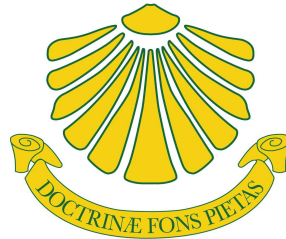


ST. JAMES' SCHOOL

A Woodard School



PUPIL HANDBOOK 2011 - 2012

Doctrinæ Fons Pietas

Name:.....

Form:.....

Tutor:.....

Parent/Guardian:.....(signature)



“Dedication to work is the fountain of learning”

ST. JAMES' SCHOOL
22 Bargate, Great Grimsby, N E Lincolnshire. DN34 4SY.

SENIOR DEPARTMENT PUPIL HANDBOOK

St. James' School recognises:

1. That each pupil is unique and should be treated as an individual.
2. The enormous range of development which every young person undergoes between the ages of 2 and 18.

AIMS The School, aims to provide a caring, family atmosphere within a Christian community. The balanced and broadly based curriculum will:

- a) promote the spiritual, moral, cultural, mental and physical development of each pupil and relate such growth to society at large;
- b) prepare pupils for the opportunities, responsibilities and experiences which await them in adult life.

It is the duty of the School to provide a framework of rules and regulations (rather than a straitjacket) which provides pupils with a safe, caring and comfortable environment within which to develop personal initiative and satisfy individual ambitions, whilst respecting the same rights for others.

The School will attempt to co-operate closely with parents and children at all times.

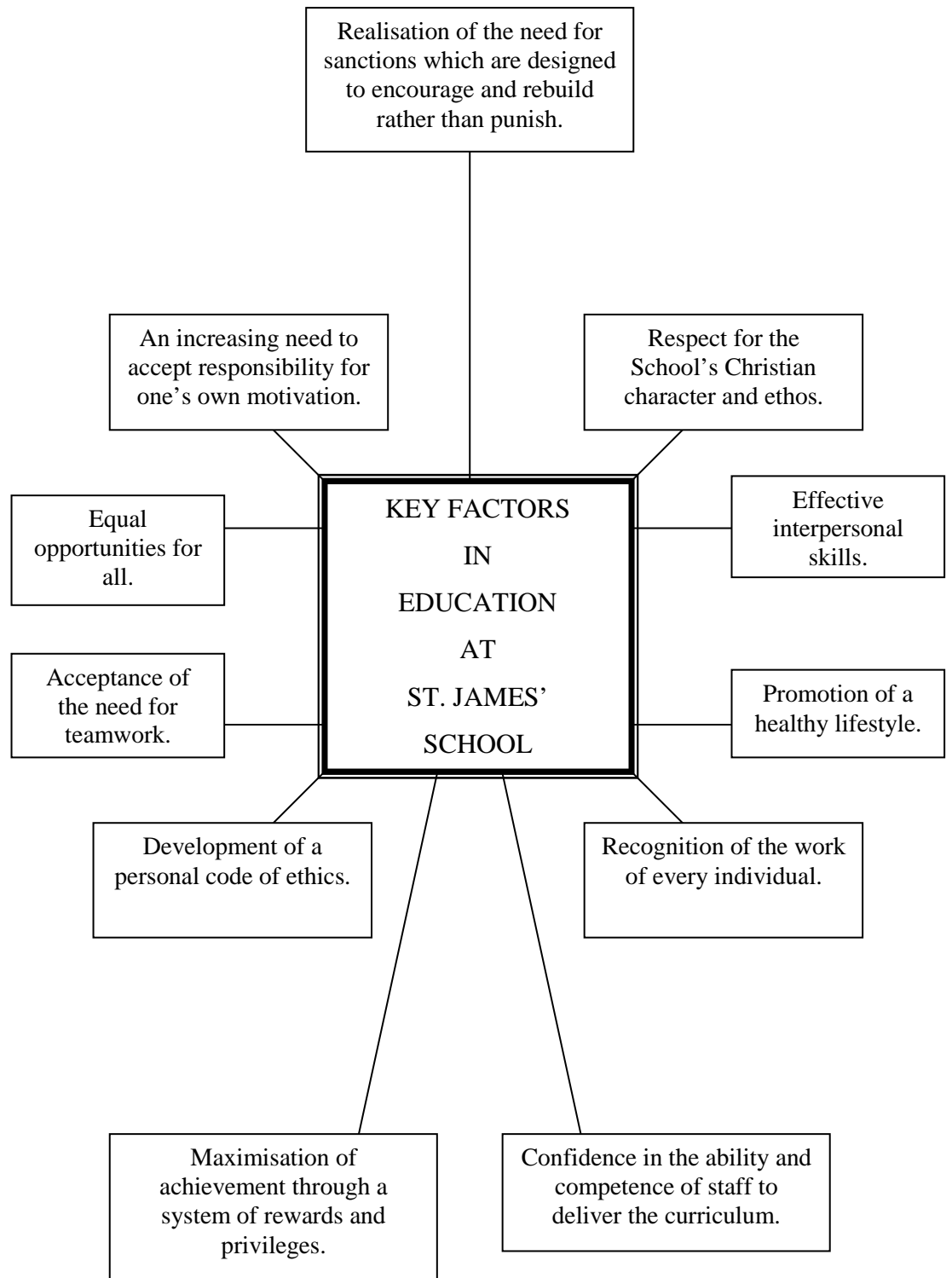
GENERAL CODE FOR PUPILS

Pupils should value their own self-respect and the good name of the School. They should remember that all members of the School are subject, at all times, to the ordinary laws of the land. They should also remember that the general welfare of the School depends much more on the self-discipline, mutual respect and commonsense of its members than on external discipline and punishment.

Pupils are expected to show consideration for the interests of other members of the School community and for its general well-being. They should treat people inside and outside with courtesy and respect. Visitors should be welcomed and shown (not directed) where to go by the older pupils. Prefects, who are appointed to help the School run more smoothly, should be supported.

THE CHRISTIAN LIFE OF THE SCHOOL

St. James' School was founded by the Reverend Canon James Peter Young, the Vicar of Grimsby, in 1880 to be the Choir School of St. James' Parish Church, Grimsby. It has continued as such until the present day, when the School gives bursaries to thirteen choristers and five choral scholars.



