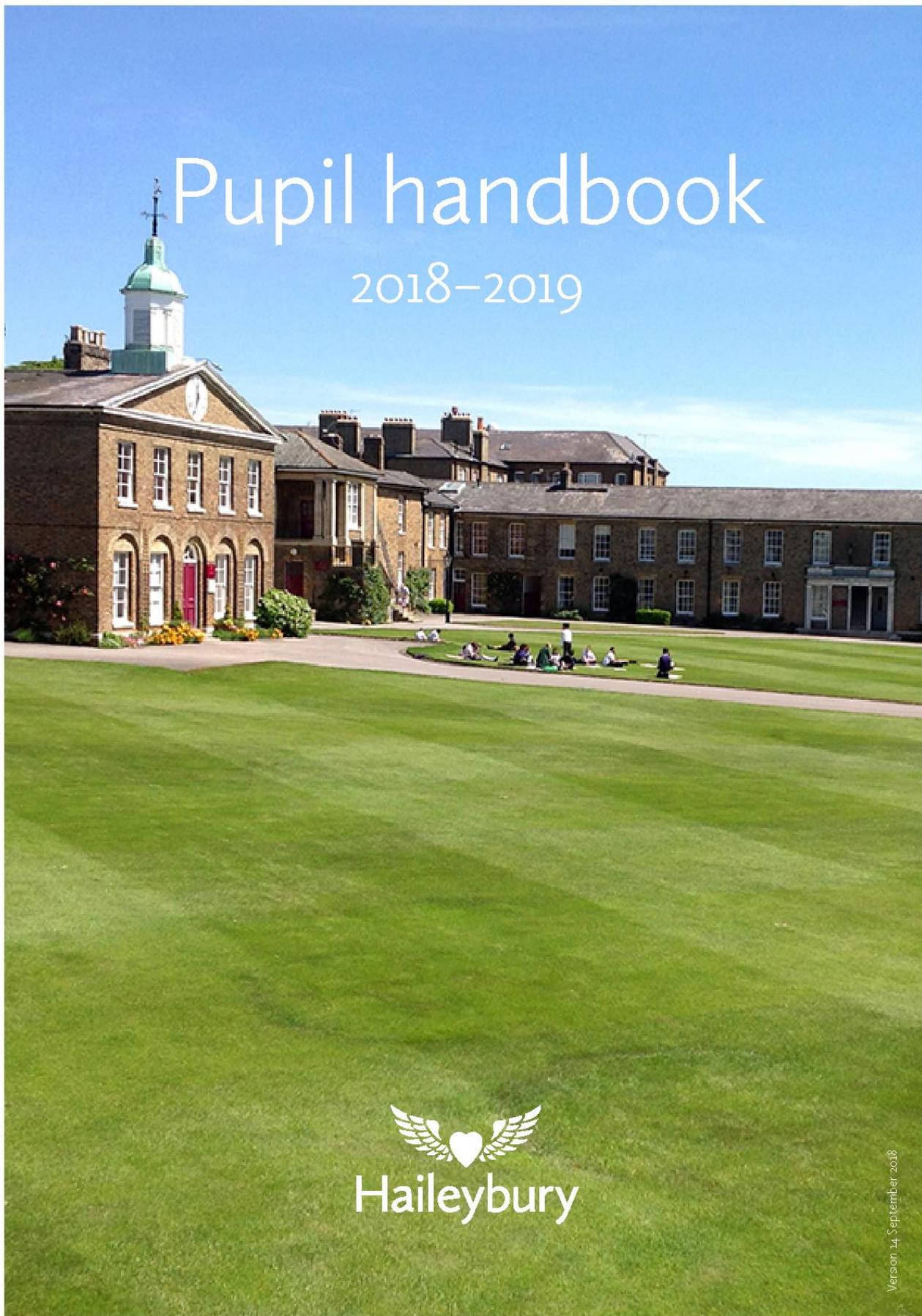


Pupil handbook

2018–2019




Haileybury

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Introduction

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.

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.

The School Senate

This body exists to allow the representation of the voice and opinions of the pupils. Each House is represented by a Lower Sixth representative in the 'core' Senate. Senate members elect, from among their members, a Chair and a Secretary who convene and run weekly meetings. In addition to the 'core' Senate, one Senate representative is chosen from with each year group in every House. These 'House representatives' are responsible for collecting items for discussion at the core Senate meetings. A senior member of staff, currently the Deputy Head (Co-Curricular), also attends Senate Meetings and he may be accompanied by one of the Heads of School to act as a link between the Senate and the College Prefect body. A separate Senate operates in Lower School with a representative from each form meeting at least once every half term. Views from Lower School Senate are passed through to Dr Pugsley, the Lower School Tutor team and Main School Senate.

Equal Opportunities

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

Safeguarding and Child Protection at Haileybury

(The full Safeguarding and Child Protection Policy is available on the website at www.haileybury.com)

Commitment to Safeguarding

Haileybury is committed to being a welcoming, friendly school, where unkindness and bullying have no place. Safeguarding and Child Protection is at the core of all we do. Our aspiration is that all our pupils should be able to develop their skills and abilities to the full and that their achievements and successes should be recognised and valued appropriately. Pupils must be able to develop and achieve in a secure and positive environment, free from fear or intimidation.

Pupils can gain support from a range of individuals within the school community, such as the School Counsellor, the School Doctor, the Chaplain, their HM and their tutor. In addition they can raise a concern with any member of staff whom they trust and feel comfortable talking to.

Key Safeguarding Personnel

At Haileybury the Child Protection Team is led by the Designated Safeguarding Lead (DSL) for Child Protection, Dr Laura Pugsley (Head of Lower School). A team of five Deputy DSLs assist Dr Pugsley with all Safeguarding and Child Protection matters: Mr Simon Heard (Deputy Master), Dr Lucy Johnson, Ms Carrie Walshe (Head of Sixth Form), Mrs Olivia Firek (Head of Middle School), Mr Hugo Wilson (Head of Removes). Lead responsibility for Child Protection and Safeguarding at Haileybury lies with Dr Pugsley. During term time a member of the Child Protection Team will always be available for staff, pupils or parents to discuss any safeguarding concerns. All members of the Child Protection Team update their knowledge and skills and undertake appropriate training at least annually and in accordance with the requirements set out in the government's 'Keeping Children Safe in Education' (KCSIE, September 2016 updated 3 September 2018) and 'Working Together to Safeguard Children' (July 2018.)

Haileybury's Child Protection Team

DSL

Dr Laura Pugsley (Head of Lower School)
l.pugsley@haileybury.com

07384 254 505 childprotection@haileybury.com

Deputy DSLs:

Mr Simon Heard (Deputy Master)
Dr Lucy Johnson

07384 254 505
childprotection@haileybury.com

Ms Carrie Walshe (Head of Sixth Form)
Mrs Olivia Firek (Head of Middle School)
Mr Hugo Wilson (Head of Removes)

The designated Governor for Child Protection and Safeguarding at Haileybury is Nigel Richardson, contact details can be obtained from the Deputy Clerk to the Governors, Catrin Mills, (c.mills@haileybury.com 01992 706497)

Haileybury follows the procedures as laid down by the Hertfordshire Safeguarding Children Board (HSCB) <http://hertsscb.proceduresonline.com/chapters/contents.html>. The school co-operates with the HSCB and other appropriate external agencies as may be necessary as part of any Child Protection investigation.

The School Counsellor and Independent Listener

The school employs the services of an experienced, fully qualified and registered Child and Adolescent counsellor, Mrs Lindsey Othen-Price. Lindsey is accredited with the BACP (British Association of Counsellors and Psychotherapists) and is available at Haileybury every Tuesday, Wednesday and Thursday in term time usually between the hours of 12pm and 6pm to discuss, in confidence, matters of concern to pupils of all ages. She works within the Health Centre.

There are different ways to make an appointment with the Counsellor. A pupil can email her directly at: l.often-price@haileybury.com, or schoolcounsellor@haileybury.com, or they can telephone her on 01992 706241 or drop into the Health Centre where she will see a pupil immediately if she is 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. Details of how to contact the Independent Listener can be found on notice boards in houses.

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.
- Must not have any involvement with illegal drugs in or out of school.
- Must not have alcohol, tobacco or tobacco related products (including e-cigarettes and shisha pens) in their possession or be in the presence of anyone else using said products while they are on school premises or under the care of the school.
- 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 6.30pm 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.
- Removes and Middles pupils must be accompanied by a Sixth Former or member of staff when accessing the AstroTurfs / Terrace after second Study Period.
- May use mobile phones between 7.15am and 9.30pm (Removes and Middles), 10.15pm (Fifths) and 10.30pm (Sixth Form) but only during free time.
- May only bring a car to school if they are in the Upper Sixth, with the agreement of their HM and the Head of Sixth Form. They may only travel in a vehicle whose driver is under 21 years old with their HM's permission. They must not thumb lifts on roads. They must not arrange driving lessons during lesson or games time or during Study Periods.

