

**Dear Parents/Student**

We hope that you will find the Buckswood Boarding Handbook useful. It has been compiled following detailed discussion with the Housemasters and Housemistresses from all the Buckswood School Boarding Houses. The National Minimum Standards for Boarding have also been taken closely into account.

You will in addition receive information about the your son/daughter's Boarding House, which will give you specific routines etc. Your son/daughter will also receive a handbook for their House.

If you have any comments regarding the handbook, including suggestions for improvement and other items for inclusion, please address them to Mr Wayne Callaghan at Buckswood School (contact details are included later in this handbook).

Our aim is to work closely with parents in the provision and development of the best care for our boarding pupils and we welcome any suggestions you may have, so please do not hesitate to let us know of anything that could benefit the Buckswood School boarding experience for you or your child.

Yours sincerely, on behalf of all those involved in boarding,

**Mr Wayne Callaghan**

## **BOARDING PRINCIPLES AND PRACTICE**

The aim of Boarding at the Buckswood School is to provide a safe and secure environment for the personal and academic development of each boarding student. The ethos aims to reflect, as far as is possible in a communal environment, the best values of family life. The Boarding experience encourages tolerance, respect for others, kindness, spiritual and moral awareness and self-discipline. It develops independence and the strength and ability of the individual to function as part of a team.

Care is taken to ensure a similar ethos and atmosphere across the Houses, whilst at the same time maintaining the individual character of each House and ensuring a progression of responsibilities and privileges commensurate with the different age groups.

### **Activities and Free Time**

The daily routine of each House allows students adequate free time. Boarders have access to a range of activities both within the House and those organised by the school. We aim to offer a range of reasonably priced outings at weekends, usually on a Sunday, which are charged to the end of term account. There is a programme of Saturday morning school /activities/sport organised by the Buckswood School.

Boarders are also given age appropriate access to newspapers, television and videos, etc. as well as Internet and email access in accordance with the Schools' policy.

## **ORGANISATION AND MANAGEMENT OF BUCKSWOOD BOARDING**

### **Management**

Mr G Sutton Head Master takes a keen interest in the development of boarding and inspects all Boarding Houses Daily.

The Head of Boarding has overall responsibility for boarding at Buckswood School, leads its development and has meetings with the staff involved as appropriate.

The House parents/mistresses/masters are responsible for the day-to-day running of their Houses. All or some of them attend the BSA annual Housemasters/mistresses conference. They also attend additional BSA in-service training events, HMC or GSA conferences on boarding topics, as well as other pastoral courses. The Deputy Head of Boarding has daily meetings with boarding staff to provide an opportunity to share good practice and to discuss particular issues.

## **BOARDERS' WELFARE**

## **CHANNELS OF COMMUNICATION & COMPLAINTS PROCEDURE**

### **Boarders**

Boarders have a wide range of channels of communication available to them. It is hoped that the ethos of the Boarding Houses enables students to voice and discuss any concerns or problems openly with the House staff.

In addition the Heads of each School are available to boarders as for all students in their school.

Boarders also have direct access to Mr Sutton , Mr Callaghan , who are independent of the Houses and specifically available to Boarders at all meals, as well as throughout the day for all students.

Teaching staff are also available as part of the pastoral structure available to all students, as well as the school nurses, matrons.

The telephone numbers of an independent listener are also available to the students. How to raise matters of concern as well as the telephone numbers of Childline and other helplines/information and advice centres are displayed in all boarding houses. If necessary, fully confidential meetings with outside counsellors can also be arranged.

There are telephones available to students within the Houses, and they are able to use the office phone if necessary. All students have an individual email address, and there are computers at each house that are linked to the School network. It is becoming very common for older students to have their own mobile phone and laptops and we recognise how useful they can be. However, students must abide by the mobile phone and laptop policies as described in their handbook and displayed in the House.

All boarders have more formal opportunities to raise issues of concern and suggestions for the development of boarding.

All boarders are encouraged to express their views and make suggestions on how boarding provision can be improved, as well as to raise matters of concern. This is done during Wednesday feedback during registration.

