



LEWESTON  
SHERBORNE

STUDENT HANDBOOK

2024

# CODE OF CONDUCT

As a student at Leweston School, we expect you to:

- Be tolerant and understanding of the feelings and needs of others.
- Develop a responsible and independent attitude towards your role in the community.
- Develop an awareness of right and wrong and differentiate between acceptable and unacceptable behaviour.
- Learn to have respect for others and to behave courteously towards them.
- Contribute to a safe environment.
- Be able to work in an orderly atmosphere.
- Be able to understand the role of and need for discipline as a positive part of school life.
- Show respect and good manners at all times to each other, to members of staff and to visitors.
- Open doors for others and stand back for staff and other adults to pass through first.
- Greet others in a friendly, courteous manner.
- Listen when others are speaking.
- Maintain silence when entering and moving around the Chapel, when sitting in the Chapel and in the Library, particularly during study leave. At other times when asked to do so.

Discipline and the development of self-discipline are achieved through a co-operative process involving pupils, parents and staff. All members of the community work towards achieving the aims of this policy by:

- Respecting one another as individuals.
- Contributing to a well-ordered environment in which all are fully aware of behavioural expectations.
- Encouraging, praising and rewarding good behaviour.
- Promoting a sense of belonging to the community.
- Providing good role models.
- Supporting one another.

All forms of sexual discrimination, including sexual harassment, gender-based bullying and sexual violence, are forbidden. Acts of sexual harassment and violence will be considered and dealt with in line with the school's Rewards and Sanctions Policy.

Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to have smoking materials, alcoholic drinks or drugs in your possession. This includes the times when pupils are travelling to and from school.

There is zero tolerance for bullying at the school; this includes, but is not limited to, racist bullying, homophobic bullying, transphobic bullying, sexist bullying, or sexual bullying and harassment.

Leweston is entitled to maintain a policy of investigating any information about a pupil's behaviour which is cause for concern, whether arising in school or out of school, including weekends and holidays. Doing so does not mean that the School is assuming responsibility for pupils when they are not in the care of the school. The aim of the policy is to ensure that the School can take disciplinary action if the behaviour of pupils outside school brings the School into disrepute, or if events outside school bring an overlay into School and adversely affect individual pupils or School culture.

## About the School

- Walk on the left and never run in the building.
- Move quietly and quickly in the corridors between lessons.
- Ensure that litter is disposed of in waste bins.
- Observe the rules for use of mobile phones.
- Vandalism and graffiti on the school premises is strictly forbidden.
- Damage should be reported immediately to a member of staff by any person who discovers it.

## Preparedness and Punctuality

- Be on time for lessons and evening study.
- Have the correct books/equipment.
- Keep to deadlines for prep/homework.
- Ensure that physical needs are met during breaks (e.g. have a drink, use the lavatories) so as not to miss lesson time.

## Food and Drink

- No food except fruit may be taken from the Dining Room.
- Be considerate in the Dining Room. Clear everything away once meals are finished, putting chairs nearly under tables on departure.
- There should be no food or drink (including bottled water) in the Library, IT Rooms, Science Block, DT Rooms or Chapel.
- The use of chewing of gum is unacceptable in School.

## In the classroom pupils must not:

- Be disrespectful, argumentative, rude, confrontational or intimidating.
- Lie or answer back to teachers.
- Disrupt a class or make it difficult for others to learn.
- Leave the classroom or school premises without permission.
- Disobey a reasonable request from a teacher.
- Miss lessons.
- Intimidate other pupils.

## Respect for the Environment/Property

- Store belongings neatly when not in use. Secure valuables, including mobile phones, in a lockable unit with a combination or key lock.
- Keep Form Rooms, Common Rooms and the Mesh clean and tidy.
- Be sure to fulfil teatime and classroom cleaning duties.
- Use other people's possessions only with their express permission; using or taking another pupil's possession without permission will be regarded as theft.
- Sit with feet off sofas and tables.
- Conserve resources – use recycling boxes, turn off lights, shut windows.

## Social Events

- Pupils invited to a social event at another school must leave and return to Leweston by School transport.
- Pupils who show evidence of having consumed alcohol beforehand will be prohibited from attending.
- It is our expectation that parents will not provide alcohol at home prior to a pupil joining a school social.
- Pupils found smoking or having consumed so much alcohol that they are incapable of behaving appropriately will be escorted from the event to the Well Being Hub or their House; parents will be asked to remove day pupils immediately from the social event.

# CODE OF CONDUCT FOR BOARDERS

Boarders are expected to abide by the 'Code of Conduct for Pupils'. The following guidelines should also be observed.

- Times for rising in the morning and lights out for each Year group should be respected.
- Any pupil leaving their House after evening prep (e.g. to go to the Library, to visit other Houses etc.) should notify a member of the House Staff. If leaving the building (e.g. to play tennis, go to the Sports Hall etc.) they must sign themselves out in their House. No pupil may sign out or in on behalf of any other pupil.
- Boarders should only visit other Houses if they have the permission of their own Housemistress and that of the staff whose area they are visiting.
- Keep the House quiet during evening study times.
- Music may only be played at a volume which is not audible outside a pupil's study and not during evening study times.
- Pupils should sign out each time they leave school. During the school day they should use the signing out file in the Reception area: during evenings or at the weekends, the book in their own House. They may only leave the campus during the school week with the permission and knowledge of House Staff.
- Day pupils may not be invited to boarding areas without the permission of House Staff.
- After lights out a pupil may not leave their House for any reason except illness. In such cases they will be in the care of a member of the House Staff.
- No food is to be kept in bedrooms. Tuck should be stored in the lockers provided.
- Pupils are responsible for keeping valuables and money under lock and key.

# CODE OF CONDUCT FOR SIXTH FORM

Whilst Sixth Form students are treated as young adults, they are still expected to observe the School's broader Code of Conduct. In addition to this, Sixth Formers are asked to adhere to the following points to ensure that a happy, safe and well-ordered atmosphere is maintained in the Study Rooms, Sixth Form Centre and around the School site.

- During the day and evening study times, the Boarding House and Sixth Form Study Rooms (including the Eleanor Library) should be quiet. Music should be played using headphones so as not to distract others. However, in whole-school areas such as the Pensabene Library, there should be no music played on headphones or otherwise, unless permission is given by the supervising member of staff.
- All students are expected to help keep the Sixth Form Centre clean and tidy and to refrain from taking any food or drink into any Study Room. Furniture, equipment and appliances in the Sixth Form Centre should be used sensibly and looked after with care.
- Computers should be used for educational purposes related to study only. The School's acceptable use of ICT policy must be strictly adhered to at all times. Any abuse of the school facilities will incur a serious consequence.
- Sixth Form students should act as role models, behaving in an appropriate, responsible manner, treating all members of the School community and visitors with courtesy and respect, and using appropriate language at all times.
- When travelling around the School site, Sixth Form students must maintain the highest standards of conduct at all times.

