



A GUIDE TO LIFE IN THIS SCHOOL COMMUNITY

Everyone at Queen Victoria School is expected to support and comply with the following fundamental standards of attitude and behaviour:

- Respect and integrity are expected from all members of the QVS Community.
- Everyone must support Queen Victoria School positively.
- A neat and tidy appearance is expected at all times of pupils and staff.
- The tidiness and cleanliness of the School and its grounds are the responsibility of every member of the school community. **Please note in particular that chewing gum should not be brought on to the School site.**
- Excessive noise within classrooms and boarding houses is not permitted.

In the classroom and Teaching Block:

- It is the duty of everyone to arrive at classes on time and fully equipped for each lesson.
- A high standard of behaviour is expected at all times.
- Prep is an important aspect of everyone's education and must be completed and returned on time.

PUPILS' RIGHTS TO PROTECTION & CARE

Pupils in QVS have the right to:

- be safe and secure emotionally and physically
- express their views about any issue or decision affecting or worrying them
- be protected from all forms of abuse
- be treated as individuals
- speak to any member of staff when experiencing a concern or issue

BULLYING/DEFINITIONS OF BULLYING

- Bullying happens when one person or a group tries to upset another person by saying hurtful things to them repeatedly. This type of bullying affects an individual's mental wellbeing and is wrong.

- Bullying happens when people hit, kick or physically abuse other people or force other people to do things they don't want to, e.g. give them tuck or possessions. This is **physical** bullying and is wrong.
- Bullying happens when people ignore or leave out another person to hurt that person deliberately. This is **emotional** bullying and is wrong.
- The person who is being bullied finds it difficult to stop all these things happening and may be worried that this will go on and on. This damages that person's self-esteem and is wrong.

BULLYING IS UNACCEPTABLE

Pupils at QVS should report bullying when it happens to themselves or to others.

- Pupils should approach their tutor or a trusted adult who will give them a fair hearing, help to deal with the issue or report on to the Housemaster or Housemistress or member of the SLT.
- The person being bullied should not feel that they are to blame or that it is their fault.
- The person being bullied will be supported and advised on how to deal with it.
- Bullies will be dealt with accordingly, helped to see why their actions are wrong and educated to stop bullying.
- The topic of bullying will be raised in:
 - The boarding houses
 - Tutor Group Meetings
 - Personal, Social and Health Education
 - In class using stories, poems, plays
 - In the School Pupil Council
- All staff have a duty to support School policy on bullying by monitoring pupil contact in all areas of the school, by dealing with it as it arises and reporting it on to the pupils' tutors, Housemaster/Housemistress, or any other appropriate member of staff.
- All pupils, and especially Monitors and Prefects, have a duty to support School policy by monitoring pupil contact in all areas of the school and reporting anything they think is amiss, to the Housemaster/Housemistress, or any other member the of staff.

ANY FORM OF BULLYING - WHETHER CARRIED OUT BY ONE PERSON OR BY A GROUP, WILL NOT BE TOLERATED.

A VOICE FOR PUPILS AT QVS

Queen Victoria School has the following avenues for pupils to represent their views, in general or more specifically on food issues:

HOUSE COUNCILS:

Each House operates a House Council which allows pupils to put their views to the Housemaster/Housemistress. House Councils take place regularly and at least once per term.

SCHOOL COUNCILS:

The School Council has representatives from each House and meets with DHT (P&G). Here pupils can discuss issues which might have been aired at the House Council but are more appropriate for discussion and promotion at the School level. Proposals from these meetings will be discussed with relevant members of staff to help support and promote ideas raised by the pupils. School Councils will take place at least once per term.

MONITORS' & PREFECTS' MEETINGS:

The Headmaster and/or Deputies meet with the S6 Co-ordinator, Senior Monitor, Monitors and School Prefects to discuss issues raised by all concerned. The Headmaster may ask another member of staff to one of these meetings to help discuss/explain a particular issue. Monitors' & Prefects' Meetings take place once a half-term.

CATERING COMMITTEE:

An S6 pupil representative from each House meets with the Head Chef or Catering Supervisor and Deputy Head P&G to discuss dining and food matters. The Catering Committee meets every 3 weeks.

'A TIME TO TALK':

A 'Confidential Box' operates in all Houses giving pupils the opportunity to make suggestions anonymously and has proved a useful mechanism for pupils to provide information for the Housemaster/Housemistress. It can also be used for pupils to ask to be seen on a quiet and more private occasion.

P.S.H.E. (Personal, Social & Health Education):

PSHE classes from P7 to S6 provide a valuable opportunity for pupils to follow a special focus programme and to discuss all sorts of issues with the Deputy Heads. Careers issues, as well as Work Experience and UCAS are managed by the Careers team and overseen by DHT Pupil Support although the Headmaster completes UCAS references.

