

# Fettes College

## School Handbook 2018-2019

Please note that the School Handbook is relevant for the current academic year. The Handbook is constantly reviewed and is updated annually. We will email Parents a copy of the 2019-20 Handbook in August 2019 prior to the start of the Autumn Term.

# Table of Contents

Welcome

## Section 1: The Essentials

- Aims of the College
- Conditions of Entry
- School Rules
- Term Dates & Holidays
- Guardianship Policy
- Problems, Difficulties or Complaints

## Section 2: General Information

- Communication
- The Curriculum
- House Organisation
- Day Pupils
- Games Programme
- Co-Curricular Activities
- Personal and Social Education
- Career Education and Guidance
- The Development Team
- Chapel
- Dining Hall
- The Medical Centre
- Fettes College Shop
- Thrift Shop
- Extra Charges
- Insurance
- Dogs
- Senior School Routine

## Section 3: Important Policies

- Safeguarding Policy
- Child protection policy
- Counter-Bullying Policy
- Discipline & Misdemeanours Policy (\*includes drugs and alcohol)
- ICT Acceptable Use Policy
- Complaints Policy
- School Uniform Policy

## Appendix

- Glossary of Fettesian Terms

## Welcome

I am delighted to welcome you and your child to the Fettes community.

The quality of education that Fettes provides depends directly on the combined efforts of staff, parents and pupils. Our aim is to enable all our pupils to thrive during their time at Fettes.

This handbook provides a wide range of information about the ethos, organisation and routine of the school. It includes information regarding academic choices during a pupil's school career, when these decisions have to be made and on how choices are guided.

Major policies are included so you are aware of the rules by which we operate for the benefit of our pupils. Your help in ensuring these are adhered to is greatly appreciated. We hope you will find this handbook, by no means an exhaustive document, a useful guide for the duration of your child's time with us.

Each term parents also receive a calendar detailing the many events at the College. We hope parents will come to support these events whenever they are able to and that parents will enjoy their own involvement with the Fettes community.

A handwritten signature in black ink, reading "Geoffrey Stanford". The signature is written in a cursive style with a large, sweeping initial 'G'.

Geoffrey Stanford

Headmaster

# Section I: The Essentials

## The Aims of the College

Fettes College aims to nurture the individual while fostering a happy well-ordered and caring community with strong family values at its core.

To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment.
- Feel safe, valued, have a sense of personal worth, are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility.
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and team-work.
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes.
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin or religion.
- Are encouraged to stretch and challenge themselves in everything they undertake.

## Conditions of Entry

Admission to the College of a boy or girl is conditional upon the acceptance by both parents of the 'Rules of Admission' (except in the case of sole parents or where one of the parents does not have parental rights and responsibilities). These are contained in an addendum to the Final Entry Form which is signed by parents on accepting the offer of a place. Parents are requested to read

these carefully. The rules of admission bind both parent(s) and pupil to the School Rules as detailed below.

## The School Rules

These rules are designed to give a clear parameter for acceptable and unacceptable behaviour and apply to all pupils whether they be day or boarders; otherwise there is unfairness in disciplinary situations.

Anything that contravenes safety, common sense, the law of the land and normal civilised behaviour is automatically forbidden

The following are specifically not allowed:

- 1 Bullying in any of its forms
- 2 Possession/use/supply of drugs
- 3 Sexual misconduct and public displays of affection
- 4 The unauthorised consumption and purchase of alcohol in accordance with the law
- 5 Possession of fake ID
- 6 Smoking, including the use of e-cigarettes
- 7 Breaking bounds without permission
- 8 The possession of any weapon (offensive or otherwise) without School authorisation

- 9 Gambling
- 10 Driving a motor vehicle without the special permission of the Headmaster and giving lifts to fellow pupils
- 11 Going onto the roof of any school building
- 12 Interference with fixed installations of the school, electrical or otherwise
- 13 Any communication with the press or media other than with the express permission of the Headmaster
- 14 Anything that contravenes the ICT Acceptable Use Policy
- 15 Visiting a pupil of the opposite sex in a study, study bedroom or dormitory either in school or away on any school activity
- 16 Walking alone in College grounds after dark without permission
- 17 Eating or drinking outside school buildings
- 18 The possession of chewing gum

The school's policies on Discipline & Misdemeanours (including drugs and alcohol), Safeguarding, Child Protection, Counter-bullying, Network Use and School Uniform are found at Section 3 of this Handbook. In order to ensure the smooth running of the school and that the school rules and its policies are adhered to, please ensure that both parents and pupils read and are familiar with these policies.

## Term Dates, Holidays and Leaves

It is important that term dates are adhered to closely; late returns and early departures cause unwelcome disruption to academic work and other activities. The relevant dates are published a year in advance in order to allow good time for necessary travel plans to be made and we will be grateful if the erosion of terms can be kept to an absolute minimum. All requests for early departures or late returns must be made in writing (please use email) to the school and cleared with the Headmaster.

### Half-terms

These begin at 4.00pm on a Friday and finish at 9.00pm on a Sunday on the published dates unless otherwise specified. The times at which houses will close and open at the beginnings and ends of holidays are indicated in the calendar.

### Leaves

In every case leave is granted only on the understanding that all school and house commitments have been fulfilled and that permission has been given by the Housemaster or Housemistress.

1. Pupils in third, fourth and fifth forms must not go alone into town and members of the sixth form must not go alone into town after dusk
2. After dark, all pupils must return to school by taxi or car
3. Pupils in the Prep School may not leave the grounds except in the company and direct supervision of a member of staff or an older brother or sister currently at the school and with the written request of the parent/guardian
4. Sixth formers who are over 18 are limited to TWO units of alcohol and this must be taken with a meal. Spirits are not permitted. See the Alcohol Policy set out within the Discipline & Misdemeanours Policy at Section 3 of this handbook
5. Sixth formers on Indulgence are not permitted to go to pubs or clubs and are reminded that the use of fake ID is against the law and the school rules. See the Alcohol Policy set out within the Discipline & Misdemeanours Policy at Section 3 of this handbook

#### Weekend leaves

The aim of the weekend leave system is to allow boarding pupils some relaxation in a family situation away from school either with their own parents, with the parents of friends or with other approved adults. All houses remain open during these weekends and pupils may decide to remain at school.

(a) Recommended Leaves are designated in the calendar. Written requests (please use email) from parents or guardians for this must reach the Housemaster or Housemistress not later than the previous Wednesday.

(b) For a pupil to take a leave with an 'approved adult' the written approval of the parent or guardian (please use email) and a letter of invitation from the host must reach the Housemaster or Housemistress not later than the previous Wednesday, and in turn this arrangement must be approved. We ask that the 'approved adult' is aged 25 or above in order that there is the appropriate level of care.

#### Alternative leaves

(a) As an alternative to Recommended Leaves, pupils of the school are eligible for an equivalent number of leaves with parents, guardians or approved adults on Saturdays or Sundays. Parents should contact the Housemaster or Housemistress to make such arrangements.

(b) Parents may request leaves at other times by arrangement with the Housemaster or Housemistress. Extra weekend leaves will require permission from the Headmaster and should only be asked for in exceptional circumstances.

#### Cultural leaves

Sixth formers may also go on cultural leaves with other members of the school to an activity approved by their Housemaster or Housemistress.

#### Indulgence leaves

Indulgence leaves may take place on Saturday evenings when, with permission from their Housemaster or Housemistress, sixth formers may go into Edinburgh to the cinema, a meal or for other approved activities.

#### Up-town leave

Up-town leave may be taken by pupils between 4.00pm and 5.15pm on half-days or at another appropriate time agreed with the Housemaster or Housemistress depending upon games or other commitments. On Sundays pupils may take leave from 12.30pm with third form normally back in house by 4.15pm and others 5.15pm. Pupils on up-town leave outside these times should first receive permission from a member of house staff.

#### Birthdays & other celebrations

Any large celebrations involving members of the school must be kept to the holidays. If parents wish to host a small dinner party for their son or daughter during term time, the number of other pupils invited should be limited to a maximum of five and permission for each of these pupils should be sought in advance from their Housemasters or Housemistresses. Middle school celebrations should only occur at the weekends. It should be remembered that at such events the general regulations governing leaves still apply.

#### Private property

Pupils may not visit private properties/flats unless with the permission of their Housemaster or Housemistress and the owner of the property. Boarders must hand in any keys to flats to their Housemaster/Housemistress for safekeeping. This is so that we can ensure adequate supervision

at all times and request that day parents and boarding parents with properties in Edinburgh reinforce this rule with their sons/daughters.

## Guardianship Policy

It is essential that all Fettes pupils (irrespective of age) whose parents are abroad or inaccessible are required to have a guardian for their child in the UK. We believe the guardian role to be of fundamental importance in guiding and supporting a pupil throughout their time at Fettes. The school needs to have a point of contact within easy reach to cover in emergency situations. Therefore guardians should live close enough to the school so that they can come and collect the pupil within 24 hours of an emergency arising. The guardian's role is to support the child and to deputise for the parents when they are unavailable. They are responsible for airport transfers for unaccompanied minors and should therefore be available at the beginning and end of terms. A guardian can be a relative or a friend above the age of 25 or a guardian appointed and monitored by a reputable guardianship agency. Further information and forms of delegation can be obtained from the Registrar.

## Problems, Difficulties or Complaints

Concerns about any problems or difficulties which a son or daughter is experiencing should in the first instance be discussed with the Housemaster or Housemistress who should be able to help. Failing that the Deputy Head or the Director of Studies should be approached. If a need is felt to take the matter further, the Headmaster should be contacted through his PA. We will do all we can to answer any concerns but if a matter cannot be settled to your satisfaction you may wish to make a formal complaint and the full complaints procedure can be read in Section 3 of the Handbook.

## Section 2: General Information

### Communication

We hope the following information is useful and comprehensive but please do not hesitate to contact your child's Housemaster or Housemistress if you ever have a concern or a question. Throughout your child's career at Fettes, the Housemaster and Housemistress are your first point of contact and if they cannot answer your query they will refer you to the most relevant person. School communication will normally be through an email from SchoolPost and we ask that you pay attention to these emails as they will contain important information and quite often ask for a response. All SchoolPost emails will be kept in your mailbox and can easily be referred back to if needed. If you have any difficulties using SchoolPost, please contact [schooloffice@fettes.com](mailto:schooloffice@fettes.com).

### The Curriculum

In the Third Form, the curriculum is very broad, though a small measure of choice is introduced. All pupils choose two modern languages from French, German, Mandarin and Spanish. They also choose either Latin or Complementary Studies. Pupils also have the choice of doing Classical Greek outside the timetable.

In the Fourth and Fifth Forms, pupils take their chosen GCSE subjects. All pupils take English, (leading to English Language and English Literature GCSEs), Mathematics, Physics, Chemistry and Biology. Pupils also choose a further four subjects from a wide range of options. Details of

subjects are published each year in December in a booklet *Into the Fourth*. The aim is to allow pupils to develop distinct strengths whilst maintaining a balanced curriculum. EFL pupils have their language programme as an alternative to one of their optional subjects. Some pupils who require Support for Learning may also pursue this instead of an optional subject.

In the Sixth Form, pupils specialise further, choosing either the IB Diploma or A Levels. In the case of Modern Languages these subjects are offered at Pre-U Level rather than A Level. Details of options are published in December in the booklet *Into the Sixth*. Pupils are helped to choose the pathway and combination which best suits their particular talents and aspirations.

Provisional choices for the Third Form, GCSE and for Sixth Form courses are made during the Spring Term. Pupils and parents receive full support and advice during this period: there are consultations with pupils in house and presentations to parents about option choices and their implications at the staff & parents' meetings during the term. Nothing is fixed until courses start the following September and so there is plenty of time for further consultation and for second thoughts.

It is important to stress that option choices can usually be changed to other available courses without a problem at any time right up to the start of the new school year. Even then, a mistaken choice can be rectified early in the term.

#### Orders or academic reports

Our Orders system provides a regular snapshot of pupil performance. Twice each term teachers review their marks and award pupils a grade for their attainment and for their effort. In each subject, pupils are given clear criteria for what they need to do to achieve good effort and attainment grades. Academic Orders are sent out to parents, and tutors and the Housemaster or Housemistress add a comment after First Orders. Both effort and attainment grades are discussed in house and any necessary action is taken.

#### Reports

Parents receive a short report after the first set of Orders each term and a full report, which includes all the Orders and any examination results, at the end of each term.

#### Parent & staff meetings

There are a number of meetings which are programmed throughout the academic year to enable parents to discuss the progress of their sons and daughters with their teachers.