For almost the first hundred years of its existence, St. James' School was a boys' School. However, when the Pelham Girls' School closed in the late 1970's, the School took in girls and it is now fully co-educational.

In 1967, the School Governing Body approached the Woodard Corporation and St. James' became an Associated School of the Woodard Corporation.

In January 1982, a further request from the St. James' Governing Body was made for St. James' to be admitted to the status of an Incorporated School. An inspection visit by a committee of the Woodard Corporation was undertaken and reported favourably. Final incorporation took place at the meeting of the Woodard Corporation at Whitelands College in April 1985.

In 2010, Grimsby officially became a Minster town and as such St. James' Church was inaugurated and became known as Grimsby Minster. The School maintains close links with Grimsby Minster and the boarders are encouraged to attend the Sunday services. Each School term begins and ends either in the School Hall or in Grimsby Minster, when a member of the St. James' Team leads the Service. The School also attends as a body on Founder's Day (October), Carol Service (December), Confirmation Service (February), Ash Wednesday, Ascension Day and for the Valedictory Service (each July).

Although the School is a Church of England School, pupils of other faiths and denominations are welcome as members of the School. They are expected to attend Church with the remainder of the School on the occasions outlined above. Local clergy of all denominations are invited to lead assemblies on a regular basis.

Christian worship and teaching are central to our School life and the structure of our School day reflects this. Full School Assemblies are held three times a week, normally on Monday, Tuesday and Friday, whilst a Singing Assembly is held on Wednesday. On Thursday, House Assemblies are held. On Friday afternoons, the whole School will meet for an act of worship commencing at 3.25pm.

It is hoped that our pupils will take an active part in worship and we hope that this will be encouraged, particularly in Tutor Groups and Houses.

Pupils should be encouraged to be active in their own Churches.

Communion Services are held regularly in the Church for the School and sometimes in the School itself. It is anticipated that pupils and staff will be encouraged to be confirmed as part of the regular classes organised either by their own churches, Grimsby Minster team or by the School.

Above all, we aim to provide a caring Christian environment for pupils, promoting Christian standards of behaviour and providing regular opportunities for worship and service.

BASIC EXPECTATIONS

Basic expectations are that all pupils will: -

- a) accept the rules of the School or behaviour codes which are based on the laws of the land and commonsense;
- b) adhere to the School and House timetables;
- c) attend Church Services and Assemblies;
- d) show involvement and effort in extra-curricular commitments – this includes House and recreational sport and other chosen activities;

- e) find the necessary motivation to pursue their academic work in lessons to the best of their ability;
- f) wear the School uniform and see it as a unifying factor for the community identity;
- g) treat all others with equal respect, regardless of age, gender, race or religion and see any differences as an enrichment to the life of the School;
- h) communicate on a regular basis with parents and guardians (for overseas boarders);
- i) take primary responsibility for their own health and personal hygiene. They will alert the appropriate people if they, or others, are in need of pastoral or practical help;
- j) conduct any close relationship sensitively and in an acceptable manner;
- k) remember that, as the School is home for many of the School community, a respect for personal privacy and property is necessary;
- l) conduct themselves outside the School in a responsible manner.
- m) Show respect to fellow members of the School, if corresponding via the Internet.

SCHOOL RULES

Purpose

The purpose of the School's Rules and Regulations is to ensure physical safety, to fulfil the School's responsibility as a guardian, to make the essential arrangements for a community in which learning can flourish and every member of the School has the opportunity and freedom to develop his/her own capacities. Also, to contribute fully to activities inside and outside the School and to assume an increasing responsibility for his or her own attitude and moral standards.

Inside School

There is no running and eating or drinking in the corridors, foyer, classrooms or libraries. While walking from place to place in the School, remember to allow others to go through the doors ahead of you, to open doors for members of staff, parents and visitors, not to jostle, barge, or block the way in corridors or on the stairs, not to enter the following places without a member of staff being present: - Laboratories, the Information Technology Room, the Craft Room and the Textiles and Home Economics Rooms. As a general rule, it is courteous to await the arrival of a teacher before entering any classroom.

During Lessons

Obey the 'Rules of Our Class', which are posted in each classroom:

- SHIRTS TUCKED IN, TOP BUTTONS DONE UP AND TIDY TIES.
- NO CHEWING OF GUM.
- ALWAYS HAVE THE RIGHT EQUIPMENT FOR THIS CLASS.

- NO TALKING OR INTERRUPTING WHEN OTHERS ARE TALKING.
- MOBILE PHONE MUST BE SWITCHED OFF AND NOT SEEN.
- ALWAYS WORK HARD, CONCENTRATE AND HAND IN HOMEWORK ON TIME.

In the School Grounds

Members of the School are not to walk at the front of the School where cars are parked, and should stay clear of fallen fruit and berries in Autumn, flowers in Spring. Help the Ground Staff by keeping to the paths and keeping off the edges of grass, by not leaving kit lying about the School (but use the locker provided), and by picking up and not dropping litter.

Fire

Fire regulations are posted throughout the School and should be regularly read and observed. Regular practices will be held.

Knives, Scissors/Other dangerous weapons

The carrying of knives, scissors and other dangerous implements is prohibited in school. Any pupil found in possession of such items will have them confiscated and risks suspension/expulsion from the School.

Alcohol, Smoking and Drugs - For a more detailed explanation, please study the Pastoral Policies Booklet.

Alcohol – members of the School will neither drink nor buy alcoholic drinks. They will, in no circumstances, bring alcoholic drink into the School.

Smoking – the possession of smoking materials and the purchase of tobacco, in any form, is forbidden. Smoking is a health, fire and financial hazard.

Medicines and Drugs – the possession and use of most medicines and drugs, without a bona fide prescription is illegal. All medicines and drugs, whether requiring a prescription or not, will be looked after by the Designated First Aid Officer and dispensed as appropriate. Members of the School found in possession of, or using medicines or drugs without permission, risk severe punishment and could be asked to leave the School.