# INTIMATE RELATIONSHIPS

- Sound relationships lie at the heart of life at Leweston and every member of our community has a responsibility to ensure that their dealings with others are amicable and appropriate. This means that they should be considerate of others, respect their rights and opinions and maintain a high standard of conduct at all times.
- Leweston's Code of Conduct regarding intimate relationships is based on clear moral, educational, religious and legal considerations.
- Public displays of overt affection or intimacy, particularly those that might make onlookers feel uncomfortable, are unacceptable.
- Similarly, private acts of physical intimacy or of a sexual nature have no place at School. Pupils found in a compromising situation where there is a reasonable suspicion of inappropriate physical or sexual conduct (e.g. in a locked room or in a partial state of undress) are liable to be permanently excluded from Leweston.
- In some cases, particularly if one or more of the pupils involved is under-age, Children's Services will be informed, and the Police may be informed.

Leweston is a mixed community and pupils are encouraged to form friendships in a mature and responsible way. Socialising is allowed in free time and pupils may visit designated communal areas at defined and published times. All other residential areas are out of bounds to the opposite sex. Boys and girls must be allowed privacy in their own areas of the Boarding House. Leweston pupils are at different stages of development and in some respects have different needs, yet all derive strength from each other and from being part of the community. In such a community, as mentioned above, intimate sexual relationships are not appropriate.

As defined in Leweston's Safeguarding document, all reports of sexual violence or sexual harassment are taken seriously. These definitions are clear within the School's Safeguarding policy, and the School will follow the appropriate steps in dealing with reports, including working with external agencies.

# LEARNING EXPECTATIONS

We want to support your learning and for you to make the most of the opportunities at Leweston. This happens best in a structured environment with high expectations in line with the Leweston Learner. The learning expectations for every pupil are:

## **We expect you to arrive punctually, prepared for every class.**

- When arriving at a new classroom line up quietly outside until invited in.
- Sit down promptly, take off your coat. Blazers can be taken off with the teacher's permission. Both should be put on the back of your chair. Get out your books, planner and equipment, store your bag at your feet under your table.
- Ensure you have filled up your water bottle and been to the toilet before the lesson.
- Bring all your work, homework and equipment including pens and paper to the lesson.
- No mobile phones are allowed in lessons unless instructed otherwise, in advance by the teacher.

- Do not eat in lessons. Chewing gum is forbidden.
- Wait for the teacher to tell you to pack away. When you are invited to leave the room, clear up any mess from around your area and tuck your chair in to leave the room ready for the next learners.

## **We expect you to make the most of all opportunities to learn in class.**

- Listen carefully to the teacher and other pupils.
- Speak only at the appropriate times and when the teacher asks you to.
- Work on your own when asked to.
- Stay focused and keep working at every task to the best of your abilities.
- Tackle extension tasks and challenges wherever possible.

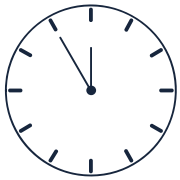
## **We expect you to respect the right of other pupils to learn without disruption.**

- Focus on your work and be mindful of not distracting others.
- Listen carefully in class to other pupils and do not talk over them.

## **The same expectations will apply to all lessons, all classes and all year groups.**

# Expectations for Effective Learning

*“Let your words teach and your actions speak”- St Antony of Padua*



## **Punctuality**

Arrive at your lessons on time and ready to learn.

## **Equipment**

Ensure you have the correct equipment you need to learn.



## **Respect**

Listen when others are talking, both pupils and teachers.

## **Engage**

Be involved in the lesson, ensuring you put your hand up when you wish to contribute.



## **Follow Instructions**

At the first time of asking, ensuring you are on task.

## **Independence**

Complete independent work quietly and with focus, think hard about your work before you ask for help.



## **Pride**

Complete all your work to the best of your ability and take pride in it.

## **Homework**

Record your homework carefully in your planner and ensure it is completed on time and to a high standard.



*Community*

*Opportunity*

*Expertise*

# DAILY ROUTINE

- Make sure you bring everything you need for the school day (this also applies to boarders, you will not be able to access your House during the day unless you are Sixth Form).
- On arrival, store things in your locker/mesh and go promptly to your tutor base. You MUST be in your tutor base by 8.20 for registration.
- If you arrive late, you must sign in at Reception. If you have to be collected before 16.25, you must sign out at Reception. If you are not accounted for in school you may be at risk if there is a fire, as we won't know you are here; conversely if you are marked as present but have left the building, firefighters may risk their lives looking for you.
- Participate fully in the tutor programme.
- On mornings which have assemblies or Mass, walk quietly and directly to the Chapel (or Theatre), keeping to the left hand side of the corridor. Make sure you are wearing your uniform smartly, including your own blazer.
- Use break and lunchtimes to use the loo and fill up water bottles – using lesson time for these things is not appropriate.
- Ensure you understand the boundaries and permitted areas (listed later) and do not go outside them. This is for your safety.
- You are expected to be outside at break time and lunchtime (unless in the Dining Hall at your allocated time); it is your responsibility to bring your Leweston coat in case you need it. You can store your blazer in your locker if you are wearing your coat.
- Be prompt, this includes lunchtime and after-school activities, arriving in appropriate kit.
- If you stay for after-school prep, you may have tea in the dining hall at 16.30 Monday to Thursday. You must be in your allocated prep area at 16.45 to be registered. If your afternoon arrangements change and you are being collected at 16.25, you MUST inform Reception so we know who is onsite. This is for the safety of yourself and others. Please be aware that if you regularly fail to attend prep or your activities you may not be permitted to stay after-school.

# WEEKLY ROUTINE

**Monday:** Tutor time

**Tuesday:** Tutor Time/PSHRE/Head of Year Assembly

**Wednesday:** Hymn practice

**Thursday:** Mass/Liturgy

**Friday:** Head's Assembly/Tutor Time/Head of Year Assembly



# DRESS CODE YEARS 7 to 11

Together with wearing the correct uniform (blazer, school jumper plus Leweston shirt, tie, charcoal grey trousers and navy blue socks OR Leweston open neck shirt, kilt, navy knee length socks or tights), please take note of the following points from the uniform dress code:

- Full School uniform or sports kit must be worn, not a mixture of the two. A combination of uniform and home clothes may not be worn.
- Hair bands/slides should be un-patterned and black, red or blue. For safety reasons all long hair must be tied back (shoulder length). Students are not permitted extreme hair styles (cut or colour).
- Make-up or nail varnish may not be worn in Years 7 to 11 with the exception of minimal concealer.
- One pair of stud or sleeper earrings and a cross and chain may be worn. No other jewellery is considered appropriate with uniform.
- School shoes should be either black or dark blue with no other coloured trim or patterning and with a dark sole. Heels should be low/flat. Stiletto heels of any height are unacceptable. School shoes should support a pupil's feet and be clean and in a good state of repair. School shoes should not present a hazard to the pupil who wears them and those around him/her. Trainers are NOT permitted as footwear with uniform.
- Either opaque blue or black tights or blue or black socks should be worn; tights must not be laddered or have holes in them.
- You should wear your blazers at all times unless permitted by staff to remove them in class, in some activities or during periods of particularly hot weather.
- In Mass and on other specified occasions such as School concerts and educational visits, pupils must wear formal uniform.
- When you wish to wear a coat, it must be a Leweston coat. At break and lunchtimes, you may wear your coat instead of blazer in the case of inclement weather. You will have a lockable locker where you may store your blazer if you wish.
- **All items – uniform and equipment – must be named.**
- You are expected to bring to school a fully equipped pencil case, including a calculator, pens, pencils, highlighters, ruler, protractor and a pair of compasses and any other books / folders required and specified by different subject teachers.
- You should bring a water bottle with you which you can refill during break and lunchtime.

