

# ELIZABETH COLLEGE

## Parent and Pupil Handbook September 2015

"It is easier to build strong children than to repair broken men."  
Frederick Douglass

# Elizabeth College Parent and Pupil Handbook

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Dear Parents

Welcome to the Elizabeth College Parent and Pupil Handbook. This handbook is designed primarily as a reference document and should be used in conjunction with other information provided by the school, in particular via the College website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)).

Whilst we are confident that most of the information you require is provided here, please don't hesitate to contact the following people if there is anything that you remain unsure about or if there are anything you want to discuss. If you wish to contact any member of staff at College please call the Office on 01481 726544 or email them directly using their initial and surname @elizabethcollege.gg.

For any **academic matters**, contact your son's tutor or Head of Year in the first instance. Alternatively you may contact Mr Rick James, Vice-Principal, (Academic) on 01481 726544 or via email [rjames@elizabethcollege.gg](mailto:rjames@elizabethcollege.gg).

For any **pastoral matters** relating to the welfare of your son, please contact your son's tutor or Head of Year in the first instance. Alternatively you may contact Mr Jonathan Shaw, Vice-Principal (Pastoral) on 01481 726544 or via email [jshaw@elizabethcollege.gg](mailto:jshaw@elizabethcollege.gg).

For matters concerning the College's **sports and activities** programme, please contact Mr David Wray via email [dwrap@elizabethcollege.gg](mailto:dwrap@elizabethcollege.gg).

I very much look forward to meeting you at one of the many College events over the course of the academic year. If you would like to contact me at any point in the meantime, please contact my PA, Sandra Beaton, on 01481 726544 or email [sbeaton@elizabethcollege.gg](mailto:sbeaton@elizabethcollege.gg).

All the very best  
George Hartley

## The College Ethos, Aims and Values

We feel very strongly about providing the best possible education for your son at Elizabeth College. To help us achieve this, it is important that we clarify what the school stands for and what we essentially aim to do in providing such an education, hence the following statements and explanation:

*Elizabeth College provides a rich, diverse and exciting experience for pupils of all backgrounds, enabling them to flourish and make the very most of themselves.*

**To instil traditional Christian values, manners and a strong sense of service to others to enable our pupils to live lives that matter.**

We are rightly proud of our origins as a Christian foundation and promote strongly the moral values of **integrity** and **compassion**. We want our pupils to be true to themselves as individuals whilst having high personal standards and excellent manners. We also want our pupils to have a higher sense of purpose and strongly encourage them to contribute positively to the community.

**To engender a love of learning so that all our pupils can achieve, or even exceed, academic expectations.**

We want our pupils to be inspired by and relish their learning experiences in school, showing **creativity** and **perseverance** in working things out for themselves wherever possible. This will allow them to do the very best they can academically and help stimulate their minds through the rest of their lives. We particularly value scholarship and the great pleasures of learning for its own sake.

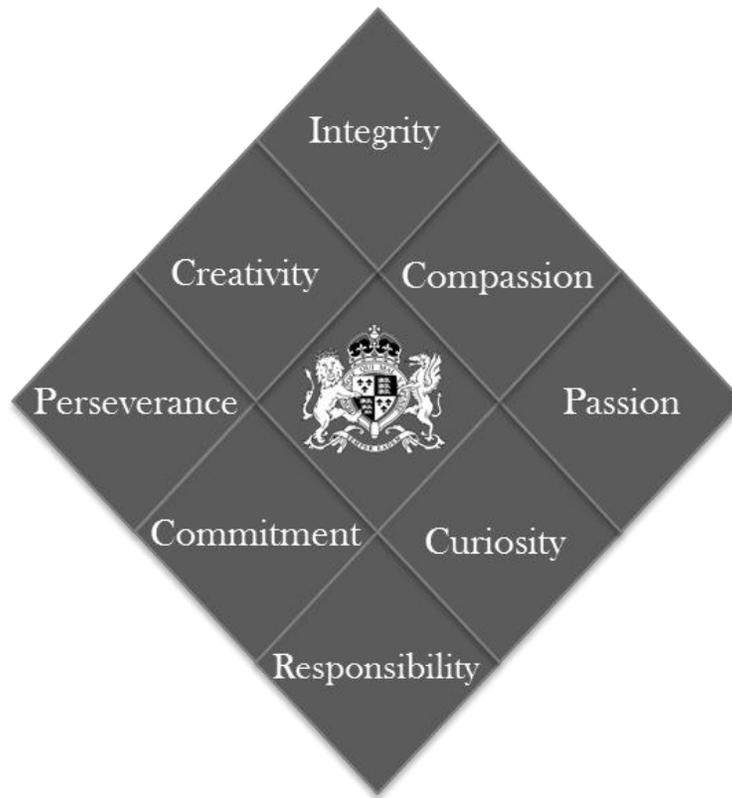
**To encourage full participation in the extensive extra-curricular and sporting programme thereby allowing pupils to find their niche.**

We want our pupils to throw themselves into the broader life of the school with real **passion** and **commitment**. Extra-curricular activities are enjoyable in their own right and essential in developing important character traits such as confidence, teamwork and leadership. They also allow pupils to follow their own particular interests and so develop as individuals.

**To present opportunities for the broadening of horizons and the development of future leaders in all walks of life.**

Whilst Guernsey is a wonderful place to grow up, we want our pupils to be aware of the wider world and have a **curiosity** for the experience of new places, cultures and ideas. We hope that such experience helps develop a genuine sense of **responsibility** so that they embark on their future lives with a sense of excitement, purpose and the prospect of leadership in their chosen fields.

## College Values



## College Expectations & Code of Conduct

Each pupil should feel free to come to school every day knowing that they will be able to enjoy their day without someone else making their life unpleasant. Each teacher has the right to teach without disruption or distraction. Traditional Christian values of compassion and respect form the basis of our community. Pupils are expected to be smart, courteous and on time. We want everyone to feel proud of Elizabeth College.

A College Code of Conduct cannot cover all eventualities but the following apply in order to maintain a safe, caring and civilised environment. All members of Elizabeth College are expected:

- 1. To act in accordance with our traditional Christian values and to value manners, a strong sense of service and to live lives that matter.**
  - All pupils should respect the Christian foundation.
  - Pupils are expected to maintain high standards of behaviour and manners.
  - Everyone in the College community deserves to be treated with respect. Everyone has a duty to ensure that everything possible is done to promote civilised and friendly behaviour.
  - We are a civilised community and all pupils are expected to maintain the good name and reputation of the College.

**2. To strive for academic success and to make the most of the opportunities available, both within the classroom and beyond.**

- Pupils are expected to take a full part in the activities of the school.
- Representing the school as part of a team, activity or trip is a privilege and pupils are expected to honour this commitment and conduct themselves in a responsible manner.
- Pupils are expected to arrive promptly for registration and other College commitments, and to be appropriately equipped for all lessons.
- We expect a high level of motivation in lessons and all academic commitments to be met.

**3. To play a full part in keeping Elizabeth College a safe and healthy community.**

- Pupils should take good care of their own health and safety and the safety of other pupils.
- Pupils should look after their possessions and respect the possessions of others and all items of school property.
- There should be no filming or taking of photographs without permission of the College.

**4. To take pride in their own appearance and the school environment.**

- Pupils should wear school uniform properly at all times including when travelling to and from school.
- Pupils representing the College in any capacity are expected to be smart and dressed in appropriate clothing.
- Hair should be tidy, off the collar and out of the eyes; there should be no extremes of fashion.
- All members of the community are expected to keep the campus clear of litter. Chewing gum is not permitted in College.

**Classroom Golden Rules**

- Enter the classroom quietly, sit down with books & equipment ready for the lesson
- Do not talk or call out when the teacher is talking
- Be attentive and listen to others
- Respect other pupils' right to work
- Pack up quickly and wait quietly to be dismissed

## Section 1: General Information

### Introduction

Elizabeth College has a unique heritage and carries the weight of nearly 450 years behind its history. Boys throughout the centuries have been proud to be Elizabethans and we trust that your son's time at College will be enjoyable and will fully prepare him to 'live a life that matters'.

We very much encourage parents to communicate regularly with the College, to share concerns, to pass on praise, to voice complaints and to suggest ways that we can improve. We also encourage your son to speak up if he has concerns or suggestions. The following people are available for you should you need to talk.

- The tutors & teachers
- Mrs Garnett (Librarian)
- The Heads of Year
- The Chaplain
- The prefects
- The School Nurse
- Mr Spiller, the Bursar
- Mr Shaw, Vice-Principal (Pastoral)
- Mr James, Vice-Principal (Academic)
- Mr Hartley, the Principal

Please ask for help when it is needed and encourage your son to do likewise. Teachers and tutors will communicate regularly through the pupil diary and we request that parents or guardians check and sign this on a weekly basis.

### Attendance and Absence Policy

Pupils should arrive each morning by 8.20am in order to register by 8.25am. If a pupil is late, he should sign in at the School Office. Likewise if your son needs to leave early, he should sign out from the school office. **If your son is unwell and is unable to attend College, please notify the school office (726544) or by 8.25am.** If your son needs to miss school for a dental or medical appointment, please contact the office in advance. ([office@elizabethcollege.gg](mailto:office@elizabethcollege.gg)).

Term dates are published at least a year in advance and it is expected that pupils will attend College as per such term dates unless advised otherwise. Permission to miss up to half a day of school for good reason can be requested by contacting Heads of Year. For longer periods of absence, requests must be made directly to the Principal ([principal@elizabethcollege.gg](mailto:principal@elizabethcollege.gg)) or the Principal's PA ([sbeaton@elizabethcollege.gg](mailto:sbeaton@elizabethcollege.gg)), Sandra Beaton. Although one day's absence per year for family reasons may be granted in exceptional circumstances, please note that requests for absence due to extended holidays are unlikely to be authorised.

**Please note that if selected, pupils are expected to represent the College in both sporting and other co-curricular events at weekends and at the end of the school day.** All pupils are also expected to attend certain formal events such as the school carol service. Details of these can be found in the school calendar.

### **Address changes (house and email)**

If you move house or change your contact details, please inform the school office so that our records can be updated. Alternatively, you can now update your own personal details via the parent portal.

### **Amazon Affiliate**

We are participants in the Amazon Associates Programme. The Elizabeth College Foundation benefits from commission paid by Amazon on all purchases made using the link on the front page of the website ([www.elizabethcollege.co.uk](http://www.elizabethcollege.co.uk)).

### **Anaphylaxis (nut allergies)**

On the advice of the 'Anaphylaxis Campaign, we do not have a ban on nuts in school. Whilst many primary schools do, the advice is that it can create a false sense of security. However, the Refectory does not use nuts in the preparation of any food and all teaching staff are trained regularly in dealing with anaphylactic shock. Please ensure the school is notified of any allergies and that epi-pens are provided to the school office, where appropriate.

### **Bicycles**

If your son is going to ride a bicycle to College he should wear a helmet and a suitably bright jacket. He should not ride through the College grounds but wheel his cycle to the racks behind the swimming pool, accessed via the steps between the Science Laboratories and the Art Department.

