

## Welcome

Dear Parent

It gives me great pleasure that you have decided to join Fyling Hall School. I would like to take this opportunity to welcome you and I look forward to working together in the education of your child. I hope that you will enjoy being part of our school community and your child will enjoy a happy, exciting and productive time with us.

Hopefully this booklet will serve as a helpful introduction to school life and answer many of the questions you might have when preparing to start at Fyling Hall. The booklet also contains a lot of day to day information that will prove useful as a source of reference during your time with us. If you have any further questions please feel free to contact the School Office anytime ([office@flyinghall.org](mailto:office@flyinghall.org) / 01947 880353) or use the contact details provided in the booklet to contact the relevant staff.

Our primary aim is that your child will feel at home in Fyling Hall very quickly. Feeling comfortable and confident in new surroundings is important and if there is anything we can do to help the transition then please feel free to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to be 'J Hill', written in a cursive style.

Steven Allen  
Headmaster

## Contents

<a href="#"><u>Aims &amp; Ethos</u></a> .....	4	
<a href="#"><u>Partnership between Home and School</u></a>		7
<a href="#"><u>Contact with the School</u></a> .....	7	
<a href="#"><u>Supporting Parents</u></a> .....	8	
<a href="#"><u>First day at Fyling Hall</u></a> .....	9	
<a href="#"><u>Keeping in touch with school life</u></a>		9
<a href="#"><u>Before Starting Fyling Hall</u></a> ....	10	
<a href="#"><u>Term Dates 2016/17</u></a> .....	11	
<a href="#"><u>School Uniform</u></a> .....	12	
<a href="#"><u>School Buses</u></a> .....	15	
<a href="#"><u>Homework</u></a> .....	15	
<a href="#"><u>School Day</u></a> .....	18	
<a href="#"><u>Catering</u></a> .....	19	
<a href="#"><u>After School Activities</u></a> .....	19	
<a href="#"><u>The School Planner</u></a> .....	20	
<a href="#"><u>Getting to know the staff</u></a> .....	21	
<b>Staff with Key Responsibility for Safeguarding</b> .....	14	
<a href="#"><u>School Nurse</u></a> .....	24	
<a href="#"><u>Absence from school</u></a> .....	25	
<a href="#"><u>Bad Weather</u></a> .....	27	
<a href="#"><u>Academic Support and Monitoring</u></a>		28
<a href="#"><u>Literacy Expectations</u></a> .....	17	
<a href="#"><u>Reporting to Parents</u></a> .....	29	
<a href="#"><u>Parent Meetings</u></a> .....	30	
<a href="#"><u>Commendations</u></a> .....	30	
<a href="#"><u>Detentions</u></a> .....	31	

<a href="#"><u>Sports &amp; Fixtures</u></a> .....	32
<a href="#"><u>Lost Property</u></a> .....	33
<a href="#"><u>School Grounds</u></a> .....	35
<a href="#"><u>School Policies</u></a> .....	35
<a href="#"><u>Weekend Activities</u></a> .....	36
<a href="#"><u>School Rules</u></a> .....	37

## **Aims & Ethos**

*“The days that make us happy make us wise”*



Our School motto is paramount to all we do here. We recognise that pupils should enjoy their learning and should fulfil their academic potential, whatever that may be.

At Fyling Hall we are able to get to know each child and tailor our approach to suit the individual. Every child is nurtured and made to feel important: pupils are happy

and are inspired to achieve in a variety of ways. Year after year, Fyling Hall successfully guides and encourages our pupils to approach the challenges of learning and life with perseverance and we are proud of the confident young adults who graduate from our school. We achieve this using the following core principles:

**Challenge:** Fyling Hall has a vibrant and dynamic academic culture. Our aim is to educate, motivate and challenge every child who joins our community and we take pride in all of our pupils' achievements.

**Engage:** We believe that in order to experience a successful education, our pupils must feel happy, secure and nurtured. Our pupils always consider themselves to be part of a family, and this is fundamental to the care and support that we provide.

**Enrich:** We believe that education does not just happen in the classroom. We focus on the development of the child as a whole and we aim to enrich our pupils' education by offering a range of social, cultural and curriculum enhancing experiences throughout the year.

**Self-Belief:** Our pupils develop self-belief through the many opportunities that we offer. At Fyling Hall, we offer our pupils the chance to learn skills and take part in activities that they may not encounter elsewhere.

**Creativity:** Fyling Hall aims to produce young adults who are happy, confident and are willing to challenge themselves in a variety of ways. We believe that the creative activities that we provide are key to broadening horizons and enhancing the all-round development of our pupils.

**Perseverance:** We believe that perseverance is central to a successful and contented life and we emphasise this message in all areas of school life.

**Inspiration:** Fyling Hall's grounds and location are simply stunning. It is a safe and inspirational setting for the teaching and learning that takes place here.

## **Partnership between Home and School**

We will seek, at all times, to work closely with parents to keep you informed of your child's progress.

It is understood that, in accepting a place for a pupil at the School, the parents support the aims of the School and will therefore co-operate to the fullest extent with regard to the School's rules and academic requirements.

In particular, it is assumed that the parents have granted the Headmaster full authority to act "in loco parentis" in respect of their child during school time and that they acknowledge the Headmaster's right to call upon the assistance of his staff to help him undertake this authority.

The School has very firm requirements regarding attendance, homework, dress and appearance and discipline and pupils are only accepted on the understanding that in these matters the School will receive full parental support. The full list of school rules is available at the end of the handbook.

