



ST EDMUND'S COLLEGE

# *Student Handbook*

St Edmund's College 2025

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## 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

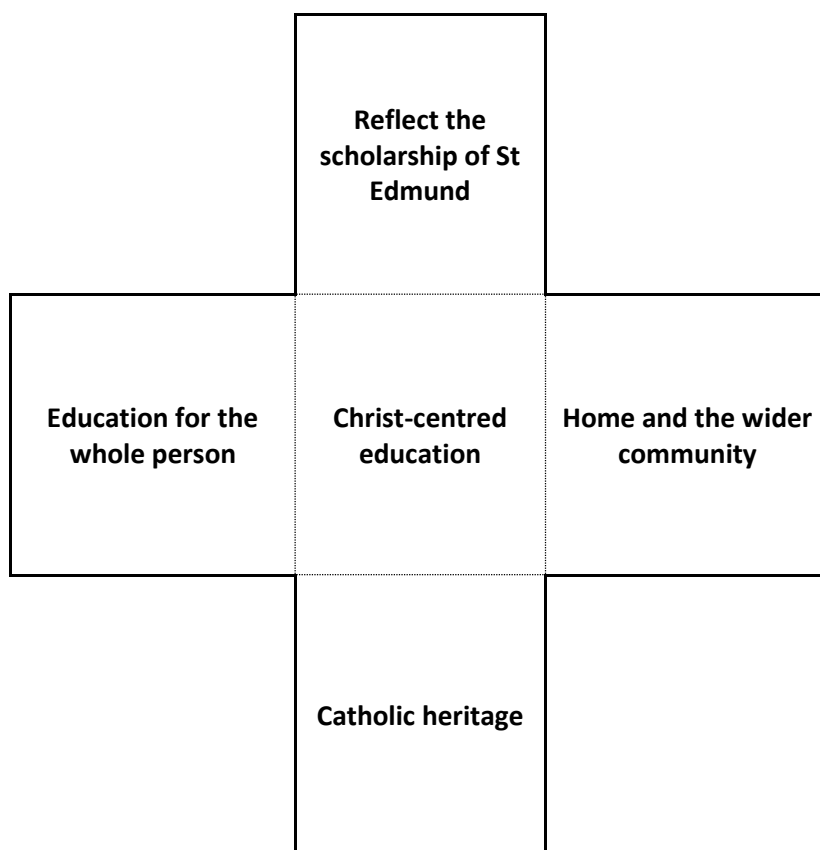
## The Mission Statement of St Edmund's College

*To realise – in mind, body and spirit – the full potential of every member of the St Edmund's Family, through Catholic values, learning, service and leadership.*

*Avita Pro Fide*

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 faith of our fathers)*

## Religious Life

As a day student you and your family are very welcome to join the boarding community for Sunday Mass at 10am during term time. 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.

We have a Priest in Residence and 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 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 in the Chaplaincy.

## The College Structure

The College is distinctive in having its years named rather than numbered: *Elements* (Y7), *Rudiments* (Y8), *Grammar* (Y9), *Syntax* (Y10), *Poetry* (Y11) and *Rhetoric* (Y12 & 13). These are further grouped into *Bounds*, *Divisions* and *Rhetoric* for College assemblies and Prayers.

Bounds	Divisions	Rhetoric
Elements (Y7)	Grammar (Y9)	Rhetoric I (Y12)
Rudiments (Y8)	Syntax (Y10)	Rhetoric II (Y13)
	Poetry (Y11)	

## The House System

All students in the College are members of a House and show a considerable loyalty towards them. There are five Houses each named after somebody important in the history of the College: **Challoner**, **Douglass**, **Pole**, **Poynter**, **Talbot**. Students are allocated to tutor groups based on their House, and their Housemaster or Housemistress work with their tutors to provide pastoral oversight and continuity throughout their College career.

In Bounds and Rhetoric, Heads of Year provide further support helping the younger students with the transition into senior school and the older students in preparing for their post-sixth form choices.

