



**Sibford
School**



Student Handbook

2010/11

INTRODUCTION

Welcome to Sibford School.

This booklet is designed to help you as you prepare for your first day. It also provides some of the important information that you'll need throughout your time as a pupil here ... so do make sure you have a good read.

Another useful source of information is our website: **www.sibfordschool.net**

This website is used for keeping pupils and parents up to date with what's happening in the school and includes:

- Weekday timetables
- Details of school events
- Coursework information
- House news
- And much, much more ... including a copy of this handbook should you mislay your original!

Do make sure you visit the website on a regular basis to keep up-to-date with what's going on in school.

Moving to a new school is an exciting and challenging time. It is a time of discovering new strengths and building on familiar ones.

Here at Sibford School you will be offered a wide range of opportunities, both within and outside of the classroom, and I hope very much that you will take full advantage of these in order that your time here may be made as enriching as possible.

In friendship

Michael Goodwin
Head



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(The pupil handbook is updated annually but may also be updated from time to time throughout the year)



THE AIMS OF THE SCHOOL

Sibford is a Quaker School, our Quaker ethos, which is expressed through the following aims, underpins all our policies and practices:

- *to nurture the qualities which we perceive to represent that of God in everyone;*
- *to create and maintain a culture in which all members of the community can be themselves, developing confidence, self esteem and tolerance;*
- *to enable every pupil to recognise and acknowledge his or her gifts and talents and to help each one realise his or her potential wheresoever it may lie;*
- *to meet the needs of our pupils, be they educational or pastoral, by ensuring a secure setting in which they feel valued and respected;*
- *to provide our pupils with a thirst for life-long learning and an appreciation of and active concern for their immediate environment and the wider community.*



A: SCHOOL ROUTINE

A1: DAILY GUIDELINES

Day pupils should arrive at school no later than **8.40am**.

If you are late for registration you must register in the main school office.

Should you need to leave school early (with parental permission) you must sign out in the reception office.

School finishes at **4.15pm** after which time you can either go home or stay for prep.

Your parents will need to inform the school if you are staying for prep on a regular basis. You may also stay for prep on a one-off basis provided your parents let your tutor or the reception office know before 3.30pm.

If you are being collected from school you need to meet your parents at the 'kiss and drop' point at the school's Hook Norton Road entrance. This is also where the school buses drop off and pick up. Minibuses drop off and pick up from the car park outside the staff room in the centre of the school.

If your parents are late collecting you or you miss the school bus you need to report to prep.

A2: WEEKENDS

Sibford does not hold Saturday lessons, however, on certain weekends, notably the annual Open Day & Senior School Sports Day, all pupils will be expected to attend school. **Open Day 2011 will take place on Saturday June 18.**

On other weekends, unless working directly with a member of staff, day pupils who wish to come into school on Saturday or Sunday must ask permission from the Deputy Head.

A3: FLEXI-BOARDING

Day pupils are welcome to flexi-board but you must obtain permission from your parents and the Head of Boarding in advance. Request slips for boarding and other information can be found on www.sibfordschool.net.

A4: MEETING FOR WORSHIP

An important part of the spiritual contribution to your life here at Sibford School is our regular Meeting for Worship, which, through the Quaker silence, provides you with a time for quiet thought and reflection. Meeting for Worship is also an opportunity to pass on congratulations, messages and notices. All pupils are expected to attend.

A5: SUBJECT WORKSHOPS

Every department runs at least one subject workshop per week, usually at lunchtimes. These workshops give you an opportunity to go over work with a member of staff. Staff may ask pupils who are finding work difficult to attend their subject workshop to complete work or to receive extra help.

A6: LUNCHTIME CLUBS

There is a wide variety of lunchtime clubs and activities on offer covering a range of subjects including crafts, computers, board games, music, drama, games and sport. All pupils in Years 7, 8 and 9 **must attend at least three** lunchtime clubs/activities per week. These will be chosen in the first week of each term.

A7: PREP

The purpose of prep is to:

- Extend and reinforce work done in class
- Encourage personal research
- Develop independent working skills
- Enrich and extend the curriculum
- Enable teachers to assess and evaluate the extent of your knowledge and understanding.

Prep is assessed and marked on a regular basis and should be a reflection of your own work.

Pupils in Years 7 and 8 should be spending approximately 20-30 minutes on each prep set and also complete at least 10 minutes of private reading.

Pupils in Year 9 should be spending approximately 30 minutes on each prep set and also complete at least 10 minutes of private reading.

Pupils in Years 10 and 11 will have a minimum requirement of approximately 30-40 minutes per subject, but this may vary with the demands of coursework and examination modules.

Sxth Form students should expect to spend a minimum of 4 hours independent study per week in each subject in Year 12 and 5 hours in Year 13. This may vary with the demands of coursework and examination modules.

