



QUEEN VICTORIA SCHOOL

BOARDING SCHOOL ARRANGEMENTS

SESSION 2018 - 2019

HPA-Booklets-BSA2018/2019 Session (updated Sept 18)

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IN CASE OF EMERGENCY – PARENTAL RESPONSIBILITY

GUARDIAN IN SCOTLAND

In the event of a medical, behavioural, emotional or other emergency it may be necessary for a pupil to go home at short notice. It is essential that the School has contact details of a nominated guardian in Scotland in the event that in such circumstances the pupil's parents are not in the country. Therefore it is every parent's responsibility to furnish the School with full contact details of a guardian who **must** reside in Scotland. That person may be a relative or trusted family friend.

PASTORAL CARE

At QVS pastoral care is given a high priority and is the responsibility of the Deputy Headteacher Pastoral care & Guidance (DHT P&G) and Deputy Headteacher Pupil Support (DHT PS). Pastoral care encompasses a wide spectrum of policies and behaviours aimed at promoting the welfare and happiness of each individual child. It includes careers advice, healthcare, emotional support and character development, as well as spiritual and moral guidance. It should also be noted that since the Children (Scotland) Act 1995 the DHT P&G is also the Child Protection Co-ordinator.

The Housemaster/Housemistress and his or her team will have regard for the **whole** person in order to fulfil their responsibilities to those put in their care and for whom they are inevitably acting “in loco parentis” on many occasions. Not only is a planned yet relaxed routine essential to the successful development of the individual, it is also crucial to the maintenance of a happy atmosphere and good discipline within the School. The Boarding Houses, with their pastoral, tutorial structure, are the crucial elements in this provision.

The House structure provides support for the individual and the closest pastoral care. The child’s welfare is the day to day responsibility of the Housemaster/Housemistress and his or her team. Each boarding House has its own team made up of members of staff attached to that particular House. The team will normally be a Housemaster/Housemistress, Deputy and Assistant Housemaster/Housemistress and at least six tutors. Together they share the supervision and pastoral support in the House. In addition, each member of the team has a special responsibility to be a tutor to a group of up to 10 - 12 pupils in the House. They use their professional and personal skills to listen and advise, or arrange referrals if more specialised attention is required. Each House has a Matron and the School has its own Health & Wellbeing Centre under the supervision of three full time nurses who work on a rota basis. All information is channelled through to the Housemaster/Housemistress who acts as the liaison between the House, parents, the Deputy Headteachers’ and the Headmaster.

QVS is strongly committed to GIRFEC (Getting It Right For Every Child). This is a way of thinking which focuses on improving outcomes for all young people by placing the young person at the centre of thinking, planning and action. The ultimate aim is to ensure the wellbeing of all young people in our care.

Parents are actively encouraged to participate in the life of the School. In addition to three Parent Teacher Meetings per year, there is a Parents’ Liaison Group (PLG) who meet regularly. Details of the PLG are available on the School website. Parents are welcome in the Houses at week-ends and are encouraged to meet with the House staff.

The School is inter-denominational. Our own historic Chapel is the venue for School Assembly each morning and is regarded as an integral part of the pupils’ religious, moral and social education.

HOUSEMASTERS/HOUSEMISTRESS, MATRONS & SLT (Senior Leadership Team)

CUNNINGHAM HOUSE (S1- S6 BOYS)		CONTACT DETAILS
HOUSEMASTER	Mr Mike Eastham	Tel: 0131 310 2923 (House Office) Home: 0131 310 2931
	Email address	cunningham.office@qvs.org.uk mike.eastham@qvs.org.uk
MATRON	Mrs Sarah Eastham	Tel: 0131 310 2934

HAIG HOUSE (S1- S6 BOYS)		
HOUSEMASTER	Mr Ron Boyd	Tel: 0131 310 2922 (House Office) Home: 0131 310 2939
	Email address	haig.office@qvs.org.uk ron.boyd@qvs.org.uk
MATRON	Ms Anne King	Tel: 0131 310 2922

TRENCHARD HOUSE (P7 & S1 BOYS & GIRLS and some S5/S6 GIRLS)		
HOUSEMASTER	Mr David Mackay	Tel: 0131 310 2924 (House Office) Home: 0131 310 2941
	Email address	trenchard.office@qvs.org.uk david.mackay@qvs.org.uk
MATRON	Mrs Heather Devlin	Tel: 0131 310 2920

WAVELL HOUSE (S1-S6 GIRLS)		
HOUSEMISTRESS	Ms Rebecca Appleyard	Tel: 0131 310 2925 (House Office) Home: 0131 310 2963
	Email address	wavell.office@qvs.org.uk rebecca.appleyard@qvs.org.uk
MATRON	Mrs Maureen Sword	Tel: 0131 310 2936

NB: Contact can also be made using the School telephone number – 01786 822288 and if a Housemaster/Housemistress is unavailable ask to speak to a member of the School Leadership Team:

SENIOR LEADERSHIP TEAM (SLT)		
Deputy Headteacher Pastoral & Guidance	Mr S Adams	Tel 0131 310 2973
Deputy Headteacher (Academic)	Mrs Janette Scott-Laing	Tel 0131 310 2903
Deputy Head & Pupil Support	Ms C A Phipps	Tel 0131 310 2961
Headmaster	Mr D Shaw	Tel 0131 310 2901

The School fax number is **0131 310 2926**

PUPILS' RIGHTS TO PROTECTION AND CARE INCLUDING THE SCHOOL POLICY ON BULLYING

Pupils in QVS have the right to:

- be safe and secure emotionally and physically
- express their views about any issues 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. In this context the Housemaster/Housemistress plays a crucial role

Therefore:

NO FORM OF BULLYING EITHER PHYSICAL, MENTAL OR EMOTIONAL WHETHER CARRIED OUT BY ONE PERSON OR A GROUP, WILL BE TOLERATED.

DEFINITION 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 and sometimes force other people to do things they don't want to *eg* give them tuck or some of their 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 often finds it difficult to stop these things happening and may be anxious the situation continues. 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 and either deal with the issue or report it on to the Housemaster/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 & 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 pupil's tutor, the Housemasters/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 member of staff.

A VOICE FOR PUPILS AT QVS

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

1. **HOUSE COUNCILS**

Each House operates a House Council which allows pupils to put their views to the Housemaster/Housemistress.