Matters raised are discussed as appropriate by staff and boarders should feel assured that their opinions are always given serious consideration, and will be responded to.

## **Parents**

All staff at the Buckswood School aim to work closely with parents to ensure that pupils reach their potential both in personal development and academic achievement. We recognise the particular needs of parents of boarding students to be kept closely informed of the welfare and academic progress of their children.

Telephone/fax numbers and email addresses of all staff involved in boarding are supplied to parents and every effort is made to keep parents informed by their preferred means of communication.

House emails and answer phones are checked at regular intervals, and parents can contact the school directly during the working day. Parents should feel able to contact any of the staff involved with boarding as they wish.

## **Concerns**

If parents have a matter of concern or complaint they should raise this with the member of staff they feel most appropriate. All such matters will be raised and discussed with senior staff, and parents kept fully and swiftly informed.

## **GUARDIANS**

Parents should ensure that the named guardians are fully aware of their responsibilities. Guardians should:

- Have in loco parentis authority to sign for medical treatment
- Be able to collect the student from school and care for him/her if he/she is ill for more than three days and parents are unable to do so
- Be able to collect and accommodate the student at exeats and half-term breaks, if parents are unable to do so, unless alternative arrangements have been made

- Be able to collect and accommodate the student should the school deem it necessary and parents are unable to do so
- Make travel arrangements for pupils are travelling overseas if this is not done by parents

## **HEALTH**

### **Medical Treatment and First Aid**

All boarders are registered with a General Practitioner at Guestling Surgery.

Any urgent treatment can be obtained from the surgery or a visit by the Doctor, and younger boarders are always escorted to the surgery. All boarders have the right to see the Doctor alone.

Each school and house have trained staff to care for boarders who require medical attention and/or supervision. The procedures for each house/school are detailed in the separate handbooks.

Prescribed and “household” medication is kept securely in the boarding house, and a written record is kept of all medication, treatment and first aid administered to boarders. Likewise a written record is kept of all significant illnesses, accidents or injuries to boarders.

Parents are asked to give permission in advance for the administration of first aid and appropriate non-prescription medication to their children, and to seek medical or dental treatment when required. Every effort is made to keep parents fully informed if their child requires medical aid.

### **Health Records**

An individual record of a boarder’s health and welfare needs and issues is kept confidentially and securely in the House office. This includes information provided by parents, as well as details of illness necessitating consultation with a medical practitioner or sojourn in the sick bay facilities. These records are consulted by or copied to staff likely to administer medication or treatment. As appropriate, pastoral and teaching staff are kept informed.

Records also include parental and emergency contact details, and parental responsibility information

### **Health Education**

Buckswood School has a Personal and Social Development programme, which includes age appropriate education on health issues. These include appropriate advice and guidance on alcohol, substance misuse, smoking, sex education (including sexually transmitted infections) and personal safety.

In addition students may seek individual advice from pastoral staff, as well as confidential advice from medical practitioners.

### **Management of Health and Personal Problems**

Each school and boarding house have pastoral structures in place to support boarders in relation to any health or personal problems, for example food allergies, asthma, homesickness, bereavements and other personal difficulties. When necessary links with outside services provide further advice and support.

## **PRIVACY**

All boarders have the right to privacy. Staff and boarders are expected to respect the private space and property of others, and should always knock when visiting dorms.

Private telephone conversations should not be disrupted, neither should mail be opened by anyone other than the addressee.

### **Fire Precautions and Drills**

Regular risk assessments with regard to fire are carried and advice is taken from the Fire Service. Fire drills are carried out twice a term. House staff are responsible for seeing that the boarders understand the procedure in the event of a fire and these procedures are clearly displayed in each House. Matches, lighters or candles should not be brought into the Boarding Houses.

### **Boarding Program**

These rules have been framed to make the School and Boarding community a place of which we are all proud and within which we can live happily, safely, and productively. The rules of behavior at Buckswood are generally more stringent than those of society as a whole or as may be enforced at home. Students should arrive prepared to abide by all expectations and rules.

