



Sidcot

**Pupil Guide
2009 - 2010**

Statement of Aims

Sidcot School is a community with a common purpose: to enable pupils to become well-educated and, principled young people through their experience of a Quaker educational environment. Our aim is to allow each member of the School to grow and to develop his or her talents without hindrance. Each person joining the community is asked to participate actively and fully in making life at Sidcot a success for everyone. The views of members of the School are taken into account in formulating School regulations.

A community like ours depends on mutual support. If at any time, you feel that you have been treated unfairly, discuss the matter privately with your tutor, rather than argue. Think about how you treat others. By simply saying 'hello', or 'good morning', or accompanying requests with 'please', and saying 'thank you' for services rendered, or waiting your turn to speak to someone, you can very easily help to maintain the positive atmosphere at Sidcot.



Statement of Philosophy

- We believe that each child is unique and that our task as educators is to ensure that each child can flourish, grow and exploit his or her talents to their fullest.
- We believe that all members of the school: students, parents, teaching and non-teaching staff are important and that all should be shown consideration and respect.
- We believe that everyone can be successful and that praise is essential.
- We believe that discipline and a sense of purpose is essential in every field of endeavour: that we should have clear guidelines to help all of our students become self-disciplined and self-motivated.
- We believe that students should be offered opportunities to share responsibilities and to work co-operatively with others.
- We believe that there is a spark of the divine in everyone and that we should offer our students opportunities to reflect upon moral and spiritual issues and to formulate a set of principles to guide them throughout their lives.
- We welcome students from all religious backgrounds or none.
- We believe that conflicts can be resolved peacefully.
- We believe that we should encourage members of the school to let their lives speak for them; to ensure that their actions reflect well upon them and the school; to endeavour to act always with consideration and thought for the needs of others, in school and in the wider community.



Sidcot School Code

Everyone is responsible for promoting the exemplary atmosphere, relationships and quality of life at Sidcot.

1. All members of the School community are expected to be sensitive, co-operative and to show courtesy, consideration and respect for one another.
2. We do not tolerate any behaviour intended to hurt, injure, threaten, frighten, or make fun of others.
3. We share responsibility for the School, the community, and the environment: we ensure that the School is clean, tidy and litter-free.
4. We are responsible for our personal belongings. We respect one another's property, and School property.
5. We carry out School commitments punctually and thoroughly.
6. We do not use, abuse, or possess solvents, illegal drugs, alcohol, or tobacco.
7. We respect the School's Code of Conduct on School premises, during School hours, to and from School and on School outings.
8. We use peaceful mediation to solve difficulties.





General Conduct

1. Instructions given by members of staff on duty should be carried out quickly and eagerly.
2. In congested corridors, please walk on the left.
3. Ball games must not be played indoors, except for pool or table-tennis. Football may be played only on the netball court or the top playground.
4. Chewing gum is not permitted in School since it is extremely difficult to remove from furniture and fabrics.
5. Aerosols, Tippex Liquid, and other products containing solvents are not allowed at School.
6. If damage to the premises or furniture occurs it should be reported to the teacher on duty at once and to House staff as soon as possible. Those responsible for damage will usually be required to pay.
7. The payphone in the quad may be used by pupils in their free time. Mobile phones may be used outside the school buildings only.
8. During lessons, prep, assemblies, tutor periods and other directed school time mobile phones must be switched off.
9. The front door to the main building may only be used by Sixth Form. However, pupils in other year groups waiting for visitors or transport may use the front door.
10. Privacy in comfortable surroundings is available in the Drawing Room opposite Reception, and in the Old Library should it be required when parents or guardians are visiting the School.
11. The Libraries, Garden, and Meeting House are 'Quiet Areas'.
12. Behaviour around School is expected to be consistent with that of an office or similar work place. Public displays of affection such as kissing, holding hands, cuddling are not acceptable behaviours in a school environment.
13. English is the common language of Sidcot. Language should always be used to promote communication, and never to exclude individuals or groups.
14. Ipods and MP3 players with earphones may be used only by the Sixth Form and only in their studies.



