Student Handbook
St Edmund's College 2023
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to St Edmund’s College</td>
<td>3</td>
</tr>
<tr>
<td>The Mission Statement of St Edmund’s College</td>
<td>4</td>
</tr>
<tr>
<td>History and Tradition</td>
<td>5</td>
</tr>
<tr>
<td>Religious Life</td>
<td>5</td>
</tr>
<tr>
<td>The Houses</td>
<td>6</td>
</tr>
<tr>
<td>Prefects &amp; House Captains</td>
<td>6</td>
</tr>
<tr>
<td>Tutors 2023-2024</td>
<td>7</td>
</tr>
<tr>
<td>Daily Routine</td>
<td>8</td>
</tr>
<tr>
<td>The Refectory</td>
<td>9</td>
</tr>
<tr>
<td>Contributing Factors to Wellbeing</td>
<td>10</td>
</tr>
<tr>
<td>The College Rules</td>
<td>11</td>
</tr>
<tr>
<td>The Student Code of Conduct for the Classroom</td>
<td>12</td>
</tr>
<tr>
<td>The Student Code of Conduct for the Playing Field</td>
<td>13</td>
</tr>
<tr>
<td>Behaviour and Code of Conduct for College Trips and Educational Visits</td>
<td>14</td>
</tr>
<tr>
<td>Education Trips and Visits; Guidance on school uniform or an appropriate dress code.</td>
<td>15</td>
</tr>
<tr>
<td>Policies</td>
<td>16</td>
</tr>
<tr>
<td>Sanctions</td>
<td>16</td>
</tr>
<tr>
<td>Rewards</td>
<td>17</td>
</tr>
<tr>
<td>Your Safety and Personal Problems</td>
<td>19</td>
</tr>
<tr>
<td>Addresses and telephone numbers of people you may wish to contact</td>
<td>20</td>
</tr>
<tr>
<td>Giving Your Views</td>
<td>21</td>
</tr>
<tr>
<td>Academic Organisation</td>
<td>22</td>
</tr>
<tr>
<td>Library</td>
<td>23</td>
</tr>
<tr>
<td>Co-Curricular Activities</td>
<td>25</td>
</tr>
<tr>
<td>Duke of Edinburgh’s Award</td>
<td>27</td>
</tr>
<tr>
<td>Educational Visits</td>
<td>29</td>
</tr>
<tr>
<td>Rules &amp; Protocols for the use of the College Network &amp; the Internet</td>
<td>30</td>
</tr>
<tr>
<td>Using your Mobile Phone and College Device</td>
<td>32</td>
</tr>
<tr>
<td>Your Property</td>
<td>32</td>
</tr>
<tr>
<td>College Health Centre</td>
<td>33</td>
</tr>
<tr>
<td>School Buses</td>
<td>35</td>
</tr>
<tr>
<td>Uniform Guidance</td>
<td>37</td>
</tr>
<tr>
<td>Uniform – Elements to Poetry</td>
<td>38</td>
</tr>
<tr>
<td>Dress Code – Rhetoric</td>
<td>40</td>
</tr>
<tr>
<td>PE and Games Department Kit Procedure</td>
<td>42</td>
</tr>
<tr>
<td>Fire Action</td>
<td>43</td>
</tr>
<tr>
<td>Access Control</td>
<td>43</td>
</tr>
<tr>
<td>Bounds – Places to be or not to be</td>
<td>44</td>
</tr>
<tr>
<td>Useful Telephone Numbers</td>
<td>45</td>
</tr>
</tbody>
</table>
Welcome to St Edmund’s College

Some of you reading this will be new to the College, others are returning, and I wish you all the warmest of welcomes as we begin a new academic year. I hope that this booklet will be helpful to you as you settle in and begin to understand how the College works, but it cannot cover everything, so please do ask for help and advice at any stage.

I ask three things of you above all else: firstly, get involved. Academic work is our priority, but a St Edmund’s education is about so much more than that. There are endless opportunities available to you in the religious life of the College, in sport, music, drama, and a whole host of other activities, and not to make the most of them is to miss the point. Secondly, try your hardest. In all that you do, aim high and challenge yourself. That way you will grow in confidence and enjoy your time here all the more. Thirdly, be kind. If you can live your life always putting the needs and feelings of others before your own, you will bring just as much happiness to yourself as you will to them.

Mr M Mostyn
Headmaster
The Mission Statement of St Edmund’s College

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund’s aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund’s is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee

St. Edmund’s strives to:

- provide an education for the whole person in the intellectual, physical, emotional and spiritual areas of life;
- reflect the scholarship of St Edmund by offering a balanced and challenging curriculum for each individual;
- show concern for all within the St Edmund’s community, demonstrating its commitment to be truly Christ-centred in all that it does, ensuring that the students’ experience of relationships within St Edmund’s reflects the Gospel maxim, “love thy neighbour as thyself”;
- use its enriching Catholic heritage to make prayer, worship and liturgy a central part of the lives of all in its community;
- create a meaningful and effective interaction between St Edmund’s and home and the wider community to prepare children to make their way in the world but also to make a difference to the world.

Today, St Edmund’s offers not simply an education for Catholics but a Catholic education, welcoming people of all faiths ready to embrace the values that have made St Edmund’s and its predecessors such a successful seat of learning for over 450 years.
History and Tradition

In 1568 Cardinal William Allen founded the English College at Douay in Northern France. Its purpose was to provide a Catholic education and training for the priesthood for young English men during the Elizabethan persecution. For more than two centuries the College produced people willing to give their lives for the Catholic Faith in England. When the English College at Douay was dissolved during the French Revolution, some of its refugees came to the Old Hall near Ware, Hertfordshire. A clandestine Catholic school, originally founded at Silkstead in Hampshire in the 1640’s, was located there.

On the 16th November 1793 the refugees from the English College in France and the schoolboys from what had been known as the 'Old Hall Academy' were merged into one College dedicated to St. Edmund, whose feast day it was. For the succeeding two centuries the College has tried to fire its students with St. Edmund’s scholarship and faith.

We are proud that no other school in England can claim association with twenty canonised saints and one hundred and thirty-three beatified martyrs for the Catholic Faith. Whatever demands the future requires of you or the College you should always be proud of being part of such an ancient tradition.

Always remember the College motto: ‘AVITA PRO FIDE’
(For the ancient faith)

Religious Life

As a day student you and your family are very welcome to join the boarding community for Sunday Mass at 11 am during term time and to stay for coffee afterwards. We pray together either in our tutor groups or in chapel each day as well having a short prayer at the start of each lesson. The themes that we choose for our prayer follow the themes of the Liturgical Year. These are listed in the Calendar and if you wish to read more about the themes please see the St Edmund’s Website.

We have a Deputy Head Religious Life who works with a team of staff, students and parents to encourage all members of the community on their spiritual journey. You will have the opportunity to attend a retreat during the course of the year in order to step away from daily life and allow spiritual reflection. Faith in action is seen through our commitment to charity work and community service and we hope that you will participate fully in this.

The Sacrament of Confirmation is offered to practising Catholics who are in Grammar or above. In May of each year and please do not hesitate to contact the chaplaincy Co-ordinator to ask about this.

The Deputy Head Religious Life is available for you to talk to about any aspect of your spiritual life or any areas that might concern you or just to call in for a chat.
The Houses

The Head of Elements & Rudiments looks after the youngest students at St Edmund’s and Head & Deputy Head of Rhetoric look after the oldest helping them to look forward to the next stage in their education. However, all students in the College are members of a House and show a considerable loyalty towards it. There are five Houses each named after somebody important in the history of the College: Challoner, Douglass, Pole, Poynter, Talbot. The College is distinctive in having its years named rather than numbered: Elements (Yr 7), Rudiments (Yr 8), and Grammar (Yr 9) make up part of the College known as Bounds and Syntax (Yr 10), Poetry (Yr 11) and Rhetoric (Yr 12 & 13) make up what is known as First Division.