## **Contact with the School**

The School encourages parental contact and will always do its best to respond to any request or questions promptly. Many simple queries can be answered by contacting the School Office

([office@fylinghall.org](mailto:office@fylinghall.org) / 01947 880353) and the school office is always staffed during normal, working hours.

However, more specific queries should be addressed to the relevant member of staff. The best means of contact is by e-mail which is fast and efficient. The e-mail addresses of staff are given throughout this booklet and are also available on our website ([www.fylinghall.org](http://www.fylinghall.org)) in the drop down menu heading About under the option Staff.

**It is essential parents provide us with up to date contact information and immediately make us aware when these change.**

### **Supporting Parents**

In a rapidly changing world we feel it important to offer education and guidance on current issues which may affect the safety of your child. We have produced a booklet for parents on E-safety and Radicalisation and Extremism. These booklets explain the key issues facing young people in each area. They identify key indicators of problems and sources of further information. Importantly they also offer advice on strategies and monitoring that can be put in place to keep children safe.

These booklets are available as a hard copy or in a PDF format by contacting the School Office. They are also available for download on the School Website under

the Policies and Downloads menu. If you would like to discuss any of the issues raised in these booklets or any concerns you might have please contact us and we will arrange the most appropriate person for you to talk to.

### **First day at Fyling Hall**

The first day of school can be an anxious occasion for a new pupil – and their parents – and the day's arrangements are designed to make pupils feel welcome and at home in their new surroundings.

When new pupils arrive they will be greeted by their Form Tutor who will be directly responsible for their pastoral care. They will be introduced to the other pupils in their tutor group and spend some time getting to know them before lessons start. Each new pupil will be assigned a 'Buddy' who will support and guide them through the uncertainty of the first few days. As a small school it will not take long to meet and begin to get to know both the pupils and members of staff. We find that by the end of the first day most pupils are already beginning to feel part of the school community.

### **Keeping in touch with school life**

We try to make parents feel involved in school life and keeping you up to date is an important part of this. The school website has a regularly updated news feed, as well as the term diary and dates. The Fyling Hall App is available by searching Fyling Hall in your App store

search bar. The App contains the school calendar, has a direct link to the news feed from the website and allows message alerts to be sent directly to your phone from school. The App also allows you to send messages directly to school as well as many other features. We have a Weekly Newspaper called 'Fyling Hall Matters'. This is produced by the children in Journalism Club and is e-mailed out to parents and made available on both the School Website and App. **Fyling Hall Matters** is a review of school life, debates current affairs and even has a weekly cartoon produced by the pupils.

### **Before Starting Fyling Hall**

Before starting at Fyling Hall there are a number of forms that you must read and return completed to the school office. The following forms are available as a hard copy or a PDF document from the school office:

- Medical questionnaire & consent form
- ICT Acceptable Use Agreement
- Image consent form

## **Term Dates 2016/17**

### **Autumn Term 2016**

Boarders Travel Monday 5th September (Houses open 2pm)

Term Begins 8:30 am Tuesday 6th September

Half Term begins 1pm Friday 21st October

Boarders return 2pm Sunday 30th October

Term Ends 12:30pm Wednesday 7th December

Boarders Travel Thursday 8th December

### **Spring Term 2017**

Boarders Travel Wednesday 4th January (Houses open 2pm)

Term Begins 8:30am Thursday 5th January

Half Term begins 1pm Friday 10th February

Boarders return 2pm Sunday 19th February

Term Ends 4:15pm Wednesday 29th March

Boarders Travel Thursday 30th March

### **Summer Term 2017**

Boarders Travel Monday 24th April (Houses open 2pm)

Term Begins 8:30am Tuesday 25th April

Half Term begins 1pm Friday 26th May

Boarders return 2pm Sunday 4th June

Term Ends 1pm Saturday 8th July

Boarders Travel Sunday 9th July

## **School Uniform**

We are proud of our uniform and students generally find it both smart and comfortable. Uniform is worn by all years throughout school hours and we encourage our students to take pride in their appearance.

Many items can be purchased from any clothing shop and should be purchased before arrival.

The specialist items like blazers and ties can be purchased from the school office. The office is always open in the week leading up to a new term and you can call up and arrange to come in.

**Please check the uniform list before buying clothing.**

**Items that do not conform to the rules will not be allowed to be worn in school.** A full Uniform list is available on the School Website or from the School Office.

**The following points should be remembered:**

- pupils in Year 9 and below wear maroon blazers and blue blazers are worn by pupils in Year 10 and above.
- **only** school badges should be worn on blazers.
- the only ties which are allowed are school ties.

- shoes should be black, flat, sturdy and polished. They must be suitable for all weather conditions.
- A dark outer coat may be worn. Coats should be worn over the blazer/jacket, not instead of.
- Dark-coloured scarves and gloves are permitted.

## Sixth Form

Pupils in the sixth form may choose to wear school uniform or business wear:

**Boys** A dark-coloured suit with a suitable plain shirt and tie combination. Extreme colours/designs/combinations are **not** allowed. Boys must also have a plain white shirt and a school tie for formal occasions. Jumpers, if worn, must be plain v-neck. Only black or brown shoes should be worn, no suede, two-toned or patterned shoes.