Medical Precautions

In all cases of sickness or injury, pupils must go to the Medical Room, and see Mrs Sopp. The Teaching or House Member of Staff responsible at the time must be informed immediately.

You should try to confine any consultations, which are not an emergency, to the times before School (8.30am – 8.45am), break or lunch.

No boarding pupil should return to the dormitory in case of illness without first reporting to the Designated First Aid Officer, Mrs Sopp, or ensuring that she has been informed.

Cars

Members of the School are not allowed to take a lift in a car (except when driven by a parent or member of staff) unless they have permission for that particular occasion. Day pupils may drive to and from School, only with the Headteacher's permission following written authorisation from parents. Cars should be parked in the designated area. If a pupil wishes to take a lift with another pupil, both sets of parents (or guardians) must have provided written permission in advance.

Mobile Phones, I Pods and MP3 Players

The use of the above items is prohibited within the School day. We advise that they should be left at home. Should you need to bring your mobile phone (or either of the other items) to school it should be switched off and either kept on your person, or in your locker. Any mobile phone that is seen being used in the school day will be confiscated.

E-Mail

Each pupil in St. James' Senior Department will be given a personal E-Mail address in order to communicate and correspond with staff and other pupils; regarding homework, revision, notifications and much more. (Please note all school E-Mail accounts are monitored by the school for inappropriate use).

Leaving the School Premises

Pupils from Years 7 to 11 may not leave the School premises from the time that they arrive (before 8.50am) and 3.50pm unless: -

- a) An outing has been organised by a member of staff and due arrangements have been made.
- b) The Designated First Aid Officer (Mrs Sopp) has organised an appointment on medical grounds.
- c) Arrangements have been made by parent/guardian to attend appointments elsewhere e.g. the Dyslexia Institute, and the School is fully informed of such arrangements.

Pupils from Years 12 and 13 may leave the School grounds in their free time, provided that they request permission from the Head of the Sixth Form or a member of the Senior Management Team and record the details in the 'Signing Out Book'.

Generally, we would expect all pupils to follow the following:

CODE OF BEHAVIOUR

Respect for people and property.

Everybody has the right to learn – ask if you need help.

Safe movement in the School – depends on consideration for others.

Pupils should be smart in appearance and wear the correct School uniform.

Equipment ready for the lesson is the key to success.

Care for the environment so that it is clean and healthy.

Treat others as you would like to be treated yourself.

Feelings and opinions must be respected at all times.

Offensive or abusive language is unacceptable.

Refrain from bringing to School items like mobile phones, chewing gum, personal stereos, cigarettes, knives, scissors, compasses & valuables.

Arrive on time and attend every lesson.

Letter from home should explain absence.

Listen carefully and follow instructions given by a teacher.

THE SCHOOL ENVIRONMENT

Take pride in your school. Make sure that any litter is placed in one of the many bins around the campus.

Take care of your locker and use it wisely. **DO NOT LEAVE YOUR BAG OR OTHER BELONGINGS LYING AROUND THE SCHOOL.**

Take pride in your Form Room. Alert a member of staff immediately if any graffiti appears.

Ball games are allowed on the playground (tennis balls only) during the winter so long as users are sensible. The ball should be kept below waist height. During the summer months, the orchard is used. Footballs should NOT be kicked toward: -

- a) The Sixth Form
- b) The School
- c) The fence at the back of Petchell House.

Be sensible and the privilege will not be withdrawn.

ATTENDANCE AND PUNCTUALITY

Attendance

It is important to be at School during every day of the School terms. There might be times, however, when you are unable to attend: -

Illness – If you are ill, your parent/guardian should notify the School by telephone or letter. If your parents have rung the School, you should also bring a letter to explain the absence and hand it to your Registration Tutor on the day of your return. If you are away from School and the School has not been notified, your Registration Tutor will contact your home. When you return after a period of illness, you should catch up on any work you have missed as quickly as possible.

Medical or other Appointments or Holidays etc – If these cannot be arranged during School Holiday dates or after School hours, you should ask your parent/guardian to write a letter to your Registration Tutor (in the case of short appointments) or the Headteacher (in the case of holidays). You should give as much notice as possible so that the staff who teach you, can help you work out how to catch up on ‘missed work’.

Punctuality

It is important that you are at School on time each morning and that, if you are moving from one classroom to another during the School day, you do not dawdle and waste time. You should not arrive at School before 8.30am, unless you have been requested to do so by a member of staff.

If you are a member of the Preparatory School, you should be at School by 8.45am and you will be called into your classroom for Registration at 8.50am.

If you are a member of the Senior Department, you will hear a bell at 8.45am which indicates that you should come into School and leave your coats etc. in your locker. You should be in your Registration Room by 8.50am. Registration will be taken at this time. If you arrive at the room after 8.50am but before 9.00am you will be marked late in the

register. If you arrive later than 9.00am, you should report immediately to the School Office, so that the Secretary can record your attendance.

Attendance and punctuality are important at all levels because we want you to do your best at St. James' School. If you are persistently away or late, your Registration Tutor will inform Head of Senior Department, Mrs McMillan, who will try to work out how your attendance or punctuality may be improved. If the problem persists, the Head of Senior Department (Mrs McMillan) or Headteacher (Mrs Isaac) will arrange a meeting with your parent/guardian.

REWARDS AND SANCTIONS

The promotion and maintenance of good discipline will be based on praise, rewards and encouragement rather than on threats of sanctions. The School relies upon your integrity to observe the School Rules, but clearly, from time to time, sanctions may have to be applied.

Rewards

For academic achievement or effort, a Merit system operates within the Senior Department. The attainment of six Merits results in the granting of a Commendation. The reward of a Commendation is to be granted of House Points, along with a certificate awarded at the end of the school year depending upon how many Commendations have been achieved.

One Commendation = Bronze Certificate
Two Commendations = Silver Certificate
Three Commendations = Gold Certificate
Four Commendations = Platinum Certificate
Five or more commendations = Diamond Certificate

For sporting achievements there is an Honours system for awarding colours.

