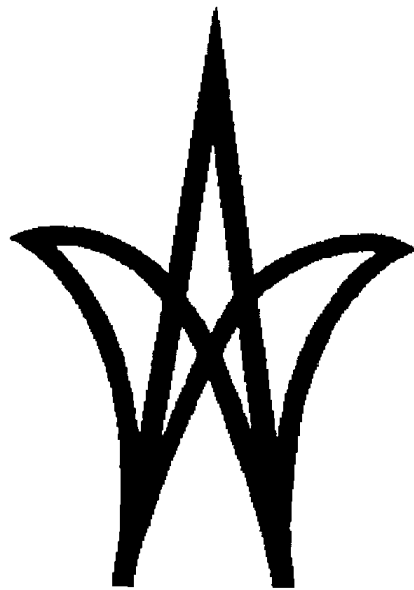


Box Hill School



PARENTS HANDBOOK

2008 - 2009

BOX HILL SCHOOL

is a co-educational school which is part of the Round Square

A small independent school in an international network

OUR AIM

is to enable all boys and girls to develop

their love of learning,

academic potential

and individual talents

in a caring community which fosters

sensitivity

confidence

a sense of service

and enthusiasm for life.

August 2008

Dear Parents

Welcome to the Box Hill School Parents Handbook for the academic year 2007 - 8

You should read this in conjunction with other information from the school, but if there is anything you are unsure of then you should contact the following people at school:

- For any **pastoral matters** relating to the welfare of your son or daughter, contact the Housemaster/Housemistress in the first instance; You may wish to contact Mr Simon Powell, Deputy Head (pastoral) on 01372 385034
- For any **academic matters**, you should contact your son or daughter's TUTOR in the first instance. Your child's tutor should make contact with you at the start of the Autumn Term. The member of staff dealing with the overall academic organisation and curriculum matters in the school is Ms Julia Hodgetts, the Deputy Head (academic). She may be contacted on 01372 385020
- If you would like to contact the Headmaster, Mr Mark Eagers, at any time, please contact his PA, Mrs. Jan Richards, on 01372 385006 to make an appointment to see him. E mail to hmsec@boxhillschool.org.uk

This handbook is organised with House and Tutor information at the start followed by other information arranged in alphabetical order.

We very much look forward to seeing you for Parents Evenings; social events; matches; plays; concerts etc over the course of the year.

With best wishes,

Mark Eagers,
Headmaster

HOUSE SYSTEM

There are three girls' and five boys' Houses. Houses are organized as follows:-

Atwood House

Is Phase 1 of the replacement for Ralph House and it houses 20 full boarding boys all of whom are in the Sixth Form. The assistant housemaster for Ralph/Atwood lives in this building.

Burmester House

Houses all girls in the Sixth Form, both day and boarding. The resident teaching housemistress and her assistant live in the building and its annexe. There is also a team of three house tutors.

Constantine House

Houses boarding boys in years 7 to 11 and has a small number of junior day boys. There are resident houseparents and an assistant Housemaster together with a team of four tutors.

Dalewood House

Houses all the boarding girls in Years 7 to 11 and day girls in years 10 and 11.

The girls are fully integrated in the house where there is a resident housemistress and a resident assistant supported by a team of three house tutors.

Hatton House

Is a day house for boys in years 10 and 11. There is a housemaster who is supported by four house tutors.

Old Cottage

Houses the remainder of the sixth form boy boarders together with some sixth form day boys. There is a resident housemaster and his assistant supported by a team of three house tutors.

Polesden House

Is a day house for girls in years 7 to 9. There is a housemistress who is supported by two house tutors.

Ralph House

Houses boarding boys in years 9 to 13 (including Atwood) together with some sixth form day boys. There are resident houseparents in this building supported by their assistant who resides in Atwood. There is also a team of six house tutors.

St. Nicolas

Houses the majority of day boys in years 7 to 9. There is a housemistress who is very ably supported by a team of six House Tutors.

Names of housemasters and housemistresses with their contact numbers are given in the calendar. They should also have provided each pupil with a House Handbook which you may wish to see as this will provide more detailed information. House tutors, including each pupil's personal tutor supervise prep and also carry out some weekend duties. In the first instance, if you have any concerns about the pastoral welfare of your son or daughter, contact the relevant housemaster or housemistress.

