



QUEEN VICTORIA SCHOOL

BOARDING ARRANGEMENTS

SESSION 2011 - 2012

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BOARDING AT QUEEN VICTORIA SCHOOL

PASTORAL CARE

At QVS pastoral care is given a high priority and is the responsibility of the Deputy Headteacher Pastoral care & Guidance (DHT P&G) and Deputy Headteacher Pupil Support (DHT PS). Pastoral care encompasses a wide spectrum of policies and behaviours aimed at promoting the welfare and happiness of each individual child. It includes careers advice, healthcare, emotional support and character development, as well as spiritual and moral guidance. It should also be noted that since the Children (Scotland) Act 1995 the DHT P&G is also the Child Protection Co-ordinator.

The Housemaster/Housemistress and his or her team will have regard for the **whole** person in order to fulfil their responsibilities to those put in their care and for whom they are inevitably acting “in loco parentis” on many occasions. Not only is a planned yet relaxed routine essential to the successful development of the individual, it is also crucial to the maintenance of a happy atmosphere and good discipline within the School. The Boarding Houses, with their pastoral, tutorial structure, are the crucial elements in this provision.

The House structure provides support for the individual and the closest pastoral care. The child’s welfare is the day to day responsibility of the Housemaster/Housemistress and his or her team. Each boarding House has its own team made up of members of staff attached to that particular House. The team will normally be a Housemaster/Housemistress, Deputy and/or Assistant Housemaster/Housemistress and at least six tutors. Together they share the supervision and pastoral support in the House. In addition, each member of the team has a special responsibility to be a tutor to a group of some 10 - 12 pupils in the House. They use their professional and personal skills to listen and advise, or arrange referrals if more specialised attention is required. Each House has a Matron and the School has its own medical centre under the supervision of a resident Sister and a part-time Nurse. All information is channelled through to the Housemaster/Housemistress who acts as the liaison between the House, parents, the Deputy Headteachers and the Head. Following a recommendation of HM Inspectors in their Welfare Report of 1998, the DHT (P&G) is also the Quality Assurance Manager on the boarding side. However, the Head, Senior Deputy Head and the and Deputy Headteacher (Pupil Support) also play a role in the overall Quality Assurance of the Boarding Houses.

Parents are actively encouraged to participate in the life of the School. In addition to three Parent Teacher Meetings per year, there is a Parents’ Liaison Group (PLG) who meet regularly. It should be noted that there is an agreed body of individuals in the PLG. Parents are welcome in the Houses at week-ends and are encouraged to meet with the House staff.

The School is inter-denominational. Our own historic Chapel is the venue for School Assembly each morning and is regarded as an integral part of the pupils’ religious, moral and social education.

PUPILS' RIGHTS TO PROTECTION AND CARE INCLUDING THE SCHOOL POLICY ON BULLYING

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 Headteacher Pastoral & Guidance or Deputy Headteacher Pupil Support confidentially or any other teaching or boarding staff member. In this context the Housemaster/Housemistress plays a crucial role

Therefore:

NO FORM OF BULLYING EITHER PHYSICAL, MENTAL OR EMOTIONAL WHETHER CARRIED OUT BY ONE PERSON OR 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 eg 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 they 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, Deputy Head or Deputy Headteacher Pastoral & Guidance or Deputy Headteacher Pupil Support.

The person being bullied should not feel that they are to blame nor 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 & 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 pupil's tutor, the Housemasters/Housemistress or Head, Deputy Head, or Deputy Headteacher Pastoral & Guidance or Deputy Headteacher Pupil Support 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 or to the Head, Deputy Head, Deputy Headteacher Pastoral & Guidance or Deputy Headteacher Pupil Support 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:

1. **HOUSE COUNCILS**

Each House operates a House Council which allows pupils to put their views to the Housemaster/Housemistress. Where a House consists of different year groups, then each year group will be represented.

House Councils meet regularly and at least once per term.

2. **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.

Proposals from these meetings will be discussed with the Head, Senior Deputy Head or Deputy Headteacher P&G/PS and Housemaster/Housemistress collectively.

School Councils will take place at least once per term.

