



SHIPLAKE COLLEGE A-Z HANDBOOK

INTRODUCTION

This A-Z has been produced to act as a handy reference guide to any queries that you may have about life at Shiplake. We hope that you will find it useful.

There will inevitably be occasional updates and you will be informed of these as they happen. The most recent version will be available on the school website.

Information has been set out in alphabetical order.

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ABSENCE FROM SCHOOL

All pupils are expected to take a full part in the activities of the School and to be punctual. Day pupils are registered in House each morning and afternoon. Parents of day pupils should telephone or fax the Housemaster / Housemistress if their son / daughter is unable to attend School.

ALCOHOL

Shiplake College is very aware of the problems caused by alcohol abuse, particularly in relation to young people. Our PSHE programme is compulsory for all pupils and covers alcohol and drugs education.

Possession of alcohol by pupils is not allowed under any circumstances and consumption is only allowed with the School's permission.

ACADEMIC PRIORITY TIME

Academic Priority Time (APT) occurs every weekday starting at 5.10pm and running until 5.55pm in Room 30ICT. Pupils who need more time to work in a particular subject, have not produced prep, have produced work of an unsatisfactory standard owing to a lack of effort, have missed a deadline or have underperformed with their academic work in a similar way may be placed in APT by a subject teacher that evening. APT is strictly supervised allowing an atmosphere conducive to study. Students have access to ICT facilities. APT is not looked upon as a punishment but as a tool to ensure that each individual is fulfilling our expectations with regard to their academic studies. If a pupil does not attend APT then he must report to the Deputy Headmaster at 8.00am the following morning. If a pupil repeatedly misses APT or accrues an unacceptable number of APT's this will become a disciplinary issue and a Saturday Detention may be issued

AWARDS AND PRIZES

Shiplake's annual Speech Day is held in June each year. Prizes are awarded in all subjects in addition to other awards which mark outstanding contributions to the life of the College or achievement in extra-curricular areas.

BICYCLES

Pupils are permitted to bring bicycles into school. Bicycles must be registered with Housemasters and securely locked at all times when they are not in use. Cyclists must wear a helmet at all times. There are certain areas on the campus where pupils may cycle. In the interests of safety pupils are not permitted to cycle around or among buildings or on the roads in the built up area of the school, in car parks or during hours of darkness. If a pupil should wish to cycle off site the permission of the Housemaster must be sought. Any transgression of these rules will lead to the bicycle being confiscated.

BOUNDS

The following areas are out of bounds at all times unless pupils are authorised to be there:

The Churchyard

Church Lane (except for Welsh pupils going to the Church or river).

Shiplake Station (except when travelling by train).

Private estates on either side of the College and private houses.

Memorial Hall playing fields.

Hotels, public houses and off-licences.

The skip area.

All roofs and towers.

The quarry.

The Water Tower (other than the music studio).

The main A4155 road (except at the official crossing-point).

The Photocopying Room, Marking Room and Senior Common Room.

New Field is out of bounds during the hours of darkness.

BULLYING

Shiplake College does not tolerate bullying, and its anti-bullying policy is a central part of the School's pastoral care. Please see the school policy in the appendix for further details.

A pupil who is being bullied or who sees another pupil being bullied, is urged to approach any member of staff or other responsible person. Parents of children who may be being bullied should contact the Housemaster, Housemistress or Tutor as soon as they feel they need to. In all cases pupils, parents and staff can expect that they will be taken seriously and that the information they give will be dealt with as confidentially as possible.

CALENDAR

A calendar of School events is available to parents at the start of each term, and can also be found on the School website.

CAREERS AND HIGHER EDUCATION OPTIONS

A full programme of careers education is provided to pupils as part of the curriculum.

CHANGE OF ADDRESS

Any change of address must be notified immediately to the pupil's Housemaster or Housemistress and to the Bursary.

CHAPLAINCY

Shiplake College has a Chaplain who is fully involved in the life of the school. The Chaplain is always available to provide support or a sympathetic ear to pupils, parents and staff alike.

Pupils attend regular assemblies and services held in the adjacent Parish Church.

CHILD PROTECTION

The Deputy Headmaster is the designated Child Protection Officer for Shiplake College. Any suspicions, concerns or allegations concerning Child Protection matters are referred directly to him. He is the point of liaison with Social Care and other related agencies.

The College policy on Child Protection is consistent with the requirements of the 'Working Together to Safeguard Children' and local government procedures. All staff are regularly trained in Child Protection, on how to respond to suspicions or allegations of abuse and know what action they should take in response to such suspicions or allegations. All staff are subject to CRB checking on appointment.

The College recognises its responsibility and duty to safeguard and promote the welfare of the children in its care as an absolute priority. The Every Child Matters agenda permeates all areas of our day to day life. Any questions regarding our Child Protection Policy should be directed to the Deputy Headmaster.

COMMUNICATION

The College keeps all parents informed about their child's progress and about what is going on at Shiplake. Housemasters / Housemistresses and Tutors are in constant communication over the progress of all pupils and they will be very happy to discuss any matters concerning your child. Similarly, they will contact you if they have worries about your child's welfare or progress.

COMPLAINTS

Please see the College Complaints Policy for further details.

