



# SAINT FELIX SCHOOL

## SOUTHWOLD

# **PARENTS' HANDBOOK 2021-2022**

## **SENIOR DEPARTMENT**

All school policies are available on our website [www.stfelix.co.uk](http://www.stfelix.co.uk)

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**Please complete the following forms (attached) and return to the Registrar before your son/daughter joins us:**

- **Health Record**
- **Parent Contact Details**
- **Internet and Email Acceptable Usage**
- **Use of Images of Pupils**
- **School Expeditions**
- **Guardian Details** (boarders only)
- **High Risk Activities** (boarders only)
- **Overseas Residence/Holidays** (boarders only)
- **Bicycle Consent Form** (boarders only)



# SAINT FELIX SCHOOL

## SOUTHWOLD

Dear Parents and Guardians

The aim of this booklet is to give a detailed insight into the routines which exist in the Senior Department, so that you will have a good idea of what to expect when your son or daughter starts here.

The Senior Department is part of a friendly and caring co-educational school with committed and highly skilled staff. Our aim is to ensure that all pupils feel happy and confident in their new surroundings and, given that basis, will work hard to fulfil their potential.

I hope that you will find this Parents' Handbook useful. While we try not to have too many regulations, there are many questions of detail and procedure which may arise whether your son or daughter is a boarder or a day pupil. If you do not find the answer in here, please do not hesitate to contact Ms Annie Hardcastle, Deputy Head, Mrs Karen Treby, Head of Sixth Form, Mrs Gallagher, Head of Fifth Form or Mrs Westlake, Head of Fourth Form.

Yours sincerely

**Mr James Harrison**  
**Headmaster**

# GENERAL

## TERM DATES 2021 – 2022

### AUTUMN TERM 2021

Staff INSET	Wednesday 1 <sup>st</sup> September 2021
Staff INSET	Thursday 2 <sup>nd</sup> September 2021
Staff INSET	Friday 3 <sup>rd</sup> September 2021
New Senior Pupil Induction	Friday 3 <sup>rd</sup> September 2021
New Overseas Boarders	Friday 3 <sup>rd</sup> September 2021
All Other Boarders	Sunday 5 <sup>th</sup> September 2021
<b>School Term Commences</b>	<b>Monday 6<sup>th</sup> September 2021</b>
<b><u>Autumn Term Open Morning</u></b>	<b><u>Saturday 2<sup>nd</sup> October 2021 (TBC)</u></b>
Half Term	Friday 15 <sup>th</sup> October to Sunday 31 <sup>st</sup> October 2021
<b>School term commences</b>	<b>Monday 1<sup>st</sup> November</b>
Carol Services	Friday 10 <sup>th</sup> December 2021
<b>School Term Finishes</b>	<b>Friday 10<sup>th</sup> December 2021</b>

### SPRING TERM 2022

Staff INSET	Tuesday 4 <sup>th</sup> January 2022
Boarders Return	Tuesday 4 <sup>th</sup> January 2022
<b>School Term Commences</b>	<b>Wednesday 5<sup>th</sup> January 2022</b>
Half Term	Friday 18 <sup>th</sup> February to Sunday 27 <sup>th</sup> February 2022
<b>School term commences</b>	<b>Monday 28<sup>th</sup> February 2022</b>
<b><u>Spring Open Morning</u></b>	<b><u>Saturday 12<sup>th</sup> March 2022 (TBC)</u></b>
<b>School Term Finishes</b>	<b>Friday 8<sup>th</sup> April 2022</b>

### SUMMER TERM 2022

Boarders Return	Sunday 24 <sup>th</sup> April 2022
<b>School Term Commences</b>	<b>Monday 25<sup>th</sup> April 2022</b>
Early May Bank Holiday	Monday 2 <sup>nd</sup> May 2022
Half Term	Friday 27 <sup>th</sup> May to Sunday 5 <sup>th</sup> June 2022
<b>School term commences</b>	<b>Monday 6<sup>th</sup> June 2022</b>
<b><u>Parents' Day</u></b>	<b><u>Saturday 2<sup>nd</sup> July 2022</u></b>
<b>School Term Finishes</b>	<b>Saturday 2<sup>nd</sup> July 2022</b>

**Half Term and Closed Weekends start at 4.00pm on Friday.  
Boarders should return to School between 6.00pm and 8.00pm on Sunday.**

**\*\* If you are unable to arrive by 12.00pm, please contact the school to make alternative arrangements.**

### Calendar

The Calendar is available on the website and updated on a regular basis. Children are strongly encouraged to represent their school if picked for a team but parents should note that some tournaments return outside of the school day or are held on Saturdays. Details and information about these can be found on the calendar website.

Please note that all children are expected to attend the following school events:

- House Scramble in the Autumn Term
- House Shout in the Autumn Term
- Christmas Carol Service in the Autumn Term
- Open Morning in the Autumn and Spring Terms
- Sports Day in the Summer Term
- Parents' Day which takes place at the end of the Summer Term

## CONTACTS

### **Out of Hours Emergency Contact Number:**

+44 (0)1502 727077

**Please use this number between 5.00pm (4.00pm on a Friday) and 8.00am as well as during the weekend**

Mr James Harrison (Headmaster):

01502 727026

[ctansley@stfelix.co.uk](mailto:ctansley@stfelix.co.uk)

Ms Annie Hardcastle (Deputy Head):

01502 722175

[ahardcastle@stfelix.co.uk](mailto:ahardcastle@stfelix.co.uk)

PA to the Headmaster (Mrs Cat Tansley):

01502 727026

[ctansley@stfelix.co.uk](mailto:ctansley@stfelix.co.uk)

**To reach our staff members, please telephone 01502 722175**

Mrs Joahna Harlock (Assistant Head – Sixth Form and Curriculum)

[jharlock@stfelix.co.uk](mailto:jharlock@stfelix.co.uk)

Mrs Jade Block (Assistant Head – DSL and SENCo)

[jblock@stfelix.co.uk](mailto:jblock@stfelix.co.uk)

Saint Felix School Office (General Admin):

[schooladmin@stfelix.co.uk](mailto:schooladmin@stfelix.co.uk)

Miss Jade Wong (Head of Prep Department):

[jwong@stfelix.co.uk](mailto:jwong@stfelix.co.uk)

Mrs Pippa Kinsella (Head of Pre-Prep Department)

[pkinsella@stfelix.co.uk](mailto:pkinsella@stfelix.co.uk)

Mrs Anita Carr (Head of Student Welfare)

[acarr@stfelix.co.uk](mailto:acarr@stfelix.co.uk)

### **Heads of Year**

Ms Annie Hardcastle (Deputy Head)

[ahardcastle@stfelix.co.uk](mailto:ahardcastle@stfelix.co.uk)

Mrs Joahna Harlock (Assistant Head – Sixth Form and Curriculum)

[jharlock@stfelix.co.uk](mailto:jharlock@stfelix.co.uk)

Mrs Chantelle Gallagher (Head of Fifth Form)

[cgallagher@stfelix.co.uk](mailto:cgallagher@stfelix.co.uk)

Mrs Mel Westlake (Head of Fourth Form)

[mwestlake@stfelix.co.uk](mailto:mwestlake@stfelix.co.uk)