## 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	House Captains	Community Life Prefects
Head Girl: Cornelia Head Boy: Kuda Deputy Head Girl: Catherine Deputy Head Girl: Viktoria Deputy Head Boy: Tavonga Deputy Head Boy: Patrick	Challoner: Hugo & Tanishaa Douglass: Ahana & Carmen Pole: Emily & Aler Poynter: Tom & Ellie Talbot: Marti & Yasmin Boarding: Eduard & Keso	Pippa Torri Zak Giorgi Guy

## Daily Routine

The school day (for day students) runs from 8.40 am until 4.30 pm.

### Morning Chapel Prayers and Assembly

Morning registration takes place between 8.40am and 9am every day in Tutor groups with the exception of the following Chapel Prayers and Assemblies;

Monday	Headmaster's Assembly (Week A – Divisions, Week B - Bounds)
Tuesday	Bounds Chapel Prayers
Wednesday	Divisions Chapel Prayers
Thursday	Rhetoric Chapel Prayers
Friday	House Assemblies

### Timetable

All students are in taught lessons periods 1-6. The final lesson of the day is for the most part dedicated to the co-curricular programme. Some year groups may have a taught lesson in period 7 depending on timetabling requirements.

PERIOD	Start	Finish
Reg	8.40	9.00
1	9.00	9.50
2	9.50	10.40
BREAK	10.40	11.00
3	11.00	11.50
4	11.50	12.40
LUNCH	12.40	13.40
Reg	13.40	13.50
5	13.50	14.40
6	14.40	15.30
7	15.40	16.30
	16.40	Buses leave



## The Refectory

### Lunch

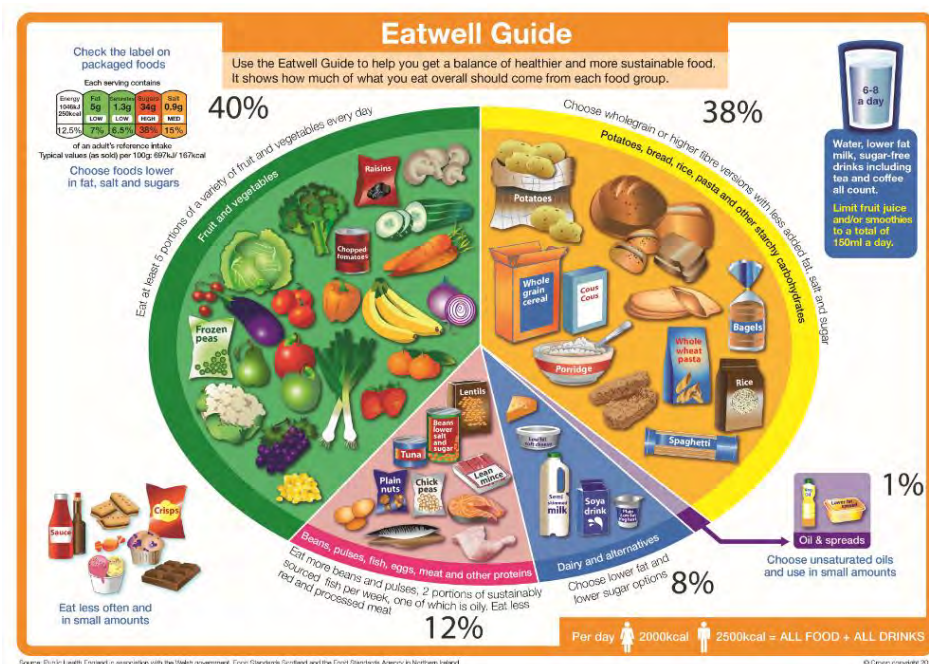
Eating well is important for learning well and for keeping healthy. Please show respect for yourself by eating sensibly and for others in the College community by your good behaviour.

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





## Emotional and Mental Wellbeing

St Edmund's College follows a 'Whole School Approach' when it comes to wellbeing. We take part in national events, with the aim of keeping people talking about mental health and preventing stigmatisation. Mental Health themed assemblies and activities regularly take place to help with self-understanding, personal growth and recognition of signs and symptoms of mental health issues.

