

# The Blue Book

[sidcot.org.uk](http://sidcot.org.uk)

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Sidcot  
Live Adventurously

“The two qualities which are most important to children of today are hope and imagination. Hope to believe they can change the world they live in and imagination to find ways to do so.”

Janet Gilbraith, Quaker and Educator, 1986

# Welcome from the Headmaster

Sidcot School was founded in 1699 and is one of the oldest co-educational boarding schools in England. Since then generations of staff and students have worked together to create a place that is lively, stimulating and happy; where students who leave and go into the world beyond its doors do so with integrity, purpose and a desire to make a difference.

At the heart of Sidcot are the Quaker Values on which it was founded: Truth and Integrity, Equality and Community, Simplicity, Peace, Sustainability. Everyone at the School has a part to play in bringing these values to life.

We also have rules and guidelines for behaviour at school. These are designed to ensure that Sidcot is a safe and secure place where students can live adventurously and fulfil their potential.

These rules, along with the School's philosophy of respect and inclusion, give Sidcot its unique style and positive atmosphere. Whether you are new to the Sidcot community or a returning student, I hope you will find this guide useful in helping you to get the very most out of your time here.

A handwritten signature in blue ink, appearing to read 'Iain Kilpatrick', written in a cursive style.

Iain Kilpatrick  
Headmaster

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# Our Vision

**Sidcot will become a pioneer, and a world-class centre of excellence, for inspirational education that is as much about nurturing the spirit as it is about outstanding academic success.**

This vision is enshrined in the Testimonies of the Religious Society of Friends (Quakers) which acts as a touchstone and challenge to the whole School community; those with faith and those without, all of whom are equally welcomed.

# Our Values

**Truth and Integrity:** We cherish the truth which enables our young people to develop integrity in what they do and what they think, helping them to build meaningful, lasting relationships.

**Equality and Community:** We believe all people are of equal worth and aim to build a truly international community that values all individuals and answers the good in everyone.

**Peace:** We encourage our young people to adopt peaceful methods of dealing with conflict in all its forms, taking both individual and collective responsibility in resolving differences.

**Simplicity:** We believe in living simply and adventurously, placing charity and concern for others at the centre of what we do.

**Sustainability:** We believe it is our responsibility to protect the Earth and to teach our young people to treasure and preserve it across the generations.

## Our Aims

- To provide an education of quality, rooted in our Quaker ethos, for boys and girls aged 3 to 18 that demonstrate its difference and uniqueness.
- To inspire our young people to strive for excellence and a love of learning which goes beyond the formal curriculum; to develop independent searching minds, the confidence to inquire and challenge, encouraging them to realise their full academic potential.
- To instil in our young people Sidcot's values, so that they may live them whilst at school and in their lives beyond.
- To provide a safe, welcoming, supportive and tolerant environment in which each young person feels recognised as an individual and, in turn, learns the importance of tolerance and consideration towards others.
- To maintain close relationships with parents, acting in partnership in guiding and caring for their children.
- To encourage wide interest and participation, at school and beyond, in sport, music, drama, community service, outdoor pursuits and other activities through the provision of excellent facilities and expert coaching and tuition, and to ensure high standards of achievement in these areas.
- To appoint talented staff who share our vision, values and aims and to assist them in their professional development.
- To maintain the boarding ethos and structures of the School to the benefit of all our young people – both day and boarding.
- To ensure that the School is of benefit to the community both locally and further afield.
- To maintain close and mutually beneficial links with all those who have an interest in Sidcot School, including alumni, past and present parents and former members of staff.
- To ensure that Sidcot enjoys a strong reputation locally, nationally and internationally.
- To work constantly towards the improvement and good maintenance of school facilities and to exercise careful, responsible stewardship of the School grounds and wider environment.

# Term Dates 2020/21

## Autumn Term 2020

Staff CPD Day – Friday 28 August

Staff CPD Day – Tuesday 1 September

Boarders return – Wednesday 2  
September

Boarders' Coach leaves London  
Heathrow – Wednesday 2  
September 09.30

Boarders' Minibus leaves Bristol  
Temple Meads – Wednesday 2  
September 16.30

Third Form Induction Day –  
Wednesday 2 September

First half of term begins –  
Thursday 3 September

Half term break begins\* (end of day)  
– Friday 16 October

Boarders' Coach to London  
Heathrow leaves Sidcot –  
Friday 16 October 11.00

Boarders' Minibus to Bristol Temple  
Meads leaves Sidcot –  
Friday 16 October 16.00pm

Boarders return – Sunday 1 November

Boarders' Coach leaves London  
Heathrow – Sunday 1 November  
09.30

Boarders' Minibus leaves Bristol  
Temple Meads – Sunday 1 November  
19.30

Second half of term begins –  
Monday 2 November

Term ends for students\* (end of day)  
– Tuesday 15 December

Boarders' Coach to London  
Heathrow leaves Sidcot –  
Tuesday 15 December 11.00

Boarders' Minibus to Bristol Temple  
Meads leaves Sidcot –  
Tuesday 15 December 16.00

CPD for Staff – Wednesday 16  
December 8.30am to 12.00

## Spring Term 2021

Boarders return – Tuesday 5 January

Boarders' Coach leaves London  
Heathrow – Tuesday 5 January 09.30

Boarders' Minibus leaves Bristol  
Temple Meads – Tuesday 5 January  
16.30

Staff CPD Day – Tuesday 5 January

First half of term begins –  
Wednesday 6 January

Half term break begins\* (end of day)  
– Friday 12 February

Boarders' Minibus to Bristol Temple  
Meads leaves Sidcot –  
Friday 12 February 16.00

Boarders return – Sunday 21 February

Spring Term 2021 continued...

Boarders' Minibus leaves  
Bristol Temple Meads –  
Sunday 21 February 19.30

Second half of term begins –  
Monday 22 February

Term ends for students and staff\*  
(end of day) – Thursday 1 April

Boarders' Coach to London  
Heathrow leaves Sidcot –  
Thursday 1 April 11.00

Boarders' Minibus to Bristol Temple  
Meads leaves Sidcot –  
Thursday 1 April 16.00

## Summer Term 2021

Boarders return – Monday 19 April

Boarders' Coach leaves London  
Heathrow – Monday 19 April 09.30

Boarders' Minibus leaves Bristol  
Temple Meads – Monday 19 April  
16.30

Staff CPD Day – Monday 19 April

First half of term begins –  
Tuesday 20 April

Half term break begins\* (end of day)  
– Friday 28 May

Boarders' Minibus to Bristol Temple  
Meads leaves Sidcot –  
Friday 28 May 16.00

Boarders return – Sunday 6 June

Boarders' Minibus leaves Bristol  
Temple Meads – Sunday 6 June  
19.30

Second half of term begins –  
Monday 7 June

Term ends\* (end of day) –  
Thursday 1 July

Boarders' Coach to London  
Heathrow leaves Sidcot –  
Thursday 1 July 11.00

Boarders' Minibus to Bristol Temple  
Meads leaves Sidcot –  
Thursday 1 July 16.00

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*\*At the end of half terms and full terms, coach and minibus services will depart Sidcot at 16.00. Prep will run from 16.30 to 17.30, with an evening meal at 17.30. All students will be required to leave the campus by 18.00.*

*\*\*This applies to all exams, except International Baccalaureate.*

# Calendar

The School calendar can be accessed via the School website via a live feed:  
<https://www.sidcot.org.uk/calendar/weekly>

## Key Contacts

**Headmaster – Iain Kilpatrick**

[iain.kilpatrick@sidcot.org.uk](mailto:iain.kilpatrick@sidcot.org.uk)

**Chair of Governors – Rosemary Carr**

[rosemary.carr@sidcot.org.uk](mailto:rosemary.carr@sidcot.org.uk)

**Deputy Head (Pastoral) – Joanna Leite**

[joanna.leite@sidcot.org.uk](mailto:joanna.leite@sidcot.org.uk)

**Deputy Head (Academic) – Christian Hughes**

[christian.hughes@sidcot.org.uk](mailto:christian.hughes@sidcot.org.uk)

**Assistant Head (Pastoral Care and Wellbeing) – Veronika Chidemo**

[veronika.chidemo@sidcot.org.uk](mailto:veronika.chidemo@sidcot.org.uk)

**Director of Operations – Hilary Atkin**

[hilary.atkin@sidcot.org.uk](mailto:hilary.atkin@sidcot.org.uk)

