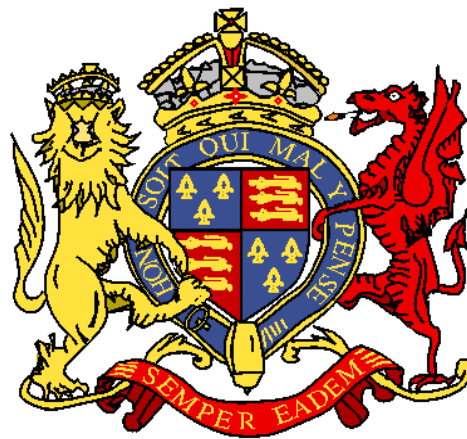


ELIZABETH COLLEGE



Parent and Pupil Handbook
September 2011

Elizabeth College Parent and Pupil Handbook

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Dear Parents

Welcome to the Elizabeth College Parent and Pupil Handbook. This handbook is designed primarily as a reference document and should be used in conjunction with other information provided by the school, in particular via the College website (www.elizabethcollege.gg).

Whilst we are confident that most of the information you require is provided here, please don't hesitate to contact the following people if there is anything that you remain unsure about or if there are anything you want to discuss. If you wish to contact any member of staff at College please use the College number (01481 726544). The School Office can also provide email addresses for relevant members of staff.

For any **academic matters**, contact your son's tutor or Head of Year in the first instance. Alternatively you may contact Mr Rick James, Vice-Principal, (Academic) on 01481 726544 or via email rjames@elizcoll.org.

For any **pastoral matters** relating to the welfare of your son, please contact your son's tutor or Head of Year in the first instance. Alternatively you may contact Mr Jonathan Shaw, Vice-Principal (Pastoral) on 01481 726544 or via email jshaw@elizcoll.org.

For matters concerning the College's **sports and activities** programme, please contact Mr David Wray on (dwwray@elizcoll.org).

I very much look forward to meeting you at one of the many College events over the course of the academic year. If you would like to contact me at any point in the meantime, please call my PA on 01481 726544 or email secretary@elizabethcollege.guernsey.net.

All the very best,

George Hartley
Principal

The College Ethos and Aims

We feel very strongly about providing the best possible education for your son at Elizabeth College. To help us achieve this, it is important that we clarify what the school stands for and what we essentially aim to do in providing such an education, hence the following statements and explanation -

Elizabeth College provides a rich, diverse and exciting experience for all its pupils, enabling them to flourish and make the very most of themselves.

More specifically, we aim to:

1. Instil traditional Christian values, manners and a strong sense of service to others to enable our pupils to live lives that matter;

We unashamedly put much emphasis on good manners, self-discipline and high moral standards at the College. If we are to produce happy, courteous and well-respected leaders, we see these attributes as pre-requisites. We also strongly believe in the altruistic notion of service to others. Whether it be within one's family, at school, in the island community or as global citizens, we all have a duty to contribute positively.

2. Encourage a love of learning so that all our pupils can achieve, or even exceed, academic expectations;

Whilst excellent GCSE and A level results speak for themselves, we do not just take pride in our top students with their garlands of straight A*s; we also strive to ensure all our pupils do better than expected, at whatever level that may be. Our reporting and assessment system ensures all pupils are continuously monitored according to their own abilities. Doing well at school, however, is not just about ticking boxes and accumulating certificates: we put a real emphasis on our students taking genuine pleasure in their learning and relishing scholarship.

3. Provide a wide variety of extra-curricular activities and sports so that all pupils can find their niche;

We strongly believe in the merits of a broad education and therefore encourage all our pupils to be involved in extra-curricular activities. Whether it be sport, music, drama, CCF, outdoor pursuits or any one of a multitude of other activities available, pupils derive great pleasure from such involvement. They also develop essential life skills such as confidence, teamwork, leadership and perseverance. Such skills and character traits are often taught best outside of the classroom.

4. Present opportunities for the broadening of horizons and the development of future leaders in all walks of life;

Whilst we love Guernsey and all it has to offer, we also recognise the value and importance of getting our pupils off the island to enjoy experiences in the UK and wider world. With more than 100 off-island trips and expeditions every year, all our pupils have ample opportunity to make the most of such wider educational experiences. We expect that the majority of our leavers will head off to the UK for university and their early careers, with many likely to return as Guernsey's future leaders.

Section 1: General Information

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Introduction

Elizabeth College has a unique heritage and carries the weight of nearly 450 years behind its history. Boys throughout the centuries have been proud to be Elizabethans and we trust that your son's time at College will be enjoyable and will fully prepare him to 'live a life that matters'.

We very much encourage parents to communicate regularly with the College, to share concerns, to pass on praise, to voice complaints and to suggest ways that we can improve. We also encourage your son to speak up

if he has concerns or suggestions. The following people are available for you should you need to talk.

- The tutors
- The teachers
- The Heads of Year
- The College Chaplain
- The prefects
- The School Nurse
- Mr Willis, the Bursar
- Mr Cottam, the Head of Sixth Form
- Mr Shaw, Vice-Principal (Pastoral)
- Mr James, Vice-Principal (Academic)
- Mr Hartley, the Principal

Please ask for help when it is needed and encourage your son to do likewise. Teachers and tutors will communicate regularly through the pupil diary and we request that parents or guardians check and sign this on a weekly basis.

Attendance and Absence Policy

Pupils should arrive each morning by 8.20am in order to register by 8.25am. If a pupil is late, he should sign in at the School Office. Likewise if your son needs to leave early, he should sign out from the school office. **If your son is unwell and is unable to attend College, please notify the school office (726544) by 8.30am.** If your son needs to miss school for a dental or medical appointment, please contact the school office in advance.

For exceptional events, please write to the Principal to request permission for any absence from College. Requests for absence for holidays are granted only in the most exceptional circumstances.

Please note that if selected, pupils are expected to represent the College in both sporting and other co-curricular events at weekends and at the end of the school day.

All pupils are also expected to attend certain formal events such as the school carol service. Details of these can be found in the school calendar.

Address changes (house and email)

If you move house or change your contact details, please inform the school office so that our records can be updated.

Bicycles

If your son is going to ride a bicycle to College he should wear a helmet and a suitably bright jacket. He should not ride through the College grounds but wheel his cycle to the racks behind the swimming pool, accessed via the steps between the Science Laboratories and the Art Department.

Calendar

Each pupil is given a copy of the school calendar and one is also posted home before the beginning of each term. If you have not received a school calendar after the start of term, please contact the school office. Pupils should also receive a Sports Calendar and a list of the Trips and Tours that the College organises each year. The College website also has an updated calendar in order to check events and term dates.

Cameras and audio equipment

Photography, filming or audio recording are only allowed with staff permission for a specific educational purpose. Under no circumstances should cameras, phones or similar be used to record without the knowledge of those being recorded or filmed.

Careers

From Year 9 pupils are guided in their GCSE choices. The careers adviser, Mrs Garnett, is available at parents' evening, and by appointment, to discuss these with parents and students. In Year 10, there is an opportunity to gain some work experience and pupils also attend the annual Careers Show at Beau Sejour. At the beginning of Year 11 students are offered the chance to take the Morrisby Careers Profile which helps with the next stage of decision making, selecting A level choices. Again, members of staff are available to offer guidance as appropriate throughout this important time. In Year 12 all students participate in a week of work experience which provides an invaluable chance to consider future career decisions. Students who opt into

employment at the end of Year 13 are also supported through the job hunting, CV and interview process.

Cars

It is encouraged that lifts are shared or public transport used to ease traffic congestion and lessen the impact on the environment. If you do bring your son to school by car, parents should drop off and collect at the Odeon car park and **NOT** in front of the Cable and Wireless building. This helps ease traffic congestion on Upland Road and reduces complaints from the public.

With the exception of the car parks at our sports grounds, pupils may not bring cars onto College premises. There are a number of car parks and spaces near to the College that the pupils can use.

Chewing gum

Chewing gum is prohibited in College.

Child Protection

The Child Protection Officer is Mr Shaw, Vice Principal (Pastoral) and he can be contacted through the school office (726544) or via email jshaw@elizcoll.org. Mr Slann is the Deputy Child Protection Officer (tslann@elizcoll.org) and Mr Kelvin Hudson is the College Director with responsibility for Child Protection.

Communication & the Pupil Diary

The Pupil Diary will be used as the main everyday way of communicating with home. Teachers will record details of any noteworthy incidents, good and bad, during lessons. Your son's tutor will closely monitor the diary but we request that parents also ask to see their son's diary on a regular basis and to sign it each weekend. Please use the diary to pass any short messages to the tutor. Please also feel free to email your son's tutor or his Head of Year. Email addresses are always first initial, followed by surname @elizcoll.org (e.g. jshaw@elizcoll.org).