A prep timetable is issued annually and you will be given a prep diary in which to note down details of each assignment and the date due for completion. **It is your responsibility to ensure that your prep diary is kept to a high standard.** This includes making sure that:

- your diary is free from graffiti (anyone in breach of this should cover the offending page).
- your diary is signed regularly by your tutor **and** a parent/guardian.
- your diary includes **all** subjects that **should** be set for that day, even where prep has not been set. This enables us to check that the prep system is working.
- the 'week beginning' is written
- each task is neatly laid out with a due date at the end
- completed tasks are ticked off.

Tutors, parents and house staff are asked to check and sign prep diaries on a regular basis and to use the diary as a means of two-way communication to support you in your learning.

Failure to complete prep or to produce work of a satisfactory standard will be followed up, in the first instance, by your subject teacher. If you have a valid reason for late or poor quality prep, an extension may be given to allow for satisfactory completion. Alternatively a lunchtime 'catch up' session with teacher support may be offered.

If you do not complete your prep, you teacher will keep you in over break or give you a new deadline. Department detention may provide structured time for you to work on incomplete or unsatisfactory work. Target setting in individual subjects may be needed to focus on prep as an area for improvement. Prep Detention will be given for pupils who do not meet our requirements for prep and parents will be informed.

A8: LIBRARY

The Library is a good place for you to come and work quietly or to sit and read. You can:

- borrow books
- make use of the reference section
- read daily newspapers and magazines
- use the Internet and the school's network
- study with the help of the television and dvd/video.

A9: LOCKERS

You will be provided with a locker or storage cube in school where you can store books and other belongings. Boarders will also have a locker in their house for tuck and valuables.

You need to supply your own padlock for your locker and we recommend that you give a spare key to your tutor (House Staff for boarders) for emergencies.

There are designated areas for bags in various areas of the school that can be used for 'short-term' storage. However, these areas are not secure and valuable items should never be left unattended. Bags should be collected at the end of the school day and returned to the tutor room or house.

A10: MEALS

At Sibford all pupils are encouraged to eat a nutritionally balanced diet. Our caterers provide a creative and varied range of menus that provide for a wide range of tastes. Menus are published weekly in advance and always contain a choice of dishes, including a vegetarian option. If you have a specific dietary requirement you should talk to the Catering Manager who is likely to be able to provide suitable alternatives.

Day pupils **must** attend lunch and may attend tea if staying for prep (a small charge will be made for tea). Boarders **must** attend all weekday meals, with some choice at weekends. Sunday breakfast is taken in the houses.

A11: SNACKS

Snacks are available during morning break in the school dining room. Fresh fruit is also available. There is also a Fairtrade Shop that is open once a week.

A12: HEALTH CENTRE

Sibford School has its own health centre and employs a full time registered nurse. If you feel unwell or have a minor injury you should first visit reception who will contact the School Nurse before sending you to the health centre. If you need to visit the health centre during class time you must first obtain permission from a member of staff.

The School Nurse is happy to see any pupils who may wish to discuss health issues. The best time to do this is during lunchtime, when you can call by to seek advice.

The school also provides regular drop-in counselling sessions when a trained counsellor is available to talk with you on a confidential basis. An appointment can be made directly through the School Nurse or via a member of staff.

Boarding pupils who feel unwell outside the health centre's opening times must tell House Staff who will contact the School Nurse if necessary.

Pupils are not permitted to be in possession of medicines or tablets. If you require medication you must see the School Nurse in the Health Centre. If you need to take prescribed medication you should bring your daily dosage in the original bottle with the prescription attached and hand it to the School Nurse.

In case of an emergency, you should report the accident to a member of staff or contact the Health Centre directly on (9) 781290, or 2290 if using an internal telephone. If the emergency services are required then dial (9) 999 from a school telephone. If possible, a casualty should not be left alone.

B: EQUIPMENT

B1: ESSENTIAL EQUIPMENT FOR LESSONS

You should ensure that you have the following equipment with you in school:

- Pen (ink or equivalent)
- Pencils/Coloured pens/pencils
- Calculator
- Eraser (not Tipp-Ex)
- Ruler
- Mathematical Equipment
- Dictionary/Thesaurus
- Inexpensive memory stick – named
- Watch
- PE kit & boiler suit (on appropriate days)

B2: COMPUTERS

The use of the latest technology is actively encouraged at Sibford School but with this comes a responsibility to protect both students and the school from abuse of the system.

All students, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices within the school, irrespective of who owns the device.

All students are expected to behave responsibly on the school computer network, as they would in classrooms and in other areas of the school.

1. Personal Safety

- 1) Always be extremely cautious about revealing personal details and never reveal a home address, phone number or email address to strangers.
- 2) Do not send anyone your credit card or bank details without checking with a teacher.
- 3) Always inform your teacher or another member of staff if you have received a message or have visited a website that contains inappropriate language or makes you feel uncomfortable in any way.
- 4) Always be yourself and do not pretend to be anyone or anything that you are not on the Internet.
- 5) Do not arrange to meet with anyone you have 'met' on the Internet – people are not always who they say they are.
- 6) If someone makes you an offer via email or the Internet that seems too good to be true, it probably is.
- 7) If in doubt ask a teacher or another member of staff.

