

School Rules: The Student Code of Conduct 2023-24

The School rules support the Behaviour Policy and are in place to maintain discipline and regulate students' behaviour. They aim to:

- Promote good behaviour and respect around the school
- Prevent bullying
- Ensure that Students achieve their full potential
- Regulate students' conduct

The School rules also extend outside the School premises when student behaviour could be deemed to bring the School into disrepute.

Student Dress Code

A smart appearance is expected at all times whilst representing the school. We are proud of our uniform and when worn, we expect our students to promote the school in a positive manner. All uniform should be named.

Blazers: Blazers must be worn for registration, assemblies and whenever students are moving around the School. They may be removed during lessons only with permission from staff. Hoodies should not be worn under blazers around School

Shirt/Blouses: Shirts must be tucked in, and top buttons should be done up. Blouses must not hang below jumpers/blazers.

Trousers/Shorts: Trousers must be of an appropriate length (the hem must rest on the surface of the shoe). Shorts are available from the School uniform stockists and must not be shortened or rolled up.

Skirts: Skirts must be no shorter than two inches above the knee. Students must not roll the waistband of their skirt. Skirts must not be shortened or altered in any way

Ties: Ties are compulsory if wearing a grey shirt. Ties should be worn neatly.

Socks/Tights: Black/nude tights should be worn with the skirt uniform. During the Summer term, plain white ankle socks are allowed. Black or grey socks should be worn with school trousers and shorts. Other 'coloured' or branded socks are not permitted

Coats: Outdoor coats should be plain in colour with no large logos. Coats should be suitable for school and offer protection from the weather, therefore denim and leather are not appropriate. Coats should not be worn inside the building and students should place them in lockers. 'Hoodies' are not appropriate to wear to and from school.

Shoes: All students should wear plain black leather/synthetic style shoes that can be polished. Black trainers such as Nike Air Force, Vans or Converse are not permitted. Shoes should be flat, high heels are not permitted.

Hair: Hair should be worn in a neat, clean and manageable style at all times.

- Hair colouring is permitted provided that the effect is natural.
- Shoulder-length or long hair must be tied back in Years 7 - 9.
- Students in Years 10 – 11 and Sixth Form may wear their hair down, but it must look tidy and be tied back for certain activities, such as Science experiments or PE lessons.
- No extreme hairstyles are permitted, and hair should not fall over the eyes

Make-up and Jewellery: Nail varnish, acrylic nails and make-up are not permitted for students in Years 7-11. No jewellery is permitted (i.e., rings, bracelets, ankle bracelets, necklaces) for students in Years 7-11, except for one stud earring per ear lobe. Ear cartilage piercings are not allowed. These earrings should be taped over for P.E. for health and safety reasons.

School Bag: Back-pack styles are recommended.

Other: Visible tattoos or facial / body piercings are not allowed. Students should be clean-shaven at all times

Sports Kit

Students must come to school in full school uniform each day. The rules around PE kit vs uniform are below;

- Games lesson before lunchtime – students should get changed back into uniform at the end of the lesson. However, if they have a co-curricular activity at lunchtime, they can stay in PE kit.
- If a student does not have a games lesson in the morning but does have a co-curricular club at lunchtime, they can get changed at break into their PE kit. After the lunchtime club has finished, students can either remain in PE kit or change back into school uniform.
- If students are in normal lessons wearing PE kit they must ensure that their legs are covered by wearing school branded skins or tracksuit bottoms.
- During extremely hot weather students will not have to cover their legs during games lessons and at break/lunchtime. Lessons will still require leg coverings if in PE kit. Students will be notified of this temporary uniform relaxation by their tutor.

Conduct in the Classroom

- It expected that students arrive for their lessons on time
- Students should organise themselves in an appropriate manner, and bring the correct books and equipment with them to lessons, clubs or activities
- Students should listen to and follow instructions
- Students should not disrupt lessons or interfere with the work of others: if a teacher has to send them out of the class for being disruptive, they will serve a detention that is a minimum of 60 minutes in length

- Students are expected log onto Firefly at least once per day to check what homework they have been set and ensure that all homework is completed and submitted within the allocated time frame
- Students are expected to engage positively in the lesson, whether that is through making contributions or listening actively
- Students should remain seated, unless permission to move is granted to leave their seats by a member of staff