Teachers will also regularly mark work and report more formally at regular intervals throughout the year. Pupils will receive a short report (grades only) at the midway point through each term, an interim report at the end of the Lent term and a full report at the end of the Michaelmas and Trinity Terms.

If at anytime you would like more information about the progress of your son, please contact the school via your son's tutor or Head of Year.

Complaints Procedure

If you have any concern or worry about the school, please do not hesitate to contact the College. It is hoped that most complaints and concerns will be resolved quickly and informally. If parents have complaints, it is hope that the matter can be resolved through conversation with the relevant member of staff. Should that fail, the Vice Principals or Principal will step into mediate.

If pupils have a complaint, they should speak with their tutor who may well refer the matter onto a Head of Year or Head of Department. Alternatively pupils are welcome to come to speak to the Vice Principals (Academic and Pastoral) directly.

You can contact all teaching staff through the school office or via their email address. There is a formal Complaints Procedure that can be found on the school website.

Counselling

Pupils may occasionally feel that they need to talk to someone other than their teachers or tutors. The school nurse (every Thursday lunchtime) and the Chaplain are available for this purpose. Appointments are not necessary but can be made through the School Office.

Dress and Appearance

All boys should be properly and neatly dressed. College is preparation for life and therefore all pupils are expected to take pride in their personal appearance. Shirts should always be tucked in and top buttons done up.

Sixth formers should wear their suits as if they are working in a smart office environment.

Hair: Hair length, colour and tidiness are sometimes contentious areas. At Elizabeth College, there should be no extremes of fashion or length and we ask parents to support us in this. As a rule of thumb hair should be tidy, natural in colour, above the collar, not below the bottom of the ears and out of the eyes. Excessive use of gel to create a 'spiky' or unkempt look is not allowed. If we consider it inappropriate, we reserve the right to ask the pupil to leave the school until it is improved to our satisfaction.

Games and PE kit: Pupils should always wear school games kit for PE lessons and games sessions.

Earphones: Earphones should not be worn with school uniform during the school day.

Jewellery: Students may wear signet rings but no ear-rings or bracelets; necklaces if worn should not be visible with the shirt buttoned.

Shaving: Boys should be clean shaven at all times.

Scarves: Only the school scarf is to be worn by pupils below the 6th Form.

The school uniform list is in the Appendix towards the end of this booklet.

Exam or Study Leave

This is the period of time during the summer term when normal lessons for students preparing for external GCSE and A Level exams have ended and students are permitted to stay at home to study. Details of exam leave are sent home to parents at the relevant time.

First Aid

A number of staff are trained in first aid and. Where possible, pupils are encouraged to contact the School Office in order to get help.

Friends of Elizabeth College

As parents of Elizabeth College students you are now formally members of the Friends of Elizabeth College. Andrea Nightingale is currently Chair of the Committee and she can be contacted through the school office. Friends have their own email address, friendsofelizcoll@cwgsy.net, which can be used to comment on anything to do with the Friends of Elizabeth College.

The aims are:

- to support the College through the whole range of its activities.
- to complement and extend the existing support given to the College, particularly by the Old Elizabethans, mainly through fundraising and social events.

The Friends is run alongside the Old Elizabethans but they are very much separate bodies, albeit working towards the same aim; to enhance your son's life within the school. The disposal of funds, approximately £5,000 raised at the various events throughout the year, is decided by the Committee. This is where your help would be much appreciated, not only in supporting the events that are organised but also providing ideas about what to spend the money on. Please email the above address with any thoughts or ideas that the Committee can take forward.

New members of the Committee would be very welcome. The Friends AGM is held at the beginning of each academic year in September and this is an ideal opportunity to find out more about the Friends. Everyone is very welcome.

Health

A school nurse visits the College every week, currently during a Thursday lunchtime and pupils can either drop in to see the nurse or make an appointment via the school office.

The Teenage Immunisation programme for Diphtheria, Polio and Tetanus are organised every summer term for Year 9 pupils. Parents are contacted in order to give their consent for this.

iPods and similar

The School cannot be held responsible for the care of these devices; the onus is on the student to take care of their own property. They should only be used during lunch and break times and pupils are not allowed to walk around College listening to music.

Information Technology

The use of ICT is integral to the work of the College. Every student is entitled to his own e-mail account. Any attempt to misuse the computer system could cause significant disruption to other members of the College. Such misuse will be treated as a serious disciplinary offence. The use of school computers to obtain, view or pass on inappropriate material is also forbidden.

All users of College computing facilities are required to sign a form (Acceptable Use Policy) agreeing to comply with the statutory and other provisions and regulations applicable to computer systems and the information stored in them. A summary of the AUP is contained in the Pupil Diaries but the full version of the AUP is available on the school website. The Computer Misuse Act and the Copyright, Design and Patents Act apply directly to all computing systems in College.

Library

The library is open throughout the school day. Students are encouraged to have a reading book and are able to choose from a wide selection of up to date fiction. The Librarian, Mrs Garnett, works with pupils to select suitable books and boys can recommend titles to be added to the collection. The non-fiction stock is up to date and is used during project-based and research tasks, both in lessons and homework. In addition, the library houses a colour printer, computers, photocopier, comfortable seating and desk space. Board games are available at break and lunchtimes and for many it provides a comfortable place in which to relax and read during the busy day. Mrs Garnett is always happy to offer book suggestions and advice on encouraging reading and research skills to students. Year 7 parents are invited to join

their son once a week for a library lunchtime reading session, an informal chance to relax over a book and a sandwich.

Lockers

All pupils are allocated a locker if they wish to use one. Spare keys are available from the School Office.

Lost Property

All lost property is either handed to the school office or to the lost property area at the bottom of the Library stairs, situated in the entrance to the Reprographics Room. If the clothing or item is named, a note will be sent to the pupil in the morning registration. Pupils should collect their lost item during morning break time. This is also the time for pupils to look for unnamed items. Pupils should not collect lost property unless a member of staff is present.

Valuable items or small items such as mobile phones, memory sticks or pencil cases will be kept in the school office.

Naming of property

It is essential that clothing, shoes and property are named. There are a number of different companies that supply name tags; one which has been recommended by current parents is www.namemark.co.uk. They also supply labels suitable for shoes and sports footwear. A Guernsey company 'stampXpress' (01481 723 494) also provide fabric marking stamps to make naming easier. Order forms are available from the School Office.

Meals

At present there is no dining room facility at College but plans are in place to build a new Refectory, with building beginning in June 2012. In the meantime **The Gatehouse** will serve a variety of healthy snack options and lunches that the boys can purchase. This is the first stage in preparing for the new Refectory and the intention is to run a cashless system in order to pay for food. Details concerning this will be issued separately.

Mobile phones

Mobile phones can be used at College on the basis that they provide a useful link between parents and home and for communication in an emergency. The use of mobile phones must not, however, interfere with any aspect of school life.

The following guidelines are for any pupil who decides to bring a mobile phone to College. The pupil must:

- accept full responsibility for looking after the phone. It is also recommended that it is clearly named.
- ensure that the phone is switched off or left on silent during formal occasions such as assemblies, lessons, activities or tutor periods.
- not use any photographic or recording component at College
- never take the phone into an examination room

Using mobile phones to harass or upset other people in any way is an offence punishable by law and by the School. Interfering with, hiding or taking someone else's mobile phone will be regarded as theft and quite possibly, bullying as well. The use of someone else's phone without their permission, particularly if that use incurs some cost to the owner, will be regarded as theft.

If a pupil deliberately disregards the stated guidelines he must accept that a teacher will confiscate the phone. The phone may be collected at the end of the day from the School Office or for a repeated offence, the pupil's parents will be asked to come to collect the phone. If it is suspected that the phone has been used to take photographs or to film, the school reserves the right to search the phone in the presence of the pupil.

Motorbikes and Mopeds

With the exception of the car parks at our sports grounds pupils may not bring motorbikes or mopeds onto College premises. There are a number of bike spaces near to the College that the pupils can use.

Parents Evenings

The Upper Sixth (Year 13) and Year 7 Parents Evenings take place after half-term in the Michaelmas term. All other evenings are during the Lent term, usually completed before the end of February. In addition to these academic evenings there are two Pastoral Parents' Evenings in September for Years 8 and 10.