## **Dress for Educational Visits Off-Site**

When visiting towns and cities, theatres, art galleries and museums during the School day, pupils in Years 7-11 must wear uniform including the School blazer. They are also expected to take a waterproof with them. If the visit involves practical work in the countryside or at the beach, appropriate clothing and shoes may be worn.

## **Own Clothes**

All boarders may wear their own clothes after School and at weekends. Clothing should be modest clean and in good order and must not include slogans which may be considered offensive. School uniform, or suits for the Sixth Form, are to be worn for Chapel. House staff will advise on appropriate dress for different occasions.

# DRESS CODE SIXTH FORM

Monday to Thursday - smart, dark suits to be worn (trousers or skirt and jacket) plus a shirt with full collar or a tailored blouse, tucked in. Ties are encouraged with collared shirts but are only compulsory for Mass or Liturgy. When wearing winter uniform jackets should be worn at all times. Skirts should be on or just above the knee. Smart shoes (not trainers), appropriate for a suit should be worn. Clothing (including footwear) should not be of an extreme colour or style; it must be the correct size, clean and in a good state of repair.

Friday - dress down day: Sixth Formers enjoy the privilege of expressing themselves more independently however, attire should be clean, not ripped and appropriate for our school environment. Revealing clothing of any sort, offensive logos or slogans, inappropriate images or excessively high heels will not be allowed. Trousers must be worn appropriately.

When a student is taking part in a practical subject or sports it may be necessary to change into something more suitable in order to comply with health and safety. Normal clothing should be worn on leaving that lesson or activity unless it is an all-day event.

Following a verbal request to change any aspect of clothing deemed unsuitable sanctions may be imposed if the dress code is still not followed correctly by the student. If there is a persistent failure to meet dress-code expectations, the privilege and policy will be reviewed on both an individual and a whole cohort basis.

**Note: other aspects of appearance including the use of makeup, jewellery and choice of hair style must also reflect Leweston Sixth Form's expectations as outlined above.**

## SPORTS KIT

To assist pupils with their time management and to maximise time available in lessons, pupils are allowed to wear smart School sports kit to lessons and around School during periods 3 and 4 when they have a practice at lunch.

The following should be noted:

- You must bring all necessary sports kit to school and store it in your locker.
- Pupils should always arrive in School uniform at the start of the day, unless given specific permission due to a sporting event that takes place all day.
- Pupils can remain in their PE kit after their morning PE lesson or training session only if they have another sports session during lunch. However, they must be given express permission from a member of the PE department on each day that this occurs.
- If you have PE during Period 6 you may stay in your kit to go home or go to prep.
- Pupils must wear the School training shirt and tracksuit bottoms around School, to lessons and in the Dining Room; skorts, shorts or leggings are not acceptable. The School sports jumper should be worn when it is cold.
- Muddy footwear must be replaced with clean trainers before entering the School building.
- Pupils must change back into uniform after lunch unless given specific permission by the PE department following a sporting event/fixture.
- You **MUST** only use your own named kit. **DO NOT** take kit from other people's lockers, or from around the mesh.
- It is your responsibility to keep your kit locked in your locker.
- Report any concerns about kit/ equipment/ poor behaviour in the mesh promptly to your PE teacher.

# BOUNDARIES

Leweston is a large site with some public rights of way, together with a café and other facilities that are open to the public at different points during the day and evening. As a school, we have a duty to supervise and keep you safe while you are in our care. You have a responsibility to understand the areas you are allowed access to and to respect these. If you are unsure, you should speak to your Form Tutor or Head of Year. Please be aware that going outside of your allocated boundaries will result in a sanction, and the repetition of this offence will result in more serious sanctions.

There will be members of staff on duty at breaktime and lunchtime in allocated areas, and generally walking around the site. Please listen to their directions, ensure you go back into school when instructed and raise any concerns with them should you need to.

## Breaktime areas

- **Years 7 and 8:** Playing field in front of Trinity Chapel. Do not go behind the swimming pool building.
- **Years 9, 10 and 11:** Athletics field across to the Astro Pitch, including the lawn up to Pensabene Library. You may NOT go into the Nuns' Graveyard or into the maintenance area.
- Years 7 – 11 may use the Pensabene Library as a quiet study or reading space during break or lunchtime.
- NO students from Years 7 –11 are permitted to go to the Belvedere or to the Nuns' Walk.
- For safety and insurance purposes you MUST NOT climb trees unless there is a specific tree-climbing activity with supervisors and safety equipment.
- Years 7 -11 will be expected to be outside at break times (other than when eating in the Dining Hall or in activities); it is therefore sensible to have your Leweston coat with you in case of rain. You may leave your blazer in your locker if you are wearing your coat.

- If the weather is deemed too unpleasant to be outside, you will be told to stay in your tutor bases (staff will be on duty in the school buildings but if you need to speak to someone and cannot quickly find duty staff, you should go to Reception).
- Sixth Formers may use their Common Room, Study Rooms, Sixth Form Courtyard, and lawn near the Sixth Form Common Room. Sixth Formers may use Cedars Café when not expected in lessons. In the summer months Sixth Formers may go to the Belvedere (this is out of bounds for part of the year due to safety reasons).
- Please stay away from other years' areas unless you have a legitimate reason to be there.

# RESPONSIBILITY AND PERSONAL GROWTH

During your time at school, there will be multiple opportunities to take on roles of responsibility.

**Form Captain (Year 7 to 11):** Act as a role model to others in terms of academic aspiration and behaviour; update form notice board; assist form tutor with administrative tasks; liaise with and support other form ambassadors/ reps and assist as required; be a listening ear to tutor group members who are struggling in any way - be proactive in supporting all members of the tutor group to be aspirational learners and socially aware members of the tutor group and wider school community; assist with organising class assemblies/ presentations.

**School Council Rep (Year 7 to Lower Sixth):** Collect feedback from tutor group and share with School Council; update tutor group with action points.

**Anti-bullying Ambassador (Year 7 to Upper Sixth):** Promote inclusivity; call out bullying behaviour and support others to call out bullying behaviour; liaise with Head of Year/ tutor to raise concerns; with support from tutor, lead presentations/ discussion with tutor group on associated matters.

**Wellbeing Ambassador (Year 7 to Upper Sixth):** Deliver strategies/ wellbeing tips to tutor group; update notice board with advice/ tips; look out for classmates' wellbeing, be supportive; raise concerns to tutor if appropriate.