2. System Security

- 1) Do not attempt to go beyond your authorised access. This includes attempting to log on as another person, sending email whilst pretending to be another person, or accessing another person's files. Attempting to log on as staff or an ICT administrator will be dealt with severely. You are only permitted to log on as yourself.
- 2) Do not give your password to any other pupil – if you do and they do something wrong while logged on as you, you will be held responsible. If you suspect someone else knows your password it will need to be changed by an ICT administrator.
- 3) Do not make deliberate attempts to disrupt the computer system or destroy data eg by knowingly distributing a virus.
- 4) Do not alter school hardware in any way.
- 5) Do not tamper with or remove any cables etc that are attached to school equipment.
- 6) Do not misuse hardware; treat equipment with care and respect.
- 7) Do not attempt to connect to another student's laptop or device while at school. You are not permitted to establish your own computer network.
- 8) Do not eat or drink whilst using computer equipment.
- 9) Do not use email or Internet during lessons unless a member of staff has given permission.

3. Inappropriate Behaviour

(Inappropriate behaviour relates to any electronic communication device.)

- 1) Do not use indecent, obscene, offensive or threatening language.
- 2) Do not post or send information that could cause damage or disruption.
- 3) Do not engage in personal, prejudicial or discriminatory attacks.
- 4) Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- 5) Do not knowingly or recklessly send or post false, defamatory or malicious information about a person or about school.
- 6) Do not post or send private information about another person without their agreeing first.
- 7) Do not use the Internet for gambling.
- 8) Bullying of another person either by email, online or via texts will be treated with the highest severity.
- 9) Do not access material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people.
- 10) If you mistakenly access such material please inform your teacher or another member of staff immediately, or you will be held responsible.
- 11) If you are planning any activity which might risk breaking the Acceptable Use Policy (e.g. research into terrorism for a legitimate project), a member of staff must be informed beforehand and give permission.
- 12) Do not attempt to use proxy sites on the Internet.
- 13) Do not take a photo of another student or member of staff without their permission.
- 14) Do not load photos of other people to web sites or social networking sites

4. Email

- 1) Do not reply to spam mails as this will result in more spam. Delete all spam mails.
- 2) Do not open an attachment from an unknown source as it may contain a virus.
- 3) Do not send, by email, any files greater than 5mb.
- 4) Do not send or forward annoying or unnecessary messages to a large number of people e.g. chain mail.
- 5) Observe good housekeeping practice with emails; delete old mail.

Sixth form students will be given a school email address to be used for communicating with tutors and peers about school work and activities. Separate guidelines will be given at induction.

5. Plagiarism and Copyright:

- 1) Plagiarism is taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the Internet or anywhere else.
- 2) Respect copyright. Breaking copyright law occurs when you reproduce a piece of work that is protected by copyright. If you are unsure whether or not you can use a piece of work, you should request permission from the copyright owner. This includes music files and the copying of CDs etc.

6. Privacy:

- 1) All files and emails on the system are the property of the school. As such, system administrators and staff have the right to access them if required.
- 2) Do not assume any email sent on the Internet is secure.
- 3) All network access, web browsing and emails on the school system are logged and may be routinely monitored on any computer screen without the student's knowledge.
- 4) If you are suspected of breaking this policy, your own personal laptop/device and mobile phone can be searched by staff with the permission of your parents.
- 5) The school reserves the right to randomly search the Internet for inappropriate material posted by students and to act upon it.

7. Software:

- 1) Do not install any software on the school system.
- 2) Do not attempt to download programs from the Internet onto school computers.
- 3) Do not knowingly install spyware or any sort of hacking software or device.

8. Sanctions:

- 1) Sanctions will vary depending on the severity of the offence, from a warning or withdrawal of Internet use, to suspension or expulsion. Any breach of the law may lead to the involvement of the police.

9. General and Best Practice:

- 1) When printing, only print one copy and ensure your name appears on every printout.
- 2) Always log off your computer when you have finished using it.
- 3) Save work regularly using sensible file names.
- 4) Always back up any work that is not saved onto the school network.
- 5) Avoid saving files larger than 5mb.
- 6) Observe health and safety guidelines when using computer equipment.
- 7) Be considerate and polite to other users.
- 8) Leave your computer and the surrounding area clean and tidy.
- 9) When you leave school for good ensure you save any files you wish to take with you as your account will be deleted.
- 10) Always abide by the ICT Code of Conduct.

10. Other Electronic Devices:

The above ICT Policy also covers other electronic devices such as laptops and mobile phones while used at school. However, none of these devices are covered by the school's insurance and the school accepts no liability for them. All devices should be security marked and kept locked away where possible. This also includes items such as digital cameras and personal DVD players etc.

B3: LAPTOPS

Pupils are permitted to use laptops for work in school. They must be registered with the Head of ICT and pupils will be given guidelines for their use in school. They can be kept in a locked locker but otherwise should never be left unattended.

If you wish to use your own personal laptop you can only connect via the student network service. You must use wireless connectivity – do not cable your laptop to the network.