Peer Mentors

Voluntary members of Year 9 who wish to assist the new Year 7 students in settling down in their new school are known as Peer Mentors and work with the students in September and October. They wear green ties for ease of identification.

Photography / Image Policy

You will probably already appreciate that from time to time College uses media images of pupils as a means of recording pupil involvement in activities such as sport, music and drama and to help publicise the work of the school. These photographs and images may appear in the media, printed publications, videos or on our website. To reassure you about how we use such images please note that the following guidelines are observed:

- Pupils whose images appear in the local press will be named but no personal contact information will be included in any news releases.
- Pupils whose photographs appear on any College web page will only be identified where this is appropriate, for example in connection with a pupil's achievement.
- Your child's image will not be used for commercial advertising purposes, or in publications for gain, without seeking your consent.

The College hopes that parents will understand its desire to publicise their child's achievements by using images in this way. However, on occasion, parents may wish that images of their child are not published. If parents want to prevent the use of their child's image in College publications, or from being passed to the media, please inform College to this effect in writing.

Photography, filming or audio recording by pupils is only allowed with staff permission for a specific educational purpose. Under no circumstances should cameras, phones or similar be used to record without the knowledge of those being recorded or filmed.

A full version of the College's Photographic Policy is available on the website.

University Applications

Advice is given to all students from Year 11 upwards on how best to prepare themselves for the University Application Process which begins in earnest in the latter half of Year 12. Miss Dudley, the Heads of Year and Tutors give one to one advice to all boys in Year 12 to help them decide what is best for them once they leave Elizabeth College. There are two parents' evenings, in March and June, where advice will be given on what to consider when choosing a university course, the cost and funding for students from Guernsey and information on completing the process itself.

Sanctions and Rewards

Pupils are expected to be fully aware of the high standards of the College and to take full responsibility for their actions. Students learn most effectively in a well-structured environment, where there are clear expectations of behaviour and clear consequences for unacceptable behaviour or poor work habits. These expectations are explained in the College Code of Conduct. The Behaviour Management Policy, which is available on the website, details our system of rewards and sanctions. The Pupil Diary is used to promote good behaviour through the use of positive comments to reinforce good behaviour and to highlight any low level poor behaviour. In the Appendix there is a summary of the College's Rewards and Sanctions.

School Magazine

The Elizabethan is published during the Michaelmas Term and distributed to all College families. It is hoped that parents will make a point of collecting this from their children to read about the achievements and activities of the College.

Severe Weather

College will remain open in severe weather conditions unless the Education Department decide that it is unsafe to open. Announcements will be made by Radio Guernsey & Island FM by 7.15am at the latest. Please note it may be necessary to send pupils home during the day in light of a particularly hazardous forecast.

Valuables and Money

The College cannot accept responsibility for valuables or money that pupils bring into College. Should pupils choose to bring in valuables, lockers should be used for their storage, where practical. It is also strongly advised that pupils do not bring more than £10 into school. With the cashless system in operation at the Gatehouse, there should be less need for boys to carry money.

Section 2: Extra Curricular and Sport

It is our intention to offer an education for the whole person not separating what happens in the classroom from what happens outside, and to that end we offer a large range of activities beyond the school day designed to encourage participation and to offer students the chance of success in arenas other than the classroom.

From the start of their time at Elizabeth College, we encourage our students to try everything so that they can discover their talents and passions, wherever they may lie. The quality and range of activities enables all students to find their niche as well as making new friends. The Upper School has a proud tradition of musical accomplishment and, apart from the taught programme, the Director of Music and Head of Strings arrange individual lessons and, with the help of talented staff members, supervise choirs, orchestras and a wind band.

Delights of the spoken word are developed through Drama and Debate. Through dramatic productions, students are provided with experiences that develop not only their abilities in performance but also essential life skills. Regular productions, often in liaison with The Ladies' College, provide opportunities for learning about leading and working in a team effectively. Debating thrives through House competitions at Senior and Junior level, and through participation in the Rotary Youth Speaks competition.

In the Sixth Form students can opt to become part of the College's Community Service group which offers assistance to a wide range of island people. A sense of being part of the wider community is a key to the education of our students who learn invaluable skills and experience a variety of working and living situations otherwise not within their usual lives.

Clubs and Societies

In addition to these formal activities, many interest groups, catering to a wide variety of tastes, operate at lunchtimes and after school. These range

from clubs such as the Science and Railway Clubs to the intellectual challenges of the Saravia Society with many others along the way.

There is a vast array of activities available throughout the year and full details are available on the website, click on School Life & Extra Curriculum http://www.elizabethcollege.gg/clientpics/attach_activities2.pdf.

Trips

An important element in our aims is to broaden horizons. College prides itself on the number and range of educational and cultural trips that members of staff lead to the mainland and abroad. London, Bath, the Cotswolds, Dartmoor, the Lake District, Scotland, France, Spain, Austria, Italy, Greece and Morocco are popular destinations for both academic study and outdoor education. A booklet is produced at the beginning of each academic year to allow parents to plan ahead.

Sport

Sport is a major part of College life and encompasses both major and minor sports. Students are expected to participate fully in the comprehensive sporting programme that is on offer, which allows the aims of the School to be upheld. The College has excelled in a number of sports over recent years with success being recognised beyond Guernsey. A number of boys have been selected to be part of the England Schools hockey set up, a recent leaver has joined Hampshire County Cricket Club, our fencers are the Public Schools Champions, our swimmers excelled in the National Schools Relay Finals and a member of our shooting team has recently been selected to represent Great Britain. Our school teams also tour in mainland England and have an enviable record of success against similar independent schools.

Our major team sports are Football in the Michaelmas Term, Hockey during the Lent Term and Cricket and Athletics in the Trinity Term. As pupils progress through the school they can opt to specialise in a particular sport such as basketball, badminton, fencing, shooting, sailing, cross-country running, golf, tennis or rugby during their games sessions. The majority of pupils in addition to their team sport get involved in other activities and the

CCF or Duke of Edinburgh programme. Pupils are expected to be available to represent the College if selected.

Combined Cadet Force (CCF)

Our Combined Cadet Force was founded in 1902 and has an outstanding reputation beyond the shores of Guernsey. Membership is open to all students in Year 10 and above. After initial training, cadets serve in the Army Signals, RAF or Navy Sections. The CCF offers students a chance to develop leadership skills, engage in a variety of challenging pursuits and enjoy a special sense of team spirit and camaraderie. The CCF forms the official Guard of Honour at many States functions.

All cadets complete field craft and self-reliance exercises and may use these for their DoE Award if they are registered. Boys learn to fire the full bore rifles and classify using the small bore rifles in the indoor range. The best shooters attend Bisley in July and other competitions during the year. All cadets can attend Adventure Training, local expeditions (including to Jersey), march and shoot competitions and orienteering in the UK. The most Senior Cadets have the opportunity of exchange trips with Canadian Cadets.

The Royal Navy Section runs activities afloat, including rowing, sailing and power boating using the College's power boats and the Sail Training Trust facilities. Boys should gain RYA Level 2 or higher awards and also get the opportunity to attend sailing competitions in the UK.

The Royal Air Force section train for their Part One and Two exams and use the RAF Volunteer Gliding schools and RAF bases in the UK for air experience. Cadets also get the chance to attend RAF central camps where air experience can be gained on powered trainers such as the Bulldog.

The Army Section continues with field craft exercises and also complete VHF/UHF radio work.

Cadets are encouraged and supported in gaining DoE Awards, SJA First Aid Awards and RLSS Bronze Medallion.

Duke of Edinburgh's Award

Elizabeth College is committed to providing students in years 9 to 13 with access to the Duke of Edinburgh's Award scheme. The Duke of Edinburgh Award scheme is a voluntary non-competitive programme of practical, cultural and adventurous activities. It is designed to support the personal and social development of young people, regardless of gender, background or ability. It offers an individual challenge and encourages young people to undertake exciting constructive, challenging and enjoyable activities in their free time. Furthermore, many organisations such as employers and universities value the Award and what it says about the person who has achieved it.

There are three levels, Bronze, Silver and Gold and for each one you need to complete activities in four different sections, Volunteering, Skills, Physical and Expeditions. The College is currently running the Bronze (Mr Wesley) and Gold (Mr Davis) schemes. At Gold level, you also take part in a residential project

Year 9 students start the Bronze award expedition training during Investigation and Discovery week. They can start the other sections on their 14th birthday. Boys can start the Gold scheme on their 16th birthday. The College runs several expeditions a year for Gold participants

On successful completion, you will be presented with a badge and certificate and at Gold level you are invited to a presentation ceremony at one of the Royal Palaces.

