



PATRON  
HM THE QUEEN



Ascot

A Co-educational Day & Boarding School  
for young people aged 4 - 18



# SENIOR SCHOOL PARENT/STUDENT HANDBOOK

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**LVS knows that starting senior school is a challenge. All students feel nervous about the prospect. We asked a group of students who have been with us for one term for their advice.**

Don't panic!

Don't worry if you're on your own, because there are lots of people also looking for friends.

Make an effort to make new friends

Join as many after school clubs and activities as you can because it's a good way to make friends.

Have fun but don't go past the boundaries.

Don't worry about what sets you're in – the teachers will put you in the right group for your ability.

This information booklet will help parents and students understand how LVS works and our expectations of students. If you have any queries or concerns please just ask. Before starting school, we put students in touch with a student mentor/buddy, local families, Tutor and Head of House, all of whom will support students and can be contacted for advice. Alternatively, telephone the school office or contact us by email on **office@lvs.ascot.sch.uk**

## SCHOOL AIMS

### **AIMS OF THE LICENSED VICTUALLERS' SCHOOL**

#### **MISSION STATEMENT**

**To develop caring, confident citizens for the future**

## INTRODUCTION

The school was established for the education of children from the licensed trade and, although it is now open to include children from all backgrounds and a wide range of academic abilities, offering support for those in the licensed trade is still central to the school's aim.

Based on Christian principles, LVS is a non-selective co-educational day/boarding school for children from the ages of 4½ to 18. There is no entrance exam at any level, though an interview with the Head and a report from the previous school (where appropriate) enables us to offer places to those for whom our style of education seems most appropriate and for those who are most likely to get benefit from what we offer.

LVS is committed to the aims of the Every Child Matters Agenda. We strive to ensure that every child is encouraged to achieve his or her potential and improve their performance by offering them the widest variety of opportunities and experiences in a safe and supportive environment. These may be within the school, the local community or the wider world. Thus, we hope that our Students will leave us having become caring, confident citizens of the future.

### **Aims of the school:**

1. To realise each Student's full learning potential through an enriching, stimulating, broad and challenging curriculum.
2. To encourage all Students to participate in the co-curriculum, to experience a range of opportunities and challenges and to develop a range of skills and talents.
3. To provide a secure, happy and flexible school environment for all our Students to become highly motivated life-long learners.
4. To foster a Student's esteem, respecting themselves, others and the environment, as well as creating the ability to work independently and collaboratively.
5. To nurture in the Students a desire to extend themselves in mind, body and spirit, developing an enquiring mind, a sense of curiosity and respect for other races, religions and ways of life.
6. To develop the learning partnership between school, home and community, enabling the Students to adapt confidently to the rapidly changing world.

## LVS CODE OF CONDUCT

To enable effective teaching and learning to take place

To take responsibility for our own actions

To treat each other with care and consideration

To be consistent and fair

To respect property

To maintain a safe, clean and pleasant environment

## THE SCHOOL DAY – MONDAY – START OF EACH HALF TERM

8.40am	Arrive Go to locker, get books for the first two lessons
8.45 am	Registration and notices in tutor room
8.55 am	Full School Assembly
9.20am	Lesson 1
10.15am	Lesson 2
11.10 am	Break Go to locker, change books
11.30 am	Lesson 3
12.25 pm	House Assembly
12.55 pm	Lunch and activities
1.45pm	Go to locker - get books for the afternoon lessons
1.50pm	Registration in tutor room
2.00 pm	Lesson 4
3.00 pm	Lesson 5
4.00 pm	End of school
4.15 pm	After school activities, Extended Day

## THE SCHOOL DAY – MONDAY-FRIDAY

8.40am	Arrive
8.45am	Go to locker, get books for the first two lessons
8.50 am	Registration and notices in tutor room
9.00 am	Lesson 1
10.00 am	Lesson 2
11.00 am	Break
	Go to locker, change books
11.20 am	Lesson 3
12.20 pm	Return books to locker
12.20-12.50 pm	Tutor/Assembly
12.50 pm	Lunch and activities
1.45pm	Go to locker - get books for the afternoon lessons
1.50pm	Registration in tutor room
2.00 pm	Lesson 4
3.00 pm	Lesson 5
4.00 pm	End of school
4.15 pm	After school activities, Extended Day

\*Boarders leave the Boarding Houses at 8.30am

## Key Personnel

Headmistress – Mrs. Christine Cunniffe  
Headmistress' PA – Mrs. Lynn Humphries  
Deputy Head/Pastoral/Boarding – Mr. Chris Seal  
Deputy Head/Academic – Mr. Crispin Davis  
Assistant Head/Director of Studies – Mr. Ken Adams  
Assistant Head/ Head of Sixth Form – Mr. Charlie Jenkins  
Medical – Sister Wooldridge  
Music lessons – Mr. Mark Lister  
Admission – Mrs. Sarah Folley  
Learning support – Mrs. Elaine Lawrence  
EAL –  
Head of Sport (Fixtures) – Mr. Andy Towse  
Extended Day Manager- Mrs. Maureen Cook

For other LVS staff, please consult the school website  
[www.lvs.ascot.sch.uk](http://www.lvs.ascot.sch.uk)

## REGISTRATION AND START/FINISH TIMES

We recommend that students arrive by 8.40am. It is important that students are in school in time to get their books ready for the first teaching session (lessons 1 and 2) and to get to registration (8.50am) on time. At registration, important notices are given out which could affect the school day. If a student misses registration he/she must sign the 'Late Book', which is held in reception. It is very important to register (or sign the Late Book) as we need a list of those in school in case of fire or in an emergency.