Several times a year a wellbeing survey will be sent to you as a check in for how things are for you - we encourage you to complete this as it is a great opportunity to stop and reflect inwardly to identify anything that you want to change with regards to your health and wellbeing. In addition, students can volunteer to become wellbeing ambassadors in the college, contributing to wellbeing initiatives and projects, as well as being mentors and role models for other students. All students, parents and staff have access (via login details) to *The Wellbeing Hub*, which is an online platform that provides information articles, webinars, advice and guidance on a wide variety of topics.

Should you experience any emotional or mental distress, you can approach any member of staff at St Edmund's College. Many staff members are trained in Mental Health First Aid, and all will provide compassionate care in the moment. However, your Housemaster/mistress, Head of Year or Mrs Dunhill are the best places to go if you do feel you need some support. They will discuss your concerns, help solve any issues and, if necessary, sort out additional support for you. This may mean arranging an appointment with the Mental Health Lead or the School Counsellor, for a more in-depth discussion about your mental and emotional wellbeing.

Meet the Team:



Mrs Dunhill  
Assistant Head Safeguarding & Wellbeing/DSL

Mental Health Lead (MHL) - TBC



Jennifer Barnaby  
School Counsellor

Additional avenues of support:

- You can access The Wellbeing Hub [here](#).
- Young Minds is a national charity and their website has lots of information, advice and signposting for support: [Mental Health Support For Young People | YoungMinds](#)

For Mental Health crisis support outside of school please contact:

- 111 (option 2)
- Samaritans on 116 123 or see their website [here](#)
- Text Shout to 85258

## **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 12 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.

#### **Out of 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 40.

## **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**

Mrs Jennifer Barnaby

### **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](mailto: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.**

## **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, vapes, electronic cigarettes or nicotine pouches, 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 be punctual and correctly dressed for all sporting occasions.*
- 2. I shall know and abide by the laws, rules and spirit of the game.*
- 3. I shall display and promote high standards of behaviour; set a positive example for others.*
- 4. I shall speak to my team-mates, the opposition, referee and coach with respect.*
- 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 the college.*

*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 inappropriate 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
- AI for Students 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.

## **Positive Behaviour Management**

The College expects the highest standards of behaviour from all students. Our behaviour expectations are set out in the Student Code of Conduct, copies of which are included in the student and parent handbooks. HPL Awards, Learning Conversations and Sanctions are logged on ISAMs and shared with parents via the Parent Portal.

Teachers promote positive patterns of behaviour through their own example and the use of positive reinforcement and praise. This includes positive oral and written feedback, awarding of HPL awards and Department or House prizes.

Much can be achieved by setting and maintaining clear and consistent expectations. In any given situation it is important we collectively respond, ensuring this is calm and that there is a mutual understanding of the impact any given behaviour is having.

## 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 contributing to a cheerful, positive and industrious atmosphere in the College;
- by modelling the College virtues and demonstrating Service and Leadership;
- by showing commitment to inter-house events and other House and College activities by taking part or helping to organise these;
- by demonstrating excellence in any area or combination of areas of College life;

➤ by making a significant commitment and improvement in any area or combination of areas of College life

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 typically awarded in Rudiments.

Quarter Colours are typically awarded in Syntax and above.

Half Colours are typically awarded in Poetry and above.

Full Colours are awarded to exceptional students in Rhetoric

### **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**

## Addressing poor behaviour

### Learning Conversations

A Learning Conversation is a constructive interaction between a teacher and student to address low level issues by clarifying expectations and what change in behaviour needs to happen. If a student is having repeated Learning Conversations for the same issues, the tutor/Housemaster or Housemistress/Head of Year will follow up and determine what intervention is needed. For conduct in particular this is likely to be escalated to a College Detention.