3. **MONITORS' & PREFECTS' MEETINGS**

The Head and/or Deputy Headteacher Pastoral & Guidance 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.

4. **CATERING COMMITTEE**

The Senior Monitor and pupil representative from each House meet with the Head Chef or Catering Supervisor, Deputy Headteacher Pastoral & Guidance or Deputy Headteacher Pupil Support 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 Catering Committee meets every 2-3 weeks.

5. **'A TIME TO TALK'**

A 'Confidential Box' operates in all Houses affording pupils the opportunity, anonymously, to make suggestions. 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 approach programme and to discuss all sorts of issues with the Deputy Headteacher Pastoral & Guidance or Deputy Headteacher Pupil Support. Careers issues as well as Work Experience and the UCAS (Universities and Colleges Admissions Service) procedure, all come under the PSHE umbrella, although the Head completes UCAS references.

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

COMPLAINTS PROCEDURES

KEY PRINCIPLES

The School is open to the concerns of parents and pupils

Complaints will be received in a positive manner and be monitored

Parents and pupils can expect to be taken seriously

Concerns will be dealt with speedily and those who have raised them will be kept informed about progress

No pupil will receive adverse treatment because he/she or his/her parents has/have raised a complaint

Confidentiality will be respected and maintained as far as is possible

PARENTS

Queen Victoria School welcomes suggestions and comments from parents, and takes seriously complaints and concerns as they are raised.

A complaint will be treated as an expression of genuine dissatisfaction which needs a response.

We wish to ensure that:

- parents wishing to make a complaint know how to do so
- we respond to complaints within a reasonable time and in a courteous and efficient way
- parents realise that we listen and take complaints seriously
- we take action where appropriate

“How should I complain?”

You can talk directly to a member of staff, preferably Principal Teachers, Housemaster/Housemistress, Deputy Head, Deputy Headteacher Pastoral & Guidance, Deputy Headteacher Pupil Support or Head and write a letter or telephone. Be as clear as possible about what is troubling you.

It may be best to start with the person most closely concerned with the issue, for example to raise House matters with the Housemaster or Housemistress, sports concern with the PT of PE and Games and any other academic matters with the Principal Teacher of the individual subject. They may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff, for example, one of the Deputy Headteachers, Deputy Head or Head.

Another alternative would be to address your concern through the Parents' Liaison Group.

“I don't want to complain as such, but there is something bothering me”

The School is here for you and your child, and we want to hear your views and your ideas. Contact members of staff, as described above.

“I am not sure whether to complain or not”

If as parents you have concerns, you are entitled to complain. If in doubt, you should contact the School as we are here to help or perhaps talk to someone on the Parents' Liaison Group.

“What will happen next?”

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. If a detailed exploration of the issues is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated in a confidential manner and with respect. It is the School's policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the School aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer matters to the police.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

Action which needs to be taken under staff disciplinary procedures as a result of complaints will be handled confidentially within the School.

“What if I am not satisfied with the outcome?”

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Head will offer to refer the matter to the Chairman of Her Majesty's Commissioners. Alternatively, you may wish to write direct to the Chairman. The Chairman will call for a full report from the Head and will examine matters thoroughly before responding. This may result in a positive solution but if it does not, the Chairman will invite

you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

If the meeting does not bring about a resolution, the matter would be referred to the School's Conciliation Committee. It is their task to look at the issues in an impartial and confidential manner. The Committee Convenor will invite you to a meeting. You will be asked if there are any papers you would like to have circulated beforehand. As with the Chairman's meeting, you will be invited to bring a friend with you.

We hope that we will be able to satisfy your concerns. If we do not, you may wish to seek independent legal advice. There are certain circumstances in which the Secretary of State has an interest and you could contact him directly or through your lawyer or MSP; he would then ask the Registrar of Independent Schools to investigate, usually through HM Inspectorate of Schools.

The School recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

PUPILS

Any problems, complaints or suggestions?

If so, the School would like to hear.

How do I make a complaint?

- By talking about it or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

To whom?

- To anyone on the staff but, perhaps, more particularly your Housemaster/ Housemistress or tutors in the first instance.

Does it matter what the issue is?