CURRICULUM

As an independent school we are not bound to follow the National Curriculum, but we believe that the balance that this provides is very suitable for our pupils. Year 9 offers a liberating curriculum when new pupils can find their feet without the restrictions of KS3 tests or external examinations. At GCSE level English, Mathematics, Science and French (or L. Dev.) are compulsory. Remaining GCSE subjects are chosen from a range with most pupils taking nine GCSEs. The arrival of 'Curriculum 2008' will introduce changes to Advanced level courses for September 2009. We aim to provide as helpful a learning environment as possible for new Year 12 pupils, mindful of the considerable academic leap that takes place from GCSE to AS level. Pupils choose from a range of about twenty subjects and generally take four AS subjects reducing to three at A2 level in Year 13.

DAMAGE

Any damage to College property will be charged to the pupil or pupils responsible for it.

DATA PROTECTION

The School is registered with the Data Protection Notification Department and complies with the requirements of the Act.

DAY PUPILS

Day pupils are generally members of Orchard House. Please see the Orchard Handbook for further details.

DISCIPLINE

Shiplake operates a staged referral system for all disciplinary matters.

Low level indiscretions will be dealt with at an individual level by a member of staff. These indiscretions may be recorded as an infraction on the pupil record which is kept electronically. A list of weekly infractions is sent to all staff for tutors to check on their tutees and follow up at tutor meetings if necessary. If there is a pattern of repeated infractions showing that misbehaviour is

persisting or if a misdemeanour is of a more serious nature the matter will be referred by the tutor or the Housemaster. In very serious cases a pupil may be dealt with directly by the Deputy Headmaster.

The following methods of attempting to address disciplinary problems may be employed:

- Housemasters, tutors and teachers will use their own strategies, sanctions in line with school policy and positive techniques to modify behaviour.
- Misdemeanours will be recorded as infractions.
- A pupil may be put on various forms of satis card (on report)
- Serious matters will be referred to the Deputy Headmaster.

For serious offences and repeated misbehaviour pupils may be issued with a:

- Saturday Detention
- Formal Warning
- Suspension

The College will endeavour to involve parents in the disciplinary process when appropriate. It is essential that the College and parents work together in partnership when addressing disciplinary concerns. Parents will be notified if a pupil is issued with a Saturday Detention. A Formal Warning will be issued when there is a grave concern. A Formal Warning is the final stage in the disciplinary process before a pupil may be suspended. Suspension is only used to address the most desperate of situations and is seen as the final step in our disciplinary procedure. Repeated misbehaviour after a pupil has been suspended may lead to a pupil being required to leave the College.

At all times in the disciplinary process the priority is not the nature of a sanction or punishment but the way in which the misbehaviour is handled achieves the desired outcome.

Any queries related to the disciplinary systems and policies at the College should be directed towards the Deputy Headmaster.

DRESS CODE

Detailed clothes lists are available on the College website in the Uniform section. This can be found at www.shiplake.org.uk/admissions/uniform.php. Pupils must comply with the regulations regarding the wearing of uniform. We expect all pupils to adhere to the high standards that we expect.

DRIVING BY PUPILS

Pupils may only bring cars onto the campus with the express permission of the Headmaster. All pupil's cars must be registered and keys must be handed in each day to the School Office.

DRUGS

Please see the Shiplake College Illegal Drugs policy which can be found in Appendix A of this booklet.

ELECTRICAL TESTING

Parents must ensure that any electrical equipment or appliances brought into College by pupils have been tested by a competent electrician and labelled as having passed a portable appliance test. Any such equipment brought into the College which has not been certified will be tested by the College and the cost charged to the pupil's bill. This testing and certification is essential to meet legal obligations under Health and Safety legislation.

EMAIL

All staff and pupils are issued with a College email address and email is used for internal communication.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

EAL lessons are arranged on a private tuition basis and are organized through the Learning Development department. Pupils are taught once or twice a week depending on need and availability. The IELTS and iGCSE courses are both offered depending on the advice of the EAL teacher who makes arrangements for accessing examination requirements.

EQUAL OPPORTUNITIES

The School is committed to ensuring equal opportunities for all and aims to treat all staff and pupils on the basis of their merits and abilities alone.

EXEATS

There are normally two exeat weekends each term when ALL pupils must leave school for the weekend. Full details of timings are given in the list of Term Dates.

EXTRAS

Some charges are incurred by pupils that are extra to the boarding and tuition fees. It is our aim to keep these charges to a minimum and to ensure that parents have control over pupils' expenditure while they are in College. Full details of charges for extras are sent to parents each year.

FEES

Payment of fees is by Direct Debit. Full details of the School's scheme is sent out to parents by the Bursary, together with a request for details of the bank account from which fees are to be paid. Please ensure that the form is returned to the School as soon as possible. Fees are due on or before the first day of the term. Late payment charges accrue thereafter at 1.5% per month. Should any financial difficulties occur which will affect payment of fees, parents are asked to contact the Bursar as soon as possible.

GUARDIANS

Shiplake College requires all parents to nominate a guardian who is a UK resident This is especially important for pupils of parents living overseas

The role of the guardian is to provide or arrange appropriate accommodation when the pupil is for any reason unable to stay with their parents.

In addition, the guardian must be accessible in an emergency to take decisions on behalf of the parents in circumstances when the School is not empowered to do so.

HAIR

Girls' hair must be tidy and well-groomed. Girls with hair longer than shoulder-length must wear it tied back. Hair should not fall over the eyes or face. Extremes of fashion and colouring are not acceptable.

Boys' hair must be kept short (well off the shirt collar), clean and neat. Hair must not be shorter than a 'No. 3 grade' and extremes of fashion and colouring are unacceptable.

