



ST EDMUND'S COLLEGE

Parent Handbook

St Edmund's College 2026

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Welcome to St Edmund's College

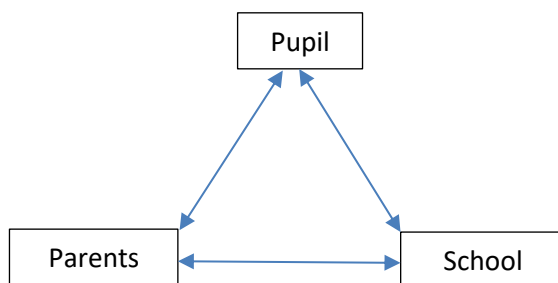
Dear Parents,

It is a great pleasure to welcome you to the Edmundian family. I am sure that your son or daughter's time here will be very happy, and I thank you for entrusting the College with their education.

It goes without saying that the academic development of your children is of the utmost importance, not just as a means to future success, but also for the love of learning that it should inspire. But there is so much more to a St Edmund's education than that. Together with you, we enjoy the great privilege of shaping the lives and characters of young men and women who we hope will go on not only to lead happy and successful lives, but to be a force for good in the world. The characters they develop will be the product not just of their academic learning, but of the role models they imitate; the experiences they have; the people they meet; the friends they make; the places they go; the faith they develop and the activities and interests they pursue. That is why we attach so much importance to the co-curriculum, and ask you to support us in this.

And at the centre of it all must be the values which come to us from Christ: kindness, unselfishness and generosity of spirit. We are proud to be a Catholic school, and to uphold and promote Catholic, Christian teaching, but the values which underpin this are universal and we warmly welcome those of all faiths and none.

We talk often of the triangular partnership in education:



It is only when all three lines of communication and mutual trust are secure that the pupil is truly supported. By working together we can achieve great things.

I do hope this handbook will be useful. Please let us know what else you would like included in future editions.

Avita Pro Fide

Mr M Mostyn
Headmaster

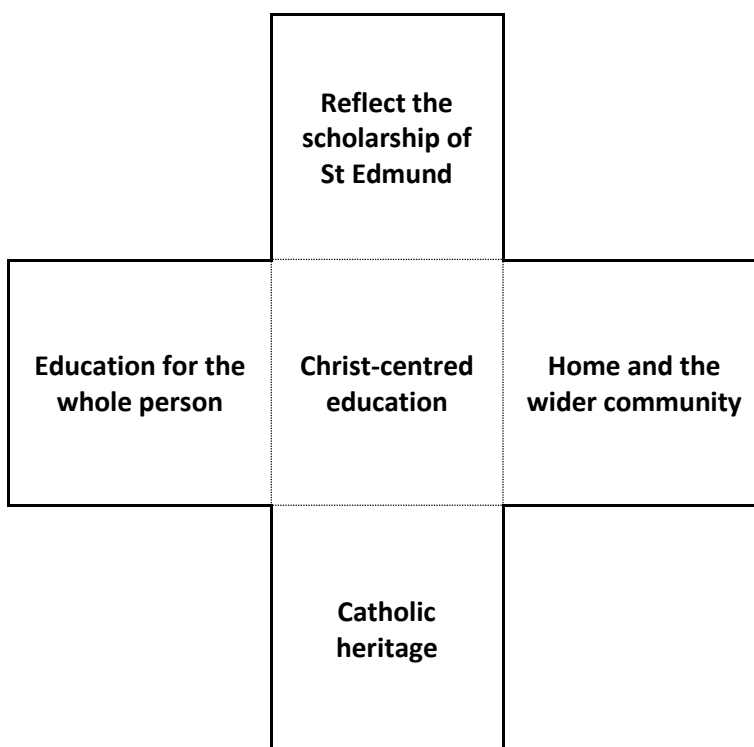
The Mission Statement of St Edmund's

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 a rounded 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";
- build on its enriching Catholic heritage, making 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 and none, ready to embrace the values that have made it and its predecessors such a successful seat of learning for over 450 years.

Policies

The major policies are available on the St Edmund's website and all policies are available on request.

St Edmund's is committed to ensuring the welfare of all the children in its care and our Safeguarding and Child Protection Policy is available on the website. Should you wish to have a printed copy please contact the office on 01920 824207.

Other policies that are available to you on the website or by request include:-

Admissions Policy
Attendance Policy
Behaviour Policy Curriculum Policy
Policy for Students who have statements of Special Educational Needs
Policy on Students for whom English is an additional language

Complaints Procedure
First Aid Policy
IT, Internet and e-safety Policy
Taking, Storing and Using Photos of Children Policy
AI for Students Policy

You will also find on the website a list of staff, including temporary staff, and their qualifications and our academic performance from the previous school year.

President & Governors

The President of St Edmund's is His Grace Archbishop Richard Moth, Archbishop of Westminster

The St Edmund's Trust is administered by the Diocese of Westminster who appoint the Governors.

The Governing Body

Our Governors give up a considerable amount of their time as volunteers in this role, and I hope that you will be able to meet with some of them at the various functions that they attend during the year. The name and contact details of the Chairman is shown below and information about other Board members can be found on the College website.

Chairman – Mr Paul Raynes MA (Cantab)

Mr Raynes' address for correspondence is c/o St Edmund's College, Old Hall Green, Ware, Herts, SG11 1DS.

