leave are not permitted to visit public houses in Hertford Heath.

## Travel

The School recommends use of two DBS checked taxi services:

**Acre Cars**  
+44 (0)1992 451 111  
[enquiries@acrecars.co.uk](mailto:enquiries@acrecars.co.uk)

**Foxholes**  
Telephone: 01992 500 750  
[info@foxholescars.co.uk](mailto:info@foxholescars.co.uk)

These taxi companies should be used for all pupil travel to do with School.

## Digital Learning

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 should have their own iPad, keyboard case and stylus.

## Connecting to Wifi

- Haileybury Domain – use your username (e.g. jsmith) and password
- Haileybury Guest – Password: Haileybury
- Haileybury Devices – only used for devices in classrooms or boarding houses/some onsite properties. IT support must be contacted to setup a device (e.g. TV, Xbox, Apple TV)

NOTE: You will not be able to access Haileybury internet on your devices unless you have the Haileybury certificate downloaded on your devices. To do this, go to [connect.haileybury.com](https://connect.haileybury.com) whilst using Haileybury Guest. You will need to follow this procedure any time you bring a new device on site for the first time.

## Logging in to services

If the option to log in via Google is available, you should use this method.

## Accessing the Remote Desktop

- [remote.haileybury.com](https://remote.haileybury.com)
- Domain - UNIVERSE
- Log in with Haileybury details

## Putting your emails on your phone/ other device

- Account – Exchange
- Server – mail.haileybury.com
- Domain – UNIVERSE

## Multiple Google Accounts

If you already have a personal account you have registered on the device please add your Haileybury account before trying to sign in with Google option.

## iPads

*I have lost/think I have lost my iPad, what should I do?*

- Go to IT support as soon as you possibly can (i.e. The Half, Lunch, After school) so that they can try and track it down for you. You will be loaned an iPad until it is found if there are some available.
- Ask a friend to email the teacher you have just had a lesson with to see if the device is in their room.
- Do not leave it a couple of days and do not worry if you email IT and then find it.
- Please send them an email to let them know.

*I have forgotten my iPad as a day pupil, what should I do?*

- Report to IT support immediately to borrow an iPad. You will be given a slip so that your teacher is aware that you have been at IT to get an iPad. It will have the time in which you have been issued the device.

*My iPad is broken, what do I do?*

- Go to IT support as soon as you possibly can

### *I have lost my Logitech crayon / Apple Pencil / charger etc.*

- Unfortunately, unlike the iPads we cannot track them to specific locations. These can be purchased at the bookroom or alternatively, you could purchase from a retailer such as Amazon.

### *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. You will have input regarding the blacklisted apps through your digital representatives and the apps will be reviewed regularly to ensure that they are up to date. This list is subject to change without notice.

#### [Haileybury iPad Blacklisted apps](#)

### *Can I use a VPN?*

VPNs are not allowed to be installed on your iPad and are on the blocklisted apps. If you need a VPN for your school work, the school will provide you with one. If there are any cases where you may need a VPN, permission must be obtained from the Director of Digital Learning, Mr O'Brien.

### **What can we see/not see?**

The purpose of the internet filtering and remote management is to ensure that your safety and learning are always the highest priority.

When in a lesson, your teacher will be able to see your entire iPad screen as well as have the ability to lock your iPad. Teachers will also have the ability to obtain a summary of your activity from a lesson i.e. what apps you were

on and how long you spent on them. This may also be the case in the boarding house where your tutor or HM can see your screen.

We are also able to identify what webpages you have accessed while logged into the school network.

### **What happens when we go home?**

The school does not provide any filtering systems when a pupil is at home. However, blocklisted apps should not be installed. Any blocklisted apps still on the device on return to Haileybury will incur the appropriate sanction. Please use the technology responsibly and should any issues arise please report them.

### **How and when should I report online safety concerns?**

If you come across any material which threatens your or the safety of others at the school, you should report any concerns to your HM, the Head of E-Safety (Mr Hirschfield) or the Designated Safeguarding Lead (Dr Pugsley) regarding online safety. The Director of IT (Mr Spooner-Wells) should have all issues regarding cyber-security reported directly to him.

If you or another pupil is the victim of cyber-bullying, you should inform your HM/tutor or another member of staff as soon as possible; and preserve texts, messages, emails or images, rather than delete them.

### **Who and what are Digital Representatives?**

Digital representation is an integral part of ensuring communication of concerns and issues between pupils and the school remains open and on-going. It allows concerns relating to electronic and online safety to be discussed

through representatives to the Head of E-Safety (Mr Hirschfield), who reports to the Director of Digital Strategy (Mr O'Brien) and the Designated Safeguarding Lead (Dr Pugsley).