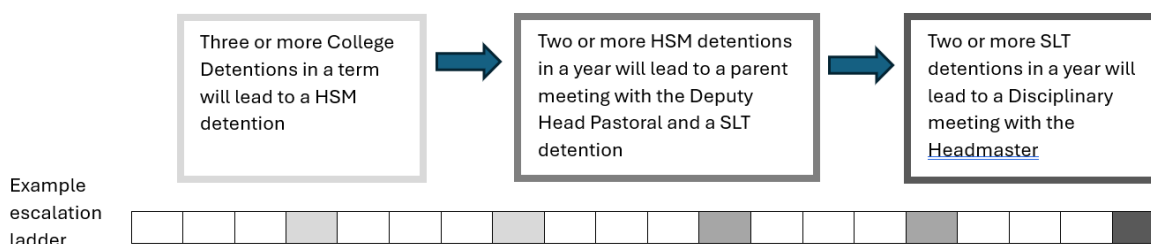
### Sanctions

If a student is in serious breach of the College rules, a sanction will be issued depending on the severity of the issue.

<b>College Detention:</b> 12.45 – 1.15 (every day)	For a breach of the College rules or failure to change behaviour in response to Learning Conversations. These can be issued by any teacher or member of staff.
<b>HSM Detention:</b> 16.30 – 18:30 (Thursday)	For a serious breach of the College rules. These are issued by a student's HSM/HoY and will be communicated to their parents.
<b>SLT Detention:</b> 09.30 – 12.30 (Saturday)	For a very serious breach of the College rules. These are issued by a student's HSM/HoY and will involve a scheduled meeting with their parents.
<b>HM Disciplinary meeting</b>	For grave breaches of the College rules and/or repeated SLT Detentions, a student and their parents will be invited to a disciplinary meeting with the Headmaster. As a result of the meeting, the Headmaster may temporarily or permanently exclude a student.

### Escalation for persistent poor behaviour

Housemasters/Housemistresses and Heads of Year will monitor student records. Persistent College detentions for poor behaviour will lead to further intervention and typically be escalated through the detention levels as below. Some discretion may be given on the exact point of escalation to account for the individual circumstances and context.



## 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. Smaller student council groups may also be formed to address specific issues such as Food, Diversity & Inclusion and Sustainability.

Boarders also have their own council for anything boarding specific.

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 2025-20206, the three classes are called, **Arrowsmith, Briant and Ward**. You will be with your class for all your lessons, except for Mathematics and English where you will be set according to pace 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 three mixed ability classes, **Kirby, White** and **Clitherow**.

In **Grammar**, the year is divided into five mixed ability classes, **Boste, Champion, Line, Morse** 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 group the classes for the most effective learning and teaching.

**In Syntax and Poetry**, you are usually grouped by pace 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.

It is open every day at the following times;

9.00 am - 3.30 pm

5.15 pm – 6.15 pm

7.15 pm – 8.30 pm

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. Please respect the needs of others and observe the general rule of silence in the library.

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!

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. DVDs are available for borrowing on the same basis as books.

### **Borrowing books**

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 DVD 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.

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.

## Co-Curricular Activities

The Period 7 programme runs across all year groups, from Elements to Rhetoric and offers our pupils the opportunity to broaden their horizons, refine and develop a range of other skills. The range of clubs and societies on offer broadly aligns with one of the central tenets of our mission statement, the education of the whole person, mind, body, and spirit. We offer a fascinating array of clubs and activities to engage and feed inquiring minds as the students are to sign up for them. It's about creating enriching experiences that ignite a spark, nurture curiosity, and develop a quiet confidence within individuals.

Period 7 activities are broadly grouped into categories, and we ask that pupils consider widening their experiences and select activities from at least three of those groups where possible.