### **Calendar**

A copy of the school calendar is emailed home before the beginning of each term. It is also regularly updated on the College website. Pupils should also receive a Sports Calendar and a list of the Trips and Tours that the College organises each year. The College website also has a regularly updated calendar and details of term dates.

### **Cameras and audio equipment**

Photography, filming or audio recording are only allowed with staff permission for a specific educational purpose. Under no circumstances should cameras, phones or similar be used to record without the knowledge of those being recorded or filmed.

### **Careers**

From Year 9 pupils are guided in their GCSE choices. The careers adviser, Miss Conroy, is available at parents' evening, and by appointment, to discuss these with parents and students. In Year 10, there is an opportunity to gain some work experience and pupils also attend the annual Careers Show at Beau Sejour. Pupils are also offered the chance to take the Morrisby Careers Profile which helps with the next stage of decision making, selecting A level choices. In Year 11 all pupils have 1-on-1 interviews with an appropriate member of staff about A level/post 16 options, with guidance given to help pupils with their selections. In Year 12 all students participate in a week of work

experience which provides an invaluable chance to consider future career decisions. Students who opt into employment at the end of Year 13 are also supported through the job hunting, CV and interview process.

### **Cars and drop off / pick up**

It is encouraged that lifts are shared or public transport used to ease traffic congestion and lessen the impact on the environment. If you do bring your son to school by car, parents should drop off and collect at the Odeon car park and **NOT** in front of the Cable and Wireless building. This helps ease traffic congestion on Upland Road and reduces complaints from the public.

With the exception of the car parks at our sports grounds, pupils may not bring cars onto College premises. There are a number of car parks and spaces near to the College that the pupils can use.

### **Chewing gum**

Chewing gum is prohibited in College.

### **Child Protection & Safeguarding**

The Designated Safeguarding Lead (DSL) is Mr Shaw, Vice-Principal (Pastoral) and he can be contacted through the school office (726544) or via email [ishaw@elizabethcollege.gg](mailto:ishaw@elizabethcollege.gg). Mr Slann is the Deputy DSL ([tslann@elizabethcollege.gg](mailto:tslann@elizabethcollege.gg)). Mr Davey Le Marquand is the College Director with responsibility for Safeguarding. He can be contacted through the school office on 726544.

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.online-procedures.co.uk/guernsey/>.

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm.

Therefore if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the College will contact Health and Social Services Department, Assessment and Intervention Team to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the Principal and the College Child Protection Officer, who will make contact with HSSD colleagues as appropriate.

### **Communication & the Pupil Diary**

The Pupil Diary will be used as the main everyday way of communicating with home. Teachers will record details of any noteworthy incidents, good and bad, during lessons. Your son's tutor will closely monitor the diary but we request that parents also ask to see their son's diary on a regular basis and to sign it each weekend. A signature is not required for boys in Year 11 unless specifically requested by the Head of Year. Please

use the diary to pass any short messages to the tutor. Please also feel free to email your son's tutor or his Head of Year. Email addresses are always first initial, followed by surname @elizabethcollege.gg (e.g. jshaw@elizabethcollege.gg). Replacement diaries can be purchased from the School Office for £2.

Parents will also be emailed automatically via iSAMS (the Management Information System) if their son receives a commendation, a merit certificate (accumulation of merits) or any form of Removal or Detention. Unfortunately for all sanctions, the system is limited in terms of the information provided and so it is purely there as a prompt for you to have a conversation with your son in the evening.

Teachers will report more formally at regular intervals throughout the year. The schedule for reports and parents' evenings can be found in Appendix 8.

Pupils will receive a short report (grades only) at the midway point through each term, an interim report at the end of the Lent term and a full report at the end of the Michaelmas and Trinity Terms.

If at anytime you would like more information about the progress of your son, please contact the school via your son's tutor or Head of Year.

### **Complaints Procedure**

If you have any concern or worry about the school, please do not hesitate to contact the College. It is hoped that most complaints and concerns will be resolved quickly and informally. If parents have complaints, it is hoped that the matter can be resolved through conversation with the relevant member of staff. Should that fail, the Vice-Principals or Principal will step into mediate.

If pupils have a complaint, they should speak with their tutor who may well refer the matter onto a Head of Year or Head of Department. Alternatively pupils are welcome to come to speak to the Vice-Principals (Academic and Pastoral) directly.

You can contact all teaching staff through the school office or via their email address. There is a formal Complaints Procedure that can be found on the school website.

### **Counselling**

Pupils may occasionally feel that they need to talk to someone other than their teachers or tutors. The school nurse (normally Tuesday lunchtime) and the Chaplain are available for this purpose. Appointments are not necessary but can be made through the School Office or the Vice-Principal (Pastoral). Mrs Garnett is also available to talk to in the library or alternatively we can put boys in touch with the HUB.

### **Crutches**

If your son is on crutches, please write to the school office and copy in your son's tutor to assure us that your son is safe to be in school and has been suitably trained in the

use of his crutches, especially on stairs. The school will also issue guidance on the use of crutches and getting around College ([office@elizabethcollege.gg](mailto:office@elizabethcollege.gg)).

### **Design and Technology additional charge**

A small charge is levied to all pupils in Years 7 to 10 for their D and T class projects. This will appear on your account at the end of Lent Term and covers the cost of projects for the academic year.

### **Dress and Appearance**

All boys should be properly and neatly dressed. College is preparation for life and therefore all pupils are expected to take pride in their personal appearance. Shirts should always be tucked in and top buttons done up. Sixth formers should wear their suits as if they are working in a smart office environment.

**Hair:** Hair length, colour and tidiness are sometimes contentious areas. At Elizabeth College, there should be no extremes of fashion or length and we ask parents to support us in this. As a guideline, hair should be tidy, natural in colour, above the collar, not below the bottom of the ears and out of the eyes. Excessive use of gel to create a 'spiky' or unkempt look is not allowed. If we consider it inappropriate, we reserve the right to ask the pupil to leave the school until it is improved to our satisfaction.

**Games and PE kit:** Pupils should always wear school games kit for PE lessons and games sessions.

**Earphones:** Earphones should not be worn or seen during the school day.

**Jewellery:** Students may wear signet rings but no ear-rings, wristbands or bracelets; necklaces if worn should not be visible with the shirt buttoned.

**Shaving:** Boys should be clean shaven at all times.

**Scarves:** Only the school scarf is to be worn by pupils below the 6<sup>th</sup> Form.

*The school uniform list is in the Appendix towards the end of this booklet.*

### **Exam or Study Leave**

This is the period of time during the summer term when normal lessons for students preparing for external exams have ended and students are permitted to stay at home to study. Details of exam leave are sent home to parents at the relevant time.

### **First Aid**

A number of staff are trained in first aid and pupils should, where possible, report or send someone to the School Office to get help. There is first aid equipment placed around the College. The nearest defibrillator is located at St James.

### **Friends of Elizabeth College**

As parents of Elizabeth College students you are now formally members of the Friends of Elizabeth College. The Chair of the Committee can be contacted through the school

office. Friends have their own email address, [friendsofelizcoll@cwgsy.net](mailto:friendsofelizcoll@cwgsy.net), which can be used to comment on anything to do with the Friends of Elizabeth College.

The aims are:

- to support the College through the whole range of its activities.
- to complement & extend the existing support given to the College, particularly by the Old Elizabethans, mainly through fundraising and social events.

The Friends is run alongside the Old Elizabethans but they are very much separate bodies, albeit working towards the same aim; to enhance your son's life within the school. The disposal of funds, approximately £5,000 raised at the various events throughout the year, is decided by the Committee. This is where your help would be much appreciated, not only in supporting the events that are organised but also providing ideas about what to spend the money on. Please email the above address with any thoughts or ideas that the Committee can take forward.

New members of the Committee would be very welcome. The Friends AGM is held at the beginning of each academic year in September and this is an ideal opportunity to find out more about the Friends. Everyone is very welcome.

### **Health**

A school nurse visits the College every week. Pupils can either drop in to see the nurse or make an appointment via the school office.

An immunisation programme for Diphtheria, Polio and Tetanus are organised every summer term for Year 9 pupils. Parents are contacted in order to give their consent.

### **Information Technology**

The use of ICT is integral to the work of the College. Every student is entitled to his own e-mail account. Any attempt to misuse the computer system could cause significant disruption to other members of the College. Such misuse will be treated as a serious disciplinary offence. The use of school computers to obtain, view or pass on inappropriate material is also forbidden.

All users of College computing facilities are required to agree (in order to log on) to the Acceptable Use Policy (AUP) agreeing to comply with the statutory regulations and other provisions applicable to computer systems and the information stored in them. A summary of the AUP is found in Appendix 5 of this booklet and in the Pupil Diaries. The full version of the AUP is available on the school website. The Computer Misuse Act and the Copyright, Design and Patents Act apply directly to all computing systems.

### **Insurance**

The College does **not** accept liability for loss or damage to **personal property**. Parents are asked to ensure that their insurance policies provide suitable cover for their sons' property, including musical instruments, phones, tablets etc. The College does **not**

insure pupils for **medical expenses** whether incurred as a result of an accident or through illness. Parents are advised to seek advice about Private Health Insurance.

Personal Accident Insurance is raised as a standard to charge to cover permanent disability following certain accidents in school where compensation was not payable and where no legal liability on the school was involved. This is raised as a standard charge (£4.85 per term) unless the parents advise the bursar in writing that it is not required. Further details can be obtained from the Bursar's secretary.

Denplan for Schools is low cost dental insurance package to cover dental accident or emergency. This is raised as a standard charge (£2.30 per term). Therefore all pupils will be covered for a dental injury. In the event of a dental injury parents can make a claim directly via [www.denplan.co.uk/schools](http://www.denplan.co.uk/schools). Please also note that the cover extends to a dental injury suffered anywhere (at home, on holiday, playing at the park), not just at school.

### **Library**

The library is open throughout the school day. Pupils are encouraged to have a reading book and are able to choose from a wide selection of up to date fiction. The Librarian, Mrs Garnett, works with pupils to select suitable books and boys can recommend titles to be added to the collection. The non-fiction stock is up to date and is used during project-based and research tasks, both in lessons and homework. In addition, the library houses a colour printer, computers, photocopier, comfortable seating and desk space. Board games are available at break & lunchtimes and for many it provides a comfortable place in which to relax and read during the busy day. Mrs Garnett is always happy to offer book suggestions and advice on encouraging reading and research skills. Year 7 parents are invited to join their son once a week for a library lunchtime reading session, an informal chance to relax over a book and a sandwich.

### **Lockers**

Many pupils opt not to use lockers. If pupils wish to use a locker, they should organise this through their tutor. If they lose their key, they have to have their own key cut.

### **Lost Property**

All lost property is either handed to the school office or to the lost property area at the bottom of the Library stairs, situated in the entrance to the Reprographics Room. If the clothing or item is named, a note will be sent to the pupil in the morning registration. Pupils should collect their lost item during morning break time or in the first half of lunchtime. This is also the time for pupils to look for unnamed items. Anything left at the Memorial Field, is returned to College.