Personal Conduct around the School

- Students are expected to conform to the School rules and behave in an appropriate way at all times
- Students are expected to obey instructions from all staff without argument
- Students should not run along corridors or push each other
- All students should stand aside at doors to let adults through first
- Rudeness and swearing will not be tolerated
- Students should be considerate of all other members of the school community as well as visitors to the site
- Students must not behave in a manner which may cause injury or danger to themselves or others
- The use of balls is not permitted near buildings and hard balls are not to be used at break times or lunchtimes
- Students are not allowed to wear headphones or earphones whilst walking around the School
- Students are not permitted to play in any School parking areas, on the cricket pitch or the outfield
- Chewing gum is not permitted anywhere in or around the School
- Food must not be consumed in any school buildings other than the dining areas or Sixth Form café
- Students are expected to dispose of any litter in the appropriate bins, and to use recycling bins wherever possible
- Smoking tobacco or e-cigarettes (vaping) is not permitted anywhere on the School grounds. Students who are with others who are smoking/vaping are also in breach of this rule and may be liable for the same sanction as those who were smoking
- Students are not allowed to consume alcohol anywhere within the School or on the School grounds
- Misuse or dealing in legal or illegal drugs is strictly prohibited anywhere within the School and its grounds. Since this is a serious offence, it may lead to immediate expulsion and the police may be informed
- Students must be respectful of other students' choices regarding face coverings and hygiene

Prohibited Items

The following items are prohibited and should not be brought into school under any circumstances:

- Stolen items

- Knives or weapons
- Alcohol
- Illegal drugs
- Tobacco, cigarette lighters and cigarette papers
- E-cigarettes, their chargers & e-liquid, Vapes such as Elf bars
- Fireworks
- Pornographic images (either on electronic devices or on paper)
- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student).

In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2022), the School reserves the right to search students or their possessions, without consent, where there are reasonable grounds for suspecting that the student may have a prohibited item on the premises. The school can confiscate any prohibited item found as a result of a search.

Discriminatory behaviour

The Headmaster may suspend or expel a student for intentionally causing offence on the grounds of any of the “protected characteristics” of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Examples of discriminatory behaviour that may occur in School include but are not limited to:

- Mistreating others on the grounds of Neurodiversity or Disability, including using discriminatory language or demonstrating discriminatory attitudes
- Mistreating others on the grounds of gender, including using anti trans language or demonstrating anti trans attitudes
- Mistreating others on the grounds of race or ethnicity, including using racist language or demonstrating racist attitudes
- Mistreating others on the grounds of religion or belief, including using intolerant language, mocking religious practices, or demonstrating intolerant attitudes to others’ religious or non-religious beliefs
- Mistreating others on the grounds of sex, including using misogynistic or sexist language or demonstrating misogynist or sexist attitudes
- Mistreating others on the grounds of sexual orientation, whether it is known or not, including using anti-gay language or demonstrating anti-gay attitudes
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In all the above examples, the effect on the person being mistreated will be taken into account when deciding on the appropriate sanction.

Bullying

- Bullying is not tolerated at Lingfield, and students who bully their fellow pupils in any way are liable to face serious sanctions, including suspension and/or expulsion.

- Members of the school should never have to suffer name-calling, physical violence or feel victimised
- Online bullying via abusive emails, texts, images or messages is just as damaging as physical bullying and will not be tolerated
- Students must not threaten another student in any way
- Fighting and any other form of physical violence between students, including encouraging others to behave in this way, will not be tolerated and students engaging in this will face serious sanctions
- It is **everyone's** responsibility to ensure that bullying is not tolerated at the school: if you have concerns about someone else being bullied, tell a member of staff or an Ambassador as soon as possible, remember the TAG/RAG model detailed below
- Bullying can take many forms – some can be very subtle, but all are unpleasant. They can include name-calling, spreading rumours, physical assault, excluding people, turning someone's friends against them, and sending unkind texts, messages or images
- Calling bullying 'banter' or 'a joke' is never an excuse. People have different opinions on what constitutes 'banter' and what constitutes 'bullying' – take care to judge a situation and avoid teasing comments that could be misunderstood

What to do if you think someone is being bullied

If you see another student being bullied, don't just be a bystander use the RAG model:

Recognise someone else is the subject of harm

Ask them if they are OK and ask the person to stop it

Get help from a trusted adult or person

- Consider including the person in your social group or inviting them to join you
- Never join in with anything that could potentially be a bullying incident, or watch it from a distance – bullies like an audience
- Speak up for the person if you hear others making unkind comments (be an Upstander)
- Talk to an adult at school about what is going on (see list of Safeguarding Staff in your form room)- use the RAG model
- Log your concern on Firefly using the Online Worry Box
- Talk to an Ambassador about your concerns