The rules of the Boarding Program have been established to:

- **Ensure the safety of students**
- **Preserve harmony so that energy can be directed toward studies, extracurricular activities, and the development of friendships**
- **Provide quiet times so students can study and relax from the stresses of the day**
- **Maintain an attractive, clean environment in which students can be comfortable**

It is important to remember that these rules were made for teenagers living in a group situation. The Boarding Staff strive to maintain a balance between flexibility and consistency in enforcing rules. Although consistency is usually desirable, it will not always be the principle governing matters of discipline. Discipline will be handled clearly and justly. In addition to penalties.

### **School Rules**

Dorm students are expected to follow both the dorm rules described in these pages and the School rules as stated in your Prep diary. Any behavior which may be deemed detrimental to the Buckswood School community or any member of that community (self or others) is subject to disciplinary action by the Residence Staff, the Prefects, the Student/Faculty Discipline Committee, Head of Boarding, or Head of School. The action taken will necessarily reflect the seriousness of the violation. Underlying all school rules is the requirement that all students will be present and on time for all classes, activities, and other school obligations.

Rules exist for the well being of the individual as well as the community. As a college/main school we hold high expectations for all of our students. Expectations are a positive reflection of the standards on which all students should focus. Consequences result from breaking rules. No rulebook or manual could possibly cover all contingencies or inappropriate behavior. We hope to achieve a balance that sets limits to what is acceptable. There are times when a student's actions go beyond what is written here. Buckswood will provide consequences for any behavior deemed unacceptable, whether specified or not.

## **Major Dorm Rules**

1. We expect students to honor the lights out hours. Being out of the dorm after lights out is a serious breach of trust and safety.
2. We expect every student to exercise restraint with respect to sexual activity. Sexual intimacy between students is not appropriate at this age level. Students should refrain from intimate touching including kissing and close cuddling while on campus and in the school dorm rooms or lounges. Students may not lie down together on the lounge couches or on the dorm beds. No Girls in Boys dorms and visa-verse.
3. We expect all boarders to respect the automobile policy. Resident students are not permitted to bring motor vehicles to School or to maintain motor vehicles in the local area while they are residing in the Dorms. They are not permitted to drive motor vehicles at any time except in the company of a parent or guardian. +
4. We expect students to abstain from the use of incense, candles, or other incendiary items in the dorms and buildings at Buckswood. No bluetac is allowed to be use on Maroon walls.
5. There will be no possession, use, distribution or display of alcohol, beverages containing alcohol (or the containers), nicotine, drug paraphernalia, marijuana, and/or other illicit or dangerous drugs of any kind on or off campus. Any over-the-counter or prescription drug used for a purpose other than its primary indication will be considered illicit.
6. Buckswood is a violence-free campus. Acts or threats of violence, including bullying or harassment, will be treated with utmost seriousness.
7. Honesty: Students are expected to be open and honest in their interactions with Boarding Staff. Lying or attempting to deceive or hide information can create an atmosphere of distrust. Even when a student has broken a rule, the boarding staff have much more respect for a student who is able to be truthful about what he or she did, rather than further the problem by being deceitful.
8. Dorm students may not use tobacco products on or off campus while they are enrolled at Buckswood. Smoking in the dorms can result in suspension or expulsion. \*\* Over 18's 6<sup>th</sup> form students are allowed to smoke in smoking area only with a letter of permission from their parents. They will however not be allowed to smoke in public while on town leave.
9. All dorm students riding bicycles, roller blades, skateboards, or scooters must wear helmets.
10. Sunday evenings are observed strictly. Inspection of rooms, uniforms, sports equipment and schoolbooks. School shoes are to be placed outside the room door polished. No one is to be walking around the campus and should be preparing for the week ahead.
11. Kitchen and toilets should be left in an acceptable state. Remember the daily cleaning staff are not your slaves and are an important part of a happy Dorm. A Kitchen Rota to be set by House Prefect.
12. Duty week – Prefect to make sure the house helps set up the Sport Hall on Sundays for Monday morning assembly. The house Prefect will set a Toast rota and cleaning schedule.
13. Letter Writing is on Sundays after Supper. This is compulsory. Written Letters are handed back to your prefect before 8pm.