Valuable items or small items such as mobile phones, memory sticks or pencil cases will be kept in the school office.

## **Naming of property**

It is essential that clothing, shoes and property are named. There are a number of different companies that supply name tags; one which has been recommended by current parents is [www.namemark.co.uk](http://www.namemark.co.uk). A local company, Guernsey Labels offers a good alternative and can be contacted on 263221 or 07781 409437 or via email [guernseylabels@gmail.com](mailto:guernseylabels@gmail.com). Another Guernsey company 'stampXpress' (01481 723 494) also provide fabric marking stamps to make naming easier.

## **Meals and the F.G. Manchester Refectory**

The purpose-built F.G Manchester Refectory was opened in April this year and has been a huge success with College's existing students. It is open all day for break and lunch. The Refectory operates a Cashless Payment System which eliminates the need for Pupils to carry cash to School and provides parents with an easy means of controlling spending as a daily spending limit can be applied to the card.

An application form for a new card will need to be completed and sent to the School Office and cards for new pupils will be issued for collection from the School Office at the start of term. Replacement cards can also be obtained from the School Office. The first replacement card is issued free of charge, but there is a £5 charge for subsequent replacements. Sample menus are available to view on the website.

There are two ways to top up the Cashless Card:

1. By cash or cheque handed in to the School Office. Cheques should be made payable to Elizabeth College
2. By Bank Transfer to the Catering Bank Account (separate from the main College Account). Bank details are:

Bank	Nat West, St Peter Port
Sort Code	60 09 20
Account Number	74330845
Account name	Elizabeth College Catering Account
Reference	College Number/Meals

## **Mobile phones (see also smart phones and tablets)**

Mobile phones can be used at College on the basis that they provide a useful link between parents and home and for communication in an emergency. The use of mobile phones must not, however, interfere with any aspect of school life.

The following guidelines are for any pupil who decides to bring a mobile phone to College. The pupil must:

- accept full responsibility for looking after the phone. It is also recommended that it is clearly named.

- ensure that the phone is switched off or left on silent during formal occasions such as assemblies, lessons, activities or tutor periods.
- not use any photographic or recording component at College
- never take the phone into an examination room

Using mobile phones to harass or upset other people in any way is an offence punishable by law and by the School. Interfering with, hiding or taking someone else's mobile phone will be regarded as theft and quite possibly, bullying as well. The use of someone else's phone without their permission, particularly if that use incurs some cost to the owner, will be regarded as theft.

If a pupil deliberately disregards the stated guidelines he must accept that a teacher will confiscate the phone. The phone may be collected at the end of the day from the School Office or for a repeated offence, the pupil's parents will be asked to come to collect the phone. If it is suspected that the phone has been used to take photographs or to film, the school reserves the right to search the phone in the presence of the pupil.

### **Motorbikes and Mopeds**

With the exception of the car parks at our sports grounds pupils may not bring motorbikes or mopeds onto College premises. There are a number of bike spaces near to the College that the pupils can use.

### **Parents' Evenings**

The dates for Parents' Evenings (and reports) can be found in Appendix 8 at the back of this booklet.

### **Parent Portal**

Most information is now communicated via email or using the parent portal, provided by iSAMS. The parent portal allows you to update your own personal details, view reports and your son's timetable. It will be increasingly used to communicate important information to parents. To access the portal, the easiest way is via the college website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or via [www.ecparentportal.com](http://www.ecparentportal.com). You will have received separate instructions about how to login. If you have problems, contact Joe Langlois on [janglois@elizabethcollege.gg](mailto:janglois@elizabethcollege.gg).

### **Peer Mentors**

Selected members of Year 8 assist the new Year 7 students in settling down into College in the first few weeks, to help them find their feet.

### **Photography / Image Policy**

You will probably already appreciate that from time to time College uses media images of pupils as a means of recording pupil involvement in activities such as sport, music

and drama and to help publicise the work of the school. These photographs and images may appear in the media, printed publications, videos or on our website. To reassure you about how we use such images please note that the following guidelines are observed:

- Pupils whose images appear in the local press will be named but no personal contact information will be included in any news releases.
- Pupils whose photographs appear on any College web page will only be identified where this is appropriate, for example in connection with a pupil's achievement.
- Your child's image will not be used for commercial advertising purposes, or in publications for gain, without seeking your consent.

The College hopes that parents will understand its desire to publicise their child's achievements by using images in this way. However, on occasion, parents may wish that images of their child are not published. If parents want to prevent the use of their child's image in College publications, or from being passed to the media, please inform College to this effect in writing.

Photography, filming or audio recording by pupils is only allowed with staff permission for a specific educational purpose. Under no circumstances should cameras, phones or similar be used to record without the knowledge of those being recorded or filmed. A full version of the College's Photographic Policy is available on the website.

### **Prohibited items**

It is not possible to write an exhaustive list of items that are not allowed in College, but clearly any illegal item, offensive weapon or items with age restrictions on their use are not permitted to be brought into College. Examples would include alcohol, cigarettes, e-cigarettes, shisha pens and knives (or similar).

### **Pupil Diary**

Please see 'Communication and the Pupil Dairy'

### **Road Safety**

Once the boys (Years 7 to 11) have arrived at school, they are no longer allowed to leave the College premises. On arrival in the morning, we advise that the pedestrianized crossing (30 metres further up the road) is used to cross the Grange safely, rather than crossing in front of the main entrance.

### **Sanctions and Rewards**

Pupils are expected to be fully aware of the high standards of the College and to take full responsibility for their actions. Students learn most effectively in a well-structured environment, where there are clear expectations of behaviour and clear consequences for unacceptable behaviour or poor work habits. These expectations are explained in the College Code of Conduct. The Behaviour Management Policy, which is available on

the website, details our system of rewards and sanctions. The Pupil Diary is used to promote good behaviour through the use of positive comments and / or merit stickers to reinforce good behaviour and to highlight any low level poor behaviour. In Appendix 5 there is a summary of the College's Rewards and Sanctions. Daily Removals last for either 10 or 20 minutes; parents will be automatically emailed when / if your son receives one. The primary aim is to alert parents to the poor behaviour and indicate to tutors and Heads of Year of any potential problems. Parents are also emailed if your son is awarded a merit certificate for an accumulation of merits.

### **School Magazine**

The Elizabethan is published during the Michaelmas Term and distributed to all College families. It is hoped that parents will make a point of collecting this from their children to read about the achievements and activities of the College.

### **Severe Weather**

College will remain open in severe weather conditions unless the Principal decides that it is unsafe to open. Announcements will be made by Radio Guernsey & Island FM by 7.15am at the latest. Please note it may be necessary to send pupils home during the day in light of a particularly hazardous forecast. The school website will also be updated. It is intended also to use the new school management information system (iSAMS) to email parents with updated information.

### **Smart phones and tablets (see also mobile phones)**

The School cannot be held responsible for the care of these devices; the onus is on the student to take care of their own property. They should only be used during lunch and break times and pupils are not allowed to walk around College listening to music. They should always be insured.

### **Stationery**

All pupils should bring a pen, pencil, ruler, rubber to school.

### **Ties**

Replacement ties can be purchased from the bursary.

### **Town**

Pupils below the 6<sup>th</sup> form are not allowed off the school premises. In exceptional circumstances, pupils are allowed off-site, with Head of Year and parental permission.

### **University Applications**

Advice is given to all students from Year 11 upwards on how best to prepare themselves for the University Application Process which begins in earnest in the latter half of Year 12. Mr Bargery, the Heads of Year and Tutors give one to one advice to all boys in Year 12 to help them decide what is best for them once they leave Elizabeth College. There are two parents' evenings where advice will be given on what to

consider when choosing a university course, the cost and funding for students from Guernsey and information on completing the process itself.

### **Valuables and Money**

The College cannot accept responsibility for valuables or money that pupils bring into College. Should pupils choose to bring in valuables, lockers should be used for their storage, where practical. It is also strongly advised that pupils do not bring more than £10 into school. With the cashless system in operation at the Refectory, there should be less need for boys to carry money.

Parents should ensure that any valuable items brought into College are covered by their own home insurance policy or individually covered. This includes musical instruments, computing equipment, sports equipment and mobile phones.

## Section 2: Pastoral Care

The happiness, well-being and success of each individual is central to all we do at College. We believe every pupil should enjoy and make the very most of their learning in the classroom but should also be actively encouraged to find their niche beyond the curriculum. A good education will encourage children to take risks, to participate in new activities and to be open to new ideas. They should leave with the confidence and skills to play leading roles in society..

We aim:

- To create a caring environment where pupils are valued for who they are, not just for what they currently contribute.
- To ensure every pupil has the self-confidence to tackle both academic and personal challenges.
- To provide pupils with opportunities for involvement, leadership and service.
- To encourage pupils to exercise individual and social responsibility.
- To ensure that each pupil has access to personal, vocational and academic guidance and support, where necessary.
- To establish and maintain excellent communication with every parent, so that together we can help prepare pupils for adult life.

The strength of our pastoral system was recognised in the last ISI inspection which found:

**"The quality of pastoral care, and the welfare, health and safety of pupils throughout the college is outstanding. It meets well the aim to create a safe and happy environment for learning, where pupils respect themselves, each other and all members of the community... Both teaching and non-teaching staff provide the highest standards of care and support for all the pupils."**

### Responsibility

The pastoral care of all our pupils is the responsibility of the whole school community. The way we treat, talk to, interact with and teach pupils all contribute to the quality of our pastoral care.

- i. The main focus for Pastoral Care for pupils is their Tutor, who is responsible for the pastoral and academic oversight of their Tutees.
- ii. Heads of Year oversee the work of the Tutors. The Heads of Year are accountable to the Vice-Principal (Pastoral).
- iii. The Chaplain provides appropriate support for pupils and staff.
- iv. The school nurse and other agencies also support the pastoral work of the College

### Communication

We believe that the key to education is communication and it is strongly felt that this is achieved most effectively by a strong home/school partnership. Therefore, it is essential that parents feel comfortable and welcome in College. Our aims as teachers and parents are the same: the happiness, well-being and success of each student. The Pupil Diaries will play an integral role in this communication.

## Houses

On arrival at College the boys are placed into one of four Houses: North, South, Town and Country. Allocation of Houses is determined to ensure that there are four balanced groups, both academically and socially. Each House Group has a Tutor who will be the immediate point of contact for students in the event of pastoral concerns, or when an academic problem has proved difficult to resolve with the relevant teacher. The Head of Year 7 will oversee pupils during the first year of their time at Elizabeth College. After this time, the Year Head stays with pupils for two consecutive years.

Prior to their son's arrival at College in September, parents of the new Year 7 intake will be invited to a meeting in June at which they will be able to meet their son's Year Head and Tutor. Similar meetings are held in September for Year 8 parents and for Year 10 parents, in order to meet the new Head of Year.

## Heads of Year

If parents have a concern about the progress or welfare of their sons they should contact their sons tutor in the first instance or for more important or the Year Head. If necessary, the secretary will make an appointment to meet with the Year Head as soon as possible. On occasions urgent or particularly delicate situations arise out of school hours and in such circumstances Heads of Year are available to parents on their private telephones. We offer this service to our parents because we take seriously our responsibility in the development and well-being of all the boys in College, though we would hope that parents contact the Year Heads in their homes only when necessary.