**Head of Junior School – Natalie Bone**

[natalie.bone@sidcot.org.uk](mailto:natalie.bone@sidcot.org.uk)

**Director of External Relations – Angela Dudley-Warde**

[angela.dudleywarde@sidcot.org.uk](mailto:angela.dudleywarde@sidcot.org.uk)

**Head of Admissions – Claire Rundle**

[admissions@sidcot.org.uk](mailto:admissions@sidcot.org.uk)

### **Senior Leadership Team (SLT)**

Iain Kilpatrick – Headmaster  
Joanna Leite – Deputy Head (Pastoral)  
Christian Hughes – Deputy Head (Academic)  
Natalie Bone – Head of Junior School  
Hilary Atkin – Director of Operations  
Steve Harris – Director of Finance

### **Senior Management Team (SMT)**

Matthew Curtis-Dyke – Assistant Head Co-Curricular  
Veronika Chidemo – Assistant Head (Pastoral Care and Wellbeing)  
Angela Dudley-Ward – Director of External Relations  
Charlotte Resuggan – Assistant Head (Teaching and Learning)  
Tom Ruddle – Assistant Head (Upper School)  
James Russell – IT Development Director

### **Housemasters and Housemistresses (HMs)**

Charlotte Resuggan – Newcombe House  
Amandine Smilevich – School House Boys and School House Girls  
James Milne – Wing House

### **Year Heads**

Tom Ruddle – Assistant Head (Upper School)  
James Milne – Head of Year 11 Pathway  
Matt Jarman – Head of Fifth Form  
Tamara Reed – Deputy Head of Fifth Form  
Rosie Bellinger – Head of Fourth Form  
Geoff Andrews – Deputy Head of Fourth Form  
Donna Ralph – Head of Third Form

## **Heads of Department (\* denotes Head of Faculty)**

Alison Pike – Head of Careers

Sarah Bates – Head of Learning Support

Philippa Bell – Director of Drama

\*Deirdre Cattermole – English and Learning

\*Kate Champion – Science (Maternity leave)

Sejal Patel (Acting Head of Science)

\*Gemma Chapman – Technology

Clair Curtis-Dyke – Head of Geography

Samantha Bowen – Head of History

Johanna Egan – Head of Art

\*Matt Lloyd – Director of Sport

David McDonagh – Head of Business Studies

\*John Parry – Mathematics

Elizabeth Teixeira – Head of EAL and Junior Pathway (Curriculum)

\*Clare Winchester-Snell – Languages

Paul Woolley – Director of Music

## **Heads of Houses**

Lorcan Reed – North

Milo Cawkwell – East

Rosie Warwick Brown – South

Joy Cheung – West

## **Contacting members of staff directly**

It is possible to contact members of staff via email by using the following formula: `firstname.lastname@sidcot.org.uk`

# Get in Touch

## Senior School

01934 843102  
info@sidcot.org.uk

## Junior School

01934 845200  
juniors@sidcot.org.uk

## Boarding Houses

School House Girls  
01934 843544  
shg@sidcot.org.uk

School House Boys  
01934 843441  
shb@sidcot.org.uk

Newcombe House  
01934 843326  
newcombe@sidcot.org.uk

Wing House  
01934 845277  
wing@sidcot.org.uk

## Other amenities

Sports Hall	01934 845255	sportscentre@sidcot.org.uk
Health Centre	01934 845263	health@sidcot.org.uk
Housekeeping	01934 843027	housekeeping@sidcot.org.uk
Uniform Fitting Service	01934 845258	uniform@sidcot.org.uk
Out of School Care	07751 878336	outofschoolcareclubs@sidcot.org.uk
Equestrian Centre	01934 845266	equestrian@sidcot.org.uk

## Postal address

Sidcot School, Oakridge Lane, Winscombe, North Somerset, BS25 1PD

# Year Group Nomenclature

## Sidcot:

Reception  
J1 to J6  
Third Form (3)  
Lower Fourth (L4)  
Upper Fourth (U4)  
Lower Fifth (L5)  
Upper Fifth (U5)  
Lower Sixth (L6)  
Upper Sixth (U6)

## National Curriculum:

Reception  
Year 1 to Year 6  
Year 7  
Year 8  
Year 9  
Year 10  
Year 11  
Year 12  
Year 13

# House on Duty (Evenings)

Monday	SMT
Tuesday	School House Girls
Wednesday	Wing House
Thursday	Newcombe House
Friday	School House Boys

# Health Centre

Monday – Friday:	08.00 – 20.00
Doctor's Surgery:	13.15 – Monday 13.15 – Thursday

# Sidcot Hub

## Opening Times:

Monday – Friday 08.30 – 11.30 / 15.00 – 15.45  
Evenings as announced at the start of each term.

The Hub will be closed throughout the course of all meal times.

## Monday

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08.30 – 08.40 Registration

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08.50 – 09.30 Period 1

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09.40 – 10.20 Period 2

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10.30 – 11.00 Assembly

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11.00 – 11.20 Break

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11.20 – 12.00 Period 3

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12.10 – 12.50 Period 4\*

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12.50 – 13.55 Lunch (Third Form)

12.50 – 13.55 Lunch (Lower Fourth)

12.50 – 13.55 Lunch (all other years)

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13.55 – 14.10 Registration

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14.20 – 15.00 Period 5

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15.10 – 15.50 Period 6

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16.00 – 16.50 Prep/Activities

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17.00 – 18.00 Prep

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## Tuesday

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08.30 – 08.40 Registration

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08.50 – 09.30 Period 1

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09.40 – 10.20 Period 2

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10.30 – 11.00 PSHE

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11.00 – 11.20 Break

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11.20 – 12.00 Period 3

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12.10 – 12.50 Period 4\*

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12.50 – 13.55 Lunch (Third Form)

12.50 – 13.55 Lunch (Lower Fourth)

12.50 – 13.55 Lunch (all other years)

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13.55 – 14.10 Registration

---

14.20 – 15.00 Period 5

---

15.10 – 15.50 Period 6

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16.00 – 16.50 Period 7 (Sixth Form)  
Prep/Activities

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17.00 – 18.00 Prep

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## Wednesday

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08.30 – 08.40 Registration

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08.50 – 09.30 Period 1

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09.40 – 10.20 Period 2

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10.30 – 11.10 Period X

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11.10 – 11.25 Break

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11.25 – 12.05 Period 3

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12.15 – 12.55 Period 4\*

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12.50 – 13.50 Lunch (Third Form)

12.50 – 13.50 Lunch (Lower Fourth)

12.50 – 13.50 Lunch (all other years)

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13.50 – 14.00 Registration

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14.10 – 14.50 Period 6  
(Y12/13 Games)

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15.00 – 16.00 Period 7  
(Sixth Form Games)  
(Third Form – Upper  
Fifth PASS)

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16.00 – 16.50 Period 8  
Activities  
(Sixth Form overspill)

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17.00 – 18.00 Prep

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- 'PASS' (Programme of Activities for Sidcot School); a very special co-curricular initiative based on key values of integrity, stewardship, self-reflection, adventure and community. Every year group will be involved in a unique and tailored range of activities every Wednesday afternoon throughout the year.

- \* Y7 & Y8 go to lunch slightly earlier.
- PSHE = Personal, Social, Health & Economic lesson

## Thursday

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08.30 – 08.40 Registration

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08.50 – 09.30 Period 1

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09.40 – 10.20 Period 2

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10.30 – 11.00 Flex time

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11.00 – 11.20 Break

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11.20 – 12.00 Period 3

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12.10 – 12.50 Period 4\*

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12.50 – 13.55 Lunch (Third Form)

12.50 – 13.55 Lunch (Lower Fourth)

12.50 – 13.55 Lunch (all other years)

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13.55 – 14.10 Registration

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14.20 – 15.00 Period 5

---

15.10 – 15.50 Period 6

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16.00 – 16.50 Period 7  
(Sixth Form overspill)  
Prep/Activities

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17.00 – 18.00 Prep

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## Friday

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08.30 – 08.40 Registration

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08.50 – 09.30 Period 1

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09.40 – 10.20 Period 2

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10.30 – 11.00 Meeting for Worship

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11.00 – 11.20 Break

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11.20 – 12.00 Period 3

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12.10 – 12.50 Period 4\*

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12.50 – 13.55 Lunch (Third Form)

12.50 – 13.55 Lunch (Lower Fourth)

12.50 – 13.55 Lunch (all other years)

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13.55 – 14.10 Registration

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14.20 – 15.00 Period 5

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15.10 – 15.50 Period 6

---

16.00 – 16.50 Prep/Activities

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17.00 – 18.00 Prep

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- Flex time encourages students to take responsibility for their studies and allows them to organise opportunities that suit their learning style. It's an opportunity for teachers and students to hold meetings together for a variety of purposes. These meetings may be based around tutor groups, year groups, Houses or taught subjects.