School Grounds

- a) The "Island" is the area occupied by the main School buildings bounded by Oakridge Lane, Fountain Lane and the A38. All areas outside it are out of bounds during lessons.
- b) Tom's Field and the 'Combe' are in bounds 12.55 – 1.55 pm, 3.45 – 4.40 pm, 6.00 – 7.00 pm for Fifth and Sixth formers going on a country walk. Thus you must go in groups of three or more. However, the Combe is out of bounds whenever the Science block clock tower is illuminated. The clock is lit at dusk. Keep well away from buildings, animals, and gardens. The public footpath across Tom's field is not to be used and the stile with gate at the top of the field is out of bounds. Use the other stile at the top of Tom's field near to Newcombe. The fields beyond the copse/Combe above Tom's Field, including 'slippery steps' at the second stile are out of bounds. The path to the Junior School opposite the Headmaster's house is out of bounds at all times.
- c) Beyond Combe House, Oakridge Lane and the roads are out of bounds. Lower Fifth and younger pupils should use the footpath through the car park, and not the road to and from Combe House.
- d) The Dring is out of bounds. This is the lane between the Sports Field and the Houses on Sidcot Lane.
- e) The garden is open to all in free time until dusk. It is a place for reading or quiet discussion. Games, running and jumping and shouting must be confined to the playground.
- f) The area of the Meeting House is a quiet zone. We respect the religious significance of this area. The Small Meeting House, the rear of the Meeting House and the burial ground are out of bounds unless special permission is given by the teacher on duty.
- g) You may not remain on site during the times when the School is closed without specific permission.





Leave

We need to know where you are, since we are responsible for you whilst you are at School. You are responsible for ensuring that we know. There are a variety of methods by which you can ensure that your freedom is maintained:-

- You must always sign out when leaving the School site.
- Anyone leaving the School premises during the teaching day, for whatever reason, is required to sign out in the book in the front office and to have their Year Head's permission.
- If absence is necessary during part of the day then Day pupils must bring a letter from parents.
- School commitments, such as matches, take priority over Leave arrangements. Detentions and gatings may mean Leave arrangements have to be reconsidered.



Leave of Absence

Requests for special Leave of absence during the term must be made in writing to the Headmaster. For example: study leave, interviews, work experience, special family events, medical appointments must be confirmed with your tutor and all travel arrangements lodged with them. Early departure or late returns at the beginning and end of terms can only be permitted in exceptional cases as lessons continue until the final assembly on the last day of term.

Requests for holiday leave in term time must be made in writing to the Headmaster and a "Holiday Form" needs to be fully completed.

Term Dates are sent to parents each year. Upper Sixth and Upper Fifth may leave after the Leavers Assembly on the Parents' Festival Weekend in the Summer term.

Ville Leave (going to Winscombe)

On weekdays you may go to the village or playing fields between 3.45 pm and 4.35 pm, you must ensure you sign out. Uniform must always be worn. Do not overcrowd the village shops or entrances.

Please observe restrictions in Jones, the Rocking Chair and the Coop. Be courteous to others in the village. Always place litter in a bin.

Special permission to remain on the Field until 6.00 pm in order to participate in sports matches or official practices must be obtained from staff in charge of the sporting activity and made known to your prep taker.

Clothing

Uniform must be worn by all pupils up to and including the Upper Fifth until 6.30 pm Monday to Friday. At weekends casuals may be worn. At other times when off the premises you should wear smart casuals or uniform as advised by staff in charge of a School trip. The criterion for clothing at all times is a smart appearance and that which is "appropriate for the occasion". School shirts must be tucked in.



Uniform (see Clothing Booklet)

1. Black shoes (not boots) are School uniform. Trainers may only be worn with School uniform when playing games outdoors, such as football or basketball, at lunchtime and after school.
2. Girls' uniform skirts should be within the realms of decency. The Deputy Head will be the final judge of what is acceptable.
3. Blazers and uniform sweaters should have the School badge securely attached.
4. Scarves should not be worn indoors with uniform. Outdoor coats should be navy or black.
5. Torn, cut or scruffy clothing is not permitted.
6. Boys' ties and jackets are required for all formal occasions unless permission for variation is given.
7. T-shirts or sweatshirts are not suitable for formal wear.
8. Sixth Formers are expected to wear clothing conforming to Sixth Form Council guidelines during the School day.
9. Jewellery should not be worn with uniform. Pupils with pierced lobes may wear retainer studs, up to one in each ear: two in total. Two or more earrings in one ear is not acceptable. Body piercing is not acceptable. One single neck chain may be worn discretely under the uniform.
10. Hair should be neat, clean, and of a natural colour. Natural highlights are permitted in the Sixth Form.
11. The start of Summer Uniform is indicated by the Deputy Head. Jumpers and jackets may be removed and sleeves rolled up.
12. Nail varnish of any sort is not acceptable below Sixth Form.

