

# *Brighton College Parents' Handbook*



*2009-10*

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***Welcome to Brighton College!***

**This Parents' handbook should tell you everything that you need to know about being a parent at the College.**

**Please ask us (or your son or daughter!) if you have any further queries...**

### **Ethos, aims and objectives**

If you were to ask current parents why they chose Brighton College for their son or daughter, they would tell you that the children here are cheerful, balanced, at ease with themselves and each other - yet excited and enthused by the challenges before them. They might add that Brighton College succeeds in combining academic excellence with a wealth of extra-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of each child.

As Headmaster, I believe passionately in the importance of the individual. Every child at Brighton College is valued for his or her own sake, encouraged to develop his or her talents to the full in a community where there are no stereotypes and where every achievement, however small, is noticed.

R J Cairns,  
Headmaster, August 2009

## Academic staff 2009-10

**Headmaster: R J Cairns**

**Second Master: S G R Smith**

**Director of Finance and Deputy Head: P T Westbrook**

**Director of Strategic Development and Deputy Head: O H G Lund**

**Senior Deputy Head: Mrs L A Kenway**

**Deputy Head (Academic): Mrs J O Riley**

**Assistant Head (Sixth Form): M J Beard**

**Assistant Head (Middle School): J R Weeks**

**Assistant Head (Lower School): Miss L K Hamblett**

**Director of Studies: J Carr-Hill**

**Director of Boarding: K A Grocott**

**Assistant Head (Co-Curriculum) & Director of Sport: R A Nicholson**

**Director of Admissions: Mrs M A E Brightwell**

**Director of Marketing: D Gold**

### ACADEMIC STAFF - MEMBERS OF THE COMMON ROOM

			<b>Subject / departmental responsibility</b>
<b>TCA</b>	Tessa	Acheson	Art
<b>RCA</b>	Richard	Alvers	French, Spanish and Latin
<b>STA</b>	Simon	Ashdown	Assistant librarian (P/T)
<b>MDB</b>	Matthew	Bach	History & Politics, Deputy Housemaster; Fenwick
<b>NEB</b>	Nadine	Bailie	Assistant Teacher (girls' games, RS and Lower School)
<b>MB</b>	Monica	Barker	Research Assistant
<b>MJB</b>	Mark	Beard	Chemistry, <b>Assistant Head (Sixth Form). Deputy Headmaster and Acting Head of Lower School from January 2010</b>
<b>ARB</b>	Alan	Bird	Politics & Economics, <b>Assistant Head (Sixth Form) from January 2010</b>
<b>APB</b>	Annie	Bonheur	French (P/T)
<b>KMB</b>	Kitty	Brown	English
<b>NJB</b>	Nick	Buoy	Director of Rugby
<b>TNB</b>	Tim	Burt	Assistant teacher (music)
<b>RJC</b>	Richard	Cairns	History, <b>Headmaster</b>
<b>JCH</b>	Joe	Carr-Hill	<b>Head of Economics, Director of Studies</b>
<b>NAC</b>	Neil	Carter	Music, Head of woodwind & brass
<b>RAC</b>	Sandy	Chenery	<b>Director of Music</b>
<b>MLC</b>	Michelle	Clark	<b>Director of Dance</b>
<b>ETMJC</b>	Elizabeth	Cody	Economics, <b>Housemistress; Chichester</b>
<b>BWC</b>	Ben	Collie	Biology, <b>Head of PSHE</b> , Deputy Housemaster; Abraham
<b>JAC</b>	Jack	Cornish	Chemistry
<b>RSC</b>	Ralph	Cowan	Chemistry
<b>FMC</b>	Mary	Cremona	<b>Head of German, Acting Housemistress; Seldon. Senior Administrator (exams)</b>
<b>DAC</b>	David	Crichton	<b>Head of History and Politics</b>
<b>AGD</b>	Andrew	Daville	Physics
<b>NJD</b>	Nicola	Davin	Drama (P/T)

<b>GDD</b>	Gregg	Davis	Assistant teacher (boys' games)
<b>TDW</b>	Martin	De Wet	Assistant teacher (maths and boys' games)
<b>ATD</b>	Andrew	Debney	Mathematics, <b>Director of Curriculum</b> , Deputy Housemaster; School House
<b>GAD</b>	Georgina	Dore	History
<b>DWD</b>	David	Dunn	Swimming coach
<b>JWD</b>	James	Dunn	History & Politics, Deputy Head of Lower School
<b>JAD</b>	Judith	Dynes	<b>Head of EAL (P/T)</b>
<b>RPE</b>	Robert	Easton	Religion & Philosophy, <b>Chaplain</b>
<b>BMF</b>	Ben	Frier	<b>Head of Academic PE</b>
<b>DMG</b>	Daniel	Gabriele	<b>Head of English</b>
<b>MAG</b>	Matthew	Godfrey	English, <b>Housemaster; School House</b>
<b>KAG</b>	Ken	Grocott	Geography, <b>Housemaster; Abraham, Director of Boarding</b>
<b>LKH</b>	Leah	Hamblett	Religion & Philosophy, <b>Assistant Head (Lower School)</b> (maternity leave to Easter 2010)
<b>NTH</b>	Nathanial	Harding	EAL
<b>PRH</b>	Paul	Harrison	Mathematics (P/T)
<b>GWH</b>	Graham	Hart	Mathematics, <b>Housemaster; Aldrich</b>
<b>SDH</b>	Sally	Hart	Business Studies (P/T)
<b>RMH</b>	Rebecca	Hawkes	English
<b>SJH</b>	Simon	Hawkes	<b>Head of Design Technology, Housemaster; Durnford</b>
<b>MLH</b>	Melanie	Holness	Art
<b>NLH</b>	Nian Li	Hu	Mandarin Assistant
<b>VAH</b>	Victoria	Hulme	Biology, <b>Head of Community Service</b>
<b>HCJ</b>	Clare	Jordan	French, Spanish (P/T)
<b>LKK</b>	Li	Kang	Mandarin Assistant
<b>LAK</b>	Louise	Kenway	<b>Acting Head of Biology, Senior Deputy Head and Acting Head of Lower School to December 2009</b>
<b>DK</b>	Damon	Kerr	<b>Director of Drama</b>
<b>DPK</b>	Damian	King	Physics, <b>Head of Science and Physics</b>
<b>BLL</b>	Brendan	Lambe	<b>Head of ICT (academic)</b>
<b>JSL</b>	Jane	Langhorne	<b>Head of Girls' Games</b>
<b>RJL</b>	Richard	Law	Deputy Head of English
<b>MVL</b>	Martin	Lewis	Biology
<b>ELM</b>	Ellie	Lopez-Munoz	Spanish Assistante (P/T)
<b>MJR</b>	Mirella	Marsh	Spanish
<b>CAM</b>	Cecile	Mayanobe	<b>Librarian, Head of Careers, prizes</b>
<b>AJM</b>	Anthony	Merrett	Mathematics, Deputy Head of Lower School
<b>RAM</b>	Rebecca	Miller	Classics (P/T)
<b>WJKM</b>	William	Minter	Mandarin
<b>GJM</b>	Gary	Mitchell	<b>Head of Modern Foreign Languages and Spanish</b>
<b>CTM</b>	Chris	Morrissey	Psychology, <b>Tutor for admissions</b>
<b>MAM</b>	Michelle	Murphy	English, <b>Housemistress; Fenwick</b>
<b>RAN</b>	Roger	Nicholson	<b>Director of Sport, Assistant Head (Co-curricular)</b>
<b>NON</b>	Nick	O'Neill	Music (P/T)
<b>JMO</b>	Jan	Osborne	Mathematics (P/T)
<b>JPP</b>	Jonathan	Pass	Mathematics

