

# HANDBOOK FOR PARENTS

2016 - 2017



Stone

## **Introduction**

The purpose of this handbook is to provide parents and guardians with information about the organisation and ethos of Stowe, so that we can work together to do the best for those in our care. It is sent to the parents of all pupils, and we hope that in conjunction with other, more detailed and specific information that will be sent out from time to time or published on our website, it will provide a useful reference for you whilst your son or daughter is in the School.

There will inevitably be very occasional changes to this booklet, and you will be told about these as they happen. The most recent versions can always be found on the School's website ([www.stowe.co.uk](http://www.stowe.co.uk)).

## **Aims of the School**

Stowe aims to provide an all-round education of the highest standard, supporting Stoics in their passage to adulthood. Confidence and tolerance of others flourish in a close community. Our supportive family atmosphere and Christian ethos encourages pupils to develop a lasting sense of moral, social and spiritual responsibility, and our House system provides a caring pastoral environment in which Stoics learn to consider the rights and needs of others. The School promotes academic excellence, sporting prowess and artistic and musical creativity. Through teaching of the highest calibre, Stoics are encouraged to think for themselves, challenge conventional orthodoxies and pursue their own enthusiasms. Stoics acquire skills that enable them to live happily, work successfully and thrive in their future lives.

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## Absence from School

All pupils are expected to take a full part in the activities of the School and to be punctual. Day pupils are registered electronically in House each morning between 8.00am and 8.10am, and again in the afternoon. Pupils arriving after 8.10am must register in North Hall Reception on arrival. Parents of Day pupils should telephone, fax or email the Housemaster/Housemistress if their son/daughter is ill and unable to attend School, and the School will contact parents to request this information if it has not been received by midday. Day pupils should let their Housemaster/Housemistress know if they intend to be in School at times when they are not normally expected, for example at on a Sunday.

Boarders must obtain permission to be absent from School by seeing the Headmaster with a completed Nihil Obstat form (obtainable from the Housemaster or Housemistress) at least 48 hours before departure.

## Academic Programme

The full curriculum for the Third, Fourth and Fifth Forms, complete with notes on each subject, is published separately each year in the **GCSE Courses Guide**. Details of the Sixth Form curriculum are published separately in the **Sixth Form Courses Guide**.

### Third Form

Pupils entering Stowe at age 13 are placed in the Third Form, where the curriculum exposes pupils to a wide range of subjects, seeks to prepare pupils to choose and begin any of the GCSE subjects offered from January of the Third Form and continued in the Fourth and Fifth Forms, and to develop inquiring minds, work habits and academic enthusiasm that will equip them to become independent and effective learners.

Initially Third Formers are taught 17 or 18 different subjects, normally by as many different specialist teachers. Pupils are placed in forms for the first term which are generally not set by previous attainment, as we wish to gauge the relative strengths and weaknesses of all pupils first hand and to give everyone an equal chance to impress. The exceptions to this are with Science and Languages, which have a more linear progression and pupils are set according to attainment on the entrance tests and on previous experience respectively. Sets in most subjects are then reorganised in January when they choose their GCSE options and individual departments then decide how best to organise the pupils to

enhance learning. Science, Maths and English sets remain unchanged until the end of the first year, when pupils make their choice between Dual and Triple Award Sciences. In addition to their other subjects, all pupils also follow the Stowe Vanguard Programme, designed to develop an understanding of how learning happens and how challenge (and also failure) is essential to achieving progress. It provides the opportunity to encourage Stoics to look beyond the confines of the examined curriculum, to see how their studies are interconnected and how they relate to the 'real' world. It is designed to foster inquisitiveness and genuine independence as learners. This work will lead into the completion of a Higher Project Qualification (HPQ) in the Fourth and Fifth Forms, which is worth the equivalent of a GCSE.

All departments provide opportunities for academic enrichment and extension work, in addition to the extension opportunities available in lessons. A formal programme of academic extension beyond the classroom is provided by the Lower School Academic Scholars' Group which is made up of those pupils on academic scholarships plus those who have entered through an optional aptitude test. There is also a series of Open Scholars' lectures, events and seminars which are open to all interested pupils, as well as opportunities for extension through departmental societies and activities such as Junior Debating.

In the Michaelmas term the Third Form follow a curriculum that includes two modern languages. It is assumed that some pupils may not have had the opportunity to study one or more of these subjects before, so provision will be made via our setting arrangements to cater for their different needs. In addition to modern languages, pupils are given the option of studying Latin (two lessons a week) or to opt for Computing. Greek is also available within the timetable on request. Russian Italian and Mandarin are available by private arrangement and are taught in extra-curricular time.

### GCSEs

For study from January in the Third Form and in the Fourth and Fifth Forms, Stoics make four choices to supplement the core curriculum and build a programme leading to nine or ten GCSEs, plus an HPQ. All Third, Fourth and Fifth Formers also have one period a week of Personal, Social and Health Education (PSHE) which is a non-examined course.

## Sixth Form

Stoics initially follow four A Level courses in the Lower Sixth, and then continue with three or four of these subjects from the January of their first year. Those who drop to three subjects are required to take an EPQ or a subject chosen from a list of 'electives' which may be a stand alone AS level. All pupils in the Sixth Form have private study periods during lesson times, and these may also be used for extra and support courses. Departments offer academic extension work in both Sixth Form years, both within lesson and in the form of extension societies and individual clinics. Those applying for the most competitive universities and courses are also invited to attend the Headmaster's Essay Society, which meets regularly to explore cross-curricular themes and to ensure intellectual commitment and challenge.

## Academic Progress Grades (APGs)

Each Stoic has his or her work graded twice a term for **attainment, attitudes to learning in the classroom (AtL) and commitment and attitude to prep (AtP)**. The first APG session will usually take place in the penultimate week before half term. The second APG session will take place three or four weeks later (depending on the length of term) but only include a grade for attitude to learning and attitude to prep. The second attainment grade will be included with end of term subject reports. (Dates are published in the Calendar each term.)

## Alcohol

Stowe is very aware of the problems caused by alcohol abuse, particularly in relation to young people. Nonetheless, the School recognises that alcohol is an element of social interaction which Stoics will encounter. It therefore has a commitment to educate its pupils to manage their alcohol consumption appropriately and, via the School's PSHE programme, to understand the effects of alcohol and its potential dangers.

Possession of alcohol by pupils is not allowed under any circumstances, and consumption is only allowed with the School's permission. Alcohol is given to pupils only under staff supervision and only with the authorisation of the Housemaster/Housemistress. No alcohol is given to pupils below the Sixth Form. Spirits are never served to pupils, and non-alcoholic drinks are always offered as an alternative to alcohol.

Housemasters and Housemistresses use their discretion to ensure that Stoics are not served with more than a reasonable amount of alcohol within a 24 hour period.

Only Sixth Form pupils are allowed to drink alcohol off the School premises without adult supervision whilst in the care of the School. They may only do so with the authorisation of the Housemaster/Housemistress, and on the understanding that on their return to School they report in to the Housemaster/Housemistress. In these circumstances, in order to comply with both the licensing laws and School policy, pupils are not allowed to drink alcohol other than with a meal (see the Stowe School Rules and Policies Handbook for the full School Alcohol Policy and punishments for unauthorised drinking).

## Awards and Prizes

Stowe's annual Speech Day is held in late May/early June and is the occasion where the School celebrates the academic successes of its pupils. Prizes are awarded in all subjects in addition to other more general awards for outstanding contributions to the Stowe community as a whole, as well as significant achievements in extra-curricular activities.

There are other occasions throughout the School year which formally acknowledge and applaud pupils' achievements and an awards ceremony is integral to most end of term assemblies.

## Bicycles

Bicycles are allowed at Stowe, though they are not essential. They must be clearly marked with the owner's School number in paint, and must also have a padlock. Bicycles must not be ridden at or after dusk.

## Bullying

Stowe does not tolerate bullying, and its Anti-Bullying Policy is a central part of the School's pastoral provision (see the Stowe School Rules and Policies Handbook). All members of the School community are expected to base their behaviour on respect for others, regardless of differences of age, status, physical ability, belief, race, gender or sexual orientation. Bullying, including cyber-bullying (by mobile phone, text or internet) whether physical or mental, always constitutes an assault, is completely unacceptable and will not be tolerated. Demanding or taking items of any kind (including food), belonging to other pupils using age, status or any other form of threat, stated or implicit, is regarded as bullying. In extreme cases, it may be punished by suspension, or ultimately, expulsion.

A pupil who is being bullied or who sees another pupil being bullied, is urged to approach any member of staff or other responsible person.

Parents of children who may be being bullied should contact the Housemaster, Housemistress or Tutor as soon as they feel they need to. In all cases pupils, parents and staff can expect that they will be taken seriously and that the information they give will be dealt with as confidentially as possible.

