

Contents

The Parent Handbook

Aims, values and expectations	2
Aims	2
Values	2
Behavioural expectations	3
History of the School	3
How to contact the School	5
General enquiries	5
Other useful contacts	5
Communicating with parents	6
Communicating with pupils	6
Academic Departments	7
Pastoral Care	8
The daily timetable	9
The School Campus	10
Advice for Parents.....	11
If there is a problem	21
People who can help a student	22

Bootham is a Quaker School, a foundation set up by the Religious Society of Friends in 1823. The school is co-educational for boarding and day students from 11 to 18 years. Bootham Junior School is a day school for 3 to 11 year olds.

The School is governed by the School Committee which has members from the Quaker community, from the body of parents and from Old Scholars. Teachers and other employees also participate in the governance of the school.

Aims, Values and Behavioural Expectations

Aims

Bootham School aims to promote learning, citizenship and self-confidence:-

Learning

Our students are encouraged to be adventurous and challenging in their search for truth, engage in the process of learning, enjoy learning for its own sake and continue learning after they leave school. They will be helped to become independent learners. We offer a curriculum which stimulates different styles of learning, affording students a range of experiences through which they can reach their potential.

Citizenship

Our students will be taught to demonstrate kindness and carefulness for others and to value diversity. They will learn the importance of resolving conflicts without violence. They will be offered opportunities for service, to work for the good in society, and for 'letting their lives speak'. They will be encouraged to engage actively with the life of the school, the local community, and the wider world.

Self-confidence

We will help our students develop spiritual and physical well-being, and a proper understanding of themselves and their place in the world. They will learn to be open to the ideas of others, and learn discrimination. We will encourage our students to have the imagination to change the world and maintain the hope that it can be done.

Values

Our strength and purpose as a community working collaboratively is expressed in our motto *membra sumus corporis magni* ('we are members of a great body'). The following are the values we wish to encourage in the lives of every member of the Bootham community, whether paid staff, volunteers, or students.

We try to see that of God in everyone, to value difference and encourage the strengths, talents and gifts of each individual.

We seek to develop personal qualities of integrity, self-discipline and responsibility. We encourage respect for others, and care and concern for the communities to which we belong – our school, our city and region, the international community of which we are citizens and the wider community of all living things.

We value the conscious use of silence for personal and corporate reflection, and as an opportunity for people to be open to the light within.

We value friendliness and informality.

We educate students in the non-violent resolution of conflict, and about sustainability, simplicity and a detachment from material goods in the pursuit of the welfare of others.

Behavioural Expectations

These are the types of behaviour we wish to encourage in this community consistent with our values as a Quaker school:

- To be honest and truthful in all matters
- To be co-operative with all members of the community
- To treat all people in the community with kindness, courtesy, consideration and respect
- To resolve conflicts peacefully and with fairness to all
- To accept personal responsibility for meeting the expectations of the school by:
 - arriving at school, registration, meeting, classes and activities on time
 - arriving properly equipped at classes and prep
 - being responsible for personal property and respectful of other people's property
 - completing work on time
 - dressing in a manner that communicates respect for oneself, for others and for the community
- To respect the school environment, and work with the School in protecting the wider environment
- To respect the privacy of other individuals
- To be of service to the community

The History of the School

Bootham School was founded when William Tuke, at Quaker Quarterly Meeting, in 1818 proposed a school for Quaker boys in York and his grandson Samuel Tuke arranged for the school to occupy a house owned by The Retreat, near Walmgate, in 1823. It moved from its original site in Lawrence Street to Bootham, on the north side of York, in 1846. William Simpson was the first Headmaster, and he was followed by John Ford, who was head for 37 years, and did much to shape the character of the school. He instituted a tolerant, positive, and open educational system. Under him, no corporal punishment was used, but instead there were 'columns', a system of punishment that comprised a copying out exercise, which opened with the words 'abrogate, absolute, adamant, admiral' – this system is still used today, with a completely different set of commonly misspelt words!

Although Bootham did not set out to cultivate a progressive image, it offered an inclusive approach, which valued not only scholarly achievement, but also leisure time pursuits and the development of the whole individual: this approach was in advance of the education offered by other public schools of the time. The School's history echoes the history of York, and many families, such as the Rowntrees, have played a key part across the generations, as have other important Quaker families from elsewhere, such as the Cadburys and Clarks (of chocolate and shoe fame!).

Bootham had the first Natural History Society in the country, which gained a reputation and shared its scientific findings with other schools and academic bodies. It also published its own journals that covered the areas of Astronomy, Botany, Geology, Ornithology etc. The Society, which still exists in a different form today, had a strong tradition in photography and film, producing a range of fascinating early footage and photographic records that document the development of the School well into the

twentieth century. The School's achievements in art, woodwork and handcrafts have led a number of scholars to make careers in these areas; Joseph Southall, Stanley Webb Davies, Austin Wright, and Mark Lancaster are just four of a long list of Bootham artists. Another artist of merit was Silvanus Phillips Thompson, who was also a renowned physicist and teacher at Bootham; he is celebrated by a blue plaque on the front of Bootham. During the twentieth century the school took its share of the upheavals of the time. Many Old Scholars served in the wars, some in the Friends Ambulance Unit, and some were Conscientious Objectors. In 1939 the school was evacuated briefly to Ampleforth College, while the buildings at Bootham were prepared for conversion into a hospital.

