

Brighton College



Parents' Handbook

2011-12

BRIGHTON COLLEGE

PARENTS' HANDBOOK 2011-12

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SECTION 1: Introduction

School Ethos

“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 Head Master, 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.”

Richard Cairns, Head Master

School Aims

Brighton College seeks to impart or provide:

- a love of learning for its own sake;
- a foundation of knowledge and body of skills with which to understand and question the world we live in and to prepare us, through an innovative approach to education, for the world we are likely to inhabit in the future;
- an awareness of, and appreciation of, the spiritual dimension in our lives;
- an enthusiasm for the world beyond the classroom - in particular, sport, music and the performing arts;
- a respect for difference in others and a recognition that the efforts and achievements of every individual in our community are valued equally.

In short, we strive to turn out well-educated, tolerant and intellectually curious men and women who are ready to take a full, active and positive rôle in the life of our country and of our world.

This Handbook

As parents or prospective parents you may have a wish to keep abreast of policies and procedures in the school. Whilst this handbook has most of the everyday procedures laid out in summary form, please contact your child's Housemaster/mistress in the first instance if you would like to know more.

Hard or electronic versions of the following information or policies are available on request from the Deputy Headmaster (pupils):

- policy and arrangements for admissions, misbehaviour and exclusions
- education and welfare provision for pupils with statements and pupils for whom English is an additional language
- curriculum policy
- anti-bullying policy
- health and safety provision and policy for health and safety on school visits
- rewards and sanctions policy
- academic performance in previous school year
- complaints procedure/number of formal complaints in previous school year
- staff, including temporary staff, and qualifications

Finally, please note that 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. Please do pass back ideas for improvement of the Handbook to the Deputy Headmaster (pupils), Mr Mark Beard.

Equal opportunities

We believe that every person has the same rights and is entitled to the same opportunities, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.

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.

SECTION 2: Staff and Governors

The Board of Governors, as charity trustees, have control of the College and its property and funds. The Chairman of Governors for Brighton College is Lord Skidelsky. The Chair of Governors for the Prep and Pre-Prep Schools of Brighton College is Mr Michael Chowen DL.

COUNCIL

President

Rt. Hon Lord Renton of Mount Harry PC, DL

Patron and Visitor

The Right Reverend The Lord Bishop of Chichester

Vice Patrons

The Vicar of Brighton

Vice-Presidents

S J Cockburn; The Rt. Hon. Sir John Chilcot
I W Dodd; R F Jones
Mrs J Lovegrove; D A Nelson-Smith; P D C Points
R J Seabrook QC
Dr A F Seldon; S G R Smith; Lady H Trafford
Dr J Wade;

College Governors

Chairman

Professor Lord Skidelsky FBA

Vice-Chairman

I J White FRICS

Governors

N Abraham CBE; Mrs J Aisbitt J; Lady Alexander;
M Burgess; M D L Chowen DL
Ms J Deslandes;
P Jackson; Rt Hon F Maude MP
G R Miller MBE FCIB;
A Pettitt; A J Symonds FRICS, MCI Ard
L Tomlinson OBE; R J S Weir FCA, MCT

Senior Management Team:

Head Master: Richard Cairns

Director of Finance and Deputy Head (Bursar): Paul Westbrook

Deputy Head (Pupils): Mark Beard

Deputy Headmistress (Academic): Jo-anne Riley

Deputy Head (Common Room): John Weeks

Assistant Head (Sixth Form): Alan Bird

Assistant Head (Middle School): Clare Malloch

Assistant Head (Lower School): Leah Hamblett

Director of Studies: Joe Carr-Hill

Director of Boarding: Ken Grocott

Assistant Head (Co-Curriculum) & Director of Sport: Roger Nicholson

Registrar: Alison Withers

Director of Marketing: Caroline Ward-Vine

Development Director: Debra Chalmers

Director of Education, BCIS: Ian McIntyre

Senior Common Room:

			Subject / departmental responsibility
RCA	Richard	Alvers	French, Spanish and Latin, Deputy HMM Lower School
STA	Simon	Ashdown	Assistant librarian (P/T)
MJB	Mark	Beard	Chemistry, Deputy Headmaster (Pupils)
SJB	Sean	Beazley	Mathematics
ARB	Alan	Bird	Politics & Economics, Assistant Head (Sixth Form)
APB	Annie	Bonheur	French Assistant (P/T)
KMB	Kitty	Brown	English, Housemistress of 3rd Form
ENB	Elise	Buddle	Art
NJB	Nick	Buoy	Director of Rugby
HDB	Hugh	Burling	Religious Studies, Head of Public Speaking
RJC	Richard	Cairns	History, Head Master
CC	Chris	Canning	History and Politics
JCH	Joe	Carr-Hill	Head of Economics, Director of Studies
NAC	Neil	Carter	Music, Head of woodwind & brass
SCH	Sandra	Chaieb	2 i/c French
RAC	Sandy	Chenery	Director of Music
ETMJC	Elizabeth	Cody	Economics, Housemistress of Chichester
BWC	Ben	Collie	Biology, Housemaster of Ryle
NJC	Nicky	Collins	Geography, Housemistress of Seldon
JAC	Jack	Cornish	Chemistry, Head of Community Service
FMC	Mary	Cremona	Head of German, Senior Administrator (exams)
DAC	David	Crichton	Head of History and Politics
RCC	Rachael	Crowe	PGAT (Chemistry)
AGD	Andrew	Daville	Head of Physics
RLD	Rebecca	Daville	English

NJD	Nicola	Davin	Drama
ATD	Andrew	Debney	Maths, Director of Curriculum , Deputy HMM of School
MPD	Martin	Denyer	Physics
GAD	Georgina	Dore	History, Assistant Head of Sixth Form, Deputy HMM Head's
TDS	Tamsin	Douglas-Smith	Maths, Physics, Head of Netball
JLD	Jenna	Duffield	PGAT (Sports Science and Games)
DWD	David	Dunn	Swimming coach
JWD	James	Dunn	History & Politics, Head of PSHE
JAD	Judith	Dynes	Head of EAL (P/T)
RPE	Robert	Easton	Religion & Philosophy, Chaplain
JAE	Jessica	Elsom	Head of French
JBE	Jack	Emmerson	PGAT (Boys' games)
ELF	Emily	Freeman	Biology
BMF	Ben	Frier	Head of Academic PE
DMG	Daniel	Gabriele	Head of English
TLG	Thomas	Godber	Acting Head of Mandarin
MAG	Matthew	Godfrey	English, Housemaster; School House
JMG	Joe	Graves	PGAT (Music)
TJG	Tom	Gravestock	Head of Chemistry
RJG	Richard	Grice	Physics
KAG	Ken	Grocott	Geography, Housemaster; Abraham, Director of Boarding
LKH	Leah	Hamblett	Religion & Philosophy, Assistant Head (Lower School)
BMH	Ben	Hansford	PGAT (Boys' games)
NTH	Nathanial	Harding	EAL and Modern Languages
PRH	Paul	Harrison	Mathematics (P/T)
GWH	Graham	Hart	2 i/c Mathematics
SDH	Sally	Hart	Business Studies (P/T)
SJH	Simon	Hawkes	Head of Design Technology, Housemaster of Durnford
MLH	Melanie	Holness	Art
KAJ	Katie	Jones	Biology
HCJ	Clare	Jordan	French, Spanish (P/T)
DKK	Dermot	Keaney	Director of Drama
DK	Damon	Kerr	Head of Academic Drama
BLL	Brendan	Lambe	Head of ICT (academic)
JSL	Jane	Langhorne	Girls' Games
RJL	Richard	Law	Deputy Head of English
RAL	Rachel	Lennon	English, Deputy HMM Lower School