The Digital Representatives programme allows two pupils from each boarding house & six pupils from the Lower School (thirty members total) to attend meetings chaired by the Head of E-Safety once a half term to report digital issues and concerns, and be trained on the use of technology used at Haileybury to enhance user experience in the wider community.

### **Internet access times**

- Removes and Middles: Daily 7 am–9.30 pm
- Fifths: Daily 7am-10pm
- Sixth Form: Daily 7am-11pm

All pupils must abide by the ICT acceptable use policy for pupils. This policy is found on the school website: [ICT acceptable use for pupils](#)

### **Haileybury Information and Knowledge Service & Library**

Haileybury has a well-resourced library which is a vital resource for you to use in your studies. You are automatically a member of the library and do not need a library card to start borrowing items.

Our services include the following:

- The provision of children's, young adult and adult fiction books to borrow and enjoy. We are happy to advise pupils on possible reading choices. All pupils should have a book to read and
- An extensive collection of books, journals and magazines.
- An eLibrary that includes subscription and curated open sites to help you with your academic studies and wider understanding of global issues and current affairs. The eLibrary and all of the services available via the HIKS online portal can be accessed remotely from anywhere.
- Scanning request service.
- DVDs to support academic work and to enjoy in your leisure time.

By entering through the HIKS on-line portal you are able to access the eLibrary, the HIKS catalogue, the archive digital collection and the eCommons. If you cannot find what you want please ask or email us. Requests for new resources are welcomed.

In order to ensure that the library can run an effective service for all, please be aware that:

- Any material borrowed from the library must be signed out. Reference books, journals and magazines cannot be borrowed.
- 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. Renewal requests are accepted.
- DVDs are loaned for 5 days. They should be handed to a librarian on return.
- You are responsible for any items signed out under your name.
- You will be charged the full replacement cost of lost/unreturned items.
- No food or drink except water may be brought into the library.
- The library follows the school's policy on use of mobile phones.
- You should be considerate towards other library users.

### Prep time use of the Library and Sixth Form Centre (SFC)

- September to March the Library is open in the evenings & Sundays 1pm – 4pm and will be manned by Library staff.
- Summer term – The Library and Sixth Form Centre will generally be open in the evenings. The library will open on Sundays. Timings will be confirmed before the start of the Summer term but likely to be 1pm–4pm with the SFC open too depending on demand.
- Pupils using the Library during prep must sign in. 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.
- Pupils should arrive promptly and stay for the whole prep period.
- A quiet working atmosphere should prevail during prep time: no chatting, mobile phone use or social messaging is allowed.

### Science buildings – safety rules

These rules should be referred to on a regular basis to ensure a safe environment is provided at all times. Pupil 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. Pupils can only go into a laboratory or lecture room if they have permission to do so.

#### Always report any accident or breakage to your teacher immediately

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (e.g. Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.

6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.
11. No food or drinks allowed in laboratories.
12. If you are unsure about any laboratory procedure ask your teacher.

# Co-curricular

## Music and drama

Haileybury offers an extraordinary array of co-curricular activities and pupils are strongly encouraged to take advantage of them. Music and Drama lie at the heart of these opportunities, and our aim is to promote a life-long love and appreciation of the Arts. We offer a safe and caring environment that will not only recognise talent, potential and aspirations, but one that will nurture and encourage its development.

If pupils are fortunate enough to become involved in an ensemble or a production, they should be aware of a few expectations and benefits:

### Expectations

Commitment and dedication are the two key ingredients needed in a production or an ensemble. Teamwork depends on the contribution and dependability of every individual involved, and be it a small part or the lead role, all those involved share responsibility for the activity's progress and success. A pupil who does not live up to this responsibility will have an adverse impact on the activity itself and also the experience of all others involved. Pupils should therefore:

- Arrive on time for rehearsals.
- Arrive with enthusiasm.
- Be ready to work hard.
- Should any problem arise, talk to the teacher in charge.
- Never think absence will not be noted; as Oscar Wilde wrote *"A man is most noticed in his absence!"*

## Benefits and rewards

- Being a part of an ensemble and working in groups can be incredibly rewarding; often pupils will be working across a wide range of year groups and the social interaction will be stimulating.
- Working with others in the pursuit of one common, creative goal is normally a rewarding experience in itself.
- The process requires dedication and rehearsals may well be hard work, but the significant fulfilment will also prove beneficial to your personal development.
- The chance to perform in front of an audience will provide confidence and offers memorable experiences that will last a lifetime. A 'group performance' offers both the chance to 'hide amongst the ranks' (if confidence is a little limited) or to take centre stage (for those a little more opportunistic!). Either way, pupils will get a buzz from getting up on stage, dealing with their nerves and delivering the performance to the best of their ability.
- Those involved in music, dance and drama may have the chance to entertain audiences – perhaps in the wider community. Sharing talents, experiences and emotions with a wider public can provide the greatest fulfilment of all.