Recognition for outstanding contribution to School life is given in House Assemblies, the Headteacher's Assemblies and in the reporting system. The School magazine contains details of all activities and achievements, some of which are published in the local press. All outstanding activities and achievements will also be recorded in your Personal Profile.

Sanctions

Unsatisfactory work will be repeated. Continued unsatisfactory work will be referred to your individual Registration Tutor and the matter recorded in your Personal Profile. This system will also operate in the case of disruptive behaviour – in class or failure to conform to the School Rules. Disruptive behaviour in class may also lead to a pupil being excluded for a brief period. In any serious cases of misbehaviour, a pupil will be sent to Head of Senior Department or House Head.

If staff encounter any form of disciplinary problem within a lesson (or around School), including incomplete or late work, then the following will be adhered to:

Level 1 - Punishments

A punishment, in one of the following forms, will be given:

- i) To repeat work that has been badly done (set a deadline).
- ii) Extra work, either as an extension to homework or as a separate piece of work altogether (e.g. lines (preferably with some educational value)/essay : set a deadline).

Level 2 - Detention

A break, or lunchtime detention, which will be supervised (extra work will be given during the detention and no homework may be done). Break or lunchtime detentions can be used by subject staff in order to give individuals extra help or enable them to complete or re-do work. There is no parental involvement. Break or lunchtime detentions may also be used as time given towards helping the greater good of the whole School community e.g. litter duty, removing graffiti, tidying areas of the School etc.

This detention will be recorded in your Homework Diary, the Staff 'Detention Book' and also on your end of term report.

Level 3 – House Detention

Three detentions, or failing to turn up for any detention, will warrant a House Detention with your House Head after School one evening. A letter will be sent home to your parents informing them of the detention.

Level 4 – Letter to Parents

Three more detentions, or failing to turn up to any detention, will result in a letter home from the Senior Management Team inviting your parents into School in order to discuss your progress.

Level 5 – House Report

If a pupil is causing general concern, academic and/or social, and it is felt by the Form Tutor, the Head of House and the Head of Senior Department, that closer scrutiny will be of benefit to the individual pupil, the pupil may be placed on House Report for a short period of perhaps a week or two. The pupil will be given a form daily, by the Head of Senior Department, which must be handed to the teacher at the start of a lesson and collected from the teacher at the end of the lesson.

Parent/guardian signs the Report each evening so that they, too, can monitor progress closely. The report is then returned to the Head of Senior Department or Head of House before lessons next day.

Level 6 – Exclusion (Isolation)

If a pupil is causing a disciplinary problem within a lesson then he/she will be sent directly to the Head of Senior Department or the Headteacher (accompanied by a reliable pupil). One of the above punishments will then be issued when we have had a chance to discuss it. Should disciplinary problems continue to exist, it may be felt that the pupil be excluded from lessons.

A pupil may be excluded from lessons and placed in isolation in order to make him/her more accountable for his/her actions and to make the pupil realise that such behaviour will not be tolerated in a classroom.

For isolation, the pupil will report to the Head of Senior Department at 8.50am and will be supervised throughout the day whilst working, eating and spending his/her free time, independent of other pupils. Staff are expected to set work for the pupil so that he/she does not fall behind in their subject.

Level 7 – Suspension and Expulsion

These sanctions are for extremely serious incidents and are at the discretion of the Headteacher. Parents are fully informed and involved. The Governing Body is also informed of such serious incidents.

REVIEW BY THE SCHOOL COUNCIL

(a) Request for Review: A pupil or his/her parents, disagreeing with the Headteacher's decision to require the pupil to leave the College, may make a written application for a Review by the School Council. The application must be received by the Clerk to the School Council within 72 hours of the decision being notified to a parent, or longer by agreement.

(b) Grounds for Review: In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

(c) Review Panel: The Review will be undertaken by a three member sub-committee of the School Council. The panel members will have no detailed previous knowledge of the case or of the pupil or parents. Selection of the Review Panel will be made by the Clerk to the School Council. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

(d) Review Meeting: The meeting will take place at the school premises, normally between 3 and 10 days after the parents' application has been received. A Review will not normally take place during school holidays. A Review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.

(e) Attendance: Those present at the Review Meeting will normally be:

(i) Members of the Review Panel and the Clerk to the School Council.

(ii) The Headteacher and/or any relevant member of staff whom the pupil or his/her parents have asked should attend and whom the Headteacher considers should attend in order to secure a fair outcome.

(iii) The pupil, together with his/her parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. (The Clerk to the School Council must be given 7 days notice if the friend or relation is legally qualified).

(f) Conduct of Meeting: The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The proceedings will not be tape-recorded without the consent of both the Chair and a parent and any tape-recording will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the School. The Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write

their own notes. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and make appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

(g) Procedure: The Panel will consider each of the questions raised by the pupil or his/her parents so far as relevant to:

(i) Whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof, namely, "*the balance of probability*" will apply; and whether the sanction was warranted, that, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School's policy in that respect. The requirements of natural justice will apply. If for any reason the pupil or his/her parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

(h) Identification: If the Headteacher or the relevant member of staff in attendance considers it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chair may require that the name of that person and the reasons for withholding it be written down and shown to the Panel Members. The Chair at his/her discretion may direct that the person be identified, or not as the case may be.

(i) Pupil's Character: Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.

(j) Leaving Status: If, having heard all parties, the Panel is minded to confirm the Headteacher's earlier decision, it is open to the Panel, with agreement of the Headteacher, the pupil and his/her parents to discuss the pupil's leaving status with a view to reaching agreement.

(k) Decision: When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, s/he may adjourn the meeting; alternatively the Chair may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural regularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents of the pupil concerned by the Chair of the Review Panel or the Chairman by letter or telephone within three days of the meeting.

EMERGENCIES, WORRIES AND COMPLAINTS

Procedures

IN CASE OF FIRE – If you discover a fire, close the door and break the glass in the nearest red alarm box. As soon as you hear the fire alarm, you should leave your bags, proceed immediately and in silence outside the building by following the green fire exit signs. Still maintaining silence, you should line up in the playground in your Form Registration Group.