Mr Raynes' email address is chair@stedmundscollege.org

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 in Hampshire in the 1640s, was already 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 the future demands of you, you should always be proud of being part of such an ancient tradition.

Always remember the St Edmund's motto:

'AVITA PRO FIDE'
(For the faith of our fathers)

Religious Life

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. Each student 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 encourage and support us in this.

Please contact the Priest in Residence or the Deputy Head Religious Life to discuss any aspect of your child's spiritual development.

Communication

St Edmund's seeks to put into practice the belief that parents are full partners in their children's education. Your contact with the College should be as easy as possible and to help you there is a list below of whom to contact for various things. For boarders the contact arrangements are outlined in the Boarders' Handbook.

For everyday matters such as absence or lost property please contact your child's tutor. They are available on the phone and through email but as full time teachers they will not be able to give an instant reply.

For any more urgent matters or if you find that the tutor is not able to help please contact your child's Housemaster/Housemistress (HSM), Head of Bounds or Head & Deputy Head of Rhetoric (HOY), as appropriate. They are also available on the phone and by email.

The Heads of Department are available to answer any questions that you might have about specific academic subject areas and they too are able to be contacted by phone or email.

For more serious matters please feel free to contact the Deputy Heads or one of the Assistant Heads.

The Headmaster, Mr Matthew Mostyn, welcomes contact with parents. Please contact his PA on 01920 824207.

The College address is St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS and the main switchboard telephone number is 01920 821504.

The staff list that you will find on the website will allow you to identify who is responsible for specific areas of College life and how to contact them by e-mail.

The **website** contains a wealth of information about St Edmund's including our policies, our calendar, and news items etc. Specific information regarding your child can be found by logging on to the **Parent Portal** which is accessed via the website. The website is www.stedmundscollege.org.

Parentmail allows us to communicate easily and quickly with all parents or with specific groups of parents. Please make sure that we have your email address and that you let us know if you change it.

The College shares details of College events via social media. These can be found using the following links:

Instagram: <https://www.instagram.com/stedmundscollegeandprep/>

Facebook: <https://www.facebook.com/stedmundscollegeandprep>

St Edmund's is fortunate to have a group of parents who operate the "Friends of St Edmund's College & St Edmund's Prep School" arranging regular social and fund-raising events and activities. Please contact Reception for further information about how you can volunteer and help the Friends of St Edmund's. If you are able to lend your support, it would be very much appreciated by staff and students alike.

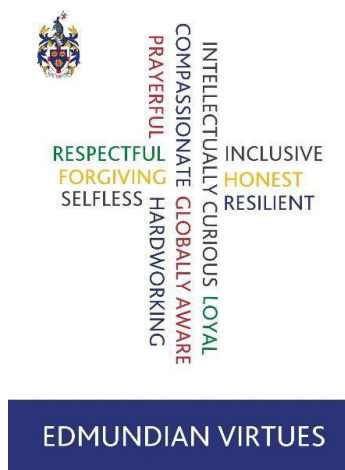
Parental Code of Conduct

St Edmund's is committed to ensuring the welfare and protection of children in its care and this commitment is a fundamental part of the role of every person employed by St Edmund's.

At the heart of Catholic education lies the belief that a child's education and upbringing are most effective and fulfilling when parents and school work together as equal partners in the best interests of the child. We appreciate that all children will face challenges at some stage during their time at school and we will always look to do our very best for every Edmundian of whatever age.

In return we expect that parents and guardians maintain a positive and constructive relationship with the School. On entry to the School all parents sign and agree to the Parent Contract, in which we set out the expectations we have of parents and guardians. This Code of Conduct expands on that to ensure that everyone in the School community understands the expectations we all have.

In particular we ask that in all your dealings with the School you seek to uphold the same Edmundian Virtues which are at the heart of an Edmundian Education:



We hope that the examples we give of unacceptable behaviour are obvious and uncontroversial, and we hope that you can help us to enforce them, so that everyone in the Edmundian community feels safe, appreciated and respected at all times.

Contacting Staff

We want parents to communicate with us regularly and promptly, but we ask all parents to be mindful of how and when they contact School staff and ask that all communication with staff should be respectful and polite. Staff will generally try to respond to parents / guardians within one working day, but school life means that this may not always be possible. Parents / guardians should generally contact their child's form teacher (Prep School) or form tutor (College) in the first instance with any questions or queries, or the relevant subject teacher, only escalating to housemaster / housemistress or more senior staff if necessary thereafter. In the world of education, 'taking it straight to the top' is rarely the best way to

resolve a problem. The vast majority of issues will be able to be dealt with at that level and, if not, will automatically be passed to the correct person.

Supporting the School

We ask that all parents and guardians support and comply with school policies and ensure that their children do so too. This is particularly important in relation to the School's policies on dress, uniform, facial hair, skirt length, shoes, make-up, hair colour etc. We ask parents to provide a uniform which conforms to our policies and to replace items as necessary and in good time.