House Times

We ask that all day students are in school by 8.15am Monday to Friday in order to be punctual for registration every morning. There is also registration for all pupils at 1.40pm. Evening house registrations are at 9pm for boarders and they are expected to be in their houses by this time each evening (sixth formers 9.30pm) Sunday to Friday. On Saturdays the in house time is 10.30pm for sixth formers.

House aims and objectives

Housemasters and Housemistresses have agreed the following:

Aims

That everyone associated with the house works together to create and maintain a caring and disciplined environment in which all pupils are valued as individuals and have the support necessary to:-

- (a) develop their own potential and become independent persons;
- (b) have the self-esteem, confidence and enthusiasm to make a full contribution to school life and to the house.
- (c) enjoy and value academic work;
- (d) take pride in achieving high standards;
- (e) take responsibility for themselves and others;
- (f) deal in a sensitive and courteous manner with others;
- (g) become interested and involved in the wider community.

Objectives

1. To ensure all pupils receive equal consideration and are given equal opportunities;
2. To provide each pupil with the support needed to function properly in a co-educational establishment;
3. To enable each pupil to be a valued member of the house who has a contribution to make; to encourage all to take as much responsibility as possible;
4. To provide opportunities for pupils to do well, and to make sure that house staff know of pupils' achievements, congratulate them and encourage them further;
5. To ensure new pupils are specially catered for until fully integrated;
6. To promote in pupils the importance of integrity, trust, honesty, sensitivity,

selflessness and service to others;

7. To give guidance to pupils on how to maintain a healthy lifestyle;
8. To help pupils to handle time in a profitable way;
9. To make sure daily and weekend routines are clearly laid down;
10. To ensure disciplinary procedures are clearly stated and pupils know how to report an offence (e.g. bullying, harassment, stealing) and what the school/house policy is for dealing with offences;
11. To ensure there is a well-publicised procedure for the reporting of abuse or possible abuse;
12. To ensure there is a well-publicised complaints procedure known to all members of the house;
13. To give pupils a sense of belonging to the entity of house and school;
14. To foster links with the wider community and encourage pupils to take an interest in the world around them.

THE TUTORIAL SYSTEM

Central to our pastoral system is the personal tutor. At the start of your son or daughter's time here, he/she will be assigned to a house and the houseparents will assign him or her to a tutor. Tutor groups within houses are vertical in nature containing pupils from years 7 to 9, years 10 and 11 or years 12 and 13. Pupils are registered in house twice a day under the direction of houseparents at which tutors are present to deal with any issues pertinent to the pupils in their group. The tutor meets formally with their tutees once a week in a tutorial session during which grades and progress are discussed and student planners are checked. Parents are asked to check and sign student planners each week. There is also a tutorial programme set by the Head of Year and supplemented by House Staff which covers issues relevant to pupils and especially careers advice at appropriate times.

If your son or daughter is absent from school for any reason, is likely to be late or needs to leave early please contact the houseparent with details.

We will do all we can to ensure that your son or daughter is supported by a member of staff with whom he or she can and develop a positive relationship to enable their potential to be fulfilled.

If you have any academic concerns about your son or daughter, you should contact his or her tutor in the first instance.

The next section of the handbook covers items of general interest. These are organized alphabetically, rather than by level of importance for your convenience.

Address (change of)

If you move house, or your contact details and circumstances change, it is vital that you inform the Headmaster's Office and your child's housemaster/housemistress of the new address, telephone numbers and other relevant detail immediately.

Appointments

If your son or daughter has an external appointment (e.g. dentist), please let the housemaster/mistress know *in advance* – at least 48 hours' notice - so that other staff may be informed.

Box Hill Day

This takes place on the first Friday in February. It is the anniversary of the day the Box Hill School Trust was founded, which secured the future of the school. The programme is published in the Spring Term Calendar but includes a church service, a walk up Box Hill, challenges and an evening event.

Box Hill School Association

Most schools have a parents group and Box Hill is no exception. The BHSA is a body of parents who organise a number of social activities thus helping to raise funds for school-based projects and facilities. The Chairman, Mrs Fiona Powell, is contactable via the school Reception desk. The BHSA Committee appoints Year Reps who will contact you during the course of the year to elicit your support.