IN CASE OF ACCIDENT OR ILLNESS – Pupils should go directly to the Designated First Aid Officer's Room, having informed the appropriate member of staff. If it is not possible to go directly to Designated First Aid Officer's Room, a member of staff or a

prefect must be alerted as soon as possible. In the case of non-emergency problems, attend at 'surgery times'.

Surgery Times Monday to Friday

08.30am - 08.50am
11.20am - 11.40am for the Senior Department
13.00pm - 13.40pm

If the Designated First Aid Officer is unavailable, you should go to the School Office, Head of Senior Department or Headteachers Office. Any case of illness in boarders in the evenings or at weekends should be referred immediately to the House Parent.

Personal Matters

We can all have worries, problems, difficulties from time to time, which could be major or minor and which could affect an individual or a group. They might cause anxiety or prompt complaint. In a Boarding School, matters can normally be resolved or dealt with to some extent by talking to one's friend, to any member of staff or by telephoning home. THE HOUSEMASTER (Mr Cooper), HOUSEMISTRESS (Mrs Champion), or TUTOR WILL ALWAYS BE READY TO LISTEN. The Designated First Aid Officer is available as a Child Liaison Officer and will guarantee that matters may be discussed in the strictest confidence. The Headteacher (Mrs Isaac), Head of Senior Department (Mrs McMillan) and Director of Community Outreach (Mr Hampson) are also available.

A pupil may also contact other people who are not involved in the day-to-day running of the School: -

Childline – 0800 1111

The Samaritans, Grimsby – 01472 353111

Some problems are best dealt with by individual contact with one person but others may need to be dealt with by several people. It is important to stress that you may choose the people with whom you would like to speak. Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

There are many problems and situations, which may upset you. No list can ever be appropriate for all individuals at all times but you may not be able to manage alone in the following situations: -

You feel you are unable to cope owing to problems with work or for social reasons (i.e. difficulty with friendships).

You feel you are being discriminated against on grounds of race, religion, gender or for any other reason.

Someone has hurt, abused or harassed you or has made suggestions, sexual or otherwise, that you feel are inappropriate.

You feel you have been treated unreasonably by a member of staff.

You are being bullied or treated unkindly or unfairly by another pupil.

The School's pastoral and counselling system should support you through your time at St. James' and deal with most matters of concern. Under some circumstances, you may wish to make a formal complaint, especially if an informal complaint has not been satisfactorily resolved. Whether you deal with the problem alone, seek advice or help in sorting it out informally, or feel that a formal complaint is appropriate, is a matter for you to decide.

The use of physical restraint of pupils is not permitted under any circumstances. Corporal punishment must not be used on any occasion or for any reason.

Making a formal complaint

You may make a formal complaint by adopting the following procedure (with or without informing the person you are complaining about).

Write to your Housemaster/Housemistress or to the Head of Senior Department. In practice you may have discussed the matter with this person already.

Your complaint will then be registered.

The Head of the Senior Department or Housemaster/Housemistress will speak to you indicating that he/she has seen the complaint.

You will then be asked to talk the matter through, either with the Headteacher or Head of Senior Department. You may invite a pupil or a member of staff of your choice to come to this meeting with you.

If, at any stage, you are dissatisfied with his procedure, you may contact The Designated First Aid Officer (Mrs Sopp), Dr J Potter (telephone number: 342325) or Childline (telephone number: 0800 1111). They will speak to you privately (again you may have someone with you) and will advise you about what course seems sensible. At that stage, it will be up to you to make a decision, acting on the advice given.

Boarders' Complaints

If a pupil or parent wishes to make a specific complaint about any aspect of boarding and chooses not to initially lodge such a complaint with the School, he/she may contact Ofsted, the address and contact details are:

Ofsted
3rd Floor
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 9QX

Tel: 0845 6404040

DRESS REGULATIONS

All regulation uniform should be purchased from Rawcliffes, the School Uniform Shop, based in the Rectory. The shop is open on Monday, 8am - 10am and Friday, 2.30pm - 5.30pm, during Term time and at other selected times throughout the year.

A PTA Clothes Shop for second-hand clothes is also available at the School by appointment only. Please ring Becky Fisher on 01472 503273.

All items of clothing should be clearly named.

Further notes re: Dress regulation for boys

- Shoes: Only plain black polishable shoes. Not doeskin, suede or heavy 'Doc Martin' type. Boots are not allowed.
- Shirts: A shirt with a proper collar must be worn.
- Jewellery: The only items of jewellery to be worn are a cross and chain or St. Christopher.
- Hair: Should be regularly washed and trimmed and of a style, which does not cover the ears or collar.
- Earrings: Should not be worn in school. Any earrings seen will have to be removed and will be confiscated, irrespective of when the ears were pierced.
- Outerwear: A dark, one-coloured coat should be worn.

Further notes re: Dress regulations for girls

- Shoes: Only plain polishable shoes. Not doeskin, suede or 'heavy duty' Doc Martin-type.
Boots are not allowed.
- Skirts: Must be of an acceptable length ie: when kneeling, no more than two inches above the knee.
- Hair: Hair should be tied back when appropriate with plain, dark bands or hair bows.
- Jewellery: No jewellery except a small cross and chain or St. Christopher.
- Make Up: No make-up or nail varnish may be worn.
- Earrings: Should not be worn in school. Any earrings seen will have to be removed and will be confiscated, irrespective of when the ears were pierced.
- Outerwear: A dark, one-coloured coat should be worn.

REGISTRATION GROUPS 2010-2011

<u>Form</u>	<u>Tutor</u>	<u>Reg.Room</u>
7	Mrs. Hargrave	06
8	Miss Emmerson	014
9	Mrs. Benzon/Mrs. Cassidy	Transline 1
10	Mr. Johnson	104
11	Dr. Turner	03
12/13	Mrs. Lambert	Gisby

SENIOR DEPARTMENT ASSEMBLIES

Day/Time	Assembly Details
Mon 1.45pm	SMT
Tue 1.45pm	Pupil Assembly
Wed 1.45pm	Hymn Practice - MB
Thur 1.45pm	House Assembly: Blakeney – Mr J Hampson – Room 104 Lindsey – Mrs F Lambert – Room 03 Walkerly – Mrs J Cassidy – Transline 1
Fri 3.25pm	Normal Assembly

THE SCHOOL LIBRARY

The main Duty Librarian is Mrs. Hinson, assisted by a member of the School, and any queries as to procedure should be directed to her.