In the post-war period the school has grown in size and stature. In 1979, it adopted a co-educational system and admitted girls, who have since contributed hugely to the modern character of the school. Although Bootham is a complete part of the mainstream independent system today, nevertheless it retains its founding Quaker principles, which include the pursuit of learning through science, progressive and reforming ideas, a respect for the individual, creativity and independent thought, and a responsible social conscience.

How to Contact the School

General Enquiries:-

Bootham School

51 Bootham
York YO30 7BU
E-mail: office@boothamschool.com
Telephone: (01904) 623261
Fax: (01904) 652106

Bootham Junior School

Rawcliffe Lane
York YO30 6NP
E-mail: junior@boothamschool.com
Telephone: (01904) 655021
Fax: (01904) 651666

If you need to contact a member of staff, please telephone and leave a message or use e-mail, surname then initial followed by @boothamschool.com - e.g. for John Smith: smithj@boothamschool.com

If you would like to contact Jonathan Taylor (Head), Graham Ralph (Deputy Head) or Andy Woodland (Bursar), please do so through:

Ros Tobin

Secretary to Jonathan Taylor
Tel: (01904) 623261
E-mail: tobinr@boothamschool.com

Jeanne Long

Administration Manager/Secretary to Andy Woodland
Tel: (01904) 654395
E-mail: jeanne.long@boothamschool.com

Jane Olkiewicz

Secretary to Graham Ralph and Leadership Meeting
Tel: (01904) 623261
E-mail: olkiewiczjane@boothamschool.com

Other useful contacts:-

Catherine Gunson (School Secretary)

Tel: (01904) 623261
E-mail: schoolsecretary@boothamschool.com

Jenny Daly (Registrar)

Tel: (01904) 623261
E-mail: dalyj@boothamschool.com

Jane Peake (Development Director)

Tel: (01904) 623261
E-mail: peakej@boothamschool.com

Debbie Sturdy

Examinations Officer/visits co-ordinator
Tel: (01904) 623261
E-mail: sturdyd@boothamschool.com

Lodge (Health Centre)

Jane Bunting (Nurse Manager)
Tel: (01904) 683768/623261
E-mail: buntingj@boothamschool.com

School Committee (Governors)

Clerk to the Committee – David Laverick
c/o Jeanne Long (see above)

Bootham School Association (BSA)

Debbie Avery, Secretary
Tel: 07814 700950
E-mail: debbieavery25@gmail.com
(see also the BSA notice board in the playground)

Bootham Old Scholars Association (BOSA)

Sally Culpan
Tel: (01904) 623261
E-mail: culpans@boothamschool.com

Communicating with Parents

The weekly website newsletter is updated every Friday and gives details of forthcoming events as well as news items. This, along with the calendar section of the website, are our main methods of communicating events. Hard copies of the newsletter can be collected from Reception. Our website address is www.boothamschool.com

Communicating with pupils

Pupils have their own coin-operated call boxes: 671387 (Rowntree House), 673959 (Fox House) and 628416 (Evelyn House) for use in free time. It is the pupil's own responsibility to 'stand by' at the right time for any expected call on these numbers, which are separate from the School offices.

Academic Departments (*Heads of Department are shown in italics*)

Art

David Swales
Rachel Antill
Richard Barnes
Freya Horsley
Leslie Jackson

Biology

Robert Gardner
Harriet Ennis
Catherine Rowell
Mike Shaw
Sue Tomlinson

Careers

Richard Burton
Elizabeth Gallagher-Coates

Chemistry

Mark Robinson
Chris Dobson
Catherine Rowell

Classics/Latin

James Harrison
Sally Gray
Sarah Robinson

Drama

Simon Benson
Joan Atwell

DT

Eamonn Molloy
Andrew Hedges

Economics/BS

Sarah O'Keeffe
Linda Maynard

English

Fiona Dunlop (Acting Head)
Andrew Bell
Margaret Drake
Susanne Gair
Elizabeth Gallagher-Coates
Emma Glover
Suzanne Hall
Alix Scott-Martin
Angela Singleton

Geography

Elizabeth Brown
Rob Graham
Graham Ralph
Rob Tribe
Angela Woods

History

Elizabeth McCulloch
Ben Coxon
Robert Hudson
Sarah Robinson

IT

James Ratcliffe
Peter Rankin

Learning Support

Susanne Gair

Maths

James Ratcliffe
Mathew Aston
Kirit Gordhandas
Lis Hooley
Will Lewis
Amanda Payling
Anne Whittle

Modern Foreign Languages

Richard Taylor
(German and French)
Carol Campbell
(French and Spanish)
Paul Irvine
(French and Spanish)
Christina Oliver
(German and i/c General
Studies)
Catherine Morin
(French Assistant)

Music

Paul Feehan
Paul Baily
Richard Burton
Judith Campbell
Clare Little

PE/Sports Studies

Lis Hooley
Andrew Bell
Ben Coxon
Joanna Dowson
Robert Graham
George Trifan
Angela Woods

Physics

Paul Burton
Russell Newlands
Peter Rankin

Psychology

Harriet Ennis
Elizabeth Gallagher-Coates

RS

Tracey Morley
Sarah Allen
Judith Campbell

Librarian

Steven Oakden

Pastoral Care

Head of Schoolrooms

(Year 7, 8, 9)

Lis Hooley

Form Teachers

Lower Schoolroom

Carol Campbell	(7CC)
Christina Oliver	(7CO)
Angela Woods	(7AEW)

Middle Schoolroom

Ben Coxon	(8BC)
Robert Hudson	(8RH)
Sarah Robinson	(8SR)

