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TONBRIDGE SCHOOL

PARENTS' HANDBOOK

The school's purpose is to offer an all-round education to intelligent boys, within a structured environment of care, support, and encouragement, which promotes both individual development and a strong sense of community.

This handbook has been produced to give parents the information that will enable them to work with the school in providing the best possible education for their son. The opening section covers the School's Ethos and Aims, its Philosophy of Care, Pastoral Care – The Framework, while information that might be needed in the future is listed in alphabetical order for ease of use. Policies can be found in the appendices at the back of the handbook, and on the school's website

Additional guides and booklets connected with your son's education will be sent to you at the appropriate time. The information in this handbook is correct at the time of issue, and parents will be kept informed of any changes that occur. However while details may alter from time to time, policies and procedures are unlikely to change significantly during five years, and so it is hoped that this handbook will be a valuable source of information throughout your son's time at Tonbridge.

An up to date version of the handbook can be found on the school's website – www.tonbridge-school.co.uk or downloaded from the Parents' Portal.

Ethos and Aims

Tonbridge School aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued. A well-established house system at the heart of the School fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity.

We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and, in many cases, to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others: in the words of the great novelist and Old Tonbridgian, E.M. Forster: 'Only Connect'.

Philosophy of Care

Tonbridge School aims to give an academic education of the very highest standard, and through its academic, recreational and other facilities, to enable boys to acquire the self-reliance and sense of duty and values necessary for them to play a constructive role in the changing world to which they belong.

The School believes that the house system at Tonbridge provides equality of opportunity through a caring environment in which each individual, with support, mutual respect and encouragement of members of staff and of other boys, is valued and is allowed to develop his own personality and talents while learning to live as part of a community. We aim to ensure that this community is one in which there is no place for harassment, discrimination or bullying.

We aim to develop high standards in all aspects of life; moral, intellectual, cultural, spiritual, athletic, and social. We likewise expect the highest possible standards of appearance, dress, and manners, and welcome the support of parents in achieving all our aims.

The School keeps its policies and practices under constant review to ensure that they cater in the most effective way for the welfare of all its pupils. The School carries out regular inspections of its facilities and buildings to ensure that all boys are provided with appropriate conditions in which to work and live.

Care for every aspect of each boy's life at Tonbridge is the responsibility of all teachers, and especially of housemasters. The prime responsibility is to safeguard and promote the welfare of each boy. However, young people also have rights which must be observed by housemasters and staff. Key principles are established in law to promote and protect the rights of young people, in particular with reference to privacy, independence, dignity, choice, and self-fulfilment.

The rights and welfare of all children are addressed by the 1989 Children Act. In its child protection policy the School also follows the principles laid down in a more recent DfES policy document 'Safeguarding Children and Safer Recruitment in Education' (January 2007).

The School is subject to inspections by Ofsted. These inspections assess whether the School is meeting the National Minimum Boarding Standards for Boarding Schools, published by the Secretary of State under Section 87C of the 1989 Children Act. The most recent boarding inspection was in March 2011.

In September 2005, the School introduced a new Anti-Bullying Policy. This is regularly monitored and appropriately revised. A member of staff, known as the Anti-Bullying Co-ordinator, promotes initiatives among boys and staff to help prevent bullying behaviour. The Behaviour Policy lays down clear expectations of behaviour. Rewards and sanctions in use at the School are clearly set out, as are the roles and responsibilities in promoting and enforcing the policy.

The School aims to ensure that there is constant liaison and exchange of information between parents and the School during the five years that a boy is at Tonbridge.

Pastoral Care – The Framework

The foundation of the pastoral care framework is the house system and the prime responsibility for a boy's welfare and progress at the school lies with his housemaster. There are seven boarding and five day houses.

All boarding housemasters are assisted in their pastoral duties by an assistant housemaster, a team of 5 house tutors and a house matron. House matrons are accessible to all boarders for long periods of time during any given day. They take responsibility for a wide range of the needs of boarders, including medical help, laundry, hospital or dental trips, but they also offer invaluable pastoral support and a ready ear to listen to boys' problems. A boarding house is manned by a responsible adult (housemaster, assistant housemaster, tutor, matron, housemaster's wife, or other school employee) throughout any given 24-hour period during term-time.

Day housemasters have a team of four house tutors to assist them. There are inevitably longer periods during the day, such as teaching periods, when day houses are left unmanned by adults. During such times boys are always within easy reach of the main school buildings and have access to emergency contact numbers and telephones.

The role of assistant housemasters and house tutors is to support the housemaster in his general pastoral duties on a regular basis, but also to take specific responsibility for a group of boys within a house. This takes the form of academic advice, particularly when reports are circulated, but also pastoral support and encouragement. The house pastoral team will be involved in a wide range of house activities. Tutors for boys in the first year are also encouraged to give additional support. Housemasters appoint some boys in their top year as house praes to assist them in running the house and helping to solve problems involving the welfare of other boys. School praes are appointed by the Headmaster to help him and the Second Master in a similar way in the school. These praes receive induction at the start of their term of office and are subject to continual supervision and monitoring of their role.

The school pays particular attention to the need for boys to have access to different members of staff for advice and help. The Upper Master oversees the welfare of the top 3 years on a whole school basis. The Lower Master oversees the welfare of the first two years on a whole school basis. The School Chaplain can be approached at any time during the school week as a further source of advice and help. In addition, all boys are made aware that the School Counsellor is available three days a week to see in confidence. The Welfare Group meets regularly under the Chairmanship of the Second Master to monitor specific welfare issues.

The Medical Centre staff are available 24 hours a day during term-time and a school doctor is on duty every morning except Sunday. Boys may make confidential appointments with a school doctor or with any other doctor at the local practice (Warders Medical Centre).

All boys have the opportunity to contribute their views on aspects of the pastoral system through a school council, house councils and house food committees. There is also a clearly stated complaints procedure for boys and others wishing to make formal complaints about any aspects of school life. The whole pastoral system is formally monitored and supervised by the Second Master (who is also the designated Child Protection Co-ordinator), and by the Governors' Pastoral Committee. They report respectively to the Headmaster, and to the Governors of the school.

Absence from school

All pupils are expected to begin and end term on the stated dates. The school publishes term dates two years in advance, and family holidays should be arranged to coincide with the school holidays.

Pupils should not be absent from school for non-medical reasons (family celebrations, attending major sporting events etc.) unless prior permission has been granted by the Headmaster. Parents are asked, given the importance of taught lessons, to consider whether it really is necessary for their son to be absent from school. Any request for leave off school (other than for school organised activities) should be made in writing to the Headmaster at least two weeks in advance: such requests should not be written as a *fait accompli*, which can place the school in a difficult and possibly contentious situation. Routine medical treatment (e.g. an appointment at the orthodontist) should, wherever possible, be arranged outside school time. If it is essential that a pupil miss lessons or other school commitments, the Housemaster must be informed in writing.

If a day boy is taken ill and cannot attend school, parents should contact the Housemaster on the morning of the first day of absence, and keep in regular touch thereafter.

Academic Programme

The academic programme for each year in the school is contained in the *Educational Course Booklet*. This booklet can be downloaded from the website using the link: <http://www.tonbridge-school.co.uk/academic/education/index.usml>

Academic Terms

It is important to note that there are specific events for each term and that boys are present for the whole term (see also section on Absence from school).

At the beginning of each term all boys are given a copy of the Lists and Calendar for the coming term. This small booklet contains details of the term's events as well as complete lists of staff and boys. After tea with the Housemaster parents will also be given a copy of the school's Educational Course, which outlines the future academic programme.

Novi: On the first Wednesday of the Michaelmas Term all new boys, with their parents or guardians, are invited by their Housemasters to tea in their Houses. Boys should wear smart casual clothes. Housemasters will then look after the boys while parents and guardians attend the Chapel for a brief address by the Headmaster at 5.00 pm. Housemasters will give the precise details of the timings for afternoon tea in a separate letter. **Day boys** should note that this is the afternoon before the first full day of term.

The essential exercise books and other important handbooks that are required by first year boys are parcelled together and delivered to the Houses so that they can be issued in good time for the coming term.

Thursday will start with a Chapel service at 8.35 am, but day boys should arrive by the usual check-in time of 8.20 am. After Chapel boys will be collected by their House Tutor, who will guide them through their first morning at Tonbridge.

Lunch will be taken in Houses at 1.00 pm, and all first year boys will be involved in a games session from 2.30 until around 4.00. It is therefore important for day boys to make sure that they have their games kit at school for this first afternoon, and for their parents to note that day boys will be able to leave school around 4.30 on this first Thursday.

Friday sees the start of normal school routine, with five lessons in the morning, a pursuits period after lunch and two further lessons in the afternoon. This will be followed by a games session which will

finish around 6.00 pm. (Please see the section 'Timing of school days to see how the timetable on a Friday afternoon changes according to the winter and summer timetables.)

On **Saturday** afternoon there will be games for everyone in the first year - day boys will be free to leave by 4.30 pm. Boarders spend the first weekend at school when a range of activities will be available.

On the first **Sunday** of term day boys and their parents are invited to attend School Matins at 10.30 am in the Chapel. There will be a reception in Old Big School after the service.

Further information about the school routine and times can be found under Departure times for day boys, Timetable information and Timing of school days.

All years – important term events to note

Michaelmas Term: House Rugby, Novi House Swimming Gala, House Art and House Music Competitions. On the last Sunday of term there are two Parents' Carol Services (4pm and 7pm) to which all parents are invited by House, rotated annually. During the last few days of term all Houses host either House Lunches or Suppers. A prize-giving assembly is held on the last Thursday of term.

Lent Term: House Hockey, Soccer, debating and film competitions. A prize-giving assembly is held in the last week of term. A Chapel service is held for all boys at 12.30pm on the last day of term.

Summer Term: A service and reception for leavers and their parents, a prize-giving assembly is held on the last Friday of term, along with Athletics finals, Interviews for the Upper Sixth with the school Governors, the Leavers' Concert, and the Leavers' Ball (see also section on Skinners' Day).

Access to Boarding Houses

School policy is to restrict unsupervised access to boarding houses by people from outside the school unless they have undergone CRB checks. Parents are asked to be aware of this policy and to respect, as far as possible, the privacy of boarding accommodation. They should alert the Housemaster, Matron or member of the House Pastoral team to their presence in the House.

Aerosol products

In the light of the possible dangerous misuse of aerosols and the ready availability of alternative non-aerosol products, the possession and use of aerosols, other than those dispensing deodorant, shaving foam or gel, on school premises is discouraged.

Afternoon Activities

In the first year all boys follow a mixed programme of Activities on a Wednesday afternoon, which includes personal, social and health education, sports coaching, various academic tests, drama and arts events.

In the 2nd Year boys may choose between joining one of the Combined Cadet Force (CCF) sections – Royal Navy, Army or Royal Air Force – or the Terriers, whose programme includes first-aid, orienteering, climbing, cooking, community service, camping and canoeing. In addition Art Scholars may join Art, and Music award holders may undertake musical activities.

In the final three years the choice of activity broadens to include Community Service, Design Technology, Computing, Chess, Rackets, Stage Crew, Conservation, Tonbridgian production. A full list of these activities can be found in the *Educational Course*, which will be issued to new parents on the first day of term.

Alcohol

The effects of drinking and juvenile alcoholism are a major concern to all schools. Boys need to be advised sensibly and educated. This is achieved in part through the school curriculum, supported by the school's policy on alcohol (see *Appendix A*, The Memoranda). School rules state that no boy below the Upper Sixth is allowed to visit a public house at any time when the school has responsibility for him. When a boy goes home for the weekend, it is accepted that he is then the responsibility of his parents. However difficult situations have arisen when boys 'officially' at home are seen drinking in Tonbridge public houses, and this makes it more difficult to enforce the school rules applying to those staying at school over the weekend. We have therefore laid down a rule that Sixth Form boys, whether at home or at school, are not allowed to drink in Tonbridge public houses, and parents are asked to reinforce this ruling to their sons.

American Universities Evening

In the Michaelmas Term there is an 'American Universities Evening' for boys who are or may be considering attending an American university. An expert on American Universities gives a talk, and each year we hope to secure an admissions tutor from an American University. The evening is open to boys and parents across all years, but is most relevant for those in the Lower Sixth.

Arts programme

Each term the school produces an Arts Programme, listing the dates and times of all Plays, Concerts, Exhibitions and Seminar Lectures that are planned for the term. The programme is usually sent to parents at the end of the preceding term. Parents are most welcome to attend any of the listed events – a booking form is contained within the programme, or alternatively the Box Office is open Monday to Friday between 9.00 am and 5.00 pm - telephone 01732 361908.

Bed Linen

Boarders are expected to bring their own duvets and covers from home. These are not sold at the school shop.

Behaviour Policy

The Behaviour Policy is to be found in *Appendix E*. It has been designed to ensure an acceptable standard of behaviour in and around the school and on any school activity. The policy emphasises the positive behaviour we expect; a new code entitled 'Expected Behaviour at Tonbridge School' is included in the policy and will be given wide promotion around the school. Also set out in the policy is the system of rewards and sanctions used, and a statement of roles and responsibilities in promoting and enforcing policy. School detentions form part of the sanctions and details of these are set out in *Appendix E*.

Bullying

The school does not tolerate any form of bullying. There is a strict anti-bullying policy, which is given to all boys (see *Appendix D*, Anti-Bullying Policy). Throughout their time at the school, boys are taught to respect one another and to develop a constructive and co-operative approach to the needs of others in the community. Understanding and adhering to the anti-bullying policy is an important part of this development.

Calculator and geometric instruments

Your son will probably already have geometrical instruments (ruler, protractor, compasses, etc.): all he needs to know is that the Pound stocks replacement items.

He will also need a scientific calculator, i.e. one that has function buttons like SIN, COS, TAN and LOG and that can cope with numbers in standard index form. There are restrictions on which models are allowed to be used in GCSE and AS/A level maths exams. Our recommended model satisfying these restrictions is the widely available Casio fx-83MS. This inexpensive calculator is stocked in the

Pound and your son is strongly advised to purchase this model if he does not already have a scientific calculator or if he is thinking of replacing his current calculator.

Careers and Higher Education

The Universities and Careers Department contains a careers and universities library, the University and Careers Advisor's office, and an interview room. There is extensive literature on a very wide range of careers, and a full set of university prospectuses. In addition there are three universities evenings held throughout the year – Admission to American Universities in the Michaelmas Term, Admission to Oxford or Cambridge in January, and The Universities Evening (for all university matters) at the start of the boys' Lower Sixth Summer term. Careers evenings are also held during the year covering a variety of areas, for which the speakers typically include Admissions Tutors, recent OTs who are working in the area, and more senior members of the profession.

Advice and information about Higher Education is available at every stage of a boy's time in the school to guide his choice of course and university. The Tonbridge School [Higher Education Guide](https://portal.tonbridge-school.org/sites/intranet/departments/careers/heg/default.aspx) (<https://portal.tonbridge-school.org/sites/intranet/departments/careers/heg/default.aspx>) website provides extensive information and guidance.

Full details of the school's Policies and Practices with respect to Careers and Higher Education are given in *Appendix I*.

Change of Address

Parents are asked to inform the Headmaster's Office immediately, in writing, of any change of address and telephone number(s) so that the school's records can be kept up to date. Alternatively, parents should visit the Parents' Portal home page where they can check contact details held for them on the school's database and make amendments via the Contact Details Amendment form. It is of utmost importance that the school has daytime and evening numbers (including, if relevant, mobile numbers), fax and e-mail details in case of emergency.

Chapel

The school is a Christian foundation, and Chapel Services are an important and regular part of school life (see also section on Academic Terms). All boys are expected to attend weekday services and all boarders attend the Sunday services.

Day boys and parents of all boys are most welcome to attend all Sunday services. House Services are held regularly, when parents and friends of a particular House are invited to the Sunday service and afterwards to a reception hosted by the Headmaster and Housemaster.

Boys of all faiths are expected to attend Chapel services and they are also encouraged to attend their own places of worship on particular religious festivals or days of special observance.

The Chaplain plays an important role in the pastoral development of boys. Boys may approach them at any time to discuss problems or issues affecting their lives.

One of the roles of the Chaplain is to prepare boys for confirmation. The Confirmation Service is held during the Summer Term, and those boys who have chosen to be confirmed will attend a number of classes during the preceding months. Early notice of confirmation is given to parents via the Headmaster's Letter (see the section on Headmaster's Letter).

Senior Chaplain: The Rev'd D A Peters, tel: 01732 364320

Child Protection

The school has a formal Child Protection Policy which is consistent with the guidelines issued by the DCSF and the Kent Local Safeguarding Children Board. The full policy is published in *Appendix B*. The Second Master, Mr C W Jones, acts as the school's Child Protection Co-ordinator with the Upper Master, Mr A J Edwards, and the Lower Master, Mr J C Harber, acting as his deputies. The Governors' Pastoral Committee monitors Child Protection issues. A welfare group meets regularly under the Chairmanship of the Second Master to discuss any pupils felt to be at risk.

Communication

The School believes that it is vitally important to keep parents fully informed of both their son's progress and what is going on in the school at large. If a Housemaster is concerned about a boy's behaviour or progress he will contact the parents, similarly parents should contact their son's Housemaster if they have any concerns or worries. Parents receive reports (via the Parents' Portal) during and at the end of every term, and there is a Parents' Evening during each year of a boy's time at the school. (See the section on Interim Reports and Parents' Evenings.)

The Headmaster's End of Term Letter (via the Parents' Portal) informs parents of achievements, changes and coming events, and more information is given in the yearly News from Tonbridge. The Lists and Calendar booklet gives a detailed programme of events in the school, and further information is available from the School web site – www.tonbridge-school.co.uk All parents have access to the Parents' Portal where they will be able to, for example, read their son's reports, change their contact details, download consent forms for weekend leave, view documents including end of term letters and mailings, and find Housemaster and academic staff contact details.

There are also many other more informal opportunities for communication with staff at the Parents' Arts Society meetings and at various House and school events.

See also the sections on Half-Term Mailing, the Headmaster's Letter and Lists and Calendar.

