



LEWESTON

SHERBORNE

Family Handbook
2017-2018

INDEX

| | | |
|----------|--|---------------|
| 1 | MISSION STATEMENT The School Motto Staff Prayer for the Pupils Statement of Academic and Pastoral Commitment Equal Opportunity | Pages 5 - 6 |
| 2 | COMMUNICATION Information on Events Academic Reporting Resolution of Queries and Concerns Contact Details – telephone, fax, email Family News Visiting Leweston Complaints Procedure | Pages 6 - 11 |
| 3 | SPIRITUAL LIFE The Chapel Mass The Sacraments Daily Prayers The Chaplain and Chaplaincy Team Co-ordination of Charities Leweston and the Community Community Service Prayers | Pages 10 - 14 |
| 4 | ACADEMIC LIFE Curriculum Policy and Statement Language Policy Characteristics of Good Teaching and Learning School Assessment Policy Curriculum Years 7-9 Preparation for GCSE Options and Courses Curriculum Years 10-11 (GCSE Years) Preparation for Sixth Form Options and Courses Curriculum Years 12 & 13 Coursework at GCSE, AS/A2 and Cambridge Pre-U Appeals Against Internal Assessment of Work for External Qualifications | Pages 15 - 28 |

| | | |
|----------|--|---------------|
| 4 | ACADEMIC LIFE (contd.) | |
| | <ul style="list-style-type: none"> Prep – Years 7-11 Holiday Work Individual Needs Gifted and Talented Provision Careers and Higher Education Guidance Examinations, Assessment, Tracking, Monitoring and Reporting Academic Awards/Recognition Scholars: Expectations Extra Curricular Activities Educational Visits and Study Tours The Pensabene Library ICT - Code of Practice | |
| 5 | LIVING TOGETHER | Pages 28 - 35 |
| | <ul style="list-style-type: none"> Code of Conduct for Pupils Code of Conduct for Boarders – Years 7-11 Code of Conduct for Sixth Form Conduct of Pupils at School Socials Conduct of Pupils Out of School Sanctions Action Against the Use of Drugs, Tobacco and Alcohol Action Against Bullying Behaviour | |
| 6 | APPEARANCE AND PROPERTY | Pages 35 - 40 |
| | <ul style="list-style-type: none"> Dress Code for Pupils – Years 7-11 Dress Code for Sixth Form Care of Personal Property Lost Property The School Shop | |
| 7 | PASTORAL ORGANISATION | Pages 40 - 42 |
| | <ul style="list-style-type: none"> House System and House Captains Tutorial Groups The Prefect Team The School Council The Boarding Council The Environmental Council The Food Council | |
| 8 | HEALTH, SAFETY AND WELL-BEING | Pages 43 - 47 |
| | <ul style="list-style-type: none"> The Dining Room - Meals The Health Centre Pupils' Data Protection Fire Alarm Procedures Risk Assessment Site Speed Limit | |

Critical Incident Procedure
Dogs on Site

9 ATTENDANCE AND TRAVEL

Pages 48 - 51

Term Dates
Half Terms and Exeat Weekends
Medical Appointments
Pupils' Absence
Signing Out
Missing Pupils Procedure
Absence for Parental Holidays
Study Leave
Travel - School Outings
Organised School Visits
School Transport
Transport of Pupils by Parents
Bicycles
Bringing a Car to School
Travel by Staff Car/Minibus
Travel - Boarders

10 DAILY ROUTINES

Page 54

FURTHER PRAYERS

POLICIES

The following policies are referenced in the family handbook and can be found under the 'Policies' section on the School Website.

School Policies and Procedures

Admissions, Misbehaviour and Exclusions Policy
Alcohol and Smoking Policy
Anti Bullying Policy and Procedure
Anti Drugs and Substances Policy
Certificate of Employers' Liability Insurance
Code of Conduct (Behaviour Policy)
Curriculum Policy and Statement
Disability and Equality Policy
Leweston School Early Years Policy
First Aid Policy and Medical Policy with Nursery Addendum
Fire Risk Assessment
Fire Safety Policy
Health & Safety Policy
Missing Pupils Policy
Online Safety and Cyber-bullying Policy
Complaints Procedure for Parents
Pupil Supervision Policy
Recruitment Selection and Disclosures Policy and Procedure
Rewards and Sanctions Policy
Risk Assessment Policy
Safeguarding Policy

The Safeguarding (Child Protection) Policy is also on the school website

The Governors and Staff of Leweston
work with pupils and their parents
to provide a contemporary education
rooted in the Catholic tradition.

The School Motto

Gaudere Et Bene Facere

To rejoice and do well

Staff Prayer for the Pupils

O God, our Father in heaven, you have given me
your children to teach and to prepare for
everlasting life; help me to fulfil faithfully and
generously this most sacred trust. Grant me the
gifts of the Holy Spirit, to lead them in the paths of
truth and love; the Spirit of Wisdom, to know when
to reprove and when to praise; how to be gentle,
yet firm; the gift of faith, not to be discouraged in
the face of failure or disappointment. Grant that I
may lead them all to you, by prayer, word and
example, through Jesus Christ our Lord, in the unity
of the same Holy Spirit.

Amen.

Statement of Academic and Pastoral Commitment

Leweston is committed to ensuring that each pupil is cared for spiritually, morally, socially, physically and intellectually as a unique individual in the sight of God. Thus by means of the taught curriculum and extra-curricular provision we seek to provide an education which allows all pupils successfully to grow in those aspects of human development.

As part of this commitment not only do we acknowledge the school's duty to fulfil statutory responsibilities where they apply to the specific needs of the boarding community, but also seek to emphasise the close relationship between boarders and day Pupils.

Equal Opportunity

Parents, guardians and pupils should know that Leweston has an Equal Opportunities Policy and is committed to equality of opportunity.

Leweston intends that no pupil, employee, visitor or job applicant will receive less favourable treatment because of her/his age, colour, disability, nationality, national origin, religious or political beliefs, marital status, race, sex or sexual orientation or be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

All staff have a responsibility for the development and operation of the Equal Opportunities Policy. It is important that all staff are fully aware of the policy and ensure that they conduct themselves both personally and in the discharge of their responsibilities in a manner that will not bring themselves or Leweston into disrepute.

2 COMMUNICATION

This handbook has been collated so that pupils and their parents may be better informed as to life at Leweston. We would appreciate your comments on this handbook in order to improve subsequent editions.

At Leweston we value parents' opinions, suggestions and information and feel that open channels of communication between school and home ensure a Pupil's academic and other progress is maximised over her time at school.

Parents/guardians may expect the following regular communication with school:

Information on Events

- The school website www.leweston.co.uk. The website is regularly updated and contains news of current and future school events. There is a parents' section, with a page for each year group.
- The Parent Portal
- A diary-sized calendar for each term containing key dates for music, sporting, academic and extra-curricular activities.
- Leweston Briefing: a fortnightly sheet containing detailed information on calendared events and information on any new event arranged since the publication of the term's calendar.
- A letter to all families from the Head at least three times a year.
- Communication as appropriate from the Heads of Year.
- Leweston Life: a publication which is published twice a year reporting on events and successes in the senior and preparatory school.
- Clarion Call: this service allows the school to communicate any sudden changes to the school day/information quickly and securely to mobile phones or to send emails.
- Boarding News: sent termly.
- The Whistler: sporting news, sent termly.

Academic Reporting

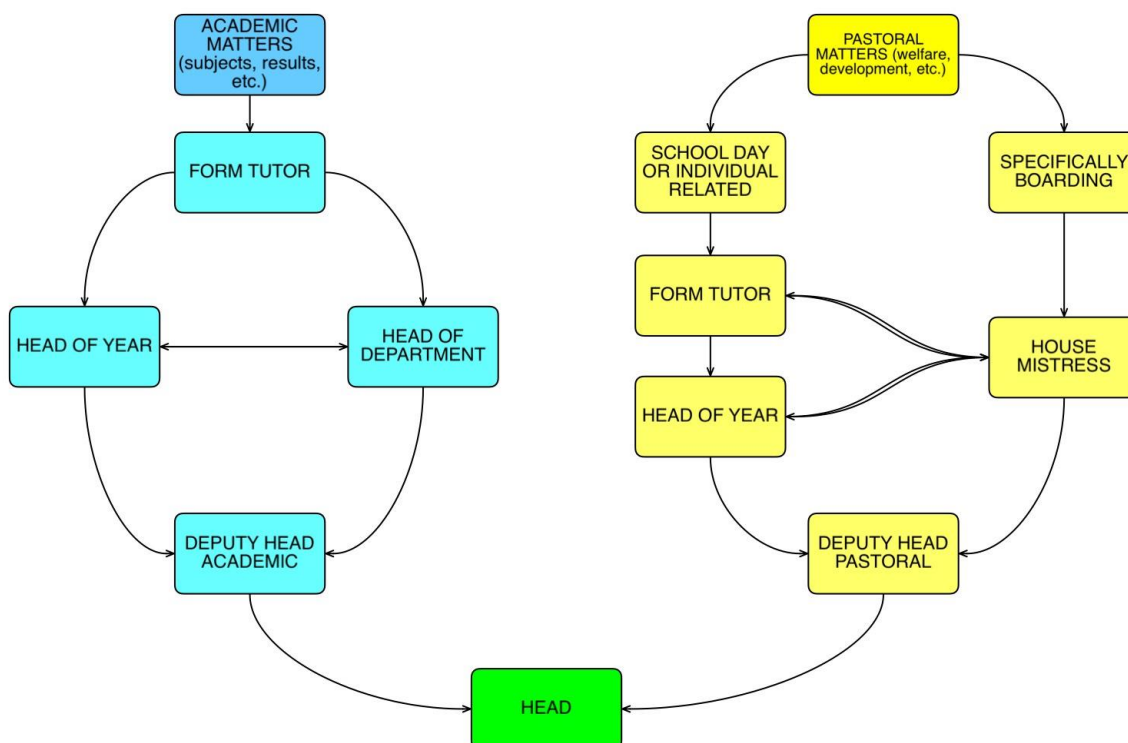
- An annual Parent/Staff Consultation Meeting.
- Interim and end of term reports are sent out regularly.

Resolution of Queries and Concerns

The school very much appreciates parents contacting members of staff at the appropriate times to raise issues they may have.

The following chart is intended as a guide for parents who need to talk through a problem involving their child or to clarify an aspect of school life. The arrows indicate the usual progression of enquiries.

This does not preclude direct contact with the Senior Leadership Team but is an advisable route to gain a full picture.



Contact Details

Telephone

The main school telephone number is **01963 210691**. This links you to Reception where the connection can be made to internal numbers or where a message may be left for a member of staff or pupil.