- No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

What will happen next?

- If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

- If you are worried about confidentiality, tell the staff - they will understand.

Even if you find the issue hurtful or embarrassing, don't worry - it will only be discussed by staff who can help you.

NB: Please note that at Queen Victoria School the Housemasters/Housemistress and their House staff are there to help and will listen sympathetically to any problem, suggestion or complaint you might have.

In addition, the Deputy Headteacher P&G is in overall charge of the Welfare of Pupils, is the School's Child Protection Co-ordinator and is always available to see any pupil or parent who wishes to do so.



COMPLAINTS PROCEDURE

A COMPLAINT IS:

An expression of genuine dissatisfaction which needs a response. In all cases the School will seek to listen and to handle the concern seriously. Where possible, confidentiality will be respected.

Complaints by pupils or parents should usually be first directed towards the Housemaster/Housemistress, who will investigate and consult with other members of staff as appropriate. Some complaints should inevitably be raised direct with one of the Deputy Headteachers or Head.

Formal complaints will be acknowledged promptly and a record kept. In such cases the School will respond formally, identifying the issues raised and the action taken.

With complaints concerning a child's safety, the School will follow the procedures listed in the Child Protection Guidelines.

In extreme cases a complaint may go beyond the Head to the Chairman of Commissioners who may seek the advice of the other Commissioners.

If you wish to make a complaint about an aspect of care provision at Queen Victoria School regulated by the Social Care and Social Work Improvement Scotland (SCSWIS), or about the SCSWIS itself you can:

- Telephone the Regional Office or Headquarters
- Write to the Regional Office or Headquarters
- Go to any of the Offices
- Email by logging on to the website at www.scswis.com
- Fax on 01382 207236

HEADQUARTERS:

Social Care and Social Work Improvement Scotland
Compass House
11 Riverside Drive
Dundee DD1 4NY
Tel: 01382 207101
Complaints: 0845 60 30 891 (lo-call)

HEALTH

SCHOOL MEDICAL CENTRE ARRANGEMENTS

The School has its own medical centre under the supervision of a qualified resident Sister and part-time Nurse.

When your child joins the School he or she should bring his/her National Health Service Medical Registration Card. The QVS Health Information Certificate, duly completed, should be sent to the School with account money. Any vaccination and other similar certificates should also be brought.

We have excellent medical facilities in the School, but you must delay your child joining the School if, at the beginning of Term, he or she is suffering from any infectious disease, skin problem or any high temperature disorder. Please let the Housemaster/Housemistress know at once if there is to be any such delay.

Once at School your child will have an interview with the Sister. As previous medical records take quite a while to reach the School, please inform Sister of any important previous medical problems. This is treated in strictest confidence.

Your child will be registered with a doctor here in Dunblane. Once registered he/she will have a basic medical as per health centre new patient protocol. This takes place in the School Medical Centre with Sister present. **Please do not register your child with another practice during the holidays as they can be seen as a temporary resident by your GP, if required.** The School doctor visits twice weekly. If specifically requested your child will be seen by a male or female doctor. Your child can also request a confidential appointment in the Dunblane Health Centre. Their details are:

Dunblane Health Centre
Well Place
Dunblane, FK16 9BQ
Tel: 01786 821777

Dental care is the responsibility of parents and all appointments should be made for the School holiday periods. Orthodontic treatment will be available locally on receipt of a written request from the pupil's dentist. Emergency work will be done at the local practice. As required, pupils will be seen by the School optician. If your child is dependent on spectacles then he/she must have a spare pair.

There will be occasions when pupils are admitted to the School Medical Centre because of a minor upset such as a cold or an upset tummy. In such circumstances you will not normally be informed. **HOWEVER, IF YOUR CHILD IS TAKEN TO STIRLING ROYAL INFIRMARY OR IF ANY ILLNESS OR INJURY IS AT ALL SERIOUS YOU WILL BE INFORMED AT ONCE BY THE SISTER.**

If an illness or injury is so serious as to warrant immediate major treatment, then it should be understood that the School, in place of you, the parent, must sanction whatever is recommended by the medical authorities.