Expectations

In order to ensure a peaceful and safe school environment, St Edmund's College and Prep will not tolerate poor behaviour from parents, guardians and visitors, such as the following:

- Behaviours which would compromise the Health and Safety of staff, students and other visitors on site
- Behaviour that compromises the School's Data Protection responsibilities or discloses confidential information
- Providing false or misleading information to the School or failing to disclose information
- Providing mendacious reasons for their child's absence from school during published term dates
- Failure to respect the School's need to remain neutral in cases of family dispute
- Driving without due care and attention on site and parking in non-allocated areas
- Failure to comply with School staff, including estates staff and traffic marshals
- Disruptive behaviour which interferes or threatens to interfere with the operation of the School
- Using offensive language, swearing, cursing or using profane language to a member of staff, contractor, Governor, visitor, fellow parent/guardian or student
- Threatening to cause actual bodily harm to a member of staff, contractor, Governor, visitor, fellow parent/guardian or student
- The use of rude or aggressive hand gestures, including shaking or holding a fist towards another person
- Damaging or destroying School property
- Abusive or threatening emails / text messages / phone messages or other communications
- The use of physical aggression towards another adult or child. This includes physical punishment of your own child
- Approaching someone else's child to chastise them or to discuss the actions of that child towards their own child
- Smoking, vaping or consuming drugs whilst on School property or accessing the School site whilst intoxicated or under the influence of drugs

This is not an exhaustive list but seeks to provide illustrations of poor behaviour.

Should poor behaviour occur on the School premises, the School may feel it is necessary to contact the appropriate authorities and, if necessary, ban the offending adult(s) from entering the school grounds.

Use of Social Media

St Edmund's College and Prep make use of social media to enable parents and guardians to receive and to respond to messages regarding School events, and positive contributions to the School's social media, such as comments on Instagram, are welcomed. However, if misused, the School community can be negatively affected, with the potential to amplify misleading information and undermine the School's messaging and brand. This Code of Conduct sets out clear procedures for how we expect parents and guardians to conduct themselves on social media and when using messaging apps such as WhatsApp, Facebook or Instagram.

We take very seriously inappropriate use of social media by a parent or guardian to humiliate or to criticise publicly the School, another parent, member of staff, Governor or child (whether they are a St Edmund's pupil or not).

Any concerns parents or guardians may have about the School should be voiced through the appropriate channels by speaking to the relevant teacher, form tutor or housemaster or housemistress, so that they can be dealt with fairly, appropriately and effectively for all concerned. Parents/guardians must not use social media as a medium to air a concern or grievance. Additionally, for parents/guardians who are also members of staff, they should be mindful of the Staff Code of Conduct.

The School considers the following examples to be inappropriate uses of social media. This list is non-exhaustive and is intended to provide examples only:

- Defamatory, offensive or derogatory comments regarding the School or any of its children, parents, staff or Governors on WhatsApp, Facebook, Instagram or any social media platforms
- Making false or vexatious allegations against members of the School community or recklessly repeating gossip or unsubstantiated allegations
- Identifying or posting images or videos of children
- Bringing the School into disrepute
- Emails containing abusive or personal comments about staff, children or Governors
- Using social media to publicly challenge School policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as intimidation of staff or using offensive language
- Breaching School security procedures

Supporting Sports Fixture

It is a great joy to us that so many parents come to watch their children playing in sports fixtures, both home and away. We want these occasions to be not just educational, but also fun and enjoyable for all involved, whether that be players, parents, staff or visiting officials. We therefore ask parents to respect the following measures:

- Spectators are asked to stay off the playing areas, and, where in place, to remain behind the courtesy barriers
- Vocal support is encouraged, but it must always be positive and encouraging. No player should ever feel that they are being criticised or negatively judged by spectators
- Many parents have considerable expertise, but all are asked to leave coaching to the coaches

- Criticism of referees, umpires or other match officials is unacceptable. They do the job out of sheer kindness and generosity, and, even if mistakes are made, it is only right that they should be respected and appreciated. Criticising match officials is also a poor example to set to the children

What Happens if the Code of Conduct is breached?

In cases where unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will, in the first instance, be referred to the Police. In cases where the evidence suggests that behaviour would be tantamount to libel or slander, then the School may refer the matter to the School's solicitors for further action.

In cases where the Code of Conduct has been broken but the breach was not a libellous, slanderous or criminal matter, then the School will send a formal letter to the parent / guardian / visitor, inviting them to a meeting.

If a parent / guardian refuses to attend this meeting, the School will issue a written instruction asking them to cease the behaviour causing concern and warn that if they do not, they may be in breach of the Parent Contract and at risk of having the contract terminated by the School, in accordance with paragraph 7.13.6 of the Parent Contract.

If a visitor refuses to attend the meeting, the School will issue a written instruction asking them to cease the behaviour causing concern and warn that if they do not, they may be issued with a ban to prohibit them from entering the School grounds in order to safeguard the School community.

In all cases, decision making will centre on the safety, well-being and best interests of our pupils, both individually and collectively, and on the happiness of the St Edmund's Community as a whole.

Owner of policy:	Headmaster
Reviewed by:	Headmaster, Head of Prep, Deputy Head Pastoral
Frequency of review:	Annually
Policy last reviewed:	Trinity 2026
Next review date:	Trinity 2027
Sub-Committee approved at:	Education Sub- Committee

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	Tutor time
Tuesday	Bounds Chapel Prayers
Wednesday	Divisions Chapel Prayers
Thursday	Rhetoric Chapel Prayers
Friday	House Assemblies

Timetable

All students attend academic lessons periods 1-6. The final lesson of the day (period 7) 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
Morning Registration (Tutor time/Chapel Prayers/Assembly)	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
Afternoon Registration	13.40	13.50
5	13.50	14.40
6	14.40	15.30
7	15.30	16.30
	16.40	Buses leave

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 pupils 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**. Pupils 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 pupils with the transition into senior school and the older pupils in preparing for their post-sixth form choices.