Travel

1. Use the footbridge (except Upper Fifth and Sixth Formers) to go to and from the Playing Fields or Village.
2. Hitch-hiking is not allowed. No member of the School may accept a lift in a passing vehicle.
3. You may go out in cars only with staff, your own parents or guardians, or parents or guardians of other pupils. Every other case requires written request for special permission from the Headmaster.
4. The School Bus is an extension of the School so the School's Code of Conduct applies during transit and whilst waiting.
5. Day pupil car drivers in the Sixth Form are expected to adhere to the regulations issued by the Head of Sixth Form at all times. In the interests of safety, lifts may not be given to other pupils in the School without specific written permission from the parents of the pupil being given a lift. Boarders are not permitted cars at School.
6. Boarders' travel in Day Pupils and Old Scholars' cars require written permission. Plastic wallet cards are issued to Sixth Formers confirming permission for individual drivers/cars.

Bicycles

- Members of the Sixth and Fifth Forms may bring bicycles to School.
- Your parents/guardian must write to your tutor giving permission for you to use a bicycle.
- You must not borrow a bicycle.
- All those with Bicycle Leave from their tutor or HOBH must know the Highway Code.
- Bicycles must not be used to go to the fields, on the fields, or on the Island.
- Cyclists going to the village or towards Bridgwater must go up to the Junior School corner to join the A38. Note: Fountain Lane is a one-way road.
- Bicycles must be returned to the Bicycle Shed in the main car park after use and placed only in the allocated rack. There is no cycling after the evening meal nor after dark, whichever is the earlier.
- Bicycles should be locked when not in use.
- Bicycles must have efficient brakes and bell and must have the owner's name clearly and permanently marked.
- Helmets should be worn.
- Cyclists must sign out in a group for cycle rides at the weekend and include destination in the Leave books.
- Breaking any of these guidelines may mean that your bicycle is sent home.

Skateboarding, Rollerblading and Roller-skating

These activities should be confined to the middle playground. Written permission is required from your parents before you bring your item to School. Forms are available from the School Office and need completing in September each year. Safety wear is essential. You may not rollerblade, roller-skate or skateboard in the middle playground. You must not endanger yourself or other pupils during these activities.

Meal Times

	BREAKFAST	BREAK	LUNCH	TEA	SUPPER
Refectory opens	7.30 am	10.40 am	12.30 pm	3.45 pm	5.30 pm
Serving finishes	8.00 am	11.05 am	1.30 pm	4.00 pm	6.15 pm
Refectory closes	8.15 am	11.10 am	1.45 pm	4.05 pm	6.30 pm
Saturday	9.00-9.30 am		12.30-1.00 pm		5.30-6.00 pm
Sunday			1.00-1.30 pm		

The following are times when you may start queuing for lunch. The times are shared evenly.

	11.50 am – 12.30 pm	12.40 am	12.50 pm	12.55 pm	1.00 pm	1.05 pm	1.10 pm	1.15 pm
Monday	Pre-prep to J6	J6	Year 7	L4	U4	L5	U5	6
Tuesday	Pre-prep to J6	J6	Year 7	U4	L5	U5	6	L4
Wednesday	Pre-prep to J6	J6	Year 7	L5	U5	6	L4	U4
Thursday	Pre-prep to J6	J6	Year 7	U5	6	L4	U4	L5
Friday	Pre-prep to J6	J6	Year 7	6	L4	U4	L5	U5

Sixth Formers who are not in lessons may have lunch from 12.40 pm.

