



A GUIDE TO LIFE IN THIS SCHOOL COMMUNITY

Everyone at Queen Victoria School is expected to support and comply with the following fundamental standards of attitude and behaviour:

- Courtesy and consideration are expected between adults, between adults and pupils, and between pupils and pupils, both inside and outside the School.
- Everyone must support Queen Victoria School positively in all its aspects, within and outside the School.
- A neat and tidy appearance is expected at all times and pupils, staff and parents must be supportive of all ceremonial activities.
- The tidiness and cleanliness of the School and its grounds are the responsibility of all; everyone should pick up litter and place it in the nearest bin. **Please note in particular that chewing gum should not be brought on to the School site.**
- Excessive noise within classrooms and boarding houses is anti-social; please consider others.
- Everyone should take pride in the fabric, buildings, fitments and grounds of the School and do his or her best to reduce unnecessary damage.

In the classroom and Teaching Block:

- It is the duty of everyone to arrive at classes punctually, and fully equipped according to the requirements of their teachers and specific lessons.
- Consideration for others in class is essential for the progress of all; disruption of others is unacceptable.
- For ease of movement everyone should walk on the left in corridors and stairs in the teaching block.

- Prep is a most important aspect of everyone's education: it is to be completed promptly and thoroughly, and to be handed in on time.

PUPILS' RIGHTS TO PROTECTION & CARE

Pupils in QVS have the right to:

- be safe and secure emotionally and physically
- express their views about any issues or decision affecting or worrying them
- be protected from all forms of abuse be it physical, emotional or sexual from adults or fellow pupils
- be treated as individuals
- speak to their tutor, the Deputy Head Pastoral & Guidance or Deputy Head Pupil Support, or to any other teaching or boarding staff member. In this context the Housemaster/Housemistress plays a crucial role. While confidentiality will be maintained as far as is possible, it is sometimes necessary to share information in order to protect people from harm. If that is the case, then only those who need to know will be told, and the information passed on will be limited to what is absolutely necessary.

Therefore:

NO FORM OF BULLYING - PHYSICAL, MENTAL OR EMOTIONAL - WHETHER CARRIED OUT BY ONE PERSON OR BY A GROUP WILL BE TOLERATED.

DEFINITION OF BULLYING

- Bullying happens when one person or a group tries to upset another person by saying hurtful things to them **over and over** again. This is **mental** bullying.
- Bullying happens when people hit, kick or physically abuse other people and sometimes force other people to do things they don't want to, e.g. give them tuck or some of their possessions. This is **physical** bullying.
- Bullying happens when people ignore or leave out another person to hurt that person deliberately. This is **emotional** bullying.
- The person who is being bullied finds it difficult to stop all these things happening and is worried that this will go on and on. This damages that person's self-esteem and is wrong.

BULLYING IS WRONG

Pupils at QVS should report bullying when it happens to themselves or to others.

- Pupils should approach their tutor or a trusted adult who will give them a fair hearing and either deal with it on the spot or report it (if it does not stop) to Housemaster/Housemistress or to the Head, Senior Deputy Head, Deputy Head Pastoral & Guidance or Deputy Head Pupil Support.
- The person being bullied should not feel that they are to blame or that it is their fault.
- The person being bullied will be supported and advised on how to deal with it.
- Bullies will be helped to see why bullying is wrong and will be helped if they try to stop bullying.
- Bullies will be dealt with accordingly.
- The topic of bullying will be raised in:
 - The boarding houses
 - Tutor Group Meetings
 - Personal, Social and Health Education
 - In class using stories, poems, plays
 - In the School Pupil Council
- All staff have a duty to support School policy on bullying by monitoring pupil contact in Boarding Houses, playing fields, corridors, Central Hall and Dining Room and by dealing with it as it arises, reporting it to the pupils' tutors, Housemaster/Housemistress, any member of the academic staff or any other member of staff.
- All pupils, and especially Monitors and Prefects, have a duty to support School policy by monitoring pupil contact in Boarding Houses, playing fields, corridors, Central Hall and Dining Room and reporting anything they think is amiss, to the Housemaster/Housemistress, to any member of the academic SMT (Senior Management Team) or any other member of staff.