Mrs Emma Foskett (Director of Admissions & Marketing)  
01502 727052  
[efoskett@stfelix.co.uk](mailto:efoskett@stfelix.co.uk)

Registrar  
01502 727048  
[registrar@stfelix.co.uk](mailto:registrar@stfelix.co.uk)

Medical Centre (Nursing Staff)  
01502 727042  
[sansister@stfelix.co.uk](mailto:sansister@stfelix.co.uk)

### **Boarding Houses**

Fawcett House  
Mrs Halcyon Meldrum (Fawcett Office) 01502 727050  
Fawcett Duty Phone 01502 727074  
[fawcett@stfelix.co.uk](mailto:fawcett@stfelix.co.uk)

Gardiner House  
Mr Alex Grimmer (Gardiner Office) 01502 727031  
Gardiner Duty Phone 01502 727075  
[gardiner@stfelix.co.uk](mailto:gardiner@stfelix.co.uk)

Somerville House  
Mrs Halcyon Meldrum (Somerville Office) 01502 727037  
Somerville Duty Phone 01502 727076  
[somerville@stfelix.co.uk](mailto:somerville@stfelix.co.uk)

## **GENERAL POINTS (All Pupils)**

### **Contacting the School**

#### **a) Unexpected Absence from School**

Parents should inform the School as soon as possible, by telephoning the School Office on (01502) 722175 and leaving a message before 10.00am if possible or by sending an email to [schooladmin@stfelix.co.uk](mailto:schooladmin@stfelix.co.uk)

#### **b) Request for Absence**

Leave of absence should be requested from the Deputy Head for the Senior Department.

***Parents are reminded that holidays MUST NOT be taken during term time.***

### **In General**

- House staff can be contacted direct by telephone or email (see list of telephone numbers and email addresses below).
- Tutors and Senior staff can be contacted through the School Office on (01502) 722175 or via email at [schooladmin@stfelix.co.uk](mailto:schooladmin@stfelix.co.uk)
- The Headmaster can be contacted via Mrs Cat Tansley, PA, on (01502) 727026 or by email at [ctansley@stfelix.co.uk](mailto:ctansley@stfelix.co.uk)

All the above are pleased to see parents by appointment.

During office hours (8.00am - 5.00pm), if an immediate reply is required, please telephone the main number **(01502) 722175**.

### **Parent Contact Details**

It is important that the school holds the most up-to-date information for pupils at all times so that we can contact parents quickly should the need arise. Parent Contact Details can be updated at any time on the parent portal. Alternatively, please email these to the Registrar at: [registrar@stfelix.co.uk](mailto:registrar@stfelix.co.uk)



## **SENIOR DEPARTMENT UNIFORM AND EQUIPMENT**

At Saint Felix School we expect our pupils to look smart and business-like in their school uniform. Taking pride in their appearance is important for them and for us as a school and this not only includes whilst they are at school but also whilst travelling to and from school and at school functions and on school trips.

The official school uniform supplier is:

### **Coes of Ipswich**

20-28 Norwich Road

Ipswich

Suffolk IP1 2NH

Telephone: +44 (0)1476 256 061

Email: [customerservices@coes.co.uk](mailto:customerservices@coes.co.uk)

The school uniform including sports kit\* and footwear and school shoes can be purchased in person at their main Ipswich shop or online via:

<https://www.coes.co.uk/schoolwear-schools/saint-felix-school>

**Opening Hours: Tuesday – Saturday 9.00am to 6.00pm**

All orders over the value of £50.00 are shipped free of charge within the UK.

Overseas Boarders should place their order for uniform online and use the click and collect facility as there will be a delivery to the school prior to the start of term.

Please note that all items labelled with an asterisk must be purchased from Coes. Please refer to the uniform list below for uniform requirements. Other items may be sourced independently, as long as they conform to the uniform code. Please ensure that **all** items are clearly named.

During term-time there will be the option of a click and collect from the school. Orders placed online by 9.00am on Wednesday morning, where stock is available, will be delivered to the school on Thursday for collection from Reception.

\*All sports kit should be stored in the regulation school games bag. There may be further sports kit requirements dependent on any additional teams for which your child may be selected (e.g. equestrian, cricket or tennis).

May 2021

## Saint Felix School Senior Uniform Price List

### Boys Uniform

	From £	To £
Jacket	36.95	49.95
School Tie	6.50	
Shirt	16.95	21.95
Jumper	22.95	31.95
Trousers	20.50	26.95
Socks (5pp)	7.50	9.50
Shoes	From £50.00	
Coat	47.95	64.95
Fleece Scarf	8.50	
Hat	8.50	
Gloves	3.95	4.95

### Sportswear

Mid Layer	34.95	41.00
Tracksuit Trouser	29.95	35.95
Polo Shirt	21.95	25.95
Games Short	26.50	30.95
Games Shirt	39.95	56.95
Games Sock	6.95	8.95
Summer Polo	21.95	25.95
PE Socks	4.99	5.99
Baselayer Top	15.95	17.95
Baselayer Short	13.95	16.95
Sports Bag	51.00	
Boot Bag	14.95	
Trainers	From £44.99	
Shin Pads	From £9.99	
Mouthguard	From £9.99	
Swimming Shorts	12.95	15.50
Swimming Hat	7.50	
Swimming Bag	7.95	
Goggles	9.99	27.99

Swim wear only required for Years 7 – 9

### Girls Uniform

	From £	To £
Jacket	36.95	47.95
Blouse	19.95	26.95
Jumper	22.95	31.95
Skirt	44.95	53.95
Tights (2pp)	6.95	11.95
Socks	6.50	8.50
Shoes	From £50.00	
Coat	47.95	64.95
Fleece Scarf	8.50	
Hat	8.50	
Gloves	3.95	4.95

### Sportswear

Mid Layer	34.95	41.00
Tracksuit Trouser	29.95	35.95
Polo Shirt	21.95	25.95
Games Short	25.95	30.95
Games Sock	6.95	8.95
Summer Polo	21.95	25.95
PE Socks	4.99	5.99
Baselayer Top	15.95	17.95
Sports Bag	51.00	
Boot Bag	14.95	
Trainers	From £44.99	
Shin Pads	From £9.99	
Mouthguard	From £9.99	
Swimming Costume	14.95	24.95
Swimming Hat	7.50	
Swimming Bag	7.95	
Goggles	9.99	27.99

## **Year 12 and Year 13**

Sixth Form students do not wear school uniform but are expected to dress in a business-like manner. Details of their dress requirements are listed below:

Girls - Black, Grey or Navy trouser, skirt or dress suit. Court shoes or flats.

Boys - Black, Grey or Navy suit, Plain coloured shirt, Tie of own choice, Loafers or lace up shoes

### **Uniform Dress Code**

School uniform should be worn by all pupils during lessons time and at official school functions - Chapel, concerts etc. Blazers must be worn to Assembly, Chapel and lunch, when moving around school and for travel to and from school. Shirts must be tucked in or, if fitted, must be hidden by the school jumper. Vests should be white and should not be visible in any way.

Girls' skirts must be **no more than 5cm** above the knee. Pupils in breach of this will be asked to resolve the matter.

Boys must have their top buttons fastened and ties pulled up to the collar and reaching down to almost waist level.