CONTACTING THE SCHOOL'S MEDICAL CENTRE

Sister: Miss M Skeith Tel No: 0131-310-2909

Telephone contact can also be through the School exchange on 01786 822288 and ask for extension above (i.e. 2909).

RETURNING AFTER HOLIDAYS/BREAKS

The School must be informed if your child has been in contact with any infectious disease or condition. This must be done by consulting the School's Sister, in the first instance, as to whether or not your child should return.

Should your child require to attend your family doctor during any School holiday, this must be as a temporary resident and not registered at your family practice.

HEALTH AND SAFETY

We bring the following School rules to your attention:

- a. Pupils are to attend all meals and choose a healthy balanced diet. Staff will look out for any eccentric eating habits.
- b. Complaints about food should be made through staff on duty, not catering staff. Suggestions by pupils should be made to the Senior Monitor and any senior pupil representatives who represent them at the Catering Meetings. A Comment Book is available in the Dining Room at each mealtime.
- c. Games, throughout the week and on a Saturday morning, are part of the School timetabled curriculum and must be attended.
- d. Pupils must not indulge in any substance abuse, nor bring any illegal substance into the School.
- e. Pupils must not bring alcohol on site or consume it on or off the site. Specific exceptions exist for Senior pupils and will always be authorised by Housemaster/Housemistress and/or Head.

- f. Pornographic materials of any type are forbidden. Please see the policy document towards the end of this document.
- h. Pupils **must not** have the following:
fire-arms; fireworks; knives; air-guns; facsimile weapons; catapults; smoking materials; lighters; darts or aerosols; DVD/videos outwith the appropriate age restrictions; laser pens.
- i. Internet facilities are available but must be used appropriately, according to the School's policy. A copy of the Personal and QVS ICT Equipment can be found towards the end of this document.

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, 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.

CARE OF PERSONAL PROPERTY

Please discuss this thoroughly with your child. The House staff will do all they can to ensure the safety of pupils' personal property.

1. PARENTAL RESPONSIBILITY

- (a) Increasingly, and rightly, the School has allowed pupils to bring far more personal property than previously back to School, both items of clothing and personal possessions. The School and the Houses do all they can to ensure that a pupil's personal items, as well as School clothes, are cared for and secure, and take positive action to investigate or trace loss or damage when problems arise.
- (b) Nevertheless, parents and pupils must accept that pupils are responsible for their own private property: the School cannot be held responsible for them if they are lost, stolen or damaged.

NB: Passports, if held, must be handed into Housemaster/Housemistress on return to School for safe-keeping.

- (c) QVS, as an MOD establishment, does not carry insurance for personal losses (except Personal Accident Insurance for which parents pay). Hence, parents are urged to check that their Home Insurance policy includes all their child's belongings while at School or on School organised activities.

Alternatively, there is a specific policy (HSBC) which is appropriate to boarding schools.

- (d) **Please ensure that all personal items, especially expensive ones including clothes, are clearly identified with your son's/daughter's name or number which cannot be washed out, cut off or erased.**
- (e) Please keep a note of make, model, serial number and value of electrical equipment.
- (f) It would be very helpful if parents could exercise some caution over what electrical equipment is brought to School. Pupils must be able to work at their desks, so TVs in rooms are not encouraged. TVs should not be brought to School unless they are specifically licensed, as separate licences are required if you watch or record TV programmes on any device, as they're being shown on TV. In addition, TVs are available in Common Rooms and separate TVs are not required. Where possible, pupils in double rooms should cooperate and share electrical equipment.
- (g) All electrical equipment, of any sort, must be checked and certified for Health & Safety requirements.
- (h) Laptops are allowed: parents should, however, make sure that their son/daughter does not have DVDs/Videos inappropriate for their age. Please see the School Policy on Personal & QVS ICT Equipment at the end of this booklet.
- (i) Nintendo DS/DSI, PS3 etc are allowed but, wherever possible, they should be played in Common Rooms and the Housemaster/Housemistress will be able to exercise their right to confiscate them if, in their opinion, they are abused.

2. 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 large sums in their possession or bunk areas and must accept responsibility if they do not hand over money 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 all or part of 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 parents and pupils. 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.