Bullying

All pupils are told that bullying will not be tolerated at Box Hill and it is their duty to report any instances of which they are aware. Procedures are laid down in our Anti Bullying Policy which is explained to all new pupils. In addition all pupils sign a contract which lays down how they expect to be treated and a promise that they will treat others in the same way. Parents are advised as follows:

1. Do all you can to give your children confidence and belief in themselves
2. Talk to your children about the subject, let them know you will be supportive and encourage them to confide in you.
3. Be alert for any signs of bullying.
4. Support our policy by informing someone at school if you become aware of a problem, trusting us to deal with the matter in a sensitive way.

Buying and selling

If pupils wish to buy/sell articles for they must first obtain permission from their housemaster/mistress and both sets of parents.

Calendar

A copy will be sent to each family before the start of term and in addition each member of the school receives a copy. Please contact the school if you have not received the calendar by the first week of term.

Cars/Motorcycles

We try to be very careful in this area. No boarders may keep cars or motorcycles at or near school and day pupils may not drive into school and home again without first receiving permission from parents and written permission from the Deputy Headmaster (pastoral). He will be able to advise students of the procedure. No other journeys may be undertaken during the school day and no pupil passengers may be carried unless they are day pupils who also have permission from both sets of parents and the Deputy Headmaster (pastoral). This is a very important safety matter and places great responsibility upon the parents concerned, as young drivers will probably be driving a family car and will undoubtedly be subject to peer group pressure. Sadly 'new' and young drivers are most at risk of having an accident

Church Services

The school has important links with St. Michael's Church and we use the church for our Flag Services at the beginning and end of each term. We also have a church service on Box Hill Day (see above) and the senior pupils join with local worshippers on Remembrance Sunday. Sadly the church is not large enough to house all those who wish to attend our Carol Service so this is held at St. Martin's Church in Dorking. In addition boarders may, from time to time, attend a Sunday morning service in St Michael's church.

Codes of Behaviour

Included here is information on smoking, drinking, drugs, personal relationships and respect for property. Please do support us in our efforts to ensure that our pupils follow these agreed codes of behaviour. We shall certainly keep you fully informed about all matters concerning your child.

If we have to discipline your child, your fullest support is appreciated.

SMOKING

The school policy is that pupils do not smoke – indeed it is against the law. They will be punished if they do smoke, are in the company of pupil(s) smoking or possess smoking materials. In some circumstances they may be punished if the headmaster or his representative has good reason to believe that an individual has been smoking (e.g. smelling of tobacco smoke). The possessions of known smokers may be subject to searches. We seek parental support on this matter. We offer as much 'education' against smoking as possible and we offer free nicotine replacement therapy through the medical centre in certain circumstances.

If a pupil is caught, parents will be informed. **There are a range of sanctions of increasing severity with each offence. These include fines, house confinement, detention and even temporary exclusion. Full details of sanctions are available from Mr Powell.**

DRINKING

The school policy is that pupils do not drink alcohol except as permitted by housemasters and housemistresses at appropriate times related to functions. They will be punished if they drink

without permission, are in the company of pupils(s) drinking or possessing drink and in some circumstances they may be punished if the headmaster or his representative has good reason to believe that an individual has been drinking. (e.g. if they smell of alcohol).

Additional punishments (such as temporary exclusion from school for a longer period) will be given to those who drink spirits, supply alcohol or are found to be drunk. Parents will always be notified in these cases. A particularly serious view will be taken of those who drink in the presence of younger pupils or supply alcohol to such.

DRUGS

Our policy is to prevent pupils from having any involvement with drugs. We currently operate a system of random testing of urine samples. These tests are conducted by a nurse in the medical centre. If this test is positive, then the individual may be allowed to stay at Box Hill provided that he/she and the parents agrees to regular, random, urine tests thereafter at parental expense. If any future test is positive, no matter when or where the drug was used, he/she will be permanently excluded.

If a pupil is caught in possession of, or using soft (Class B or C) drugs, he/she will be temporarily excluded and will only be allowed to return to school on the condition that he/she undergoes regular urine testing. If any future test is positive, no matter when or where the drug was used, he/she will be permanently excluded. If a pupil supplies drugs of any sort at school or is involved with hard (Class A) drugs, he/she will be permanently excluded automatically the first time.

Random testing of pupils will take place at unspecified times throughout the school year.