Supper Times

5.45 pm	5.45 pm	5.50 pm	6.00 pm
Juniors	Sixth Form	Boarders	All others



Refectory Rules

1. All pupils in School are expected to attend meals. You cannot function well on an empty stomach! A wide choice is available including vegetarian options.
2. Outdoor garments, hats, and sports gear should be removed before entering the Refectory.
3. Please return all trays, cutlery and china to the trolleys after use. Food, cutlery, or crockery must not be taken out of the Refectory.
4. No one should enter the Refectory until the teacher on duty arrives.
5. "Early" meals are with specific permission only. Slips are available from staff for regular activities.
6. Orderly behaviour when queuing is expected. The Staff on duty may request unruly pupils to move to the back of the queue.
7. You may have your supper after prep.



Prep

1. Pupils must be in the places allocated to them by the specified time.
2. Prep is conducted in silence so that we can all work well. Movement is discouraged.
3. If prep is inadequately completed, the teaching staff may require it to be completed during your own time. Failure to complete prep may result in lunchtime detention.



Possessions

- Parents are required to make sure that their own insurance will cover their child's personal property whilst at the School, or on the way to or from the School, or on any School sponsored activity.
- As the School is usually occupied by visitors during the holiday, possessions other than school books cannot be left on the premises. No responsibility can be taken by the School for any possessions left inadvertently during School time or during the holidays. If necessary, school books will be boxed up and placed in a locked room.
- If you wish to buy or sell something at School or if you wish to borrow or lend money then you must have permission from your tutor and parents/ guardians.
- Outgrown uniform for sale may be passed to the SCPTA Nearly New Shop and your parents will be reimbursed when it is sold.



Alcohol

Sidcot School honours the Quaker tradition of not serving alcohol on School premises. Furthermore, alcohol must not be purchased or consumed by pupils.

Sanctions

The Sanction System at Sidcot is designed to offer support and direction for staff and pupils alike. Anyone in authority is expected to behave in a humane and understanding way.

Corporal punishment of any kind is absolutely forbidden and no punishment should seek to humiliate, intimidate, or be in any way excessive in its requirements. Individual circumstances may dictate different levels of response. Repentance, forgiveness, and a fresh start are important parts of the process. Sanctions will be supported by a reason. Listed below are the official sanctions of the School in descending order of seriousness.

- a) Verbal Reprimand.
- b) Lunchtime Detention.
- c) Concern Forms.
- d) Class Exclusion.
- e) Report Card.
- f) Friday detention 3.45 – 4.45 pm plus 24 hours notice or community service.
- g) Saturday detention 2.00 – 4.00 pm plus 24 hours notice or community service.
- h) Gating to the Island (includes reporting to the Teacher on Duty).

The Suspension Process is available to the Deputy Head and Headmaster for very serious offences:-

- Stage 1 – Warning/formal caution and letter home to parents.
- Stage 2 – Meeting with parents.
- Stage 3 – Suspension.
- Stage 4 – Exclusion.

It is your duty to inform your parents/guardian if you are given a sanction. Detentions count as School commitments for the purposes of Leave.

Reparation for damages is expected. Persistent rejection of School values will result in temporary or permanent exclusion from the School.

Detentions are given when a pupil needs to be reminded more forcefully of their duty to the community and to themselves of the need to respect the School Code. A Saturday detention is the most serious detention available. Pupils are required to meet the member of senior staff on duty at the Headmaster's Office. Pupils are expected to be in their usual school clothes. They are also expected to bring some work to keep them occupied for the duration of the detention. Other tasks may be set. All detentions will include a letter home to parents and/or guardians.

Smoking

Sidcot School has a No Smoking Policy. It actively discourages students and staff to refrain from smoking anywhere on the premises. Additionally students are encouraged to stop smoking through our PSHE programme.

Pre-16 Students

Smoking will not be tolerated under any circumstances. It is against the law. Being in the company of smokers will be treated as smoking.

Post-16 Students

Smoking is not allowed on School Property and anywhere within view of the public, residential or commercial buildings and highways of the local Winscombe Community. Being in the company of smokers will be treated as smoking.

Sanctions

We are very concerned about the effects Post 16 students may have on a Pre 16 student and on smoking in all School Buildings and other areas which are considered to be a Fire Risk, thus endangering the lives of others.