House Councils meet regularly and at least once per term.

2. **SCHOOL COUNCILS**

The School Council has two representatives from each House and meets with the Deputy Head Pastoral & Guidance and Mrs Rodger, PT Social Subjects. The purpose is to allow pupils to 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.

3. **MONITORS' & PREFECTS' MEETINGS**

The Head and/or Deputy Headteacher Pastoral & Guidance meet with the S6 Co-ordinator, Senior Monitor, Monitors and School Prefects to discuss issues raised by all concerned. The Head will occasionally ask another member of staff to one of these meetings to help discuss/explain a particular issue.

Monitors' & Prefects' Meetings take place once a month.

4. **CATERING COMMITTEE**

A pupil representative from each House meet with the Head Chef or Catering Supervisor and Deputy Headteacher Pastoral & Guidance to discuss dining and food matters (more information can be found on the xschool website).

The Catering Committee meets every 3 weeks.

5. **'A TIME TO TALK'**

A 'Confidential Box' operates in all Houses affording pupils the opportunity, anonymously, to make suggestions. This has proved to be a very 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.

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

The programme provides opportunities for pupils, from P7 throughout the school to S6, to explore some of the key concepts of PSHE, whilst allowing them to review and reflect on their own learning. PSHE enables pupils to develop skills, knowledge and understanding, and helps them to transfer their learning to real life situations. The course provides a comprehensive series of lessons structured to Curriculum for Excellence Health and Wellbeing Experiences and Outcomes of Mental, emotional, social and physical health.

The other organisers, some of which are delivered by specialists:

- Planning for choices and changes
- PE, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood.

Careers, Work Experience and the UCAS (Universities and Colleges Admissions Service) procedure, are managed by the DHT Pupil Support, although the Head completes the UCAS references.

The school has robust policies and practice in place to ensure the safety and wellbeing of the pupils and to encourage them to feel happy, safe, respected and included in the school environment. The eight SHANARRI indicators * are pivotal in all aspects of a pupil's life and should be used as the 'building blocks' to help engage and educate. We aim to ensure our pupils are safe, healthy, active, nurtured, achieving, respected, responsible and included throughout the school and will emerge as confident individuals, effective contributors, successful learners and responsible citizens.

The work in this area can have a far-reaching impact that should permeate wider society and have a lasting impact in preparing pupils for their lives ahead.

*** Getting It Right For Every Child – GIRFEC**

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

What is GIRFEC?

- Getting it right for every child is a way of working which focuses on improving outcomes for all children by placing the child at the centre of thinking, planning and action
- It affects all services that impact on children
- It builds from universal services: moving crisis intervention to early intervention
- It streamlines processes and uses IT to support best practice on information sharing

GIRFEC's focus on the needs of children and young people ensures they will be listened to; will understand and contribute to decisions made and receive support when required for their wellbeing, health and development.

The majority of pupils at QVS will not need a Child's Plan as their wellbeing needs will be met by their parents or carers and through routine activity and planning within health and education services.

There are two main considerations in deciding if a child requires a Child' Plan. The first is based on an assessment of their wellbeing. The child must be assessed as have a wellbeing need in terms of the definition of wellbeing with the Child and young People (Scotland) Act 2014. There are eight indicators - safe, healthy, achieving, nurtured, active, respected, responsible and included - that provide a way for staff, parents and children to identify wellbeing concerns, including those that may require a targeted intervention. This means that a judgement has been made that the child's wellbeing is currently being adversely affected or at risk of being adversely affected. The adverse effect may be one or more aspects of wellbeing and can arise from any factors relevant to the child. The second consideration relates to the support judged necessary to meet the identified need.

Our 'S.A.F.E' process has been developed to provide a simple, effective process, creating a structured early intervention strategy for young people at the school. The school's aim is to deliver an assessment framework based on the two considerations mentioned above, the needs of the children, the support required and to build a Team Around the Child (TAC).

COMPLAINTS

KEY PRINCIPLES

The School is open to the concerns of parents and pupils

Complaints will be received in a positive manner and be monitored

Parents and pupils can expect to be taken seriously

Concerns will be dealt with speedily and those who have raised them will be kept informed about progress

No pupil will receive adverse treatment because he/she or his/her parents has/have raised a complaint

Confidentiality will be respected and maintained as far as is possible

PARENTS

Queen Victoria School welcomes suggestions and comments from parents, and takes seriously complaints and concerns as they are raised.

A complaint will be treated as an expression of genuine dissatisfaction which needs a response.

We wish to ensure that:

- parents wishing to make a complaint know how to do so
- we respond to complaints within a reasonable time and in a courteous and efficient way
- parents realise that we listen and take complaints seriously
- we take action where appropriate

“How should I complain?”

You can talk directly to a member of staff, preferably Principal Teachers, Housemaster/Housemistress, Deputy Head Academic, Deputy Headteacher Pastoral & Guidance, Deputy Headteacher Pupil Support or Headmaster and write a letter, send an email or telephone. Be as clear as possible about what is troubling you.

It may be best to start with the person most closely concerned with the issue, for example to raise House matters with the Housemaster or Housemistress, sports concern with the PT of PE and Games and any other academic matters with the Principal Teacher of the individual subject. They may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff, for example, one of the Deputy Headteachers, Deputy Head or Head.

Another alternative would be to address your concern through the Parents' Liaison Group.

“I don’t want to complain as such, but there is something bothering me”

The School is here for you and your child, and we want to hear your views and your ideas. Contact members of staff, as described above.

“I am not sure whether to complain or not”

If as parents you have concerns, you are entitled to complain. If in doubt, you should contact the School as we are here to help or perhaps talk to someone on the Parents’ Liaison Group.

“What will happen next?”

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. If a detailed exploration of the issues is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated in a confidential manner and with respect. It is the School’s policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the School aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child’s safety was at risk or it became necessary to refer matters to the police.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

Action which needs to be taken under staff disciplinary procedures as a result of complaints will be handled confidentially within the School.

“What if I am not satisfied with the outcome?”