Complaints

If at any time parents have cause for concern or occasion for complaint, they should raise the matter with the school as soon as possible. All concerns or complaints will be taken seriously and with respect, and the school will respond promptly. Parents should feel free to talk directly with a member of staff, to telephone, or to write with details of the issue that concerns them. In the first instance it may be best to address a concern to the member of staff most closely involved with the matter at issue (e.g. the Housemaster, Head of Department), but there may be some concerns which parents prefer to bring directly to the Second Master or the Headmaster. Parents also have the right to contact Ofsted. Full details of the Complaints Policy can be found in Appendix C.

Confidentiality

Medical information about pupils, regardless of age, is confidential. Boys can therefore talk to the school doctors or the Medical Centre nurses in confidence. On occasions it may be necessary for the doctors or nurses to pass on confidential information to parents, or members of the teaching staff, if they consider it to be in a boy's best interest or necessary for the protection of other members of the school community. Wherever possible any information is passed on with the boy's consent. A similar level of confidentiality applies to all discussions with the School Counsellor. Although Housemasters and other members of the teaching and pastoral staff do not have the same professional obligation to preserve confidentiality, they are required to handle sensitive information discreetly. Housemasters have a duty to ensure that any confidential information passed to them by parents about their son is used in the best interests of the child. There may be occasions when a Housemaster will seek to persuade a parent that such information should be passed on to others, if they consider it to be in the boy's best interest or necessary for the protection of other members of the school community.

Contacting the school

If parents wish to contact the school on any matter, it is normal practice to telephone or write to their son's Housemaster in the first instance. Housemasters will always ensure that parents know which are the best times during the day for telephone calls.

In the case of an emergency, school Reception should be contacted directly or email the Headmaster's office: hmsec@tonbridge-school.org. The school Reception's telephone number is 01732 365555. Other useful numbers are displayed in the termly School Lists and Calendar.

**Reception is open from 9.00 am to 5.30 pm on weekdays
(but closes at 5.00 pm during school holidays)
and from 9.00 am to 1.00 pm on Saturdays
(12.00 pm during school holidays).**

Counsellor

The School Counsellor spends three days a week at the school, and boys who are experiencing any form of difficulty may book a free confidential session. House notice boards give full details of how boys should book their appointments with the Counsellor. Please also see the section on Confidentiality.

The Counsellor, Ms Shirley Lauryn, is always willing to meet parents where that might be helpful. To contact the Counsellor please ring 01732 365555 and ask for extension 4254.

Damage

In general where it is clearly established that a boy is responsible for damage to any school building or school property, he is charged by his Housemaster for the cost. This cost is based on a scale of charges issued by the school's Estates Department.

Data Protection

The school has a formal Data Protection Policy which is consistent with the Data Protection Act 1998. The Policy is available to parents on request. The Bursar acts as the school's Data Protection Controller (DPC).

Dental Care

All boys can be treated in an emergency by the school's Dentist. Routine dental treatment and check-ups should be arranged during school holidays.

Departure times for Day Boys

A day boy may return home after his school commitments for a given day are completed. In reality a boy's earliest departure times are listed below, but many boys will be involved in a number of activities and hence their departure time could be up to ninety minutes later on Mondays, Tuesdays and Thursdays.

Monday	4.15 pm	(after the last lesson)
Tuesday	4.30 pm	(after games)
Wednesday	6.05 pm	(after the last lesson)
Thursday	4.30 pm	(after games)
Friday	6.05 pm	(after games in the summer and after last lesson during the winter timetable)
Saturday		After school matches have been completed

On a Saturday, home fixtures are likely to be completed by 4.30 pm, while boys involved in away matches are likely to return to school between 5.30 and 6.30 pm depending on the length of the journey.

Boys not involved in games on a Saturday afternoon may leave after lunch (2.00 pm), but they are encouraged to stay and watch the home matches if at all possible.

Day boys staying for evening events are expected to arrange with their parents as to whether they are staying at school for an evening meal or are going home before returning later. The boy should then inform his Housemaster of his plans.

Detention

There are three forms of detention which can be used as part of the system of sanctions within the Behaviour Policy.

Sunday Extra Work Class is held every Sunday (except exeats) from 4.00 to 6.00 pm for issues connected with unsatisfactory work and behaviour.

Wednesday School Detention is held every Wednesday from 8.10 to 8.50 am for issues of misbehaviour, unauthorised absence and other disciplinary matters.

Headmaster's Detention is held on set Saturdays from 7.30 to 9.30 pm. This is for more serious disciplinary matters and any boy in this detention will automatically see the Headmaster or Second Master.

Housemasters will give parents at least two days' notice if their son has been placed in one of these detentions. The full detention procedures are published in Appendix E.

Dietary Supplements

The Tonbridge Medical and Sports Coaching staff have taken the decision to discourage strongly the use of protein and creatine (dietary) supplements at Tonbridge School as it is understood that many boys are taking these with the aim of gaining muscular mass. We will endeavour to educate the boys in the reasons behind our decision, and would welcome your support. Our decision is based on advice from the School Doctors and Jane Griffin BSc RD Rnutr, Sports Dietician and Nutrition Consultant for the England Cricket Board and for Harlequins England Rugby Academy who state that a healthy balanced diet should be all any boy needs to develop and grow in a healthy way. There are extreme risks with certain unregulated supplements (often internet bought) and even regulated supplements can be harmful if overused. Further information can be obtained from www.eatwellperformbetter.co.uk

Drama

Drama lessons are an integral part of the first year curriculum, thereafter GCSE Drama becomes part of the lower school option system. In the Sixth Form an AS/A2 Theatre Studies course is offered. All these courses mix a good deal of practical work with analysis of plays and practitioners, the performance elements being assessed in all three terms. There are regular theatre trips throughout the year.

Outside the classroom, the Drama department is the focus for School and House plays. In the Michaelmas Term there are at least two house plays, sometimes directed by pupils, a main school play and a Junior Drama Society evening, which gives those new to the school an opportunity for the exploration of more experimental work. One of two GCSE Drama performances also takes place in early December. In the Lent Term two more House plays are performed, the second of the GCSE practical elements is performed and the A2 devised play ends the term. In the Summer Term the Junior Play (for boys in their first and second year) takes pride of place. The AS play is also performed in early May, completing the practical examination work for the year in this subject. Exam pressure dictates that there are no House plays during this term, but pupil initiative often results in a Lower Sixth Play, more often than not directed by pupils, being performed after the main exams are over. There is also a short

drama performance on Skinners' Day. The female roles for all school and House productions are taken by girls from local school, most prominently Tonbridge Grammar School for Girls, with whom we have built up a close working relationship.

Woven into this pattern of productions are a large number of professional performances affording pupils the opportunity to see some of the best of this country's touring theatre companies.

Drama and theatrical activity also give boys the opportunity to work backstage. There is a stage crew who meet during Activity time on Wednesday to build sets, set lights and deal with the other technical aspects, though boys who are particularly interested in this area of work often drop in at other times to help out.

Drama scholarships are awarded each year, the assessments taking place during the Lent Term.

Dress and Appearance

The school expects that all boys will have high expectations when it comes to their general appearance. The detailed dress requirements are stated in The Memoranda (see Appendix A) and clothing lists are available on the Parents' Portal. All boys must abide by the school regulations regarding dress, and repeated failure to do so may well result in a boy being sent home.

It is particularly important for boys to pay careful attention to the guidelines regarding hair; any boy who contravenes the The Memoranda will not be allowed to take part in any school activities (e.g. representing the school at games), and failure to rectify the problem in a given period of time may result in a boy being suspended from school.

It is also very important that boys set high standards when they are off the school campus. Day boys walking to and from school are allowed to wear a non-regulation jacket but otherwise they should be wearing normal school dress.

Driving by boys

The school policy prohibits any boy from driving to or from school without the Headmaster's permission. Day boys, when they have passed their driving test, may apply for the Headmaster's permission through their Housemaster. Where permission is granted it is only for journeys to and from school, and boys may not use their cars for any other purpose.

Boys must also seek the Headmaster's permission if they wish to drive other boys to and from school and the same applies to the passengers – they must have permission to be driven to school by another boy. It is extremely rare for boarders to be given permission to keep a car at school.

Boys may not use motorbikes.

If driving lessons are arranged during term time Sixth Formers must ensure that they do not clash with school commitments.

Drugs

The school is totally opposed to the use of drugs and so called 'legal highs', which is reflected in the school's policy (see Appendix G). The policy is designed to support and protect every individual in the school community as well as each and every parent.

E-mail

All boys have access to e-mail facilities subject to abiding by the school's policy The Acceptable Use of Computers at Tonbridge. A copy of this policy can be found in Appendix F.

Equal Opportunities

The school is committed to securing equality of opportunity through the creation of an environment in which pupils are treated on the sole basis of their relative merits and abilities. This commitment is shared by all pupils, staff and governors.

There is a written policy on discrimination which is available to parents on request.

Evenings

Boarders will usually have their evening meal in Houses at approximately 6.15 pm Prep will then commence at 7.00 pm

Society talks, meetings, concerts, plays etc will also take place on various evenings during the week. Boarders may attend these events with the permission of their Housemaster. Housemasters will ensure that boys keep the right balance between attending such events and keeping on top of their academic work. (See also section on Leave into Town and elsewhere.)

Day boys who wish to attend any evening event may order an evening meal from the Orchard Centre, rather than going home and then returning later in the evening. Boys need to obtain a signed slip from their Housemaster in order to obtain their evening meal.

Examinations (Public)

The school prepares boys for the following public examinations:

GCSE: nine or ten subjects are taken at the end of the 3rd Year. Some boys will take Mathematics, and/or French at the end of the 2nd Year.

Advanced Subsidiary, AS: four subjects (usually) are taken at the end of the Lower Sixth. We are unable to provide tuition in more than four subjects within the timetable.

Advanced Level: about two thirds of the Upper Sixth continue with all four AS subjects and are examined in the summer of their final term. The remainder either take three subjects or, in a small number of cases, take up a new subject at AS level in the Upper Sixth if the timetable allows.

The school is a centre for public examinations only in the summer of an academic year. It is school policy not to use the January session for AS re-takes in particular as, while it may improve performance at that level, it would undermine preparation for A2 examinations. Immediate past leavers will be able, if necessary, to re-take A level modules in the January or June of the year after leaving the school but a charge for invigilation will have to be made.

In addition the school is a centre for Associated Board Music examinations. Contact the Director of Music for further details.

External examination charges

It is the policy of the Examination Boards to require payment of exam entry charges in advance. This is why, to some parents' understandable surprise, these charges appear on their school bill before their son has taken the examinations.

Examination Results

A level, AS and GCSE results are made available to the school towards the end of August. Precise dates are announced for each year in the calendar and on the Parents' Portal. Each boy's results are emailed to his school email account at 9 a.m. on results day and shortly after that will appear in the "My Son" section of the Parents' Portal. From 2011, exam results statements will only be provided by the Examination Boards electronically.

Heads of Departments, Careers Department staff and the Director of Studies are available for consultation, about A level results only, from the Thursday until the Saturday after the results have come out.

Enquiries about Examination Results

The Director of Studies publishes advice and information about challenging the marking of exam papers at the end of the Summer Term. Essentially such enquiries about results have to be made through the school as the examination centre. The examination boards will not entertain enquiries made by individual candidates or their parents.

Examination Certificates

The A level certificates typically arrive at the School in November. These certificates are very valuable documents and are extremely difficult and costly to replace if they get lost.

Our normal policy is to send them by mail to the address we have for each boy on the main school database and to send them “recorded delivery”. This means that they have to be signed for on receipt and it is thus very unlikely that such a package would get “lost in the post”. Unfortunately, however, recorded delivery is only available for UK addresses. Furthermore some countries’ postal service is more reliable than others.

We therefore ask boys whose address is overseas to make a choice between five options:

Option 1: Ask the School to keep your certificates until you come to pick them up in person.

Option 2: Ask the School to hand your certificates to an authorized person on your behalf. We would need an e-mail to say who that person is going to be.

Option 3: Ask the School to send them recorded delivery to a named person at a UK address, e.g. a relative or a guardian. This is a good option for those who will be studying in the UK this autumn. We would need that name and address before you leave and, if it changes, you would have to remember to let us know.

Option 4: Ask the School to have the package couriered using DHL, FedEx or another agency to the overseas address we have on our database. This is likely to be an expensive option for which we would have to charge. You would also need to let us know which of these agencies typically operate in your country.

Option 5: Ask the School to have the package couriered using DHL, FedEx or another agency to a different overseas address to the one we have on our database. This would have the same cost as option 4 and you would have to check that we have the right address for you.

Exeats

In each term there are one or two fixed long or short exeats, in addition to the half-terms. The dates for these, together with the start and end of each term, are published well in advance. In the Michaelmas Term the first long exeat is from Friday lunchtime to 9.15 pm on Sunday evening and the second fixed long exeat is from Saturday afternoon to the Monday evening. In the Summer Term there is a long exeat, covering the early May Bank Holiday, running from Saturday afternoon to Monday evening. All the other exeats are from Saturday afternoon (after games commitments have been fulfilled) to 9.15 pm on Sunday evening. On long exeats, lasting for more than one night, the school is closed and boarders are expected to go home with parents or guardians.

See also the sections on Returning to school after the holidays and exeats and Weekends when there is no exeat.

Eye Tests

It is desirable that a boy's eyes are tested at about the age of 13, before entry to the school, even if there is no reason to suspect problems.

Foundation

Tonbridge owes part of its success as an outstanding school to a continuing programme of development, which has given the school some top class facilities over the years, including the Foundation Astro, the Tonbridge School Centre and the ICT network upgrade.

School funds alone cannot bear the cost of development, and Tonbridge is lucky to benefit from the generosity of parents and Old Boys. Since 2003, this generosity has grown, thanks to the creation of a separate charity: the Tonbridge School Foundation. The Foundation is managed by a group of Old Tonbridgians, parents and governors – people who know what it is to give to the school and play a part in its success.

As well as raising funds for new facilities, the Foundation is funding a new range of means-tested scholarships and bursaries – Foundation Awards - to support the school with its plans to widen access to a Tonbridge education.

The Foundation involves supporters in the excitement of new projects and provides regular updates on what these developments are doing for the success of the school. Giving is at its most satisfying when one can see the results of one's generosity.

Games Programme

Organised games form an integral part of the curriculum at Tonbridge. It is school policy that every boy should have a minimum of three games or exercise sessions per week, and that as many boys as possible should represent the school in inter-school fixtures.

Accordingly, each sport has its own programme of fixtures with other schools (usually but not exclusively on a Saturday afternoon), and a boy is expected to play for the school if he is selected for a team (on some Saturdays during the year there can be up to 380 boys involved in some form of school sport).

Each sport runs its own practice sessions on Tuesday, Thursday, and Friday afternoons (see section on Timing of school days.). Some practice sessions are given over to inter-House matches, which mean that many boys have an opportunity to represent their House in various sports at an appropriate age level.

A weekly programme for each sport is posted on the relevant games intranet site, and a copy is also displayed in each House. Boys should therefore know exactly where, and indeed when, each of their games sessions is taking place

In most sports boys will be placed in ability groups (usually called a "game") and will receive appropriate coaching. Sport coaches carefully monitor a boy's progress and, if appropriate, he will have the opportunity to move up to a higher ability game, and as a consequence some boys will be asked to move down. (See also the sections on Sports choices, school matches, and Sport injuries.)

Guardians

To assist the school in caring for the pupils of parents living overseas, the school requires parents to nominate a guardian who is resident in the UK. A pro-forma contained in the Information Pack for New Parents must be completed and returned to the relevant Housemaster before a pupil commences his education at Tonbridge.

The role of a guardian is to provide or arrange accommodation (if required) for the pupil:

- during school holidays, half-terms or Exeats;
- if the school has to close temporarily because of an emergency, e.g. fire or epidemic;
- if the pupil has to be away from school on medical advice or if he is temporarily suspended;
- to take decisions in emergencies on behalf of the parents in cases where the school is not empowered to do so;
- to be accessible in case of emergency.

Given the above reasons for guardianship it is important that a pupil's guardian does not live too far from the school – ideally within two hours' drive of Tonbridge.

Hair

The Memoranda state that “hair must be tidy and neither excessively short nor long (not over the collar). Hair must not be dyed or tinted, nor cut or dressed in any extreme fashion”. Boys have had a tendency to push against the limits of tolerance for several generations, with only the nature of the passing individual fashion changing. Parents are asked to support the school in what is not meant to be a repressive policy, but one that insists on boys' appearance being tidy and within reasonable parameters, so as to reflect better on themselves and on the school.

Half-Term Mailing

Letters giving details of concerts, plays and other relevant information will be accessed from the Parents' Portal. Parents will be sent notification by email that the information is available at the start of each half-term.

Headmaster's Letter

At the end of each term the Headmaster's letter to all parents includes details of the term's achievements and advance notice of forthcoming events including school trips. Parents will be sent notification by email that the letter is available on the Parents' Portal.

House Awards

Boys who have made a significant contribution, in one way or another, to life in the House, or have generally been a credit to the House in some aspect of school life, are rewarded with some form of House Award. See also 'Behaviour Policy'.

House Matrons

A Matron and an Assistant Matron assist each boarding Housemaster. In some Houses they are resident. The name of the Matron in your son's House is in the House Information Sheet issued by the Housemaster and is included in the Lists and Calendar booklet.

House Rules

Each House has its own set of House Rules. These are displayed on House noticeboards and are discussed with first year boys as part of their induction programme. A copy of the House Rules is available on request from individual Housemasters.

House Tutors

All boarding Housemasters are assisted by an Assistant Housemaster and five House Tutors. Each Tutor will have specific responsibility for one year group in his House. Assistant Housemasters and Tutors take turns with the Housemaster to be on evening duty in his House.

Day Houses have four Tutors to assist the Housemaster with pastoral and academic supervision of boys. The names of your son's House Tutors are published in the Lists and Calendar booklet.

Immunisation and inoculations

All boarders are kept up to date with immunisations for tetanus, diphtheria and polio. Boarders travelling abroad will be immunised as necessary for the country they are visiting, and given malaria prophylaxis as required in accordance with the recommendations from MASTA.

Flu inoculations are given to boarders in the Michaelmas Term.