**Girls** A dark-coloured skirt, dress or trouser suit with a suitable plain shirt. **Skirt hemlines must be knee-length. Tight lycra-type skirts are not acceptable.** Extreme colours and designs are **not** allowed and girls must have a white shirt for formal school occasions. Jumpers, if worn, must be plain v-neck, worn over a shirt, not instead of. White or skin toned underwear should be worn, with dark or skin toned tights. Shoes should be only black or brown of a classic style with a **small**

heel. They must be suitable for all weather conditions.

## Hair

Hair must be clean, tidy and in keeping with the formality of school. Extremes of length or style are not permitted such as shaved heads, long hair below the collar (boys), unnatural colours, tramlines, stepped and ridged haircuts, patterns or shaved sides. Hair longer than shoulder length (girls) must be tied up at all times, unless in the sixth form. Accessories should be plain and unobtrusive. Hair must be off the face for all pupils. Boys must be clean shaven at all times. Pupils are not allowed to cut or dye the hair of fellow pupils or their own.

## Jewellery & Make-up

- Girls may wear **one** discrete pair of earrings in their lobes; **one** chain, which must not be visible, around the neck; **one** ring and **one** bracelet, during the school day or on formal occasions.
- No other visible piercings are permissible.
- Boys may not wear earrings (or any other visible piercings) during the school day or on formal occasions. They may wear **one** ring only.
- 'Retainers', if worn to keep piercings open, **must be clear**.
- Facial make-up must be discrete. Excessive use of eyeliner, mascara, etc. is not allowed. Make-up is not allowed in the Junior School. Nail polish is allowed for

the sixth form **only**, at the discretion of the Deputy Heads or the Headmaster.

**If jewellery or makeup is deemed to be excessive or garish then staff may request pupils to remove it.**

## **School Buses**

All pupils must behave properly at bus stops and on school buses. It is a requirement for all pupils to remain seated and to wear the seat belts on school minibuses and school bus services at all times.

Pupils planning to catch either of the second buses must sign up in the staffroom. The spaces on the buses are on a first come first served basis.

Copies of the bus timetables can be picked up in the School Office.

## **Homework**

Homework is a vital part of a pupil's education and must be undertaken diligently. The School will insist on a proper performance and parent support is essential. Should a pupil's homework appear to take an unreasonable amount of time each night, you should contact the Tutor so that they can speak to the appropriate staff.

Homework must be completed on time and in line with the teachers expectation for each individual. Failure to do so without a good reason will result in an academic detention. Obviously the School makes occasional concessions on homework to cover special circumstances, but it is unrealistic to expect good progress if homework is not taken seriously and given proper priority.

Key stage 3 pupils will receive 2 preps each evening which should take between 20 to 30 minutes each. Key stage 4 pupils will receive 2 preps each evening and they should take about 45 minutes each. A homework timetable is issued to each pupil by their tutor and is recorded in the prep diary on page 3. On a daily basis pupils should record their prep so that they can remember the task and this will allow easy monitoring at home.

## **Literacy Expectations**

Within the new examination framework it is increasingly important that you understand how Spelling, Punctuation and Grammar (SPaG) can affect your academic performance, and hence the results of your GCSE and GCE exams. We believe that the following simple expectations can have a significant impact on your performance.

1. Write in full sentences (unless otherwise directed).
2. Avoid informal and lazy words.
3. Use capital letters and full stops.
4. Spell key subject vocabulary correctly.
5. Carefully check your work.

## **School Day**

The school day begins at 8:40 with registration at the form room of the pupils' assigned tutor. The daily routine is as follows:

8.40 am Registration with Tutor

8.45 am Monday, Wednesday and Friday -  
assembly

Tuesday and Thursday – tutor time

9.00-9:40 Lesson 1

9:40-10:20 Lesson 2

10:20-11:00 Lesson 3

**11:00-11:20 Morning Break**

11:20-12:00 Lesson 4

12:00-12:40 Lesson 5

**12:40-13:20 Junior Lunch/Lesson 6**

**13:20-14:00 Senior Lunch/ Lesson 7**

14:00-14:40 Lesson 8

**14:40-14:55 Afternoon Break**

14:55-15:35 Lesson 9

15:35-16:15 Lesson 10

16:15 School Finishes

16:20 First Buses leave

16:30-17:30 After school activities

17:40 Second Buses leave

## **Catering**

Lunch is provided everyday for all our pupils. Our meals are freshly produced every day in our school kitchen. A healthy, balanced and nutritious diet has been an important part of school life, long before it became fashionable. We try to use fresh meat and poultry from the region and wherever possible fruit and vegetables that are sourced locally.

At lunch time there is a hot meal every day with a vegetarian option if required and a salad bar is also available every day. Our menus are rotated every three weeks in order to prevent repetition, and through the food council pupils are encouraged to play an active role in deciding the content of the menus.

We cater for a wide range of dietary needs including food allergies, halal and vegan. Please contact us to discuss any specific dietary needs.

## **After School Activities**

After school activities start at 16:30 until 17:30 from Monday to Thursday. We provide a diverse extra-curricular programme, which provides opportunities for new experiences and keeps our students busy. There is a late bus to both Scarborough and Whitby to enable participation in the after school programme. Sport, music, drama and The Duke of Edinburgh Award

Scheme are at the core of our extra-curricular. We encourage all pupils to try and take part in at least 2 activities per week.

**It is important that daily pupils who are staying after school sign up in the staffroom stating which club they are attending.**

A full list of the after school activities is available on the school website ([www.fylinghall.org](http://www.fylinghall.org)) under the drop down menu labeled activities.