<b>OEP</b>	Oliver	Peck	<b>Head of Biology from Jan 2010</b>
<b>RJP</b>	Rebecca	Percy	Assistant Director of Music (P/T)
<b>MJP</b>	Matthew	Perkins	Assistant Teacher (Geography and Boys' Games)
<b>KTP</b>	Katie	Playfair	<b>Head of Classics</b>
<b>KRP</b>	Kristofer	Pointer	Design Technology (P/T), DT technician
<b>RPP</b>	Richard	Procter	Assistant Director of Music (P/T)
<b>STR</b>	Steve	Radojcic	Chemistry, Proctor
<b>LRO</b>	Lawrence	Rao	Mathematics
<b>EJR</b>	Emma	Rees	Mathematics
<b>MJBR</b>	Matthew	Reeve	Biology
<b>JOR</b>	Jo-anne	Riley	History, <b>Deputy Head, Academic. Deputy Headmistress from Jan 2010</b>
<b>DRR</b>	Derek	Roberts	Design Technology, Contingent Commander, CCF
<b>DVR</b>	David	Rosa	<b>Head of French</b>
<b>JRR</b>	Joe	Rowing	Physics
<b>OMR</b>	Olga	Ruyszczak	English, Dyslexia support (P/T)
<b>RMR</b>	Raphael	Ruz	<b>Director of ICT (associate member of SMT)</b>
<b>ABS</b>	Audrey	Sandrama	French and Spanish
<b>JSS</b>	Jenny	Scopes	<b>Head of Psychology, Deputy Housemistress; Fenwick</b>
<b>PJS</b>	Peter	Smales	Physics
<b>CAS</b>	Caroline	Smith	Research Assistant
<b>PSS</b>	Paul	Smith	Religion and Philosophy
<b>SGRS</b>	Simon	Smith	English, <b>Second Master</b>
<b>OMS</b>	Oliver	Smyth	Mathematics (P/T)
<b>JNS</b>	John	Spencer	<b>Head of Geography</b>
<b>PPS</b>	Paul	Sperring	<b>Head of Religion and Philosophy</b>
<b>JMT</b>	Joanna	Thomas	Deputy Head of Mathematics
<b>GTT</b>	Gill	Tissier	Physics (P/T)
<b>DUT</b>	Don	Turnbull	Science (P/T)
<b>EFT</b>	Edward	Twohig	<b>Director of Art</b>
<b>ALW</b>	Alexia	Walker	Biology, <b>Director of Cricket, from Jan 2010</b>
<b>MEW</b>	Mark	Walsh	<b>Head of Chemistry</b>
<b>BCW</b>	Bernadine	Walsh	English, <b>SENCO</b>
<b>JRW</b>	John	Weeks	<b>Head of Mathematics, Economics, Assistant Head (Middle School)</b>
<b>CJW</b>	Chris	Wheeler	English, <b>Housemaster; Leconfield</b>
<b>ELW</b>	Eleanor	Whipple	Music (P/T)
<b>SCW</b>	Sarah	Williams	Mandarin (P/T) to Dec 2009
<b>MDW</b>	Matthew	Wiseman	Biology to Dec 2009
<b>ACW</b>	Alison	Withers	<b>Housemistress; Williams</b>
<b>JASW</b>	Julian	Withers	History, <b>Housemaster; Hampden</b>
<b>SAW</b>	Sally	Woodmansey	<b>Head of Business Studies, Housemistress; Ryle</b>
<b>JJZ</b>	Jing Jing	Zhao	<b>Head of Mandarin</b>

For details of Visiting Music Teachers, please consult the termly Blue Book or Mrs Karen Smith, Music Administrator.

## **Activities**

The College has a wide range of extra-curricular activities operating on all days of the week, either at lunchtime or between 4 and 5pm. Mr Roger Nicholson is Assistant Head (Co-curriculum). Please contact him if you have any questions about the extra-curricular programme.

## **Addresses**

Please inform the Director of Admissions immediately, in writing, of any change of address and telephone number so that our records can be constantly kept up to date. It is of utmost importance that we have both daytime and evening contact numbers, fax and e-mail details in case of emergency.

## **Alcohol**

Alcohol is a powerful drug and students are forbidden to drink alcohol at all during the school day. Any pupil caught bringing alcohol to school or on a school trip, or found under the influence of alcohol during these times, may be suspended. School events are governed by licensing laws which restrict the serving of alcohol to underage pupils. The School has a policy covering alcohol licensing which is available on request.

## **Arrival and Departure**

Day pupils are asked to arrive for morning registration by 8.20am. The teaching day ends at 4pm but pupils are expected to be involved in activities most afternoons until 5pm. The library is available for supervised prep between 4 and 5pm for pupils who wish to be at school but are not involved in an activity. School buses depart at 5pm. Pupils arriving late to school are recorded as such and you may receive a call asking where they are.

## **Assemblies**

Each day the school has assemblies of some sort. This is an important part of the day in terms of community spirit as well as for the moral and spiritual guidance of your son or daughter. Assemblies start at 8:35am, please ensure they are at school in plenty of time. If you wish them to be withdrawn from the religious chapel service on a Tuesday morning, for faith reasons, please contact their housemaster / mistress.

## **Assessments, monitoring and reporting to parents**

Pupils are assessed by their subject teachers both formally and informally frequently throughout the school year. The formal assessment process is carried out by the issuing of interim grades approximately every 3 to 4 weeks and with end of term reports. Grading includes an effort grade (1 to 5) and an attainment grade (A\* to E). Pupils whose effort is deemed to be under par (average of 3.0) are considered to be a cause for concern. These pupils are monitored closely by house staff and the Deputy Head, Academic (Jo-anne Riley). The dates for the issuing of all interim grades are published in the Blue Book.

## **Attendance at School**

If your son or daughter is going to be absent for any reason, please contact their Housemaster or Housemistress (by phone or email) on the morning (before 8:20am) of the first day of absence and keep in regular contact thereafter.

If part of a school day is to be missed due to an appointment please notify house staff in writing in advance. Email is a useful way of doing this.

If your son or daughter has to leave the school in the case of an emergency during the day please notify reception (702200) .

If your son or daughter is late for school (after 8.30am) they should report directly to reception to register.

It is not school policy for pupils to be given leave of absence during term time for holidays.

If you wish to take your son or daughter out of school please contact their Housemaster / Housemistress initially, who will pass your request on to the Senior Deputy Head. If your son or daughter is a boarder and wishes to leave for holidays before the end of term, or return to school late for the start of term, this is considered holidays and, again, permission must be sought from the Senior Deputy Head.

## **Blue Book**

Every term each pupil is given their own copy of the Blue Book in A5, planner format. In addition, parents are sent an A6 pocket Blue Book at the end of the previous term. This gives dates times and details of all main events during the term, and for pupils, acts as a prep diary. You are warmly invited to attend any school events such as concerts, matches and shows, whether or not your son or daughter is involved.

## **Bullying**

The College has in place a strict anti-bullying code. This is based on mutual respect and underscores the unacceptability of any form of bullying. **Brighton College does not tolerate bullying. Pupils who are found to be bullying may be expelled.** Please ask if you wish to see a copy of the Anti-bullying Code. **Pupils may be expelled if they are found to be bullies.**

## **Boarding**

Boarding is an integral part of the life of Brighton College and currently 200 pupils board either as weekly or full boarders in one of our 3 boarding houses. For busy parents who live some way from school weekly boarding may be an attractive alternative to being a day pupil. If you are interested in your son or daughter becoming a boarder, either full, weekly or on an occasional basis, please contact their Housemaster, Housemistress or the admissions office to check availability. Mr Ken Grocott is Director of Boarding and can answer any questions you may have.

## **Bounds**

The College has strict rules about pupils leaving the campus during the working day. No member of the 3<sup>rd</sup>, 4<sup>th</sup> form or L5<sup>th</sup> forms may leave the campus during the school day except to travel to the New Ground, Dyslexia Centre or Montague Place.

After Christmas, members of the U5<sup>th</sup> may visit Kemp Town during morning break and at lunchtimes, provided they have their parents' permission. They **must sign out and back in with Reception and stay within published bounds.**

Members of the Sixth Form may visit Kemp Town but must sign out and back in with Reception. Personal vehicles must not be used at these times.

No boarder may leave the College grounds after 5.00pm on weekdays without permission from their Housemaster/mistress.

Pupils may enter Houses other than their own only with permission from the Housemaster or Housemistress of the House visited. In boarding houses permission will only be given to visit public rooms. No boy may visit a girl's room and no girl may visit a boy's room.

Public houses and betting shops are out of bounds.

## **Books and Stationery**

Pupils are issued with books and stationery as required by each department. These are recharged to the pupils account. Should pupils need additional stationery they may acquire these from the book shop and sign for them. Such acquisitions are then recharged to the termly bill.

The school shop, the College Tailor, is at 98 St George's Street, Kemp Town.

## **Bursary**

The School's Director of Finance and Deputy Head is Paul Westbrook, who can be contacted via his secretary, Jo Moses on 01273 704260. The Assistant Bursar is Cathy O'Reilly (tel: 01273 704256), the Head of Finance is Anne Riley (tel: 01273 704252), they will be happy to deal with any financial queries that you may have.