Prefects & House Captains

The Prefects and House Captains are here to help you and can be recognised by their distinctive tie or badge. They are asked to set a high standard in dress and behaviour and to take the initiative in helping the College to run smoothly. They act as stewards on official occasions including College assemblies and help staff to supervise in the refectory and elsewhere around the College. They are asked to be alert to bullying and refer it immediately to a senior member of staff, and you should feel able to talk to them about any worries that you might have about your own or someone else’s safety. They are:

**Heads of School**
- Head Girl: Amelia
- Head Boy: Noah
- Deputy Head Girl: Amy
- Deputy Head Boy: Nela
- Deputy Head Boy: Ronan
- Deputy Head Boy: Benjamin

**House Captains:**
- Challoner: Alice Harvey
- Douglass: Toby Lydia
- Pole: George Nancy
- Poynter: Amelia Rian
- Talbot: Deniz Lindsey
- Boarding: Teodora Anthony

**Community Life Prefects:**
- Bethany
- Jessica
- Ellis
- Mark
- Lenny
- Harry
- Amy
# Tutors 2023-2024

<table>
<thead>
<tr>
<th>House</th>
<th>Elements (Year 7)</th>
<th>Rudiments (Year 8)</th>
<th>Grammar (Year 9)</th>
<th>Syntax (Year 10)</th>
<th>Poetry (Year 11)</th>
<th>Rhetoric (Year 12 and 13)</th>
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<tbody>
<tr>
<td>Challoner HSM</td>
<td>M Shaikh / M Sargent</td>
<td>M Arif / Z Walker 59/T</td>
<td>L Brown / A Racz 257M</td>
<td>R Porte 59</td>
<td>N Schiff / E Hannam 179E</td>
<td>P Bittles 143GG</td>
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<td></td>
<td>A Moloney / P Ager 46RE</td>
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<td>ART 503</td>
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<tr>
<td>Poynter HSM</td>
<td>D Mallabone 54</td>
<td>K Toogood 178E</td>
<td>D Wainwright / N Chikerena 42RE</td>
<td>A Martin 260M</td>
<td>S Muller / N Pitman 56</td>
<td>C Berkley 267H</td>
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<td></td>
<td></td>
<td>D Webster 58</td>
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<tr>
<td>Talbot HSM</td>
<td>K Jones 416GG</td>
<td>M Towns / J Marrinan 55</td>
<td>M Smerdon / S Bowyer 50RE</td>
<td>H Fraser / W Rutulko 263M</td>
<td>I Soler Garcia 186L</td>
<td>S Appleford 177E</td>
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<td>J Gardiner 180L</td>
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**Staff attached to Houses/Rhetoric:**
- **Challoner**: B Snell, J Hayes, Z Hibbert
- **Douglass**: E Chilton, A Smerdon
- **Pole**: N Eliasson, K Berndt
- **Poynter**: A Robinson, H Fox
- **Talbot**: A M Healy, N Harding, N Wells
Daily Routine

Morning Prayers and Assembly

Monday College, Rhetoric (wk B) & Elements (wk A) Assemblies
Tuesday Rudiments & Elements Prayers
Wednesday Syntax & Grammar Prayers
Thursday Rhetoric & Poetry Prayers
Friday House Assemblies

College Assembly / Tutor Time Monday 8.40am

At St Edmund’s College, the school day (for day students) runs from 8.40 am until 4.30 pm. There are six teaching periods, allotted break times, plus an activities hour at the end of the day. On a Wednesday where there is a teaching lesson for Grammar and Syntax, the ACADEMIC lesson will finish at 16.20. The students will then remain with their period 7 teacher where they will be supervised by them for 10 minutes of study.

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<th>PERIOD</th>
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<td>BREAK</td>
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<tr>
<td>LUNCH</td>
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<td>Buses leave</td>
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The Refectory

Lunch

Eating well is important for learning well and for keeping healthy. Please show respect for yourself by eating sensibly and for others in the College community by your good behaviour.

1. You must attend lunch.
2. It is important that the queue for lunch is orderly and you should only go to the Refectory when it is your time to do so.
3. You should show good manners in the Refectory and at the end of the meal you should take your tray to the washing up area and leave your table clear.
4. Food, cutlery and crockery may not be removed from the Refectory.

Break

Students may purchase from a range of snacks in the Refectory at Break time. Rhetoric students will have access to the Rhetoric Coffee Shop. Students should follow the same guidance on behaviour as above, at this time.

Eating Healthy
Contributing Factors to Wellbeing

The seven dimensions of the Wellness Wheel are inter-connected to achieve balance & personal well-being:

**Occupational** — career, certifications, work ethic, school, training, interests, abilities
**Spiritual** — values, intuition, character, ethics, tradition, enthusiasm, spiritual fulfillment
**Intellectual** — time management, study skills, goal setting, memory, test preparation, imagination
**Physical** — recreation, nutrition, sleep, relaxation, energy level, fitness, preventative maintenance
**Emotional** — personality, stress management, self-efficacy, love, joy, hardness
**Environmental** — community service, world and political awareness, natural resource management, recycling, food choices
**Social** — relationships, culture, organizations, family, friends, clubs, parties, communication

Your health is more than the physical condition of your body. There are multiple aspects of wellness to consider. When one area gets out of balance, it usually affects the other aspects of your life, whether you realise it or not.
The College Rules

Our rules grow from the need to respect ourselves, to respect others and to respect the environment in which we live and work. They reflect the demands of the Gospel teaching about the dignity of the individual, made in the image and likeness of God. Rules do not remove the need for students to use their common sense and to obey the law.

Members of the College must at all times behave in a polite and considerate manner. They must take particular care of guests and visitors.

Relations between the sexes must uphold the teaching of the Catholic Church, not causing any offence or embarrassment.

Punctual attendance is required at registration, Chapel services, lessons, study sessions, assembly, roll calls and activities.

If you are late arriving to College, you must report to reception and sign in, before going on to class. Students must not chew gum, drop litter or damage plants or College property. They should act positively in picking up litter and reporting damage or any problems.

The buying and selling of any items between students, with the exception of authorised charity sales, is forbidden on the College premises or when travelling to and from the College.

For your safety observe the rules concerning bounds and restricted areas of the College (see ‘Bounds – Places to be or not to be’ section in this handbook).

It is expected that if a student is selected for a sports team, music performance, the College production or other similar commitments that they will participate. On the rare occasion where attendance is not possible, permission must be sought from the College in advance.

Any illness or accident must be reported to a member of staff. Boarders must not remain in their rooms without the permission of the Health Centre and/or Head of Boarding.

Regulation uniform must be correctly worn during the school day; when travelling on school coaches; at High Mass and on formal occasions. Neatness of dress and appearance are required at all times (see ‘Uniform’ section in this handbook).

Drugs, including tobacco, Shisha pens, electronic cigarettes or hookah pipes, alcohol and weapons or any other potentially harmful or illegal substances or objects must not be brought into the College. All Students are subject to the published regulations concerning involvement with drugs, tobacco and alcohol (see the ‘Smoking, Alcohol & Misuse of Drugs and Substances Policy’ in this handbook).
The Student Code of Conduct for the Classroom

If you are to do your best in your studies it is important that you know the rules that govern the way that you work in the classroom. This allows all students to get on with their work.

“I shall conduct myself in lessons in the following ways:

1. I shall arrive promptly and properly dressed for all lessons. If I am late, I shall apologise politely and explain the reason at the end of the lesson.

2. I shall enter the room quietly and in an orderly manner and shall place all of my books and equipment on the desk.

3. I shall stand respectfully while the class prayer is being spoken.

4. I shall bring all of my books, equipment and prep to each lesson.

5. I shall work quietly and without fuss in all lessons, not talking while the teacher is talking and obeying instructions immediately and without argument.

6. I shall listen to the teacher at all times and will put my hand up before speaking or asking a question.

7. I shall keep up to date with my outstanding prep, via the VLE.

8. I shall always endeavour that any work missed through absence is completed as soon as possible.

9. I shall not distract other students and I shall not call out or lose my temper in any lesson.

10. I shall make every effort to keep the teaching and learning environment pleasant for everyone.

   If I feel unfairly treated in any way I will speak to my teacher at an appropriate time.”
The Student Code of Conduct for the Playing Field

“I shall conduct myself on the playing field in the following ways:

1. I shall know and abide by the laws, rules and spirit of the game.

2. I shall display and promote high standards of behaviour; set a positive example for others.

3. I shall speak to my team-mates, the opposition, referee and coach with respect.

4. I shall be punctual and correctly dressed for all sporting occasions.

5. I shall win or lose with dignity; shake hands with the opposition and the referee at the end of every game.

6. I shall always remember that, on and off the field/court/astroturf, I am representing your school.

If I feel unfairly treated in any way I will speak to my teacher at an appropriate time.”
Behaviour and Code of Conduct for College Trips and Educational Visits

Students remain under the jurisdiction of The College during educational visits and the established College Rules, Behaviour Policy and Code of Conduct will apply.

All those participating in the visit must agree to abide by the School Rules, Behaviour Policy and Code of Conduct in advance which can be found respectively in the Student and Parent Handbooks.

Specifically, all pupils will:

- Follow the instructions of staff and supervising adults without delay or argument.
- Take responsibility for their actions and do nothing to endanger themselves or others.
- Ensure they know what to do in the event of an emergency and follow the given instructions for emergency procedures.
- Take responsibility for their belongings and valuables. Arrangements will be made for the safekeeping of passports and/or other valuables on overseas and/or residential trips.
- Report all accidents or damage to the group leader or a member of staff.
- Wear school uniform or other suitable clothing as directed by the visit organiser.
- Show respect and act with courtesy towards others, including the general public. If travelling overseas, be respectful of the culture of the host country.
- Be helpful, co-operative, and considerate to others, including the general public.

Students will not:

- Smoke, vape, consume alcohol, or take illegal substances.
- Use inappropriate language to other students, staff, or the general public.
- Leave their group and go off on their own.
- Take part in any activity, which has not been authorized by their parents or group leader.
- Drop litter or do anything that might damage the environment.

When using any mode of transport all students will:

- Stay seated and face forwards.
- Wear seat belts where provided.
- Follow instructions for the safe embarkation and disembarkation from the transport.
- Ensure that bags are safely stored and do not block emergency exits.
- Not eat or drink on the transport without the permission of the group leader.
- Clear any litter at the end of the journey.