14. No visitors allowed in Dorms, members only. Visiting friends is done in common areas within the school.

15. Main school boarders laptops and mobile phones to be handed to Boarding staff at 9:45pm every evening and are handed back after morning inspection.

16. Take away meals can be ordered and purchased at the school between 5:30 – 6:30pm. No take aways may be ordered from external vendors and be delivered on or at the gates of Buckswood Campus (includes Guestling Hall).

### **The Dining Hall**

Scholars are to line up after morning inspection. Scholars are to line up in single file in a neat and orderly fashion. Uniform, hair, jewelry, make-up and shoes will be inspected while filing in.

Stand quietly and wait for the completion of grace and sit down. Prefects/Head of table will instruct you on the table procedures.

Consult the school prep diary.

### **Strikes**

when students commit minor infractions they receive a strike. A Boarding staff member or prefect for a number of infractions may give a strike. A student who receives a total of three strikes in a term will be campused (Head Masters Detention) from 5:00 p.m. Friday until 6:00 p.m. on Sunday. Repeated campusing (HMD) will be dealt with on a progressively serious basis. At the terms end any remaining strikes will be erased and students start with a clean slate. You may receive a strike for any of the offenses below.

1. Returning to the dorms between 9:00 a.m. and 5:00 p.m. (except for college).
2. Being out of your dorm after check-in (8:30pm) and out of your room after 10:30 p.m. (11 p.m. for seniors).
3. Neglecting to follow prep rules or engaging in nonproductive behavior.
4. Locking your door during prep, while you are in the room.
5. Not reporting for prep, or reporting in late.
6. If you leave campus and forget to sign out or sign in when you return. You can also get a strike for not being where you are signed out. This may lead to a more severe punishment, depending on the situation.
7. Having your lights on after 11 p.m.
8. Being in an opposite gender room. (Can lead to expulsion)
9. Being in an opposite gender room with the door closed. (Can lead to expulsion)

10. Using offensive language.
11. Being too loud.
12. Engaging in rough physical contact.
13. Being disrespectful or uncooperative.
14. Having a messy room.
15. Misusing school property.
16. Dishonesty.
17. Not using English language in common spaces.
18. Being late or absent from meals.
19. Playing music loud.
20. Being Late for inspection.
21. Not Lining up correctly for the Assembly Coaches / Buses.

### **Campus Restriction**

Students who are Campus Restricted may be at Common Room, the gym, sport facilities, but cannot be on the golf course or in the woods.

### **Dorm Restriction**

Students who are Dorm Restricted must stay within sight of their respective dorms, are not allowed off campus at any time. Students may be restricted for several days should they continue to repeat any offense. Students who receive a weekend restriction after they have made arrangements to go home will serve the punishment the following weekend.

### **DORM RESTRICTION MAY RESULT FROM THE FOLLOWING:**

#### **Not signing out**

A student who does not sign out and leaves the campus may be dorm restricted for up to two weeks. Leaving school without permission or without following procedures is dangerous. We need to know where students are for safety, attendance, and in the event of an emergency should a parent need to contact a student.

#### **Repeated offenses**

Repeated minor offenses might result in more severe consequences, as determined by the Boarding staff, Prefects and the Head Master.

It is the hope of the Boarding staff that all punishments are served in a timely manner, are just and equal in dispensation. We do realize that certain circumstances require us to make unpopular decisions. Determined to do what is best for the community, we also realize that flexibility is a position of strength. We ask parents to support our actions and allow us to perform to the best of our abilities and the good of the School.

### **Suspension from Residence Halls**

Some disciplinary offences are serious enough to result in removal from the dorm community. In these instances the Boarding staff will send the student home to their family or find a suitable place to stay.

### **Dorm Rooms**

#### **ROOM CLEANING**

Since students are expected to maintain neat and clean rooms, there will be an inspection on Monday to Friday 7:30am, Saturday at 8:30 am. Rooms at this time should be clean, beds made neatly, desks clear, books packed neatly and cupboards neat and tidy. Laundry should be put away. Shoes should be packed in the bottom of your cupboard and not on the floor of your room. Travel bags and luggage should be given to the Boarding Staff to store.