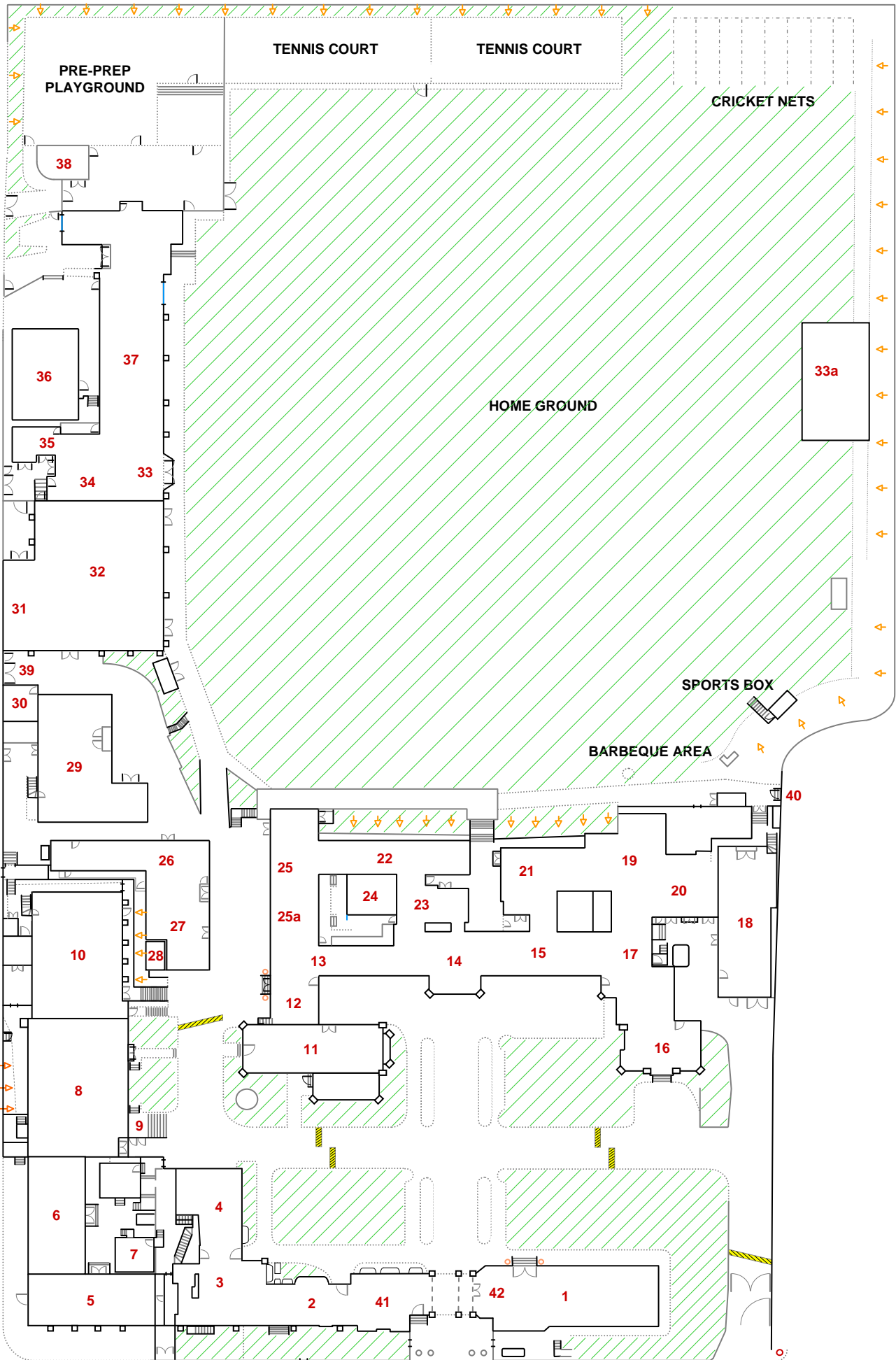
## **Buses**

Parents may wish to make use of one of the 7 daily bus services to and from the College which run from **Billingshurst, Lindfield, Angmering, Crowborough, Horsham, Wivelsfield, Eastbourne and Peas Pottage.** Details of routes and charges can be obtained from Kim Malins in the Bursary. Full school uniform should be worn on the bus and poor behaviour will be reported by the driver to House staff and dealt with following the school's sanctions code. Senior pupils on each route are asked to act as monitors on the buses to assist in keeping good order and assisting the younger pupils.

## Campus Layout, key to departmental areas

code	Name	Specific Location	Housing.....
1	<b>Dawson Building</b>	Ground floor	Reception and Bursary
	<b>Ryle House</b>	Second floor	Boys' day house
	<b>Headmaster</b>	First floor, over archway	Headmaster's study and secretariat
	<b>Chichester House</b>	First and Third floors	Girls' day house
2 (& 41)	<b>School House</b>		Boys' boarding house
3	<b>Abraham House</b>	Ground floor	HMM's flat
		First, Second & Third floors	Boys' boarding house
	<b>EAL Department</b>	Lower Ground floor	Porterage and Estates Bursary
4	<b>Abraham House</b>	Ground floor	Boys' boarding house
5	<b>Rose Lecture Theatre</b>		History classrooms and lecture theatre
6	<b>Woolton Building</b>	Ground floor	Modern languages department
		First floor	Geography department
	<b>Alexander Visual Arts Centre</b>	Second floor	Art department
7	<b>Health Centre</b>	Lower Ground Floor	Health Centre
8	<b>Great Hall</b>	Lower ground floor	OB Office
9	<b>Armoury, Reprographics</b>	Lower Ground floor	CCF, D of E store, Reprographics
10	<b>Swimming Pool</b>		Swimming Pool
11	<b>Chapel</b>		Chapel, vestry
12	<b>Hordern Room</b>		Music rehearsal and performance space
13	<b>Main Building</b>	Ground floor	English classrooms
14		First floor	6th form centre & Dimbleby Lecture Room
	<b>Main Building</b>	Ground floor	Clocktower reception, SMT studies
15		First floor	Library
	<b>Main Building</b>	Ground floor	Seldon House
		First floor	Williams House
16	<b>Headmaster's House</b>	Ground floor	Staff Common Room
17	<b>Fenwick staff flat</b>	First and second floors	Girls' boarding accommodation (Fenwick)
	<b>Fenwick House</b>	Ground floor	Fenwick Deputy HMM
		First, Second & Third floors	Girls' boarding house
18	<b>Fenwick House 6<sup>th</sup> form</b>	First and Second floors	6 <sup>th</sup> form girls boarding house
19	<b>Dining Hall</b>		
20	<b>Fenwick House</b>		House mistresses residence
21	<b>Durnford House</b>		Boys' day house
	<b>Science Department</b>	Ground floor	Chemistry department
		First floor	Physics department
22		Second floor	Biology department
23	<b>Science Lobby</b>	Ground floor	toilets
	<b>Performing Arts Centre</b>	Ground floor	Café de Paris
24		First floor	music practice rooms, Dance office
25		Second floor	Dance studio
	<b>Lester Building</b>	Ground floor	Science laboratories
		First floor	Mathematics classrooms
		Second floor	ICT department and support
25a	<b>Lower School</b>	Ground Floor	Lower school and office
26	<b>Skidelsky Building</b>		Development site for Skidelsky Building (new Lower School and DT department)
27	<b>Old Music School</b>		Economics classroom, staff work area.

28	<b>Porterage storage</b>		storage facility
29	<b>Aldrich House</b>	Lower Ground floor	Boys' day house
	<b>DT department</b>	Ground floor	DT workshops
	<b>Hampden House</b>	First floor	Boys' day house
	<b>Leconfield House</b>	Second floor	Boys' day house
30	<b>Storage area</b>		storage facility
31	<b>Maintenance</b>		maintenance department
32	<b>Sports Hall</b>		Sports Hall
33	<b>Pavilion</b>	Ground floor	changing rooms, gym, toilets
		First floor	PE classroom, Director of Sport, PE office
33a	<b>Sammy Woods Pavilion</b>		Cricket Pavilion
34	<b>Sports department</b>		changing rooms, toilets
35 - 38	<b>Pre-Prep School</b>		
39	<b>Sutherland Road entrance</b>		
40	<b>Walpole Road entrance</b>		
41 (& 2)	<b>School House</b>	Lower Ground floor	Pupils' recreation space
		Ground floor	HMM's flat, Common Rooms, Parcel store
		First & second floors	Boys' boarding house
42	<b>Security Department</b>		Main entrance and Security Lodge



## **Code of Conduct for Pupils**

We don't have many rules at Brighton College – but here they are! Life is much more pleasant for all if pupils stick to them.