We cannot be legally responsible for day students after 4.15pm. It is important that students are collected at the correct time. However, from 4pm there are after school co-curricular activities, an Extended Day facility and the Learning Resource Centre is open for use by day students until 5.30pm. Students must be registered in one of these activities if on site after 4pm.

## AFTER SCHOOL

There is a wide range of opportunities to be involved in after school.

Senior school students may need to access the Learning Resource Centre (LRC) after school hours to conduct research or complete their prep. Day students can access the LRC from 4pm each evening. Whilst students need to sign in, they are not directly supervised and day students must leave the school site by 5.30pm unless enrolled in the Extended Day facility. For those students in years 7, 8, 9 who regularly stay late, we strongly recommend our Extended Day provision where there is a greater level of supervision.

## EXTENDED DAY – YEARS 7, 8, 9

This option allows students to benefit from activities and get their prep finished before coming home. Students can be dropped at school from 7.40am where they will be registered, enjoy breakfast with friends and to go either to the LRC until registration or play on the West playground which is supervised from 8.30am. At 4pm, Extended Day students register with the supervisor in the dining room and enjoy a light snack before either attending a co-curricular activity or supervised prep. Supper is from 5.15pm and students can be collected anytime until 6.45pm in the evening.

Most students use this facility five days a week; however some choose only to stay on one evening a week, depending on need. We do need to know which evenings(s) students will be in Extended Day. Please contact the registrar for further details.

Students must sign in and inform the Extended Day manager if attending an after school activity. Once students have finished their prep and have no organised activity, they may play within sight of the teaching staff on the West Playground during the summer months.

In the event of the fire alarm sounding after 4pm, Extended Day students should join their activity leader on the West playground where a register will be taken.

## ACTIVITIES

We encourage students to attend at least one after school activity each week. We have over 100 different activities on offer throughout the week, both at lunchtime or after school. These include: Photography, Newspaper Club, Tennis, Football, Climbing, Music, Choir, Athletics, Rugby, Swimming, Drama, Computer, Riding..... Each student is given a list of activities at the start of each term and needs to sign up with the activity leader as soon as possible.

Activity leaders keep a register of students taking part in their activity. In the event of the fire alarm sounding after 4pm, students should join their activity leader on the West playground where a register will be taken. Boarding students should return to their House.

## The Duke of Edinburgh's Award

The Duke of Edinburgh's Award is referred to as DofE. It offers challenges for young people to develop their own independence and respect for others through their involvement in practical, cultural and adventurous extra-curricular activities. It is highly regarded as a very valuable experience by employers and universities as well as being rewarding and great fun!

The DofE programme's guiding principles are to present a voluntary, balanced non-competitive programme of activities which encourages responsibility, self-reliance, personal discovery and perseverance. The LVS has its own licence to run as an Independent Operating Authority and offers all three levels of DofE, namely Bronze, Silver and Gold. On achieving their Gold Award, participants are invited to a presentation ceremony at one of the Royal Palaces.

Students can register with Mrs Beswick at any time of the year from the age of 14 through to sixth form, although must attend all expedition training sessions from the start of the season. Why not look at the website [www.dofe.org](http://www.dofe.org) for more details.

DofE Manager

Mrs Beswick

[g.beswick@lvs.ascot.sch.uk](mailto:g.beswick@lvs.ascot.sch.uk)

## ABSENCE PROCEDURES

## ADVICE TO PARENTS

If a student is absent from school we ask that you telephone the school reception between 8.30 - 10.00am on the first morning. When your son or daughter returns to school after absence, they must bring in a note explaining their absence even if they have telephoned previously. This note should be given to the tutor.

If parents know in advance that a student is going to be away from school - for example, for a dental appointment – please inform the school in advance. If your child needs to leave the site during the school day, parents must notify the school through the tutor beforehand and collect them personally. He/she must sign out from reception and make use of the green form from their tutor. Students may not leave the site during the school day without these formalities being completed.

If parents wish to request leave of absence for children other than for an occasional morning or afternoon, an application should be made in writing to the Headmaster. We ask parents to avoid taking children out before the end of term or returning after the start of term. For this kind of absence, the Headmaster's permission must be sought in writing, at least a week in advance.

We have a Medical Centre on site, which is continually manned by trained medical staff. If a student feels ill at school then he/she will be sent to the Medical Centre. The nurse will assess his/her condition and if necessary will contact parents to collect. We must emphasise that students who are not feeling well are not allowed to leave the site without the permission of the Medical Centre. For this system to work, we need to have up to date contact details for parents at all times.