***Bullying behaviour can only be stopped if information is shared.***

## **Calendar**

A calendar of School events is available to parents from their child's Housemaster or Housemistress at the start of each term, and can also be viewed on the School website. The website calendar is updated as changes occur.

## **Careers and Higher Education Guidance**

Careers education and guidance forms a continuous thread throughout a pupil's time at Stowe. It aims to provide a framework for developing the self-awareness and experience necessary to make balanced decisions at each stage, at school and beyond.

Careers education is delivered by the Careers Department through the Tutorial system, and is fully supported by Cambridge Occupational Analysts (COA).

The present programme of investigation and research takes pupils through *Pathfinder* in the Fourth Form and the *COA Preview* in the Fifth Form, a careers selection programme and aptitude Profile. In the Sixth Form, *Pathfinder H.E.* and *COA Centigrade* are used to give clear guidelines on choosing a Higher Education pathway. Further advice is provided through our Higher Education Conference in the Lower Sixth and there is a clear focus throughout the Sixth Form on preparing pupils for applications to universities. Stowe regards work experience as vital to a balanced education and we expect pupils to have a variety of such experiences by the time they leave school.

The Careers Centre is open to all pupils during the working day, and has full internet access as well as a comprehensive stock of material for research. In addition there are various computer programs which can be used to determine Higher Education courses to suit a pupil's interests and abilities. Gap year advice is available to those deferring their university education and pupils are encouraged to apply for Scholarships to assist with Gap year funding.

The Careers team welcomes both pupils and parents to make full use of the Careers Centre.

## **Change of Address**

Any change of address by parent or guardian must be notified immediately to the Housemaster or Housemistress, and to the Finance Department. Any change of email address needs to be sent to [email@stowe.co.uk](mailto:email@stowe.co.uk) and must contain the pupil's name and School number in the body of the email.

## **Chapel**

The School has an Anglican Evangelical foundation and as such it offers much in the pastoral and spiritual areas of life. In addition to the regular Sunday services (at which all parents and guests are very welcome) and midweek services, there are Year Group Bible Studies, a regular Christian meeting (Crossfire), annual Lenten Addresses and the opportunity to be prepared for Confirmation. The atmosphere fosters friendly and open discussion and the Priest in Charge always seeks to be available to the pupils when needed.

Pupils attend Chapel at 8.20am on Tuesday and Thursday mornings and on Sundays for a full service of either Morning Prayer at 10.30am or Evensong at 6.00pm (the timing of the Sunday service each weekend can be found in the Calendar). Day pupils are welcome to attend Sunday Chapel if they wish, and those in the School Choir must attend on a Sunday. All Day pupils are expected to attend weekday Chapel.

## **Child Protection & Safeguarding**

The Children Act 1989, which came into force on 14 October 1991, together with Section 157 of the Education Act 2002, places a statutory duty upon those running Boarding Schools to safeguard and promote the welfare of each pupil they accommodate. The Act gives Social Care authorities the duty to take whatever steps are reasonably practicable to determine whether each pupil's welfare is being adequately safeguarded and promoted, with accompanying powers of entry to inspect the School's premises and records, and to see and interview pupils.

The School's Designated Safeguarding Lead (Ms K McLintock) for child protection matters and for liaison over safeguarding and child protection procedures with Buckinghamshire Social Care Department is the Head of PSHE and Pupil Welfare who is responsible for ensuring that all new staff receive training in the signs and symptoms of child abuse. She is responsible for all other matters relating to The Children Act and its implementation at Stowe, undertakes training in child protection every two years and makes termly reports and an annual report to the Governors on safeguarding matters.



Amongst the many welfare requirements placed on the School, those relating to safeguarding and child protection are the most important and they must be known and observed by all adult staff on site, including temporary, supply, ancillary staff and volunteers working with children.

The aims of Stowe's policy on safeguarding and child protection are:

- To raise the awareness of all Stowe staff of the need to safeguard and promote the welfare of children and of their responsibilities in identifying and reporting children who may be in need of additional support or when a child is suffering significant harm or is likely to do so.
- To develop structured safeguarding procedures within the School which will be followed by all members of the School community to safeguard and promote the welfare of children.
- To develop effective working relationships with all other agencies involved in safeguarding children.
- Stowe believes that it is essential to work in partnership with parents and guardians and will endeavour to keep parents and guardians abreast of their child's development at School. However, the School also needs to maintain a balance so that its pupils can share any concerns and ask for help when they need it.

Where a pupil does disclose a difficult personal matter with a member of staff, these will be referred to the Designated Safeguarding Lead (DSL) and pupils will be encouraged to share the matter with their parents and guardians. However, the safety, welfare and protection of pupils is the paramount consideration and under certain circumstances the School will respect the confidence of a pupil and not share information with parents and guardians. This will only happen after a case conference involving the Designated Safeguarding Lead and Medical Officer has reviewed the concerns at issue.

The School is aware of the possible need for counselling by specialist practitioners for pupils who require additional welfare support and for those that have suffered abuse and any others closely involved, including the member of staff to whom the disclosure was made. It is School policy that, where necessary, appropriate support will be provided. Stowe's recruitment policy includes checks on staff suitability, utilising the Disclosure and Barring Service and the prohibition of teachers check in accordance with current legislation.

Staff and pupils are made aware of the role of Ofsted, which inspects the School under the provision of the 1989 Children Act, and can be contacted as follows:

Ofsted National Business Unit  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA  
Telephone: +44 (0)300 123 3153

The full Safeguarding and Child Protection Policy is available on request from the DSL or can be found on the School website alongside relevant government statutory guidance.

## Communication

The School believes that it is vitally important to keep parents fully informed about their child's progress and about what is going on in the School. Housemasters/Housemistresses and Tutors are in constant communication over the progress of all pupils and they will be very happy to discuss any matters concerning your child should you have any concerns. Similarly, they will contact you if they have worries about your child's welfare or progress. All contact names, telephone and email addresses can be found in the staff directory in the Parent Info section on the School website. There are also many informal opportunities for communication with staff at the various functions including House and School events.

We recognise the benefits to children of ensuring that both parents, whatever their marital position, are fully involved in the education of their children and we do everything possible to encourage participation by both parents in the life of the School, treating both with equal respect and courtesy. Where relationships are difficult we aim to handle this sensitively, for example, by making arrangements to see parents separately if necessary.

Parents receive Academic Progress Grades twice a term in addition to a full subject report at the end of every term, and there is at least one Parents' Meeting during each year of a pupil's time at the School (see the section on Parents' Meetings). The electronic newsletter Stowemail informs parents of achievements, news and forthcoming events, the Calendar gives a detailed programme of events in the School, and further information is available from the School website ([www.stowe.co.uk](http://www.stowe.co.uk)), which is continually updated.



## Complaints

The School's complaints procedure is set out in the Stowe School Rules and Policies Handbook. Additionally, parents or pupils may contact Ofsted, which inspects the School under the provision of the 1989 Children Act, and can be contacted as follows:

Ofsted National Business Unit  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA  
Telephone: +44 (0)300 123 3153

Parents may request information from the School on the number of complaints registered in the past year.

## Computers

### ICT Policy

All pupils have their own network socket in House. To complement this, we have been developing our network resources and integrating these into the way we teach. Academic Departments have developed their sites on Stowenet, a web based service, which is now an important part of the teaching and delivery of digital material to pupils. Academic Departments have created comprehensive sites on our Intranet which have now become an important part of the delivery of instruction and material to pupils. That said, the use of IT is carefully managed in conjunction with more traditional teaching to fully engage pupils in their studies.

There are over 800 computers at Stowe, about 150 of which are available for pupils to use in computer rooms, Academic Departments and Boarding Houses. These are on a server-based network allowing pupils to access their work, email and online resources from their devices.

All pupils sign the School's Acceptable ICT Usage Policy on an annual basis to remind them of the need to use the School's network and computer systems in a responsible way. The policy informs them of what they are and are not permitted to do.

### Remote Access

Pupils can remotely connect to the School's computer network from outside Stowe via the Internet. Remote access allows pupils to use their School email and Stowenet (the School Virtual Learning Environment) and gives access to their 'My Documents' folder stored on the network.

## Laptop Requirements

*All Stois are expected to have a laptop.*

The ICT Department offers access to network services to laptops that meet minimum criteria as below.

An English version of:

- MS Windows 7 or 8 operating system or later
- Apple OSX v10.6 and above.

## Software

Laptops should have MS Office 2010 or above compatible software installed as work will be set using this format. Users should also have Anti-Virus software updated to within seven days prior to connecting to our network.