- Show respect for yourself and for the school community
- Be courteous and polite to everyone, kind and helpful to one another
- Respect one another's property, the school buildings and furniture
- Arrive at school on time and fully prepared
- Do your best in class and complete prep as well as possible and on time
- Take pride in your uniform and dress correctly
- Walk sensibly, safely and quietly around the school and to and from games
- Behave safely at all times, observing safety rules (eg fire procedures). Do not put others' safety at risk
- Look after your own possessions and leave valuables at home
- Use mobile phones with discretion and never in class or in public
- Do not indulge in sexual relationships, act modestly in public
- Be healthy – do not take or have in your possession tobacco, alcohol, or non prescribed drugs in any form, at any time or in any place
- Stay within the published bounds of the school
- Look after the school, do not drop litter
- Play ball games only in designated areas at approved times and dressed appropriately
- Do not eat in public places, do not chew gum

## **Calculators**

All pupils in the lower part of the school and all those doing Mathematics or Science subjects in the Sixth Form will need to purchase a calculator of their own. A graphic calculator is not obligatory but would be useful for A level Mathematicians. An appropriate model will be recommended to pupils at school.

## **Careers**

The School's careers provision and resources are housed in the Library, and delivered by the librarian and Head of Careers, Miss Cecile Mayanobe. University entrance and 6<sup>th</sup> form specific careers information is held in the 6<sup>th</sup> form centre and overseen by Mr Mark Beard, the Assistant Head (6<sup>th</sup> Form).

## **Chapel**

Fr Robert Easton is the College Chaplain. The Chapel is at the centre of College life in many ways, offering guidance, support and reflective peace in the middle of a busy school day. If you have any queries about spiritual matters or the life of the Chapel, please contact Fr Robert. It is expected that pupils will attend chapel daily during the school day (as directed) and on Sundays on a number of occasions throughout the year, when parents are warmly invited to attend.

## **Child protection (safeguarding)**

The school has a duty to observe all appropriate child protection legislation. As such all staff who have access to children (whether teaching or support staff) have undergone an enhanced CRB check and are trained in child protection recognition and referral. Mr Ken Grocott (Director of Boarding) is the Child Protection Officer for the senior school.

## **Combined Cadet Force**

See 'Service'.

## **Coursework**

Many, though not all, of the public examination courses offered in the College have a coursework requirement, which usually requires a written piece of project or practical work to be done in advance of the examination. **The deadlines for coursework are very important and must be observed.** A summary of these is published annually by the Deputy Head, Academic, Mrs Jo-anne Riley, to enable students who have several pieces of coursework running concurrently to plan their time. Any queries surrounding coursework should be made to the Housemaster or Housemistress in the first instance.

## **Counselling**

The College has a team of counsellors coordinated by the Health Centre under Sister Kirsteen Vernon.

The role of the counsellors is to:

- a) Act as a support group in an emergency: answering telephones, dealing with anxious parents and pupils, and being available to talk to individual pupils.
- b) Be available for Housemasters, Housemistresses and other members of staff to refer a pupil to if there is a particular problem which requires further advice and help.

## **Curriculum**

The school curriculum is very varied!

In the Lower School pupils are taught by specialist teachers for all of their subjects. Their curriculum covers the basics, maths, English and the 3 sciences, languages (with a choice of Spanish or French in addition to Mandarin) and they study 'The Story of our Land' to cover geography, RS, philosophy and history in an exciting new humanities course.

In Year 9 (4<sup>th</sup> form) pupils study maths, English and science (as 3 discrete subjects), modern languages, including Mandarin for all, French and Spanish. In addition they can learn Latin, design technology, ICT, music, art, history, geography and religious studies.

During the 4<sup>th</sup> form pupils opt for their GCSE subjects. They continue with maths, English (literature and language) and science (dual or triple award, both taught as discrete subjects by specialists), and can opt for further subjects from; history, geography, religious studies, languages (French, Spanish, German and Latin), art, design technology, ICT, drama, dance and PE.

During the U5<sup>th</sup> pupils are asked to make choices for the subjects that they wish to study in the 6<sup>th</sup> form, subject to their gaining successful GCSE results. In the L6<sup>th</sup> pupils study 4 AS levels from a choice of over 30 subjects. This reduces for the majority of pupils to 3 A2 courses of study in the U6<sup>th</sup> year.

## Daily routine – the shape of the week

- Lessons are 40 minutes long (no breaks between lessons), there are 8 academic lessons and 2 activity periods per day
- There is a staggered lunch time, with the 3<sup>rd</sup>, 4<sup>th</sup> and L5<sup>th</sup> form having lunch at 12:35, during P6A. They return to PB6 at 1:10pm.
- All pupils register (in houses) twice a day, 8:15am and 1:45pm
- Each day starts with some form of worship or an assembly. This is organised by year group or house and uses the Great Hall and Chapel as the main venues
- Tutor period occurs on Wednesday after Lunch at 1:40pm (except for 3<sup>rd</sup> form)
- All pupils have two games sessions per week (Tuesday, Wednesday or Thursday, depending on year group). Sports fixtures are also held on Saturdays
- There are two activity sessions per day, lunchtime and 4pm. Pupils are expected to opt into 2 after school activities per week. Pupils not involved in an activity may leave at 4pm or do supervised prep at that time
- School buses leave at 5pm
- There are no bells to indicate lesson changes. Bells are rung as follows: 8:35 (to chapel), 8:48 (end of chapel), 8:55 (period 1 begins), 11:10 (5 minute warning for start of period 4), 2:40 (start of afternoon lessons), 4:50 (end of activity period 10)

Shape of the Week 2009/10											activities		activities					
	House	Chapel	1	2	3		4	5	6A	6B		7	8	9	10			
									Lesson 6 for U5th and 6th Form, 3rd, 4th & L5th on Tuesday	Lesson 6 for 3rd, 4th, L5th Form, except on Tuesday								
<b>start</b>	8:15am	8.35am	8:55am	9:35am	10:15am	10:50am	11:15am	11:55am	12.35pm	1.10pm		1.50pm	2:45pm	3:20pm	4:00pm			
<b>end</b>	8:30am	8.55am	9:35am	10:15am	10:50am	11:10am	11:55am	12:35pm	1.10pm	1.45pm		2.40pm	3:20pm	4:00pm	4:50pm			
<b>M</b>	<b>REGISTRATION</b>	<b>DAILY CHAPEL SERVICE / ASSEMBLY</b>				<b>BREAK</b>					<b>REGISTRATION</b>							
<b>T</b>			3rd Form Games				Senior games			no P6B		4th & L5th Games	4th and L5th Games	Lesson 8	Lesson 9	Protected Music		
<b>W</b>														Tutor period	3rd Form Games		4th Form Lessons	4th Form Activities
<b>T</b>										4th and L5th Games			Senior Games	Senior Games				
<b>F</b>														Protected Music	Lesson 8	Lesson 9		

## Detentions

Unfortunately, pupils do not always follow the code of conduct and at such times sanctions may be imposed upon them by subject teachers or house staff.

After school detentions may be given for incidents of bad behaviour or poor work. These take place on Thursday between 4 and 5pm and are taken by the prefects. The system is managed by the Proctor, Mr Stevan Radojic.

Saturday Detentions run for up to 4 hours, starting at 9am each Saturday. These are given for more serious poor behaviour or serious lack of work and are supervised by staff.

Detention slips are sent home by the proctor to inform parents of a Saturday detention.

*The school believes in constructive punishment – detentions are an opportunity for pupils to catch up on work missed or to redo work which could be of a higher standard.*

## Dress (school uniform)

### Girls

#### 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Forms

- Box pleat 'Dress Menzies' knee length skirt (worn on or below knee **not above the knee**.)\*
- Black tailored jacket\*
- White long sleeved stiff collared shirt with House or College tie\*
- **Or** White open-neck blouse of regulation style (worn without a tie)
- Short black cardigan or pullover
- Plain black or neutral coloured tights or white socks
- Plain dark overcoat
- Sensible style, flat black leather shoes with **heels no more than one inch high** (*note that for health and safety reasons, mules and stiletto heels are not acceptable*).
- Scarf, either black crested\* or school colours\*.
- Jewellery - One pair of stud earrings and a discrete chain necklace allowed.
- Hair styles – **no unnatural colours or ostentatious styles allowed.**
- Make up – 4<sup>th</sup> form, **no make up or nail varnish allowed.**
- Make up – 5<sup>th</sup> form, **make up must be invisible, no nail varnish allowed.**

#### 6<sup>th</sup> Form 'Smart and businesslike'

- Plain or discreet pinstriped skirt suit or trouser suit in sober blue, grey, brown or black. **Trousers or skirt must MATCH the jacket.**
- Skirts must be **businesslike in style**, knee to mid-calf length and with no revealing splits or uneven hems.
- Trousers must be **full length, tailored and of classic design.**
- Shirt/blouse **of modest design with collar and sleeves in** plain, fine stripe or fine check fabric. Blouses should not be revealing.
- Plain round or V-neck jumper/cardigan. No polo neck jumpers or vests (over shirts) allowed.
- Plain tights (in keeping with outfit).
- Smart leather shoes in black, navy or dark brown – **no more than two inches high & no stilettos or mules.**
- Plain dark overcoat colour.
- Jewellery and make up should be discreet.
- Scarf – plain sober colour, grey, blue, black or brown, no patterned scarves allowed.