PERSONAL RELATIONSHIPS

For the guidance and protection of pupils, the following rules apply:-

1. Relationships are the responsibility of both parties, girls and boys, younger and older.
2. No form of intimate physical or sexual contact between pupils is permitted in or around the school premises. Pupils who are found to have had such contact may face suspension or expulsion.
3. Sexual intercourse may lead to permanent exclusion.
4. Any couple found together in suspicious circumstances or any pupil leaving his/her boarding area without permission after the evening registration may be temporarily or permanently excluded.

PROPERTY

We expect pupils to respect property, whether personal or school, and we will take serious action against those who damage such property.

Pupils must understand and support the school anti-theft policy. Theft is a serious crime, it destroys trust in the community and it leads sometimes to intimidation and unhappiness. It is totally unacceptable in any society and particularly so in our school.

Parents can help us enormously in our anti-theft policy by ensuring that all property is clearly labelled and appropriately insured and by instilling in the pupils the need for safe storage and care of personal property through the use of the lockers provided in Houses.

Complaints Procedure

All parents should know that Box Hill School has a complaints procedure in line with the requirements of the 1989 Children Act. All pupils have a copy and know exactly what to do if they feel the need to make a complaint. This covers the area of child abuse and other serious matters. It is expected that most day to day matters can be sorted out internally, but if that is not possible we do have a system in place to cope.

The complaints procedure for parents is in compliance with the Education Act 2002. If parents have complaints it is hoped that they can be resolved between relevant staff and parents. If that is not possible then the Chairman of Governors should be contacted, via the school, by writing to or telephoning the Clerk to the Governors, Mr. John Pratten.

Communication

This is a very important area. We will do our best to keep in touch with you through reports, letters, parents' evenings and other occasional contacts. There is also a dedicated parents' website the address for which is on the calendar. To access any information about your son/daughter you need a password and this can be obtained from the IT manager on 01372 385015 or via the email link on the school website. We want parents to do the same with us. First of all, all parents of boarders should keep in regular contact with their sons or daughters (we assume this will happen for day pupils!!). Secondly, if there are any worries or concerns, or you feel that you want to find out how things are going, you should get in touch with us. The first point of contact is the housemaster/mistress. If there is an academic concern, the contact is the tutor. For other matters, you may wish to contact other members of staff, the chaplain, one of the deputy heads or the headmaster. All members of staff can be contacted by email. To contact using email, type the surname of the staff member followed by first initial then @boxhillschool.org.uk e.g sunterm@boxhillschool.org.uk

Counselling

Students may, on occasion, feel that it would be of benefit to speak to a counselor and it may well be the case that we as a school feel that a particular individual would benefit from such counselling. The school has access to three qualified external counsellors to whom we may refer a student via the house staff or the deputy heads. The sessions are completely confidential. Parents or pupils may contact the counsellor directly should they so wish and contact details are available in houses or can be obtained from Mrs. Sunter.

Cutlery and crockery

School cutlery and crockery may not be removed from the dining hall. If pupils wish to prepare the occasional meal for themselves in the boarding house, then basic items are supplied by the house.

Dates

We publish our term dates at least a year in advance. Parents are asked to abide by the published times and dates as far as possible and not request early release from school at the ends of terms or half terms. We would not wish any pupil to return back at school later than the published date at the start of term. If it really is impossible to arrange flights at the correct time, requests for variation should be made directly in writing to the headmaster, well in advance please.

Detention

This is a sanction which operates during **lunchtimes** as a result of prep not being presented at the due time. **If this fails to produce the work there is the early evening (4.20 to 5.25pm) on Fridays.** Detention on Friday is sparingly used but will be instigated for repeated offences and more serious disciplinary issues. Students are given at least 24 hours' notice and must attend. There is also a Saturday afternoon slot, which is used for more serious offences. Please support us in both areas.

Discipline

Box Hill has a positive disciplinary policy based on good relationships and mutual respect. However, it is sometimes necessary to punish and we will always try to do that as positively as circumstances allow. There is no corporal punishment. Discipline and punishment are explained in the Pupil's Handbook a copy of which is given to each pupil in their Student Planner at the start of the year and parents may wish to read.

Dress and Appearance (including hair styles)

Pupils are encouraged to take pride in their appearance and to abide by the Dress and Appearance regulations. Parents will have received a copy of these separately, and are asked to give the school full support. All items of clothing and kit must be clearly and permanently named.