### **The School Planner**

Each pupil will be given a School Planner, in which they are expected to note down homework tasks as they are given by a teacher. They should refer to their planner each evening and show it to their parents. The planner is used as a means of communication between School and parents and vice versa. It will be checked on a weekly basis by the Form Tutor. Parents are respectfully asked to make use of this system and to check their child's homework diary, signing it once a week.

## Getting to know the staff

**The Headmaster**, Mr Steven Allen has overall responsibility to the School Trustees for the management of Fyling Hall School.

[headmaster@fylinghall.org](mailto:headmaster@fylinghall.org)

### Senior Management Team:

The Senior Management Team is responsible to the School Trustees for the day to day running of Fyling Hall. They each have specific key responsibilities.

Miss Gilmour	Deputy Head (Pastoral) Head of Geography	<a href="mailto:a.gilmour@fylinghall.org">a.gilmour@fylinghall.org</a>
Dr Richardson	Deputy Head (Academic) Teacher of Chemistry	<a href="mailto:i.richardson@fylinghall.org">i.richardson@fylinghall.org</a>
Mrs Blyth	Head of Assessment & Learning SEN Coordinator	<a href="mailto:d.blyth@fylinghall.org">d.blyth@fylinghall.org</a>
Mrs Freer	Head of the Junior School Reception & Form 1 teacher	<a href="mailto:a.freer@fylinghall.org">a.freer@fylinghall.org</a>

Mrs Park	Head of Curriculum & Enrichment Teacher of English	<a href="mailto:c.park@fylinghall.org">c.park@fylinghall.org</a>
----------	---	--

### Office Staff:

Mrs Brine	School Bursar & School Executive	<a href="mailto:bursar@fylinghall.org">bursar@fylinghall.org</a>
Mrs Blackie	Assistant Bursar	<a href="mailto:office@fylinghall.org">office@fylinghall.org</a>

### Teaching Staff:

Mrs Banks	Head of ICT	<a href="mailto:w.banks@fylinghall.org">w.banks@fylinghall.org</a>
Mr Barrett	Head of Science/Biology teacher	<a href="mailto:s.barrett@fylinghall.org">s.barrett@fylinghall.org</a>
Mr Batchelor	Head of Economics & Business /PSHE	<a href="mailto:a.batchelor@fylinghall.org">a.batchelor@fylinghall.org</a>
Mr Coates	Head of Games	<a href="mailto:m.coates@fylinghall.org">m.coates@fylinghall.org</a>
Ms Dopp	German Teacher	<a href="mailto:r.dopp@fylinghall.org">r.dopp@fylinghall.org</a>
Miss Edwards	Junior School Teacher	<a href="mailto:g.edwards@fylinghall.org">g.edwards@fylinghall.org</a>
Ms	Head of	<a href="mailto:v.harrington@fylinghall.org">v.harrington@fylinghall.org</a>

Harrington	History	<a href="mailto:g">g</a>
Ms Hornung	Head of Modern Languages	<a href="mailto:c.hornung@fylinghall.org">c.hornung@fylinghall.org</a>
Mr Husband	Head of Art	<a href="mailto:s.husband@fylinghall.org">s.husband@fylinghall.org</a>
Mr Instone	Physics Teacher	<a href="mailto:a.instone@fylinghall.org">a.instone@fylinghall.org</a>
Mrs Locker	Science teacher, Librarian & Careers	<a href="mailto:g.locker@fylinghall.org">g.locker@fylinghall.org</a>
Ms Mitchell	Head of Mathematics	<a href="mailto:j.mitchell@fylinghall.org">j.mitchell@fylinghall.org</a>
Mr Parker	PE/Mathemati cs Teacher	<a href="mailto:s.parker@fylinghall.org">s.parker@fylinghall.org</a>
Mrs Richardso n	Junior School Teacher	<a href="mailto:k.richardson@fylinghall.org">k.richardson@fylinghall.org</a>
Miss Rowland	English, Drama & ESL Teacher	<a href="mailto:e.rowland@fylinghall.org">e.rowland@fylinghall.org</a>
Mrs Woodhea d	Head of English	<a href="mailto:a.woodhead@fylinghall.org">a.woodhead@fylinghall.org</a>
Mrs Wormald	Head of Music & Drama	<a href="mailto:s.wormald@fylinghall.org">s.wormald@fylinghall.org</a>

## Pastoral Staff:

Mr Parker	Mulgrave Housemaster	<a href="mailto:s.parker@fylinghall.org">s.parker@fylinghall.org</a>
Miss Sandland	Mulgrave Matron	<a href="mailto:t.sandland@fylinghall.org">t.sandland@fylinghall.org</a>
Miss Anders	Main House Matron	<a href="mailto:e.anders@fylinghall.org">e.anders@fylinghall.org</a>
Mrs Stamp	Relief Matron Mulgrave & Main House	<a href="mailto:r.stamp@fylinghall.org">r.stamp@fylinghall.org</a>
Mr Batchelor	Ramsdale Housemaster	<a href="mailto:a.batchelor@fylinghall.org">a.batchelor@fylinghall.org</a>

## Staff with Key Responsibility for Safeguarding



The DSL is the senior member of staff who co-ordinates the schools safeguarding and child protection arrangements by providing advice and support to other staff and parents on child welfare and child protection matters. **Safeguarding is everyone's responsibility**, If you have any concerns please come and talk to us.