Parents' Evenings

Most Parent Teacher Evenings will be held virtually, and some in person.

Pupils are encouraged to attend the evening with you, as we find that their presence makes the process much more valuable. Dates and times are in the College Calendar and you will also be reminded by Parentmail before the evening about the venue/format. Parents and guardians can book appointments themselves, and you will be advised when the bookings are open prior to each evening.

There are other evenings for specific reasons such as pastoral evenings, Higher Education choice and subject options. Evenings are also run by Departments and by organisers of trips. Some evenings will be held in the College and some will be virtual. You will be advised of this prior to the meetings.

Parents' Evenings and Reporting Schedule:

*Dates are provisional and may be subject to change

	Michaelmas				Lent				Trinity			
	S	O	N	D	J	F	M	M/A	A	M	J	J
Els	PASTORAL/ ACADEMIC PARENT INFO EVENING	GS		FGS		PTE		FGS				REPORT +Internal Exam WHML
Ruds	PASTORAL/ ACADEMIC PARENT INFO EVENING	GS		FGS		GS	PTE					REPORT +Internal Exam WHML
Grammar	PASTORAL/ ACADEMIC PARENT INFO EVENING	GS	PTE/ Options Evening		FGS in advance of Options			GS				REPORT +Internal Exam WHML
Syntax	PASTORAL/ ACADEMIC PARENT INFO EVENING	GS		REPORT		GS		FGS	PTE			GS +Exam Grades: 9-1
Poetry		PTE		FGS	Mock Grades: 9-1		REPORT					
Rhet I	WELCOME TO RHETORIC EVENING	GS		REPORT	GS/ Mock grades where applicable			FGS		PTE		GS + Exam Grades A*-U/ CTEC
Rhet II	PTE			FGS	Mock Grades: A*-U/ CTEC		REPORT					

PTE= Parent Teacher Evening

GS= Gradesheets (effort only)

FGS= Full Gradesheets (attainment and effort)

Baseline Testing and Value Added

MidYIS, Yellis and ALIS tests are used. The students take a standardised test to establish their baseline ability. Value added can then be calculated from the results of these tests which are used to help in setting and to monitor student progress. In addition, they allow a residual to be calculated to measure how well students have performed in their public examinations. The value of using these systems is that they allow the College to see that its students are achieving their personal best.

Understanding the Assessment & Reporting System

For **Bounds and Grammar**, the wording for each of the grades on a report is as follows:

Attainment

- W Well above the subject criteria for the year
- H Higher than the subject criteria for the year
- M Meeting the subject criteria for the year
- L Lower than the subject criteria for the year

Effort

- 1 Excellent
- 2 Good
- 3 Inconsistent
- 4 Concern

Syntax and Poetry

The attainment grades from 9-1 are used but the expectation is that grades below 4 will be rare and such grades will need detailed explanation in the written part of the report. These grades reflect the standard of GCSE grades. The effort grades are as for Bounds.

Rhetoric

The grades used are A* – E and should reflect the standard of grades used at A Level. For those doing CTECs, D*-R will be used. The effort grades are as for Bounds.

Internal Examinations

Bounds classes and Grammar are assessed against WHML criteria at least once per term in every subject. Syntax and Poetry receive regular tests using examination material. Class tests (Elements to Syntax and Rhetoric I) occur in the Michaelmas term within lessons and during the Trinity term there are internal examinations with results are reported to parents. Mock GCSE and A Level examinations are taken in January for Poetry and Rhetoric II. In addition, staff set timed essays and past paper practice questions in lesson time, as appropriate.

	By end of Michaelmas	January	By end of Lent	May	June
Elements	WHML class tests/ assessments		WHML assessments	Internal Examinations	Internal Examinations
Rudiments				Internal Examinations	Internal Examinations
Grammar				Internal Examinations	Internal Examinations
Syntax	Class tests/ assessments using GCSE material		Class tests using GCSE material	Internal Examinations	Internal Examinations
Poetry		Mock examinations		External Examinations	External Examinations
Rhetoric One	Class tests/ assessments		Timed questions. Past paper practice Internal examinations Rhetoric 1. AS Level English Literature		
Rhetoric Two	Class tests/ assessments using examination material	Mock examinations	Timed questions. Past paper practice.		External Linear AL examinations

Careers

There is an engaging and comprehensive Careers Programme that starts in Elements and provides guidance and support for every student on their journey through to Rhetoric and beyond. We use an online platform called 'Unifrog' to provide bespoke personalised support for your child. Careers education and Unifrog are fully integrated into PSHE lessons and tutorial sessions. Students can also make appointments with our Careers Officer, an accredited Career Coach, who can support your child to make an informed choice with their career next steps.

There is a Universities and Colleges Admissions Service (UCAS) preparation programme in Rhetoric that includes individual tutorial sessions and preparation days at the end of Rhetoric I. Students are fully supported throughout the applications process by their tutor and the sixth form team. We also provide bespoke support for students applying to international universities, higher education apprenticeships, apprenticeships and employment.

The annual St Edmund's College Careers Fair is a valuable experience for all students. as they get the chance to meet representatives from a range of universities, employers and career areas.

We also organise an Interview Skills Morning for Rhetoric II which is a fantastic opportunity for them to apply and develop their soft skills ready for a future apprenticeship, job or university interview.