Section 3: Pastoral Care

Our determination to do our best for each individual child in our care is exemplified by a pastoral programme that places the welfare of our students at the heart of all we do. The strength of our pastoral system was recognised in the last ISI inspection which found:

"The quality of pastoral care, and the welfare, health and safety of pupils throughout the college is outstanding. It meets well the aim to create a safe and happy environment for learning, where pupils respect themselves, each other and all members of the community... Both teaching and non-teaching staff provide the highest standards of care and support for all the pupils." (ISI 2009)

Communication

We believe that the key to education is communication and it is strongly felt that this is achieved most effectively by a strong home/school partnership. Therefore, it is essential that parents feel comfortable and welcome in College. Our aims as teachers and parents are the same: the happiness, well-being and success of each student. The Pupil Diaries will play an integral role in this communication.

Houses

On arrival at College the boys are placed into one of four Houses: North, South, Town and Country. Allocation of Houses is based largely on the location of the parental home. Each House Group has a Tutor who will be the immediate point of contact for students in the event of social or behavioural concerns, or when an academic problem has proved difficult to resolve with the relevant subject teacher. The Head of Year 7 will oversee pupils during the first year of their time at Elizabeth College. After this time, the Year Head stays with pupils for two consecutive years.

Prior to their son's arrival at College in September, parents of the new Year 7 intake will be invited to a meeting in June at which they will be able to meet their son's Year Head and Tutor. Similar meetings are held in September for Year 8 parents and for Year 10 parents, in order to meet the new Head of Year.

Heads of Year

If parents have a concern about the progress or welfare of their sons they should contact the relevant Year Head through the school office. If necessary, the secretary will make an appointment to meet with the Year Head as soon as possible. On occasions urgent or particularly delicate situations arise out of school hours and in such circumstances Heads of Year are available to parents on their private telephones. We offer this service to our parents because we take seriously our responsibility in the development and well-being of all the boys in College, though we would hope that parents contact the Year Heads in their homes only when necessary.

| | |
|----------------------|----------------------------------|
| Head of Year 7: | Mr T Slann |
| Head of Year 8: | Mr T De Putron |
| Head of Year 9: | Mr A Good |
| Head of Year 10: | Mr B Aplin |
| Head of Year 11: | Mr M Garnett |
| Head of Lower Sixth: | Mr R Le Sauvage |
| Head of Upper Sixth: | Mr C Cottam (Head of Sixth Form) |

Role of the Vice Principal (Pastoral)

The Vice Principal (Pastoral) co-ordinates the pastoral programme and meets regularly with the Heads of Year in order to discuss individual and general issues. On occasions, parents may feel it appropriate to approach the Vice-Principal or the Principal as a first course of action rather than adhering to the communication hierarchy. The Chaplain is also available to support pupils with particular personal problems.

Parents Evenings

There is a formal Parents' Evening for each Year Group at which parents can meet with subject teachers, House Tutors and Year Heads. However, we urge parents who are concerned about their child's performances to make immediate contact with the Head of Year at College rather than wait and risk that the situation may deteriorate.

Tutoring

Students will have 2 Tutor periods each week. During the first tutor period of the week, the House Tutor will check and sign the Pupil Diaries. During this particular Tutor period pupils will learn about different aspects of the Life Skills programme or they may spend the occasional tutor period reading a suitable book quietly. Mrs. Garnett, the Librarian, can help students choose a suitable book if they don't have one from home.

College Expectations & Code of Conduct

Each pupil should feel free to come to school every day knowing that they will be able to enjoy their day without someone else making their life unpleasant. Each teacher has the right to teach without disruption or distraction. Traditional Christian values of compassion and respect form the basis of our community. Pupils are expected to be smart, courteous and on time. We want everyone to feel proud of Elizabeth College.

A College Code of Conduct cannot cover all eventualities but the following apply in order to maintain a safe, caring and civilised environment. All members of Elizabeth College are expected:

1. To act in accordance with our traditional Christian values and to value manners, a strong sense of service and to live lives that matter.

- All pupils should respect the Christian foundation.
- Pupils are expected to maintain high standards of behaviour and manners.
- Everyone in the College community deserves to be treated with respect. Everyone has a duty to ensure that everything possible is done to promote civilised and friendly behaviour.
- We are a civilised community and all pupils are expected to maintain the good name and reputation of the College.

2. To strive for academic success and to make the most of the opportunities available, both within the classroom and beyond.

- Pupils are expected to take a full part in the activities of the school.

- Representing the school as part of a team, activity or trip is a privilege and pupils are expected to honour this commitment and conduct themselves in a responsible manner.
- Pupils are expected to arrive promptly for registration and other College commitments, and to be appropriately equipped for all lessons.
- We expect a high level of motivation in lessons and all academic commitments to be met.

3. To play a full part in keeping Elizabeth College a safe and healthy community.

- Pupils should take good care of their own health and safety and the safety of other pupils.
- Pupils should look after their possessions and respect the possessions of others and all items of school property.
- There should be no filming or taking of photographs without permission of the College.

4. To take pride in their own appearance and the school environment.

- Pupils should wear school uniform properly at all times including when travelling to and from school.
- Pupils representing the College in any capacity are expected to be smart and dressed in appropriate clothing.
- Hair should be tidy, off the collar and out of the eyes; there should be no extremes of fashion.
- All members of the community are expected to keep the campus clear of litter. Chewing gum is not permitted in College.

Life Skills Programme

This is our PSHE and Citizenship programme and includes activities aimed at developing responsibility, respect, self esteem and understanding of personal, local and global issues. Pupils can expect to participate in small group work. In Years 10 and 11, pupils take the Citizenship course to prepare them for a GCSE qualification.

Bullying

Bullying may be defined as “the wilful, conscious desire to hurt, threaten or frighten someone.” Elizabeth College deplores physical and mental cruelty and any form of threatening or coercive behaviour. All pupils have the right to come to school each day free from the fear that they will be intimidated or made to feel uncomfortable by other pupils. We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. If bullying does occur all pupils should be able to let a teacher know and be confident that incidents will be dealt with promptly and effectively. It is important that pupils take the lead in supporting each other and passing on any incidents of potential bullying to a member of staff. We encourage pupils to not act as ‘bystanders’ or to provide an audience for bullies, instead they are asked to play their part in preventing bullying. If your son is unable to talk to a member of staff, we would encourage you to contact the Head of Year or Mr Shaw (Vice Principal, Pastoral). A comprehensive anti-bullying policy is available on our website.

College Code on Bullying:

All reasonable steps should be taken to ensure that, so far as it is possible, every student feels safe and happy at School and feels supported and protected at all times. The School expects all members of the School Community to uphold the College Code on Bullying:

1. Every student at Elizabeth College has the right to enjoy his learning and leisure time free from intimidation.
2. Our College Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
3. To stand by, when someone else is being bullied, is to support bullying. It is the responsibility of friends and peers to report incidences of bullying to a member of staff. Friends and peers should not ignore what is happening and expect someone else to report the incidents.
4. If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student.
5. Bullying will always be taken seriously.

There are some useful websites where you can get more advice, for example:

Bullying UK at www.bullying.co.uk

Childline at www.childline.org.uk

Kidscape at www.kidscape.org.uk

Wired Safety at www.wiredsafety.org

The College Anti-Bullying policy can be found on the school website.

Internet, E-Safety, Cyber bullying and use of the school ICT system.

Cyberbullying is the use of Information and Communications Technology (ICT) deliberately to upset someone else. It can encompass all areas of technology and the internet, such as email & internet chat room misuse, personal web spaces such as Facebook, instant messaging, threats made by text messaging & phone calls and the misuse of associated technology, i.e. camera & video facilities. Uploading of embarrassing photographs, 'sexting' or video clips or the posting of hurtful comments and descriptions will be treated very seriously by the school. All incidents of cyberbullying associated with a pupil's involvement in the College community will almost certainly lead to a pupil being suspended from College.

Pupils are expected to sign our Acceptable User Policy (AUP) and abide by its guidelines. Parents should be aware that social network sites do have minimum age guidelines, for example Facebook is 13 and Twitter is 18.