## **School Nurse**

Nurse Searle looks after medical matters at Fyling Hall. The pupils can see her during the school day and parents are also free to contact her.

Nurse's direct line is: 01947 881120

Email address: [l.searle@fylinghall.org](mailto:l.searle@fylinghall.org).

All boarders will be registered with the School doctor who comes up to school during the week. More routine matters will be dealt with by the House staff who are qualified in first aid.

Nurse Searle also works closely with Miss Gilmour who is the schools Designated Safeguarding Person and any pupil may consult either of these staff at any time if they have a concern or are worried about anything

## **Absence from school**

### **Unexpected Illness**

If your child is ill and unable to attend school please telephone the School Secretary on 880353 between 8.00am and 9.00am. The Secretary will contact you during the morning if your child is unaccountably absent. Once your child returns to school, a note should be brought in for their form tutor.

### **Appointments**

Please inform the Office and your child's form tutor in advance of absence due to medical appointments or other legitimate reasons.

### **Leave of Absence**

If this is necessary, arrangements should be discussed with the Headmaster in advance and a written (letter or email) request submitted explaining the reasons for the absence. If permission is not sought in advance your child will be marked absent in the register. We strongly advise that holidays are not taken during the term time as this can have a detrimental effect on your child's progression. There are many events in the school calendar that can't be moved to accommodate such absences. If this is completely unavoidable then please contact the Headmaster to discuss it as soon as possible.

### **Late Arrival**

It is important Pupils who arrive at school after morning registration sign the late book in the Office.

### **Illness During The School Day**

It is essential that the office has a parental contact number during the day. If your child is unwell we will need to discuss the situation with you.

### **Off Games**

Please inform the office or send a note if your child is well enough to attend school but is unable to take part in Games. Pupils who become unwell during the school day will only be excused from games by the school

nurse. If pupils are not taking part in games lessons they will be allocated somewhere to sit and work.

## **Bad Weather**

As the weather in North Yorkshire can occasionally be extreme from time to time it is necessary for safety reasons to cancel or finish school early. It is important you keep us up to date with your contact information particularly if you get a new mobile number or email address. Parent Mail alerts will be sent to the most recent phone number or email address we have. This will only be done when absolutely necessary and the following procedure will be implemented:

### **Cancelling School:**

If we have had snow overnight a decision will be made as early as possible in conjunction with the bus companies. Parents will be sent a text alert via the Parent Mail system before the buses are due to leave in the morning. If parents are unsure they can ring the school number anytime.

### **Finishing Early:**

When it is necessary to end school early all parents will be sent a text message alert via parent mail. This message will make you aware of what time the school buses are due to leave school. All parents are asked to contact school via phone or the office mail address ([office@fylinghall.org](mailto:office@fylinghall.org)) as soon as possible to let us

know if you wish for your child to go on the bus or if you would like us to keep them at school.

The Junior School will contact parents directly and the School Office will try to ring parents of year 7 to 9 pupils. We will not allow pupils in Year 9 and below to leave school until we have spoken to their parents to confirm the arrangements. If the bus has gone they will be looked after in the boarding houses until parents are able to make arrangements to collect them.

### **Academic Support and Monitoring**

As well as reports the staff attend regular meetings where pupils that they are concerned about are discussed. This information will be fed back to parents via the Form Tutor. If you have any concerns or questions about your child's progress please contact either their Form Tutor or the Academic Deputy Head.

Pupils whose academic performance is poor or whose self-organisation is weak may be required to carry a report card. The pupil must obtain the teacher's signature and a mark out of five to certifying the level of work/organisation for each lesson. This measure is administered by the Deputy Head (Academic) and is designed to monitor and support progress.

## Reporting to Parents

School reports are an important part of raising the standard of your child's achievement. The reports will include:

- A review of progress to date
- A discussion of strengths and weaknesses
- The setting of appropriate targets to guide future development

You will receive written reports at the following times of the year

	<b>Jun iors</b>	<b>Year 7-9</b>	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>	<b>Year 13</b>
<b>October ½ Term</b>	-	Grade	Grade	Grade	Grade	Grade
<b>Christm as Holiday</b>	Full	Full	Full	Full	Full	Full
<b>Februar y ½ Term</b>	-	Grade	Grade	Grade	Grade	Grade
<b>Easter Holiday</b>	Gra de	Mediu m	Medium	Full	Medium	Full
<b>May ½ Term</b>	-	Grade	Grade	Medium	Grade	Medium
<b>Summer Holiday</b>	Full	Full	Full	-	Full	-

## **Parent Meetings**

On the Friday afternoon which is the start of each half term there is a parents' conference hosted at school. These are open to all Senior school parents and there is no need to book appointments. The Junior School have their own Parent Evenings and the staff will contact parents directly to arrange appointments.

## **Commendations**

The commendation system is a system that is in place to reward pupils who make a positive contribution to school life. Commendations can be awarded by the teaching and pastoral staff for anything they deem worthy of a commendation. This could include things like:

- An impressive piece of classwork or prep
- Improved academic work over a given period of time
- Improvement in any aspect of life in the boarding house
- Praiseworthy community service
- Qualities shown in drama, music, games and other extra-curricular activities e.g. high standards, improvement, courage, commitment
- Showing particular concern for others
- Exceptional helpfulness

Commendations are recorded in the front of the prep diary. Students who gain 10 commendations in the first term are eligible to receive a Bronze certificate in the first term. This will progress to a Gold certificate if they can maintain this for all three terms. Five commendations will be rewarded with a voucher that can be redeemed at the school shop.