Please ensure that your son/daughter does not return to school with an inappropriate hairstyle or unnatural hair colouring. This can be a point of unnecessary conflict between the pupil and the school. **Haircuts, styles and colours should be conservative in nature during term time.** Any pupil who is deemed to have an inappropriate hair cut/style/colouring, will be asked to change it immediately or may be temporarily excluded from school for a period of time. The headmaster's ruling on such matters is final.

Duke of Edinburgh's Award Scheme

This is very successful at Box Hill and all pupils are encouraged to join but it is not compulsory - in fact central to the scheme is its voluntary nature. Boys and girls need to be at least 14 years of age so the programme starts in year 9. Mrs. Sunter is the Awards Officer. You can get more information from her or from www.theaward.org.

Equal Opportunities

Box Hill operates an Equal Opportunities policy for all pupils and staff. If individuals think that there has been a breach of this policy, they are encouraged to talk to a member of staff about it, especially their housemaster /mistress or tutor.

Exam Leave

This is a period of time during the summer term when normal lessons for pupils preparing for external exams have ended and pupils are permitted to stay at home to study. They are of course welcome to come to school to study but many find it easier and more convenient to remain at home. Details of study leave are sent separately to parents at relevant times.

Fire Practices

You might like to know that we hold regular fire drills during the day and night so that all pupils know exactly where they should go in the event of a fire. Pupils are talked through the procedure at the start of term.

Guardians

It is school policy that all pupils whose parents are not resident in this country (or nearby Europe) **must have a United Kingdom guardian**. The school may be able to help, please contact the Deputy Headmaster.

Health

All boarding pupils are registered with the school doctor and he/she will visit weekly and in emergencies. The Medical Centre nursing staff offer day time cover from Monday to Friday and routine matters are dealt with in surgery hours. Outside these hours, routine medical matters would be dealt with by the housemasters/mistresses as appropriate and directed by the nursing staff or other qualified sources. The school can contact the local doctors' surgery and we are well served by local hospitals. No pupils should have drugs or medicines at school without the knowledge and agreement of the school doctor and the Housemaster/mistress. If pupils do return with any medication, the Medical Centre and house must be informed.

The school doctor is happy to carry out inoculations for pupils going abroad, but where possible requests should reach the Medical Centre at the beginning of term as there can be delays in supply.

Homework planner

All pupils in year 7 to 11 will be issued with a Student Planner. This is an important document in which students write down homework tasks and deadlines. It may be used as a means of communication between subject teachers and parents and is used in tutorials to help with pupils' organisational skills. It will be regularly seen and signed by the tutor and we ask that parents of day pupils sign the diary every week please. Sixth formers are issued with an academic diary.

Information Technology

The use of ICT is integral to the work of the school, particularly so in individual research, coursework and increasingly so in teaching. The ICT facilities in the school are highly integrated and this trend will increase in the future. Any attempt by a pupil to misuse the computer system could cause significant disruption to other members of the school. Such misuse will be treated as a serious disciplinary offence as it breaches school regulations. The use of school computers to obtain, view or pass on inappropriate material is also forbidden. Pupils automatically receive an e-mail account at the school.

Parents please remember that you need a password to access the [bhs4parents website](#).

Jewellery

We ask that female pupils wear discreet jewellery at all times. Ear rings should be 'sleepers' and we do not allow studs in noses, eye brows etc.

More exact rules are in the Pupils Handbook contained in the Student Planner.

Laundry (boarders)

Boarders' laundry is done in the school laundry or in house in some cases. Minor repairs can also be carried out when necessary. Weekly boarders are expected to take their casual clothes, bedding and towels home for washing.

Lost Property

Some pupils are notoriously careless with their things and leave them all over the place. There is a lost property system run by Reception. It is always worth checking there for lost items. Incidentally, if parents lose things when at school, contact either the receptionist (01372 373382) or Mr Powell.

Meals

All pupils are expected to eat in the dining room. Breakfast runs from 7.20-8.00 am; **Lunch is from 12.45-1.40 pm. There is tea for boarders at 5pm and supper is 7.30pm.** There is always a good choice available at every meal and known vegetarians are catered for (and the occasional special diet). A food committee meets (with representatives of each house present) once per term with the catering manager and Deputy Headmaster.