In addition to the above there is the House pastoral and Tutor system, weekly Tutor periods with pupils and a wide-ranging staff available to support pupils. This helps facilitate the link between PSHE and Personal & Social Development within the wider School and boarding community.

VISITING AND VISITORS TO THE SCHOOL

PUPILS VISITING OTHER HOUSES

- Pupils may visit friends/siblings in Boarding Houses other than their own, but must seek permission of the Housemaster/Housemistress or duty member of staff.
- Visitors to Wavell House must seek the permission of the Housemistress or duty staff if they wish to visit any area other than the so-called “bus stop” socialising area.
- Girls may not visit Cunningham or Haig House unless authorised.
- No pupil may visit the sleeping areas of a pupil of the opposite sex.

SIGNING OUT AND BACK IN TO BOARDING HOUSES IS OBLIGATORY AND MUST BE ADHERED TO.

PARENTS AND VISITORS

- Parents and/or visitors must, initially, report to the Reception Desk for security reasons.
- Parents collecting sons and daughters are welcome in the Boarding Houses but should always make themselves known on arrival to the duty staff member.
- Parents should only enter the room in which their son or daughter resides. They should not enter the rooms of other pupils.
- Please note that all P7 – S2 pupils must be collected from the House by parents after reporting to the House Duty person.

PERMISSION TO BE OUT OF SCHOOL AND WEEKEND PASS

- The Housemaster/Housemistress must receive a confirmation email no later than the Wednesday preceding the weekend in question from parents requesting a Weekend pass.
- Any school fixture takes precedence over leave and pupils are expected to honour commitments; parents have access to the Diary of Events and fixture lists well in advance and week-end pass should be arranged around these.
- Pupils are expected to be present at all Parade Sundays.
- It is assumed that, on day pass, those collecting pupils will remain in their company.
- If a friend is accompanying your son or daughter on day or weekend pass their parents should also send in the relevant paperwork to that effect.
- Pupils on extended weekend pass are allowed out after 4.30pm on Friday and must return to School by 6.30pm on Sunday for the start of prep at 7.00pm.
- Pupils out on a day or weekend pass on a Saturday may leave when appropriate and should return no later than 2100 hrs, unless a later time has been agreed in advance with the relevant Housemaster/Housemistress.

TIME OUT OF SCHOOL

- Pupils may visit “1st Shop” as specified in the arrangements for time out of school.
- Students in S3 and S4 will be allowed day passes to Stirling at the weekend, with parental permission sent to HoMs.
- Students in S5 and S6 have the opportunity of day passes to Glasgow or Edinburgh at weekends.
- Students in S3-S6 will be able to travel to and from home on their own, with parental permission sent to HoMs. P7-S2 pupils should be picked up by parents/carers.
- P7–S2 may visit Dunblane on Saturday or Sunday afternoons but they must ask permission of the member of staff on duty and then keep strictly to signing in/signing out rules. Pupils must return in time for roll calls.
- No one can go out on his or her own; there must always be at least two people together – preferably more.
- No pupil can go out on week-end pass if gated; when pupils from more than one House are being gated for the same offence(s), Housemasters/Housemistress will liaise, to ensure equal treatment.

BOUNDARIES

In the interests of pupils’ personal safety and good order the following areas are out of bounds to all pupils.

1. The driveway and the School gates (apart from leaving and entering School at permitted times).
 2. All the shrubbery and grassed areas in front of the School and Chapel.
 3. Nason Avenue beyond former Chaplain’s and Careers offices.
 4. Victoria Green and Bruce Brae. Access to the H&WB Centre is across the playground and via the path between Wavell Staff flats and Chapel.
 5. Behind Trenchard, the Swimming Pool, the Games Hall and the Shooting Range.
 6. The Squash Courts and Cunningham Centenary Garden, unless supervised by a member of staff.
 7. Wavell Wood
 8. Any classroom, unless supervised by a member of staff.
- Please note that the square in front of Trenchard is for P7/S1 use and the square in front of Wavell is for Wavell’s use.
 - Pupils should not play around the maintenance huts, stores areas, or kitchen areas; interference with any of these areas of the School is strictly forbidden on grounds of Health & Safety.
 - After Prep, during Winter and Spring terms, pupils must not be out of Houses and in the school grounds; leaving the House should be to go to a specific venue to be stated in the signing-out book; in Summer, pupils are

allowed out of Houses and in the School grounds. All times are posted in Houses.