BCG inoculations are normally given in the Lent Term of a boy's first year at the school, provided parents have given their written consent. This is organised by the PCT school nurses and is subject to change, according to the local health authority's current policy

Insurance

It is recommended that any valuable personal possessions that are brought to school are clearly marked and insured under an 'All Risks' policy. The school is not able to accept responsibility for the insurance of boys' personal effects.

Internet

Boys are given access to the internet at prescribed times. The Acceptable Use of Computers policy sets out clearly what the rules are in terms of this access and sanctions will be imposed against those who try to break these rules. Access to unacceptable sites is blocked by the school and boys' use of the school computer system is regularly monitored. Social networking sites have also been blocked at those times when boys are involved in academic and extra-curricular commitments. The school will use sanctions against boys who use these sites to place unacceptable material and opinions, who by their words or actions bring the school into disrepute and who use new technologies to bully or belittle other members of the school community.

ISI Inspection

The last Inspection took place in December 2010, and the full Report can be seen on our website www.tonbridge-school.co.uk (see also section on Ofsted – last Inspection took place in March 2011).

Learning Support

Although the School does not have a specific department to help those with dyslexia, dyscalculia, dyspraxia, and other specific learning needs, a full-time learning support co-ordinator provides individual assistance for those with particular needs. Additionally a part-time teacher of English as an Additional Language is available to help those for whom English is not their first language.

Learning support in all subjects is available to all boys during the Pursuits Periods when each department will be staffed to provide whatever help might be required. Additionally all new boys receive a copy of the school's Study Skills brochure on joining the school, and those in the first three years are given a Prep Diary each term. Each of these documents gives advice on the quality and preparation of work.

Leave into the town and elsewhere

At various times during the school day boys have the opportunity, if they do not have any other school commitments, to visit the local shops in the centre of Tonbridge.

Specific school rules on what is and is not out of bounds are stated in The Memoranda (see Appendix A). In terms of visiting the town, there are a number of possible times during the week.

Boarders may sign out of their Houses in the evening (after 6.00 pm) for short periods of time in order to use school facilities or to visit a local shop. Permission to go anywhere else must be given by a boy's Housemaster.

Boys in the 1st and 2nd Year are not allowed out after 9.00 pm. All 3rd Year boarders should be back in their House by 10.00 pm and Sixth Form boarders by 10.30 pm.

Concerts, plays, evening trips to theatres may delay a boy's return, but nonetheless it is important that a boy has obtained his Housemaster's permission before leaving his House.

Lower Master

The Lower Master, Mr J.C.Harber, has broad responsibility for the extra-curricular activities of the Lower School (years 1 and 2), for the first year induction process, and for ensuring that the Novi become settled and involved in the wider activities of the school as quickly as possible. The Lower Master also co-ordinates whole year group activities. The Housemaster is the first point of call for parents, but for general first and second year information you may choose to contact the Lower Master as well or instead.

Matches against other schools

Parents are encouraged to support their sons at school matches. Fixtures are listed in the termly School Lists and Calendar, and each sport will also produce its own fixture list, which is usually available from the School Shop.

Maps and directions to other schools can be collected from Reception, found on the Parents' Portal Sport pages or a copy can be faxed or posted by ringing 01732 365555.

Home matches usually start between 2.15 and 2.30 pm, but in order to maximise the use of the Astros, some hockey matches will start earlier. If daylight permits the senior home team may start nearer 3.00 pm. It is best to check with your son with regard to the scheduled start-time of his match, but details will be available from Reception (01732 365555) up to midday on Saturday and can also be found on the Parents' Portal Sport pages as well as on the school's website – www.tonbridge-school.co.uk

Maps showing which home team is playing on which pitch will be available from 1.50 to 2.30 pm for anyone arriving at the swimming pool entrance to the games fields.

Both at Tonbridge and at other schools a post-match tea is provided for parents. At Tonbridge there will be signs to direct you to the venue for tea (usually the Tonbridge School Sports and Media Centre).

At the end of a home match parents are free to take their sons home if they are day boys or boarders going on weekend leave (See the section on Exeats, Returning to school, Weekend trips, and Weekends when there is no exeat.)

The same applies to away matches, but in addition parents are welcome to bring their son back to Tonbridge even if he is not going on weekend leave. It is very important for you or your son to inform relevant members of staff if he is not going to be on the coach for the return journey – a lot of time can be wasted looking for a boy who has already left with his parents!

Coaches returning boys to Tonbridge from away fixtures are likely to arrive back at school between 6.00 and 6.30 pm, but return from away cricket matches can be nearer 8.30 pm.

The school has a published Code of Conduct for Sport which parents are asked to note (see Appendix M).

Meals for Boarders

Boarders take all weekday meals in their Houses. The lunch menu is varied regularly throughout the week and a salad or vegetarian alternative is always available. On Saturday evenings and Sundays the boarders from all Houses eat together in the Orchard Centre. The social mix of the informal weekend

arrangements complements the pastoral and communal benefits of House-based meals during the week.

Cake, biscuits, fruit or other snacks are usually available in boarding Houses during the evening. In addition, Housemasters will also allow boys, at designated times in the evening, to visit local take-away shops.

Boarders also have access to hot/cold drinking water, toasters and often microwave ovens. In addition, Sixth Formers usually have sandwich makers and fridges in their common rooms. The quality of food is monitored regularly by the Catering Management team.

Meals for Day Boys

Boys in Welldon, Whitworth, Cowdrey and Oakeshott take lunch in separate areas of the Orchard Centre, while those in Smythe use the dining room in the House. The menu is varied regularly throughout the week and a salad and vegetarian alternative is always available.

If a day boy is staying at school for a concert, play rehearsal, society meeting or some other evening activity, he may obtain an evening meal from the Orchard Centre. He should obtain a form from his Housemaster, which enables him to order his evening meal in the Orchard Centre.

The quality of food is monitored regularly by the Catering Management team.

Medical matters

The School Medical Centre is open twenty-four hours a day during term-time and staffed by four registered nurses. The centre has twelve beds and has full outpatient facilities.

Parents are asked to complete a medical questionnaire, and are requested to return it to their son's Housemaster before the start of term.

All boarders at the school are encouraged to register with the Medical Officers, who are local General Practitioners contracted by the school to care for the health of the boys under the National Health Service. One of the doctors holds a morning surgery in the Medical Centre Monday to Friday. Boys are also free to make their own appointments at Warders, the doctors' local practice - telephone 01732 770088.

For boys to register with the school doctors he must bring his National Health card (if applicable) or a GMS1 (which can be found in your new boy pack) with him on entry to the school. The card will be returned when he leaves.

Boarders who require medical attention in their House will initially see the House Matron, who will then refer them to the Medical Centre if necessary.

Any boy who is taken ill during lesson time or injured while on the games field will be taken to the Medical Centre. In the case of day boys, parents will be contacted as soon as possible so that arrangements can be made for taking him home. If any boarder has to stay in the medical centre overnight or is taken to hospital, his parents will be informed.

If a boy has been ill, or has received any medical treatment, or has been in contact with any infectious diseases during school holidays, his Housemaster must be informed in writing before term begins. Any medication that a boarder brings back to school must be handed to his House Matron at the beginning of term. Any boy taking malaria prophylaxis must bring the medication with him so that he can complete the course. Enquiries about medical issues are welcomed from parents, who should telephone the Medical Centre directly - 01732 304272 - or contact their son's Housemaster.

The school offers a group medical insurance scheme with BUPA, details of which are sent in advance by the Bursary to the parents of all new boys. An emergency dental insurance scheme is also available. Further details are available from the Bursary - 01732 304298.

Other medical matters are listed under Confidentiality, Counsellor, Dental Care, Eye Tests, Immunisation and inoculations, and Sport injuries.

Medicines

All medicines brought into school from home must be taken to the Medical Centre to be acknowledged and assessed. Medicines prescribed from outside the UK cannot legally be administered and need to be re-prescribed by the school doctor. Any supporting evidence from the prescribing doctor, and contact details, should also be sent to the Medical Centre in case there is need to contact that doctor.

Boys must not have any “homely remedies” in their possession, such as cough/cold preparations, lotions, antihistamines, indigestion treatments. These may interfere with other medicines which a boy may be prescribed or given, and can cause unnecessary reactions or overdosing.

Music

The school has a long-established tradition of high quality music making. The main aim is to stimulate a life-long enjoyment of music by encouraging as many boys as possible to participate in musical performance both choral and instrumental. All ensembles are professionally coached and perform regularly both within and beyond the school. At present more than half the boys in the school have instrumental tuition; more are involved in choral activity. The Music School is available for teaching and practice throughout the day and during the evening; its resources include three new Bösendorfer grand pianos, 3 harpsichords, and a recording studio.

Parents wishing their sons to have instrumental lessons should complete the form contained in the Information Pack for New Parents and return it to their son’s Housemaster before the beginning of term. The Housemaster will then pass it to the Director of Music, who will make the necessary arrangements and will also be delighted to give advice as to a suitable instrument, if that is needed. It is entirely possible for a boy to embark upon a new wind or brass instrument and achieve a high standard by the time he leaves school. A stringed instrument is less likely to be successfully studied from this age, though this does not apply to the Double Bass. Obviously, some instrumental lessons have to be given in school time, and in order to ensure that a boy does not miss the same subject each week, a rota system is arranged. Boys who learn two instruments will only have one set of lessons during school time.

The fee for a term’s course of ten weekly individual lessons of forty minutes is currently £250. A reduction is made where boys are taught in pairs or in small groups. A full term’s notice in writing is required if lessons are to be terminated. Chamber music coaching is generally free of charge. A large stock of instruments is available for hire to pupils at a modest cost.

Ofsted

The name, address and telephone number of the body now responsible for inspecting and safeguarding child protection issues is Ofsted.

Dr. Roger Morgan
Children's Rights Director
Ofsted National Business Unit
Royal Exchange Buildings
St. Ann's Square
Manchester M2 7LA
Telephone: 08456 40 40 40
Email: enquiries@ofsted.gov.uk
Website for children: www.rights4me.org

The most recent Ofsted Boarding Inspection took place in March 2011. The school's provision was found to be of "outstanding quality". The full report can be found on both the school and Ofsted websites.

OT Society

The Old Tonbridgian (OT) Society both fosters friendships between OTs and encourages their ongoing relationship with the school, as it has done for the last 125 years. It facilitates a mixture of social, networking and sporting activities. In addition, it acts as an information source to keep members up-to-date with all things Tonbridgian.

The OT Society is increasingly involved in helping boys currently at the school by providing careers advice and organising work placements for them. Support for boys continues once they have left the school and the OT Society is often able to help with gap year plans. Further down the career path, gatherings for particular professions are well attended - for networking, friendship and support.

New OTs are welcomed into the Society through a series of dinners at the most popular universities and at the annual OT Dinner at Skinners' Hall, where the Head Boy traditionally makes a speech. The Society hosts a highly enjoyable, annual party for recent university graduates. For the sportingly inclined there is a wide range of OT sports clubs, several of which are extremely successful in the world of Old Boys' sport.

The OT Society organises annual reunions at Tonbridge on a rolling 6 year cycle for specific year groups and their partners. Regional parties are beginning to take place regularly. OT News (a bi-annual publication) and the OT website also help keep everyone in touch with school and OT developments.

Parents' Arts Society

The Society has two main aims. The first is to arrange a number of social occasions to enable parents to meet each other and members of the Common Room in a relaxed atmosphere. These occasions include events such as an Opera evening, visits to Art Galleries, the Headmaster's Garden Party, wine tasting events, theatre trips and the formal May Ball. There are also long weekend trips to destinations such as the Art Galleries of Florence and, more recently, trips to Paris, Barcelona, Prague and Madrid.

The second aim is to give parents a chance to use the educational and cultural facilities of the school. Fourteen evening lectures are arranged each year on subjects encompassing the Sciences and Politics, as well as the Arts. Evening classes are also a regular part of the programme, and these have ranged from Shakespeare and Music to Computing and Wine tasting.

The Society currently has over 600 members and all lectures – plus wine and refreshments before them – are included in the membership fee. There is no need to book, just come along and enjoy them. The Society is a non-profit making organisation and exists for the benefit of Tonbridge parents. Do come and take advantage of the educational facilities and opportunities on offer – they are much too good to remain the sole preserve of your sons!

Most Tonbridge parents are members of the Society, and the Committee (made up of parents and a few members of staff) tries to make sure that we cater for a wide range of tastes and interests on both the social and educational fronts. A warm welcome awaits you.

Parents' Evenings

There is a Parents' Evening during each year of a boy's time at school, to which parents and/or guardians are invited to meet the members of staff who teach their son. Invitations are sent out at the end of the preceding term. Parents are invited to reply, listing the staff that they would like to meet in order of preference and indicating the time they will arrive and by when they must leave. Parents' Evenings usually take place on a Thursday or Friday evening from 6.45pm. Individual programmes, which state the times and venues for their staff consultations, are sent to parents in advance of the evening.

An Oxbridge Evening is held in the Lent Term and Universities Evening for Lower Sixth Formers is held at the start of the boys' Lower Sixth Summer Term, to which parents and boys are invited. Specific dates for Parents' Evenings are usually given about a year in advance.

Parents' Pastoral Evenings

Held in the Michaelmas and Lent Terms for parents in the first three years. The talks given and subsequent discussions cover a range of welfare issues.

Parents' Portal

The Parents' Portal aims to provide a wide range of information to parents allowing them an insight into the day-to-day life of the School and specific information regarding their Son. Administrative paperwork and communications are all archived on the Portal. Parents are able to view their son's contact details, reports, timetable and external exam results; view the extras added to your son's account since the last bill was issued; obtain email addresses for all staff; access forms (e.g. for weekend leave) and documents (e.g. End of term mailing from the Headmaster and school policy documents); view the School's Daily Bulletin; see Sports fixtures and results. Please note that access to billing information via the Parents' Portal is restricted to the parent or guardian responsible for the payment of fees. Parental access is via a link on the School web site (www.tonbridge-school.co.uk)

Parties

Several parents have asked for the school for our views on private parties. Teaching staff at Tonbridge are given the following guidance in relation to boys and alcoholic drinks:

'Beer and wine can be supplied to under 18s at any private, school or house function as long as they are not charged for it. However, NO BOY in the first two years should be given alcohol and, for the top three years, beer and wine only, and in very limited quantities. Soft drinks must always be available as alternatives. Any supply of alcohol must be properly supervised.'

Parents are asked to consider this guidance and the following points when planning a party or giving consent for their sons to attend a private party:

Communication: It is absolutely right that parents should speak to each other about proposed parties in advance. Your sons should not feel that it is unusual for you to speak to other parents about the arrangements regarding a party, nor should parents feel that they cannot ask the questions they want to

of the hosts. If you are hosting a party it may be that you take the initiative and contact other parents in advance with details. Parents organising parties should expect and welcome phone calls from other parents. It is also worth clarifying who the other guests are (age range, school, etc.).

Alcohol: This is a difficult area as so much depends on the judgement of parents. We would recommend that there should be no alcohol at all at parties where Novi and second years are present. Parties involving third year boys may involve some consumption of alcohol, but it clearly needs to be very strictly monitored by the hosts. Adults at a party should ensure that there is moderate consumption of alcohol. As a general rule, it is suggested that only beer and a little wine is available. Spirits should not be served to boys of school age. We would remind parents of Novi and second year boys that parties are often of mixed age groups, and you need to satisfy yourself about the nature of the party your son might be attending. It is also important that where alcohol is to be served food is available.

Adult Presence: Any party involving young people should have an adult on the premises in some capacity. It is always worth checking by getting in contact beforehand.

Post party supervision: It should be the responsibility of the hosts to ensure that guests are picked up safely and are returned to the care of a responsible adult. Guests should not be allowed to leave the party under the care of anyone not authorised by the parent.

Timing: With lessons and other school commitments on Saturdays, we strongly recommend that private parties are only organised on Saturday evenings, if in term-time.

Personal, Social and Health Education and Citizenship

PSHE and Citizenship is approached at the whole school level and is delivered through a wide range of activities and experiences, both curricular and co-curricular. The personal development and well-being of our pupils is at the forefront of all that we do as a school; from our delivery of pastoral care through the house system, in Chapel services and talks, the CCF, sports programme and many other areas.

Certain PSHE and Citizenship issues are covered in a range of academic curriculums. Other areas are dealt with through The Novi activity programme on Wednesday afternoons, the second year PSHE 'start the week' programme, and the seminar programme for the third year and lower sixth. Full details of the programme can be found in the PSHE and Citizenship handbook. Mr W D F Biddle coordinates PSHE throughout the school.

Photographs

The school's policy on photographic images is set out in Appendix P.

Pocket Money

An initial allowance of £30 is recommended for boys in their first term. This money should be deposited with the Housemaster, as should air-tickets, and other valuables, in the House Bank for safekeeping. Travel money, if required, can be sent to the boy, or drawn from the Housemaster as required. Boys in their first two years are discouraged from having access to Bank, Building Society or Post Office accounts.

Praepostors

Each House has its own team of Praepostors (Praes), chosen from the senior boys in the top years. The Praes are given duties and responsibilities which help with the smooth running of the House.

The Praes should act as role models for younger boys, they play a major part in helping new boys settle in to life at Tonbridge, and they assist the Housemaster in solving pastoral issues and problems.

The Head of House is automatically a School Praepostor, and if other House Praes make a substantial contribution to school life, they may also be appointed School Praes. The Headmaster also appoints three boys to be Head of School and two Deputy Heads of School.

Prep and work outside the classroom

In the first three years preps are assigned to cyclical days (as opposed to days of the week). Boys are given prep diaries in which they should record the details of what work is to be done and when it is to be handed in.

On any given night of the week (Monday to Friday) boys should receive prep in three subjects and should expect the following quantity of work:

1st Year	90 minutes
2 nd Year	90–120 minutes
3 rd Year	120–150 minutes

In addition to the above boys will receive prep at the weekends. They must therefore use their time effectively (especially on Sundays) to ensure that all their work is completed in preparation for Monday.

At Sixth Form level preps are set according to the nature of the subject; some will set a short prep after almost every lesson while a more essay-based subject is likely to set one extended piece of work per week. In addition to any set prep boys are expected to consolidate and develop their work in the classroom by more extensive reading. In general a Sixth Former should be aiming to complete 180 minutes work per day outside the classroom.