HOUSEMASTER / HOUSEMISTRESS

At Shiplake the Housemasters and Housemistresses have overall responsibility for the welfare and progress of the pupils in their care. They work closely with house tutors and the rest of the house team to monitor pupil's progress. The Housemaster or Housemistress should be the first port of call for parents who have a query about their child's progress or wellbeing. The Housemasters and Housemistresses can be contacted by email, fax or phone, and will respond as quickly as possible to queries from parents.

ICT

Access to desktop computers is provided throughout the College for lessons, prep and coursework on a Microsoft Windows network.

The purchase of a computer for use at the College is completely optional; many students like to use their own equipment in their boarding houses connected to the College network. Students studying ICT at GCSE level and above are strongly advised to have their own equipment. Computer purchase guidelines can be found in appendix b

Students who bring their own equipment to the College are required to:

- Follow the Network User Agreement – see appendix a
- Have anti-virus software installed and up to date
- Install the latest Microsoft security patches for Windows and Office (if applicable)
- Run a personal firewall
- Install Microsoft Defender

Details of the above can be found in appendix c

- Run the set up procedure provided by ICT Support to connect to the College network and enable access to the Internet

The network set up procedure provided by ICT Support enables pupils to connect to the College network to enable them to access their files, the Internet and the central 'terminal server'. It also enables them to print to the networked printer in their boarding house. Setup guides are available in boarding houses and peer based help is available.

The College cannot be held responsible for any problems with students' own systems

ICT Support provides support on the network connectivity between the laptop and the College network only. They are unable to provide any maintenance on the laptop hardware and software but will offer advice to pupils on what to do if they do have a problem.

INSURANCE

Please contact the Bursary for further information on school insurance schemes.

JEWELLERY

Jewellery for girls is restricted to a simple pair of plain studs, a single-chain necklace and a single ring. Boys may wear a family signet ring only.

LEAVES

In all cases, leave is only granted on the understanding that all College and House commitments have been fulfilled and that permission has been granted by the Housemaster. Please refer to House Handbooks for specific details.

MATRON

Each boarding House has a Matron who plays an active role in the life of both the House and the School. Matrons work closely with their Housemaster or Housemistress and their aim is to provide pastoral care and guidance to pupils and ensure a warm atmosphere within the House. Matrons are responsible for the domestic arrangements in the boarding House, including laundry, cleaning, and repairs. They will also liaise with the Medical Wing where necessary.

MEALS

Boarders are expected to attend all meals in the Great Hall. Catering services at Shiplake are provided by thomas franks ltd. The menus are varied, nutritionally balanced and provide a wide choice at each meal. In addition, snacks are provided in the boarding houses during the day.

MEDICAL WING

The School Doctor is Philip Unwin. Surgery is held at school on Tuesdays and Thursdays from 8am to 9am. Any pupil can see the doctor during these times. The two nursing sisters provide medical cover and support in the Medical Wing during the school day with the Medical Wing Matron who is a qualified first-aider providing night-time cover. Sick bay provides emergency short-term facilities for pupils who are unwell. However, pupils who are ill for more than 24 hours will need to return home or be collected by their parent or guardian.

The Medical Wing must be informed of any relevant illness or injury a pupil has suffered during the school holidays. Please do not bring a pupil back to school if he or she has been unwell.

It is essential that the Medical Wing are given full details of any ALLERGIES that your child may have. If a pupil's allergy is potentially life-threatening then please attach a photograph to the medical card. This will be displayed in key areas of the school to alert all to the allergy.

All Boarders must be registered with the school doctor. We must receive pupils' medical cards before the pupil joins the College. If the card has been lost, the name and address of the pupil's previous doctor must be supplied. If a boarder requires treatment during the school holidays they should be seen as a temporary resident and will need to fill out the appropriate forms.

Day pupils must remain registered with their current GP practice.

A counselling service is available where it is felt that this is appropriate. The school physiotherapist holds clinics twice a week during term-time.

MEDICINES

Medicines MUST be handed in to the Medical Wing

PARENTS' MEETINGS

Parents' consultation meetings to discuss academic progress, meet teachers and other parents and receive an information booklet, are held throughout the academic year and follow a fairly regular pattern: Year 13 have two, one early in September and a second in March before the final examinations. Year 9 also have two, one in October and a second GCSE options meeting in April. Year 10 meet in March, Year 11 in January and Year 12 in November.

PERSONAL, SOCIAL AND HEALTH EDUCATION (PSHE)

Shiplake's Personal, Social and Health Education programme encourages pupils to think seriously about a wide range of relevant and important issues, to develop the confidence and skills which are necessary to make responsible choices, and to place all of this within a tolerant and actively caring concern for other people.

POCKET MONEY

Please refer to House Handbooks for information on House Banks and pocket money.

PREFECTS

Each year around twelve College Prefects are appointed. College Prefects help with the day to day running of the College and assist by encouraging pupils to maintain high standards and to show consideration for others. Part of the role of a Prefect is to do with routine, duties and helping the school function. A greater role of Prefects is to be a friend, guide and role model for younger pupils. Prefects are expected to:

- Help new pupils to adjust to the school providing assistance and advice wherever necessary.
- To help prevent any form of bullying or victimisation and to promote a sound climate of justice, sanity and good humour.
- To organise and promote interest in sporting, cultural and social events.
- To mix with fellow pupils generally and, by doing so, act as a positive and constructive influence in the affairs of the community.
- Deal with people and situations within a context of authority and responsibility.
- To perform routine and extra-ordinary duties.