Please refer to the School Calendar for all up to date contact phone numbers for members of staff. The School Calendar will also be available on the website.

During Day Pupils' Prep (1645-1745 – Monday - Thursday) you can call 0743 627655 if there is a change in pick up time for your daughter.

There is a mobile phone held by a duty member of the Boarding Staff so that school may be contacted outside Reception hours in the case of an emergency. This number is 07964 539463

Fax

The fax number for the main school office is 01963 210786. Overseas Pupils may use the fax machine when required.

The Bursary fax number is: 01963 210695

The Prep School fax number is: 01963 210648

Academic and Support Staff Email

All staff can be emailed directly using the format* surnameinitial@leweston.dorset.sch.uk

i.e. John Smith would be smithj@leweston.dorset.sch.uk

* except:

Health Centre – healthc@leweston.dorset.sch.uk

Lieutenant Colonel Gus Scott-Masson – scottmp@leweston.dorset.sch.uk

Mrs Claire Godman-Dorington – gdclaire@leweston.dorset.sch.uk

Mrs Loretta Christey-Clover – christeyl@leweston.dorset.sch.uk

Family News

If any family news needs to be passed on to a pupil, especially news of a family bereavement or illness, please contact the Head or one of the Deputy Heads in the first instance. If the news is for a boarder, contact the Housemistress/Head of Boarding first. Heads of Year, Tutors, Housemistresses and the Lay Chaplaincy Co-ordinator, will be informed as a matter of course so that the appropriate action may be taken.

Visiting Leweston

If you have an appointment with the Head or a member of staff, you are requested to sign in at Reception where you will be issued with a visitor's badge upon presentation of photo ID. You will then be collected and taken to the venue of your meeting. Please remember male members of families are not allowed in the boarding areas except on return at the start of term (before 2000hrs) to assist with luggage.

Complaints Procedure

We are confident that any concerns you may have will be resolved promptly and effectively. However should you feel this has not been the case Leweston has a Complaints Procedure. The Complaints Procedure for Parents and the Complaints Procedure for Pupils can be found in the policies section of the school website.

3. SPIRITUAL LIFE

While welcoming people of all faiths and none, Leweston tries to be true to its Catholic roots with a distinctive ethos based on sound teaching, moral guidance, pastoral care and the development of the spiritual life.

The Catholic faith is affirmed and celebrated, and the sacramental life of the Church penetrates and underpins the life of the school. At the same time, those of other denominations and religions (or of none) will find support and respect and, with every member of the community, the encouragement and opportunity to think seriously about life and its meaning, to grow in wisdom and to practise charity.

The Chapel

The Chapel is central in the life of the community as the place where Mass and other school services are celebrated. It is also conveniently located in the heart of the school so that Pupils, staff and parents can slip in and out for prayer and meditation. Writing in the book of prayers or lighting a votive candle provide ways of making a prayer for oneself or others.

Leweston also has Trinity Chapel, built in 1616; it is ideal for smaller services and voluntary weekday Masses.

Mass

Mass is celebrated every Sunday at 1730; the school is joined by friends and neighbours of Leweston. If on occasion we are unable to celebrate Mass at Leweston on a Sunday, the boarders attend Mass at the Catholic Church in Sherborne.

The whole school gathers for Mass in the main chapel at the start of the day on Wednesdays (occasionally the Prep School will celebrate Mass in the Padua Hall on a Friday).

All school Masses are a gathering of the school community, and pupils and staff play their part as readers, servers, choir and Ministers of Communion.

The liturgical year with all its feasts and fasts is celebrated in the tradition of the Church, with special opportunities to celebrate Easter and Christmas, and to prepare for those feasts in Lent and Advent.

The Sacraments

The school enjoys a full sacramental life. There is preparation for those coming to Confession and Holy Communion for the first time. There are regular times for Confession and classes for First Holy Communion and Confirmation candidates.

Anglican candidates for Confirmation are prepared under the guidance of the school's Honorary Anglican Chaplain, The Reverend Canon Eric Woods, Vicar of Sherborne

Daily Prayers

The Chapels are open every day for private prayer. Public prayers are said each day in chapel, after Singing Practice on Tuesdays, or in tutor and year groups. There is often a visiting speaker at Morning Prayers on Friday. Outside speakers are balanced with input from members of staff or student bodies

who also lead the school in spiritual reflection or present a charitable initiative. There are special bedtime prayers by candlelight on Thursdays, which take place in Trinity Chapel. Additional prayer and faith formation groups will be run at lunch times and after school to which all are welcome.

The Chaplain and Chaplaincy Team

Leweston has a visiting Chaplain who is available to pupils, staff and parents. He is a priest of the Diocese of Plymouth. Although all members of staff are responsible for sustaining and developing Leweston's religious life and in upholding parents in their role as the primary educators of their children, the Chaplaincy team, under the leadership of the Head, has a particular responsibility in this. The Chaplaincy team consists of the Lay Chaplain, a Chaplaincy Co-Ordinator and teachers from the Senior School and Prep School.

Co-ordination of Charities

In tune with the school's ethos and co-ordinated by the Chaplaincy team, support for charities is organised throughout the year with special events and collections. In addition to many other good causes both locally and nationally, money in recent years has been raised for the Lourdes Pilgrimage Trust, for schools in Nepal and Sierra Leone and for the African work of the sisters who founded Leweston: the Religious of Christian Instruction.

Leweston and the Community

Although Leweston is set in fine grounds out in the country, there is a strong relationship between the school and the wider community, with a host of visits to and from the school. From the point of view of its religious and spiritual life, Leweston sees itself as an important part of the Diocese of Plymouth and the parish of Sherborne. Many friends and neighbours of the school come to Sunday Mass in the school Chapel throughout the year; representatives of local churches are invited to speak at Friday prayers, and members of local parishes are invited to the regular Leweston Lectures. The Chapel choir (Schola) is much in demand for services and concerts in other churches and at the weddings of Old Antonians.

Community Service

The opportunity to give back to the community is a vital component of our Co-curricular programme. Through our Community Service links, Pupils are encouraged to create a meaningful link between their School life and the wider community. Sixth Form Pupils in their free time offer their services to our neighbours in Longburton who may need assistance in performing daily chores or who may simply need companionship and somebody to talk to regularly. Younger Pupils, particularly those undertaking the Duke of Edinburgh's Award scheme, usually assist in the Junior Department in order to fulfill the Community Service element of the award.

Prayers

Prayer for Today

Teach me, my God and King,
In all things thee to see,
And what I do in anything
To do it as for thee.
Amen.

Prayer for Today

Lord Jesus Christ, alive and at large in the world,
Help me to find you and follow you here today,
In the place where I work, meet people, spend money and make plans.
Help me to be a disciple of yours,
Seeing through your eyes, hearing the questions you are asking,
Welcoming each person with your love and trust,
Learning your truth,
And changing the world by the power of your goodness.
Amen.

The Prayer of St Ignatius of Loyola

Good Lord, teach me to be generous,
To serve you as you deserve,
To give and not to count the cost,
To fight and not to heed the wounds,
To toil and not to seek for rest,
To labour and to ask for no reward
Save that of knowing that I do your holy will.
We make this prayer through Christ our Lord.
Amen.

A Prayer for Inspiration

Lord, may everything we do
Begin with your inspiration
And continue with all your help,
So that all our prayer and work
May begin in you
And by you be happily ended.
Amen.

A Prayer about Friendship

Dear Lord
Help me to be patient, even when all I want to do is leave.
Help me to listen, even when all I want to do is talk.
Give me the strength to be someone else's support.
And see me on my way to being a better friend. Amen.

A Prayer for our Families

Lord, our families are very important to us, but sometimes we do not appreciate them as much as we should. We thank you for our families and pray that they are well and happy at this time. It may be hard to appreciate them at times, but help us show them how much we love and need them. Through Christ our Lord. Amen.

Prayer for our School

Father, I pray for all involved in the life of Leweston
And your blessing on the work I have to do.

I pray for peace here and a sense of purpose,
For good will among us and a devotion to truth,
For cheerfulness and compassion.
And a delight in the glory of being human.
Amen.

A Prayer at Exam Time

Help us, Lord, to keep our minds fixed on truth. Help us to concentrate on what we have learned and not to worry about anything else. You know all things; prompt our memories with the light of understanding that we may make good use of what we have been taught, and not let our knowledge go to waste. Help us at an anxious time to be good friends to others. We pray this through Christ our Lord.

Amen.

A Prayer for Those Who Are Sick

We are in the presence of God our Father.
We bring into his presence, in the name of the Lord Jesus,
Those for whom we pray.
(pause)

Our prayer for them and for ourselves is that we may come to know his love more surely, to trust him more deeply, and to realise the presence of the Holy Spirit within us all, ever at work healing, strengthening, and guiding us in all our ways.

We pray this through Christ, the Lord of health and wholeness.
Amen.

Prayer for the World's Poor and Needy

God our Father, we thank you for your compassion and care for all your children. Give us a deeper understanding of the needs of our suffering sisters and brothers in the world, and plant in our hearts your love of justice, truth and mercy. Transform our complacency into concern, and our concern into action, and accept the service we offer in partnership with all of good will throughout the world, as together we walk in the footsteps of your Son, Jesus Christ our Lord.

Amen.

Curriculum Policy and Statement

At Leweston the curriculum is intended and planned to instil a love of learning and to inspire the life of the mind. The focus is to enable pupils to achieve the best possible academic success. While traditional in the rigour and range of the subjects and teaching, in keeping with the “contemporary” aspect of the school’s Mission Statement and the school’s intention to prepare pupils for life beyond Leweston, the timetable is developed to suit the academic needs of pupils in a given year on an annual basis.

The school provides a curriculum that, in keeping with the school’s ethos, ensures for each of its Pupils balanced, appropriate and interesting opportunities for academic study. All education at Leweston is full time and utilises the fact that many of the fundamental educational experiences provided in the school are implicit within the curriculum rather than explicit or subject specific. Importantly, each pupil’s educational experience is enriched by the extra-curricular provision (both formal and informal) and the non-examined subjects that underpin their learning. Pupils are encouraged to distinguish right from wrong and to behave morally, altruistically, responsibly and courteously in and out of the classroom.

Language Policy

The medium of teaching and learning is English and its use is also required in social contexts outside the classroom. The school’s English as an Additional Language Policy and the full Curriculum Statement and Policy can be found under the policies section of the school’s website

Characteristics of Good Teaching and Learning

The responsibility for the quality of teaching and learning of pupils lies in the first instance with the subject teacher. The Head of Department (HoD) is responsible for monitoring, evaluating and making appropriate recommendations for the further guidance and training of subject teachers.