### **Detentions**

These can be given for academic misdemeanors (academic detentions) or when behaviour fails to meet the expected standard (pastoral detentions). In the Senior School detentions run from 4.30 - 5.30pm each day. Dailies are expected to undertake their detention the day it is given or the next day unless alternative arrangements have been agreed. Teachers will ring parents of dailies to let them know that their son/daughter has received a detention.

## **Sports & Fixtures**

### **Sports Fixtures**

Sports fixtures play an important part in school life and as a small school it is crucial pupils are available to play in as many of these as possible. Every effort is made to spread the fixtures evenly during the term and weekend fixtures are occasional for each age group.

The fixtures for each term can be found on the school calendar which is available to be printed on the school website or in the calendar section of the School App.

If your child is unable to take part in a fixture we would ask that you contact Mr Coates as soon as possible so he can make alternative arrangements.

Team lists and the timings are published by the sports department on the School App. They are also displayed on the central school noticeboard for the pupils to see.

Parents are more than welcome to spectate at any of the school fixtures and you can get the details by contacting the school office or Mr Coates.

### **Sports Equipment**

All sports clothing can be purchased through the school shop. Some items can be purchased out of school from general sports shops but the specialist items required must be purchased through the school shop. Any

clothing required by your child will be issued by Mr Coates during the first games lesson after arrival. This clothing will be charged out to you on the following term's bill or you can arrange with the office to make payment before if you wish.

No personal sport specific equipment is required for lessons however for sports your child regularly participates in we strongly recommend that you purchase items such as their own hockey stick or racket.

**A full list of Sports clothing and equipment is available on the School Website or from the School Office.**

## **Lost Property**

### **Valuables & books**

Valuable lost property is handed in to the staffroom or school office and stored in the lost property box. Pupils will be asked to bring confirmation from parents or clearly identify any items of value before they will be handed over. Books will be stored in the staffroom, the subject teacher may collect them.

### **Clothing**

Items of unnamed clothing handed in to the staffroom will be sent to the laundry room for storage. Clothing and footwear left in the changing rooms is stored in

the lost property bin which is located in Mr Coates' classroom next to the changing rooms.

Items left on the school buses will be stored at the depot where they can be collected. If something is left on the bus we strongly recommend you contact the relevant company as soon as possible to arrange collection. The contact numbers are:

**Whitby bus:**

Morning bus & 1<sup>st</sup> bus (16:30) Coastal & Country  
01947 602922

2<sup>nd</sup> bus (17:30) Esk Valley 01947 600604

**Scarborough bus:**

Morning bus & 1<sup>st</sup> bus (16:30) Esk Valley 01947 600604

## School Grounds

During the school day pupils may not leave the School site unless accompanied by a member of staff. If they require to leave the school site then express permission of a member of staff to do so must be obtained. If pupils leave the school site without permission and they have not signed out they will be assumed to be missing. This will result in the school 'missing pupil policy' being implemented which is available to be viewed on the School Website.

If pupils are required to leave school early this must be confirmed by the parents either with the School Office or the Headmaster. **The pupil must then make sure they complete the signing out book which is located in the Staffroom.**

The School Woods, Laboratories, Workshops, Rose Garden, Sports Fields and the Sports Hall are out of bounds unless a teacher is present.

## School Policies

Copies of the main School Policies including the Child Safeguarding and the Complaints Procedure policies are available in a PDF format on the School Website under the Senior School drop down menu. Please note that these are working documents and subject to regular reviews and updates.

## **Weekend Activities**

The weekend activity programme is designed to offer a wide range of exciting opportunities that provide balance to the more relaxing and sedate pastimes. We welcome daily pupils and families to come and join the boarding pupils and staff to experience the activities we have on offer. A termly programme of activities is available for download in the activities section of the website. If you have any questions about the weekend activities then please contact Mr Coates on the following email address:

[m.coates@fylinghall.org](mailto:m.coates@fylinghall.org)

## **School Rules**

*Pupils are expected to conduct themselves with dignity and common sense at all times. The rules below should offer guidance as to what is and what is not appropriate. This list is not exhaustive and can be amended at any time. Thus is a summary; a full set of rules is available on the school website.*

## **ACADEMIC** \_\_\_\_\_

*The school motto - 'the days that make us happy make us wise' - is paramount to all we do here. We recognise that pupils should enjoy their learning and should fulfil their academic potential, whatever that may be.*

- Academic work must be your priority. Pupils are expected to be committed to their academic work, to work to the best of their ability and to encourage and facilitate each other to do the same.
- Pupils should do their prep thoroughly and make sure that they know what tasks have been set (the tasks should be written in their prep diary).

- Pupils should look after and return books borrowed from the school and from the library. Textbooks which cannot be reused will be charged to individual pupil accounts.
- Pupils must attend, on time, all lessons, tutor periods, assemblies and must have the right equipment with them.
- If a pupil has to miss a lesson for an official reason, they should ask the teacher for his or her permission well in advance. Pupils should always catch up on any work they have missed and do any preps set.
- All pupils are expected to be open and honest about the origins of their academic work.
- Pupils must comply with the School's IT Acceptable Use Policy and, in particular, they are not permitted to access any site that might be considered offensive, malicious or confidential. All forms of "hacking" are forbidden.
- Pupils 'on report' should give their sheet to the teacher at the beginning of each lesson.
- Should a teacher not arrive at a lesson, the pupils should (unless instructed otherwise) remain in the classroom and

work quietly on academic work. One pupil should go to an adjacent classroom (or, failing this, the school office) to let them know that cover is required.