DRESS AND APPEARANCE

The following dress code applies:

1. Weekdays: Breakfast until after School – school uniform must be worn.
Saturdays: Clean clothing, ready for games. Teams travelling on away fixtures should be dressed as stipulated by the member of staff in charge of the team.
Teams at home should be in appropriate kit/tracksuit. Personal clothing (civvies) may be worn after school commitments.
Sunday: Civvies may be worn, *apart from at Chapel.*
MIXED DRESS IS NOT ALLOWED
2. Jewellery and adornments are not permitted with School Uniform with the exception of one charity band and watch. Girls may wear one small, plain, silver – or gold coloured stud in each ear-lobe when in School uniform. No ear/nose ornaments are allowed with Ceremonial dress. You may also wear a badge if related to a School achievement.
3. Personal clothing/civvies worn in School must be acceptable to Housemaster/Housemistress and the School Management; jewellery and adornments must be kept to a minimum, especially during the working week.
4. Regulations regarding hairstyles, coloured hair etc, are in the Boarding School Arrangements sent to all parents.

HEALTH AND SAFETY

- Pupils are to attend all meals and choose a healthy balanced diet. Staff will look out for any eccentric eating habits. Guidance on healthy eating is delivered through PSHE and PE as well as informally.
- Complaints about food should be made through Staff on duty, not catering staff. Suggestions by pupils should be made to the Senior Monitor or any other senior pupil representative who represents them at the Catering Meetings. A Comments Book is available in the Dining Room at each mealtime.
- Games throughout the week are part of the School timetabled curriculum and must be attended, as should Saturday fixtures if a commitment has been made.
- It is forbidden for pupils to indulge in substance abuse, or bring any illegal substances into School.
- Pupils must not purchase or consume alcohol on or off site, whilst under duty of care of the School, or bring alcohol on site to consume at any time.
- Pornographic materials of any type are forbidden. There is a protocol regarding actions which will be taken if pornography is discovered in School. Please refer to the BSA booklet.
- Pupils must not have the following: firearms; fireworks; knives; airguns; facsimile weapons; catapults; smoking materials; lighters; darts or aerosols; DVDs/videos outwith the appropriate age restrictions; laser pens.

- Internet facilities are available but must be used appropriately. There is a School agreement which must be signed by pupils.
- The use of mobile telephones must be in accordance with the School's Rules on Usage of Personal and QVS ICT Equipment Policy.

SMOKING

Smoking is not allowed anywhere in the School. This includes e-cigarettes. Pupils who persist in breaking this School Rule may be sent home and their future at the School questioned.

BOY/GIRL RELATIONSHIPS

- Friendships within the School between boys and girls are perfectly permissible.
- Relationships and, in particular, exclusive ones are inadvisable because they are hard to manage if they go wrong *i.e.* there's no escape from the other person in a boarding school.
- There should be no public displays of affection and no covert sexual relationships, *i.e.* pupils must not have sexual relationships or indulge in inappropriate displays of affection anywhere on site.

PUPIL RESPONSIBILITY

- (a) Pupils are responsible for their own personal property.
- (b) Pupils are to hand in to staff sums of money for safe-keeping. Pupils are advised not to keep sums above £5.00 in their possession or bunk areas and must accept responsibility if they do not hand in sums over this amount for safekeeping.
- (c) Pupils should not consider lending/borrowing. It should be noted that:
 - i) Lending involves accepting a degree of risk, in that the lender is still responsible for that item and cannot automatically expect repair or replacement if it is lost or broken.
 - ii) Borrowing involves accepting a degree of risk and the borrower may have to contribute towards all or part of any loss or damage.
 - iii) If an item is borrowed/loaned and subsequently goes missing it is not covered by Insurance.
- (d) Theft will be dealt with as a serious matter.
- (e) **Extra money for a pupil must be sent directly to the Housemaster/Housemistress to be deposited in the pupil's account.**
- (f) Expensive electrical appliances brought into the School are obvious targets for unauthorised use or theft to occur. Parents should restrict the amount of items brought to school. Houses are unable to store or loan electrical appliances.

DAMAGE TO SCHOOL PROPERTY AND ISSUED KIT

Unnecessary damage to issued kit and School property in general is totally unacceptable. If damage occurs, parents will be billed appropriately for the cost of replacement or repair of any item. It is likely that a full bill will be presented for malicious damage. In the case of accidental damage, the Housemaster/Housemistress or a member of the Senior Leadership Team will use his/her discretion and arrive at a proportional cost to be passed on to parents.

QVS CLASSROOM RULES

- Enter the class sensibly
- Organise your equipment and ensure you have your prep diary on your desk
- Follow the teacher's instructions without argument
- Always write neatly in your jotters
- Keep your jotters and textbooks free of graffiti
- Work hard throughout the lesson
- Respect all others in the class