## Computer Insurance

We must emphasise the need for adequate insurance for all computer equipment belonging to pupils.

## When Laptops Fail

Pupils need to have arrangements in place to fix the device within two weeks, during which time School computers or smart devices may be used to submit and receive digital work. We currently allow Windows, Android and iOS tablet and phone devices to access our wireless services on a 'best efforts' basis.

## Confidentiality

All medical information about pupils is confidential, whatever their age. Consultations with the School Counsellor are similarly confidential. On occasions, it may be necessary for the Medical Centre staff or the Counsellor to pass on information to parents, Housemaster or Housemistress or other staff where the safety of a pupil or of other pupils might be compromised, or where there is a statutory duty to report. Wherever possible, however, information is passed on with the pupil's consent.

## Contacting the School

Contact details for Housemasters/Housemistresses and other members of staff can be found in the staff directory in the Parent Info section of the School website. The School switchboard (+44 (0)1280 818000) is staffed from 8.00am to 7.30pm Monday to Friday, 8.00am to 5.00pm on Saturday in term time and from 9.00am to 12.00pm and 12.30pm to 5.00pm Monday to Friday in holiday time.

The central fax number is: +44 (0)1280 818181.

The School's postal address is: Stowe School,  
Stowe, Buckingham MK18 5EH.

Email: [enquiries@stowe.co.uk](mailto:enquiries@stowe.co.uk)

## Counsellor

The School has three Counsellors who see pupils by appointment. The service is confidential unless permission is obtained from the pupil to liaise with whoever might be appropriate. Appointments are arranged with the Counsellor by email. Pupils may request an appointment themselves or discuss counselling with a member of staff and ask to be referred. If the pupil feels it would be helpful, the Counsellor is happy to talk to parents on the phone or in person.

The Counsellors visit all Houses during the Michaelmas term to introduce themselves personally. This can facilitate later referrals.

## Damage

Damage to School property is chargeable to the pupil who is found to have caused it. The scale of payments chargeable is published by the Building and Works Department and held by each Housemaster/Housemistress.

## Data Protection

The School is registered with the Data Protection Notification Department and complies with the requirements of the Data Protection Act 1998.

## Day Pupils

We recommend that Day pupils arrive in good time every morning and in any case no later than 8.10am for registration in the Boarding House. Day pupils normally arrive by car as arranged by their parents. Stoics are allowed to drive themselves only after their parents have obtained written permission from the Headmaster (see **Driving by pupils**).

As a guide, Day pupils are expected to stay until after first prep, but parents may negotiate separate times with the Housemaster/Housemistress to suit their convenience. Day pupils are welcome to attend Chapel on Sundays, but are not obliged to do so unless they are in the Choir. They are, however, expected to take part in whole School events which take place at weekends from time to time e.g. House At Home, Inter-House swimming, Inter-House cross-country, House singing competition, Speech Day etc. During public exams normal daily arrangements apply except after negotiations with the Housemaster/Housemistress.

Day pupils are encouraged to play a full and active part in School life, via academic society meetings, concerts, plays and so on. Where such events necessitate staying at Stowe after the usual going home time, or on a Sunday, the pupil must let his/her Housemaster/ Housemistress know what arrangements have been made for collection by car or taxi. It is sometimes possible for us to arrange for Day pupils to stay overnight at Stowe if their commitments make this necessary. Day pupils who are put on Sanctions should, as far as possible, be brought into School to carry out their punishment at the appropriate time. The Senior Master should be consulted if this is not possible and an alternative punishment or time arranged.

From time to time Day pupils invite other Stoics to parties, perhaps to celebrate a birthday. The School strongly recommends that these take place during Exeats or in holiday time, but in exceptional cases the Headmaster may allow Stoics to attend such events in term time. On these occasions we ask parents to let the Housemaster or Housemistress know well in advance the date, time and place of the party, the names of all Stoics involved, as well as the transport arrangements to and from the party. We only allow attendance at parties at weekends and we would always recommend that there is a parental presence.

There is sometimes the temptation for Boarders to ask Day pupils to bring alcohol, cigarettes or other contraband into School on their behalf. This is, of course, against all School Rules and the Headmaster would view such an action very gravely.

## Discipline

It is the School's policy to encourage good behaviour at all times, and to promote mutual respect and good manners amongst all those who live and work on the School site. Teaching staff are expected to make standards of behaviour, both in and out of the classroom, clear to pupils at all times, and to be consistent in their expectations. Punishments should be related to the offence and as far as possible should aim to encourage the pupil to understand why his/her behaviour was unacceptable.

Any pupil not abiding by the rules laid down will be sanctioned through the School disciplinary system. The Stowe School Rules and Policies Handbook provides details of the School disciplinary system. Housemasters and Housemistresses are always kept informed of punishments given to pupils via records that are kept on the School's central electronic database (Apollo). A separate record is kept by the Housemaster or Housemistress of punishments given within the Boarding House.

## Drama

The School has one main theatre: the Roxburgh Hall, with a seating capacity of 430. It also has a rehearsal theatre with a seating capacity of about one hundred, and adjacent classrooms and rehearsal rooms. There are two major productions each year, the Senior Congreve and the Junior Congreve. In addition, there are regular House plays, year group plays and even staff productions from time to time.

## Driving by Pupils

Except under the direction of a driving instructor authorised by the School, no pupil is allowed to drive a car unless accompanied by parent or guardian. No pupil may be driven by anyone under 21. No pupil may possess or ride a motor bicycle or moped at School unless it is needed for Stowe Motorcycle Club.

A Day pupil whose parents complete the necessary request form, may be given permission by the Housemaster/Housemistress concerned, if the Stoic is considered to be responsible, to drive to and from School. While the Stoic is at School, the car must be left for the whole day in a place designated by the Housemaster/Housemistress. The Stoic may **not** drive after consuming alcohol in StoweBucks, or after any late-night function such as a House Dance or to or from the Leavers' Ball.

Any request by a Stoic or a Stoic's parent for the use of a car at Stowe, or for permission to drive another Stoic must be referred to the Headmaster. Driving lessons must be arranged through and monitored by the School. Please contact your child's Housemaster/Housemistress for details.

## Drugs

The purpose of the School's Drugs Policy is to prevent pupils using controlled drugs at any time. It reflects a clear recognition that drugs are widely available and widely used by some teenagers and that this is a problem which must be faced squarely, both at School and at home.

While the implementation of the policy will be based upon trust, openness and understanding between pupils, staff and parents, and external agencies such as the Police and Health Authorities, its primary purpose is to act as a positive and effective deterrent against drug abuse. Full details of the Stowe School Drugs Policy can be found in the Stowe School Rules and Policies Handbook.

## Education Guardians

A pupil of any age whose parents are resident outside the United Kingdom must have an Education Guardian in the United Kingdom who has been given legal authority to act on behalf of the parents in all respects and to whom the School can apply for authorities when necessary. The School can accept no responsibility during Exeats, Half term or the holidays for pupils whose parents are resident abroad and the parents and guardians of such pupils must make holiday arrangements, including travel to and from the School, well in advance. An Education Guardianship form, which goes out to all new parents resident outside the UK, must be completed and returned to the School before a child commences his or her education at Stowe.

The responsibility for choosing an appropriate Education Guardian rests solely with the parents. Parents are responsible in each case for satisfying themselves as to the suitability of an Education Guardian.

The role of the Education Guardian is to provide or arrange appropriate accommodation when the child is unable to stay with the parents.

- During School holidays, Half terms or Exeats
- If the School has to close temporarily because of an emergency, e.g. epidemic
- If the pupil has to be away from the School on the advice of the School Doctor
- If the pupil is temporarily suspended

In addition, the Education Guardian is accessible in an emergency and takes decisions in an emergency on behalf of the parents in circumstances when the School is not empowered to do so. In short, the Education Guardian provides support for the pupil when parents are unable so to do.

## Electrical Testing

In order to meet legal obligations under Health and Safety legislation regarding electrical equipment and appliances, it is **essential** that parents ensure that any electrical appliances and equipment to be brought to the School by pupils, have been tested by a competent electrician and labelled as having passed a portable appliance test. All electrical musical instruments **must** be fitted with a residual circuit breaking device, usually abbreviated to RCD, which provides protection better than 30mA sensitivity.

## Email

Email is used throughout the School for communication between staff and pupils. Staff email addresses are available in the staff directory in the Parent Info section of the School website. All pupils are allocated an email address on arrival at Stowe. Remote access to School email for pupils when they are away from Stowe is available via the remote access internet portal at <https://mail.stowe.co.uk>, which can also be accessed via the School's website by following the link at the bottom of the homepage (Staff & Stowe Email).