Upper Schoolroom

Sarah Allen	(9SA)
Mathew Aston and Rob Tribe	(9MDA/RMT)
Paul Feehan	(9PF)
Anne Whittle	(9AW)

Head of Seniors

(Year 10, 11)

Andrew Bell

Form Teachers

Lower Senior

Simon Benson	(10SB)
Susanne Gair	(10SG)
Eamonn Molloy	(10EM)
Peter Rankin	(10PR)

Upper Senior

Fiona Dunlop	(11FD)
Paul Irvine	(11PI)
Kirit Gordhandas	(11KG)
Mark Robinson	(11MDR)

Head of College

(Year 12, 13)

Richard Burton

Lodge (Health Centre)

Jane Bunting

Anne Craven

Rosa Di Lorenzo

Riitta Hanson

Kerry Harrer

Alice Ovenden

The Daily Timetable

Bells are only rung at certain times*

A. Morning

Monday to Saturday (excluding Wednesday)		Wednesday	
07.20	Rising Bell		
07.25 – 08.00	Breakfast		
08.30	Staff Briefing	08.30	Staff Meeting
08.40	Registration (8.35*)	08.55	Registration
08.50*	Morning Meeting (Mon, Tues, Fri, Sat) (Thursday: no Meeting; extended registration)		(No Morning Meeting)
09.05	Period 1		
09.40	Period 2		
10.15	Period 3		
10.50	Break and Bars		
11.15	Period 4 (11.10*)		
11.50	Period 5		
12.25	Lunch		

B. Afternoon

Monday to Friday		Saturday	
13.25	Registration and Period 6 (13.20*)		Leave obtained from: House staff – Schoolrooms MoD - Seniors
14.05	Period 7		
14.45	Period 8		
15.20	Period 9		
15.55	Bars		
16.30	Activities (16.25*)		
17.30	Day Students depart		

C. Evening

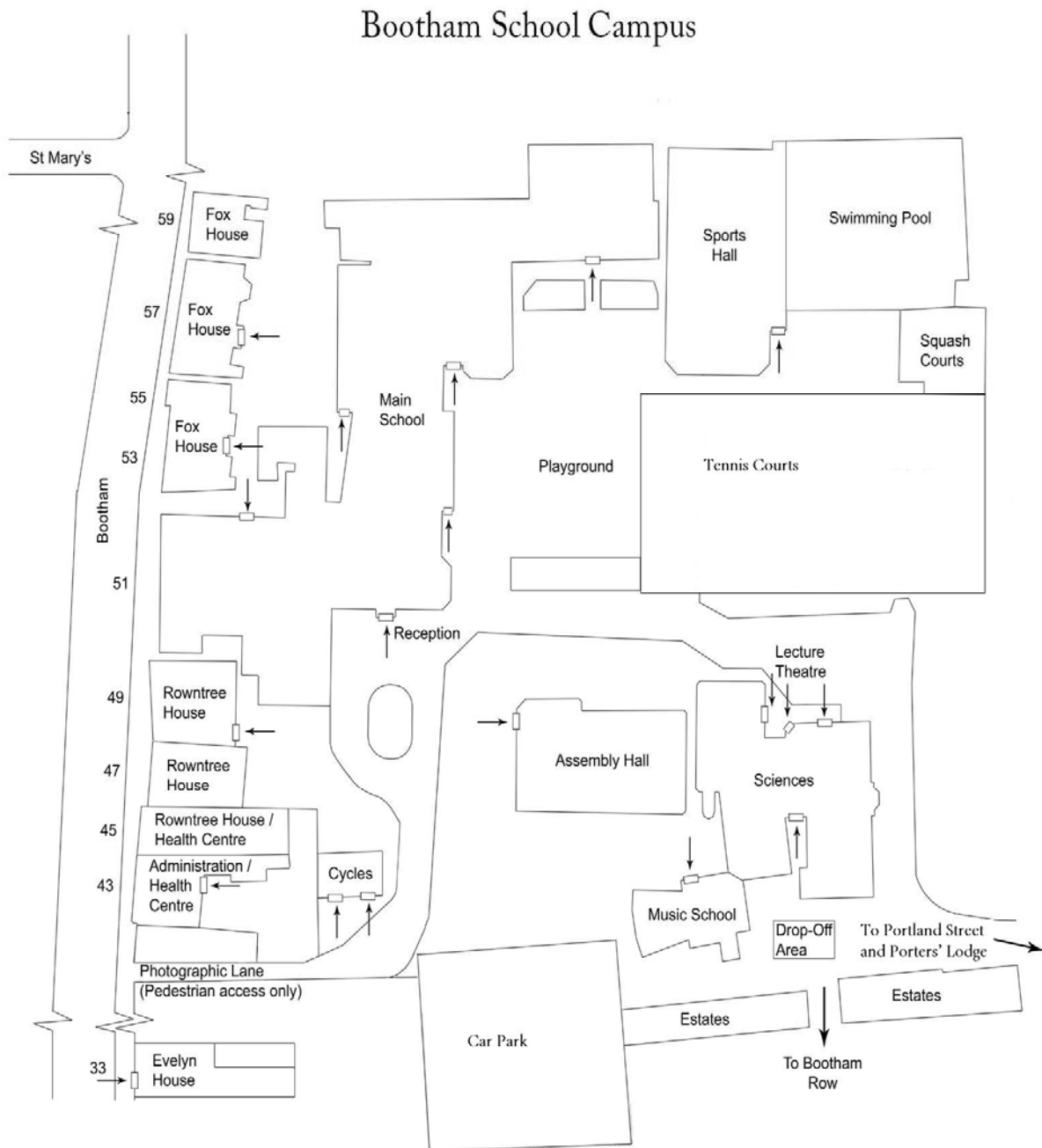
Monday to Saturday	
18.00	Tea
18.45	Prep (not Saturday) (18.25*)
19.45	Day Boarders depart (not Saturday)
20.00	Schoolrooms to Boarding Houses
21.10	Lower Seniors to Boarding Houses
21.25	Upper Seniors to Boarding Houses