### **Short Sleeve Order**

During warmer weather pupils may be allowed to be in short sleeve order, Blazers (or jumpers) may be removed and sleeves should be rolled above the elbow. It is not appropriate for jumpers to be rolled at the elbow. Girls may wear white ankle socks.

### **Dining Hall Dress**

Pupils are not allowed to wear games kit in the Dining Hall unless specifically told to do so by the PE Department, in which case tracksuit bottoms should be worn.

School blazers may be removed in the Dining Hall while eating.

### **Hair, Make-up and Jewellery**

Hair should be neat and tidy at all times.

Girls' hair should be tied back fully and off the shoulders if shoulder length or longer. Shorter hair should be clipped or pinned back from the face. Alice bands, clips and hair bands should be green or navy.

Boys' hair must be neat and no longer than the collar (longer hair should be tied back fully).

The dyeing of hair is very strongly discouraged. Hair must be of a single natural looking colour, which does not differ significantly from the pupil's own hair colouring.

Make-up and nail polish are not permitted to be worn by any pupil in Reception to Year 11. Make-up may only be worn by **Sixth Form girls**. It should be discreet – mascara, light foundation, neutral lipstick and natural nail varnish only. Pupils in breach of this will be asked to remove it.

No jewellery is permitted other than a single pair of discreet sleepers or studs for pupils with pierced ears or a religious symbol worn inside the uniform. However, they will have to be removed by the child themselves or taped over for all sports and swimming lessons. No other form of facial piercing is permitted for either sex.

Watches, if worn, must be clearly named.

## EQUIPMENT LIST

All pupils will require the following items:

- Pens
- Pencils
- Coloured pens
- Felt tip pens
- Ruler
- Protractor
- Pair of compasses
- Scientific calculator
- Glue (Pritt stick or similar)
- Pocket French dictionary
- Pocket Spanish dictionary (Year 8 and above)
- Pocket Oxford English dictionary
- Pocket Oxford Thesaurus
- White Science Overall (laboratory coat) for Sixth Form scientists
- Working laptop with camera and microphone (for home learning and Canvas access)

## TRANSPORT ARRANGMENTS FOR DAY PUPILS

Saint Felix operates a fleet of school minibuses which cover the following routes:

**Woodbridge/Wickham Market** (covering Marlesford, Saxmundham, Peasenhall and Yoxford)

**Beccles** (covering Stockton Hall, Shipmeadow, Beccles, North Cove & Worlingham)

**Halesworth** (covering Halesworth, Holton, Metfield, and Harleston)

**Oulton Broad** (covering Oulton Board, Deepdale, Carlton Colville, Oulton and Kessingland)

**Gorleston/Lowestoft North** (covering Gorleston, Blundeston, Corton Long Lane, Gunton Cliff, Sparrows Nest, and Lowestoft High Street)

**Lowestoft South/Wrentham** (covering Wangford, Uggeshall, Wrentham, Pakefield, Kessingland and London Road South Lowestoft)

For information on any aspect of school transport, please get in touch by email to [transport@stfelix.co.uk](mailto:transport@stfelix.co.uk) or telephone 01502 722175

### **Cycling to School**

Day pupils may cycle to school.

Boarders may bring bicycles to school.

**Parents should make sure their daughters/sons are competent to cycle safely and have locks for their bicycles, as the School cannot be held responsible for any loss. Helmets are to be worn.**

**ACADEMIC**

## SENIOR DEPARTMENT SCHOOL DAY

### Weekdays

#### **Boarders**

7.00am	Wake up
7.50am	House Meetings
8.00am	Breakfast
8.25am	Leave Dining Hall for School

#### **All Pupils**

8.35am	Registration in School
8.40am	Assembly (Monday), House Meetings (Wednesday) Tutor Session (Tuesday & Friday) Chapel (Thursday)
9.00am-9.35am	Period 1
9.35am-10.10am	Period 2
10.10am-10.25am	Break
10.25am-11.00am	Period 3
11.00am-11.35am	Period 4
11.35am-12.10pm	Period 5
12.10pm-12.45pm	Period 6
12.45pm	Lunch and Activities
1.45pm	Registration
1.50pm-2.25pm	Period 7
2.25pm-2.55pm	Period 8
2.55pm-3.30pm	Period 9
3.30pm – 4.00pm	Period 10
4.00pm – 4.10pm	Tea
4.10pm - 4.50pm	Activities & Prep
5.00pm	Buses for day pupils depart promptly

#### **Boarders**

6.00pm	Supper
7.00pm	Prep (in House) until 8.30pm

### **Lights Out**

8.30pm & 9.00pm	Years 7 and Year 8
9.30pm	Year 9
10.00pm	Year 10
10.30pm	Year 11
11.00pm	Sixth Form

### Weekends

#### **Saturday**

11.00am – 12.00pm	Housekeeping activities
1.00pm	free afternoon/town visit

#### **Sunday**

11.00am	Brunch
Afternoon	Trip/Activity (may be Saturday)
5.30pm	Chapel
6.00pm	'Social Sunday' Supper

***Many activities are offered on Sundays.***

## SENIOR DEPARTMENT CURRICULUM

Saint Felix seeks to provide for pupils of all abilities:

- a broad and balanced study programme which meets the needs of the National Curriculum - and much more!
- a full range of academic opportunities to meet individual needs and interests at an appropriate level in each subject area.
- equality of entitlement and opportunity for all pupils regardless of race, religion or social background.

### KEY STAGE 3 - Years 7 to Year 9

All the courses are closely linked to the National Curriculum but as an Independent School we have the flexibility to adapt the content to the pupils' interests and abilities. Pupils will take the following subjects:

Core Subjects:	English	Mathematics	Science
Art	Drama	French	Spanish
Geography	History	Classical Civilisation	Latin
Music	Physical Education	PSHE	RE

English as an Additional Language (EAL) or Learning Support lessons may be substituted for the second Modern Language if appropriate.

Spanish is offered in Year 8 and talented linguists may continue to study Latin in Year 9.

### GCSE COURSE - Years 9, Year 10 and Year 11

During the final year of Key Stage 3, pupils begin to discuss GCSE subject choices with their tutors and Careers Department. Parents are always closely consulted at this stage. The aim is to provide each pupil with a balanced course of study, a course which will leave future options open, but at the same time lay firm foundations for successful specialisation later.

**The following Core Subjects are studied by all pupils:**

English Language  
English Literature or English as an Additional Language (EAL)  
Mathematics  
Science

Physical Education, Citizenship, Health Education, PSHEE and Careers are also included in the core curriculum.

**In addition, pupils may choose up to four more Optional Subjects from the following list:**

Art	Drama	French	Geography
History	Latin	Music	Photography
Physical Education	Spanish	Textiles	

A system of option blocks makes a wide combination of subjects possible.