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Head will offer to refer the matter to the Chairman of Her Majesty’s Commissioners. Alternatively, you may wish to write direct to the Chairman. The Chairman will call for a full report from the Head and will examine matters thoroughly before responding. This may result in a positive solution but if it does not, the Chairman will invite

you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

We hope that we will be able to satisfy your concerns. If we do not, you may wish to seek independent legal advice. There are certain circumstances in which the Secretary of State has an interest and you could contact him directly or through your lawyer or MP; he would then ask the Registrar of Independent Schools to investigate, usually through HM Inspectorate of Schools.

The School recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

PUPILS

Any problems, complaints or suggestions?

If so, the School would like to hear.

How do I make a complaint?

- By talking about it or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

To whom?

- To anyone on the staff but, perhaps, more particularly your Housemaster/ Housemistress or tutors in the first instance.

Does it matter what the issue is?

- No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

What will happen next?

- If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

- If you are worried about confidentiality, tell the staff - they will understand.

Even if you find the issue hurtful or embarrassing, don't worry - it will only be discussed by staff who can help you.

NB: Please note that at Queen Victoria School the Housemasters/Housemistress and their House staff are there to help and will listen sympathetically to any problem, suggestion or complaint you might have.

In addition, the Deputy Headteacher P&G is in overall charge of the Welfare of Pupils, is the School's Child Protection Co-ordinator and is always available to see any pupil or parent who wishes to do so.



COMPLAINTS PROCEDURES AT QUEEN VICTORIA SCHOOL

At Queen Victoria School we operate an open policy and treat all complaints seriously and sensitively. Confidentiality is respected and knowledge of the issue is restricted to those directly involved. Resolution of the matter is sought and where complaints are found to be justified, appropriate action is taken. Under new Scottish Government legislation relating to the Getting it Right for Every Child (GIRFEC) processes, all students must have a 'named person' who will be a primary contact when parents are not available or able to provide support. At QVS, the Housemasters and Housemistresses will be the 'named person' for each student in their boarding house. QVS will provide this 'named person service' with the Deputy Head (Pupil Support) and the Deputy Head (Pastoral) as lead professionals for GIRFEC purposes. In terms of the governance of the GIRFEC named person service, the person responsible for this will be the Senior Principal of MOD schools. The Senior Principal will be informed of any complaint at the Third and Fourth levels.

Please note that a record of all complaints and outcomes will be kept by QVS.

Anonymous complaints may be received from complainants who do not wish to be identified. They will be recorded by the school but it is at the Head's discretion as to what action, if any, should be taken.

Complaints regarding Child Protection will, as a matter of course, be investigated.

There are 4 levels within the QVS Complaints process.

LEVEL ONE:

Informal complaint or concern raised in conversation, over the phone or by email.

Complaints will be acknowledged within 5 working days, if provided in writing.

Following investigation of the complaint the school will write to parents as soon as possible advising of the outcome and explaining reasons for any actions taken.

- Concern raised by parent, child or staff member
- Handled by appropriate line management (Principal Teacher, Housemaster, Deputy Head, School Finance and Business Manager or Head)
- Information gathering exercise takes place
- Evidence is reviewed
- Decision is made and action points agreed (if any)
- Feedback given
- Review action points with member of staff within 1 month

LEVEL TWO:

Formal complaint, raised in writing using the school's complaints form (attached)

Complaints of this nature will be acknowledged within 5 working days.

Following investigation of the complaint the school will write to parents as soon as possible advising of the outcome and explaining reasons for any actions taken.

- Complaint should be addressed to the Head
- Head delegates to the appropriate person for investigation
- Evidence will be gathered and reviewed
- Recommendations for further action brought to SLT
- SLT makes decision to uphold or not
- Phone call to parent by Head or investigator and Head to write to parents with result
- Information shared with all relevant parties

LEVEL THREE:

You are unhappy with the school's decision or the complaint involves the Head

Complaints of this nature will be acknowledged within 5 working days.

Following investigation of the complaint the school will write to parents as soon as possible advising of the outcome and explaining reasons for any actions taken.

- Complaint to be formalised, in writing, through the School Finance and Business Manager, in his role as secretary to Her Majesty's Commissioners.
- SFBM contacts chair of HMC with details
- Panel of HMC reviews evidence and gathers more as necessary
- Chair of HMC writes to parents with decision, through the SFBM

LEVEL FOUR:

Further complaints

It is the right of an individual to approach the following bodies directly at any point within the complaints process. However, we would encourage complainants to follow the school's internal process in the first instance, as an effective resolution at this level is in the best interests of all concerned.

- Directorate of Children and Young People (DCYP) via the Senior Principal of MOD schools
- Education Scotland (HMIe)
- Care Inspectorate
- Registrar of Independent Schools

**What action, if any, have you already taken to try and resolve your complaint?
Please detail who you spoke to and what the response was.**

What actions do you feel might resolve the problem at this stage? Please attach a separate blank sheet if you require more space.

Are you attaching any paperwork? If so, please detail below.

Signature of
Complainant

--

Date

FOR OFFICE USE ONLY

Received in the first instance
by:

Signed

Print

Acknowledgement sent:

Complaint referred to:

HEALTH

SCHOOL HEALTH & WELLBEING CENTRE ARRANGEMENTS

The School has its own Health & Wellbeing Centre under the supervision of one of three qualified Nurses.

When your child joins the School he or she should bring his/her National Health Service Medical Registration Card. The QVS Health Information Certificate, duly completed, should be sent to the School with account money. Any vaccination and other similar certificates should also be brought.

We have excellent Health & Wellbeing facilities in the School, but you must delay your child joining the School if, at the beginning of Term, he or she is suffering from any infectious disease, skin problem or any high temperature disorder. Please let the Housemaster/Housemistress know at once if there is to be any such delay.

Once at School your child will have an interview with the school nurse. As previous medical records take quite a while to reach the School, please inform the school nurse of any important previous medical problems. This is treated in strictest confidence.

Your child will be registered with a doctor here in Dunblane. Once registered he/she will have a basic medical as per health centre new patient protocol. This takes place in the School Health & Wellbeing Centre with a school nurse present. **Please do not register your child with another practice during the holidays as they can be seen as a temporary resident by your GP, if required.** The School doctor visits twice weekly. If specifically requested your child will be seen by a male or female doctor. Your child can also request a confidential appointment in the Dunblane Health Centre. Their details are:

Dunblane Health Centre
Well Place
Dunblane, FK16 9BQ
Tel: 01786 821777

Dental care is the responsibility of parents and all appointments should be made for the School holiday periods. Orthodontic treatment will be available locally on receipt of a written request from the pupil's dentist. Emergency work will be done at the local practice. As required, pupils will be seen by the School optician. If your child is dependent on spectacles then he/she must have a spare pair.