**Eco Rep (Year 7 to Upper Sixth):** Work as a team re-establishing school's eco programme and working towards Eco School Awards.

**Cyber Ambassador (Year 7 to Upper Sixth):** Deliver 'training' to tutor group with the support of the tutor help to facilitate discussions around online safety.

In the Sixth Form, there will be the opportunity to apply for a prefect position, including Head and Deputy Head Prefect, Senior Prefects and House Captains.

# REWARDS

We would like to help to celebrate your successes, be they academic, sporting, creative, personal, social or otherwise and will do so in a variety of ways. Please share with your tutor or Head of Year if you have achieved things outside of school that we may not otherwise know about. Successes are shared in Celebration Assembly.

## Green Flags

In line with the Leweston Learner, subject teachers award 'Green Flags' when you demonstrate the required learning characteristics. Green Flags are also used to recognise contributions to our wider community. At the end of each term, Heads of Year nominate two pupils from Years 7, 8 and 9 to receive a Leweston Learner Award. This recognises the consistent application of the learning characteristics throughout the term.

## Leweston Learner Postcards

Again, linked to the Leweston Learner characteristics your tutor or teacher may send a postcard to you at home to recognise when you have demonstrated achievements in these areas.

## Departmental Awards, Year 10 and above

At the end of each term, departments can nominate pupils in Years 10 or above to receive a Departmental Leweston Learner Award. These recognise a consistent and positive approach to learning throughout the term.

## Head's Commendations Years 10 to 13

If you produce a piece of work of exceptional merit it can be recommended to the Headmaster for a commendation. The Headmaster will meet with the you to offer the school's congratulations and to record your name in the Head's Commendation Book.

## Speech Day Prizes

General prizes for academic achievement or progress are awarded for pupils in Years 7 to 10 at Speech Day at the end of the Summer term. For Years 11 to 13 there is a subject prize awarded by each Department.

# SANCTIONS

It is important that all pupils remember we are a community and as such it is essential that everyone behaves with respect, kindness, dignity and honour. However, sometimes people make mistakes, and learning from these mistakes is essential. Once a sanction is served we feel it is important that we move on in a positive manner.

You should also expect that your tutor, Head of Year, or a member of the Senior Leadership Team (including the Headmaster) may need to speak to you should your behaviour not adhere to our expectations.

## **Stage 1 Verbal Reprimand**

Any member of staff can issue a verbal reprimand when appropriate. This is often likely to be the most common and the most appropriate form of discipline. Verbal reprimands can take place in lessons or pupils can be told to see the teacher at a time that is convenient for the teacher. Therefore if a teacher tells you to report to see them at break, you **MUST** do so. These reprimands will usually last no more than five minutes.

In the first instance, a verbal reprimand may be appropriate for any behaviour which is of concern but is not seriously disruptive or significantly inappropriate, for example:

- Low-level misbehaviour in class or around the school.
- Disregard of the dress code.
- Lateness or rudeness (brusqueness).
- Use of mobile phones in school (with confiscation to the Deputy Head).
- Forgotten books/equipment.
- Poor academic standards as a result of a lack of effort.
- Work not completed/handed in (first offence).

## **Stage 2 Lunchtime Detention**

Lunchtime detentions are used in the following circumstances:

- When an initial verbal reprimand for an academic matter has failed to deter.
- For pupils who miss an extended deadline, or persistently fail to meet deadlines.
- For pupils who behave in an inappropriate manner.
- For pupils who miss two peripatetic music or drama lessons in any one half term.
- Rudeness to others, including the use of foul language.
- Persistent uniform infringements.
- Speaking inappropriately to staff or visitors.

There is a weekly Friday lunchtime detention held in Room 11 (13.15 – 13.45), which is supervised by a member of the academic staff. Those entered for this detention must use the time to complete work set by the member of staff placing them into the detention.

## **Stage 2 Lunchtime Community Service**

A lunchtime detention may be replaced with lunchtime community service at the discretion of the Head of Year, or you may be required to write a reflective piece on your behaviour.

**Failure to attend a lunchtime detention or community service sanction will result in the imposition of a Friday after-school detention.**

**All detentions will be recorded on the school system.**

### **Stage 3 After School Detention**

After-school detentions are on a Friday from 16.45-17.45. After-school detentions should be given by the relevant Head of Year and appropriate work should be set by a relevant member of staff. A pupil and their parents are informed of a Friday detention by 16.30 on the Wednesday before the detention is due to be served.

A Friday detention can be imposed in circumstances such as:

- Following two lunchtime detentions/community service within a half term period.
- Unexplained absence from a lesson.
- Defiance or very rude behaviour.
- Inappropriate use of the internet or mobile technology (first offence).
- Breaking of day-time bounds, or leaving school during the day without the relevant permissions.
- Inappropriate behaviour at a school social at Leweston or another setting.
- Inappropriate public displays of affection.
- Fighting (may be immediately escalated to Saturday detention depending on severity of incident).
- Behaviour deemed to be designed to provoke a violent response from another student.

### **Stage 4 Saturday Detention**

The most serious detention to be imposed is the Saturday detention, which takes place on a Saturday morning from 09.00-12.00 and is staffed by a member of the Senior Leadership Team. A pupil must present themselves in full school uniform, or suits for Sixth Form. In matters concerning misbehaviour or destruction of property, pupils may be required to perform tasks which constitute community service.

A pupil and their parents are informed of a Saturday detention, at the latest, by 16.30 on the Wednesday before the detention is due to be worked. Only the Headmaster may give permission for the date of the detention to be changed.

Examples of circumstances in which a Saturday detention might be imposed:

- Following two Friday after-school detentions within a half-term period.
- Possession of cigarettes and smoking materials.
- Smoking anywhere on school premises.
- Consuming alcohol (without appropriate permission and/or outside of the alcohol policy) on the school premises.
- Possession of alcohol (not spirits) on school premises.
- Breaking bounds or being outside the buildings at night.
- Unauthorised use of a car, as passenger or driver.
- Entering dangerous areas unsupervised, e.g. the roof, the swimming pool.
- Posting on websites/forums etc. defamatory comments on the school, its staff or other pupils or other inappropriate use of the internet.
- Lying to a member of staff.
- Aggressive or intimidating behaviour.

Please be aware that persistent or extreme misbehaviour may result in exclusion from trips or social events, and ultimately exclusion from the school (temporary or permanent).

# COMPLAINTS PROCEDURE FOR PUPILS

The pastoral system is here to care for and support you whilst at Leweston. In most cases this support of your Tutor, Head of Year, and Houseparent will be able to deal with any matters of concern you may have. However, in some circumstances you may wish to make a formal complaint in writing, especially if you feel that an informal complaint has not been satisfactorily resolved. You should follow the procedure below (with or without informing the person you are complaining about):

- You should write to your Head of Year, Houseparent's, or the Deputy Head. You may have already discussed the matter with this person already.
- Once you have written the complaint it will be kept on file by the Deputy Head.
- The Deputy Head will speak to the person you have complained about, informing them that they have received a complaint. This process will take place within four working days of having received your complaint.
- You will then be asked to discuss the matter with the Head or Deputy Head. You may invite another pupil into this meeting or a member of staff.