Prep diary

Each term all boys in the first three years are provided with Prep Diaries. They are told to record details of the work set and the date by which it is to be completed in the Diary. The Diary also includes information on the presentation and standard of work.

Pursuits Periods

These periods take place every Monday and Friday from 2.00 – 2.45 pm During these periods: Music and Drama practices and rehearsals are held, with priority over all other activities.

Departments are open and are manned so that boys can consult members of staff for help with difficulties and problems, and for advice about Universities, UCAS, and careers.

Games practices are not allowed but, subject to priorities activities like Squash coaching and Cricket nets may take place.

Boys are not allowed “down town” without permission from their Housemaster.

Quiet conditions are maintained in Houses.

Reporting on Academic Progress

Within the school’s academic curriculum, each boy’s programme is planned and his progress carefully monitored by subject teachers, House Tutors and Housemasters. Parents will be notified by email when new reports are available to be accessed via the Parents’ Portal My Son page each half term.

Interim reports will be published in the first half of each term and will consist of an achievement grade and a “learning habits” grade on a 1 to 4 scale, the criteria for these will be explained on each report. In addition, the interim report will identify suggested learning habits which a boy would need to work on in order to improve further in each subject. There will also be a short tutor report summarising academic progress over the preceding half term. In the Michaelmas and Lent terms, additional grades,

but without further comment, will be made available to parents especially when there is a long gap between the interim and end of term report.

End of term reports will be more traditional, with each subject teacher providing grades using the same criteria as above, plus a two paragraph comment. The first paragraph will concentrate on the work in that subject looking back over the term and the second will make suggestions for how to improve further in the future. These are supplemented by a sport report and sometimes on extra-curricular activities or special achievements. Reports on individual music lessons will also form part of the end of term report. These reports will be discussed between the boy and his House Tutor who will together write an academic summary including agreed targets for the next term. In addition, the Housemaster will write a report on each boy, providing an overview of academic, pastoral and co-curricular issues, as well as summing up the term more generally.

School Lists and Calendar

At the beginning of each term every boy is given a copy of the Lists and Calendar for that term. All parents (day and boarding) are posted a copy prior to the beginning of each new term. This small booklet contains details of all the term's events as well as complete lists of staff and boys.

Seminar programme

The Seminar Programme operates in the top three years of the school: it has been re-introduced into the 3rd Year for three periods per cycle; the Lower Sixth receives four periods per cycle; and the Upper Sixth two periods at irregular intervals over the first two terms. Both the 3rd Year and the Lower Sixth are split into tutor groups of around a dozen boys, which are deliberately selected to cut across Houses and academic subjects. In the 3rd Year the discussions and presentations link into the school's 'Personal, Social and Health Education' programme, also embracing 'critical thinking' and 'citizenship'. The emphasis throughout is not merely on receiving information, but attempting to develop each individual's ability to think and articulate their views through discussion. In the Upper Sixth lectures and presentations are offered to the whole year group.

The primary purpose of Seminar at all levels is to foster and deepen interest and understanding in philosophical, political, ethical, scientific and artistic issues, that lie beyond, yet underpin, study at GCSE, AS and A2 levels. Topics are wide-ranging (from censorship to surrealism, film direction to the ethics of charitable giving and sport, world citizenship to aesthetics) and embrace practical concerns as well as conceptual challenges (such as the 'gap year', UCAS applications).

To this end Seminar welcomes a broad spectrum of external speakers, many of them distinguished in their fields. In past years, for example, Michael Portillo, Tom Avery, the youngest Briton to reach the South Pole, James Pyemont (OT), Metropolitan Police, and Paul Turner, Head of Sustainable Development at Lloyds TSB, have all visited at the school.

Senior Management Team

The Senior Management team consists of the Headmaster, the Second Master (Mr C.W. Jones), the Upper Master (Mr A.J. Edwards), the Director of Studies (Mr J.C. Pearson), the Director of Teaching and Learning (Dr R.M. Brookes), the Director of Admissions & Marketing (Mr A.J. Leale), the Bursar (Mr A.C. Moore) and the Foundation Director. The SMT supports and advises the Headmaster on all aspects of school policy, practice and management.

Senior Students

In addition to the seven boarding houses, there is accommodation for 47 Sixth Formers in six Senior Student Houses, each under the supervision of a resident member of staff (known as the Senior Student Housemaster). The houses offer a greater independence for senior boys and the opportunity for longer periods of uninterrupted study; they can be a useful bridge between school and university in that respect. Boarders may choose to become senior students for one or more terms, but most

boarding houses also operate a simple rota system so that boys take it in turns to be senior students. A senior student remains a member of his house in all other respects, including the taking of meals.

Shops at the school

The complete uniform and equipment needed by a boy at any stage of his school career may be obtained from the School Shop. Certain articles of clothing must be obtained at the Shop - these are clearly indicated in the Novi Pack and also on the Parents' Portal - and any remaining items can also be supplied, so that parents may, if they wish, make all their purchases together. Second-hand clothing is also available at the shop.

The School Shop is open daily during term time, except on Sundays. Opening times are listed in the termly Lists and Calendar booklet. During the holidays the opening times vary; for further information please ring the Shop – 01732 304240.

It takes just over an hour to equip a new boy with his school uniform and games kit, and as a consequence the Shop can only serve a limited number of people at a time. It is vital that parents telephone the Shop (01732 304240) to make an appointment in the summer before their son joins the school. If required, the Shop will arrange to name all items purchased from the shop at a cost of £49.50. Items purchased elsewhere will incur an additional cost – details of which are available from the shop. This service delivers the name-taped clothes directly to the Houses to await a boy's arrival and is available until one week before the start of the Michaelmas term. Boarders are expected to bring their own duvets and covers from home. These are not sold at the school shop.

Goods from the shop are supplied:

1. To parents by cash, cheque or credit card, or alternatively parents may sign an order form against their son's account. However, the initial clothing account must be paid for at the time of purchase.
2. To boys either for cash or by means of an order form, which is signed by a Housemaster or parent and implies the consent of parents to the purchase. At the end of term any amounts outstanding in the parents' credit accounts are transferred to the boys' end of term bills.

The School Shop includes a well-stocked bookshop and stationery department, which is known as 'The Pound'. It is open every weekday during term time, and boys are encouraged to make use of it for browsing or purchase. It is hoped that this on-site facility will help boys to maintain or develop the habit of recreational reading.

Unless parents instruct otherwise all boys are allowed to make credit purchases against their fee account of up to £30 per term from the school bookshop without further reference to parents or Housemasters. If parents wish to decrease or increase this limit, they should complete the relevant form contained in the Information Pack for New Parents and return it to the Bursar. There is no need to complete the form if parents are happy with the £30 limit.

Boys may acquire all their stationery needs from The Pound. Items are supplied to boys by means of an order form, which is signed by a member of the teaching staff. At the end of term any Pound charges are transferred to a boy's end of term bill.

The essential exercise books and other important handbooks that are required by first year boys are parcelled together and delivered to the Houses before the start of a boy's first term.

Sixth Form Academic Monitoring

As boys enter the Sixth Form, the range of study skills, the amount of self-motivation required, and the number of non-taught study periods all increase. To help monitor how a Lower Sixth Former is progressing we use a four stage monitoring process.

Phase 1 is a test taken by all boys in a subject between November and the first-half of January. These tests are taken at a natural point in the course for each subject and consequently do not necessarily occur in a block. Parents are informed of the results of these tests.

Phase 2 is a review of the phase 1 test results by the Head of Departments, Housemaster and Director of Studies. A number of boys who are not working hard enough will be asked to sit a formal re-test in their weakest subject under examination conditions on a date in early February. It is to be stressed that this is not intended to punish boys who are academically weak, but to provide a 'stimulus' for boys who are academically lazy. Parents are also informed of the results of these tests.

Phase 3 is the annual Lower Sixth Parents' Evening which takes place on the Friday evening just at the start of the Lent Term half term holiday.

Phase 4 is a set of AS mock examinations deliberately taken in a very concentrated period so to provide experience of taking examinations back-to-back but also not to take too much teaching and class revision time up. These occur during the first full week of the Summer Term, and provide a target at which to aim Easter holiday revision.

Skinner's Day

This day (a Saturday in early July) marks the end of the school year at Tonbridge. The day is marked by a Chapel service for the boys, a prize-giving ceremony, musical concerts, departmental displays including readings and drama, a cricket match between the school's XI and the Old Tonbridgians and the day ends with boys and their parents returning to their Houses for tea.

Further details of Skinner's Day will be available to parents in the half-term of the Summer Term via the Parents' Portal or their son's Housemaster.

Smythe Library

The Library is open from 8.00 am until 9.30 pm every day and offers access to books, periodicals, newspapers, videos and CDs, as well as many online resources. A computerised management system of the Library has 'fingerprint' recognition for borrowing books, and the catalogue is also available on the Intranet. Departmental libraries are being added to the system. There are 30 study bays as well as 10 computers with Internet access. A photocopier is available for the boys during the school day.

There are two professional librarians who will help with finding the right information whether in a book or other media, and support research.

Societies

There are a large number of school societies and clubs, which hold regular meetings, covering a wide spectrum of interests from Christian Fellowship (The Ruston Society) through to the Mah Jong Society and the Sub-Aqua Club. Most of these are open to any boy who wishes to join but a few cater specifically for the interests of specific year groups. A full list of Societies can be found in the termly Lists and Calendar booklet.

Early in the Michaelmas term there is a Societies' Fair where all boys, especially those in the first year, can see the range of societies on offer.

Most academic departments have their own societies, which invite speakers and also arrange visits or expeditions. A member of staff oversees each society, but much of the responsibility of running a society is given to boy officers.

Societies meet at various times during the week (with the notable exception of Wednesdays) and these are displayed on the weekly Activities Bulletin that is posted on House and school notice boards.

Sports and Media Centre

The Tonbridge Centre for Sports and Media opened in April 2008. The Manager is Mr M. Parker and can be contacted on 01732 304112 or by email: mp@tonbridge-school.org

Membership packages are available for parents.

Sports choices

No particular sport is compulsory at Tonbridge, and in general boys choose their sport a few weeks before the end of the preceding term. Choices of sport obviously depend on the time of year, and include athletics, basketball, climbing, cricket, cross-country, fencing, fives, football (for senior boys), golf, hockey, rackets, rugby, sailing, shooting, squash, swimming, tennis and water polo. In the Michaelmas Term the majority of boys play rugby, while in the Lent Term hockey is the most popular choice followed by senior football. In the summer cricket and tennis are the biggest clubs, closely followed by athletics. As a general principle we encourage boys to try a different sport in each term.

During their first term at Tonbridge boys can, if they so wish, receive an appropriate level of coaching in rugby – this includes all those boys who have not played before but wish to learn. There is also a selection of other sports provided for those who do not wish to play rugby.

Sports equipment

Boys are expected to provide their own basic sports equipment (e.g. hockey stick, cricket bat) but the school will provide more specialised equipment (e.g. hockey goalkeeping kit) when it is needed.

It is school policy that boys must wear mouthguards when playing rugby and hockey. Mouthguards should be made to a specific standard by a dental surgeon. With this in mind, O-Pro, members of the National Dental Mouthguard Association, visit the school on a regular basis and provide custom-fitted mouthguards. Details of the O-Pro service are mailed to parents annually.

With similar regard for Health and Safety requirements, it is also school policy that boys must wear shin-pads when playing soccer or hockey.

Cricket helmets must be worn by all boys playing cricket whenever they are batting, wicket-keeping or fielding close to the wicket. The school will provide helmets for boys but it is expected that those who are selected to represent the school at A-team level provide their own helmets.

Sport injuries

Boys injured whilst playing games are always taken to the Medical Centre or are sent with an escort.

During the recovery period, boys are placed 'off exercise' on the daily lists circulated throughout the school. They may not normally play games though where appropriate; a distinction between contact and non-contact sport is made. Boarders are not permitted to return to 'on games' until they are cleared as fit by the school doctor at his daily surgery. For day-boys, the equivalent permission is given by the boy's parents.

During full games afternoons when 'off-exercise', boys in the first three years normally attend the Library for supervised study.

The school has the services of two Physiotherapists from the 'Wells Physiotherapy and Sports Clinic' who visit the school twice a week. If a boy requires physiotherapy and has private health insurance, he will be seen by the school doctor and referred to the school physiotherapist who in turn will make an

appointment through the House Matron. Day boys must be seen and referred through their own GP for the same service. If no private health insurance is held, parents who wish to pay for treatment may do so or alternatively, an NHS appointment may be made through the Warders Medical Centre, Tonbridge in order to see the same specialist during their normal, routine visits.

Study Skills

All new boys receive a copy of the school's Study Skills brochure when they join the school, and a copy of the brochure is sent to parents. Discussions on study skill techniques take place with Housemasters and/or House Tutors at various times during the first year. Help with study skills is also available from the Learning Support Coordinator as well as members of the teaching staff throughout a boy's career at Tonbridge.

Taxis

The school has reached an agreement with three local taxi firms who have all undertaken to ensure that their drivers have clearance from the Criminal Records Bureau before transporting children. The relevant firms are:

Castle Cars	(01732 363638/363637)
Langton Taxis	(01892 862224)
Nightingale Cars	(01959 524116)

All taxis booked by the school will come from the above firms. Parents are, of course, free to make their own arrangements.

Telephones

All Houses, with the exception of Senior Student Houses, have phones, which boys may use to make outgoing calls. There is also a payphone in the Orchard Centre.

Boys are permitted to have mobile phones. Housemasters will keep a list of numbers in case they have to contact boys urgently. School policy on the use of mobile phones is set out in Appendix G.

Textbooks

During a boy's first three years at Tonbridge the individual teaching departments supply the necessary textbooks. Boys are expected to look after the books and return them to the relevant department at the end of the academic year. If a boy loses or damages a textbook that has been lent to him, he is liable to be charged. Such charges will be added to a boy's end of term account.

Occasionally during a boy's first three years he may be asked to purchase a book by an individual department. In such cases the relevant charge is added to his end of term account.

In the Sixth Form boys purchase their own textbooks from The Pound.

Ticket Applications

Plays and Concerts Parents can apply for tickets using either the pro-forma attached to the back of the termly Arts Programme. Alternatively parents can telephone the Box Office (01732 304241), which is open Monday to Friday from 9.30 am to 5.30 pm.

When ordering tickets it is important for parents to state clearly if they are ordering a ticket for their son as well, so as to avoid duplication – boys can order their own tickets through their Houses, if they so wish.

Exhibitions Tickets are not required for exhibitions, but parents are encouraged to visit them whenever possible. Art exhibitions are usually displayed in the Tunnel Gallery, which is to be found between the Vere Hodge Arts and Technology Centre and the Chapel.

Timetable Information

The school's academic timetable is a fortnightly one, with the two weeks of the fortnightly cycle called week A and week B. Mondays, Wednesdays, and Fridays are whole school days (7 teaching periods);

Tuesdays, Thursdays, and Saturdays are half-days (5 periods in the morning followed by games in the afternoon).

Timing of school days

All day boys must report to their Houses by 8.20am. All mornings follow the same pattern:

Monday	8.35	Assemblies/Meetings	8.55 – 9.35	Period 1
Tuesday	8.35	Chapel	9.40 – 10.20	Period 2
Wednesday	8.35	Tutor Time	10.25 – 11.05	Period 3
Thursday	8.35	Chapel	11.05 – 11.30	Break
Friday	8.35	Chapel	11.35 – 12.15	Period 4
Saturday	8.35	Chapel	12.20 – 1.00	Period 5
Lunch	1.00-1.50	in Houses		

The times of Saturday morning lessons are slightly different and break follows period 4 to allow away-fixture teams to depart only missing one rather than two lessons.

Each afternoon follows a slightly different pattern depending on the day of the week:

Monday	2.00 – 2.45 pm	Pursuits Period
	2.50 – 3.30 pm	Period 6
	3.35 – 4.15 pm	Period 7
	4.30 – 6.00 pm	Activities – music, drama, some societies
Tuesday	2.15 – 4.15 pm	Games
	4.30 – 6.00 pm	Activities – music, drama, some societies
Wednesday	2.00 – 4.00 pm	Afternoon Activities
	4.40 – 5.20 pm	Period 6
	5.25 – 6.05 pm	Period 7
Thursday	2.15 – 4.15 pm	Games
	4.30 – 6.00 pm	Activities – music, drama, some societies

There are two versions of Friday afternoons depending on the time of year:

Friday Summer timetable – operates during the first half of the Michaelmas Term, and from just after the Lent half-term to the end of the Summer Term:

2.00 – 2.45 pm	Pursuits Period
2.50 – 3.30 pm	Period 6
3.35 – 4.15 pm	Period 7
4.40 – 6.00 pm	Games

Winter timetable – operates during the second half of the Michaelmas Term and for much of the Lent Term, and enables games to take place in daylight.

2.15 – 3.15 pm	Games
3.45 – 4.35 pm	Pursuits Period
4.40 – 5.20 pm	Period 6
5.25 – 6.05 pm	Period 7

Saturday 2.15 – 4.30 pm Games – normally inter-school matches.

[Boys involved in away fixtures will return to Tonbridge considerably later than 4.30 pm – see section on Matches against other schools.]

Tonbridgian

The school magazine is called ‘The Tonbridgian’. It contains news and reviews of various recent events, an arts section and reports on trips, activities and sport. ‘The Tonbridgian’ is published three times a year, and every boy receives a copy of the magazine through his House towards the end of each term.

Trips to theatres, galleries and museums

Boys are regularly given the opportunity to visit theatres, galleries and museums in London and elsewhere – many of the visits are chosen to link with particular areas of study at GCSE, AS, or A level.

Details of theatre trips are posted at regular intervals in the English department. Boys sign up on the notice board. Other visits are organised directly by individual departments, for example the Art Department usually take a number of boys of all ages to various galleries and exhibitions during the year.

Separate consent forms are not sent to parents for each individual trip – the Activity Consent Form contained in the Information Pack for New Parents covers all such trips.

Details of departure and return times are circulated to all relevant Housemasters. Day boys are expected to inform their parents of their time of return to Tonbridge, and parents are advised to check with Housemasters, if they are unsure about the arrangements for the trip.

The cost of any trips incurred during a term will be added to the school bill for the following term. The school strives to keep the costs of all school trips to a minimum.