Head of Year 7	Mr T Slann tslann@elizabethcollege.gg		Head of Year 10	Mr B Aplin baplin@elizabethcollege.gg
Head of Year 8	Mr T De Putron tdeputron@elizabethcollege.gg		Head of Year 11	Mr M Garnett mgarnett@elizabethcollege.gg
Head of Year 9	Mr A Good agood@elizabethcollege.gg		Head of Lower Sixth	Mrs J Dittmar jdittmar@elizabethcollege.gg
			Head of Upper Sixth (Head of Sixth Form)	Mr C Cottam ccottam@elizabethcollege.gg

## Role of the Vice-Principal (Pastoral)

The Vice-Principal (Pastoral) co-ordinates the pastoral programme and meets regularly with the Heads of Year in order to discuss individual and general issues. On occasions, parents may feel it appropriate to approach the Vice-Principal or the Principal as a first course of action rather than adhering to the communication hierarchy. The Chaplain is also available to support pupils with particular personal problems.

## Parents' Evenings

There is a formal Parents' Evening for each Year Group at which parents can meet with subject teachers, House Tutors and Year Heads (see Appendix 8 for dates). However,

we urge parents who are concerned about their child's performances to make immediate contact with the Head of Year rather than allow a situation to deteriorate.

### **Tutoring**

Students have two Tutor periods each week. During the first tutor period of the week, the House Tutor will check and sign the Pupil Diaries. During this particular Tutor period pupils will learn about different aspects of the Life Skills programme or they may spend the occasional tutor period reading a suitable book quietly.

### **Mentoring**

Occasionally when someone is struggling or is in need of extra guidance, a Head of Year will allocate a teacher to mentor a pupil. This is to support the tutor.

### **Wellbeing (PSHE)**

The Personal, Social, Health and Citizenship Education programme at Elizabeth College works to develop an understanding of responsibility, working with others, self-esteem, and an understanding of local and global issues. Visitors such as the Guernsey Police and the Sexual Health nurses complement the subject content. One lesson per week is delivered in years 7 and 8 and in year 11. In years 9 and 10 PSHE is delivered through a combination of collapsed timetable days and tutor time. From September 2015, we are launching a new course, 'I can and I am' which focuses on character education and covers issues such as multiple intelligence, resilience, mindset, role models, character traits, purpose, gratitude, encouragement, *'To ensure pupils leave school with a developed sense of self-belief in who they are and what they can do.'*

### **Bullying**

Bullying may be defined as "the wilful, conscious desire to hurt, threaten or frighten someone." Elizabeth College deplores physical and mental cruelty and any form of threatening or coercive behaviour. All pupils have the right to come to school each day free from the fear that they will be intimidated or made to feel uncomfortable by other pupils. We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. If bullying does occur all pupils should be able to let a teacher know and be confident that incidents will be dealt with promptly and effectively. It is important that pupils take the lead in supporting each other and passing on any incidents of potential bullying to a member of staff. We encourage pupils to not act as 'bystanders' or to provide an audience for bullies, instead they are asked to play their part in preventing bullying. If your son is unable to talk to a member of staff, we would encourage you to contact the Head of Year or Mr Shaw (Vice-Principal, Pastoral). A comprehensive anti-bullying policy is available on our website.

## **College Code on Bullying:**

All reasonable steps should be taken to ensure that, so far as it is possible, every student feels safe and happy at School and feels supported and protected at all times. The School expects all members of the School Community to uphold the College Code on Bullying:

1. Every student at Elizabeth College has the right to enjoy his learning and leisure time free from intimidation.
2. Our College Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
3. To stand by, when someone else is being bullied, is to support bullying. It is the responsibility of friends and peers to report incidences of bullying to a member of staff. Friends and peers should not ignore what is happening and expect someone else to report the incidents.
4. If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student.
5. Bullying will always be taken seriously.

There are some useful websites where you can get more advice, for example:

Bullying UK at [www.bullying.co.uk](http://www.bullying.co.uk)

Kidscape at [www.kidscape.org.uk](http://www.kidscape.org.uk)

Childline at [www.childline.org.uk](http://www.childline.org.uk)

Wired Safety at [www.wiredsafety.org](http://www.wiredsafety.org)

**The College Anti-Bullying policy can be found on the school website.**

## **Internet, E-Safety, Cyber bullying and use of the school ICT system.**

*Cyberbullying* is the use of Information and Communications Technology (ICT) deliberately to upset someone else. It can encompass all areas of technology and the internet, such as email & internet chat room misuse, personal web spaces such as Facebook, instant messaging, threats made by text messaging & phone calls and the misuse of associated technology, i.e. camera & video facilities. Uploading of embarrassing photographs, 'sexting' or video clips or the posting of hurtful comments and descriptions will be treated very seriously by the school. All incidents of cyberbullying associated with a pupil's involvement in the College community will almost certainly lead to a pupil being suspended from College. Pupils are expected to abide by our Acceptable User Policy (AUP) and to follow its guidelines.

## **Advice to parents**

Whilst the internet is a remarkably useful tool when used in productive ways, we are increasingly concerned about the negative impact that it can also have when used in the wrong manner. It is a topic that we intend to continue to develop in our curriculum to meet the ever-changing challenges that young people face.

To this end, we are increasing the awareness of 'ICT ethics' within College. For this to be effective, we strongly encourage parents to work with the College to use technology in a responsible way. A number of parents have asked for guidance on this topic. If you do want to find out more we recommend the following websites:

**Common Sense Media**, <http://www.commonsensemedia.org/>

A US dedicated site aimed at 'improving the lives of children and families by providing the trustworthy information, education, and independent voice they need to thrive in a world of media and technology'. I would recommend signing up to their weekly newsletters. The site reviews apps, games, music, TV and films to ensure parents are fully informed on the latest releases in all forms of media. It also gives age specific recommendations for families. This link is a useful guide for 'media savvy skills for parents, <http://www.commonsensemedia.org/blog/7-media-savvy-skills-all-parents-need-in-2014>

**Get Safe Online** <http://www.getsafeonline.org/>

The UK's leading source of unbiased, factual and easy-to-understand information on online safety. It gives advice on protecting your computer, smartphones and tablets, online shopping, safeguarding children and social networking.

**CEOP** (Child Exploitation and Online Protection Centre) <http://www.thinkuknow.co.uk/>

ThinkuKnow is the educational arm of the UK police to keep children safe online and gives age appropriate advice to both parents and children.

'**Let's Fight it Together**' Cyberbullying film <http://old.digizen.org/cyberbullying/fullfilm.aspx>

A film that pupils at College will watch to help deal with and avoid cyberbullying.

### **Social Media and Gaming**

A further concern is the amount of time pupils spend 'gaming' or accessing the internet and the effect that this has on sleep patterns and memory. The problem is particularly heightened when teenagers are gaming or using computers late into the night, often without their parents' knowledge. This can have a very noticeable and detrimental effect on pupil performance in school. We would urge parents to monitor their children's use of computers, ensure they are being used appropriately and take action as necessary to deal with any issues.

The following Australian website provides an informed and balanced evaluation of the effects computer gaming (and even recommends some 'good' games):

<http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=243&np=295&id=2375>

We also recommend these websites for advice on use of the internet & mobile phones:

- <http://www.swgfl.org.uk/Staying-Safe>
- <http://www.safer-internet.net>
- <http://www.vodafone.com/parents>

## Summary of advice to parents

The following few simple steps can help protect your children at home in addition to the advice and education they are given at school:

1. Teach them how to behave responsibly online and respect others in the online community. For example to download music legally and not to spread rumours about or harass other people. Using social networking sites to harass others is taken very seriously at College, even though it is likely to have taken place outside of College hours.
2. Remind them the Internet is a public place. Explain why it's still important that they don't give out their personal information online, even if they are young adults and think they know what they're doing.
3. Talk to them about their DIGITAL FOOTPRINT. Explain that any comments or images they post on the internet now could be there forever and could be accessed by anyone, including university admissions tutors and future employers.
4. Direct your son or daughter to helpful websites for support on health and wellbeing issues, such as body image, and warn them that other websites might contain harmful content promoting eating disorders or suicide, for example
5. Make sure they check with you before buying anything online.
6. Set ground rules: e.g. how much time is spent each day on games consoles and on social network sites. Wherever possible, do not let your son have an unrestricted internet connection in their bedroom, particularly at night.
7. Encourage them to talk to you if anything in their digital world upsets them. Many parents are 'friends' with their children on Facebook. However, be aware that children are increasingly creating 2<sup>nd</sup> identities in order to escape monitoring. Encourage them to ignore / block comments that are inappropriate or upsetting.
8. Make sure parental controls are set / and safe search to the right levels – obviously limited effectiveness as access to internet is everywhere
9. Parents should be aware that social network sites do have minimum age guidelines, for example Facebook and Twitter are both 13.

Above all do talk to your children regularly about what they do and who they speak to online – the best way to help to keep your son safe online is to keep the channels of communication open.

### **Section 3: The Academic Programme**

At the heart of any school is its academic programme since parents, when choosing an education for their children, will inevitably place highest value on the quality of teaching and learning in the classroom. Our curriculum is constantly under review to ensure that it is delivering to the students the educational programme they need and deserve. At Elizabeth College our Academic Board focuses on the content, methodology and assessment of all that we teach and its work is key to our plan for school improvement. The Board is chaired by the Vice-Principal (Academic) and its members are the Assistant Principals, the Director of Digital Learning and the eight Faculty Heads:

Head of English and Drama:	Mr Buchanan
Head of Creative Arts:	Mr A Stephens
Head of Humanities:	Mr G Cousens
Head of Mathematics:	Mr A Debney
Head of Modern Languages:	Mr R A Morris
Head of P.E., Games & Activities:	Mr D Wray
Head of Science:	Mr R Le Sauvage
Head of Social Sciences:	Mr S J Huxtable

The main academic objectives from the School Development Plan are:

- To improve the learning experience of our pupils and engender a love of learning
- To strive to maximise the academic achievement of all pupils, across the full range of abilities
- To provide an inclusive and innovative curriculum to prepare pupils for higher education and careers
- To develop the Sixth Form Partnership with The Ladies College for maximum mutual benefit

Considerable emphasis is placed upon examination success though it is important that as much attention is given to those who find academic work challenging as to the high-fliers. Drives to improve the focus on learning have been realised through key school initiatives in differentiation, assessment for learning and growth mindsets, all of which should underpin classroom approaches. Teaching should take account of all abilities, providing stimulus and challenge for the most able and for those with particular learning needs. Teachers are expected to monitor academic performance closely, informed by benchmarking using externally standardised data provided by the Centre for Educational Management at Durham University, and they should take remedial action promptly in the case of those pupils who are under-performing. Pupils are encouraged to understand that, through hard work,

determination and “grit”, they can all improve their abilities and so are expected to give of their best and to be encouraged to develop their abilities to the full.