What to do if you feel that you are being bullied

Don't keep it to yourself – tell an adult or another student who could speak up for you. Use the TAG model:

Tell the person they are upsetting you, doing something you don't like or want done

Ask them to stop

Get help from a trusted adult or person

- Don't think you are alone
- Don't think it's your fault – it is the bully that has the problem
- Don't fight back or bully them (or someone else) back

- Don't miss school or avoid clubs / activities because you are afraid of the bully
- Don't hurt yourself – nothing is so hopeless that it can't be resolved
- Tell the bullies to stop (depending on the situation)
- Try to ignore it – by reacting or getting angry you may inadvertently give them the satisfaction of thinking they have upset you
- Walk away from them
- Consider using humour against them to indicate that you are not intimidated
- Keep any messages, texts, images or notes, and log what happens
- Do not respond to any online communication
- Talk to an Ambassador about your concerns
- Log your concern on Firefly using the Online Worry Box

Attendance

- Registration takes place in Form rooms at 08:30 and 13:55 each day
- Registers are also taken at the start of every lesson
- If a student is late (after 8.40am), they must sign in at the office before going to their lesson or form
- Parents are expected to notify the school via email if their child is unable to attend. They should email absence@lingfieldcollege.co.uk by 08:50am; unexplained absences will be marked as 'unauthorised' in ISAMS, and the School Office will call a student's parents to find out why they are not in school
- Students in the Sixth Form are permitted to leave the School premises without permission at the end of their last taught lesson, but must sign out at the Sixth Form Office
- Students in Year 13 are permitted to leave the School premises without permission at lunchtime, but they must sign out in the Sixth Form Office
- An attendance rate of lower than 94% will result in the school contacting a student's parents to establish the reasons for frequent periods of absence
- Students must email their teachers if they miss lessons for advice on how to catch up with the work missed.
- Students who stay on the site after school must report to the following areas:

Day	Year Group	Location
Monday-Thursday	7 & 8	Library
Monday-Thursday	9, 10, 11	CS2 & CS3
Friday	7-11	Library
Monday-Friday	Sixth Form	Sixth Form Study

- Students in years 7-11 will be supervised until 17:00pm and Sixth Form students until 17:30. They must then be offsite unless attending an event.

Transport: Cars

- From 15:50 until 16:15 when traffic is most congested, only students in Years 7 - 9 should meet their parents in the Auditorium Car Park, siblings of those in Years 7-9 that are in Years 10-13 can also be collected in the Auditorium Car Park
- Students in Years 10 -13 should be collected from the Jockeys' Car Park

- The front of Le Clerc house must not be used by parents to drop off and pick up
- Students must take great care when walking across the Auditorium Car Park, as there can be a great deal of traffic at certain times of the day. They should use the marked areas and zebra crossings and avoid using their mobile phones
- Students in Year 13 are permitted to park in the Jockeys' Car Park with the permission of the Head of Sixth Form; a permit badge must be obtained from the School Office
- Students are not allowed to park at the Senior School

Transport: Coaches

- Coaches drop off and collect from the Le Clerc and Prep school car park. Students must be ready to board at the allocated time. If they are late, the bus will be unable to wait for them.
- Students must travel on their designated bus only and are only permitted to be dropped off at the agreed stop.
- Students must have their printer/bus card with them if they want to use the school transport. Students must use their printer/bus card to tap on when boarding the coach and tap off when leaving the coach to register their attendance. If they lose their card, they must inform the school office **immediately**
- Students who travel on the school coaches are expected to treat the driver and their fellow passengers with respect
- If students wish to listen to music, they should use headphones so as not to distract other passengers
- Seat belts should be worn at all times when the vehicle is moving, and passengers should remain seated throughout the journey
- Bags and other possessions must be kept out of the aisles to avoid causing a hazard to other passengers
- The driver must not be distracted except in the case of an emergency
- Students must follow the instructions of the driver without question
- If a student causes damage to the coach, their parents will be liable for the cost of the repairs
- Students must not consume food or drinks on the coach
- If a student's behaviour gives cause for concern, it will result in formal school sanctions
- Students who continue to misbehave on bus journeys will lose the right to use the bus service
- In the event of snow, check school website before leaving home
- If the student is wearing muddy shoes these should either be removed before they board the coach or wear shoe covers.
- Studded shoes are not permitted on coaches

Transport: Train

- Students should walk to and from Lingfield Station through the Prep school
- The route across the bottom fields to the station is out of bounds as students' safety may be at risk

- In the winter months (November until February half term), a free Shuttle Service runs from school to Lingfield Station, leaving the Auditorium Steps at 16:55 each evening. Students who would like to use the Shuttle service should sign up at the School Office.