A VOICE FOR PUPILS AT QVS

Queen Victoria School has the following avenues for pupils to represent their views, either in general or more specifically on food issues:

HOUSE COUNCILS

Each House operates a House Council which allows pupils to put their views to the Housemaster/Housemistress. Each year group will be represented. Year groups in each house nominate pupils and vote for two to represent them.

House Councils take place regularly and at least once per term.

SCHOOL COUNCILS

The School Council has representatives from each House and meets with a senior member of staff and the Senior Monitor. The purpose is to allow pupils to discuss issues which might have been aired at the House Council but are more appropriate for discussion and promotion at the School level. One representative per year group represents his/her House.

Proposals from these meetings will be discussed with Head, Deputy Head or Deputy Head Pastoral & Guidance or Deputy Head Pupil Support and Housemaster/Housemistress collectively.

School Councils will take place at least once per term.

MONITORS' & PREFECTS' MEETINGS

The Head and/or Deputy Head Pastoral & Guidance/Deputy Head Pupil Support meet with the Senior Monitor, Monitors and School Prefects to discuss issues raised by all concerned. The Head will occasionally ask another member of staff to one of these meetings to help discuss/explain a particular issue.

Monitors' & Prefects' Meetings take place once a month.

CATERING COMMITTEE

The Senior Monitor and pupil representative from each House meet with the Head Chef or Catering Supervisor and Deputy Head Pastoral & Guidance to discuss food issues. A balance has to be struck amongst what is feasible, what is desirable, what is in the interests of the greater good

of the greater number and the budget. The S6 Coordinator is always invited to attend these meetings.

The Catering Committee meets every 2-3 weeks.

5. 'A TIME TO TALK'

A 'Confidential Box' operates in all Houses affording pupils the opportunity to make suggestions anonymously. This has proved to be a very useful mechanism for pupils to provide information for the Housemaster/Housemistress. It can also be used for pupils to ask to be seen on a quiet and more private occasion.

6. P.S.H.E. (Personal, Social & Health Education)

PSHE classes from P7 throughout the School to S6 provide a valuable opportunity for pupils to follow a special focus programme and to discuss all sorts of issues with the Deputy Heads. Careers issues, as well as Work Experience and UCAS, all come under the PSHE umbrella, although the Head completes UCAS references.

In addition to the above there is the House pastoral system, the Tutor system, weekly Tutor periods with their pupils and a wide-ranging staff who are there to support and listen to pupils. These are valuable vehicles for facilitating the link between PSHE and Personal & Social Development within the wider School and boarding community.

VISITING AND VISITORS TO THE SCHOOL

VISITING OTHER HOUSES

- Boys visiting other Boys' Houses is allowed, subject to the approval of the Housemaster or duty person of the House being visited; signing out of your own House is obligatory and must be adhered to.
- Girls may not visit Cunningham or Haig House unless authorised. Apart from those girls living there, girls may not visit Trenchard House unless authorised.
- Boys wishing to visit Wavell House must sign out in their own Houses and seek the permission of the Housemistress if they wish to visit any area other than the so-called "bus stop" socialising area.
- No pupil may visit the sleeping areas of a pupil of the opposite sex.

- Siblings may visit each other providing that this is arranged through the respective Housemaster/Housemistress.

PARENTS AND VISITORS

- Parents and/or visitors must, initially, report to the Reception Desk for security reasons.
- Parents should only enter the room in which their son or daughter resides, no other.
- Parents collecting sons and daughters are welcome in the Boarding Houses but should always make themselves known on arrival to the duty staff member.
- Please note that all P7 - S3 pupils must be collected from the House by parents after reporting to the House Duty person.
- Senior pupils who wish to have visitors (same sex and opposite sex) at week-end afternoons may do so but this privilege is strictly under the control of their Housemaster/Housemistress who will specify time, place and signing in/out procedures.