Prefects are trained in how to deal with people and situations in a calm, positive manner. The role of the Prefect is promoted as one of a friend that younger pupils will respect, interact with and respond to. They provide an important link between pupils and staff. Prefects are not permitted to administer punishments. If faced with an awkward situation the assistance of staff must be sought.

PUPIL DIARIES

All pupils are given a pupil diary each term which should be kept with them throughout the academic day. The diary provides information on what is happening in College on any given day and is used by pupils to record details of prep and other commitments.

REPORTS

The reporting system at Shiplake College aims to motivate the pupil to achieve his or her potential in all areas. Throughout the year the subject teacher, academic tutor, Housemaster and Headmaster assess and comment on academic progress in order to motivate, encourage and challenge the pupils to strive for higher standards, not only in the classroom but also in extra-curricular fields.

Reporting on academic matters has considerable importance. Subject teachers produce Progress Reports throughout the term which present a 'snapshot' of current work. This takes the form of an attainment grade, an effort grade and a brief constructive teacher comment. The academic tutor adds Action Steps which are drawn up through dialogue with the pupil and which help to define what needs to be tackled before the next report.

At the end of two of the three terms, a Full Report is produced which includes a report from the Housemaster and Headmaster as well as a fuller, more summative comment from the teacher and the tutor. At the end of the Spring term, the tutor, Housemaster and Headmaster comment in a Short Report on the general picture covering academic performance across the subjects, sporting achievements and extra-curricular pursuits.

The combination of both formative and summative reporting allows the pupil to engage with the reporting procedure and to feel he or she has some control over academic progress. It also provides

essential information such as examination results and specific course content for parents and guardians. The recent introduction of Target Grades motivates the individual pupil to work that bit harder to achieve the level that the teacher feels is a realistic assessment of potential.

REWARDS FOR ACADEMIC WORK

Outstanding academic work is regularly rewarded publicly. The Head's assembly is the venue for awarding attainment and effort prizes resulting from progress reports and examination results, and for the awarding of the coveted Honours List prize. Speech Day prizes include many accolades for academic merit. Less publicly but very importantly is the teacher reward for academic work on a smaller scale. The Excellent Slip entered onto the student record and acknowledged as a fine achievement for any one individual, is very much valued.

SATURDAY DETENTION

A weekly detention is held on Saturday evening from 6.30-8.00pm. Pupils put into Saturday Detention will have been involved in serious or repeated misdemeanours. Normally, but not always, an issue which results in a Saturday Detention will have been dealt with by the Deputy Headmaster. All Saturday Detentions must be approved by him. This detention is regarded as a very serious punishment therefore parents will always be contacted.

SCHOOL SHOP

The school tuck shop is open daily at break and in the evenings. A range of snacks, drinks and pizzas are available for purchase by pupils.

SMOKING

Pupils are not allowed to bring cigarettes onto the premises nor are they to smoke in or near the school. In the first instance of a pupil being found smoking a letter will be sent home to parents. They are also required to pay a small fine to a smoking related charity and to copy a medical document that discusses the ills of smoking. Second offences will lead to another fine, another written exercise and another letter to parents. They may also receive a Saturday Detention. On the third occasion similar sanctions will apply. Parents will be notified again and we will also insist that the pupil embarks on a proactive programme with the help of our Medical support or an outside agency to address the problem. Education on the dangers presented by smoking is covered extensively within our PHSE programme.

SPORT

Sport is an important part of life at Shiplake College. We expect that all pupils will act with courtesy and respect towards all those involved in sports fixtures. In particular, it is inappropriate to question the decisions of referees or umpires.

SPORTS EQUIPMENT

Pupils are expected to purchase all regulation games kit on the uniform list. Pupils will not be allowed to play contact sports unless they are wearing a mouthguard. The College arranges for ProtectaSmile to fit mouthguards in the autumn term.

SWIMMING POOL

Shiplake College has a heated outdoor swimming pool. Pupils may not use the pool unless there is a member of staff present. Pupils waiting for a member of staff must wait outside the pool enclosure. All rules pertaining to the use of the pool must be observed. Pupils will be reminded of these rules on a regular basis.

TAXIS

Transport for pupils is arranged as necessary through the front office. Costs are added to the pupil's bill.

TELEPHONES

There is a telephone in each house which accepts incoming calls. Further details are available in each House Handbook. Rules concerning mobile telephones are also in the House Handbooks.

TERM DATES

Term dates are published in the Calendar one year in advance, with provisional term dates shown for the subsequent year. Term dates are also available on the School website.

TUTORS

All Shiplake pupils receive tutoring from a House-based tutor in small weekly groups. The year 9s remain in their year groups, the years 10,11and 12 are in mixed year tutor groups, while year 13 students have individual tutors who meet them regularly to guide them through their A levels and UCAS entry. The tutor's role is primarily academic though each pupil's progress is understood and appreciated through a holistic approach that encompasses extra-curricular, sporting and pastoral matters. The tutor is responsible for academic reports and for encouraging and monitoring all courses, pursuits and interests the tutees follow. There is a close triangular link between the Housemaster, his tutors and the teachers, facilitating the secure flow of essential information as well as a caring, pastoral understanding.