**A more detailed GCSE course guide is available on request**

## **SIXTH FORM STUDIES - Years 12 and Year 13**

Pupils normally take three subjects in Year 12. Almost all pupils proceed to Higher Education and are prepared for entrance to the top Universities and Art, Music and Drama Colleges both in the United Kingdom and abroad. We also support students in moving on to apprenticeships as an alternative pathway. The following subjects are offered at AS and A2 Level:

Art	Biology	Business Studies	Chemistry
Design	Drama	Economics	English
Enhanced Learning	French	Geography	History
Latin	Mathematics	Further Mathematics	Music
Photography	Physical Education	Physics	Psychology
Spanish	Textiles		

All pupils continue to have lessons in Physical Education and PSHE. Careers advice is also arranged as well as a programme of external speakers. Sixth Formers take part in a wide range of enrichment activities. **A more detailed Sixth Form course guide is available on request.**

## **OVERSEAS STUDENTS**

Our overseas pupils span Year 5 to Year 13 of the Senior Department. Overseas pupils come to us at various stages of their schooling. Some will stay on through the Sixth Form and go on to Higher Education in the UK; others may come for just a term, a year, a couple of years or more. It all depends on what their objectives are in coming to Saint Felix and on how this time out at Saint Felix can fit in with and complement their schooling at home.

But what all pupils have in common, from the moment of their arrival, is the care and support necessary to ease them into the life of their new school and home: in their boarding house, a houseparent integrates them into the house family and offers all the support and encouragement that will help them fulfil their potential; during the school day, a tutor is on hand to track progress and deal with any problems that may arise.

Our overseas pupils bring other backgrounds and cultures into the school; in return our British pupils – and other overseas boarders – are both interested in and supportive of these newcomers. Overseas students who arrive at the beginning of the academic year will be involved in an EAL induction to support their successful integration into school life.

### **English Language Classes and Examinations**

During the first week of school all new overseas pupils take an English Language test to enable us to assess their level and put them into a small group appropriate to that level. English as an Additional Language (EAL) is taught in small multi-language groups where the target language is also the language of tuition. Unless the student is fluent in English, EAL will be a compulsory subject.

Depending on the level and time to be spent here pupils work towards taking, for example, the Cambridge First Certificate in English in Year 11 (Success in this examination - part of a suite of Cambridge EAL examinations - is recognised worldwide as achieving a broad-based intermediate level of competence in everyday English.) In the Sixth Form students seeking university entrance in the UK will probably take the IELTS (International English Language Testing System) examination. This focusses on the academic English skills that non-native speakers will need to cope with their studies in Higher Education and it is recognized by all UK universities. Sixth Form students will be given a form explaining the IELTS requirements and parents/guardians can have a copy on request.



## **PREP AND REPORTS**

### **Prep**

All pupils have a regular daily programme of prep. Each pupil has a student planner calendar on Canvas which they use to help them manage their work effectively. Tutors regularly review planners and parents are also encouraged to do so.

- **Year 7 and Year 8** should be spending no more than an hour per night on prep
- **Year 9** should be spending no more than an hour and a half per night on prep
- At **GCSE (Years 10 and Year 11) and AS/A2 (Years 12 and Year 13)** teachers will set a variety of tasks over different time schedules. It is vital that pupils manage their time wisely. Tutors help in this process.

If parents have any concern about the amount of prep they should contact the relevant Head of Year in the first instance.

### **Reporting and Monitoring**

It is vital that we have good channels of communication between home and school. If you have any concerns about your son/daughter, tutors are available to meet with parents. Please telephone the main school office if you wish to make an appointment. You do not have to wait until formal parents' meetings. We also provide opportunities for pupils to monitor their own progress and discuss target setting with their tutors.

### **Reports**

Each year group receives regular reports on their parent portal account to synchronise with the timing of key assessment points, Parents' Meetings and important stages in the academic year appropriate to their age group. Students are assessed in attainment using the new GCSE Gradings of 1-9 at Key Stage 3 and 4. They are also graded on Attitude to Learning on the following Grade Descriptors.

### Grade Descriptors for Year 7 -9

Grade	Criteria
<p><b>A</b></p> <p><b>Outstanding</b></p>	<p><b>Attitude to Learning</b> The student displays enthusiasm and excitement for learning, exploring issues, events or problems from different perspectives. He/She enjoys being creative and is prepared to take risks with his/her learning and develop alternative approaches. The student displays an exceptional effort and commitment.</p> <p><b>Classwork</b> The student completes all classwork to a high standard and regularly undertakes extension tasks to extend and develop their knowledge.</p> <p><b>Prep</b> Prep is always recorded accurately and completed to a high standard which reflects the very best of his/her ability.</p>
<p><b>B</b></p> <p><b>Good</b></p>	<p><b>Attitude to Learning</b> The student is motivated to learn and makes the most of every opportunity in the classroom asking relevant questions to extend his/her learning. He/She shows a high level of commitment following instructions carefully, learning from their mistakes, managing their time and learning from the tasks set effectively.</p> <p><b>Classwork</b> The student completes classwork to the best of his/her ability.</p> <p><b>Prep</b> Prep is always recorded accurately and completed to the best of his/her ability.</p>
<p><b>C</b></p> <p><b>Needs Improvement</b></p>	<p><b>Attitude to Learning</b> The student is usually attentive and joins in discussions and will ask questions, but engagement and commitment to the lesson are inconsistent, as is following instructions and managing their time.</p> <p><b>Classwork</b> The student completes classwork but it does not always reflect their true ability.</p> <p><b>Prep</b> Prep is usually completed on time but the results are variable.</p>
<p><b>D</b></p> <p><b>Unsatisfactory</b></p>	<p><b>Attitude to Learning</b> The student displays little interest or enthusiasm for learning in the lesson which impedes their progress. They rarely engage in discussions and find participation in activities difficult.</p> <p><b>Classwork</b> The student's classwork does not meet expectations and lacks the required attention to detail.</p> <p><b>Prep</b> Prep is often handed in late and incomplete.</p>

### Grade Descriptors for Year 12 & 13

Grade	Criteria
<b>1 Outstanding</b>	<p><b>Attitude to Learning</b> The student displays enthusiasm and excitement for learning, exploring issues, events or problems from different perspectives. He/she enjoys being creative and is prepared to take risks with his/her learning and develop alternative approaches. The student displays an exceptional level of effort and commitment.</p> <p><b>Classwork</b> The student completes all classwork to an extremely high standard and regularly undertakes extension tasks to extend and develop their knowledge.</p> <p><b>Prep</b> Prep is always recorded accurately and completed to an extremely high standard which reflects the very best of his/her ability.</p>
<b>2 Very Good</b>	<p><b>Attitude to Learning</b> The student is consistently motivated to learn. He/she demonstrates interest in their work and an increasing independence. They are now beginning to take responsibility for their own learning, engaging in tasks and developing personal responses. They show a high level of commitment, completing all tasks set, within deadlines.</p> <p><b>Classwork</b> The student completes all classwork to a high standard and sometimes undertakes extension tasks to extend and develop their knowledge.</p> <p><b>Prep</b> Prep is always recorded accurately and is completed to a very good standard which reflects the best of his/her ability.</p>
<b>3 Good</b>	<p><b>Attitude to Learning</b> The student is motivated to learn and makes the most of opportunities in the classroom asking relevant questions to extend his/her learning. He/she shows a good level of commitment following instructions carefully, learning from their mistakes, managing their time and learning from the tasks set effectively.</p> <p><b>Classwork</b> The student completes classwork to the best of his/her ability.</p> <p><b>Prep</b> Prep is always recorded accurately and completed to the best of his/her ability.</p>
<b>4 Needs Improvement</b>	<p><b>Attitude to Learning</b> The student is sometimes attentive and joins in discussions and will ask questions, but engagement and commitment to the lesson are inconsistent, as is following instructions and managing their time which impedes their progress.</p> <p><b>Classwork</b> The student completes classwork but it does not always reflect their true ability and lacks the required attention to detail</p> <p><b>Prep</b> Prep is usually completed on time but the results are variable.</p>

**Dates for all Parents' Meetings will be available on the Website**

# BOARDING

## **BOARDING ETHOS**

### **What are we trying to achieve?**

Whilst you may board in the first instance from necessity, the boarding experience can and should be a very positive one. Boarding is never quite like home life but it does have some distinct advantages. It should be friendly, supportive, good fun and an excellent preparation for independent life at university or later.