During the school day (when lessons are operating) or when pupils are in school uniform (including School Sport Kit), mobile phones may only be used in and near to their House or in Grubber.

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.

Daily/weekly routine

Weekday Mornings

7.30–8.00 am	Breakfast
8.10 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 (Lower School) Main School to Houses
1.05 pm	Lunch Wave 1
1.10 pm	Lunch Wave 2
1.20 pm	Lunch Wave 3

Monday Lists

Tuesday Chapel; Removes
Assembly or tutor time

Wednesday Chapel; Middles
Assembly or tutor time

Thursday Chapel; Fifth Form
Assembly or tutor time

Friday Chapel or Congregational
Practice; L6 or U6 Assembly or
tutor time

Weekday Afternoons (Main School)

Monday and Friday

1.55–2.35 pm	Period 6
2.40–3.20 pm	Period 7
3.25–4.05 pm	Period 8
4.10–4.50 pm	Tutorial (Monday); Free Time (Friday)

Tuesday and Thursday

1.00–1.30 pm	Chapel Choir
1.55–4.50 pm	Sport (Main School)

Wednesday

1.55–2.35 pm	Period 6
2.40–3.20 pm	Period 7
3.25–5.45 pm	CCF or Activities

Winter timetable

1.55–4.05 pm	CCF or Activities
4.20–5.00 pm	Period 6
5.05–5.45 pm	Period 7

Key: Call = Registration, Lists = Main School Assembly, LS = Lower School,
MS = Main School, CCF = Combined Cadet Force

Weekday Afternoons (Lower School)

Mondays

1.55–4.05 pm	PEG
4.10–4.50 pm	Tutor Time & Dismissal
5.05–6.00 pm	Activities / Study Period

Tuesday to Friday

1.55–4.05 pm	Periods 6–8
4.10 pm	Dismissal
4.30–6.00 pm	Activities / Study Period

Tuesday

1.55–4.05 pm LS1 Arts; LS2 Tech

Wednesday

1.55–4.05 pm PEG

Thursday

1.55–4.05 pm LS1 Tech; LS2 Arts

Friday

1.55–4.05 pm Period 6-8

Weekday Evenings

5.05–5.45 pm	Period 10 Activities* House Time – Free Clinics Sixth Form Study	Period 10 & 11 – Priorities Monday Drama HPP Tuesday Music Springboard Detention (P10 only) Staff CPD (P10 only) Wednesday Drama (P11 only) Thursday Drama Springboard Friday Music
5.45 pm	Day pupils may sign out and leave	
5.50 pm	Call	
5.50–6.30 pm	Period 11 Activities House Study Time Clinics* Sixth Form Study*	
6.30 pm	Supper	
6.30 pm	Day Pupil Buses leave	
6.50 pm	Supper – L6 and U6	
7.30 pm	Call	
7.30–8.45 pm	House Study Time	
8.45–9.30 pm	Clubs, Societies or Free Time; Choral Society (Monday)	
9.30–10.00 pm	Call	

* Not Wednesdays

Weekday Evenings - Highfield

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

Daily/weekly routine continued

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 Study 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

8.15 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

Key: Call = Registration, Lists = Main School Assembly, LS = Lower School, MS = Main School, CCF = Combined Cadet Force

Dining Hall Meal Times

Weekdays

Breakfast

7.30–8.00 am Pupils can attend any time between 7.30–8.00 am *Pupils will not be served after 8.00 am and must attend morning call.*

Lunch

From 12.40 pm For those with a study period in lesson 5. *Pupils must return to house in time for lunch time call.*

12.55 pm All Lower School *Main School houses go to lunch in three separate waves as designated. Each half term the House groups rotate waves.*

1.05 pm Main School Wave 1

1.10 pm Main School Wave 2

1.20 pm Main School Wave 3

Supper

6.00 pm Lower School – Boarders & Bus users

6.30 pm Removes, Middles and Fifths *The Dining Hall must be clear by 7.25 pm*

6.50 pm Sixth Form

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.

Weekends

Saturday Breakfast

7.30–8.00 am Pupils can attend any time between 7.30–8.00 am *Pupils will not be served after 8.00 am and must attend morning call.*

Saturday Lunch

11.25 am Early Lunch for sports teams only

11.40 am Main School Wave 1

11.45 am Main School Wave 2

11.50 am Main School Wave 3 *The serving counters close at 12.15 pm*

Saturday Supper

6.30–7.00 pm Pupils can attend any time between 6.30–7.00 pm

Sunday Light Breakfast

8.00–9.00 am Pupils can attend any time between 8.00–9.00 am

Sunday Brunch

11.00 am–1.00 pm Pupils can attend any time between 11.00 am–1.00 pm *The serving counters close at 1.00 pm*

Sunday Supper

6.30–7.00 pm Pupils can attend any time between 6.30–7.00 pm

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/left-over food is taken away to the tray clearing station.

The Dining Hall 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.

Breakfast (Monday to Saturday)

- Pupils must be in School Uniform.
- Pupils who have attended an official sport practice may go to breakfast in a School tracksuit.

Lunch (Monday to Saturday)

- Pupils must be in School Uniform.
- Pupils who are attending an official sport practice may go to lunch in a School tracksuit.
- 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.
- Shorts and skirts are permitted providing they are a suitable length (to reach just above the knee)
- Torsos should be covered at all times.

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

Pupils are not permitted to use mobile phones in Dining Hall.

School Uniform and Casual Dress

For rules on School Uniform please refer to the Uniform Handbook.

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.

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.

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.

Medication

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 (Housemaster/Housemistress) 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. Pupils wishing to see the Doctor are to report immediately after breakfast (8:00am) which is the only time that 'Leave off' will be given.
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 using the electronic registration system.
4. Pupils given an 'Outpatients Note Sheet', which includes 'Leave off' information, are to take them to the Sister for treatment as necessary before leaving the Health Centre. This Note Sheet must be taken to the HM for signature after each attendance to see the Doctor, whether or not a games leave-off is included.
5. When pupils are admitted to the Health Centre the Health Centre will contact the relevant HM to inform them. If the pupil is deemed well enough by the Health Centre they will then collect their toilet requisites, books, electronic devices and writing paper and bring them to the Health Centre. These will be fetched for them if they are too unwell to manage themselves.
6. Other than HMs, teachers and parents, or Heads of Houses, only brothers or sisters may visit a pupil in the Health Centre.

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

There is an extensive health education programme, all of which is run under the auspices of the 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.

Where problems do arise with illegal drugs, alcohol abuse, or smoking, parents and guardians are fully informed about the situation and, where appropriate, the sanction.

Boarding House Guidelines and Property

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 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 music systems (iPods etc.) may be used in House, but may only be used out of doors when in casual dress.

Property

- All pupils must respect the personal belongings of other pupils. This includes toiletries, stationery 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 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 money or cards which have not been so deposited is the responsibility of the owner.
- Staff may inspect the rooms and possessions of pupils if they have reason to believe that they might discover stolen property, drugs, pornography, illegal material, or other items that contravene school rules. The pupil and a second member of staff must be present when a room or possessions are searched.

Countering-Bullying, Cyberbullying and Social Media

(The full Countering-Bullying Policy is available on the website at www.haileybury.com)

As made clear in our Ethos statement and our Behaviour Policy, Haileybury is committed to being a welcoming and friendly community where unkindness and bullying have no place. We encourage pupils to respect one another and to be helpful and tolerant in their approach.

Bullying is 'characteristically' repetitive behaviour by any pupil where the intention is to cause hurt, harm or distress to other/s. A single incident with these intentions can also be considered as bullying. Bullying can also be classed as peer on peer abuse, and therefore can be reportable to the Hertfordshire Safeguarding authorities.

Bullying can take the form of physical assault, verbal abuse and include cyber-technology bullying such as the sending of hurtful e-mails or text messages and the use of social networking sites to victimise others - see the material on Cyberbullying and Social Media, and the Social Media Acceptable Use Regulations below.

Bullying may involve victimising and/or humiliating someone which could be on account of their age, gender, race, religion, nationality or culture, sexual orientation, disability, special educational needs, or because a child is adopted or is a carer.

In addition, the abuse of property, or the deliberate isolation or exclusion of an individual is bullying behaviour.

Any behaviour which is frightening and intended to cause pain, anxiety and humiliation is bullying. Therefore initiation ceremonies with this aim (or which cause anxiety) amount to bullying and will be treated as such.

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

Should you be bullied, you are strongly encouraged to seek advice and help; the best thing to do in this situation is to seek support and help.

Should you become aware that another pupil is being bullied, you have a clear responsibility and duty to seek advice and help.