## SENIOR SCHOOL UNIFORM

LVS believes that school uniform is important and that students should wear LVS uniform with pride. Therefore, we request that all students must be dressed correctly from leaving home in the morning until return home in the evening. This includes, top buttons being done up, ties and blazers worn and only dark blue or black outer coats worn over the school blazer during the winter months. Please refer to the uniform regulations below. **All uniform must be clearly labelled.**

Formal school dress, as defined below, is to be worn for all lessons and on all formal school occasions, including plays, concerts and off-site visits, except when instructed by the Headmaster.

School uniform is available from:

School Days Direct in Taplow.

[www.schooldaysdirect.co.uk](http://www schooldaysdirect.co.uk)

**Please consult the school website [www.lvs.ascot.sch.uk](http://www.lvs.ascot.sch.uk) for uniform and kit lists.**

The LVS regulation book bag is strongly recommended as it can be carried to and from lessons and taken into the classroom whereas other bags are prohibited.

**All Uniform and PE kit must be clearly named.**

Please ensure that the sports bag is not too large as it will need to fit into a school locker. School bags and kit bags must be either navy blue or black. Although sports bags are hard to find without some sort of logo, please choose a bag where the logo is as discreet as possible. We do offer official LVS sports and boot bags from our uniform supplier.

Jewellery and make-up of any kind, including ear-rings, is not permitted in years 7-11. Face make-up needed to be worn for cosmetic problems must be discussed with the Head of Pastoral care. Hair that is below collar length (male or female) should be tied back in a 'pony tail' and long fringes are to be clipped back away from the eyes. Hair bands and clips, including Alice bands must be blue or black.

**Incident slips are given to Students who do not adhere to school uniform regulations which begins a procedure of sanctions which could result in being sent home by the Headmaster.**

When travelling to and from school in uniform students represent the school and, as such, behaviour is bound by school rules; we expect politeness, respect of others and property and that uniform rules are adhered to, even off site.

## SIXTH FORM DRESS CODE

Sixth Form students are required to look smart at all times and both boys and girls are expected to wear a matching suit. Boys will also be expected to wear a shirt and tie. Sixth Form students are expected to be role models in and outside of the classroom and their dress must be deemed appropriate by the Sixth Form Management Team.

## EQUIPMENT

Basic equipment should include a pen, blue or black ball-points, coloured pencils, HB pencils, rubber, sharpener, a ruler and an A4 size ring-binder. Many departments use file-paper and make use of A4 work-sheets and so a ring-binder, with dividers, is useful. The Rules for the Conduct of Examinations issued by the examination boards stipulate that pencil cases should be transparent and so it is worth investing in one at the outset.

**The Mathematics department will need you to have purchased a Sharp EL 531WH calculator (or equivalent) and a Maths kit (including a compass, protractor, ruler, pencil, rubber and sharpener).**

Textbooks and exercise books are provided in all subjects.

**ALL BOOKS AND EQUIPMENT SHOULD BE CLEARLY MARKED.**

## BAGS, LOCKERS AND KEYS

Many students use the LVS Portfolio bag (available from our uniform supplier) to carry their books and equipment around the school site during the day. This bag is an aid to organisation; it is large enough to carry enough books for at least two lessons and yet is small enough not to create health and safety issues in the classroom and corridors.

Each student is allocated a locker which is secured by a key. It is important that students do not lend their key to friends or share lockers as security is jeopardised. If a student loses his/her key, she/he must report to the senior school receptionists to request a new key; a charge for the new key will be incurred and added to the school bill. In the meantime, students may suffer through not having the appropriate books and equipment for lessons and can get behind in their studies as a result. It is critical that the locker key is kept safe. Lanyards are allowed and all of year 7 will be presented with a LV 5 lanyard on the first day of the Autumn term. Many students order a second key as insurance against loss.

### Valuable items

Students should not bring valuable items into school as we are not legally liable and cannot guarantee their safety. Mobile phones are sometimes vital to both student and parents. We acknowledge that students may need to bring their mobile phone on site at times. However, two rules must be observed: firstly, mobile phones may not be used, or be switched on, during the curriculum day (unless authorized by a member of staff), and secondly, students for whom a mobile phone is essential must take personal responsibility for the security of the phone; phones must be left in lockers. We do not advise students bringing top of the range phones or expensive phones to school.

## **The School is not insured for personal items**

### **FORBIDDEN ITEMS**

Students are not allowed to bring cigarettes, sharp items, knives, aerosols, fireworks, lighters and matches on site.

Students are not allowed to bring items on site which they intend to sell to other individuals for personal profit.

### **Chewing gum is not allowed on School site**

### **LOST PROPERTY**

Lost property is held for three weeks by the porters. If not claimed after three weeks it is donated to a local charity. Bags and other personal property left unattended will be taken to the porter's cabin as lost property. When collecting items of lost property, students' names are entered onto the lost property spreadsheet which is regularly monitored.

## ACADEMIC WORK

### THE BASIC STRUCTURE

In years 7-9, all Students follow a broad and balanced curriculum, comprising English, Maths, Science, French or Spanish, Geography, History, RE, Drama, Music, ICT, DT, Art and PE. It is worth noteworthy that GCSE Science courses start in year 9 and that top French and Spanish sets also take German.