A number of websites give parental advice on safe use of the internet & mobile phones:

- <http://www.swgfl.org.uk/Staying-Safe>
- <http://www.thinkuknow.co.uk/parents>
- <http://www.safer-internet.net>
- <http://www.vodafone.com/parents>

Advice to parents

The following few simple steps can help protect your children at home in addition to the advice and education they are given at school:

1. Teach them how to behave responsibly online and respect others in the online community. For example to [download](#) music legally and not to spread rumours about or harass other people. Using social networking sites to harass others is taken very seriously at College, even though it is likely to have taken place outside of College hours.
2. Remind them the Internet is a public place. Explain why it's still important that they don't give out their personal information online, even if they are young adults and think they know what they're doing.
3. Talk to them about their DIGITAL FOOTPRINT. Explain that any comments or images they post on the internet now could be there forever and could be accessed by anyone, including university admissions tutors and future employers.
4. Direct your son or daughter to helpful websites for support on health and wellbeing issues, such as body image, and warn them that other websites might contain harmful content promoting eating disorders or suicide, for example
5. Make sure they check with you before buying anything online.
6. Set ground rules: e.g. how much time is spent each day on games consoles and on social network sites. Wherever possible, do not let your son have an unrestricted internet connection in their bedroom, particularly at night.
7. Encourage them to talk to you if anything in their digital world upsets them. Many parents are 'friends' with their children on Facebook. However, be aware that children are increasingly creating 2nd identities

in order to escape monitoring. Encourage them to ignore / block comments that are inappropriate or upsetting.

8. Make sure parental controls are set / and safe search to the right levels – obviously limited effectiveness as access to internet is everywhere.

Most of all do talk to your children regularly about what they do and who they speak to online – the best way to help to keep your son safe online is to keep the channels of communication open.

Social Media and Gaming

In addition to the issues of E-Safety, we ask parents to be aware of the amount of time their children spend on social networking or gaming. There is increasing evidence that many pupils are becoming 'addicted' and as a result their education is suffering.

Section 4: The Academic Programme

At the heart of any school is its academic programme since parents, when choosing an education for their children, will inevitably place highest value on the quality of teaching and learning in the classroom. Our curriculum is constantly under review to ensure that it is delivering to the students the educational programme they need and deserve. At Elizabeth College our Academic Board focuses on the content, methodology and assessment of all that we teach and its work is key to our plan for school improvement. The Board is chaired by the Vice-Principal (Academic) and its members are the seven Faculty Heads:

| | |
|-----------------------------------|-----------------|
| Head of English and Drama: | Miss J Flood |
| Head of Creative Arts: | Mr A Stephens |
| Head of Humanities: | Mr G S Cousens |
| Head of Mathematics: | Mr A M Hale |
| Head of Modern Languages: | Mr R A Morris |
| Head of P.E., Games & Activities: | Mr D Wray |
| Head of Science: | Dr D F Raines |
| Head of Social Sciences: | Mr S J Huxtable |

The main academic objectives from the School Development Plan are:

- To improve the learning experience of our pupils and in doing so to engender a love of learning
- To strive to maximise the academic achievement of pupils, regardless of their baseline abilities
- To offer an appropriate curriculum to develop key skills and preparation for higher education and future careers

Considerable emphasis is placed upon examination success though it is important that as much attention is given to those who find academic work challenging as to the high-fliers. Drives to improve the focus on learning have been realised through key school initiatives in differentiation and assessment for learning, both of which should underpin classroom approaches. Teachers are expected to monitor academic performance closely, informed by

benchmarking using externally standardised data provided by the Centre for Educational Management at Durham University, and they should take remedial action promptly in the case of those pupils who are under-performing. All pupils are expected to give of their best and to be encouraged to develop their natural talents to the full. Modest results for pupils who may find academic work challenging are as worthy of recognition as are outstanding results for another who may be naturally gifted.

In the Senior School, in Key Stages Three and Four, all pupils study a core curriculum of Mathematics, English, Science and a Modern Language until the end of Key Stage 4, providing the opportunity for pupils to acquire skills in speaking and listening, literacy and numeracy. These skills are further developed in their other subjects. Independent learning is encouraged from Year 7 through the use of regular research project homeworks set by subjects whereby the usual homework timetable is suspended for a week to enable a more extended piece of investigative work to be completed. Collapsed curriculum days have also been introduced in Years 7 and 8, enabling cross-curricular approaches to be developed.

Pupils are taught thirty-five periods per week, of 45 minutes duration between Years 7-11 and between 45-55 minutes in the Sixth Form.

At GCSE and A level, the school seeks to satisfy individual pupil choices and so builds its option blocks around their initial decisions.

a) The Curriculum

Years 7 and 8

In Year 7, all pupils receive a broad curriculum which gives them experience in all of the aspects outlined above. In addition to Mathematics, English, Science and Languages they study History, Geography, Religious Studies, Art, Music, Design Technology, ICT, PE and Games, and have PSHCE lessons, known at EC as Life Skills.

All subjects are initially taught in House groups (Country, North, South and Town) except for Creative Arts subjects (Art, Music, Drama and D&T) which are taught in smaller mixed ability groups. From September 2011 pupils will be taught History, Classics and ICT in a block. This has been done to reduce the large number of subjects with only lesson per week, to facilitate cross-curricular teaching and to enable more consolidated study of subject topics. It will also enable us to trial the teaching of Personal Learning and Thinking Skills.

Two subjects, Mathematics and French will adjust their House groups by proven ability during the early stages of the academic year in Year 7. Pupils are organised into two bands within each pair of houses, (Country/North, South/Town). The first band (CN1 and ST1) will contain those who seem to be more confident in understanding and applying concepts, the other band (CN2 and ST2) those who perhaps need more time to refresh their understanding of the basic concepts in early secondary years. The banding decisions are entirely separate for each subject.

In Year 8, English and Latin follow the same pattern as Mathematics and French, again with setting specific to the subject. German and Spanish each have two mixed ability groups, one drawn from Country & North, the other from South & Town.

Year 9

All pupils continue to study English, Mathematics, Science, History, Geography, Religious Studies, at least one Modern Foreign Language (German, Spanish or French), ICT, PE and Games. Science is taught separately as Physics, Chemistry and Biology. Pupils choose two creative arts subjects (from Art, Drama, Design Technology or Music) and most will study a second Modern Foreign Language.

English is divided into four groups, an upper set (En 1) a second set (En 2) and two equal mixed ability groups (sets EnA and EnB).

Mathematics is taught in four sets Ma1, Ma2, Ma3 and Ma4 which are grouped by ability from the start of the year.

Modern Languages: There will be two German sets (Ge1 & 2) and two Spanish sets (Sp 1 & 2) for those boys who opted to continue with their second language and they will be set by ability. German and Spanish are taught in three periods per week with two periods for French. A small number of boys may opt to study only one language in which case they receive two periods of language and cultural studies.

Science is divided into two bands according to ability, with each band split into 2 classes (CN1 and ST1; CN2 and ST2).

Latin/Classics is divided by ability and linguistic aptitude into four sets. The top two sets (La1 & La2) are selected on proven ability in Latin, and continue the study of Latin, while the remaining groups (3 and 4) study a non-linguistic Classics course, looking at the historical and cultural background of the ancient world.

All remaining subjects are taught in House groups.

Years 10 and 11 (GCSEs)

The core curriculum is English, Mathematics, Science and a Modern Foreign Language as well as PE and Games and PSHCE Citizenship. The core curriculum provides continuity and progression of learning and to this core is added three further subjects selected by the pupils. Pupils may opt to study Science as three separate subjects (Physics, Chemistry and Biology) or as Core and Additional Science. If separate sciences are chosen, then that counts as one of the option choices. Further options are chosen from Art, Business Studies, Classical Civilisation, DT Graphics, DT Materials, Drama, Geography, History, ICT, Latin, Modern Foreign Languages (French, German, Spanish), Music and PE. An options booklet is provided to help pupils and their parents to make informed choices. GCSE examinations are taken in all academic subjects except ICT, History and Maths, which take iGCSEs.

English is taught in five groups. Groups 1, 2 and 3 will study GCSE English and English Literature. Groups En4 and En5 are of equal mixed ability and will be entered for GCSE English only.

Mathematics has five sets, of which the top four (Ma1, Ma2, Maa and Mab) prepare for the Higher Tier course. The top set will also be entered for GCSE Statistics. Set 4 will prepare for the Foundation Tier course, with the exam taken in November in Year 11, providing the opportunity for those who achieve a grade C to be entered for the Higher Tier papers the following June.

Modern Languages has three French sets ranked by ability (Fr1, Fr2 and Fr3), a Spanish and a German mixed ability group. There is also a French class in the Option blocks for the double linguists, who do French and Spanish or French and German.

Religious Studies and Citizenship are taught in a number of mixed ability groups and prepares all pupils for the GCSE Short Course in RS, to be taken at the end of Year 11.