If you are still unhappy with the above procedure you may contact:

Independent Schools Inspectorate 020 7600 0100

CAP House

9-12 Long Lane

London

EC1A 9HA

[concerns@isi.net](mailto:concerns@isi.net)

If your complaint is a matter of child protection safeguarding, you should speak directly to the Headmaster or Deputy Head.

# PENTATHLETES - WEAPON HANDLING

The following policy is currently in place and should be strictly adhered to by all parents, pupils and staff when bringing air pistols on campus:

- No pupil is allowed to carry pistols around School regardless of age.
- No pupil is to keep an air pistol in their room.
- Pupils under the age of 18 must arrange for their parents to bring the pistol to School and hand the pistol directly to a Houseparent or member of the PE staff.
- Pupils aged 18 should hand their pistols directly to the Houseparent or PE staff on arrival at School. Pupils are to arrange for their Houseparent to liaise with the Pentathlon staff in order to get the pistol to the range.
- Any pupil travelling away for a training weekend or competition is to arrange for the pistol to be dropped back at School.
- Pupils under the age of 18 travelling overseas will have their pistol handed over to the airline representative by the member of School staff escorting them or their taxi driver.
- Pupils aged 18 or over travelling away to training, competition or overseas can take control of their pistol from the member of staff or taxi driver once they arrive at their destination.

All pupils should remember that in the eyes of the law they are deemed to have been trained in the safe use and handling of firearms. Any infringement to Firearms Legislation: Violent Crime Reduction Act 2006, amended in 2007 will be dealt with severely by the law.



# MOBILE PHONES

Years 7 to 11 are encouraged not to bring mobile devices into School unless it is necessary for their journey or they are boarders (please refer to point 5 below).

Years 12 and 13 are expected to ensure that their use of mobile devices is appropriate at all times. In particular:

- during lesson time, Prep, Study, and in the Library, mobile devices must be switched off (not “silent”), and out of sight. The safest place for a mobile device is secured in a locker
- phones are not to be used between lessons in the corridors
- phones may not be taken into Chapel
- phones may not be used in the Dining Room

All mobile devices must be clearly named.

If pupils in Years 7 to 11 choose to bring mobile devices into School they must be secured in their lockers on arrival and remain locked away until the end of the School day (either at 1625, or after clubs / prep). If they are found to be using them in School, the mobile device will be removed until parental consent is given for their return. Year 10 and 11 may use their mobile phones in their common rooms during the day, but this is a privilege and may be rescinded by their Head of Year/SLT without notice or reason.

Boarders up to Year 10 must, before bedtime, hand all their mobile devices to their Houseparent for safekeeping during lights out. Boarders in Years 11, 12 and 13 must switch their mobile devices off half an hour before bedtime. Boarders found to continue to use their phones after lights out will have them confiscated and returned at an agreed time. Parents should not call their child’s mobile number after lights out.

Students needing to contact their parents/guardians can do so via the Receptionist.

Overseas students needing to make lunchtime calls must ask their Head of Year for an ‘exemption’ request for this specific use.

Pupils will be permitted to take their phones on School trips, excursions and away sports fixtures. They are expected to ensure their use of mobile devices is appropriate at all times.

Staff will confiscate a mobile device if its use is considered inappropriate or in breach of the rules set out above. The device may be collected from the Deputy Head (Academic)’s office or, in their absence, the Deputy Head (Pastoral), once permission from parents is granted. The phone may also be held in the office of Mrs Adams or Miss Holmes.

For second confiscations parents will be informed by email.

For three or more confiscations, the device will be surrendered on a daily basis for a longer period, and parents will again be informed. Further community service sanctions may also be imposed.

The School Secretary will keep an electronic log of all occurrences of phone confiscation.

# MOBILE DEVICE GUIDANCE

All pupils using mobile devices at School are reminded of the necessity to use them in a responsible manner. Calls and text messages of an abusive nature will be deemed a serious breach of School discipline. No information may be posted online which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute.

The following guidance must be strictly followed whether using the School network, home network, or 3G/4G/5G:

- Use of devices for storage and/or distribution of offensive (including pornographic) material is forbidden.
- Taking photos, video or audio recordings of fellow members of the School community without permission for a specific purpose will not be tolerated. No device, personal or otherwise, may be used to record, store or transmit any type of image, sound or video from Leweston without teacher permission.
- Use of mobile devices in any way that may cause embarrassment or discomfort to fellow members of the School community is unacceptable.
- All communications sent using the network will benefit the image of the School and use appropriate language.
- Users will never seek to harass or abuse students or staff through obscene or offensive language or images, and will report any cases of inappropriate use.

If the School has reasonable suspicion that a student has violated the terms of these guidelines, or other School policy, the student's device may be inspected and/or confiscated. Further misuse may lead to the removal of access to Leweston's ICT systems, and referrals to the authorities may be necessary.

# ANTI-BULLYING AGREEMENT

Every member of Leweston School will be asked to sign up to the Anti-Bullying Programme. In doing so you are agreeing to ensure your own behaviour towards others is appropriate and also to call-out bullying behaviour to ensure it does not happen.

Bullying can be:

- **Emotional** – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- **Physical** – pushing, kicking, hitting, punching or any use of violence.
- **Racial** – racial taunts, graffiti, gestures.
- **Religious/Cultural** - religious or cultural intolerance of any sort, especially relating to views on radicalisation and terrorism.
- **Sexual** – unwanted physical contact or sexually explicit and/or abusive comments.
- **Sexist** – related to a person's gender
- **Homophobic** - because of, or focussing on, the issue of sexuality.
- **Verbal** – name calling, sarcasm, spreading rumours, teasing, commenting adversely on a pupil's looks.
- **Exclusionary behaviour** – intimidating, isolating or excluding a person from a group
- **Disability** – because of, or focussing on, a disability or special educational needs.
- **Cyber** – using electronic means such as social websites, mobile phones, text messages, or gaming.

Bullying may also be related to a person's home circumstances, for example if a child is a carer or adopted.

Bullying can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying can happen anywhere and at any time. Bullying can cause psychological damage and even suicide. Bullying is unacceptable behaviour at Leweston and we always treat it very seriously. No form of bullying should be tolerated and must be brought to the attention of staff.

Every member of the school community has a responsibility to stamp out potential bullying. NEVER laugh or join in if you witness bullying behaviour.

If you witness bullying behaviour you can:

- walk away AND report it
- tell the perpetrator to stop
- encourage other bystanders to stand up against the behaviour
- be a friend to the person on the receiving end; walk to class with them, sit with them at lunch, invite them to social events

# ANTI-CYBER BULLYING CODE

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website can be really upsetting. This code gives you six important tips to protect yourself and your friends from getting caught up in cyber bullying and advice on how to report it when it does happen.

## **Always Respect Others and Think Before You Send**

- Remember the impact that your words or images may have on the other person when you send a message by email or mobile phone to someone you cannot see.
- What you think is a joke may really hurt someone else.
- You should also ask permission before you take a photo of someone and before sending or posting images on the internet.
- If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully, and even be accused of cyber bullying yourself. You could also be breaking the law.