Your laptop must have up to date virus software installed.

Laptops are expensive tools for work and pupils should not abuse this privilege by using them for unsuitable purposes.

If you bring a laptop to school you must comply with the following **Laptop Code of Conduct**:

USE LAPTOP APPROPRIATELY

- Always ensure work is printed out and handed in on time. Failure to meet deadlines is unacceptable
- Do not use the Internet or email in lessons without permission
- Playing of games, use of messenger services and social networking sites is not allowed during school time
- Always ask the class teacher before using a laptop in a lesson
- Close or lower the lid of the laptop when the teacher is talking to the class

- Turn sound off, unless using voice recognition technology, to avoid disturbing others
- Make sure the laptop is fully charged prior to working
- Back up work regularly on a memory stick or other removable storage medium
- Transfer work to a memory stick for printing – never disconnect printers from school computers
- Inappropriate use of a laptop, software, network or Internet will be treated as matters of misconduct
- The school reserves the right to ask a parent/guardian to remove unsuitable material from a pupil's laptop

KEEP LAPTOP SECURE

- Ensure that the laptop is clearly named
- Details of the make, model and serial number must be recorded by returning the school laptop registration document to the Head of ICT
- The laptop computer must be covered by the owner's insurance policy
- Virus protection software must be installed and regularly updated
- The laptop should be carried in a well padded bag and stowed in a safe place, such as in the form room in a locked locker, when not in use
- Never leave a laptop unattended
- Don't lend a laptop to others

USE LAPTOP SAFELY

- Don't work on the laptop for more than 30 minutes without taking a break
- Place the laptop on a table or other solid surface when working
- Sit near to an electric socket, if mains power is required, to avoid trailing wires.

B3: MOBILE PHONES

Day pupils are discouraged from bringing mobile phones into school. However, if phones are needed for communication with parents they must be kept in your locker, or handed in to the reception office until the end of the school day. If you have an urgent need to communicate with parents, you may do this during lunch with staff permission. All phones are the sole responsibility of the owner.

Do not use mobile phones during the school day. If a mobile phone rings in Meeting for Worship a 'charity fine' of £5 will be levied. If a mobile phone rings in a lesson the phone will be confiscated for your parents to collect.

In the case of Sixth Form students, phones may be used outside of lesson times and in the Sixth Form Centre only.

You must be very careful about giving out your phone number and should never give out a number to someone you don't know.

You must not use mobile phones with a camera or video facility to photograph pupils or staff at school. **Misuse of mobile phones can be a criminal offence.** Failure to adhere to this rule is likely to result in a serious sanction.

B4: MP3 PLAYERS

The use of music/video players eg mp3 players/ipods is banned during lessons unless a teacher has given permission.

Do not connect music/video players to the school network or school computers.

B4: BICYCLES

Any pupil in Year 7 upwards may bring a bicycle to school. It must be registered with the reception office and be kept padlocked in the designated area. Description and serial number must be given to the tutor.

Cycles must be roadworthy and should be clearly named. Insurance for the bicycle is the responsibility of the parents and/or pupils. You must not lend you bike to another pupil.

A cycle helmet must be worn at all times when the cycle is in use. Exit to the village is via Back Lane ... the main drive is too dangerous and is out of bounds. **Bicycles must never be used on the school field.**

C: PUPIL CONDUCT AND CARE

C1: SIBFORD SCHOOL CODE OF CONDUCT



Treat everyone at our school and the environment with
RESPECT.



Take pride in you work and yourself; try to be organised
and have a tidy appearance.



If you have a problem ask a member of staff or a friend for support
...look out for one another.



If you do something wrong own up, this shows self-respect, honesty and
trustworthiness.



Stay safe: use the Internet and other electronic devices with care and
consideration.



We hope that pupils will 'let their lives speak' by being a part of a
school community where we all feel valued and respected.

C2: SOCIAL RESPECT AND RESPONSIBILITY

All members of the school community are expected to act responsibly, show courtesy and think about other people.

As a Quaker School we particularly hope you will:

- exercise self-discipline,
- show respect to all regardless of their status,
- be sensitive to others, and, where possible, act as peacemakers.

C3: UNACCEPTABLE BEHAVIOUR

Repeated behaviour which makes other pupils feel uncomfortable or threatened, whether this is intended or not, can be described as “bullying”.

Such behaviour would include ...

- **Verbal** ... name calling, teasing, insults, writing unkind notes, sending abusive text messages or emails, lying.
- **Emotional** ... being unfriendly, excluding, tormenting, spreading rumours, body language, threatening.
- **Physical Intimidation** ... hitting, kicking, taking or hiding belongings (including money).

If you are being ‘bullied’ or you know someone who is, please tell staff straight away and it will be dealt with. Not telling means the victim will continue to suffer and the ‘bully’ will carry on hurting others.

We all have a responsibility to make sure that socially unacceptable behaviour is not allowed to continue in our school.

If you can admit to yourself that sometimes your behaviour towards others is not acceptable, then you have taken a huge step forward. Talking about it with another person will help.