MEDICATION

All medications are to be handed into the Health & Wellbeing Centre. This includes over the counter remedies and prescription medications. For safety reasons we cannot allow pupils to keep their own supply of medications in their rooms. Following discussions with the school nurse and house staff, pupils aged 16yrs and over and who are deemed competent will be permitted to keep a limited supply of their prescribed medications in their rooms. House Staff will be informed when a pupil has medication in his/her room.

There will be occasions when pupils are admitted to the Health & Wellbeing Centre because of a minor upset such as a cold or an upset tummy. In such circumstances you will not normally be informed. **HOWEVER, IF YOUR CHILD IS TAKEN TO HOSPITAL OR IF ANY ILLNESS OR INJURY IS AT ALL SERIOUS YOU WILL BE INFORMED AT ONCE BY THE SCHOOL NURSE.**

If an illness or injury is so serious as to warrant immediate major treatment, then it should be understood that the School, in place of you, the parent, must sanction whatever is recommended by the medical authorities.

CONTACTING THE SCHOOL'S HEALTH & WELLBEING CENTRE

Health & Wellbeing Centre nursing staff: Ms M Skeith, Mrs A Ketteringham, Mrs A Simpson. Tel No: 0131-310-2909

Telephone contact can also be through the School exchange on 01786 822288 and ask for the extension above (i.e. 2909).

RETURNING AFTER HOLIDAYS/BREAKS

The School must be informed if your child has been in contact with any infectious disease or condition. This must be done by consulting the School's nursing staff, in the first instance, as to whether or not your child should return.

Should your child require to attend your family doctor during any School holiday, this must be as a temporary resident and not registered at your family practice.

Please note that the Health & Wellbeing Centre issues its own information booklet, entitled "Health & Wellbeing Centre Information for Parents" and is available on the School website.

HEALTH AND SAFETY

We bring the following School rules to your attention:

- a. Pupils are to attend all meals and choose a healthy balanced diet. Staff will look out for any eccentric eating habits.
- b. Complaints about food should be made through staff on duty, not catering staff. Suggestions by pupils should be made to the Catering Committee representative in their boarding house, who will represent them at Catering Meetings. A Comment Book is available in the Dining Room at each mealtime. Comment sheets are also available in the boarding houses.
- c. Games, throughout the week and any fixtures on a Saturday morning, are part of the School timetabled curriculum and must be attended.
- d. Pupils must not indulge in any substance abuse, nor bring any illegal substance into the School.

- e. Whilst under duty of care of the School, Pupils must not purchase or consume alcohol on or off site, or bring alcohol on site to consume at any time.
- f. Pornographic materials of any type are forbidden. Please see the policy included towards the end of this document.
- h. Pupils **must not** have the following:

fire-arms; fireworks; knives; air-guns; facsimile weapons; catapults; smoking materials; lighters; darts or aerosols; DVD/videos outwith the appropriate age restrictions; laser pens.
- i. Internet facilities are available but must be used appropriately, according to School policy.

There is no need for any cadet or pupil to take a knife (other than of the “knife, fork and spoon” variety) on CCF camp or on Duke of Edinburgh Award expeditions.

SMOKING

Smoking is not allowed anywhere in the School (this includes e-cigarettes and vaping). Pupils who persist in breaking this School Rule may be sent home and their future at the School will be at risk.

BOY/GIRL RELATIONSHIPS

- Friendships within the School between boys and girls are perfectly permissible.
- Relationships, in particular exclusive ones, are inadvisable because they make life difficult for the individuals, they are hard to manage if they go wrong and they are counter-productive, *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.

CARE OF PERSONAL PROPERTY

Please discuss this thoroughly with your child. The House staff will do all they can to ensure the safety of pupils’ personal property.

1. PARENTAL RESPONSIBILITY

- (a) Increasingly, the School has allowed pupils to bring more personal property than previously back to School, both items of clothing and personal possessions. The School and the Houses do all they can to ensure that a pupil’s personal items, as well as School clothes, are cared for and secure, and take positive action to investigate or trace loss or damage when problems arise.

- (b) Nevertheless, parents and pupils must accept that pupils are responsible for their own private property: the School cannot be held responsible for them if they are lost, stolen or damaged.

NB: Passports, if held, must be handed into Housemaster/Housemistress on return to School for safe-keeping. See Passport Policy on page 37.

- (c) QVS, as an MOD establishment, does not carry insurance for personal losses (except Personal Accident Insurance for which parents pay). Hence, parents are urged to check that their Home Insurance policy includes all their child's belongings while at School or on School organised activities.

Alternatively, there is a specific policy (HSBC) which is appropriate to boarding schools.

- (d) **Please ensure that all personal items, especially expensive ones including clothes, are clearly identified with your son's/daughter's name or number which cannot be washed out, cut off or erased.**
- (e) Please keep a note of make, model, serial number and value of electrical equipment.
- (f) It would be very helpful if parents could exercise some caution over what electrical equipment is brought to School. Pupils must be able to work at their desks, so TVs in rooms are not encouraged. TVs should not be brought to School unless they are specifically licensed, as separate licences are required if you watch or record TV programmes on any device, as they're being shown on TV. In addition, TVs are available in Common Rooms and separate TVs are not required. Where possible, pupils in double rooms should cooperate and share electrical equipment.
- (g) All electrical equipment, of any sort, must be checked and certified for Health & Safety requirements.
- (h) Laptops are allowed: parents should, however, make sure that their son/daughter does not have DVDs/Videos inappropriate for their age.
- (i) Games Consoles, etc are allowed but, wherever possible, they should be played in Common Rooms and the Housemaster/Housemistress will be able to exercise their right to confiscate them if, in their opinion, they are abused.