PERMISSION TO BE OUT OF SCHOOL AND WEEKEND PASS

- The Housemaster/Housemistress must receive a letter, fax or email no later than the Wednesday preceeding the weekend in question from parents requesting a Weekend pass. **Before we can accept email requests, a form must be completed, signed and returned by parents.** The form will be sent or given out at the beginning of the academic year. Please contact the relevant Housemaster/mistress if you have questions about this.
- Any school fixture takes precedence over leave and pupils cannot be taken out until after the match; parents have copies of the Diary of Events and fixture lists well in advance and week-end pass must normally be arranged around these. Pupils must also be present at all Parade Sundays.
- It is expected that pupils support home matches before going out on pass.
- It is assumed that, on day pass, those collecting pupils will remain in their company.

- If a friend is accompanying your son or daughter on day or weekend pass their parents should also send in the relevant paperwork to that effect.
- Pupils on weekend pass are allowed out after 11.30am on a Saturday and must return to School by 6.45pm on Sunday for the start of prep at 7.45pm.
- Pupils out on a day pass on a Saturday may leave after 11.30am and return no later than 2100 hrs.

TIME OUT OF SCHOOL

- Pupils may visit "1st Shop" after 4.30pm as specified by the School.
- Times and dress are as laid down in the paper 'Arrangements for time out of School and Dress' which is regularly updated and posted in Boarding Houses and Central Notice Boards.
- S4, S5 and S6 are allowed to visit Stirling on Saturday with the permission of both their parent and their Housemaster/Housemistress.
- P7 - S3 may visit Dunblane on Saturday or Sunday afternoons but they must ask permission individually of the member of staff on duty and then keep strictly to signing in/signing out rules.
- No one can go out on his or her own; there must always be at least two people together - preferably more.
- No pupil can go out on week-end pass if gated; when pupils from more than one House are being gated for the same offence(s), Housemasters/Housemistress will liaise, to ensure equal treatment.

BOUNDARIES

In the interests of pupils' personal safety and good order the following areas are out of bounds to all pupils.

1. Front of the School, the driveway, the School gates (apart from leaving and entering School at permitted times).
2. All the shrubbery areas in front of the School and Chapel.
3. Nason Avenue beyond former Chaplain's and Careers offices.

4. Victoria Green and Bruce Brae. Access to the Medical Centre is across the playground and via the path between Wavell Staff flats and Chapel.
5. Behind Trenchard, the Swimming Pool, the Games Hall, the Shooting Range and the Boat Hut.
6. The Squash Courts unless supervised by a member of staff.
7. Wavell Wood, Fort Tweedie Adventure Playground to all S2 - S6; it is for use of P7-S1 only.
8. Any classroom, unless supervised by a member of staff.
 - Please note that the square in front of Trenchard is for P7/S1 use and the square in front of Wavell is for Wavell's use.
 - Pupils should not play around the maintenance huts, stores areas, or kitchen areas; interference with any of these areas of the School is strictly forbidden on grounds of Health & Safety.
 - After Prep, during Winter and Spring terms, pupils must not be out of Houses and in the school grounds; leaving the House should be to go to a specific venue to be stated in the signing-out book; in Summer, pupils are allowed out of Houses and in the School grounds. All times are posted in Houses.

DRESS AND APPEARANCE

School uniform must be worn at the following times:

1. Weekdays: Breakfast until after School
 Saturdays: Breakfast until after School
 Sunday: Private clothes may be worn, apart from at Chapel

MIXED DRESS IS NOT ALLOWED

2. Jewellery and adornments e.g. rings, bracelets, necklaces are not permitted with School Uniform; you may wear a badge if related to a School achievement.
3. Private clothing worn in School must be acceptable to Housemaster/Housemistress and the School Management; jewellery and adornments must be kept to a minimum, especially during the working week.
4. Girls with pierced ears may wear small gold or silver studs with School uniform.