The school intends that:

- Pupils are informed of the content of the courses that they are taught, of syllabus requirements for external exams, of methods of assessment and of their own progress.
- Lessons are well planned and reflect what is recorded in the Schemes of Work.
- Resources used in lessons are relevant and up to date and where appropriate use ICT.
- A variety of teaching and learning activities is deployed to cater for the learning styles of Pupils; Pupils’ academic experience, where feasible, is reinforced by practical experience on educational visits and fieldwork. Pupils are trained to make effective use of ICT.
- Teaching is at an appropriate level and pace.
- All pupils are encouraged equally to participate actively in lessons, which, where appropriate, generate awareness of different cultures and ideas. Teachers seek to create a positive working environment.

- Teaching develops strategies for effective learning in the subject and contributes to pupils' learning key, transferable skills.
- Pupils are encouraged to aim for and achieve high standards; their work is regularly assessed according to school policy or public examination requirements. Marking is thorough, fair, consistent and prompt. Feedback keeps pupils informed about progress and strategies for improvement.
- High standards of punctuality and behaviour are required.
- The teaching environment is pleasant, safe and meets the learning needs of the pupils. It is constantly in the process of being modernised.
- Pupils are well prepared for public examinations: the appropriate syllabus is fully covered, examination technique is practised and revision programmes devised.

A policy on the Characteristics of Good Teaching and Learning is available on request

School Assessment Policy

The school has an Assessment Policy which can be found under the policies section of the school website. In addition each Department has its own subject specific assessment policy which is required to reflect the school's assessment policy.

Curriculum - Years 7 - 9

In these years pupils follow a broad curriculum consisting of:

Art

Biology

Chemistry

Computing

Cookery

Design

Drama

English

French/Spanish

Geography

History

Latin/Classical Studies

Mathematics

Music

Personal and Social Health Education

Physical Education and Games

Physics

Preparation for GCSE Options and Courses

In the Autumn and Spring Terms of Year 9 pupils are given a brief presentation by the appropriate Head of Department of all the subjects offered as GCSE courses at Leweston. All Year 9 pupils also receive a booklet with subject and syllabus details in order to help them decide on the courses to pursue at GCSE. A meeting for Year 9 pupils and their parents is held in the course of the year so that the Deputy Head Academic and the Head of Year 9 may address all issues and respond to parents' and pupils' questions. After a plenary session parents and pupils may consult the various subject heads and teachers. Families then receive a letter, inviting subject options to be made and setting a date by which the completed form must be returned. The timetable for Year 10 is constructed with pupils' options in mind. Although the school makes every attempt to accommodate a pupil's subject choices, it may be that in a small number of cases all choices cannot be met and a pupil will therefore be invited, in consultation with the Deputy Head Academic, to revise some of their subject options.

Curriculum Years 10 - 11 (GCSE Years)

Pupils normally take up to 10 subjects at GCSE at the end of Year 11.

All pupils study the following core subjects:

English

English Literature

One Modern Foreign Language (French or Spanish)

Mathematics

Religious Studies

Combined Science (2 GCSE) or the three separate Sciences

History or Geography

In addition all pupils normally choose a maximum of two of the following subjects:

Art

Computer Science

Design

Drama

Home Economics

Latin

Music

In addition to these examination courses all pupils PSHE lessons, including careers, Games and Physical Education.

Bi-lingual pupils need not choose their language as one of their option subjects but they may take it at GCSE.

It is the school's intention that extra/additional lessons be taken during a pupil's study periods which occur if a pupil is not taking up the full quota of options.

Preparation for Sixth Form Options and Courses

In the first term of Year 11 pupils and their parents are invited to a presentation on the Sixth Form at Leweston in which all aspects, academic and social, of Years 12 and 13 are covered. Pupils and their parents receive a handbook detailing all subjects offered at either A level, or Cambridge Pre-U level as well as the Extended Project Qualification (EPQ) and the Leiths Diploma in Food and Wine and there are opportunities to consult academic staff on subject choices, university entrance and careers. This consultation is ongoing over Year 11 until the point is reached when A level choices must be made to enable work to commence on the timetable for the following academic year. Once choices are made and the timetable constructed, any subsequent changes in a pupil's options may only be accommodated if the timetable permits. The timetable is constructed differently every year to support the pupils' option choices that year.

Curriculum - Years 12 & 13

A sixth former may expect to take three or occasionally four subjects at A level. As at GCSE, the timetable is built to accommodate as many of the students' option combinations as possible. The Cambridge Pre-U (Pre-University) course is currently offered in English Literature. All pupils in the Lower Sixth follow a programme of enrichment activities, including Public Speaking, Business and Enterprise, Computer Science, Creative Art and Community Service.

The following subjects may be studied at A level:

Fine Art

Biology

Chemistry

Classics

Drama and Theatre Studies

Economics Business Studies

English Literature (Pre-U)

French

Further Mathematics (Mathematics must also be studied)

Geography

History

Latin

Mathematics

Music

Physics

Psychology

Religious Studies

Spanish

Textiles

All Sixth Form pupils must also attend lessons in Religious Studies, Physical Education and Games.

As a general rule each subject at A level requires six hours of private study a week.

All subjects provide enrichment and extension through external lecture programmes. Most also use the theatre, field days and study trips etc. to support the curriculum. Some of these educational visits are executed over three or four days and may be abroad. Most are financed by the pupils/students. Exceptions to this are explicitly made in course specifications as outlined in the GCSE and A Level handbooks.

Please refer to the separate Sixth Form Handbook for further details on life in the Sixth Form at Leweston.

Coursework and controlled assessment at GCSE, AS/A2 and Cambridge Pre-U

Many subjects at GCSE, AS and A2 and Cambridge Pre-U Level have coursework or controlled assessments as part of the syllabus. Departments which have a syllabus requiring the completion of these elements provide dates for first drafts and deadlines for completion. These dates must be adhered to. The Deputy Head Academic has an overview of all these date requirements to ensure that the work for pupils is as evenly spread as possible. All coursework and controlled assessments in every subject must be completed by the end of the Spring Term before the final subject examination in the summer, to enable final marking and moderation to be undertaken by each department to meet Examination Boards' deadlines. The Easter holidays and lessons in the first part of the Summer Term are designated for revision and examination preparation.

Appeals against Internal Assessment of Work for External Qualifications

Leweston is committed to ensuring that whenever its staff assesses Pupils' work for external qualification, this is done fairly, consistently and in accordance with the individual board's specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Pupils' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a candidate feels that this may not have happened in relation to their work, they may use the appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The Appeals Procedure Against Internal Assessment of Work for External Qualifications is available to parents on request.

The procedure is also available from the Examinations Co-ordinator, and is posted on the Examinations Notice Board

Prep - Years 7–11

Prep/Homework timetables are drawn up by the Heads of Year in consultation with Heads of Department. Each pupil has their own copy of the timetable and is provided with a diary in which they are required to record prep set every day. Their form tutor regularly checks this diary to ensure that prep is being logged and completed. Parents are encouraged to look at prep diaries and sign them every week. This is a useful means of communication with tutors.

Holiday Work

Holiday work is normally set for pupils in Years 10, 11, 12 and 13.

Individual Needs

The individual needs of pupils including those with Personal Learning Plans (PLPs), the gifted and talented, those with special physical needs and those for whom English is not the first language are catered for appropriately so that each pupil may have the same opportunity to develop and succeed as their contemporaries do. Learning support is therefore available to Pupils throughout the school. These lessons are optional and incur an additional charge.

Each pupil is tested on entry to the school to ascertain whether they would benefit from learning support.

Gifted and Talented Provision

Leweston recognises that all pupils have gifts and talents; however we are aware that those who excel academically may require a specialised programme to enhance their educational experience. There is a weekly programme of lectures and other activities organised to support this.

Pupils in every year group have the opportunity to attend conferences and courses specifically designed for gifted pupils in many different subjects.

Careers and Higher Education Guidance

A programme of Careers and higher education advice and guidance is provided to all pupils from Years 7 – 13 through the PSHE lessons, visits, talks and interviews. The Head of Careers/6th Form co-ordinates the delivery of the programme with the support of the Head of PSHE, tutors, Heads of Year and other adult contributors with specific expertise or experience.

In Years 7 – 10 the pupils are offered an introduction to careers with access to suitable careers software programs, websites and other activities designed to raise awareness about the world of work and the range of career opportunities. In Year 9 there is a particular focus on ensuring that option choices made by pupils are sufficiently broad, balanced and appropriate for their career or higher education aspirations.

In Year 11 pupils are given information about opportunities in the Sixth Form and beyond this into higher education. Each pupil is interviewed individually by the Careers Coordinator/Head of Sixth Form to discuss course choices at A Level.

In the Sixth Form the programme aims to prepare students for university, GAP placements, college or employment. Year 12 pupils are offered individual interviews to discuss A2 subjects and their career

paths, and are given further information about routes and choices for higher education, including Oxford and Cambridge. They are introduced to websites to support their research and in the Spring Term they visit a Higher Education Convention at a local university such as Bath or Exeter. Guidance is given on the university or college application process, including writing a personal statement. Sessions in Year 13 give further support with completing the university application process and pupils can arrange to have a mock interview practice. During the course of the year information is provided on finance and the practicalities of living away from home.

All students are encouraged to access the advice and guidance available in school to help them make informed decisions about further or higher education choices and career options. Pupils can request individual interviews with the Careers team and they can use the Library which contains a wide range of resources, including aptitude programs on the CD Rom, prospectuses, job descriptions, literature from professional organisations and periodicals. Students in Year 11 and 12 are able to take careers aptitude tests and are encouraged to undertake relevant work experience during the holidays to enhance their CV or personal statements. A range of external speakers visit the school to talk to students about specific careers, universities or gap experiences. We welcome the support of parents, guardians and Old Antonians who may be able to offer their professional expertise in a particular career and they are warmly invited to contact the Deputy Head Academic in the first instance.

Further information about careers and higher education may be obtained from the Deputy Head Academic or Head of Sixth Form.

Examinations, Assessment, Tracking, Monitoring and Reporting

Internal school examinations take place for different year groups as follows:

Years 7 - 9

School examinations are held towards the end of the Summer Term following a year of continuous assessment.

MidYIS (Middle Years Information System) testing: all Pupils in Years 7 and those new in Year 8 and 9 undergo MidYIS baseline testing during the Autumn Term. The MidYIS project is run by the University of Durham to provide base line scores for the purposes of monitoring pupils' progress and for calculating target grades and value added at GCSE.

Year 10

School examinations are held in the Summer Term. Year 10 pupils also undergo Yellis (Year 11 Information Systems) testing.

Year 11

Mock GCSE examinations are held in the first week of the Spring Term.