ARRANGEMENTS FOR GOING OUT WITH PARENTS, RELATIVES OR GUARDIANS : P7 - S3

Saturday or Sunday

Parents wishing to take their sons or daughters out **must write, fax or email** to the Housemaster/Housemistress **NOT LATER THAN THE WEDNESDAY PRECEDING THE WEEKEND IN QUESTION.** Letters or completed forms with full details can be faxed if time is pressing. House Fax Numbers are as follows:

Cunningham House:	0131-310-2948
Haig House:	0131-310-2939
Trenchard House:	0131-310-2926
Wavell House:	0131-310-2937

Before email requests can be accepted, a detailed form must be completed and signed by parents and received by the Housemaster/Housemistress. This form is available from Houses. A reply will only be given if the pupil is unable to accompany you at the specified time for some reason. Pupils are allowed out, if collected from and returned to School by parents or relations, during the following times:

- from after School on Saturday ie 1100 until 2000 hrs at the latest (but only when there are no inter-School matches either at home or away, or other School events which must take precedence), or overnight and returning by 1830 hrs on Sunday evening.
- Except for very special circumstances pupils are required to attend Parade Sundays, of which there are 7 per year. Dates available so far are:

Sunday 18th September 2011

Sunday 2nd October 2011

GRAND DAY 29th June 2012

Sunday 13th November 2011

Sunday 4th December 2011

March 11th 2012

May 13th 2012

On Parade Sundays, pupils are formed up by House group and sent into Chapel by House. Whilst it is perfectly understandable that families will want to sit together in Chapel, we ask that parents keep seats for their children and are then joined by them when each child's House comes into Chapel.

Please note that important dates are always included in the Diary of Events which is sent to you each term.

If your son or daughter is to be accompanied by a friend on day or weekend pass, their parents should also send in the relevant paperwork to that effect.

The Diary of Events and lists of rugby and hockey fixtures will be sent to parents so they can consult them when arranging day and overnight passes.

Under no circumstances are pupils allowed out with persons who are not relations unless written permission is given by the parents. Parents should note that Prep takes place on Sundays throughout the year *and parents must return pupils by 1830 for Prep at 1900 hrs.*

- Please note that parents are most welcome to join their sons/daughters for our Chapel Service held at 1100 hrs each Sunday and for coffee afterwards in Central Hall.

SECURITY/SCHOOL PASSES

In general, parents and relations should never arrive unannounced and mid-week visits are only possible by prior arrangement with the Housemaster/Housemistress, unless in very special circumstances.

In all circumstances parents must report to the School Reception Office at the front of the Main Building to establish credentials and receive a Visitor's Pass. Thereafter, they can proceed to the individual House where they can collect their son/daughter after reporting to the Duty Person.

ALL P7 - S3 PUPILS MUST BE COLLECTED FROM THE HOUSE BY PARENTS AFTER REPORTING TO THE HOUSE DUTY PERSON.

S4 to S6: Different arrangements are in place for Senior pupils. These are published and administered by the Housemaster or Housemistress.

In all arrangements concerning parents taking pupils out of School application must be made to the Housemaster or Housemistress. If any difficulty arises then the final decision will be taken by the Head.

PLEASE ENSURE THAT THESE RULES FOR GOING OUT OF SCHOOL ARE ADHERED TO.

END OF TERM/BEGINNING OF TERM/HOLIDAY ARRANGEMENTS

The School term and holiday dates are published annually. As will be seen from the latest Term Dates and holidays, Queen Victoria School does have fairly long holidays to compensate for pupils being resident and working on Saturday mornings. It is, therefore, extremely important that pupils miss as little as possible of term time. Family holidays should be arranged to fit in with our holiday periods. In addition, particularly where we have School events such as concerts/plays/School functions and engagements it would be appreciated if parents did not ask to take their son/daughter away early. **Your help in these matters is much appreciated.**

A travel proforma is sent to parents well before the commencement of the relevant holiday and parents are asked to fill this form in and return it before the stated date, so that the School is fully informed as to arrangements made. Included with the completed form should be any air and/or rail tickets, journey money and passport with full details included of all arrangements.

The School no longer organises transport to and from Edinburgh airport.