Conduct on School Trips

- When taking part in any trips, students should be aware that they are representing the School at all times
- The rules in this Code of Conduct apply to students on trips, and sanctions will be applied as if students were in school
- Students must not behave in any way which could bring the School into disrepute
- Students must listen carefully to any instructions or rules imposed by School staff on trips and observe them, including meeting times and curfews
- Students must not behave in any way which could cause injury or serious danger to themselves or any other individual
- Students should dress in an appropriate manner

Sport Fixtures

- Students who are selected to represent the School in any team sports or similar activities will be expected to participate
- If a student is unable to represent the School in a fixture or activity, his/her parents must notify the Director of Sport to excuse them from the match at least 72 hours before the match is due to take place. Permission will only be granted in exceptional circumstances
- When representing the School in sporting fixtures, all the School Rules apply, and exemplary behaviour is expected

Sexual Conduct / Relations

- The School seeks to encourage normal friendships between students; this can be one of the great assets of the co-educational environment
- Students found engaged in any form of intimate sexual activity must expect to face possible exclusion from the School
- Public and private displays of affection are not allowed on the School premises

Security

- Students must not carry large sums of money about their person (i.e. more than £20.00). If necessary, money can be left in a named envelope in the School Office
- It is not advisable to bring any expensive items into school; personal tablets or laptops must be secured in lockers whenever they are not in use
- Mobile phones must not be used between 08.30 and 15.50 for students in Years 7-11. They must be switched off and stored securely e.g., in their bag, locker or blazer. (See Mobile Phone Policy for more detail)

- Use of mobile phones during the School day is permitted for Sixth Form students in the Sixth Form Centre only.
- Students must not vandalise or damage School buildings or property
- The belongings of any individual in the School should not be taken, hidden, damaged or vandalised; the School uses CCTV cameras, and any student found damaging or stealing property will receive serious sanctions
- Students will have a locker to store books, valuables etc in and access to a separate games locker. If they would like to use one, they need to bring in their own padlock.
- If there is a problem with any locker or padlock, students should let the School Office know as soon as possible so that it can be fixed
- If you see a stranger walking around the school site who is not wearing a school lanyard, please alert a member of staff

Staying Safe Online

Students should enjoy using the large number of resources that the internet provides, but should remember that:

- ❖ **Nothing written, posted or searched for online is ever secret**
- ❖ **Anonymity is a myth**
- ❖ **People are not always who they say there are online**
- ❖ **Every individual is responsible for their own behaviour when using the internet: this includes the websites that they choose to visit, the language they use and the images they look at**
- ❖ **If something looks too good to be true online, it probably is**
- ❖ **Think before you send**

Email

- When communicating via email, students must keep their messages respectful, and use a suitable address such as 'Dear Mr. Smith' rather than anything overly familiar. They should also ensure that their email has a subject.
- Students should tell a responsible adult immediately if they receive an offensive or distressing email
- Emails should not be used to bully or harass others
- Students need to be wary of opening attachments to emails where they are unsure of the content or have no knowledge of the sender, as the attachments may contain malicious programs or viruses
- Students will need permission from their Head of Year to send messages to large groups of other students.
- Students must not disclose personal contact details for themselves or others

Social Media

- The minimum legal age for students to have their own account on social media sites such as Facebook, Instagram, Twitter, Snapchat and Tik Tok is 13 years.
- The minimum legal age to have a WhatsApp account is 16 years.

- Students must not under any circumstances use any social networking in order to bully, humiliate or intimidate any student or member of staff; cyberbullying will not be tolerated and will have serious consequences
- Students should not give out personal details to anyone online that may help to identify or locate them or anyone else
- For security reasons, students are advised not to use the Snap Map location settings on Snapchat or location settings on other social media sites
- Students must not post images of other people on social media without their consent