Tuck Boxes

These are brought to school by boarders and are used for storing personal belongings. The most satisfactory type is a bound wooden box, about 50 cm x 30cm x 30cm, with a lock. An additional padlock is also recommended. Suitable boxes can be purchased from the school shop.

Upper Master

The Upper Master, Mr A.J. Edwards, has responsibility for monitoring the activities of the top three years and for overseeing the school’s co-curricular provision.

University Visits – guidelines

A boy's visit to a university may take place for one or more of six distinct reasons:

- An official university Open Day.
- An official departmental Open Day at a specific university.
- An individual invitation from a university department, often including an interview.
- A request by a boy to a university/department to arrange an individual visit, resulting in a letter of invitation.
- A visit for several boys organised by a school department.

- An unofficial visit in the nature of a general look around the university.

While it is important that boys should visit a university before accepting a place there, it is clearly not in his best interest to lose too many school days in the process. The school therefore allows a boy a maximum of two visits in categories 1 to 4 during term time in his UVIth year.

All visits must be sanctioned by a boy's Housemaster who should be given at least one week's notice.

The University and Careers Library, has copies of the Open Days booklet which lists every university Open Day. The website www.opendays.com is also a valuable source of information. Both these resources list Open Days for the whole of the calendar year, so plans can be made well in advance.

Valuables

Large sums of money, air-tickets, and other valuable items should be deposited with the Housemaster for safekeeping in the House safe. It is recommended that any valuable personal possessions that are brought to school are clearly marked and insured under an 'All Risks' policy. The school is not able to accept responsibility for the insurance of boys' personal effects.

Visas (UKBA – Points Based System)

Children who are citizens of countries outside the European Economic Area will need to apply for a Tier 4 Child Student visa under the points-based system. The school will issue a Confirmation of Acceptance for Studies (CAS) to support the visa application once your son's place is confirmed.

Further information can be obtained from the following sites:

<http://www.ukvisas.gov.uk/en/>

The official British Government website for visa services

<http://www.ukba.homeoffice.gov.uk/>

Home Office UK Border Agency website

Weekend trips and socials

The Activity Consent Form that is sent to parents in the Information Pack for New Parents, covers weekend trips and socials. Most socials take place on Saturday evenings and some Houses organise weekend camps for first year boys.

All boys will have work to do during the weekend. For older boys in particular the relatively short prep period on a Sunday evening will be insufficient to complete all their work. Boys are encouraged to organise their time accordingly, and for many this means allocating an appropriate amount of time on a Sunday to academic study. Should they so wish, boarders may go home on a Saturday evening and return on Sunday morning simply to get on with their work.

Weekend arrangements

For non-exeat weekends during term, the arrangements are flexible enough to suit the variety of needs and circumstances among boarding families.

Weekend home leave may be taken on any Sunday except the first weekend of each term, and the weekend of Remembrance Sunday. Those who wish to take weekend leave may go home after lunch at 2.00 pm on Saturday, provided that they have fulfilled all their school and games commitments, and they must be back in their Houses by 6.50 pm on Sunday. The school Chapel service at 7.15 pm (parents are most welcome to attend) is followed by a formal prep period in the boarding houses at 8.15 pm.

During the four weekends in which weekend leave is not permitted, boarders may go home after the Sunday morning Chapel service (around 11.30 am), but must be back in their Houses by 8.00 pm.

Boys and parents are free to make as much or as little use as they wish of weekend leave, and practice varies with individual circumstances and commitments – rehearsals for concerts and plays, for example, are often held on Sundays.

On any given non-exeat weekend there are usually between 50 and 150 boarders staying at school. Many of the school facilities are open over the weekend – the Vere Hodge Centre, the Music School, the Smythe Library, the sports facilities – and a range of Saturday evening social events (usually with neighbouring girls' schools) are organised each term. Occasional trips and activities are arranged for Sundays. On Saturday evenings and Sundays the boarders from all Houses eat together in the Orchard Centre. The social mix of the informal weekend arrangements complements the pastoral and communal benefits of House-based meals during the week.

The school is concerned to ensure the safety and well-being of all boarders at weekends. To this end we would like to remind parents of the arrangements that we have in place.

The school produces an online 'Weekend Leave Form' on the Parents' Portal. This is included within the end of term mailing of the previous term and all boarder parents are asked to fill in their son's likely weekend whereabouts. This must be completed by the start of term, and parents also undertake to tell housemasters if arrangements subsequently change – this can be done by amending the online form at any stage up to 1.00pm on the Friday before the weekend.

We welcome boarders staying in at weekends, when meals are provided in the Orchard Centre. There is always a member of the house pastoral team on duty and checks are held at regular intervals in the houses or at meals on Saturday evening and Sunday.

If parents indicate on the 'Weekend Leave Form' that their son is going home, we assume that is where he is and that parents take full responsibility. It is vital that a parent communicates any changes via the online form and last minute changes be communicated directly to the housemaster. If their son will be taking weekend leave but NOT staying at home parents should enter the name and contact details of the person with whom he will be staying in the box provided on the form. If there are plans to host another Tonbridge boy the housemaster of the guest should be contacted to confirm these arrangements.

If a boarder is assumed by his housemaster to be at home, he may not return to school without the housemaster's permission on the Saturday night or before lunch on Sunday. It is legitimate, if circumstances change, for a boy to return earlier on Sunday if his housemaster knows and has agreed. Although these arrangements have been in place for some time, experience has shown that there are 'grey areas' which do give us real concerns about the safety and well-being of boys. One such concern involves boys, some of them relatively young, who are supposed to be at home, but then go to parties or to meet friends in London or elsewhere, and cannot be said to be under adult supervision. Where a parent has concerns that his son, through peer group pressure or whatever, is going to another boy's house for a party, the housemaster should be told of this concern, and he will do all he can to help.

It has also happened that a boy will be signed out for home, go to a local party and then, from force of circumstance, returns very late to his boarding house without the knowledge of his housemaster; in this situation housemasters are put in an impossible position with regard to their responsibility for the boy's well-being.

Finally the School hopes that parents share our view that weekends should be a time of rest after a busy week, and of some commitment to academic work. We know from experience that the weekend activities of some boys do not allow that necessary rest and work to take place. Your help in addressing these issues and in ensuring that weekend arrangements are clearly understood and recorded would be welcomed.

MEMORANDA

(Revised May 2011)

1. PREAMBLE.

- 1.1 The Memoranda is the historical name for what are essentially the school rules. A summarised version of the Tonbridge School Behaviour Policy is published in Appendix One, and the full policy is published on the intranet. The school has also published a code entitled 'Expected Behaviour at Tonbridge School' which is set out in Appendix Two. Any behaviour or action which falls short of these expectations will be regarded as an offence against school discipline. Detention procedures are published in Appendix Three. Further Appendices cover issues relating to bullying, drugs, sport, computers, and mobile phones.
- 1.2 The Memoranda apply to all boarders and day boys during term-time. They also apply in the holidays during any organised school activity. Compliance with the rules currently in force is a condition of continued membership of the school.
- 1.3 The Headmaster may require the removal at any time of any boy who, in the Headmaster's opinion, is exercising a harmful influence in any way, or failing to make proper use of the instruction provided by the school. This is set out in more detail in the Behaviour Policy.
- 1.4 Each house has its own set of rules. They are regarded as an integral part of the Memoranda.

2. BOUNDS.

- 2.1 Boys may, if not otherwise engaged in school activities, go into town at the following times:

Monday	4.30 – 6.00 pm
Tuesday/Thursday	4.00 – 6.00 pm
Saturday	between lunch and supper
Sunday	between breakfast and supper

Boys must request the permission of their housemaster if they need to go into town at any other time. They may only leave their houses after supper with the permission of their housemaster.

Specific permission must be obtained from housemasters before boarders go out with relations, friends, Old Tonbridgians, or anyone else from outside the school, or visit private houses in the Tonbridge area. All towns outside Tonbridge, all hotels, public houses, and cinemas are out of bounds to boarders except with housemaster's permission.

- 2.3 Boys may not visit other houses during lesson time, pursuits periods, or after supper, without the permission of both housemasters.
- 2.4 The following areas are out of bounds:
 - The Common Room and all teachers' desks.
 - Offices and laboratories in out-of-school hours.
 - School kitchens.
 - Staff cloakrooms.
 - All rivers and streams which cross or adjoin the school grounds.
 - The Head (except for school praeceptors and those playing on the Head) and school lawns.
 - All other areas which are private, potentially dangerous, or are covered by Health and Safety regulations.
 - Old climbing wall near to the squash courts.

3. DRESS, APPEARANCE, AND COURTESY.

3.1 All clothes and shoes must be clean, neat, and in good repair.

3.2 **School dress:** Must be of the style sold in the school shop, and is as follows:

Weekday dress:

- Plain dark grey trousers, school jacket, white shirt with regular collar, a school tie and dark socks (not patterned).
- Plain black polishable shoes (not boots) of conventional design and material.
- Pullover, if worn, must either be the house pullover or navy blue or black. It should be V-necked so that the tie is clearly visible.
- Boys in the sixth form may wear school suits on weekdays provided that they have a second suit for more formal occasions.
- Boys in the upper sixth may wear light-coloured shirts, with regular collars, of their own choice.
- School praepostors may wear brown polishable shoes as part of weekday dress, but not on formal occasions.
- Overcoats or other weather-proof clothing must be plain in colour and of normal cut and length.
- Only school or quiet-coloured scarves may be worn.

Formal dress:

- School suit, white shirt (as above), school tie and plain dark socks.
- Black shoes (as above), pullover (as above).
- Boys in the sixth form may wear dark grey or dark blue suits of normal cut and material, waistcoat or V-necked pullover as above, white shirt and tie as above.
- School praepostors may wear light-coloured shirts of their own choice.

Smart Informal Dress:

- Plain trousers (including chinos and jeans).
- Smart, clean footwear.
- Shirt with a collar attached and of a quiet colour (not games or T-shirt).
- Jerseys, jackets, overcoats, and anoraks: not in loud colours, and not leather or denim, nor military wear.

Casual dress: Boys' own clothes of an acceptable nature.

3.3 Formal dress will be worn at Sunday Chapel services, and by boys going away from Tonbridge for school matches, interviews, or other engagements, unless specific permission to wear other clothes, such as weekday or smart informal dress, has been given.

3.4 Only regulation clothing may be worn for physical education and games. Those in charge of such activities may from time to time determine an acceptable dress code.

3.5 All clothing and games kit must be clearly marked with the owner's name.

3.6 Appearance must be tidy. This includes shirts tucked in, with top buttons and ties done up. Boys are expected to be clean-shaven.

3.7 No visible jewellery (other than a single signet ring) is allowed.

3.8 Headphones for mobile devices, such as mobile phones or MP3 / MP4 players must not be worn around school.

3.9 Hats may not be worn unless otherwise directed by the Second Master.

3.10 Hair must be tidy, neither excessively short nor long (not over the collar). Hair must not be dyed or tinted, nor cut or dressed in any extreme fashion.

- 3.11 In all matters of dress and appearance, the arbiter of what is acceptable is a boy's housemaster, and ultimately the Second Master or Headmaster. A boy whose dress or appearance is unsatisfactory may be sent home.
- 3.12 Boys may not eat or drink anywhere in the school buildings other than the Orchard Centre or the Sixth Form Centre. Boys may not chew gum anywhere on school premises. All litter must be put in the bins provided.

4. HEALTH AND SAFETY.

- 4.1 The school is subject to precise health and safety laws. Those applying to boys are posted or announced in the specific areas such as swimming pool, laboratories and houses. Boys have a duty to report any injury, accident or dangerous occurrence to the master supervising an activity or to their housemaster. Boys taken ill or injured during the school day should be taken to the Medical Centre.
- 4.2 **Medicines:** All medicines, whether requiring a prescription or not, will be kept by house matrons or the staff of the Medical Centre. (other than those permitted to self medicate with the written consent of the School)
- 4.3 **Fire notices:** These are posted throughout the school and houses, and the instructions must be observed. School and house fire drills will be held regularly.
- 4.4 **Bicycles:** A boy may cycle to school or keep a bicycle at school with his housemaster's permission. Only praepostors may cycle in the school grounds. No boy may ride in the area at the front of the school between the Headmaster's house and the Science block, or ride through the central arch. Boys riding bicycles are strongly recommended to wear safety helmets. Lights must be used during lighting-up hours, and all luggage should be carried in a basket, pannier or backpack. It is the boy's responsibility to ensure that his bicycle is roadworthy and safe. There will be periodic inspections. All other rules with respect to bicycles are included in the house rules.
- 4.5 **Motorcycles:** No boy may ride a motorcycle to school, or keep a motorcycle at school.
- 4.6 **Cars:** Without permission from both his parents and the Headmaster a boy may not:
- Drive a car to and from school or on school business.
 - Keep a car at school.
 - Drive another boy in his car.
 - Be driven by another boy in his car.

Application forms for such permission are available from the housemaster. Cars may not be driven by boys in the school grounds, except when going to and from the designated parking space by the Sports Centre.

- 4.7 **Road Safety:** Boys are strongly advised, when crossing any road, to use designated crossing places, including pedestrian crossings, traffic lights and traffic islands. Great care must be taken on any public road and on any road within the school grounds. Mobile phones and other similar personal items should not be used when crossing roads. Behaviour on or near roads that is likely to cause danger to self or others must be avoided. All this applies to both pedestrians and cyclists.
- 4.8 **Photographs:** There are occasions when pupils and staff will be photographed in school. Every member of the school community has a right to privacy under both human rights and data protection legislation. Any boy who wishes to withdraw consent for his photograph to be used either generally or on any specific occasion must put this in writing to the Second Master. In all such cases the school will respect the wishes and image rights of the individual. A fuller version of this policy is available on the school website or by application to the Second Master.

5. ATTENDANCE AND EXEATS.

- 5.1 If a **day boy** is ill or is absent for any reason parents should report this to the housemaster by telephone as early as possible on that day.

- 5.2 If a boy is taken ill during the school day he must report to the Medical Centre.
- 5.3 If a **day boy** is late he must sign in at Reception and report to his housemaster at the earliest opportunity.

5.4 **Absence from school** during term-time can be agreed only on three grounds:

1. On grounds of health;
2. On grounds of educational benefit;
3. On compassionate grounds.

Absence is not usually agreed for the convenience of domestic holidays: for this reason the dates of the school terms and half-terms are published well in advance.

5.5 **Weekends:** The dates of weekend exeats are published in the school calendar, and boys are expected to go home or to their guardians. At the end of an exeat weekend boys must return to their houses by the published return time. Boys may if they wish return to their houses up to three hours before the published return time. If a boy wishes to return even earlier, or cannot return before the published time, he must inform his housemaster. A boarder may take weekend leave home at other weekends, provided that his parents have informed his housemaster, starting after games or other school commitments on Saturday afternoon, and returning to his house not later than 6.50 p.m. on Sunday.

5.6 **Half Terms:** All boys must go home or to their guardians over the half-term exeats, and the two-night exeats.

6. **ACADEMIC WORK.**

6.1 All boys should have high academic expectations. Their work should be completed neatly, carefully and as thoroughly as possible.

6.2 Pursuits periods are intended for rehearsals, music practice, extra tuition, academic or practical work, reading or quiet relaxation, but not usually for games. Work areas must be quiet.

6.3 Study periods are intended for quiet private study. They should be taken in the Smythe Library, other school libraries or free classrooms. Boys in the sixth and fifth forms may take them in their houses, but boys in the first year must take them in the Smythe Library. Boys must remain in their chosen place of work for the whole period.

7. **SPECIFIC RULES.**

7.1 **Drugs.** The school's drugs policy is set out in Appendix Five.

7.2 **Alcohol.** No boy is allowed to purchase, possess or consume alcoholic drink either while at school or under school control, except in the following circumstances. Permission for moderate consumption of alcohol may be given, under staff supervision, to boys over sixteen as part of a meal. Boarders aged eighteen or over may consume alcohol in public houses on a Saturday night provided they have their housemaster's permission and general consent has been given in writing by their parents. Boys in the Upper Sixth who have not yet reached the age of eighteen may also go to public houses with the above permissions but may not consume alcohol except as part of a meal and under adult supervision.

An Upper Sixth Boarder or Day boy may only visit a pub in the locality of the school when he has his Housemaster's specific permission to do so and his parents have given their general consent in writing.

No boys may consume spirits. Any boy who is clearly intoxicated is liable to be suspended.

7.3 **Smoking.** No boy is allowed to smoke at school, in close proximity to the school or when otherwise under school rules or control. Any infringement of the above rule leads to a fine, a Headmaster's Detention, and a cautionary letter home. Persistent offenders may be rusticated.

- 7.4 **Other Forbidden Items.** Possession of any items, objects or substances deemed dangerous are forbidden. These include any form of aerosol, firearms, knives, other weapons real or replica, explosives of any kind including fireworks, laser pens, or other inappropriate material.
- 7.5 **Theft or borrowing without permission.** It is a serious offence to take or use any person's property without their permission. Boys are also not allowed to lend money to each other for financial gain.
- 7.6 **Gambling and betting.** Any forms of gambling, betting or playing for money are forbidden. All betting shops and amusement arcades are out of bounds. Online betting is also forbidden.
- 7.7 **Bounds.** Bounds are clearly stated in section 2. Being found out of bounds is a serious matter. The school regards with particular seriousness any boarder being found outside his house without permission after lock-up at 11.00 pm.
- 7.8 **Damage to Property.** Any boy who causes damage to house or school property or to any private property must report the fact to his housemaster.
- 7.9 **Conduct of Sport.** Boys should abide by the 'Code of Conduct' for sport set out in Appendix Six.
- 7.10 **Computers.** The rules for use of computers in school are set in Appendix Seven.
- 7.11 **Mobile Phones.** An acceptable use policy for mobile phones is set out in Appendix Eight.

8. PROBLEMS AND COMPLAINTS PROCEDURE.

If a boy has any cause for complaint about a member of staff or any aspect of the school's policy and procedures, he should talk informally to his housemaster, any other member of the house pastoral team, the school chaplain, the school counsellor, the staff in the Medical Centre, the school doctors or any other member of staff.