When a student is on a school trip or visit, the student is representing the school and themselves. Therefore, they must do nothing that will bring the school or themselves into disrepute.

The school reserves the right to send home any student who does not comply with this Code of Conduct, the established College Rules, Behaviour Policy, and wider College Code of Conduct.

PARENTS WILL BE RESPONSIBLE FOR ANY COSTS INVOLVED IN TRANSPORTING THEIR CHILD HOME AND NO REFUND OF ANY MONEY WILL BE GIVEN.
Education Trips and Visits; Guidance on school uniform or an appropriate dress code

Education trips and visits that occur during the working week and within normal school hours, **ALL** students are expected to wear **full school uniform** or adhere to The College **dress code** for **Rhetoric**.

**Exceptions**

- Where students must carry out fieldwork in a more remote/ rural areas (e.g., coasts, rivers, woodland investigations).

Students on trips and visits must adhere to The College guidance on school uniform as stated in both the Student and Parent Handbooks.

**Weekend/ Holiday Trips and Visits**

Trips that occur on the weekend or during the holidays (i.e., outside normal working hours) uniform will not be required and will be largely at the discretion of the member of staff in charge.

**Appropriate Dress**

Where school uniform is not required, students still represent The College publicly and staff must ensure that what students are wearing is acceptable and appropriate.

For example, dress that would not be considered appropriate for a school trip include (but not limited to).

- Tops – should have an appropriate neckline, no stomach showing, no thin straps
- No inappropriate images or language on any clothing
- Skirts/shorts should be a minimum of mid-thigh in length
- No sliders and/ or flip flops if outdoors.

If the trip leader deems the clothing to be in appropriate the student will be asked to wear additional or alternative clothing.
Policies

Relevant policies are available on the College’s website. Policies which are particularly relevant to students, include, but are not limited to:

- Safeguarding & Child Protection Policy
- Behaviour Policy
- Permanent exclusions and Removal: Review Procedure
- Policy on Smoking, Alcohol and the Misuse of Drugs and Substances
- Prevention of Bullying Policy
- Prevention of Cyberbullying Policy
- Mobile Device Policy
- IT, Internet and E-Safety Policy
- Taking, Storing and Using Photos of Children Policy

If there is ever a policy or procedure that you are unsure of, ask your Housemaster, Housemistress Head of Year or Deputy Head Pastoral.

Sanctions

We expect the highest standards from all students in line with the College Code of Conduct.

Where a student is not meeting these standards in the first instance the focus is on staff having a Learning Conversation with the students with regards to their behaviour. These Learning Conversations will allow students time to understand and rectify their behaviour. Where the behaviour is not rectified, or in certain one-off circumstances where the behaviour is considered serious, sanctions will be applied.

The following guidance outlines how these will be implemented. The sanctions are graduated ranging from detentions of differing length to suspensions or expulsion. It is important for you to be aware that no physical punishment is allowed.

1. If you break the College rules or fail to respond to the guidance given in Learning Conversations, you will be issued with a College detention. This takes place at lunchtime. The lunchtime detention for a Rhetorician is known as a Rhetoric detention.

2. For three College detentions or a serious breach of the rules you will be issued with a Thursday evening detention from 4.30 to 6.30. Only the Housemaster, Housemistress, Heads of Year, Head of Department and the Headmaster, his Deputies or Assistants will issue an evening detention and parents will always be informed when such a detention is given.

3. Headmaster's detention (Saturday morning) may be given by the Housemaster, Housemistress, Heads of Year, Head of Department, the Headmaster, his Deputies or Assistants. This sanction will be issued for any grave breaches of discipline, and for receiving three Thursday detentions in one academic year.

4. If work or behaviour is unsatisfactory you will be issued, by your Housemaster/Housemistress, with a report card. Contact with home to inform parents and to enlist their help is very important.
5. The Headmaster may temporarily or permanently exclude a student for serious misconduct or when he/she has exhausted the disciplinary system. Parents have a right of appeal as outlined in the “Complaints Policy & Procedure” and the Permanent Exclusion and Removal: Review Procedure.

In all cases sanctions and their escalation will take into consideration the specific context and background of any given situation and are at the discretion of the College.

Rewards

Rewards may be in the form of verbal praise, acknowledgement of achievement, constructive comments on written work, displays on classroom walls and in the College, celebrations of success in the Newsletter and the Edmundian. House Colours, Sports Colours, College Colours and Ties are awarded for contributions to College life. Pupils who have achieved something special in work or another aspect of College life are asked to sign the Headmaster’s Book. The Headmaster’s Medal is awarded for an exceptional contribution to College life.

High Performance Learning (HPL) Rewards
The High Performance Learning (HPL) Framework promotes the integration of pedagogical language in two areas;

- How do high performance learners behave? This focuses on the values, attributes and attitudes integral to learning behaviour, (Empathetic, Agile and Hardworking.)
- How do high performance learners think? This centres on the advanced cognitive performance characteristics of learning, (Meta-thinking, Linking, Analysing, Creating and Realising.)

The HPL philosophy believes that every pupil can be taught the skills required to achieve higher, and that we should not assume a fixed level of intelligence. The HPL Reward system recognises where a pupil has been successful in any aspect of the HPL framework; the associated teacher comment ensures there is specific learning centred reasoning behind the reward. We work from the premise of rewarding even small steps in learning and learning behaviours, to help develop a growth mindset and positive wellbeing.

Teachers will award these HPLs on our school systems and parents can see the latest awards via the Parent Portal.

Award of Academic Plate
This plate is awarded to the House which gains the highest average number of rewards every term. It is awarded at the end of every term.

House Colours
House Colours are available to you at four levels: bounds, quarter, half and full. They are an outward recognition of the fact that the student has proved to be a credit to the House and the College and as such should be worn with pride.

It is assumed that a candidate for colours will be an example, to the rest of the House and the College, of a hard-working, reliable, co-operative and smartly dressed student. He or she can contribute to the House through effort and attainment.
As a general guide, a candidate for House colours can demonstrate that he or she is a worthy candidate by meeting one or more of the following criteria:

- by showing committed participation in inter-house events and other House and College activities;
- by contributing to a cheerful and industrious atmosphere in the community;
- by demonstrating excellence in sport or work or behaviour;
- by making a significant improvement in sport, work or behaviour;
- by being a leader of students;
- by taking responsibility for the organisation of House activities and inter-House teams.

This list is by no means exhaustive or in any order of priority. One would expect that a candidate for Full Colours would have met most, if not all of the above criteria.

Bounds Colours are not normally awarded before the summer term in Rudiments. Quarter Colours are not normally awarded before the summer term in Syntax. Half Colours are normally awarded in Rhetoric. Full Colours are awarded to exceptional students in Rhetoric 2.

**Sport/Art/Music/Drama Colours**
Half and full colours are awarded for performance and commitment to College life in the areas of Sport, Arts, Music and Drama.

**Signing the Headmaster’s Book**

**Prizes at Exhibition Day**
Your Safety and Personal Problems

It is important that our College is open and encourages you to speak out if you have a problem. Matters concerning your safety cannot be kept secret and if you are being bullied or are uncomfortable with anything that is happening to you then tell someone you trust at once. If you keep your concerns secret you will worry and it also means that the College cannot do anything to help. It might be that if you are feeling uncomfortable or worried about the actions of someone else then others might be too and they also need your help in speaking out.

Perhaps you have worries...
...concerning home
...about relationships
...someone has made sexual suggestions which cause you anxiety
...you feel isolated
...you cannot cope with your studies, however hard you try
...you are being treated unfairly
...or anything else

Talk to someone...

...your parents, a friend, an older girl or boy, the Chaplain, Sister, House Tutor, Housemaster/Housemistress or any other member of staff you can trust.

Take a friend with you if you wish.

Talking to someone may solve your problem. You may want to talk to someone from ‘outside’. There are some telephone numbers on page 18 which you might find helpful.

THERE ARE MANY PEOPLE WILLING TO HELP YOU.

Bullying
The Prevention of Bullying Policy can be found on the website. Please read it to help you to know what bullying is and how it can be reported. It also helps you to see the sorts of actions that can be taken by the College against bullies.

Security
If you see someone that you do not recognise and who is not wearing a visitors badge do not approach them but report the matter at once to a member of staff.

The system of security cards used throughout the College and Prep School involves carrying around with you a key card that you use to open outside doors. It is important that you keep your card with you at all times and do not let anyone in to the building who you do not recognise.

CCTV is installed in the College to keep you and your property safe.