## Boys

### 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Forms

- Tweed jacket\* with black trousers (for day to day wear in Michaelmas and Lent terms)
- Charcoal suit\* (for best and Summer term wear)
- Plain white shirt
- College tie\*
- Black V-neck pullover
- Plain black socks
- Smart black leather shoes (not boots)
- Plain dark overcoat
- Scarf, either black crested\* or school colours.
- Hair should be neat and tidy and no longer than collar length
- No ostentatious hair styles or colour allowed
- No piercings

### 6<sup>th</sup> Form *'Smart and businesslike'*

- A dark suit in sober blue, grey, brown or black (best or day)
- Sports jacket and smart trousers (*not chinos*, day only)
- Sober, smart shirt (must be plain, fine pinstripe or fine check) – ***black and very dark shirts are not allowed***
- School\*/House\*/representative tie
- Smart black/dark brown shoes or lightweight boots
- Plain coloured V-neck pullover. **Any colour allowed but these should not be 'chunky', patterned or made of fleece material**
- Plain dark overcoat
- Scarf – plain sober colour, grey, blue, black or brown – no patterned scarves allowed.
- Hair should be neat and tidy and no longer than collar length
- No ostentatious hair styles or colour allowed
- No piercings
- Boys must be clean shaven

***For boys and girls, Items marked \* should be of regulation style and should be obtained from the school uniform shop.***

#### General dress guidelines

- a. Dress regulations to and from School.  
Those who travel by car or by the school bus should wear full school uniform.  
Those who come in by public transport may wear a dark jacket/coat over their uniform.  
Those who travel to and from school by bicycle or motor-cycle must change into full uniform on arrival at school.
- b. Jackets must always be worn unless instructed otherwise (e.g. in hot weather or in class).
- c. Casual clothes may be worn on certain occasions, e.g., the termly 'own clothes' day, on certain school trips, after high tea and at weekends when free of school commitments.
- d. Uniform should be worn during both public and internal examinations.
- e. ***Only very limited and discreet wearing of jewellery*** is permitted as is light make-up for girls. One pair of stud earrings only for girls. Girls may not have piercings other than in the ear lobes.
- f. ***Boys may not have piercings or wear earrings***
- g. **Hair styles should be modest. Unnatural, Ostentatious or eccentric hair colour or style for boys or girls is not allowed.**

School uniform is smart when worn correctly and should give a sense of belonging to those who wear it, as well as identification to others. Please wear your uniform with pride!

## Distinctions

Distinctions are awarded for a particularly good piece of work. After recommendation, the pupil is asked to show his/her work to the Headmaster by making an appointment. If a pupil receives certain numbers of distinctions they will earn a Bronze, Silver, Gold, Diamond or Platinum award certificates. These are presented in Presentation Assembly at the end of each term.

## Drugs

The College has a strict drugs policy (available to parents on request). Drug education forms part of the PSHE programme. Any pupil caught bringing illegal drugs on to the campus, or found under the influence of them, will be asked to leave the school. Before embarking on school trips pupils are required to sign a contract with regard to their compliance with the code of conduct on drug and alcohol use. **We do not tolerate drug taking. Pupils who are found to be under the influence of, or in possession of drugs on campus or a school visit will be expelled.**

## E-mail

Email is often the easiest way to contact school. As a general rule, school staff email addresses are [initialsurname@brightoncollege.net](mailto:initialsurname@brightoncollege.net). Eg [lkenway@brightoncollege.net](mailto:lkenway@brightoncollege.net). All pupils also have an email account at school, which they are encouraged to use. We try, where possible, to send communications home electronically too (newsletters and other information) and encourage you to keep us informed if your email address changes. The Director of ICT, Mr Raphael Ruz, can answer queries on all things IT!

## Equal opportunities

We believe that every person has the same rights and is entitled to the same opportunities, regardless of race, religion, ethnic origin, gender, sexual orientation, social background, or disability.

Brighton College does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic or national origin.

We expect everyone involved throughout the schools of Brighton College to:

1. respect and promote equal opportunities for all people
2. encourage harmony and understanding in society
3. recognise and oppose all forms of prejudice and discrimination
4. remove both outward and hidden discrimination
5. enable differences to become positive and enriching attributes
6. develop each person's skills to the highest possible level
7. promote an environment where all can share equally in the opportunities offered
8. help pupils to learn acceptance and tolerance
9. enable pupils to communicate confidently without fear or prejudice

Any member of the school (staff or pupil) who is found to discriminate or favour any other based on any group that they may be perceived to belong to may be disciplined for their actions.

## **Examinations**

Pupils are examined in most subjects during the course of an academic year. In the 4<sup>th</sup> and L 5<sup>th</sup> form exams are held in the second half of the summer term. The U5<sup>th</sup> have mock GCSEs in January at the start of the Lent term, with GCSEs starting in May. Please also be aware that your son or daughter may have GCSE module tests (in science and RS for example) in November, March or June of either the Lower or Upper 5<sup>th</sup> years. Both 6<sup>th</sup> form year groups have AS and A2 modules in January and in June.

## **Exeat Weekends**

Once or twice a term the boarding houses close for an exeat weekend. These may start at 5pm on Friday (until 6pm on Sunday) or after games on Saturday afternoons. All boarders are required to return home, or to guardians' homes for the duration of the exeat weekend.

## **Family Society**

The Brighton College Family Society (BCFS), founded in September 1997, is open to all parents and former parents of the College. It organises a series of lectures, often by high profile public figures; evening classes and other events, including theatre trips and tours abroad. Parents are welcome to bring other family and friends to the various events.

## **Field days**

Termly field days are an opportunity for students to extend their education beyond the classroom. Pupils are offered the chance to do fieldwork, go on trips to museums and galleries and the like as well as participate in adventurous activities with the CCF. Full attendance on these is expected, field days are an integral part of the education at Brighton College. **These are not to be considered as days off and we ask parents to support the College on this.**

## **Fees**

The Governors of Brighton College determine the fees for each academic year in the preceding summer. The Chairman of the Finance Committee will notify parents of changes. This notice will also contain details of methods of payment and other details necessary for parents. Any questions or problems relating to fees should be addressed in person to the Director of Finance and Deputy Head.

## **Food and Catering**

All day pupils have a full cooked meal at lunchtime on four days of the week, served in the dining hall. Each day one year group has a baguette lunch, served in the Café de Paris. The Catering Manager, Mrs Fiona Carnes will be happy to talk to any parents about the menus and the choice of food on offer. Mrs Carnes meets regularly with both Parents' Forum members and pupils to discuss likes and dislikes and to review the catering provision for both boarders and day pupils.

## Health centre

The Health Centre provides first aid and nursing support in school.

**Tel. No. 01273 704243**

**Mobile no. 07712 677345 (for after school hours)**

Pupil surgery hours            Monday to Thursday: 0800 to 2100

Friday: 0800 to 1700

A member of the Health Centre staff is always “on call” 24 hours for emergencies. The school doctor holds a clinic once each week but is always available in an emergency, and the College provides a “Drop-In” counselling facility (Tuesday and Thursdays 1300 to 1600). The School Sister is always available for you to contact if you have any concerns about health issues.

### Health Centre staff:

School Medical Officer:    Dr Richard Grey

School Sisters:                Mrs Kirsteen Vernon RGN, Mrs Helen Herbert RGN

## Holidays in term time

The school term dates are published at least a year in advance and provide for generous holiday time. We therefore feel that there is no reason for pupils to take time off for holidays during term time, nor (in the case of boarders) not to be at school for the duration of each term. Should you wish your child to miss school for holidays, please contact the Senior Deputy Head, Mrs Louise Kenway, to request permission. In general, such absence is considered as unauthorised.