UNIFORM

The school uniform is supplied by Schoolblazer. The website can be found at www.schoolblazer.com.

VALUABLES

Parents are reminded that pupils should avoid bringing valuable items to School if at all possible. Cash and other valuables should be deposited with the Housemaster or Housemistress for safe keeping. All boarders have a lockable safe which they are expected to use for valuable items in daily use. Please see the House Handbooks for regulations concerning mobile telephones, MP3 players and other items.

WEBSITE

The School website is at www.shiplake.org.uk The site is kept up to date with news, information, sports results and photographs so that parents can use it to keep in contact with what is going on in the College.

APPENDIX A

Anti-Bullying Policy

Shiplake College does not tolerate any form of bullying. This policy is a central part of the College's pastoral provision. All pupils at the College have the right to enjoy their learning and leisure feeling comfortable in their relations with all those around them - be they peers, seniors or indeed the teaching and other staff of the College. All members of the College community are expected to base their behaviour on respect for one another, regardless of differences of age, race, status or sex.

In our efforts to confront bullying the College shall:

1. In the first instance, try to bring the situation out into the open and attempt to understand both the bullying incident and its context.
2. If the bullying does not stop, the College will expect the perpetrator(s) to write and sign a formal letter of intent to stop such behaviour.
3. Should they not adhere to this formal undertaking, the College reserves the right to punish this offence through its staged disciplinary procedures including:
 - Saturday Detentions
 - Formal Warning
 - Suspension
 - In extreme cases, by Expulsion

What Is Bullying?

- It is an abuse of power
- It is insensitive and hurtful behaviour
- It can be unintentional on the part of the bully which means that the bully may not be aware of the pain or distress that they are causing.
- It includes moving or damaging personal property.
- It can be physical, verbal, written or indirect and includes sexual innuendo and social exclusion.
- It includes making someone do something that they do not want to without proper authority.
- It includes racist and sexist remarks and attitudes or remarks about another's family.

- To stand by when others are being bullied is tantamount to bullying.

APPENDIX B

Child Protection Policy

Aims and Objectives

As teachers we all have a statutory duty to 'safeguard and promote the welfare' of children. Staff and pupils have the right to protection from abuse and exploitation. Staff should work towards fulfilling the school's vision in providing a nurturing environment where each child is inspired to learn and discover their own potential; to feel safe and secure amongst their peers and staff. It is essential to maintain effective methods and systems to monitor and review the safety and welfare of pupils and staff.

Recruitment & Training

Our objectives will be realised by regular Child Protection training sessions given to the whole staff, a minimum of every two years. New staff will be given guidance on their responsibilities and a comprehensive talk as to how the school system operates. Shiplake College practices safe recruitment in checking the suitability of staff and volunteers to work with children.

Child Protection Officer

The Designated Child Protection Officer is the Deputy Headmaster (Shane O'Brien).

Concerns, however mild, should be taken to the Child Protection Officer who will advise further action. In the absence of the Child Protection Officer any concerns should be referred to the Headmaster. The Child Protection Officer and the Headmaster will monitor and review the actions of each other.

In the event of an allegation made by a child against a member of staff, the Child Protection Officer will interview those involved, make notes and bring these to a strategy meeting with the Headmaster.

Reporting

The member of staff reporting a concern will be asked to give a written account of the alleged incident. This will be kept as a record for possible future reference. It is understood that should a member of staff wish to share a worry, or need simple advice on how best to deal with an incident, it is important to report their concerns however mild they seem. The Child Protection Officer, will then, if appropriate, in consultation with the Headmaster or relevant Housemaster decide on the strategy forward.

Recognising Child Abuse

It is a teacher's responsibility to recognise signs of abuse and to refer these concerns to the Child Protection Officer. All lists of signs and symptoms of child abuse should be treated with caution. At times there will be straightforward explanations for injuries or behaviour, what is essential is that teachers share their concerns with the Child Protection Officer.

Definitions of Child Abuse

There are four areas that are specified as headings under which concerns may be identified:

Neglect is the persistent failure to meet a child's physical and psychological needs, which is likely to result in serious impairment of a child's health or development, including failure to thrive and a failure to protect a child from danger.

Physical abuse is a physical injury to a child where there is definite knowledge, or a reasonable suspicion, that the injury was inflicted or knowingly not prevented. This includes, for example, deliberate poisoning, attempted drowning or smothering and Munchausen's syndrome by proxy - where a parent or carer feigns the symptoms of, or deliberately causes ill health in a child. Physical abuse can lead directly to neurological damage, physical injuries, disability or even death.

Emotional abuse is the persistent or emotional ill treatment of a child, which has a severe adverse effect on the behaviour and emotional development of that child. Its diagnosis will require medical, psychological, psychiatric, social and/or educational assessment. (NB All abuse involves some emotional ill treatment, this category should only be used when it is the main or sole form of abuse). There is increasing evidence of the long-term consequences for children's development of emotional abuse. It can have a negative impact on a child's behaviour and self-esteem.

Sexual Abuse is the involvement of dependent, developmentally immature children and adolescents in sexual activities that they do not truly comprehend and to which they are unable to give informed consent. This may include non-contact activities such as involving children in watching pornographic videos or watching sexual activities. The key elements in any definition of child sexual abuse are: betrayal of trust and responsibility, abuse of power for the sexual gratification of the abuser, inability of children to give consent.