### **There are three main aspects to boarding;**

#### **1. Supporting you**

We want to provide you with a **safe** environment, with adults who **care** and keep closely in touch with your parents or guardians. Your boarding house is also where you will have friends and older, more experienced pupils to **help** you. There will need to be a balance between time to work, and time to play, and it is the duty of the staff like any other parent to see that you eat well, sleep well and are not falling behind with your studies.

#### **2. Living with others in a sharing community**

Living with up to thirty other teenagers is very different from life at home! For a start there have to be **clear rules and expectations** so that everyone is treated fairly. You may also find yourself sharing a room, particularly when you are younger. This can be great **fun**, but it does demand consideration for others so that little niggles don't become big rows. You may be asked to help with regular jobs within the house, some of which you may not have done before, but it means that you will be well experienced by the time you get your student flat at university. As you get older you may be given **responsibilities**, to supervise younger ones or keep an eye on some aspect of house life. This too will stand you in very good stead when you find yourself managing other people in later life.

#### **3. Encouraging your independence**

Whilst there will always be **supportive adults** around, and a reassuring structure to the day, you will begin to take your own decisions more and more. Small issues that you would automatically take to mum or dad, can be taken to your house-parents too, but you will probably find that you sort most of them out **yourself**. Your school homework will initially be done in regular prep sessions, but increasingly you will develop your own patterns of work and self-discipline. We will gradually give you freedom in other ways as you show that you can cope and can use your initiative.

## **GENERAL POINTS**

### **Casual Visits and Outings**

Whilst we try to be as flexible as possible, it is very important that House Staff are fully aware of any arrangements including the departure and return of pupils considering such outings.

### **Half Term and Closed Weekends**

As per the school calendar, there is a half-term holiday and two closed weekends during each term.

The School is closed at these times and between terms. During other weekends and where necessary at closed weekend, the houses are staffed and there is a wide range of activities made available to all Boarders.

Parents and Guardians are expected to advise the House Parents of arrangements for holidays and closed weekends well in advance of the event. Such notice should be in writing, ideally by email.

House Staff will then be able to assist with travel plans such as train arrangements, coaches to London and taxis to airports. Please contact Ms Gaye Nash by email at [hmeldrum@stfelix.co.uk](mailto:hmeldrum@stfelix.co.uk) for assistance with travel.

At half term and closed weekends, pupils may leave School after 4.00pm on Friday and return between 6.00pm and 8.00pm on Sunday (Monday after the early Summer closed weekend).

### **Procedure for Parents and other Visitors visiting the Houses**

On first entering a Boarding House, any parent or other visitor must inform the House Staff of their presence. This is both for security reasons and to avoid potential embarrassment for pupils and visitors. Under no circumstances should parents and other visitors go upstairs prior to seeing the House Staff.

### **Weekly Boarders**

**It is assumed that all weekly boarders are going home to their parents every weekend unless the House Parent/s have been informed by parents of a change of plan.** If this is not the case, parents should inform the House Parent/s if they wish their child to 'stay in' or go elsewhere for a weekend, by the **TUESDAY** evening prior to the relevant weekend. Weekly boarders may be collected by their parents after 4.00pm on Fridays, returning by 8.00pm on Sundays.

**ALL COMMITMENTS SUCH AS PLAYING IN SCHOOL MATCHES SHOULD BE FULFILLED BEFORE PUPILS LEAVE SCHOOL.**

A request to change status regarding day, weekly/full boarding must be made in writing to the Head.

### **House Arrangements**

Pupils may bring back a small amount of tuck which should be stored in sealed containers. Fridges are available in each house.

It is impossible to store large quantities of home clothes and other personal items and parents are asked to keep these to a minimum. **No kettles, toasters or assisted heating appliances are allowed in the pupils' bedrooms due to Health and Safety regulations. All electrical equipment must be presented for PAT testing when requested.**

Whilst it is appreciated that boarders like their 'home comforts', valuables should be kept to a minimum. No responsibility will be taken for personal laptops, mobile phones, gaming devices etc. Valuable jewellery should not be brought to school.

The amount of pocket money recommended is around £10.00 per week, but may be more in certain circumstances, eg, pupils whose parents live abroad. Pocket money should be handed to the House Parents for safe keeping in a named envelope on the first day of term. Pupils do need money to cover small purchases such as soap, shampoo, birthday cards, Chapel collections and contributions to charity events such as mufti-days.

### **Health and Medicines**

All boarders in the school will be registered with the NHS and School Doctor. Since considerably more time is spent at School than at home, the Department of Health considers this arrangement administratively convenient. If a pupil requires treatment during the holidays, they should ask for the treatment as a 'temporary resident' from the family doctor, or any other doctor taking part in the service.

**ALL** medicines sent to School must be given to the House Parents for safe keeping. Under strict Government regulations, **boarders must not keep their own medicine in their bedrooms**

If a student cannot return to school due to illness, House Staff must be informed as soon as possible. Pupils should then return to school with a note explaining their absence to be given to their Tutor. They should not be sent back to School if they have had, or have been in contact with, an infectious illness until medical clearance has been given. Please contact the Medical Centre to discuss this if you are unsure.

Pupils who have to wear glasses may suffer eyestrain through the long delay in repairing them when they are broken. We strongly advise that the pupil should have two pairs. One pair must have unbreakable lenses if glasses are worn for games.

In accordance with the School Medical Staff's professional obligations, medical information about pupils, regardless of their age, will remain confidential. However in providing medical care for a pupil, it is recognised that on occasions the School Medical Staff may be required to liaise with parents or guardians, the Head, other academic staff, House Staff and, where appropriate, outside agencies so that information, ideally with the pupil's prior consent, can be passed on as appropriate. With all matters, the Medical Staff will respect a pupil's confidence except on the very rare occasion when, having failed to persuade a pupil, or their authorised representative, to give consent to divulgence, the Medical Staff considers it in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

### **Information for Overseas Boarders - Implementation of Immigration Health Surcharge (IHS)**

From 6 April 2015 all nationals coming from outside the EEA for longer than 6 months are required to pay a 'health surcharge' must be paid by migrants applying for leave to enter or remain in the UK under Tier 4. Applicants will need to pay the surcharge at the same time they make their immigration application to come to the UK, or to extend their stay, as part of a two stage online process.