In the Senior School, in Key Stages Three and Four, pupils study a core curriculum of Mathematics, English, Science and a Modern Language until the end of Key Stage 4, providing the opportunity for pupils to acquire skills in speaking and listening, literacy and numeracy. These skills are further developed in their other subjects. Independent learning is encouraged from Year 7 through the use of regular research project homeworks set by subjects whereby the usual homework timetable is suspended for a week to enable a more extended piece of investigative work to be completed. Collapsed curriculum days have also been introduced in Key Stage 3, enabling cross-curricular approaches to be developed.

Pupils are taught thirty-five periods per week of 45 minutes duration between Years 7-11 and between 45-55 minutes in the Sixth Form.

At GCSE and A level, the school seeks to satisfy individual pupil choices and so builds its option blocks around their initial decisions.

## **a) The Curriculum**

### **Years 7 and 8**

In Year 7, all pupils receive a broad curriculum providing experience in all of the aspects outlined above. In addition to this core curriculum (Mathematics, English, Science, Religious Studies, Languages, Life Skills PSHCE, PE and Games), they study Art, Classics, Design Technology, Geography, History, ICT, Latin and Music with History, Classics and ICT taught together in a block known as ITCH (IT, History and Classics). This latter has been done to reduce the large number of subjects with only lesson per week, to facilitate cross-curricular teaching and to enable more consolidated study of subject topics.

All subjects are initially taught in House groups (Country, North, South and Town) except for Creative Arts subjects (Art, Music, Drama and Design Technology) which are taught in smaller mixed ability groups.

Two subjects, Mathematics and French will adjust their House groups by proven ability during the early stages of the academic year in Year 7. Pupils are organised into two bands within each pair of houses, (Country/North, South/Town). The first band (CN1 and ST1) will contain those who are more confident in understanding and applying concepts, the other band (CN2 and ST2) those who perhaps need more time to refresh their understanding of the basic concepts in early secondary years. The banding decisions are entirely separate for each subject.

In Year 8, English and Latin follow the same pattern as Mathematics and French, again with setting specific to the subject. All pupils study Latin until the end of the Michaelmas Term when, based on the term's work and two common tests, a decision is made whether they

continue with Latin or study Classics with some Latin. German and Spanish are introduced, each have two mixed ability groups, one drawn from Country & North, the other from South & Town.

### **Year 9**

Pupils continue to study English, Mathematics, Science, History, Geography, Religious Studies, at least one Modern Foreign Language (German, Spanish or French), ICT, PE and Games. Science is taught separately as Physics, Chemistry and Biology. Most pupils choose two creative arts subjects (from Art, Drama, Design Technology or Music) and most will study a second Modern Foreign Language. Some will study one Modern Foreign Language and so select three Creative Arts subjects.

English: taught in four groups, an upper set (En 1) a second set (En 2) and two equal mixed ability groups (sets EnA and EnB).

Mathematics: taught in four sets Ma1, Ma2, Ma3 and Ma4 which are grouped by ability from the start of the year.

Science: divided into two bands according to ability, with each band split into 2 classes (CN1 and ST1; CN2 and ST2).

Modern Languages: Pupils may choose to study French, German or Spanish as their core language, which may be set by ability, depending on numbers who opt for each.

Creative Arts (Art, Drama, Design Technology and Music): Pupils choose two or three Creative Arts subjects, depending on whether they have selected one or two languages for study.

Latin/Classics: divided by ability and linguistic aptitude into four sets. The top two sets (La1 & La2) are selected on proven ability in Latin, and continue the study of Latin, while the remaining groups (3 and 4) study a non-linguistic Classics course, looking at the historical and cultural background of the ancient world.

All remaining subjects are taught in House groups.

### **Years 10 and 11:**

The core curriculum continues (English, Mathematics, Religious Studies, Science and a Modern Foreign Language as well as PE and Games and PSHCE Life Skills). This provides continuity and progression of learning alongside which further subjects (usually four options) are selected by the pupils. Pupils may opt to study Science as three separate subjects (Physics, Chemistry and Biology) or as Core and Additional Science. If separate sciences are chosen, then that counts as one of the option choices.

Five option blocks have been created in order to increase choice and satisfy more learning needs. Modern Foreign Languages and Separate Sciences form part of this, so a pupil

choosing separate Science and a Modern Foreign Language will still have three other option choices. A pupil selecting Core and Additional Science will have four option choices available. A small number, for whom further foreign language study is not appropriate, may, with the school's approval, select a fifth option subject or attend Learning Support.

Further options are chosen from Ancient History, Art, Business Studies, DT Graphics, DT Materials, Drama, Geography, History, Latin, Modern Foreign Languages (French, German, Spanish), Music and PE. In November of Year 9, an options booklet is made available on the Parent Portal along with an information evening to help pupils and their parents to make informed choices. GCSE examinations are taken in all academic subjects except English, MFL and Business Studies, History and Mathematics, which take IGCSEs. Religious Studies prepare pupils for the GCSE short course examination.

English is taught in five groups. Groups 1, 2 and 3 will study iGCSE English and English Literature. Groups 4 and 5 are of equal mixed ability and will be entered for iGCSE English only.

Mathematics has five sets, of which the top four (Ma1, Ma2, Maa and Mab) prepare for the Higher Tier course. The top set will also be entered for GCSE Statistics in Year 10. Set 5 will prepare for the Foundation Tier course, with the exam taken in January in Year 11, providing the opportunity for those who achieve a grade C to be entered for the Higher Tier papers the following June.

Science has five sets. Sets 1 and 2 will be mixed ability groups (totalling 9 periods a week) entered for the three Separate Sciences (Biology, Chemistry and Physics), whilst the remaining sets (totalling 6 periods a week) will be entered for Science and Additional Science.

All other subjects are taught in mixed ability groups by option block.

### **The Sixth Form**

Elizabeth College runs a joint sixth form with the local independent girls' school, the Ladies' College. This enables pupils to have a wide choice of any four or in some cases five A Levels, and the schools aim to run any course in which numbers are economically viable. All of the subjects offered at GCSE are available at A level, as well as Computer Science, Economics, Film Studies, Further Mathematics, Photography and Psychology. Advice is given to all pupils regarding their A Level choices and this advice includes at least two interviews between each Year 11 pupil and a senior member of staff. An options booklet is provided to help pupils and their parents to make informed choices, and a Sixth Form Open Evening allows them to meet with teachers from both schools to discuss courses before committing themselves to specific subjects.

Most pupils initially study four AS Level subjects, with a few taking three or five according to ability. Critical Thinking and the Extended Project Qualification are offered along with the Elizabeth College Diploma which recognises and rewards achievement and commitment

across the range of sixth form activity. The Sixth Form curriculum of examination subjects is supplemented by a wide variety of Games choices (Football, Hockey, Cross Country, Athletics, Cricket, Tennis, Squash, Golf, Rugby, Sailing and Fitness) and Service options (Combined Cadet Force, Community Service, Subject Leadership and Sports Leadership) in which all pupils participate.

Sixth Form pupils have provision for Private Study which includes use of the dedicated supervised study centre, the Perrot Room (AJP), along with others areas such as the Sixth Form Common Room and Library. Year 12 pupils initially nominate half of their private study periods to be supervised. This is reviewed as the year progresses, increasing or decreasing according to progress and organisation. In Year 13, most pupils do not have to be supervised and some may request home study. Many choose to use the Perrot Room anyway and unsupervised private study is constantly reviewed in the light of staff feedback.

### **Learning Support**

#### **Learning Difficulties & Disabilities, Special Educational Needs and Able, Gifted and Talented**

New pupils are screened for learning difficulties and disabilities during the first half term after their entry to the school along with information from the pupil's previous school. MidYis tests help highlight those pupils who are able, gifted and/or talented and those who have specific learning difficulties and these are further identified by teachers.

Pupils who have been assessed as having a learning difficulty and/or disability or those with specific Special Educational Needs have their needs considered individually by the Head of Learning Support. The curriculum provision for a pupil with a learning difficulty depends on a pupil's need having been formally diagnosed and may include such help as withdrawal from certain lessons or support within the classroom. In a few cases, this may include disapplication from the study of a subject (usually languages). Teaching staff are well informed and have up to date knowledge of effective learning and teaching strategies as advised by the Head of Learning Support who has regular input to whole school INSET.

Able, gifted and talented pupils are provided with opportunities to extend their knowledge in extension work in the classroom or small group activities. Individual subject initiatives such as the Elite Athlete Performance Programme, Science Club, Maths Olympiad Challenge amongst many others provide opportunities for gifted pupils to thrive.

#### **English as an Additional Language**

There are rarely pupils whose first language is not English. When applicable, they are assessed prior to entry into Elizabeth College to establish their English language capabilities and needs. Extra support may be provided through timetabled EAL lessons organised through the Head of Learning Support. These lessons aim to develop the pupil's English language skills and communication and to build the pupil's confidence to succeed in an English speaking environment.

### **Personal Social Health and Citizenship Education (Wellbeing)**

At Elizabeth College, PSHCE is known as Life Skills. In Years 7 and 8 pupils receive one period per week of Wellbeing. In Years 9 to 11, PSHCE is delivered through collapsed curriculum half days. The Head of Wellbeing (Mr Heaume) coordinates the programme, which follows the States of Guernsey policy statement for PSHCE and includes many visitors from support organisations. See page 20 for more details on the Wellbeing programme.

### **Careers**

Careers guidance is provided by two coordinators, one with responsibility for KS3/4, work experience and careers and the other for post-16 and Higher Education. The States of Guernsey also offers centralised careers advice. The coordinators provide support and advice as well as organising additional visits, such as lecture lunches, by outside agencies, speakers and advisers. There is a rigorous process of university advice and support for applications, including mentoring and extended projects, which is organised by the HE coordinator.

### **Games**

All pupils participate in the Games and PE programme which involves the use of facilities at the main school site, the College Field and the Memorial Field as well as various other indoor facilities.

### **Teaching and Learning**

Teaching at Elizabeth College should focus on the learning experience of pupils, enabling each pupil to be challenged and fulfilled in his studies. Teachers at Elizabeth College should know their subjects thoroughly, and by their enthusiasm seek to excite in pupils an abiding curiosity. Excellent teaching and the setting of consistently high standards is vital. Lessons should be thoroughly prepared, well-judged in content and duration, have a clear purpose and structure, and a variety of techniques should be used. Assessment for learning, differentiation and growth mindsets should inform planning and practice, making the classroom environment stimulating, challenging and supportive in appropriate ways to individual pupils, whether they be able, gifted and talented or with particular learning support needs.

Teachers should be aware of the power of growth mindsets as defined by Prof Carol Dweck to encourage pupils to strive to achieve their best. Pupils and parents need to understand the importance of having a growth mindset as opposed to a fixed mindset, with emphasis on the importance of motivation and the quality of practice enabling improvement rather than relying on talent and ability. Pupils with a fixed mindset give up easily when they struggle or fail, so fostering a growth mindset is important to enable them to try harder to master something they are struggling with. Discussing learning rather than working and praising determination and effort using vocabulary such as 'I cannot do this YET' is a further part of encouraging grit and determination.