The responsibility for making all arrangements for holiday journeys and changing warrants for tickets lies with parents. The School can only help by handing tickets and journey money to pupils before departure.

Where an older brother or sister has responsibility for accompanying a younger sibling home, the older brother or sister should make arrangements with the Housemistress/Housemaster of the younger sibling.

If relatives or guardians are unable to help, a recommended escort service is:

**WELMET
The Pines
3 Blakes Road
Felpham
West Sussex, PO22 7EB**

Tel No: +44 (0) 1243 823333

Mob No: +44 (0) 7958 550368

e-mail : gina@welmet.co.uk

website : www.welmet.co.uk

Director: Gina Riley

WELMET has agents in Scotland, but all communication must be through the Director.

UNACCOMPANIED MINOR'S DECLARATION FORM

Parents are advised that if their child is travelling unaccompanied, they must inform the flight company reservations department or their travel agent when they make their booking, otherwise the flight company cannot guarantee that this service will be available. **THE FORM MUST BE COMPLETED ON BEHALF OF A CHILD TRAVELLING AS AN UNACCOMPANIED MINOR AND THE RELEVANT COPY SENT TO THE FLIGHT COMPANY, AS INSTRUCTED ON THE FORM, BEFORE TRAVEL.**

The definition of an unaccompanied minor can change depending on the airline. Airlines insist that unaccompanied minors be escorted to the place of departure, and that the escort remain until the flight has departed. Similarly, on return, they must be collected or they may be held by the airport authorities until they are.

The responsibility for pupils being collected and returned to School rests entirely with their parents.

PLEASE NOTE THAT FLIGHTS SHOULD BE ORGANISED SO THAT PUPILS DO NOT EITHER MISS THE START OF TERM OR LEAVE UNNECESSARILY EARLY AT THE END OF TERM.

END OF TERM AND END OF HALF-TERM LESSON ARRANGEMENTS

Taught lessons end at the following times:

October	1110 Friday
December	1110 Friday
February	end of Period 9, Friday
March	1110 Friday
June	lunchtime on Thursday (please note that Grand Day is the following day)

It is greatly appreciated when parents' travel arrangements allow children ample time to attend lessons then get ready to leave.

School closes at 1230 on the Saturday; pupils may stay overnight on the Friday and leave on the Saturday morning.

CLOTHING

ISSUED BY SCHOOL

All pupils are issued with towels and complete School and ceremonial uniform. All School issue clothing is marked by the School with the pupil's name and number. Such clothing is laundered/dry cleaned regularly. Although not all personal items can be dealt with under School arrangements items such as sweatshirts, t-shirts, track suits and fleeces, if marked, can be put through the laundry system.

School Uniform

All items are regulation issue

or

as prescribed on the School Uniform / Kit Lists

Normal dress

Hard shoes

Dark matching socks (boys);

Trousers and belt (boys); skirt (girls)

Shirt – all buttons fastened; tucked in all round; sleeves rolled down and cuffs fastened

Tie – pulled up to cover top button

Jersey

Blazer optional

Shirt-sleeve order (permissible until October break and after Easter break)

As above but with sleeves neatly rolled up above the elbow. Blazer optional; jersey optional.

Going out of School and special occasions

Ceremonial Uniform (only when requested by Senior Staff) *or*

School Uniform with Blazers – with or without jerseys as required by the member of staff in charge of the event or outing

Uniform for Away Fixtures

Boys: “walking out dress” (green jackets and kilts) or School tracksuits

Girls: kilts and blazers, or tracksuits

Decision taken by team coach, depending on away venue

Breakfast – Weekdays

Minimum requirements:

Uniform shirt – can be open-necked for breakfast

Uniform trousers (boys) / uniform skirt (girls)

Socks (boys) / tights (girls)

Suitable footwear

Lunch – Weekdays

Normal dress (see above) but with choice of own footwear

* Please note – girls' tights are not supplied by the School

Personal clothing must be clearly named and numbered

A certain amount of personal clothing can be laundered through the House. **However, it is expected that when parents take their children home on pass they launder personal clothes themselves and do not send unwashed clothes back to School.**

Parents wishing to have Ceremonial Dress for weddings etc **MUST** write to the Housemaster/Housemistress directly and at least 2 weeks before the date required.