Bounds
For your safety you should be aware that there are places in the College where you should not go. Being in these places or “out of bounds” as it is called will lead to your being punished. These places are described on page 42.
Addresses and telephone numbers of people you may wish to contact

College Doctor
Standon & Puckeridge Surgery
Puckeridge
Ware
Herts, SG11 1TF
Tel: 01920 823860

College Health Centre
Tel: 01920 824234

College Counsellor
Ms Julia Welding (Contactable via the College Health Centre on 01920 824234)

Catholic Children’s Society
The Catholic Children’s Society
73 St Charles Square
London, W1 6EJ
Tel: 0208 969 5305

Independent Schools Inspectorate
CAP House
9 - 12 Long Lane
London, EC1A 9HA
Tel: 020 7600 0100

Childline
Tel: 0800 1111

The Office of the Children’s Commissioner,
Sanctuary Buildings,
20 Great Smith Street,
London, SW1P 3BT
Tel: 0207 783 8330

Ofsted
Piccadilly Gate
Store Street
Manchester, M1 2WD
Tel: 0300 123 1231

Chair of Governors
Email chair@stedmundscollege.org

DON’T BE AFRAID TO SPEAK OUT IF THERE ARE MATTERS YOU DON’T KNOW HOW TO DEAL WITH.
YOU HAVE THE RIGHT TO BE HEARD AND GIVEN HELP.
Giving Your Views

It is important that your views are heard and there are many opportunities for this to happen.

The College Student Council meets every half-term. This is open to any pupils who wish to participate and there is no limit on the number per year group or House.

Boarders also have their own council for anything boarding specific.

There are also a smaller student council groups concentrating on the areas of Food, Diversity & Inclusion and Sustainability. These committees are open to anyone who is a member of the College Student Council.

It is all too easy, in this day and age, to be cynical about councils and committees, but this is democracy in action and if you want to improve things and/or have a say in how your school is run, you must involve yourself. These councils are also an invaluable source of feedback for College staff and the minutes, for example, the progress and issues raised in the student councils is reported to Governors every term.

There are, of course, many other ways of making your views heard: your tutor and/or Housemaster/Housemistress; Mrs Peirce and the Chaplaincy; the College Nurse; the Prefects and House Captains; the Headmaster or his Deputies, but the key thing is that you voice these opinions and do not just become frustrated. It may not be that we can always give you what you want, but it is rare that something isn’t done in response to a student concern or opinion, even if it doesn’t always seem that way. If you think there should be another council or forum for your views, again, speak to someone.
**Academic Organisation**

On joining the College in *Elements*, you will be placed in mixed ability classes. In 2023-24, the four classes are called, **Arrowsmith, Briant, Sherwin and Ward**. You will be with your class for all your lessons, except for Mathematics and English where you will be set according to your ability from mid-term in October. In the first term, you will sit a computerised test (Midyis) set by an external organisation which gives us more information about your verbal, numeric and non-verbal skills.

In *Rudiments*, the year is divided into four mixed ability classes, **Kirby, Mayne, White** and **Clitherow**.

In *Grammar*, the year is divided into six mixed ability classes, **Boste, Campion, Line, Morse, Plasden** and **Walpole**.

In both *Rudiments* and *Grammar*, some subjects are set. Subject setting refers to the approach taken by subjects that teach all their students at the same time. For example, Mathematics and English are timetabled to teach all groups at once. This means the departments can mix the classes to suit their precise subject ability and effectively re-order the classes into more appropriate subject sets.

**In Syntax and Poetry**, you are usually grouped according to your ability in core subjects and by option choice for other subjects. However, if only one subject group is taught at a specific time, then this will be a mixed ability group.

There is a full prep timetable for all years and your parents are expected to support the College in ensuring that the work set to be completed at home is done to the best of your ability. Prep will be uploaded to the VLE.
Library

The Library is a place for study and research and is for everyone – all students and staff.

The Library is here to help you in your studies and provides a wide range of reading materials to help you with your schoolwork as well as reading for pleasure.

There are all sorts of books, both fiction and non-fiction. There are books for all ages and all interests – right up to adult.

There is something for everyone! – from horror and ghost stories, adventure and detective stories, to fantasy and romance. We are certain you will find something to your taste!

The Library is for all students – from Elements to Rhetoric II.

You will find the Library warm and friendly and a good place for private study.

As well as books which may be borrowed there is also large reference section of more than six encyclopaedias, dictionaries, (in English and seven other languages!), atlases, newspaper and magazines.

The Careers section in the Library will help you think about your future and includes prospectuses for all British universities.

All students may use the Library for private study, to research information and to read newspapers and magazines.

Computers are available for internet research, preparing work or even just printing out your prep. Music CDs and DVDs are available for borrowing on the same basis as books.

Library Opening Times

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9.00 am - 4.30 pm</td>
</tr>
<tr>
<td></td>
<td>5.15 pm – 6.15 pm</td>
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<tr>
<td></td>
<td>7.15 pm – 8.30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9.00 am - 4.30 pm</td>
</tr>
<tr>
<td></td>
<td>5.15 pm – 6.15 pm</td>
</tr>
<tr>
<td></td>
<td>7.15 pm – 8.30 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9.00 am - 4.30 pm</td>
</tr>
<tr>
<td></td>
<td>5.15 pm – 6.15 pm</td>
</tr>
<tr>
<td></td>
<td>7.15 pm – 8.30 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9.00 am - 4.30 pm</td>
</tr>
<tr>
<td></td>
<td>5.15 pm – 6.15 pm</td>
</tr>
<tr>
<td></td>
<td>7.15 pm – 8.30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9.00 am - 4.30 pm</td>
</tr>
<tr>
<td></td>
<td>5.15 pm – 6.15 pm</td>
</tr>
<tr>
<td></td>
<td>7.15 pm – 8.30 pm</td>
</tr>
</tbody>
</table>

These times may be altered to reflect timetable changes
Borrowing

Up to four books may be borrowed at any one time, for a period of up to two weeks. If you want to keep a book for longer, then you can have it renewed as long as no one else is waiting for it.

When you borrow a book or CD you are responsible for its safekeeping. If a library resource is lost or damaged while in your care you will be expected to pay for a replacement copy.

CD's and videos must not be copied.

Do not lend your library book to your friend and ask them to bring it back – if they lose it you are still responsible.

As a general rule, all books not returned by the end of term will be charged on the bill. If the book is subsequently returned it will not be possible to give you your money back as a replacement book will have already been bought.

Study

The library is open to everyone for private study and research.

During study and lesson times please respect the needs of others and observe the general rule of silence in the library.

If you need to work together with a friend you may be asked to go somewhere else if you are disturbing others who are using the library.

Afternoon Study Periods

During these times you may come to the library if you need to be here. During period 7 everyone, from Elements to Poetry must first seek permission from the librarian, and then from the member of staff who is supervising their study.

It is understood that behaviour in the Library must be exemplary as it is a quiet study space, therefore normal classroom expectations of behaviour must be maintained.

Reference and Careers Libraries

The books in these sections of the Library are not available for borrowing and must be used only in the library.

All resources in the Careers Library are for reference only.

Students who need to work together are advised to find and alternative venue.
Co-Curricular Activities

Every day there are six academic lessons (Periods 1 – 6). After this there is a very special time known as Period 7. This is when the majority of Co-Curricular activities take place. Students are able to choose from a wide variety of activities and these are very much part of the whole education provided at the College. P7 Activities provide a wealth of experiences, opportunities and the development of skills, attitudes and attributes. Each activity will develop a particular HPL quality (and many will develop several.) Many lead towards awards and/or certification.

<table>
<thead>
<tr>
<th>HPL Quality</th>
<th>Logo</th>
<th>Examples of activities which develop this attribute</th>
</tr>
</thead>
</table>
| Empathetic (Spirit and Community)        | ![Heart Logo] | Animal Club  
Mass  
Off Site Community Service  
D of E Volunteering  
UK Wildlife Appreciation Club  
Sign Language |
| Agile (Mind and Body)                    | ![Fist Logo] | Fencing  
Boxing  
Team Sports (Hockey, Football, Rugby etc)  
Debating  
Meditation |
| Hardworking (Perseverance and Resilience) | ![Bee Logo] | Choir  
College Production  
Study  
Handwriting Club  
French Conversation  
Word Detectives  
Industrial Cadets  
Activities for Scholars |
| Meta-Thinking (Strategy and Intellectual Confidence) | ![Puzzle Logo] | Strategic Board Games  
Chess  
Debating  
Philosothon  
Dungeons and Dragons |
| Creating (Originality and Imagination)   | ![Brain Logo] | Time to be Creative  
Jazz Band  
Photography  
Soap Making  
Podcast  
Craft Club |

In order to help students ensure that their programme is well rounded, each activity will be identified as being part of at least one of the following five categories. Students should ensure that they have at least one of each in their programme.
A small number of activities are off-site and/or taught by external tutors (such as Polo and Photography) and so there are additional charges for these.