## English as an Additional Language (EAL)

There is provision for pupils who do not have English as their first language. In the Lower School extra help can be given to those not taking a Modern Language or, in exceptionally weak cases, in English lessons. Sixth Formers who do not have English Language qualifications are entered for IELTS. Many UK universities insist on an IELTS qualification for all non UK nationals wishing to apply to undergraduate courses. There is a charge for ESL qualifications.

## Equal Opportunities

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

## Exeats

Normally two weekends in each term, one either side of Half term, are designated 'Exeat weekends' when all pupils are away from School for two nights. Full details of timings are given in the list of term dates.

In the Summer term there is only one Exeat weekend which is normally in the first half of term. In the second half of this term, public exams make an Exeat weekend difficult. Each term, Upper Sixth Stoics may take an additional floating Exeat, leaving after their last School commitment and returning by 8.00pm on Sunday. Notice should be given to the Housemaster/Housemistress in writing by the Thursday preceding the chosen weekend.

Exeats are designed to enable pupils to spend time with their family, and therefore Exeat travel to destinations other than a pupil's home address must be confirmed to the Housemaster or Housemistress by parents. Additional overnight leave will only be granted in exceptional circumstances, such as a wedding or special anniversary within the immediate family, and any request of this nature must be made to the Housemaster/Housemistress well in advance.

## Executive Management Team (EMT)

The Executive Management Team is made up of the Headmaster, Second Master, Deputy Head (Senior Master), Deputy Head (Senior Housemaster), Deputy Head (Director of Studies), Development Director, Director of Finance, Director of Operations and Director of Admissions and Marketing. EMT deals with strategic issues within the School and with the working groups which assist with the day to day running of the School.

## Extras

Some charges are incurred by pupils which are extra to the boarding and tuition fees, and it is our aim to keep these charges to a minimum and to ensure that parents have control over pupils' expenditure while they are at School. Full details of charges for extras are sent to parents every year.

The School only permits items which it considers to be essential to the pupil's education or personal welfare to be charged to the pupils' termly accounts.

Legitimate extras fall into the following categories:

### Curricular Items

Text books are purchased by or on behalf of pupils through the School Shop and the cost charged to the pupils' termly accounts. Academic periodicals augmenting syllabus material in some examination courses may also be charged in this way.

Residential Field Courses in Geography and Biology, which are an integral part of the A Level examination syllabus, are subsidised by the School. Parents receive a letter from the Head of Department concerned giving full details and requesting authorisation. Costs incurred in local studies fieldwork (e.g. transport) are covered by the School.

Theatre and other academic visits are charged to the pupils' termly accounts as 'curricular maintenance' items. Although parental authorisation for individual visits is not usually sought, advance notice of the likelihood of such visits is given in the School's Courses Guides.

Fees charged by Examination Boards vary according to subject and are charged to the pupils' termly accounts. University application fees are treated in the same way as examination fees.

Occasional expenses incurred through the Careers Department such as specialist visits, publications and degree selection programmes can be charged

to the pupils' termly accounts. Pupils are asked to confirm that parents are willing for these items to be charged.

Foreign visits, Confirmation Retreat and representative sports teams on tour in holiday periods are all optional activities. Parental authorisation is sought before any sums are charged to accounts.

The School also charges for the following curriculum items:

- Instrumental music tuition
- Materials for Design & Technology and Art
- CCF and Duke of Edinburgh's Award Scheme

### **Personal Items**

These are items which are essential for personal welfare, which include small items such as toothpaste, newspapers, magazines, sports equipment, school dress, essential travel, shoe repairs, dry cleaning and haircuts. Housemasters and Housemistresses exert discretionary control over items in this category, assisted by an identification card for credit purchases and authorisation chits for items over £15.00. Warnings of high pupil spending in the School Shop may be requested, and lists of purchases and total spending on credit for each pupil are available from the Finance Department.

### **Optional Activities, Events and Subscriptions**

Pupils at Stowe may take part in a number of activities over and above the formal games/activities curriculum. Pupil participation in these activities is entirely at parents' discretion, although regrettably no guarantee can be given that all requests will be met, as some activities may be over-subscribed and others not financially viable. Parents are asked to pay a subscription towards their child's membership of the Old Stoic Society, collected over the second to sixth terms at Stowe. This subscription entitles a child, on leaving Stowe, to lifelong membership of the Old Stoic Society which provides a range of events, communications, sports clubs and other benefits. Further details are given in the Old Stoic Society information leaflet that is sent to all new parents.

### **Fees**

Payment of fees is by Direct Debit. Full details of the School's scheme, approved by Barclays Bank, are sent out to parents by the Finance Department, together with a request for details of the bank account from which fees are to be paid. Please ensure that the form is returned to the

School as soon as possible. If Direct Debit option is not chosen, fees are due on the first day of the term. Late payment charges accrue thereafter at 1.5% per month. Unforeseen financial difficulties do sometimes arise; should they do so you are requested to discuss the matter with the Director of Finance as early as possible.

The School cannot undertake to rebate fees in the event of a pupil being absent due to accident or illness during term time. However, for an additional termly charge, parents may participate in the Fees Refund Scheme, operated by the School, full details of which are sent to parents. Application forms should be completed and returned to the Finance Department. Charges are incorporated into the fee account, termly in advance, with the first two terms charged together at Christmas.

### **Games Programme**

The aims of the Stowe games programme are:

- to promote physical fitness and enjoyment of sport
- to develop physical and social skills and good habits
- to encourage team and community spirit and sportsmanship
- to enhance the reputation of the School

The School has three 'key' sports for boys:

- Rugby (Michaelmas + Lent)
- Hockey (Michaelmas + Lent)
- Cricket (Summer)

The School has three 'key' sports for girls:

- Hockey (Michaelmas)
- Lacrosse (Lent)
- Tennis (Summer)

The School complements the 'key' sport programme with a variety of 'main' sports which enables some pupils to specialise in a sport other than the 'key' sport. Fixtures for key and main sports usually take place on Saturdays, and Wednesday afternoons.

All pupils are expected to represent the School in key and/or main sports if selected. No pupil may miss a School fixture without permission from the Co-Curriculum Co-ordinator. Such permission will only be granted or withheld after consultation with the Master/Mistress in charge of the relevant team and the Housemaster/Housemistress of the pupil concerned.

Saturday key sport fixtures take priority over all other School fixtures and regular activities. In the event of a clash with a county fixture, national competition or other representative selection, the pupil may choose, after consultation with parents, the Director of Sport, the Master/Mistress in charge of the activity and the Co-Curriculum Co-ordinator.

The Co-Curriculum Co-ordinator has overall responsibility for the physical development of all Stowe pupils. He will therefore liaise very closely with Housemasters/Housemistresses and others, endeavouring to maximise the full sporting potential of each pupil **and** the School. The activities programme which runs alongside the games programme, is co-ordinated by the Co-Curriculum Co-ordinator.

## **Gardens**

Parents visiting their children are of course very welcome to walk in the gardens. Dogs should be kept on a lead and be cleaned up after.

Parents are very welcome to play golf during term time and in the holidays, but we would be grateful if they would always check the availability of the course with Stowe Enterprises Ltd (Telephone +44 (0)1280 818282).

## **Housemaster/Housemistress**

The Housemasters and Housemistresses of the School Houses have overall responsibility for the welfare and progress of the pupils in their care. In conjunction with Tutors and the rest of the House team, they monitor and guide pupils and are normally the first point of call for a parent seeking information, needing to express a concern, or simply wanting to make arrangements for a visit home.

Although all Housemasters and Housemistresses have a teaching commitment during the day, they can be contacted by email, fax or phone, and will respond as rapidly as they can to queries from parents.

## **Insurance**

### **Personal Accident**

The School has arranged a Group Policy to provide Personal Accident cover for pupils on a 24 hour, worldwide basis. The premium will be automatically debited to the pupils' termly accounts, as a compulsory charge.

## **Medical Expenses**

The School has arranged a Group Policy (BUPA) to provide private Medical Insurance for pupils, full details of which are sent to parents. Should you wish to arrange cover for your child, please complete the BUPA application form and return it to the Finance Department prior to the start of the academic year.

## **Personal Effects**

The School does not accept liability for loss or damage to the private property of pupils, nor does it arrange insurance for pupils' property. Parents are therefore advised to ensure that they make adequate arrangements for the insurance of their children's belongings. The School does not normally allow pupils to leave personal effects at Stowe during the holidays. Exceptions may be made by arrangement for overseas pupils.

## **Library**

The Library is staffed by a qualified Librarian who teaches lessons in Library skills to the Third Form and in later years works with individuals and small groups to help them use the Library in an effective way. A fully automated Library management system enables pupils to search the Library catalogue from any networked computer in the School.