2. PROVIDED BY PARENTS

Please find overleaf detailed lists of all clothing/miscellaneous items to be provided by parents.

**BOYS' CLOTHING/MISCELLANEOUS LIST
TO BE PROVIDED BY PARENTS**

ESSENTIAL MINIMUM PERSONAL ITEMS (to be marked by parents with pupil's name and number)

CLOTHING	
1 dressing gown (essential in a Boarding House)	7 pairs underpants (white/colourfast)
1pr slippers (essential in a Boarding House)	5pairs socks
3 sets pyjamas	1pair gloves
2 pairs jeans or casual trousers	1 cagoule or anorak (Navy) (no other colour or motif)
2 sweatshirts/sweaters	1 School bag
2 t-shirts (casual shirts)	1 smart outfit for outings
1 pair flip flops (for showers)	1 pair everyday shoes
SPORTS	
School Drill Suit (provided by School Stores)	1 pair rugby or football boots
1 small sports bag	1 mouth guard (preferably fitted by dentist)
*1 pair running shoes, with laces.	1 pair swimming trunks (navy or black)
1 pair Astroturf trainers	5 plain white t-shirts (minimum)
1 pair shin pads	3 pair plain navy blue shorts (minimum)
5 pairs white sport socks	
TOILETRIES	
1 hair brush & 1 comb	Hairdryer if required
1 toilet bag containing: soap and soap box toothbrush/toothpaste shampoo deodorant stick/block (AEROSOL SPRAYS ARE NOT ALLOWED)	1 shoe cleaning kit containing: cloth brushes black shoe polish (no liquid or fast shine polish)
1 nail brush/1 pair nail clippers	
1 face flannel	
MISCELLANEOUS	
1 duvet with 2 covers	1 clothes brush
1 pillow with pillowcases	6 coat hangers with trouser bars
2 single fitted sheets	Suitable luggage
2 bath towels (white or colourfast)	
Box of tissues, writing paper & envelopes	

* Must be running trainers with support and laces. No "fashion" shoes and no Velcro.

**GIRLS' CLOTHING/MISCELLANEOUS LIST
TO BE PROVIDED BY PARENTS**

ESSENTIAL MINIMUM PERSONAL ITEMS (to be marked by parents with pupil's name and number)

CLOTHING	
1 dressing gown (essential in a Boarding House)	2 t-shirts (casual)
1 pair slippers (essential in a Boarding House)	5 pairs socks
3 sets nightwear (1 to be pyjamas)	
2 pairs jeans or casual trousers	1 cagoule or anorak (Navy) (no other colour or motif)
2 sweatshirts/sweaters	1 pair gloves
7 pairs pants (white/colourfast)	1 pair walking shoes
1 pair plain dark shorts (for dancing)	1 School bag
10 pairs Black tights – 40 Dnr	
4 bras (white or cream for wearing with school uniform)	
1 pair flip-flops (for showers)	
SPORTS	
1 small sports bag	1 mouth guard (preferably fitted by dentist)
*1 pair running shoes, with laces	1 swimming costume (black or navy)
1 pair Astroturf trainers	1 hockey stick
3 pairs plain navy blue shorts (minimum)	1 pair shin pads
5 plain white t-shirts (minimum)	5 pairs of short white sports socks.
2 sports bras (minimum)	School tracksuit (provided by stores)
TOILETRIES	
1 hair brush & 1 comb	
1 toilet bag containing: soap and soap box toothbrush/toothpaste shampoo deodorant stick/block (AEROSOL SPRAYS ARE NOT ALLOWED) Hairdryer (if required)	1 shoe cleaning kit containing: cloth brushes black shoe polish (no liquid or fast shine polish) Bun net/hair pins/black bands (if required) Appropriate sanitary wear (if required)
1 nail brush/1 pair nail clippers	
1 face flannel	
MISCELLANEOUS	
1 duvet with 2 covers	1 clothes brush
2 single fitted sheets	6 coat hangers with skirt hooks (not metal)
2 bath towels (white or colourfast)	Suitable luggage
Box of tissues, writing paper & envelopes	

* Must be running trainers with support and laces. No "fashion" shoes and no Velcro.