It is the responsibility of all members of the community to take action if they become aware that bullying is happening. To remain silent is to condone the action of the bully; everyone has the right to live their life at school without being bullied. **Bullying does not go away if you do nothing about it.**

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

Cyberbullying and Social Media

(The full Social Media Policy is available on the website at www.haileybury.com)

Cyberbullying such as the sending of hurtful e-mails or text messages and the use of social networking sites to victimise others is another form of bullying, but can have a much wider impact than bullying by other means because of the potentially wide circulation of electronic messages or images. Pupils should be aware that the school reserves the right to monitor their use of the internet and to examine mobile phones where there is reason to suspect abuse.

Pupils will be held responsible for all material that they place on a website or that is placed on a website of which they are the account holder. Misconduct of this type which occurs outside of school, yet continues to negatively impact on the welfare of other pupils or which puts the culture and reputation of the school at risk, remains subject to school discipline.

Haileybury encourages the use of social media sites by pupils and alumni and acknowledges its place in increasing opportunities to learn and in promoting positive, respectful and thought-provoking discussions. It is a recognised forum through which ideas can be shared in an open, supportive and collaborative environment allowing pupils, staff, alumni, parents and the wider community to keep abreast of events using real-time communication. Narratives and images posted onto social media sites have the potential for considerable breadth of dissemination and individuals choosing to post onto such sites should be mindful of this. As stated on Twitter's own policy/guidelines: "What you say on Twitter may be viewed all around the world instantly. You are what you Tweet!". Haileybury therefore expects that discussions pupils and staff participate in are polite and non-offensive.

In keeping with Haileybury's Countering-Bullying Policy, nothing should be posted onto a social media site that could be considered as victimising and or humiliating someone on account of their gender, race, religion, nationality, culture, disability or sexual orientation. In addition users must refrain from posting any comments or images that are disrespectful to individuals or are obscene, sexually explicit, inappropriate, inflammatory or defamatory towards the school or any part of it.

Haileybury Social Media Acceptable Use Policy Regulations:

When posting material onto social media sites pupils should be conscious at all times of the need to keep their school/professional life and personal life separate. There is a catch-all offence under Section 127 of the Communications Act 2003. This makes it illegal to send "by means of a public electronic communications network a message that is grossly offensive or of an indecent, obscene or menacing character".

As such, pupils must not:

- Put themselves into a position where anything posted might bring Haileybury into disrepute.
- Represent their own personal views as those of Haileybury on any social media sites.
- Post any narrative that could be considered either implicitly or explicitly as insulting, threatening, harassing, illegal, abusive, obscene, defamatory, slanderous, or hostile towards any individual or Haileybury.
- Discuss or post personal information about other pupils or members of staff at Haileybury, including phone numbers, email addresses or any confidential information.
- Post any material that compromises the rights of any Haileybury pupil or member of staff of Haileybury entity, including privacy, intellectual property or publication rights.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

All pupils should follow the guidelines and regulations on social media sites. They should ensure they check the age limitations and other acceptable use regulations.

In cases where clarification may be required regarding the contravention of the above regulations, the Master has ultimate say.

All information posted onto a Haileybury sponsored social media site or any 'open' social media site will be publicly available and therefore publicly accessible on the Internet. This information will not be subject to any additional privacy or protection. All members of the school community using any social-media site should be aware that their name may appear next to any information posted and could be linked and traced accordingly. Comments posted which are considered to contravene the school's Social Media Acceptable Use Policy Regulations and which can be traced to a pupil may be subject to disciplinary action.

school also reserves the right to report certain incidents of bullying to the Police, particularly where an assault would seem to have been committed.

Sanctions applied and management approaches adopted will depend on the seriousness of an incident and will be more severe for repeated offences. The full range of sanctions that are available to the school may be used in dealing with pupils who have been involved in bullying are set out in the next section on sanctions. Further information can be found in the school's Behaviour Policy available on the school's website www.haileybury.com.

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

Support to those involved in bullying behaviour, or who have been bullied, might include:

- Counselling and education - where appropriate, and sometimes alongside sanctions, support, counselling and additional education will be offered to all parties involved, and, if necessary, to their parents. Counselling sessions may be generic or have a specific focus, perhaps to target anger-management issues.
- Drawing up of a pupil contract between those involved which parties must agree and adhere to.
- Appointment by the relevant pupil of a staff mentor to whom they can turn for additional support and guidance.

The relevant HM will (via telephone and or email communication) keep parents of those involved informed about bullying incidents.

The HM, Tutor and, as necessary the School Counsellor, School Doctor, Proctor, DSL, Deputy Master or Master will review the situation and check on the progress of all pupils involved. Reviews on pupil progress will be conducted on a regular basis. Parents of those involved will be kept informed.

Pupil questionnaires conducted annually from September 2013 will allow areas of concern that may be affecting pupils to be identified. Pupils are informed that the questionnaires will be confidential but not anonymous and that their HMs will be able to see results by House and year group but that no other pupil will have access to the results. Pupils are also informed that HMs can request to see individual responses if there is something which gives them cause for concern. Analysis by year group, house and sex will enable problem areas to be identified and tackled effectively. Where a questionnaire indicates there is an immediate concern over a pupil's welfare, a member of the Child Protection Team will follow the matter up discreetly and appropriately.

Behaviour, Rewards and Sanctions

Pupil Behaviour

Our expectations - We expect good behaviour from all of our pupils so that they can flourish in a well-ordered community; so that they can achieve success and develop their self-confidence. We provide a comprehensive pastoral support system for all pupils through which good behaviour is taught and exemplified. Pastoral support is provided by, amongst others, the School Chaplain, House Matrons, Housemasters/Housemistresses (HMs), tutors, School Counsellor, School Doctor, Proctor, Deputy Master and Master.

All pupils new to the school and those at key transitional points are made aware of the expectations that the School has of them regarding behaviour and discipline. Pupils are encouraged to recognise the importance of good behaviour in various ways including:

- In PSHE and Theology and Philosophy classes where the values of friendship and tolerance are stressed.
- In Chapel where Christian values and the importance of love, tolerance and being a good neighbour are regularly taught. Pupils have the chance to lead worship in Chapel as well as to receive these important messages from others.
- In Year Group assemblies where Heads of Section might raise relevant year group specific issues.
- In tutorial sessions where groups and also individuals meet with their tutor and discuss incidents, issues and values.
- In House, where the HM, Tutor and Matron, will regularly praise achievement and will have many opportunities for one-to-one discussion with pupils. HMs can also relay news about achievement and good conduct to parents.

All of these aspects work to support our Countering-Bullying Policy by raising standards of behaviour and reducing the likelihood of bullying.

Behaviour issues and Child Protection - In assessing cases of poor behaviour, consideration should be given as to whether the behaviour in question gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Consideration should also be given as to whether poor behaviour could be the result of an un-met special educational need or disability or because a pupil is experiencing transitional difficulties, perhaps when moving from another country or school. Where these causes of bad behaviour might be relevant, parents, guardians and other agencies may be consulted and the appropriate school policy followed.

Rewards and Incentives - One way in which pupils can receive recognition for achievement is through the Yellow, Green and Blue Ticket system. These are registered on iSAMS.

- **Yellow Tickets** are used to commend improvement as well as to recognise outstanding achievement in academic work. A pupil who gains seven Yellow Tickets in a term is awarded an iTunes Card which is presented by the HM or Head of Lower School at a House Meeting or Lower School Assembly.
- **Blue Tickets** are awarded to recognise and promote service to others, whether in helping a particular individual, a team, the School as a whole or the wider community, particularly when that service is above and beyond that which would routinely be expected. An iTunes Card is awarded to any pupil who gains three Blue Tickets in a term.
- **Green Tickets** are awarded to recognise and promote co-curricular improvement, endeavour and achievement and can be awarded for sport, music, drama and in any other area of co-curricular activity. An iTunes Card is awarded to any pupil who gains five Green Tickets in a term.
- **Colours** are awarded to recognise distinction in the co-curricular field. This will embrace sport, music, drama, service and other conspicuous contributions to the life of the School.

In addition, other mechanisms exist for the recognition of positive achievement, as follows:

- Recognition for individual or team achievements at House Meetings.
- Announcement of particularly prominent individual or team successes at Lists (School Assembly) on Monday mornings. This will include the award of cups, trophies and prizes as appropriate.
- The presentation of certificates by the Master in Lists on Monday mornings.
- The award of prizes on Speech Day as a result of achievement and involvement in the activities of the School.

Pupil Leadership - We are keen for the pupils to express their opinion about how the School is managed through their representatives in the School Senate. Each House has a Lower Sixth representative at in the Core Senate. Pupils are also encouraged to behave well and act as positive role models to each other and to the wider community through a variety of activities. For example:

- In sports and games, where they learn to accept victory and defeat in a sporting fashion and with good grace.
- In community service, where they learn to appreciate their own good fortune and the importance of giving willing and consistent support to others in the community.
- In seeking to become Heads of House or College Prefects within the School, pupils in the Lower Sixth write letters of application. Those who are appointed as College Prefects will be expected to lead by example in setting high standards of behaviour for others to follow. As emphasised in the Countering-Bullying Policy, such senior pupils have a significant role in the prevention and reporting or bullying behaviour.