- **Active** involves participating sports and any physical exercise.
- **Creative** involves involvement in clubs or groups that encourage the use of imagination or original ideas to create and innovate. It is focussed on broadening horizons and giving things a go! (e.g., Art Booster or Kite Flying)
- **Community and Service** focusses on activities that involve service either for the school or wider (local) community (e.g., community service, volunteering), many of which offer the chance to development leadership.
- **Skills for Life** includes any club or activity that focuses on transferable skills, for example life and/ or career ready skills (e.g., MUN (public speaking), Coding, St Edmund's Award)

There is also a greater focus on leadership, service, and academic extension for Rhetoric 1 students. Students can help run activities either in the College or at the Prep School where they will assist staff running activities for younger pupils. Also, we encourage Rhetoric 1 students to undertake activities within the Super Curriculum. These are activities aimed at developing more intellectual curiosity and academic independence, enabling Rhetoric students to take the subjects they study further, beyond what they have learnt at college. Such activities could be undertaken during study periods and could include:

- Reading books, specialist magazines and journals
- Watching films and documentaries or listening to podcasts
- Attending online seminars and lectures
- Completing a pre-university, open online course (MOOC)
- Entering academic competitions

Participation in the P7 programme helps our pupils to develop their current interests, to try something new to discover new experiences or attributes and to help nurture their leadership, teamwork, and interpersonal skills. It will hopefully teach our pupils to learn about commitment, respect, integrity, and tolerance and to help continue to develop a caring and supportive community at the College. For our older pupils in Rhetoric, it can help enhance a student's college-university-career transition.

We do encourage parents and guardians to engage in conversations with your son or daughter and get them to think about developing a good, healthy balance of co-curricular activities.

## An overview of compulsory and/ or core co-curricular activities offered during P7

	Monday			Tuesday			Wednesday	Thursday				Friday		
Elements	Orchestra	Language Rotations					House Rotation							
Rudiments								P7 Sport						
Grammar		P7 Sport			CCF/SEA									
Syntax														
Poetry														
Rhetoric 1		Societies			P7 Sport	Offsite Volunteering	Games	CCF	Offsite Volunteering					
Rhetoric 2												Societies		
			Corp of Drums	Production		Polo			Schola	Production	Faith in Action		Faith in Action	MUN

**NB: The usual P7 optional activities will also be available each day. Please refer to the co-curricular handbook for an overview of all P7 options and when they are running throughout the year.**

## Sport and Games Options for P7 2025/26

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime	Aspiring Athletes	Aspiring Athletes	Aspiring Athletes	Aspiring Athletes	Aspiring Athletes
			Basketball	Badminton	Futsal
Period 7	Rugby (Divisions) <a href="#">AXC/ASB/JE</a> Football (Divisions) <a href="#">KDJ/AJH/JXA</a> Hockey (Divisions) <a href="#">ESR/AAEK</a> Netball (Divisions) <a href="#">ALR/ECB</a> Table Tennis (Divisions) (Non-PE) Golf – Whitehills (Non-PE) Aspiring Athletes	Rugby (Seniors) <a href="#">AXC/KRD/JE</a> Football (Seniors) <a href="#">ASB/KDJ/AJH</a> Hockey (Seniors) <a href="#">ESR/AAEK</a> Netball (Seniors) <a href="#">ALR/ECB</a> Table Tennis (Seniors) (Non-PE) Golf – Whitehills (Non-PE) Aspiring Athletes	Rugby <a href="#">AXC/KRD</a> Football <a href="#">ASB/KDJ/JE</a> Hockey <a href="#">ESR/AAEK</a> Table Tennis (Non-PE) Badminton <a href="#">ECB</a> Basketball <a href="#">JXA/(non-PE)</a> Tennis <a href="#">ALR</a> CrossFit <a href="#">AJH</a> Golf (Non-PE)	Rugby (Bounds) <a href="#">KDJ/AJH/JXA</a> Football (Bounds) <a href="#">ASB/AXC/JE</a> Hockey (Bounds) <a href="#">ESR/AAEK/ECB</a> Netball (Bounds) <a href="#">ALR/KRD</a> Table Tennis (Bounds) (Non-PE) Golf – Whitehills (Non-PE) Aspiring Athletes	Basketball – Squad <a href="#">KRD/(non-PE)</a> Swimming <a href="#">JXA</a> Cross-Country (Non-PE) Dance – All (Non-PE) Golf (Whitehills) – All (Non-PE) Aspiring Athletes