2. 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 not to keep large sums in their possession or bunk areas and must accept responsibility if they do not hand over money 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 all or part of loss or damage.
 - iii) If an item is borrowed/loaned and subsequently goes missing it is not covered by insurance.
- (d) “Borrowing” without the knowledge and consent of the owner is not borrowing and will be dealt with as a serious matter.
- (e) **Extra money for a pupil should 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 and could invite theft to occur. Sensible restraint should be exercised by parents and pupils. Houses cannot store or loan electrical appliances as these could be accidentally damaged.

DAMAGE TO SCHOOL PROPERTY AND ISSUED KIT

The School is concerned to avoid unnecessary damage to issued kit and School property in general. Parents will help a great deal by briefing their children as to the need to uphold this principle on the clear understanding that if damage does occur, 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 any 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. Because of the extensive damage which has been caused in Houses in the past through ball-games indoors, balls can only be issued by House or Games staff and must be used appropriately, outdoors. Please also note that pupils are not permitted to bring scooters, skateboards or bicycles to School.

ARRANGEMENTS FOR GOING OUT WITH PARENTS, RELATIVES OR GUARDIANS : P7 – S2

Saturday or Sunday

Parents wishing to take their sons or daughters out **must write, or email** to the Housemaster/Housemistress **NOT LATER THAN THE WEDNESDAY PRECEDING THE WEEKEND IN QUESTION.** House email addresses are as follows:

Cunningham House:	cunningham.office@qvs.org.uk
Haig House:	haig.office@qvs.org.uk
Trenchard House:	trenchard.office@qvs.org.uk
Wavell House:	wavell.office@qvs.org.uk

Before email requests can be accepted, a form must be completed and signed by parents and received by the Housemaster/Housemistress. This form is available from Houses.

A reply will only be given if the pupil is unable to accompany you at the specified time for some reason. Pupils are allowed out, if collected from and returned to School by parents or relations, during the following times:

- It is **compulsory** for students to attend ALL weekend commitments to the School, if required. This includes athletics competitions, band engagements, Duke of Edinburgh trips or any other event in which a student is asked to represent the School. *School fixtures are mandatory and pupils are expected to honour commitments to these.*
- Except for very special circumstances pupils are required to attend Parade Sundays, of which there are 6 per year. Parade Dates arranged for the remainder of 2018 and for 2019 are as follows:

Remaining 2018 Parade Sundays	2019 Parade Sundays
16 th September – Battle of Britain	Sunday 3rd March
28th October – Battle of Trafalgar	Sunday 5 th May
11 th November – Remembrance	Sunday 15 th September – Battle of Britain
2nd December – Rookies’	Sunday 6th October - Battle of Trafalgar
	Sunday 10th November – Remembrance
	Sunday 1st December – Rookies’

On Parade Sundays, pupils are formed up by House group and sent into Chapel by House. Whilst it is perfectly understandable that families will want to sit together in Chapel, we ask that parents keep seats for their children and are then joined by them when each child’s House comes into Chapel.

Please note that important dates are always included in the termly Diary of Events, which are posted on the website.

If your son or daughter is to be accompanied by a friend on day or weekend pass, their parents should also send in the relevant paperwork to that effect.

The Diary of Events and lists of rugby and hockey fixtures will be posted on the website, so that parents can consult them when arranging day and overnight passes.

Under no circumstances are pupils allowed out with persons who are not relations unless written permission is given by the parents. Parents should note that Prep takes place on Sundays throughout the year *and parents must return pupils by 1830 for Prep at 1900 hrs.*

Please note that parents are most welcome to join their sons/daughters for our Chapel Service held at 1100 hrs each Sunday.

SECURITY/SCHOOL PASSES

In general, parents and relations should never arrive unannounced and mid-week visits should be kept to a minimum and by prior arrangement with the Housemaster/Housemistress.

In all circumstances parents must report to the School Reception Office at the front of the Main Building to establish credentials and receive a Visitor's Pass. Thereafter, they can proceed to the individual House where they can collect their son/daughter after reporting to the Duty Person.

P7 – S2 PUPILS MUST BE COLLECTED FROM THE HOUSE BY PARENTS AFTER REPORTING TO THE HOUSE DUTY PERSON.

S3 and S4 students will be allowed day passes to Stirling at the weekend, with parental permission sent to HoMs.

S5 and S6 students have the opportunity of day passes to Glasgow or Edinburgh.

Students in S3-S6 are able to travel to and from home on their own, with parental permission sent to HoMs. The default position is that P7-S2 students should be picked up.

Please see the Siblings Day Pass policy on page 35.

PLEASE ENSURE THAT THESE RULES FOR GOING OUT OF SCHOOL ARE ADHERED TO; THEY ARE IN PLACE FOR THE SAFETY OF YOUR CHILDREN.

END OF TERM/BEGINNING OF TERM/HOLIDAY ARRANGEMENTS

The School term and holiday dates are published annually. As will be seen from the latest Term Dates and holidays, Queen Victoria School does have fairly long holidays to compensate for pupils being resident and many having commitments on Saturday mornings. It is, therefore, extremely important that pupils miss as little as possible of term time. Family holidays should be arranged to fit in with our holiday periods. In addition, particularly where we have School events such as concerts/plays/School functions and engagements it would be appreciated if parents did not ask to take their son/daughter away early. **Your help in these matters is much appreciated.**

A travel proforma is available on the School website before the commencement of the relevant holiday. Parents are asked to complete and return it before the stated date to the Housemaster/Housemistress, so that the School is fully informed as to arrangements made.

The School does not organise transport to and from airports.

The responsibility for making all arrangements for holiday journeys and changing warrants for tickets lies with parents. The School can only help by handing tickets and journey money to pupils before departure.

Where an older brother or sister has responsibility for accompanying a younger sibling home, the older brother or sister should make arrangements with the Housemistress/Housemaster of the younger sibling.

Please note P7 pupils should be returned to school no later than 7pm after school holidays.

UNACCOMPANIED MINOR'S DECLARATION FORM

Parents are advised that if their child is travelling unaccompanied, they must inform the flight company reservations department or their travel agent when they make their booking, otherwise the flight company cannot guarantee that this service will be available. **THE**

FORM MUST BE COMPLETED ON BEHALF OF A CHILD TRAVELLING AS AN UNACCOMPANIED MINOR AND THE RELEVANT COPY SENT TO THE FLIGHT COMPANY, AS INSTRUCTED ON THE FORM, BEFORE TRAVEL.