College

- May go to lunch at 12.00 if free period 5
- College have meeting at Friargate on Wednesday period 6
- College may go into tea 5 minutes earlier than the rest of the school
- Evening prep core time is 18.45 – 20.00 (many will work later than this)
- College should be in Boarding Houses by 22.00

Sunday	
10.00 – 13.30	School Meeting in Room A at 10.00 Brunch
17.30	Tea

The School Campus



Advice for Parents

The following procedures are intended to help the school run smoothly, and in the best interests of all in the school. They are generous in spirit and students should try not to erode them. Students are expected to act with common sense, honesty, good manners and with consideration for other people's feelings and needs before their own. This last can sometimes be hard, but is one of our most important aims.

Generally, form teachers or tutors are the first people to turn to with all problems and questions however, any member of staff will help if asked. The Year Group Head may help. The Deputy Head and the Head may also be available, but it may be necessary to make an appointment to see either of them. Attention is also drawn to the last page of this section, where there is more detailed advice about dealing with serious problems.

This advice is based on the Student Guide "What to do at Bootham". The procedures are in alphabetical order and much of the language used is student orientated; it is hoped parents will gain an insight into the running of the School because of this approach. The advice makes reference to detailed policy documentation. **Copies of these policies can be obtained from Catherine Gunson, the School Secretary, by e-mail (schoolsecretary@boothamschool.com) or telephone 01904 623261. The policies can also be viewed on the school website at www.boothamschool.com.**

Absence

If a student is unable to get to school, parents should ring Reception (before 09:00). If you ring before 08:30, there is a dedicated phone line where parents may leave a message informing school of a student's absence. Please dial the school number (01904 623261) and follow the instructions. If illness prevents attending a school commitment, this must be sanctioned by the nurse in the Lodge (Health Centre). Although this rule does not apply to day students/day boarders before the school day has started, it is clearly applicable to all students once the school day has started. If someone is ill during lesson time, a teacher will normally send them to the Lodge to see the nurse. A letter is needed after absence due to illness.

For most other leave of absence, e.g. to miss a meal, to miss prep, to be away on interview or for a careers visit, ask the form teacher or tutor in advance. Parents must confirm requests in writing. In most cases tutors will consult the Year Group Head or Deputy Head before giving an answer. When general permission to be absent from school has been obtained, even if this is on school business, e.g. to attend a conference, it is required that students approach teachers whose lessons will be missed, ask their permission, and note the work to be caught up.

Early departures at the end of terms should be requested of the Year Heads. Requests for longer absence should go to the Deputy Head.

See: *Permission to be absent advice*

Activities

The school day ends at 5.30pm but from 4.30 – 5.30 all students take part in an activity or supervised prep. The table below indicates the expectations of the ratio of activities to prep for each year group.

Year group	Day Pupils	Boarders
Lower Schoolroom	Min - 4 activities (+1 prep)	5 activities
Middle Schoolroom	Min - 4 activities (+1 prep)	5 activities
Upper Schoolroom	Min - 3 activities (+ 2 preps)	4 activities (+ 1 prep)
Lower Senior	Min - 2 activities (+ 3 preps)	2 activities (+ 3 preps)
Upper Senior	Min - 1 activity (+ 3 preps + home on Friday)	1 activity (+ 3 preps and in boarding house on Fridays)
College	1 activity (+ Specials on Tuesday)	1 activity (+ Specials on Tuesday)

Activities are chosen in the first week of term for the Autumn term, in December for the Spring term and in March for the Summer term. The same activity is kept all term once the first week is completed. Upper Seniors are allowed home at 4.00pm on a Friday but stay for the rest of the week in activities or prep; College pupils are required to stay for one activity in the Autumn and Spring term as well as Specials on a Tuesday. There is no requirement specified in the Summer term for College students so they can use this time for preparation for exams. If they are in school during activity time they should be in their studies or in the library working.

Addresses

School tries to keep up to date with all details relating to a student. If any details change (address, contact numbers, email, guardians etc.) please inform the School Secretary.

Audio Equipment

Personal music systems should not impinge on work in school, in classrooms, in prep or in the JB Library. Headphones should not be used during Meeting. A member of staff will say if they wish to make an exception to this rule. Loudspeakers are not permitted except in College boarding studies (and must be used sensibly). Parents are asked to be aware of the problems of students having expensive items in school.

Bicycles

Please make sure bicycles are identified. Any student not in College Class wishing to cycle on public roads during the school day must have passed an accredited cycle test. Normal rules of the road (including lighting and maintenance) apply within school. Students must not ride on the grass or cycle with more than one person on the bicycle. Bicycles must always be parked in the appropriate shed, and locked. Play areas often have cars driving through so cyclists need to be careful.

See: *Skateboarding advice*

Boarding

Bootham has three boarding houses, Evelyn (College boys), Fox (all Schoolroom and Senior boys, plus a few College), and Rowntree (all girl boarders). See the contacts page in the Boarding Handbook for email addresses and telephone numbers. Each house has two resident staff and various other day staff and resident graduate assistants. A student can full board, weekly board or flexi-board.