If the complaint cannot be resolved informally to the boy's satisfaction, he should put the complaint in writing either to his housemaster or to the Second Master or Headmaster. Any such formal written complaint will be recorded by the individual to whom the complaint is made and answered within seven days, stating any action planned or taken. All such formal written complaints are subject to review by the Second Master.

If the nature of the complaint is such that it is not appropriate for it to be raised with a member of the school staff, then the boy or his parents should contact the school counsellor or the school doctor. In addition any complaint involving the welfare of boarders can be communicated to Ofsted, the body statutorily responsible for monitoring the welfare of boarders. Ofsted can be contacted on 08456 404040. The website address is www.ofsted.gov.uk In addition calls can be made to Childline whose number is 0800 1111.

If the complaint is still not resolved to the complainant's satisfaction, then he and his parents should follow the procedure set out in the 'Complaints Procedure for Parents' for consideration by the school governors. This is set out in the Parents' Handbook and on the school's website.

All complaints will be taken seriously. Confidentiality will be observed as far as is consistent with the proper investigation and effective handling of the complaint. No boy will be penalised for making a complaint in good faith.

CHILD PROTECTION POLICY

Aims

Tonbridge School aims to provide an environment in which there are effective procedures for safeguarding and promoting the welfare of all pupils in our care. The School starts from the premise that the welfare of the child is paramount. We aim to establish an ethos where children feel secure, know that there are adults to whom they can talk in times of difficulty and where positive steps are taken to build self-esteem and confidence. We also recognise the importance of working with other agencies to ensure the welfare of children under our protection. There are two main elements to our Child Protection Policy:

- a. Preventing threats to pupil welfare by creating a safe school environment and a strong pastoral system.
- b. Protecting those in our care by following agreed procedures and ensuring staff are appropriately recruited, trained and supported to respond appropriately to child protection concerns.

This policy applies to all teaching, non-teaching and volunteer staff, and to School Governors.

Tonbridge School also recognises that occasionally young people may be harmed by other young people, and that there may be rare occasions when a pupil's behaviour warrants a response under child protection rather than anti-bullying procedures. The School also notes the requirement that any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Roles and Responsibilities

All adults working with children have a responsibility to safeguard and promote their welfare. There are however, key people within Tonbridge School who have specific responsibilities:

The Second Master, Mr. C.W. Jones, is the Designated Child Protection Co-ordinator (DCPC) to whom all child protection issues should be notified. He will report on such issues to the Headmaster.

The Upper Master, Mr. A.J. Edwards, and the Lower Master, Mr. J.C. Harber, are the official Deputy Child Protection Co-ordinators. In the absence of the Second Master, the Upper Master will take the lead.

Mrs. Sara Tozzi chairs the Governors' Pastoral Committee which has responsibility for child protection issues, including reviewing annually the School's Child Protection Policy and Procedures and reporting to the School Governors on the effectiveness with which these have been implemented.

Those members of management involved in recruiting staff are required to operate safe recruitment procedures in line with the statutory guidance set out in 'Safeguarding Children and Safer Recruitment in Education' (DCSF January 2007), and with reference to the new Vetting and Barring Scheme which came into force in October 2009. (The new Protection of Freedoms Bill (2012) will provide further guidance in this area). The Headmaster, Second Master, Bursar, the Director of Studies, Director of Teaching and Learning and the Chair of the Governors' Pastoral Committee have all undertaken Safer Recruitment Training through either the NCSL or the CWDC.

All members of staff, both teaching and non-teaching, should be able to recognise signs of child abuse and be familiar with the correct procedures for communicating their concerns. They must also ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. There is guidance in the Common Room handbook relating to staff conduct. All should be aware of the School's 'Whistleblowing Policy' and the way that this impacts on issues of child protection, and the notes on confidentiality set out in the Pastoral Handbook. They are expected to carry with them the 'Child Protection' cards issued by the Second Master or Personnel Manager.

What is child abuse?

Physical injury This can be the result of excessive use of physical force by an adult or a senior boy.

Neglect This can range from ignoring a child's developmental needs to not supervising him adequately.

Sexual abuse This is the involvement of a child or adolescent in sexual activities they do not understand, cannot give consent to, and which are not acceptable to our society. This includes inappropriate touching, obscene photographs, child pornography, as well as attempted or actual sexual acts.

Emotional abuse This ranges from rejecting a child, refusing to show love or affection, or deliberately making a child unhappy by continual verbal abuse.

Some indications of possible abuse

- unusual, even bizarre behaviour.
- unexplained injuries.
- emotional withdrawal – showing lack of trust in adults.
- eating problems.
- not growing or putting on weight.
- timid and withdrawn.
- over-demanding, mood swings, aggressiveness.
- poor academic work, under-achievement.
- tiredness.

Behaviour that is out of character for a given pupil is not in itself an indication of abuse. Any staff concerned about a pupil's behaviour or demeanour should however report it to the boy's housemaster, who is in the best position to see the fuller picture and may already have other evidence leading to concern. It is also important to be aware of the possibility that abuse can also be perpetrated by one boy against another.

Procedure to follow by a member of staff if abuse is suspected or reported

If any member of staff:

- suspects that child abuse is occurring;
- identifies child abuse;
- is concerned that School practices or the behaviour of others may be putting a child at risk of abuse;
- has an incident, complaint or suspicion reported to him/her;

he/she must:

- Make brief notes at the time or as soon as possible afterwards and ensure that these original notes are kept.
- Immediately stop any other activity to listen.
- Not ask leading questions (it may prejudice the investigation).
- Not give guarantees of confidentiality but give assurances that only those who need to know will be informed.
- Not make any attempt to investigate the incident themselves.

- Within twenty-four hours inform the Designated Child Protection Co-ordinator (the Second Master). If the complaint is likely to involve the Second Master, the informant must report it to the Headmaster.

Subsequent action taken by the DCPC and/or the Headmaster

The DCPC, together with the Headmaster, will decide upon any action needed to ensure the immediate protection of the pupil concerned and any further means of investigation. Where an allegation has been made against a member of staff, the Headmaster and DCPC will follow procedures in line with School Disciplinary Policy and statutory guidance from the DCSF entitled 'Safeguarding Children and Safer Recruitment in Education' (January 2007). This statutory guidance has been adopted as an appendix to the School's Disciplinary Policy.

Where it is alleged that a member of staff has behaved in a way that has harmed, or may have harmed a child, possibly committed a criminal offence against a child or behaved towards a child in way that indicates that he/she is unsuitable to work with children, the Headmaster must report it within twenty-four hours to the Designated Officer in the Child Protection Team, Tonbridge Social Services. Further details of the process can be found in the above statutory guidance.

- The Chair of the Pastoral Committee will be informed of any child protection issue as soon as possible after it arises.
- Any allegation involving the Headmaster will be handled by the Chairman of Governors and Chair of the Pastoral Committee.

The Headmaster is required to refer any colleague who is deemed unsuitable to work with vulnerable and young people and who has been removed from regulated activity to the ISA.

Records and Monitoring

Well kept records are essential to good child protection practice. All incidents relating to child protection must be recorded on incident report forms, together with any accompanying notes. This form must be given to the DCPC, who will ensure that a copy is kept in a separate child protection file in the Headmaster's office. The DCPC will also ensure that details are given to any other person who needs to know about the particular child under threat, and who might be involved in the monitoring of that child. He will also be responsible for liaising with any other agencies to whom a referral might be warranted.

Other relevant School policies

This policy should be read in conjunction with other School policies involving welfare. These policies are:

- Safeguarding
- Anti-Bullying policy
- Physical Restraint policy
- Behaviour Policy
- Whistleblowing policy
- Kent and Medway Safeguarding Children Handbook (2007)
- Staff Recruitment
- Common Room duties and issues of child protection
- Complaints

Child Protection Training

It is School policy to follow DCSF guidance in 'Safeguarding Children and Safer Recruitment in Education' that all members of staff should have appropriate training in child protection issues. The DCPC and his deputy, and the Chair of the Governors' Pastoral Committee should undertake an initial child protection training course and then a refresher course every two years, and other members of staff, including part-time and voluntary staff, should have a training course every three years. In addition, the DCPC must have training in 'inter-agency working' provided by the local Area Child Protection Committee. In addition, the Headmaster and senior staff have undergone on-line safer recruitment training. Responsibility for the training of the teaching staff lies with the Second Master and the Upper Master, and all other School members of staff with the Personnel Managers.

Our staff recruitment policy makes clear the need for all those working with boys at Tonbridge to have undergone the necessary vetting whether they are employees of the School or employed by another organisation.

Ofsted

The name, address and telephone number of the body now responsible for inspecting and safeguarding child protection issues is Ofsted.

Dr. Roger Morgan
Children's Rights Director
Ofsted National Business Unit
Royal Exchange Buildings
St. Ann's Square
Manchester M2 7LA

Telephone: 08456 40 40 40

Email: enquiries@ofsted.gov.uk

Website for children: www.rights4me.org

COMPLAINTS PROCEDURE for PARENTS

Introduction

Tonbridge School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure. If at any time parents have cause for concern or occasion for complaint, they should raise the matter with the school as soon as possible. All concerns or complaints will be taken seriously and with respect, and the school will respond promptly. The sooner the school hears of a problem or potential problem, the sooner and more easily the problem can be investigated (if there is need for wider exploration) and meet with a satisfactory resolution.

Stage 1: Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally. Parents with cause for concern or complaint should feel free to talk directly to a member of staff, to telephone, or to write with details of the issue that concerns them. In the first instance, it may be best to address a concern to the member of staff most closely involved in the matter at issue (such as Housemaster or Head of Department), who may well be able to resolve the problem quickly: but there may be some concerns which parents prefer to bring directly to the Second Master or the Headmaster.

Any complaint will receive a prompt response: either by immediate discussion (and, it is hoped, resolution) in person or by telephone, or, if wider consultation and/or investigation is required, by letter as soon as possible setting out the conclusion of the inquiry, the reasons for it, and any action taken or proposed. If such action includes use of the disciplinary procedures for staff, this will be handled confidentially within the school. The member of staff will make a written record of all concerns and complaints and the date on which they were received. This record will be kept by the Headmaster's Office and periodically monitored by the Second Master. Should the matter not be resolved within 14 days, or in the event that the member of staff and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure as detailed below.

Confidentiality will be observed as far as is consistent with proper investigation and effective handling of a complaint. It is school policy that the voicing of a concern or the making of a complaint by a parent should not in any way rebound adversely on their son.

Any complaint against the Headmaster should be made directly to the Chairman of Governors at the address set out below. He will be responsible for investigating the complaint appropriately, responding to the complainant in line with the procedures above and keeping his own record of any such complaints.

The Tonbridge School Behaviour Policy sets out the circumstances in which the Headmaster may expel a boy. Wherever practicable, the parents of the boy concerned will be invited to discuss the issue with the Headmaster (or in his absence the Second Master) before a final decision is taken. The Headmaster is required to inform the Chairman of Governors without delay of the decision and the circumstances. If the parents wish to contest the Headmaster's decision, they may exercise a right of appeal to the Appeal Committee of the Governors following the Stage 3 Procedure set out below.

Stage 2: Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take. In most cases, the Headmaster will meet with the parents concerned, normally within 14 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage, although it may be necessary for the Headmaster to carry out further investigations. The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.

Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision. If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

Stage 3: Appeal Committee of the Governors

The Appeal Committee will consist of two Governors, neither of whom will have had previous involvement in the Headmaster's decision or in the matters subject to complaint, and a third person, independent of the management and governing of the school.

Notice of the appeal must be sent in writing to the Chairman of Governors at the address below, setting out fully all the reasons for making the complaint or contesting the Headmaster's decision. If the appeal arises out of a decision by the Chairman in respect of a complaint against the Headmaster, then the letter should be addressed to the Deputy Chairman at the same address. Included should be any documents or other evidence or details of witness to fact or character on which the parents intend to rely. Any appeal against expulsion should be received within ten days from the date when the Headmaster's decision took effect.

The Chairman of Governors (or, as in the circumstances above, the Deputy Chairman) will inform the Headmaster that an appeal has been lodged, and send all relevant papers to the Secretary of the Appeal Committee. The Secretary of the Appeal Committee will then communicate with the appellant(s), collect together all the relevant papers and make the necessary arrangements for the appeal hearing. The Headmaster's response to the appellant(s) will be included in the papers to be provided to the latter. The hearing must take place within twenty-one days from the notice of appeal being received, unless otherwise agreed between the school and the appellant(s).

The appellant(s) has the right to attend in person to make oral representations and should inform the Secretary of the Appeal Committee in writing of his request to attend within five days of the notification of the date of the hearing. The notification will contain instructions in respect of attendance. If no such request is made, the Appeal Committee will determine the appeal on the written submissions only.

The Secretary of the Appeal Committee will give the Headmaster and the appellant(s) not less than seven days' notice of the date, time and place of the appeal hearing and whether it is to be determined by oral hearing or on the basis of written submissions, depending on the response of the appellant(s).

In the case of an oral appeal hearing, unless otherwise determined by the Appeal Committee, the following shall apply:

- The appeal hearing shall be in private, and everything said at the appeal hearing shall be confidential.

- Neither the parents nor the Headmaster will be entitled to put before the Appeal Committee any document or other evidence which did not accompany the notice of appeal or the Headmaster's response or was not provided to the Appeal Committee and the other party at least 14 days before the hearing date unless the Appeal Committee shall determine otherwise.
- The appellant(s) and the Headmaster may be accompanied to the hearing by one other person whose details must be provided in advance to the Secretary, together with a statement of the capacity in which they are attending. This may be a relative, teacher or friend, but legal representation will not normally be appropriate. Such person must undertake to respect the confidentiality of the appeal and shall not have the right to address the appeal hearing, unless expressly invited by the Committee.
- The Headmaster or appellant(s) must inform the Secretary to the Appeal Committee in advance if they wish to call any witness to give evidence before the Appeal Committee detailing the person they wish to attend, the purpose, and the role that person is expected to play.
- The appellant(s) will first set out their case, the Headmaster will respond, and the appellant(s) will have the opportunity to reply to any new material raised by the Headmaster before the Appeal Committee retires to consider and make its decision.

Within seven days of the appeal hearing, whether that hearing is oral or based solely on written evidence, the Secretary to the Appeal Committee will write to the appellant(s), the Headmaster, the Governors and, where relevant, the person complained about, setting out the decision of the Committee, the reasons for that decision, and any recommendations made.

The Appeal Committee's decision shall be final and not subject to further appeal. A statement to this effect will be contained within the letter detailing the decision of the Committee.

Other Considerations

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records relating to individual complaints will be kept confidential except where the Secretary of State or body conducting an inspection under section 162A of the 2002 Act, as amended, requests access to them, or where disclosure is required under other legal authority.

Boarders and their parents can also contact Ofsted: Dr. Roger Morgan, Children's Rights Director, Ofsted National Business Unit, Royal Exchange Buildings, St. Ann's Square, Manchester M2 7LA; 08456 404040 or 0300 123 4666; enquiries@ofsted.gov.uk.

The correspondence address for the Chairman of Governors is Skinners' Hall, 8 Dowgate Hill, London, EC4R 2SP (Telephone: 020 7236 5629).

ANTI-BULLYING

AIMS AND OBJECTIVES

Tonbridge School supports the right of all members of the school community to be free from all forms of bullying, harassment and discrimination. We wish to create and maintain a caring and supportive school environment by making clear that bullying will not be tolerated and that positive steps will be taken to eradicate it. We aim to create an atmosphere in which staff, parents and pupils are encouraged to bring out into the open any incident of bullying, knowing that measures to deal with it will have the support of the whole school community. This anti-bullying policy is based in large part on the views of the boys themselves, who are encouraged to feel that they are the owners of it. It represents the School's promise to address problems of bullying and do all that it can to prevent them. This policy also takes into account DCSF guidance given in 'Safe to Learn – Embedding anti-bullying work in schools' and KCC Schools e-Safety policy (2007). This policy is made available to parents and boys and is posted on House noticeboards. All staff and Praeposters are given this policy as part of their induction.

Reference To Other School Policies

This anti-bullying policy should be read in conjunction with the policies listed below:

Safeguarding;

E-Safety;

Expected Behaviour Code;

Rewards and Sanctions policy;

PSHE programme.

WHAT IS BULLYING?

Bullying is behaviour which is meant to be deliberately hurtful to another person. Such behaviour is likely to be persistent, and difficult for victims to defend themselves against. It can take the form of physical, verbal or emotional abuse, but it can also involve the marginalisation and exclusion of individuals from specific groups. It can happen in houses, but is just as likely in a classroom or wider school setting. Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We always treat bullying very seriously as bullying conflicts sharply with the School's policy on equal opportunities, as well as with its social and moral principles. Cyberbullying is the use of new and emerging technologies to cause harm or distress to another person.

Some examples of behaviour which would count as bullying include:

- Actual physical violence such as kicking, hitting, pushing, or the threat of violence.
- Stealing or hiding someone else's property.
- Name-calling and hurtful remarks, including those which focus on race, sexual orientation, religion, culture, gender, special educational needs or disability, or said with the intention of undermining someone's self-esteem. Some bullying also has a specific sexual dimension or dynamic and might involve sexual innuendo or comments, or using sexual language to humiliate or intimidate.
- Open and repetitive 'teasing' in a classroom or group situation; the difference between "banter" and "bullying" is one we are careful to monitor.
- Attempting to humiliate or isolate someone by exclusion from a social or sporting group.

Bullying includes:

Cyber-Bullying. The internet and social networking sites (such as Facebook or Bebo) must not be used to intentionally or deliberately hurt, humiliate, slander or defame another person. Boys are made aware that actions in this regard undertaken outside of School may also contravene School policy and be subject to School sanction (in the first instance). The same sanctions will apply to incidents of cyber-bullying as would apply to any other form of bullying.

Mobile Communications and Emerging Technologies. Boys and staff are made aware that the guidelines which apply to the use of the School network also apply to any handheld communication device which is brought onto the School site. Nothing which is inappropriate or potentially illegal should be downloaded or saved onto these devices and all should be aware of the possible criminality of transmitting such material.

Our expectations of how boys and staff should use new technologies are made clear in our Acceptable Use Policy, our E-Safety Policy, and in the Common Room Handbook.