Responding to Disclosure:

- Ensure the child is safe and if in distress, cared for
- Reassure the child that you are listening and want to help
- Let the child talk freely; do not interrupt
- Keep questions open and to a minimum
- Never promise confidentiality
- Ensure that you take notes

Reporting and Recording Disclosures:

- Report to the Child Protection Officer or the Headmaster in his absence.
- Record the date and time of the disclosure and put into some context how the child came to tell you what has happened/is happening.
- Record verbatim what the child said, as soon as possible after the disclosure, keep the recording factual and objective.
- Where there is visible bruising/injury, describe what you have seen and where on the child's body. Do not ask children to remove clothing.
- Describe your observations of the child, describing their emotional state and behaviour.
- All information is confidential and once passed onto the Child Protection Officer there is no right to further knowledge.
- If appropriate the Child Protection Officer will report the disclosure or allegations to the Oxfordshire Schools Safeguarding Team within twenty-four hours.

Confidentiality and Information Sharing

All confidential issues relating to children and young people should be dealt with on a *need to know* basis. Therefore only information relevant for a particular purpose should be passed on to the recipient, who in turn may not pass this information onto another individual, without consulting the informant.

Before a referral to Social Service is made, an assessment of disclosure needs to be carried out by the Child Protection Officer, who can seek advice from the Oxfordshire Locality Co-ordinator. If a child does not consent to the disclosure of information, then the Child Protection Officer can override the duty of confidentiality in order to safeguard the welfare of the child. Appropriate consent can be gained from the parent if this is deemed not to put the child at risk.

Only relevant members of staff in schools need to know the details of concerns relating to a child in need i.e. the Child Protection Officer, Housemaster, Medical Staff and anyone involved in monitoring particular aspects of a child's behaviour. Children should also know which teachers/staff are in possession of what information, when it will be shared, why and with whom.

Monitoring

The Child Protection Officer and relevant Housemaster will set a timescale for monitoring a child about whom a concern has been expressed (approximately half a term or 6–8 weeks). If no indicators are found or appear to develop, the monitoring will cease. If indicators and concerns continue, appropriate action will be taken and recorded. The Child Protection Officer will also liaise with outside agencies as required.

As part of good practice, parents/carers should be advised that their child is to be monitored and involved in the process as much as possible. When a pupil on the Child Protection Register leaves Shiplake College their information will be transferred immediately to their new school and their social worker will also be informed.

Important Contact Numbers

Schools Safeguarding Team

Barry Armstrong	01865815956
Rebecca Melmouth	01865815186
Sue Hext	01993776703

Oxfordshire Locality Coordinator

Jeff Frank	07824498827 jeff.frank@oxfordshire.gov.uk
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Written September 2008

SHIPLAKE COLLEGE ILLEGAL DRUGS POLICY

1. INTRODUCTION

The misuse of illegal substances by young people in schools is increasing and studies have indicated that 40% of teenagers will have used cannabis by the age of 17 years. This misuse of illegal substances has serious short and long-term health risks for the users. In addition it is an offence under section 8 of the Drugs Act 1971 for Schools to knowingly permit the supply or production of any illegal drug on their premises. Against this backdrop and mindful of our pastoral and legal responsibilities the possession, supply or manufacture of illegal drugs can have no place at Shiplake.

2. OBJECTIVE

The possession, supply or manufacture of illegal drugs has no place at Shiplake College

3. AIMS

We will achieve this objective by:

- a. Developing in each pupil respect for themselves and their health and educating our pupils so that they understand the implications of the use of illegal drugs.
- b. Providing them, and the staff who look after them, with relevant and up to date information on drugs. In this way both staff and pupil body can engage in informed discussion about the risks posed by illegal drugs.
- c. Furnishing staff with information which will enable them to identify symptoms of drug abuse and inform them of what action to take if they have suspicions of such activities.
- d. Being open in our dealings with parents on this issue by both consulting them widely and giving them access to information on drugs. It is our aim that we should work in full partnership in this crucial area. As part of this undertaking there is an expectation that parents will share with the school any information concerning their children and drugs misuse.
- e. Minimising the risk of drugs taking at Shiplake by controlling unauthorised access to the site and by excluding those pupils who introduce others to the abuse of illegal or otherwise dangerous substances, who supply them with such substances or who fail to respond to warnings and advice given.
- f. Upholding the law of the land and sharing all information about the illegal taking of drugs with the local police.

4. MONITORING FOR ILLEGAL DRUGS

- a. The School has a duty to exercise proper care, which includes teaching and non-teaching staff being alert to warning signs of drug or other abuse. (Appendix 1)
- b. Regular physical checks of the school site are undertaken and teachers are trained to recognise evidence of illegal drugs and deal with issues should they arise.