The definition of an unaccompanied minor can change depending on the airline. Airlines insist that unaccompanied minors be escorted to the place of departure, and that the escort remain until the flight has departed. Similarly, on return, they must be collected or they may be held by the airport authorities until they are.

The responsibility for pupils being collected and returned to School rests entirely with their parents.

PLEASE NOTE THAT FLIGHTS SHOULD BE ORGANISED SO THAT PUPILS DO NOT EITHER MISS THE START OF TERM OR LEAVE UNNECESSARILY EARLY AT THE END OF TERM.

END OF TERM AND END OF HALF-TERM LESSON ARRANGEMENTS

Taught lessons end at the following times:

October	1110 Friday
December	after Christmas concert ends c.1100hrs, Friday
February	Friday 1625hrs
March	1110 Friday
June	lunchtime on Thursday (please note that Grand Day is the following day)

It is greatly appreciated when parents' travel arrangements allow children ample time to attend lessons then get ready to leave.

School closes at the times published above. In exceptional circumstances pupils may stay overnight on the Friday and leave on the Saturday morning. This should be agreed with the Housemaster/Housemistress well in advance.

Queen Victoria School
Dress Code
Standards of Dress

Boys	Girls
Hard shoes Grey/Black socks School Trousers Belt (plain black), appropriate buckle School white shirt School Blazer School Tie	Hard shoes Plain black tights School Grey skirt School white shirt (White/flesh coloured underwear must be worn under school shirt) School Blazer School Tie
Exceptions/Options	Exceptions/Options
Breakfast: Soft shoes/no tie Inclement/Cold weather: School Navy Sweater, Official School Jacket Warm weather: Shirt-sleeve order	Breakfast: Soft shoes/no tie Inclement/Cold weather: School Navy Sweater, Official School Jacket, woolly tights (optional) Warm weather: Shirt-sleeve order, white ankle socks (optional)
Saturday morning breakfast: 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.	

How we wear it	
Shirt	Buttoned up, tucked in, sleeves down, cuffs done up. Shirt sleeve order (permissible for the Summer Term)
Trousers	Belt on, buttoned up and worn appropriately
Skirt/Kilt	Knee length
Shoes	Polished with laces tied
Tie	Appropriate school tie should be worn. Pulled up to cover top button.
Shirt-sleeve order	School uniform to be worn as normal, but with sleeves neatly rolled up above the elbow

Queen Victoria School
Dress Code
Standards of dress

Hair	
Pupils should return to school after the holidays with suitable haircuts.	
The school will organise a hairdresser to come in before the first weekend to rectify any unsuitable haircuts. Inappropriate hair colour will result in a pupil being given one week to address the issue. If not rectified, then a pupil may be sent home to sort out with immediate effect.	
Hair should not be dyed or coloured unnaturally. Hair extensions should not be worn during the school day. Peroxide blond is not acceptable.	
No hair should be cut or dyed by the pupils during school time.	
During term time, if the colour or style is deemed to be inappropriate, the individual concerned will be sanctioned with a Level One Gating, until the matter is resolved.	
Suitability of hair style and colour will ultimately be at the discretion of Deputy Head Teacher (P & G).	
Hair Boys	Hair Girls
Hair should be cut above the ear and above the collar in ceremonial dress.	Hair should be tied back during the school day and tied up in a bun at ceremonial occasions
Jewellery/Make Up	
<p>Jewellery and adornments are not permitted with School Uniform with the exceptions 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 ornaments are allowed with Ceremonial dress.</p> <p>It is not acceptable for boys to wear makeup or wear earrings when in school uniform.</p> <p>Anyone found using “sliders/stretchers” – which create larger holes in ears – will be asked to stop. This is because of the increasing number of medical reports coming in, of potentially extremely serious infections caused by this practice.</p> <p>You may also wear a badge if related to a School achievement.</p>	
All jewellery must be removed for PE and games.	
Piercing should take place during the longer holiday periods to allow for wound(s) to heal properly.	
Makeup: No apparent make up. Exceptions can be made due to medical issues and will be dealt with on an individual basis. Suitability of makeup will ultimately be at the discretion of Deputy Head Teacher (P & G).	

CLOTHING

ISSUED BY SCHOOL

All pupils are issued with towels and complete School and ceremonial uniform. All School issue clothing is marked by the School with the pupil's name and number. Such clothing is laundered/dry cleaned regularly. Although not all personal items can be dealt with under School arrangements items such as sweatshirts, t-shirts, track suits and fleeces, if marked, can be put through the laundry system.

Personal clothing must be clearly named and numbered

A certain amount of personal clothing can be laundered through the House. **However, it is expected that when parents take their children home on pass they launder personal clothes themselves and do not send unwashed clothes back to School.**

Parents wishing to have Ceremonial Dress for weddings etc **MUST** write to or email the Headmaster directly and at least 2 weeks before the date required.

PROVIDED BY PARENTS

Please find on page 28 a detailed list of all clothing/miscellaneous items to be provided by parents.

Clothing and Miscellaneous Kit to be provided by Parents

Where specified, items are just for (boys) or (girls). Where unspecified, items are for boys and girls.