- Private Study periods should be taken in the library (a compulsory venue for those below the sixth form) or in the sixth form study room.

## **BEHAVIOUR and** \_\_\_\_\_ **RELATIONSHIPS**

*Good relations with other people are particularly important in a boarding school. Try to be cheerful, positive, and helpful in all that you do. Consideration should always be given to the feelings of fellow pupils and members of staff.*

- Good manners should be shown at all times. Everyone should always demonstrate consideration for other people: pupils, staff and visitors.
- Bullying of any kind is a serious offence and any kind of abuse or bullying
- should be reported to a teacher straight away.
- Similarly, acts of discrimination or harassment (whether verbal or physical)

on the grounds of gender, race, sexuality or disability will not be tolerated.

- Pupils must not possess racist, pornographic or other materials which are deemed to be offensive.
- Excessive gestures of affection are embarrassing and not permitted. The School forbids intimate sexual relations.
- Pupils are strictly forbidden from entering the dormitories of the opposite sex.
- Pupils must respect other people's property and must not steal, borrow without consent, or damage other people's possessions.
- Visitors to the School and members of the public should be treated with courtesy and respect. Pupils should not have visitors on site without permission.
- Pupils must comply with the School's policy on mobile phones at all times. Mobile phones must be switched off in lessons, prep and after lights out. Pupils are not allowed to have any inappropriate, offensive or malicious material stored on their mobile phone.
- Contact with the media in connection with anything relating to the School or

member(s) of the School community is forbidden without the approval of the Headmaster.

## HEALTH

---

&

## SAFETY

*Pupils must always act in a way that promotes their own and others' welfare. They should never do anything which would put themselves or others needlessly in danger.*

- Pupils must not bring anything to School which is harmful to themselves and/or others. This includes drugs, dangerous implements/weapons (including pellet guns, knives and catapults), laser pens, lighters, matches, fireworks, alcohol, tobacco and anything else which common sense dictates is harmful.
- Pupils should not tamper with fire safety equipment or any other type of safety equipment.
- The contents of an aerosol are extremely flammable. Pupils should not set light to aerosols.
- Pupils should expect to be permanently

excluded if they are involved in drug abuse or in any way that is in breach of the School Drugs Policy.

- Pupils must not consume alcohol or bring alcohol into school (there are specific exemptions to the general rule for pupils aged 16 and over in the sixth form).
- Pupils must not possess or attempt to obtain counterfeit identification papers such as a fake driving licence or student ID card.
- Pupils must not smoke, be in possession or supply others with tobacco products. Pupils in the presence of smokers can expect to be treated in the same way. Smoking inside or around buildings is a serious offence.
- Betting or gambling for profit or material gain is forbidden.
- Selling goods/produce is not allowed.
- No pupil is allowed to come to school driving a car or riding any form of motor cycle except where permission has been granted by the Headmaster. No pupil may give a lift to another pupil at any time except with the written permission of both sets of parents and the approval of the School. No pupil is allowed to travel in a

car driven by a former pupil, by another pupil or by an unauthorised person without written permission from his/her parents. Boarders are not permitted to have a car at the School except when permission has been granted by the Headmaster.

- Boarders may bring scooters, skateboards, rollerblades and bicycles only with the express permission of house staff. Dailies should not bring into school any of the above.
- The following are out of bounds (unless accompanied by a teacher) at all times: the quarry, the Rose Garden, "Death Lane and Steps" and rooftops. The Huts are out of bounds after 5pm, except when with a member of staff.
- The barn, sports hall and laboratories can only be used for supervised activities and must not be entered without a member of staff.
- Pupils are not allowed on the beach without a member of staff, and swimming in the sea is forbidden.
- The school nurse must be aware of any medicine that pupils are taking. Pupils should not, under any circumstances, give medicines prescribed for themselves to

other people.

- Only electrical items which have a PAT sticker on them are permitted.

## **ROUTINES**

---

*It is essential that we know where all our pupils are at a given time. This is particularly important should there be a fire.*

- Punctuality to school, lessons and other commitments is essential. Pupils should arrive by 8.40am at the latest for registration. Arrival after this time must be recorded in the late book in the office.
- If a pupil is unwell they should see the nurse at break. If they feel unwell during a lesson and the nurse is unavailable, they should report to the Office. Day pupils must not make their own arrangements to go home. If a day pupil is unwell they must report to the nurse/Office where arrangements will be made if the pupil needs to be collected. When leaving the site, pupils must sign out in the staffroom. Dailies staying in school should sign in at the staffroom.
- It is important that any absence is

supported by a note from home, so that it is not counted as truancy.

- Detentions take precedence over all other activities. Dailies are expected to complete their detention on the day it is set or the following day.
- Attendance at meals is compulsory.
- Prep diaries must be taken to all lessons and prep and the diary must be kept up to date on a daily basis.
- All pupils are expected to make themselves available for fixtures including those at the weekend (as published in the calendar). School fixtures and all other school events take priority over exeats. Permission for weekend leave will only be given if the pupil has no school obligations.
- Only small soccer balls or tennis balls are allowed in the stackyard. Touch rugby may be played but the ball must not be kicked.