Teachers must ensure that all boys are equally involved in a lesson. They should differentiate, within a given set, between those who can be stretched more than the rest of the group and those who clearly have difficulties. The setting of tasks, the pace at which work is done, may be varied accordingly. They should encourage boys to think and research for themselves. They should be aware of boys receiving learning support, and should discuss the progress of such boys with the Head of Learning Support.

It is very important to encourage, motivate and reward boys for good work wherever possible using praise, either verbal or by means of written comment in the pupil diaries, and formal rewards such as commendations and merits. In subscribing to the mindset approaches, teachers can motivate pupils to achieve the best that they can.

Work should be regularly assessed by a variety of methods in line with assessment for learning and in accordance with department/faculty marking policies. Poor work is not acceptable and should be repeated. Teachers in all departments have a responsibility for ensuring that spelling, punctuation and grammatical errors are corrected according to guidelines given in Department/School Policy as detailed in the staff handbook.

Peer observation is encouraged, both formally as part of the Appraisal process, and informally between colleagues.

### **c) Reporting and Assessment**

It is imperative that students and parents receive regular feedback about academic performance. This is provided this by careful and consistent marking of work, by comments to individuals and groups, in discussions with parents and in formal reports.

Mid-term gradings give an indication as to whether boys are working to their potential. They provide up-to-date information on pupil performance with brief comments if required in homework diaries. A written report is provided at the end of each term along with current gradings.

There is an annual Parents' Evening for each Year Group which provides a formal opportunity for parents to meet with subject teachers and discuss their son's progress. However, parents who are concerned about their child's performance are urged to make immediate contact with their son's teacher, tutor or Head of Year rather than waiting for the next parents' meeting and risk the situation deteriorating.

The assessment of student achievement should be regarded as one component of the overall programme of educational planning in the College. The system of reporting seeks to ensure that parents and pupils are fully aware of both general and individual progress. It is intended to support educational goals, give positive reinforcement to our pupils and give valuable feedback to the classroom teacher.

## **Section 4: Extracurricular and Sport**

It is our intention to offer an education for the whole person not separating what happens in the classroom from what happens outside, and to that end we offer a large range of activities beyond the school day designed to encourage participation and to offer students the chance of success in arenas other than the classroom.

From the start of their time at Elizabeth College, we encourage our students to try everything so that they can discover their talents and passions, wherever they may lie. The quality and range of activities enables all students to find their niche as well as making new friends.

The Upper School has a proud tradition of musical accomplishment and, apart from the taught programme, the Director of Music and Head of Strings arrange individual lessons and, with the help of talented staff members, supervise choirs, orchestras and a wind band.

Delights of the spoken word are developed through Drama and Debate. Through dramatic productions, students are provided with experiences that develop not only their abilities in performance but also essential life skills. Regular productions, often in liaison with The Ladies' College, provide opportunities for learning about leading and working in a team effectively. Debating thrives through House competitions at Senior and Junior level, and through participation in the Rotary Youth Speaks competition.

In the Sixth Form students can opt to become part of the College's Community Service group which offers assistance to a wide range of island people. A sense of being part of the wider community is a key to the education of our students who learn invaluable skills and experience a variety of working and living situations otherwise not within their usual lives.

### **Clubs and Societies**

In addition to these formal activities, many interest groups, catering to a wide variety of tastes, operate at lunchtimes and after school. These range from clubs such as the Circus Skills and Railway Clubs to the intellectual challenges of Debating. There is an array of activities available throughout the year and further details can be found in the pupil diaries each term.

### **Trips**

An important element in our aims is to broaden horizons. College prides itself on the number and range of educational and cultural trips that members of staff lead to the mainland and abroad. London, Dartmoor, the Lake District, Scotland, Holland, France,

Spain, Italy, Greece, Morocco, Thailand and Kenya are recent destinations for both academic study and outdoor education. A 'Trips and Tours' summary can be found on the school website to allow parents to plan ahead.

## **Sport**

Sport is a major part of College life and encompasses both major and minor sports. Students are expected to participate fully in the comprehensive sporting programme that is on offer, which allows the aims of the School to be upheld. The College has excelled in a number of sports over recent years with success being recognised beyond Guernsey. A number of boys have been selected to be part of the England Schools hockey set up, a recent leaver has joined Hampshire County Cricket Club, our fencers are the Public Schools Champions, our swimmers regularly excel in the National Schools Relay Finals and a member of our shooting team has recently been selected to represent Great Britain. Other boys have competed to a high standard nationally in squash, cycling, badminton, athletics and triathlon. Our school teams also tour in mainland England and have an enviable record of success against similar independent schools.

Our major team sports are Football in the Michaelmas Term, Hockey during the Lent Term and Cricket and Athletics in the Trinity Term. As pupils progress through the school they can opt to specialise in a particular sport such as basketball, badminton, fencing, shooting, sailing, cross-country running, golf, tennis or rugby during their games sessions. The majority of pupils in addition to their team sport get involved in other activities and the CCF or Duke of Edinburgh programme. Pupils are expected to be available to represent the College if selected.

## **Combined Cadet Force (CCF)**

Our Combined Cadet Force was founded in 1902 and has an outstanding reputation beyond the shores of Guernsey. Membership is open to all students in Year 10 and above. After initial training, cadets serve in the Army Signals, RAF or Navy Sections. The CCF offers students a chance to develop leadership skills, engage in a variety of challenging pursuits and enjoy a special sense of team spirit and camaraderie. The CCF forms the official Guard of Honour at many States functions.

All cadets complete field craft and self-reliance exercises and may use these for their DoE Award if they are registered. Boys learn to fire the full bore rifles and classify using the small bore rifles in the indoor range. The best shooters attend Bisley in July and other competitions during the year. All cadets can attend Adventure Training, local expeditions (including Jersey), march & shoot competitions and orienteering in the UK. The most Senior Cadets have the opportunity of exchange trips with Canadian Cadets.

The Royal Navy Section runs activities afloat, including rowing, sailing and power boating using the College's power boats and the Sail Training Trust facilities. Boys should gain RYA Level 2 or higher awards and also get the opportunity to attend sailing competitions in the UK.

The Royal Air Force section train for their Part One and Two exams and use the RAF Volunteer Gliding schools & RAF bases in the UK for air experience. Cadets get the chance to attend RAF central camps where air experience can be gained on powered trainers such as the Bulldog.

The Army Section continues with field craft exercises & VHF/UHF radio work.

Cadets are encouraged and supported in gaining DofE Awards, SJA First Aid Awards and RLSS Bronze Medallion.

### **Duke of Edinburgh's Award**

Elizabeth College is committed to providing students in years 9 to 13 with access to the Duke of Edinburgh's Award scheme. The Duke of Edinburgh Award scheme is a voluntary non-competitive programme of practical, cultural and adventurous activities. It is designed to support the personal and social development of young people, regardless of gender, background or ability. It offers an individual challenge and encourages young people to undertake exciting constructive, challenging and enjoyable activities in their free time. Furthermore, many organisations such as employers and universities value the Award and what it says about the person who has achieved it.

There are three levels, Bronze, Silver and Gold and for each one you need to complete activities in four different sections, Volunteering, Skills, Physical and Expeditions. The College is currently running the Bronze and Gold schemes. At Gold level, you also take part in a residential project

Year 9 students start the Bronze award expedition training during Investigation and Discovery week. They can start the other sections on their 14th birthday. The Bronze award should be finished by Year 11. Boys can then start the Gold scheme on their 16th birthday. The College runs several expeditions for Gold participants to the UK.

On successful completion, you will be presented with a badge and certificate and at Gold level you are invited to a presentation ceremony at St James's Palace and Government House.

## Section 5: Useful information

### Appendix 1: House Groups and registration rooms (provisional)

Miss Willcocks (EWi) to register Ladies College girls

	Head of Year	Country	North	South	Town
Year 7	Tim Slann	Miss J Flood 9	Mrs M Gordon O5	Mrs H Mauger 6	Mr T Eisenhuth 2
Year 8	Tim de Putron	Mr D Costen U1 / UCR	M A Mulholland MAT5	Mr Debney MAT6	Mrs K Norman MAT1
Year 9	Andy Good	Mr T Edge 1	Mr M Heaume MAT4	Mr M Buchanan 7	Mr J Rowson 8
Year 10	Brian Aplin	Mrs E Loveridge 5	Mrs G Dallin O2	Ed Adams U2	Mr Inderwick 3
Year 11	Mike Garnett	Mrs P Read C1	Mrs J Pendleton The Cottage	Mr Wray MAT3	Mr Morris O3
Year 12	Julie Dittmar	Mr R Davis Sixth Form Centre	Mr Le Sauvage B2	Mr D Marrs B1	Mr Stephens AR2
Year 13	Charlie Cottam	Mr P Davis P2	Miss Demongeot O1	Mr Huxtable U3	Mr Loweth MAT2

## Appendix 2: The College Day

Pupils should not arrive before 8am. They are free to leave at 4pm. On the afternoon that they have games, a bus is provided for the journey to the Memorial Field but pupils are expected to be collected at the end of the games session, usually 4.00pm.

8.25 am	Registration	Lesson times vary slightly in the 6 <sup>th</sup> form. The details are in their pupil diaries.
8.35am	Period 1	
9.30 am.	Period 2	
10.25am	Assembly or Tutorial	
10.40am	Morning Break	
11.00 am	Period 3	
11.50 am	Period 4	
12.35pm	Lunchtime	
1.35 pm	Period 5	
2.25 pm	Period 6	
3.15 pm	Period 7	
4.00 pm	End of formal school day	

### Appendix 3: Assemblies or Tutorials (10.25am)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>YEAR 7</b> Mr Slann	Chaplain's Assembly (College Hall)  Year 7 Tutors' Meeting	TUTOR PERIOD	Head of Year Assembly (Sports Hall)	WHOLE SCHOOL ASSEMBLY (St James)	TUTOR PERIOD
<b>YEAR 8</b> Mr De Putron	Chaplain's Assembly (College Hall)  Year 8 Tutors' Meeting	TUTOR PERIOD	Head of Year Assembly (Spurgeon's)	WHOLE SCHOOL ASSEMBLY (St James)	TUTOR PERIOD
<b>YEAR 9</b> Mr Good	TUTOR PERIOD	Head of Year Assembly (Sports Hall)	TUTOR PERIOD	WHOLE SCHOOL ASSEMBLY (St James)	Chaplain's Assembly (College Hall)  Year 9 Tutors' Meeting
<b>YEAR 10</b> Mr Aplin	TUTOR PERIOD	Head of Year Assembly (Spurgeon's)	TUTOR PERIOD	WHOLE SCHOOL ASSEMBLY (St James)	Chaplain's Assembly (College Hall)  Year 10 Tutors' Meeting
<b>YEAR 11</b> Mr Garnett	TUTOR PERIOD	TUTOR PERIOD	Chaplain's Assembly (College Hall)  Year 11 Tutors' Meeting	WHOLE SCHOOL ASSEMBLY (St James)	Head of Year Assembly (Spurgeon's)
<b>YEAR 12</b> Mrs Dittmar	Head of Year Assembly (Spurgeon's)	Individual tutor meetings	TUTOR PERIOD	WHOLE SCHOOL ASSEMBLY (St James)	Individual tutor meetings
<b>YEAR 13</b> Mr Cottam	Individual tutor meetings	Head of Year Assembly (College Hall)	TUTOR PERIOD	WHOLE SCHOOL ASSEMBLY (St James)	Individual tutor meetings