MVL	Martin	Lewis	Biology, Housemaster of Aldrich
CSL	Clair	Linzey	Research Assistant, Deputy Housemistress Fenwick
ELM	Ellie	Lopez-Munoz	Spanish Assistant (P/T)
CAM	Clare	Malloch	Physics, Assistant Head (Middle School)
MJR	Mirella	Marsh	Spanish
SMA	Sebastian	Matzner	Classics, Latin, Greek
CAM	Cecile	Mayanobe	Librarian, Head of Careers
CMC	Ceridwen	McCarthy	English
IMM	Ian	McIntyre	English, Director of Education BCIS
AJM	Anthony	Merrett	Mathematics, Housemaster of Leconfield
RAM	Rebecca	Miller	Classics (P/T)
GJM	Gary	Mitchell	Head of Modern Foreign Languages and Spanish
GDM	Greg	Moore	Head of Academic Music
CTM	Chris	Morrissey	Psychology, Tutor for admissions
MAM	Michelle	Murphy	English, Housemistress of Fenwick
	Ned	Murray	BCIS research assistant, Politics
RAN	Roger	Nicholson	Director of Sport, Assistant Head (Co-curricular)
JPP	Jonathan	Pass	Mathematics, Deputy HMM Abraham
OEP	Oliver	Peck	Head of Biology
	Christopher	Pickett	PGAT (Music)
KTP	Katie	Playfair	Head of Classics
KRP	Kristofer	Pointer	Design Technology (P/T), DT technician
MLP	Michelle	Porter	Director of Dance
RPP	Richard	Procter	Assistant Director of Music
STR	Steve	Radojic	Chemistry, Proctor
LPR	Lawrence	Rao	Head of Mathematics
WDR	William	Reilly	Chemistry
JOR	Jo-anne	Riley	History, Deputy Headmistress
OMR	Olga	Ruyszczak	English, Dyslexia support (P/T)
RMR	Raphael	Ruz	Director of ICT
JSS	Jenny	Scopes	Head of Psychology, Housemistress of Head's House
BS	Ben	Short	Mathematics
PJS	Peter	Smales	Physics
OMS	Oliver	Smyth	Mathematics (P/T)
JNS	John	Spencer	Head of Geography
PPS	Paul	Sperring	Head of Religion and Philosophy
SES	Suzanne	Sturgeon	Biology, Housemistress of Williams
CMS	Christine	Szekely	Mathematics, Assistant Director of Studies
GTT	Gill	Tissier	Physics (P/T)
KMT	Kim	Tomlinson	Physical Education

CLT	Claire	Trafford	PGAT (PE and Games)
DUT	Don	Turnbull	Science (P/T)
EFT	Edward	Twohig	Director of Art
ALW	Alexia	Walker	Biology, Director of Cricket
BCW	Bernadine	Walsh	English, SENCO
JRW	John	Weeks	Mathematics, Economics, Deputy Headmaster
ELW	Eleanor	Whipple	Music (P/T)
JLW	Jennifer	White	Design Technology
PAW	Paul	Wilson	Mandarin
MDW	Matthew	Wiseman	Biology and Psychology
JASW	Julian	Withers	History, Housemaster of Hampden
SAW	Sally	Woodmansey	Head of Business Studies and of Entrepreneurship
NCW	Nathan	Wriglesworth	Mathematics
YXY	Yingxu	Yin	Mandarin
JJZ	Jing Jing	Zhao	Head of Mandarin (Maternity Leave)

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

Key Support Staff for parents to contact

<i>Nature of query</i>	<i>Principal contact</i>	<i>Extension number</i>
Parent queries		
Invoice queries (extras, etc)	Nicola Goldsmith	305
Parent related insurances	Mandy Smith	356
Paying fees in advance	Julie Deller	219
Payment of fees in arrears or on day to day / difficulty in paying	Sian Davies	255
Bursaries	Anne Riley	252
School buses	Kim Malins	262
Parent contract queries	Paul Westbrook	260
Pupil notifications		
Notice of leavers	Nicola Goldsmith + admissions	305
New joiners	Admissions	202
Notice of scholarships awarded	Admissions	202

Pastoral care - the House system

Pupils are organised into 12 houses. There are 8 day houses (5 boys' and 3 girls') and 4 boarding house (2 boys' and 2 girls'). Each has its own building and facilities, identity and ethos - but with a common framework for discipline and pastoral support running through it.

Each house is organised 'horizontally' into tutor groups for each year group. Houses have a team of staff (house tutors) allocated to run each of the year groups. They work to deliver pastoral care through house and tutor time. This involves developing excellent relationships with parents, dealing with day to day discipline and academic matters. In addition, tutors keep records, liaise with SMT over more serious matters and discuss pupils' progress at the publication of interim grades throughout the term.

The house is the first point of contact for parents. The House is a base for 4th Formers and above at Brighton College. It allows the pupils to develop 'vertical' friendships across year groups and provides a sound platform for a wide (and highly contested!) variety of competitions. These include house drama and music, as well as a wide variety of inter-house sport competitions.

The **Third Form** comprises years 7 and 8 (Lower and Upper Third). These years are combined to form their own "house" and their Common Room is on the top floor of the Skidelsky Building.

The table below summarises the staffing in each House:

Housemasters, Housemistresses and Tutors:

<p>ABRAHAM K A Grocott</p> <p>JPP (deputy HMM), MPD, OEP, JBE, KMT, CAM</p> <p><i>boys' boarding</i></p>	<p>ALDRICH M V Lewis</p> <p>CTM, KP, TJG, JAC, ELW, ALW</p> <p><i>boys' day</i></p>	<p>CHICHESTER Miss E T M J Cody</p> <p>MDW, NJD, SMA, RJP, TDS, YXY</p> <p><i>girls' day</i></p>	<p>DURNFORD S J Hawkes</p> <p>BLL, PJS, SJB, SCH, DMG, JSL</p> <p><i>boys' day</i></p>
<p>FENWICK Mrs M A Murphy</p> <p>CSL (deputy HMM), ELF, MJM/JGB, JJZ/PAW, SLO, JED, HDB</p> <p><i>girls' boarding</i></p>	<p>HAMPDEN J A S Withers</p> <p>RAC, SDH, WDR, MLH, BMF, LPR</p> <p><i>boys' day</i></p>	<p>HEAD'S HOUSE Mrs J S Scopes</p> <p>GAD (deputy HMM), RCC, KTP, KAJ, JAE</p> <p><i>girls' boarding</i></p>	<p>LECONFIELD A J Merrett</p> <p>GJM, CMS, NJB, AGD, EFT, CJC</p> <p><i>boys' day</i></p>
<p>RYLE Ms B W Collie</p> <p>JCH, PPS, RLD, RJL, BS, GWH</p> <p><i>boys' day</i></p>	<p>SCHOOL HOUSE M A Godfrey</p> <p>ATD (deputy HMM), JMG, NTH, BMH, RJG, CST</p> <p><i>boys' boarding</i></p>	<p>SELDON Miss N J Collins</p> <p>SAW, FMC, NCW, JD, ACM, JWD, EM</p> <p><i>girls' day</i></p>	<p>WILLIAMS Miss S E Sturgeon</p> <p>GDM, DRK, DAC, CMC, PRH, ENB,</p> <p><i>girls' day</i></p>
<p>THIRD FORM</p> <p>Head of Lower School: Miss L K Hamblett Housemistress of Lower School: Mrs K M Brown R A Lennon(L3) and R C Alvers (U3) (Deputy Heads of Lower School) Tutors: TJG, CP, JLW</p>			