Activities can also be categorised by the following ‘departments’ and typically there are:

<table>
<thead>
<tr>
<th>Art/Craft/Design</th>
<th>Sport</th>
<th>Drama and Dance</th>
<th>Community Life</th>
<th>CCF/SEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Recycled Fashion</td>
<td>- Basketball</td>
<td>- Junior Drama</td>
<td>- Off Site Community Service</td>
<td>- Combined Cadet Force</td>
</tr>
<tr>
<td>- Photography</td>
<td>- Football</td>
<td>- Comedy Club</td>
<td>- Mass</td>
<td>- St Edmund’s Award</td>
</tr>
<tr>
<td>- 2D Design and Laser Cutting</td>
<td>- Hockey</td>
<td>- College Production</td>
<td>- Sign Language</td>
<td></td>
</tr>
<tr>
<td>- Sculpture Club</td>
<td>- Badminton</td>
<td>- Jazz Dance</td>
<td>- Faith in Action</td>
<td></td>
</tr>
<tr>
<td>- Candle Making</td>
<td>- Tennis</td>
<td>- Ballet</td>
<td>- Eco Club</td>
<td></td>
</tr>
<tr>
<td>- GCSE and A Level Booster Sessions (Art and DT)</td>
<td>- Running Club</td>
<td>- Tap Dance</td>
<td>- D of E Volunteering</td>
<td></td>
</tr>
<tr>
<td>- Cross Stitch</td>
<td>- Fencing</td>
<td>- Stage Make-Up</td>
<td>- First Aid</td>
<td></td>
</tr>
<tr>
<td>- Knitting</td>
<td>- Polo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Soap Making</td>
<td>- Boxing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Art club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Digital art club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The Healing Powers of Art</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td><strong>Sport</strong></td>
<td><strong>Drama and Dance</strong></td>
<td><strong>Community Life</strong></td>
<td><strong>CCF/SEA</strong></td>
</tr>
<tr>
<td>- Schola Cantorum</td>
<td>- Basketball</td>
<td>- Junior Drama</td>
<td>- Off Site Community Service</td>
<td>- Combined Cadet Force</td>
</tr>
<tr>
<td>- College Orchestra</td>
<td>- Football</td>
<td>- Comedy Club</td>
<td>- Mass</td>
<td>- St Edmund’s Award</td>
</tr>
<tr>
<td>- Jazz Band</td>
<td>- Hockey</td>
<td>- College Production</td>
<td>- Sign Language</td>
<td></td>
</tr>
<tr>
<td>- Musical Theatre Group Singing</td>
<td>- Badminton</td>
<td>- Jazz Dance</td>
<td>- Faith in Action</td>
<td></td>
</tr>
<tr>
<td>- Composition Clinic</td>
<td>- Tennis</td>
<td>- Ballet</td>
<td>- Eco Club</td>
<td></td>
</tr>
<tr>
<td>- Rock Band</td>
<td>- Running Club</td>
<td>- Tap Dance</td>
<td>- D of E Volunteering</td>
<td></td>
</tr>
<tr>
<td><strong>Scholars/Academic</strong></td>
<td><strong>Sport</strong></td>
<td><strong>Drama and Dance</strong></td>
<td><strong>Community Life</strong></td>
<td><strong>CCF/SEA</strong></td>
</tr>
<tr>
<td>- Rhetoric Societies</td>
<td>- Basketball</td>
<td>- Junior Drama</td>
<td>- Off Site Community Service</td>
<td>- Combined Cadet Force</td>
</tr>
<tr>
<td>- Science Club</td>
<td>- Football</td>
<td>- Comedy Club</td>
<td>- Mass</td>
<td>- St Edmund’s Award</td>
</tr>
<tr>
<td>- Aspiring Athlete Programme</td>
<td>- Hockey</td>
<td>- College Production</td>
<td>- Sign Language</td>
<td></td>
</tr>
<tr>
<td>- Book Club</td>
<td>- Badminton</td>
<td>- Jazz Dance</td>
<td>- Faith in Action</td>
<td></td>
</tr>
<tr>
<td>- Geography Society</td>
<td>- Tennis</td>
<td>- Ballet</td>
<td>- Eco Club</td>
<td></td>
</tr>
<tr>
<td>- Medical Society</td>
<td>- Running Club</td>
<td>- Tap Dance</td>
<td>- D of E Volunteering</td>
<td></td>
</tr>
<tr>
<td>- Philosothan</td>
<td>- Fencing</td>
<td>- Stage Make-Up</td>
<td>- First Aid</td>
<td></td>
</tr>
<tr>
<td>- Criminology and Law</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Debating</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- French/Spanish/German Conversation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This list is in no way exhaustive as every year staff offer new activities.

On one day a week, students in Elements and Rudiments will take part in a rotation of activities which changes each year but could include First Aid, Lifeguarding and Dance. Students in Grammar have a choice of joining the CCF or the St Edmund’s Award. One day a week is Senior Games. There are also a wide range of activities and trips for boarding students in the evenings and at weekends.
**Duke of Edinburgh’s Award**

The Duke of Edinburgh’s Award is offered to any pupil in Grammar through to Rhetoric II. The award has been running for over fifty years and is recognised throughout the world. The award is challenging, and we find pupils gain much from the experience. It is more than just an expedition; it is an opportunity for pupils to develop a range of essential skills including teamwork, resilience, independence and communication.

The award has three levels which pupils can start at different ages:

- **Bronze:** 14 upwards (Grammar – Rhetoric)
- **Silver:** 15 upwards (Syntax – Rhetoric)
- **Gold:** 16 upwards (Rhetoric only)

Some pupils may want to enter directly into Silver or Gold; others may want to start at Bronze. The main difference between the different levels is the length of time required to complete each level. The Bronze level can take as little as six months and the Gold level from twelve months. Pupils have up to their 25th birthday to complete the award, so there is no rush.

The components of the award are:
- Volunteering
- Physical
- Skills
- Expedition
- Residential (Gold only)

It is broken down as follows:

**Bronze Award**

<table>
<thead>
<tr>
<th>Volunteering</th>
<th>Physical</th>
<th>Skills</th>
<th>Expedition</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months</td>
<td>3 months</td>
<td>3 months</td>
<td>Plan, train for and complete a 2 day, 1 night expedition</td>
</tr>
</tbody>
</table>

All participants must undertake a further 3 months in one of the Volunteering, Physical or Skills sections.
Silver Award

<table>
<thead>
<tr>
<th>Volunteering</th>
<th>Physical</th>
<th>Skills</th>
<th>Expedition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months</td>
<td>One section for 6 months and the other section for 3 months</td>
<td>Plan, train for and complete a 3 day, 2 night expedition</td>
<td></td>
</tr>
</tbody>
</table>

Direct entrants must undertake a **further** six months in either the Volunteering or the **longer** of the Physical or Skills sections.

Gold Award

<table>
<thead>
<tr>
<th>Volunteering</th>
<th>Physical</th>
<th>Skills</th>
<th>Expedition</th>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months</td>
<td>One section for 12 months and the other section for 6 months</td>
<td>Plan, train for and complete a 4 day, 3 night expedition</td>
<td>Undertake a 5 day, 4 night shared activity away from home</td>
<td></td>
</tr>
</tbody>
</table>

Direct entrants must undertake a **further** 6 months in either the Volunteering or the **longer** of the Physical or Skills section.

**Completing the Award – eDofE**

Pupils are required to complete the award via an account on the website [www.edofe.org](http://www.edofe.org) or via the eDofE app. There is a detailed help page available to pupils on the ‘DofE’ section of the VLE.

For the Volunteering, Physical and Skills sections, most P7 activities offered at the College can count towards the award. In keeping with the Award’s ethos of fostering independence, it is the responsibility of the pupil to ensure these sections are signed off once complete.

**Expeditions**

The College organises training days, practice and assessed expeditions in conjunction with an Approved Activity Partner, for pupils to participate in during the Lent and Trinity terms. Tents, cooking stoves and group shelters are provided by an Approved Activity Partner; the College also has some equipment that can be borrowed on request, including rucksacks and waterproofs.

Pupils undertake walking expeditions at St Edmund’s. Generally, Bronze Walking expeditions are in the Chiltern Hills area; Silver Walking takes place in the Peak District; Gold Walking in the Brecon Beacons/Black Mountains.
Educational Visits

At St Edmund's Educational Trips and Visits play a key role in supporting students’ learning and the all-round education they receive. Students can go on many trips and visits (both day and residential). There is so much more to be gained from attending a trip or visit. As many OE (former St Edmund’s Students) will testify, it is the trips and visits beyond the classrooms at St Edmund’s College that prove to be so valuable, memorable and enriching and gives rise to success in their subsequent careers.

Day visits can include: Museums, Art galleries, conferences, lectures, outdoor activities, and fieldwork.

Residential visits can include:
- Elements Induction Camp (all Elements participate in this in their first term at the College)
- Elements Adventure Trip to Europe
- Language cultural visits to Europe
- Cultural trips to Europe with a focus on Design and Food Technology
- Rhetoric Trip to New York covering all academic disciplines
- Ski trips to North America and Europe (Form 4 to Poetry)
- Indian Trip (Rhetoric)
- Music Tours to UK and Europe
- Pilgrimage to Lourdes; trips to other religious monuments (all year groups)
- Biology Field trips (Rhetoric)
- Geography Field Trips (Syntax and Rhetoric)
- Sports Tours UK/Europe/and further afield South Africa
- CCF Trips (both in the UK and abroad)
- Duke of Edinburgh Expeditions
- Enrichment week trips including Costa Rica (Rudiments to Rhetoric 1)

A full list of proposed residential visits is published at the start of the academic year with details of costs and dates. This allows families to know in advance what is on offer and make the right decisions for their child.