Failure to pay the correct surcharge will delay the application and may lead to a prospective student's application being refused or rejected. Please ensure prospective students are reminded to pay the fee through the IHS portal: <https://www.immigration-health-surcharge.service.gov.uk/payment/start>

This facility is not currently integrated into the online immigration application process

### **Insurance**

Whereas the School has indemnity insurance cover for belongings up to a maximum total of £500 with a single article maximum limit of £250 included in that cover, parents are strongly advised to make their own arrangements for insurance of pupils' personal belongings.

## **ITEMS REQUIRED BY BOARDERS ONLY**

### **Uniform/Sports Kit**

We realise that when a child is boarding away at school, it may be an exciting or anxious time for them and their parents and guardians alike, particularly if it is for the first time and we aim to help make the process as smooth as possible, so that the child can settle quickly and soon feel at home at Saint Felix School.

For full and weekly boarders, all uniform and sports kit must be obtained from the School uniform supplier (see below), with the exception of white rever collar blouses, navy opaque tights and white ankle socks for girls and white shirts and grey ankle socks for boys, which can be obtained from independent suppliers, providing they conform to the current uniform code. Both boys and girls are expected to wear black shoes with their uniform.

<https://www.coes.co.uk/schoolwear-schools/saint-felix-school>

Short stay boarders can make use of the School Uniform Loan Scheme (ULS)

### **Year 11 and below**

The cost of purchasing a full set of uniform and sports kit is approximately GBP 300-400 for girls and GBP 350-400 for boys, depending on the term that your child joins the school and their year group.

### **Sixth Form Students**

Sixth Form students will require the basic school sports kit which currently amounts to approximately GBP 160.

### **Uniform Loan Service for Short Term Boarders (one or two terms only)**

For short term boarders staying only one or two terms, there is the option of using the School's uniform loan service for items of uniform that are specific to the school and not of a personal nature, these are:

**Girls:** one of each item - Blazer, skirt, jumper, skort, sports top, tracksuit top and tracksuit bottoms and sports bag.

In addition they will need to bring with them, 3 white rever collar blouses, 3 pairs of navy opaque tights and 3 pairs of white sports socks. For the complete list please see the list below.

**Boys:** one of each item - Blazer, tie, jumper, sports shorts, sports top, tracksuit top, tracksuit bottoms and sports bag, with additional sports kit such as rugby top or cricket whites, depending on the season.

In addition they will also need 2 or 3 pairs of charcoal trousers, 3 white shirts, 5 pairs of grey socks and 3 pairs of white sports socks. For the complete list please see the table below.

Using the school's uniform loan service is, of course, entirely optional, and you are welcome to purchase uniform and sports kit for your child's individual use, online from Coe's.

We have found many overseas boarders like to buy the sports kit as a memento of their time studying at Saint Felix School.



<b>Saint Felix Uniform Loan Service (ULS) - one or two term boarders only</b>	
<b>GIRLS - supplied a part of ULS (one of each item, as required):</b>	<b>GIRLS - not supplied as part of ULS:</b>
School blazer School tartan skirt School v-neck school jumper Sports skorts Sports top Sports tracksuit top Sports tracksuit bottoms	White rever collar blouses Navy opaque tights Flat black leather shoes Gum shield Shin pads School long sports socks White ankle socks Cross trainers Sports holdall  <b>Up to Year 9 only</b> Black school swimming costume School swim hat School Swim bag Swimming goggles
<b>BOYS - supplied a part of ULS (one of each item, as required):</b>	<b>BOYS - not supplied as part of ULS:</b>
School blazer School V-neck school jumper School tie Sports shorts Sports top Sports tracksuit top Sports tracksuit bottoms	White shirts Charcoal school trousers Grey school socks Flat black leather shoes Gum shield Shin pads School long sports socks White sports ankle socks Cross trainers Sports holdall  <b>Up to Year 9 only</b> Black school swimming trunks School swim hat School Swim bag Swimming goggles

All items of uniform and sports kit that are of a more personal nature and would not be worn by another pupil must be purchased for the pupil's own use.

The uniform loan service fee is £150 for the first term and £80 for a second term and includes a charge for cleaning the items at the very end of the loan period. We regret that if any item/s of uniform or sports kit that has/have been loaned to your child is/are damaged, lost, or not returned at the end of the loan period, then you will need to pay the cost of replacing each of the item/s and an invoice will be issued to cover this cost.

### **Items for Boarding Pupils:**

- A reasonable selection of home clothes, jeans, sweatshirts, jumpers “t” shirts etc. (There is limited storage space in each bedroom)
- Two more formal outfits for Christmas and special events.
- No fewer than 6 changes of underwear
- 2 sets of pyjamas
- Dressing gown
- Wash bag and toiletries
- 2 bath towels and 2 hand towels
- Boarders may bring their own bedding although the school can provide everything required (bedsheets, a duvet and pillows)
- 1 weekend/overnight holdall – preferably folding
- Waterproof jacket
- Gloves, hat and scarf
- Swimming kit
- School uniform
- Shoe cleaning materials
- Alarm clock
- Padlocks

Boarders are permitted to bring electrical items such as personal laptops, tablets and mobile phones and parents should ensure there is suitable insurance cover in place. Items such as these are brought to school at boarders/parents own risk.

Each house has Wi-Fi throughout which boarders can connect to. As per the school policy, mobile phones are not permitted in school during the day and access is limited to them during evening prep sessions. Under no circumstances should mobile phones, laptops or tablets be used after lights out. Such use will result in confiscation of items in line with the school policy (Policy for Use of Mobile Electronic Devices which can be found on our website at [www.stfelix.co.uk](http://www.stfelix.co.uk)).

### **Home Clothes**

All Boarders need one formal outfit for formal dinners. They may bring a limited selection of home clothes suitable for various school activities.

### **Clothing Guidelines for Boarders**

Casual clothes are acceptable in the Houses, in the School grounds and on trips to Southwold. Torn or dirty jeans are **NOT** acceptable. Shorts, skirts and tops must be of a reasonable length.

### **Meals**

Pupils should change out of their school uniform in time for supper.

### **Sunday Chapel and Formal Occasions** (both in and out of School)

Smart home clothes should be worn - shorts, skirts above the knee or strappy tops are not acceptable.

## SCHOOL TRANSPORT FOR BOARDERS

At the beginnings and ends of term (**except at the beginning and end of the School year**) and at half terms and closed weekends escorted transport is offered to London (Redbridge Underground Station) and Norwich Railway Station by coach. Arrangements for this and for travel to other destinations are made by Mrs Halcyon Meldrum as are airport transfers at the beginning and end of terms. Ms Nash can be contact by telephone on 01502 727037, or email at [hmeldrum@stfelix.co.uk](mailto:hmeldrum@stfelix.co.uk).

**When arriving at school in September, boarders must present their House Parents with their flight details for all holidays up to and including the Easter break. End of Summer Term flight details should be handed in on return from the Christmas holidays.**

## COMMUNICATIONS BETWEEN BOARDERS AND THEIR FAMILIES & FRIENDS

### **1. Telephones:-**

#### Landlines

There is a House Office telephone that may be used, with the House Staff's permission, but this line is kept as clear as possible for incoming calls.

#### Mobile Phones

These may be used by pupils for emergencies but responsibility for them lies with the student and Parents.