5. Regulations regarding hairstyles, coloured hair etc, are in the Boarding School Arrangements sent to all parents.

HEALTH AND SAFETY

- Pupils are to attend all meals and choose a healthy balanced diet. Staff will look out for any eccentric eating habits.
- Complaints about food should be made through Staff on duty, not catering staff. Suggestions by pupils should be made to the Senior Monitor or any other senior pupil representative who represents them at the Catering Meetings. A Comments Book is available in the Dining Room at each mealtime.
- Games throughout the week and on a Saturday morning are part of the School timetabled curriculum and must be attended.
- Pupils should not indulge in substance abuse, nor bring any illegal substance into the School.
- Pupils must not bring alcohol on site or consume it on or off the site. The School recently consulted pupils, parents and staff on its current policy of allowing some alcohol to be served to older pupils on supervised occasions. In the light of this it has been decided to make the policy more detailed.
 - No more than two glasses of wine or two bottles of beer will be offered to a pupil on any one occasion; no other types of alcohol will be offered.
 - Alcohol will only be offered to pupils who are in S5 or S6.
 - On small group occasions (no more than 10 pupils present) alcohol will be offered at the discretion of the Housemaster/mistress (HoM) or member of the Senior Management Team (SMT).
 - On larger occasions, organising staff must - before confirming the event agree with the Head the requirement for some staff to be on duty and therefore responsible for the well-being of the pupils at the event, and the ratio of staff to pupils.
- Pornographic materials of any type are forbidden. There is a protocol regarding actions which will be taken if pornography is discovered in School. Please refer to the BSA booklet.
- Pupils must not have the following: firearms; fireworks; knives; airguns; facsimile weapons; catapults; smoking materials; lighters; darts or aerosols; DVDs/videos outwith the appropriate age restrictions; laser pens.

- Internet facilities are available but must be used appropriately. There is a School agreement which must be signed by pupils.
- The use of mobile telephones must be in accordance with the School's Personal & QVS ICT Equipment Policy.

SMOKING

Smoking is not allowed anywhere in the School. Pupils who persist in breaking this School Rule may be sent home and their future at the School questioned.

BOY/GIRL RELATIONSHIPS

- Friendships within the School between boys and girls are perfectly permissible.
- Relationships and, in particular, exclusive ones are inadvisable because they make life difficult for the individuals, they are hard to manage if they go wrong and they are counter-productive, i.e. there's no escape from the other person in a boarding school.
- There should be no public displays of affection and no covert sexual relationships, i.e. pupils must not have sexual relationships or indulge in inappropriate displays of affection.

PUPIL RESPONSIBILITY

- (a) Pupils are responsible for their own personal property.
- (b) Pupils are to hand in to staff sums of money for safe-keeping. Pupils are not to keep sums above £5.00 in their possession or bunk areas and must accept responsibility if they do not hand in sums over this amount for safekeeping.
- (c) Pupils should not consider lending/borrowing. It should be noted that:
 - i) Lending involves accepting a degree of risk, in that the lender is still responsible for that item and cannot automatically expect repair or replacement if it is lost or broken.
 - ii) Borrowing involves accepting a degree of risk and the borrower may have to contribute towards all or part of any loss or damage.

- iii) If an item is borrowed/loaned and subsequently goes missing it is not covered by Insurance.
- (d) "Borrowing" without the knowledge and consent of the owner is not borrowing and will be dealt with as a serious matter.
- (e) Extra money for a pupil must be sent directly to the Housemaster/Housemistress to be deposited in the pupil's account.
- (f) Expensive electrical appliances brought into the School are obvious targets for unauthorised use and could invite theft to occur. Sensible restraint should be exercised by all parents. Houses cannot store or loan electrical appliances as these could be accidentally damaged.

DAMAGE TO SCHOOL PROPERTY AND ISSUED KIT

The School is concerned to avoid unnecessary damage to issued kit and School property in general. Parents will help a great deal by briefing their children as to the need to uphold this principle on the clear understanding that if damage does occur, parents will be billed appropriately for the cost of replacement or repair of any item.

In normal circumstances the School does soak up a lot of costs in this regard, but it is likely that a full bill will be presented for malicious damage. In the case of accidental damage, the Housemaster/Housemistress or a member of the Senior Management Team will use his/her discretion and arrive at a proportional cost to be passed on to parents.

Please note that pupils are not allowed to bring balls into School. Because of the extensive damage which has been caused in Houses in the past through ball-games indoors, balls can only be issued by House or Games staff and must be used appropriately outdoors.