Science has four sets (1, 2, 3 and 4). Sets 1 and 2 will be mixed ability groups (totalling 9 periods a week) entered for the three Separate Sciences (Biology, Chemistry and Physics), whilst sets 3 and 4 (totalling 6 periods a week) will be entered for Science and Additional Science.

All other subjects are taught in mixed ability groups.

The Sixth Form

Elizabeth College runs a joint sixth form with the local independent girls' school, the Ladies' College. This enables pupils to have a wide choice of any four or in some cases five A Levels, and the schools aim to run any course in which numbers are economically viable. All of the subjects offered at GCSE are available at A level, as well as Ancient History, Economics, Film Studies, Further Mathematics, Photography and Psychology. Advice is given to all pupils regarding their A Level choices and this advice includes at least two

interviews between each Year 11 pupil and a senior member of staff. An options booklet is provided to help pupils and their parents to make informed choices, and a Sixth Form Open Evening allows them to meet with teachers from both schools to discuss courses before committing themselves to specific subjects.

One advantage of the partnership is that we are able to offer a much larger choice of AS and A2 options than was feasible before. Many of the classes are co-educational and lessons may be held either at Ladies' College or at Elizabeth College, although most students pursue the majority of their courses in their home base.

Most pupils initially study four AS Level subjects, with a few taking three or five according to ability. The Sixth Form curriculum of examination subjects is supplemented by a wide variety of Games choices (Football, Hockey, Cross Country, Athletics, Cricket, Tennis, Squash, Golf, Rugby, Sailing and Fitness) and Service options (Combined Cadet Force, Community Service, Subject Leadership and Sports Leadership) in which all pupils participate.

Sixth Form pupils have provision for Private Study which includes use of the dedicated supervised study centre, the Perrot Room, along with others areas such as the Sixth Form Common Room and Library. Year 12 pupils initially nominate half of their private study periods to be supervised. This is reviewed as the year progresses, increasing or decreasing according to progress and organisation. In Year 13, most pupils do not have to be supervised and some may request home study. Many choose to use the Perrot Room anyway and unsupervised private study is constantly reviewed in the light of staff feedback.

Learning Support, Learning Difficulties and Disabilities, Special Educational Needs and Gifted and Talented

New pupils are screened for learning difficulties and disabilities during the first half term after their entry to the school along with information from the pupil's previous school. MidYis tests help highlight those pupils who are gifted and those who have specific learning difficulties.

Pupils who have been assessed as having a learning difficulty and/or disability or those with specific Special Educational Needs have their needs considered individually by the Head of Learning Support. The curriculum provision for a pupil with a learning difficulty depends on a pupil's need having been formally diagnosed and may include such help as withdrawal from certain lessons or support within the classroom. In a few cases, this may include disapplication from the study of a subject (usually languages). Teaching staff are well informed and have up to date knowledge of effective learning and teaching strategies as advised by the Head of Learning Support who has regular input to whole school INSET.

Gifted children are provided with opportunities to extend their knowledge in extension work in the classroom or small group activities. Individual subject initiatives such as the Arts Award, Science Club, Maths Olympiad Challenge provide opportunities for gifted pupils to thrive. This is an area which will continue to be developed through the recent appointment of an Assistant Principal with responsibility for Gifted and Talented provision.

English as an Additional Language

There are rarely pupils whose first language is not English. When applicable, they are assessed prior to entry into Elizabeth College to establish their English language capabilities and needs. Extra support may be provided through timetabled EAL lessons organised through the Head of Learning Support. These lessons aim to develop the pupil's English language skills and communication and to build the pupil's confidence to succeed in an English speaking environment.

Personal Social Health and Citizenship Education (Life Skills)

At Elizabeth College, PSHCE is known as Life Skills. All pupils at Key Stages 3 and 4 receive one period per week of Life Skills. The Head of Department coordinates the programme, which follows the States of Guernsey policy statement for PSHCE and includes many visitors from support organisations.

Careers

Careers guidance is provided by two coordinators, one with responsibility for KS3/4, work experience and careers and the other for post-16 and Higher Education. The States of Guernsey also offers centralised careers advice. The coordinators provide support and advice as well as organising additional visits, such as lecture lunches, by outside agencies, speakers and advisers. There is a rigorous process of university advice and support for applications, including mentoring and extended projects, which is organised by the HE coordinator.

Games

In the Senior School, each pupil, regardless of age, participates in a full Games programme on one afternoon per week.

b) Teaching Policy

The aim at Elizabeth College is to ensure that every boy achieves his full potential. To this end, teachers should focus on the learning experience of pupils. Teachers at Elizabeth College should know their subjects thoroughly, and by their enthusiasm seek to excite in the boys an abiding curiosity. Excellent teaching and the setting of consistently high standards is vital. Lessons should be thoroughly prepared; well judged in content and duration; have a clear purpose and structure; & a variety of techniques should be used.

Teachers must ensure that all boys are equally involved in a lesson. They should differentiate, within a given set, between those who can be stretched more than the rest of the group and those who clearly have difficulties. The setting of tasks, the pace at which work is done, may be varied accordingly. They should encourage boys to think and research for themselves. They should be aware of boys receiving learning support, and should discuss the progress of such boys with the Head of Learning Support.

It is very important to encourage, motivate and reward boys for good work wherever possible using praise, either verbal or by means of written comment in the pupil diaries, and formal rewards such as commendations and merits.

Work should be regularly assessed by a variety of methods (AfL) and in accordance with department/faculty marking policies. Poor work is not acceptable and should be repeated. Teachers in all departments have a responsibility for ensuring that spelling, punctuation and grammatical errors are corrected according to guidelines given in Department/School Policy.

Peer observation is encouraged, both formally as part of the Appraisal process, and informally between colleagues.

c) Reporting and Assessment

We believe that it is imperative that students and parents receive regular feedback about academic performance. We provide this by careful and consistent marking of work, by comments to individuals and groups, in discussions with parents and in formal reports.

Mid-term gradings give an indication as to whether boys are working to their potential. They provide up-to-date information on student performance with brief comments if required. A fuller written report is provided at the end of each term along with current gradings.

There is an annual Parents' Evening for each Year Group which provides a formal opportunity for parents to meet with subject teachers and discuss their son's progress. However, we urge parents who are concerned about their child's performance to make immediate contact with their son's teacher, tutor or Head of Year rather than waiting for the next parents' meeting and risk the situation deteriorating.

The assessment of student achievement should be regarded as one component of the overall programme of educational planning in the College. The system of reporting seeks to ensure that parents and pupils are fully aware of both general and individual progress. It is intended to support educational goals, give positive reinforcement to our pupils and give valuable feedback to the classroom teacher.

Section 5: Useful information

Appendix 1:

House Groups for September 2011 and provisional rooms

| | Head of Year | Base | Country | North | South | Town |
|---------|---------------------|-----------------------------|---------|---------|--------|--------|
| Year 7 | Tim Slann | College Basement | TEd 1 | MWe 2 | HGo 6 | STa 3 |
| Year 8 | Tim De Putron | Ozanne | ERy O2 | CBu O1 | ECh O3 | CGr O4 |
| Year 9 | Andy Good | No base | ABr 9 | ADe U1 | NGa 8 | MSc T2 |
| Year 10 | Brian Aplin | No base | JFl 5 | ASt G2 | RDa G1 | MHe G5 |
| Year 11 | Mike Garnett | No base | MBu 7 | CTe 10 | DWr G4 | DRa G3 |
| Year 12 | Rick Le Sauvage | 6 th Form Centre | MGo | KLa | PDa | RIn |
| Year 13 | Charlie Cottam | 6 th Form Centre | LHu | CvL AHa | SHu | RMo |

Appendix 2: The College Day

Pupils should not arrive before 8am. They are free to leave at 4pm. On the afternoon that they have games, a bus is provided for the journey to the Memorial Field but pupils are expected to be collected at the end of the games session, usually 4.00pm.

| | | |
|----------|--------------------------|--|
| 8.25 am | Registration | |
| 8.30am | Period 1 | |
| 9.30 am. | Period 2 | |
| 10.25am | Assembly or Tutorial | |
| 10.40am | Morning Break | |
| 11.00 am | Period 3 | |
| 11.50 am | Period 4 | |
| 12.35pm | Lunchtime | |
| 1.35 pm | Period 5 | |
| 2.25 pm | Period 6 | |
| 3.15 pm | Period 7 | |
| 4.00 pm | End of formal school day | |