Sanctions

General principles - We believe that the essence of all discipline is self-discipline. All pupils are asked and expected to:

- Co-operate with their teachers and treat them with respect.
- Co-operate with their fellow pupils and treat them with respect.
- Help to promote a constructive and purposeful attitude in the School.
- Speak the truth and act honestly.
- Aim to do their best in all they undertake.
- Maintain high standards of behaviour and appearance.
- Accept reprimand with good grace when they fall short of these expectations.

Recognising that an important part of growing up is learning to accept that wrong actions attract consequences, we try to keep sanctions to a minimum. Teachers are encouraged to address any unacceptable behaviour themselves on a direct basis with the pupil(s) who are giving cause for concern. If, having tried personal admonition, further action is necessary, the next step is to write an e-mail to the pupil's Tutor or HM outlining the issues.

Where a pupil or a group of pupils behaves poorly outside the school grounds and that behaviour is likely to bring the School into disrepute or to cause repercussions for the orderly running of the School, Haileybury reserves the right to take action against that pupil or group of pupils. Examples of such circumstances could include behaviour while travelling to or from school, while at away matches or whilst off-site but in a local town. The full range of sanctions may be considered for use in responding to such cases.

The sanctions below are permitted at Haileybury. This list is not exhaustive and additional sanctions may be issued at the Master's discretion.

School sanctions School sanctions are issued by the HM, Proctor, Deputy Master or another senior member of staff. Meal cards are issued to pupils who persistently miss meals (or a particular meal

e.g. breakfast); uniform cards are issued to those who break the School's uniform rules. Staff issuing school sanctions will log incidents using CPOMS.

House-based sanctions The HM and House Tutor Team will explain to all pupils the expectation of good, considerate and appropriate behaviour in order for the House to function effectively and for the benefit of all. When a pupil's behaviour falls short of these expectations - e.g. talking after lights out, disrupting study sessions, not signing out when leaving House during free-time, using mobile 'phones during study or after lights out - the HM/Tutor/Matron will choose the course of action to take. This may include initially reminding them of the rules, issuing a verbal warning or issuing a sanction. The following list of sanctions is not exhaustive but is indicative of the type and extent of the sanctions issued:

- House Gating (confinement to House for a period no longer than 24 hours without authorisation from the Proctor).
- Signing in with the HM/tutor during free time.
- Early bedtimes (only in exceptional circumstances to include loss of weekend exeat privileges).
- Early morning registration (no earlier than 7:00am).
- House detention to a maximum of one hour.
- Pupil separation (for example to an alternative room) during study period.
- Overnight confiscation of mobile telephone / iPad / electronic devices.

HMs will seek authorisation of the Proctor to use sanctions not listed above. House staff issuing House-based Sanctions will log all incidents using CPOMS.

Academic sanctions It is always best for classroom teachers to try and resolve issues with pupils through dialogue. However, in some situations it is necessary for teachers to use sanctions. These sanctions include Academic Report Cards and departmental detentions. These may be issued for poor work, disruption in class, unacceptable behaviour. The member of staff issuing the sanction will inform the HM, Proctor, tutor and Head of Year/ Head of Section.

Tuesday School Detention This can be given by a member of staff for offences such as disruptive behaviour, foul and abusive language, spitting, chewing gum, violations of the uniform regulations, being late for or skipping lessons and department detentions. Pupils placed in Tuesday School Detention are supervised by a member of SLT on Tuesdays from 5.05 pm 5:45pm. Compulsory, laid-down written tasks are provided.

A pupil who fails to attend a Tuesday School Detention without an acceptable reason will undertake the detention on the proceeding Saturday afternoon (see below).

If a pupil has been put in Tuesday School Detention three times in one term he or she will do an additional detention from 5:30pm to 6:30pm on the following Saturday (see below).

Saturday School Detention The following levels of Saturday Detention operate:

Level 1 - 5:30 to 6:30pm This detention will be given for the following reasons:

- Failure to attend School Detention for no good reason.
- Three School Detentions in one term.
- Turning up late for a fixture or activity without the correct kit or equipment.
- Leaving at the end of a fixture or activity without permission from the member of staff in charge.
- Poor behaviour.

Level 2 - 7:00 to 9:00pm For incidents more serious than those covered by a Level 1 Detention. These could include the use of foul language or poor behaviour in public or the deliberate cutting of a co-curricular commitment when selected to represent the School.

Level 3 - 7:00 to 10:00pm For major violations of school rules and regulations, including the first two smoking and/or drinking offences or for the first two being 'out of bounds' offences. At the discretion of the Master and DSL, a pupil may also receive this detention for bullying.

All Saturday detentions will be discussed and agreed upon by the relevant HM, Proctor and Deputy Master. Parents of pupils concerned will be informed of any Saturday Detention by the HM.

All Tuesday Detentions and School Detentions will be logged by the Proctor onto CPOMS.

Additional Sanctions

The following additional sanctions may be used:

Suspension The offender will be sent home for a period at the Master's discretion. A third smoking, drinking or 'out of bounds' offence automatically results in a suspension as does a smoking inside a building offence.

Internal Suspension This is issued for the same reasons as above but when the incident occurred towards the end of the term or circumstances dictate that the pupil needs to remain in school. The offender will be required to remain in school either on a Sunday, on a day following the official end of term or they may need to return to school before the official start of term. The length of time of the internal suspension will be at the Master's discretion. All pupils on internal suspension will have a report card signed every hour, on the hour.

Permanent Exclusion This is issued for an extremely serious offence or following written warnings to parents by the Master that further offences may result in permanent exclusion of the offender. Details of the circumstances in which a pupil may be subject to permanent exclusion are set out in the 'Standard Terms and Conditions of Haileybury' and the 'Disciplinary Rules and Procedures of Haileybury', to which parents agree on the admission of their child. Should a pupil find him/herself at risk of being permanently excluded, the parents will be sent a paper that sets out the procedures to be followed.

Confiscation of pupil property

The Education Act 2006 gives teachers the power to confiscate pupil property so long as three conditions apply: (1) the person acting in this way has the appropriate authority, which any paid teacher does; (2) the confiscation was on school premises or while the pupil was under the School's control; (3) the confiscation was reasonable.

Pornography

Pornographic material in any form (either hardcopy or electronic) must not be brought into school. 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 (see 'Sanctions' section).

Smoking and Alcohol

Smoking

Smoking is a health hazard and it is forbidden at Haileybury. Pupils found to have been smoking (including e-cigarettes / vaping or shisha pens) will be required to undertake a Level 3 Saturday School Detention (see previous page), between 7:00pm and 10:00 pm.

A second offence will result in another Level 3 Saturday School Detention and an internal gating on the following Sunday until 4:00pm.

A third or subsequent offence will result in suspension from school.

Smoking is also a fire hazard and those who smoke inside a school building will face suspension for one week on the first offence.

Alcohol

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

Except in the controlled circumstances provided for below, pupils are forbidden to consume alcohol while at school. No pupil is allowed to bring alcohol onto the school premises.

HMs, being in loco parentis, may serve alcohol to the pupils socially, in moderation, under careful control. Other staff must obtain specific authorisation from the Master before any alcohol is served to pupils.

Where a pupil is found in circumstances which suggest that he or she has consumed alcohol other than in accordance with the detail set out above, the pupil may be required to provide a sample of breath (using an approved system). This includes pupils who return to school on a Sunday evening where their behaviour indicates they have been consuming alcohol. A positive test (any reading above 0% BAC) will result in sanctions being imposed, as referred to below. Refusal or failure to produce a sample of breath will result in sanctions being imposed in the same way as if a positive sample was provided.

HMs will keep in close contact with parents in any case where pupils are believed to have abused alcohol. Cases that involve the abuse of alcohol during term time, including weekends, will be considered by the pupil's HM, the Proctor and the Deputy Master.

Pupils found to have been drinking alcohol will be required to undertake a Level 3 Saturday School Detention, between 7:00pm and 10:00pm. A second offence will result in another Level 3 Saturday School Detention and an internal gating on the following Sunday until 4.00pm. A third or subsequent offence will result in suspension from school. Pupils found to have consumed or to be in the possession of Spirits on one occasion will, at the Master's discretion, received the same sanction as for a second offence and be suspended on a subsequent alcohol offence.

The supply of alcohol by older pupils to younger ones will be treated very seriously and is likely to lead to external suspension. Those who continue to offend despite sanctions risk being permanently excluded.

Any pupil found to be abusing alcohol will be offered support from the School Counsellor in addition to receiving the disciplinary sanctions stated above.

Drug Testing

1. Introduction

For the purpose of this document 'drugs' refer to controlled substances including those previously known as 'legal highs' which produce a hallucinogenic effect. 'Legal highs' became illegal on May 26 2016, under the Psychoactive Substances Act.

The Standard Terms and Conditions of Haileybury accepted by parents allow the School to use an approved system to test pupils for the presence of drugs.