Each academic year finishes with an Enrichment week involving all students in the College, details of which are sent to you closer to the time. The week can include residential trips abroad. We appreciate that visits must be run to the highest standards and ensure the safety of the students. St Edmund’s has a detailed Educational Visits Policy which can be found on the website or by application to the College and if you have any questions about this please do not hesitate to contact the Educational Visits Coordinator at the College.

It is hoped that through students participating in all these visits and activities they will gain valuable skills including teamwork, communication, leadership, initiative and awareness of other cultures.
Rules & Protocols for the use of the College Network & the Internet

The IT, Internet and e-Safety Policy has been created to inform students and parents about what St Edmund’s College is doing to protect its users and to spell out a code of conduct which must be adhered to.

Technology cannot provide complete protection for children online and so as part of its PSHE programme the College makes sure that children are aware of the many dangers that lurk on the internet.

We have a range of security software and hardware which is constantly upgraded and enhanced. These include:

**CCTV** – Various areas of the school, both inside and outside of the main buildings, including all four IT rooms and the Rhetoric King Room have digital CCTV systems in operation which monitor student activity 24 hours a day every day. This footage is reviewed after any incident which might occur to ensure the safety and security of both the students and the IT systems.

**Network Security Software** – The computer network is secured by a range of software solutions designed to provide protection for its users. This software locks down the computer systems ensuring all our protection methods work at their peak performance and enables real time monitoring of student activities.

**Filtering Systems** - Internet filtering and logging software provides security for all students by actively blocking web sites containing material which St Edmund’s College deems as inappropriate. Student internet activity is logged continuously and reviewed frequently.

Email filtering and logging software is installed on our email server scanning all incoming and outgoing emails for computer viruses, spam, bad language and inappropriate attachments.

The students have a code of conduct which is repeated on the next page. Breaking any of these rules may result in one or more of the following sanctions in accordance with the College disciplinary procedure:

1. Having your network users account disabled.
2. A letter being sent to your parents/guardian.
3. Appropriate punishments deemed necessary by your Housemaster/Housemistress /Year/Boarding such as detentions
4. Temporary exclusion from the College.
IT & Technology Code of Conduct

You must not use the Internet for personal use during lesson times.

You must not knowingly, try to access inappropriate sites relating to violence, racism, drugs, bad language or pornography at any time.

Do not use proxy bypass sites or VPNs to try to access prohibited websites.

Do not give details belonging to you, any other student or member of staff over the internet.

Do not download any material which is copyright including music and video files, that you do not have the rights to access.

Do not send offensive emails to other students, members of staff or anyone outside the College. This includes foul language and messages which could be deemed as bullying.

Do not use the College internet for financial transactions or as a means to run a private business.

General Use

You must take responsibility for the use of your computer account including your work area. Therefore, you should not disclose the login name or password you have been given to anyone. If you believe your username and password is known by other students then please inform your tutor or IT support.

Under no circumstances log in as another user or enter the file areas of other students or staff.

Your computer storage area (OneDrive) will be treated as school property. You must understand that your teachers can look through your storage area at any time.

Do not attempt to install any applications or games onto the computer systems.

Food or drink is not allowed in the IT rooms for any reason.

Do not intentionally waste resources by printing unnecessarily.

The College BYOD setup may install software to aid in internet filtering. This is a security requirement for most networks and is only used when inside the College. Please be aware of this before connecting your computer to the College wireless network and seek clarification from the IT Technical Staff if you have any questions.
Using your Mobile Phone and College Device

Many of you travel long distances to attend school and having a mobile phone is very useful. During the school day, your phone must be kept in your locker and may not be used. Use during the school day will lead to your phone being confiscated. Your College device may be used when specifically given permission, in class, by your teacher.

Devices should not be used inappropriately, and in particular:

- They may only be used in class with permission.
- They may not be used to take pictures/films of students or staff without their express consent.
- They may never be used to send inappropriate messages, pictures, videos or other content to others.
- They may never be used to hurt or bully others.

Responsibility for the use of your device lies with you.

Bullying through the use of a device is the same as bullying in any other way and will attract the sanctions as laid down in the school policy on bullying, which can be found on the website.

Your Property

Please look after your property. Do not bring valuable items in with you and if you think that you must have your phone or other devices then remember that it is your responsibility to care for it at all times. Ensure that you lock valuables in your locker.

Books and possessions should be kept securely in House areas in your locker. You must not leave belongings in the Ambulacrum or other public areas. All belongings must be clearly named.

Books that are left lying around the College are collected up each evening and taken to the lost property. Lost property is centralised and you should check in the lost property stores first if you have mislaid something.
College Health Centre

St Edmund’s is very fortunate in having a 24 hour Health Centre. It provides full time medical care for the boarding community and emergency care for those day students that become ill whilst at St Edmund’s. If your child does become ill during the teaching day, they can visit the Health Centre where they will be assessed and cared for. They can wait in the Health Centre to be collected or be administered over the counter medication and treatment to enable them to remain in school.

Surgery Hours
Monday - Friday 08.00 - 09.00 / 10.40 – 11.00 / 12.30 - 13.30 / 16.30 - 21.00
Saturday and Sunday: Open all day and evening

*Please always call before coming to the health centre after 9pm*

Communication with the Health Centre

Before pupils start with the school, a health questionnaire should be completed and submitted to the Health Centre. This enables us to provide emergency care if required, support them with day to day health needs if they feel unwell and keep them safe.

Health Questionnaires and Care Plans (where appropriate) should be updated by parents annually, the forms can be found on the parent portal. Please feel free to contact the Health Centre on 01920 824234 or email us on healthcentre@stedmundscollege.org. If things change please don’t wait a year to let us know. If your child is prescribed a new medication, if they no longer require a medication or if their health needs change in any way please let us know. This means we can keep them safe at school and on trips. Details of any illnesses, hospitalisation or changes to medication during holidays should be forwarded to the Health Centre by a parent or guardian on a student’s return to the College at the beginning of term.

We are happy to talk to students and parents so please do ring or email if there are any questions.

All full boarding students will be registered with the local General Practitioner – Standon and Puckeridge surgery.

Auto-adrenaline Injectors for anaphylaxis

Auto-adrenaline Injectors (AAI) e.g. EpiPen, Emerade or Jext pens are to be provided by parents. As parents/guardians you will need to make sure your child has their 2 AAIs with them for school. They should be on their person at all times and should include all sporting activities, trips, residential trips and so on. The Health Centre will continue to send out AAI Allergy Action Plans annually, where you can alert us to any changes in condition or medication. We will also require you to complete an annual consent form for the use of emergency AAIs. Please note, students that have been prescribed an AAI could be asked to go home if they do not have their AAI’s with them as they are a life-saving medication. It is very important that the students learn to become responsible for their condition, and to understand the importance of the medication always being with them.

Asthma medication

In line with MHRA guidelines, the health centre will not store spare inhalers, but will always have a reduced supply of “emergency use” inhalers as per recent legislation which allows schools to purchase Ventolin inhalers for emergency use i.e. the pupil has forgotten their inhaler and is in need of their medication or their inhaler is faulty, broken or empty. Students should always carry their inhalers with
them at school (including to sports, trips and residential trips). If a student does not have their inhaler with them, they could be asked to go home.

**Medication**

Please do not bring any over the counter drugs (e.g. paracetamol) to school, these are stocked by the Health Centre and can be administered if required as long as parental consent has been given on the Health Questionnaire.

Prescribed drugs for day students will be kept in the Health Centre and will be given as prescribed by the Health Centre staff. These must be in their original packaging with the student’s name on. If your child is on a short term medication, for example a course of antibiotics, please complete the “parental request to administer medication” form on the parent portal with all the details of the medication. The medication must then be taken to the Health Centre by the student for safe keeping and they must come to the Health Centre to take the medication.

Medication from overseas must be licensed for use in the UK and translated into English; a Doctor’s letter must be provided for prescription medication for boarders detailing the diagnosis, drug, dose and time of day the drug is to be given. The letter must be on headed paper and signed by the prescribing doctor. If there are any changes to medication doses, an updated letter from the doctor will be required. We may be unable to administer any prescription medication unless this letter is received.

Boarding students may not keep any medication in their rooms unless they have completed a Self-Medication agreement with the Health Centre and the medication must be stored in the boarders lockable area in their room, or they will be given a portable safe to keep the medication. The Heads of Boarding will receive a copy of the agreement.

**Health Care Plans:**

If your child has a medical condition, including severe allergies or asthma as discussed above, the Health Centre, in combination with yourselves and your parents, will create a Health Care Plan. This Health Care Plan will be accessible to staff who need to have it, i.e. for trips off site (especially residential trips) or HSMs. We will update these annually, or as and when there are changes.
School Buses

The buses depart ten minutes after school ends.

It is important that you know the rules about travelling on the school buses. School rules still apply and you and your parents have signed a copy of the rules for the bus. Rhetoric students are expected to show a good example and report any incidents that may occur on the journey. You must obey the instructions of the driver and any other staff.