The School Library is a major educational resource for the staff and pupils and is also integral to the life and learning of the School. Besides selecting, acquiring and organising materials to support the School curriculum and providing work space for whole classes, small groups and individuals engaged in study and resource work, the Library encourages independent learning by enabling pupils to develop research skills related to the retrieval, evaluation and use of data. Equally importantly, the Library provides opportunities to stimulate reading by means of displays, reading clubs, book reviews, its website and occasional events.

## **Matron**

Each Boarding House has a Matron who plays an active role in the life of both the House and the School. Matrons work closely with their Housemaster or Housemistress, and their aim is to provide pastoral care and guidance to pupils and to ensure a warm, purposeful and pleasant atmosphere within the House. Matrons play a key pastoral role within each House and they also provide medical care following guidelines issued by the School Medical Centre.

## Meals

Breakfast, lunch and supper are provided in the central School Dining Rooms, and pupils are expected to attend these meals. There is always a choice of dishes, including a vegetarian option. In addition, bread, spreads and fruit are provided in the Boarding Houses, together with facilities for preparing snacks outside mealtimes. The Caterer visits Boarding Houses regularly to consult pupils over menus and there is a Food Committee run by the pupils.

## Medical Centre

The School Medical Centre is permanently staffed during term time by a team of qualified nurses, and the School Doctors (Dr Rebecca Pryse and Dr Ben Burgess) hold a morning surgery every weekday between 8.00am and 10.30am. The doctors can be contacted at other times at the Swan Practice in Buckingham on +44 (0)1280 818600 and further information can be found at [www.theswanpractice.co.uk](http://www.theswanpractice.co.uk). If you wish to contact the medical staff by email please use: [medical@stowe.co.uk](mailto:medical@stowe.co.uk). It is a general address and will therefore be picked up by whichever nurse is on duty. The best time to ring is after 10.00am on +44 (0)1280 818210, and the nurses are always pleased to discuss any worries or concerns.

Boarding pupils will be registered with Dr Rebecca Pryse as NHS patients based at the Swan Practice. During holidays and Exeats pupils can be seen as a Temporary Resident with the home GP if necessary. Day pupils can be seen as emergencies at the Medical Centre as a Temporary Resident.

For pupils new to the School, the Health History form (printed on blue paper) **MUST** be completed with a complete immunisation history and sent to the Medical Centre as soon as possible after it is received. The Health History form is the only medical record we will have until the NHS record arrives; often this takes 3-4 months. It will be the only record we have for overseas pupils. The NHS number is entered on the birth certificate of every British Citizen. Pupils from abroad will be given a new number if they have never used the NHS before.

## Overseas Pupils

Overseas pupils are asked to supply a summary of medical history and vaccination history from their current family doctor.

## Parents are asked to note the following:

1. If a family Doctor or a Consultant is seen when your child is away from School, details should be sent to the School Doctor at the Medical Centre for entry into their medical records.
2. If, during the holidays, your child is exposed to an infectious illness, tropical disease or malaria, please inform Medical Centre Staff before they return to School.
3. Pupils must **not** bring medication or drugs into School for their personal use unless prescribed by a doctor or with the knowledge of the Medical Centre. All medicines must be handed immediately to the House Matron.
4. All Houses have access to the following 'over the counter' remedies which are administered by appropriately trained staff following a protocol:
  - Paracetamol for pain and fever
  - Ibuprofen for pain and fever
  - Sudafed for nasal congestion
  - Zirtek for allergy
5. Pupils **do not** hold supply of their own medication without an assessment of safety by the School Doctor and House Matron.
6. Parents should be aware that some medications prescribed overseas may not be licensed for use in the UK. In this case the School Doctor will make an individual case assessment and offer UK licensed medicines where appropriate. It is very important in such cases that as much medical information as possible is available to the School Doctor.
7. Private physiotherapy and podiatry can be arranged through the Medical Centre with a Chartered Physiotherapist or Podiatrist.
8. Parents will be informed at the time of referral of any specialist appointments or other medical investigations arranged for pupils. An accompanying adult will provide escort for any appointments arranged off site unless parents are available.
9. Whilst every endeavour will be made to contact parents in an emergency, the Headmaster acting *in loco parentis* or a member of the School staff has the authority to give permission for urgent medical and/or surgical procedures to be carried out including the administration of a general anaesthetic. **It is important that parents leave an emergency contact number with House staff if they are away from home for any reason.**
10. If you have any concerns about the health of your child please discuss it with the nurses or the Medical Officer, we welcome communication with parents.



11. If your child is treated for asthma, epilepsy, anaphylaxis, diabetes or has a history of significant allergy, we feel it is important that teaching and sports' staff are alerted to this. The diagnosis will appear on your child's School electronic record, any further details are given only with your consent or that of your child.
12. Mobile phones cannot be used in the Medical Centre. Pupils who are in-patients and require a phone will have access to a phone from the nurse on duty. Email access is also provided in the Medical Centre.

### **Immunisations**

The nurses provide immunisations in line with the Department of Health Immunisation Schedule. The local CCG (Commissioning Clinical Group) provide the Diphtheria, Tetanus and Polio booster and the Meningitis C booster at age 14 (Fourth Form). An annual influenza vaccine is recommended and offered in the Michaelmas term to all pupils. The nurses also provide travel advice and recommended travel vaccinations. If these are required we ask that a Travel Risk Assessment form is completed (available from the School website). You will be contacted to obtain consent at the time of any planned immunisation. For further information this website is helpful: [www.immunisation.nhs.uk](http://www.immunisation.nhs.uk)

### **Teeth and Eyes**

Glasses should **not** be worn to play contact sports. It is recommended that pupils who wear glasses or contact lenses bring a spare pair of glasses to School and that if glasses have to be worn for games, these should have unbreakable lenses. Protective eye wear for squash is strongly recommended for all Junior players by the British Association of Squash Players and the Medical Officers of Schools Association. These can be purchased from sports shops and should carry British Standard BS 7930:1.

It is helpful if your own dentist or orthodontist can deal with dental problems during the holidays, as far as possible. However, in emergencies we have access to excellent dentists in the area but there is a major problem with a lack of NHS dental provision. It is a policy of the School that, wherever possible, routine dental and orthodontic appointments do not encroach on School working hours.

### **Mobile Telephones**

Full details of the School's rules of mobile telephone usage and the School Mobile Telephone Protocol are listed in the School Rules and Policies handbook. And the School website.

### **Music**

The opportunities for pupils to become involved with music whilst they are at Stowe are enormous, whether they play an instrument, sing or just want to listen. Further, if you are a parent who wants to sing with us, there is always the Stowe Choral Society: we are always grateful for as much parental encouragement and involvement as possible.

Pupils will have the opportunity to join in with whatever music they enjoy, whether it be Classical, Rock, Pop or Jazz. There are a considerable number of instrumental and vocal groups and tuition is available on all instruments including Voice, as well as music production (the techniques you need to develop in order to become a record producer or commercial composer), with the cost charged to the pupils' termly accounts. On the second Thursday of the Michaelmas term we do a presentation to all the Third Form, and they then have the opportunity to sign up for a free trial lesson on any instrument they wish. If the pupil would like to continue with lessons after the free trial, the Music Department will contact parents to obtain permission.

The majority of School concerts at Stowe are free to guests. The Stowe Music Department holds many concerts outside of School and parents are always welcome to these events, although sometimes there is a nominal charge at the door as we are often raising money for Charity. All the details of these events are published in the School calendar.

Also in the Music Department, Arts at Stowe present regular professional concerts given by performers from around the world. Often these international concert artists are working with Stoics in the afternoon giving them masterclasses before presenting a dazzling event at 8.00pm. Full details can be found in the Arts at Stowe brochure and on their website at [www.stowearts.co.uk](http://www.stowearts.co.uk)

### **Name Tapes**

Name tapes and a personalised permanent ink stamp for new pupils are automatically ordered by the School Shop. One set of name tapes are sent to parents and one is kept at the School. The cost is put on the first term's account. A name-taping service is also offered.

## Parents' Meetings

The pattern of Parents' Meetings during the academic year is shown below.

### Third Form

|                                  |           |
|----------------------------------|-----------|
| Michaelmas term (Meet the Tutor) | September |
| Michaelmas term (GCSE choices)   | November  |

### Fourth Form

|             |     |
|-------------|-----|
| Summer term | May |
|-------------|-----|

### Fifth Form

|   |       |
|---|-------|
| Lent term (GCSE Trial Exams and AS choices) | March |
|---|-------|

### Lower Sixth

|           |          |
|-----------|----------|
| Lent term | February |
|-----------|----------|

### Upper Sixth

|                                  |           |
|----------------------------------|-----------|
| Michaelmas term (Meet the Tutor) | September |
| Lent term (Formal)               | January   |

## Peer Support Group

The Peer Support Group is a group of Upper School Stoics who are happy to listen to their peers and support them in the difficulties they might be facing. These difficulties might relate to work, life in the Boarding House, issues of homesickness, family problems or personal concerns.