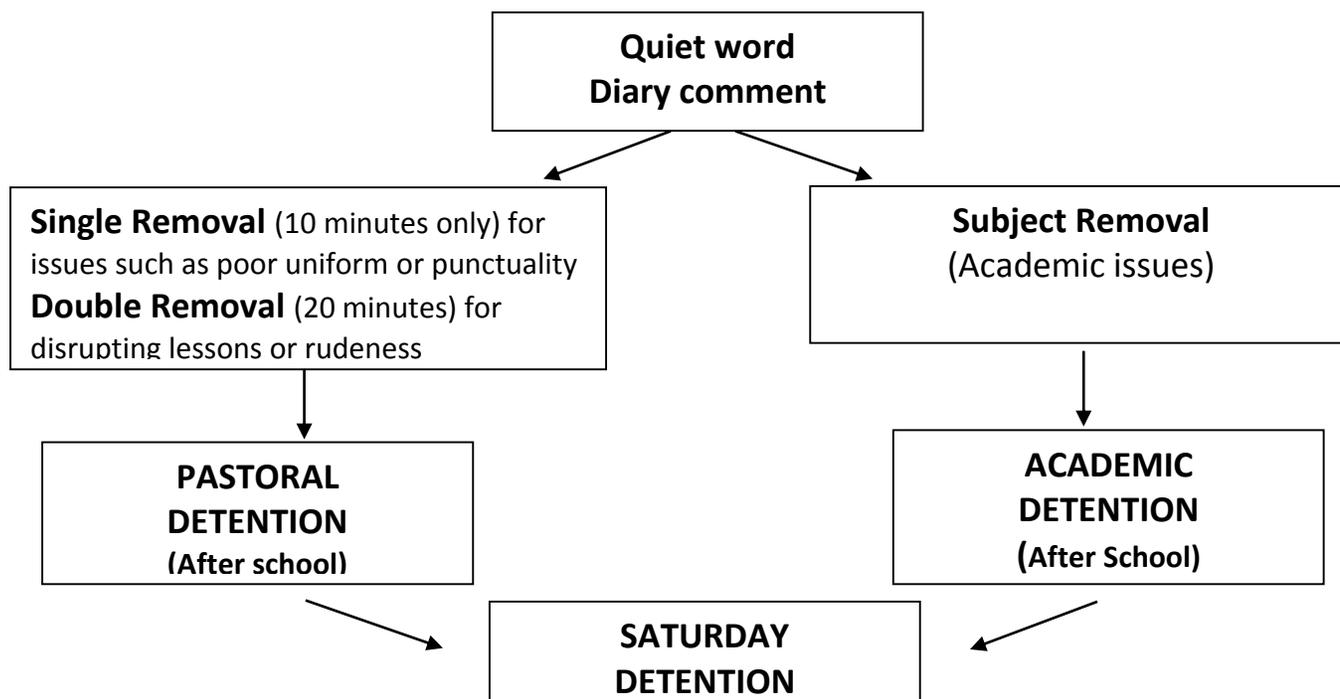
## Appendix 4: Rewards and Sanctions

(for full details of our Behaviour Policy, please see the College website)

### i. Summary of Rewards

Diary Comments & Verbal praise	<ul style="list-style-type: none"> <li>• For good work or considerate behaviour</li> </ul>
Merit Awards (Years 7 to 9)	<ul style="list-style-type: none"> <li>• Reward <b>effort</b> in all areas of College life. Merits can also be awarded to a pupil who surprises or impresses with a good deed or excellent contribution and would benefit from recognition.</li> </ul>
Commendation Certificates (Years 7 to 13)	<ul style="list-style-type: none"> <li>• For students who produce outstanding examples of individual or sustained work.</li> <li>• These may be accompanied by a letter from the Head of Department or Head of Year to inform parents</li> <li>• Includes Sixth Form Commendations &amp; Head of Year Commendations</li> </ul>
Colours	<ul style="list-style-type: none"> <li>• Awarded in sport, drama and music in recognition of contributions over a sustained period of time and for particular achievements</li> </ul>
Academic Prizes	<ul style="list-style-type: none"> <li>• Awarded in September in respect of the previous year's performance</li> </ul>

### ii. Summary of Sanctions (Years 7 to 11)



For more serious offences Internal Suspensions, External Suspensions and Permanent Exclusion and a School Contract are possible sanctions. This is at the discretion of the Principal in consultation with the Vice-Principals. Persistent poor behaviour will also result in meetings with the Principal or Vice-Principals and warnings may result.

## Pastoral Removals and Subject Removals

<p><b>Single Removals (12.40pm)</b> 10 minutes for relatively minor offences.</p> <ul style="list-style-type: none"> <li>• poor uniform or poor punctuality</li> <li>• lack of diary or diary not signed</li> <li>• inappropriate use of mobile phone in class</li> </ul>	<p><b>Double Removals (12.40pm)</b> 20 minutes for are for more serious offences...</p> <ul style="list-style-type: none"> <li>• minor disruption to learning in the classroom (talking, distracting others, shouting out after a warning)</li> </ul>	<p><b>Subject Removal</b> Duration varies, issued for:</p> <ul style="list-style-type: none"> <li>• Lack of homework, despite second opportunity to hand it in and / or persistent offenders.</li> <li>• Failure to turn up to re-test</li> </ul>
<p><b>Accumulation of Daily Removals per term results in the following...</b>            3 Daily Removals per term = 30 minute Pastoral Detention + parents informed by tutor            6 Daily Removals per term = 60 minutes + parents informed by HoY            9 Daily Removals = Saturday Detention (2 hours) + parents informed by VPP</p> <p><b>Accumulation of Subject Removals</b>            An email will be sent home from the VPA after 3 Subject Removals alerting parents to the concern. If student receives another removal, it is likely that he will be required to attend an academic detention. For persistent offenders, a Saturday detention will be issued.</p>		

Parents are automatically emailed through iSAMS if their son receives a sanction or a reward such as Commendation or a Bronze Merit award.

## Pastoral and Academic Detentions

These are issued for

- missing a subject removal or a more significant academic failing
- a clear lack of respect to a teacher, or continues to disrupt a lesson
- a more significant pastoral offence or poor behaviour outside of a lesson
- accumulation of removals (see above)

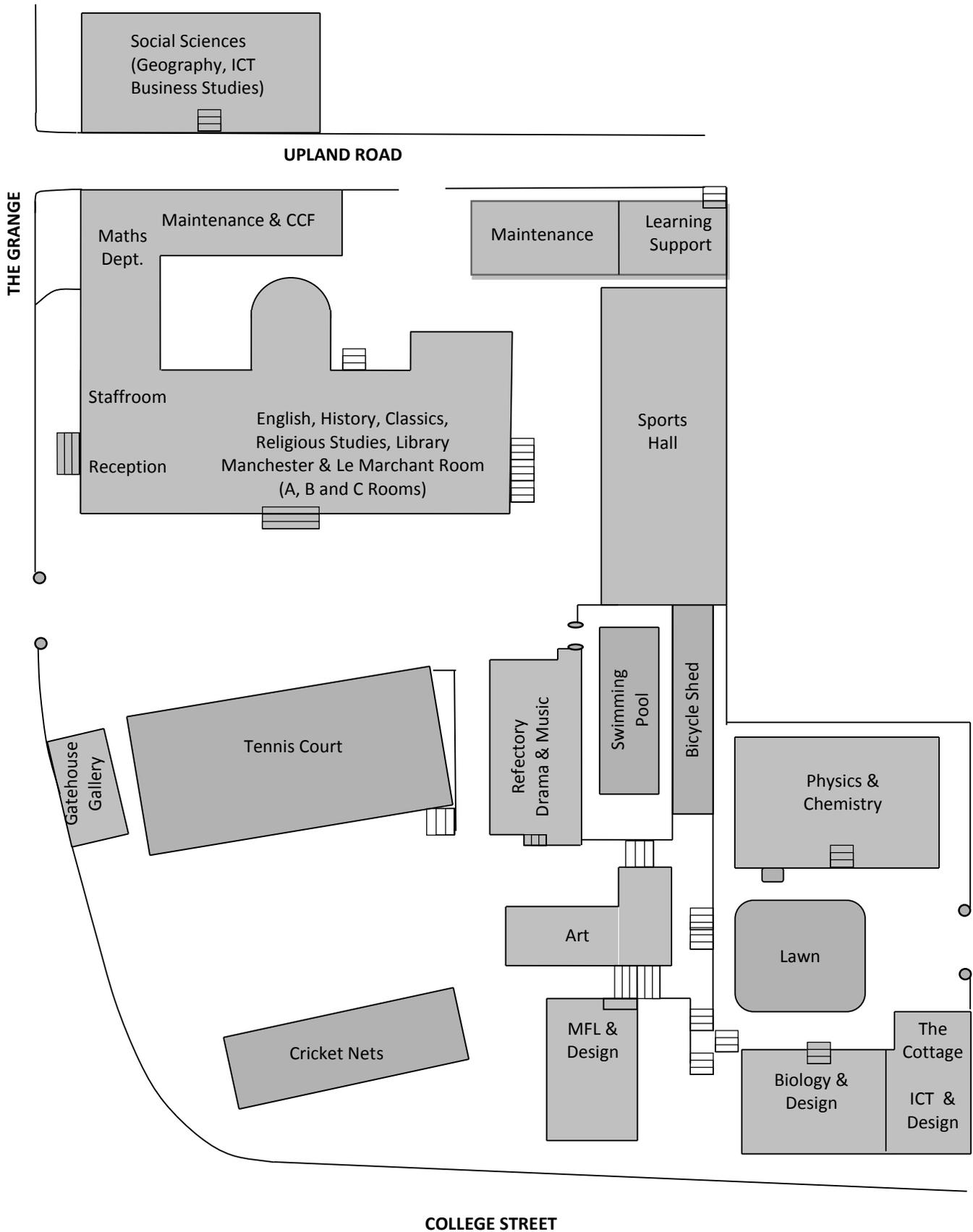
These will take place on Tuesday & Thursday afternoons at 4.05pm in Room 6. They will last for either 30 or 60 minutes. Occasional Saturday detentions are used for more serious offences or for repeated poor behaviour.