Internet Security

- Students should ensure that all their internet-enabled devices (mobile phones, tablets, laptops, desktop computers) have up-to-date malware protection.
- Students should set the browsers on all their devices to 'Delete Cookies' and keep privacy settings as high as possible.
- Students must think carefully about the comments they post online and should not write anything unpleasant or hurtful to/about anyone else
- Photographs and videos posted online do not remain the property of the person who posted them; students must be aware that once images are on the internet, most people will be able to access them, and they will not be private
- Students must not take any photos or videos anywhere on the school site or on a school coach or minibus travelling to a sports fixture or home on school transport
- Students must never share their passwords with anyone, not even friends
- Students should never arrange to meet someone that they have met online
- Students should never reveal personal details to strangers online
- Students must not behave in any way online which could bring the school into disrepute
- The Designated Safeguarding Leads receive daily reports from Iboss, the School's filter software that gives details of all inappropriate material that has been searched for that day. Iboss gives details of the relevant name of the person searching, together with their IP address and the time that the search was made

Sexting

- Sexting is defined as 'the activity of using a mobile device to send messages that are about sex or to send sexual photographs'
- Depending on the nature of the offence, people involved in sexting and distributing obscene material can end up on the Sex Offenders' Register
- Taking an inappropriate photo of a person under 18 constitutes creating an indecent image of a child (even if a person takes the photo of themselves)
- Sending or posting an inappropriate photo of a person under 18 constitutes distributing an indecent image of a child
- Downloading or keeping an inappropriate photo of a person under 18 constitutes possession of an indecent image of a child
- Photographs and videos posted online do not remain the property of the person who posted them; students must be aware that once images are on the internet, most people will be able to access them and they will not be private
- The results of sexting can include bullying, unwanted attention from strangers (as well as from people you know), feelings of stress and humiliation, blackmail

- If you are asked for a naked image of yourself (often referred to as a “nude”) from anyone refuse and ask a trusted adult for help.
- If you are worried that you have sent a “nude” to someone, please seek support from a trusted adult.
- If you are sent a nude image, please seek the support of a trusted adult.

What to do if you receive inappropriate material of any kind

- Save the message / image as evidence – do not delete it
- Do not respond to the inappropriate message / image
- Tell a member of staff, parent or another trusted adult
- Use the CEOP ‘Report Abuse’ button on the school website
- Report the bully to the website operator

The following websites are particularly helpful:

- <https://www.ceop.police.uk/safety-centre/>
- <http://www.thinkuknow.co.uk/>
- <http://www.childline.org.uk/>
- <http://www.childnet.com/sorted/>
- <https://www.getsafeonline.org/>
- <http://www.chatdanger.com/>

Use of ICT & Smart Phones

- Every time a member of the School logs on to a school computer or iPad they click their agreement to adhere to the School’s Acceptable Use of Computers policy. All students are encouraged to read the policy to make sure that they are aware of the rules
- Students must not interfere with the work of others or the IT system itself in any way
- No-one must create, store, transmit or cause to be transmitted material which is offensive, obscene, indecent or defamatory or which infringes the copyright of another person
- Students must not transmit any messages or prepare files that appear to originate from anyone other than themselves
- Students should not bring mobile Wi-Fi devices into School or tether their mobile phones to connect a laptop or tablet to the internet. These will be confiscated, and parents will be informed
- Students must not gain or attempt to gain unauthorised access to other people’s files, facilities or services accessible via local or national networks or transmit any confidential information about the School: they must not attempt to get around service limitations placed on network use by the School (or its agents)
- Students must not send any message internally or externally which is bullying, abusive, humiliating, hostile or intimidating in any way

- Students must not use language in messaging that is considered to be socially unacceptable. This includes profanity and language that is racist, sexist, homophobic or in any other way discriminatory
- Any data which contains information about students or staff of Lingfield College should only be published with those people's express permission
- Students must not use school computers to access any social networking sites
- Students are not allowed to photograph or record any member of staff or other student(s) on the school site or whilst on school transport (see Mobile Phone Policy)
- An inappropriate photograph of a student who is 18 years or under constitutes an indecent image. Taking such a photo, distributing it or possessing it is an illegal act according to British law, and those who do this can end up on the Sex Offenders' Register.

What Happens if Things go Wrong

Pastoral Support

It is very important that you are happy at school – your years here will have considerable influence on your future. Lingfield is a vibrant, friendly and dynamic place to be – there are some wonderful facilities, like-minded people and committed teachers here. However, it is also a school that expects a great deal from its students in terms of academic performance, extra-curricular commitments and time pressures: it is normal for people to feel stressed and unhappy at some stage.

It is hoped that pressurised times, when they happen, will be brief and easily overcome: the school community can be very supportive, and students have close friends that can look after each other in difficult times. If, however, you are feeling anxious about factors in your life, and you feel that your friends are sympathetic but unable to help you in any practical way, it is vital that you realise that you are not alone, and that there are a number of people that are very interested in your welfare and emotional well-being.