- Meeting for Worship: The school community enters the Quaker Meeting House and sits in stillness and waiting. This stillness gives space and time to listen and reflect. We don't have songs, set prayers or talks you might find in other places of worship. We welcome people of all faiths and none.

# Meal Times

## Monday to Friday

0730 – 08.00	Breakfast
11.00 – 11.20	Break time (11.00 – 11.20 Wednesday)
12.50	Lunch time begins (eating in Form Bubbles as per the rota)
17.45 – 18.15	Boarders supper

## Supper

17:45	Boarders Supper
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## Saturday

09.00 – 09.30	Breakfast
11.15 – 11.30	Break
12.30 – 13.00	Lunch
17.30 – 18.00	Evening meal

## Sunday

10.30 – 11.15	Brunch (House closes)
11.45 – 12.00	Brunch (for House on duty, following Meeting for Worship)
17.30 – 18.00	Evening meal

# Dropping Off and Picking Up

At busy times, travelling in and out of Sidcot by car can be difficult due to the volume of traffic. Please remember that the lanes are all public highways.

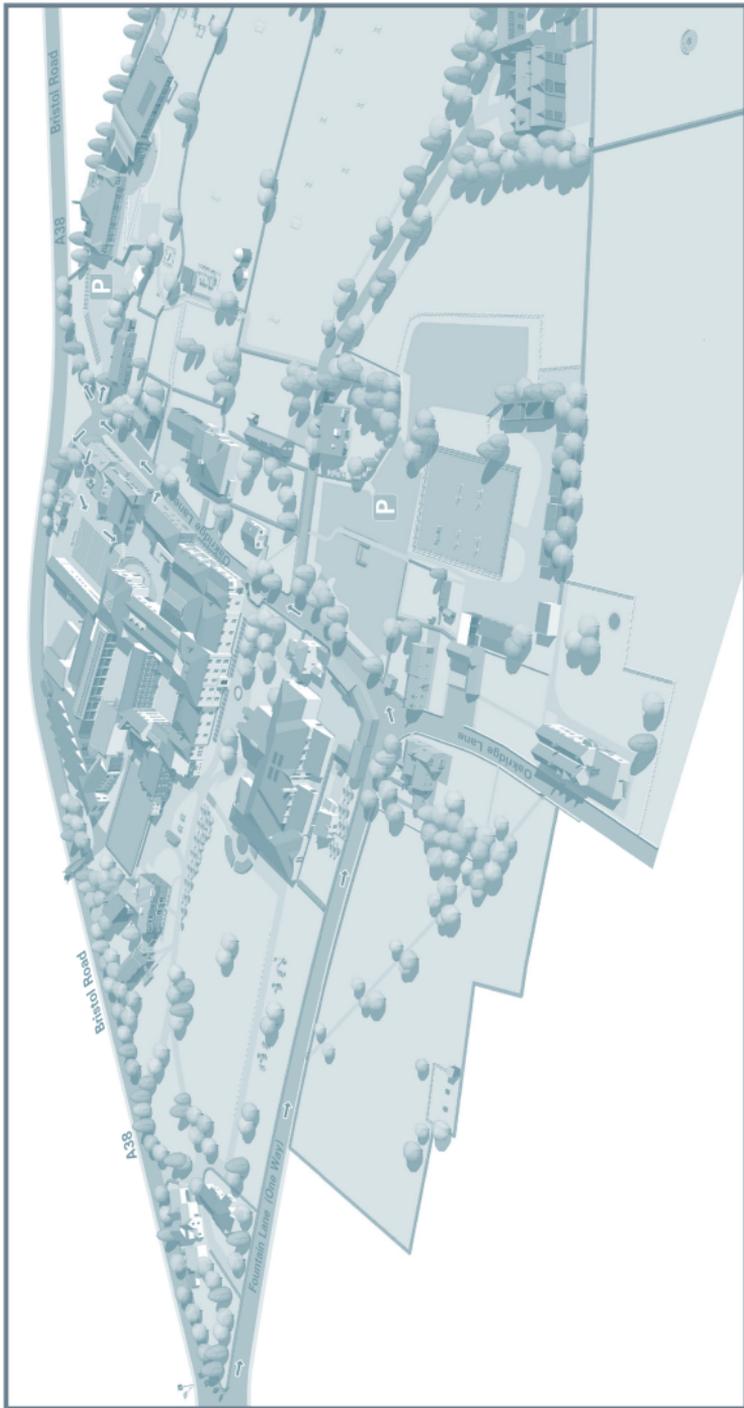
We ask you to respect the fact that residents of Sidcot hamlet require access to their homes and businesses at all times.

In order to avoid too many gridlock situations at 'rush hour', Sidcot operates an unofficial one-way system. This begins at Fountain Lane from the traffic lights, turns left onto Oakridge Lane (remembering that this is two-way and there may be traffic coming the other way!), passes the Meeting House on the right with the option of turning left into the Senior School Drop-off or right into the Junior School car park. If your child is in J3-J6, please drop them off to a member of staff in the 'drop-off' area adjacent to the Junior School gate. After dropping off or picking up your children, please rejoin Oakridge Lane and make your way out to the A38.

In order to maintain free flowing traffic in and out of the Senior School pick-up at busy times; as you drive up Oakridge Lane and pass the Meeting House (on the right) please give way to traffic re-joining the lane from the exit of the Senior School pick-up. It is worth letting quite a few cars exit before proceeding along the lane to the entrance thus creating space in the drop-off area. For safety reasons please do not deliver or collect your children at the front of the main school building or on Oakridge Lane. Please do not park on the lane or on the grass triangle adjacent to the A38.

If you would like to come into the Senior School with your child you may use the visitors' parking at the front of the Senior School, or the main school car park. Alternatively if you would like to come into the Junior School please park either in the Junior School car park or the main school car park. If you park in the main school car park there is a footpath route to the Junior School avoiding the need to walk along Oakridge Lane. Please avoid parking in the Senior School 'drop-off' in order to accompany/collect children from the Junior School – please use the main school car park thus avoiding the need to cross Oakridge Lane. Sidcot School do not own the Meeting House, and we respectfully ask you not to park in the grounds of the Meeting House, thank you.

Please take care as you drive around campus and the avoidance of unnecessary speed is an absolute requirement. Please note that Fountain Lane is a one-way-road; vehicles can only return to the A38 at the north end of Oakridge Lane.



# Uniform Information

This academic year, all Sidcot School uniform must be bought online via our website.

[www.sidcot.org.uk/uniform](http://www.sidcot.org.uk/uniform)

Booklets are available on the website to give parents, guardians and students all the information necessary about Sidcot's regulations and uniform, dress code and possessions in school. If you have any queries, please email the Uniform Assistant: [uniform@sidcot.org.uk](mailto:uniform@sidcot.org.uk).

# Trevelyan Library

It is the responsibility of the librarians to ensure there is a quiet working atmosphere in the library. All students using the library should behave accordingly. The library is open 09:00 – 17:00 and from 17:00 – 18:00 for the designated prep group.

Mobile phones can only be used in the library in line with our Mobile Phone Policy. Phone calls should not be taken in the library.

Students who have been given permission to drop a subject because of learning support, music or other commitments should register in the library during lessons designated as private study. These lessons form part of the school timetable. Students should ensure they have sufficient work or a suitable reading book to keep them occupied during these sessions. It may not always be possible to use computers in the library when these have been pre-booked by a class.

Students using the computers during lesson-time should be mindful that it is not a classroom setting and working conditions should be appropriate to the library. Using the computers for games etc. during break times is permitted provided that they are quiet and don't disrupt anyone wishing to study. Priority is always given to students who wish to use a computer for prep or coursework. Computer games are not allowed during study day break times or during lessons. Computer games must be preapproved by Sidcot School – anyone playing unsuitable games may be subject to school disciplinary procedures.

The atmosphere in the library at break-time, lunch-time and after school is more relaxed; however any behaviour that disturbs others who want to work or relax quietly will result in librarians asking unruly students to leave the library.