In years 10 and 11, students follow a core curriculum of English, Maths, Science, French or Spanish and PE and in addition have a free choice of 4 options from Extension Science (Biology, Chemistry and Physics), German, Geography, History, RE, Business, Drama, Music, ICT, Computing, DT graphics, DT Resistant materials, DT Food, Art or PE.

Students would normally take GCSEs in their chosen subjects at the end of Year 11. Year 12 and 13 students normally study three or four AS and A2 Levels from a wide range of subject choices.

### SETTING POLICY

Most academic departments place students into appropriate sets within their first term in the school on the basis of a screening programme, previous school reports and general performance and aptitude. The setting is flexible and specific to curriculum areas such as English, Maths, Science, MFL and Humanities. It is obviously important that students are taught at an appropriate level, and so if parents have any information that they feel is important from the point of view of setting, please ensure that it is passed on as soon as possible. It is particularly important that we

receive copies of any reports referring to specific learning difficulties. Concerns can always be discussed with the Head of Learning Support.

## PREP

We believe that prep is a critical element of a student's education. It is calculated that regular prep throughout secondary school is equivalent to an extra year in school. Prep is an invaluable means of consolidating a student's knowledge and preparing the ground for new information. It is important that prep is carried out thoroughly and seriously, never rushed. We firmly believe in promoting independent learning at every opportunity and at every level to instill good habits for the future.

In Year 7, students will have 2 or 3 subjects every night. It is recommended that students spend 20 minutes per subject per night in the Autumn term stepping up to 30 minutes per subject per night in the Spring term. Some evenings students may have less prep than usual, other evenings there may be a little extra; overall it averages out at about an hour to an hour and a half each evening. If students are consistently spending much longer or much less than half an hour per subject we ask that parents contact the tutor (through the Prep diary) to discuss this.

In Years 8 and 9 an average of 30 minutes per subject per night will be issued and in Years 10 and 11, an average of 40 minutes per subject per night. In the 6<sup>th</sup> Form, 4-6 hours per subject per week will be issued.

We encourage personal reading of novels, magazines and newspapers and therefore there is always something to do if formal prep has not been set.

## PREP DIARIES

Prep diaries are an important point of contact and a means of monitoring student's prep, achievements and current targets. On their first day at school, a student will be issued with a Prep diary. These, as the name suggests, are for recording prep details, but they are also a useful means of communication with the school and the student's tutor. Prep diaries will be checked and signed by the tutor every week; we would ask that parents monitor prep and sign the diary on a weekly basis. Please ensure that diaries are checked and signed every Friday evening ready for the tutor to check the following week.

Students are expected to have their prep diary with them in all lessons and to write in the details of their prep.

Students are expected to complete their prep to a high standard and on time

Children also record Subject Commendations and House Points in their prep diaries, along with negotiated targets.

## REPORTING PROCEDURES

### FORMAL MEETING - PARENTS EVENINGS

To check on how well new students are settling in we hold a Student/Tutor/Parents Evening at the beginning of the first term, attended by parents and students. This is a meeting with the student's tutor to discuss how he/she is settling in, to discuss optimum strategies for the forthcoming year, based on the previous year's performance and to listen to any concerns parents may have. This first meeting is too early to discuss academic progress. During the school year parents will be asked to attend a parent's evening, with their child, to discuss academic progress with each of his/her subject teachers.

If at any time, parents wish to speak to their child's tutor they may telephone and make an appointment. Whilst we are always happy to meet with parents to discuss progress or any other issue it is preferable to make an appointment. Parents should telephone the school and a message will be given to the member of staff concerned, who will call you back within 24 hours.

### REPORTS

Parents will receive a full written report each year that will inform of their child's progress, effort and achievement. Each term parents will also receive an interim assessment of their child's effort, behaviour in class, quality of prep and class work. This regular monitoring system flags up potential problems rapidly.

### ADDITIONAL LEARNING NEEDS

The objective of the school's Additional Learning Needs policy is to make educational provision which is additional to, or different from, that provided for the majority of Students.

The Additional Learning Support Department in the senior school consists of the Head of Department and part-time members of the English department, with Learning Support Assistants to support as required. There are also four part-time dyslexia-qualified teachers who specialise in tutoring Students with dyslexia and related Specific Learning Difficulties. Each curriculum area within the school has a named person who liaises with the Head of Learning Support. Students' needs are identified before admission through assessment by the Head of Learning Support or Head of the Junior Department. The Head of Learning Support will visit Students in feeder schools where necessary. Students in all year groups complete a basic screening assessment on entering the school which helps to identify individual learning support needs.

On arrival Students are 'set' according to ability and those with Additional Learning Needs may be set within smaller working groups for the majority of subjects. All learning support Students follow a broadly-based curriculum whilst a number of Students in each year group are admitted to The Non-Language Support Group where they receive a modified curriculum, receiving additional support in the core curriculum areas of English and Maths.