## **Passwords**

- Do not let anyone know your passwords. It is a good idea to change passwords on a regular basis.
- Choose hard-to-guess passwords with symbols and numbers.
- Remember that what you send can be made public very quickly and could stay online forever.
- Remember that at school you have to sign a student form stating that you will not share your username or password with anyone.

## **Block the Bully**

Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features.

## **Don't Retaliate or Reply!**

Replying to bullying messages is what the bully wants. Report it instead!

## **Save the evidence**

Learn how to keep records of offending messages, pictures or online conversations. These will help you to demonstrate to others what is happening, and can be used to investigate.

## **Make Sure You Tell**

You have a right not to be harassed and bullied online:

- Tell someone at school or tell your parents or guardian.
- Tell an adult you can trust, who can help you to report it to the right place, or call a helpline like ChildLine on 0800 1111 in confidence.
- Tell your mobile phone operator or social network provider.
- A lot of websites have a report abuse button or you can go to **www.thinkyouknow.co.uk**. To report abuse, click the CEOP button.

Please remember that ANY computer used onsite at Leweston is monitored, stored and documented.

All of the following actions are classed as cyber-bullying, and will be dealt with accordingly by the school:

- Sending threatening or abusive messages.
- Creating and sharing embarrassing videos.
- 'Trolling' – sending of menacing or upsetting messages on social networks, chat rooms or online games, whether this is from a known or unknown person.
- Excluding someone from online games, activities or friendship groups.
- Setting up hate sites or groups about a particular person.
- Encouraging young people to self-harm.
- Voting for or against someone in an abusive poll.
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

# STAYING SAFE IN THE CYBER WORLD

Chatting to friends on apps like Facebook, WhatsApp, Skype, Twitter, Instagram, and SnapChat can be useful, fun and a great way of keeping in touch, but how much information does your profile give away about you - are you sure that you are doing all you can to keep safe? Remember - your personal information may be more public than you think. The Internet is a real community of people who are connected by computers, so treat people who you don't know on the Internet as strangers that you might meet in a street.

Read the following guidelines and make sure you use them to keep safe online.

- Do not give out any personal information related to your family, friends or yourself like full names, addresses, telephone or mobile numbers or those of your parents. Other information like the name and location of your School or details of School activities can also identify you to others, whether you are in a chat room, message board or newsgroup. Sometimes there are people who watch out for such information, and they can put together a picture of your activities over a period of time that could be several weeks. So be careful with what you say, and never give out your personal details.
- Be aware when choosing your chat username or email username not to pick a provocative name as you would be more likely to be sent provocative emails or harassed online. Apps such as Periscope and Kik do not require a login, and therefore can be used for untoward, inappropriate or even illegal behaviour.
- Make sure you know everyone on your 'friends' list. If you haven't met the people face-to-face, they may not be who they pretend to be. Also, instant messaging strangers is an invasion of their privacy.
- Never agree to meet someone whom you've met through the Internet, in real life without your parents' permission, and if they agree, never go alone, but go with a trusted adult.
- Use your common sense. Someone you are chatting to may not be who they say they are.
- Do not fill out forms or 'fun' questionnaires online without consulting your parents or teachers. There are websites which seek personal information and which use this information for marketing or other commercial purposes. Always check a website's privacy statement.
- Do not open an email or IM from someone you do not know as you don't know who they are and you might download viruses (which even come from people you do know), or it may have contents that can upset you.
- There's no such thing as "private" on the Internet. You may think so, but it's not true. People can find anything they want — and keep what you post to reuse — forever.
- Many chain emails or emails with virus warnings are hoaxes. Before you forward virus warnings to your friends and family, check that it is not a hoax.
- Only upload photos you'd be happy to show your gran, mum or a future employer. **YOU NEVER KNOW WHERE THEY MAY END UP.** Using the internet or mobile phone to send provocative or sexual pictures of yourself or friends can get you in serious trouble with the Law; making, possessing, or distributing photographs of young people who appear to be under-18 in a state of undress is ILLEGAL. Be extra vigilant if using websites and apps that offer 'temporary' or anonymous viewing/posting of photographs and material, such as Kik and SnapChat. Sending or sharing pictures/videos over these types of chat apps can still get you in trouble with the Law; additionally, any photographs or messages sent using these apps may disappear for the receiver after a given time, but are still stored on the company's servers. There is no such thing as temporary or anonymous when online!
- Don't feel pressured into sending photos or videos online. Nobody should pressure you into sharing or sending pictures that you are not comfortable with. If somebody has asked you to share a provocative picture online or via email, tell your parents or teachers, and save a copy of the message if possible in order to report the situation.
- Don't send pictures of other people unless you have their permission. Forwarding an embarrassing picture of someone else is a form of bullying. How would you like it if someone did that to you?

- Always tell your teachers/parents if you come across stuff on the Internet which makes you feel uncomfortable, or if someone on the Internet harasses you or threatens you.
- Never respond to provocative, rude, obscene, threatening or blackmailing messages (whether in chat, newsgroups or message boards) which make you feel uncomfortable. Tell your parents or teachers about such messages and where possible, save a copy of the message so that your parents or teachers can forward it to your Internet Service Provider, or use it to make a police report.
- Be careful not to express extreme or radical views online. It is very important that we extend our community of tolerance and acceptance into the online world. Therefore, if you come across extreme views online, particularly relating to radicalisation and/or terrorism, make sure you inform your parents or teachers, saving messages where possible/appropriate.
- Always assess the information you read on websites. Because it's on the Internet does not mean that it's always truthful information, especially when it comes to health issues, or when you are doing research for homework.
- Be responsible and ethical when using the Internet whether at home, at School or in a public online centre, for example not plagiarising information from the Net, using the computer equipment responsibly, not causing harm to others through your online activities.
- On Facebook and Instagram, set ALL settings to 'Private', and 'protect' your Tweets so only people you accept as friends can view your profile.
- Don't let friends influence your better judgement when on-line together.
- Add the Facebook 'CLICKCEOP' APP - [www.facebook.com/clickceop](http://www.facebook.com/clickceop)
- If something is happening online that makes you feel strange or uncomfortable, there are people you can tell that can help.
- Visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for lots of information and advice about how to protect yourself and where to go for help with different issues.
- Check out the ClickCEOP button in places like Microsoft's Internet Explorer, Google Chrome and Facebook, or speak to a member of staff.

### **Making Video Calls Safely**

When you make calls online it's important to keep safety and courtesy in mind. Always keep these safety tips in mind.