Prior to departing for the weekend, students must make sure their rooms are clean. This includes students participating in activities. Every room is inspected, and students are responsible for the cleanliness of their rooms, regardless of their weekend obligations.

At year's end, cleaning and damages will be assessed by Boarding/Domestic Staff and charged to the student's residence account if there is excessive damage or garbage in a room.

#### **STEREOS**

Students are allowed to play stereos during free time after school. Volume is often an issue—therefore we request that students always be considerate of others when playing music. Headphones are to be used when listening to music load. If music played at an unacceptable level the music systems can be confiscated until term end.

#### **NOISE AND INDOOR PLAY**

All overly loud, exuberant and boisterous activity should take place outside the dorm buildings. Under no circumstances should any kind of ball, Frisbee, or projectile be used in the dorms.

#### **ROOM KEYS/Safe Key**

Every student is given a safe key and key card at the beginning of the year. A lost safe key incurs a £50 replacement charge or key card incurs a £5 replacement charge.

#### **Roommate Changes**

When a student is concerned about his or her relationship with a roommate, he or she should take the following steps before expecting that any changes will be made.

1. The student can and should raise the concern with a Boarding staff member in charge so that the school understands that there is a concern.
2. The student and his or her roommate should meet separately with the Boarding staff in order to explain their individual perspectives on the situation.

3. Once the Boarding staff member feels that he or she has a sense of what the concern is, the roommates should meet either separately or together at least two more times to problem solve before the dorms will consider making a roommate switch. These meetings should occur weekly for a couple of weeks.

4. Any consideration of a roommate switch will happen after these meetings have occurred and with the consultation of the Head of Boarding and Head Master. They may decide that a roommate switch is not necessary.

### **Surgery Rules**

All students must have **written consent** as per student diary

Clinic times are **before school, recess, and lunch and after school.**

**Urgent problems** are accepted out of clinic hours without notes.

Hours of opening are from **9.00am – 11.25pm**, 5 days per week.

### **Available Clinics and Services**

#### Doctors

Guestling Surgery is only 5 minutes drive away. Nursing staffs are in constant liaison with our supporting medical practice. At the discretion of the registered nurse on duty, doctors are available to attend the school on a 24 hour, seven day a week basis.

Dental we have the services of dental practices available on request.

### **Medication**

It is imperative that nursing staff be aware of all medications taken by students. In particular prescribed medications such as Ritalin, dexamphetamine, antiepileptic medication, malaria medication, antidepressants, adrenalin (Epipen), insulin, asthma medications, and cardiac medication must be divulged to nursing staff. Confidentiality is assured. Our awareness of these medications is essential in giving total quality care. Medication supervision cards are distributed at the discretion of the registered nurse. We allow self-administration of medications such as antibiotics to particular students and invite parents to support us with those friendly reminder calls to their sons. Complimentary therapies from parents may be stored at the Infirmary but self-medication by students is required. It is the parents' responsibility to inform the Nurse of any changes in medication regime, doses, etc.

### **Pharmacy Requirements**

Any item that can be purchased at a chemist usually available at the Surgery.

### **Asthma**

Asthma management is based on current treatment, peak flow guidelines and symptoms specific to each student. Asthma education is available on parental request. We recommend every boy complete the 3-step

Asthma plan. The Asthma “3+ Visit Plan” is a partnership between your son and the Nurse and involves visiting the school doctor at least 3 times in a 4-month period. By visiting the doctor even when your child is well, it will ensure that their asthma stays at its best and doesn't interfere with his everyday activities.

The first visit your child will have his asthma assessed, reviewed and monitored. The doctor will talk to your child about his asthma, how to recognise if it is becoming worse and will carry out some asthma tests (spirometry). On the second visit the doctor will talk to your child about his asthma medications, asthma routine and show him how to take his asthma medications. Then on the final visit the doctor along with you child write an Asthma Action Plan, which will tell him;

How to recognise when his asthma is getting worse

What to do when that happens

When to get help

### **Transportation to Appointments**

Junior boarders are escorted to every external appointment. Should this involve transport via Taxi, charges will be included in the school account from the Admin Office. Transportation will be arranged for senior students.