Mobile Phones

A pupil may have a mobile telephone in school but it must be registered with the relevant housemaster/mistress with details of number, make of phone and serial number. The use of mobile telephones on the school premises during the working day is not encouraged or condoned and could lead to the withdrawal of the telephone. Pupils may use their mobile phones, in house. The school accepts no responsibility for mobile telephones when in the pupil's possession. No effort will be made to investigate their loss. Insurance of the telephone is the responsibility of pupils and/or parents

Money by mail

If parents intend to send money through the post, it is best in cheque form which must be made payable to Box Hill School so it can be cashed by the school. Cash sent by post must be registered to ensure that it reaches the pupil for whom it is intended. This message should be conveyed to all who are likely to send money to pupils - grandparents, aunts and uncles etc.

New pupils

New pupils will have a buddy assigned to help them in the early days. We also hold an induction day for new pupils on the first day of the Autumn Term.

Parents' Evenings

Each year group has at least one parents' evening every year. Dates are published well in advance in the Calendar and a letter of invitation is sent two weeks prior to the event. Parents are encouraged to come to these if at all possible. Please do everything you can to be on time and inform the school if you are likely to be late or are unable to attend. Sometimes guardians attend instead and occasionally parents come to the 'wrong' evening. This is fine, provided that the relevant housemaster/mistress has been informed first so that any necessary arrangements can be made. There is also informal social evening in the Autumn term where new parents can meet each other and members of the teaching staff. We hope to see you there!

Pocket Money

Most pupils bring pocket money to school and all are strongly advised to bank it with their housemaster/mistress. They can then take it out in smaller amounts when the house bank is open. It helps us if pupils do not have vast sums at their disposal. Parents who anticipate a heavy expenditure for their children for travel (taxis, visits to Universities, etc.) should bank a lump sum in advance with the housemaster/mistress or in the Bursary via their fees cheque.

Progress Reports (Assessments)

We make regular internal assessments of attainment and effort. There are regular tests set in lessons and there are examinations for all at least once a year, Years 11, 12 and 13 in the Spring term and the junior forms in the Summer term. All grades and results are available on the parents' website. School reports although sent by post are also available electronically.

Reports

Parents receive these throughout the year in a variety of formats. Essentially you will receive a printed copy but the report will also be available on the parents' website. These will keep you informed of the academic and social progress of your son/daughter. If at any time you feel you would like more information about the progress of your child, please contact the school immediately. Sometimes we will ask you to come in to see us if there are causes for concern relating to your child. We also operate a monitoring sheet and chart system (for specific problems e.g. punctuality with homework), which we will let you know about if your child requires one!

School Magazine

'Folio' is published during the year and is given to all pupils, but is not meant exclusively for them. It is hoped that parents will make a point of collecting it from their children and reading through it, as there is much of general interest in its pages.

Sex and Relationships Education

The school has a policy for this and it contains details of what is taught and when. You can obtain a copy by contacting the school. Parents have a legal right to withdraw a child from some or all of the sex education programme except for the biological aspects on human growth and reproduction which are integral to the science curriculum.

Shape of the Day

The outline shape of a boarding day is as follows:-

Up by 7.00 am

7.20 – 8.00am Breakfast

8.20am Registration in houses

8.30 am Lesson 1

9.30am Lesson 2

10.25am Break

10.50am Lesson 3

11.50am Lesson 4

12.45pm Lunch

1.40pm Registration

1.50pm Lesson 5

2.50pm Lesson 6

3.50pm Lesson 7

4.45pm School ends for day pupils

5pm Tea for boarders

5.30pm Prep

7.30pm Supper

9.00 pm House registration (sixth form houses at 9.30pm)

9.30 pm onwards - bedtime for different age groups

On Fridays school ends at 4.30pm

Please note that day pupils must sign out on departure from school.

Valuables / Insurance

Pupils are advised not to bring expensive items to school unnecessarily. However, if they do, these must be insured on a home policy. A separate note from the Bursar makes this clear.

Weekends

At weekends, many of the school's facilities are available for use, and there is a full programme of special events or outings for boarders. In addition pupils are allowed to check out of school in groups to various locations depending upon age and status. You will be asked at the start of each year if you are agreeable to this. Further information can be obtained directly from the house staff.

And finally...

If any matters have been missed out here, or seem a little unclear, please contact someone at school.

To re-emphasise:

Academic matters: Tutor; Head of Department; Deputy Head (academic)

Pastoral matters: House staff, Deputy Head (pastoral)