They can be contacted by email at [peersupport@stowe.co.uk](mailto:peersupport@stowe.co.uk) and in person. The contact information is available to Stoics on a notice board in the Dining Room corridor, where photos of the Peer Support Group are also posted and on Stowenet.

## Personal, Social and Health Education (PSHE)

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

### Philosophy

The intention of the PSHE programme at Stowe is to enable pupils to manage the changes brought by growing up, safely and ethically. The entire programme is based on two fundamental principles:

1. Every Stoic has the right to feel safe at School
2. There is nothing so awful that it cannot be spoken about with someone

The PSHE programme is delivered across all five years and attempts to offer Stoics an extensive and flexible safety network within the School. It also aims to turn out self confident, caring people, who have the information and the ethical framework required to make good calls on difficult decisions.

The programme of study delivered through the PSHE sessions is run by the Head of PSHE (Kirsten McLintock) and is supported and augmented by academic teaching and discipline in many departments including the Medical Centre Staff, the School Counsellor and other associated professionals and, above all, by the attentive eyes and ears of Housemasters and Housemistresses, Matrons and others in pastoral roles.

### Resources and Delivery

PSHE delivery at Stowe uses lectures and seminars, as well as regular timetabled classroom lessons. Tutors are expected to attend with their Tutees when an outside speaker visits.

Teaching materials are sourced, collated and provided for Tutors to follow up on issues raised in the programme of study via a purpose built website designed and maintained by the Head of Department. This material is constantly being updated. In addition, a number of other professionals are involved in the delivery of PSHE related topics. The House Nurses who work in the Medical Centre deliver sessions called TLC (Teaching Life Choices) to House year groups twice a year.

External speakers are also employed, and the Head of PSHE is always looking to expand a team of reliable, appropriate speakers, giving engaging talks from their own life experiences. PSHE themes (Sex and Relationship education; Drugs and Alcohol education; Smoking) are built into the curriculum. Some aspects of formal PSHE are also covered in Biology, and Philosophy and Religion. These elements are included in the PSHE curriculum plan to ensure that there are no gaps or repetition. The PSHE curriculum overview is available on the School website.

### Pocket Money

Pupils will require pocket money for items which cannot be charged to the pupils' termly accounts. Each House runs its own pocket money account, and £25.00 to £30.00 is the approximate sum of money which is banked by Junior pupils for each half of term, rising to approximately £50.00 for pupils in the Sixth Form. For security reasons, pupils are asked to bank any cash they bring back to School with their Housemaster/Housemistress.

## Policies

The following policies are included in the Stowe School Rules and Policies Handbook:

- Anti-Bullying Policy
- Drugs Policy
- Alcohol Policy
- Smoking/Nicotine Policy
- Disciplinary Procedures for Serious Offences
- Laptop Requirements
- Acceptable ICT Usage Policy
- Privacy Policy
- Pupil/Parent Data Protection Policy
- Complaints Procedure

School policies covering the following are available on request from the School, and on the Stowe website:

- Curriculum Policy
- Health and Safety on School Trips
- PSHE Delivery Matrix for the current academic year
- Gifted and Talented Policy
- Child Protection Policy

## Prefects

The Headmaster appoints a number of School Prefects to help him with the running of the School and they are expected to contribute fully and be ambassadors for the School. Each House has a Head of House and perhaps one or two more School Prefects and several House officials, whom Housemasters/Housemistresses appoint. The House Prefects deal with day to day routine matters such as roll calls before meals, supervision of evening Junior House-room prep, dormitory lights-out and so on.

## Prep

All prep is set using the School's virtual learning system (VLE/Stowenet). The duration of prep for Third and Fourth Formers is 30 minutes per subject; for Fifth Formers, duration of each prep is 40 minutes. Duration of prep for Sixth Formers is not formally timetabled, but the expectation is that at least four hours of prep per week per A Level subject will be completed. Prep may also include a variety of other tasks, over a period of time, such as reading and research.

## Reporting

A pupil whose work falls below a satisfactory standard may be issued with a Subject Report Card or be placed on an Interim Report (usually as a result of a fall in Academic Progress Grades).

### Subject Report Card

These are designed for pupils who have particular concerns with one or more subject(s). It is likely that they will be performing satisfactorily in most of their other subjects. A Subject Card needs to be presented to the appropriate teacher at the start of every lesson in that subject during the week. The subject teacher will comment on the pupil's engagement and attainment during the lesson and sign the card. It should be shown to the tutor at the end of the week for his/her signature and a review of the situation.

### Interim Reports

Pupils who have not responded satisfactorily to previous targets and interventions should be discussed with the Housemaster and Senior Tutor and may be placed on an Interim report. These pupils will be highlighted in lesson attendance registers on Apollo and teachers will be prompted to write a brief feedback comment at the end of the week on the pupil's progress. More immediate lesson by lesson feedback can be provided as appropriate using the alert function. At the end of the reporting period, the Tutor will hold a review meeting with the pupil and record any on-going Action Plan on Apollo. If a second Interim report is required the review meeting will be held with the Senior Tutor.

### Deputy Head's (Academic) Interim Report

At the end of a reporting period, the review meeting will be with the Deputy Head. The following measures may be taken:

- Attend Central Supervised Work sessions until such time that all late assignments have been completed.
- Attend sanctions for repeated academic failure and/or Saturday detention
- At the end of the week a formal Pupil Monitoring Meeting and report will be completed, sent to parents and filed centrally.

## Reports

All pupils receive a report at the end of each term, which includes a report for each subject studied, together with a detailed Tutor's report, Housemaster's/Housemistress' report and a personal report/review of the term written by the pupil.

### Full Report

Detailed subject report from each teacher incorporating internal exam results where appropriate and the term's APG grades. A Tutor and Housemaster/Housemistress report will also be provided together with a pupil's personal report.

### Short Report

Brief subject report from each teacher, a Tutor and Housemaster/Housemistress report and a pupil's personal report.

The pattern for end of term reports is as follows:

| Year | Michaelmas Term | Lent Term    | Summer Term  |
|------|-----------------|--------------|--------------|
| U6   | Full report     | Full report  | Short report |
| L6   | Full report     | Full report  | Full report  |
| 5    | Full report     | Full report  | Short report |
| 4    | Full report     | Short report | Full report  |
| 3    | Full report     | Short report | Full report  |

## Rewards for Academic Work

### Merits

Merits are awarded for excellent classroom performance or for a routine piece of classwork or prep that shows a significant effort or improvement by an individual. Merits have a broader remit than other academic awards and can be used to reward excellent participation in a lesson, a particularly fine music lesson or performance, good contributions in drama, as well as for pair or group work. Pupils receiving Merits are congratulated in House Meetings and all Houses provide reward schemes for those who accumulate merits during the term/year.

### Commendations/Commendation Prizes

Commendations are awarded for pieces of work which are excellent when judged by the standard of the teaching group or a particular individual. Commendation Prizes arise from the accumulation of six Commendations awarded throughout the time of a Stoic's career and are awarded in end of term Assemblies. Commendation Prize winners are listed in the Speech Day Programme.

### Benes/Bene Prizes

Benes are awarded for outstanding pieces of academic work which indicate a significant achievement by any standard. Bene Prizes arise from the accumulation of three Benes awarded throughout the time of a Stoic's career and are awarded at the end of term Assemblies. Bene Prize winners are listed in the Speech Day Programme.

## Academic Prizes

Academic Prizes are awarded by the Headmaster on the recommendation of Heads of Department. Whilst most Prizes are presented at Speech Day in the Summer term, others are presented at appropriate occasions throughout the year, mainly in end of term assemblies. Each Academic Department awards a Prize for the most outstanding Lower School pupil of the year (usually, but not always, presented to a Fifth Form pupil in recognition of GCSE success), a Lower Sixth Prize for outstanding effort and achievement and an Upper Sixth Prize for effort and achievement.

### Special Prizes

In addition, Special Prizes, recognise contributions to a broader range of extra-curricular activities and the Stowe community as a whole.

## School Shop

The School Shop (which incorporates the Book Shop) is situated in the Menagerie on the South Front and is open to pupils, parents and friends during term time (Monday to Friday 9.00am to 5.00pm and on Saturday 9.00am to 1.00pm. On Saturday the Book Shop, Clothing and Sports Goods and Equipment sections are closed in the afternoon. The Clothing Shop is open throughout the summer holiday (Monday to Friday 10.00am to 2.00pm). It is highly recommended that an appointment is made (Tel: +44 (0)1280 818219 or 818211). Telephone orders can be accepted after an initial fitting. Purchase of uniform etc. during the school holidays prior to the pupil joining the School should be paid for at the time of purchase. We can accept cash, cheque, Switch or Visa card (not Amex).