## ENVIRONMEI

---

*The School grounds and buildings are for the use and enjoyment of all; care for them so that future generations will benefit from them too. We live in a beautiful part of the*

*world; let's keep it that way!*

- Pupils must be careful not to damage buildings or grounds. They must report, and arrange to put right, any accidental damage.
- Respect for the school environment makes everyone's working conditions more pleasant. Dropping litter is anti-social and culprits should be reported to a member of staff. All litter should be disposed of in the appropriate bins.
- Pupils must not put up any unauthorised posters around school.
- Pupils must make sure that any noise they cause does not disturb other people. In particular, there should be no excessive noise around the school after prep.
- Food and drink must not be consumed on the school buses, in the library, IT room and the Sports Hall.
- Spitting is offensive and is strictly forbidden irrespective of other cultural norms.
- Chewing gum is not allowed in school.

**BOARDING** \_\_\_\_\_

- All boarders must sign themselves out whenever they go off site and sign themselves back in immediately upon their return.
- Boarders are not allowed to leave the site without permission. At the weekend they may go to the following places:
  - Junior School pupils with an escort to Fylingthorpe
  - Years 7 & 8, in pairs, can go to Fylingthorpe
  - Year 8, in pairs, can go as far as the top of Robin Hood's Bay
  - Year 9, in pairs, can go to Robin Hood's Bay
  - Key stage 2/3 pupils may visit other areas, eg. Whitby, Scarborough etc., if with a member of staff
  - Years 10/11 are allowed to go as far as Scarborough after breakfast, as long as they have ensured a member of staff is aware
  - The sixth form, in pairs, are permitted to go off site all day, including Scarborough, York etc., as long as they have asked a member of staff prior to leaving
  - The sixth form may also go down to Robin Hood's Bay after school (returning

for tea) and Year 11 may do so on a Friday

- At weekends all boarders must return by tea roll call (except sixth form **who have agreed a late return**).
- Overnight exeats with friends can only be considered if parents/guardians have given consent. Permission for such exeats is given by the Deputy Head of Pastoral or house staff. Special consideration will be given when overseas parents are in the UK.
- No pupil should be visiting another dorm after lights out.
- No pupil should be leaving the house after lights out unless responding to a fire/emergency.
- After half term and at the beginning of term the boarding houses re-open at 2pm. Boarders should not return before then without prior permission from a member of their house staff.

## DRESS

---

## CODE

*The school is often judged by the appearance of its pupils, so all pupils are expected to be familiar with and adhere to*

*the dress code.*

## **Uniform**

Pupils should take pride in their appearance and wear correct school uniform during the school day. For Sports Studies lessons and games, **pupils should only wear school kit.** A uniform list is available from the Office and Mrs Blackie is available to help parents and pupils. The following points should be remembered:

- pupils in Year 9 and below wear maroon blazers and blue blazers are worn by pupils in Year 10 and above.
- **only** school badges should be worn on blazers.
- the only ties which are allowed are school ties.
- shoes should be black, flat, sturdy and polished. They must be suitable for all weather conditions.
- A dark outer coat may be worn. Coats should be worn over the blazer/jacket, not instead of.
- Dark-coloured scarves and gloves are permitted.

Casuals may be worn by boarders after the end of school and at weekends. However, uniform is always worn when pupils attend St Stephen's Church, Fylingthorpe Methodist Church or the Catholic Church (although the Sixth Form may wear suits).

## **Sixth Form**

Pupils in the sixth form may choose to wear school uniform or business wear.

**Boys** A dark-coloured suit with a suitable plain shirt and tie combination. Extreme colours/designs/combinations are **not** allowed. Boys must also have a plain white shirt and a school tie for formal occasions. Jumpers, if worn, must be plain v-neck. Only black or brown shoes should be worn, no suede, two-toned or patterned shoes.

➤ **Girls** A dark-coloured skirt, dress or trouser **suit** with a suitable plain shirt. **Skirt hemlines must be knee-length. Tight lycra-type skirts are not acceptable.** Extreme colours and designs are **not** allowed and girls must have a white shirt for formal school occasions.

Jumpers, if worn, must be plain v-neck, worn over a shirt, not instead of. White or skin toned underwear should be worn, with dark or skin toned tights. Shoes should be only black or brown of a classic style with a **small** heel. They must be suitable for all weather conditions.

## **Hair**

Hair must be clean, tidy and in keeping with the formality of school. Extremes of length or style are not permitted such as shaved heads, long hair below the collar (boys), unnatural colours, tramlines, stepped and ridged haircuts, patterns or shaved sides. Hair longer than shoulder length (girls) must be tied up at all times, unless in the sixth form. Accessories should be plain and unobtrusive. Hair must be off the face for all pupils. Boys must be clean shaven at all times. Pupils are not allowed to cut or dye the hair of fellow pupils or their own.

## **Jewellery & Make-up**

- Girls may wear **one** discrete pair of earrings in their lobes; **one** chain, which must not be visible, around the neck; **one** ring and **one** bracelet, during the school day or on formal occasions.
- No other visible piercings are permissible.
- Boys may not wear earrings (or any other visible piercings) during the school day or on formal occasions. They may wear **one** ring only.
- 'Retainers', if worn to keep piercings open, **must be clear**.
- Facial make-up must be discrete. Excessive use of eyeliner, mascara, etc. is not allowed. Make-up is not allowed in the Junior School. Nail polish is allowed for the sixth form **only**, at the discretion of the Deputy Heads or the Headmaster.

**If jewellery or makeup is deemed to be excessive or garish then staff may request pupils to remove it.**