### **Referrals**

Our referrals are to a variety of specialists but we are happy to accommodate personal requests.

### **Diet**

Although food is supplied from the school kitchen, special dietary needs are also catered for. Our Catering Supervisor is extremely supportive of any request from the Surgery. Diet cards will be issued to those boys who may have special dietary requirements on discharge from Surgery.

### **Vaccinations**

Many changes have occurred over the past 3 years due to the introduction of school based immunisations programs. Vaccinations for overseas travel can be arranged through the Health Centre. Travel itinerary and written parental consent are the only prerequisites required.

### **Communication**

Parents are encouraged to communicate freely with the Nursing staff. Our philosophy is to appreciate the individuality of each student. In support of this view our work is simplified when parents disclose those special individual needs and idiosyncrasies, which may be expressed in ill health. What may be viewed as trivial material can provide valuable information in the management of care and the implementation of helpful strategies to assist your son through any health problems?

## **Vacations**

When the dorms are closed for vacations, all students must make arrangements, with the consent of their parents or guardians to spend the vacations elsewhere. If there is concern, the school travel office will contact the parents to verify a student's plans. It is expected that each student will be spending their vacation time with an adult who is over 21 years of age and who is approved of by parents.

### **Dorm Closure**

the dorms are closed for Xmas, Easter and summer vacations. We ask that students plan ahead and return the vacation travel forms with their itineraries at least three weeks before the departure date. The following dates should be used to plan vacations for 2008–2009. Half term trips forms should be received at the start of the term.

- **Xmas Half Term:**
- **End of Xmas Term/Start of Easter Term**
- **Start of Easter Half Term/Return from**
- **End of Easter Half Term/Start of Summer Term**
- **Start of Summer Half term / Return from**
- **End of School year**

It is important that International Students be aware of vacation dates so that travel plans can be made well in advance. A student who returns late will miss valuable class time, homework assignments, and important events. **It is our expectation that students return to school on time after vacations.** If at any time there is a question about any date, please do not hesitate to call the School Office.

### **Returning to School**

Students returning to school from vacation should plan to return to the dorms after noon on the last day of vacation. Students arriving before that time will need to make arrangements to stay elsewhere until the dorms open.

### **Arriving at Buckswood**

Students arriving by air should fly into Heathrow, Gatwick or Stansted. Buckswood will coordinate transportation to the campus. If students arrive earlier or later than the designated arrival date, parents will have to arrange transportation.

Once students return to campus, they must sign in with the Boarding staff member on duty in person and abide by all dorm rules.

### **What to Bring to School**

A person living in the SE England will find a mixed climate. During the summer and spring months, temperatures can be as high as 30 (degrees in Celsius) but average in the 20s. The winters can be quite chilly with lows in the 0-4 degrees. Our most common weather is rain in the winter, but occasional snow is possible.

### **Dress**

Clothing should be neat (not torn or ripped), clean and in good repair. Students should not wear clothing with sexual, alcohol, nicotine, or other drugs references. Extremely short garments or clothes that are too revealing are inappropriate.

For our monthly formal dinners students are expected to wear more formal clothes. Boys should wear nice slacks, button-down shirts and a tie. Girls should wear dresses, skirts or dress slacks. Jeans and sneakers are not allowed for these events. Everyone should have one nice pair of shoes for these events.

At various times of the year students may need clothes for a variety of school-related trips. Students should bring at least one set of outdoor clothing for use on work crews, field trips, and wilderness expeditions (Cross- Country Runs). Buckswood staff will assist in the purchase of these items if there are concerns about buying the proper items.

**We encourage International students to bring one or two clothing items representative of their culture and country for special occasions.**

**Please note:** It has become important over the last couple of years to ask students to obtain drastic changes to personal appearance, including tattooing and body piercing this is not permitted. Wherever they are during the school year, students are representatives of Buckswood. Please understand that Buckswood values individual tastes, but is also looking out for each member of the community, and encourages clear communication among students, their parents, and the school.