Bottles of water are acceptable in the Library, but food and other drink must not be brought into the Library. Students will be advised to go to the Refectory or the Hub if they wish to eat or drink.

During prep, only students registered to be in the Library should be in the Library. Students waiting to be picked up by parents or requiring to use a computer will be asked to go to or return to their designated prep room.

# Sidcot School Code – Student Conduct

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

Inevitably in a community such as ours, rules and regulations are essential for the good running of the School and the impression it makes within the wider community. This section contains a summary of the guidelines and rules that apply at Sidcot School; on site, travelling to and from School, and whenever representing the School. This section should be read in conjunction with our behaviour policies.

## Sidcot Behaviour Manifesto

At Sidcot we believe that everyone has the right to learn in a peaceful, mutually respectful and empathetic environment. Our language and the way we behave shows that we value:

### **Being prepared.**

Everyone in our learning community is ready to learn; we are punctual, have the right equipment, uniform and attitude.

### **Feeling valued.**

Everyone in our learning community is equal; our strength is our diversity. We respect the right to be different, the right to learn, the right to be valued and the right to feel safe.

### **Listening to others.**

Everyone in our learning community has a voice and the right to be heard. We listen respectfully to each other and keep our minds open to new ideas. We resolve conflict peacefully.

### **Respecting ourselves, others and our learning environment.**

Everyone in our learning community can make a difference. Our words and actions carry consequences; we speak and behave with consideration and kindness, our work is the best it can be.

### **Living adventurously.**

Everyone in our learning community challenges themselves. We give things a go, we try again, we are enthusiastic, industrious and resilient.

# General Conduct

Instructions given by members of staff on duty should be carried out quickly and eagerly.

1. Please follow the latest school rules for walking and moving around school safely using the One-Way system.
2. Ball games must not be played indoors, except for pool or table- tennis. Ball games may be played only on the lower playground or the top playground. In the Summer Term sensible ball games may be allowed towards the bottom of the gardens and in Tom's Field.
3. The outdoor gym equipment in the garden is available for use by students.
4. Chewing gum is not permitted in school.
5. If damage to the premises or furniture occurs it should be reported to the teacher on duty at once and to boarding house staff as soon as possible. Those responsible for damage will usually be required to pay.
6. During the school day, and in accordance with our school Mobile Phone Policy, mobile phones must not be used. Teachers will allow the use of electronic devices in the classroom by certain year groups as per the school's Bring Your Own Device Policy. Teachers will sometimes allow the use of electronic devices, including mobile phones, in classrooms where it is appropriate for curriculum enhancement.
7. The front door to the main building may only be used by Sixth Form. However, students in other year groups waiting for visitors or transport may use the front door.
8. 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.
9. The libraries, top of the gardens and Meeting House are 'quiet areas'.
10. 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.
11. English is the common language of Sidcot. Language should always be used to promote communication, and never to exclude individuals or groups. An exception may be made in the Refectory.
12. Headphones /wireless earphones should not be used when moving around the campus at any time. Students may use headphones/wireless earphones in Prep from Lower Fifth and above.

# General Sanctions

While self-discipline and collective responsibility are our overall aims, there will be occasions when sanctions must be imposed in the interests of the community as a whole. In these circumstances the approach is diagnostic, educative and supportive. A range of sanctions is available to teachers:

- Verbal reprimand
- Issuing a 'minor'. Three 'minors' in a week would usually result in Year Heads' detention
- Asking the student to return to class at lunchtime to catch up on work
- Extra work to be completed at home

For the boarders, in some circumstances it may be thought appropriate for staff to restrict the movement of a student and therefore 'gate' the student to their Boarding House (reporting to Boarding House staff).

Teachers will log minors, concerns or incidents on SIMS (the School's management information system) and Tutors, Year Heads, Assistant Head (Pastoral) and the Deputy Heads will be informed as necessary.

Detention outside school hours is given for serious anti-social behaviour or repeated offences against classroom discipline. This detention consists of either a Heads of Year one hour Thursday detention 15.50 to 16.50 or, if the offence merits it, two hours on a Saturday afternoon, usually 14.00 to 16.00, supervised by a member of SMT.

Heads of Year or Deputy Heads of Year may issue Report Cards for poor behaviour or poor academic effort and will inform parents.

If it is considered beneficial for the student, and in consultation with parents/guardians, the Pastoral Team may contact external agencies such as the Psychology Unit (CAHMS), Counselling Services and the Educational Welfare Officer.

Where a situation arises because of totally unacceptable behaviour by a pupil, the Headmaster or Deputy Head (Pastoral) may temporarily suspend a student from school (internally or externally) for a period of not more than 5 days. When all other options have been unsuccessful, the Headmaster, after consultation with the Chair of Governors, may consider permanent exclusion. Please refer to the behaviour and exclusions policies available on the website for full details.

# Mobile Phones

As a school, we appreciate that mobile devices are now an important part of our lives. However we also have a duty to make sure that they are used appropriately and do not interfere with learning and social interaction. The following guidelines should be followed:

**Third Form** – Will not be permitted to bring phones into School, phones to be left at home or in the boarding house\*.

**Lower Fourth** – Will not be permitted to bring phones into School, phones to be left at home or in the boarding house\*.

**Upper Fourth** – Can bring mobile phones into School but the phone must be kept out of sight and switched off unless it is requested by a teacher for use in a lesson.

**Fifth Form** – Can bring mobile phones into School but the phone must be kept out of sight and switched off unless it is requested by a teacher for use in a lesson

**Sixth Form** – Can bring mobile phones into School but must be kept out of sight unless it is requested by a teacher for use in a lesson or used in the Sixth Form Centre.

Students will be permitted to use their phone out of school on their way home or in the boarding houses.

\*Day students in Year 7 and 8 may only bring their phones to school if they require them for their journey home on school transport. This must be agreed with their tutor.

If students are seen using their mobile phone during the day, they will be asked to switch them off and put them in their pocket out of sight. Students who repeatedly use their mobile phone during the day will be asked to leave their phones at home. Parents will be contacted regarding this.

# The Refectory

1. All students in school are expected to attend meals.
2. A wide choice is available including vegetarian options.
3. Mobile phones must not be used during meal times as per the Mobile Phone Policy.
4. Outdoor garments, hats, and scarves should be removed before entering the Refectory.
5. Headphones/wireless earphones must not be worn/used in the Refectory.
6. Correct school uniform should be worn in the refectory at lunchtimes.
7. Students should not get changed into any other clothes required for different afternoon activities until they have eaten lunch. On very rare occasions, staff may request that students get changed before they eat their lunch. Sports kit, if worn, should be clean and dry – students will be sent to change if this is not the case. Football/rugby boots should not be worn anywhere inside the building
8. All trays, cutlery and china must be returned to the trolleys after use.
9. Food, cutlery, or crockery must not be taken out of the Refectory.
10. No one should enter the Refectory until the teacher on duty arrives.
11. “Early” meals are with specific permission only from staff for regular activities.
12. Orderly behaviour when queuing is expected. Staff on duty may request unruly students to move to the back of the queue.

## Clothing

Uniform must be worn by all students up to and including Fifth Form until 18:30 Monday to Friday; casuals are permitted at other times. Boarders may change into casuals from 15:50. Sixth Formers are expected to wear clothing conforming to Sixth Form dress code. At other times when off the premises students should wear smart casuals or uniform as advised by staff in charge of a school trip. The standard for clothing at all times is a smart appearance and that which is “appropriate for the occasion.” At all times, students should take pride in their appearance to represent themselves and Sidcot in a positive manner.

# Uniform

1. Black polished shoes without a heel and weather appropriate (no boots or trainer style in leather or canvas – including the fashion brands Vans or Converse). Trainers may only be worn with school uniform when playing games outdoors, such as football or basketball, at lunchtime and after school.
2. Top buttons must be done up and ties correctly worn at the collar, shirts tucked in.
3. Uniform skirts should be worn on the knee and sourced through the school outfitters. The Deputy Head (Pastoral) will be the final judge of what is acceptable.
4. Tights are to be opaque black and in good condition; torn or laddered tights are unacceptable.
5. Blazers and uniform jumpers should display the School badge.
6. Only school or plain (navy or black) scarves should be worn. Scarves should not be worn indoors with uniform. Outdoor coats should be navy or black and fall below the length of the blazer.
7. Torn, cut or scruffy clothing is not permitted and must be repaired or replaced at the earliest opportunity.
8. Jewellery should not be worn with uniform. Students 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. Other piercings, including nose studs, are not acceptable. One single neck chain may be worn discretely under the uniform.
9. Make-up, if worn, should be subtle. You may not wear lipstick.
10. Hair should be neat, clean, and of a natural colour. Long hair should be tidy and tied back off the face. In terms of colour, only natural highlights are permitted. Extreme styles are not permitted.
11. Nail varnish of any sort is not acceptable below Sixth Form. This includes long, fake nails.
12. Summer dress will be announced by the Heads of School with the onset of fine weather in the second half of the Summer Term. Students may wear short or rolled up sleeved shirts/blouses; flesh-coloured tights or no tights; and do not have to wear blazers. A smart appearance must be maintained.