Years 12 and 13

There is a programme of continual assessment throughout the two years, with internal exams at the end of the Lower Sixth. Mock A level exams are held at the start of the Spring Term in the Upper Sixth.

ALIS testing: all members of Year 12 are assessed by ALIS, (the A Level Information System) which is designed as a value added measure to assess progress in the Sixth Form between GCSE and A Level and to assist calculate target grades.

Public Examinations

GCSEs are normally taken in the summer of Year 11. English and Maths GCSE are available in November for retakes.

A level exams are taken in the summer term of the Upper Sixth.

GCSE and A Level Examination Charges

Please note that the Examination Boards charge a candidate entry fee and a set amount for each subject entered. This charge is added to parents' accounts at the end of the term in which a pupil is entered for public examinations.

Reporting Policy

The school operates a formal system of reports and progress reviews throughout the school. The aim is to involve pupils in taking responsibility for their own learning by periodically reviewing progress and setting short-term and long-term targets to focus their aspirations. Targets are set early in the GCSE and A level course and are linked to YELLIS and ALIS predictions, moderated by the relevant member of staff's considered opinion.

Reports

Reports are written at the end of each term, except for Year 11 and Year 13 Pupils in the Summer Term when public examination results are awaited. Reports contain information on the content of each subject studied and the methods of assessment used. They indicate the quality of work and attitude to learning in Years 7 - 9, and also show the target grades and current performance in Years 10 - 13. They also contain written assessments on the term's work by subject teachers, tutors and, where appropriate, the Houseparents.

These are supplemented by Parent/Staff Consultation Evenings and interim grades which are sent to parents at the Autumn and Spring half term.

Sixth Form Reports

In the Sixth Form in addition to end of term and interim reports advice and guidance are given on the process for completion of UCAS applications. Progress reviews are used where appropriate to monitor and support pupils.

Academic Awards/Recognition

Merit System for Years 7 - 8

Merit certificates are presented by the Head at the end of each term in the final formal assembly to pupils who have demonstrated exceptional effort and/or achievement in academic work. Individual merits are awarded by subject teachers; these merits are totalled at the end of each term and, according to the number gained, a pupil receives a Gold, Silver or Bronze certificate.

Departmental Commendations Years 9 and above

Any Department may award a Commendation to a Pupil who has completed an excellent term's work in the subject. This Certificate of Commendation is presented to the Pupil at the final formal assembly of the term.

Head's Commendations Years 10 - 13

A piece of work of exceptional merit produced by a pupil in the senior years of the school is recommended to the Head who sees the pupil and their work to offer the school's congratulations and to record their name in the Head's Commendation Book.

Speech Day Prizes

Recognition is also made of academic achievement or progress by pupils in all years in the prizes awarded at Speech Day. General prizes for academic achievement or progress are awarded for pupils in Years 7 - 10. In Years 11 - 13 each Department awards a subject prize; in addition there are a small number of prizes for academic achievement over the whole range of subjects.

Scholars: Expectations

Scholars are expected to attain the highest standards not only in academic work but also in their behaviour, in order to set an example to other pupils in the school. Academic scholars are expected to attend Leweston Lectures; Art and Design scholars to attend extra-curricular workshops organised for them by the Department. Physical Education scholars are expected to attend team practices and matches on weekdays and at weekends. Drama scholars must participate in school productions and support the Department in giving their time to clubs and activities. Music scholars perform in the full range of choral, sacred and orchestral music and are required to attend the performances of others.

It is assumed that scholars will follow their subjects up to and including A Level.

Extra-Curricular Activities

A full programme of activities covering the whole week (Monday to Sunday) is drawn up for each term by the Activities Co-ordinator, Hannah Crawley. Before the end of term an activities fair is held where pupils can sign up for their preferred activities for the following term (the exception to this is at the start of the new academic year when the fair is held during the first week back). Although most activities are free, some incur a charge for which parents are billed. However available places are limited in some activities and thus they are allocated on a first come, first served basis. Evening activities are open to all Pupils. Boarders in Years 7 – 9 must choose three activities a week: older boarders may choose as many or as few activities as they wish.

There are also music practices and performances and PE practices and matches scheduled throughout the week. The details of these arrangements are published by the respective departments.

The range of activities varies from time to time but the following extra activities are currently available or can be organised.

Music

Individual Instrumental/Singing Tuition

Choir, bands (various) orchestras (various)

Physical Activities

Badminton

Ballet/Tap Dance

Fencing

Horse Riding

Jazz/street dance

Tennis Coaching

Shooting (Pistol)

Squash

Trampolining

Yoga

Zumba

Other

Community Service

Cookery (various)

Crafts

Debating/Public Speaking

Duke of Edinburgh Award

Extra Art Activity

Fashion and textiles

French club

High Speed touch typing

Japanese

Knitting

LAMDA Acting

Life Drawing

Mindfulness and Wellbeing

Photography

Sixth form film club

Sugarcraft

Educational Visits and Study Tours

These visits and tours are arranged by departments over the course of the academic year. It is important that visits are adequately staffed and health and safety are not compromised. You should always be advised in advance of the trip of the approximate cost involved and your express permission for your daughter/son to attend is required.

If your daughter/son represents the school in a sporting event, occasionally the school may contribute towards entry fees and travel costs

Leweston's Libraries

Leweston's main school library, Pensabene, is open to pupils throughout the school day and during evenings and weekends for boarders. Our Librarian is available from 09:00 to 15:30 Mondays-Fridays and is always willing to help pupils with any queries they may have.

Pensabene Library is a large facility combining modern beech shelving, study tables and a computer suite with abundant natural light to provide a pleasant and productive environment for study. Pupils studying in the library are supervised by the member of staff on duty and Mrs Day and are expected to abide by the school rules governing behaviour, dress-code and computer use. Students are expected to look after any resources they borrow and return them in good condition – the replacement cost of any lost or damaged resources will be billed at the end of each term.

We have an online library catalogue which can be accessed in school or externally using a computer or via an app for mobile devices. There are currently over 2,800 fiction titles, 6,500 non-fiction books, 450 films and over 11,000 websites. We have a buoyant reading culture in school with a great range of fiction for all ages, interests and reading abilities to choose from. Some books are located in our reserve collection in the Eleanor Library nearby.

All pupils and staff are encouraged to participate in shaping the library by recommending new resources and adding reviews. Older pupils in our Prep School and young boarders are also encouraged to use our senior school library.

Online resources are increasingly important and we subscribe to many A Level magazines; specialist resources for English and History; Digital Theatre Plus with 50 full length productions and global and social issue resources including a range of eBooks.

ICT – Code of Practice

The school has this code of practice to ensure that pupils have reasonable access to the computer network and that all facilities are maintained in good order. Pupils have to sign an ICT Code of Practice and Access Request Form before they can use the school facilities. All users are then issued with a username and email address and the facility to create their own unique password.

The permission of the school is required in order to publish anything about the school on the Internet.

Pupils are required to adhere to the following guidelines:

- They must not let anyone use their username and password or use anyone else's username and password.
- They must not move computer equipment or eat or drink near computer equipment.
- They must not copy material from the internet or school network unless they are sure it is legal.
- They must not send chain mail or display, store or email 'offensive' materials.
- The school encourages the use of the Internet and emails within the network. However emails are filtered through the school's anti virus software and any "offensive" material will be stopped and the following action could be taken:
 - Temporary or permanent withdrawal of network and/or Internet privileges
 - Community service to reinforce appropriate behaviour
 - Referral to Head of Year or other relevant staff

Posting defamatory information or images on any website, sending abusive emails or posting information or images on forums or in chat rooms about a fellow pupil, teacher or staff member is considered bullying behaviour and will be dealt with accordingly.

For further information please see the following policies which can be found on the school website.

Anti-Cyber Bullying Code

Cyber World Safety Policy

ICT Code of Practice and Access Request Form

Personal Equipment Policy

5 LIVING TOGETHER

Code of Conduct for Pupils

The Code of Conduct exists to ensure not only high standards of behaviour from every pupil in the school, but also to maintain the well-being and safety of the whole community. The guiding principle for pupils in their behaviour should be respect for others and for themselves.

The Code of Conduct for pupils applies not only in school but also when a pupil is representing the school or wearing school uniform, travelling to and from school or associated with the school at any time.

Form Tutors go through the Code of Conduct for pupils at the start of each term. We would also ask parents to read the Code of Conduct for pupils, which follows, and the Sanctions and Rewards Policy which is under the policies section of the school website.

Pupils should:

Show respect and good manners at all times to each other, to members of staff and to visitors. For example

- Stand up when an adult/visitor enters a classroom.
- Open doors for others and stand back for staff and other adults to pass through first.
- Greet others in a friendly, courteous manner.
- Listen when others are speaking.

Maintain Silence

- When entering and moving around the Chapel.
- In the Library when asked to do so.
- At other times when asked to do so.

About the School

- Walk on the left and never run in the building.
- Move quietly and quickly in the corridors between lessons.
- Ensure that litter is disposed of in waste bins.
- Observe the rules for use of mobile phones. Pupils may not use mobile phones in lessons, or as they move around the school between lessons. Mobile phones must not be taken in to the Dining Room or the Chapel. For details see the Mobile Phone Policy.

Preparedness and Punctuality

- Be on time for lessons and evening study.
- Have the correct books/equipment.
- Keep to deadlines for prep.

- Ensure that physical needs are met during breaks (e.g. have a drink, use the lavatories) so as not to miss lesson time.

Respect for the Environment/Property

- Store belongings neatly when not in use. Secure valuables, including mobile phones.
- Keep form room and Common Rooms clean and tidy.
- Be sure to fulfil teatime and classroom cleaning duties.
- Use other people's possessions only with their express permission.
- Sit with feet off sofas and tables.
- Conserve resources – use recycling boxes, turn off lights, shut windows.

Food and Drink

- No food or drink except fruit may be taken from the Dining Room.
- Be considerate in the Dining Room. Clear everything away once you have finished your meal. Put chairs neatly under tables before departure.
- There should be no food or drink (including bottled water) in the Library, IT Rooms, Science Block, DT Rooms or Chapel.
- The use of chewing of gum is unacceptable in school.

Bounds

- No pupil may leave school premises without permission. Temporary absence for boarders should always be entered in the Exeat book on leaving and return indicated by a signature.
- Temporary absence for day pupils is to be recorded in the Day Pupils' Book in Reception.
- Year 7 pupils may not go beyond the Boar.
- Year 7 – 10 pupils may not go beyond the bridge on the main drive, or the DT Block on the lower drive. No pupil may go to the Belvedere alone.
- Year 11 pupils may not go beyond the Lodge.
- No pupil may enter the woods or fields adjoining the Leweston property or the Sisters' gardens.
- No pupil may leave the building after dark except to go to the Sports Hall.