## 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 25<sup>th</sup> 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

Volunteering	Physical	Skills	Expedition
3 months	3 months	3 months	Plan, train for and complete a 2 day, 1 night expedition
All participants must undertake a <b>further</b> 3 months in <b>one</b> of the Volunteering, Physical or Skills sections			

## Silver Award

Volunteering	Physical	Skills	Expedition
6 months	One section for 6 months and the other section for 3 months		Plan, train for and complete a 3 day, 2 night expedition
Direct entrants must undertake a <b>further</b> six months in either the Volunteering or the <b>longer</b> of the Physical or Skills sections			

## Gold Award

Volunteering	Physical	Skills	Expedition	Residential
12 months	One section for 12 months and the other section for 6 months		Plan, train for and complete a 4 day, 3 night expedition	Undertake a 5 day, 4 night shared activity away from home
Direct entrants must undertake a <b>further</b> 6 months in either the Volunteering or the <b>longer</b> 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, some 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 local area, East Hertfordshire; Silver Walking takes place in the Peak District; Gold Walking in the Brecon Beacons/Black Mountains.

## Introduction to Trips & Educational Visits

Welcome to the section dedicated to trips and educational visits at our College. These experiences are a vital part of our educational philosophy, providing students with the opportunity to learn beyond the classroom, immerse themselves in new cultures, and develop important life skills. Whether it's a day trip to a local museum, an outdoor adventure, or an international excursion, these activities enrich our students' education, foster personal growth, and create lasting memories.

### The Importance of Trips and Educational Visits

At St Edmund's, we believe that educational trips are essential for several reasons:

1. **Enhanced Learning:** Trips provide real-world experiences that complement classroom learning, making abstract concepts tangible and understandable.
2. **Cultural Exposure:** Visiting different places helps students appreciate diverse cultures, histories, and perspectives, broadening their worldview.
3. **Personal Development:** These experiences encourage independence, teamwork, and problem-solving skills, contributing to students' overall personal development.
4. **Engagement and Motivation:** Exciting trips and visits can reignite a student's passion for learning, making education an adventure.

### Planning and Communication

Every Easter, we release information about the proposed residential trips through the Headmaster's Easter Mailings. This communication includes details about the trips available for the following 18 months, allowing parents and students to plan ahead and see what opportunities are on offer.

### Golden Ticket Scheme

The Golden Ticket scheme is designed to enhance the fairness of trip allocations and provide a positive incentive for student learning and behaviour during the school year. Here's how it works:

- **Eligibility:** Golden Tickets will be awarded to pupils who maintain outstanding standards of behaviour throughout the school year. This means avoiding Thursday or Saturday detentions.
- **Priority Access:** Students with Golden Tickets will be given priority for popular and oversubscribed residential trips. This ensures that well-behaved students are rewarded and encourages all pupils to strive for excellence in their conduct.

By participating in trips students can look forward to enriching experiences that will stay with them for a lifetime. We are excited to offer these opportunities and look forward to seeing our students grow through these unique educational adventures.



## 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.
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 copyrighted 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 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 useful for instance to communicate with home if there are any delays. However, during the school day, your phone may not be used and should be kept in your locker for safekeeping. Use during the school day will lead to your phone being confiscated and will be sanctioned accordingly.

You are expected to bring your own laptop device that meets the College's requirements for use in lessons to school every day to support your learning. When you are given permission to use these in lessons they should not be used inappropriately.

In particular no device may ever be used to:-

- capture any media, including, but not exclusive to photographs, video, music without specific permission of the student themselves, other students, staff or members of the wider College community;
- to send inappropriate words, pictures or other media to others;
- to hurt or bully others by the sending of messages, pictures or other media.

Inappropriate use of any device may result in the full range of sanctions laid out in the school policy on sanctions and rewards. In particular, misuse of a device may lead to its confiscation for a period of time. The device may be returned to you or in more serious cases by asking your parent/guardian to collect the phone. 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 prevention of bullying.