## Action

As uniform is a reflection on both the student and the School, it must be worn correctly. If standards are not met, we appreciate parental support and where necessary we will use the following range of sanctions:

First Offence: Minor given and card issued to alert other staff that this issue has been addressed.

Second Offence: Another minor and email to Tutor/Head of Year/Parents and warning about next step.

Third Offence: 3 Day Uniform report, where student has to be checked by tutor morning and afternoon, every lesson by class teacher, at break by member of staff on duty. Email to parents.

Fourth Offence: 5 Day Uniform report, as above. Email to parents.

Fifth Offence: Meeting with Deputy Head (Pastoral) and parents.

## Sixth Form Dress Code

As a Sixth Form student at Sidcot School, one of the privileges students enjoy is not being required to wear a school uniform. Sixth formers are role models and should set a good example to younger students by dressing in an appropriate manner. Sidcot is our workplace and students should reflect this.

During the School day particularly, students should dress in a clean and tidy manner.

The emphasis is focused on a good overall impression rather than specific clothes and materials.

The following are not appropriate and will be challenged by staff:

- Short skirts/shorts that are too short (a guideline is no shorter than 10cm above the knee)
- Faded, torn or scruffy items of clothing
- Clothing which is see-through
- Tracksuit trousers
- Flip-flops
- Extremes in hair colour and style
- Leggings
- Facial jewellery\*
- Thin/spaghetti straps or visible underwear
- Strapless tops or cropped tops (no midriffs should be visible)
- Hats worn indoors
- Very high heels (maximum 3 inch height of heel)

On Mondays and on certain other occasions Sixth Form students are required to wear formal business wear. This should be clothing which is suitable for working in a professional environment.

- Collared shirt and tie or roll neck jumper
- Lounge suit
- Smart formal shoes
- Skirt, dress or tailored shorts (no shorter than 10cm above the knee) with a jacket
- Shirt, blouse or roll neck jumper
- Smart formal shoes

Tights must be worn when wearing a skirt or dress, unless summer dress rules are applied in hot weather during the summer term.

During the Summer term students are allowed to wear shorts (Tuesday to Friday). These must be smart tailored shorts that are of a respectable length. Denim, tracksuit and sportswear shorts are not acceptable.

As on other occasions, the Assistant Head (Upper School) will act on behalf of the Headmaster as the final arbiters of what is acceptable.

Any queries about the dress code should be addressed to the Assistant Head (Upper School). Students should try to avoid wearing something that you know is unacceptable, to save awkward conversations and embarrassment. (\*One small, discreet nose-stud is permitted in the Sixth Form if the student already has a nose piercing).

# Casual Dress Code

When on school trips, during PASS activities and at all other times when casual dress is permitted, students must maintain a smart appearance. The Sixth Form dress code is a useful guide and the following are not appropriate and will be challenged by staff:

- Short skirts/shorts that are too short (a guideline is no shorter than 10cm above the knee).
- Faded, torn or scruffy items of clothing
- Clothing which is see-through
- Tracksuit trousers
- Flip-flops
- Thin/spaghetti straps or visible underwear
- Strapless tops or cropped tops (no midriffs should be visible)
- Hats worn indoors
- Very high heels (maximum 3 inch height of heel)

Please try to avoid wearing something that you know is unacceptable, to save awkward conversations and embarrassment.

Please note that under current guidelines, you will be requested to wear PE kit to school on the days that you have PE or Games. You must wear school regulated tracksuit bottoms and a top in your lessons. Tracksuits should only be removed at the start of your PE or Games lesson.

# Relationships

Personal relationships are a particularly significant area in which values are important. Students need to understand that school is not a place for physical intimacy. It is hoped that school life will foster wide friendships rather than exclusive relationships. The following observations and guidelines should be followed as a minimum standard of conduct.

- Students must respect the feelings of others at all times.
- Public behaviour should not cause embarrassment to other students, to staff or to the public. Members of staff will put an immediate stop to such behaviour.
- At all times, couples must behave in a way which would be appropriate if a member of staff were in the room and in a way which would not cause embarrassment to others.
- Any students found engaging in sexual behaviour will be suspended or expelled.
- Students must be aware of the provisions of the Sexual Offences Act (2003), which may criminalise some behaviour, particularly where there is a difference in age between the students.
- Co-ed common rooms are provided in all boarding houses. When students visit other houses, they may only go between the entry to the House and the Co-ed common rooms. Signing in/out must always be done when appropriate. Any visitor going beyond the Co-ed common rooms into another area of the ground floor of the House or above may be suspended.
- Any couple who are found behind a locked or blocked door may be suspended.

The same rules and guidelines apply on all school trips, both during term time and in the holidays. Staff in charge of such trips will always issue their own detailed guidelines on all aspects of that particular trip before it takes place.

# Smoking, Drugs and Alcohol

(Please refer to the policy on the website)

These guidelines are applicable during the school day, at weekends and evenings, both at school and during any period of leave, whenever a student is travelling to or from School or wearing School uniform. Students are not allowed to smoke or to use any type of e-cigarettes. In first reported instances, a student who is caught smoking, is suspected of smoking, has been consorting with smokers, smells of smoke or is in possession of tobacco, e-cigarettes or smoking paraphernalia will enter the School's supportive/restorative program. If students choose not to follow this program (outlined below) or if there are subsequent instances, they will be subject to the School's disciplinary procedures.

## Actions

- When caught smoking, suspected of smoking or suspected of being in possession of smoking materials, by a member of staff, students may be asked to empty their 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 an initial conversation with the Deputy Head (Pastoral) and a letter to parent and/or guardian. Following this, a course of four 'Take Ten' sessions and an informative session in the Health Centre will be organised. There will be a follow up conversation to review the program and progress made. If a student does not wish to engage with the 'Take Ten' sessions, they can opt to have a two-hour Saturday afternoon detention.
- Second reported instances will result in a letter to parents and/or guardians and a two-hour Saturday afternoon detention.
- Third reported instances will result in a letter to parents and/or guardians, which will include a request for a parent and/or guardian to come in and talk to the Deputy Head (Pastoral). The student will also receive a two-hour Saturday afternoon detention.
- Subsequent instances will normally attract a school suspension. Smoking, including the use of vapes, inside any of the school buildings, will automatically result in a suspension from 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. 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.

## **Alcohol**

Students must not purchase, possess, consume alcoholic beverages when at school, or enter an establishment that serves alcohol, when travelling to and from school, when on a school trip or during a period of leave. Students who are found to have broken these guidelines will be suspended. Any further instances may result in being asked to leave the School.

## **Drugs**

It is the policy of Sidcot School to actively discourage the illegal use of non-prescribed drugs and substances which are not illegal but may have a stimulating, hallucinogenic or mind altering affect and shall treat cases of misuse by students or staff as serious misconduct.

Where there are concerns of substance misuse the student will meet with the Headmaster or Deputy Head (Pastoral) to discuss the concerns that have arisen.

If, following discussion, more information is needed to eliminate or confirm the use of specific harmful substances, drug screening may take place. It is a means by which a student who denies any involvement in substance misuse may be cleared of concern. A positive result may be the first step to help a student face up to the difficulties they may be having and will enable that student to access the support needed to stop substance misuse. Students suspected of using drugs may be put on a random drugs testing programme.

There is no automatic sanction for a drug-related incident. Any response will be taken after considering all the relevant facts available and information about the student involved and the circumstances in which any drug-related incident and the School's awareness of any such incident has come about. Supply of drugs will usually result in exclusion, even if the student is due to sit a public examination. Students involved in the possession of drugs may also be excluded from school temporarily or permanently.

In certain circumstances where a student has been found in possession of a drug with no evidence of supply, in the Headmaster's discretion, he or she may be allowed to continue in the School on a supportive regime – details of which can be found in Policy 5.6 on the School website.