The Library is a place for quiet reading or borrowing books. You should not do your homework or take food and drink into the Library. Any disregard of these rules could result in exclusion from the Library.

Three books may be borrowed at any time and may be kept for a period of three weeks. Failure to return the books by the date specified may result in a fine. Books may only be issued on loan by the Librarian on duty.

THE CAREERS LIBRARY

The Careers Librarian is Mrs. F. Lambert. Please contact Mrs. Lambert to find out the opening times for the Careers Library.

THE CRAFT ROOM

As with all other classrooms, you should only enter the Craft Room when instructed to do so by a member of staff.

THE DINING HALL

Years 7 – 11 eat their lunch from 12.55pm – 1.35pm. A rota will determine the order in which year groups should report to the Dining Hall. If you have been asked by a member of staff to “take a priority lunch”, you should be prepared to explain to the Sixth Former on Dinner Duty the reason for the priority and the member of staff who has made the request. When reporting, you should line up in your Year Group and wait for the Duty Sixth Former to allow your entry.

Years 12 and 13 take automatic priority but are asked to respect the needs of other pupils to attend functions at lunch.

SENIOR DEPARTMENT – WRITTEN WORK

The same standard of written work is expected for class and homework.

1. Setting out Work

- a) Every new piece of work must carry: -
 - The date.
 - A title.
 - A page reference, if relevant.
- b) Items under a) must be neatly underlined, using a ruler.
- c) Formal work must be written in blue or black INK pen.
- d) Exercise books must not carry scribbles, doodles, etc. on the covers.
- e) Tippex should not be used. Its use in School is forbidden and should not be used at home.
- f) Handwriting should be neat and all written work must be well presented.
- g) Finished work must be ruled off where appropriate.
- h) Sketchbooks, used in Art subjects, should be full and exciting, a complete catalogue of all preparation for lessons and projects. Ideally, they would also show personal aspiration.

2. Other Points

- a) Spelling mistakes should be corrected where appropriate.
- b) In essay-style answers, abbreviations (e.g. don't, can't etc.) and slang should be avoided, unless part of a quoted speech.
- c) Maps, diagrams, etc. on paper that is supplementary to the exercise books, should be properly stuck in and should, where necessary, be trimmed with scissors and not simply torn.
- d) Diagrams/graphs should be in pencil, properly labelled, using a ruler where straight lines are required.

3. Correcting Work

- a) Work will be marked within a reasonable period of time.
- b) Work to be ‘corrected’ and relevant comments added.
- c) Exercise books will be periodically checked by a Deputy Head and/or the Curriculum Coordinator.

4. Corrections

- a) Where handwriting or overall presentation is unacceptable, you will be expected to repeat the work as additional homework.
- b) If you fail to correct the work to a required standard, it will result in one of the sanctions mentioned earlier.

HOMEWORK – THE POLICY IN THE SENIOR DEPARTMENT

Type of Work Set

Homework is an integral part of your School course and it may take any of the following forms: -

The main purposes of homework should be seen as: -

- a) Learning notes and/or diagrams.
- b) Writing essays.
- c) Practice of mathematical and/or scientific problems.
- d) Completion of classwork.
- e) Projects.
- f) Analytical/Creative/Descriptive writing.
- g) Learning for tests.
- h) Devising, designing, problem solving.
- i) Any other form of private study which may make for a rich and relevant approach to a subject.
- j) The encouragement of a self disciplined and self motivated attitude to study.
- k) The completion of relevant tasks set.
- l) Development of good work habits to the highest standard.

Time Allocation – A Guide

Years 7 – 8	:	30 minutes per subject.
Year 9	:	30/40 minutes per subject depending on subject.
Years 10 – 11	:	up to one hour per subject session allocation.

This will be flexible depending on timing in the week, topic and course work stage.

Procedures

- Instructions for work should be clearly given and should be written in homework diaries.
- In the case of school absences, homework from certain subjects can be located on the school website <http://saintjames.school.co.uk/homework>
- Work should be handed in next morning, next lesson or when requested.
- Any work of an unsatisfactory quality will be repeated in your own time.
- Rewards for good homework will be given as seems suitable.

NOTE:

All work should be completed and handed in punctually and to the best of your ability.

Whatever the task, it must be done thoroughly and well i.e. written or practical (of collection). A reading homework is as important as a written exercise and should be done as thoroughly. Testing of that thoroughness may well follow.

If you encounter problems with a particular homework, then you should go and see the member of staff concerned, the next day (break or lunch). Do not leave it until the next lesson!

Homework should always be entered in your homework diary. Remember that these are checked by Tutors at Registration and should be signed by your Parent, Guardian or Houseparent. If you persistently fail to complete your homework satisfactorily, it may result in you being given a **Detention/DEMERIT** or one of the other sanctions mentioned previously.

A Word to Parents

We would want to encourage you to make every effort to work with the Faculty Staff. Please would you ensure that the homework set is completed within the time limits set above and that you have signed the Homework Diary at the end of each week.

If you do have any queries or concerns over your son's or daughter's homework, then please do not hesitate to contact the Head of Senior Department at the School, either by phone or note.

SCIENCE DEPARTMENT

Laboratory Rules

1. You must not enter a laboratory unless instructed to do so by a teacher. At no time are pupils allowed to remain in a laboratory unsupervised.
2. You must not touch any equipment or materials unless told to do so by a teacher. You must listen carefully and follow instructions precisely.
3. You must wear eye protection when told to do so and keep it on until all practical work, including cleaning up, is finished.
4. When instructed to use a Bunsen Burner, hair, ties etc. should be tied back or tucked in to keep them well away from the flame.
5. When working with liquids or heating solids, stand up so that you can move quickly out of the way in the event of a spill. Never point the mouth of a test tube towards yourself or anyone else. Do not try any experiments on your own without your teacher's approval.
6. Never taste anything or put anything in your mouth when in the laboratory unless your teacher tells you to. This includes sweets, fingers and pencils which might have picked up dangerous chemicals from the bench.
7. If small amounts of chemicals or microbiological cultures get on your hands, or any other part of your body, wash them off. Wash your hands after work with chemicals or with animal or vegetable matter.