SECTION 3 – College Organisation and Routines

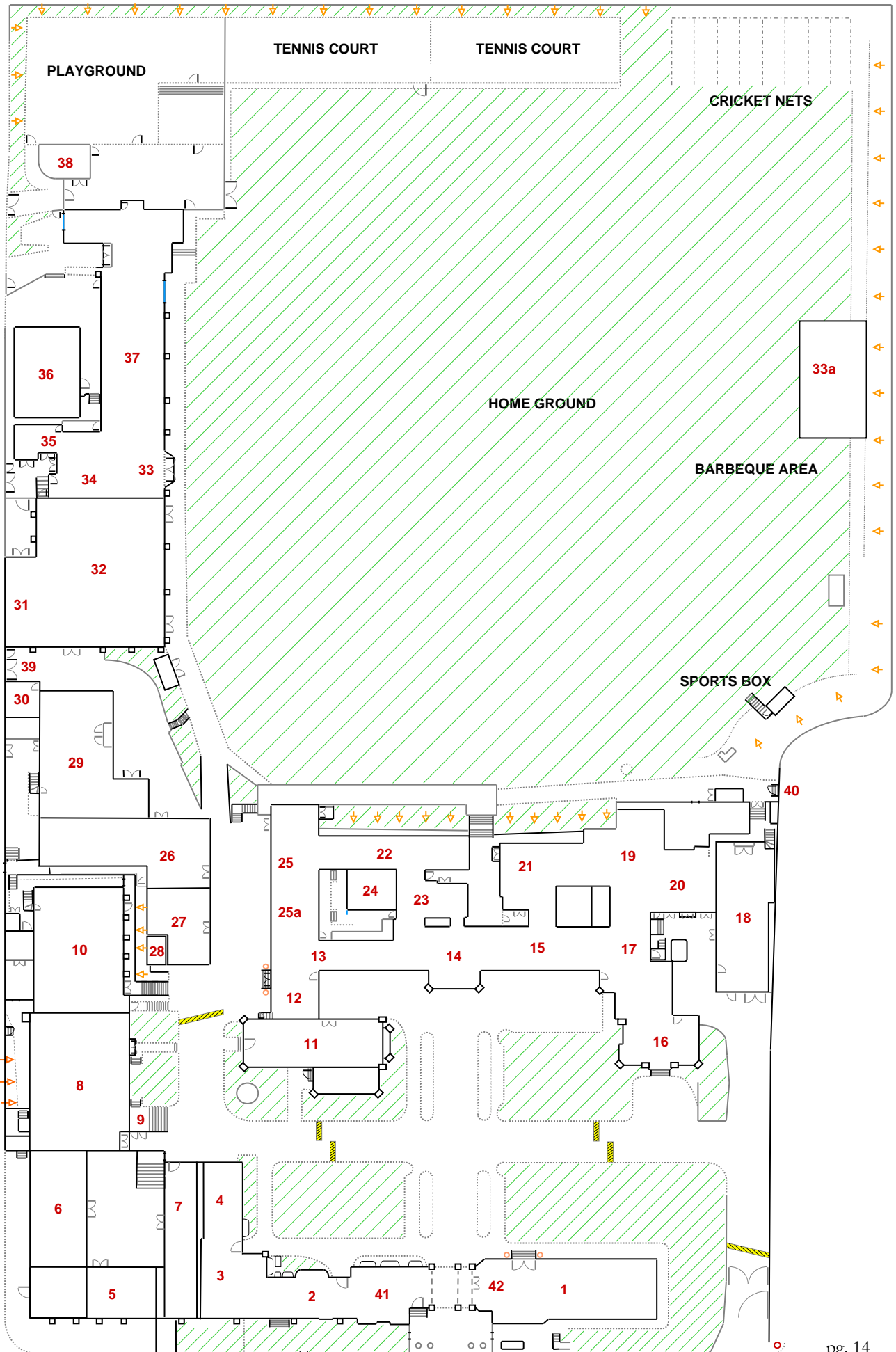
3.1 Campus Layout (see map below) and Teaching Locations

code	Name	Specific Location	Housing
1	Dawson Building	Ground floor	Reception and Admissions
	Ryle House	Second floor	Boys' day house
	Head Master	First floor, over archway	Headmaster's study and secretariat
	Chichester House	First and Third floors	Girls' day house
2 (& 41)	School House		Boys' boarding house
3	Abraham House	Ground floor	HMM's flat
		LG, 1 st , 2 nd & 3 rd floors	Boys' boarding house
4	Abraham House	Ground floor	Boys' boarding house
5	Rose Lecture Theatre		Lecture theatre
6	Woolton Building	Ground floor	Modern languages department
		First floor	History and Politics department
	Alexander Visual Arts Centre	Second floor	Art department
7	Simon Smith Building	Lower Ground Floor	Café
		1 st Floor	SMT studies, Health Centre
		2 nd Floor	Senior School Staff Common Room
8	Great Hall	Lower Ground floor	
9	Armoury, Reprographics	Lower Ground floor	CCF, D of E store, Reprographics
10	Swimming Pool		Swimming Pool
11	Chapel		Chapel, vestry
12	Hordern Room		Music rehearsal and performance space
13	Main Building	Ground floor	Classics and RS departments
		First floor	6 th form centre & Dimbleby Lecture Room
14	Main Building	Ground floor	Clocktower reception, SMT studies
		First floor	Library
15	Main Building	Ground floor	Seldon House
		First floor	Williams House
16	Head's House	Ground, 1 st & 2 nd floors	Girls' boarding house
17	Head's staff flat	Ground floor	House mistresses' accommodation
	Fenwick House	1 st , 2 nd & 3 rd floors	Girls' boarding house
18	John Leach Building	First and Second floors	6 th form girls boarding house
19	Dining Hall		
20	Fenwick House		House mistresses' residence
21	Old Squash court		
22	Science Department	Ground floor First floor Second floor	Chemistry department Physics department Biology department
	Science Lobby	Ground floor	toilets
23 24	Performing Arts Centre	Ground floor	Café de Paris
		First floor	Music practice rooms, Dance office
		Second floor	Dance studio
25	Lester Building	Ground floor	Science laboratories
		First floor	Geography department, Physics classrooms
		Second floor	ICT department and support
25a	Head of Music Office	Ground Floor	Head of Music Office
26	Skidelsky Building	Ground floor First floor Second floor	DT department English department Third Form Common Room and

			Lower School office
27	Old Music School		Economics department
28	Porterage storage		storage facility
29	Aldrich House	Lower Ground floor	Boys' day house
	Durnford House	Ground floor	Boys' day house
	Hampden House	First floor	Boys' day house
	Leconfield House	Second floor	Boys' day house
30	Storage area		storage facility
31	Maintenance		maintenance department
32	Sports Hall		Sports Hall
33	Pavilion	Ground floor	changing rooms, gym, toilets
		First floor	PE classroom, Director of Sport, PE office
33a	Sammy Woods Pavilion		Cricket Pavilion
34	Sports department		changing rooms, toilets
35	Blackshaw Building	Ground floor	Strength and Conditioning room
36	Chowen Building	Ground and 1 st floors	Business Studies and Psychology
37	Blackshaw Building	Ground and 1 st floors	Maths department, EAL
39	Sutherland Road entrance		
40	Walpole Road entrance		
41 (& 2)	School House	Lower Ground floor	Pupils' recreation space
		Ground floor	HMM's flat, Common Rooms, Parcel store
		First & second floors	Boys' boarding house
42	Security Department		Main entrance and Security Lodge

Teaching rooms: codes, locations and subjects

Room codes	Location	Main subject(s) taught
MB, MC, MD	Main building, ground floor	Classics & RS
DLR	6 th form centre	Lecture room
C1, C2, C4	Science block, ground floor	Chemistry
APL, EPL, PLR,	Science block, first floor	Physics
B1, B2, B3	Science block, second floor	Biology
L01, L02	Lester block, ground floor	Science (Physics and Chemistry)
L11, L12, L13, L14, L21	Lester Block, 1 st & 2 nd floors	Geography and Physics
L22, L23, L25	Lester Block, second floor	ICT
RLT	Woolton Building	Lecture room
W01, W02, W03, W04, W05	Woolton Building, ground floor	Modern Foreign Languages
W11,W12,W13,W21,W22,W41	Woolton Building, first floor	History and Politics
AV1, AV2, W31	Woolton Building, top floor	Art and Photography
DT1 – DT3	Skidelsky Building (ground floor)	Design Technology
SK1 – SK6	Skidelsky Building (middle floor)	English
OMS1 – OMS2	Old Music School	Economics
BL01 – BL06	Blackshaw Building	Maths, EAL
BL107 – BL113	Blackshaw Building	Maths, PE
CH01, CH02, CH11, CH12	Chowen Building	Business Studies, Psychology, Maths
PAV, SH	Pavilion Classroom, Sports hall	Sports Science, PE & Games
DA	Top floor of PAC	Dance
Off-site classrooms:		
DR1, DR2	Montague Centre (Kemp Town)	Drama
MU1, MU2, MU3	Montague Centre (Kemp Town)	Music
DC1, DC2, DC3, DC7, DC8	Dyslexia centre, 2 Belle Vue Gardens, 145 Eastern Road	Dyslexia and Special Needs



3.2 Daily routine: the shape of the week

Single lessons are 35 or 40 minutes long (no breaks between lessons), there are 8 academic lessons and 2 activity periods per day except Tuesdays and Thursdays (when we have period zero) and Wednesdays (when we have a Tutor Period).