In general, these meetings are targeted at specific year groups and are preceded by a presentation about important academic issues. Parents receive details of the meetings with each set of reports. Usually the meetings take place as follows:

#### Autumn Term

- New Pupils in October
- Upper Sixth Form in November

#### Spring Term

- Fourth Form in January



- Third form in February
- Fifth Form in March

#### Summer Term

- Lower Sixth Form in May

There are some parents who are based abroad for whom attendance at such meetings is difficult. If they are coming to Edinburgh on another occasion and there are particular aspects of their son's or daughter's progress they wish to discuss, it is normally possible for the Housemaster or Housemistress to arrange meetings with staff provided that enough notice is given.

#### Prep

Independent study is the real backbone of academic success and at Fettes this largely means prep. With determination, good study habits, and the discipline of always seeking help when they do not understand, pupils will do well. The House routine seeks to provide a positive environment for private study.

Teachers set prep electronically through Firefly which pupils can access via a computer, smartphone or tablet. All pupils use the student planner app to manage their prep and to notify teachers when they have completed assignments.

Up to half term in October, pupils in the third form have a fixed prep timetable which allows for three separate preps to be set each evening, but thereafter teachers will set prep weekly when it is relevant to the learning of the pupils.

In the Sixth Form, there is the clear expectation that pupils will spend about twenty hours on personal study each week. Pupils have more control over the management of their own work, supported by their tutors. The timetable is more fluid and prep also spills over into private study lessons. Staff supervision is available in private study lessons, but Lower Sixth formers can work unsupervised in house or around the school in these times. Lower and Upper Sixth formers can lose this right if it is thought they are not working effectively.

Revision programmes are set for holiday periods for pupils with external examinations that year. Otherwise, holiday work is not generally expected unless particular circumstances require it. Half term holidays are usually free from any work requirement unless individuals have fallen behind with their prep or important examinations are imminent.

#### External tutors

On occasion parents may wish to engage an external tutor to help support and reinforce academic progress. We ask that this only takes place during the holidays and we strongly suggest discussing this possibility with your Housemaster or Housemistress and the Director of Studies to ensure that this additional support is helpful and needed. Due to safeguarding concerns, pupils must not meet external tutors on campus during term time.

## House Organisation

The House is the most important unit of organisation at Fettes. Pupils joining Fettes from the age of 7 up to the age of 12 go at first into the Preparatory School and at the third form stage transfer into one of the senior houses where they remain until the end of their lower sixth year.

In their last year they move to Craigleith, our upper sixth co-educational boarding house, where they are able to experience a greater degree of independence whilst still fulfilling all that is required of a Fettesian. More details about each of the houses can be found in the appropriate house handbook.

In general the Housemaster or Housemistress is the person a parent should contact over any issue relating to a pupil. Although the Housemaster or Housemistress is the most significant figure in the House organisation, there are others who share the load. In particular there is an Assistant Housemaster or Mistress attached to each house who carries out duties as directed by and negotiated with the Housemaster or Housemistress.

Support is available for each pupil in the house from the Housemaster or Housemistress, their spouses, Assistant Housemaster and Mistress, Academic Tutor, Matron, House Prefects and other senior pupils. In addition, help is always available from any member of staff, the school doctors and Medical Centre staff, the Head of Pastoral Care, the school counsellor and from the chaplain. The school strives to provide a positive and supportive environment where all pupils have the opportunity to flourish.

All full time members of staff are attached to a house for evening duties and for tutoring, and each monitors a small number of pupils.

#### Health

The health of the pupils is monitored by the house matron who liaises closely with the Medical Centre staff. If a pupil is ill they may be admitted to the Medical Centre, sent to bed in house or put 'off-changing'. Pupils who are deemed to be unfit for games will be put 'off-changing' by the Matron or the medical team in the Medical Centre. Pupils who are 'off-changing' are excused games and Combined Cadet Force (CCF) but may not leave the campus.

#### House bank & pocket money

Middle School - In the middle school all boarding pupils can deposit their pocket money in the house bank. The normal recommended amount per week for third to fifth form pupils is £10 - £15. Cash cards should be kept locked away and can be handed in to the house staff for safekeeping. If some individuals are seen to have ready access to relatively large sums of money, it can cause resentment or envy in others; therefore we would advise careful consideration before allocating large sums of money for use in term time.

Sixth Form - The recommended weekly amount for sixth form pupils is £20 - £25. They are welcome to use House Bank but most use their own bank accounts. Although pupils will be able to have credit for taxis in special circumstances, they will normally be expected to pay cash. Parents are therefore requested to fund their sons or daughters with an appropriate amount at the beginning of each term. Such funds can be held for them in the house bank.

#### Valuables

All large sums of money, passports and airline tickets must be lodged with the Housemaster or Housemistress for safe keeping on the first day of term and on return from half-term. All property should be clearly marked. Any valuables should be kept securely in a lockable container. The school has no insurance policy to cover articles of value or cash (eg cameras, musical instruments, and computers) against damage, theft or loss. Parents should therefore make independent arrangements for the insurance of any articles of value brought to the school. Pupils

are asked to provide their Housemaster or Housemistress with a list of any valuables together with serial numbers where appropriate.

#### Passports

All pupils should hand in a photocopy of their passport details to the Admissions office to be kept on file. If a passport is renewed, please remember to update the file accordingly.

#### Phone calls

There are telephones available in houses for boys and girls to make and receive calls; however, most pupils will have mobile phones but must abide by the guidelines for their use outlined in house handbooks. Google Talk and Skype are also supported by the school network. The best time to contact your son or daughter is during the evening between 6.15pm and 7.00pm and between 9.00pm and 9.45pm. Please do not telephone between 7.00pm and 9.00pm or after 9.45pm.

#### Electrical equipment

Toasters, kettles, electric irons, heaters, television sets and similar appliances may not be brought to the school. If in doubt about whether an appliance is allowed, please consult the Housemaster or Housemistress.

## Day Pupils

In order to allow effective integration within house and school, it is of vital importance that day pupils adhere to the established routines. Avoidance of the obligations implicit in these routines causes inconsistencies and resentment, resulting in an unhelpful polarisation of pupils within the school community. For its part, the school through houses will maintain effective communication with parents of day pupils.

#### Attendance

Pupils are expected to arrive by 8.00am. They are strongly encouraged to stay for the full day, including prep and house prayers in order that they can feel fully integrated and gain the maximum benefit from all the school has to offer. However, with the agreement of their Housemaster or Housemistress, they may leave at 6pm (5.15pm on half days) or when all commitments have been fulfilled. Signing in and out is of great importance; the school has a legal requirement to register attendance. Arrival and departure times, as agreed with parents in advance, should be adhered to except where difficulties arise. The Housemaster/Housemistress must be informed in such circumstances. Day pupils are expected to fulfil all school and house commitments.

The Housemaster/Housemistress should be informed, by 8.15am, of any absence and its likely duration. Follow-up phone calls are appreciated in cases of prolonged absence.

#### Areas/checks/tutor group meetings

Attendance at these is obligatory for day pupils, when they are in school, particularly at the morning area/check/ tutor group meeting when important administration is conducted.

## Prep & studies

Attendance at prep is as agreed by the Housemaster or Housemistress. It is strongly recommended that day pupils stay for at least two prep sessions a week. They must make every effort to attend on the night their tutor is on duty. If a day pupil is staying, it must be for the whole of the prep period. Studies/study areas must be kept tidy and available for checking by the Housemaster/Housemistress.

## Detention

Detention operates on Wednesday lunchtime and Saturday evening for senior school pupils with pupils being informed by Friday lunchtime for the Saturday. It is expected that day pupils will attend detention in the same way that boarders do.

## Games

If illness/injury prevents attendance at games, a note from parents will be needed. This should be given to the Housemaster/Housemistress at the 8.05am area/check, who will then refer the pupil to Matron or the Medical Centre as appropriate. 'Off-changing' notes must be taken, in person, to staff i/c games before the start of the games session.

A full programme of coached games operates on Saturday afternoons and is compulsory for all pupils to be involved.

## Overnight Stays

Whenever possible Houses are delighted to arrange for day pupils to stay overnight on an occasional basis. It is important, however, that parents telephone or write in advance to request such a stay. When a pupil stays overnight because it is convenient for him or her to do so, a charge will be levied. When a pupil stays overnight because he or she is attending a school function or is undertaking a duty or responsibility at the school's request, no charge will be made. Parents should be aware that, while we welcome day pupils to the school, we operate on a full boarding ethos and we therefore do not allow day pupils to regularly board on specific nights of the week.

## House Duties

These should be completed as required and certainly before going home each evening. Day status does not exempt pupils from playing their part in keeping their House clean and tidy.

# Games Programme

At Fettes, we offer a wide range of challenging and competitive sports with expert coaching and superb facilities. All pupils are required to take part in sport, encouraged to stretch themselves to the best of their ability and to enjoy the experience of competing against others as an individual and as part of a team. Regular exercise is a key component of enjoying a healthy lifestyle post-school and we aim to give our pupils a variety of experiences in personal fitness and competitive sport to encourage participation in leisure activities in the future. All members of the school participate in games on three afternoons each week and there are many extra-curricular opportunities as outlined below.

## Facilities

There are extensive playing fields within the school grounds and transport is provided for activities that require pupils to leave campus. Sports facilities include: Westwoods Health Club, a full-sized floodlit water based astroturf hockey pitch (called the McMurray), a second full-sized floodlit all-weather playing surface which is used for hockey in winter and for tennis in summer (called the Sutcliffe), two squash courts, two fives courts and an outdoor basketball court. In addition Arniston, Glencorse and Kimmerghame have astroturf tennis courts whilst other Houses have tarmac tennis courts. We also have our own high performance gym which is based in the main school building run by an external strength and conditioning expert. The Westwoods Health Club offers:

- Six lane 25 metre pool
- 35 x 33 metre hall with markings for two basketball courts, two netball courts, eight badminton courts, indoor hockey, two tennis courts, two five a side pitches or four cricket lanes
- Aerobics/dance studio
- Fitness suite containing a full range of the latest Technogym fitness equipment
- Cafeteria
- Changing rooms to serve the centre and the playing fields.

The Sports Centre provides wonderful facilities for the pupils at the school and is also a private health club. The school uses the facility for games sessions and for evening and weekend activities. All pupils over 16 are inducted as members of the Health Club and, as well as participating in group activities, are able to make individual use of the club facilities.

## Games

Boys in the third and fourth form play rugby in the autumn term, hockey in the spring term and cricket is the main game in the summer term, although there is also a strong athletics programme. The girls play hockey, lacrosse and netball, and tennis in the respective terms, as well as athletics in the summer. In the fifth and sixth form these sports continue to be an important aspect of school life but we also run a varied multi-sport programme for those that would like to branch out into something new. The following are available to fifth and sixth form pupils as a games option and many are available to all through the activities programme: sailing, fitness, strength and conditioning, squash and fives, swimming, dance, horse riding, golf, basketball, football, cross country and tennis are all included, most of these on a competitive basis.

It is the policy of the school to encourage players of the required standard to participate in district and national selection in all sports.

## Video analysis

The games department recognise the power of observational learning and use video analysis in the provision of feedback, whether it is motivational, informational or reinforcing. We aim to make use of it in all sports and at all stages to accelerate learning. Dartfish video analysis software is available to all pupils on the school network and coaches encourage performers to engage with the school's Coach Logic Platform in order to reflect on their own performance.

## Fixtures

There are many fixtures with other schools as well as inter-house competitions taking place each term. These are detailed in the printed termly calendar and we are delighted to see parents at

these events. A full, 'live' list of fixtures and team lists are available electronically through [www.fettesport.com](http://www.fettesport.com). The Sports Department Twitter feed, @Fettes\_Sport is a useful way of following matches and keeping up-to-date with sporting achievements.

## Co-Curricular Activities

The school is fortunate in its situation in Scotland's capital city, a centre for both Arts and Sciences, and it tries to make the very best use of the facilities that Edinburgh offers.

### Music

Fettes has a plethora of musical groups designed to cater for all interests and abilities. It is an area of school life in which we are keen that pupils participate and around three-quarters of the school are usually involved in music of some kind. There are three choirs, three orchestras and many smaller groups - full information is given to all pupils on arrival at the school and we hope that you will encourage your son or daughter to join at least one of these enjoyable and beneficial activities.

### Music Lessons

Individual music lessons on any orchestral instrument, as well as piano, organ, clarsach, drums, guitar and singing, are available in school and are provided by expert teachers who come into school on a part-time basis. Around half of the pupils take regular music lessons in this way. Lessons are arranged on a rota basis for pupils in the middle school and during private study periods for the sixth form so disruption to academic studies is kept to a minimum. Full information is given to all parents of new pupils and extra copies are available.

### Drama

Drama is an important part of the academic and co-curricular life of Fettes. It is presented as a subject for public examinations in the senior school. The dramatic year begins with house plays in the autumn term. The main school production, which may be a classic play, new writing or a full-blown musical, takes place in the spring term as does the Middle School Play Festival which is directed by pupils and adjudicated by an industry professional. In the summer term the Prep School presents its main school production and pupils in the lower sixth direct and perform the Lower Sixth Play. Parents are welcome to attend all our productions.