## Houses – the Pastoral Care System

The House is your first point of contact, as parents, with the school. If you have any worries regarding academic, behavioural or any other issue affecting your son or daughter please call or email their housemaster / housemistress in the first instance. Contact details are published in the Blue Book.

If they feel it is necessary, they will pass your concern on to the appropriate senior manager.

### The houses are:

Abraham	boys, boarding
Aldrich	boys, day
Chichester	girls, day
Durnford	boys, day
Fenwick	girls, boarding
Hampden	boys, day
Leconfield	boys, day
Ryle	boys, day
School House	boys, boarding
Seldon	girls, day
Williams	girls, day

### HMM

Mr Ken Grocott (Director of Boarding)
Mr Graham Hart
Miss Elizabeth Cody
Mr Simon Hawkes
Mrs Michelle Murphy
Mr Julian Withers
Mr Christopher Wheeler
Ms Sally Woodmansey
Mr Matthew Godfrey
Mrs Mary Cremona
Mrs Alison Withers

## **ICT for pupils**

All pupils are given access to the internet and the school's own network. This is an essential aid for learning, indeed some staff deliver lessons using one of the schools 5 ICT suites. Pupils are expected to follow the code of practice for both email and internet use and for the use of the network when in school. Any pupil not doing so may lose the right to have access to the network in their own time.

'Cyber bullying' is becoming a concern for both parents and pupils. Please be aware that the use of the internet and pupils' own websites can be hurtful and cause distress. We ask that parents monitor their sons' and daughters' use of sites such as bebo, Facebook and MSN outside school time. If you have any queries over any aspects of ICT use in the school please contact the Director of ICT, Mr Raphael Ruz.

## **Library**

The school library is available each day, 8:30 to 7pm (5:30pm on Fridays) for private study, careers guidance and personal reading. The library is well stocked with a variety of electronic and paper resources and has a bank of computers for pupil use. Please contact Miss Cecile Mayanobe, the school librarian, if you have any questions about the use of the library facilities.

## **Lost Property**

In a busy school day it is easy for pupils to misplace items. Please ensure that pupils name their clothing and other items so that it can be returned if found. The Security department oversees lost property. Please do not allow your child to bring expensive items or large amounts of cash to school. Boarders all have a personal lockable safe and all day pupils have a locker in their study which they are encouraged to use. Please help your son or daughter to take responsibility for their own property.

## **Mobile 'phones for pupils**

Whilst the College accepts that these are a useful means of communication, phones should not be taken to lessons or used around the campus but only used in the privacy of the Houses. A phone will be confiscated if a pupil abuses this code and we would ask that parents keep incoming calls to a minimum. The Anti-Bullying code considers text and phone bullying to be a serious issue.

## **Music Lessons**

A very large percentage of pupils receive individual music lessons from about 40 visiting music teachers to the College each week. If your son or daughter wishes to have instrumental or voice lessons, please contact Mr Sandy Chenery (Director of Music).

## **Off games**

Parents of pupils who, through ill health, are unable to participate on a games afternoon should telephone their Housemaster or Housemistress to inform them or send a note to school. Pupils must also inform their tutors at morning registration. Long term absentees should provide their Housemaster or Housemistress with a doctor's note explaining the nature of the problem, and outlining the likely time for a return to games activities.

## **Office**

The College office is open from 8.00am to 6.00pm each weekday during term time (9.00am to 5.00pm in the school holidays) and Saturday: 9am to 12 noon. Before and after these times, messages can be left on the answerphone on 704200.

## **Old Brightonian Association**

The facility is offered for all pupils to subscribe to life membership at the rate applicable at the time they join the College. This entitles former pupils to receive a twice-yearly newsletter and invitations to all functions, sporting and other events and keeps them in contact with their school friends throughout life. Mr Anthony Whitestone is currently the Chairman of the OBs.

## **On Report**

A pupil whose academic progress is deemed to be unsatisfactory may be put 'On Report' by his/her House staff.

- A Short Report requires that each lesson is monitored, so that House staff and parents can check progress daily.
- A Weekly Report requires a comment about the preceding week, again to monitor progress, but on a less urgent basis.

A Headmaster's Report also requires a signed comment about progress and the report will be taken personally by the pupil to the Headmaster. This will be given in cases of especially poor progress. Parents need to be fully aware that repeated poor effort and attitude could lead to your child being excluded from the school.

## **Open mornings and evenings**

These termly events are exceptionally important days for the whole school community. Your son or daughter should expect to be available to attend and assist at such events as required. Please also encourage friends and family who may have sons and daughters who are interested in the school to come along and see what the College is up to.

## **Parents' Association**

This organisation was formed in 2006 to raise money to support the College and its activities. All parents are very welcome to get involved. Please contact the Parents' Association committee through the Headmaster's office.

## **Parents' Forum**

The parents' forum meets once a term and exists to give parent representatives a chance to speak with the Senior Management Team about issues which concern them with regard to the day to day running of the school and their children's education. Please contact the Headmaster's PA, Mrs Dorcas Sherwood, if you are interested in the work of the Forum, or wish to be considered as a year group representative.

## **Parent Gateway**

The school's data management system, SIMS, has a remote access link which parents can access from their home computer. This allows parents to see their son or daughter's assessments, attendance and other information from home. Please contact Mr Raphael Ruz, Director of ICT, for more information on how to use this valuable link with school.

## **Parents' Meetings**

All parents are invited to the College to meet their child's Housemaster or Housemistress and teachers, at least once during the year.

These parents' evenings are published in the termly calendar. All such evenings begin at 5:00pm and are held in the sports hall. Mr Cairns speaks to parents mid way through the evening.

An appointment system applies to all parents' meetings. Your son or daughter is responsible for making appointments with staff for you.

## **Personal Property**

All property and clothes, including games kit, brought to the School must be clearly and permanently marked with the owner's name. No responsibility whatever will be accepted for articles which are unmarked: such articles, if coming into the possession of the College, will be placed in the Security Lodge from which they may be taken by their owners. Articles not claimed after one month will be disposed of by the College. The proceeds of any sale will be credited to Chapel Funds.

Pupils are not always good at looking after their property and, while each pupil has a locker available to them, items do go missing. Please do not allow your son or daughter to bring large quantities of money or valuable or precious items to school.

## **Personal, Social and Health Education**

A curriculum of PSHE is devised by the joint Heads of PSHE and implemented through formal teaching, tutor period and PSHE workshops. Mr Ben Collie is responsible for the PSHE programme. Each year group receives three annual PSHE workshops (full or half days), one per term. Please contact the Head of PSHE should you wish to know more about the programme of study and the topics covered.

## **Photography**

From time to time pupils are photographed in school. This happens for a number of reasons; for the central data base, as a house, or individually when participating in school events such as matches, drama productions or musical presentations, or when receiving public exam results. At times we may wish to use some of these images in publications which go outside school. This may be for the front of the calendar for example, in local or national news papers, or on our website. Mr David Gold is responsible for marketing and PR in the school and oversees the library of photos that we use.

## **Pocket Money**

Parents are advised **not** to send pupils to school with large sums of cash. The College is unable to accept responsibility for the security of cash unless it is formally entrusted with its care. This is not possible for day pupils, but the boarding house staff will, on request, make suitable arrangements for the security of boarders' money.

## **Policies**

The school, in line with all others, has policies covering many aspects of school life. All of these are available to parents on request.

Please make requests via Mrs Louise Kenway, the Senior Deputy Head

These cover for example:

Admissions	Alcohol	Assessment
Behaviour	Bullying	Careers
Curriculum	Data protection	Driving to school
Drugs	Equal Opportunities	Health and Safety
Internet and Email use	Parental complaints	Registration & attendance
School Visits	Special Educational needs	University visits

## **Publications**

All schools wish to let parents and others know about their activities. You can find out what is happening in school via the weekly newsletter (emailed each Friday or on the school website), the end of term letters from the Headmaster, and the annual Brightonian, at the start of each new school year. Mr David Gold is the editor of these publications.

## **Pupil Planners**

At the start of each year, pupils are issued with a work diary. In this, pupils must record all preps, distinctions, detentions, interim grades and parents'/teachers' comments. Parents are asked to look at this diary regularly to ensure prep is being completed. It should serve as a means of communication with parents. This is an A5 format of the Blue Book.

## **Prefects**

Each year, about 30 L6<sup>th</sup> pupils are elected, at the end of the summer term, as school prefects for the following year. This body of senior pupils has a number of duties to perform both in school on a daily basis and on special days in the school calendar.

Housemasters and house mistresses also nominate house prefects whose responsibility is to assist in the smooth running of each of the 11 houses.