If you feel that you would like to access support with any type of addiction, the school is able to help you.

# School Grounds

1. The "Island" as it is known, is the area occupied by the main School buildings bounded by Oakridge Lane, Fountain Lane and the A38.
2. The Combe is a beautiful area, where students in Lower Fifth to Upper Sixth can enjoy a country walk. Students in Upper Fourth and below can use the Combe if accompanied by a member of staff. They should enter the Combe by using the public footpath across Tom's Field and access via the handgate with the gate at the top of the field. A map can be found at the back of this book. Students must go in groups of no less than two. Please be aware that the Combe is out of bounds from dusk, which is 18:00 from November to March and 21:00 from April to October.
3. Fountain Lane, Oakridge Lane beyond Combe House and the roads are out of bounds.
4. The garden is open to all in free time until dusk (see above for timings). It is a place for reading or quiet discussion. Sensible ball games may be allowed during the Summer Term at the bottom of the gardens.
5. 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.
6. Students may not remain on site during the times when the School is closed, without specific permission.
7. The area around the Junior School is out of bounds to all students after the end of the school day. The Junior School sports field may be used by boarders in the evening for ball games and recreation with permission from the HM.

# Leave

We need to know students' whereabouts at all times, since staff are responsible for students whilst at school. Students are responsible for ensuring that staff know their whereabouts. There are a variety of methods by which students can ensure that their safety is maintained:

- All students must attend morning and afternoon registration.
- All students must always sign out when leaving the School site and sign in on return.
- Anyone leaving the School premises during the teaching day, for whatever reason, is required to sign out and to have their Year Head's permission.
- Boarders should not visit the homes of day students without the permission of their HM.
- If absence is necessary during part of the day then permission is required 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. For example: study leave, interviews, work experience, special family events and medical appointments must be confirmed with tutors and all travel arrangements lodged with them. Requests for holiday leave in term time must be made in writing to the Headmaster. Early departure or late returns at the beginning and end of terms can only be permitted in exceptional cases.

Term Dates are made available to parents each year. Upper Sixth and Upper Fifth leave after the Leavers' Assembly on the Summer Festival Weekend in the Summer Term.

Long term illness/injury that will preclude students from games and PE require a letter from doctor or home explaining the circumstance and requesting that students be excused from participation. A clear idea of length of time that participation will not be possible should be stated. Students who are ill or injured and need to be excused from participation on a 'one off' basis also require an explanatory letter from home (day students) or a note from the Health Centre (boarders) which should be handed to the teacher in charge at the start of the lesson. These students will then be expected to help with the lesson and to participate as able and as requested.

## Ville Leave (going to Winscombe)

Currently, students are not able to go to the village during the school day. If the situation changes, the following rules would apply:

On weekdays students in specific year groups may go to the village or playing fields between 15.50 and 16.50, if they have opted to do so using the choices on School's Buddy. All students **must ensure they sign out and sign in on their return**. Uniform must always be worn. Access to the village should be via Sidcot Lane and only the shops and premises on Sidcot Lane and Woodborough Road are within bounds. Hillyfields and Observatory Field are out of bounds. No other parts of the village are accessible to students, this includes the area around the recreation ground, sports clubs and Millennium Green.

Students must not overcrowd the village shops or entrances.

There is no Ville leave for Third Form or lower Fourth Form. For Upper Fourth Form and Fifth Form, Ville leave is up to the discretion of Head of Year.

Sixth Form are allowed Ville leave every day after school. They are also allowed to go to the Ville during their lunchbreak. Students must sign out in reception when they leave the school campus to visit the Ville.

Students are reminded to respect the wishes of local shopkeepers. Be courteous to others in the village. Always place litter in a bin.

Special permission to remain on the field until 18:00 in order to participate in sports matches or official practices must be obtained from staff in charge of the sporting activity.

# Travel

1. Walking: students must use the footbridge (except Sixth Formers who can use the pedestrian crossing) to go to and from the village. The pedestrian crossing must be used when going to and from the playing fields. No students are to use the large gate at the bottom of the gardens for access onto the A38.
2. Buses: the School buses are an extension of the School so the Sidcot School Code applies during transit and whilst waiting. Students travelling on school transport must wear a facemask in line with the Government guidance.
3. Car driving: day student car drivers in the Sixth Form are expected to adhere to the regulations issued by the Assistant Head (Upper School) at all times.
4. In the interests of safety, lifts may not be given to other students in the School without specific written permission from the parents of the student being given a lift. Boarders are not permitted cars at school.

# Prep

1. Students must be in the places allocated to them by the specified time.
2. Prep is conducted in silence so that all work well. Movement is discouraged.
3. If prep is inadequately completed, the teaching staff may require it to be completed during the student's own time. Failure to complete prep may result in a sanction being issued.

## Times and venues

Prep times vary depending on year group and whether you are a boarder or day student.

- Day students – 17.00 to 18.00
- Boarders – 17.00 to 17.50
- Sixth Formers – 17.00 to 17.45

# Safety and Security

All students will be issued with an identity card that will also be needed to open doors around the campus. It is vital that students wear these cards at all times on their colour-coded lanyard. If a student loses their card they must report it immediately to their tutor and request a replacement. A fee will apply.

Below are some guidelines to help ensure safety and security both in and around school.

## Personal belongings

- Items of value should not be left lying around.
- All belongings must be marked with a name to enable the owner to be identified if the item is misplaced.
- Valuable belongings should be marked with a UV pen or etching tool and properly insured.
- Books and equipment should not be left unattended at any time around the School site.
- Misplaced personal items should be handed in to a member of staff.
- Boarders must hand passports and excess cash to HMs.

## Out and about

- Students must conduct themselves quietly and sensibly as they travel around the School or when in the Ville.
- Students should be discreet with cash, mobile phones or other valuable items and should put them away immediately after use.
- Students must take care and cross roads promptly at designated crossings and be courteous to other pedestrians and road users.
- If, when in the Ville, students are made to feel uncomfortable by a situation or individual then they should return to school immediately and inform a member of staff.
- If students are worried, frightened or think they may be in danger, they should call 999.
- Students should avoid going out alone if at all possible; they should travel with at least one other person when visiting the Ville. Students should stay in well-lit areas and not stray 'out of bounds'.

## Buildings

- Students should be familiar with escape routes in the event of a fire or emergency for all buildings and designated muster points.
- Sidcot School passes should keep securely and not transferred.
- No one should grant access to anyone without an ID badge. They should direct such persons to Reception.
- Doors should be closed so strangers cannot wander into buildings.
- Anyone acting suspiciously or who appears out of place should be reported immediately to a member of staff or Reception.
- All callers or visitors should be directed to Reception or a member of staff.
- Students must not use staff or visitor toilets.

## Lost Property

Lost Property can be accessed daily through the Sports Centre office. To avoid losing items of clothing, footwear etc., please ensure it is clearly labelled. All items will be placed in Lost Property and will be available for collection from the Sports Centre office during term time. All un-named items will be kept for one term only. If you have any queries regarding Lost Property please email the Uniform Assistant: [uniform@sidcot.org.uk](mailto:uniform@sidcot.org.uk)

# Celebrating Success

## Colours

Colours are awarded in four key areas of school life: Academic; Arts; Service and Sport. At the end of each term during Celebration Assembly a colours badge and certificate will be awarded to those students who have met the following criteria:

### Academic:

Academic Colours are awarded to students in Key Stage 3, Key Stage 4 and Key Stage 5 who have shown commitment to their studies. They will have demonstrated effort, determination and a willingness to embrace academic challenges. They may have had significant success during the term, but this will be based on personal progress and attainment rather than just on grades achieved.

### Arts:

Arts Colours are awarded to students who have shown commitment and enthusiasm for the Arts outside the classroom. They may be the students we see on our stage, in our concert hall or whose artwork graces our walls. They will have gone the extra mile and will have demonstrated a real passion for their subject.

### Service:

Service Colours are awarded to students who have shown outstanding commitment and made a significant contribution to the life of the school. They may be the students who have led Assemblies, contributed significantly to Student Council or represented Sidcot outside the school. They will have gone the extra mile and will have demonstrated Sidcot values in action.

### Sport:

Sports colours are awarded to students who represent the school in the major games or who have been selected for representative honours regionally or beyond in other sports. They will have shown commitment throughout the season to both practice and fixture availability. They will have demonstrated a good, positive sporting attitude on all occasions, both in practice and matches and are a positive role model both in and out of school. They may also have shown the ability to be a 'game changer' in terms of ability/performance.