Students are encouraged to contact careers@stedmundscollege.org if they have any questions or wish to make an appointment for careers support.

Library

The Library is a great resource for the children and is very well stocked with modern books for reference as well as a good selection of fiction appropriate for the age of the students. The Library aims to promote literacy, support the curriculum and the cultural, artistic and recreational needs of the students through the provision of a wide range of books and other resources. There are computers for research use and a selection of DVDs. An extensive Careers section is also housed in the Library. Please encourage your child to make good use of the Library by visiting it regularly and by asking what they are reading and what they have borrowed recently.

Students in Elements, Rudiments and Grammar go to the Library on a regular basis with their English teachers where they are able to choose and borrow books and are encouraged to read as widely as possible.

The College employs a Librarian who supervises the Library. The Library is open every day during the week.

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 below and in the student handbook and in our policies. HPL Awards, Learning Conversations and Sanctions are logged 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.

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 Christian love and 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.

Pupils 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 pupils, 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 permitted areas and restricted areas of the College (see 'Permitted areas' section in the student handbook).

It is expected that if a pupil 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 Matron or the 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 the student 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 'Policy on Smoking, Alcohol and the Misuse of Drugs and Substances' on the College website).

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/astro turf, 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

For educational trips and visits taking place during the working week and within normal College hours, all students are expected to wear either:

- Full College or sports uniform; or
- Adhere to the College dress expectations for Rhetoric students, where applicable.

This ensures that students represent the College appropriately and remain easily identifiable while off site.

Exceptions

There may be occasions where uniform requirements are adapted to meet the practical needs of an activity, for example:

- Fieldwork conducted in remote or rural environments (such as coastal studies, river investigations, or woodland activities).
- Other activities where specialist or more suitable clothing is required.

In such cases, students should follow any guidance provided by the trip leader in advance. All students attending trips and visits are expected to follow the College's uniform expectations as outlined in both the Student and Parent Handbooks.

Weekend and Holiday Trips and Visits

For trips taking place at weekends or during holiday periods (outside normal College hours), school uniform will generally not be required. Dress arrangements for these visits will be determined by the member of staff leading the trip and communicated in advance.

Appropriate Dress When Uniform Is Not Required

Where uniform is not required, students continue to represent the College in public and are therefore expected to dress in a manner that is appropriate for a school setting and the activities being undertaken.

Examples of clothing that would not normally be considered suitable include (but are not limited to):

- Tops with excessively low necklines, exposed midriffs, or very thin straps
- Clothing displaying inappropriate images, slogans, or language
- Skirts or shorts that are shorter than mid-thigh length
- Sliders or flip-flops for outdoor activities, unless specifically permitted for the activity

The member of staff leading the trip reserves the right to request that a student changes into additional or alternative clothing if their attire is considered unsuitable for the activity or setting.

Rules & Protocols for the use of the College Network & the Internet

Schools and colleges have a statutory responsibility to keep children and young people safe online as well as offline.

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 dangers that come with using the internet, social media and new technologies including AI. Topical and emerging issues or areas where we feel there is specific concern are addressed with students as and when they arise.

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

CCTV – Various areas of the school, both inside and outside of the main buildings, including all three IT rooms have 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.

Filtering and Monitoring

Filtering is preventative. It refers to solutions that protect users from accessing illegal, inappropriate and potentially harmful content online. It does this by identifying and blocking specific web links and web content in the form of text, images, audio and video.

Monitoring is reactive. It refers to solutions that monitor what users are doing on devices and, in some cases, records this activity.

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.

Further information on our approach in Boarding to device use and Filtering and Monitoring is contained in our Boarding handbook.

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

1. Having your network user account disabled.
2. A letter being sent to your parents/guardians.
3. Appropriate sanctions or disciplinary actions deemed necessary by your

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 personal 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 right 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 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 individual device 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.

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 number of HPL awards every year.

House Colours

House Colours are available to students 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 commitment, performance and commitment to College life in the areas of Sport, Arts, Music and Drama.

Signing the Headmaster's Book

For exceptional effort or achievement, a student may be nominated to sign the Headmaster's book, a historic record of student achievement.

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.

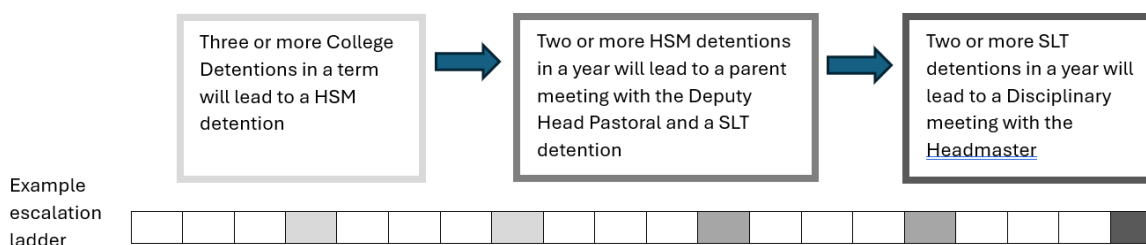
Sanctions

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

College Detention: 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.
HSM Detention: 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.
SLT Detention: 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.
HM Disciplinary meeting	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.



Uniform Guidance

It is important that all students look smart and wear their uniform with pride. Detailed lists of uniform are shown on the St Edmund's website and are also in the Student Handbook. In Rhetoric, pupils must conform to the Rhetoric Dress Code.

