



LEWESTON
SHERBORNE

STUDENT HANDBOOK

2022

CONTENTS

Code of Conduct	2
Learning Expectations	2
Daily/Weekly Routine	3
Uniform	4
Boundaries	5
Responsibilities and Personal Growth	6
Rewards	6
Sanctions	7
Mobile Phones	9
Anti-bullying Agreement	10
Anti-cyber Bullying Code	11
Guide to Staying Safe in the Cyber World	12
Support and Help Available	13
Leweston Dictionary	14

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.

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.

- Arrive on time.
- When arriving at a new class room 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

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 16.20, 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. 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 16.20, 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: Hymn practice

Wednesday: Mass/Liturgy plus tutor time

Thursday: Headmaster's Assembly/Head of Year assembly

Friday: Tutor time/occasional assemblies

UNIFORM/DRESS CODE

Together with wearing the correct uniform (blazer, school jumper plus Leweston shirt, tie, charcoal grey trousers and grey 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:

- 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 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.
- Shoes should be plain, leather, supportive and clean. They should be matte black or dark blue with no other coloured trim or patterning and with a dark sole. Patent shoes are not permissible. Heels should be very low/flat. Trainers are NOT permitted as footwear with uniform.
- Tights should 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.
- 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.

SPORTS KIT

Rules apply to all students including Sixth Formers.

- **You must bring all necessary sports kit to school and store it in your locker.**
- Change when you have sport (you should do this as quickly and efficiently as possible); **change back into uniform after sport UNLESS you have further sport AT SCHOOL later in the day.** If this is the case, you must be in tracksuit and polo shirt.
- If you have PE during Period 6 you may stay in your kit to go home or go to prep.
- **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.

Sixth Formers at Leweston are not required to wear school uniform. They can wear dark suits of their own choice Monday to Thursday. Sixth Formers are allowed to 'dress down' on Fridays.

Sixth Formers enjoy the privilege of expressing themselves more independently however attire should be clean, not ripped and appropriate to 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.

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

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 Detentions – Academic Matters

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 the Pensabene Library (13.30 – 14.10), 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.

Lunchtime Community Service – Behavioural Matters

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 16.30-18.00. 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).

MOBILE PHONES

During the school day, Years 7 to 11 are not permitted to have mobile phones on their person. If you have to bring a phone to school, please keep it switched off and locked in your locker. If you have your phone out between the hours of 08.20 and 16.20, without permission, it will be confiscated and held safely until 16.20 the following day at which time it can be collected from Ms Thorne's office. It is your responsibility to ensure your phone is named, and you must understand that you bring it to school at your own risk.

Sixth Formers are permitted to have phones, but should not have them out in whole school areas, including the Chapel, Dining Hall, corridors, and classrooms (unless invited to have them out for study purposes by teachers). Sixth Formers should be aware that if they break these rules their phones may be confiscated as above.

You can ask to use the phone at Reception should you have an urgent need to contact home during the school day. The school holds contact numbers for your parents so don't worry if you don't know these off by heart.

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

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You MUST report bullying behaviour; if you choose not to, you become part of the problem.

Those who have engaged in bullying behaviour will be subject to an investigation and appropriate sanctions. If it is deemed that you have engaged in such behaviour, your parents will be contacted and an appropriate sanction will be set. This may include exclusion depending on the severity of the incidents. However, we also recognise that it is essential that students are supported to rebuild relationships and when the sanction has been served, we will facilitate meetings between parties to help them move forward.

Part of choosing to come to Leweston means that you agree to be part of the Anti-Bullying Programme.

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.

LEWESTON GUIDE TO STAYING SAFE IN THE CYBER WORLD

Chatting to friends online can be useful, fun, and a great way of keeping in touch, but are you sure that you are doing all you can to keep safe?

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. Information like the name and location of your school or details of school activities can also identify you to others.
- 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. Sites such as Omegle, Periscope, Kik and ChatRoulette can be used for 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.
- Never agree to meet someone whom you've met through the internet without your parents' permission, and never go alone.
- Do not open an email or DM from someone you do not know as you don't know who they are and you might download viruses, 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 reuse it forever.
- Many chain emails or emails with virus warnings are hoaxes. Before you forward virus warnings, check that it is not a hoax.
- Only upload photos you'd be happy to show your grandparents, parents 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.
- 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.
- Don't send pictures of other people unless you have their permission. Forwarding an embarrassing picture of someone else is a form of bullying.
- Never respond to provocative, rude, obscene, threatening or blackmailing messages. Tell your parents or teachers.
- 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. If you come across extreme views online, particularly relating to radicalisation and/or terrorism, inform your parents or teachers.
- Be responsible and ethical when using the Internet whether at home or school, for example not plagiarising information, using the computer equipment responsibly, not causing harm to others.
- On all social media accounts, set settings to 'Private', and 'protect' your Tweets so only people you accept as friends can view your profile. Add the Facebook 'CLICKCEOP' APP - 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 for lots of information and advice.

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
- Deputy Head Pastoral - Mr McManus
- Wellbeing Hub – Sister Cole and Sister Lale
- School counsellors (you are entitled to six free sessions of counselling; 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 Tteam
- 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

/'ɛkstrəkə'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

/'flɔrɪn/

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'pɛnd(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

/'AI/ɛs/ʌɪ/

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

/'ləʊθə/ 'stɪksθ/

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

/'piəriəd/

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

/'rɛdʒɪ'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/'stɪksθ/

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