## **Prep/homework**

A prep timetable is published for all pupils. Parents of day pupils are requested to ensure that pupils can complete homework in a suitable working environment.

Boarding pupils have supervised prep each evening.

Pupils are expected to spend approximately the following times on preps:

3 <sup>rd</sup> form	1 to 1 <sup>1</sup> / <sub>4</sub> hours each evening
4 <sup>th</sup> form	1½ hours each evening
L5 <sup>th</sup> form	1¾ hours each evening
U5 <sup>th</sup> form	2 hours each evening
L6 <sup>th</sup> form	2½ hours outside lesson time daily
U6 <sup>th</sup> form	3 hours outside lesson time daily

***Parents are asked to insist on the school's 'curfew' policy on pupils telephoning between 7-9pm on Mondays to Thursdays. If all parents insist on it, it helps ensure undisturbed evenings for homework.***

## **Private Study in the 6<sup>th</sup> Form**

All 6<sup>th</sup> form pupils have some non-contact periods, study periods. These can be spent in the library or 6<sup>th</sup> form centre (studying!). 6<sup>th</sup> form pupils are expected to be able to use this time wisely. This will, of course, be reflected in their effort grades. If a pupil's average effort grade is less good than 3.0 they will no longer have this time to study alone, but will be supervised by teaching staff (in the library), until such time as their effort grade improves to better than 3.0.

## **Registration**

Registration is a statutory requirement twice a day.

Pupils register in houses with their tutors at 8:20am and 1:45pm. In addition all pupils are registered at the start of each lesson and activity. Absences are followed up. You may receive a call in the morning if your child has failed to register. This can be avoided by informing your son / daughter's Housemaster / mistress in advance (by phone or email) if you know they will be absent or late for school.

## **Rewards and Positions of Responsibility**

Brighton College is strongly committed to a policy of encouragement and endeavour. Much of this is communicated by praise and appreciation, in writing and orally. In addition, there are the following specific rewards and positions of responsibility. Pupils may be made house or school prefects in their U6<sup>th</sup> year. Prizes are awarded at the end of each term, on Speech Day in the summer and also as part of the weekly routine in chapel or assembly.

## Sanctions

At times, when pupils fail to follow the rules in the code of conduct, sanctions must be applied. This table below should act as a guide to the system that is in place.

		ACADEMIC		BEHAVIOURAL	
	Initiator	Action	Offence	Action	Offence
1	all staff	briefly detained by teacher or department	work or attitude unsatisfactory	Briefly detained by teacher or department	minor episode of unsatisfactory or anti-social behaviour in class
2	all staff	Note in Pupil Planner (HMMs informed)	Repeat of level 1 poor work / attitude	Thursday detention, (4:30 – 5:10)	repeats of level 1: offences out of the classroom (dress, yobbishness etc.)
3	all staff (rec by DH)	Saturday detention (9-10) HMMs Informed	3 notes in pupil planners behind with work after levels 1 & 2	Saturday detention (9-10)	repeats / more serious episodes of level 1.2 disruptive behaviour in class 1st smoking offence
4	HMMs HoD, DH, Head of Section	Half day suspension (Saturday 9-1)	Repeats of level 3 Seriously behind with coursework	Half day suspension (Saturday 9-1),	repeats of level 3 serious anti-social behaviour 2nd smoking offence
5	HMMs HoDs with SMT	1 day suspension (9-4:30) (free time suspended - holiday, weekend)	Repeats of level 4	1 day suspension (9-4:30) (free time suspended - holiday, weekend)	repeats of level 4 bullying 3rd smoking offence **see below
6	SMT with HM	3 day suspension (holidays suspended)	Level 5 having no marked effect	3 day suspension (holidays suspended)	repeats of level 5 **see below for reference to thieving, drugs, alcohol, bullying
7	HM with chair gobs	Exclusion	Lack of effort or achievement is such that it is having serious detrimental effect on progress of other pupils	Exclusion	a risk to others in the school, placing in jeopardy the well being of fellow pupils **see below

\*\*NB – levels 5, 6 & 7 include possession of substances (drugs, alcohol), bullying, and thieving. The seriousness of these offences will be judged by HMMs and SMT, and the pupils will be punished at the appropriate level. It could involve progression through levels or straight to level 7.

## Saturday Sporting Fixtures

On most Saturday afternoons throughout the year, the College participates in a wide range of sporting fixtures which are an important part of school life. If selected for a particular team, a pupil is required to turn out for a Saturday fixture, for which he or she will be given at least 24 hours notice, in addition to being told the precise meeting and travelling arrangements. These should take priority over other club commitments.

***Loyalty and full commitment are expected, and if injury or illness cause last minute withdrawal, the team coach must be contacted AS SOON AS POSSIBLE.***

If very special one-off family commitments or other special circumstances prevent a pupil from representing the school on a Saturday, parents should notify the Housemaster or Housemistress concerned well in advance and never less than one week before.

## **Scholars' programme**

Mrs Jo-anne Riley oversees the scholars' programme. This gives the scholars a weekly diet of added depth and challenge to their academic studies through a programme of lectures and activities on a wide range of subjects, put on by members of staff and visiting speakers. It is expected, if your son / daughter is in receipt of a scholarship, that they will attend a given number of these events per year. Each scholar is also required to present a paper of their own (either orally or written) to which they may invite their selected audience. This is an exciting new initiative which the pupils have much enjoyed and we encourage you to support your son or daughter to attend these, whether or not they are a scholar.

## **Scholarships**

These are administered by the Admissions Office. Please contact Mrs Mary-Anne Brightwell, Director of Admissions, for details.

## **School Council**

The purpose of the School Council is to provide a forum at which the pupils at the College, through their elected representatives, are able to air issues of general concern and make proposals for changes or innovations that they believe will improve the life of the members of the school. All pupils have the opportunity to contribute to this body. It is overseen by Miss Leah Hamblett, Head of Lower School.

## **Security**

Porters' Lodge: 01273 704241    Head of Security: Pat McCarter

## **Service Activities and the Combined Cadet Force**

From the Lower Fifth (the second year at the College), all pupils are expected to participate in a service programme on Wednesday afternoons. Many will join the CCF, but also available are the Duke of Edinburgh Award scheme, Marching Band, St. John's ambulance scheme, and in the Sixth Form, Community Service. In addition, there is a Field Day each term, sometimes including an overnight stay. For the CCF there is an Annual General Inspection each year in May, and camps are held in the first week of the Summer holidays.

## Sexual behaviour

Pupils should not engage in sexual relations at school. If they do so they should expect to forfeit their place at Brighton College. Pupils should not engage in public displays of affection.

## Sex and Relationship Education

Sex and relationships are considered important areas of knowledge. The curriculum for sex education is developed by PSHE and Biology Head of Department and is delivered through teaching of Religion and Philosophy, Science and PSHE.

## Sixth Form Centre

The 6<sup>th</sup> form centre was opened in October 2006. This is a place for 6<sup>th</sup> form pupils to work, to make progress on their university applications, to relax and to socialise. Mr Mark Beard, Head of 6<sup>th</sup> form oversees this facility.

## Smoking

***Brighton College is a no smoking establishment.***

Since July 2007 the new legislation regarding smoking in the work place has made it an offence to smoke on College premises. Substantial fines, according to a scale laid down by the Headmaster, are exacted for smoking offences. All receipts from fines are devoted to one of the charitable funds supported by the College.

## Special Educational needs

The school has a specialist dyslexia centre, run for the Senior School, by Ms Bernadine Walsh, the SENCO, which provides the support needed by pupils with dyslexia in English and mathematics. Ms Walsh can arrange assessments if you feel that your son or daughter has a learning difficulty. This is especially pertinent to provision of special circumstances for external examinations.

## Sport

There are three sessions of sport for each pupil per week on either Tuesday, Wednesday or Thursday and Saturday (for fixtures).

The Major sports are:

*Michaelmas term*

*Lent term*

*Summer Term*

### **Boys**

rugby

football, rugby

cricket, tennis,

athletics

### **Girls**

hockey

netball

tennis, athletics,

rounders, cricket

Pupils are given a degree of choice, depending on their year group. In general the major sports thus have first call on all pupils if there is a clash of interests. An exception to this policy is made when a pupil has reached National or near-National standard in his/her sport and, by prior agreement, will pursue this sport instead of the major sports.

Unless an arrangement has been made with the master or mistress i/c the sport concerned, the school matches will come before county matches. At a higher level, representative matches will usually have priority. In the interests of smartness and uniformity, regulation games kit must be worn. Non-regulation kit may be confiscated. Please contact Mr Roger Nicholson, Director of Sport, if you have any questions.