## EAL

At LVS, there is a dedicated department (EAL) which supports those students where English is not their first language. Individual programmes are tailored to meet the needs of students which can be discussed with the Head of Department.

## GIFTED AND TALENTED

AT LVS we are committed to extending and challenging all students but are aware that particular attention must be given to those who fall into the category of gifted and talented. Students are identified as a result of their baseline scores and by individual department recommendation. The term 'gifted and talented' might include Students who have a high all round ability or an individual who has a specific talent or skill at a high level.

## LEARNING RESOURCE CENTRE (LRC)

The Learning Resource Centre is open from 8.00am – 5.30pm for day students and 8.00am -9pm for boarders Monday to Friday, Saturday mornings and Sunday evenings. Students from Years 7-13 may use the LRC at break, lunch and after school until 5.30pm for prep, reading, computer use or browsing. Boarding Students will do their prep in the LRC during the evening. The LRC is used by all members of the school and it is important that all students respect each other's needs by keeping quiet and following the LRC Code of Conduct.

The LRC provides a wide range of resources to help students during their time at school including:

A wide range of fiction books for all tastes and at all levels

Non-fiction books for your prep or hobbies

Reference books for information and fun – e.g. Guinness Book of Records

Lots of popular magazines and the daily newspapers

Computers with internet access

Photocopying and scanning facilities

All our resources can be found using the OLIVER library catalogue which can be accessed in school or from home:

<http://slk010.oliverasp.net/lvs/>

Oliver also gives students access to good websites for prep and our online resources – Proquest Learning Library and Issues Online.

Students will be introduced to Oliver and all our resources early in the Autumn term and given a username and password. Students can then access their own account, reserve or renew own books and search the database. Students in Years 7-9 may borrow two resources for two weeks and reminders are sent if books are late.

Every Year 7 student has a weekly library lesson to learn how to use and find all our resources. Students will learn studying skills that will help throughout their school career.

There are also many activities to get involved with in the LRC. A weekly reading club involves Students from all year groups and

we take part each year in the Berkshire Book Award and the Carnegie and Greenaway Shadowing for the best books of the year. We hold an annual book week which involves everyone in Years 7-9 and a Reading Challenge which starts in the autumn term.

There are activities for everyone and always someone to help. The LRC looks forward to meeting new students and hearing suggestions for new books or activities.

Students must adhere to the rules of the LRC which include keeping quiet and not disturbing others trying to work.

## PASTORAL SUPPORT

The Deputy Head/Pastoral and Head of Sixth Form ensure that the pastoral care of all students is effective, providing a caring and protective environment in which young people can work safely and happily.

Senior school students in LVS are allocated a House: Whitbread, Courage and Bell's day houses, and Bass, Carlsberg and Guinness for senior boarders. The Sixth Form boarders live in Gilbey House.

The Head of House for each of the day houses is supported by an Assistant Head of House and 10 tutors, 2 for each academic year.

Each of the four boarding houses has a Head of House. Bass, Guinness and Carlsberg (Years 7-11) combine to form 10 tutor groups, There are two tutor groups in Year 7 and the remainder are grouped vertically according to gender. Although from different houses, they are collectively known as "boarders."

Gilbey boarding students combine with Sixth Form day students to form tutor groups across the Lower and Upper Sixth of mixed gender.

## THE TUTOR SYSTEM

Each House is organised into tutor groups. Each tutor group is led by a subject teacher who acts as tutor. Each student will be allocated to a House and to a tutor group within that House. The tutor will monitor every aspect of the student's progress through the school - both academic and pastoral. The tutor is the main point of contact for all parental queries who should be contacted in the first instance.

Student and tutor meet at least three times a day. Students will see their tutor first thing in the morning for registration and notices. This is also an opportunity for a student to hand in any notes or letters. Then before lunch, students will attend tutor sessions or assembly for half an hour. Twice a week, during this session the tutor delivers the school's Personal, Social and Health Education (PSHE) programme which covers life skill issues such as friendships, anti bullying, stress, relationships, globalisation, politics, drugs and finance. Sensitive subjects covered in the PSHE programme such as Internet safety and drug abuse, are highlighted to parents before delivery and we hold evening presentations for parents to evaluate the resources to be used. We respect that parents feel there are topics that should be delivered by the parent and we are keen that you inform us of any areas of concern. We have an opt-out system for very sensitive subjects if requested.

Tutors will find times to talk informally with each child in order to monitor their well being and progress. The tutor will hold more formal one-to-one sessions every term with each student to track

academic progress and to set new targets. These are noted in the prep diary.

At 1.50pm your son/daughter will see their tutor a third time for afternoon registration.

## MENTOR SYSTEM

Each Year 7 student will be allocated a mentor from year 10. A student's mentor will make contact before the summer holidays, so that concerns can be discussed before he/she starts school. The mentor maintains regular contact particularly in the first year and thereafter remains a support for your son/daughter's school life.

Students may apply to be mentors during Year 9 and will undertake a selection and training process. This is an important opportunity to take on responsibility.

## BUDDY SYSTEM

Each new senior school student joining in year 8 and above will be contacted in the summer term prior to starting LVS by a buddy of the same age and from the same tutor group.