Students must wear their jacket unless "shirt-sleeve order" has been announced. Even without a jacket, shirts must be tucked in and they must remain smartly dressed.

Boots, trainers and jewellery (with the exceptions listed in the Student Handbook) 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 sweaters, jackets, ties, sports kit and overalls must be purchased from Stevensons.

Please ensure that their uniform fits and pay particular attention to the information regarding the necessary length of skirt contained within the Uniform Dress Code.

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

Please do not allow your child to wear anything else except what is on this list even if your child tells you that everyone else is wearing something else. If you are in any doubt, please contact your child's tutor or Housemaster or Housemistress for clarification.

Uniform – Elements to Poetry

	Pupils should wear:	
	<u>Trouser uniform:</u>	<u>Skirt uniform:</u>
	• Regulation trousers - charcoal (boys) - navy (girls) • Regulation tweed jacket • Regulation House tie/badge • Plain grey or black socks • A black belt with a plain buckle (optional).	• Regulation skirt - navy - To be worn on the knee • Regulation tweed jacket • Regulation House tie/badge • Black opaque tights (winter) • Short plain navy socks (summer only, optional). Trainer socks must not be worn.
SHIRT/ BLOUSE	• Long or short sleeved plain white shirt - pointed collars, not button down or fashion shirts	
PULLOVER	• Regulation long sleeved v-neck - badged navy	
SHOES	• Black shoes, made of leather or faux leather. - Shoes must be a formal design such as a Court, Mary-Jane, Oxford or Brogue. - They must be sensible flat shoes and have a closed toe. - Boots, moccasins, canvas, plimsoll, or trainer-style shoes are not permitted. - Chunky, rugged soles are not considered to be formal.	
COSMETICS	• Lightly applied neutral/natural cosmetics - Heavy make-up is not permitted. No fake tan. False eyelashes are not permitted. Contouring or blusher is not permitted.	
HAIR & GROOMING	• Hair must be well-groomed and neatly presented. - Extremely short 'buzz cuts' and shaved-in patterns are not permitted. - Hair beyond shoulder length must be tied up when in Sports kit or if undertaking practical activities such as scientific experiments. - Hair should be of a natural colour - Facial hair or stubble is not allowed; students must be clean shaven.	
COAT	• Plain black or navy overcoat or raincoat. - Coats must be removed when in the school building - Coats are not a replacement for a blazer. - Puffer and sports fashion jackets are not permitted.	

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. Coloured/ French tips are not permitted.

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

Sports Kit

Boys	Girls
Reversible Games Jersey St Edmund's Rugby Shorts Unisex Gym Short Tapered Track Pant Stadium Track Pant St Edmund's Games Socks White sports socks College House T-Shirt Navy Speedo Swimming Shorts Sports Holdall Bootbag Mouth Guard Trainers (non-marking) Shin Pads Towel Mid-layer (optional) Storm Jacket (optional) Bench Coat (optional) Base Layer Top (optional) Cricket Shirt (optional) Cricket Slipover (optional) Cricket Trousers (optional)	Girls Games Top St Edmund's Skort Ladies Pro Gym Shorts Unisex Gym Short Tapered Track Pant Stadium Track Pant St Edmund's Games Socks White sports socks College House T-Shirt Navy Cobalt Swimming Costume St Edmund's Swimming Hat Sports Holdall Bootbag Mouth Guard Trainers (non-marking) Shin Pads Towel Mid-layer (optional) Storm Jacket (optional) Bench Coat (optional) Base Layer Top (optional) Performance Leggings (optional)

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.

	Rhetoricians may wear:	
	<u>Trouser suit uniform:</u>	<u>Dress or skirt suit uniform:</u>
SUIT	• 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.	
COSMETICS	• Lightly applied neutral/natural cosmetics - Heavy make-up is not permitted.	

HAIR & GROOMING	• Hair must be well-groomed and neatly presented. - Extremely short 'buzz cuts' and shaved-in patterns are not permitted. - Hair beyond shoulder length must be tied up when in Sports kit or if undertaking practical activities such as scientific experiments. - Hair should be of a natural colour. - Facial hair or stubble is not allowed; students must be clean shaven.
COAT	• Plain black, navy or grey overcoat or raincoat. - Coats must be removed when in the school building - Coats are not a replacement for a suit blazer. - Puffer and sports fashion jackets are not permitted.
JEWELLERY & PIERCINGS	• Only the following jewellery is permitted: - One pair of plain silver or gold stud or small hoop earrings (one per ear). - One fine silver or gold chain necklace with a pendant. - One plain band ring. - Facial piercings are not permitted and must be removed.
NAILS	• Nail polish should be neutral or pastel colours. - Very bright or dark colours are not permitted. - Nails, including false acrylic/gel nails, must be practical and short. - Rhetoricians with long nails will be asked to cut these back.

Attendance

It is well known to teachers that absence from school is one of the major factors reducing children's achievement and the government and local authorities are placing an increased focus on attendance which has included new statutory regulations which all schools are expected to follow. It is very important that you support the College in ensuring that your child attends fully.

If your child is absent please notify us using the Absence form on the Parent Portal. This should be submitted as early as possible and no later than 08:30 of the day in question.

Any planned absence should be requested in advance in writing to the Housemaster or Housemistress.