**They must not be used in the school buildings or dining room.** They should not be used after lights out.

Boarders should be prepared to hand in their mobile telephone at bedtime at the request of the duty staff.

### **2. Post**

Mail is collected and delivered daily at the school. The House Staff collect the post for each house. Pupils may post their own letters at the post box or via the School Office, the cost of postage via the School Office must be paid by the pupil.

### **3. E-mail**

Please note that the Internet and Email Acceptable Usage Form must be completed and returned to the Registrar before access will be permitted.

## INFORMATION FOR PARENTS BASED OVERSEAS

### Travel Arrangements

The School nominates the preferred dates on which pupils should travel. If the pupils must fly on alternative dates, permission from the Deputy Head **must** be sought and travel to the airport is likely to be significantly more expensive. **Early departures and late arrivals are not permitted.**

Please be aware that boarders will not be permitted to depart from or arrive at school outside the hours of 7am and 10pm.

Please bear in mind when booking flights we have to allow a four hour drive to Heathrow Airport and a three hour check in so departure flights should be booked to take off no earlier than 2pm.

For arrivals, students should land in the UK by 6pm. If the flights do not fall into these times then guardians and parents must organise their own host families for the night and also their own transport by taxi at their own expense.

The school will normally put on two coaches to take students to London Heathrow Airport on the last day of term; one leaving school at 7am for flights between 2pm and 7pm and the other coach will leave school at 1pm for flights taking off later than 7pm. We will be offering two coaches on the allotted return day, one picking up from London Heathrow at 11am and the other at 7pm. These times may vary in order to accommodate other students when necessary.

The organisation of alternative transport by taxi outside these days and times cannot be guaranteed. We will of course continue to offer to organise transport to other airports, rail stations and host families where applicable.

Please ensure the Medical Centre is informed in plenty of time if your child requires travel vaccinations.

## **Guardianships**

Guardians can play an important part in supporting and comforting a pupil from overseas.

➤ Before a boarder with a family based overseas may start at Saint Felix School, regardless of age or country of origin, they should have a named guardian for the duration of their time at the school. The school strongly advises that such agencies are accredited by AEGIS, an organisation in Britain that ensures the quality of care for overseas pupils when in the care of guardianship agencies ([www.aegisuk.net](http://www.aegisuk.net)). Named guardians must be over 25, not be living in communal residence such as university accommodation and must be a close relative of the student, or must be a recognized guardian agency.

➤ The school is not able to appoint an agency on behalf of parents, but can suggest possible agencies. Additionally, at closed weekends, end of term and half term breaks the school will only arrange transport to and from the location of the guardian, airport or appointed host family.

Transport to other destinations will need to be arranged by the guardian, in consultation with the student's family. In this case, the school will require details of who is responsible for the student, travel details and contact information such as addresses and telephone numbers. The school will transport pupils to the local train station to allow them to travel further afield (London, Norwich and other major cities) but this rule will still apply.

➤ Appointed guardians (or agencies) should contact the relevant houseparents' prior to exeat weekends, half term and end of term holidays to advise where pupils will be staying for that period. Houseparents' will collate this information and may relay any concerns which arise to the Head of Boarding. However, Guardians (or agencies) and the student's parents are ultimately responsible for placing pupils into suitable accommodation and for their plans, activities and wellbeing during holidays and Exeat weekends away from school.

➤ A request from a student to spend time away from school outside school closure (such as to visit friends or university open days) will be passed on to the guardian (or agency) for them to seek permission from parents. Permission received by school from guardians will be presumed to have been sought from parents. School staff will help with travel arrangements where possible but the ultimate responsibility lies with the appointed guardian.

➤ Guardians will also be responsible for the care and accommodation of the pupils in the rare case of school closure (fire, epidemic or freak weather conditions) and should also be on hand 24 hours a day to arrange for suitable accommodation in the event of suspension or expulsion from the school. In such a case, the guardians will be required to come and collect the student or arrange suitable, accompanied transport to the pre-arranged accommodation. It is also expected that guardians will take an active role in the academic, sporting and social progress of their pupils. The school will send an academic report regularly to the parents and guardians and it is hoped that guardians will make an effort to attend Parents' Evenings and information evenings for GCSE and A-Level options.

# PASTORAL

## **PUPIL GUIDELINES**

As pupils, you should work as well and as sensibly as you can. You need to be well-organised during the school day and punctual for registration, lessons and other activities. Above all, you should help to create a happy working atmosphere by being considerate and thoughtful towards others and to respect and follow the Code of Behaviour.

### **Assembly and Chapel**

You should be quiet from the moment you enter the Silcox Theatre or Chapel corridor until you leave. Sit quietly in your place, stand when whoever is taking the Service or Assembly enters and lead out quietly and correctly. Pupils in Years 7-11 are expected to wear blazers and Sixth Form should wear their suits.

### **Lessons and Work**

Organise yourselves as your subject teachers expect. Pay attention, listen and carefully follow instructions for classwork and prep. Make sure you have everything you need with you: the right books, pen, pencils, ruler, rubber and any special equipment you need. All your belongings should be clearly labelled.

Always use your Canvas calendar. Your prep should be done to the best of your ability. Always hand your work in on time. If you have any problems, see your subject teacher or Form Tutor, either of whom will be glad to help you plan your time. Your written work should be neat, correctly headed and dated, and preferably written in black pen. No Tip-Ex or chemical erasers should be used.

The designated study rooms are intended for silent focussed work.

### **Moving Round the School**

Try to be as thoughtful and courteous as you can. Always hold doors open and smile or thank with a smile those holding them open for you. Do not push in front of people and try not to block doorways. Walk quietly and do not run through the corridors and on the stairs, and always leave room for those coming the other way. Always take care when walking past displays.

You are provided with the option of using a lockable locker for school books and bags and a sports locker. Leave your belongings in one of these two areas only, unless otherwise instructed. Both lockers require padlocks – these should have number codes, not keys.

### **Contact with Staff**

Please ask for any help you need from Staff; they will be very glad to give it. There are always Staff on duty at break time and lunchtimes and they should be approached first.

### **General Behaviour**

Saint Felix pupils are friendly, helpful and courteous. Some kinds of behaviour are completely unacceptable. These include smoking, chewing in public, swearing, and rudeness, inappropriate use of mobile phones, carphones, and iPads / iPods/MP3 players. The school operates a mobile phone ban for Year 7 to 11 during the school day. Mobile phones will be collected by tutors in morning registration and returned at 16.50. Items will be confiscated if used around school and in lessons.

## **Bullying**

It is everyone's responsibility to prevent bullying. Bullying is any behaviour aimed at wilfully spoiling another's quality of life. Here are some things you could do:

1. Give sympathy and support to the person being bullied.
2. Show clearly how much you and your friends disapprove.
3. Be careful about teasing or personal remarks - imagine how you might feel.
4. If you know of serious bullying, tell a trusted adult or older pupil. It is not telling tales - the victim may be too lonely or scared to tell.