## Sporting mission

Sport provides the opportunity to learn about yourself, especially when under pressure; to learn about others (team mate or opponent); and to learn about the culture and behaviour you perform within. Sport can also be a great release, enabling you to go back into the classroom and work that bit harder, smarter and even differently on the things that motivate you.

Sport thus plays a central role in Haileybury life. We aim to nurture individual pupils and believe that sport develops pupils' confidence and resilience through physical, technical and mental stimulus, as well as through exposure to teamwork and leadership opportunities.

### Sporting code

During training and matches and whether Home or Away, and on or off the field, Haileybury pupils are expected to maintain the highest possible standards of sportsmanship at all levels, in House and school sport, by adhering to the following points when involved as a player:

- Behave in a dignified fashion at all times, whether winning or losing.
- Accept any official's decision with good grace and respect.
- Applaud the opposition for good play.
- No opponent should be physically or verbally abused or deliberately distracted by any actions or words.
- Never use inappropriate or foul language.
- Learn the rules of the sport and play within them.
- Wear appropriate Haileybury sportswear.

- Represent Haileybury with pride.
- Thank the opposition post-match and be excellent hosts/guests at tea.

With regards to supporting teams in fixtures, all pupils must adhere to the below points:

- Add to the atmosphere of the game by giving positive vocal support.
- Set a good example by recognising fair play and applauding good performance by all players on both teams.
- Discourage unfair play.
- Avoid belittling a player for losing or making mistakes.
- Accept officials' judgements.
- Never enter the field of play, including when victorious (celebrations should be respectful of the opposition and dignified and never involve encroaching on the field of play).
- Support players' involvement and publicly help them enjoy the game.

It is important that pupils, staff and parents all transmit the right message about good sportsmanship. All should set the right example: sport is played to win, but not at all costs and pupils must realise that success can be tarnished by allegations of poor sportsmanship.

### Red card/sending off policy

This can be found on the School website.

# Haileybury vocabulary

## The use of Sports Facilities

- Pupils should not cross Pavilion or Lower Pavilion en route to XX Acre.
- 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.
- No food or drink is allowed in the playing area of the Sports Centre, All-Weather pitch, or in the Fitness Suite.
- No spectators are allowed on the playing surface in the Sports Centre or on the All-Weather pitch.
- No studded or spiked shoes are to be worn in the Sports Centre or on the All-Weather pitch.
- Pupils playing games on XX Acre must exit and enter the sports centre via the rear entrance.
- Pupils must not leave equipment or clothing in corridors, doorways or anywhere other than in the changing rooms.
- 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
- Those travelling to school matches normally wear school uniform or a full school tracksuit.
- School games clothes should be worn for all school sporting activities, including in the Sports Centre, on the Astroturf pitches and the Tennis Courts. Unofficial games clothing or casual dress must not be worn.

- Under 16s may only use the Fitness Suite as part of an organised group supervised by a member of teaching staff or if permission is granted by the Director of Sport.
- 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, preps and meal times.

## Swimming pool

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

## Climbing wall

- Pupils are encouraged to use the climbing wall but may only do so with an authorized member of staff being present.
- Pupils may not 'lead climb' at any time.

Like many old institutions, Haileybury has a vocabulary of its own which new pupils will become accustomed to. Below are just a few words and phrases to help:

### *Avenue*

The tree lined road which runs from the main entrance to the arch of the *Form Room Block* (a building with classrooms).

### *BOBS*

This stands for the **Back Of Big School**. This is where coaches collect pupils for fixtures and trips. It is near the cricket pavilion. *Big School* itself is a building which also houses the Master's office and Philosophy department.

### *Games*

This is what we call sport.

### *Grubber*

The coffee shop next to the Dining Hall.

### *Half*

Morning break of half an hour

### *Leave Off*

If you are injured or ill and cannot participate in games or other activities you have to get Leave Off. Leave Off is issued by the Health Centre.

### *Lists*

A school assembly.

### *Pav*

This is short for Pavilion. It really refers to an area of grass with some benches near the cricket pavilion. It is a social area where some pupils choose to meet their friends.

### *San*

This is a shortened name for Sanatorium which is the old fashioned name for the Health Centre. We try to call it the Health Centre now but some people still use 'San'.

### *Terrace*

This is the area behind Chapel and refers to both the hardstanding and the pitch which is used for football and rugby (usually 1st teams). Like Pav, some pupils choose to use this as a social area.



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