Apart from the obvious opportunities provided for budding actors we also rely on pupil involvement in the technical aspects of theatre, including make-up, costume, lighting, sound and set design. We are aided in this by our Wardrobe Mistress and Theatre Technician. Pupils regularly choose to study Drama, Theatre and Tech for their tertiary education, having worked in the department. In addition to all our in-house drama we take regular theatre trips both within Edinburgh and further afield.

### Combined Cadet Force (CCF)

The CCF parades on Wednesday afternoons and a series of overnight exercises. In addition, cadets can volunteer for a week long central camp often at the end of the summer term. There are also a number of external CCF courses that are advertised throughout the year often taking place over weekends or holiday periods.

All Third Form pupils join in the summer term and continue for the next two years. Pupils also have the chance to go to camps throughout the UK and Europe; there is an expectation that pupils will attend at least one camp in the course of their CCF careers.

Post Fifth Form the Cadets can stay within the CCF as a volunteer providing they reach the standard expected of a Junior Non-Commissioned Officer. The NCOs then take on the responsibility of practising their newly taught leadership and communication skills. There is a senior cadet hierarchy that is selected through a series of interviews, planning activities and organisation challenges. The top cadets are given the privilege of planning training programmes, writing exercises and experiencing challenging leadership scenarios as they command a 300+ CCF Contingent.

There is a flourishing Pipe Band and piping and drumming lessons are arranged. Members of the Pipe Band also take part in the field craft element of training but this is managed throughout the calendar in addition to the pipe band competitions and events.

Membership in the CCF in the Sixth Form is voluntary: those opting to leave are expected to take up another activity such as Duke of Edinburgh's Award, Community Service or on *The Fettesian* magazine.

#### Duke of Edinburgh's Award

Third form pupils are expected to complete, the bronze level of the Duke of Edinburgh's Award scheme; many go on to take the Silver and the Gold Awards. The skill and physical recreation requirements are met through the school's programme of activities. The volunteering section is fulfilled through our own community service duties within houses and the school. Expeditions take place in the Trossachs and at Abernethy Activity Centre at Nethy Bridge in the Cairngorms during Third Form Field Week.

#### Community service

Many pupils do some form of community service. This may involve working in schools, mentoring local children through the Place2Be programme, taking disabled people riding, visiting and helping elderly people or collecting for charities and so on. It is very important that our pupils engage within the community in a proactive and positive way.

#### Clubs and Societies

There are many clubs and societies which flourish throughout the school. It is hoped that Fettesians throughout their time at the school will take full advantage of what is on offer.

#### Activities

Senior school pupils have the opportunity to explore a number of activities outside their usual sporting and academic programme. Whether they wish to acquire a new skill, develop an existing one or to share their interests with others, the regular sessions will allow them time in which to enjoy non-academic pastimes.

A wide range of activities is on offer. Courses require commitment but are offered on a variety of days, so pupils have the opportunity to participate in a range of activities in the course of the year. In addition to the activities offered by staff, some pupils offer and run their own courses. Pupils will find a number of benefits from the programme beyond the obvious fun and learning.

They will be able to acquire credits for Duke of Edinburgh Awards and learn valuable skills and develop interests which will stand them in good stead for the future.

### Weekends

There is a programme of activities arranged for middle school pupils on Saturday evenings including, among other things, cinema and bowling outings, football tournaments, discos and dances. The sixth form also have Saturday night events at various stages of each term at their request.

There are a number of Sunday activities available through the outdoor pursuits department. These range from mountaineering, rock climbing and mountain biking. There are a number of available weekends and the activity itself is generated from the interest of the students. A minimum of 8 students is usually required to make an activity achievable. Mr Rowlands, Head of Outdoor Pursuits, will aim to accommodate any outdoor activity.

### Trips & expeditions

As well as expeditions associated with the Duke of Edinburgh Award Scheme, there are opportunities to go skiing, canoeing, mountain biking and mountaineering. The school supports other more demanding expeditions in the holidays for which suitable training is provided during term time. The school has its own climbing wall.

### Leadership Training

This is designed to develop the skills that pupils will need for effective communication, decision-making and the exercise of responsible initiative. The programme runs throughout the school. The principles are:

- All pupils are supervised when responsible for activities involving risk
- Pupils are expected to take responsibility for others only when they have taken responsibility for themselves
- The challenge should not exceed the pupil's potential
- Expectations are graduated according to age, experience and previous achievement

Middle school - The Third Form Field Week at Abernethy in June is the culmination of many academic and outward-bound activities. Additionally, all third formers take part in a weekly programme of events designed to introduce them to new hobbies or skills. Within the CCF, the majority of pupils attend a course in methods of instruction prior to teaching basic skills to the junior cadets. Throughout the fifth form there are house based sessions on leadership in preparation for the pupils leading the houses in the lower sixth.

Sixth form - members of the lower sixth are involved in running the senior houses and have a training programme linked to issues that arise from this experience. School prefects are chosen at the beginning of the summer term of the lower sixth and have training sessions during the rest of that term. There are lots of opportunities for leadership in the upper sixth either within Craigeith or in the school as a whole. Pupils are encouraged to get involved through the tutorial programme.



## Personal, Social and Emotional Education (PSE)

At Fettes the Personal, Social and Emotional Education Programme is an essential part of the well-rounded curriculum that is offered throughout a pupil's time at school. There are a number of key strands in the PSE Curriculum that form the basis of the programme and the courses are not limited to only the timetabled curricular topics. The boarding house system and ethos of school life intrinsically contribute to the development of emotional resilience, well-being, values, attitudes and learning of important life skills.

There are a diverse range of teaching methods. The sessions vary from personal in house sessions, single sex or mixed plenaries to smaller tutor groups. The sessions can also be more formal in nature with guest speakers and PSE lessons including cross curricular links with other subjects. Chapel offers the time for reflection whereas tutor groups provide a more intimate and informal atmosphere for discussion. We have an experienced PSE team delivering the various strands which include members of academic staff, the medical centre staff, and PSE prefects as well as outside speakers and charities. Our programme aims to provide all pupils with appreciation and understanding of the issues that they are experiencing or could experience in the future. We aim to provide good, relevant information relating to areas of their personal, social and emotional development by offering opportunities for them to develop key skills such as resilience, resourcefulness, healthy relationships, decision making, risk assessment, communication skills and strategies for coping. The programme aims to develop major themes in the curriculum covering:

- Health and Wellbeing (Nutrition, Mental Health, Wellbeing & Mindfulness)
- Citizenship, Personal Values & Life Skills
- Drug Awareness
- Positive Relationships
- Counter Bullying
- Internet Safety

Each strand will be discussed during each year group; building and expanding on certain areas as the pupils move up the school. The topics covered include:

| Third Form                          | Fourth Form                                       | Fifth Form   | Sixth Form                                       |
|-------------------------------------|---|--|--|
| Personal Hygiene                    | Mindfulness                                       | Tolerance including Homophobia – LGBT issues, Feminism | Drugs – Alcoholism, Street Drugs, Binge Drinking |
| Drugs - Introduction                | Mental Health Issues                              | Addiction  | Online Reputation - Career/Work                  |
| Keeping Safe Online - sexting       | Sex in Society, Empowerment, Domestic Violence    | Radicalism   | Learning to Drive – Young Driver Event           |
| Personal Safety                     | Use of Social Media & Screen Time (Cyberbullying) | Consent & Legal Issues<br>Fake ID's                    | Indulgence Safety                                |
| Nutrition – practical & theoretical | Alcohol Safety (House Parties)                    | Self Esteem & Risk Taking Behaviours                   | Relationships – Their Issues                     |
| Sunburn-Cancer                      | Nutrition for Success                             | Finance (Careers)                                      | Risks & Consequences                             |
| Diversity                           | Gender<br>Being Safe Sexually                     | Contraception & STI's/Porn in Society                  | Mindfulness & Stress Update                      |
| Counter Bullying & MVP Lessons      | Sleep   | Creating the Right Online Profile                      | Nutritional Life Skills                          |
| Body Image                          | Personal Values                                   | Stress Management (and Nutrition impact of sugar)      | Finance (Credit Cards/Loans)                     |
| CPR                                 | Personal Finance                                  | CPR  | The Reward Foundation                            |
| Social Inclusion                    | Female Genital Mutilation                         | Self-Checks (Cancer)                                   |  |
|                                     | Gaming  | New Psychoactive Substances                            |  |

# Careers Education & Guidance

## Aim

From third form to the end of the upper sixth, members of the Careers and Higher Education staff in the College give support, guidance and information to pupils to enable and encourage them to make informed decisions about their futures.

## Personnel

Responsibility for Careers Education and Guidance at Fettes is shared between:

- Housemasters and Housemistresses who are the first point of reference for pupils supported by Tutors
- The Careers Department - a team of teaching staff responsible for maintaining links with outside agencies, organising various careers-related lessons and events and ensuring that information about careers, Higher Education and gap year opportunities reaches pupils.
- The Inspiring Futures Careers Organisation - professional Careers Advisers visit the school on a regular basis and see fifth and sixth form pupils by appointment.

## The Careers Calendar

Middle School: An introduction to the College's careers resources is given to enable pupils to research for themselves and make informed decisions about subject choices. Other lessons thread through these years focusing on appropriate skills, issues about the working world and further practice using resources. Pupils are also given an introduction to preparing for work experience, if they choose to do this, including writing letters of application and a basic CV.

Inspiring Futures and Futurewise: All members of the fifth form are enrolled through the Inspiring Futures Organisation in Futurewise, a personalised career guidance and planning service for young people aged 15-23. Formal aspects of careers guidance begin with psychometric aptitude tests which provide each pupil with a Futurewise Profile which forms a basis for future careers guidance. Each pupil has an interview based on their results in the tests to discuss the Futurewise profile, and further interviews may be arranged at any later stage for those who may be uncertain about their future course of action. Guidance is given on sixth form choices. Pupils are encouraged to make use of the holiday periods to follow up taster courses and shadowing opportunities as recommended by Futurewise.

Lower Sixth: Our 'Lifting the Lid' programme brings speakers from different career areas to occasions across the year open to all sixth formers. As well as hearing what the visitors have to say, pupils then get an opportunity to practise their networking skills. In addition, Careers Day, to which all parents of lower sixth pupils are cordially invited, takes place each February. The day includes an introduction to the services offered by Inspiring Futures, an opportunity for pupils and parents to familiarise themselves with the College's resources and the opportunity to meet representatives of Higher Education establishments and professional bodies. UCAS procedures are introduced to the pupils in February and to parents at the L6th Parents' meeting in early May so that pupils can discuss their thinking with their parents over the Easter holidays.

All members of the lower sixth use the Centigrade scheme from Cambridge Occupational Analysts which provides a shortlist of relevant courses at Higher Education establishments, to be researched further by pupils themselves. University visits are encouraged during the holidays.

Term-time visits should be arranged in accordance with the school policy for university visits, available in houses.

Practice in drafting the Personal Statement for the UCAS form is arranged throughout the summer term. UCAS Apply opens in June when pupils are given an introduction to filling in on-line application. Pupils should have further discussion with their parents about university courses and choices over the summer holiday – this is the principal time for parents to be engaged in the process since forms ideally are finalised by before the October half-term.

Upper Sixth: Pupils are expected to arrive at the start of the autumn term with Higher Education or Further Education courses fully researched ready for their forms to be submitted. Practice interviews are arranged for those summoned to interview and support and guidance throughout the period of UCAS application are given by Housemasters, Housemistresses, Tutors and the Careers Department staff.

UCAS applications are processed in houses and, all being well, are dispatched around half term and early November.

#### Work experience

Work experience is not a single event but a process which can involve some or all of:

- Learning the skills and attributes needed to integrate into the world of work
- Investigating the best way of acquiring appropriate experience through work shadowing, voluntary work, paid employment and career taster courses
- Taking the initiative to participate in such opportunities

#### When to do work experience?

Before the age of 16 it is unusual for Fettes pupils to have involved themselves in formal work experience. After the age of 16 many pupils often seek to undertake work experience/work shadowing in order to clarify their ideas about university courses or future careers. It is expected that pupils will set up their own work experience during the long holiday periods. Please see the important Health and Safety paragraph below.

#### Health and Safety Issues

Pupils at Fettes are exposed to a full curriculum during our relatively short terms and, given the position of GCSE, IB and A level examinations within them, we are not able to set up formal work experience for our pupils in the Edinburgh area. As our pupils come from all over the world, we have to rely on their making local connections for work experience with parents' support and have to require parents to take responsibility for checking and approving any disclosure, insurance and Health & Safety provision at potential work experience placements. Any such placements within the EU are subjects to Health and Safety legislation and there will often be parallel legislation elsewhere. This means of course that we cannot and do not *require* pupils to undertake work experience whilst we recognise its potential contribution to individual pupils' development. We are sorry not to be able to assist further but hope the College's position on this matter is understood by all.