You will be provided with Kura Swipe-on, Swipe-off tag. You must use the tag each time you travel on the school bus.

Each academic year, your parent/guardian will receive a digital form outlining bus behaviour and expectations, to read and discuss with you. You and your parent/guardian will sign to confirm that you have read and accepted these rules.

Can I bring my friends home on the bus?
It may be possible to purchase a temporary pass for occasional travel e.g. when going home to a friend’s house. The request for a temporary pass must be notified in writing by emailing stedmunds@ridekura.com who will confirm availability and issue a temporary bus pass for that journey.

What happens if I miss the bus from the College?
This happens very rarely, but if you miss the bus from the College you should report to Reception and wait there while arrangements are made for your collection.

Your bus pass entitles you to a seat on the bus for the academic year. It is not possible to book a seat for occasional use, although it will be possible to purchase a temporary pass for occasional travel, e.g. when going home to the house of a friend.

You must be at the pick-up point at least five minutes before the bus is due. If you are late, the bus will not wait.

You must take responsibility for your belongings each time you leave the bus. The school cannot take responsibility for items left on the buses being brought back to the College although they usually are returned the following morning. These items can be collected from the coach park at 8.40 am, or from lost property thereafter. Smaller or valuable items (such as phones or iPods) are placed in Reception for collection.

What happens if I need to be in school after the buses have left?
The Day Houses will be locked soon after the departure of coaches, so any day student who has to remain in school after this, or wishes to return to school later, must bring a letter to his/her Housemaster/Housemistress at least 48 hours in advance, unless a regular arrangement has been sanctioned. The Head of the Day House will inform the Boarding duty teacher. It is essential that at least one member of staff knows that a student is on campus.

If, after a rehearsal or a match you are not able to be collected within half an hour of the finish you must inform the sports teacher in charge.
It is possible for a limited number of students to board before or after a fixture if circumstances mean that it will be impossible for them to be collected by parents. Permission should be applied for in advance via the Head of Boarding and is subject to availability.

<table>
<thead>
<tr>
<th>PLEASE REMEMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAY SEATED</td>
</tr>
<tr>
<td>BEHAVE SENSIBLY</td>
</tr>
<tr>
<td>WEAR YOUR SEATBELT</td>
</tr>
<tr>
<td>AT ALL TIMES ON THE BUS!</td>
</tr>
</tbody>
</table>
Uniform Guidance

It is important that you look smart and wear your uniform with pride. Your uniform should be worn at all times during the school day. In Rhetoric, pupils must conform to the Rhetoric Dress Code.

You must wear your jacket unless “Shirt-sleeve order” has been announced. Even without a jacket, shirts must be tucked in and you must remain smartly dressed.

Boots, trainers and jewellery (with the exceptions listed on the following pages) are not allowed with school uniform and shoes must have flat heels.

All items of uniform, except shoes, sports boots and trainers are available from Stevensons (www.stevensons.co.uk). Regulation items, such as trousers, sweaters, jackets, ties, sports kit and overalls must be purchased from Stevensons.

All articles of clothing must be labelled. The College cannot be responsible for any personal property.

ALL PUPILS MUST WEAR CORRECT UNIFORM AT ALL TIMES DURING THE SCHOOL DAY AND WHEN REPRESENTING THE COLLEGE. A PARENTAL LETTER IS REQUIRED TO EXPLAIN ANY DISCREPANCY.
Uniform – Elements to Poetry

<table>
<thead>
<tr>
<th>Pupils should wear:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trouser uniform:</strong></td>
</tr>
<tr>
<td>• Regulation trousers</td>
</tr>
<tr>
<td>- charcoal (boys)</td>
</tr>
<tr>
<td>- navy (girls) <strong>date tbc</strong></td>
</tr>
<tr>
<td>• Regulation tweed jacket</td>
</tr>
<tr>
<td>• Regulation House tie/badge</td>
</tr>
<tr>
<td>• Plain grey or black socks</td>
</tr>
<tr>
<td>• Regulation skirt - navy</td>
</tr>
<tr>
<td>- To be worn on, or just above the knee</td>
</tr>
<tr>
<td>- Very short or very long skirts are not permitted.</td>
</tr>
<tr>
<td>• Regulation tweed jacket</td>
</tr>
<tr>
<td>• Regulation House tie/badge</td>
</tr>
<tr>
<td>• Black opaque tights (winter)</td>
</tr>
<tr>
<td>• Short plain white socks (summer only, optional)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SHIRT/BLOUSE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Long or short sleeved plain white shirt</td>
</tr>
<tr>
<td>- pointed collars, not button down or fashion shirts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PULLOVER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regulation long sleeved v-neck</td>
</tr>
<tr>
<td>- badged navy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SHOES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Black shoes, made of leather or faux leather.</td>
</tr>
<tr>
<td>- Shoes must be a formal design such as a Court, Mary-Jane, Oxford or Brogue.</td>
</tr>
<tr>
<td>- They must be sensible flat shoes and have a closed toe.</td>
</tr>
<tr>
<td>- Boots, moccasins, canvas, plimsoll, or trainer-style shoes are not permitted.</td>
</tr>
<tr>
<td>- Chunky, rugged soles are not considered to be formal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COSMETICS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lightly applied neutral/natural cosmetics</td>
</tr>
<tr>
<td>- Heavy make-up is not permitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HAIR &amp; GROOMING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hair must be well-groomed and neatly presented.</td>
</tr>
<tr>
<td>- Extremely short ‘buzz cuts’ and shaved-in patterns are not permitted.</td>
</tr>
<tr>
<td>- Hair beyond shoulder length must be tied up when in Sports kit or if undertaking practical activities such as scientific experiments.</td>
</tr>
<tr>
<td>- Hair should be of a natural colour</td>
</tr>
<tr>
<td>- Facial hair or stubble is not allowed; students must be clean shaven.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COAT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Plain black or navy overcoat or raincoat.</td>
</tr>
<tr>
<td>- Coats must be removed when in the school building</td>
</tr>
<tr>
<td>- Coats are not a replacement for a blazer.</td>
</tr>
<tr>
<td>- Puffer and sports fashion jackets are not permitted.</td>
</tr>
</tbody>
</table>
**BAGS**
- A practical bag suitable for carrying and protecting pupil’s books and equipment

**JEWELLERY & PIERCINGS**
- **Only the following jewellery is permitted:**
  - One pair of plain silver or gold stud earrings (one per ear).
  - One fine silver or gold chain neck chain with cross or medal.
  - Rings and bracelets are not permitted.
  - Facial piercings are not permitted and must be removed.

**NAILS**
- **Nail polish, including false acrylic/gel nails, is not permitted**
  - Nails must be practical and short.

In case of “Shirt Sleeve Order”, no jacket or pullover needs to be worn.

**Sports Kit**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation Skort</td>
<td>Reversible Rugby/Football Shirt</td>
</tr>
<tr>
<td>Regulation Sports Shirt</td>
<td>Regulation Rugby Shorts</td>
</tr>
<tr>
<td>Regulation Navy PE Shorts with Crest (no white stripe)</td>
<td>Regulation Navy PE Shorts with Crest (no white stripe)</td>
</tr>
<tr>
<td>Regulation Hockey Socks</td>
<td>Regulation Rugby socks</td>
</tr>
<tr>
<td>Regulation Track Suit</td>
<td>College House T-Shirt</td>
</tr>
<tr>
<td>College House T-Shirt</td>
<td>Regulation Swimming Shorts</td>
</tr>
<tr>
<td>Regulation Swimming Costume</td>
<td>Regulation Track Suit</td>
</tr>
<tr>
<td>Regulation Swimming Hat</td>
<td>Sports Holdall</td>
</tr>
<tr>
<td>Sports Holdall</td>
<td>Mid-layer (optional)</td>
</tr>
<tr>
<td>Mid-layer (optional)</td>
<td>Base Layer Top (optional)</td>
</tr>
<tr>
<td>Base Layer Top (optional)</td>
<td>Performance Leggings (Optional)</td>
</tr>
<tr>
<td>Performance Leggings (Optional)</td>
<td>White Sports Socks</td>
</tr>
<tr>
<td>White Sports Socks</td>
<td>Boots</td>
</tr>
<tr>
<td>Trainers (non-marking)</td>
<td>Trainers (non-marking)</td>
</tr>
<tr>
<td>Hockey Stick</td>
<td>Towel</td>
</tr>
<tr>
<td>Towel</td>
<td>Mouth Guard</td>
</tr>
<tr>
<td>Mouth Guard</td>
<td>Shin Pads</td>
</tr>
<tr>
<td>Shin Pads</td>
<td></td>
</tr>
</tbody>
</table>
Dress Code – Rhetoric

These uniform regulations apply to all pupils in Rhetoric at St Edmund’s College, and outline a dress code that is best described as ‘traditional business attire’. Rhetoricians are expected to set an impeccable standard of dress at all times. Please note that suits are not available from the College retail specialist, Stevensons.