8. Put waste solids in the bin, never in the sink. A special container is provided for broken glass. Waste solvents and other flammable liquids should be placed in the container provided, not down the sink.
9. **Report any accident, however small, to the teacher immediately.** This includes burns, cuts and chemicals in mouth, eyes or on skin. Accidents involving acids or alkalis on the skin should be placed under a running tap and left there until help arrives.
10. Keep your bench clean and tidy, with bags placed where no one can trip over them. Hang blazers on the hooks provided. Small splashes and spills should be mopped up with a paper towel. Report bigger spills to the teacher.
11. You must not take away any materials or equipment of any kind from a laboratory.
12. The Prep Room is out of bounds at all times, unless you are given permission to enter by a staff member.

Science is fun! But remember, you have a responsibility for your own and other peoples' safety. Behave sensibly at all times, foolish behaviour may result in YOU not being able to take part in practical lessons.

THE SIXTH FORM

Privileges and Duties

Members of the Sixth Form are regarded as adults and as such are given privileges and status appropriate to their age. In return for these privileges, all members of the Sixth Form are asked to undertake certain duties and, by their own example, to support the aims of the school and to foster excellence, enthusiasm and loyalty.

Dress Code

Boys should wear a jacket, tie, smart shirt and trousers. Girls should wear a smart skirt and blouse with a jumper or jacket as appropriate. Girls are permitted to wear smart trousers provided they are worn with a jacket. Jeans and trainers are not allowed.

Cars

Sixth Form students may drive their own cars to school providing that parents/guardians have given written permission to the Headteacher before hand. No other passengers are allowed in the car unless the parents/guardians of that passenger have confirmed in writing to the Headteacher that they are willing for this to happen and accept responsibility.

Cars belonging to Sixth Form students should be parked in College Street. However, the Head Boy and Head Girl can see it as a privilege to be able to park their car near Gisby.

Attendance

Whatever the time of their first lesson, all Sixth Form students are expected to be present for registration at 8.50 a.m. each morning and to attend all School Assemblies.

Lessons/matches arranged outside normal teaching time, together with games-lessons are considered to be as important as 'A' Level lessons, and a full attendance is expected. If, for

any reason such as unfitness, a student is unable to attend a games lesson, a letter written by parent/guardian should be handed to the appropriate member of staff by 9.00 a.m. of the morning concerned.

THE SIXTH FORM BLOCK : GISBY

Gisby considerably enhances the life of each Sixth Form student but certain pitfalls must be avoided and since the building is located at some distance from the main site, a greater responsibility is placed on each student to continue participating in all the main activities of school as a whole.

Signing out

Sixth Form students may obtain permission to leave the premises by 'signing out' only from a member of the SMT or the Head of the Sixth Form. Permission will only be granted if the teacher is satisfied

- a) that no duties, lessons or assemblies will be missed
- b) that the destination and time of return are known.

All details: should be recorded on the 'signing out' sheet, which is kept in the foyer of Gisby.

Absence

As for other members of the school, if a member of the Sixth Form is absent, the school should be notified

- i) for one day, a letter written by parent/guardian should be handed to the Head of Sixth Form on the day of return
- ii) for more than one day, the parent/guardian should notify the school, perhaps by telephone that the absence is likely to be prolonged, so that work may be organised, if appropriate.
- iii) if a student is to arrive late in the morning, the school should be notified immediately, and a time of arrival should be given.

In the case of telephone calls, written explanation should also be provided on the day of return.

Lunches

Members of staff and Sixth Form have the privilege of taking their lunch before the rest of the school. Priority should be given, however, to students in the 'priority line', who have a specific need, defined by a teacher, to eat their lunch early.

Lessons

If lessons take place on the main-site, wherever possible, time should be allowed for walking to the appropriate classroom.

Food and drink

No alcoholic drink should be drunk or brought into the Gisby or anywhere on the school premises. Food and soft drinks may be taken into the kitchen area and consumed in the

Common Room. Food and drink may not be taken into the Library, classrooms or hall ways.

It is the responsibility of each member of the Sixth Form to keep the **kitchen area** clean and tidy at all times and to ensure that mugs etc. are washed at the end of each school day.

Gisby is for use by members of St. James' Sixth Form and no outside friend or visitor should be admitted unless prior permission has been obtained by a member of the SMT or the Head of the Sixth Form.

The Library

This room is for quiet work, computer work and reference to books. It is the responsibility of each student to ensure that quiet is maintained at all times and that books are returned to the appropriate place after use. If students wish to talk or to discuss work, this should be done in the Common Room, not the Library. Music can be played, but only using personal stereos as some students find this aids their studies.

The Common Room

This room is for relaxation, discussion and work during the daytime, as some students prefer this environment. Music may be played only at break and lunch times, before and after school and the volume maintained at a reasonable level.

The pool table is for use at break, lunchtime and before and after school.

Belongings should be kept in the appropriate lockers, keeping other areas clear and tidy. Coats should be hung upstairs on the main landing.

DUTIES

It is important that all students of the Sixth Form fulfil their designated duties. These may include:

Break and Lunch duties

These duties take priority over all other commitments and should be undertaken conscientiously.

In the event of expected absence on the 'duty day', it is the responsibility of the student to arrange a substitute. In the event of unexpected absence, on a student's 'duty day', it is the responsibility of the Head of Sixth to arrange a substitute.

Church duties

Most Sixth Formers help with the end of term services at Grimsby Minster by helping with a collection and ushering students, parents and guests for communion.

All Sixth Formers are ambassadors of the School and may from time to time be asked by the Headteacher to act as couriers for visitors. Other duties, as they arise, should be accepted willingly and carried out with common sense and maturity.