Taking illegal drugs is wrong because it is against the law, it is likely to impact negatively upon a person's mental and physical wellbeing and compromise that person's safety. Additionally, the use of drugs may well have further damaging consequences including exposing other pupils to risk and temptation, the possibility of criminal proceedings and the undermining of the integrity and reputation of the School.

It is the policy of Haileybury that drug-related issues are tackled in an open and responsible way and that the use of drugs is actively discouraged. There is a programme of education directed towards enabling pupils to make informed and responsible choices on this issue, delivered through PHSE, tutorial and biology courses and supplemented with visits by specialists from outside the School.

Where a pupil has been suspended from school for a drug-related offence, he/she will also be offered additional support including from the Health Centre staff, School Counsellor, School Doctor, School Chaplain and the Pastoral Team. Any pupil who may have concerns about drug-related matters can access support from the staff mentioned above. Support will be available to any pupil for as long as is needed.

2. Protocol, rationale and procedure for administering a drugs test to a pupil

2.1 Rationale Haileybury has a duty of care over its pupils, the vast majority of whom want nothing to do with drugs. The School must take all reasonable steps to ensure the health, wellbeing and safety of all members of its community. In addition:

- Any pupil who takes an illegal drug is risking their personal health and wellbeing as well as breaking the law.
- If any pupils feel they can misuse drugs with impunity, it is possible that they will lead other young and impressionable pupils to follow suit. It is important that there is a clearly understood system for testing pupils and that the possible sanctions are known to all.
- Drug abuse is an area where evidence shows that people tend to be dishonest about their activities. The use of a drugs testing system helps establish whether a pupil is or is not taking drugs and so allows the School to support its educational aims.
- Haileybury undertakes targeted drugs testing, as outlined below. It also reserves the right to randomly drugs test pupils. These approaches are designed to assist pupils to avoid or cease the use of illegal drugs.

2.2 Occasions where a pupil may be drugs tested

a. Targeted drugs testing A pupil can be drugs tested when a member of staff has reason to be concerned that a pupil may be using illegal drugs. Examples of the type of circumstances in which such concern might arise are:

- Suspicions are raised by members of staff or others within the community that the pupil might have been using illegal drugs.
- An alteration in a pupil's behaviour or work pattern.
- Possession of drug-related paraphernalia.

- Pupil use of an e-cigarette, shisha pen or refill liquids.

If for one of these, or any other reason, a member of staff has genuine grounds for concern, he or she may suggest to the Proctor or to the Deputy Master that a drugs test might be administered. If the Proctor or Deputy Master accepts that there are genuine grounds for concern, he or she will initiate an investigation. The pupil in question will be provided with support whilst the investigation is underway. The Proctor and Deputy Master will liaise with the relevant HM throughout the course of the investigation. Once the investigation is completed, a decision will be made by the Proctor or Deputy Master as to whether a test should take place and, if so, when.

b. Pupil initiated tests As stated in the Staff and Pupil Handbooks, any pupil may request to take a drugs test in order to demonstrate that they have not been involved in the use of illegal drugs. An example of such a circumstance may be when a pupil who wishes to assert his or her innocence in a drug-related incident may ask to take a drug test. In all cases when a pupil asks to take a test, a drugs test may be administered as soon as approval has been gained from the Deputy Master or the Proctor.

c. Random tests The Master reserves the right to initiate the process of pupils being chosen at random to provide samples to be tested for drug usage if he believes that there is reasonable grounds to do so.

3. Procedure for administering a drug test to a pupil

Haileybury uses an approved urine sampling to test for drugs. In the case of a second sample being required for testing Matrix Diagnostics <http://www.matrixdiagnostics.co.uk/> is used.

It is good practice for parents/guardians of any pupil for whom a drugs test has been authorised to be informed by the HM shortly before the test is undertaken. However, a drugs test may proceed without parents being informed.

A drug test will not be administered to a pupil without the prior authorisation of the Deputy Master or, in his or her absence, the approval of the DSL or the Proctor. Once authorisation has been obtained, the timings and arrangements for conducting the test will be coordinated with the HM concerned. The HM (or in his or her absence the AHM or tutor) will be present throughout the testing procedure.

The test will be administered by a trained member of staff. All drug testing takes place in the Health Centre.

The test result will be communicated by the member of staff conducting the test, to the Deputy Master. The Deputy Master will discuss the actions to be taken in the follow up to the test with the Master, Proctor and HM concerned. The HM will then inform the parents of the pupil.

4. Disciplinary sanctions for offences involving illegal drugs

4.1 Statements of principle Any pupil at Haileybury must understand that, if he/she is involved with illegal drugs, he/she should expect to be dealt with severely. Irrespective of whether the involvement is during term time or over the holidays, in or away from school, it is viewed as a major breach of school discipline and will be dealt with accordingly. The Master reserves the right to permanently exclude any pupil who is found to be involved with drugs, irrespective of the class of drug. This can include the supply of, facilitating the supply of or the taking of drugs, whether in school or out of school and however occasional.

Pupils found to have been in the presence of anyone who is breaking the rules regarding drugs may receive the same sanction as those who are breaking these rules.

4.2 Disciplinary process Where a drugs test yields a positive result, showing that the pupil has used illegal drugs, the Master will decide on the sanction. Parents of the pupil will receive a letter from the Master informing them of the facts, detailing the disciplinary sanctions applied. If the pupil is allowed, after a period of suspension, to return to Haileybury, the letter will detail the procedure for future drugs testing and set out the consequences of a second positive drug test.

When a pupil tests positive for the use of illegal drugs their parents will be required to pay for the test. Any drug related incident may be referred by Haileybury to the Police.

4.3 Re-testing On return to school from suspension the School Doctor will certify the pupil fit to participate in sport and or activities. In addition, the pupil will remain on the Drug Testing Register, maintained by the Proctor, and may be tested at any time after the elapse of six weeks from the date of their previous test. The pupil will be re-tested at regular intervals (approximately every two months) throughout the remainder of their time at Haileybury.

A re-test will not be administered without prior notification in writing from the Master to the Proctor.

As stated previously, where a pupil has been suspended/temporarily excluded from school for a drug-related offence, he/she will also be offered additional support and counselling from the Health Centre staff, School Counsellor, School Doctor, School Chaplain and the Pastoral Team. Any pupil who may have concerns about drug-related matters can access support from the staff mentioned above.

When a positive result, showing that the pupil has used illegal drugs, is yielded by any second or subsequent test, the Master reserves the right to permanently exclude him or her from the School.

4.4 Negative tests and further testing When a pupil's test result was negative and they were tested because they were on the Drug Testing Register, the pupil will remain on that register and may be subject to further drug testing. If a pupil admits to having taken a drug but the test returns a negative result, the pupil may be subjected to the same disciplinary sanction and follow-up procedures as those who test positive. The sanction will be at the discretion of the Master.

In cases where a pupil was tested for another reason, e.g. at their own request, as outlined above, the Master will determine whether they are placed on the Drug Testing Register.

5. Procedure for a second test

The procedure for a second drug test when there is the possibility that the pupil might be permanently excluded from school is as follows:

- The School's testing kit will be used and, if it yields a positive result showing that illegal drugs are present within the pupil's bodily system, a second sample will be collected and placed within a secure container. The container will be stored securely within the Deputy Master's office. The pupil will be suspended from school.
- Parents wishing to contest the result of such a drug test have a period of three days in which to do so. After that time, no right to contest the outcome shall remain and the pupil will be permanently excluded from school.
- If the pupil's parents wish to contest the outcome of the drug test, then the securely sealed and stored sample will be sent to Matrix Diagnostics for confirmatory testing. While this laboratory test is carried out, the pupil will remain suspended from school.
- If the laboratory test yields a positive result and supports the School's test then the parents will bear the cost of the laboratory test and the pupil's permanent exclusion will be confirmed; if the laboratory test does not confirm the result of the School's test kit, then the School will bear the cost of the laboratory test and the pupil will be allowed to return to Haileybury.

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.

Girls may visit girls in other Houses, and boys may visit boys in other Houses but visiting is allowed in these areas only at the times shown overleaf.

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.

Pupils may only visit a pupil of the opposite sex in the ‘common’ area of the Boarding House as described above. Visiting is allowed in these areas only at the times shown overleaf.

With the exception of Thursday evening House Nights, pupils in the Fifth and Sixth Forms may leave House after the 2nd study period (8:45pm). All pupils must sign out, naming a destination. Pupils in Removes and Middles must either take part in the organized programme of evening activities, be supervised by a Sixth Former, with HM/Tutor permission or remain within their boarding House after the evening study period. 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 9:30pm or 10:00pm pupils must not leave House except for exceptional circumstances and only with permission from their HM or the tutor on duty.