The School Shop stocks all the items required in the School clothing list and also sports goods, toiletries and accessories. As well as stocking the text books and stationery required for School use, the Book Shop has a wide selection of stationery, greeting cards, posters, pictures and souvenirs. Pupils are also able to order newspapers and magazines of a suitable nature.

## Searches

If a pupil is suspected of carrying an unauthorised item, he or she will be asked to turn out his or her pockets/bag. Pupils may be asked to search their own property for missing or misplaced items in the presence of staff. The School will ask for a pupil's consent before searching School property used to store his or her belongings. This includes locked areas. If consent is refused, or if it is not

possible to obtain consent within a reasonable time frame, the School reserves the right to conduct a search proportionate to the value or risk of the item sought.

The pupil will normally be present during a search of School property in which his or her belongings are stored, but if this is not possible, a second adult will witness the search. Illegal confiscated items will be handed to the police, and other confiscated items will be returned to the pupil's parents.

The School reserves the right, where there is reasonable suspicion of a disciplinary offence, to inspect and monitor the use of computers and mobile phones, and may confiscate these if they have been used inappropriately.

The full Search Policy is available on our website.

### **Sixth Form Club at StoweBucks**

The Sixth Form Club is open to all those in the Sixth Form (subscription charges apply), and operates on Tuesday and Thursday evenings from 9.30pm to 10.30pm, and on Saturdays from 9.00pm to 10.30pm. Pupils are allowed two cans of beer or two glasses of wine on Saturday evening only.

### **Smoking/Nicotine**

Smoking by pupils is forbidden. See the Stowe School Rules and Policies Handbook for the Stowe Smoking/Nicotine Policy.

### **Societies**

There is a wide range of societies at Stowe. Many of these are organised by Academic Departments, and have a regular programme of speakers from inside and outside School.

Societies are overseen by a member of staff and meet at various times during the week, as shown in the School Calendar. (See the Stowe Calendar for the current societies).

### **Sport - Conduct and Ethos**

All sports are played to win, but respect and courtesy to the opposition are expected at all times. Open criticism of or dissent from umpiring or refereeing decisions are completely unacceptable, as is foul or abusive language on the field. No opponent should be verbally or physically intimidated, and pupils should learn how to lose graciously. Crowd behaviour at matches should not give offence.

Pupils who transgress the above code will be formally warned, and in the case of more serious or repeated breaches, they will be suspended from future matches. The Co-Curriculum Coordinator, the Master in Charge of the sport and the pupil's Housemaster/Housemistress will be informed. The code of conduct applies at all age levels and in House as well as School matches.

### **Sports Equipment**

Pupils are expected to purchase all regulation games kit for domestic and recreational use. Key sport 'A' teams will normally be supplied with team strips. Goalkeepers are supplied with appropriate protective equipment.

Pupils will not be allowed to play contact sports unless they are wearing a mouth guard. These will preferably be fitted by a dentist or professional organisation, although self-mould mouth guards are available for purchase in the School Shop. Cricket helmets and shin-pads must also be worn. Other protective equipment (e.g. shoulder pads, goggles) is highly recommended, though not obligatory.

### **Stoic Councils**

Stoics from Junior and Senior years are nominated to form two Councils: the Lower School Council with representatives from the Third, Fourth and Fifth Forms, and an Upper School Council with representatives from the two Sixth Form years. These are chaired by the Headmaster and the Deputy Head (Senior Master) and meet each term. The meetings provide Stoics with a forum to present their views and discuss issues which they believe should be brought before the School Management. Discussions can be lively - but the tone is always positive and constructive. The School also has a Food Council to provide feedback and ideas for menus. An Academic Council to do the same for teaching and learning.

### **Stowe Parents**

'Stowe Parents' exists to enhance your experience as a Stowe parent, by providing a social community and practical information resource through events and other activities. They have a number of activities planned for the School year and hold 'Journey Breakers' in the Marble Hall at each Exeat, Half term and term end, where parents can relax while awaiting their sons and daughters. All Stowe parents are automatically members of 'Stowe Parents', but if you would like to be involved with organising events or activities please email [stoweparents@stowe.co.uk](mailto:stoweparents@stowe.co.uk)

## Term Dates

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

## The Stoic

The Stoic is the annual School magazine, a copy of which is sent to all pupils at their home address. It reports on School events, societies, expeditions and sport over the preceding academic year, and also includes art, photography and creative writing by pupils.

## Timetables

### Lower School

| Mo/Tu/Th/Fr       | Monday  | Tuesday  | Wednesday                   | Thursday                | Friday      | Saturday   | Wed/Sat                             |
|-------------------|---|--|-----------------------------|-------------------------|-------------|------------|-------------------------------------|
| 8.20 - 8.40am     | Assembly  | Chapel   | Period 1                    | Chapel                  | Yr Assembly | Period 1   | 8.20 - 9.00am                       |
| 8.40 - 9.20am     | Period 1  | Period 1   |                             | Period 2                | Period 1    | Period 1   | Period 2                            |
| 9.20 - 10.00am    | Period 2  | Period 2   | Period 3                    |                         | Period 2    | Period 2   | Period 3                            |
| 10.00 - 10.30am   | Break   | Break  |                             | Break                   | Break       | Break      | Break                               |
| 10.30 - 11.10am   | Period 3  | Period 3   | Period 4                    |                         | Period 3    | Period 3   | Period 4                            |
| 11.10 - 11.50am   | Period 4  | Period 4   |                             | Period 5                | Period 4    | Period 4   | Period 5                            |
| 11.50am - 12.30pm | Period 5A   | Period 5A  | Period 6<br>12.10 - 12.50pm |                         | Period 5A   | Period 5A  | Lunch                               |
| 12.30 - 1.30pm    | Lunch   | Lunch  |                             | Lunch<br>12.50 - 1.30pm | Lunch       | Lunch      |                                     |
| 1.30 - 2.10pm     | Period 6  | Period 6   | Activities                  | Period 6                | Period 6    | Activities | 1.30 - 5.00pm                       |
| 2.10 - 2.50pm     | Period 7  | Period 7   |                             | Period 7                | Period 7    |            |                                     |
| 2.50 - 3.20pm     | Break   | Break  |                             | Break                   | Break       |            |                                     |
| 3.20 - 5.00pm     | Activities  | Activities   |                             | Activities              | Activities  |            |                                     |
| 5.00 - 5.40pm     | Free Time / Orchestra / Rehearsals<br>Optional: Clinics, Enrichment, Activities, Societies, Clubs |  |                             |                         |             | Free       | 5.00 - 7.40pm                       |
| 5.40 - 6.30pm     | Lower School<br>Tutor Period  | Prep / Clinics / Lectures<br>Third Form 5.40 - 6.30pm / Fourth & Fifth Forms 5.40 - 6.40pm |                             |                         |             |            |                                     |
| 6.40 - 7.30pm     | Supper / Free<br>Third Form 6.30 - 7.40pm / Fourth & Fifth Forms 6.40 - 7.40pm                    |  |                             |                         |             |            |                                     |
| 7.30 - 7.45pm     | Stance  |  |                             |                         |             | Free       | Timings as<br>published<br>in House |
| 7.45 - 8.45pm     | Prep (Fifth Form continues until 9.15pm)<br>Lectures / Approved Activities                        |  |                             |                         |             |            |                                     |
| 8.45 - 10.00pm    | Close / House times as per individual year group  |  |                             |                         |             |            |                                     |