## EXPECTATIONS, REWARDS & SANCTIONS

### EXPECTATIONS

A school is a community; its members include porters, secretaries and cleaners as well as students and teachers. The actions of each person affect the whole community in same way; we expect all students to show consideration for others. Students must understand that they cannot have complete freedom to act as they like at all times.

Whilst students enjoy games and other activities, academic work is the main reason for being in school, so they must give it their full attention. Teachers have a responsibility to teach, Students also have a responsibility to learn and allow others to learn. That means that the classroom should be calm, ordered and purposeful at all times. The school cannot allow disruptive behaviour.

Students should arrive promptly for all classes and ensure they are equipped with all that they require (including any prep). Students should be aware that there is a bell at 11.15am, five minutes before the start of lesson 3 and at 1.45pm, five minutes before afternoon registration allowing students enough time to arrive promptly.

Classrooms and other teaching areas (including the Theatre) should not be entered unless permission has been given by a member of staff. Students are expected to wait quietly outside a room; others nearby may be working and do not want to be disturbed.

When dismissed at the end of a lesson students should collect all their belongings, dispose of rubbish in the appropriate bin and leave their working space tidy for the next person to be able to use it.

During lessons, students must consider the needs of others.

When working alone or in groups, students should keep noise to a minimum and keep to the task in hand.

If for any reason a teacher does not arrive to take a lesson, students must report this non-arrival to the main school reception 10 minutes after the scheduled start of the lesson.

Bundling or other physical games that could result in injury are not allowed at any time.

It is expected that students will be courteous and polite at all times such as holding open doors for visitors, staff and each other.

Please refer to the Behaviour Management Policy available on the school website.

## REWARDS

Academic rewards: Subject departments have their own criteria for rewarding subject commendations. This criterion is explained to students and everyone has the opportunity to achieve a Commendation through good effort and/or work quality. Students can record their Subject Commendations in their prep diary but they are also recorded on the school's data base by the awarding subject teacher.

Once every half term, the Head of Subject Department will recommend students to receive a Headmistress' commendation. These students will have achieved significantly within that period of time. The Headmistress will be able to see the number of commendations achieved through the data base and identify those students receiving commendations across the range of subjects. At her discretion, the Headmistress may choose to award a commendation for general effort.

Headmistress' commendations are announced in the main school assembly twice a term on a Monday morning and awarded during the year assemblies in the same week.

Non-Academic rewards: Students can receive House Points for serving others e.g. for helping out a new student, playing regularly in House teams. Each House has its own policy for rewarding students through House Points.

## SANCTIONS

As well as academic excellence and pastoral/social development, we strive to instill a consideration for others that will help our students take their place in society as active, caring citizens. We have a well-structured disciplinary procedure to deal with problems but encourage and rely on students' self-discipline.

Incidents are reported to the Tutor, Head of House and Headmaster through incident slips. Sanctions might require a Student to serve a period of detention at lunchtime, or in more serious cases, an after-school detention. When an incident slip is issued, depending on the seriousness or recurrent nature of a problem, your child's tutor may contact you by telephone to alert you to any perceived problem. In the case of after school detentions, we ask that parents/guardians sign the detention slip, both to indicate awareness of the existence of a problem, and

also, for an after-school detention, to ensure knowledge of the whereabouts of children after school. A minimum of 24hrs notice will be given to parents notifying them of their child's after school detention.

Where recurrent poor behaviour persists or a more serious offence warrants it, the Head of House may issue a House detention or, in more extreme cases, the Head of House may ask the Headmaster to issue a Headmaster's detention on a Saturday morning.

In cases where Students show continuing or progressive problems with lateness to lessons, inappropriate behaviour, failure to complete prep etc, the tutor or Head of House will place the student on a report card to monitor progress.

In the unlikely event that a student fails to respond to the above sanctions, a member of the Senior Management Team will meet with the student and parents to issue a behaviour contract; should this be broken the Headmaster will intervene and may ultimately recommend to the Governors for the Student to be excluded from the school.

## THE MEDICAL CENTRE

The Medical Centre is staffed throughout term time when Students are present. Its main purpose is to provide medical care, deal with accidents and other emergencies that might arise during the school day. If a student feels unwell during classes, he/she must tell the teacher who will arrange for him/her to go to the Medical Centre. Medical staff may be paged from Reception. Students should not carry medicines around the school unless allowed to do so by the Medical Centre. Students who bring medicines into school must take them at once to the Medical Centre for safety.

Boarders should only visit the Medical Centre at surgery times unless they are feeling unwell or there is an emergency. Surgery times are published on House boards and outside the Medical Centre. All boarders are required to be registered with the school doctor who visits the school twice a week. Consultations with doctors and other medical staff are confidential.

Students have a responsibility to themselves to keep in good health. This means taking proper exercise, eating a balanced diet at the proper times and avoiding things which could cause injury in the short and long terms. Emotional health is often closely linked to physical health. If students have any worries about their health, they can discuss them with a member of the medical staff. The Medical Centre staff offer confidential advice on sexual health, contraception, personal hygiene and local support services.