There are three levels of Colours – Bronze, Silver and Gold. Usually Bronze Colours will be awarded to students in KS3, Silver in KS4 and Gold in the Sixth Form. There may be occasions when students will receive a higher level of award for exceptional achievement or contribution. Students should only wear one badge for each area (Academic, Arts, Service and Sport) at a time – maximum of four badges.

In addition to the Colours system there is also the 'Headmaster's Certificate of Achievement'. These are awarded by the Headmaster to students who have attained a significant achievement either in or out of school.

## The House System

All students and staff at Sidcot are assigned to a House when they join our school community. Siblings are in the same House. The House system helps students to build friendships across the year groups and provides a focus for School events and activities throughout the year. These include House sports, 'Sidcot's Got Talent', team-building trips and activities, Inter-House Music and Drama competitions, charity fundraising and much more!

There are four Houses: North House (yellow), East House (blue), South House (green), West House (red).

Each House has a Head of House (staff) and, a House Captain (student).

## House Points

The system operates in all years including the Sixth Form. It is designed to reward and encourage outstanding effort and attainment across the curriculum and wider school life. House points are monitored by House staff, tutors and parents. House points can be awarded for:

- Excellent effort
- Academic achievement
- Club/activity (commitment, effort etc.)
- Other

House points will reset at the beginning of each year; as students reach different milestones, different rewards will be gained. Teachers will only award one point at a time, unless they feel that the student has done something exceptional. All House points will be awarded through SIMS. A weekly report will then be sent to relevant staff and parents will receive updates within school reports.

At the end of each term, prizes will be awarded for individual achievers and for the winning House. At the end of the year the House with the most points will win the House Cup. The House cup is located in the display cabinet in by Reception.

## Medical Issues

Please refer to the parents' section on Firefly which provides helpful guidance to parents on the School's approach to medical issues:

<https://intranet.sidcot.org.uk/health-centre-1>

In addition, the School's medical policies are on the website which advise parents of the School's medical procedures. Specific policies apply to asthma, allergies, supporting students with medical conditions and disabilities.

Parents are asked to please ensure that they are familiar with the School's procedures regarding contagious diseases, consent to medical treatment and the administration and storage of medication.

All parents are required to complete return the annual consent detailing their child's medical conditions, allergies and medication (if any). It is the parents' responsibility to keep the School updated of any changes.

## Educational Trips and Visits

The School has a comprehensive policy relating to off site trips and visits on its website. Each year parents are asked to consent in advance to curriculum visits via the online annual consent, and to consent to emergency treatment being given. Parents will however be given specific information in advance of each trip.

# Student Voice

Here at Sidcot we take the views of students seriously and we want to create opportunities for those views to be heard. The School Council is a forum where students of all ages can raise issues and have a say about their school.

The School Council is run by the Deputy Head Boy and Girl and follows the structure of our House system. Each House will have representatives from each group who will meet regularly with their House Captains to pass on anything that has been raised by their peers. Once the House Captains and the Deputy Head Boy and Girl have met and discussed these issues, an agenda will be decided and taken to SMT.

All issues that are presented will be discussed, but obviously immediate action cannot always be promised. Minutes of these meetings will be published on the School Council notice board and House Captains will cascade more detailed information down to Year Group reps.

In addition the Headmaster and Deputy Head (Pastoral) meets with all Office Holders on a weekly basis. This is a good opportunity for senior students to raise any issues of which they have become aware.

# Getting connected and keeping plugged in – a guide for students

Here is a summary of the different communication options and how to access them.

## **How to get your login details**

Your tutors will be able to provide you with your email address, username and password. Without this, you will not be able to access the School IT system, Firefly or your email from home.

## **Remote access**

This is a portal which will give you access to the full IT system. When you have your login you will get the same experience and programs just as if you were sat at a desk with a computer in School. To access this, go to <https://portal.sidcot.org.uk>

## **Intranet (known as Firefly)**

This online platform is where your teacher can share resources with you and you can share information and homework with your teachers. You will also be able to see the prep work which has been set and whether it has been marked. Not all of your homework will go on Firefly – it depends on the subject. Remember, your parents can see this too via the parent portal.

To access the site please visit <https://intranet.sidcot.org.uk> or click on 'My Sidcot' at the top of the main website homepage. Once logged in you will be able to navigate around the site.

## **Your personal school email address**

Each student is assigned with an email address, which uses the following formula: number.firstname.lastname@sidcot.org.uk – each year group will contain a different three-digit number.

You must use your school email – we will be sending bulletins and homework to this address and we suggest you add this to your smartphone or mobile device. Visit IT Support (next to the Staff Room), knock on the door and ask any of the team in there to give you your email address and add it to your device. If you already know your email address and would like to add it yourself, the server address is:

<https://mailgate.sidcot.org.uk> (/OWA only needed for some devices).

Your timetable will be in the calendar associated with your email. When you add your email to your phone this will automatically add your timetable to your calendar.

### **ICT Acceptable Use**

Sidcot School believes that effective use of ICT is essential in enhancing learning across the curriculum. Excellent use of ICT allows students to:

- Learn in an effective way.
- Utilise the power of multimedia and interactivity to learn and motivate
- Gain access to a wide range of resources and research.
- Communicate easily with teachers, students and people outside the school environment.
- Present work in a professional manner.
- Develop innovation and problem solving skills.
- Overcome some additional educational needs.

However, there are potential dangers for students and staff. This policy has been written to ensure that ICT is used effectively whilst minimising risk. Students and staff are advised and expected to take personal responsibility for their own use of ICT. Before using any school ICT equipment (or privately owned equipment) all students must complete this form and return it to the school. By signing this agreement students agree to abide by its rules. Should any of these rules be broken or there be any other cause for concern the school will take appropriate action. Where necessary the police and/or other authorities will be informed.

## Use of Equipment

- Students are expected to treat ICT equipment carefully and not act in any way that might cause damage.
- Students are to use equipment for work purposes during the school day.
- Students are to report any faults or damage found to [itsupport@commercial.co.uk](mailto:itsupport@commercial.co.uk) using their [@sidcot.org.uk](mailto:@sidcot.org.uk) school email address.
- Students must not disclose their school system password to anyone else.
- Students must not use or attempt to use another person's sign-on details or password.
- Students must abide by the rules in this document in respect of privately own devices.

## Use of Email and Internet

- Students must not search for, or display, any material considered illegal or offensive.
- Students must not undertake any deliberate act with the intent of avoiding network security procedures.
- Students may only use appropriately named email accounts on the school system.
- Students should immediately tell a teacher if they receive an offensive email.
- Students should not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone met on-line without specific permission.
- Email should only be used for work/educational purposes; it should not be used for personal e-mail during the school day.
- E-mail sent to an external organisation on behalf of the school should be written carefully and authorised by a teacher before sending.
- The forwarding of chain letters and the sending of offensive or inappropriate e-mails is not permitted.
- Publishing anything to the Internet at school or elsewhere which causes offence or brings the school into disrepute may lead to disciplinary action.
- Students must have suitable anti-virus software installed on their private ICT equipment.

- The use of peer to peer programs is strictly forbidden on the school network and may lead to disciplinary action.
- Uploading of any media to a public site must be authorised by a member of staff.
- Video Streaming/Downloading is permitted providing no copyright has been infringed and it is legal to do so.
- Use of Social Media is permitted, however you should not post anything related to the School without authorisation from a member of staff.

### **Other E-Technologies**

- Mobile phones and camera phones may not be used in the classroom, unless permission is given by the teacher.
- Video conferencing will only be used in lessons, with the teacher's permission during the school day.
- Only MP3 and image files connected with student work will be stored on the network.

The School will exercise its right to monitor the use of its information systems, including Internet access, interception of email and deletion of inappropriate materials where it believes unauthorised use may be taking place including criminal purposes or the unauthorised storage of unlawful text, imagery or sound.

### **Attendance**

- All students must attend registration twice a day at 8.30am and 1.55pm with their tutor group.
- If a student is late for registration, they must sign into school via reception.
- Any students who need to leave school during the school day, must sign out via reception.
- A registration will also be taken at the start of every lesson.

Students are expected to stay in their classes throughout the duration of the lesson unless explicit permission has been given by the teacher for them to leave. This may include needing to go to the Health Centre. It is advisable, however, to go to the Health Centre during break or lunchtime. It is important that students do not miss the content of their lessons unless there is a very valid reason.