5. MANAGEMENT OF INCIDENTS INVOLVING ILLEGAL DRUGS

- a. Medical Response. Our overriding consideration is the safety and welfare of our pupils. If there is any need for medical intervention this must be dealt with first whether through the medical centre or in more serious cases through making a 999 call and summoning the help of the emergency services.

b. Launching an Investigation. If any suspicion of the possession, supply or manufacture of illegal drugs arises the Headmaster will decide if further investigation is warranted. If he confirms that there are reasonable grounds for suspecting that a pupil or pupils may have been involved with illegal drugs, the Headmaster will pass on the matter to the Drugs Co-ordinator (in this instance the Deputy Head) who will be responsible for initiating further investigations, which will usually require the implementation of testing. Once the Headmaster has notified the Drugs Co-ordinator, he (Headmaster) will take no further part in the investigation. As well as applying to all pupils while on campus, this policy also covers any occasions or events that could be prejudicial to the good name of the School, whether during half term, exeats, weekends, holiday time or on any School trip at any time.

c. Fact Finding and Recording. Information will be gathered by the Drugs Co-ordinator who will, following the completion of the investigation, present a report to the Headmaster. Whenever pupils are interviewed there will be another adult present (usually their Housemaster/tutor) whose role will be to look after their interests. Such interviews may also be taped. Witnesses will be encouraged to submit written statements. The main points of any oral statements will be read back to them and if necessary corrected. They will be expected to initial and date them.

d. Handling of Illegal Drugs. As part of the investigation it is likely that staff might need to take possession of illegal drugs. When illegal drugs are found on a pupil or school premises, staff will take temporary possession of the suspected substance. The substance will be placed into a suitable sealed container in the presence of an adult witness usually the Housemaster(s) of the pupil(s) concerned. These drugs will then be handed over to the police at their earliest convenience.

e. Suspension during the Investigation. A pupil may be suspended from boarding and/or from the School and required to live at home or with his parents or guardian while a complaint is being investigated. Alternatively, he/she may be placed under a segregated regime at school premises.

f. Liaison with Parents. Parents/guardians of the pupil(s) concerned will be notified once the investigation has been launched and kept fully informed throughout.

g. Confidentiality.

- (1) The Drugs Co-ordinator will treat all interviews in confidence. He will preserve confidentiality as far as possible.
- (2) All records of drug testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the school.

h. Searches.

(1) Personal Possessions. Where the possession, supply or manufacture of illegal drugs is suspected we may decide to search a pupil's belongings, and ask him/her to turn out the contents of pockets or bags. Prior consent would be sought and clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If the pupil objects, we will either notify the parents who may persuade him/her to give consent or consider calling the police.

(2) School Property. Where the possession, supply or manufacture of illegal drugs is suspected the College may decide to search school property eg lockers and desks which may be used by individual pupils to store their belongings. Consent will always be sought for such a search, but if this consent is refused the school may still proceed. Where there is just cause, searches could take place in a pupil's absence and forcible entry could be used. All searches will take place in the presence of an adult witness.

i. Liaison With Police. Shiplake College will always inform the police when it has grounds to suspect the possession, supply or manufacture of illegal drugs.

j. Action Following Investigation. When the headmaster receives the Drugs-Co-ordinator's report, he will make a decision based on the findings in the report. If he concludes that the pupil has been guilty of the possession, supply or manufacture of illegal drugs, he will consider what action to take in accordance with the following principles:

(1) The use of illegal drugs, whether on school premises or elsewhere, will mean that the pupil involved automatically loses his or her right to continue as a member of the school.

(2) Any pupil supplying such substances to others must expect to leave summarily.

(3) Any involvement with a class A substance will in normal circumstances lead to exclusion.

(4) In other cases, if the school does not consider other children to be at risk, it may allow a pupil to continue after a period of suspension, on condition that both the pupil and his or her parents agree to the pupil's receiving counselling and undergoing periodic testing, both at the parents' expense, at the school's discretion during the remainder of the pupil's time at the school. If such a test is found to be positive, then the pupil shall be required to leave the school immediately, whether or not the abuse took place on school premises or during term-time.

(5) If the school accepts a pupil from another school from which he or she has been asked to leave because of involvement in drugs, it would only do so on condition that such a pupil agrees to receive counselling, if appropriate, and to undergo periodic urine testing on the terms mentioned in the previous paragraph.

k. Appeals Procedure.

(1) Any decision to exclude a pupil will be subject to review by a panel of three governors within fourteen days of receipt of a written request from parents.

(2) A pupil or his/her parents, aggrieved at the Headmaster's decision to exclude or require a pupil to leave, may make a written application for a Governors' Review. The application must be received by the Clerk to the Governors within 72 hours of the decision being notified to a parent, or longer by agreement.

(3) In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

(4) The Review will be undertaken by a three member sub-committee of the Board of Governors. The panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not normally include the Chairman of Governors, unless after best efforts another governor cannot attend. Selection of the Review Panel will be made by the Clerk to the Governors. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

6. TESTING

a. Shiplake College operates a policy of "for cause" testing in response to intelligence or information that a certain individual or individuals may have been involved in the possession, supply or manufacture of illegal drugs.

b. If a pupil is 16 years of age or older they will be expected to sign a consent form prior to their test. If a pupil is younger than 16, they will also be expected to sign a consent form prior to their test, but prior consent will have been obtained from their parents/guardian.

c. If a pupil refuses to take a test, or their parents/guardian refuses to give consent, they may be required to leave the school.

d. There is a set procedure for testing and this will apply for urine or hair testing or any other such test. This procedure lays down various details which include:-

- (1) The School Medical sister will be responsible for the administration of the tests.
- (2) The test will take place in the Medical centre in the presence of two adult witnesses.
- (3) The cost of the procedure will be borne by the school if the result is negative and by the parents of the pupil if the outcome is positive.
- (4) The test must take place as soon as there is decision to launch an investigation. Staff need some knowledge of the “clearance times” of commonly abused drugs.