## The Development Team

The role of the Fettes College Development Team is to connect and empower the Fettes community across the globe to support each other and the work of Fettes College. To do this they build and maintain relationships with an ever-growing number of the warm and generous Fettes community, comprising Old Fettesians, current and past parents and former staff. Their work consists of following three strands:

1. Raising philanthropic income for The Fettes Foundation for the benefit of Fettes College:

The Fettes Foundation, a charity registered in Scotland (SC028350) and a company limited by guarantee in Scotland (SC189253), was set up in August 1998. Since then over £15 million has been generated. Currently 11 Trustees have overall responsibility for Foundation activities. The Foundation has office space in the College and is staffed by the Director of Development and her team. It also receives support, as required, from other college staff.

Since its inception hundreds of young people have benefited from a Fettes education and an impressive array of facilities, including our new state of the art teaching facility, the Spens Building, have been built or upgraded thanks to generous gifts from donors to the Foundation.

Its current priorities are to increase philanthropic income towards means-tested bursaries; promote legacy fundraising; fundraise for The Pavilion Restoration Project and to support trips and tours. This requires an active series of campaigns and communications to ensure that members of the Fettes community are aware of the needs of the College in the short to medium term.

Alongside this, the Foundation is developing a longer-term strategy to secure philanthropic income to significantly increase its contributions to the endowment fund of Fettes College, known as the Combined Investment Fund. The income from this fund helps fund means-tested bursaries.

If you would like more information about the work of the Fettes Foundation please contact the Director of Development, Nicola Pickavance, by email to: [n.pickavance@fettes.com](mailto:n.pickavance@fettes.com) or by telephone on +44131 311 6960.

2. Creating, supporting and managing life-long opportunities for Old Fettesians (OFs) to engage with each other and the College:

On leaving Fettes College for the final time, pupils automatically become members of the Old Fettesian Association (OFA), a world-wide organisation made up of former pupils. There are no annual charges. The purpose of the OFA is to maintain and encourage communication between OFs, and between OFs and the College; to provide opportunities for OFs to meet together for social and sporting occasions in various regions throughout the UK and across the globe; to foster relations between the College and the OFA in the interests of promoting the growth and development of both; and to assist OFs wherever possible. A group of dedicated OFA Regional Secretaries organise events, provide advice and are a friendly face for OFs in their respective regions. For further information please contact the OF Co-ordinator, Henry Gray, by email to: [ofa@fettes.com](mailto:ofa@fettes.com) or by telephone on +44131 311 6741.

3. Running the Fettes Career Partnership Programme, facilitating the development of supportive career connections for life:

The Fettes Career Partnership Programme facilitates business connections across the Fettes community through a programme of events and through direct contact. From attending Business Breakfast networking events in the UK and beyond and drinks & careers events at various

university hubs, communities are most willing to network with each other and share their career thoughts. The Fettes Community continues to support younger OFs starting out on their career journey. A motivational phone call, CV advice or an advisory chat all make a genuine difference. For further information, or if you would like to get involved, please contact the Development Manager, Karen Jones by email to: [kp.jones@fettes.com](mailto:kp.jones@fettes.com) or by telephone on +44131 311 6743.

## Chapel

All pupils in the Senior School of the College attend Chapel on Monday, Tuesday, Thursday and Friday at 8.30am, Headmaster's Reports and Announcements happen on Wednesday at 8.25am, and Congregational Practice on Saturday at 8.25am. Regular services are held on Sunday during term when we welcome a wide variety of speakers. All timings are printed in the Calendar. We are very happy for parents and friends to attend these services. Pupils desiring to become confirmed are prepared by the Chaplain to become members of both the Scottish Episcopal Church and the Church of Scotland at a united service held in the Autumn Term.

## The Dining Hall

Our aim is to provide a range of dishes and menus which offer a well-balanced diet. There are three main meals throughout the day which provide a range of hot and cold dishes that contribute to a varied, nutritious and healthy diet. Fresh fruit is available daily at all meals. On Sunday mornings brunch is available from 11am to 12.30pm.

The Dining Hall operates on a self-service basis and senior pupils are expected to exercise a degree of judgement and responsibility to ensure that they enjoy a balanced diet. The Catering Manager takes note of any special dietary requirements (vegetarian and halal meals included) and allergy problems when advised by the Medical Centre and will seek to plan a menu cycle for your child accordingly where possible.

A Food Committee meets regularly throughout the year to review catering matters. It is chaired by the Head Boy/Head Girl and consists of representatives from each of the senior houses. The house representatives gather objective views from members of their house and relay them to the committee. The Head Boy/Head Girl report back to the Head of Pastoral Care and the Catering Manager.

## The Medical Centre

The Medical Centre is situated in the main College building and comprises of a 10-bedded unit which provides a 24-hour nursing service. The multidisciplinary care team includes six nurses, four GPs, physiotherapist, podiatrist, counsellor and administration assistant who aim to provide a safe and welcoming environment for the pupils' medical and personal needs.

The school's Medical Officers are the GPs from Bangholm Surgery to which the Medical Centre is linked. They hold surgeries in the Medical Centre four times a week. Dr Steve Allan is the school's chief Medical Officer. All boarding pupils will be automatically registered with Bangholm Surgery when they start Fettes or switch from day to boarding. Day pupils remain with their own family GP practice.

Nurses have set surgery times at intervals throughout the day and receive referrals from matrons or pupils may attend directly if matron is unavailable. In addition to providing day to day health care, all boarding pupils have a new patient medical carried out by the nursing staff shortly after

starting boarding. The Medical Centre will give appropriate travel vaccinations for boarding pupils following parents completing the relevant travel documentation, which will be sent out prior to the longer holidays via SchoolPost. Routine childhood vaccinations will be offered to all pupils.

All boarding pupils are treated under the NHS. If a referral is required, we will contact you to ask if you prefer a referral to a private hospital or NHS. Any patient may ask for a chaperone to be present during medical examinations. If a pupil needs to be treated in hospital, matron will normally accompany the pupil and house staff will arrange visits. Parents will be kept fully informed at all times.

Private appointments can be made with the school physiotherapy and podiatry service which is run on a weekly basis. Please refer to section on Extra Charges for information about the cost of these sessions.

The school counsellor, Diane McKay specialises in traumatic experiences, stress, anxiety and bereavement and provides a service to pupils on a weekly basis. Pupils can make an appointment through the Medical Centre to speak to the school counsellor in confidence. The Medical Centre also facilitates visits from a Psychologist, Psychiatrist and Behavioural Therapist on a private basis.

#### Medications

Boarding pupils are not permitted to store their own supply of medication unless they are senior pupils and comply with the self-administration protocol from the Medical Centre. Day pupils who have been prescribed medication and are required to take it during the school day must present a letter from parents to their house matron. Medication must be stored in the original packaging as issued from the chemist with details of pupil name, medication, dose and name of issuing chemist. It is essential that the Medical Centre is informed of all medication that is prescribed for pupils.

All medication dispensed on campus either by Nursing staff or Matrons requires to be consented for by parents or guardians as per the Medication Consent form. This also applies to trips and school outings.

In the UK drugs used for treatment of Attention Deficit are subject to strict regulation and must be dispensed by a member of nursing staff according to national guidelines. Under no circumstances can a pupil keep stores of this type of medication. Further information of the schools medication policy for controlled medication and administration of medication can be found on the website.

#### Asthma

The Human Medicines Regulations 2014 now allows school to hold salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler can only be used by pupils who have a diagnosis of asthma and for whom the asthma form has been completed and signed by their parent/carer within the last year. Should your child have asthma please complete the asthma form and return directly to Medical Centre with all other forms. All staff are given appropriate training on emergency asthma treatment.

#### Illness during holidays

If your child is ill during the holidays, please do not formally re-register your child with your family doctor. This can result in case notes being inappropriately recalled for short periods. During holidays, your NHS family doctor can see your child as a temporary patient. If you are in

Edinburgh during the holidays, you can make an appointment with one of the school doctors at their surgery.

Bangholm Surgery  
21-25 Bangholm Loan  
Edinburgh  
EH5 3AH  
0131 552 7676  
[www.bangholmmedicalcentre.scot.nhs.uk](http://www.bangholmmedicalcentre.scot.nhs.uk)

#### Important procedures for parents

1. Parents of each new boarding pupil must return his or her day/boarding medical consent form and the consent for medication form to the Medical Centre at least two weeks prior to the first day of term. For the avoidance of doubt, the school will be unable to accept a pupil into the school unless we have received the completed medical forms.
2. It is important that the school is informed of any problems with hearing, eyesight, learning difficulties or allergies, and of any other long term medical condition or issues relating to mental health and wellbeing.
3. It is essential to consult the Medical Centre or Housemaster or Housemistress before sending back to school a boy or girl who has been in contact with any infectious disease.
4. Both the school doctor and the Housemaster or Housemistress should be informed if medicine and/or other treatment begun at home are to be continued at school.
5. Regular visits to the dentist, and if necessary to the optician, should be arranged during school holidays. Appointments for dental or other treatment can be made during term-time only in cases of emergency.

The 24-hour nursing service is provided by the nursing team who are:

Nicola Edgcombe RGN PN is the Nurse in Charge with a background in Assessment Medicine, Toxicology, Accident and Emergency and Practice Nursing. Nicola has also had family planning and asthma training.

Amanda Casey RGN, is experienced in Accident and Emergency, Assessment Medicine and clinic nursing practice

Lorna Scales RGN RM is experienced in Acute General Surgery, Obstetrics, Maxilla Facial and Accident and Emergency. Lorna has an experience in Minor injuries and counselling.

Jennifer Sinclair RGN , BA comes from a Treatment room background with previous School Nursing, and Neuroscience experience.

The nursing staff welcome direct contact on any health matters and can be contacted directly at the Medical Centre on: 0131 332 2247 or email [medicalcentre@fettes.com](mailto:medicalcentre@fettes.com).

## The Fettes College Shop

The Fettes College Shop is managed by the school and sells all school uniform, sportswear and equipment, academic books, stationery, gift items and traditional tuck. Full details of uniform requirements can be found on the shop website: [www.shop.fettes.com](http://www.shop.fettes.com) Orders can be managed by phone: 0131 311 6723 or by email: [shop@fettes.com](mailto:shop@fettes.com)

During term time, the shop is open from 9am to 3pm and on Saturdays from 9.30am to 12 noon. Pupils and parents can purchase items from the shop and charge them to the school bill, the only exception being tuck. At the end of each term parents will receive a detailed invoice with the main school bill.

Heads of Departments make all arrangements for ordering books and usually do so through the school bookshop.

## The Thrift Shop

Situated within the main Fettes College shop, the Thrift Shop offers good quality second hand items of uniform and accessories. 50% of the selling price is paid back to the owner of the item and 50% (less VAT where applicable) is retained by the school.

## Extra Charges

Fees at Fettes College are set only after careful scrutiny by the Board of Governors that they properly reflect the costs and benefits of an all-round education at the School. The Board seeks, wherever possible, to ensure that the fees cover everything other than elements which are specific to an individual; these are termed 'extras' and fall, broadly speaking, into 3 categories:

- 1) The first category represents compulsory charges which are substantially variable depending on the particular student hence the need to classify them as extras; these would include exam entry fees, contributions to curricular trips, House termly charges, text books, music and extra lessons, art copying and equipment and laundry/dry cleaning charges; there would also be a charge raised by the Housemaster or Housemistress in question for any culpable damage. Some notable examples include:

### Exam Charges

Charges made by the relevant public examination board are passed on as follows:

#### GCSE

The majority of exams in the 5<sup>th</sup> Form involve a flat entry fee; others are module-based and correspondingly charged and some subjects involve more modules than others. Nevertheless, a typical GCSE pupil's exam charge in 2017/18 ranged between £400 and £500 for the full set of exams depending on the specific subjects taken and whether Science was taken as a dual award or individually. As a general rule, flat entry fees are approximately £50 and



module charges vary between £10 and £15 and each subject will typically include 3 or 4 modules. Charges are added to the 5<sup>th</sup> Form Summer Term fee bill.

#### A-Level

The overall charge made for A-Levels is in the order of £400 to £500 charged on the final Summer Term fee bill.

#### IB

The cost of registering for the Diploma examinations is approximately £98 which includes the cost of Theory of Knowledge and the Extended Essay. There is then a charge of circa £70 per subject. The total amount that it costs to enter is thus in the order of £521. The exam fees are charged in the bill at the end of the Autumn Term in the U6th Form and are payable in the January of the U6th Form.

#### Extra Lessons

Music and Piping lessons are typically offered weekly and the charges for 2018/19 per 40-minute lesson are £26.00 and £25.00 respectively.