See: *Boarding handbook*

Bootham Old Scholars' Association (BOSA)

The object of the BOSA is to promote the welfare of Bootham School by any means and in particular by encouraging Old Scholars to maintain their interest in it. The Association funds scholarships and makes other contributions to the School. All ex-students and current and past staff are eligible for membership.

The annual May reunion is the largest event in the Old Scholars' calendar (with activities at both The Mount and Bootham schools). There are sporting fixtures between the School and Old Scholars both then and at other times during the year.

The annual magazine Bootham is published jointly between the BOSA and the School. It is posted to all members and distributed to all students.

Bootham School Association (BSA)

The BSA is a non-profit making organisation run by a voluntary committee comprising parents, staff and old scholars. It exists to organise and encourage opportunities for friendship, fellowship and fun for its membership. It also helps to promote and support the ethos of Bootham School to a wider audience during open mornings.

All parents with children at Bootham are automatically members of the Association. There is a charge of £5.00 per year per family, which entitles members to make use of the sports facilities at specified times and gives them access to the many social events that are organised throughout the year. The Association's Committee comprises ten members, each elected for a three-year term, and three officials, elected annually. Current officials are:

Louise Lewis (Chair), Alison Gammon (Vice-Chair), Debbie Avery (Secretary), Terence Doyle (Treasurer)

The BSA organises the Christmas Carols by Candlelight, treasure hunts, a quiz evening, an annual walk as well as the Summer Ball for College students, parents and staff. It also co-ordinates a book club, Coffee and Croissants mornings, sports activities and runs a Nearly New Shop once a month. Suggestions for new events are always welcome.

The BSA has contributed towards the purchase of equipment for the School and has endowed school prizes and house trophies.

Jonathan Taylor is an attender at BSA meetings. Rob Graham is currently the Staff Representative.

Clothing

School regulation clothing must be worn up to 5.30pm Monday to Friday and 12.25pm Saturday. School is a working environment in which clothing appropriate for the occasion should be worn. Primarily the responsibility for the dress and appearance of students rests with parents.

See: *Bootham dress code*

Common Rooms

Each school year group has a common room/locker room which students should treat well and keep tidy. Lockers can be locked with padlocks. In College, students have a desk cupboard which can be locked. Students are asked not to go into a common room of another year group. Common rooms are not visited during or between lessons except at break times.

Computers

Computers are a vital part of our learning and education provision. Students are expected to use them sensibly with due regard for the contract signed with the IT department. Misuse of computers can inconvenience many others who need access and will also be liable to sanctions.

See: *Computer use contract*

See: *Electrical equipment*

Counsellor

There is an independent counsellor available through the Lodge. Alternatively students may contact Jacqui Temple directly (jacqui_t@tiscali.co.uk).

Curriculum and Subject Choices

See: *Curriculum Statement/GCSE and College documents*

See: *Learning Support Policy*

See: *Statement on Personal, Social and Health Education (PSHE) & Careers*

Discipline

See: *Sanctions and Rewards*

Day Students/Day Boarders

It is important for students to be in school in good time for registration at 8.40am. When absent from school for any unforeseen reason, parents should telephone Reception. On returning to school send a letter from home to explain the absence. It is best not to arrive in school much before 8.10 am.

At 5.30pm day students may go home (Upper Senior at 3.55pm on Friday). College attend until 5.30pm on one day (of their choice) and on Tuesday when there is a 'Specials' talk. Day boarders stay for tea and second prep which finishes at 7.45pm (8.00pm for College). Day students are welcome to stay to tea if there is a legitimate reason, but they must sign in the tea book in Reception by 1.30pm. Students need to see the Master or Mistress on Duty (MoD) to stay for second prep. Day students are welcome in school at weekends but must please inform the MoD. Meetings, compulsory for boarders, should be attended by day students of the same year group, if they are in school at that time. Early tea can be provided for groups of students involved in an evening activity; these groups should approach Graham Ralph with their request. For individuals, a written request should be sent to the School Secretary.

Drugs, Tobacco and Alcohol

During school hours in term time, it is not permitted for students to take or have in their possession, tobacco or alcohol in any form, at any time, or in any place on or off the premises (except at home with the approval of parents). For boarders this ban covers 24 hours a day. If alcohol or tobacco are found, a gating (**see *Sanctions and Rewards***) will be imposed and parents will be told. Serious or repeated offences of this type could lead to suspension from school.

A student found to have illegal drugs will be dealt with under the conditions of the drugs policy. Any student found to be distributing an illegal drug would have to leave school and may also have to be reported to the police for further action.

Parents would always be consulted before decisions on sanctions involving the drugs policy or suspensions are finally made.

See: *Drugs Policy*

Environment

As part of the Bootham community all students are asked to keep good environmental practice. This includes: energy conservation, recycling, use of paper and wildlife conservation.

Bootham has an environmental group – BEAST (Bootham Environment and Sustainability Team) which students are encouraged to be involved in. BEAST takes many initiatives in all areas of school life.

Equal Opportunities/Diversity

See: Equality & Diversity Policy

Examinations

External Examinations: *see Examinations Policy*

Internal Examinations: *see section in Assessment Policy*

Fire and Emergency

Bootham has regular fire practices for students, employees and anyone else on site. In any building, if the alarm sounder starts, leave immediately and go quietly. Walk quickly to the nearest exit (all are clearly marked). Do not run. Follow instructions given by staff. Proceed to the assembly point (on the paving outside the Hall) by the safest route. Avoid re-entering or going through another building. If you discover a fire, operate the nearest fire alarm, check that nobody is in immediate danger and leave the building without delay. If possible inform a member of staff. Do not re-enter the building until told to do so, even if the alarm is silenced. If a sensor is triggered accidentally tell Reception immediately.