THE DUTIES AND PRIVILEGES OF THE HEAD BOY/HEAD GIRL

Each year one or two members of the Upper Sixth will be invited by the Headteacher after consultation with the members of the teaching staff, the Head of Sixth, the Senior Management Team and the Sixth Formers, to become Head Boy and Head Girl for the ensuing year. The duties of the Heads of School and the Sixth Formers can be best described as enabling or facilitating the smooth running of the school. As the representatives of all the students they will be expected to present positive role models to their peers and to use their influence in a pro-active manner to further the mission of the school. It is anticipated that they will have an influence among their peers and influence the way in which the students, staff and other adults within the school interact with each other.

They will be responsible for the smooth running of the School by setting up rotas and duty lists for the School Prefects and for organising other events where necessary. It is envisaged that their motivation will permeate throughout the school and it is hoped that they would be in a position to help fellow students, staff and other adults should the need arise.

By working in close liaison with the Head of Sixth, the Senior Management Team and the Headteacher, it is hoped that the Heads of School will be able to bring the ideas of their fellows and peers to the attention of Senior Staff.

It is also predicated that the Heads of School see themselves as leaders and that they initiate and execute the schemes of the students of the school in such matters as fund raising for charity through events, discos, entertainment.

In a small school like St. James', the Heads of School ought to be able to exert a considerable influence and be quite adept at helping the less fortunate members of the community. As a result of the opportunities which they are offered in their time as Heads of School, the two senior officers should develop as individuals immensely. The office confers upon the holders the ability to influence the development of the School for the period of their service. The Heads of School will also be expected to assist the Headteacher from time to time in entertaining the guests of the school and they may also be called upon to represent the School at occasions in Grimsby and elsewhere e.g. Woodard gatherings.

The privileges which the Heads of School enjoy are easy access to the Head of Sixth, the Senior Management Team, the Headteacher and to all the guests of the school and the ability to park their cars in the school grounds between The Holt and Gisby.

THE DUTIES AND PRIVILIGES OF THE DEPUTY HEAD BOY/GIRL

Two Sixth Form students will also be nominated for the roles of Deputy Head Boy and Deputy Head Girl. Through their responsibilities they will consolidate the link between the Preparatory and the Senior Departments. They will be expected to be present at the beginning of a new term in the Preparatory School to meet new and former parents and discuss or answer any queries expressed. They will also be in charge of organising meetings with Year 6 pupils to ease their transition into Year 7.

In their own capacity they will bring further support to the Head Boy and Head Girl to ensure that a positive working atmosphere dominates within the School. It is expected that

their behaviour in School, including their contribution to curricular and extra-curricular activities, will motivate and serve as a model to younger peers.

The Deputy Head Boy and Deputy Head Girl will be asked to be present at all the School functions, and their assistance will be required during events such as Church Services. As School representatives, they will be asked to entertain guests hosting events such as Founder's Day, or of another similar nature.

It is hoped that through the role they will hold, the Deputy Head Boy and Deputy Head Girl will enhance the sense of community within the School.

THE DUTIES AND PRIVILEGES OF THE PREFECTS

A representative number of school prefects will be selected from the members of the Sixth Form. They will be expected to influence the behaviour and atmosphere of the school by their input during their year of office. Together with the Head Boy and Head Girl, the Prefects will form a link of communication between the students and adults of the school and by their positive actions should be in a position to influence the lives of everyone else in the school.

All Prefects will be expected to undertake various duties from time to time and they should regard this as a privilege and, in doing so, should be able to influence the attitude of their peers to the idea of service to the community.

From time to time the School Prefects will be asked to organise events and to participate actively in school functions. School Prefects will have a significant input into events such as Founder's Day, the Carol Service, School Eucharist and School Concerts and other musical and dramatic events. It is hoped that the School Prefects will play a major role in House events and competitions and that they will feel it a privilege to take a lead in organising charity work/events and school worship.

As the post they hold is an official one it is hoped that the Prefects will regard it as an honour and do all that they can to develop the sense of community within the School.

THE SCHOOL COUNCIL

It is customary for a number of the members to be Fellows of the Woodard Corporation. As such, they attend the meetings of the Eastern Divisional Chapter of the Woodard Corporation twice a year, in March and November, and the Full Corporate Chapter meetings, which are usually held once a year in London. Of recent times, there have been a number of Woodard occasions to which some staff and pupils have been invited. It is customary for the Head Boy to attend the Woodard Festival at Lancing College each October.

The members of the School Council are:

+** Mr Barry Hannington (Chairman)

+** Mr David Bury (Vice-Chairman)

+** Mr John G Adams

** Mr David Carroll

Mr Roger J Douglas

+** Mrs Jackie D Dyson

** Mr Paul N Lynch

Mr David V Overton

+ *Fellow of the Woodard Corporation, Eastern Division*
** *Executive Committee*

USEFUL TELEPHONE NUMBERS

Main Office: 01472 503260

Prep School: 01472 503280

Pavilion: 01472 340664

Yarborough House: 01472 503262

Petchell House: 01472 503271

PAYPHONES

Petchell House: 01472 319302 (Boys' Boarding House)

Yarborough House: 01472 319303 (Girls' Boarding House)

Gisby: 01472 319305 (Sixth Form Block)

Senior School Timetable

	REGISTER	1	2	3	4	BREAK	5	6	LUNCH	REGISTER	ASSEMBLY	7	8	9
Monday														
Tuesday														
Wednesday														
Thursday														
Friday											1.45 - 2.15	2.15 - 2.45	2.45 - 3.25	Full School Assembly

Registration: 8.50 - 9.00
Lesson 1: 9.00 - 9.35
Lesson 2: 9.35 - 10.10
Lesson 3: 10.10 - 10.45
Lesson 4: 10.45 - 11.20
Break: 11.20 - 11.45
Lesson 5: 11.45 - 12.20

Lesson 6: 12.20 - 12.55
Lunch: 12.55 - 1.40
Registration: 1.40 - 1.45
Assembly: 1.45 - 2.05
Lesson 7: 2.05 - 2.40
Lesson 8: 2.40 - 3.15
Lesson 9: 3.15 - 3.50