There is no charge for extra lessons offered in the delivery of our curriculum. There is, however, a charge for additional lessons which are offered over and above the standard curriculum. Examples include children joining Fettes with a language standard significantly ahead of the norm and hence wishing to take separate classes, children with a different first language wishing to prepare separately for an examination in it and pupils simply wishing to maintain regular dialogue in their native tongue. The current charge for this is dependent upon the language in question and the ratio of children to teacher but will typically range between £220 and £300 per term.

#### Art

The Art Department runs a state of the art very high quality A3 colour printer and scanner and an AI printer. It is acknowledged that a significant part of some pupil's art work may involve extensive use of those resources and it is further agreed that it is largely for the pupil, particularly once they are in the 6<sup>th</sup> Form, to determine for themselves the extent to which he or she needs to make use of it, or not, depending upon the direction the pupil's work is taking. With that in mind, Fettes has introduced a termly allowance for art copying/printing in the 4<sup>th</sup> Form onwards of £25 and any costs incurred above this figure are passed onto parents. In order to provide some context, £25 equates to just over 400 colour A4 prints. Costs are allocated by way of a code specific to a pupil which he or she is required to enter to retrieve prints or make copies.

On entering 4<sup>th</sup> Form or Lower 6<sup>th</sup>, every Fettesian Art student is presented with an Art Toolbox, charged at £35, which contains all the tools and equipment needed to allow them to complete work remotely, for example during prep. Sketch books and folders are provided at cost price to students as required throughout their courses, these are charged to School bills on a termly basis; most students will incur costs in the region of £15 annually for these.

At the beginning of the L6th year there will be a one day drawing and research trip to Jupiter Art land which will cost around £7. In addition to this there will be a two day trip in the Summer Term which will cost no more than £60.

#### Text Books / Stationery

All 3<sup>rd</sup> Form pupils receive an initial supply of stationery as listed below to help them organise their academic work at the start of the Autumn Term. The cost of this pack will be added to the School account and comprises:

- 10 A4 ring binders
- 2 sets of subject dividers
- 1 ringbinder wallet
- 1 Casio fx83 calculator
- 1 Lever Arch file
- 1 pad of file paper
- 1 metal hole punch

All new 4<sup>th</sup> Form pupils receive a pack which consists of:

- 6 Lever Arch files
- 1 Unipad 80 pages
- 1 metal hole punch
- 1 ringbinder wallet
- 1 set of 10 part dividers

Last year's prices were £39 for the 3<sup>rd</sup> form pack and £24 for the 4<sup>th</sup> Form pack. Thereafter, stationery and uniform is available from the School Shop on an account or cash basis as described below.

Text books are issued to pupils at the behest of the teacher and these are charged on the School bill via the School shop. Clearly, any pupil may declare that they already have the book in question, perhaps from a sibling, and so no new book is issued or charge made in those situations.

#### CCF

CCF is a compulsory activity from the Summer Term of 3<sup>rd</sup> Form until the end of the 5<sup>th</sup> Form whereupon it becomes voluntary albeit remains exceptionally popular.

Charges passed on in respect of the CCF are restricted to:

- (i) CCF boots, not supplied by the MOD, therefore purchased specifically for the students at a cost of £50. Boots are required for safety while undertaking CCF training;
- (ii) cost of lost kit (please note CCF kit, sourced from the MOD, is inexplicably expensive so special care should be taken not to lose items of equipment - by way of example, a replacement Head dress and Cap badge costs £70); and
- (iii) contributions to the cost of CCF camps (circa £100) and Bisley (circa £200) although these are subsidised by the MOD.

On that basis, the range of costs over a pupil's time with the CCF could vary from £50 to as much as £500 based on full involvement with camps and shooting at Bisley (and assuming an odd lost piece of kit).

The second category brings with it an element of choice and includes Saturday activities & discos, etc., and Duke of Edinburgh scheme costs – an element of choice because whilst the activities in question are, strictly speaking optional, parents may feel a degree of compulsion with some of them.

#### Saturday Activities

Most Saturday activities are covered in the fees so that, with one or two exceptions per term, no Saturday in-school activities will be separately charged.

#### Duke of Edinburgh (DofE) Charges

There are 3 levels of DofE: Bronze, Silver and Gold.

At Fettes, Bronze is a compulsory activity in the 3<sup>rd</sup> Form and, as such, most associated costs are included within the fees other than the participation pack and a contribution to the activity, a total of £35. The only additional cost to the Bronze award is a lack of vital equipment from the kit list, this is almost always walking boots. For safety reasons insufficient footwear must be replaced at a cost of approximately £45. Loss or damaged group equipment caused through negligence is also recharged to the specific individuals.

Silver and Gold are optional and would typically be taken in the 4<sup>th</sup> / 5<sup>th</sup> Forms and Lower 6<sup>th</sup> / Upper 6<sup>th</sup> respectively. Charges are split between the training and assessment expeditions and

vary depending upon the nature of the activity selected for the Award. Costs for these events are added to the School bill, typically in two stages, and detailed information is provided to parents in advance of the expeditions. These costs will include travel, specialist activity-dependent kit, accommodation, assessor and coaching fees and any assessment centre costs and will be something in the order of £500 and £750 in total respectively for each of Silver and Gold. It also states very clearly that, whilst the school offers an organised expert-led expedition, students can opt to complete their Silver and Gold expeditions independently; if the latter, however, parents should note the restrictions on timing of such privately arranged expeditions, specifically avoiding term time trips outside the calendared Fettes DofE dates.

The final category is truly optional and includes taxi charges, shop purchases, both of which can be avoided by requesting a cash-only basis, 'hoodies', medical charges, local entertainment events (cinema, theatre, rugby, etc.), School trips, exam remarks and buying books from visiting speakers/authors to name but a few.

Unless a parent informs the School, the presumption is that pupils will be allowed to use accounts for both the School shop and taxis although parents should be aware that the Shop Manager and Matron will take a keen interest in anything which appears to be excessive expenditure in those areas. Parents who wish may decline the 'account' option for either or both of the shop and taxis and require their children to use cash or cards of their own or take the bus and walk. An email in the first instance to your child's Housemaster or Housemistress will suffice.

## Medical Charges

All boarding pupils are registered with an NHS practice and there is no charge for routine medical examinations and treatment. If a child is required to attend a consultant and/or hospital, the assumption is that this will be done under the auspices of the NHS for which there is no charge but parents are given the option to go privately if they have Medical Insurance cover (eg. AXA PPP or BUPA) or wish to pay it themselves directly. The School also has an in-house Physiotherapist and a Podiatrist who provide their services for a charge and this charge can be added as an extra to the School bill. Parents would always be contacted beforehand for approval and they are equally at liberty to use a third party specialist, albeit we would not be in a position to add any corresponding charges to the School bill – the parent would need to settle it directly. Other medical charges include vaccinations, either those required by the Health Board or in anticipation of an overseas trip and, again, parents' permission would be sought in these instances, for both medical and financial reasons.

## Dental Charges

Dentistry is not something the School typically offers other than in emergency situations and any associated costs are added to the bill, permission having been sought from the parents. We would ask that routine check-ups are planned and carried out wherever possible during the School holidays with your own dentist.

## Outdoor Pursuits (other than DofE)

Information concerning all trips and expeditions is provided to parents well in advance and any associated costs are similarly communicated. In 2018/19, it is expected that some day trips will be planned on Sundays and these may include cycling, hill-walking or canoeing and modest charges will be raised against these activities to cover any centre-based or rental costs.

## Extra-Curricular Activities

Pupils at Fettes are encouraged to participate in a broad variety of activities. Most activities are offered at no charge but some notable exceptions currently include: Dance and Theatre trips, for which charges are made to cover the cost of providing the activity. Any relevant charges are communicated at the beginning although reliance is to a certain extent placed on the pupil to warn parents if they are considering or have selected a chargeable activity.

## Trips

Considerable thought goes into selecting and planning trip options for Pupils at Fettes and parents may feel overwhelmed at times by the sheer breadth of opportunities being presented to them. It is fair to say that trips can be split into 3 broad categories:

- Major (may be Sport, Choir, Pipe Band, etc. but typically involve a fortnight or so during a School holiday);

- Curricular (language exchanges, geography/art field trips, history trips, etc.); and
- Fun/Educational (skiing, etc.)

The cost of these trips can vary widely and plenty of notice is given to parents in the case of each trip. The School also recognises that parents may wish to be selective about which, if any, trips their child embarks on and so a 3 year programme of proposed trips is published towards the end of the year and updated annually to allow parents to gauge the most appropriate option for their child.

As a general rule, the School seeks to ensure that extras are only applied to bills if parents are aware of and expecting them. In the case of the first category, these will in the main have been specifically authorised by or at least communicated to parents. With respect to the other 2 categories, the School does and must at times place reliance on the child to inform parents and seek approval for various costs, including some local entertainment trips and in-house parties.

### Insurance

The following section describes the insurance cover in place in respect of pupils at Fettes and the various options open to parents. Any queries in respect of insurance cover generally, whether to express interest in a particular option or to obtain details of standard cover arrangements, should be directed to the Bursar.

### Pupils' Personal Effects

The School provides limited insurance cover for the personal effects of pupils and, therefore, parents should organise appropriate cover either by an extension to their household/personal effects policy or by taking out a separate policy for pupils' personal effects.

### Pupils' Travel Insurance

The School has an annual travel insurance policy with Chubb European Group Limited which covers pupils on School trips worldwide and includes a winter sports extension. The School also arranges further extensions to this policy or separate specialist travel insurance should the nature of any School trip, or part thereof, deem it necessary. This should remove the need for parents to take out separate travel insurance for School trips and details of the policy are available on request from the Bursar. This policy does not, however, cover travel to and from School in the normal course unless part of an organised School trip.

### Pupils' Personal Accident Scheme

This is arranged through the Scottish Council for Independent Schools (SCIS). Cover is provided for twenty four hours per day, 365 days of the year and provides a scale of benefits for permanent injury resulting from an accident. The policy does not cover associated medical costs. All pupils are automatically covered from the first day of term including the duration of the uninterrupted journey to School and the cover continues

until the pupil leaves School. There is no additional cost as the premium is incorporated within the fee structure.

#### School Fees Protection Scheme

Parents may wish to take out an insurance policy to cover extended absence from School due to sickness or accident. If the cover is in place parents are normally eligible for pro rata refund of fees. This insurance is an optional extra and the premium is additional to the basic fees. One such policy available is arranged through Marsh Limited, the School's insurance broker, a specialist in this type of insurance.

#### Private Medical Insurance

The School participates in the AXA PPP Healthcare Pupils' Medical Insurance Scheme. This insurance is an optional extra and the premium is additional to the basic fee.

#### Life Assurance

The School does not provide any insurance cover for parents in the event they are no longer able to afford the fees for any reason, including as a result of death or illness, and in that and indeed all cases, parents who have not already done so are strongly advised to take separate advice and make arrangements where necessary.

#### Dogs

We ask that Parents and friends do not bring their dogs on campus.

## Senior School Routine

The Fettes academic timetable operates on a two week cycle; Week A and Week B.

### MONDAY to FRIDAY

|         |                   |                          |
|---------|-------------------|--------------------------|
| Morning | 8.30am            | Chapel – Weds/Sat 8.25am |
|         | 8.50am – 9.30am   | Period 1                 |
|         | 9.35am – 10.15am  | Period 2                 |
|         | 10.20am – 11.00am | Period 3                 |
|         | 11.00am – 11.30am | BREAK                    |
|         | 11.30am – 12.10pm | Period 4                 |
|         | 12.15pm – 12.55pm | Period 5                 |
|         | 1.00pm – 1.30pm   | Period 6                 |

The Middle School have period 6 on Mondays and Fridays and Sixth Form have period 6 on Tuesdays, Wednesdays and Thursdays.