- Set your video settings so that you only receive calls from people in your contacts list. Do the same in the calls and IM section. When adding/accepting a friend request, be certain you know them personally.
- Don't post personal information on your account e.g. email address, birthday, phone numbers, location or full name.
- If someone walks into the room, let them know you're on a call. Otherwise they could say or do something disruptive or inappropriate without even realizing you're using Skype. This is especially important if you're on a video call. Not everyone is comfortable appearing on camera.
- If you're not conversing in a private space, give the caller fair warning too. Otherwise the same risks apply. The person on the other end is just as likely to say or do something in confidence.
- Always hang up when you have finished. It's the only way to prevent the other person from seeing or hearing you later by accident. If you choose to leave the call engaged while you do something else, be especially mindful of your privacy. It's easy to forget the presence of another person when they're not physically in the room.
- Be sensible about when you use video calls and for how long. We totally appreciate their value for keeping in touch with your friends and family – but it should not impact on your studies or sleep! Please be mindful of this – both for you and your friends.

# ACCEPTABLE IT USE POLICY

As a member of the school community you should follow these principles in all of your online activities:

- The school cannot guarantee the confidentiality of content created, shared and exchanged via school systems. Ensure that your online communications, and any content you share online, are respectful of others and composed in a way you would wish to stand by.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without going through official channels and obtaining permission.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
- Staff should not use their personal email, or social media accounts to contact pupils or parents, and pupils and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

## Using the school's IT systems

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the school monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems.

## Passwords

Passwords protect the school's network and computer system and are your responsibility. They should not be obvious (for example "password", 123456, a family name or birthdays), and nor should they be the same as your widely-used personal passwords. You should not let anyone else know your password, nor keep a list of passwords where they may be accessed, and must change it immediately if it appears to be compromised. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which you do not have access rights.

## Use of Property

Any property belonging to the school should be treated with respect and care, and used only in accordance with any training and policies provided. You must report any faults or breakages without delay to the IT Department.

## Use of school systems

The provision of school email accounts, Wi-Fi and internet access is for official school business, administration and education. Staff and pupils should keep their personal, family and social lives separate from their school IT use and limit as far as possible any personal use of these accounts. Again, please be aware of the school's right to monitor and access web history and email use.

### **Monitoring and access**

Staff, parents and pupils should be aware that school email and internet usage (including through school Wi-Fi) will be monitored for safeguarding, conduct and performance purposes, and both web history and school email accounts may be accessed by the school where necessary for a lawful purpose – including serious conduct or welfare concerns, extremism and the protection of others. Any personal devices used by pupils, whether or not such devices are permitted, may be confiscated and examined under such circumstances.

### **Tracking Devices and Technology**

While the school is not responsible for individual settings on personal devices, consistent with our policy on mobile device usage during school hours, our general position is that tracking technology that relies on location data sourced from third party devices should not be used on school premises or on school trips – given the potential privacy concerns for third parties.

That said, the school is aware that there may be instances where such technology – whether, for example, for security of belongings or for parents' peace of mind as to children's whereabouts – can be used appropriately and proportionately. We would encourage parents / pupils to raise any such requests with us, for example in advance of a trip, so that we can discuss appropriate usage.

### **Compliance with related school policies**

To the extent they are applicable to you, you will ensure that you comply with the school's Online Safety Policy, Safeguarding Policy, Anti-Bullying Policy and Data Protection Policy.

### **Retention of digital data**

Staff and pupils must be aware that all emails sent or received on school systems will be routinely deleted kept in archive whether or not deleted and email accounts will generally be closed within 1 year of that person leaving the school.

Any information from email folders that is necessary for the school to keep for longer, including personal information (e.g. for a reason set out in the school privacy notice), should be held on the relevant personnel or pupil file. Important records should not be kept in personal email folders, archives or inboxes, nor in local files. Hence it is the responsibility of each account user to ensure that information is retained in the right place or, where applicable, provided to the right colleague. That way no important information should ever be lost as a result of the school's email deletion protocol.

If you consider that reasons exist for the protocol not to apply, or need assistance in how to retain and appropriately archive data, please contact the IT Department.

### **Breach reporting**

The law requires the school to notify personal data breaches, if they are likely to cause harm, to the authorities and, in some cases, to those affected. A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This will include almost any loss of, or compromise to, personal data held by the school regardless of whether the personal data falls into a third party's hands. This would include:

- loss of an unencrypted laptop, USB stick or a physical file containing personal data;
- any external hacking of the school's systems, eg through the use of malware;
- application of the wrong privacy settings to online systems;
- misdirected post, fax or email;
- failing to bcc recipients of a mass email; and
- unsecure disposal.



The school must generally report personal data breaches to the ICO without undue delay (ie within 72 hours), and certainly if it presents a risk to individuals. In addition, controllers must notify individuals affected if that risk is high. In any event, the school must keep a record of any personal data breaches, regardless of whether we need to notify the ICO.

If either staff or pupils become aware of a suspected breach they must speak to the Head of IT or Director of Business Strategy and Operations as soon as possible.

Data breaches will happen to all organisations, but the school must take steps to ensure they are as rare and limited as possible and that, when they do happen, the worst effects are contained and mitigated. This requires the involvement and support of all staff and pupils. The school's primary interest and responsibility is in protecting potential victims and having visibility of how effective its policies and training are. Accordingly, falling victim to a data breach, either by human error or malicious attack, will not always be the result of a serious conduct issue or breach of policy; but failure to report a breach will be a disciplinary offence.

### **Use of Artificial Intelligence**

Any usage by pupils of generative AI tools such as ChatGPT is only permitted at the request of a member of staff when appropriate to do so. In particular, personal or confidential information should not be entered into generative AI tools. This technology stores and learns from data inputted and you should consider that any information entered into such tools is released to the internet.

It is also important to be aware that the technology, despite its advances, still produces regular errors and misunderstandings and should not be relied on for accuracy. In particular, pupils should not use these tools to answer questions about health / medical / wellbeing issues, or indeed anything of a personal nature. It is always best to seek help and recommendations as to reliable resources from a member of staff.

### **Breaches of this policy**

A deliberate breach of this policy by staff or pupils will be dealt with as a disciplinary matter using the school's usual applicable procedures. In addition, a deliberate breach by any person may result in the school restricting that person's access to school IT systems.

If you become aware of a breach of this policy or the Online Safety Policy, or you are concerned that a member of the school community is being harassed or harmed online you should report it to the Deputy Head Pastoral. Reports will be treated in confidence wherever possible.

# SUPPORT AND HELP AVAILABLE

If you are feeling worried or concerned about anything, please reach out for support. Similarly, if you are worried about the wellbeing of another student, please encourage them to reach out, but also remember that you are doing the right thing by speaking to an adult to access help for them. Here is a list of people/ places you can go for help but remember that you can choose to talk to any member of staff and they will support you.

- Form tutor
- Head of Year
- Pastoral Lead - Miss Hintze
- Deputy Head Pastoral - Mr McManus
- Wellbeing Hub – Sister Cole and Sister Lale
- School counsellor (you are entitled to six free sessions of counselling including an initial assessment; further counselling or quicker access may be organised but will be charged). If you would like to organise an appointment please do so through Mr McManus or the Wellbeing Hub.
- Chaplaincy team
- Peer Mentor (if you are a new student you will automatically be allocated a Peer Mentor, who will be a student from Upper Sixth. However, if you feel you would benefit from having a Peer Mentor at any time, please speak to Mr McManus who will organise this.)
- E-safety Champion – Mr Stephens (for online/ cyber issues)

# Leweston Dictionary

Every school has its own 'language'. Below is a guide to some of the most common used both at Leweston and in the wider independent school world.