Governors

The governing body of Bootham School is called “the School Committee”. It consists of Quakers appointed by local and regional Meetings (the majority of Committee), Old Scholars and Parents. The Head, Bursar, Deputy Head, Head of the Junior School and a teacher representative also attend. The two parent representatives have to be a parent at the time they are elected and serve for a period of four years. When a new parent representative is needed the Head will send a letter to all parents asking for nominations (these can be self nominated) with a resume of interests and skills. A ballot paper is sent out and BSA Committee members count the returns. Representatives have to be CRB checked (the Criminal Records Bureau provides a criminal record check for adults working with children).

Grounds

Bootham hopes that everyone will play a part in keeping the grounds tidy and attractive. We are all encouraged to pick litter up if there is any lying around and deposit it in a bin.

Gum

Gum is not allowed in school. Please do not allow students to bring gum with them.

Holidays and Term Dates

Dates are sent home well in advance. We hope that our holidays are enough to accommodate all family vacations. Parents are requested not to arrange holidays to start before the end of term or to be late back at the start of term; this could affect a whole group or class. Requests for holiday absence can be made to Graham Ralph, but we hope that these are rare.

See: Permission to be Absent Advice

Leave

Once day students/boarders are in school in the morning there is no leave off site until lunch time (except Sunday). Leave regulations are important for the well-being of all students and we expect them to be strictly adhered to. It is the responsibility of the students to be aware of what is expected. Each year group has different leave regulations.

See: *Leave Regulations*

Leave Weekends

These are weekends (starting at 4.00pm Friday) in which there is no Saturday school. Boarders are expected to stay with guardians. The dates of Leave Weekends are shown in the termly calendar, on the website and in advance on the term dates information sheet.

The Lodge (Health Centre)

The Lodge has trained staff available for students from 8.00am until 9.00pm Sunday to Friday (until 6.00pm Saturday) and are on-call for boarders through the night.

There is an open door welcome at The Lodge. When students are free of school commitments, the nurses may be visited to discuss health matters or any concerns and appropriate help will be given. Confidentiality is assured where health matters are concerned. Students may wish to see the School Doctor on a personal basis. This can be arranged easily by letting the nurse know. It is not necessary to inform any other staff member about such a request. The nurse can also make appointments to speak to the independent School Counsellor. Students are encouraged to make full use of The Lodge facilities and all new students are seen in the first weeks of the Autumn Term, when a routine health screening programme is undertaken.

If a student is unwell at school, they will be taken to the Lodge. Boarders may be admitted to the Lodge; they should not stay in the boarding house if they are unwell. If day students are too unwell to return to class, it is likely that nursing staff in The Lodge will contact home; if your child should ring you directly, please remind them that they must report to the Lodge where staff will assess the situation and contact home if they feel it is necessary.

Medication and Drugs

The nursing staff will need to be informed of any medicines that are being taken by a student, i.e. for asthma, diabetes, epilepsy or for any health reason whatsoever. These medicines may be generally considered safe in the custody of the student, but under the supervision of the school nurse. Repeat prescriptions are obtainable through The Lodge (for boarders) and duplicate supplies of students' regular medicines are kept in The Lodge for emergency use. The Lodge is open from 8.00am to 9.00pm Sunday to Friday (until 6.00pm Saturday).

In the first week of the Autumn Term boarders must notify The Lodge of any medicines/tablets that they are taking, including all herbal or other natural remedies.

Meals

Students must attend all meals, unless given special leave. If a packed meal or a late meal is needed, it must be ordered well in advance through a member of the teaching staff. When queuing for meals students need to be aware that large groups of people can produce excessive noise. Students must not take food out of the Dining Room and are asked to try to minimise waste. A day student may stay for the evening meal if they have a school commitment; this must be requested by signing in the tea book in Reception by 1.30pm.

Parents are warmly welcome at Saturday lunch. We like to ensure that the students are fed first. Parents are asked to join the queue after 12.45pm.

Information on specific dietary needs should go to the Lodge (Health Centre), who will inform the Catering Manager. Food is labelled where there might be a need.

Meeting for Worship

As silence is so easily disturbed, students should be seated as soon as possible before the start of Meeting (8.50am - weekdays for the whole school; 10.00am Sunday morning for boarders; 1.15pm Wednesday - Friargate for College).

Students do not read in Meeting, nor, of course, whisper or distract others. If restless, worried or concerned, students will soon learn how to sit still with eyes closed. Anyone, however young or inexperienced, is equally able to take part in the ministry of Quaker meetings (i.e. standing to speak). Students are asked to give respect and support to those who do.

Music Lessons

New Bootham students can arrange Music lessons through the Music department. This can be done for beginners or for more experienced musicians. Please contact Paul Feehan, Director of Music, to arrange this.

Mobile Telephones

Mobile telephones may be brought to school and used in a student's own time. They will be confiscated and kept by the Deputy Head for 24 hours if they are evident in any way in lessons, prep or Meeting. During games phones must be given to staff for safe keeping. Students should be careful not to leave phones lying around or in an unlocked locker; school cannot accept responsibility.

Money

Carelessness with money causes problems for everyone. Boarders should deposit money with their boarding staff, who will make small amounts available on a daily basis. Large sums of money should not be brought into school; if this is unavoidable students should give it to the form teacher or tutor for the day. Students must not leave money lying around, in the changing rooms or in studies (College have lockable cupboards). Any suspected theft should be promptly reported to the house staff or form teacher.