### MONDAY to FRIDAY

#### Afternoon and Evening

|           |                  |                              |
|-----------|------------------|------------------------------|
| Monday    | 2.20pm – 3.00pm  | Period 7                     |
|           | 3.05pm – 3.45pm  | Period 8                     |
|           | 3.50pm – 4.30pm  | Period 9                     |
|           | 4.45pm – 7.05pm  | Activities available         |
|           | 7.20pm – 8.50pm  | Prep                         |
| Tuesday   | 2.30pm – 4.30pm  | Games                        |
|           | 4.30pm – 7.00pm  | Activities available         |
|           | 7.20pm – 8.50pm  | Prep                         |
| Wednesday | 1.55pm           | Lunchtime concerts           |
|           | 2.40pm – 3.20pm  | Period 7                     |
|           | 3.25pm – 4.05pm  | Period 8                     |
|           |                  | No period 9 on a Wednesday   |
|           | 4.15pm – 7.00pm  | Activities available         |
|           | 7.20pm – 8.50pm  | Prep                         |
| Thursday  | 2.30pm – 4.30pm  | Games                        |
|           | 4.30pm – 7.00pm  | Activities available         |
|           | 7.20pm – 8.50pm  | Prep                         |
| Friday    | 2.20pm – 3.00pm  | Period 7                     |
|           | 3.05pm – 3.45pm  | Period 8                     |
|           | 4.45pm – 5.45pm  | Academic Priority            |
|           | 6.00pm – 7.00pm  | Activities available         |
|           | 7.20pm – 8.50pm  | Prep                         |
| SATURDAY  | 8.25am           | Congregational Practice      |
|           | 8.50am – 12.55pm | Periods 1 - 5 for all Forms  |
|           | 2.00pm           | Games                        |
| SUNDAY    | 10.00am          | Chapel if no evening Service |
|           | 7.00pm           | Chapel                       |

## Section 3: Important Policies

### Safeguarding Policy

Fettes College is dedicated to ensuring that all pupils and staff live together in a safe environment. Safeguarding is central to all that we do and is integral to the ethos of the school. It is the duty of all members of staff, throughout the Fettes community, to play an active role in promoting the wellbeing of all our pupils. Pupils must feel that they can take any issues and concerns to an adult confident in the knowledge that they will be treated with respect, listened to and the appropriate action taken. To this end all members of staff, both teaching and support, are trained so that they have knowledge of safeguarding and child protection procedures.

Our Safeguarding Policy is set in the framework of Scottish Government's *Getting it Right for Every Child* (GIRFEC), the National Guidance for Child Protection in Scotland (2014) and The Children and Young People (Scotland) Act 2014. The core message of GIRFEC is that everyone has a responsibility to do the right thing for each child and work towards a unified approach, with less bureaucracy and more freedom to respond to children. Children should get the help they need, when they need it, and their welfare is always paramount.

The Chairman of Governors and the Governing Body are responsible for overseeing all aspects of safeguarding in the school. Ms Lindsay Paterson is the Governor responsible for safeguarding in the College and Mr Hugh Bruce-Watt in the Prep School.

All members of staff are trained annually in safeguarding and are expected to follow the Safeguarding procedures. These are also reviewed annually and the guidelines on safeguarding are issued to all members of staff. A Code of Conduct for Staff is issued at the start of the academic year and signed by staff.

#### Wellbeing Indicators

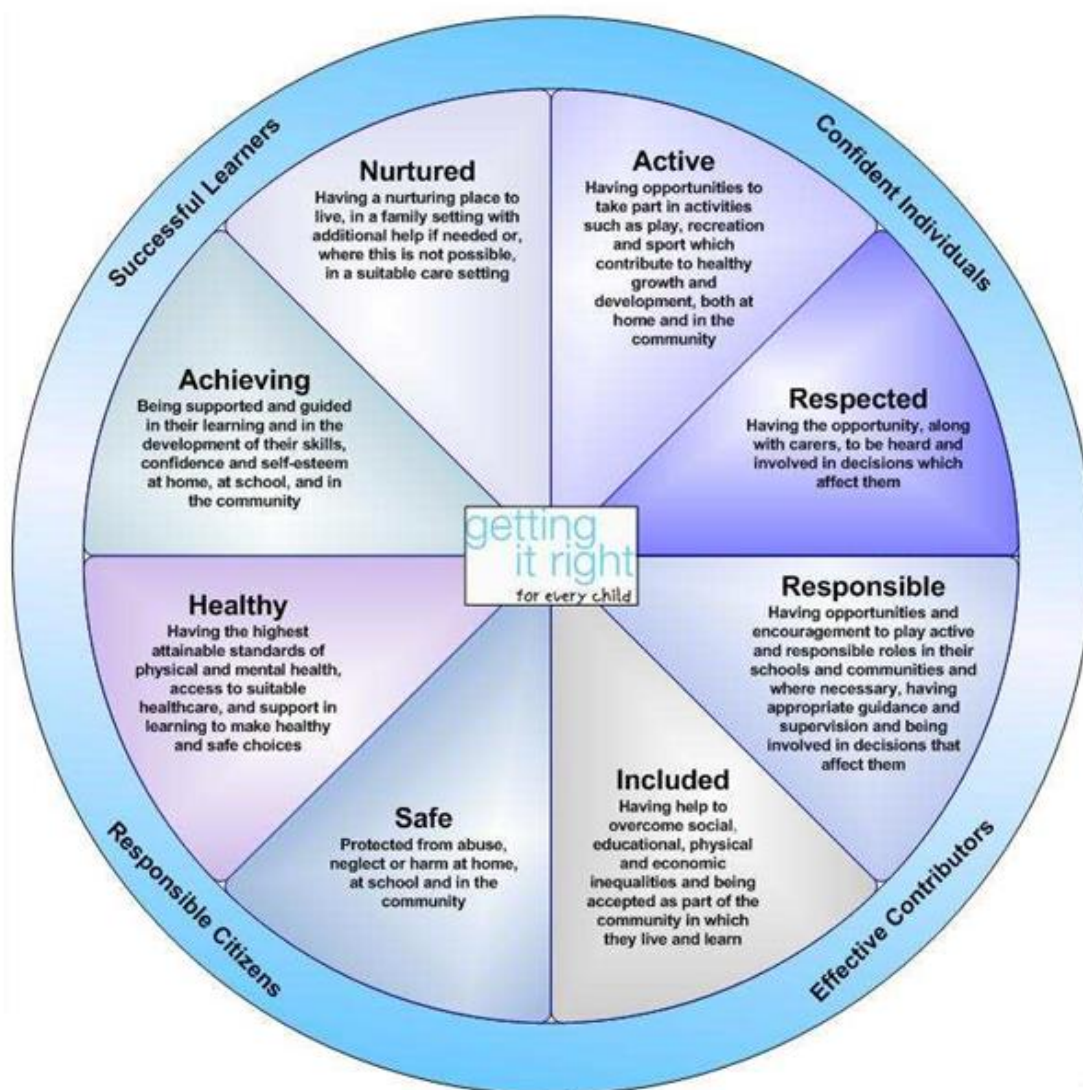
GIRFEC concerns the wellbeing of all our pupils and identifies that every child and young person needs to be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected and Responsible
- Included

The core message of GIRFEC is that everyone has a responsibility to do the right thing for each child and work towards a unified approach, with less bureaucracy and more freedom to get on and respond to children. Children should get the help they need, when they need it, and their welfare is always paramount. GIRFEC is underpinned by common values and principles which apply across all aspects of working with children and young people.

It is the aim of the school that all our Policies, the Personal Social Education programme and all that we do reflect these values summarised by the wellbeing wheel below:





1. What is getting in the way of this young person's wellbeing?
2. Do I have all the information I need to help this young person?
3. What can I do *now* to help this young person?
4. What can the school do to help this young person?
5. What additional help, if any, may be needed from others?

## Child Protection Policy

Children and young people have the right to protection and care and should feel safe and secure. In a boarding school we have a particular responsibility to work with parents to safeguard and promote the welfare of children and young people and protect them from abuse. Additionally as a result of the Children and Young People (Scotland) Act 2014 and The Protection of Vulnerable Groups (Scotland) Act 2007, we have a legal obligation to do so and therefore the school has developed this Policy. Education Scotland and the Care Inspectorate carry out school inspections to ensure children's welfare is safeguarded.

What is abuse?

Abuse can include any of the following: physical injury, emotional abuse, neglect and sexual abuse.

What action will the staff take if told of abuse?

All staff are given specific guidelines on what to do and how to react if a pupil chooses to confide in them. Details of these guidelines will be made available to any parent on request. Staff are trained to never give an absolute guarantee of confidentiality. In the event of such a disclosure or if a member of staff suspects a child may have been abused the matter will be referred to the school's coordinator. Ms Clare McDonnell is the Child Protection Coordinator in the College and Miss Emma Davies fulfils this role in the Prep School.

What will happen next?

The Child Protection Coordinator will collate all relevant information, contact relevant members of staff and make a decision about further action, which would involve referral to the Social Work Department if there is any substantial suspicion of abuse. The Headmaster and Safeguarding Governor will be kept informed.

#### Confidentiality Guidelines

The policy of the school is to work in partnership with parents in order to promote the welfare of children. The school also aims to build up relationships of trust with children. Children and parents should feel able to raise with the school concerns about safety and welfare in the knowledge that these will be dealt with sensitively. Because of the sensitivity of these issues, the school will operate on the presumption that anything imparted in confidence will be treated in confidence. This is subject to three qualifications:

1. Anything imparted in confidence to one member of staff or person approached as an associate of the school, may be shared with a restricted number of colleagues if that person feels in need of support and guidance from them.
2. If serious concerns are raised about the safety or welfare of a child, the person approached may be obliged, in terms of the school's Child Protection procedures, to pass that information on to the Child Protection Coordinator or Head of Pastoral Care for consideration as to whether it should be shared with the appropriate authorities. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the person seeking assistance know that he/she intended doing so.
3. The school must of course pass on information when legally obliged to do so, for example, by a court of law.

Children must feel able to share concerns with a member of staff. Problems may arise when a child consults a member of staff about a problem and does not want that information to be shared with parents. Whilst staff will encourage children to share that information with parents where that is appropriate, there may be circumstances in which any pressure to pass the information on could result in the child keeping the problem to him or herself or not sharing concerns in the future. This is why in these specific circumstances the Head of Pastoral Care may make a decision not to include parents. There is also evidence from young people's sexual health services that confidentiality is the crucial factor in young people accessing services. In Scotland, the 'National

Guidance - Under Age Sexual Activity: meeting the needs of children and young people and identifying child protection concerns' (Scottish Government, 2010) provides guidance for setting up protocols for practitioners around assessing needs and risk when working with young people under 16 who may be at risk of harm through early sexual activity. The guidance while advising practitioners to ask young people to share information with their parents or carers establishes an overriding principle that the confidentiality rights of children and young people should be upheld, unless there is a child protection concern.

The Medical Centre is governed by guidelines on medical confidentiality.

#### Confidentiality Statement for Pupils

The staff are here to listen and to help. Talk to someone if you are at all concerned or worried about anything.

They may need to share the information with others if they are concerned about your safety but, if so, they will tell you first.

If you want to speak confidentially about any worries which you may have you can contact the Medical Centre, the Child Protection Coordinator or the Head of Pastoral Care.

If you are unsure about talking to a member of staff you can phone:

ChildLine 0800 1111

Breathing Space 0800 83 85 87 is an alternative number for teenagers

PSE Firefly pages give you contact details of other agencies that could help.

## Counter bullying Policy

### Rationale

The school Aims state that our students should, *'feel safe, valued, have a sense of personal worth, be thoughtful and considerate of the needs of others'*. The provision of a counter-bullying policy alongside School discipline policies and the pastoral care network in Houses is intended to translate this aim into practice and is based on the Equality Act 2010 which enshrines that there must not be discrimination against the nine protected characteristics. **This policy has also been** guided by the National Approach to Anti-Bullying for Scotland's Children and Young People (2010).

Aims: The aims of the counter bullying policy are:

- To encourage good family values and help to create a happy, well-ordered and caring community
- To raise awareness among pupils, parents and staff as to what constitutes bullying behaviour including cyberbullying
- To ensure all members of the community feel accepted and do not suffer bullying due to any form of discrimination.
- To communicate to pupils, parents and staff why bullying is unacceptable, that it will not be tolerated and that victims will be supported
- To ensure that all pupils have knowledge of and access to a support structure within houses and school so they can share worries and seek help
- To reduce incidents of bullying through implementation of appropriate strategies

- preventative and proactive as well as reactive
- To implement strategies for treating bullies and victims which will effect appropriate behaviour changes
- To stimulate awareness and maintain the above aims through the involvement of the whole school community

### What is Bullying?

Bullying can take many forms - physical, verbal or psychological. It may be carried out by individuals or groups and is characterised by repeated behaviour against the victim. Bullying behaviour may include:

- name-calling, teasing, putting down or threatening
- ignoring, leaving out or spreading rumours
- physical assault
- stealing and damaging belongings
- making people feel like they are being bullied or fearful of being bullied
- targeting someone because of who they are or are perceived to be

### What is Cyber Bullying?

It must be remembered that bullying also involves the use of mobile phones, email or social networking sites on the internet. This is termed cyber bullying and includes areas such as email & internet chat room misuse; mobile threats by text messaging and calls and the misuse of associated technology, i.e. camera and video facilities. Cyber bullying can be defined as the use of Information and Communications Technology, particularly smartphones and the internet, deliberately to upset someone else. However, it differs in several significant ways from face to face bullying: the invasion of home and personal space; the difficulty in controlling electronically circulated messages; the size of the audience; perceived anonymity; and even the profile of the person doing the bullying and their target. This policy and the school's ICT Acceptable Use policy specifically ban any form of cyber bullying.

Fettes College will not tolerate any form of bullying which relates to groups or individuals within our community including LGBTQIA. Therefore we will not tolerate homophobic, biphobic, transphobic or gender based bullying. Working with the pupil led Fettes Equality Society the school has been awarded Gold LGBT Charter Mark recognition.