Code of Conduct for Boarders – Years 7–11

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

- Times for rising in the morning and lights out for each Year group should be respected.
- Any pupil leaving their House area after evening prep (e.g. to go to the Library, to visit other Houses etc.) should notify a member of the House Staff. If leaving the building (e.g. to play tennis, go to the Sports Hall etc.) they must sign themselves out in their House. No pupil may sign out or in on behalf of any other pupil.

- Boarders should only visit other Houses if they have the permission of their own House Mistress and that of the staff whose area they are visiting.
- Keep the House quiet during evening study times.
- Music may only be played at a volume which is not audible outside a pupil's study and not during evening study times.
- Pupils should sign out each time they leave school. During the school day they should use the signing out file in the Reception area; during evenings or at the weekends, the book in their own House. They may only leave the campus during the school week with the permission and knowledge of their Housemistress.
- Pupils in Years 7 - 11 may not visit South Wing.
- Day pupils may not be invited to boarding areas without the permission of the Housemistress.
- After lights out a pupil may not leave their House for any reason except illness. In such cases she will be in the care of a member of the House Staff.
- No food is to be kept in bedrooms. Tuck should be stored in the lockers provided.
- Pupils are responsible for keeping valuables and money under lock and key.

Code of Conduct for Sixth Form

All Sixth Formers are expected to observe the School's Code of Conduct for Pupils, and show due respect for each other's personal space and property. For the maintenance of a happy, well ordered atmosphere in the House, the study rooms and Common Rooms, these guidelines should be followed:

- Sixth Formers must keep the House and study rooms quiet during lesson time and evening study times. Music may only be played at a volume which is not audible outside a Pupil's study.
- Sixth Formers, day and boarders, are expected to keep their bedrooms and studies tidy and help keep the Common Rooms clean and tidy. Every Wednesday the floors and all surfaces are to be cleared and everything placed on beds in Sixth Form accommodation to allow for cleaning.
- In the case of boarders/flexi boarders, Pupils must be in their rooms and quiet by 22.30.

Conduct of Pupils at School Socials

- If a pupil is part of a group invited to a social event at another school, they must leave and return to Leweston by school transport. Any pupil who shows evidence of having consumed alcohol beforehand will be banned from attending the event, and be dealt with in-line with the School's behaviour policy.
- It is our expectation that parents will not provide alcohol at home prior to a pupil joining a school social.
- Any pupil found smoking or having consumed so much alcohol that they are incapable of behaving appropriately will be escorted from the event to the Health Centre or study bedroom; in the case of a day pupil, parents will be asked to remove them immediately from the social event.

Conduct of Pupils out of School

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

Sanctions

The following activities are considered serious offences at Leweston and attract the severest sanctions:

- Possession or use of drugs.
- Unauthorised possession or consumption of alcoholic drink.
- Possession of cigarettes, smoking materials or any smoking paraphernalia.
- Smoking anywhere on School premises.
- Breaking bounds or being outside the buildings at night.
- Unauthorised use of a car, as passenger or driver.
- Entering dangerous areas unsupervised, e.g. the roof, the swimming pool.
- Bullying.
- Stealing.
- Vandalism: damaging equipment, premises or other Pupils' property.
- Posting on websites/forums etc. defamatory comments on the School, its staff or other Pupils, including content of a racist, radical, discriminatory or inappropriate nature.

The following sanctions are available for use within the School: verbal reprimand, community service tasks, weekday detentions, being placed 'on report', Saturday detention, gating, temporary exclusion, permanent exclusion.

In all cases except for some verbal reprimands, sanctions imposed on a Pupil are recorded in the Sanctions File. The member of staff imposing the sanction completes the entry in the file with details of the misdemeanour and the punishment worked.

Parents will be informed by email when a Pupil is put on report, given a Friday or Saturday detention, or is gated. Initial contact will be made by phone in the case of temporary exclusion and permanent exclusion.

Please Note:

- The sanction for use or possession of drugs is likely to be exclusion.
- A Pupil caught breaching the guidelines on alcohol can expect to be temporary exclusion.

- A Pupil caught smoking on the first occasion will serve a Saturday detention. A repeated smoking offence may result in the Pupil being temporarily excluded. Counselling might be suggested where we have reason to believe that a Pupil has issues with either alcohol or tobacco, for example, when there are repeated infringements.

All sanctions above are detailed further in the Rewards and Sanctions Policy on the School website.

Action against the Use of Drugs, Tobacco and Alcohol in School

The School has a policy which gives clear guidance on its attitude to drugs and 'psychoactive substances'. It sets out the School's approach to drugs education, its strategy for the prevention of drug abuse, the rules relating to drugs in the School and its management of drug-related incidents. The policy relates chiefly to illegal drugs such as ecstasy, cannabis and cocaine. There is also a policy which refers to smoking and alcohol.

The possession and use of non-prescribed or non-medicinal drugs in School is forbidden. They may not be brought to School or sold, offered or obtained on the School premises.

In addition to the prohibition on drugs, cigarettes, e-cigarettes, shisha pens, wines and spirits, any other substances, materials or equipment that could give rise to solvent abuse are forbidden to pupils at all times. Any pupil whose study/accommodation area has evidence of having been used for smoking will incur sanctions. The School expects that parents/guardians do not provide alcohol to their daughter and her friends before a School social function.

These prohibitions on the use of drugs, alcohol and tobacco in School extend to all those occasions when the School is in loco parentis, including visits within the locality, School expeditions, and travelling to and from School.

For further information please see the following policies which are available on the school website:

Anti Drugs and Substances

Alcohol and Smoking

Action against Bullying Behaviour

Bullying is unacceptable behaviour at Leweston. The school Anti-bullying Policy is available on the School website.

Bullying may be defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms, and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual difference between children, or perceived differences.

The sending and/or sharing of unwelcome, offensive or abusive text messages also constitutes bullying. Messages can be investigated by the phone company or police only if they are reported by the account holder.

Bullying is dealt with in each Year group as part of the published PSHE programme. All pupils are encouraged to be vigilant and to report any incident of bullying. All pupils are regularly reminded of the various channels through which concerns can be communicated. Members of staff understand the need to be ready at any time to listen to a pupil's concerns.

If pupils have a concern over bullying, including cyber-bullying, they can access the policy on 'Worries and Concerns'. Designated staff are available to talk through any worries a pupil may have, as well as external organisations which pupils can access freely using the policy.

6 APPEARANCE AND PROPERTY

Pupils are expected to be well groomed and well-presented when in uniform or home clothes. All uniform must be clean and in good repair.

Dress Code for Pupils – Years 7–11

Uniform

- Full school uniform or sports kit must be worn, not a mixture of the two. A combination of uniform and home clothes may not be worn. **All items of uniform must be clearly named; an additional name tape visible on the front is required for sports kit.**
- Sports kit may not normally be worn in the Dining Room or when travelling to and from school.
- Hair bands/slides should be un-patterned, blue, white or black.
- For safety reasons long hair must be tied back.
- Either opaque blue or black tights or blue or black socks should be worn.
- One pair of stud or sleeper earrings and a cross and chain may be worn. No other jewellery is considered appropriate with uniform.
- Make-up or nail varnish may not be worn in Years 7 - 11.
- School shoes should be either black or dark blue with no other coloured trim or patterning and with a dark sole. Heels should be low/flat. Stiletto heels of any height are unacceptable. School shoes should support a Pupil's feet and be clean and in a good state of repair. School shoes should not present a hazard to the Pupil who wears them and those around them.
- In Mass and on other specified occasions such as school concerts and educational visits, Pupils must wear formal uniform. This includes the school jacket which must be worn with the white blouse. The blue polo shirt may not be worn as part of formal uniform.
- During the Summer Term and the first half of the Autumn Term pupils may wear the blue Leweston polo shirt instead of the white school blouse. This must be the bespoke polo shirt with the school logo. Pupils may not wear the white sports polo shirt with uniform.

Dress for Educational Visits Off-Site

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

Own Clothes

- All boarders may wear their own clothes after School and at weekends.
- School uniform, or suits for the Sixth Form, is to be worn for Mass on Sunday.
- House staff will advise on appropriate dress for different occasions.

Dress Code for Sixth Form

Sixth Formers are responsible for choosing their own clothing, jewellery, shoes and hairstyles. They are expected to set an example to the rest of the school, whilst enjoying the privilege of expressing themselves more independently. Pupils should be neat, smart and tidy, wearing clothes that are appropriate to their position in the school, which is a place of work as well as a place of study.

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

Suitable every day wear includes:

- Smart trousers or skirts – this includes plain coloured jeans or cords
- Shirt, blouse, top, jumper, cardigan and or jacket
- Smart dresses
- Earrings limited to one pair
- Jewellery suitable to a working environment

Mid week school Mass and when representing Leweston at public events:

- Smart suits black/navy/pinstripe
- LV1 smart white blouse/top
- UV1 smart blouse/top any colour
- Black/navy shoes.

Unacceptable every day wear includes:

- Scruffy clothing
- Blue denim jeans
- Shorts or cut-offs
- Skirts that are too short or too tight
- Strappy or low cut tops
- Hoodies
- Jumpsuits / playsuits / onesies
- Dirty/broken shoes
- Excessively high heels, trainers or converse style shoes
- Flip-flops or backless shoes
- Excessive displays of flesh
- Facial piercing
- Excessive make up

- Extreme hair styles (cut or colour)

Sixth Form Sportswear

This may be purchased from the Leweston School Uniform Shop:

- Navy polo shirt with 'Leweston Sixth Form' logo.
- Navy tracksuit bottom.
- Red hoodie with 'Leweston Sixth Form' logo.
- Any colour trainers (but not fashion trainers). Pupils representing the school at netball or tennis will need predominantly white trainers.
- Any colour appropriate socks (but not fashion socks). Pupils representing the school at netball or tennis will need white ankle socks.

Pupils are expected to co-operate in adhering to these guidelines and to comply with all reasonable requests to change aspects of their appearance if they are advised that they are unsuitable by a member of staff. Where a student is concerned about the appropriateness of their clothing choices, she should consult her tutor or Head of Sixth Form for guidance.

Care of Personal Property

All clothing, footwear, bags, cases, sports equipment, musical equipment, books, pens, watches, calculators etc. must be clearly marked with the pupil's name. Pupils must hand in or lock away any money or valuable items when not in use or needed. Large amounts of money, expensive jewellery and other valuables should not be brought into school. The school will not accept responsibility if such items are lost.

Lockers

Pupils in Year 7 have a locker in their form room. Years 8 -11 have lockers in their common room. Pupils are responsible for the key provided. In an emergency a spare key may be borrowed from Reception. Loss of a key entails a charge of £10 for a replacement. Lockers are to be kept tidy and remain locked. Please note no refund will be made for keys returned after a new one has been ordered.