Who to talk to in School

- Your **Tutor** can act as an intermediary between you and other members of staff at school, whether they are subject teachers, sports coaches or music teachers if you are feeling under too much pressure. They will be best placed to recognise areas of concern as you will be seeing them twice a day in Registration and will be happy to talk to you in private at a convenient time.
- Your **Year Team: Head of Year & Deputy Head of Year** are not qualified counsellors but are experienced in education and used to working with teenagers. They are responsible for the overall academic and pastoral well-being of your year group, and you can discuss any issues you may have in confidence with any of them.
- **The Student Welfare Officer for Years 7-11 (Miss Redfern)** is available to talk to students about any issue. She can be found in the office in the corridor opposite

Room 3 (Main Corridor). She can be contacted by email on redfern@lingfieldcollege.co.uk and students are encouraged to either pop in and see her or email her to arrange an appointment if they would like someone to talk to.

- **Mrs Walton** is the **Student Welfare Officer for the Sixth Form** and can be contacted by email on waltons@lingfieldcollege.co.uk or via her office in the Sixth Form Centre.
- The **School Counsellors (Mrs Pip Tuppen and Mrs Emma Salih)** who can talk through problems of any kind and give qualified advice, referring to other agencies where necessary. They can be contacted confidentially at counsellor@lingfieldcollege.co.uk. They also have a confidential post box outside their room on the first floor of Le Clerc
- **Mrs Parsons**, as Pastoral Deputy Head takes an interest in the welfare of all Lingfield students and is always happy to meet with students in her office. She and **Mrs. Sevier** are also the school's Designated Safeguarding Leads. Where necessary **Mrs. Parsons** can advise students to speak to a GP, Counsellor, CAMHS or Relate, and can make referrals to Social Services
- The **Staff in the School Office (Mrs Jepson, Mrs. Roe & Mrs. Russell)** are qualified in First Aid and can also help with many other issues such as problems with lockers, contacting home etc.

Whatever situation you may find yourself in, please be assured that you are not alone, and that practical things can be done to help you cope with difficulties and overcome them, even if at the time you feel at the time that there is no solution to a tricky problem. Talk to an adult you trust, and they will do everything they can to help you. Remember that by law they cannot promise a student to keep secrets which might compromise a child's safety or well-being

Online Support

Some useful guidance on complex issues like eating disorders, self-harm, low mood, anxiety & depression is available on these websites, and several of them also have support lines that can be contacted easily and free of charge:

- www.cwmt.org.uk
- www.youngminds.org.uk
- www.relate.org.uk
- www.childline.org.uk/
- www.kidscape.org.uk
- www.nspcc.org.uk

Information (support websites, video clips, talks, articles and radio links) about complex issues such as coping with family life, bereavement, mental health issues, self-harm, stress

management, eating disorders, sexuality and substance abuse can be found on the Counsellor's pages on Firefly.

Health Concerns: If a student feels ill in school

- The Medical Room is by the main entrance of the school and is staffed by Mrs. Roe in the School Office, who will contact parents if necessary
- If students are collected from school before 15:50 their parents must notify the Senior School Office, and the student must sign out at the Senior School Office
- There are a number of appointed first aiders in the school, and an accident book is kept in the Senior School Office to record any incidents. Parents will be notified in the case of an accident
- First Aid boxes are kept in the Senior School Office, Library, PE Department, Sixth Form Centre & all Science Laboratories
- There are defibrillators in the Medical Room and the Pavilion

Medication

- Students requiring short-term medication must bring it to the Senior School Office where it can be securely stored
- Parents must complete a form (available on the school website) giving their permission for School staff to administer medication
- Only medication that has been prescribed by a GP, Nurse or Pharmacist can be taken in school
- Medication must be in its original packaging, labelled with the patient's name, dosage and details about its administration. If it needs to be kept refrigerated, this information must also be on the packaging
- Students are encouraged to administer their own medicines under adult supervision in the Medical Room
- Students who use EpiPens (adrenalin auto-injectors) or insulin pens must carry one with them at all times and not be left in school bags. A spare must also be kept in the Senior School Office

What to do in the event of a Fire

- If the fire alarm rings continuously, every member of the school must leave their belongings in the building and walk in silence to the Tennis Courts
- No one should enter another building (eg. Geography / MFL Building) on their way to the muster point
- Students should stand in their form groups in silence