### What action to take

The principle underlying this policy is that a pupil who is a victim of bullying or who witnesses bullying should feel free to approach any member of staff for help. The member of staff is expected to act in accordance with school policy. All staff have a vital part to play in making it clear that bullying behaviour will not be tolerated, in being vigilant and proactive if they note what may be developing into a bullying relationship and in being approachable and willing to offer help and support.

### The victim

Pupils who feel that they are being bullied should feel confident about reporting any incident and should have as many ways of reporting it as possible, for example:

- Telling a friend who will pass the information on to an adult

- Telling a prefect who will pass the information on
- Telling his/her tutor
- Telling his/her Housemaster or Housemistress
- Making an online report as indicated in the Acceptable Use Policy
- Telling another member of staff
- Telling the Medical Centre staff
- Telling the Head of Pastoral Care or Chaplain

Parents - parents of children who may be being bullied need to know:

- The school procedures for dealing with bullying
- The signs to look out for
- That they should contact the Housemaster/Housemistress and know that the matter will be taken seriously and investigated

Pupils - pupils need to know:

- The school procedures for dealing with bullying
- The signs to look out for in case one of their friends is being bullied
- That they will be taken seriously
- That any information they give will be dealt with as confidentially as possible

Staff : Members of staff should follow school procedures when a bullying incident arises.

- Discuss issues of bullying if they arise in the classroom
- Note and report any significant changes in a pupil's behaviour to House
- Watch for interaction between pupils which may indicate bullying
- Note and report to House any pupils who are consistently left out by others
- Be vigilant in informing House of unexplained absences from classes or activities

Investigating and managing incidents of bullying

Staff to whom the incident is reported or who first discover the incident

- Make the situation safe if necessary
- Refer the incident to the Housemaster/Housemistress
- Be prepared to give a full account of the incident to him/her. It is best to write, sign and date an account of any serious incident as soon as possible after reporting it. Give a copy to the Housemaster or Housemistress and keep a copy for yourself

Housemaster or Housemistress

- Housemaster or Housemistress takes responsibility for investigating the incident
- Bully and bullied may be brought together to try to talk it through
- Clear guidelines for future behaviour are issued to both parties and a code of conduct agreed. Both pupils should know that the situation will be monitored and know of consequences for bully if bullying continues
- Parents of bully and bullied may be informed
- Housemaster or delegate (tutor, prefect) monitors situation

- Referral to Deputy Head or Headmaster if no improvement is seen. Possible suspension or expulsion in extreme cases

NB: not all incidents will require use of all these steps.

#### Prevention

- Wherever possible, the emphasis will be on preventative measures rather than simply reacting to incidents of bullying when they occur
- All pupils take part in PSE sessions on counter bullying in Prep School and Third Form PSE Sessions also occur on cyber bullying and counter bullying strategies.
- A member of staff is a CEOP Ambassador to help with the prevention of cyber bullying
- Housemasters and Housemistresses will reinforce the content of PSE sessions within houses

## Discipline & Misdemeanours Policy

The school's discipline is firm and caring with a strong emphasis on trust, considerate behaviour and courtesy. For the most part Fettesians are decent, generous, law-abiding pupils. More often than not any misbehaviour is checked by a word quietly administered and every effort is made to maintain the generally excellent relationships between pupils and staff. Fettesians are expected always to show good manners, be courteous, well turned out, punctual and reliable in fulfilling their obligations. Pupils are asked to pursue their own goals with enthusiasm but with respect for others; they are asked to treat others with sympathy, understanding and tolerance; they are asked to respond positively to the demands that community life places upon them.

#### Academic Misdemeanours

These are largely the responsibility of the individual teacher for whom a number of sanctions is available. Pupils may be asked to rewrite work of inadequate quality. This work is seen and signed by the Housemaster, Housemistress or Tutor before being returned to the teacher. Extra work may be set and organised by the subject teacher.

For academic negligence pupils may be given a detention. Wednesday detentions occur at lunchtime on Wednesday and are supervised by the teacher or a member of the SMT. For repeated offences or for serious academic misdemeanours a pupil will be placed in Saturday evening detention which is supervised by a member of staff.

If a pupil's effort is poor, tutors will sometimes recommend to the Housemaster or Housemistress that the pupil be placed on a report card. This report card is presented by the pupil to the member of staff for each lesson. An effort grade is recorded and any appropriate comment. The card is seen regularly by the pupil's tutor and Housemaster or Housemistress and they discuss together the effort grades given. These cards help to reinforce the need for better effort and give House staff a clearer idea of current progress. As such it can therefore be used as a boost and provide a useful short term goal.

For serious offences, the Housemasters and Housemistresses will be directly involved. Pupils' performances are discussed at regular staff meetings and persistent offenders may have some privileges withdrawn.

## Disciplinary Misdemeanours

There are clear guidelines on serious offences.

## Drugs

In the case of any involvement with drugs or other illegal or prohibited substances, the pupil will normally be asked to leave the school. Pupils who, by their behaviour or their associations, give cause for suspicion that they might be misusing drugs may be required to take a drugs test. By signing the Final Entry Form (see Part B, paragraph 2) the parent/s give their consent to testing for drugs being carried out in the circumstances set out above. Where the school suspects or confirms the involvement of any pupil in drugs, the pupil's parent/s will be contacted. The use of so-called 'legal highs' are also prohibited.

## Alcohol

The school attempts to maintain a balanced approach to alcohol. It has developed the following policy to ensure the welfare of pupils and compliance with the law.

## General

It is against the law for anyone under the age of 18 years of age to buy alcohol.

It is a fundamental school rule that pupils, whether under or over the age of 18, are forbidden to buy alcohol, and/or consume alcohol outside of the school, and/or to bring alcohol onto the school premises. The only exception to this is for pupils over the age of 18 and strictly in the circumstances set out in the following paragraph.

The school wishes to impart a knowledge of the risks whilst at the same time exposing the senior pupils to responsible drinking in a social and convivial atmosphere. The school allows sixth formers moderate, controlled amounts of alcohol (2 units) at school dances and also if taken with a meal by those over 18 on Saturday evening leaves. Consumption of spirits is forbidden. The possession and use of fake ID is also not allowed in accordance with the law.

## Sanctions

If any pupil breaches the school rules on alcohol they will be seen by the Deputy Head and will be fined and gated (confined to school grounds) for an appropriate period of time. Parents will also be informed in writing.

Any second offence or a breach of the rules which of itself is considered to be particularly serious, will mean that the pupil is seen directly by the Headmaster.

Senior pupils who purchase alcohol for younger pupils are liable to be punished severely. This punishment is at the discretion of the Headmaster.

If a middle school pupil breaks the rules on alcohol they will not be allowed to attend Saturday night social events for the next calendar year. If a sixth form pupil contravenes the rules they will not be allowed leave on a Saturday night Indulgence for the next four opportunities.

Any pupil considered to be under the influence of alcohol in contravention of this policy may be asked to undergo an alcohol breath test. Where the alcohol test confirms contravention of this policy the sanctions will be as set out above according to which part of the school the pupil is in.

Where the pupil refuses a request to undergo an alcohol test in the circumstances set out above, the relevant sanctions mentioned above will be applied.

By signing the Final Entry Form (see Part B, paragraph 2) the parent/s give their consent to alcohol testing being carried out in the circumstances set out above. Where the school suspects or confirms a breach of the alcohol policy, the pupil's parent/s will be contacted.

#### Sexual Misconduct

Pupils involved in sexual misconduct will normally be asked to leave the school.

#### Bullying

The school takes any allegation of bullying very seriously and all cases are investigated thoroughly. In serious cases it is likely that the bully will be internally or externally suspended and a written warning given that in the event of further trouble the bully will be asked to leave the school.

#### Smoking

Fettes is a non-smoking campus for staff, parents and pupils. Any contravention by a pupil will lead to a fine of £20 (which goes to charity) and a two-week gating (being confined to the grounds). The Housemaster or Housemistress will write to inform parents. For a second offence there will be a £30 fine together with a three-week gating. The pupil will be seen by the Deputy Head who will write to inform parents. If a third offence is committed the pupil will be seen by the Headmaster. We consider smoking in buildings particularly anti-social and unacceptable as it also involves health risks and the threat of causing a lethal fire. In such cases the matter may be referred directly to the Headmaster. E-cigarettes are also not allowed.

#### Chewing gum

Chewing gum is forbidden throughout the school. Any pupil breaking this rule is fined £5 (which goes to charity) and may be given chores to do.

#### Internet access & use

At the beginning of each session, pupils are required to read the ICT Acceptable Use Policy. The Policy is included in Section 3 of this Handbook. A breach of the Policy may result in a ban from the ICT Network for a period of time and other disciplinary sanctions.

#### General

Breaches of the school rules and policies may result in the pupil being referred to the Housemaster or Housemistress or the Deputy Head with possible consequent loss of privileges. Serious issues will be brought to the attention of the Headmaster.

Persistent breaching of the rules is likely to result in loss of privileges and gating. The Housemaster or Housemistress may also find jobs for the pupil to do.

If a pupil, who is under 16, is seen by the Headmaster or Deputy Head on an issue which could lead to serious action being taken, a member of the Child Protection team will be present.

Major breaches of school discipline may result in internal suspension, external suspension or the pupil being asked to leave the school. Internal suspension is as serious a punishment as external suspension. It involves the pupil staying in school but losing their free time which is used for extra study or community service.



## Dress Regulations

We require members of the school to be well turned out and to give a good impression. The school uniform policy is to be adhered to. We expect pupils coming to classes or going on trips to be in uniform that is tidy, with clean shoes, ties properly tied, hair brushed, and with kilts and jerseys properly worn. The school uniform policy is included at the end of this handbook.

Dress regulations for ordinary activities and for games are published in house handbooks. Casual clothes may be worn at specified times. These must be clean, tidy, decent and named and must meet with the complete approval of Housemasters/Housemistresses. Extremes of fashion are not permitted. Parents are provided with a clothing list and will be informed of any modifications. All articles of clothing must be clearly named and sent back to school in good repair. Extra name tapes should be sent to the house matron for articles purchased during term time.

## ICT Acceptable Use Policy

Access to the Fettes College network is a privilege, not a right.

Fettes College computing equipment and the provided Internet access may only be used for legal activity consistent with the aims, objectives and rules of the School. By logging onto the Fettes network or attaching any device to it, you automatically agree to accept the conditions of this policy.

Pupils will be required to accept this policy each year. Breach of this policy will result in loss of access and may lead to disciplinary action.

### Safety and monitoring

The School's web filtering software seeks to prevent the introduction of computer viruses. It is essential that anti-virus software is installed on all pupil laptops and mobile devices and it must be kept updated. We recommend <https://www.avira.com> which is freely available for MacOS and Windows. If you have any issues with this please come to the IT Helpdesk.

The School has a duty of care to safeguard pupils from inappropriate or undesirable Internet sites. New legislation specifically refers to protection from terrorist or extremist material and the School's firewall systems are configured accordingly. All pupils are required to install a certification on any device connecting to our wireless network to allow effective monitoring.

However, as no filtering system is perfect, pupils should be vigilant in avoiding illegal, inappropriate or undesirable websites. Any pupil coming across such material should follow the steps outlined below:

- Do not respond
- Take a screenshot
- Pass it on to a member of staff

There are additional channels for reporting feeling uncomfortable in an online situation and pupils are made aware of this through PSE.

In the event of a pastoral concern or to maintain system integrity, network administrators may monitor and review an individual's files as well as their use of the School's network and communications across the Internet. Users should not expect that network use will be private.

## Guidelines for Pupils

A guide to online behaviour and safety is available in House and the School Prefects have written their own statements for pupils:

- 1. We all need to be responsible online.**
- 2. We must consider the long-term effects of what we post online.**
- 3. You are responsible and accountable for all your actions online whether you are anonymous or not.**
- 4. We represent Fettes and material posted could be seen by wider audiences.**

### Personal details

- It is essential you keep your password safe and do not share it with anyone.
- Always lock your computer when not in use.
- Only ever use your own account. Use of another person's account will be dealt with severely and any actions carried out on your account will be attributed to you.
- If you feel your details may have been compromised inform ICT as soon as possible.
- Do not post any information online that contains personal details such as your date of birth, address or phone number.

### Email

- Email is a permanent written record that is neither private nor easily deleted. There is always a trail and messages may be easily copied, forwarded or intercepted.
- Never respond to nasty or rude messages but report them immediately to a member of staff.
- Do not indulge in "careless chatter" about others.
- School email
  - Do set it up on your phone and laptop rather than using the portal.
  - Do check your school email daily for messages.
  - Do not use email during lessons or prep unless instructed.
  - The language and content of emails should be polite and responsible.
  - Be aware that the school can monitor email at any time.