Visiting and Evening Hours

Removes and Middles

	Period 11 - Study	Supper	Study Period	Call	Visiting Times
Mon	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-1:50, 4:55-5:45, 6:50-7:20
Tues	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-2:00, 4:15-5:45, 6:50-7:20
Wed	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-1:50, 6:50-7:20
Thurs	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-2:00, 4:15-5:45, 6:50-7:20
Fri	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-1:50, 4:15-5:45, 6:50-7:20
Sat	12:25 - 1:15	Call at 11:35 or 11:45am and during the afternoon by arrangement with the HM. Last call no later than 10.30pm.			1:20-2:00pm, 5:00-9:50pm
Sun		Day time calls as published by HM. Evening calls at 8.45 pm and 9.30 pm			11:00 am-5:15pm, 7:15-9:20pm

Fifth Form

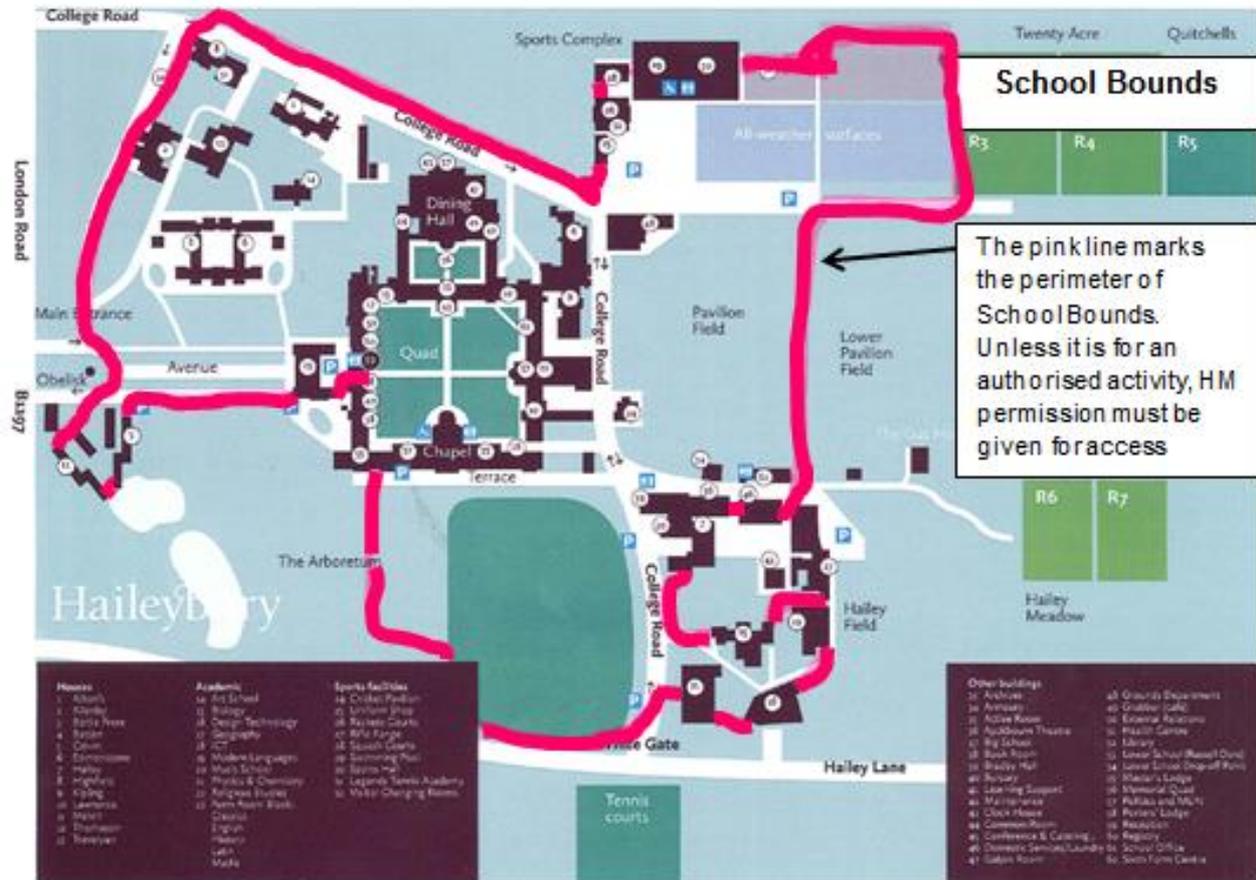
	1 st Study Period	Supper	2 nd Study Period	Call	Visiting Times
Mon	5:50 - 6:30	6:30-7:30	7:30-8:45	10:00	The Half, 1:30-1:50, 4:55-5:45, 6:50-7:20, 8:45-9:50
Tues	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-2:00, 4:15-5:45, 6:50-7:20, 8:45-9:25
Wed	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-1:50, 6:50-7:20, 8:45-9:25
Thurs	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-2:00, 4:15-5:45, 6:50-7:20
Fri	5:50 - 6:30	6:30-7:30	7:30-8:45	9:30	The Half, 1:30-1:50, 4:15-5:45, 6:50-7:20, 8:45-9:25
Sat	12:25 - 1:15	Call at 11:35 or 11:45am and during the afternoon by arrangement with the HM. Last call no later than 10.30pm.			1:20-2:00 pm, 5:00-9:50pm
Sun		Call at least 3 times during the day by arrangement with the HM. Last call no later than 10.00pm.			11:00am-5:15 pm, 7:15-9:20pm

Sixth Form

	1 st Study Period	Supper	1 st Study Period	Call	Visiting Times
Mon	5:50 - 6:30	6:30-7:30	7:30-8:45	10:00	The Half, 1:30-1:50, 4:55-5:45, 6:30-6:50, 8:30-9:50
Tues	5:50 - 6:30	6:30-7:30	7:30-8:45	10:00	The Half, 1:30-2:00, 4:15-5:45, 6:30-6:50, 8:30-9:50
Wed	5:50 - 6:30	6:30-7:30	7:30-8:45	10:00	The Half, 1:30-1:50, 6:30-6:50, 8:30-9:50
Thurs	5:50 - 6:30	6:30-7:30	7:30-8:45	10:00	The Half, 1:30-2:00, 4:15-5:45, 6:30-6:50,
Fri	5:50 - 6:30	6:30-7:30	7:30-8:45	10:00	The Half, 1:30-1:50, 4:15-5:45, 6:30-6:50, 8:30-9:50
Sat	12:25 - 1:15	Call at 11:35 or 11:45am and during the afternoon by arrangement with the HM. Last call no later than 10.30pm.			1:20-2:00pm, 5:00-9:50pm
Sun		Call at least 3 times during the day by arrangement with the HM. Last call no later than 10.00pm.			11:00 am-5:15pm, 7:15-9:20pm

Bounds and Access to Hertford Heath

The woods and fields, other than the areas shown on the map below 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

Day of the week

Monday
 Tuesday, Thursday
 Wednesday
 Friday
 Saturday
 Sunday

Hertford Heath visiting times

5pm to 5:45pm
 4:30pm to 5:45pm
 No access
 4:15pm to 5:45pm
 3:30pm to 6:00pm
 11:00am to 6:00pm

Pupils may walk only along the main road to access Hertford Heath and not take any side turnings.

At the times when pupils may wear casual clothes in school they may go to Hertford Heath in casuals. They may not go to Hertford Heath in games clothing except if they are wearing full school tracksuits.

Removes, Middles and Fifths must 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).

Weekend / Exeat Arrangements, Access to Hertford and other Towns

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 3:30pm. A range of activities will be available and pupils will be required to take part in these. Parents are welcome to watch inter-school fixtures and to take their sons and daughters home afterwards.

Boarders who take an exeat should be back in House by 8:45pm on Sunday. On long weekend exeats there is a Chapel service at 9:00pm. In agreed circumstances parents and guardians can make arrangements with HMs to extend the exeat overnight, in which case the pupil must report back in house by 8.10am on the Monday.

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.

Access to Hertford and other Towns

Access to Hertford and other local towns is by HM permission only and pupils should be given a signed chit to indicate they have leave to go to town.

On Saturday afternoons Removes, Middles and Fifths may visit Hertford between 3:30pm and 6:00pm providing they are in a group of three or they are accompanied by a Sixth Former.

On Sundays Removes, Middles and Fifths may visit Hertford between midday and 6:00pm providing they are in a group of three or more.

Any Removes or Middles pupil who wishes to visit Hertford would need to obtain parental as well as HM permission in advance of any trip.

It is a Sixth Form privilege to be granted permission to visit London on a Sunday. Parental consent has to be received by the HM in advance and Sixth Formers have to return by 6:30pm.

No pupil below the Sixth Form will be granted permission to visit London unless it is a school organised trip.

No leave to Hertford or other local towns is given on non-exeat Saturdays.

Parties, afternoon / evening leave from school and Access to Public Houses

Permission must be sought from the HM in advance of any request to leave school site for a mid-week 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.

A 18th birthday meal, if permitted by an HM, should only involve members of one House and 6 or fewer pupils.

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 6:30pm).*

HMs may give permission to Sixth Form boarders to leave the school grounds on a Saturday evening following call at 6:30pm. 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 10:30pm. Only pupils aged 18 or over may enter public houses and only with the advance permission of their parents and HM.