Lockers - House

Boarders in Years 7 - 10 are provided with lockers in their House Common Rooms. All tuck and valuables must be held securely in these lockers. In Year 11 and Sixth Form study bedrooms Pupils must use the lockable wardrobes/furniture provided.

Mesh Lockers Years 7 - 9

Each Pupil is allocated a mesh locker in which to store her PE kit and equipment. Each Pupil must provide a padlock for this locker.

PE Lockers - Years 10 & 11

Each pupil is allocated a locker and its key for the storing of her PE kit and equipment. Loss or non-return of a key incurs a £10 charge for replacement.

Each pupil is responsible for looking after their own locker/padlock key. The safest place is deemed to be on their person.

- All PE kit/equipment should be put away tidily in the blue bag and then locked in the locker. At the end of each half term and end of term lockers should be emptied and kit taken home for washing
- Pupils should remove watches/earrings before PE lessons. These should be put in the locker. The key should then be kept in pupil's pocket on a bungee cord

Lost Property

Named items when found will be returned to a pupil by way of her tutor/Head of Year. Unnamed or unclaimed uniform will be laundered and stored in the lost property office from where it may be claimed once proof of ownership is established. Items not claimed by the end of term will be given to charity or stocked as second hand uniform in the school shop. If a pupil loses anything they must report it at once to their tutor who will assist in its recovery by establishing where and how the item was lost, instigating searches in likely areas of the school and questioning the pupil's friends and classmates. In the case of items that are not recovered, the tutor will inform the Deputy Head Pastoral who will take further measures. Requests for information about the lost item may then be made through him to gatherings of the whole school, through notices in the Leweston Briefing and by email messaging to the school community.

If it is suspected that the lost item has been stolen, then after investigation by the Deputy Head Pastoral and Head of Year, pupils may be interviewed and areas searched. In any case a theft will be reported to the Police: in normal circumstances a member of the force will attend school to interview the owner of the property stolen and to allocate a crime number to the case for insurance purposes. On occasion the Police may choose to address the pupil's year group on the matter.

Pupils are reminded that to 'borrow' somebody else's property without their permission, including PE kit, is regarded as theft, which in turn is regarded as a serious misdemeanour. Pupils are also reminded that they should avoid bringing valuable items to school. If they do so, they should keep them securely, under lock and key.

The school cannot take responsibility for missing items that are unmarked or not stored appropriately. Parents are advised to make their own arrangements for insurance of personal property, including clothing and personal effects. In cases of alleged theft, the insurance company will look for evidence of reasonable care for property and confirmation that the items have indeed been stolen before deciding whether or not to settle a claim.

The School Shop

The school shop carries a range of new and second-hand school uniform. It also stocks stationery and toiletries. Payment can be made by cash, cheque, debit or credit card (NB. a 2% surcharge will be added to all credit card transactions). Parents or guardians may use our pre-pay service in the form of a 'gift card'. Parents can contact the Uniform Shop and put money onto the gift card for their child to

use at their leisure. The Uniform Shop will look after the card, all your child has to do is tell the shop manager they wish to pay for their items using their gift card at the time of purchase. If the credit on the gift card runs out a parent or guardian may call the shop and top it up over the telephone.

The shop e-mail is: schoolshop@leweston.dorset.sch.uk. No boarder will be allowed to take any items they have purchased from the school shop without the items being named. The items will be kept in the laundry where name tapes will be sewn on before they are placed on the Pupil's shelf in the linen room. Pupils will be charged £1 for name tapes to be sewn on.

If, following warnings, a pupil continues to wear an item of uniform that is so old that it cannot be repaired, she will be provided with the requisite item from the school shop and invoiced at the end of term.

Please note that the school shop does not accept items for resale which have been named using permanent marker.

For specific uniform orders and fittings an appointment is advisable. Mrs Tampling can be contacted on **01963 211048** during shop opening hours.

For opening times see the term's calendar.

7 PASTORAL ORGANISATION

House System and House Captains

On entry to the school each Pupil is assigned to one of the four Houses:

Campion

Fisher

Mayne

More

Sisters are assigned to the same House. Daughters of Old Antonians are assigned to the same House as their mothers. Each House has a member of the teaching staff at its Head and a sixth former as its Captain.

Colour badges are assigned to each House:

Campion - Green

Fisher - Red

Mayne - Blue

More - Yellow

Head of House

Head of Campion Anna Louise-Griffiths

Head of Fisher Rachel Milestone

Head of Mayne Paul Ainsworth

Head of More Lucy Gammon

House Captains 2017-18

Campion Mollie Cole

Fisher Otterlie Gibbs

Mayne Lauren Sewed

More Katherine Godman-Dorington

The House system exists as a means by which the ethos of the school may be translated into action and to foster a sense of belonging within the school. Thus throughout the year there are regular House competitions in a variety of sports; this programme, organised by the PE Department, culminates at the end of the academic year in Sports Day and the Swimming Gala.

Also at the end of the academic year the House Studies Cup is awarded for academic performance, calculated on examination results. The Drama and Music Departments organise an Inter-House Competition in which all members of a House participate, and in the Autumn term there is an inter-house quiz. Over the year Pupils in each House also take part in a House Mass.

Tutorial Groups

Each pupil is assigned to a tutor group and thus will have a tutor and the appropriate Head of Year guiding and supporting her through school life.

Tutorial Groups 2016-17

The Tutor Group list is available on the school website at the start of each academic year.

Heads of Year (HOY)

| | |
|-------------------------|--------------------|
| Head of Year 7 | Mrs Sheila Hunt |
| Head of Years 8 and 9 | Miss Juliana Atyeo |
| Head of Years 10 and 11 | Miss Lucy Gammon |
| Head of Years 12 and 13 | Mrs Emma Massey |

The Prefectural Team

Each year a team of Prefects, Department Assistants and House Captains, led by the Head pupil and their Deputy, is appointed to assist in various organisational tasks, to contribute to various aspects of school life and to act as ambassadors for the school. Taking on these extra responsibilities is an opportunity for Pupils who are selected to develop leadership potential and to show loyalty to the school.

Prefect voting and selection

Prefect voting and selection takes place in early May. All girls in year 12 are invited to apply for a role as a prefect. Those who wish to become prefect write a letter of application to the Head outlining the qualities that they would bring to the role. All those who submit an application are interviewed by the Head and Head of Sixth Form. A ballot takes place, and staff and all pupils in years 11, 12 and 13, are invited to place a vote and the new prefects are then announced in assembly before the summer half-term break. The prefects then commence their duties in the second half of the summer term.

Senior Prefects receive a green academic gown to wear on formal occasions. They receive their gowns during the 'Gowning Ceremony' at the Mass of Thanksgiving on Speech Day.

The outgoing team of prefects formally hands over to the new team at the beginning of half-term in May. The outgoing team, in conjunction with the Head of Sixth Form and other appropriate staff, provides guidance on duties

Prefect Team 2017-18

| | |
|-----------------|--------------------|
| Social | Elena Arco |
| Music | Tessa Broadbent |
| Drama | Bella Carpendale |
| Deputy Boarding | Proud Eamveerawong |
| Chaplaincy | Ella Glydon |
| Boarding | Sharon Huang |

| | |
|----------------------|--------------------|
| Enterprises | Now Jarusombat |
| Deputy Academic | Fei Li |
| Sports | Olivia Robson |
| Academic | Krysia Sadzikowska |
| Deputy Enterprises | Lina Shi |
| International | Vick6y Sun |
| Deputy International | Joey Zheng |

The School Council

The purpose of the Council is to provide a means of consultation between members of the school and the Head on any aspect of school life. It meets once a term and is chaired by the Head Pupil. Each year group elects one or two representatives at the beginning of the academic year to represent its views on the Council. Prior to the meetings Year Prefects consult with Pupils to contribute items for the agenda. Minutes of the meetings are published on the School Council notice board.

The meeting is attended by the Deputy Head Pastoral and other members of staff. As senior members of the school, all members of Year 13 are invited to attend the meetings and to make contributions from the floor.

The Boarding Council

Chaired by the boarding prefect and attended by the Head of Boarding and other boarding staff, the boarding council gives boarders an opportunity to take an active role in the running of their community. As with the school council each year group may have two representatives on the council which meets twice termly.

The Environmental Council

Each year group elects a representative to the Council which meets once a term. The meeting is chaired by the Deputy Head Pupil. The Bursar and the Deputy Head Pastoral also attend meetings. The aim of the Council is to reduce, reuse and recycle resources.

The Food Council

Each year group elects two representatives to the Council which meets once a term. The meeting is chaired by one of the Deputy Head Pupils. The Catering Manager and the House Manager attend meetings. The aim of the Council is to address current and catering issues as raised by students, parents and staff.

8 HEALTH, SAFETY AND WELL-BEING

The Dining Room - Meals

Pupils are expected to take their meals at mealtimes. It is not acceptable to skip a meal. If a Pupil requires a late lunch, they must sign up and indicate her meal choice at morning registration.

Monday - Friday

Year 7 pupils join the queue at 1250

Year 8 pupils join the queue at 1255

Year 9 pupils join the queue at 1300

Year 10 & 11 pupils join the queue at 1305

Sixth Formers who have lesson 4 as a study period may take lunch from 1225- 1250. Between 1250 – 1305 Year 7, 8 and 9 pupils have precedence.

From 1305 Sixth Formers may join the queue on arrival.

Pupils involved in PE practices have a late lunch (1340) with their PE teachers.

When a meal is finished Pupils must clear the tables and leave chairs neatly tucked around them. They must perform the tea-time duties in accordance with their House roster.

| | |
|-----------|---------|
| Monday | Mayne |
| Tuesday | Fisher |
| Wednesday | Campion |
| Thursday | More |

Boarders must attend all meals. The only exception to this is for Sixth Formers at weekends, when they may choose to cook for themselves in their common room.

The Health Centre

The Health Centre is run by Sr Caroline Cole and Sr Helen Cheleda who are both qualified nurses. They are here to encourage Pupils to take responsibility for their health and to help them when unwell or injured or need someone to listen to them. Whatever they are told is kept confidential, unless it is so damaging to a Pupil's welfare that they have to inform someone in order to help.

The Health Centre is open daily from 0800 – 1800. The nurses hold their own clinics during that period. A Pupil's Housemistress must be informed if a Pupil feels unwell after 1800 and she will make provision for the Pupil to be attended to; if parents/guardians want to know how a Pupil is progressing they are welcome to ring before 1800. The direct line number is **01963 210834**. The email address is healthcentre@leweston.dorset.sch.uk

It is recommended that boarders register with the local Apples Medical Centre. Clinic times are 1100-1200 on Mondays and 0830 to 0930 on Fridays. At other times boarders can be seen at the local GPs' Medical Centre by appointment. If a Pupil does not feel well she should attend even if she has not made an appointment first.