Appendix 3: Assemblies or Tutorials at 10.25am

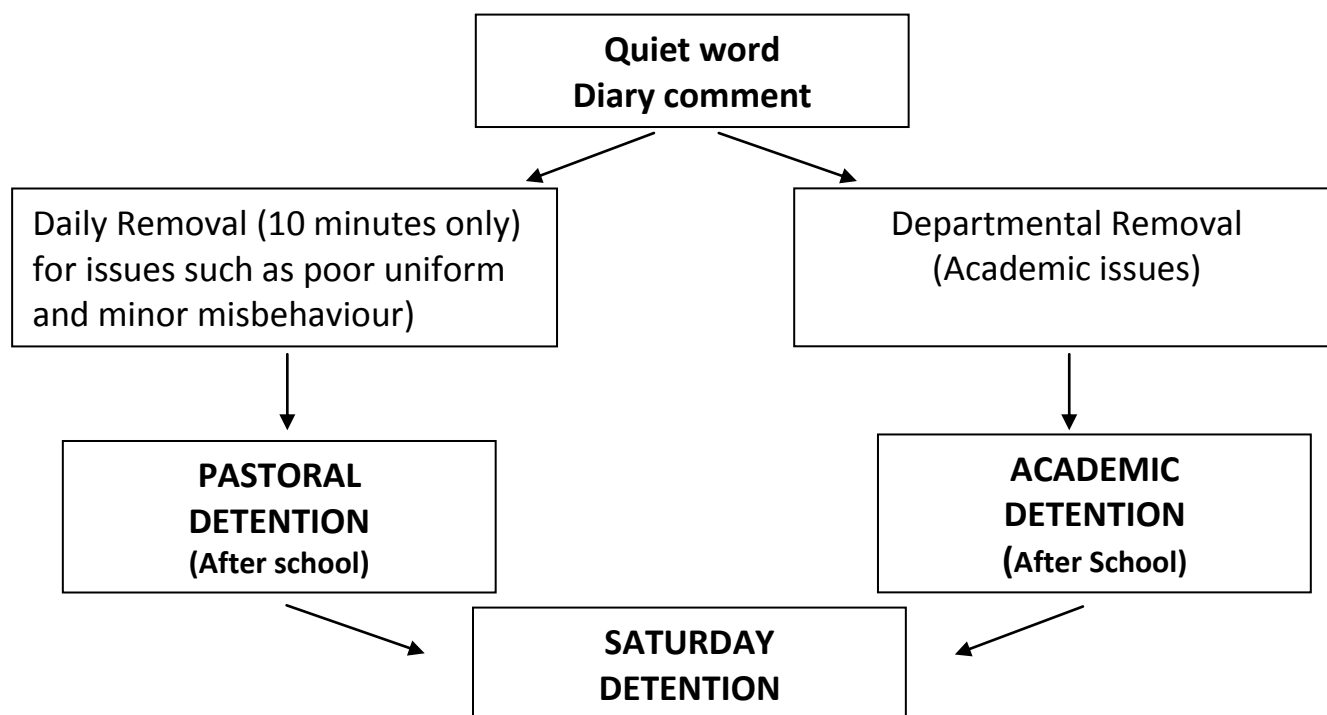
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----------------|---|--|---|-------------------------------------|--|
| YEAR 7 | Chaplain's Assembly (College Hall) Year 7 Tutors' Meeting | TUTOR PERIOD | Head of Year Assembly (Sports Hall) | WHOLE SCHOOL ASSEMBLY (St James) | TUTOR PERIOD |
| YEAR 8 | Chaplain's Assembly (College Hall) Year 8 Tutors' Meeting | TUTOR PERIOD | Head of Year Assembly (Spurgeon's) | WHOLE SCHOOL ASSEMBLY (St James) | TUTOR PERIOD |
| YEAR 9 | TUTOR PERIOD | Head of Year Assembly (Sports Hall) | TUTOR PERIOD | WHOLE SCHOOL ASSEMBLY (St James) | Chaplain's Assembly (College Hall) Year 9 Tutors' Meeting |
| YEAR 10 | TUTOR PERIOD | Head of Year Assembly (Spurgeon's) | TUTOR PERIOD | WHOLE SCHOOL ASSEMBLY (St James) | Chaplain's Assembly (College Hall) Year 10 Tutors' Meeting |
| YEAR 11 | TUTOR PERIOD | Chaplain's Assembly (College Hall) Year 11 Tutors' Meeting | TUTOR PERIOD | WHOLE SCHOOL ASSEMBLY (St James) | Head of Year Assembly (Spurgeon's) |
| YEAR 12 | Head of Year Assembly (Spurgeon's) | Individual tutor meetings' | TUTOR PERIOD | WHOLE SCHOOL ASSEMBLY (St James) | Individual tutor meetings' |
| YEAR 13 | TUTOR PERIOD | Individual tutor meetings' | Head of Year Assembly (College Hall) | WHOLE SCHOOL ASSEMBLY (St James) | Individual tutor meeting's |

Appendix 4: Rewards and Sanctions

i. Summary of Rewards

| | |
|--------------------------------|---|
| Diary Comments & Verbal praise | <ul style="list-style-type: none"> • For good work or considerate behaviour |
| Merit Awards | <ul style="list-style-type: none"> • Reward effort & achievement in all areas of College life • Encourage all students across the ability range |
| Commendation Certificates | <ul style="list-style-type: none"> • For students who produce outstanding examples of individual or sustained work. • These may be accompanied by a letter from the Head of Department to inform parents • Includes Sixth Form Commendations |
| Colours | <ul style="list-style-type: none"> • Awarded in sport, drama and music in recognition of contributions over a sustained period of time and for particular achievements |
| Academic Prizes | <ul style="list-style-type: none"> • Awarded in September in respect of the previous year's performance |

ii. Summary of Sanctions (Years 7 to 11)



For more serious offences Internal Suspensions, External Suspensions and Permanent Exclusion and a School Contract are possible sanctions. This is at the discretion of the Principal in consultation with the Vice Principals. Persistent poor behaviour will also result in meetings with the Principal or Vice Principals and warnings may result.

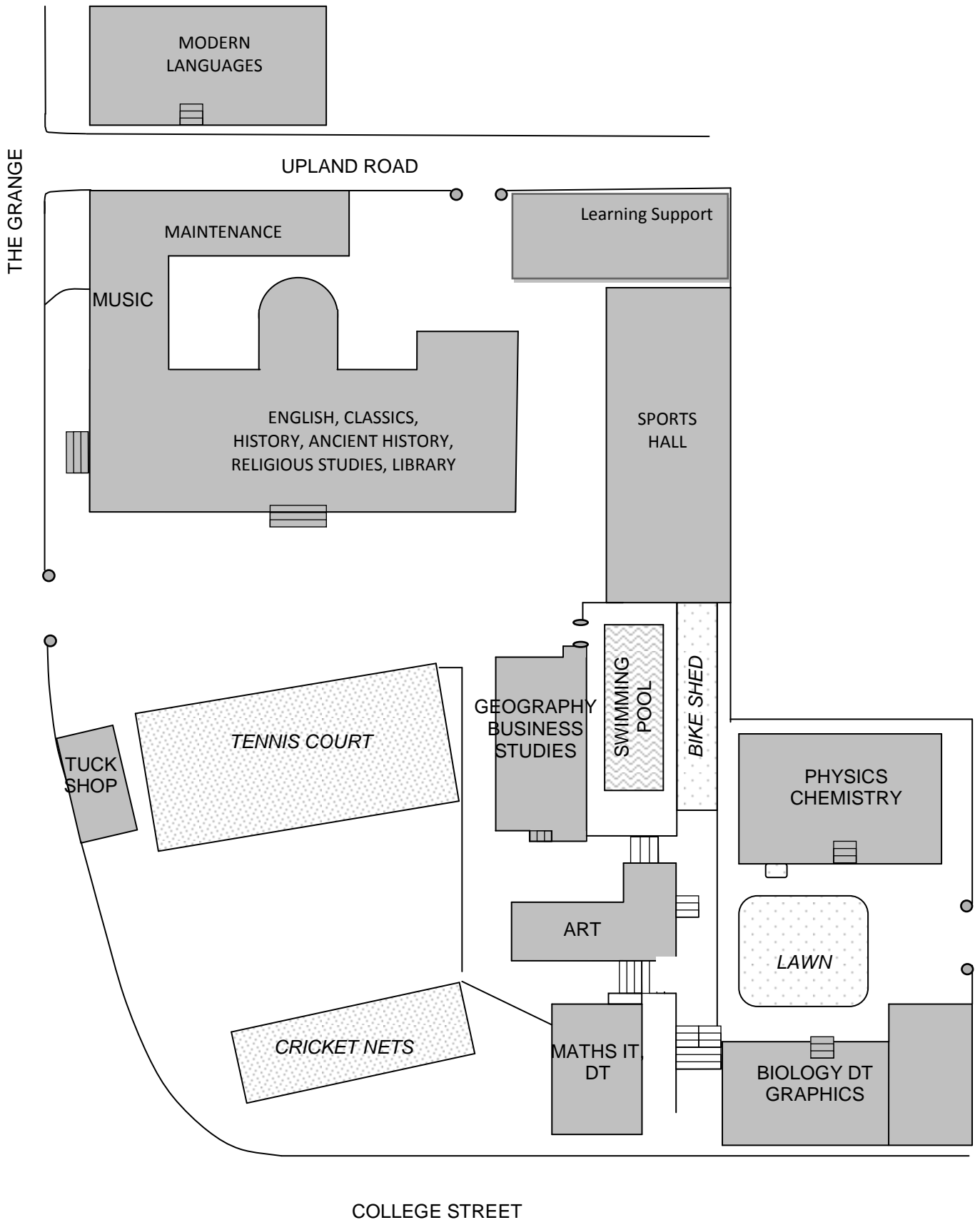
Appendix 5: Acceptable Use Policy (AUP) summary