It is important that socially unacceptable behaviour is not hidden and that we encourage pupils to tell a responsible adult straight away. At Sibford we aim to create an atmosphere where pupils feel that they will be listened to and believed and that action taken will be swift, firm but sensitive.

C4: WHERE TO GO FOR HELP

If you are feeling unwell:

The Health Centre (ask a member of staff first unless it is surgery time).

If you are feeling lonely, homesick, frightened;

Think about talking to:

- a friend
- a senior pupil (6th Form Student Management Team)
- your Tutor
- your House Staff
- any member of staff

- the Health Centre
- phone Oxford Helpline (01865 8442111) or Childline (01800 1111)

If you have lost something:

Please check the places and rooms you have visited and then check with:

- Lost Property (times posted)
- Your Tutor
- Your House Staff
- Any member of staff

If you are having any difficulty with class work:

Talk to:

- your subject teacher
- a friend
- departmental lunchtime workshop
- your Tutor

If you feel that nobody in school is listening to you or understands your problem:

- the school has an Independent Listener – someone from outside the school who will listen to your concerns and offer help (details are posted around the school and boarding houses)
- phone your parents/guardian
- phone Oxford Helpline (10865 8421111) or Childline (0800 1111)

C5: SMOKING

The school does not permit smoking anywhere on the campus. **Pupils caught smoking will face severe sanctions.** Pupils may not have cigarettes, matches, lighters or any other smoking equipment on their person or in their boarding rooms.

We recognise that some of our pupils may be addicted to cigarettes and offer smoking cessation clinics in conjunction with the local surgery.

C6: ALCOHOL

- No child* who is a pupil of Sibford School should buy, possess, consume on campus, or supply to others, any alcoholic beverage. Alcohol is a drug and abuse thereof will be dealt with in the same way as any other drug misuse. It will lead to suspension and in severe or repeated cases, permanent exclusion.
- No member of staff should ever enable or encourage the consumption of alcohol by a child who is a member of the school. Such an act will be regarded as gross misconduct and will be dealt with accordingly.
- If any pupil becomes intoxicated, either at school or off campus, he/she is likely to bring the name of the school into disrepute and will be dealt with accordingly.

**The use of the term child is in the sense defined by the Children Act 1989.*

Sixth Form:

This policy is driven by two main considerations: that it remains in every respect within the letter and the spirit of the law and that it ensures that at no time a pupil of Sibford School should bring the name of the school into disrepute.

Sibford Sixth Form pupils who are over the age of sixteen may consume alcohol if it is served with a meal in a restaurant or in a part of a public house set aside for eating. Those who are over eighteen may drink in moderation in a bar, but they should never become intoxicated.

Sixth Form pupils must not possess or consume alcohol on campus.



D: DRESS CODE

D1: UNIFORM

School uniform is to be worn during the school day, Monday to Friday. For boarders the school day begins when you leave the boarding house for breakfast.

Day pupils are expected to wear uniform on the journey to and from school. Coats and warm winter outer clothing must not be worn inside the school building during the day.

All items of clothing (uniform and non-uniform) must be clearly labelled with sewn on name tapes.

School uniform is as follows:

Boys	Girls
Green Blazer	Green Blazer
White Long Sleeve School Shirt (option of short sleeves for summer)	White Long Sleeve School Blouse (options of short or three-quarter length sleeves for summer)
School Tie	School tie (optional)
Black tailored trousers	Black watch kilt (not shorter than 8cm above the knee)
V-neck navy Sibford School Sweater	V-neck navy Sibford School Sweater
Black Socks	Navy tights (flesh coloured tights or short white socks in summer)
Black polishable shows (boots, moccasins and trainers are not acceptable)	Black polishable shoes ~ heels not exceeding 4cms (boots, moccasins and trainers are not acceptable)

Options

From Autumn half term to the end of the Spring Term, girls may wear navy blue smart trousers (must be approved by the Deputy Head).

Year 11 may, if they wish, replace their green blazer with a plain black tailored jacket and wear a black (rather than navy) Sibford School Sweater.

Years 12 and 13 do not have to wear school uniform.

Male students should wear : Suit or plain jacket and trousers, plain shirt and tie. Smart jumper if the weather is cold. Shoes not trainers.

Female students should wear: Suit or plain tailored jacket and skirt or trousers, shirt or blouse. Shoes not trainers.

D2: HAIR

Hair is expected to be of a natural colour, neat and clean, and must not cover the pupil's eyes. Medium length or long hair must be tied back for sports and all practical lessons as it is a health and safety hazard.

D3: JEWELLERY

Jewellery is not to be worn with uniform or during the school day. The two exceptions are:

- A wrist watch
- One pair of simple ear studs in the lobe of the ear.

Pupils who wear any other jewellery will have the items removed. The school accepts no responsibility for jewellery that has been worn to school and removed by staff as a non-uniform article.

D4: MAKEUP

Makeup is NOT to be worn by KS3 pupils.

Senior girls may wear "natural" looking makeup.

Nail varnish may not be worn.