***All the adults in our school are as concerned as you are to prevent bullying.***

1. They will take time to listen sympathetically.
2. They will support you and handle the matter discreetly.
3. They will investigate and explain any action to be taken to prevent the situation happening again.  
(Please refer to the Anti-Bullying and Anti-Cyber policies on the school website at [www.stfelix.co.uk](http://www.stfelix.co.uk))

## **IF YOU NEED HELP:**

It is very important for you to feel there is someone you can turn to if you have a problem. Don't worry about going to the 'official' person; you need to go and explain your problem to someone you will feel comfortable with! We will always treat things as confidential, but you must know that some things have to be passed on. This does not mean they stop being confidential.

There are many people who will help. Here are some ideas: your Tutor, your House Parent, any of the House Staff, any of your teachers, the Medical Centre Staff, the Lay Chaplain, a senior pupil, the Heads of School, Deputy Head, the Head - the list can go on and on! The most important thing is for you to realise that we do care and will listen to what you have to say.

All of us are human, and we all have bad days. Please try and bear these things in mind as you go through each school day, so that we can all benefit from a relaxed and pleasant atmosphere in which people can all work well and have the space and consideration they need.

## **Medical**

If for legitimate reasons you need to see the Sister on a medical matter, a note of authorisation must be obtained from a member of staff. Remember that, unless it is an emergency, you must not go to the Medical Centre during lesson time.

The Medical Centre is primarily for boarders and should only be used by day pupils in medical emergencies or for ongoing medical problems that need to be monitored.

If you are too unwell to attend lessons you should not come into School that day. Your parent or guardian should telephone the School Office on (01502) 722175 to report the absence as soon as possible. If you are taken ill at school you should attend the Medical Centre and may be sent home. Pupils must not ring home to be collected without first seeing the Sister in the Medical Centre.

## **SAFEGUARDING**

### **Designated Safeguarding Lead**

The school and the Advisory Board has appointed Mrs Jade Block, (Assistant Head/SENCO, and a member of the School's Senior Leadership Team), to be the Designated Safeguarding Lead for the whole school. Her role is to take lead responsibility for safeguarding and child protection in the School.

The Designated Safeguarding Lead shall be given the time, funding, training, resources and support to enable her to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings - and / or to support other staff to do so - and to contribute to the assessment of children.

If **Mrs Block** is unavailable, the activities of the Designated Safeguarding Lead will be carried out by the Deputy Designated Safeguarding Lead.

### **Deputy Designated Safeguarding Lead**

**James Harrison**  
Head

In addition, the school and the Advisory Board has appointed the following as Designated Teachers who also have responsibility for child protection matters and welfare in their respective parts of the School and who are deputies to the Designated Safeguarding Lead:

### **Pre-Prep and EYFS**

**Pippa Kinsella – Head of Pre-Prep, Year 2 Teacher**  
(with special responsibility for EYFS pupils).

### **Prep**

**Mrs Jade Block – Designated Safeguarding Lead**

**ADD POSTER**



# HEALTH

## **THE MEDICAL CENTRE**

T: +44 (0)1502 727042

E: [sansister@stfelix.co.uk](mailto:sansister@stfelix.co.uk)

**Sister Paula Canham RGN / Sister Nicole Linkin RGN**  
**School Medical Officer - Julie Buckner (Nurse Practitioner)**

Our Medical Centre is attached to the Bursary and so is at the heart of the School. The Medical Centre has three registered nurses who take care of all the children from breakfast until supper and are on call at all times during term time. Apart from general health and first aid we are also involved in the pastoral care of the pupils. For those pupils who wish to talk to somebody who is separate from the school there is an independent listener available.

We work closely with the local doctors' surgery and the Nurse Practitioner has a clinic for boarders, at the Surgery, once a week. We recommend that all boarders are registered with the local doctor's surgery.

It is most important that the **Health Record Form** is completed for all pupils (day and boarding) as fully as possible before the beginning of term. This ensures that the medical staff have all relevant information and are able to give your child the appropriate care. We would be unable to give simple analgesia or first aid without first contacting you if you have not signed the form to give your permission. If there are any changes to your child's health at any time or you have any queries or concerns about their wellbeing, please do not hesitate to come and see us or contact us by telephone or e-mail.

### **Boarders**

Boarders who are unwell are treated in the Medical Centre and may remain for any portion of the school day. If the nursing staff think it is necessary, a boarder may also remain in the Medical Centre overnight and a member of the nursing staff will remain with them. Parents will always be informed if this is going to happen.

### **Information for Overseas Boarders** - Implementation of Immigration Health Surcharge (IHS)

From 6 April 2015 all nationals coming from outside the EEA for longer than 6 months are required to pay a 'health surcharge' must be paid by migrants applying for leave to enter or remain in the UK under Tier 4. Applicants will need to pay the surcharge at the same time they make their immigration application to come to the UK, or to extend their stay, as part of a two-stage online process.

Failure to pay the correct surcharge will delay the application and may lead to a prospective student's application being refused or rejected. Please ensure prospective students are reminded to pay the fee through the IHS portal: <https://www.immigration-health-surcharge.service.gov.uk/payment/start>

This facility is not currently integrated into the online immigration application process.

### **Day Pupils**

Day pupils who are unwell should remain at home until they are fit enough to complete the school day. If a day pupil is taken ill or has an accident during the school day they will be given the appropriate treatment in the Medical Centre; they may also rest for a while or, if unable to continue in school, will be sent home. Pupils must not ring home to be collected without first seeing the Sister in the Medical Centre. If your child has an injury or illness outside of school, then you should arrange to see your child's doctor rather than the school nurse.

## **Medication**

If a child requires medication it should be clearly labelled with the child's name and the dosage required. There will be a form to complete and sign - available from the Medical Centre – giving permission for the medical staff to administer the stated medication.

If your child is asthmatic it is advisable to keep a spare, named, inhaler in the Medical Centre for use in an emergency. If your child has an adrenaline pen for an allergy then they should keep a spare one in the Medical Centre. Plans outlining any care required will be completed for children with ongoing health issues.

NB please see the school's privacy notice for details on how your personal data is held.

## **Vaccinations**

It is important that the vaccination history is completed, in full, on the Health Form (your doctor should be able to help if you are unsure of dates). From time to time during your child's school life the medical staff will contact you with information/consent forms for further vaccination plans as recommended by the government. Prompt return of forms giving or refusing consent will be appreciated. These vaccinations will be given by the NHS School Nursing team at the school or doctor's surgery.

## **Head Lice**

Head Lice infestation is a recurring problem in all schools and therefore should not be viewed with shame but should be dealt with as soon as they are spotted and checked for on a regular basis. If live lice are spotted on the head you are advised to treat with a recommended head lice lotion from the chemist; it is not necessary to treat if egg cases only are seen lower down the hair shaft. Brushing the hair vigorously morning and evening is also useful as lice with damaged legs are unable to fix onto the hair and are therefore unable to lay eggs. Using the conditioner and combing method is also a good, if time consuming, way to deal with head lice.

## **Viruses**

Viruses, such as flu or diarrhoea and vomiting, are easily transmitted between infected and non-infected people, particularly in semi closed environments such as schools. Obviously, we have boarders who may not have the option of remaining at home and children with long term medical conditions who would be at risk if exposed to these viruses and it is with these children in mind that we ask you to keep your child isolated at home for **48 hours** after the symptoms cease **and** ensure they are well enough to complete the school day.