ALL CLOTHING AND KIT MUST BE NAMED / LABELLED TO PREVENT LOSS

<p>CLOTHING</p> <p>1 Dressing Gown – knee length (essential) 1 pair slippers (essential) 3 set pyjamas/nightwear 1 School jacket dark colour/ no logos ¹ Casual clothes for use in free time. e.g. jeans/t shirts, minimum 2 sets</p>	<p>7 pairs pants (white/colourfast) 5 pairs socks (black/dark grey) 10 pairs black tights 40 dnr (girls) 4 bras – white or cream for wearing with school uniform (girls) 1 pair gloves</p>
<p>SPORTS</p> <p>Navy blue sports rain jacket or contact top² Plain Navy blue tracksuit ² Plain Navy blue hoody ² 1 small sports bag 1 pair running shoes - with support and laces, no fashion shoes or Velcro 1 pair AstroTurf trainers 1 pair shin pads 5 pairs white sport socks (boys) 5 pairs white short sports socks (girls)</p>	<p>1 pair rugby or football boots (boys) 1 mouth guard (preferably fitted by dentist) 1 spare mouth guard 1 pair swimming trunks (no ‘boardies’) – navy or black (boys) 1 swimming costume – black or navy (girls) 3 plain white T shirts (PE) 3 pair navy blue shorts (PE) 1 hockey stick (girls) 2 sports bras (girls)</p>
<p>TOILETRIES / LAUNDRY</p> <p>1 hair brush & 1 comb 1 nit comb 1 toilet bag containing</p> <ul style="list-style-type: none"> • Soap and soap box • Toothbrush/toothpaste • Shampoo /Shower gel • Deodorant stick/block AEROSOLS ARE NOT ALLOWED • 1 nail brush & nail clippers • 1 face flannel <p>Hairdryer (if required) Bun net/hair pins/black scrunchie (girls) Appropriate sanitary wear – if required (girls) Laundry basket, preferably with attached closing top, for dirty laundry.</p>	<p>MISCELLANEOUS</p> <p>1 duvet with 2 covers 2 pillows with 4 pillow cases 2 single fitted sheets 2 bath towels – white or colourfast Tissues Padlock with spare keys 1 shoe cleaning kit containing:</p> <ul style="list-style-type: none"> • Cloth • 2 shoe brushes (polish on/polish off) • Black shoe polish (no liquid or fast shine) <p>1 clothes brush 4 Coat hangers with trouser bars/ skirt hooks 2 heavy duty wooden coat hangers with trouser bar – for kilts and red jackets 1 school bag</p>
<p>Options to consider</p> <p>1 pair flip flops (for showers) Self-hanging wardrobe dividers Over door coat hooks</p>	

¹ Can be ordered at www.schoolwearforless.com

² Details of PE and games clothing appropriate for use at Queen Victoria School can be found at www.rugbyplus.com. Please ensure your child has all the items listed and in the stipulated colours.

SCHOOL AND CLASSROOM MATERIALS

Pupils must bring the following to School in August and each term thereafter:

- School bag or small rucksack
- an English Dictionary
- calculator (basic scientific - solar powered)
- geometry set (set squares, protractor, compasses)
- pens - biro and fibre tip
- pencils - graphite and coloured
- pencil case
- pencil sharpener
- eraser
- ruler - 300mm

These materials have to be maintained throughout the term by the pupil as these items are essential for daily classroom work.

POCKET MONEY

Parents are asked to provide pocket money of the amount shown on each termly School bill.

MAGAZINES

Pupils are allowed to receive magazines but the Housemaster/ Housemistress reserves the right to veto reading materials he/she considers unsuitable.

Publications may be ordered from Meldrum's, 34 High Street, Dunblane:

Tel No: (01786) 822175 before 1 August and should be inclusive of all holidays until the end of the Summer Term. Meldrum's will send their account to you and settlement is a matter between yourselves.

MAIL

Please note that when sending letters to School, "A Clarke" is not sufficient.
All mail must bear the full names of the pupil and the name of the boarding house eg:

Arthur C Clarke
Queen Victoria School – Trenchard House, Dunblane, FK15 0JY

INCOMING MAIL

The School is currently unable to accept incoming mail on Saturdays. Parents should therefore try to ensure that cards, letters or packages intended for specific dates are sent well in advance of the occasion.

TELEPHONES

Telephones are freely available to pupils in all Houses outside Prep and class times.

PHOTOGRAPHS OF PUPILS

Please let us know if you as a parent would prefer us NOT to use photographs of your child/children in any publications.

SCHOOL BILLS

Termly school bills are issued 3 times a year, about 2 weeks before the start of the Autumn/Winter, Spring and Summer terms. The Resources Dept will advise on the standard charges for 2018/2019, as well as the pocket money figure and miscellaneous items such as music tuition. With the Autumn/Winter term bill, new admissions will also incur an extra one-off charge towards the School Uniform and laundry bags.

When settling the school bill, parents/guardians should pay the total amount due, at the start of each term. The School's preferred method of payment is internet banking, and our bank details are:

Queen Victoria School

Account No: 10027890

Sort Code: 60-70-80

Should you foresee a difficulty with settling the total amount due, at the start of each term, please contact the Resources Dept on 0131 310 2905, as soon as possible. Alternatively please email admin.office@qvs.org.uk

PAYMENTS FOR ADDITIONAL POCKET MONEY AND MISCELLANEOUS ITEMS

When paying for pocket money and miscellaneous items additional to those included on the school bill, parents/guardians are requested to pay the child's boarding house pocket money account direct, with a cheque made payable to the relevant boarding house. Additional amounts volunteered should not be added to the settlement of the main school bill, and should not be paid through internet banking.

TIMINGS OUTLINE OF DAILY ROUTINE

WEEKDAYS

Rising Bell	0700
Breakfast (1 st Sitting)	0730
Breakfast (2 nd Sitting)	0755
Chapel Assembly	0835
Period 1 & 2	0850 - 0950
Break	0950 - 1010
Period 3 & 4	1010 - 1110
Period 5 & 6	1110 - 1210
Lunch (1 st Sitting)	1210
Lunch (2 nd Sitting)	1230
Period 7 & 8	1315 – 1415
Period 9 & 10	1415 – 1515
Break	1515 – 1525
Period 11 & 12	1525 - 1625
Hobbies	1645 - 1745 (not applicable during Summer & Autumn term)
Main Meal (1 st Sitting)	1800
Main Meal (2 nd Sitting)	1825
Prep	1900-2030
Supper	After Prep

SATURDAY

Rise	0730
Breakfast (1 st Sitting)	0800
Breakfast (2 nd Sitting)	0825
School	0915/1035
Lunch (1 st sitting)	1200
Lunch (2 nd sitting)	1225
Main Meal (1 st sitting)	1700
Main Meal (2 nd sitting)	1725
Supper	2000/2030

SUNDAY

Rise	0830
Breakfast (1 st sitting)	0900
Breakfast (2 nd sitting)	0920
Chapel	1100
Lunch (1 st sitting)	1230
Lunch (2 nd sitting)	1300
Main Meal	1700
Prep	1900/2030
Supper	After Prep

LIGHTS OUT: as directed by Housemaster or Housemistress

Sibling – Day Pass

Siblings have permission to go on a Day Pass with their older brother or sister, at weekends, if the following criteria have been met:

- The older brother or sister is in S3 or above.
- Parental permission is provided.
- All pupils to sign out/in of boarding houses as normal.
- Older Sibling to report younger brother/sister's duty tutor to sign them out.
- Siblings to return to school by 1700hrs (later times may be allowed at HoMs discretion).