E: SANCTIONS

The system of sanctions is designed to offer support for pupils and staff alike.

Individual circumstances may dictate different levels of response. In general, however:

E1: MINOR OFFENCES

Minor offences (for example talking out of turn in class or wearing of non-uniform items during school time) will lead to a reprimand, the possible loss of a privilege and maybe a short period of community service.

If there is a general concern about your behaviour in school you will be seen by your tutor or an appropriate senior member of staff.

E2: DETENTION

Detention is run by senior staff during lunch time and in the evening depending on the seriousness of the offence.

Detention is given for a number of offences including:

- failure to complete and hand in work by the due date
- rudeness or disrespectful conduct
- being out of bounds
- persistent lateness in class or at other school events
- failure to do what is asked of you by senior pupils or staff on duty.

Pupils will be set various tasks to do during detention.

E3: REPORT CARDS

The emphasis at Sibford School is on personal responsibility and self-discipline. We have therefore developed a system of report cards as a means of supporting pupils who are experiencing difficulties in learning, conduct and/or emotional behaviour.

There are different levels of reports:

Voluntary Report Card (Yellow)

From time to time, you may feel your standards are slipping and wish to help yourself by monitoring your own work or behaviour. In such circumstances, your Tutor will issue a Voluntary Report Card where targets are set and progress is reviewed at the end of one week. Use of the card provides

immediate, individual feedback on a lesson-to-lesson basis, offers a means of reflecting on your own behaviour, makes expected standards more explicit and provides specific targets that promote improved behaviour.

Tutor's Report Card (blue)

A Tutor is likely to issue a blue report card as a result of behavioural concerns, academic concerns or target setting. It encourages pupils to target specific areas of behaviour that need improving, take responsibility for their own learning and recognise that observation and feedback from staff play an important part in improving learning and behaviour.

At the end of one week, the report card will be reviewed. If you have made good progress you will be signed off report; if progress has been less than satisfactory you will continue on report for a second week. If you have failed to respond positively to the targets set, the Tutor will then move to Assistant Deputy Head's Report to indicate a more serious concern.

Assistant Deputy Head's Report Card (green)

When a pupil fails to comply with the school's standards for learning, conduct or emotional behaviour, the Assistant Deputy Head will issue a green card for an initial period of one week. **This is a clear indication of serious concern and anticipated changes in behaviour are made explicit.** You will be expected to respond in a manner that makes it clear that you are making a genuine effort to improve behaviour and respond to the targets set.

At the end of the week the report card will be reviewed. If you have made good progress you will be signed off; if progress has been less than satisfactory, the report will continue for a second week or you may be moved to a Deputy Head's Report Card. Your parents will be informed in writing. In the case of boarders, concerns will be discussed with the House Parent.

Deputy Head Report Card (red)

The Deputy Head report card is the most serious level of reporting and indicates a very serious level of concern.

It is usually issued for the following reasons:

- failure to respond appropriately to a previous report card,
- an incident or series of incidents of an extremely serious nature, or
- for monitoring a pupil's behaviour after a period of suspension.

Parents/guardians will be informed and may be asked to come into school to discuss behavioural concerns. In the case of boarders the House Parent will also be informed.

At the end of one week, the Deputy Head will review the report card. The pupil will be signed off, placed on a less severe report card or asked to continue for a second week.

Failure to respond with a genuine desire to achieve the targets set on the report card may well lead to: a 'Pupil Conference' with the Deputy Head, a formal interview with the Head, a period of suspension, signing a pupil contract, or in extreme circumstances, exclusion from Sibford School.

E4: MATTERS OF A SERIOUS NATURE

These will be carefully considered and dealt with by the Head, Deputy Head or other Senior Staff as soon as is practically possible. These incidents may lead to a period of in-school suspension, suspension from the school and, in severe cases, permanent exclusion.

Matters of a serious nature include the following offences:

- possession, taking of and supplying of illegal drugs or misuse of other drugs
- possession, drinking and the supply of alcoholic drinks
- sexual intercourse on campus
- extreme acts of bullying, abuse, or offensive behaviour
- smoking or the use of lighters/matches anywhere on the campus
- continued disrespect/disregard for the ethos of the school and code of conduct

E5: 'TIME OUT' CARD

The purpose of a 'Time Out' card is to help pupils avoid getting into trouble when they feel that personal, emotional turmoil may result in the disruption of a lesson. As a method to support the pupil, it is used to prevent a difficulty arising, not as an excuse for poor behaviour. If the pupil is experiencing the need to use the time out card frequently, it may well be appropriate to discuss concerns with an adult.

Guidelines for the use of a time out card:

- the card is presented quietly to the member of staff when the need arises, no need to explain.
- the student goes directly to the time out area for 10 minutes and uses suggested techniques for regaining control.
- the student returns to the lesson quietly, calmly and re-integrates without disruption to the learning of others.
- if there is the need for a longer period of time out, the student should inform the reception office.
- any work missed should be completed by the next lesson.