Students should not borrow from other students. It is not permitted to buy anything from other students without the consent of boarding staff and/or parents.

Motor Vehicles

Students may not bring cars into school, but may bring motorcycles (a permit must be applied for via the Head's Secretary). School does not have the space for student cars. Driving lessons may start/finish at school (agree times with tutors; lessons, meetings and other commitments may not be missed).

Parking within the school grounds is restricted to those on official school business and at specified times, as shown in the Parking Policy (available from the School Secretary).

Prep

Prep runs on Monday to Friday from 4.30pm to 5.30pm unless a student is in an activity. College and Upper Senior have general leave at this time on a Friday. College will have a choice of three evenings to have free. Second prep for boarders runs from 6.45 to 7.45pm (and to 8.00pm for College students).

The times given, refer to the minimum periods for studying – older students in particular will find that they need to spend substantially more time on private study than is available in the standard prep periods. Unless given specific permission, College and Upper Seniors must be working in studies during prep, without talking and moving around the school. Day students in school at prep time must also be working.

See: *Homework Policy*

Punctuality

Punctuality is an important way to show care and respect for others. Students are expected to make every effort to be on time and not to be late for registration, Morning Meeting, lessons, prep and any other commitments. If regularly late, it can be assumed that in the future a sanction will be imposed.

Quakerism

Being a Quaker school is vital to almost everything that makes Bootham what it is. The school Aims, Values and Behavioural Expectations are based in that Quakerism. Most days start with silent worship and most business meetings are run in a Quaker style. The positive relationships that are so important to us come from Quaker standpoints concerning respect, equality, community and peace. However Bootham has no intention of making all its students into Quakers! It is just hoped that students come to ask questions about their lives, spirituality and beliefs. Bootham occasionally holds information evenings about the Religious Society of Friends (Quakers). If you would like to know more an information pack is available from the School Office.

Relationships

Bootham is a fully coeducational school. Whilst friendships between students are part of any happy community, active sexual relationships are not permissible. Any students involved in unacceptable intimate behaviour may be asked to leave the school. Public displays of affection likely to cause embarrassment to others are not acceptable.

See: *Equality and Diversity Policy*

See: *Anti-bullying Policy*

Registration

This takes place at 8.40am each school day (except on Wednesday, 8.55am). It is important that students are punctual and come prepared for each morning's lessons, as Morning Meeting and then classes follow immediately after registration. Morning registration takes place in form rooms or common rooms. Afternoon registration takes place immediately after lunch at 1.25pm in Period 6 in the subject classroom.

Reports

Depending on the Year Group, full reports on the whole term's work are published via the Parent Portal; at the end of the Autumn Term for all students; at the end of Spring term for Upper Senior and College; at the end of the Summer term for students in Lower Senior and Schoolrooms. If a parent wishes to discuss a report, this is best done with the form teacher at the start of the following term.

Returned Work Prep

A student will be given a slip to attend Returned Work Prep, if there is a problem with homework that a teacher wishes to address by giving a detention. Returned Work Prep is 4.00-4.30pm three days a week. There will be a punishment for failing to attend; students should see the person in charge if another commitment makes attendance difficult.

Safety/Personal Safety

Safety is mostly common sense, but students need to be careful about these special points:

Obey all safety rules and posted notices in the workshop, labs, sports hall, swimming pool and minibuses.

Never use the swimming pool or sports hall unsupervised (including the climbing wall). Never go on (other than in a supervised activity) or swim in the river.

Do not make any repairs or alterations to school electrical wiring or fuses.

Be most careful not to do anything that might start a fire. Do not interfere with fire protection equipment.

Observe every detail of the fire procedure in the boarding houses and other areas in the school.

When crossing the A19/Bootham use the pedestrian lights.

Cycling, skateboarding, rollerblading and rollerskating are only allowed on the playground after 7.30pm Monday to Friday, after 2.00pm on Saturday and all day on Sunday. Skateboarding is not allowed on steps or wheelchair slopes. Protective gear and head protection is recommended.

Sanctions and Rewards

Bootham students are mostly positive and well behaved. Minor problems are usually dealt with by talking about the issue in line with the ethos of the school. The most commonly used sanction in school is a minor oral reprimand; this is usually enough. After this there are a variety of measures including columns and workbooks, tracking slips, detentions, and report cards. Occasionally a student may have restrictions applied to their movements and be asked to sign in at various times, called "gating". Suspension is rarely used.

Many small rewards and encouragements occur. Commendations may also be given. If a form does well, this helps with columns regulations and eventually, in Schoolrooms, may result in a half-day treat (e.g. a film). Individual subjects may also give their own rewards (e.g. student of the month). Praise cards may be given for a variety of good works and occasionally a student may receive a Headmaster's Commendation.

See: *Discipline Policy*

School Council

The Council is the major body through which students have a say in school issues. Each form has a representative (College have 3 from each year). The Council meets 3 or 4 times a term led by the student Clerk and is generally run using Quaker business methods. The Council has various sub-groups, including Food Committee. In recent terms the Council has offered advice on dress code, sanctions, rewards, Saturday school and the house system.

Sport

Physical exercise is important and therefore all PE lessons are compulsory. If a student is unwell and unable to take part, a letter from home is needed (day students) or an 'NA' / 'NS' note from the Lodge (boarders). School fixtures are important to the community; they may be during the school day, after school or at weekends. If selected, it is compulsory to take part and students should check the fixture notice board for team selection and calendar updates. If a fixture has to be cancelled, the information will be given to Reception.