WHAT WILL BE DONE BY TONBRIDGE TO PREVENT BULLYING?

We (staff and boys) do all we can to create a climate in which bullying is not tolerated, and in which pupils can report bullying incidents without feeling that they are ‘telling tales’. Staff, pupils and parents are all involved in this process of creating and supporting a whole School anti-bullying culture.

We will encourage boys to talk openly and regularly about the issue within tutorial groups in their houses, in the appropriate School and House councils, in direct meetings with the School’s Anti-Bullying Coordinator, or conversations with other appropriate members of staff (chaplain, counsellor, trusted teacher). We also ensure that School and House praes are thoroughly conversant with this policy and play an important role in its successful implementation.

There are regular meetings with an Anti-Bullying Council from every year in the School. In the Novi this council is made up of one boy from each set, chosen by other boys (and supported by housemasters and Lead Teachers) as being a suitable candidate. Feedback on these meetings is given where appropriate.

We ensure that the School curriculum addresses issues of bullying and encourages pupils and staff to share ideas on preventing it. There is a strong anti-Bullying presence within the PSHE curriculum.

We will entrust a member of staff, known as the ‘Anti-Bullying Co-ordinator’ (ABC) with the responsibility of monitoring the implementation of this anti-bullying policy, chairing meetings of the ABC councils, encouraging anti-bullying initiatives amongst boys (e.g. poster campaigns, chapel talks, assemblies and an intranet page) and evaluating the policy’s overall success. This person will meet with the Second Master every month to review incidents of bullying. In addition, there will be a formal annual review of the Anti-Bullying policy and its implementation.

We ensure that all members of staff are aware of their responsibility to watch out for and respond appropriately to any possible bullying behaviour through Induction and CPD. They should refrain from any words or actions in the classroom which might be seen as an encouragement to bullying or as bullying behaviour in itself.

We encourage housemasters to establish a formal or informal system of peer support in each house – boys to whom victims or witnesses of bullying can turn and ask for help, especially if they feel unable to talk to an adult.

We do all that we can to resolve issues of bullying through mediation, discussion and making bullies aware of the effects of their actions, but we will use sanctions against them when this is deemed necessary. These sanctions will be in line with School policy. We will often use boys to encourage other boys not to continue with their behaviour.

We encourage bullies willingly to seek help themselves in changing their behaviour. This will be catalysed by educating boys as to why they and their peers may find themselves bullying others.

We will give protection and support to any victims of bullying, and to anyone who brings such issues to our attention.

We will publicise details of the School Counsellor and organisations (e.g. Childline) outside the School community who can be contacted if victims of bullies prefer to talk to someone who is independent.

Boys are made aware that issues of racism, religion, sexism, homophobia, gender, special educational needs, disability and sexual bullying will be treated with equal severity.

The School seeks to promote safe use of new technologies through an E-Safety Policy and seeks to prevent the occurrence of cyber-bullying through the restricted use of social networking sites. Boys and staff will be made aware of the School's Acceptable Use Policy on the use of digital media.

WHAT PROCEDURES SHOULD BE FOLLOWED IF BULLYING OCCURS?

Firstly, the matter and all the circumstances must be brought into the open by bringing it to the attention of someone who will do something about it. In some cases this will be another boy, but it might also be a parent or a member of staff - whoever the victim or witness of the bullying feels comfortable in talking to.

The next stage is to report the incident in writing or by email to the appropriate housemaster(s) **and** to the Anti-Bullying Co-ordinator. Housemasters should also report to the Anti-Bullying Co-ordinator any significant incident of bullying within their own houses. They will talk to all involved, discover what occurred and explore the feelings of both the victim and the bully. If it is judged appropriate, all parties will be brought together to explore ways of resolving the situation, particularly in making the bully come to terms with the effect of his behaviour. Sanctions against the bully will be considered, especially if the bullying is severe. The Second Master must be informed in writing of any significant incidents of bullying.

The situation must then be followed up regularly by those dealing with it. If the bullying is repeated or severe, sanctions or the clear threat of sanctions should be applied. This should range from a formal warning given by the Second Master or Headmaster to suspension from School, either temporary or permanent. The written records will be monitored periodically by the Anti-Bullying Co-ordinator and the Second Master, who will be responsible for regular review of this policy.

BEHAVIOUR

(Discipline and Exclusions)

PRINCIPLES

Tonbridge School Behaviour Policy is designed to promote and encourage an acceptable standard of behaviour in and around school and on any school activity. It is based on clear values which the School promotes; these include self-discipline, a sense of responsibility, a proper regard for authority, respect for and celebration of difference in others, and a sense of service to the community. It places great emphasis on the positive behaviour to be expected and rewarded, as well as prevention of what is unacceptable through a series of clearly defined sanctions. At its heart is the promotion of a good learning and teaching atmosphere in which all pupils can realise their potential. The policy safeguards and promotes the welfare of all pupils, protecting them from all kinds of discrimination and harassment. It recognises the duty of the school to promote race equality and to take action to tackle inequalities and discrimination of any kind that are identified. It relies on a culture of mutual respect between parents, pupils and staff, and it has been drawn up in wide consultation with the school community. It will be subject to regular review by the Second Master in consultation with others.

The Behaviour Policy has four main elements:

- ‘Expected Behaviour at Tonbridge School’ – a code to be promoted, taught and enforced.
- A System of Rewards for Achievement, Effort and Good Behaviour.
- A System of Sanctions.
- A Statement of Roles and Responsibilities.

It is important that this policy is read and applied in conjunction with other School policies and programmes, published separately in the Common Room Handbook and Parents’ Handbook. Specifically these are:

- Child Protection Policy
- Memoranda
- Anti-Bullying Policy
- Learning Support Policy
- Alcohol, Drugs and Smoking Policies
- Problems and Complaints Procedure for Boys (Memoranda)
- Complaints Procedure for Parents (Parents’ Handbook)
- Procedure for Appeal against Expulsion
- Discrimination Policy
- PSHE Programme
- Philosophy of Care
- Pastoral Care Handbook
- Physical Restraint

EXPECTED BEHAVIOUR AT TONBRIDGE SCHOOL

Tonbridge School is a community where the welfare of all is protected and promoted. To this end, certain standards of behaviour are expected of all pupils in and around the School, and on any activity or trip. These expectations are promoted and reinforced, within the overall School behaviour policy, by a system of rewards and sanctions. We expect boys to:

Show Respect For Others

- Show good manners, tolerance, regard for authority and for individual privacy
- Celebrate difference and diversity in others
- Show respect for Chapel and for those of different faiths
- Follow and support the School's anti-bullying policy
- Avoid bad language and any behaviour which might cause offence

Strive For Self-Respect

- Be trustworthy, honest and tell the truth
- Attend and be punctual at all compulsory school obligations
- Keep safe and healthy by proper appreciation of risk, by regular exercise and by avoiding harmful substances
- Be self-disciplined and committed
- Take pride in appearance

Make A Positive Contribution

- Take pride in membership of the School and be its ambassador
- Engage with and commit to a wide range of activities
- Think how the school community can be served
- Participate in decision-making about how the School is run
- Support activities to help the wider community outside school

Enjoy And Achieve At School

- Value effort and achievement
- Take responsibility for own learning and academic progress
- Help promote a positive learning atmosphere in the classroom and elsewhere
- Develop own skills and interests by full participation in extra-curricular activities
- Prepare for life after school by developing good work habits and social skills

Respect Property And The Environment

- Respect the property of others
- Look after the fabric and property of the School
- Think 'green' in attitude to the School and wider environment
- Respect other people's working and living environment by avoiding undue noise
- Avoid dropping litter

A SYSTEM OF REWARDS FOR ACHIEVEMENT, EFFORT AND GOOD BEHAVIOUR

It is important to establish a culture in which praise and encouragement far outweigh the frequency of punishment and admonition. Rewarding pupils for achievement, effort and positive behaviour motivates them and creates the best climate for effective teaching and learning. The School wishes to take pride in celebrating the success of its pupils and in communicating this success to them and to their parents.

To this end a system has been established to promote rewards for achievement, effort and behaviour. The key elements of this system, which are not intended to be exclusive, are:

- Frequent reminders in staff meetings of the importance of celebrating success, and of verbal and written praise and encouragement.
- School prizes and awards for all kinds of achievement.
- Awards made by the Lower Master at end-of-term assemblies.
- Award of Commendations in the first three years for academic and non-academic achievement and effort, and for examples of positive behaviour and service (see separate procedures).
- Award of Distinctions for examples of academic excellence (see separate procedures).
- Space in the Interim Reports to note special effort or achievement.
- House points or merit books leading to house awards.
- The use of School and House notice-boards and the intranet to record special achievements.
- Regular communication to parents of 'good news'.

It is the responsibility of the Senior Management Team to monitor the frequency and effectiveness of this system of rewards.

A SYSTEM OF SANCTIONS

Sanctions are necessary in a school community to promote positive behaviour, as laid down in the 'Expected Behaviour' code, and a good teaching and learning atmosphere, to encourage a proper regard for authority, to protect all members of the school community, and to reinforce School rules as laid down in the Memoranda. They are most useful when seen by everyone as a deterrent. When used they must be applied fairly and consistently, and appropriately to the seriousness of the offence. This means that there must be a scale of sanctions with it being clear whose responsibility it is to apply them at the appropriate level. **The use of corporal punishment or physical restraint as a method of imposing or enforcing a sanction is clearly prohibited, whether or not within the School premises.** Sanctions can be applied for unacceptable academic work as well as behaviour issues.

In setting out this scale of sanctions, the need for flexibility and common sense is emphasised. The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when to pass it on to higher authority. It should not preclude simple remedies like reporting a boy to his housemaster or to the Second Master.

Level 1

Simple admonishments backed up by the authority of staff within the School. Admonishing a boy is often as effective as any formal sanction and should be the first recourse of any member of staff.

Level 2 (School)

These would be used by any members of staff for minor classroom or school misbehaviour. In the classroom, the use of imposition paper is encouraged for unacceptable work or behaviour; this is given out to a boy, who must then complete the written task and get his housemaster to sign the imposition paper before returning it to the teacher. Sending a boy out of the classroom is acceptable but the door must be kept open and the whereabouts of the boy in this situation must be known at all times.

Keeping a boy in during break or other time is also acceptable. Heads of Department are encouraged to become involved in helping out members of their department having problems with particular boys or groups. Some form of departmental detention may become appropriate for persistent offenders. Informing housemasters adds to the effectiveness of the sanction. Other strategies for classroom behaviour management will be developed and recorded by the Director of Studies and the Director of Teaching and Learning.

Level 2 (House)

These would be imposed by housemasters or other members of the house pastoral team for minor house misbehaviour or for school matters reported to housemasters. A certain degree of flexibility is allowed to housemasters but the sanctions can include extra community duties, withdrawal of privileges, written exercises, a run (as long as an equivalent alternative is offered and it takes place within School grounds with proper supervision). House praes can ask for these sanctions to be applied. Any sanctions applied must not involve deprivation of sleep or food. Each house must publish a set of house rules, including the sanctions to be used, a copy of which should be given to the Second Master. Housemasters should keep a written record of sanctions imposed at this level.

Level 3

This level would be applied for more serious offences or for persistent bad work or behaviour. In houses housemasters can for instance use formal gating, impose a house detention in a boy's free time, use internal suspension (withdrawing a boy from some school activities like games), place a boy on report card for unacceptable academic performance. In many such instances housemasters will formally write to parents to inform them. Records of these sanctions should be kept by housemasters.

At this same level there will be two school detentions, the Sunday Extra Work Class and the Wednesday School Detention. Any member of Common Room can put a boy into either of these, but he must ensure that there is 48 hours' notice given to the boy concerned and inform the relevant housemaster. Persistent appearance in these detentions in any academic year could lead to a Headmaster's Detention (see below).

On Sundays from 4.00pm to 6.00pm (except for exeats) the Sunday Extra Work Class will be held, supervised on a rota by members of Common Room. This class will be for persistent unacceptable academic work (such as tests failed or coursework not completed), for some disciplinary breaches (as agreed with the Second Master) and unauthorised absence from lessons or other commitments. The procedures for putting boys into this class will be published by the Second Master, who will also select the venue and keep the records.

On Wednesdays from 8.10am to 8.50am the School Detention will be held, supervised on a rota by the Second Master, the Upper Master, the Director of Studies, the Director of Teaching and Learning and the Lower Master. This will be for more serious classroom misbehaviour, academic issues, and persistent lateness or can be used by housemasters for house matters. The Second Master will publish full procedures and keep records.

Level 4 Headmaster's Detention

This will be held monthly on set Saturday evenings from 7.30pm to 9.30pm in a school classroom, supervised on a rota by members of Common Room. Every boy in this detention will also see the Headmaster or Second Master. Only housemasters may put boys into this detention (although other members of staff may request it) and they must also in writing inform the parents of the boy about both offence and sanction. Parents will be asked, if possible, to collect their sons after the detention. The Second Master will publish procedures and keep records. Persistent appearance in the Headmaster's Detention in any academic year could lead to the boy's suspension (see below).

Level 5 Suspension (temporary or permanent)

The Headmaster may in his discretion require parents to remove or may suspend or expel a boy from the School if he considers that the boy's attendance, progress or behaviour (including behaviour outside the School) is seriously unsatisfactory and in the Headmaster's reasonable opinion the removal is in the School's best interests or those of the boy. The Second Master has the same authority in the Headmaster's absence.

For a temporary suspension the Headmaster will write a letter to the parents, which might include a formal warning, and see the boy on his return. A notice would be published on the School and Common Room notice-boards about every such suspension. The housemaster would have the responsibility of informing the parents before a boy is suspended, arranging a collection time and ensuring that appropriate work is taken home. The length of the suspension will vary according to the circumstances and nature of the offence, but will generally not be longer than a week.

For permanent suspension a distinction is made between expulsion and requirement to leave. A boy is liable to expulsion for a grave breach of school discipline, for example a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion means that the boy's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. For a breach of school discipline falling short of one for which expulsion is necessary, the pupil may be required to leave permanently. In such circumstances reasonable assistance will be given in helping the boy to make a fresh start at another school. A boarder may also be required to leave the boarding house without necessarily being required to leave the School. In any circumstances where permanent suspension is being considered, the Headmaster is required to act fairly and in accordance with the principles of natural justice. He will use every reasonable endeavour to contact parents before any final decision is taken.

All records of suspensions will be kept in the Headmaster's Office and must be notified to the Chairman of Governors. The procedure for appealing against a permanent suspension is set out in the 'Complaints Policy and Procedure for Parents' to be found in both the Parents' Handbook and on the School website.

ROLES AND RESPONSIBILITIES

All members of the Common Room and house pastoral teams have a responsibility to maintain school discipline and manage the behaviour of boys. They must have realistic expectations of boy behaviour, and be prepared to talk through and engage with issues of behaviour before thinking of applying sanctions. They are encouraged to ask for help from more senior and more experienced colleagues to resolve situations. They are authorised to apply sanctions to Level 3 above.

Housemasters (and in their absence Assistant Housemasters) have responsibility for the safety and behaviour of boys in their houses. They are expected to maintain good house discipline, to help boys develop self-discipline, and to encourage and reward effort and achievement in all spheres of school life. They will be the first and main point of contact with parents and staff about all aspects of a boy's behaviour and development. They will be informed and consulted by all members of staff about issues involving boys in their house. The Headmaster will consult them on any issue that might lead to a boy's suspension. They must develop a clear system of house rewards and sanctions in line with the guidelines above, and they must publish this in the house and to parents. They are authorised to impose sanctions up to Level 4 above, and they must keep records of any sanctions imposed on a boy from Level 2 upwards.

The Director of Teaching and Learning has responsibility for helping members of the teaching staff to develop good strategies for classroom management. He will liaise with heads of department on any

issues arising from this. He will ensure that the induction of any new staff will include specific reference to this policy and how it works.

The Director of Studies will develop procedures for the award of Commendations and Distinctions. He will also ensure that the reporting system encourages and notes special effort or achievement, but also draws attention to concerns about poor behaviour or unacceptable work. He will from time to time be asked by housemasters to see boys whose work is unsatisfactory or who are in danger of failing exams.

The Second Master is responsible to the Headmaster for managing all issues of discipline and behaviour within the School. He will review this and associated policies at regular intervals, using some kind of behaviour audit to identify recurrent problems. He will promote the 'Expected Behaviour' code and the whole of this policy to boys, staff and parents. He will publish procedures in relation to sanctions and organise supervisory rotas. He will keep records of all detentions at Levels 3 and 4. He will keep the Headmaster informed of any significant issues of behaviour which arise. He will deputise for the Headmaster when necessary. He will ensure that induction procedures for house staff and praes include reference to this policy and how it works.

The Headmaster is responsible to the Governors for ensuring appropriate standards of discipline within the School, and for the promotion of positive behaviour. He will determine the main principles behind any behaviour policy and ensure that it does not conflict with other School policies. He will determine all issues of suspension. He will ensure that parents are aware of this Behaviour Policy.

The Governors endorse the principles underlying the policy and require the Headmaster to ensure appropriate standards of discipline within the School.

ACCEPTABLE USE OF COMPUTERS

Any large computer network is a highly complex system requiring a considerable amount of maintenance. The points below are designed to ensure that the network is always available and working at the appropriate times. All users of the network (whether using school computers or personal laptops) are expected to use their common sense, the more general School rules and the law of the land, and must realize that a network with up to a thousand clients has to have more restrictions than a home PC.

SYSTEM SECURITY: Boys are responsible for their individual account and must never allow anyone else to use it, even when they are present. Passwords should never be divulged to another person. Passwords should be changed at least once per term.

UNAUTHORIZED ACTIVITIES: Boys should not attempt to go beyond their authorized access. This includes attempting to log in through another person's account, sending e-mails while masquerading as another person, or accessing another person's files in their directory. No-one must make deliberate attempts to disrupt the computer system or destroy data.

SOCIAL NETWORKING SITES: Boys must not post personal information to sites such as YouTube, MySpace and Facebook if such information would allow others find out details of where a person lives. Such sites, used sensibly, can provide genuine opportunities for keeping up with friends, but everyone must be aware that other users may not necessarily be who they say they are. No-one must use such sites to impersonate others, nor to participate in any form of "cyber-bullying". Nothing must be posted on such sites which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute.