- There is a staggered lunch time, with the 3rd, 4th and L5th form having lunch at 1235, during P6A. They return to PB6 at 1310.
- All pupils register (in houses) twice a day, 0820 and 1350.
- Most days start 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.
- All pupils have two games sessions per week; Sports fixtures are also held on Saturdays
- Pupils are expected to opt into as many period 7 and 10 activities as possible, under the guidance of their tutors. Pupils not involved in an activity may leave at 4pm or do supervised prep at that time.
- School buses leave at 1700.
- There are no bells to indicate lesson changes. 5 minute warning bells are rung as follows:
0830 to chapel (chapel bell); 0853 to period 1 (chapel bell followed by school bell)
1110 to period 4 (school bell); 1345 to registration (school bell)
1440 to period 8 (school bell); then 1650 end of period 10 (school bell)

Shape of the Week 2011/12											activities		activities		
House	0	1	2	3	4	5	6A	6B			7	8	9	10	
					BREAK		Lesson 6 for U5th & 6th Form	Lesson 6 for 3rd, 4th & L5th Form							
start	8:20am	8:25am	9:00am	9:40am	10:20am	10:55am	11:15am	11:55am	12:35pm	1:10pm	1.50pm	1:55pm	2:45pm	3:25pm	4:00pm
end	8:25am	9:00am	9:40am	10:20am	10:55am	11:15am	11:55am	12:35am	1:10pm	1:45pm		2:40pm	3:25pm	4:00pm	4:50pm
M	REGISTRATION	3rd, 4th, 6th Form Assembly, Chapel			BREAK						REGISTRATION	L3rd & U3rd Games		Protected Music	
		5th Form Assembly, Great Hall											Lesson 8		Lesson 9
T		8.25am 6th Form period 0					Senior games						Junior Games		
		8.35am 3rd, 4th & 5th Chapel													
W		Whole School Chapel				Tutor period							Lessons (2pm start)	L3rd & U3rd Games	
													4th Form Lessons	4th Form Activities	
													Lesson 8	5th & 6th Form Service	
T		8.25am 3rd, 4th & 5th Form period 0				Junior Games					Senior Games				
		8.35am 6th form Assembly													
F		House Assembly									Protected Music	Lesson 8	Lesson 9		

Period Zero Summary

Our timetable last year changed slightly by the inclusion of a “period zero” on either a Tuesday or Thursday, depending on which year group a pupil is in. This extra period enables a variety of additions to both our curricular and co-curricular provision, including:

- better positioning of Third Form Games in the timetable
- an expressive arts carousel of shared themes in Physical Education, Sports Science Theory, Dance and Choreography, Drama, Art and Music for the Fourth Form
- an extra Maths lesson for the Fifth Form
- the Entrepreneurial Programme for the Lower Sixth
- an extra Study Period for the Upper Sixth

Chapel and assemblies

Brighton College is based on an Anglican Foundation and hence has the Chapel at its very heart. It is important for the school to meet as a community and enjoy the opportunity to share religious experience, for quiet time, reflection and contemplation, to acknowledge the achievements of others and to share important festivals and celebrations.

All pupils attend assemblies each morning as per the Shape of the Week. but, in summary:

Monday : Assembly: 5th in Great Hall, rest in Chapel

Tuesday: Junior Chapel: 3rd, 4th & 5th Form – speakers/hymn practice etc alternating with HC
Period 0: 6th Form

Wednesday: Whole School Chapel: 3rd Form plus 6 Houses (alternating) with Chapel Choir

Thursday: 6th Form assembly: mix of speakers, entrepreneurship alternating with HC
Period 0: 3rd, 4th, 5th Form

Friday: House Assembly (and Prep School are in Chapel)

Sunday Chapel

The College 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 expect pupils to attend a minimum of three Sunday chapels per year (one in each term, by House as indicated in the Blue Book). 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 and parents of such children should write to their Housemaster/mistress in the first instance. Parents of children who are not of other faiths who feel strongly about Chapel are asked to write to the Headmaster, explaining the request for non-attendance.

Catering

All day pupils have a full cooked meal at lunchtime on four days of the week, served in the dining hall or the PAC cafe. Each day one year group has a baguette lunch, served in the Smith Building. 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.

A number of pupils are highly allergic to nuts and so we operate a nuts free school: please ensure your child does not bring in any snacks or cakes where nuts may be an ingredient.

Meal times are:

	<u>Weekday</u>	<u>Saturday - Dining Hall</u>	<u>Sunday – Dining Hall</u>
Breakfast	7.45 - 8.15am	8.45 - 9.25am	9.00 – 9.45
Lunch	12.35- 1.40pm	12.30-1.00pm	1 – 1.30pm – Roast lunch
Low Tea	4.50 - 5.20pm		
High Tea	6.30 - 7.00pm	6.00 - 6.30pm	6.00 – 6.30pm

Day pupils are entitled to lunch on weekdays only. Breakfast, Tea and Supper are for boarding pupils, served in the main Dining Hall.

Coats, scarves, hats, shorts and games kit should not be worn in the dining hall unless specific reasons are presented and the duty day member of SMT gives permission.

LUNCH ARRANGEMENTS

Dining Hall

3rd, 4th and L5th pupils have lunch during P6A (12:35 to 1:10pm)

U5th and 6th form pupils have lunch during P6B (1:10 to 1:45pm)

6th form pupils with a study period P6 may go to lunch at 12:50pm

PAC Café de Paris

The café is open daily from 8.30am until 5:30pm. It is a place where parents, staff, visitors and pupils can meet and enjoy light refreshments during the day. Please note, however, that the cafe is a school facility and is booked out to school events from time to time, meaning that it is closed to parents and other visitors.

Simon Smith Building

This building for staff and pupils houses a modern coffee shop. This is also where baguette lunches on certain days for each year group are collected:

Monday	L6th
Tuesday	L5th (after morning games)
Wednesday	U6th
Thursday	4th (after morning games)
Friday	U5th

3.3 Emergency Procedures

Fire evacuation procedures

If the Fire Alarm sounds during the school day (8am – 5pm) then please evacuate the building and gather on the edge of the Home Ground until the all clear is given.

If the Fire Alarm sounds between 5pm and 8am then please evacuate onto the Front Quad.

Should you discover a fire:

- Shout “fire” and activate the nearest fire alarm.
- Follow the above instructions.

Serious Incidents

If parents become aware of a serious incident on-site, please report it straight to Security.

Information regarding off-site incidents should be phoned through to Main Reception (704200) or Security (704241); every day out of term time there is a duty member of the Senior Management Team who will be informed.

3.4 Parents

Contacting the School

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 the HMM feels it is appropriate, (s)he will pass your concern on to the appropriate senior manager.

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.

E-mail

Email is often the easiest way to contact school. As a general rule, school staff email addresses are initialsurname@brightoncollege.net. Eg mbeard@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.

Addresses

Please inform the Director of Admissions immediately, in writing, of any change of address, phone number or email 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.

Parents' evenings and meetings

Academic Parents' evenings are held for each year group at least once every year. These provide an opportunity for teaching and House staff to discuss pupils' progress and to meet with parents. Parents' evenings are generally from 5pm in the Sports Hall and usually on Fridays, partly to facilitate logistics for weekly boarders' parents. An appointment system applies and your son or daughter is responsible for making appointments with staff for you. The Head Master addresses parents mid way through the evening.

Parents are often invited to the College for other events throughout the year (information evenings on university admissions, chapel services, recitals, plays and sports fixtures for example). We hope such meetings allow the development of positive, friendly contact with parents and maintain the supportive links between home and school.

Parents' Forum

This is an organisation of parents (2 representatives of each year group) who meet with the Headmaster and Deputy Headmaster to answer questions posed by other parents about any matter associated with school. Meetings are held once a term, in the library, and minutes are circulated to the whole parent body. The Parents' Forum can be contacted through the Headmaster's office.