Valuables

If in doubt, don't allow students to bring valuable possessions to school. Musical instruments should be locked in the Music School. Discuss bringing a computer with your boarding staff or form teacher. Parents should insure possessions, as the school does not. Remember to keep a note of the serial numbers of all valuable possessions. Personal effects insurance is available. Please contact the Bursar's office.

Visits

Good student behaviour out of school is essential. This includes on coaches, trains and at the destination. It is vital to observe instructions and to behave appropriately in all circumstances. Most visits require written parental permission. Parents have already given such permission by signing the contract of the terms and conditions at the time of joining. This gives general consent for pupils to take part in local sporting fixtures and visits/trips that incur no extra cost and do not involve an overnight stay. For all other visits, additional permission slips will be sent home for completion. It is essential that this paperwork can be returned in good time.

See: *Trips and Visits Policy*

Weekend Leave (Boarders)

Parents request weekend leave for boarders by writing to the house staff. The form or letter should reach them by the Thursday before the weekend.

The letter should give the details of the weekend (departure, return, meals in school etc.). Weekend Leave is an opportunity to go home, or, by special arrangement whereby both families write in, to the home of a friend. School must know which adults will be taking responsibility over the weekend. If leave is frequent, it is likely that schoolwork will have to be done.

If there is a Problem

Minor problems often occur with individuals and groups in any community. These are usually solved fairly quickly. Sometimes, however, some quite serious problems may occur to a student or to someone they know. It may be something that has happened outside school; it may concern relationships between students, or adults and young people. The most likely person to turn to will be the form teacher, tutor or house staff. A student might prefer to talk to someone else in the school, perhaps the Year Group Head, Deputy Head, Head or the nurse in the Lodge.

If a student feels a need to describe a specific concern or even make a specific complaint, there is a procedure for following this up discreetly. It is possible to discuss the matter with the form teacher, tutor or house staff; on the other hand if it is very serious a student should see the Deputy Head or the Child Protection Officer (Angela Singleton). The matter will be investigated sensitively. Sometimes people may prefer to speak first to someone outside the school. 0800 1111 is the Child Line Help Number. There is also a counsellor who can be contacted through the Lodge or directly (see under 'Counsellor').

It can happen that the problem or concern means that Social Services need to be consulted. It will normally be the Head or Deputy Head who contacts them.

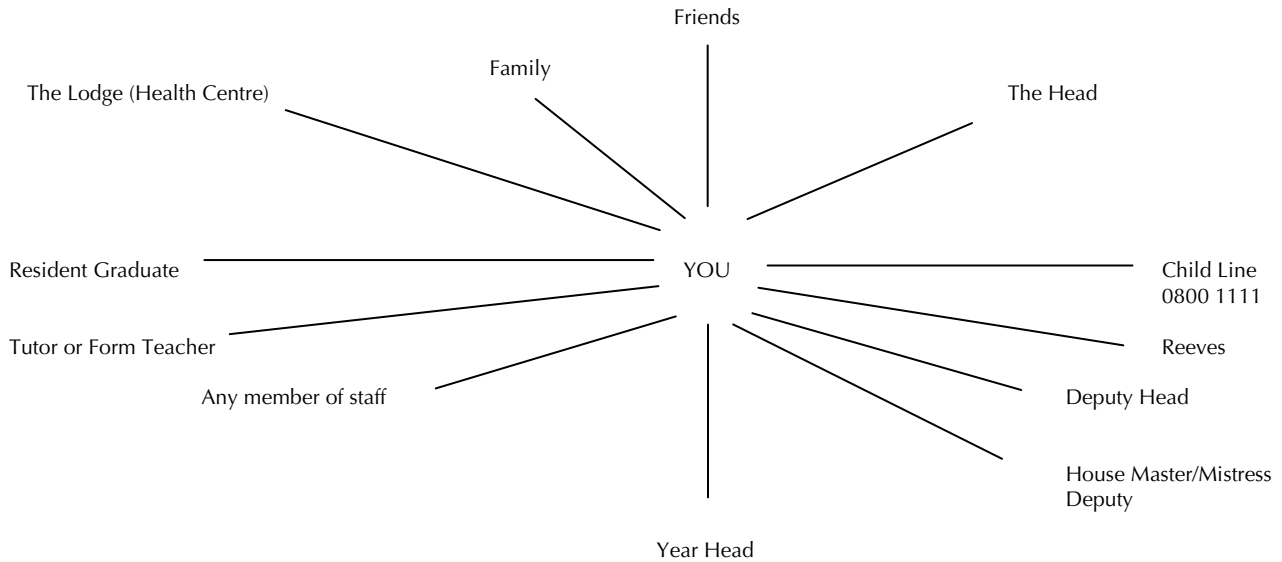
Whatever a student's concern is, it will be followed up as discreetly and helpfully as possible in a simple way. If parents wish to follow-up a concern, they should follow the normal channels through the form teacher, Year Head, Deputy Head and, if needed, the Head.

See: *Anti Bullying Policy*

See: *Complaints Policy*

See: *Child Protection Policy*

PEOPLE WHO CAN HELP A STUDENT



This diagram shows the people to call on if help is needed. Sometimes the lines can work in the opposite direction and help can be given to someone else. Helping others helps to make the school motto a happy reality – for we are all members of the greater school community.

“MEMBRA SUMUS CORPORIS MAGNI”