The Local Authority has particular rules regarding Authorised and Unauthorised Absences. Any student who is absent from school for reasons such as illness will have their absence logged as "authorised" by the tutor as soon as that reason is known. Any absence that is unexplained or not considered to be for an unavoidable reason during term time (e.g. travel that is not deemed essential) will be logged as Unauthorised. The College has a statutory duty to inform the Local Authority if any student passes the threshold for number of unauthorised absences in an academic year.

The College's Attendance Policy is available from the College website.

Mobile Phones and Devices

Many students 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, mobile phones, smartwatches and similar may not be used.

Students in Elements to Poetry will place their phone in their phone pouch at the beginning of the day. The pouch can then be unlocked as they leave to go home. Student in Rhetoric are permitted to keep their phones but may only use these in designated sixth form area (eg Sixth form centre). Non-compliance will be considered a behavioural issue and will lead to the phone being confiscated and sanctions issued accordingly.

If you need to contact your child during the school day for any reason, please contact reception and/or their Housemaster/Housemistress or Head of Year, who can either pass a message on or arrange for them to call you back using a school phone.

All students must have a laptop device that meets the College's requirements for use in lessons. When students 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 behaviour policy. Bullying through the use of a device is the same as bullying in any other way and will be investigated and sanctioned in the school policy on prevention of bullying.

Property

Each year the College disposes or recycles a large amount of clothing and other possessions, which have been found and not claimed. Although our charities benefit from this it is an important part of your child's education that they learn to use their property wisely and to take good care of it. Please do not allow them to bring valuable items into school and please be aware that you should arrange your own insurance for anything that they do bring.

Books and possessions should be kept securely in House areas in the student's own locker. They must not leave belongings in the Ambulacrum or in public areas, and we ask that you ensure that everything is clearly named.

Lost property is centralised, and your child should check in the lost property stores first if they have mislaid something.

Insurance

Information regarding the Pupils Personal Accident Insurance scheme can be found here on the College's website: <https://www.stedmundscollege.org/current-families/>

Buses

Important Information

Parents wishing to book a place for their child on the daily transport service must apply using the Zeelo contact email address: contact@zeelo.co.uk. Places are not carried forward from one academic year to another and seats must be booked each academic year.

Each year the College looks into the bus service provided and makes any changes necessary. The routes and pick up points usually remain unchanged. The College partners with Zeelo who provide us with their technology to maximise the safety, wellbeing, and productivity of the students travelling on the home to school services. The College minibuses run the majority of the bus routes, with the larger routes being serviced by outside coach companies. All the buses used are fitted with seat belts which must be worn.

The College must be informed of any change of route, permanent or temporary, to ensure safety of all students.

Bus Information

Parents wishing to book a place for their child on the daily transport service will be asked to contact Zeelo at the email address contact@zeelo.co.uk at the beginning of the school holidays. This will contain details of the routes, stops, timetable and Terms and Conditions.

Students will be required to give their name to the driver so that they can be manually boarded and disembarked on the registration device for that journey only.

Purchase of Tickets

You will be purchasing a seat on the bus for the academic year. If you need to change your bus requirements on a permanent basis during the term, this can be done by contacting Zeelo on contact@zeelo.co.uk. Depending on the popularity of routes we cannot guarantee that we will be able to accommodate requests.

Payment

You will be required to purchase a pass by debit/credit card at the point of booking, or alternatively you can create a direct debit for an Annual Pass and pay over 9, 6, or 3 months (with the first payment taking place on Thursday 4th September).

Temporary Passes

It may be possible to book occasional travel e.g. when going home to a friend's house. The request for a temporary seat must be notified in writing by emailing contact@zeelo.co.uk who will confirm availability and book a seat for that journey. Depending on the popularity of routes we cannot guarantee that we will be able to accommodate all requests.

Seat Belts

Seat belts are fitted in all the buses and must be worn at all times. It is not the driver's responsibility to enforce this but the student's responsibility to wear the seat belt provided. Please make this clear to your child. For their safety and that of others, it is important that pupils remain in their seat during the journey.

Pick Up & Drop Off

Students must be at the pick-up point **at least** five minutes before the bus is due. It is the parent's responsibility to accompany their child to and pick up from the bus stop if appropriate. If a student is late, the bus will not wait.

Buses can only drop off and pick up at designated stops. Requests can be made to transport@stedmundscollege.org for consideration, but generally, these will not be considered until the end of the academic year in July.

Discipline

Each academic year, parents/guardians will receive a digital form outlining bus behaviour and expectations, to read and discuss with their child. Student and parent/guardian will sign to confirm that they have read and accepted these rules.

CCTV

Please be advised and make your child aware that to ensure the safety of its operation and its passengers CCTV may operate on some of the buses.

Food & Drink

No food or drink is to be consumed on the bus.

Lost Property

Please impress upon your child that they should take responsibility for their belongings each time they leave the bus. Zeelo 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 AirPods) are placed in Reception for collection.

Emotional and Mental Wellbeing

St Edmund's College follows a 'Whole School Approach' when it comes to Mental Health. We take part in national events such 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.

We believe it is important for parents to be part of the process so we will continue to run our 'Parent Wellbeing Coffee Mornings' throughout the year. We try to run these twice a term, and they are a great way of liaising with the school regarding any worries or concerns you may have about current issues or questions about how we can support your child. They are also a great way of meeting other parents for an informal coffee and a chat – everyone is welcome!