If an accident occurs in school, Students must be report it immediately to a teacher who will report it to the Headmaster's PA who will enter the incident into the Accident book.

## COUNSELLOR

We offer a confidential counselling service for students at LVS. An independent, qualified youth counsellor is available for all students over the age of 12 in the Medical Centre on Wednesdays between 10am – 2pm and then 4-6pm. In addition to an appointment service run in the morning, the counsellor offers a drop-in service between 1:00pm and 2:00pm. Whilst this service is confidential, any major problems would be referred to the appropriate services.

The school has two independent listeners, (one male, one female) for boarders. These telephone numbers and other emergency numbers are posted around the school.

## FAMILY INTRODUCTION

Each new family in Year 7 is asked to release their contact details so that we can produce and circulate a list of the details of all new families. We encourage parents to contact families of other new LVS students of a similar age in their area as this can help with lift share and to establish friendships.

## PTA

LVS has a very active PTA and we hope parents will want to get involved with the many social and fundraising events the PTA organises. The PTA holds events throughout the year starting in September with the new parents' cheese and wine evening

followed by events such as quiz and race nights, an Autumn or May ball and most notably, the Summer carnival which is the highlight of the school year. The PTA also operates a second hand uniform system and regularly holds second hand uniform sales in school. To find out more about our PTA or to contact the PTA please see the link on our school web-site.

Aside from the PTA, there is also The Old Elvians Society which meets regularly and holds fundraising social activities throughout the year.

## MEALS AND DIET

The school fee includes the cost of lunches and students are not allowed to bring packed lunches. Each day at lunchtime, Sodexo offers a choice of three hot meals (one of which is always vegetarian). An excellent, varied, fresh salad selection is also available. There is a selection of puddings and fresh fruit. The school caterer can meet all special diets on medical or religious grounds. Parents should ask to speak to the catering manager if they have any concerns. Students may bring in a snack for morning break; this is particularly advisable if the student is on late lunch. There are healthy snacks available in the vending machines outside the dining room. LVS has been awarded Healthy Schools status and encourages students not to bring in crisps or sweets as a snack.

Menus are available to view on our school website.

Students must go to lunch at the appointed time for their year group on the lunch rota

Students must queue quietly in single file for lunch and must be polite to catering staff at all times. Whilst eating students should

not cause disruption or make undue noise and they must not shout or run in the dining room.

When a student has finished eating he/she must clear away his/her dirty crockery, placing the tray on the conveyor belt

## BOUNDS

Bounds are set for reasons of safety and also to prevent problems arising because of the sheer numbers of people crossing the school site. Students below Sixth Form should not leave the school at any time during the school day, including breaks and mealtimes, without permission from their Head of House or notification to Tutor from parents. Anyone leaving the site must sign out and back in the book at the main Reception desk; in the event of fire, such information could be vital. Students are allowed within the perimeter ring road and on the field as far as the lake boundary; all other areas are out of bounds. All plant rooms, lofts, maintenance areas, kitchens, stores, swimming pool and laboratories are out of bounds at all times. Students are asked to keep to paths and stay off all grass areas and planted beds.

## FIRE PRECAUTIONS

The school fire alarm is a siren that sounds in a pulsing manner. This is the signal to evacuate the school at once. Students must exit immediately, following the teacher's instructions. Students must:

- not attempt to tackle the fire, even if there is a fire extinguisher nearby

- not stop to gather possessions, but make sure that they are wearing footwear and basic clothing
- not attempt to re-enter any building for any reason
- proceed calmly and in silence to the fire assembly point (which is the sports field for all alarms sounding during the school day) via the route which is clearly displayed by the fire notices in each classroom
- once at the assembly area remain silent and follow all instructions given by staff

If students discover a fire, they should raise the alarm by breaking one of the rectangular red fire alarm points around the school. There is always one near to each exit from a building.

If the alarm sounds before 8.50am, students should proceed to the fire assembly point on the main school field where they will be registered by their tutor. If the fire alarm sounds after 4pm, boarding students must return to their Houses and day students should assemble on the West playground where their activity leader, Extended Day manager or LRC representative will take a register.

## TRAFFIC SAFETY

Sadly, not all drivers observe the speed limits around our road system, so students should keep off the roadways unless entering or leaving the school. Day Students are encouraged to travel to school by bicycle, but must wear a safety helmet, use a security lock and note the details of their cycle (including frame number). The cycle racks are between the Junior School and Carlsberg and behind the swimming pool.

Cyclists must wear helmets.

Motor cycles may never be brought to school unless permission has been sought by the Headmistress.

Parents and car drivers are asked to observe the 5mph speed limit on site and not to turn right across oncoming traffic onto the London Road when leaving by the main exit.

Student's cars are not allowed on school site between 8.00am and 4.15pm. There is provision for the parking of student's cars in the Goaters Road car park which **is** accessed by the next turning on the left after passing the school entrance in Fernbank Road. There is access from the car park to the school via the school fields.