### **For your Room**

Each room is provided with a bed, a desk and closet space. Students should bring:

- **Alarm clock**
- **Desk lamp**
- **Towels**
- **Washcloths**
- **Any other items to decorate the room**

There are a number of large department stores nearby where students may purchase many items for room decorations and personal use. Students may wish to bring a camera, a tennis racquet, or other sports equipment.

We view the dorm rooms as an extension of one's room at home and therefore students do have a certain amount of freedom. However, we do not allow posters or items that depict sexually suggestive scenes, alcohol, nicotine, or other drugs. In addition, modifications to students' rooms including painting or changes to build in furniture are not allowed. Bluetac may not be use. Poster frames are provided.

### **Computers**

Each boarding student can have access to the Internet in his or her dormitory room. Students also have access to computers in the computer labs and classrooms. Buckswood's Information Technology staff will help all students with setting up and maintaining their network connection in dorm rooms. Other problems with students' personal computers are referred to an off-campus service provider, and Buckswood does not cover the costs of such repairs or service.

Dorm students use the same Internet access as the rest of school. Buckswood uses software that denies access to a list of Internet addresses known to contain material that is unacceptable. This software is normally effective in blocking access to pornographic and other inappropriate sites. Students and staff members are encouraged to let us know about blocked Internet sites that should be accessible. We can quickly grant access to such sites.

Even with the use of this software, however, Buckswood does not have control of the information on the Internet. While our intent is to make the Internet accessible to further the School's educational goals and objectives, it is impossible to completely restrict access to objectionable materials. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people.

Buckswood's Internet access also limits or prevents the use of many file sharing and online gaming software programs. While these programs may be considered acceptable and used at home, in school and corporate environments they can cause havoc with network reliability and stability.

Internet access will be turned off on weeknights from 10pm until 8 a.m. and on weekends from 10 p.m. until 10 a.m.

A student who uses the computer system inappropriately may be subject to probation, suspension, or expulsion depending upon the nature of the infraction.

### **Personal Property**

The School is not responsible for items that are lost or stolen. In the dorms each room can be locked and students are provided a key at the beginning of the year. We suggest that parents include their child's belongings in their homeowner's insurance policy.

Weapons of any type are also forbidden (**this includes: knives, swords, handcuffs, paintball or pellet guns etc.**) If students do bring them to campus they will be confiscated until the end of the year or until a parent/guardian can take them home. Students should not have in their possession lighters or matches.

Please do not bring **televisions** or pets to Buckswood. There are televisions available for viewing in the dorm lounges.

### **SAFETY**

- **Halogen lamps, space heaters, kettles and toaster ovens are not permitted in dorm rooms.**
- **Hallways must be completely clear of any kind of clutter.**
- **Baths and showers must be completely clear of any personal possessions.**
- **In order for safe exit from the room in the event of a fire and for the convenience of HM and prefects doing room inspections, furniture and decorations must be arranged so that the entire room is clearly visible from the doorway and the entrance is not obstructed.**

**Please note:** Concerns about safety have made it important to ask that students not have more than one major appliance in their rooms.

## **Student Leadership**

### **Prefects**

The dorms have a leadership program, which allows students to shape directly the community in which they live. The student leaders, called Prefects, help in the

Management of the dormitories and address topics of mutual concern. Each dorm has one or two prefects. Students nominate and are then selected by staff on the basis of personal integrity, community respect, and the ability to lead their peers. By acting as student/staff liaisons and leading by example, the Prefects set a positive tone to create community. Prefects have the following responsibilities:

- **Assist with new student orientation**
- **Assign students to evening jobs as well as monitor these jobs each weekday evening. • Assist Boarding staff with Prep.**
- **Assist with nightly 10:20 p.m. room check and monitor the halls.**
- **Assist with planning and organizing House Functions.**
- **Hand out “strikes” for violations of minor dorm rules by other students.**
- **Attend prefect meetings 10pm in Head Masters Office.**
- **Ensure that all dorm students are present for dorm meetings, ready and respectable for morning inspections.**

### **Prefect Privileges**

- **Receive Service hours for their work.**
- **One “prefect day” per term**
- **Invitation to Top Table / Head Masters Dinner**
- **Membership of the 12’s Club**

### **Prefect Expectations**

Prefects are role models and leaders. They are expected to promote, support, and follow all the rules at this school. Their conduct in every aspect of their life here at Buckswood is under scrutiny by students and adults. Prefects will undergo an evaluation process with the Boarding Staff and Head of School throughout the year. In cases where Prefects do not meet these expectations their status as Prefect may be removed.