# Sharing Problems – a guide for students

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. Sidcot School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School has members of staff who are suitably trained and experienced in dealing with difficult issues.

Designated Safeguarding Lead: Joanna Leite 01934 845214/07471 900671.

Deputy Designated Safeguarding Lead: Veronika Chidemo 01934 843102 (Ext: 3512).

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

Should problems arise in school or at home, there are always people you can talk to and they will know how to help or what to do. In the first instance it may be your tutor, Head of Year or Housemaster/mistress; it might be your student Head of House or a teacher that you get on well with and trust.

## **You can also speak to:**

- The School Counsellor who comes into school on Mondays, Tuesdays and Thursdays. Appointments can be arranged via your Head of Year, Health Centre or Assistant Head (Pastoral Care and Wellbeing). Students may also self-refer using a form on Firefly.
- A member of the Health Centre Staff – 01934 845263 (or just visit when they are open).
- One of the School Doctors – 01934 842211 (you can make an appointment).
- Childline – 0800 11 11 (there to listen to and help).
- The School's Independent Listeners – 01934 744772.
- Independent Schools Inspectorate (ISI) contact – 0207 6000 100.
- The Office of the Children's Commissioner (Anne Longfield) – 0800 528 0731 or [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

The School has two Independent Listeners: Malcolm and Di Litten. If there is no answer on the number above, please leave a message and they will get back to you when they can.

If you experience any difficulties, please talk to someone about them. Don't bottle things up and hope they will improve – sometimes steps must be taken by others to ease a problem.

### **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 student, an older student or another member of staff. You can have your tutor or a friend with you when you are talking with the Deputy Head (Pastoral) 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 taking the following steps:

1. Writing to the Headmaster, telling him that you wish to make a formal complaint, then;
2. The complaint will be noted in the complaints book held by the Headmaster then;
3. You will get a note from the Deputy Head (Pastoral) saying that they have seen the complaint and that it is being attended to within two school days of you making the complaint;
4. You will then be asked to talk the matter through with either the Deputy Head (Pastoral) or the Headmaster and you can have a friend with you, who may be another student, your tutor or any member of staff. You do not have to inform staff or anyone else that you are complaining about them.
5. Whoever you contact will speak to you at the School and will advise you about what course of action seems sensible. As above, you may have a friend with you during the conversation. At that stage, it will be up to you to make the decision acting on his or her advice.

Parents can find a copy of the School's complaints policy on the website.

# Regulatory Requirements for the Provision of Information

The School is required by the Independent School's Inspectorate to provide the following information to parents of students and of prospective students:

The Governing Body is the 'Proprietor' of the School. The postal address for the Governing Body is that of the School.

The School's main contact details are:

Sidcot School  
Oakridge Lane  
Winscombe  
North Somerset  
BS25 1PD

01934 843102 | [info@sidcot.org.uk](mailto:info@sidcot.org.uk) | [www.sidcot.org.uk](http://www.sidcot.org.uk)

The Headmaster is Mr Iain Kilpatrick BA, MEd, FRSA, and can be contacted via the above address.

The Governing Body may be contacted via Mrs Rosemary Carr, Chair of Governors, via email [rosemary.carr@sidcot.org.uk](mailto:rosemary.carr@sidcot.org.uk) or via the School's address.

The following information is available on our website: [www.sidcot.org.uk](http://www.sidcot.org.uk)

A statement of the School's ethos and aims – [www.sidcot.org.uk/sidcot-difference/about-sidcot/what-matters-when-youre-choosing-school](http://www.sidcot.org.uk/sidcot-difference/about-sidcot/what-matters-when-youre-choosing-school)

Academic performance during the preceding school year with the results of public examinations – [www.sidcot.org.uk/results-leavers-destinations](http://www.sidcot.org.uk/results-leavers-destinations)

Most recent boarding and whole school inspections from ISI – [www.sidcot.org.uk/parent-information/school-documents-and-policies](http://www.sidcot.org.uk/parent-information/school-documents-and-policies)

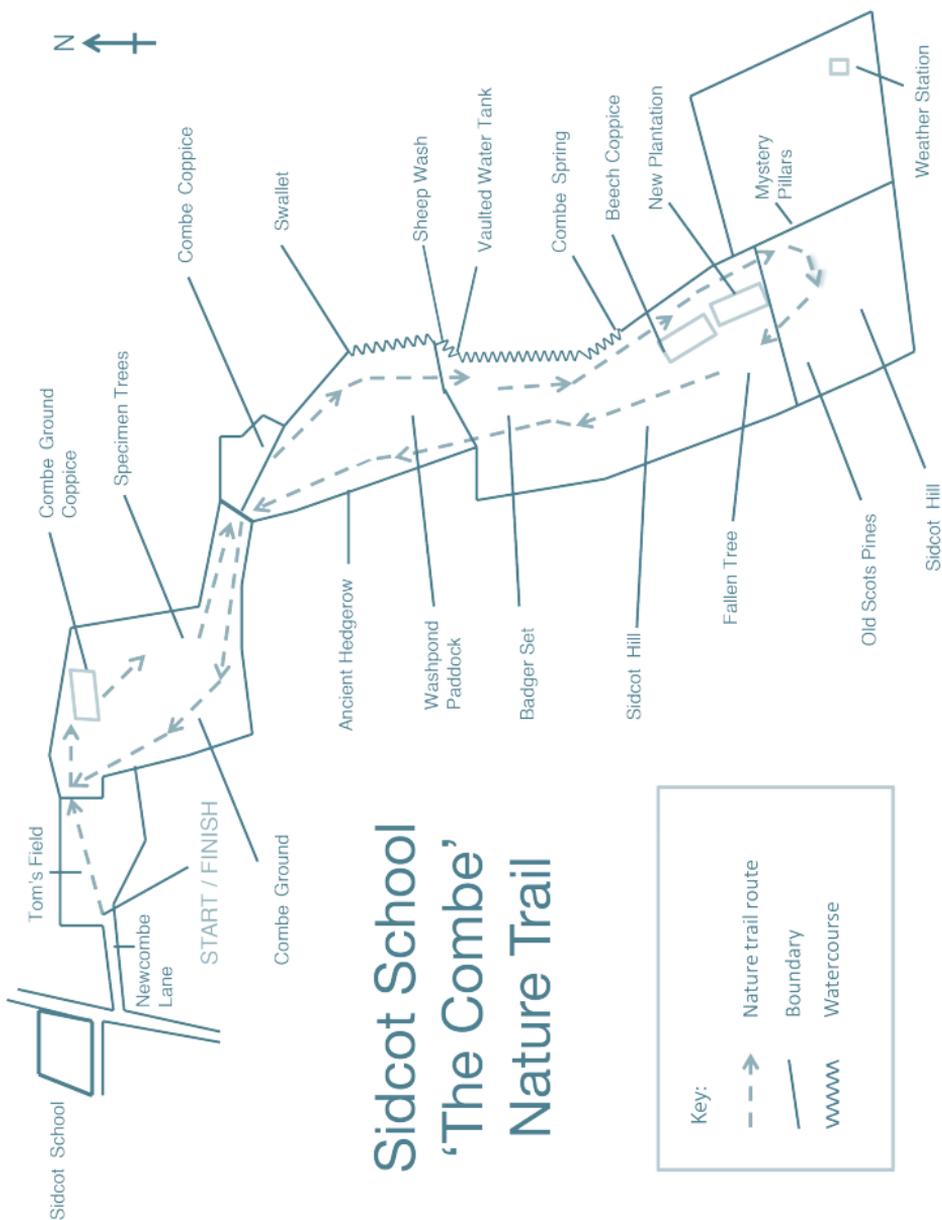
The School's policies may be accessed on the website and can also be made available in hard copy form upon request. These policies include:

- Admissions
- Anti-Bullying (including cyber-bullying)
- Behaviour
- Child Protection and Safeguarding
- Complaints (details of how many formal complaints have been received can be obtained from the school office).
- Curriculum, PHSE and SRE
- English as an Additional Language
- Permanent exclusions
- Health and safety incorporating first aid
- Staff Student Code (Staff Behaviour)
- Special Educational Needs and Disability (SEND)

The latest ISI inspection reports and results of public academic examinations from the preceding school year are available on the School website – [www.sidcot.org.uk](http://www.sidcot.org.uk)







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    [sidcotschool](#)

Registered Charity Number: 296491

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