During the year a wellbeing survey will be sent to your child as a check in for how things are for him/her - we encourage all pupils to complete this as it is a great opportunity to stop and reflect inwardly to identify anything that they want to change with regards to their 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 your child experience any emotional or mental distress, you can approach any member of staff at St Edmund's College. Some staff members are trained in Mental Health First Aid, and all will provide compassionate care in the moment. However, your child's Housemaster/mistress, Head of Year or Mrs Dunhill are the best places to go if they feel they need some support. They will discuss any concerns, help solve any issues and, if necessary, sort out additional support for your son/daughter. This may mean arranging an appointment with the Mental Health Lead, Kaitee Robinson or the School Counsellor, Jen Barnaby, for a more in-depth discussion about their mental and emotional wellbeing.

Meet the Team:



Mrs Dunhill
Assistant Head Safeguarding & Wellbeing/DSL



Kaitee Robinson
Mental Health Lead (MHL)



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

College Health Centre

St Edmund's is very fortunate in having a well resourced and staffed Health Centre providing medical care for our pupils. 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 - 18.00

Any boarder requiring care outside the above hours or at the weekend, should contact the duty boarding staff in the first instance, and they will assess and follow up as necessary.

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.

Allergies

Details of any allergies must be shared with us on the health questionnaire when a student first joins the school. If there are any subsequent changes, we would ask that parents or guardians inform the Health Centre by phone or email as soon as any diagnosis is made.

Students with allergies are identified to staff to ensure that any anaphylaxis reaction can be addressed as quickly as possible. Provision is made at meal times for students with any allergies or dietary requirements and the Catering team are very happy to discuss with parents/guardians any specific arrangements that need to be put in place.

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 AAI's 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 or parents contacted to bring this in.

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 contact the Health Centre (healthcentre@stedmundscollege.org) 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 lockable area in their room, or they will be given a portable safe to keep the medication.

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). These will need to be updated as and when there are any changes.

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.

PSHE

The PSHE programme is designed to support the students as they develop their self-knowledge and their attitudes to life. As the first educators of your children, you as parents have the major influence in these areas but the College has a formal programme of lessons to support you in this.

“Personal, Social and Health Education provides a vital foundation for the personal development of young people in preparing them for adulthood. PSHE is important in equipping young people with the skills and attitudes needed to react positively to the pressures of modern life” (DCSF).

“Relationships and sex education (RSE)... To embrace the challenges of creating a happy and successful adult life, pupils need knowledge that will enable them to make informed decisions about their wellbeing, health and relationships and to build their self-efficacy” (DCSF).

At St Edmund’s College, pastoral care is at the heart of what we do, from our Mission Statement through to the very successful House system. PSHE and RSE is taught weekly during tutorial lessons. In addition, Rhetoric I students are taught RSE in timetabled lessons as part of their Enrichment Curriculum. We have a range of visiting speakers that visit St Edmund’s throughout the year, and we include PSHE Drop Down days into the calendar where students participate in workshops relating to PSHE and pastoral topics.

Once again, this year parents will have opportunities to engage with the PSHE and RSE curriculum through Parent Information Evenings. The RSE: Ten:Ten resources, will be made available to parents for all to peruse. We have built the careers provision into the PSHE curriculum each term which will be led by the Head of Careers.

Parents do not have the right to withdraw their child from Relationships or Health education. However, under the Education Act 1993, parents have the right to withdraw their children from either part, or all of the Sex Education provided by the school, up until three terms before their 16th birthday. This needs to be done in consultation with the Headmaster and the Head of PSHE. Parents with concerns or considering withdrawing their child from Sex Education should email the Headmaster who will invite the parents to a meeting to discuss their concerns.

The PSHE curriculum is designed in a way which allows topics to be revised throughout their time at St Edmund’s College to allow deeper consolidation of important content. The lessons are taught under the following themes: Keeping Safe, Online Life & Media, Emotional and Mental Health, Health and Fitness, Future Choices & Money, Rights & Responsibilities and Personal Skills Development. We deliver FGM to students every 2-3 years or at least once during KS3, as per statutory guidelines.

Students receive an annual PSHE comment from the tutor, focusing on knowledge and understanding, participation, teamwork, reflection and decision making.

Below is an overview of the RSE topics covered in Elements to Poetry:

Elements	Rudiments	Grammar	Syntax	Poetry
RSE: Ten:Ten Changing bodies, mental and physical health, where we come from, my life on screen, living responsibly	RSE: Ten:Ten Created in God's image, appreciating difference, feelings, think before you share, being part of the wider world.	RSE: Ten:Ten Finding a life partner, love people not things, making good choices, fertility and contraception, marriage, sharing on social media, knowing your rights and social responsibility.	RSE: Ten:Ten Making personal health choices, self-image, beliefs, values and attitudes, parenthood, pregnancy and abortion, abuse and social solidarity.	RSE: Ten:Ten Self-worth, addiction, eating disorders, birth control, pornography, STI's and coercive control.

Useful Telephone Numbers

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

INFORMATION ONLY 01920 824295

WEBSITE: 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
Head of Rhetoric	01920 824222
Deputy Head of Rhetoric	01920 824290
Prep School	01920 824239
Health Centre	01920 824234
Chaplaincy (Mrs Peirce)	01920 824328
Boarding (Boarding@Stedmundscollege.org)	01920 824300