Parents' Association

The College Parents' Association aims to raise money through the organisation of fund raising events which involved senior school pupils and their families. The Parents' Association Committee can be contacted through the Headmaster's office.

Family Society

The Brighton College Family Society (BCFS) exists as a social and supportive network of parents and the wider school community, across pre-prep, prep and senior school parents. The events held by BCFS aim to foster relationships between all members of the Brighton College Family and to raise money for specific purchases that can be directly enjoyed by the pupils.

School Comms

This is a system by which groups of parents can be contacted via email and mobile phone (the latter only when important and immediate information needs to be sent, such as early school closure due to snow). A limited number of staff have access to this software and teaching staff should email the Common Room Secretary with the pre-formatted information they want sent, stating clearly which parent body should receive the email. **To avoid plaguing parents with information (!), School Comms messages are generally only sent once a week, ie every Tuesday during term time.**

Parents' 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: you should receive logon details from him before the first set of interims in Michaelmas Term.

Website

The 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.

3.5 Planning Ahead

Term dates

Provisional 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 confirm dates as early as possible and to make half term holidays coincident with the local state schools. Please remember 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.

Exeat Weekends

Once or twice a year the boarding houses close for an exeat weekend. These may start at 5pm on Friday (until 8pm 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.

The Blue Book

This is a termly calendar sent home to all parents for the start of each new term. As well as listing virtually all events planned for the term ahead, it also gives advance warning of key dates such as Open Days, Sunday Chapel and Speech Day. Pupils receive the Blue Book information as part of their Pupil Planners.

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.

Speech Day

This is usually held on the last Saturday of June in the Brighton Dome. All pupils are expected to attend this very inclusive prize giving and celebration of the academic year. Parents and extended family are very warmly invited to come and to stay for drinks and nibbles afterwards.

See other sections of this handbook for information on attendance at Sunday Chapel and Saturday Fixtures.

The document "Key Dates" is sent to parents at the start of each academic year and attempts to be a further way of confirming and reminding families of those few but critical occasions when pupil attendance is compulsory.

SECTION 4: Pupil Matters

4.1 Pupil welfare

Child protection (safeguarding)

All teaching and support are trained regularly (as directed by the government) in child protection (safe guarding) procedures, and are familiar with the procedures to be followed in the event of an actual or alleged case of child abuse. The Child Protection (safeguarding) Policy is available on the school website here: <http://www.brightoncollege.org.uk/senior-policies.asp> and the Senior School Child Protection Officer is Mr Ken Grocott, Director of Boarding.

Please note that parents (and other visitors) may only enter Houses, which are private areas, if they are accompanied by a member of staff.

Criminal Records Bureau

All members of staff, including parental volunteers, who have access to children and young people are required by law to have an enhanced CRB disclosure check. This system is overseen by the Assistant Bursar. **Any parent wishing to engage in voluntary or paid help on an activity MUST discuss the need for a CRB check with the Deputy Headmaster (staff), Mr John Weeks.**

Bullying

The College has in place a strict anti-bullying code based on mutual respect and which underscores the unacceptability of any form of bullying. Brighton College does not tolerate bullying (whether in school hours or not) and pupils who are found to be bullying other members of the school community may be expelled. Please ask if you wish to see a copy of the Anti-bullying Code (also in the Blue Book and Pupil Planner) or the Anti-bullying Policy.

Counselling

Beyond a teacher, tutor or HMM, the following specific support is available for pupils:

- Heads of Section
- Health Centre – School Nurses, School Doctor or Counsellor*
- The Chaplain
- Mrs Caroline Harrison: Youth Advisory Centre (Children Act 1989). Tel. (01272) 898292
- Childline: Telephone 0800 1111

*Caroline Harrison is available 1300-1600 every Tuesday and Thursday (by appointment)

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.

Health Centre

Brighton College Schools have a centralised Health Centre run by Sister Kirsteen Vernon. This area contains rest rooms and surgeries. All problems that cannot be dealt with at a First Aid level in the individual schools will be looked after here. Routine health checks for the schools are also carried out at intervals during a child's education in the Health Centre.

The School Medical Officers run a surgery once a week and are available at other times.

On a daily basis, there is always someone on duty in the Health Centre for medical emergencies, but for routine ailments pupils should attend pre-school, during break or lunchtime.

Nurses are on call every day during term time (inc. 24hrs, for emergencies – and boarding staff are first aid trained to provide medical cover). If no-one is manning the Health Centre then a nurse can be contacted via Security.

Surgery Opening:

Monday - Friday: 0810-0835 1050-1115 1300-1400 1600-2100 (1730 on Fridays)

Safety rules and Pupils' personal safety

Any activity which may endanger any member of the College or College property and any members of the general public or their property is forbidden. Entering or using laboratories and workshops without the presence of a member of staff is not permitted. Pupils must not interfere with College property and any accidental damage must be notified as soon as possible.

a. Going to and from the New Ground

For reasons of personal safety, pupils must follow the route described below when going to the New Ground, and the same returning:

- Go along Eastern Road to the T-junction at the end and turn left by 'Lidl's' into Arundel Rd.
- Take the first right into Roedean Road and at the traffic lights turn left into Wilson Avenue.
- Take the first right into East Brighton Park.

You must wear College regulation games kit with your shirt tucked in. You should wear trainers and carry boots. You should travel in groups of 4 - 6 but show consideration for others using the pavement.

b. Going to Montague Place

Follow the prescribed route:

- Cross Eastern Road by the zebra crossing
- Walk on the pavement down College Road, crossing at the southern end by Lloyds Bank
- Walk on the pavement west on St George's Road to Montague Place
- Walk in 2s or 3s on the pavement, do not engage with members of the public any more than is necessary, and always politely.
- Do not enter any shops and do not eat in the street. Walk quickly and sensibly

c. Going to 2 Belle Vue Place, 145 Eastern Road and 161 Eastern Road

- Leave the campus by the main exit
- Turn left and walk east towards the post box on the corner of Walpole Road and Eastern Rd
- Cross Walpole Road safely
- Proceed to 2 Belle Vue Place, 145 Eastern Road or 161 Eastern Road

d. Crossing Eastern Road outside the College

Pupils must use the zebra crossing; it is important to stop at the crossing to give motorists the opportunity to see you in good time and come to a stop. As a matter of courtesy acknowledge the motorists who stop for you.

Pupil Vehicles and bicycles

The College recognizes that it may be convenient and perhaps necessary for pupils, once they have passed their driving test to drive themselves to school. In some cases pupils are also given leave to drive fellow pupils.

- No boarder may keep a car or motor bike at school or on school premises.
- Day pupils may drive themselves to school by car or motor bike provided:
 - They and their parents have completed the necessary documentation;
 - No lifts are given to other pupils without Parents' permission, application to HMM for permission and subsequent permission by the Head Master, Deputy Headmaster or Head of Sixth Form
 - No vehicle is brought inside the school grounds, or parked in the forecourt outside main entrance
 - Helmets are worn when on motor bikes
 - **Motor Vehicles are used only for travel to and from school and not used during the school day (cars may not be driven to the New Ground, for example).**

Pupils wishing to drive to school or to be a passenger in a pupil driven car must request permission using the appropriate forms from their Housemaster or Housemistress.

Failure to adhere to the guidelines may result in withdrawing the privilege of driving to school.

Procedures for pupils in the Sixth Form who are learning to drive

1. Pupils may not miss lessons, activities and other school commitments to attend a driving lesson.
2. Pupils may attend a driving lesson during a free period or lunchtime providing they sign out and back in again.
3. Whilst pupils do not have control of the timing of the driving theory or practical exams, they do get several days warning and must liaise with their teachers at least the day before they need to miss a lesson or activity. Pupils are expected to hand in any work due and to catch up fully as soon as possible afterwards.
4. Pupils who do not follow this procedure will be disciplined accordingly.