As previously stated exeats may be taken only with the knowledge and approval of the HM and written / email permission from parents or guardians.

*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.

Public Houses

Boarders residing at Haileybury on an exeat 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.

Day pupils are expected to follow the same guidelines as laid down for boarders.

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

ICT Acceptable Use Policy

The principal aim of the computer network and the Internet at Haileybury is to promote an educational environment for pupils and staff. This policy should be read in conjunction with the school's Social Media Policy.

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

The main points of this policy can be summarised into the nine key sentences below. No users are permitted to undertake any of the following actions:

- Logging on to the network with another user's account.
- Using computers to send offensive or harassing material to others.
- Altering the settings of the computers or making other changes which render them unusable by others.
- Tampering physically with the equipment.
- Installing software on school computers.
- Hacking into unauthorized areas of the network.
- Accessing inappropriate web sites or trying to circumvent the school's systems. This includes the use of proxy servers for this purpose.
- Using computers while at school for any form of illegal activity including software, film, television and music piracy.

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

Acceptable Use Policy: Terms and Conditions

For the purpose of this document any electronic, mobile, computing device used within the school, whether connected to the network or not (for example laptops, net books, tablets, palm-tops, media players, mobile phones, smart watches and smart phones) will be referred to as a device.

These rules also extend to any device used for storing data where messages or files can be posted, including but not limited to USB memory sticks, memory cards, CD/DVD/Blu-Ray discs, external hard drives, and any online sites such as but not limited to Facebook, MySpace, Flickr, WhatsApp, Twitter, Instagram, Snapchat etc.

Section A - Computer Facilities

1. Overview

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

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

Failure to comply with the rules which govern the use of the network will result in reference to the pupil's HM or school's Senior Leadership Team. When serious breaches of the Acceptable Use Policy have occurred parents of pupils will be informed by the either pupil's HM, the Proctor or the Deputy Master, and where relevant be treated as a safeguarding matter and referred to the police.

Serious breaches of the Acceptable Use Policy by staff will be treated as a disciplinary and or safeguarding matter and if relevant referred to the police.

2. Rules

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

a. General Conduct and Use

Pupils should always show consideration for other users

Any damage to computers, furniture or fitments should be reported to a member of the Computer Support Department or Estate staff without delay. The same applies to any apparent malfunction of equipment.

b. Use of the Network

When logging on to the network, pupils and staff must always use their own user identification and password. Pupils and staff must understand that any attempt to impersonate another individual or systems administrator will be treated as a serious offence, as will any attempt to interfere with data stored on the network by another user.

Pupils and staff are expected to respect this facility and avoid damaging computers, computer systems or networks. Furthermore, if anyone discovers any methods of causing such damage he/she will report them to the relevant member of staff.

Pupils and staff will not use the system in such a way as to disrupt the use of the network or work stations by other users.

Pupils and staff will be courteous and will refrain from using any impolite, indecent, abusive, discriminatory, racist or abusive language in emails. Any case of e-bullying by pupils will be treated as bullying and the appropriate sanctions will be undertaken as outlined in the school's counter bullying policy.

Any pupil or member of staff who identifies a security problem on the Haileybury network must notify the Computer Support Department immediately.

Pupils and staff must never divulge their passwords to other users or to people outside the school. Any pupil or member of staff who suspects that their password has been compromised, accidentally or otherwise, should change their password without delay. If an act is committed which contravenes this Acceptable Use Policy using another individual's login details then that individual must expect to be punished as if they had committed the act. It is therefore very important that you keep your login details secure.

Pupils and staff must understand that the information they hold on the network is not private and may be inspected if there is reason to believe an offence has been committed or to ensure the optimum performance of our systems.

Pupils and staff must understand that the school reserves the right to check their emails or web sites which they have visited and to withdraw access to the network from individuals or groups of pupils on reasonable suspicion that the above guidelines have been infringed. Each case of infringement will be considered on its own merit.

Pupils and staff must not attempt to gain access to the local drive of any machine or to create local accounts (administrative or otherwise).

Only software that has been provided on the network may be run on the computers. Pupils are not permitted to import or download applications or games onto shared machines. Staff should seek consent from the Computer Support Department before attempting to download applications onto school desktop computers.

Pupils and staff must be aware of, and comply with, the restrictions placed on certain kinds of usage; notably the playing of games on particular machines and at particular times of the day, where others wish to do academic work.

Before leaving a computer, pupils and staff must always log off the network and check that the logging out procedure is complete.

Section B - Internet and E-mail

1. Overview

Pupils are encouraged to use the Internet. We regard the use of the Internet to search for information related to a school subject or to a hobby as acceptable. Staff are also allowed to use the Internet. Automated reports are generated by our filtering systems showing all internet access and e-mail activity (allowed and blocked) which are routinely reviewed.

2. Rules

Pupils and staff must not:

- Send electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
- Disclose to a third party the personal details of any other individual.
- Access any inappropriate Internet site. Cases where a pupil has repeatedly tried to access restricted categories of Internet sites will be reviewed and followed up via the Deputy Master and the HM (or the DSL if necessary). Cases where members of staff try to access restricted categories of Internet sites will be reviewed and followed up by the Deputy Master or the DSL.
- Breach another person's copyright in any material.
- Upload or download any unauthorised software or attempt to run that software. In particular hacking, encryption and other system tools are expressly forbidden.
- Use the computer network to gain unauthorised access to any other computer network.
- Attempt to spread computer viruses.
- Engage in activities that are prohibited under UK Law. Thus the transmission of material subject to copyright or protected by trade secret is forbidden.

The network or Internet will be turned off for pupils in the evening at a time determined by the HMs' Committee.

Personal Safety

In addition, pupils and staff need to be aware that thoughtless use of e-mail and the Internet may jeopardise their personal safety either at school or outside school.

Pupils should therefore

- Never arrange a meeting in person with anyone they have "met" or only communicated with by computer, without HM's approval.
- Not respond to messages or bulletin board items that are indecent, suggestive, belligerent, discriminatory, threatening, or which make the pupil feel uncomfortable or unsafe in any way. If such a message is encountered the pupil should report it to their HM.

- Be aware that any person they “meet” or communicate with online may pretend to be someone else.
- Remember that anything they read online may not be accurate.
- Ignore offers that involve either financial transactions or personal meetings.
- Not disclose any personal details, such as their home address or telephone number, across the Internet.

Section C – Devices and online sites

1. Overview

In order to help keep the network and your own equipment secure, safe and virus free, equipment you connect to the network should at minimum have up to date anti-virus software installed.

2. Rules

These rules apply to all devices:

- Pupils and staff must understand that under no circumstances should computers, printers or other devices be detached from the network to make way for personal devices.
- No servers, switches, hubs or routers of any description should be attached to the network.
- Connecting privately owned wireless access points to any part of the network is strictly forbidden.
- Pupils and staff are responsible for the material that exists on or is accessed via their devices. In discussion and agreement with a pupil’s HM the school reserves the right to examine and investigate any device which is or has been attached to the network. Please see the school’s policy on Social Media and Searching Electronic Devices.
- Pupils should be aware that if material of concern is discovered by Computer Support Department staff during work undertaken on any device this will be reported to the pupil’s HM and/or the Deputy Master. Staff should be aware that if material of concern is discovered by Computer Support Department staff during work undertaken on any device this will be reported to the Deputy Master and the DSL.
- The school cannot accept responsibility for any damage, however caused, to devices or their contents (files, folders etc.).
- All rules of usage for Internet access and computer usage continue to apply.
- It is the responsibility of the owner to ensure that they have a licence for any additionally installed software over and above that which is already provided with a device.
- All Haileybury installed software is subject to change and may be updated or removed at the school’s discretion when deemed necessary.
- Even if connected to an external network outside of the Haileybury system (including ISPs) whilst at Haileybury the acceptable use policy is still fully applicable for all pupils and staff.