F: SCHOOL CAMPUS



- | | | | |
|----|----------------------------------|---|-----------------------------|
| 1 | Hill Building and main reception | A | Magaret Fell Boarding House |
| 2 | School Hall | B | Penn Boarding House |
| 3 | Science Faculty | C | Fielding House |
| 4 | Music Building | D | Laundry & Uniform Shop |
| 5 | Art Building | E | Hillfields |
| 6 | Sixth Form Centre | F | Holly House |
| 7 | Dining Room | G | The Ark |
| 8 | Swimming Pool | H | Beech Cottage |
| 9 | Sports Hall | | |
| 10 | New Sports Changing Facilities | | |
| 11 | Staff Room | | |
| 12 | Junior School | | |
| 13 | Grounds and Maintenance | | |
| 14 | Horticulture | | |
| 15 | Health Centre | | |

These areas within the campus are **OUT OF BOUNDS**:

- The maintenance yard
- The garden (except those with permission)
- Behind the cypress trees adjoining Cotswold Close
- Main school drive and Back Lane
- The area behind the Science Block
- Paddocks area behind the hardcourt/playing area

Leaving the Campus

Pupils in Years 10 – 13 may visit the Village shop ('Greens') during lunchtime should they wish. However, the shop **must not** be visited at other times during the school day. Please note, this is a privilege and any misbehaviour could lead to this option being removed.

Pupils in Years 7 – 9 must stay on campus at all times unless going out on organised trips.

Pupils who are caught off the school campus without the proper permission and/or without signing out correctly will be reported to the Deputy Head and may have to serve a period of detention or be placed on Report with possible loss of privileges. A subsequent offence may lead to more serious action being taken.

G: COMPLAINTS PROCEDURE

Complaints are a serious matter and should not be made without a considerable amount of thought beforehand.

Written complaints should be discussed with an adult first.

If you have a complaint or a grievance you should do the following:

- Talk the matter over with somebody you trust. If necessary then:
- Seek to discuss the problem with the person who has upset you. Remember that you can always take a friend along to support you. If necessary then:
- Put a note in the Pupils' HELP Box located next to the Head's Office
- Make a formal written complaint:
 - Forms are available in tutor rooms and boarding houses and also from any member of staff but you can just use plain paper
 - You may ask anyone to help you fill in the form
 - Hand the form to a member of staff
 - You will receive a written reply within 48 hours explaining how the school is going to respond.

It is perfectly acceptable to write a letter rather than filling in a form. You may also tell a member of staff, or another adult, about your complaint and ask them to write it down for you.



H: ADDITIONAL INFORMATION FOR BOARDERS

As a boarding community we endeavour to make the boarding houses warm, friendly and safe environments for everyone. Please remember that we are a multi-national community with pupils from all over the world. It is important to respect and celebrate the wide variety of cultures that make up our boarding community.

H1: BOARDING HOUSE ROUTINE

Access to Boarding Houses

You will have access to the boarding house some lunchtimes and after prep and tea at 6.00pm. You should not access the boarding house during Meeting for Worship, lesson time or morning break.

Meals

Boarders must attend all weekday meals. Breakfast is served at 8am in the dining room and supper from 5.30pm. Lunch is taken with day pupils.

On Saturday morning brunch is served at 10.30am, before the trip out, so that pupils can have a relaxing morning. On Sundays, boarders have breakfast in their boarding houses as a special treat, followed by brunch in the dining room at 12noon. Other weekend meals are cooked in the houses or taken during trips.

Signing in and out

Each Boarding House has its own Signing In and Out book which should be used whenever you leave the house apart from during the school day.

Evenings: Pupils in Years 7 to 11

During Autumn and Spring Term you should report to your Boarding House by the 'off field' time as announced (usually 6.30pm). If you are going to be absent after this time, for whatever reason, permission must be sought in advance from the member of House Staff on duty. You must also fill in the house signing out book.

During the Summer Term you should report to your House at 6pm and may then go outside. The times for being 'off field' will be announced at the start of term.

Saturday evenings ~ different times may apply according to the activity that is taking place. A weekly timetable of events/activities is available.

Evenings: Pupils in Years 12 and 13

You need to be in the House by 9.00pm. If you are going to be absent after this time, for whatever reason, permission must be sought in advance from the member of House Staff on duty.

Saturday Evenings ~ different times may apply according to the activity that is taking place.

Weekends

The Library, ICT facilities, sports hall, swimming pool, music and art rooms are all available to boarders throughout the weekend. You will also have opportunities to leave the campus (see H5 below)

Visiting other Pupils' Boarding Houses

You may visit other Houses provided you ask permission from the member of staff on duty and that you abide by the rules of the House. Pupils other than the Sixth Form must leave by 8.00pm during the week.

You are not allowed to visit bedrooms/dormitories in Houses other than your own, nor to go upstairs for any reason.

H2: CONTACT WITH HOME

Each house has a coin operated phone box (which accepts incoming calls).

Mobile phones belonging to boarders are the responsibility of the owners, but may not be used after bedtime. Pupils who do not use phones appropriately may have their phones confiscated by house staff on duty. Once in school the use of mobile phones is restricted (see B3).