## Upper School

| Mo/Tu/Th/Fr       | Monday   | Tuesday    | Wednesday               | Thursday   | Friday      | Saturday      | Wed/Sat                       |
|-------------------|--|------------|-------------------------|------------|-------------|---------------|-------------------------------|
| 8.20 - 8.40am     | Assembly   | Chapel     | Study / Tutor           | Chapel     | Yr Assembly | Period 1      | 8.20 - 9.00am                 |
| 8.40 - 9.20am     | Period 1   | Period 1   |                         | Period 1   | Period 1    | Period 2      | 9.00 - 9.40am                 |
| 9.20 - 10.00am    | Period 2   | Period 2   | Period 2                | Period 2   | Period 2    | Period 3      | 9.40 - 10.20am                |
| 10.00 - 10.30am   | Break  | Break      | Break                   | Break      | Break       | Break         | 10.20 - 10.50am               |
| 10.30 - 11.10am   | Period 3   | Period 3   | Period 3                | Period 3   | Period 3    | Period 4      | 10.50 - 11.30am               |
| 11.10 - 11.50am   | Period 4   | Period 4   | Period 4                | Period 4   | Period 4    | House / Tutor | 11.30 - 11.50am               |
| 11.50am - 12.30pm | Lunch  | Lunch      | 11.30am - 12.10pm       | Lunch      | Lunch       | Lunch         | 11.50am - 1.30pm              |
| 12.30 - 1.30pm    | Period 5B  | Period 5B  | Lunch<br>12.10 - 1.30pm | Period 5B  | Period 5B   |               |                               |
| 1.30 - 2.10pm     | Period 6   | Period 6   | Activities              | Period 6   | Period 6    | Activities    | 1.30 - 5.00pm                 |
| 2.10 - 2.50pm     | Period 7   | Period 7   |                         | Period 7   | Period 7    |               |                               |
| 2.50 - 3.20pm     | Break  | Break      |                         | Break      | Break       |               |                               |
| 3.20 - 5.00pm     | Activities   | Activities |                         | Activities | Activities  |               |                               |
| 5.00 - 5.40pm     | Free Time / Orchestra / Rehearsals<br>Optional: Clinics, Enrichment, Activities, Societies, Clubs, Tutor |            |                         |            |             | Free          | 5.00 - 7.40pm                 |
| 5.40 - 6.10pm     | Prep / Clinics / Lectures / Tutor Time   |            |                         |            |             |               |                               |
| 6.10 - 7.30pm     | Supper / Free  |            |                         |            |             |               |                               |
| 7.30 - 7.45pm     | Stance   |            |                         |            |             | Free          | Timings as published in House |
| 7.45 - 9.15pm     | Prep<br>Lectures / Approved Activities   |            |                         |            |             |               |                               |
| 9.15 - 10.30pm    | Close / House times as per individual year group   |            |                         |            |             |               |                               |



## Travel Arrangements

Travel arrangements for pupils are organised through the School Finance Department. Please refer to the 'Extras Booklet' for more information.

Essential travel during term time (e.g. university interview, dental appointment) is charged to the pupils' termly accounts.

Parents need to be aware that they are responsible for pupils once they have been handed over to, either

- a parent or guardian or education guardian; or
- another agreed adult; or
- a local or national public transport service/taxi service

and that if none of the above are possible, the School will inform parents/guardians, who will then be expected to make and notify the School of alternative arrangements, adhering as closely as possible to the published dates and times of School closure.

Similarly, the School is responsible for pupils on their return, when:

- they check in with their Housemaster/ Housemistress or other adult in the Boarding House
- they check in with School staff on transport provided by the School

Pupils may not return to School earlier than the published date and time of School opening unless this has been previously agreed with the Housemaster/Housemistress or other responsible adult in the Boarding House.

## Tuck Shop

Sums of money may be placed by parents with the Finance Department at the start of term and used by the pupil for purchases of healthier tuck items and groceries, during the term. Individual purchases will be entered and costs deducted from the deposit until the limit is reached, after which pupils are required to pay cash as normal. A report is produced with the termly bill. The system is optional and the amount placed with the Finance Department entirely at parents' discretion. Any balance not used at the end of each Summer term is refunded on the pupils' termly accounts.

## Tutorial Programme

Every pupil has a Tutor who is responsible for monitoring academic progress, advising on choice of academic subjects and future career decisions and providing a link between subject teachers and

parents. In addition, Tutors keep a close eye on the social and personal development of their Tutees. A happy and secure pupil is more likely to succeed academically and, similarly, a pupil who is making positive progress in his or her work is more likely to have a fulfilling and positive social and personal life.

The Tutorial system is organised by House for Lower School pupils (Third, Fourth and Fifth Forms) and by academic subject in the Sixth Form. All Tutors show a close interest in their Tutees' academic and extra-curricular activities and provide guidance and support appropriately. The emphasis is on providing support on a one to one basis, planning the week ahead and reflecting on achievements or concerns from the previous week or, indeed, as they arise.

A Lower School Tutor is part of the House pastoral team and meets with his/her Tutees on a formal basis once a week for 40 minutes. Tutors each do an Evening House Duty which facilitates communications with Tutees on a more informal basis and also support House events including sport, music and drama competitions. Tutors liaise closely with Housemasters/Housemistresses over the welfare of their Tutees.

Sixth Form Tutors are required to have a one to one meeting with each of their Tutees during the week (at a time of their convenience and which can include the weekly Tutor period) to discuss their Tutees' individual plans and progress. Sixth Form Tutors are responsible for guiding Tutees through the application process for Higher Education and this is clearly aided if the Tutor shares an academic subject or discipline area with their Tutees'. Preparation for university applications takes place during the Lower Sixth year with applications to UK universities made through UCAS in the Michaelmas term of the Upper Sixth. Advice and assistance with applications to USA and European universities is also provided.

At the core of the Tutorial programme is the focus on providing a personalised curriculum. Each week a pupil is expected to reflect on his/her progress during the previous week (evidence may include merits, academic awards, work alerts, discipline records etc.) and to plan the week ahead with regards to providing an effective and supportive balance between academic targets and extra-curricular commitments e.g. dates for sporting fixtures, academic society meetings or other cultural events, music lessons and rehearsals as well as important academic deadlines. Academic Progress Grades (APGs) are an integral part of our monitoring and assessment systems and attendance at Clinics or Department enrichment activities may need to be included in any Tutee's

programme. Pupil self-assessment is an important aspect of the Tutorial programme and all Stoics are asked to complete an online questionnaire on their attitudes to learning and to set personal targets following each grading assessment period. All Stoics are required to write a personal report which is included in end of term reports.

## Uniform

Pupils are expected to comply with the School Uniform regulations. Uniform regulations and clothing lists for boys and girls can be found in the Stowe School Uniform booklet. Dress regulations are also published in Houses.

After lunch on Saturdays, unless otherwise directed, pupils may change into casual dress for the weekend. Pupils may also change into casual dress after 2.50pm on weekdays, and after lunch on Wednesdays. Casual dress may include sports shirts, clean and tidy jeans or trousers in good repair and training shoes. In the Summer term t-shirts and shorts will be permitted. Casual dress must be clean, reputable and in a good state of repair.

## Valuables

Parents are reminded that pupils should avoid bringing valuable items to School if at all possible. Cash and other valuables should be deposited with the Housemaster or Housemistress for safe keeping. All Stoics have a lockable cupboard which they are expected to use for valuable items in daily use (see **Insurance**).

## Virtual Learning Environment (VLE)

The School utilises a Virtual Learning Environment (VLE) which consolidates communication between teachers and pupils. It streamlines teaching resource creation, and pupil tracking (by managing the setting, receipt and delivery of prep), news feeds, notices, staff information, calendars and handbooks to enable teachers and pupils to be more productive.

Everything a pupil needs from the School Network will be located and accessed through Stowenet with links to commonly used data, programs and information. It is the hub for communication within the School and can be accessed by pupils remotely through portable devices such as tablets and phones.

The remote access portal is at <https://remote.stowe.co.uk> and can also be accessed via the School's website by following the link at the bottom of the homepage (Stowenet).

## Website

The School website address is [www.stowe.co.uk](http://www.stowe.co.uk)

## Weekend Leave

Weekend leave is organised in such a way that home and School form a genuine partnership in the pupil's education. Likewise parents are warmly encouraged to attend the many social and sporting events. Apart from the published Exeat weekends, additional overnight leave will only be granted in **exceptional** circumstances, such as a wedding or special anniversary within the immediate family, and any request of this nature must be made to the Housemaster/Housemistress well in advance.

### Timings are as follows:

#### On Saturday

After the pupil's last School commitment, but not before 12.30pm, normally returning by 7.30pm.

#### On Sunday

After morning Chapel until 7.30pm. On brunch Sundays pupils can go out with parents as early as they wish as long as they are back for Evensong at 6.00pm.

On each occasion that parents take their children out, **they should let the Housemaster or Housemistress know by the preceding Thursday evening** by email or voicemail. Each House has voicemail which can be used for this purpose.

Where a Stoic is representing the School or House in a match, parents are, of course, encouraged to watch their son or daughter participate before leave begins.

Parents may invite their child's friends to go out with them at the weekend and permission will always be sought from the parents of the pupil who has been invited out by the Housemaster or Housemistress concerned.

From time to time Stoics invite other Stoics to parties. The School strongly recommends that these take place during Exeats or in holiday time, but in exceptional cases the Headmaster may allow Stoics to attend such events in term time. On these occasions we ask parents to let the Housemaster or Housemistress know, well in advance, the date, time and place of the party, the names of all Stoics involved and the transport arrangements to and from the party. We only allow parties at weekends and we would always recommend that a parental presence is maintained.



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