- When caught smoking, suspected of smoking or suspected of being in possession of smoking materials, by a member of Staff or Office Holder, you maybe asked to empty your pockets; refusal will be taken as an admission of guilt.
- Any smoking materials found on a student will be confiscated and handed to a Parent or Guardian on their request.
- First reported instances will result in a letter to Parent and/or Guardian, which will include a request for a Parent and/or Guardian to come in and talk to the Deputy Headteacher. They will also receive a two hour Saturday afternoon detention. Additionally the student will be requested to attend an Anti-Smoking Talk on Friday afternoons at 4.15 pm.
- Second offences **will receive** a School Suspension.
- Third offences **may result** in the student being asked to leave the School

Health Care Support

We believe that all students should be aware of the health risks associated with smoking. The Health Centre is able to provide help and support for any student wishing to give up or reduce their smoking addiction. Students seeking help will be placed on the Health Centre Register and, if the student is found to be taking positive steps to give up smoking, this may be taken into account when the school is administering the sanction system outlined above.

Sharing Problems

This section explains what you can do if you feel worried about something and what you may do if you wish to complain about how you are, or have been treated.

There are two things to remember:-

- a) you may wish just to talk to someone or
 - b) you may wish to make a complaint
- either way this section will help you to decide what to do.

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

Remember you have close friends who may be able to help, or an older boy or girl to whom you may feel you can turn. Your Tutor is always ready to help or any other member of staff (including domestic staff) you know and to whom you feel you can comfortably talk.

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

- your parents;
- Office Holders or other pupils you trust;
- your Tutor;
- your Year Head;
- any member of staff;
- any of the Medical Centre nurses (including the School Counsellor);
- the School's independent listeners:-
Grace Hopes (843275)
Sandra McQueen (843363)
- Childline (0800 1111);
- Children's Legal Centre (01206 873820).

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

Sometimes you may feel that you would like to complain 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 trust; you can take a friend with you if you wish – another pupil, an older pupil or another member of staff. You can have your tutor or a friend with you when you are talking with the Deputy Head or Headmaster.

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:-

- a) writing to the Headmaster, telling him that you wish to make a formal complaint then;
- b) the complaint in the complaints book held by the Headmaster then;
- c) you will get a note from the Deputy Head saying that he has seen the complaint and that it is being attended to within two school days of you making the complaint;
- d) You will then be asked to talk the matter through with either the Deputy Head or the Headmaster and you can have a friend with you, who may be another pupil, your tutor 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 whose names are listed above. **YOU DO NOT HAVE TO INFORM STAFF OR ANYONE ELSE THAT YOU ARE COMPLAINING ABOUT THEM.**
- e) Whoever you contact will speak to you at the school – again you can have a friend with you – and will advise you about what course of action seems sensible. At that stage, it will be up to you to make the decision acting on his or her advice.

Things that might make you unhappy or upset:-

- You feel that you have been treated unfairly or verbally abused by a member of staff in school or in class.
- You feel that a punishment is unjust or in some way not right.
- An Office Holder has treated you unkindly.
- You are being bullied.
- You find it difficult to make friends.
- You think you are being discriminated against because of your colour, nationality, gender.
- You feel that no one understands the difficulties you are having with some of your work.
- Someone has hurt you or abused you or has made suggestions you think are not right.
- You feel the food you get is not as good as it should be.
- Someone is making fun of you.
- You feel that there isn't enough respect for your privacy.
- Someone has taken something of yours and hasn't returned it.
- You think you are being badly taught and you aren't getting a fair deal.
- **Or anything else you think is wrong.**

Don't be afraid to complain. It's your right to be treated properly and it's your right to complain if you think you are not being treated fairly.

Suggestions & Complaints

We welcome your suggestions as to how to improve life at Sidcot. Your School Council representative is a way to air your views. Alternatively, you may talk to your tutor or Head of Year. They will be pleased to listen to you.

All pupils will have a copy of this document and amendments will be explained. This document may be varied from time to time at the discretion of the Headmaster. Up to date copies are posted in the Boarding Houses, and are given to tutors. Parents may receive copies on request. New pupils will be issued with a copy automatically.

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