If any pupil requires assistance in working through her problems, Mrs Claire Ryall, our School Counsellor, has a walk in clinic in the Health Centre between 1300 and 1400 on a Wednesday and will be available for pre-booked appointments between 1400 and 1800 arranged via Deputy Head Pastoral and has a walk in clinic on a Monday in the Health Centre. Further information can be found in our Worries and Concerns Policy which can be found on the school website. Worried and Concerned Notices are displayed in the classrooms and notice boards.

No medicines are to be kept in the Boarding House except prescribed asthma inhalers, or medicines issued by the school nurse. 'Remedies' must not be brought from home. Whatever is likely to be required is either stocked or can be obtained.

- Boarders undergo medical examinations on entering the school.
- Routine immunisations are administered as recommended by the Department of Health as soon as is practicable for the Pupils' own protection and that of the wider School community.
- Consent to or refusal of medical or dental treatment is based upon the pupil's competency and not age. For any Pupil not deemed competent, parental, guardian or Housemistress (in case of emergency) consent is required.
- Dental care must be provided for the Pupil during the holidays; however private emergency dental care is available locally.
- The nurses and doctors provide health advice for pupils, staff, parents and guardians.
- The strict confidentiality of medical and nursing information is observed.

'Off Games' Policy

Boarders who are not well will be given an 'off games' note from the nurse to give to the teacher. Day pupils who are not fit for sport should bring a note from home and give this to the teacher.

Day Pupils

If a day pupil feels ill during the course of lessons, they must attend the Health Centre where the duty nurse decides whether they needs to return home. In such cases the nurse will contact parents asking them to collect their daughter/son.

Sixth Formers

If a Sixth Former feels ill, she must report to the Health Centre. No Sixth Former is to miss lessons because of illness without the Heath Centre's knowledge and permission.

Head Lice

Infestation by head lice is dealt with promptly with the minimum embarrassment to the pupil and in line with current county guidelines. A 'bug busting programme' is available from the Health Centre for day Pupils. It is implemented for boarders by the school nurses in conjunction with House staff.

Eating Disorders

It is important that staff, pupils and parents/guardians are aware of the school's protocol on eating disorders because of the anxiety generated by the condition and the controlling effects that pupils displaying eating disorders may have on those around them.

The school cannot be held responsible for a pupil who becomes so malnourished that they are unable to continue academic, sporting or social activities without risk to their health. The school will do everything feasible to prevent such a situation occurring, but it may be necessary for the school, in the interest of the pupil and the community, to require them temporary or permanent exclusion.

Self Harming

While very many young people cope reasonably well with adolescence and successfully negotiate the transition from childhood to adulthood, it is acknowledged that a minority run into difficulties. Self harming can be a manifestation of a pupil who is having difficulties coping. Self harming may be brought to the attention of the Health Centre by the pupil themselves, their friends or a member of staff. The pupil is encouraged to tell her parents of the difficulties, preferably with the support of a member of staff. From the earliest stage, the Health Centre is fully involved. Boarders will be seen by the school doctor and referred to secondary services when necessary. Parents of day pupils are informed and advised to consult their own doctor.

The school cannot be held responsible for pupils who are a risk to their health. The school will do everything feasible to prevent such a situation occurring, but it may be necessary for the school, in the interest of the pupil herself and the community, to require her temporary or permanent exclusion.

Pupils' Data Protection

Leweston is required to process relevant personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with the school's Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In the school's Policy any reference to pupils includes current, past or prospective pupils.

Data Protection Controller

The school has appointed the Bursar as Data Protection Controller (DPC). [It is his responsibility to ensure that all personal data is processed in compliance with the school's Data Protection Policies and the Principles of the Data Protection Act 1998.](#)

Fire Alarm Procedures

All Pupils must familiarise themselves with the fire alarm procedures. Their Housemistress and/or Head of Year will take them through these procedures on arrival and at least once a term.

If the fire alarm sounds at any time, Pupils should leave the building by the nearest fire exit. They must walk in a sensible manner to the assembly point in front of the School Chapel where they will be registered. Pupils will be informed when it is safe to re-enter the building.

Risk Assessment

As a matter of course, all areas of the school are Risk Assessed. This is part of our statutory Duty of Care indicative of our commitment to the welfare of both Pupils and staff.

Risk Assessments of the boarding areas are carried out by the House Staff under the direction of the Director of Boarding and reviewed at regular interviews to ensure compliance with the requirements of government legislation.

Site Speed Limit

Parents and visitors are asked to observe the 15mph speed limit that applies throughout the site.

In addition, in the interests of good neighbour relations, we would also be grateful if the 30mph speed limit through Longburton were observed.

Critical Incident Procedure

A critical incident is one happening at any time in the year which might have life threatening consequences to members of staff and/or pupils e.g. fire, serious accident/fatality on a school visit etc. The school has a procedure for responding to such an emergency which is lodged with the Head and Bursar.

Dogs on Site

We welcome staff dogs on the premises, as we believe it adds to the 'home from home' atmosphere which we nurture here. Parents' dogs are also allowed on site when they are visiting school, for example when watching matches, but the site is not to be used for routine dog walking.

However it must be remembered that this is a school and the welfare of the children and staff comes before that of a dog. Dog owners MUST be aware that dogs are potentially dangerous; they can be a health hazard and not all children and adults like them. Please refer to the Dogs on Site Policy which can be found on the school's website.

9 ATTENDANCE AND TRAVEL

Term Dates

Term dates are published well in advance and parents/guardians must ensure that their daughters are duly in attendance. Pupils who take flights at the start/end of term must ensure they arrive at the times stipulated by the Head of Boarding so they can be met by the School transport. Pupils are not allowed to arrive late/travel early. This will only be granted in exceptional circumstances and prior written authorisation must be requested from the Head. Pupils who are dependent on flight schedules may need to leave early or return late. If this is the case, they must seek written permission from the Head at the earliest opportunity.

The early May Bank Holiday and Speech Day are working days for all Pupils.

Half Terms and Exeat Weekends

Half terms and Exeat weekends start at 1530 on a Friday (Wednesday for the October Half-term) and school reopens at 1800 for exeats and 1600 for half terms, on the following Sunday. If there is a need for a Pupil to return earlier arrangements can be made in advance with the Director of Boarding. Pupils are expected to be back in school by the following times:

| | |
|---------------|-------------|
| Years 7 - 8 | 1800 - 2000 |
| Years 9 - 11 | 1800 - 2100 |
| Years 12 – 13 | 1800 - 2200 |

Medical Appointments

Boarders are expected to have routine medical/dental treatment carried out during the holidays. If a day Pupil is going to be absent from school in order to attend such appointments, a letter or email of explanation to the form tutor must be sent in advance, or after the appointment in the case of emergency treatment.

Pupils' Absence

Form tutors should instruct their Pupils in advance of the correct procedure in case of absence:

- The parent should telephone Reception on 01963 210691 to inform the School of an unexpected absence.
- If the pupil is absent for one day only she should bring an explanatory note from her parent (addressed to the Form Tutor) on the day she returns.
- If a pupil is absent for more than one day her parent should telephone or email the school explaining the absence. When the Pupil returns she should bring a letter from her parent stating the days on which she was absent.

- If a pupil is absent without notice at registration, the school will telephone the parent before 0930 to verify that the Pupil is at home.
- We do not condone truancy and recognize our duty of care to our students during the school day. For this reason we ask for written parental permission to cover any absence.

Requests for leave of absence for medical or dental appointments must be made in advance by the parent in writing to the form tutor. Requests for leave of absence for any reason except the above must be made in advance by the parent in writing to the Head or the Deputy Head Pastoral.

Signing Out

Any day pupil leaving school during the school day must sign out in the appropriate Log Book (in Reception) and sign in on her return. Any boarder or flexi boarder leaving school premises must sign out in the appropriate House Signing Out Book. Pupils going for a run without a member of staff in a study period must sign out in the Signing Out Book.

Missing Pupils Procedure

If a pupil fails to attend a lesson and her whereabouts cannot be explained the school procedure for missing Pupils is followed.

The School's Procedure for Missing Pupils is available on the school website, and sets out a clear process for when a Pupil is not in attendance at Leweston. These procedures will always be followed in line with government guidelines.

Absence for Parental Holidays

Pupils may not be absent from school because of parental holidays. However in very exceptional circumstances the Head will consider a written request before any commitment or booking has been made. Any Pupil who is given this special leave of absence is responsible for making up all the work they have missed.

Study Leave

- Study Leave may be given as an option during the summer examination period in Years 11 and 13. There is no study leave for AS modules in year 12, however a Pupil may take the morning off lessons if she has an afternoon exam and has obtained her teachers' permission.
- During year 11 & 13 study leave there will be no class teaching but staff will be available for advice and guidance. Many boarders remain in school during study leave and day Pupils usually study at home.
- Pupils should give notice of the days they propose to be absent for study leave to the appropriate Head of Year.
- Day Pupils who come into school to study during study leave must sign in and out at Reception.
- Boarders who wish to study at home must provide their Head of Year and Housemistress with written confirmation from parents or guardians giving details of the arrangements for study.

- Year 13 Pupils return home at the conclusion of their public examinations unless their parents specifically request otherwise. Pupils should make sure that they take all their possessions with them when they leave and that their study rooms should be thoroughly cleaned.
- In the period **after** examinations Year 13 Pupils must have the specific permission of the Sixth Form Housemistress if they wish to remain on site for any social gathering, Commemoration or Leavers' Ball.
- Year 13 Pupils are strongly advised to be available on 'Results' day (usually mid-August), so that they may confirm places and/or negotiate with their universities, enter clearing, or seek advice from teaching staff.

Travel - School Outings

All outings, educational or leisure, start and finish at Leweston. Return times will be specified and, if there is a delay, every effort will be made to inform parents of the estimated time of arrival.

Organised School Visits

These are arranged following DfES guidelines and documentation includes visit details, parental consent where appropriate, emergency contact information and risk assessment. The Deputy Head Pastoral signs off all risk assessments for visits.

School Transport

There are five bus services run by the School, all of which operate Monday to Friday. Details are as follows:

Dorchester

| | Morning | Afternoon (Monday – Thursday) |
|----------------------------------|---------|-------------------------------|
| Top of Town Car Park, Dorchester | 7.40am | 6.35pm |
| North Street, Charminster | 7.45am | 6.30pm |
| Leweston School | 8.15am | 6.00pm |

Buses depart at 4.30pm on Friday and at 1.30pm at half term and exeat.