Personal, Social and Health Education

A curriculum of PSHE is devised by the Head of PSHE and implemented through workshops, held on full and half days for each year group throughout the year. This is delivered by specialists in each of the areas of focus, with tutors also present for the appropriate year group. Tutors and HMMs will continue aspects of the PSHE programme in House time. Dates for PSHE sessions appear in the termly Blue Book. Please contact the Head of PSHE should you wish to know more about the programme of study and the topics covered, or see the PSHE Newsletter published termly.

Careers

Careers information is held in the library (for general careers information) and the 6th form centre (university entrance and application material and information on Gap Year opportunities). Both sets of resources are available, to the appropriate year groups, throughout the school day. Various databases, including ISCOM, which can be used to help with careers and higher education choices are available on the Intranet. The Head of Careers is the Librarian, Miss Cecile Mayanobe; she is responsible for careers advice in the school. The Head of Sixth Form is responsible for UCAS and Higher Education applications.

Sixth form centre

The Sixth Form Centre is located at the western end of the main building on the ground and first floors. It is supervised and overseen by the Head of Sixth Form, whose office is located on the first floor. Sixth Formers may use the Centre as a place to socialise and study during the school day. The Prefects' room is located on the ground floor, adjacent to the Hordern Room.

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 the Heads of Section and Director of Boarding.

4.2 Attendance, Registration and Pupil Absence

The School Day

The school day effectively runs 8am to 5pm. 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.

Full attendance on every school day is expected, along with specific weekend requirements such as Chapel, Speech Day, Open Mornings and Fixtures. Registration is required by law at the beginning of each morning session and at some point during the afternoon session. The process of registration is combined with house time, which allows tutors and HMMs to spend time with their pupils, and is hence a useful slot for pastoral work and admin.

- Registration in Houses is at **0820** and **1350** (the only exception being those pupils attending Holy Communion on a Tuesday or Thursday morning when the Chaplain will register them direct in Chapel).
- Registration **must** be supervised by a member of staff but may be taken by a House prefect. House registers for each year group must be kept.
- **Registration is electronic and is done using the schools information management system, SIMS.** Reception staff are responsible for contacting parents to ascertain the reason for absence where possible.
- **Pupils arriving late to school (after 8.30am) should sign in at reception to sign in** and then report to their Tutor or HMM in House. If they arrive after 8:55am they should go straight to class after signing in.
- Any pupil absent from registration for any reason but who is on site must register with house staff as soon as possible, or can do so via reception.
- Boarding pupils will also be registered at **evening roll-call in Houses as specified by boarding HMMs**
- Any 5th Former or below leaving the campus during the school day (except to go to an off site teaching area) should sign out at the Security Lodge. Pupils must sign back in when they return to the campus.

What parents and pupils should do

- a. Parents/guardians should contact the HMM on the morning of the first day of absence and keep in regular contact thereafter.
- b. A note / phone message / email should be given to the HMM if part of a school day is to be missed due to an appointment.
- c. Pupils leaving school in an emergency during the school day should notify their HMM and/or reception staff.
- d. Pupils arriving late to school (after 8.30am) should report to reception to sign in.
- e. Pupils who know in advance that they will need to miss a lesson or other school commitment, should see the member of staff involved to explain the circumstances, as far in advance as possible, and inform HMMs.
- f. Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should write to the Deputy Headmaster requesting permission to do so. **It is not normal to sanction absence for holidays in term time.** If parents remove their child without the permission of the school the absence is unauthorised and the pupil's place in the school may not be secure.

Absence to visit universities

Pupils wishing to attend university open days may do so according to school policy; they may visit 3 institutions in the L6th and a further 3 in the U6th (as an absolute maximum). Pupils should fill in a proforma (see standard forms) requesting this absence and return it to their HMM. Where university open days are published in the calendar pupils may not choose to visit that institution on another date. The Head of Sixth Form oversees this scheme.

Attendance at games

All pupils are expected to attend games sessions, as per the shape of the week, twice a week. Parents of pupils who are unfit for games must report this, in the first instance, to their HMM. Boarding pupils will be issued with a green 'off games' slip by house or health centre staff. Pupils who are off games should, where possible, register with the member of staff in charge of their session- normally there is an area where they can do some work.

4.3 Pupil Conduct and Appearance

Expectations of pupil conduct and appearance are both simple and high.

Code of conduct:

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

Sports fixtures and games

An atmosphere of good sportsmanship must prevail at all times, both on and off the field of play.

Boys and girls are to be aware that when playing for a school team, they are representing the College and should give their full commitment, remembering that their behaviour will reflect upon themselves and their school. Parents are, of course, expected to affirm such positive conduct by following the same sporting spirit themselves.

Games Sessions:

- Correct College Kit must be worn
- Start times for practices are published in the Blue Book, Shape of the Week and on the Sports' notice boards

Uniform and Dress Code

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. Pupils should wear their uniform with pride. Key aspects:

Girls:

- skirts are knee length, jackets worn,
- heels are one inch max below sixth form, two inches max for sixth form; no stilettos
- no make up for 3rd or 4th form, “invisible” for 5th form
- hair - no unnatural colours or ostentatious styles

Boys:

- ties smart, top button done up, shirt tucked in, jackets worn
- no drain-pipe trousers or jeans
- no piercings
- hair - no unnatural colours or ostentatious styles

GIRLS

3rd, 4th and 5th Form

- Box pleat ‘Dress Menzies’ knee length skirt (worn on or below knee not above the knee – must pass the “kneel test”)*
- 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) - this to be worn by all from April to September inclusive
- Plain black V-neck jumper – from school shop or M&S uniform range
- Plain black or neutral coloured tights or white socks
- Black Puffa Jacket*
- 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 - no rings or bracelets
- Hair styles – no unnatural colours or ostentatious styles allowed - 3rd form to wear long hair tied back with black accessories
- Make up – 3rd & 4th form, no make up or nail varnish allowed.
- Make up – 5th form, make up must be invisible, no nail varnish allowed.

6th 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. Lycra/shiny skirts or skirts that can easily ride up are also unacceptable.
- 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.
- 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.
- Jewellery and make up should be discreet.
- Scarf – plain sober colour, grey, blue, black or brown, no patterned scarves.

BOYS

3rd, 4th and 5th Form

- Tweed jacket* with black trousers (for day to day wear Oct to Mar)
- Charcoal suit* (for best, Sept and Summer Term wear)
- Plain white shirt
- College tie*
- Plain black V-neck jumper – from school shop or M&S uniform range
- Plain black socks
- Smart black leather shoes (not boots)
- Black Puffa jacket*
- 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

6th Form 'Smart and businesslike'

- A dark suit in sober blue, grey, brown or black (best or day wear)
- Sports jacket and smart trousers (not chinos, and no drain pipes)
- 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. A plain, buttoned cardigan is also acceptable.
- Plain dark overcoat
- Scarf – plain sober colour, grey, blue, black or brown – no patterned scarves but black crested or School colours available*
- Hair should be neat and tidy and no longer than collar length
- No ostentatious hair styles or colour allowed
- Boys must be clean shaven
- No piercings

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.

Alcohol, Smoking and Drugs

Alcohol is a powerful drug and pupils 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. In summary, no pupil is allowed to drink alcohol at school events or on school organised activities if they are below the 6th form. 6th formers may, in certain circumstances, be given limited amounts of alcohol with a plated meal, under staff supervision.

It is a breach of the College Code of Conduct for pupils to smoke, and illegal for any person to smoke on school premises. The aim is to deal with offenders in a simple and direct manner, which does not become a barrier to normal relationships and which offers positive help for those who are addicted to the habit.

- a) **For the first offence in any term** - £5 donation to a relevant charity via the HMM plus one hour Saturday detention and phone call to parents/guardians
- b) **For the second offence in any term** - £10 donation to a relevant charity via the HMM, half day Saturday detention and parents informed by letter from Head of Section.
- c) **For the third offence in any term** - one day's suspension; parents informed by letter from the Deputy Headmaster of the pupil's persistent problem and their co-operation sought in developing a strategy for overcoming the problem.

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. Staff who suspect that a pupil may be under the influence of drugs will report this to a member of SMT as soon as possible. Steps will then be taken to investigate. The school may search a pupil's belongings or room and may arrange for a drugs test to be taken.