## **Sunday and Daily Chapel**

The College is a Church of England foundation and has maintained a tradition of Sunday services, which we believe to be an important part of the College's life and pupils' general curriculum. These services are relatively formal and traditional, in line with mainstream Church of England practice. We therefore expect pupils to attend a minimum of three Sunday chapels per year (one in each term, by House as indicated in the termly calendar). Those in the choir, of course, attend more frequently. Parents, too, are encouraged to accompany their children and support our Chaplain, Robert Easton.

Exceptions are only made on religious grounds for those who actively follow a different faith. Parents of children who are not of other faiths who feel strongly about Chapel are asked to write to the Headmaster, explaining the reasons for non-attendance.

Weekday chapel services are held most mornings (except Tuesday). All pupils and staff are expected to attend. If you have any questions regarding the spiritual life of the school, please contact Fr Robert Easton.

## **Supervised Study**

Pupils in the 6<sup>th</sup> form whose effort grades are worse than an average of 3.0 have their study time directed in the library. These supervised study sessions are supervised by a member of staff and should assist a boy or girl in getting back on track. Pupils' attendance is monitored and absences are treated in the same way as absence from classes. It is hoped that supervised study is only a short term measure and should act as an incentive to improve a pupil's effort.

## **Term dates**

Term dates are decided at least one year in advance and published in a variety of places (web site, Blue Book, Headmaster's letters) to assist parents in forward planning for holidays. We try, where possible, to make half term holidays coincident with the local state schools. Please note that it is not school policy to grant absence during term time for holidays. In addition, we expect all boarders to be present at school for the start and end of each term.

## **Theft**

We believe in respect of one another and of each others' property and hence we consider theft to be a very serious matter indeed. **Pupils who are found to steal the property of others may be expelled.**

## **Trips and Visits**

These form part of the College's outward-looking policy. Visits can be local or further afield. Some are subject related, e.g. field trips and outing days and some are fun activities.

When planning for an activity, the group's safety is paramount. If the school has concerns about the behaviour of a particular pupil and the effects this might have on others, it reserves the right to exclude him or her from the activity. All trips and visits are organised in adherence to the strict College code. Pupils who do not behave in an appropriate way may be sent home from a trip at the parents' cost. In such cases we expect the parents to fetch the child.

## Tutors

All members of staff are allocated to Houses to act as tutors. Regular tutorials are held on Wednesday afternoons (at 1:40pm) to help pupils to develop sound study habits and skills, and to monitor progress.

Tutors for each year group in each house are given below:

## Housemasters, Housemistresses and Tutors, 2009-10

<p><b>ABRAHAM</b> K A Grocott</p> <p>U6<sup>th</sup> M E Walsh L6<sup>th</sup> M B Reeve U5<sup>th</sup> M De Wet L5<sup>th</sup> Miss C Mayanobe 4<sup>th</sup> B W Collie <b>B W Collie</b> (Dep HMM)</p>	<p><b>ALDRICH</b> G W Hart</p> <p>U6<sup>th</sup> R S Cowan L6<sup>th</sup> M D Wiseman to Dec, O E Peck from Jan U5<sup>th</sup> K R Pointer L5<sup>th</sup> J A Cornish 4<sup>th</sup> Miss E L Whipple &amp; Miss T C Acheson</p>	<p><b>CHICHESTER</b> Miss E T M J Cody</p> <p>U6<sup>th</sup> J N Spencer L6<sup>th</sup> J R Rowing U5<sup>th</sup> Mrs N J Davin L5<sup>th</sup> Miss R J Percy &amp; R J Procter 4<sup>th</sup> Miss E J Rees</p>	<p><b>DURNFORD</b> S J Hawkes</p> <p>U6<sup>th</sup> B L Lambe L6<sup>th</sup> D M Gabriele U5<sup>th</sup> P J Smales L5<sup>th</sup> D A P King 4<sup>th</sup> Miss J S Langhorne &amp; A G Daville</p>
<p><b>FENWICK</b> Mrs M A Murphy</p> <p>U6<sup>th</sup> G J Mitchell &amp; Miss J J Zhao L6<sup>th</sup> Mrs M J Marsh, Miss G A Dore &amp; Ms J S Scopes U5<sup>th</sup> M D Bach L5<sup>th</sup> Miss N E Bailie 4<sup>th</sup> Miss K T Playfair <b>Ms J S Scopes &amp; M D Bach (Dep HMMs)</b></p>	<p><b>HAMPDEN</b> J A S Withers</p> <p>U6<sup>th</sup> R A Chenery &amp; Mrs S D Hart L6<sup>th</sup> M V Lewis U5<sup>th</sup> Miss M L Holness L5<sup>th</sup> B M Frier 4<sup>th</sup> L P Rao</p>	<p><b>LECONFIELD</b> C J Wheeler</p> <p>U6<sup>th</sup> Mrs G Tissier &amp; R C Alvers L6<sup>th</sup> D V Rosa U5<sup>th</sup> N J Buoy L5<sup>th</sup> P S Smith 4<sup>th</sup> D Roberts</p>	<p><b>RYLE</b> Ms S A Woodmansey</p> <p>U6<sup>th</sup> P Sperring L6<sup>th</sup> J Carr-Hill U5<sup>th</sup> R J Law L5<sup>th</sup> W J K Minter &amp; Miss A L Walker from Jan 4<sup>th</sup> Mrs J M Thomas</p>
<p><b>SCHOOL HOUSE</b> M A Godfrey</p> <p>U6<sup>th</sup> C T Morrissey L6<sup>th</sup> A T Debney U5<sup>th</sup> Mrs A B Sandrama L5<sup>th</sup> M Perkins 4<sup>th</sup> J P Pass <b>A T Debney</b> (Dep HMM)</p>	<p><b>SELDON</b> Mrs F M Cremona</p> <p>U6<sup>th</sup> Mrs F M Cremona L6<sup>th</sup> N T Harding &amp; G D Davis U5<sup>th</sup> J R Weeks L5<sup>th</sup> Ms J A Dynes &amp; E F Twohig 4<sup>th</sup> Miss V Hulme</p>	<p><b>WILLIAMS</b> Mrs A C Withers</p> <p>U6<sup>th</sup> D A Crichton &amp; D R Kerr L6<sup>th</sup> Miss C A Smith U5<sup>th</sup> Mrs R M Hawkes L5<sup>th</sup> P R Harrison 4<sup>th</sup> Mrs K Brown</p>	<p><b>LOWER SCHOOL</b> Miss L K Hamblett <i>(maternity leave)</i></p> <p><b>J W Dunn</b> <b>A J Merett</b> (Dep Heads of LS)</p> <p><i>Acting Heads of LS:</i> <i>Mrs L A Kenway to Dec, M</i> <i>J Beard from Jan to Easter</i> <i>2010</i></p>

**Uniform – see Dress**

## **School shop – the College Tailor, 98, St George’s Street, Kemp Town**

Opening times are 9am to 5:30pm, with lunch time closure between 12 and 1pm.

Pupils in the 6<sup>th</sup> form are allowed to use the shop for the purchase of stationery and other items when they would normally be allowed off site during the school day. U5th pupils are able to do this in the second half of the academic year, when they have Kemp Town leave. So as to ensure that pupils of all ages still have access to stationery and other items that they may need during the day, a stock of commonly bought items will be available from the main school reception desk, where pupils will be able to add the items to the school bill. In addition to stationery, mouth guards will be available in this way. This service will be staffed by the reception staff and will be open to pupils at morning break (10:50 to 11:15am) and at lunchtime (between 2 and 2:30pm).

## **Vehicles and Bicycles**

Pupils who wish to drive to school must apply for permission to do so from their Housemaster or Housemistress. No boarder may keep a car or motor bike at school. Day pupils may drive themselves to school by car or motorbike provided:

- They and their parents have completed the necessary documentation (from HMMs);
- **No lifts are to be given to other pupils** without the Headmaster’s and parents’ permission;
- No vehicle is brought inside the school grounds, or parked in front of the Prep school at any time;
- Helmets are worn when on motor bikes and bicycles;
- Motor vehicles are used only for travel to and from school and not used during the school day.

Parents should observe the one way system in operation when driving into the school.

Parking on site during the school day is not permitted other than in the visitors’ car park.

## **Website**

The school website is a great resource for finding out about the school’s events, its personnel or for contacting us. Please visit at [www.brightoncollege.net](http://www.brightoncollege.net).

## **Please note**

*This handbook is intended as a guide for parents and is updated at least annually.*

*It does not form a part of the school's contract with parents.*

LAK July 2009