## Assembly

/ə'sembli/

A gathering of all or part of a school to communicate information. Whole school assemblies usually take place on Monday and Friday mornings but smaller year group assemblies will be led by the Heads of Year as and when required.

## Boarder

/'bɔ:də/

A student who stays overnight in school. Boarders can be flexi (stays between one and three nights), weekly (stays in Monday to Friday) or full (stays in for whole week).

## Bounds

/baʊnd/

Areas on the school campus where students are permitted to go. Different year groups will be allowed to go to different parts of the site. Areas which are not permitted are called Out of Bounds.

## Bursary

/'bɜ:səri/

(1) the Finance and Operations Department  
(2) a financial award, usually in the form of reduction in fees, which is given to enable a pupil to attend school

## Bursar

/'bɜ:sə/

The person responsible for the financial and operational management of the school.

## Co-curricular

/,kəʊkə'ri:kjʊlə/

Refers to activities, trips and learning experiences that complement, in some way, what students are learning in their academic curriculum e.g. field trips, lectures, concerts and drama productions.

## Dorm

/dɔ:m/

Short for dormitory, a room where boarders sleep. At Leweston boarders are in dormitories from Years 4 to 10 after this point they move into double or single rooms.

## EAL

/'i:ə,eɪ/

Abbreviation for English as an Additional Language. EAL is offered to students for whom English is not their first language.

## Exeat

/'eksɪət/

A 'rest' weekend when the boarders are encouraged to leave school and take a break. Whilst UK boarders return home, international boarders are able to stay in school or travel to guardians. There are five exeat weekends in the year.

## Extra-curricular

/'ekstrəkə'ri:kjʊlə/

Refers to activities that happen at school but are outside of the academic programme e.g. sports clubs, Duke of Edinburgh or community service.

## Florin

/'flɒrɪn/

A boarding tutor. Florins are teachers who spend one night a week in the boarding house supporting extra academic and pastoral support to boarders.

## Gaudere et Bene Facere

Leweston's school motto, translates from Latin to 'Rejoice and Do Well.'

## Independent School

/'ɪndɪ'pend(ə)nt//sku:l/

These are schools that are independent in governance and funding, relying on tuition fees paid by parents rather than government. Independent, public and private schools are fundamentally the same.

## ISI

/'ɪ/ɛs/ɪ/

Abbreviation for Independent School Inspectorate. An organisation responsible for the inspection of independent schools in England. Ofsted carries out the same role in the maintained sector.

## Key Stage

/'ki:/ /stedʒ/

These are divisions in the national curriculum set by the UK government. There are five Key Stages:

- Key Stage 3 (KS3) Years 7 – 9 (age 11-14)
- Key Stage 4 (KS4) Years 10 – 11 (age 14-16)
- Key Stage 5 (KS5) Years 12 – 13 (age 16-18)

## Gated

/'geɪtɪd/

A penalty for a serious break of the school rules. A student who is gated is not allowed to leave school for a given period of time and experiences a loss of privileges.

## Guardian

/'gɑ:diən/

(1) all new pupils are given a guardian in their own year group to look after them for the first week  
(2) students whose families live overseas are required to have an adult guardian in the UK who can look after them should the need arise.

## House

/'haʊs/

(1) each pupil belongs to one of four academic houses  
(2) boarders live in one of four Houses which are situated upstairs in the school building. The different Houses are: Martha (girls Years 4 to 8), Cecilia (girls Years 9 and 10), Eleanor (girls Years 11 to 13) Antony (boys Years 4 to 13).

## Little Break

/'lɪt(ə)l/ /breɪk/

The short break time in the morning, it runs from 10.45am to 11.05am and is an opportunity to buy tuck.

## Lower Sixth

/'ləʊθ/ /sɪksθ/

An alternative term for Year 12 often used in independent schools.

## Home Clothes

/'həʊm/ /kləʊ(ð)z/

Boarders are permitted to wear their own clothes at the end of the day and weekends. The school occasionally holds non-uniform days when students are allowed to wear their own clothes for a small donation to charity.

## Period

/'pɪərɪəd/

An alternative word for lesson. The school day at Leweston is divided into six periods in the Senior School.

## Prep

/'prɛp/

(1) short for Preparatory, an independent school which teaches younger children. Prep Schools typically take children from age 5 to either 11 or 13 depending on the school structure.  
(2) an alternative word for homework as well as the period of time when homework is done.

## Prefect

/'pri:fɛkt/

A pupil in Year 13 who takes on a leadership role in the school. The prefect team are led by the Head and Deputy Prefects. All Year 13 students have the opportunity to apply to be a prefect.

## Public Schools

/'pʌblɪk//sku:l/

The first independent schools, called public because anyone could join as long as they could pay the fees. In modern times the term is used to describe the oldest and most famous independent schools such as Eton and Harrow.

## Registration

/'redʒɪ'streɪʃ(ə)n/

1) Part of the admissions process, completing the registration form and paying the registration fee holds a place in the prospective pupil's year group  
2) A legal requirement, pupils are registered twice a day to check who is and is not in school. Registration happens on arrival at 8.15am and again at lunchtime. Pupils are registered in their form groups.

## Scholarship

/'skɒləʃɪp/

An award made by the school to recognise the achievements, talent or potential of a pupil in a given field. At Leweston scholarships are offered for Academic Excellence, Art and Design, Drama, Equestrian, Music, Pentathlon and Sport.

## SEN

/'sɛn/

Abbreviation for Special Educational Needs, at Leweston this Department is called Individual Needs and supports those students who may need extra help with an aspect of their learning.

## Study

/'stʌdi/

(1) a single or double student bedroom  
(2) a period in the day when a student does not have a lesson but expected to work independently.

## Tea

/'ti:/

A cake and hot drink provided to pupils when lessons finish and before after-school activities.

## Tuck

/'tʌk/

An alternative word for snacks. Pupils are allowed to bring tuck into school to eat at break time. Boarders can bring a tuck box to school at the start of term to store their own tuck.

## Tuck Shop

/'tʌk//ʃɒp/

Internal school shop where you can buy tuck at break time. Run by Sixth Form the money raised goes to charity.

## Tutor

/'tju:tə/

The teacher or teachers who leads the tutor group.

## Tutor Group

/'tju:tə//gru:p/

Every pupil belongs to a tutor group, also known as form, made up of other students in their year. Most years have either two or three tutor groups. Pupils spend time with their tutor group in the mornings and are registered in these groups at the beginning and middle of the day.

## UCAS

/'ju:kas/

UCAS or the Universities and Colleges Admissions Service is the central admissions service for all UK university courses. Everyone (including students based overseas) who wants to apply for a place at a UK university must do so through UCAS.

## Upper Sixth

/'ʌpə//sɪksθ/

An alternative term for Year 13 often used in independent schools.