Note:

Permission is for siblings only - not friends.

Siblings are only allowed to Stirling.

All other cases will be decided on a case by case basis in consultation with SLT and the HoM.

THE S6 YEAR AT QVS – EXPECTATIONS AND PRIVILEGES

We have high expectations of our S6 pupils, and expect them to:

- Behave with courtesy and consideration and set a good example to all pupils
- Dress according to school guidelines
- Adhere to the minimum qualification for entry to S6: 3 examinable subjects sustained throughout the year
- Arrive at classes and other commitments punctually and fully prepared
- Spend school prep times in rooms or Library once available to S6 during prep
- Complete and hand in prep and work to deadlines given
- Whole-hearted commitment to extra-curricular activities: Band, CCF, DofE, Sport
- Assist with core duties - School Councils; Chapel, Lunch and House duties; showing guests around the School
- Contribute to the general life of the school and community: Pupil support, Peer support, Social and Community Events
- Behave outside of School in a way that reflects positively on QVS

In return, S6 pupils can expect the following privileges:

- Use of the S6 Common Room
- Breakfast 'In House' at weekends if preferred
- Ability to prepare food in refreshment areas at HoMs discretion
- Ability to order food from outside with agreement from HoM/duty Tutor; the food to be for S6 only.
- Permission to leave school grounds during the day to visit Dunblane or go on pass to Stirling with prior agreement of HoM, provided this does not conflict with any School commitments. *Parental permission is required for this.*
- Independent trips out for meals/cinema on Fri/Sat evenings, returning by 10pm. *Parental permission must be received by HoMs to allow this.*

Abuse of these privileges will result in them being removed for an individual or group as appropriate, and continued abuse will result in the privilege being removed completely.

Please note: we do not permit S6 pupils to keep a car on or near school grounds.

Please also note: S6 pupil are expected to stay at QVS up to and including Grand Day. This means observing School rules on personal appearance, including length and style of hair. In exceptional cases, S6 pupils may be allowed to leave School after their public exams.



QUEEN VICTORIA SCHOOL

Dealing with Pornography

Children can now be exposed to pornography through a variety of different media:

- Internet via Smart phones, iPads, Tablets, PCs.
- Magazines/literature.
- Television/Audio/video/DVD.

Pupils are forbidden to bring into school any pornographic material. Similarly pupils are forbidden from manufacturing or otherwise creating static or moving pornographic images whilst at school.

All pupils have access to the school network with use of the school iPads and those who own or use laptops, Mp3 players, mobile phones or removable media, including USB storage devices, CD ROMs, DVDs and other media, capable of storing pornographic images, are reminded that they are subject to the school's ICT policy.

In this policy we retain the right to take possession of and randomly inspect school iPads and with reasonable suspicion inspect other such equipment and media to check for pornographic material or other forms of inappropriate information held.

An approach to dealing with pornography must take on board the need to:

- Educate
- Support
- Punish inappropriate use

Possible problems include:

- i. Downloading of inappropriate images
- ii. Home-made images. Potential to be a child protection issue, in which case the matter will have to be referred to the Child Protection Co coordinator and Police.
- iii. Sharing of images/passing on of material with agreement.
- iv. Images/material being forced on others. If content is forced on others even via email, children could face prosecution for supplying indecent material to a minor, even if they themselves are minors.

Depending on the nature of pornography brought into, used in, or sent from school, and upon the extent of its dissemination, following a full investigation, the school's response will range from suspension to expulsion.



Queen Victoria School

Passport Policy

To ensure the safekeeping of pupil's passports, the school will provide a secure place of storage, during term time only. The school will accept responsibility for a passport once the pupil has handed it to the Housemaster/Housemistress (HoM) and 'signed in' the passport, using the appropriate documentation.

The HoM will issue passports to pupils, once they have been 'signed out'. All passports will be handed back to pupils at the end of every Half Term/Term, and on other occasions when requested. When the pupils have 'signed out' their passports the school will no longer be responsible for the passports until they are signed back in.

The HoM will remind pupils upon returning to school to hand in their passports, however the school does not accept responsibility for passports that are not handed in. If you wish to sign the passports in/out on behalf of your son/daughter, then please arrange this with the HoM.

If parents have any queries regarding passports then they should contact their son's /daughter's HoM.

QUEEN VICTORIA SCHOOL – SAMPLE CONTRACT

Student Contract – Acceptable Use of Computing Technology

The computing technology (iPads, desktops, laptops and network) available for use in Queen Victoria School is owned by the Ministry of Defence. The use of this technology may be checked to ensure compliance with the contract terms below.

Acceptable Use

- All school devices have a school configuration policy installed. Under no circumstances or by any means should this be removed, tampered or by-passed.
- Streaming of media / online gaming is not allowed during the school day or during Prep unless instructed to do so by a member of staff.
- All photos or videos stored on school devices should be for educational use only.
- Portable school devices must not be used in Chapel, in the Dining Hall, in House bathrooms or shower rooms or on the sports fields (unless directed so by a teacher). They should not be taken on out of school trips unless directed so by the trip organiser.
- All iPads allocated for individual use should be clearly labelled and returned to the charging booths every night at a time set by the Housemaster.

Care

- Any damage to a school device must be reported immediately.
- All portable school devices must be carried safely and securely in a protective case provided. Breakages caused by malicious intent or by lack of due care may result in the full repair amount being charged.
- No portable school device should be left unattended around the school.

E-Safety

- E-Safety is very important - the school treats your online safety as a priority. Any suspicion of unsafe activities taking place, where you or others are putting themselves at risk should be reported immediately.
- Any misuse of either school or personal computing equipment which results in allegations of cyber-bullying or raises possible child protection issues may be referred to the Police.

Personal Use of ICT Equipment

The usage and E-Safety rules above also apply to the use of your own personal devices (tablets, smartphones, laptops etc.) in school. Under no circumstances should your personal devices join any school controlled network services, such as the Wifi or internal network.

Your personal devices may be confiscated if any misuse or unsafe activity takes place.

Pupil Name: _____

Signature: _____

Date: _____