Being a prefect is a challenge and an honor. Accordingly, any prefect breaking a major school rule may automatically lose his or her status as a prefect. If a prefect violates a rule not designated as a major rule, he or she may lose his or her status if the infraction and the circumstances surrounding it are seen by the HM as compromising the prefect’s leadership ability.

### **Duty House**

Duty house groups are led by a Prefect and perform nightly jobs. Jobs include cleaning up common areas, vacuuming, recycling, etc. Duty house is also responsible for setting up the sports hall on Sunday evenings.

### **In the Class room**

- Arrive on time, with the necessary books and equipment.
- Line up neatly and quietly in single file.
- Enter classroom quietly and stand behind your chair.
- Once the teacher and class has exchanged greetings you will be instructed to be seated.
- The classroom is a place of learning. Concentrate hard on your work and allow others to learn.
- Treat others, their work and equipment with respect.
- Listen to the views or comments of others, even if different from your own.
- Eat only at meal times and breaks not in class.
- Use appropriate language at all times.
- Raise your hand when wanting to ask or answer a question.
- Always acknowledge visitors to the class by standing and greeting them.
- Follow all instructions given.
- If in doubt, ask!!
- Complete all work to the best of your ability.
- Present work neatly and accurately.
- All pieces of written work should have a date, whether the piece is classwork or prep and the title neatly underlined with a ruler. TIPPEX is not allowed for mistakes, a single ruled horizontal line should be used.
- Expect to repeat or complete the work again if it is unsatisfactory.
- Punctuation, spelling and good use of grammar is very important in all lessons.
- Keep books and your prep diary free from graffiti.
- Complete all prep and return it on time.
- Stay seated at all times unless you are asked to move by the teacher.
- Do not rock on the chairs or sit on the tables, as this will cause damage.
- NO USE OF MOBILE PHONES or mp3 PLAYERS IN CLASS, DINING HALL OR SCHOOL BUILDINGS.

### **General School Rules**

- Good Manners and high standards of behavior are required on and off the campus at all times.
- No Climbing walls, roofs or trees.
- No balls games are allowed in classrooms area or close to buildings.
- No one is allowed in the kitchen or dining hall unless on duty Rota and supervised by a member of staff.
- Jewellery: earrings must be one pair of simple studs (girls only) and a wristwatch .No other items of jewellery are not permitted. All forms of body piercing are not permitted.
- Chewing gum is not allowed in the school. Chewing gum= Weekend detention.
- Pupils must respect the campus .No Litter.
- Pupils must always be neat and tidy. Top buttons of shirts must be fastened and ties up to the collar and properly tied. Ties must be an appropriate length.
- Make-up is not allowed.
- Pupils should follow the instruction of the prefects.
- Shoes must be polished and clean. And laces must be tied. Black school shoes only.
- Skirts must not be rolled and must be worn below the knee.
- All accidents should be reported immediately.

### **Places out of bounds**

- Other peoples Form rooms, Dorms or rooms.
- Cottages
- Staff room
- Front fields, Golf Course and stables after dinner.
- The Dining hall and kitchen.
- Laundry
- Sports hall and classrooms unless supervised by a staff member.
- Areas behind Wells, Kipling and Milne House.
- Woods next to Kipling House not to be used as a short cut.
- Head Masters Lawn and pool. (Only when invited)
- School Pool. (When no supervision)

\*\*Breaking of any of the above rules, carries a minimum sanction of a Weekend detention.

Remember the rules are there for your safety and your families' peace of mind. The benefit of being a well-behaved, productive member of the Buckswood family is a lifetime of good memories, life experiences and friends from every corner of the world.

Make the most of every opportunity at Buckswood.

**IMPORTANT NOTICE : THE SCHOOL PREP DIARY IS ALWAYS AT HAND AND SHOULD BE CONSULTED FIRST!!!!**