## Your Property

Please look after your property and ensure that valuables are locked securely in your own locker. We Remember that it is your responsibility to care for your possessions at all times.

All belongings must be clearly named.

You must not leave belongings in the Ambulacrum or other public areas. Bags, books and any other items that are left lying around the College will be removed 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 well resourced and staffed Health Centre providing medical care for the boarding community and emergency care for those day students that become ill whilst at St Edmund's. If you become ill during the teaching day, you can visit the Health Centre at break or lunchtime where you will be assessed and cared for.

The Health Centre may administer over the counter medication and treatment if they consider this is required to enable you to remain in school and return to lessons. If the student is too poorly to remain at school the Health Centre will call the parents to arrange their collection from the Health Centre or in the case of boarders, liaise with the Boarding Matron.

All full boarding students will be registered with the local NHS GP at Standon and Puckeridge surgery unless we are advised otherwise. When boarders start at the college, they will be asked to come to the Health Centre for a new boarder health check during their first term.

### Surgery Hours

Monday - Friday	08.00 - 08.30 / 10.40 – 11.00 / 12.30 - 13.30 / 16.30 - 21.00
Saturday and Sunday:	Open all day and evening

Any boarder requiring care during the evening outside the above hours, should contact the duty boarding staff in the first instance, and they will make necessary arrangements with the Health Centre.

### Communication with the Health Centre

Before students start with the college, a health questionnaire must be completed and submitted to the Health Centre. This enables us to provide emergency care if required, support students with day to day health needs if they feel unwell and help us to keep them safe. If there are any changes to a student's health, we would ask that parents or guardians inform the Health Centre by phone call or email, as soon as possible.

### 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. 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 students own 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. 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 safekeeping and they must come to the Health Centre to take the medication unless agreed otherwise.

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 boarder's 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. These will need to be updated as and when there are any 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.

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 [contact@zeelo.co.uk](mailto:contact@zeelo.co.uk) 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.

**PLEASE REMEMBER:**

**STAY SEATED**

**BEHAVE SENSIBLY**

**WEAR YOUR SEATBELT**

**AT ALL TIMES ON THE BUS!**



## **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](http://www.stevensons.co.uk)). Regulation items, such as sweaters, jackets, ties, and sports kit 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.**

## **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 = Learning Conversation
- Failure to bring a piece of kit into school = One kit mark
- Second kit mark in a half term = Learning Conversation
- Every subsequent two kit marks in a half term = College detention
- Three detentions in any half term = HSM 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 tracksuit 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, tracksuit bottoms must be worn. Failure to do so will result in a Learning conversation.

#### **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.

## Permitted areas

Front drive area is 'out of bounds' during the school day and caution must be taken when crossing this.

The Maintenance and Grounds areas are 'out of bounds' at all times.

The cricket pavilions are 'out of bounds' at all times, unless supervised.

The coach park is allowed as a 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 or access the back field of the College unless supervised by a member of staff.

Cockcroft 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

**IN CASE OF EMERGENCY (e.g. severe weather)**

INFORMATION ONLY 01920 824295

WEBSITE: [www.stedmundscollege.org](http://www.stedmundscollege.org)

Challoner House	01920 824326
Douglass House	01920 824272
Pole House	01920 824356
Poynter House	01920 824274
Talbot House	01920 824229
Head of Bounds	01920 824219
Deputy Head of Bounds	01920 824236
Head of Rhetoric	01920 824222
Deputy Head of Rhetoric	01920 824290
Prep School	01920 824239
Health Centre	01920 824234
Mrs Peirce	01920 824328

### **Allen Hall (Boys' Boarding)**

Telephone	01920 824300
Mobile	07485 485401
Email:	<a href="mailto:boysboardingstaff@stedmundscollege.org">boysboardingstaff@stedmundscollege.org</a>

### **Garvey's (Girls' Boarding)**

Telephone	01920 824293
Mobile	07950 440633
Email:	<a href="mailto:girlsboardingstaff@stedmundscollege.org">girlsboardingstaff@stedmundscollege.org</a>