We do not tolerate drug taking. The school may expel pupils who use drugs, bring them to school or are found to be under the influence of drugs whilst engaged in a school activity, on or off site, during term-time or holidays.

Bounds (for the purposes of bounds the school day is considered to be 8:20 to 4pm)

- a. No pupil should be offsite without specific permission during lesson times.
- b. No member of the 3rd, 4th form or L5th forms may leave the campus during the school day except to travel to the New Ground, Montague Place or the Dyslexia Centre.
- c. Members of the Sixth Form may visit Kemp Town during morning break, lunch time and free periods. Personal vehicles must not be used at these times.
- d. Members of the U5th may visit Kemp Town during morning break and at lunchtimes in the Lent and Summer terms only, and with parental permission. Parental permission is sought and collated by the Head of Middle School. They must sign out and back in with reception and stay within published bounds.
- e. No pupil may leave the West Gate onto Sutherland Road during the school day unless with staff.
- f. No boarder may leave the college grounds after 5pm on weekdays without permission from house staff. Boarding houses have their own signing out procedures for this permission.
- g. Pupils may enter houses other than their own only with permission from the Housemaster/mistress of the house visited. In boarding houses permission will only be given to visit public rooms. No boy may visit a girl's room; no girl may visit a boy's room.
- h. Public houses and betting shops are out of bounds.

Notice in Houses and Pupil Handbooks

Once pupils have come on site to register in the morning, the following bounds stand for the duration of the school day, until pupils have officially left the school to go home:

On the West Side of the campus

1. No exit/entrance through Sutherland Gate unless on an organised school activity such as Games
2. Sutherland Road out of bounds, including the snack van and Clifford's newsagents

On the East side

3. Exit through Walpole Gate only to go across to the Health Centre in 8 Walpole Road, the Dyslexia Centre in Bellevue Gardens or, for Sixth Form, down to 145 / 161 Eastern Road for lessons
4. Pupils are not to walk further uphill along Walpole Road, ie should not turn left out of the gate

On the South side

5. Only use the Main Gate. Do not use the trades / exit gate; this is for vehicle access only
6. Do not go further east than Walpole Road unless attending lessons on 145/161 Eastern Road or walking to the New Ground
7. Only cross Eastern Road via the zebra crossing. Keep your wits about you when crossing
8. Access Kemp Town only via College Road or College Terrace
9. The first road running left-right (east-west) in Kemp Town is St George's Road:
 - (a) Do not go further south towards the sea via side roads such as Burlington Street or the alley by Forfars
 - (b) Do not go further west than the dry cleaners by Montague
 - (c) Do not go further east than the last shop (Pizza Face...)
10. Pubs, bars, off licences and betting shops are out of bounds.

Remember:

Sixth Formers may visit Kemp Town during break, lunch and free periods without signing out.

Upper Fifth may only visit Kemp Town in Lent and Summer during break and lunch providing (a) their parents have given written permission and (b) they sign out and back in at main gate

Be careful and be considerate

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.**

Sexual relationships and behaviour

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

Any pupils found engaging in any form of sexual behaviour must expect to forfeit their right to be members of the College. There must also be no public displays of affection, which may give rise to embarrassment or the feeling of awkwardness in others.

Boys visiting girls' houses and girls visiting boys' houses must have prior permission from the 'hosting' Housemaster/Housemistress and remain in the public rooms.

Mobile phones for pupils

Whilst the College accepts that these are a useful means of communication, they are not to be taken to lessons or used around the campus but only used in the privacy of the houses. Staff may confiscate phones which are used during lessons or inappropriately at other times, to be collected at the end of the day. HMMs will punish repeat offenders with further sanctions. Parents are asked to keep calls to their children to a minimum.

The Anti-Bullying code considers text and phone bullying to be a serious issue. An electronic device can be confiscated under suspicion that it contains evidence of cyberbullying.

Rewards and positions of responsibility

Brighton College is strongly committed to a policy of encouragement of all types of endeavour and the reward of both success and commitment. Much of this is communicated by praise and appreciation, in writing and orally. In addition to the ongoing appreciation of pupil effort, a system of formal rewards and responsibilities is in place to publicly celebrate pupil achievement including prizes awarded at the end of each term, on Speech Day and as part of the weekly routine in chapel or assembly.

Distinctions

Any pupil who submits particularly good work may be awarded a 'Distinction'. Pupils may qualify for a 'Distinction' as acknowledgement of their personal progress or effort. Pupils may then make an appointment with the Headmaster's secretary as the Head Master will wish to see and congratulate them. When pupils receive certain numbers of distinctions they will earn Bronze, Silver, Gold, Diamond or Platinum award certificates. These are presented in Presentation Assembly at the end of each term.

School Prefects: After consultation with HMMs, Common Room, current prefects and a survey of the Lower Sixth year group, the Head will appoint a group of school prefects. Their function is to help in the smooth running of the school, to be present on formal occasions and to provide a link between the staff and the pupil body.

House Prefects: Each House will have its own group of House Prefects. They will be appointed by the Housemaster or Housemistress and assist in a variety of House duties.

The role of all prefects is to set the highest possible standards within the community and act as acceptable role models.

NCOs: Senior pupils in the CCF can become NCOs, with the responsibility of training and looking after younger cadets.

Sanctions for pupils – causes for concern

A detention is an imposition applied by teaching staff on a pupil. It is a way of finding time for pupils to catch up with work missed, or of reinforcing the need to follow the code of conduct. The Detentions system is run by the Proctor (Mr Radojic). 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. Saturday Detentions run for up to 8 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.*

More serious incidents may be punished by the imposition of a suspension. These are usually imposed by a Head of Section or the Deputy Headmaster.

Summary of sanctions

The summary table below of escalating sanctions is aimed to be a useful guide: at the end of the day, the crucial factor in maintaining a sound work ethic and good behaviour is the judgement of staff, so that the appropriate sanction is applied to fit the crime and the individual.

	Initiator	ACADEMIC		BEHAVIOURAL	
		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 Proctor)	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 or 2 missed class/games/service 1st smoking offence
4	Proctor, HMM, HOD, HOS	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 SMT with DHM	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	DHM 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 govs	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.

Expulsion

If a pupil is expelled from the school by the Head Master the parents have the right to appeal against the expulsion. In this case the Governing body convenes an appeal hearing. Pupils may be expelled for involvement in theft, bullying, drugs or any other continuous or serious breach of conduct.

4.4 Academia

For those parents who have religiously read this handbook from the top down, you will be relieved to find a section on academics!

Curriculum

The school curriculum is very varied! All pupils from 3rd Form to 6th Form are taught by specialist teachers for all of their subjects.

The Third Form curriculum covers Maths, English and the 3 Sciences, Modern 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 (4th form) pupils study Maths, English and the 3 Sciences, Mandarin for all, French and Spanish. In addition they can learn Latin, Greek, Design Technology, ICT, Music, Art, History, Geography and Religious Studies. During the 4th form, pupils opt for their GCSE subjects. They continue into the L5th with Maths, English (literature and language) and Science (dual or triple award, both taught as three discrete subjects by specialists), and can opt for further subjects from; History, Geography, Religious Studies, French, Spanish, German, Greek, Latin, Mandarin), Art, Design Technology, ICT, Drama, Dance and PE.

During the U5th pupils are asked to make choices for the subjects that they wish to study in the 6th form, subject to their gaining successful GCSE results. In the L6th, pupils study 4 AS levels from a choice of 30 subjects. This reduces for the majority of pupils to 3 A2 courses of study in the U6th year.

Examinations

Pupils are examined in most subjects during the course of an academic year. In the 3rd and 4th Form, internal exams are held in the middle of the summer term. Both the L5th and U5th have GCSE module exams at various stages over the two years (some in November, January or March, depending on subject, and all subjects in the summer). Both the L6th and U6th have AS and A2 modules in January and in June.

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 Headmistress, Mrs Jo-anne Riley, to enable pupils who have several pieces of coursework running concurrently to plan their time.

Any queries surrounding subject choices, examinations or coursework should be made to the Housemaster or Housemistress in the first instance. Information is provided by means of information evenings, parents' meetings and literature to help pupils and parents plot a successful course through the curriculum!