**Cars not displaying a valid car pass may be clamped.**

## Buses

We have several bus routes for the Students at a cost which is billed termly:

Route 1 - Maidenhead, Bray and Holyport which is run by our own Mini Bus

Route 2 - Crowthorne area which is run by the White Bus Service

Route 4 -Chalfont St Giles and Slough area run by the First Bus Company

Route 5 -Chertsey area run by our own Mini Bus

Any queries on these routes, please contact us as we may be able to help with your arrangements

## COMPLAINTS PROCEDURE

All complaints are recorded and dealt with by the appropriate member of staff. Please contact us either by e mail to the school office or by letter addressed to the Headmistress.

All correspondence to the Chairman of the Education Committee, Mrs Adams should be addressed c/o The Licensed Victuallers' school, London Road, Ascot, Berkshire, SL5 8DR

Our complaints policy is with the school policies available of the website [www.lvs.ascot.sch.uk](http://www.lvs.ascot.sch.uk)

## NOTICE BOARDS

There are several notice boards on site where students can inform and be informed of activities, forthcoming events and achievements. At one end of the Street, there is a notice board promoting tips for 'Healthy Living'; this is a reflection of the Healthy Schools programme, giving information on diet, emotional health and physical activity. At the opposite end of the Street, students can use the 'Student Notice board' to advertise any charity or music events that they are running.

There are also separate notice boards for each House on the walls leading to the Sports department outside the street. Music timetables for instrumental lessons are posted on two notice boards, one opposite the dining room door in the street and the other by the external door to the EAL department. Drama/Musical

production notices are posted on notice boards in the vestibules on either side of the theatre.

## House Council

The School Council meets regularly each term and is led by the student Heads of School. At least one member from each tutor group from year 3 upwards is elected by their peers to represent them at the meetings. The School Council drives many initiatives through to fruition and they have been instrumental in policies such as the Healthy Schools' policy and changes to school uniform. Their notice board sits adjacent to this board, promoting its members and changes made in school through the work of the School Council.

## Headmistress' rules:

Students may not:

- Engage in acts of violence
- Drink or possess alcoholic beverages (without permission of Headmaster)
- Use, possess or supply tobacco, drugs or solvents
- Engage in sexual misconduct
- Steal

**The possession or use of illegal drugs, alcohol or tobacco is not allowed at any time.** The School reserves the right to drug test a student if he/she is suspected of being under the influence of drugs. This would only be done if there were real reason to suspect drugs had been taken and parents would always be notified and invited to be present.

## BULLYING

**Please see out Anti-bullying policy on the LVS website under policies.**

Bullying is not tolerated at the Licensed Victuallers' School; every person has the right to feel safe and secure. All Students should be responsible for bringing bullying to the attention of any adult on the staff.

Bullying may include:

**Physical means:** A Student may be injured as a result of a range of activities from horseplay to vicious assault.

**Verbal means:** A Student may be subjected to name calling, teasing and taunting. These can give emotional bruising and can include racial and sexual harassment.

**Social means:** A Student may be deliberately excluded from activities or groups.

**Cyber:** all areas of the internet, such as email and internet chat room misuse and mobile threats by text messaging and calls. Misuse of associated technology i.e. camera and video facilities. It is against school rules to take photos of any Student or member of staff without permission.

Bullying can be carried out by an individual or a group. Students who may not begin as bullies may join bullying gangs/groups.

Many bullies try to involve other Students in their activities.

## ADVICE ON BULLYING:

Tell an adult you trust.

Tell yourself that you don't deserve to be bullied.

Get your friends together and say no to the bully.

Stay with groups of people, even if they are not your friends.

There is safety in numbers.

Try to ignore the bullying.

Try not to show you are upset, which is difficult.

If possible, avoid being alone in a place where bullying happens.

Try being assertive - shout 'NO' loudly. Practise in front of a mirror.

Walk quickly and confidently even if you don't feel that way inside. Practise!

If you are in danger, get away. Do not fight to keep possession.

Fighting back may make it worse.

If you are different in some way, be proud of it! It is good to be an individual.

**For confidential and anonymous help and advice please contact**

**[www.bullyingaction@lvs.ascot.sch.uk](mailto:www.bullyingaction@lvs.ascot.sch.uk)**

## SCHOOL POLICIES

All our school policies, offering additional information and support on most of the items above are available on the LVS school website. [www.lvs.ascot.sch.uk](http://www.lvs.ascot.sch.uk).

## USEFUL CONTACT INFORMATION

### SCHOOL ADDRESS

Licensed Victuallers' School, London Road, Ascot, Berkshire,  
SL5 8DR

### SCHOOL RECEPTION TELEPHONE NUMBER

01344 882770

### SCHOOL FAX NUMBER

01344 890648

### E-MAIL

[office@lvs.ascot.sch.uk](mailto:office@lvs.ascot.sch.uk)

## **LVS WEBSITE**

[www.lvs.ascot.sch.uk](http://www.lvs.ascot.sch.uk)

**Headmistress: Mrs. Christine Cunniffe**

**Director of Education: Mr. Ian Mullins**

**Chairman of the Education Committee: Mrs Anita Adams**

**Chairman of the Licensed Trade Charity : Mrs Anita Law**