Internet Access Times

Removes, Middles, Fifths

Email (Gmail / Hotmail etc.) and Skype Access

- Web-based-email [Hotmail, Gmail] + Skype

Removes and Middles

	Morning	The Half	Afternoon	Evening
Monday	7 – 8 am	11:00 – 11:30	1 – 1:45 & 4:55 – 5:45 pm	6:30 – 7:25 & 8:45 – 9:30 pm
Tuesday	7 – 8 am	11:00 – 11:30	1 – 5:45 pm	6:30 – 7:25 & 8:45 – 9:30 pm
Wednesday	7 – 8 am	11:00 – 11:30	3:25 – 5:45 pm	6:30 – 7:25 & 8:45 – 9:30 pm
Thursday	7 – 8 am	11:00 – 11:30	1 – 5:45 pm	6:30 – 7:25 & 8:45 – 9:30 pm
Friday	7 – 8 am	11:00 – 11:30	1 – 1:45 & 4:15 – 5:45 pm	6:30 – 7:25 & 8:45 – 9:30 pm
Saturday	7 – 8 am		1:15 – 11pm	
Sunday	6 am – 9:30 pm			

Fifths

	Morning	The Half	Afternoon	Evening
Monday	7 – 8 am	11:00 – 11:30	1 – 1:45 & 4:55 – 5:45 pm	6:30 – 7:25 & 8:45 – 10 pm
Tuesday	7 – 8 am	11:00 – 11:30	1 – 5:45 pm	6:30 – 7:25 & 8:45 – 10 pm
Wednesday	7 – 8 am	11:00 – 11:30	3:25 – 5:45 pm	6:30 – 7:25 & 8:45 – 10 pm
Thursday	7 – 8 am	11:00 – 11:30	1 – 5:45 pm	6:30 – 7:25 & 8:45 – 10 pm
Friday	7 – 8 am	11:00 – 11:30	1 – 1:45 & 4:15 – 5:45 pm	6:30 – 7:25 & 8:45 – 10 pm
Saturday	7 – 8 am		1:15 – 11 pm	
Sunday	6 am – 10 pm			

Recreational times

	Morning	Afternoon	Removes & Middles Evening	Fifths Evening
Monday	7 – 8 am	4:55 – 5:45 pm	8:45 – 9:30 pm	8:45 – 10 pm
Tuesday	7 – 8 am	4:30 – 5:45 pm	8:45 – 9:30 pm	8:45 – 10 pm
Wednesday	7 – 8 am	-	8:45 – 9:30 pm	8:45 – 10 pm
Thursday	7 – 8 am	4:30 – 5:45 pm	8:45 – 9:30 pm	8:45 – 10 pm
Friday	7 – 8 am	4:30 – 5:45 pm	8:45 – 9:30 pm	8:45 – 10 pm
Saturday	7 – 8 am		3:30 – 11 pm	3:30 – 11 pm
Sunday	6 am - 9:30 pm (Removes & Middles); 6 am - 10pm (Fifth Form)			

Recreational categories:

- auctions [eBay]

- fashion-and-beauty
- games [online and web-based games]
- online-music [iTunes, music purchase websites]
- online-personal-storage
- shareware-and-freeware [free software download sites, lots of games included here too]
- shopping
- social-networking [Facebook, Twitter]
- streaming-media [YouTube, Google Videos]
- web-based-email [Hotmail, Gmail]

Internet Access Times

Sixth Form

	Morning	The Half	Afternoon	Evening
Monday	7 – 8:10 am	11:00 – 11:30	1 – 1:45 & 4:55 – 5:45 pm	6:30 – 7:25 & 8:45 – 11 pm
Tuesday	7 – 8:10 am	11:00 – 11:30	1 – 1:50 & 2:30 – 5:45 pm	6:30 – 7:25 & 8:45 – 11 pm
Wednesday	7 – 8:10 am	11:00 – 11:30	1 – 2 pm	6:30 – 7:25 & 8:45 – 11 pm
Thursday	7 – 8:10 am	11:00 – 11:30	1 – 1:50 & 2:30 – 5:45 pm	6:30 – 7:25 & 8:45 – 11 pm
Friday	7 – 8:10 am	11:00 – 11:30	1 – 1:45 & 4:15 – 5:45 pm	6:30 – 7:25 & 8:45 – 11 pm
Saturday	7 – 8:10 am 11:25 am – 12:25 pm & 1:15 – 11 pm			
Sunday	6 am – 11 pm			

This refers to:

Email (Gmail / Hotmail etc.) and Skype Access

- Web-based-email [Hotmail, Gmail] + Skype.

And the following recreational categories:

- auctions [eBay]
- fashion-and-beauty
- games [online and web-based games]
- online-music [iTunes, music purchase web sites]
- online-personal-storage
- shareware-and-freeware [free software download sites, lots of games included here too]
- shopping
- social-networking [Facebook, Twitter]
- streaming-media [YouTube, Google Videos]
- web-based-email [Hotmail, Gmail]

The Haileybury Sporting Mission and Sporting Code

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

The following policy is relevant to all sports in which it is possible to be sent from the field of play. The red card (or sending off) should be reported at the earliest possible opportunity by the coach in question to the Director of Sport and the master i/c the relevant sport. The Director of Sport will inform the Proctor. Any Haileybury pupil receiving a Red Card can expect the following in response:

- He/she will meet with the Director of Sport as soon as possible after the match in question.
- He/she will write a letter of apology to the opposing school/club in question, which will be sent in tandem with a letter written by the Director of Sport.
- He/she can expect a non-negotiable one match ban.

- The ban may be increased, at the discretion of the Director of Sport, depending on the reason for the sending off. Aggressive behaviour and dissent will be particularly frowned upon and a 3 match ban will be a minimum for either offence.
- Should the red card be received in the closing match(es) of the season, then the ban will run into the House matches.
- The pupil in question will also be expected to remain with the team during the ban and attend the match (home or away), in school uniform, and help in any way in which the coach feels is necessary.

Regulations for the use of Sports Facilities

Please also see separate booklet on *Sports Complex Information*

- 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.
- Bicycles may not be ridden on the grass on XX Acre, Pavilion or Lower Pavilion.
- 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 astro pitch 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 and preps.

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.

Music and Drama – Expectations, Benefits and Rewards

Haileybury offers an extra-ordinary 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:

Music, Dance and Drama - 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!"

Music, Dance and Drama - the 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.

Library

Haileybury has an extensive library, resourced with fictional and non-fictional books, newspapers, journals, magazines and DVDs which all pupils are welcome to use. In order to ensure that the Library can run an effective service for all, pupils should be aware that:

- All material removed from the Library must be signed out, either by using the self-circulation system or by asking a Librarian.
- Books are loaned for a period of three weeks. They should be returned to the Book Returns Box outside the Library or renewed for a further three weeks by asking a Librarian. Renewals by e-mail are accepted. Books do NOT have to be brought to the Library in order to renew them.
- DVDs are loaned for 5 days. They should be handed to a Librarian on return.
- Borrowers are responsible for any items signed out under their names.
- Fines of £2.00 per item are charged after three overdue reminders. Borrowers will be charged the full replacement cost of unreturned items.
- No food or drink except water may be brought into the Library. Pupils chewing gum may be asked to leave and should expect to receive a Tuesday School Detention.
- Mobile phones must be switched off and kept out of sight or they will be confiscated; this is especially important during prep time.
- Reference books such as encyclopedias and dictionaries may not be removed from the Library without permission from a Librarian.
- No photocopying will be done on credit. Pupils may charge a photocopy card to their school bill at the Library, or pay in cash.
- Personal files and equipment must not be left in the library.
- Books and Library equipment should not be tampered with or damaged.
- Pupils should keep the Library tidy: chairs should be returned to their original positions. Paper should go into the recycling bin behind the librarian's chair.
- Current issues of magazines may not be removed from the Library. Back numbers of some magazines may be borrowed in the same way as a book.
- Pupils should be as quiet as possible and be considerate towards other Library users.

Prep time use of the library

Pupils using the Library during prep must sign the Attendance Register. Those in Removes, Middles and Fifths must bring a chit signed by their HM to verify that they have permission to study in the Library during the 5.50 Study period.

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 emailing is allowed.

Evening prep in the Library is for the Sixth Form only, unless a prior agreement has been made between the Librarian and the pupil's HM.

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 (eg, 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 are unsure about any laboratory procedure ask your teacher.

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.

Complaints Procedure for Current Pupils

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

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

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

Remember close friends or an older pupil to whom you may feel you can comfortably talk may be able to help. Your Housemaster/Housemistress (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 or a College Prefect (CP)
- Child Line: Freephone: 0800 1111 or The Office of the Children's Commissioner: Freephone: 0800 528 0731 or email: advice.team@childrenscommissioner.gsi.gov.uk

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

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

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

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

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

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

The functions of Ofsted in terms of inspecting welfare aspects of independent schools have now been transferred to the Independent Schools' Inspectorate (ISI). To register a concern about any aspect of school life, follow this link: <http://www.isi.net/parents-concerns/>

Pupil Cars

- It is a privilege, not a right, for a pupil to have a car at Haileybury and is reserved for pupils in the Upper Sixth* who have passed their driving test.
- In all cases up to the start of examination leave, when a pupil brings a car, permission must be obtained on official forms, available from the 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.
- Day pupils with permission to have a car should park only in the designated area as agreed between the pupil and his or her HM. They may not drive onto the campus for social reasons at weekends without permission from their HM.
- Boarding pupils in the Upper Sixth may bring a car to Haileybury for use on exeat weekends. Such cars must be parked in the secured area of the Old Swimming Pool site and may only be used to drive to and from school at weekends, at half term or at the start or end of term.
- During exam leave, when IB or A-level examinations are being taken, permission may be granted by the HM for an individual to have a car if it is essential to enable him or her to travel to and from home between exams.
- Keys should be handed to the HM.

*an exception to this may be granted to Heads of School in the second half of their Lower Sixth summer term.

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