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 Heads of Section. The dates for the issuing of all interim grades are published in the Blue Book.

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 Head Master's Report also requires a signed comment about progress and the report will be taken personally by the pupil to the Head Master. 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.

Prep/homework, Quality time and Parties

A prep timetable is published for all pupils in the 5t hForm and below. 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 rd form	1 to 1 ¹ / ₄ hours each evening
4 th form	1 ¹ / ₂ hours each evening
L5 th form	1 ³ / ₄ hours each evening
U5 th form	2 hours each evening
L6 th form	2 ¹ / ₂ hours outside lesson time daily
U6 th 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.

It is also very helpful if parents only allow socialising and parties to occur on Saturday nights during term time and indeed, wherever possible, to hold them in school holidays.

Private Study and Supervised Study in the Sixth Form

All 6th form pupils have some non-contact periods, study periods. These can be spent in the library or sixth form centre (studying!). 6th form pupils are expected to be able to use their spare time wisely. Sixth Formers who are a cause for concern (whose effort grades are worse than an average of 3.0 for example) 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.

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.

English as an Additional Language

The Head of EAL Department is Mrs Dynes. She co-ordinates the timetabling and teaching of English to overseas pupils. Teaching is tailor-made to suit individual pupil needs.

Scholarships and Scholars' Programme

A wide range of academic and other scholarships are available for pupils entering the school. These are administered by the Director of Admissions and the Tutor of Admissions. More information on the variety of scholarships is available from the Admissions Office. The progress of academic scholars is monitored by the Deputy Headmistress and Scholarships may be removed if pupils persistently underperform without good reason.

The Scholars' programme is run by the Deputy Headmistress and is designed to stimulate, stretch and challenge the brightest pupils. Members of staff put on lectures, on a topic of their choice, for the pupils as part of the weekly programme. All Scholars are expected to attend a significant proportion of the lectures and their attendance is monitored. Each scholar is also expected to give a paper/lecture of their own at some time during the academic year. In addition to the Scholars' Programme, heads of department arrange and oversee departmental societies which allow senior pupils in their subject the opportunity to arrange visiting speakers/workshops /activities to provide greater academic breadth and challenge to all pupils in the department.

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.

4.5 Pupil Organisation and Activities

Activities and sport

Sport and activities are an integral part of the provision of a rounded education for pupils at the college. Pupils are given opportunities to participate in a range of sporting, cultural, service and artistic activities. All pupils have two games sessions per week and have the opportunity to participate in matches at the weekends. Selection for teams is an honour and pupils are expected to participate. The Director of Co-curriculum is responsible for sport and activities in the College, assisted by Heads of Activities and of Service.

Pupils are given a degree of choice over which Sport they do for Games, depending on their year group. In general, the major sports 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, 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 and non-regulation kit may be confiscated. Please contact Mr Roger Nicholson, Director of Sport, if you have any questions.

Saturday Sporting Fixtures

On most Saturdays 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. **Whilst we encourage parental support, please note that dogs are not allowed on any school fields or pitches.**

Brighton College Games Department Parental and Spectator Code

- Act as positive role model to all players: young people learn much by example
- Children play sport primarily for their own enjoyment, not for that of the parents
- Acknowledge good individual and team performance from all players irrespective of the team
- Encourage all players irrespective of their ability
- Verbally encourage all players in a positive manner, shouting 'for', not 'at', the players
- Acknowledge effort and good performance rather than 'to win at all costs'
- Respect match officials' decisions, even if they appear to make a mistake (these are usually volunteers who are doing an extremely difficult job). Remember that persistent negative messages will adversely affect the players' and referee's performance and attitude
- Team selection is on merit and is solely the responsibility of the team's management - selection is not up for question - please refrain from voicing opinions on selection
- We welcome the *encouragement* of players but would be grateful if you could refrain from *coaching* from the sidelines: the players are instructed by their respective manager/coach at pre match, half time and full time talks - ***Interference leads to confusion!***
- No interference of pre-match, half time or full time team talks

Service activities and the Combined Cadet Force

On Wednesday afternoons pupils in the L5th and above participate in a service programme. All L5th are members of the CCF or do Duke of Edinburgh's Award activities at that time, but from U5th and above there are a number of other options. Mr Derek Roberts is Contingent Commander of the CCF and Mrs Sally Hart runs the D of E Scheme. One option for the 6th form is Community Service, run by Mr Jack Cornish. The Assistant Head (Co-curricular) oversees the activities programme, including service and CCF.

Field days

These are held for one day each in Michaelmas and Lent terms. They are non-teaching days when the CCF and DoE are able to hold adventurous training activities and when teaching departments may run academic and cultural visits. Full attendance is expected, since Field Days are an integral part of the education at Brighton College. **They are not to be considered as days off and we ask parents to support the College on this.**

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.

Parental permissions for a trip will always be sought if: (a) there is a cost of £10 or more (b) it is full day or residential (c) the risk assessment deems it appropriate. Permission is not necessarily sought for activities such as school fixtures (sporting or otherwise), trips to Kemptown/Brighton and community service.

ICT for pupils

This is an essential aid for teaching and learning as well as communication. All pupils are given access to the internet and the school's own network, along with a school email address. Pupils are expected to follow the ICT Acceptable Usage Policy and any pupil not doing so may lose the right to have access to the network in their own time.

'Cyber bullying' is 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 great 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.

Pupils' planners – recording homework

Every pupil is issued with a planner at the start of each term. It also acts as a calendar, containing pupil related entries from the Blue Book. They should use this to record their prep work and any important notices. The planner also acts as a means of communication between tutors and parents.

Library

The library aims to support all areas of the curriculum, to foster an enjoyment of reading for leisure, and to provide a place where any member of the College can work or read in peace. 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.

The library is open Monday to Thursday, 8:30am to 7pm and on Friday 8:30am to 5pm.

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).

The School Shop: The College Tailor, just down the road at 98 St George's St, Kemp Town

Monday – Friday: 9:00am-5:30pm. Pupils may not leave* campus to go to the shop during the school day but stationery, pads and pens – and mouth guards -can be bought direct from main reception and added to the School Bill.

*Sixth form and U5th (when the latter have Kemp Town leave) are allowed to use the shop at those times when they would normally be allowed off site during the school day.

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 charged to the termly bill.

Personal Belongings and 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. Named items are returned to pupils via their HMM. Unnamed items are advertised on My School via the Parents' Gateway and periodically put on display for claiming. After half a term, unnamed items are given to charity or disposed of. **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.

School Buses

Parents may wish to make use of one of the 8 daily bus services to and from the College which run from Billingshurst, Lindfield, Angmering, Crowborough, Horsham, Wivelsfield, Eastbourne and Pease 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. Each driver is equipped with a mobile phone or radio and will contact Kim Malins or Reception if the bus is significantly delayed or if there has been any unruly behaviour.

Heavy Snowfall

In the event of heavy snowfall, please always presume that the school will be **open** and, if your children can make both a safe journey in and a safe journey home, that they will be engaged in as normal a day's work as possible. We do, after all, have over two hundred boarders to look after!

Those who use the School Bus company are advised to check with them as to the level of service running.

The main school phone number will be updated regularly with as much helpful information as possible and the school website will have up to date information on it and, in the very unlikely event that the school needs to be closed to non-boarders, then this decision will be posted on the website, emailed *and* texted to all parents. We aim to make any such decision as close to 7am as possible. *Please make sure that the school has your up to date contact details.*

If bad weather comes in or persists during the school day then a decision may be made to finish the day early and send pupils (and staff) home. As above, this decision will be posted on the website, emailed *and* texted to all parents. Please rest assured that pupils will only be allowed to leave the school early with your permission.

Bursary and Fees

The School's Director of Finance and Deputy Head (Bursar) is Mr 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.

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 Head of Finance.

Photography and Publications

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. It has become customary for schools to ask parents to inform school if they do **not** wish the use of photographs of their offspring in school publications, advertisements, on the website or in press articles; all new parents are contacted by the Deputy Headmaster accordingly.

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 Head Master, and the annual Brightonian, at the start of each new school year.

Old Brightonian Association

All pupils 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. For more details please contact the Development and Alumni office.