E-MAIL: No indecent, obscene, offensive, or threatening language must be used, nor should anyone engage in personal, prejudicial, or discriminatory attacks. At all times, privacy should be respected concerning any messages sent and no messages should be re-sent or forwarded to others without permission.

INTERNET ACCESS: The computers at School must not be used to access material that is profane or obscene, that advocates illegal acts, violence, or discrimination towards other people. If inappropriate information is mistakenly accessed, the housemaster or another teacher should be informed immediately. This action will protect boys against the accusation that the material was intentionally accessed. Boys must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. Copyright must be respected. The internet must not be used to download illegal software or, for example, pirated music or images.

LAPTOPS: The rules that apply to School computers also apply to boys' laptops when brought to School. Boys should ensure that any unsuitable material (as defined in the previous paragraph) on the laptop is deleted before bringing it to School. Boys must not be allowed access to each other's laptop. Technologies such as 3G and wireless should not be used to gain unfiltered web access. If there is a suspicion that a boy has broken these rules, the housemaster or system administrator may remove the boy's laptop without warning, prior to an investigation taking place.

RESPECTING RESOURCE LIMITS: Large files should not be downloaded or saved unless absolutely necessary as this can restrict others' use of the network. E-mail should be checked frequently and any unwanted messages deleted promptly.

PRIVACY: Boys should expect only limited privacy in the contents of their personal files on the school system or on their laptop if used to connect to the system. The system administrators, the housemaster, and parents or guardians have the right at any time to require access to a boy's School directory or laptop. As a general rule, boys should not store anything which they would feel uncomfortable justifying in front of any member of staff or their parents.

SANCTIONS: When using the school's system, boys may think that it is easy to break the rules below without the risk of detection. However, whenever the network is used, an electronic trace is left that can subsequently be followed. Depending on the severity of the offence, one or more of the following sanctions may be applied if a boy is found to have broken any of the above rules:

- A formal warning
- Suspension of internet access
- Suspension of computer system account
- Laptop confiscation
- Debarment from use of the school computer rooms
- Formal school detentions
- Temporary or permanent suspension from the School

DRUGS POLICY

The School aims to take all possible steps within its power and jurisdiction to maintain an environment for all pupils which is free of illegal drugs and free of the temptation to take drugs.

To this end, the School has in place:

- a drugs education programme;
- a clear disciplinary sanction intended to deter the use of drugs;
- a testing procedure which can either confirm or remove suspicion of drug-taking.

Any boy possessing or using illegal drugs or so-called 'legal highs' at school, or when otherwise under School rules or control, is liable to be expelled.

The School may require a test to be taken by any boy of whom there is reasonable cause to suspect that he may be using illegal drugs. A positive test is liable to lead to expulsion. Refusal to take a test will be regarded as a disciplinary offence and the School may proceed as if there had been a positive test. The drugs testing procedure used by the School is set out separately.

MOBILE PHONE USE

Boys are asked to provide their mobile phone numbers to the School and to update this information when required.

Phones are for personal use. They must not be lent to others who may misuse them. Owners are responsible for any use to which their phones are put.

Phones must be switched off during any formal School occasion. This includes all lessons, Chapel, lectures, plays and concerts. Any breach of this rule will lead to confiscation of the phone for an appropriate length of time. Any member of staff who confiscates a phone should return it to the owner's housemaster with a brief note of explanation as soon as possible.

Housemasters may determine their own regulations regarding use of phones in the house and these should be communicated to boys and parents as appropriate.

Phones must not be used by voice or text to communicate any abusive, impolite or otherwise inappropriate messages or pictures. It is also forbidden to view or download images otherwise prohibited by School policy, or to take and send pictures of another person without his consent. Any such instances will lead to disciplinary action.

When using a phone in and around School or in town, boys must have regard for their own safety and the interests of others.

CAREERS AND HIGHER EDUCATION GUIDANCE

The Universities and Careers Adviser (Anna Rogers) is assisted by other members of staff who have specialist knowledge of particular careers, universities or subjects. The boys also receive considerable guidance from their Housemasters, who build up extensive experience and play a major part in shaping and directing boys' ideas about their futures.

The Universities and Careers Department is on the first floor of the CCF block (between the Fives courts and the Squash courts). The library is open all day in term time and has a suite of computers which are linked to the school network. There is a wide selection of literature on careers and all forms of higher and further education.

THIRD YEAR (FIFTH FORM) Although careers advice is given as boys are choosing their GCSEs, the main part of their careers and higher education advice starts in the 3rd Year.

Psychometric Testing Traditionally most boys complete the Morrisby psychometric tests and interest questionnaires early in the Michaelmas term. After computer analysis a detailed personal report is produced, commenting on strengths, weaknesses, interests, and ambitions. Later in the Michaelmas term all those who took Morrisby Tests are interviewed individually by outside Careers Consultants and the test results are analysed and discussed. In addition to examining possible career options, AS and A2 level choices are discussed to see that these would be appropriate. The full report is then sent to parents at the end of the Michaelmas term.

AS Level Choices At the end of the Michaelmas Term of the 3rd Year, all boys and their parents receive a pamphlet describing the 'AS' Level subjects available and giving advice on choice of subjects and combinations. A time is set aside at the beginning of the Lent term for boys to talk to members of staff and the University and Careers Adviser as to the appropriateness of their choices, both in terms of their academic ability and with reference to their university course choices. A few days later parents attend the 3rd Year parents' evening which allows for more exchange of ideas and guidance. This is followed by an exeat after which boys hand in their 'AS' Level choices, confirmed by their parents.

Compulsory Work Experience Week All 3rd Year boys undertake a five day period of work experience at the end of GCSEs. Boys can arrange their own work experience (this is preferable, as long as it does not involve working with immediate family), or placements can be found through the school.

Careers Evenings About five such evenings are arranged during the year, each focusing on one major Career area such as Law, Medicine Engineering, The City etc. Aimed at the 3rd Year & Lower Sixth, all are invited to hear an admissions tutor and employer present career details, requirements and advice. We use recent Old Tonbridgians as well as more established members of the different careers areas. Parents are also invited to attend. The evening is led by the Universities and Careers Adviser, and other members of the Common Room with expertise in that area.

Lower Sixth Induction Following the work experience week, and before the end of the Summer term there are three days of induction, in which boys are given an introduction to their AS course, as well as participating in a number of study skills and leadership exercises.

FOURTH AND FIFTH YEARS (LOWER SIXTH AND UPPER SIXTH)

American Universities Admissions In the Michaelmas term there is an ‘American Universities Evening’ for boys who are or may be considering attending an American university. An expert on American Universities gives a talk, and each year we hope to secure an admissions tutor from an American University. The evening is open to boys and parents across all years. Following this the University and Careers Adviser offers support and advice on applications throughout the year, including preparation for the SATs (American university admissions tests).

Oxbridge Evening In the Lent Term there is an ‘Oxbridge’ evening for candidates and their parents who are considering an application to Oxford or Cambridge. The evening is comprised of visiting speakers from the universities and an opportunity to ask questions.

The UCAS Procedure Beginning in the Lent term of the Lower Sixth the boys are introduced, through a series of seminar and talks, to the UCAS process. Advice is given on the procedures, and how to make an effective application. At the end of the Summer Term of the Lower Sixth there is an extensive programme covering student finance, personal statement writing, gap years and how to make a success of university life. As the boys move into the Upper Sixth they are given full support through the application process from filling in the UCAS form to accepting offers and attending university.

Universities Evening In the Summer term, there is a Universities Evening to which all Lower Sixth parents and boys are invited. The Headmaster and the University and Careers Adviser give short talks, and there is further advice from invited Admissions Tutors and an Old Tonbridgian who is currently at university.

Work Experience During the holidays Sixth Form boys are encouraged to spend time doing work experience. This plays an increasingly important part in university admissions and while it is a good idea to try to find a placement which is pertinent to your preferred university subject, it is by no means necessary. All work experience is valuable.

Interview Training Each academic department offers ‘Oxbridge’ interview training, and there is also provision for additional (and more general) interview training by an outside agency.

Gap Years Gap years are increasingly popular and opportunities and advice are offered to boys throughout the Lower Sixth and Upper Sixth. Opportunities for voluntary work, teaching, working and travelling are emailed to boys throughout their Upper Sixth year by the Universities and Careers Adviser.

The Higher Education Guide Full details of the Universities and Careers provision in the school can be found on the school’s Higher Education Guide. This can be accessed through the Parents Portal by following ‘Academic – Higher Education and Careers’.

THE CONDUCT OF TONBRIDGE SPORT

Sport is an integral part of the educational experience at Tonbridge. The breadth, depth and quality of our provision are essential ingredients in providing an environment in which boys can both improve and enjoy their sport, whilst also building an understanding of the link between constructive exercise and a healthy lifestyle. Boys of all ability are encouraged to play meaningful and competitive sport here at Tonbridge. We identify four key benefits of sport in education in line with delivering against the published outcomes of 'Every Child Matters':

- Working with others in a team toward an external, collective objective.
- The challenge of competition, of mastering physical skills and of enjoyment and achievement.
- The self-evident benefits of physical exercise and a healthy lifestyle.
- The concept of fair play, and the ability to cope with both success and failure.

It is important that all those who are involved in the playing, coaching and supporting of Tonbridge sport are aware of the need for the highest standards of sportsmanship at all levels, and adhere to the following points:

1. At all times respect and courtesy should be paid to the opposition.
2. Open criticism of or dissent from umpiring or refereeing decisions are unacceptable.
3. There must be no foul or abusive language on the field.
4. Physical or verbal intimidation of opponents is unacceptable. No opponent should be verbally abused or deliberately distracted by any actions or words.
5. All sports are played to win. However losing a match is not the end of the world and all boys should know how to lose graciously.
6. Behaviour when visiting other schools should be exemplary. Taking any property belonging to another school or its pupils will be regarded as theft.
7. Any boy who transgresses this code should be formally warned by the master-in-charge of his sport. The Director of Sport and the boy's housemaster should be informed of any such action. More serious or repeated breaches of this code should lead to a boy being suspended from future matches.
8. This code applies at all age levels and in house as well as school matches.

It is important that staff and parents transmit the right message about good sportsmanship. All should set the right example: sport is played to win, but not at all costs and boys must realise that success can be tarnished by allegations of poor sportsmanship.

ADMISSIONS

The aim of our Admissions Procedure is to ensure that boys who join Tonbridge School are able to be happy, successful and secure within our academic, cultural and pastoral environment, whether they are boarders or day boys. Full details of admissions can be found on the Admissions section of our website by following [this link](#).

We are an academically selective school but we also recognise the central value of Art, Drama, Music and Sport and expect and encourage enthusiasm in these fields. We look for boys who are prepared to make the most of the wide opportunities on offer at Tonbridge. Up to 45 scholarships are awarded each year to boys who demonstrate outstanding potential and full details of awards available may be found on the Scholarship and Finance page of the Admissions section of our website by following [this link](#).

Houses, both boarding and day, are a pivotal part of the pastoral care system, so we encourage parents to express a preference for the house they wish their son to enter. We believe that our unique mix of 60% boarders and 40% day boys adds to the educational experience of all pupils.

We do not discriminate on grounds of race or creed: those intending to join Tonbridge School are expected, however, to be comfortable with the demands set by our Church of England foundation and character. We seek to apply our admissions criteria fairly and sensitively, and regardless of an applicant's disability. Our SEN and Learning Difficulties Policy can be found [here](#) and the Policy on the Treatment of Disabled Persons is available in hard copy from The Headmaster's PA. By accepting a place at Tonbridge parents and boys agree to support the school's rules and expectations on behavior as set out in the Memoranda. The School's Behaviour (Discipline and Exclusions) Policy may be found by following [this link](#) or going to the Policies section of the website which is found on the School Management page.

We value connections with Old Tonbridgians but are also keen to foster new associations and links. Through the Foundation Scholarship scheme we intend to widen access to the School to boys who can clearly and substantially benefit from a Tonbridge education regardless of their parents' means. Full details of our Foundation Awards Programme are to be found in the Admissions section of the website by following [this link](#).

THE TREATMENT OF DISABLED PERSONS

A disability will not of itself justify the prevention of a boy joining the School or the recruitment of an applicant for a position in the School. Such reasonable adjustments to the admissions and application procedures shall be made as are required to ensure that applicants – be they boys seeking admission, or persons wishing employment – are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for those who are visually impaired.

Before a boy or job applicant is judged to have failed to meet the standards required because of a reason related to a disability or, in the case of prospective members of staff, to have been less suitable than other applicants, full consideration will be given to whether reasonable adjustments could be made which would counter the disadvantage.

The school will make such adjustments to teaching and work arrangements or school premises as are reasonable to enable a disabled boy or staff member to join the school. This will include, but is not limited to as may be appropriate, consideration of the provision of specialist equipment, flexibility in teaching or working arrangements, job redesign and flexible hours. Within this, the School is committed to and recognises the importance of taking pro-active measures to remove barriers to disabled boys or prospective staff so to enable them to play a full and constructive part in the life of the school.

If, during his time at the school, a disabled boy recognises a need for further adjustments to be made, he should raise the matter in the first instance with his Housemaster. Similarly, disabled staff members should raise any such concerns with the Second Master or Bursar as appropriate. In both instances, the expertise of the disabled person in managing their own disability will be recognised. Where the school does not have the relevant expertise to resolve an identified problem, specialists will be consulted. Once any adjustments have been made, their suitability will be reviewed periodically on an agreed basis to assess continuing effectiveness.

PHOTOGRAPHIC IMAGES

Tonbridge School recognises that there are occasions when pupils and staff will be photographed in School. Such photography involves still, video and electronic images. The range of such images includes:

- images taken for personal use, for instance by a parent or member of staff at a sports event;
- images taken for official school use, including the prospectus and website, team group photos, displays in houses or other areas of the school and images used in cultural productions and lessons;
- images taken by the media, such as the local newspaper covering a school event;
- images captured by CCTV coverage in various areas of the school.

Tonbridge School recognises that every member of the school community has a right to privacy under both human rights and data protection legislation and that this right must be respected in all the above activities.

School policy is that consent for all such photography is assumed in the contract between the parent and the school, and in staff contracts of employment, but that any pupil, parent or member of staff is entitled to withdraw such consent either generally or for any specific occasion or purpose by written instruction to the Second Master, or for members of the support staff, to the Bursar. In all such cases the school will respect the wishes and the image rights of the individual.

This policy will be subject to certain safeguards as set out below:

- a) Where general or specific consent is withheld by pupil or parent, the Second Master will ensure that all staff are informed and the school will make every effort to comply sensitively with the request
- b) Any images of pupils which are used by the school must conform to appropriate standards of integrity and decency, and must avoid any possibility of embarrassment to the subject of the photograph and will be carefully selected, with due regard to age, context and purpose.
- c) Pupils must not take any images of each other or other members of the school community which would be regarded as inappropriate. Electronic or mobile phone transmission of such images without consent is a school disciplinary offence and may also be a criminal act. (see policies on computer and mobile phone use).
- d) School management will ensure that appropriate controls are imposed on images recorded on CCTV. Such images will be retained securely and only viewed by designated members of staff responsible for school security.
- e) It is a disciplinary offence for any pupil or member of staff to publish or transmit any image which brings the school into disrepute.

TERM DATES for 2011/2012 (issued March 2011)

MICHAELMAS TERM 2011

Beginning of Term Day boys return	Wednesday 7th Thursday 8 th	September September	7.00 pm
First Exeat (Long)	Friday 30th to Sunday 2 nd	September October	1.00 pm 9.15 pm
Half-term	Saturday 15th to Sunday 30 th	October October	1.00 pm 9.15 pm
Second Exeat (Long)	Saturday 26th to Monday 28 th	November November	after games 9.15 pm
End of Term	Thursday 15th	December	5.30 pm

LENT TERM 2012

Beginning of Term Day boys return	Tuesday 10th Wednesday 11 th	January January	8.00 pm
First Exeat (Short)	Saturday 28th to Sunday 29 th	January January	after games 9.15 pm
Half-term	Friday 10th to Sunday 19 th	February February	4.15pm 9.15 pm
Second Exeat (Short)	Saturday 10th to Sunday 11 th	March March	after games 9.15 pm
End of Term	Wednesday 28th	March	1.00 pm

SUMMER TERM 2012

Beginning of Term Day boys return	Tuesday 24th Wednesday 25 th	April April	8.00 pm
First Exeat (Long)	Saturday 5th to Monday 7 th	May May	after games 9.15 pm
Half-term	Saturday 2nd to Sunday 10 th	June June	11.30 am 9.15 pm
Second Exeat (Short)	Saturday 23rd to Sunday 24 th	June June	after games 9.15 pm
End of Term	Saturday 7th (Skinners' Day)	July	5.00 pm

TERM DATES for 2012/13 (issued March 2011)

MICHAELMAS TERM 2012

Beginning of Term Day boys return	Wednesday 5 th Thursday 6 th	September September	7.00 pm
First Exeat (Long)	Friday to Sunday	28th 30th September	1.00 pm 9.15 pm
Half-term	Saturday to Sunday	20th 4th November	1.00 pm 9.15 pm
Second Exeat (Short)	Saturday to Sunday	24th 25th November	after games 9.15 pm
End of Term	Thursday	13th December	5.30 pm

LENT TERM 2013

Beginning of Term Day boys return	Tuesday 8 th Wednesday 9 th	January January	8.00 pm
First Exeat (Short)	Saturday to Sunday	26th 27th January	after games 9.15 pm
Half-term	Friday to Sunday	15th 24th February	4.15pm 9.15 pm
Second Exeat (Short)	Saturday to Sunday	9th 10th March	after games 9.15 pm
End of Term	Wednesday	20th March	1.00 pm

SUMMER TERM 2013

Beginning of Term Day boys return	Tuesday 16 th Wednesday 17 th	April April	8.00 pm
First Exeat (Long)	Saturday to Monday	4th 6th May	after games 9.15 pm
Half-term	Saturday to Sunday	25th 2nd June	11.30am 9.15 pm
Second Exeat (Short)	Saturday to Sunday	22nd 23rd June	after games 9.15 pm
End of Term	Saturday (Skinners' Day)	6th July	5.00 pm