### Unacceptable Computer Use

The following activities, whilst not an exhaustive list, are unacceptable and forbidden:

#### Use of Computer systems

- Any action that threatens the integrity of Fettes College ICT systems. This includes the use of any program that might adversely affect the network.
- The deliberate unauthorised access to facilities, services, data or resources within the Fettes College networks or any other network or service accessible via the Internet.
- Attempting to circumvent the School's network access controls via a proxy server, VPN or other means.
- Installing software or setting up a computer to evade email and web filters.

#### Behaviour

- Access to or creation of, transmission or publication of offensive material.

- Bullying in any form including harassing, insulting or attacking others, via blogs, use of images, web postings, email, texting or any other electronic means.
- Any use of the network that would bring the name of Fettes College into disrepute.

#### Non-academic uses of the network

- Gaming or the use of social networking sites during lessons/prep. Access to a list of accepted sites is permitted during designated times. The list is reviewed each term. Any activity on these sites must comply with this policy.
- Creation of Staff or Student websites or blogs without consent

#### Copyright/plagiarism

- Copyright breach or plagiarism of any type. This includes, but is not limited to, the illegal streaming or downloading of video or music.
- Using the network for commercial purposes, financial gain, or fraud.

## Complaints Policy

Fettes College is committed to providing the best teaching and pastoral care it can for its pupils. Formal complaints are very rare. Usually any worries or concerns can be resolved without the need for formal procedures, but, if not, the school has a Complaints Procedure. The procedure includes Informal Resolution, Formal Resolution and an Appeals Procedure. The good relationships between pupils, parents and the School mean most matters raised under the Complaints Procedure can be resolved at the first stage.

The School will always want to take the opportunity to identify and implement any lessons which can be learned from a complaint\* and its outcome. This is why the School will record\*\* the complaints, their outcomes and the implementation of any actions which are identified.

#### Stage 1: Informal Resolution

If parents have a complaint or concern, they should usually contact their child's Housemaster/mistress, who may in turn consult other relevant members of staff, as appropriate, to assist with a prompt and speedy resolution. Where complaints are made directly to another member of staff, they will usually refer the parents to the Housemaster/mistress.

The Housemaster/mistress and, where relevant, other appropriate staff members, will speak to or meet the parents as soon as possible after the complaint has been received. The aim will be to resolve the complaint within seven working days\*\*\* of it being received.

If the complaint is against a named member of staff, the Headmaster will be informed. Depending on the nature of that complaint, it may be necessary to invoke procedures from the School's other policies in order for a full investigation to be carried out.

If, after a meeting to discuss the complaint, there is no satisfactory resolution, parents can then proceed to 'Stage 2: Formal Resolution' of the Complaints Procedure.

If the complaint is about the Headmaster, the complaint should be sent to The Clerk to the Governors, who will liaise with the Chair of Governors, the parents and, as appropriate, the Headmaster. If the complaint cannot be resolved at this stage of the Complaints Procedure, the complaint will be considered under the Stage 3 Appeal Procedure.

#### Stage 2: Formal Resolution

If the complaint cannot be resolved on an informal basis under Stage 1, parents should put their complaint in writing to the Deputy Head or Headmaster.

The Headmaster or Deputy Head will hold a meeting with the parents concerned to discuss the matter. This meeting will usually take place within seven working days of the written complaint being received. If possible, a resolution will be reached at this stage.

If the complaint is against a named member of staff, the Headmaster may decide that the member of staff should be in attendance at the meeting. The parents making the complaint will be consulted on this and their views taken into account in the Headmaster's decision. If the member of staff is to be present at the meeting, the particulars of the complaint that has been made shall be supplied to that member of staff in advance of the meeting.

Depending on the nature of the complaint against the named member of staff, it may be necessary to invoke procedures from the School's other policies in order for a full investigation to be carried out. If this is the case, the named member of staff would not be in attendance at the meeting.

If the matter cannot be resolved at the meeting, the Deputy Head or Headmaster will investigate the matter further. The aim will be to provide a written response to the complaint within a further seven working days from the date of the meeting. This timescale is subject to any additional time required or allowed by other relevant policies in the case of complaint against a named member of staff.

The response will explain the decision, the reasons for it and any action taken or proposed, and will be sent to the interested parties. Where other relevant policies have been invoked, a decision will not contain sensitive or confidential employment details.

If parents are dissatisfied with the decision, they may proceed to 'Stage 3: Appeals Procedure'.

#### Stage 3: Appeals Procedure

At this stage of the procedure, parents will be referred to the Clerk to the Governors. The Clerk has been appointed by the Governors to call hearings of the Complaints Panel. The Complaints Panel will hear the appeal. The Complaints Panel will consist of three Governors. No-one on the Complaints Panel will have had any prior involvement in the matters detailed in the complaint.

The Clerk to the Governors will acknowledge the complaint in writing within three working days of receipt and will schedule a hearing of the Complaints Panel.

The hearing of the Complaints Panel will take place no later than 14 working days from the complaint being received by the Clerk.

If the complaint is against a named member of staff, the particulars of the complaint will be made available to the member of staff and, provided it is consistent with any other policies which may require to be invoked, that member of staff will have the right to appear before the Complaints Panel.

The Complaints Panel may require that all details of the complaint should be supplied to the parties to the hearing in advance, in which case this will be done no later than seven working days prior to the hearing.

The parents and, where applicable, the member of staff may be accompanied to the hearing by one other person. Legal representation will not normally be appropriate at such a hearing but may be permitted at the discretion of the Panel.

If possible, the Panel will make a decision on the complaint immediately following the hearing without the need for further investigation.

If the Panel decides that further investigation is required, this will be intimated to the parties. The steps to be taken and the proposed timescale for completion of the investigation will be outlined.

On completion of its further investigation, the Complaints Panel will meet again within seven working days. If the Panel decides a further hearing of the Panel, with the interested parties present, is necessary, the Clerk will arrange this and intimate the details to the relevant parties.

The Complaints Panel will issue its decision in writing. The decision of the Complaints Panel is final.

The Complaint Panel's decision, the reasons for it and any recommendations it makes, will be sent to the parents, the Headmaster, the Chair of Governors and, where relevant, the person who was the subject of the complaint.

Notes

\*Complaint - for the purposes of this procedure is any matter relating to the School about which parents are unhappy and seek action by the School.

\*\*Recording of complaints and outcomes: a record of the complaint made, the outcome and the implementation of any recommendations will be kept by the Deputy Headmaster and monitored by the Headmaster. Any sensitive personal information and details relating to the complaint will be kept only for so long as is required by law and in accordance with the School's privacy policy.

# School Uniform Policy

We like all Fettesians to look neat and tidy at all times hence the list of uniform below. This also contains information on what jewellery, make-up or other accessories are and are not allowed.

## Girls

Blazer – The blazer is worn by all year groups. The House badge is worn on the lapel.

Kilts – Fettes tartan kilt is worn by all year groups. Kilts must fit neatly at the waist and be knee-length.

Jumper – a dark navy v-neck jumper is optional to wear with the blazer.

Blouses – girls should wear white school blouses with a rever collar

Tights and shoes – girls may wear black opaque tights. Shoes should be sturdy, low-heeled, polishable black leather. Flimsy shoes, which give no support or shoes with high or kitten heels should not be worn.

Coat – girls require a smart, plain, dark coloured coat.

## Girls – formal wear

In the sixth form, chapel wear should be smart business wear: a formal suit, trouser suit, dress or dress and jacket. The skirt must be knee length or longer and shoes should be of a suitable height. In the middle school girls wear their normal school uniform.

Hair - hair colour should appear natural. Hair that is shoulder length or longer should be tied back off the face and shoulders. A hairband is not adequate. Hair clips and bands should be simple and unobtrusive.

Jewellery and makeup - girls may wear the following: one simple pair of plain gold, silver or pearl studs, a plain gold or silver necklace (no chokers, 'chunky' or coloured necklaces are allowed); a plain gold or silver bracelet; one simple gold or silver ring. No jewellery may be worn during games.

Jewellery that does not comply with the rules will be confiscated and will not be returned until the end of the term. When wearing casual clothes girls may wear such jewellery as is approved by the Housemistress. Only clear nail varnish may be worn with school uniform. If makeup is noticeable it is unacceptable.

## Boys - informal wear

Blazers – all year groups wear the Fettes blazer. Blazers must be in a good state of repair with a full complement of buttons, clean, and fit well.

Shirts – boys in the third, fourth and fifth forms wear white shirts. Shirts with button down collars are not to be worn. As an alternative sixth form boys may wear a business shirt. Bold patterns and loud colours are not allowed.

Jumper – a dark navy v-neck jumper is optional to wear with the blazer.

Trousers – charcoal grey or black trousers of traditional style and cut are worn with the blazer. A black belt should be worn to ensure that trousers remain above the hips. Excessively narrow or baggy trousers are not permitted, likewise trousers made of denim or chino-type material are not allowed.

Shoes and socks – plain socks of a dark colour (black or dark grey) are worn. Shoes must be of traditional design, black, lace up, without buckles or similar metal accoutrements. They must be in a good state of repair, clean and polished. Waxy or suede leather shoes are not allowed.

Coats – boys require a plain, smart, dark-coloured coat to wear over their uniform.

Ties - Monday to Saturday – House ties are worn. Alternatively sports colours, School Prefect, College Colours, 1st XV/1st XI, Pipe Band and Chapel Choir ties may be worn by boys who are so entitled. School ties are only worn on formal occasions.

Formal Wear (Sundays) – School ties (chocolate and magenta stripes) are worn. Alternatively sports colours, School Prefect, College Colours, 1st XV/1st XI, Pipe Band and Chapel Choir ties may be worn by boys who are so entitled. Ties awarded for participation in school tours and representative sport beyond school level may also be worn.

Hair – boys must keep their hair neat and in a style approved by their Housemaster. Hair colour should appear natural.

The Housemaster's decision on the suitability of any item of clothing is final. If there is any doubt, he should be consulted before a purchase is made.

Boys - formal wear

On Sundays for Chapel and on certain other occasions, members of the middle school wear a kilt (Fettes or family tartan) and a navy jumper. As an alternative for sixth form pupils, a formal dark grey or navy suit (single-, with a maximum of three buttons, or double-breasted) may be worn. Suits are not to be worn on Mondays to Saturdays unless formal wear is specifically required.

## Section 4: Appendix

### Glossary of Fettesian Terms

The following is a list of some of the language to be heard at school. It is not an exhaustive list but may be helpful.

Area - place in boys' houses where meetings are held, name for roll call - approx. at 8.00am and 5.15pm

Arran - boys' wing of the Prep School

Bedlots/ Bedlocks - Sequence of bed times in houses

Belows - House rugby, hockey and lacrosse competitions

Bigsides - first and second school teams for all major sports and place where the Rugby 1st XV play

Bryce building - Main College building whose architect was David Bryce.

Callover - old name for Area/roll-call

Callover Hall - main entrance to College where Reception is found

Congregational Practice - Saturday singing practice for all pupils in Senior Houses

Cultural Leave - permission to undertake a cultural visit in Edinburgh given to Sixth form

Easties - boys' lavatories on ground floor of College

Gating - confining a pupil to the school grounds as a disciplinary measure

Godfather/godmother - senior pupil who advises and looks out for a new member of the House can also be called a mentor

Green Walk - wooded walkway between boys' houses and College

Guest Night - social function for staff and friends

House check - same as Callover/ Area and used in girls' houses

Indulgence Leave - permission for sixth formers to visit Edinburgh on Saturday evening

Iona - girls' wing of the Prep School

Invig - invigilation or private study period usually for the Sixth Form

Jordan - small stream in front of Arniston and Prep School House

Kish - slang used to warn of presence of member of staff



Leave - usually being taken out by parents for tea or the evening

Littleside - Rugby 3rd and 4th XV

Littleurf - Cricket 3rd and 4th XI

Mentor - Older pupil who looks after a younger people in the same House

Middle School - 3rd, 4th and 5th Forms

OF - Old Fettesian - former pupil of the school

Off-changing - assessed by Medical Centre or house matron as unfit for games

Old Library - on first floor of College above Callover Hall

Orders - common name for the Academic Report, occurs every half term

Piling - clearing cutlery, crockery etc. after meals, done on house rota

Pro-prefect - fifth former shadowing the lower sixth house prefects

Puntabout - a stretch of grass allocated to each House

Queen's Lawn - large area of grass closest to College (out of bounds to pupils, with the exception of school prefects)

Spirals - narrow helical staircase going up to staff corridor and then College Houses

The McMurray - water-based hockey pitch named after a previous Chairman of Governors

The Sutcliffe - our multi-purpose all-weather pitch

Turf - Cricket 1st and 2nd XI

Upper - Large room used for staff meetings, Invigilation, Lectures etc.

Vive-La - song sung by Head Boy and Head Girl on Founder's Day

Youngs - Playing Fields to the North by Ferry Road, named after OF Donor