<table>
<thead>
<tr>
<th>Rhetoricians may wear:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRouser suit uniform:</strong></td>
<td><strong>Dress or skirt suit uniform:</strong></td>
</tr>
</tbody>
</table>
| • Black, navy or grey plain or subtly patterned trouser suit.  
  - Blazers must be worn whilst walking around the College. | • Black, navy or grey plain or subtly patterned skirt suit.  
  - Suits must be cut from a suit material: wool or wool mix.  
  - Skirt length should be no higher than 5cm above the knee.  
  - Where skirts have a split at the rear, this must go no higher than halfway up the thigh. Splits at the side or front of skirts are not permitted.  
  - Boot-cut, semi-wide leg and straight trouser styles are permitted; wide flares and wide leg trouser styles are not.  
  - Stretchy jersey or body-con materials are not permitted for any part of the outfit.  
  - A suit dress may also be worn: this must be wool or wool mix. |
| **SHIRT / BLOUSE** |  |
| • White or pale-coloured collared shirt or blouse, worn with House tie or badge.  
  - Any pattern or decoration to tops must be subtle: faint pin stripes are permitted; large designer logos, bright or elaborate patterns are not allowed. |  |
| **PULLOVER** |  |
| • A round or V-necked pullover may be worn; ties must be visible.  
  - Professional roll-neck or turtle-neck jumpers are permitted.  
  - Pullovers must be fine-knit.  
  - Hoodies or sweatshirts are not permitted. |  |
| **SHOES** |  |
| • Black or brown shoes, made of leather or faux leather.  
  - Plain, dark-coloured socks must be worn.  
  - Shoes must be a formal design such as a Court, Mary-Jane, Oxford or Brogue.  
  - They must have a closed toe and have heels no higher than 5cm.  
  - Boots, moccasins, canvas, plimsoll, or trainer-style shoes are not permitted.  
  - Chunky, rugged soles are not considered to be formal. |  |
<table>
<thead>
<tr>
<th>Category</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COSMETICS</strong></td>
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<td>- Coats are not a replacement for a suit blazer.</td>
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<tr>
<td></td>
<td>- Puffer and sports fashion jackets are not permitted.</td>
</tr>
<tr>
<td><strong>JEWELLERY &amp; PIERCINGS</strong></td>
<td>• Only the following jewellery is permitted:</td>
</tr>
<tr>
<td></td>
<td>- One pair of plain silver or gold stud or small hoop earrings (one per ear).</td>
</tr>
<tr>
<td></td>
<td>- One fine silver or gold chain necklace with a pendant.</td>
</tr>
<tr>
<td></td>
<td>- One plain band ring.</td>
</tr>
<tr>
<td></td>
<td>- Bracelets are not permitted.</td>
</tr>
<tr>
<td></td>
<td>- Facial piercings are not permitted and must be removed.</td>
</tr>
<tr>
<td><strong>NAILS</strong></td>
<td>• Nail polish should be neutral or pastel colours.</td>
</tr>
<tr>
<td></td>
<td>- Very bright or dark colours are not permitted.</td>
</tr>
<tr>
<td></td>
<td>- Nails, including false acrylic/gel nails, must be practical and short.</td>
</tr>
<tr>
<td></td>
<td>- Rhetoricians with long nails will be asked to cut these back.</td>
</tr>
</tbody>
</table>
PE and Games Department Kit Procedure

PE & Games Lessons:

- Failure to bring PE/Games kit into school = One kit mark
- Each subsequent failure to bring PE/Games kit = Departmental detention
- Failure to bring a piece of kit into school = One kit mark
- Second kit mark in a half term = Department detention
- Every subsequent two kit marks in a half term = Departmental detention
- Three detentions in any half term = College detention
- If injured / unwell you must provide a note from home prior to/at the start of the lesson, as well as bringing your PE kit into school. Failure to bring kit and a note = One kit mark
- Boarding students are not permitted to change in their boarding room, sanction = College detention

Fixtures:

Saturday:

- Girls = Full College tracksuit for both home and away
- Boys = Full College uniform for home matches; full College tracksuit for away matches

Mid-Week:

- Pupils can change prior to the fixture with permission from staff
- During the school day, full tracksuit must be worn. Failure to do so will result in a Departmental detention.

Rhetoric

The above applies to all Rhetoric students, in addition:

Any detention will take the form of a Rhetoric detention and will be issued by the Head or Deputy Head of Rhetoric.
Fire Action

The safety of all in the College is very important and you have a responsibility to understanding what to do in the event of a fire.

If you discover a fire:
Sound the alarm.
Leave the building by the nearest exit.
If you know the cause of the alarm, report immediately to the person in charge.

If the alarm sounds then you should leave the building at once. You should not stop to collect your belongings but walk quickly but carefully and in silence towards the assembly point. You should follow any instructions given to you by a member of staff.

You should assemble in the coach park beside the Butler Hall in the groups shown below. Each group should be in alphabetical order, and you should stand in silence whilst the roll call is being carried out. You should only leave the coach park again on the direct instruction of the senior member of staff in charge. If the coach park cannot be used for any reason, then you should assemble on the grass area behind the crucifix at the front of the College.

Groups for fire drill:
- Elements
- Challoner; Douglass; Pole; Poynter: Talbot (separately by house)
- Rhetoric I; Rhetoric II (separately by year)

Interference with the fire extinguishers is a serious matter.
A charge of £50 for refilling the extinguisher will be made,
Together with a serious sanction up to and including permanent exclusion.

Access Control

All entry points to the main College buildings are controlled by smart card access. It is essential that you understand the importance of these security arrangements and do not compromise them in any way; should you do so, the disciplinary consequences could be very serious if you deliberately put the safety of others at risk.
- Your access control card should be kept with you at all times.
- You must not lend your access control card to anyone.
- Your access control card should not be defaced.
- If you lose your access control card you should report it to the IT support department straight away to have it cancelled and a new one issued.
- Replacement cards are chargeable to your bill.
**Bounds – Places to be or not to be**

**Areas of ‘Bounds’ and ‘Out of Bounds’**

The area at the front of the College, including the porch is out of Bounds other than ‘drop off’ and ‘pick up’ points at the beginning and end of the day - **Monday to Friday**.

Front drive on far side from Crucifix down to Headmaster’s house is ‘out of bounds’ during the school day.

Groundsmen’s sheds are ‘out of bounds’ at all times. Cricket pavilions are ‘out of bounds’ except during games.

The coach park is the main play area at break and lunch time. Students should use a soft ball in this area. If the ball lands on the roof area **on no account** may students attempt to climb on to the roof to retrieve it.

During break and lunch times the Orchard is a suitable games area as is the field, avoiding the cricket square. In the winter months the field is unsuitable for play.

The Quad is a suitable area for sitting, though students must not cut across the grass. Ball games may not be played in the Quad.

You must not cross the road at the back of the College.

Cockscroft and tennis courts area are ‘out of bounds’ for all students, unless they have specific permission from Games staff (or Boarding staff after 5 pm).

**The Bath and Chapel Ponds**

At the outset it is important to have guidelines for safety and in order to maintain a balance between enjoyment of the ponds and properly conducted sport and safety use, the following instructions and guidelines are to be observed.

1. Throwing of stones or anything else into the pond is forbidden
2. The ponds are not safe for swimming and no student may enter the water. Any breach of this rule will be treated seriously.
3. Please use the litterbins provided.
4. From time to time the ponds will be used by specific groups to the exclusion of others.
5. Elements, Rudiments and Grammar students may not visit the ponds unless accompanied by staff.
6. Please see the ponds as valuable educational and recreation areas to be enjoyed by all.
7. Safety equipment must only be used in emergencies.
8. Observe any specific rules which may be posted.
9. Fishing may only take place with the written permission of the teacher in charge.
10. Every effort is to be made not to disturb nesting wild fowl.
11. Areas near the ponds designated as nature conservation areas must not be entered.
12. **THE PONDS ARE DEEP, STEEP BANKED AND SHOULD BE TREATED WITH RESPECT AT ALL TIMES.** In particular, even if the pond surface appears frozen, students must NEVER go on to the ice.
### Useful Telephone Numbers

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN CASE OF EMERGENCY (e.g. severe weather)</strong></td>
<td>INFORMATION ONLY 01920 824295</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><strong><a href="http://www.stedmundscollege.org">www.stedmundscollege.org</a></strong></td>
</tr>
<tr>
<td><strong>Challoner House</strong></td>
<td>01920 824326</td>
</tr>
<tr>
<td><strong>Douglass House</strong></td>
<td>01920 824272</td>
</tr>
<tr>
<td><strong>Pole House</strong></td>
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<td><strong>Head of Elements &amp; Rudiments</strong></td>
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<td><strong>Deputy Head of Elements &amp; Rudiments</strong></td>
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<td><strong>Head of Rhetoric</strong></td>
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<td><strong>Deputy Head of Rhetoric</strong></td>
<td>01920 824290</td>
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<td><strong>SEP</strong></td>
<td>01920 824239</td>
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<tr>
<td><strong>Health Centre</strong></td>
<td>01920 824234</td>
</tr>
<tr>
<td><strong>Mrs Peirce</strong></td>
<td>01920 824328</td>
</tr>
</tbody>
</table>

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