All houses have wireless access. You may wish to set up an email account for ease of contact with home.

Letters and other mail can be sent addressed to you c/o the appropriate boarding house, Sibford School, Sibford Ferris, Banbury, Oxon OX15 5QL. Mail is distributed on a daily basis by the House Staff on duty.

H3: POCKET MONEY/VALUABLES

All money, bank books and cash cards should be handed in to house staff for safe keeping. Pocket money will be given out on a weekly basis. If you want a sum of money that exceeds your normal weekly allowance you should order it well in advance from house staff.

If this advice is ignored, or you have a secondary private system, the school takes no responsibility in the event of loss or theft.

The houses have an inventory system to record any valuable items that you bring to school such as laptops, or personal stereo systems. We ask that these items are named (possibly engraved) and recorded on the day that you bring them.

H4: WORSHIP ON SUNDAYS

All full boarders in Years 7 – 13 attend Sunday Morning Meeting, usually twice a term, at the Friends' Meeting House in Sibford Gower. On other Sundays, you are free to go to the place of worship of your choice. Please ask house staff or the Head for details.

H5: LEAVING THE CAMPUS

Monday to Friday

It is not normal for pupils to go off campus during the week. If you do need to leave the campus you will need to ask your parents to seek permission from house staff.

Weekends

If you wish to go for a walk or cycle ride you must sign the house signing out book giving details of which other pupils are going, the destination and an estimated time of arrival back at school (see also H6 below). On returning from a trip, you must sign in to say that you are back.

All pupils must be back in time for the early evening house collect. These are at 6pm. on Friday, 5.20pm on Saturday and 6pm on Sunday.

There is a regular programme of staff supervised visits to local areas of interests such as Oxford and Stratford upon Avon. The school also runs trips to the local supermarkets on Friday evenings. If you want to go on either of these trips you must sign up before Wednesday each week.

Pupils in Year 12 and 13 may visit Banbury on a Saturday afternoon provided they have signed the appropriate book in Fielding. They may travel on public transport if they wish. If pupils get into difficulty whilst they are in Banbury they should contact the emergency services if appropriate and then contact their house staff on duty. At **NO** time should injured pupils be left on their own.

Leave out with Parents/Relatives/Family/Friends

At weekends, you are allowed out with parents, relatives or family friends from Friday evening onwards. Parents/Guardians of the pupils concerned should let house staff have written details of the leave by Thursday lunchtime proceeding the weekend. Details of collection, return times, meals out, overnight leave, etc, must be given.

All boarding pupils must be back in school by 8.00 p.m. on Sunday or 7.45 a.m. on Monday.

Overnight Leave to Stay with Other Pupils

A written invitation from the host parents/guardian AND written permission from your parents/guardian will be required by house staff before such leave is granted.

In the case of overnight parties, invitations and requests for permission to attend must be sent to the Head at least three days in advance, to include detailed travel arrangements and time and point of collection and return. Otherwise permission is likely to be refused.

H6: CYCLE RIDES/WALKS

Pupils on walks/cycle rides must travel in groups of at least three and must stick to established tracks, footpaths, bridleways and roads. Barns, derelict buildings, etc., are NEVER to be visited by pupils.

If you get into difficulties for whatever reason, you should contact the emergency services, if appropriate, and then contact your duty house staff. At no time should injured pupils be left on their own.

N.B. Remember the HIGHWAY and COUNTRY CODES at all times. Please especially remember to close farm gates.

Bicycles

Bicycles must be kept in the cycle sheds and the house staff must be informed. Pupils must wear an approved cycle helmet (see D2). All bicycles should have strong locks and be locked when not in use. Bicycles should be taken home during school holidays (however arrangements can be made for overseas pupils to store bicycles securely at school if necessary).

Skateboarding/Roller Blading

Skateboarding and Roller Blading is allowed on the recreational activity area only. At no time must you skate in the buildings or on the driveways. Equipment must be clearly named and should be recorded on the House Inventory. Helmets, knee-pads, elbow-pads etc MUST be worn.

H7: WEEKLY BOARDERS

Weekly boarders may leave school after Meeting on Friday afternoons. You are to return to school by 8.00pm on Sunday evening or by 7.45 am on Monday morning.

At certain weekends (e.g. Open Day/Sports Day) weekly boarders are expected to attend school.

H8: MEDICINES

Pupils requiring regular medication are not permitted to look after it themselves. All medicines and pills (including aspirin, etc.) should be handed in to the Health Centre or to house staff.

H9: LAUNDRY

You should place items of dirty clothing in the appropriate laundry bin in the house. All items must be suitable for treatment in washing machines and tumble dryers. The bins are taken to the laundry three times a week. Clean clothing is returned to the houses for distribution. Any repairs needed will be handled by the Laundry and house staff. Note the school does not undertake any dry cleaning.

H10: POSTERS

We encourage you to personalise your room. Posters/photos can be put up with blue-tac to make you feel more at home. Stickers may not be used as they are difficult to remove.