Costs

| | Per Journey | Sibling Discount for the second child |
|-------------|-------------|---------------------------------------|
| Dorchester | £6.00 | £5.50 |
| Charminster | £6.00 | £5.50 |

Beaminster

| | Morning | Afternoon (Monday – Thursday) |
|-----------------------------|---------|-------------------------------|
| Chiselborough | 7.10am | 6.50pm |
| Middle Chinnock | 7.16am | 6.44pm |
| Haselbury Plunckett | 7.21am | 6.39pm |
| Beaminster | 7.33am | 6.27pm |
| Toller Down Gate Crossroads | 7.40am | 6.20pm |

| | | |
|---|--------|--------|
| Evershot Triangle/Holywell (Melbury Entrance) | 7.45am | 6.15pm |
| Leweston School | 8.15am | 5.45pm |

Buses depart at 4.30pm on Friday and at 1.30pm at half term and exeat.

Costs

| | Per Journey | Sibling Discount |
|-----------------------------|-------------|------------------|
| Chiselborough | £6.00 | £5.50 |
| Middle Chinnock | £5.00 | £4.50 |
| Haselbury Plunkett | £5.00 | £4.50 |
| Beaminster | £6.00 | £5.50 |
| Toller Down Gate Crossroads | £5.00 | £4.50 |
| Evershot/Holywell | £5.00 | £4.50 |

Wincanton

| | Morning | Afternoon(Monday – Thursday) |
|----------------------------------|---------|------------------------------|
| Anchor Hill, Wincanton | 7.40am | 6.20pm |
| Virginia Ash, Henstridge | 7.55am | 6.05pm |
| Bus Stop, Milborne Port | 8.00am | 6.00pm |
| Eastbury, Long Street, Sherborne | 8.05am | 5.55pm |
| Leweston School | 8.15am | 5.45pm |

Buses depart at 4.30pm on Friday and at 1.30pm at half term and exeat.

Costs

| | Per Journey | Sibling Discount |
|--------------------------|-------------|------------------|
| Wincanton | £5.00 | £4.50 |
| Henstridge/Milborne Port | £4.00 | £3.50 |
| Sherborne | £3.00 | £2.50 |

South Petherton

| | Morning | Afternoon(Monday – Thursday) |
|-----------------|---------|------------------------------|
| South Petherton | 7.20am | 6.40pm |
| West Coker | 7.35am | 6.25pm |
| East Coker | 7.45am | 6.15pm |
| Yetminster | 8.00am | 6.00pm |
| Leweston School | 8.15am | 5.45pm |

Buses depart at 4.30pm on Friday and at 1.30pm at half term and exeat.

Costs

| | Per Journey | Sibling Discount |
|-----------------|-------------|------------------|
| South Petherton | £6.00 | £5.50 |
| West Coker | £5.00 | £4.50 |

| | | |
|------------|-------|-------|
| East Coker | £4.00 | £3.50 |
| Yetminster | £3.00 | £2.50 |

Ilchester/Yeovilton

| | Morning | Afternoon(Monday – Thursday) |
|--------------------|---------|------------------------------|
| RNAS Yeovilton | 7.20am | 6.35pm |
| Ilchester | 7.25am | 6.30pm |
| Chilthorne Domer | 7.35am | 6.25pm |
| Yeovil Abbey Manor | 7.45am | 6.15pm |
| Yeovil Pen Mill | 7.55am | 6.05pm |
| Sherborne Station | 8.05am | 5.55pm |
| Leweston | 8.15am | 5.45pm |

Buses depart at 4.30pm on Friday and at 1.30pm at half term and exeat.

Costs

| | Per Journey | Sibling Discount |
|--------------------|-------------|------------------|
| RNAS Yeovilton | £5.00 | £4.50 |
| Ilchester | £5.00 | £4.50 |
| Chilthorne Domer | £5.00 | £4.50 |
| Yeovil Abbey Manor | £4.00 | £3.50 |
| Yeovil Pen Mill | £4.00 | £3.50 |

Drivers contact details:

Dorchester: Martin Luke 07944 313749
 Beaminster: Nick Fay 07497 200079
 Wincanton: Andrew Iles 07497 200072

If the drivers are expecting your child to use the bus and it changes last minute, please let them know on the above number.

- Transport is charged on a termly basis in arrears. Please note that the school must be notified by the end of the previous term of any significant changes in use.
- There is no staff escort, only school drivers so parents have to sign that they agree to this and that their child's behaviour will be exemplary as no pupil who is in any way a problem can be allowed to travel.
- During the two Winter terms and until it is warm in the Summer term, all pupils must be in possession of their school uniform coat for the journey.
- Parents must escort pupils to and from the official stops.
- Friends from Leweston School travelling on the bus must be cleared with the school (transport@leweston.dorset.sch.uk) at least one week in advance of travel to fulfil out insurance obligations; this is also subject to space. In order for the friend to travel agreement with the parents concerned is required in the form of a signed bus form from the friends'

parents to confirm they are in agreement with the proposed travel and related costs, as well as the parent who will be responsible for collecting and returning the child to the bus.

- The school bus is only available to pupils in year 4 upwards.

Transport of Pupils by Parents

All day pupils are expected to be in school by 0815 in time for registration at 0820. Parents driving pupils to school must observe this timing. If for any reason a Pupil arrives late, they must report to Reception to confirm their time of arrival.

Bicycles

Permission must be sought from the Head for boarders to bring bicycles to school. Day pupils must also seek permission to cycle to school. Bicycles must be kept in the bicycle stand and securely padlocked. Boarders using their own or school bicycles must wear a helmet. Day pupils are strongly advised to wear a safety helmet when riding their bicycles.

Pupils are not permitted to drive motor-powered two wheel vehicles onto school grounds.

Bringing a Car to School

Conditions upon which Year 13 Pupils may bring cars on to the School Site

General

Year 13 pupils wishing to drive a car to school, whether regularly or occasionally must obtain an application form from the Head of Sixth Form before they bring their vehicle on to the school premises. This must be returned after having been signed by her parents or guardian.

The car must be parked in the designated parking area for Sixth formers which is the grass verge adjacent to Trinity Chapel.

The car may only be used for journeys to and from home. Permission to use cars for special purposes may be obtained from the Head of Sixth Form.

No pupil may carry another pupil in the school unless she is fully insured with full passenger cover and the parents of both the driver and the passenger(s) have given their written consent, which must be presented before passengers can be carried.

The car must be fully insured and taxed.

An application for permission to drive a car to school and park within the grounds is available from Reception.

Travel by Staff Car/Minibus

A pro-forma is provided for parental signature in order that a pupil may travel in a car/minibus driven by a member of staff. The member of staff who drives has to be over 25 years of age and is required to be fully insured.

Minibus

In the interests of safety and the proper care of Pupils, all staff eligible to drive the school minibuses have completed a course of driving instruction specially designed to address the particular skills required for such driving. All school minibuses are fitted with safety belts which must be worn by passengers at all times.

Travel – Boarders

Parents are required to give advance notice to the appropriate Houseparent of a boarder's travel arrangements for the start and end of terms, half terms and exeats. This includes times of collection/departure from school and time/day of return to school. The school can book airport transfers and other taxi services with an approved local firm, or, for pupils old enough to travel independently, train tickets.

In the case of overseas flights, parents make bookings for their child with the airline of their choice. Younger pupils should be checked in as unaccompanied minors, with parents completing documentation and payment of fees for this service direct to the airline. Parents of international students are asked to use our designated travel company, Hounslows who will have been advised of their details.

On official school Exeat weekends and at half terms an escort for younger pupils is provided on the London Waterloo train out and back. At these times train tickets can be purchased on behalf of any pupil travelling. Their request for tickets must be submitted, on the form circulated in their House, by the preceding Friday.

On other weekends transport can be booked for Pupils as far as Sherborne station. Parents/Guardians are responsible for organising travel beyond here.

N.B. All boarders must sign out in the House Exeat book and in the Signing Out Book in the foyer whenever they leave school.

10 DAILY ROUTINES

School Bells

The School bells have been set as follows:

| | |
|------|--|
| 0815 | Warning – 5 minutes to Registration |
| 0820 | Morning Registration |
| 0845 | Period 1 |
| 0945 | Period 2 |
| 1045 | Morning Break |
| 1100 | Warning – 5 minutes to start of Period 3 |
| 1105 | Period 3 |
| 1205 | Period 4 |
| 1305 | Lunch Break |
| 1415 | Afternoon Registration |
| 1420 | Period 5 |
| 1520 | Period 6 |
| 1620 | End of School – TEA |

EXEAT/HALF TERM start at 1305 on a Friday.

Boarders will catch the 14.00 train at Exeat and Half Term, apart from the October Half Term where Boarders will take the 14.35 train.

Note: Half Term Boarders may return from 16.00 but must confirm this with boarding staff prior to half term

Evening Bells

| | |
|------|--|
| 1640 | Warning – 5 mins to start of Activities/Early Prep |
| 1645 | Day Pupils' Prep or 1 st Activity begins |
| 1745 | End of Day Pupils' Prep/1 st Activity Start of Prep for all Boarders |
| 1845 | End of Prep for all Boarders/Supper begins |
| 1930 | 2 nd Activity begins |
| 2030 | 2 nd Activity ends |

After School Routine

Monday – Thursday

| | |
|-------------|------------------------|
| 1620 | School Day Ends |
| 1620 – 1645 | Tea in the Dining Room |

| | |
|--|---|
| 1645 – 1745 | Day Pupils' Prep in Pensabene Library for Years 7-10 or First Activity Year 11 Prep in Form Rooms |
| 1745– 1845 | Boarders Prep in Pensabene Library Years 7-9 Years 10-13 Prep in Study/Bedrooms |
| 1750 Mon-Thu 1800 Mon-Thu 1830 Fri only | Bridport coach departs Dorchester coach departs ALL coaches depart |
| 1845 | Supper |
| 1920 | House Meetings |
| 1930 – 2030 | Year 10 Study or Second Activity Years 11, 12 and 13 Study |
| Saturday | |
| 0900 | Breakfast |
| 0945 | Roll Call |
| 1000 | Prep |
| 1100 | Activity/Lecture |
| 1215 | Lunch |
| Afternoon | Sports Matches / Outings / Activities |
| 1600 | Tea |
| 1815 | Supper |
| 1900 | Evening Activities |
| Sunday | |
| 0900 | Breakfast |
| 0945 | Roll Call |
| 1100 – 1215 | Prep |
| 1215 | Lunch |
| Afternoon | Activities/Free time |
| 1600 | Tea |

| | |
|------|-----------------------|
| 1730 | Mass in School Chapel |
| 1815 | Supper |