## **Appendix 5: Computers, the Acceptable Use Policy (AUP) summary** (the full version is available on the website)

This list is not exhaustive and users should be aware of the full AUP:

- I will not share my username and password, nor will I try to use any other person's username and password.
- I will immediately report any unpleasant or inappropriate material or anything that makes me feel uncomfortable when I see it on-line.
- I will immediately report to a member of staff or ICT Co-ordinator or SMT if I access any offensive or pornographic material whether by mistake or not.
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will not take or distribute photographic images of anyone without their permission.
- I will not knowingly or recklessly post false or defamatory information about another person or organisation. I will not post private information about another person.
- I understand that no portable computer equipment may be plugged into College computer equipment or into the College network and/or gain access to the Internet. College Acceptable Use Policy applies to user's Portable computer equipment. Elizabeth College reserves the right to confiscate and view portable computer equipment at any time.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others as outlined in the Obscene Publications (Bailiwick of Guernsey) Law 1985. I will not try to use any programmes, software or proxy avoidance sites that might allow me to bypass the filtering / security systems in place to prevent access to such materials. If I inadvertently access such material, I will immediately report this to a teacher.
- I will not make deliberate attempts to disrupt the Elizabeth College ICT system or to destroy data by spreading a computer virus or by any other means. I am aware that these activities are illegal.

# Appendix 6: School Map



## Appendix 7: UPPER SCHOOL CLOTHING LIST

**ALL CLOTHING MUST BE CLEARLY MARKED WITH NAME LABELS**

### Forms 7-11

Shoes	Black and polished
Blue Blazer	Regulation with badge from Fletcher Sports
Trousers	Charcoal grey from Fletcher Sports
Shirts	White
Ties	House Tie (spares from Bursar's Office)
Socks	Dark grey or black
Footwear	Black, polished shoes
Belt	If required, it should be black leather

### OPTIONAL

Pullover	Navy V-neck
Scarf	School scarf only
Coat or Anorak	Navy blue or black (to cover blazer)

### Sixth Form

Suit	Smart, dark two-piece suit plain in design
Shirts	Formal shirt suitable for a business environment Students should also have a formal white shirt
Shoes	Black or dark brown (polished) leather shoes
Coats	Smart, suitable for a business environment
Ties	
▪ Lower 6 <sup>th</sup>	The Sixth Form tie, House or Colours tie
▪ Upper 6 <sup>th</sup>	As above or a prefect tie or smart tie to match shirt

### Games

Shorts	White
Shirts	Games Shirt and one House Shirt Country (green), South (yellow), North (red) & Town House (blue)
Socks	Navy blue with sky blue turnover
College Tracksuit trousers	Plain navy blue
Fleece	¼ zip fleece top
Shin pads	Compulsory for Football and Hockey
Mouthguard	Compulsory for Hockey
Suitable footwear	Football boots / Astro boots

### OPTIONAL

Waterproof jacket	¼ Zip Rain Jacket
Tracksuit top	Navy blue with College crest (for tours)
Baselayer	Navy thermal baselayer

### **For Physical Education and Athletics**

Shorts & socks	White
Polo Shirt	White emblazoned Elizabeth College
Training shoes	Predominantly white with non-marking soles

### **For Cricket (Trinity Term only)**

Sweater	Plain white or College sweatshirt as above
Shirt	White cricket shirt or white polo shirt as above
Trousers	Blue tracksuit bottoms as above
Cricket trousers	White (for representative teams)
Appropriate footwear	Predominantly white

### **For representative teams only**

Cricket trousers	
Cricket box	White

### **For Swimming**

Swimming shorts	Plain navy blue
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**All uniform, sport clothing and goods may be obtained from Fletcher Sports in the Arcade ([www.fletchersports.co.uk](http://www.fletchersports.co.uk)).**

### **Additional uniform notes:**

- It is essential that clothing, shoes and property are named. There are a number of different companies that supply name tags; one which has been recommended by current parents is [www.namemark.co.uk](http://www.namemark.co.uk). A local company, Guernsey Labels offers a good alternative and can be contacted on 263221 or 07781 409437 or via email [guernseylabels@gmail.com](mailto:guernseylabels@gmail.com). Another Guernsey company 'stampXpress' (01481 723 494) also provide fabric marking stamps to make naming easier.
- Fleece and sweaters are not to be worn as replacement outer garments.
- Students riding motorbikes or push bikes to and from College may, for safety reasons, wear a lighter coloured outer garment for the purpose of travel only.
- Pupils walking / cycling to College are encouraged, particularly in the winter months, to wear a high visibility top.
- Students on bikes leaving their College jackets at school must, immediately on arrival, dress into full uniform until the moment they leave College to return home or travel to the games field.
- T-shirts worn under a white shirt must not carry any motif.
- Any student not able to be in the correct College uniform during the school day must present a note from his parents/guardians to his tutor during registration and then make contact with his Head of Year during the day.

## Appendix 8: College Prefects 2015 to 2016

### Senior Prefects

Senior Prefect	Jack Colley
2 <sup>nd</sup> Senior Prefect (Deputy & School Council)	Adil Anees
2 <sup>nd</sup> Senior Prefect (Houses)	Ronan Granville
2 <sup>nd</sup> Senior Prefect (Years)	Daniel Galpin
2 <sup>nd</sup> Senior Prefect (Charities)	TJ Fitzgerald

### Prefects (Houses)

Country	Fraser Wilkes
North	Chris Way
South	Tom Craze
Town	Andrew Jensen

### Prefects (Years)

Year 7	Callum Hockey & Seb Robinson
Year 8	Sam O'Neil & Will Du Feu
Year 9	Fergal Morrissey & Charlie Reeves
Year 10	Jonty Inderwick & Matt Armstrong
Year 11	Richard Bartram & Harry Barrett-Giles
Sixth Form	Max Robin & Ed Attwood

## Appendix 9:

### Parents' Evenings & Report Schedule

	Reports	Parents' Evenings
<b>Michaelmas 1<sup>st</sup> half</b>	Years 7 to 11 Grading only report  Year 12 & 13 Progress Reviews	Year 12 Induction Evening Monday 7 <sup>th</sup> September 7pm  Year 7 Parents' Welcome drinks Friday 11 <sup>th</sup> September 6pm to 8pm  Year 8 Parents' Information Evening Tuesday 15 <sup>th</sup> September 6pm  Year 10 Parents' Information Evening Thursday 8 <sup>th</sup> October 6pm
<b>Michaelmas 2<sup>nd</sup> half</b>	Year 7 Grading only report  Years 8 to 11 Full written reports  Year 12 Progress Review	Year 9 GCSE Choices evening (& CCF / DoE presentations) Thursday 5 <sup>th</sup> November 4.30pm  Year 11 Parents' Evening AS Choices Wednesday 11 <sup>th</sup> November at LC 7pm  Year 11 Pastoral Parents evening (moving to 6 <sup>th</sup> Form) Tuesday 24 <sup>th</sup> November  Year 7 Parents' Evening Thursday 3 <sup>rd</sup> December 6pm  Year 13 Parents' Evening Wednesday 9 <sup>th</sup> December 5pm at EC
<b>Lent 1<sup>st</sup> half</b>	Year 7 Full written reports  Years 8 to 10 Grading only report  Year 11 Exam Results  Year 13 Progress Review	Year 12 Parents' Evening Wednesday 27 <sup>th</sup> January at EC 5pm  Year 11 Parents' Evening Monday 8 <sup>th</sup> February 6pm
<b>Lent 2<sup>nd</sup> half</b>	Year 7 to 10 Grading only report  Year 11 to 13 Full written reports	Year 9 Parents' Evening Tuesday 1 <sup>st</sup> March 6pm  Year 12 HE/UCAS Information Evening Monday March 7 <sup>th</sup> 7pm at LC  Year 10 Parents' Evening Wednesday 23 <sup>rd</sup> March 6pm  Year 8 Parents' Evening Thursday 31 <sup>st</sup> March 6pm
<b>Trinity 1<sup>st</sup> half</b>	Year 7 to 10 Grading only report  Year 11 (Leavers only) & Year 13 Valedictory report	N/A
<b>Trinity 2<sup>nd</sup> half</b>	Year 7 to 10 Full Report	N/A

## Appendix 10:

### Upper School Term Dates 2015 to 2016

#### Michaelmas Term 2015

Staff INSET	8.30am Tuesday 1 <sup>st</sup> & Wednesday 2 <sup>nd</sup> September
Term Starts (pupils)	8.25am Thursday 3 <sup>rd</sup> September
Half Term	12.30pm Friday 23 <sup>rd</sup> to Friday 30 <sup>th</sup> October
Term Ends	12.30pm Wednesday 16 <sup>th</sup> December

#### Lent Term 2016

Staff INSET	Monday 4 <sup>th</sup> January
Term Starts (All)	Tuesday 5 <sup>th</sup> January
Half Term	Friday 19 <sup>th</sup> to Friday 26 <sup>th</sup> February inclusive
Easter Weekend	Friday 25 <sup>th</sup> to Monday 28 <sup>th</sup> March inclusive
Term Ends	12.30pm Friday 8 <sup>th</sup> April

#### Trinity Term 2016

Term Starts (All)	Monday 25 <sup>th</sup> April
Bank Holiday	Monday 2 <sup>nd</sup> May
Liberation Day	Monday 9 <sup>th</sup> May
Bank Holiday/Half Term	Monday 30 <sup>th</sup> May
Staff INSET	Tuesday 31 <sup>st</sup> May
Term Ends	12.30pm Friday 1 <sup>st</sup> July

### TERM DATES 2016-2017 (PROVISIONAL)

#### Michaelmas Term 2016

Staff INSET	Tuesday 6 <sup>th</sup> & Wednesday 7 <sup>th</sup> September
Term Starts (All)	Thursday 8 <sup>th</sup> September
Half Term	12.30pm Friday 21 <sup>st</sup> to Friday 28 <sup>th</sup> October
Term Ends	12.30pm Friday 16 <sup>th</sup> December

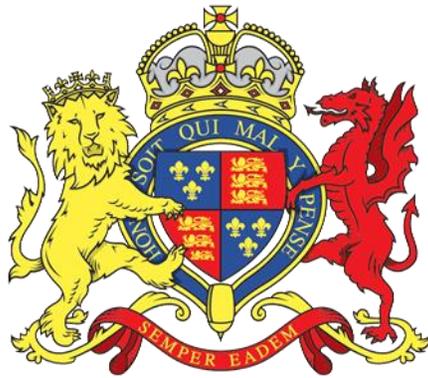
#### Lent Term 2017

Staff INSET	Wednesday 4 <sup>th</sup> January
Term Starts (All)	Thursday 5 <sup>th</sup> January
Half Term	Friday 17 <sup>th</sup> to Friday 24 <sup>th</sup> February inclusive
Term Ends	12.30pm Friday 7 <sup>th</sup> April

#### Trinity Term 2017

Term Starts (All)	Monday 24 <sup>th</sup> April
Bank Holiday	Monday 1 <sup>st</sup> May
Liberation Day	Tuesday 9 <sup>th</sup> May
Bank Holiday/Half Term	Monday 29 <sup>th</sup> May
Staff INSET	Tuesday 30 <sup>th</sup> May
Term Ends	12.30pm Friday 7 <sup>th</sup> July





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E-Mail: [office@elizabethcollege.gg](mailto:office@elizabethcollege.gg)  
[www.elizabethcollege.gg](http://www.elizabethcollege.gg)

*"If you want your children to turn out well, spend twice as much time with them and half as much money." Abigail Van Burren, quoted in the Monterey County Herald (California)*

Cover by Caius Bearder