(full version is available on the website)

This list is not exhaustive and users should be aware of the full AUP:

- I will not share my username and password, nor will I try to use any other person's username and password.
- I will immediately report any unpleasant or inappropriate material or anything that makes me feel uncomfortable when I see it on-line.
- I will immediately report to a member of staff or ICT Co-ordinator or SMT if I access any offensive or pornographic material whether by mistake or not.
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will not take or distribute photographic images of anyone without their permission.
- I will not knowingly or recklessly post false or defamatory information about another person or organisation. I will not post private information about another person.
- I understand that no portable computer equipment may be plugged into College computer equipment or into the College network and/or gain access to the Internet. College Acceptable Use Policy applies to user's Portable computer equipment. Elizabeth College reserves the right to confiscate and view portable computer equipment at any time.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others as outlined in the Obscene Publications (Bailiwick of Guernsey) Law 1985. I will not try to use any programmes, software or proxy avoidance sites that might allow me to bypass the filtering / security systems in place to prevent access to such materials. If I inadvertently access such material, I will immediately report this to a teacher.
- I will not make deliberate attempts to disrupt the Elizabeth College ICT system or to destroy data by spreading a computer virus or by any other means. I am aware that these activities are illegal.

Appendix 6: School Map



Appendix 7: UPPER SCHOOL CLOTHING LIST

ALL CLOTHING MUST BE CLEARLY MARKED WITH NAME LABELS

Forms 7-11

| | |
|---------------------------|--|
| Shoes | Black and polished |
| Blue Blazer | Regulation with badge from Fletcher Sports |
| Trousers | Charcoal grey from Fletcher Sports |
| Shirts | White |
| Pullover (optional) | Navy V-neck |
| Ties | House Tie (spares from Bursar's Office) |
| Socks | Dark grey or black |
| Footwear | Black, polished shoes |
| Belt | Black leather |
| Scarf (optional) | School scarf only |
| Coat or Anorak (optional) | Navy blue or black (to cover blazer) |

Sixth Form

| | |
|-------------------------|--|
| Suit | Smart, dark two-piece suit plain in design |
| Shirts | Formal shirt suitable for a business environment Students should also have a formal white shirt |
| Shoes | Black or dark brown (polished) leather shoes |
| Ties | The Sixth Form tie, House or Colours tie |
| ▪ Lower 6 th | As above or smart tie to match shirt |
| ▪ Upper 6 th | |

For Football and Hockey

| | |
|--------------------|---|
| Shorts | White |
| Shirts | Blue reversible Games Shirt and one House Shirt Country (green), South (yellow), North (red) & Town House (blue) |
| Socks | Navy blue with sky blue turnover |
| Tracksuit trousers | Plain navy blue (Prostar) |
| Sweatshirt | Navy blue with College Crest |
| Waterproof jacket | Navy blue with College Crest |

| | |
|-------------------|------------------------------------|
| Suitable footwear | Football boots / Astro boots |
| Shin pads | Compulsory for Football and Hockey |
| Mouthguard | Compulsory for Hockey |

For Physical Education and Athletics

| | |
|--------------------------|--|
| Shorts, short socks Polo | White |
| Shirt | White emblazoned Elizabeth College |
| Training shoes | Predominantly white with non marking soles |

For Cricket

| | |
|----------------------|---|
| Sweater | Plain white or regulation College pattern |
| Shirt | White |
| Trousers | Blue tracksuit bottoms |
| Cricket trousers | White (for representative teams) |
| Appropriate footwear | Predominantly white |
| Cricket box | For representative teams |

For Swimming

| | |
|-----------------|-----------------|
| Swimming shorts | Plain navy blue |
|-----------------|-----------------|

All uniform, sport clothing and goods may be obtained from Fletcher Sports in the Arcade (www.fletchersports.co.uk).

Additional uniform notes:

- For name labels, a company recommended by current parents is www.namemark.co.uk. A Guernsey company 'stampXpress' (01481 723 494) also provide fabric marking stamps to make naming easier. Order forms are available from the School Office.
- Fleeeces and sweaters are not to be worn as replacement outer garments.
- Students riding motorbikes or push bikes to and from College may, for safety reasons, wear a lighter coloured outer garment for the purpose of travel only.
- Pupils walking / cycling to College are encouraged, particularly in the winter months, to wear a high visibility top.
- Students on bikes leaving their College jackets at school must, immediately on arrival, dress into full uniform until the moment they leave College to return home or travel to the games field.
- T-shirts worn under a white shirt must not carry any motif.
- Any student not able to be in the correct College uniform during the school day must present a note from his parents/guardians to the office by 8.30 a.m. and then make contact with his Head of Year during the day.

Appendix 8:

Upper School Future Term Dates 2011-12

Michaelmas Term 2011

| | |
|-------------|---|
| Term Starts | Thursday 8 th September |
| Half Term | 12.30 pm Friday 21 st to Friday 28 th October |
| Term Ends | 12.30 pm Wednesday 14 th December |

Lent Term 2012

| | |
|-------------|---|
| Term starts | Thursday 5 th January |
| Half Term | Friday 10 th to Friday 17 th February |
| Term Ends | 12.30 pm Friday 30 th March |

Trinity Term 2012

| | |
|--|---|
| Term starts | Tuesday 17 th April |
| Bank Holiday | Monday 7 th May |
| School Holiday | Tuesday 8 th May |
| Liberation Day | Wednesday 9 th May |
| Bank Holiday/Diamond Jubilee (Half Term) | Bank Holiday 4 th & 5 th June |
| Term Ends | 12.30 pm Friday 6 th July |

Provisional Term Dates 2012-13

Michaelmas Term 2012

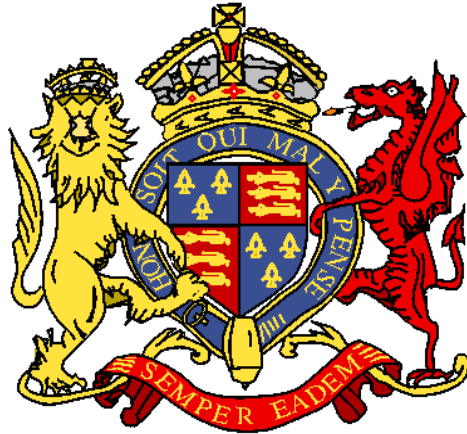
| | |
|--------------------------|---|
| <i>Term Starts</i> | <i>Thursday 6th September</i> |
| <i>Half Term 12.30pm</i> | <i>Friday 19th to Friday 26th October</i> |
| <i>Term Ends 12.30pm</i> | <i>Friday 14th December</i> |

Lent Term 2013

| | |
|--------------------|---|
| <i>Term Starts</i> | <i>Tuesday 8th January</i> |
| <i>Half Term</i> | <i>Friday 8th to Friday 15th February inclusive</i> |
| <i>Term Ends</i> | <i>12.30pm Wednesday 27th March</i> |

Trinity Term 2013

| | |
|-------------------------------|---|
| <i>Term Starts</i> | <i>Thursday 11th April</i> |
| <i>Bank Holiday</i> | <i>Monday 6th May</i> |
| <i>Liberation Day</i> | <i>Thursday 9th May</i> |
| <i>Bank Holiday/Half Term</i> | <i>Monday 27th May</i> |
| <i>Term Ends</i> | <i>12.30pm Friday 5th July</i> |



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