APPENDIX 1

Detection of those misusing drugs (from BSA Briefing Paper 9 – Effective Welfare Policies”

WARNING SIGNS

- Decline in school performance
- Unwillingness to take part in activities previously enjoyed
- Unusual outbreaks of temper, marked mood swings, restlessness and irritability
- Staying out more, perhaps with a new group of friends
- Excessive spending or borrowing of money
- Reduced interest in personal appearance
- Excessive tiredness without obvious cause
- Lack of appetite
- Excessive use of aftershave or perfume (to disguise drugs smells)
- Wearing sun glasses (to conceal dilated or constricted eyes)

But beware of “normal” teenage behaviour and demeanour!

APPENDIX D

Pupil Network User Agreement

As a pupil at Shiplake College, you are authorised to use the computers for your college work and, in doing so, you must comply with the Data Protection Act 1998, Computer Misuse Act 1990, Copyright Protection Act 1956, (Computer Software) Amendment Act 1985, Copyright Design & Patents Act 1998 and Health & Safety Act 1974. These and several other Acts (including the *Obscene Publications Act 1978*, as amended by the *Criminal Justice Act 1994*) identify a number of prohibited actions relating to the use of computers. You have legal obligations under these Acts, and these apply to the use of any computer, at any time.

In order to ensure that you do not lose your right to use the College network, you are asked to indicate your agreement to the following rules:-

I understand that I can use the Network for:

- Work connected with my college courses
- Any educational activity
- Communicating responsibly with other pupils or staff
- Communicating with organisations outside the college if it is related to my course

I understand that I cannot use the Network for:

- Attempting to gain access to unauthorised areas or attempting to defeat security measures.
- Downloading anything from the Internet unless it is connected with my courses.
- Spoiling, disrupting or destroying other people's work or their use of the system
- Invading anyone else's privacy
- Using anyone else's password/user area
- Giving anyone else my password or access to my user area
- Cracking or Hacking
- Making or sending anything which may annoy, inconvenience or upset anyone
- Making, sending or receiving anything that is offensive or obscene
- Loading my own software
- Sending anything that is covered by copyright
- Violating copyright or software licences
- Causing problems which waste staff time e.g. eating or drinking in any computer area, behaving inappropriately

If you use email to send rude, offensive or obscene messages either to members of the College or others, you may find yourself culpable of bullying (consult the College's Anti-Bullying policy).

Network Activity is routinely monitored and logged.

If your own equipment causes any problems to other users it may be confiscated.

Declaration

I understand that if I misuse the computers or network in any way, I may lose my right to use the College network.

Serious misuse may lead to lunchtime detentions and in extreme cases Deputy Head detentions.

I agree to abide by the rules of the Network User Agreement detailed above.

I agree that Shiplake College accepts no liability for the correctness of any results produced using the computers, for any failure of equipment or any consequential loss or damage. I understand that I should save all my College work to the network and that I am responsible for the security of all other data on my own equipment.

Name:	Year and House
Signed:	Date:

APPENDIX E

COMPUTER PURCHASE GUIDELINES – Summer 2008

The purchase of a computer for use at the College is completely optional as computer facilities are available for lessons, prep and coursework.

Minimum Computer Specification:

Software

Windows XP Home (Professional is preferred)
Office 2007, XP or 2003 (for ICT lessons you will require Access, Publisher and FrontPage, these are also available for use from the 'terminal server' along with other educational software); educational licences are available at substantially reduced prices, see your software supplier

Hardware

1.8 Ghz processor (mobile processor recommended for maximum battery life)
512 Mbytes of memory for Windows XP; 1024 for Windows Vista
80 GB disk
LAN connection (for Burr, Everett and College Houses)
Wireless LAN connection (802.11b/g) (for Orchard, Skipwith and Welsh houses)
For recreational use you may also require additional items such as a DVD reader and DVD software.
A DVD or CD writer is useful for backing up any of your own key data; a USB memory stick is useful for transferring files.

Note: Any new computer system will exceed this minimum specification

You should also purchase of a padded laptop bag for transportation.

Some laptop manufacturers do extended warranty and accidental damage repair schemes that can be cost effective to include at time of purchase.

Please make sure your equipment and software is insured against loss and/or damage either through the School Personal Effects Scheme or your household contents insurance and that you take note of any serial numbers and security mark all your equipment with your postcode.

If you do wish to purchase a computer for use at the College then:

1. You must follow the acceptable use policy the College has as defined in the 'Network User Agreement'.
2. It should be connected to the College network (so students may store their work on the network file storage) and have the house network printer installed (so students can print out their work). *
3. It must have anti-virus software installed and be kept up to date (a free anti-virus may be obtained from <http://free.grisoft.com/ww.download-avg-anti-virus-free-edition#tba2>)
4. It must have the latest Microsoft Security patches installed (see <http://windowsupdate.microsoft.com>) and should be at least Windows XP SP2.
5. It must have the latest Office Security patches installed (see <http://www.officeupdate.com>)
6. We recommend it also runs a personal firewall; one is built into XP, other free alternatives are available (e.g. <http://www.sygate.com>)
7. We recommend installing Microsoft Defender which is a free program that helps protect your computer against pop-ups, slow performance, and security threats caused by spyware and other unwanted software (see http://www.microsoft.com/downloads/details.aspx?FamilyId=435BFCE7-DA2B-4A6A-AFA4-F7F14E605A0D&displaylang=en&mg_id=10134)

Note:

The College cannot be held responsible for any problems with students' own systems.

- Setup guides are available describing how to setup your computer for the College environment; peer based help is also available.