PERSONAL APPEARANCE

1. Parents should ensure that their sons and daughters return to School each term with their hair neatly styled. Hair must not be too long or too short and no outrageous styles are allowed. If girls have long hair it should be long enough to be tied back when in uniform or at an official School outing or activities, which is a school requirement. Hair should not be dyed or coloured unnaturally.
2. We have experience of pupils having severe reactions to hair dye products sold “over the counter” for home use. We therefore ask that any use of dye is carried out either professionally or at home under adult supervision.
3. In general, earrings and all other forms of personal adornment are not allowed with School uniform or on official School outings/activities. Girls may wear small gold or silver stud earrings (one in each ear-lobe) with uniform if really necessary.
4. Private clothing worn in School must be acceptable to Housemasters/Housemistress, Head, Deputy Head and Deputy Headteachers. Jewellery and adornments must be kept to a minimum, especially during the working week.

SCHOOL AND CLASSROOM MATERIALS

Pupils must bring the following to School in August and each term thereafter:

School bag or small rucksack
an English Dictionary
calculator (basic scientific - solar powered)
geometry set (set squares, protractor, compasses)
pens - biro and fibre tip
pencils - graphite and coloured
pencil case
pencil sharpener
eraser
ruler - 300mm

These materials have to be maintained throughout the term by the pupil as these items are essential for daily classroom work.

POCKET MONEY

Parents are to provide pocket money of the amount shown on each termly School bill.

MAGAZINES

Pupils are allowed to receive magazines but the Housemaster/ Housemistress reserves the right to veto reading materials he/she considers unsuitable.

Publications may be ordered from Meldrum’s, 34 High Street, Dunblane:

Tel No: (01786) 822175 before 1 August and should be inclusive of all holidays until the end of the Summer Term. Meldrum’s will send their account to you and settlement is a matter between yourselves.

MAIL

Please note that when sending letters to School, "A Clarke" is not sufficient.
All mail must bear the full names of the pupil and the name of the boarding house eg:

Arthur C Clarke
Trenchard House
Queen Victoria School
Dunblane
Perthshire
FK15 0JY

INCOMING MAIL

The School is currently unable to accept incoming mail on Saturdays. Parents should therefore try to ensure that cards, letters or packages intended for specific dates are sent well in advance of the occasion.

TELEPHONES

Telephones are freely available to pupils in all Houses outwith Prep and class times. There is a Personal & QVS ICT Equipment Policy which pupils and parents are required to sign and return to the School.

PHOTOGRAPHS OF PUPILS

Please let us know if you as a parent would prefer us NOT to use photographs of your child/children in any publications.

SCHOOL BILLS

Termly school bills are issued 3 times a year, about 2 weeks before the start of the Autumn/Winter, Spring and Summer terms. The standard charges for 2011/2012 will amount to £382 each term (excluding the £3 Prep Diary issued in the Autumn term), and we will add to this figure pocket money and miscellaneous items such as music tuition. New admissions will incur an extra one-off charge of £51 in the Autumn term, to cover a contribution towards the School Uniform and Laundry Bags. We will also add to the bill those items agreed by parents/guardians in various 'Permission Slips', for example rugby shirts, "hoodies", tracksuits, hockey tops, and extra swimming lessons.

When settling the school bill, parents/guardians should pay the total amount due, at the start of each term. The School's preferred method of payment is internet banking, and our bank details are:

Queen Victoria School

Account No: 02019219
Sort Code: 30-00-02

Should you foresee a difficulty with settling the total amount due, at the start of each term, please contact our Finance and Admin Manager, Kenny Lawrie, on 0131 310 2905, as soon as possible. Alternatively, Kenny can be e-mailed on admin.office@qvs.org.uk

PAYMENTS FOR ADDITIONAL POCKET MONEY AND MISCELLANEOUS ITEMS

When paying for pocket money and miscellaneous items additional to those included on the school bill, parents/guardians are requested to pay the child's boarding house pocket money account direct, with a cheque made payable to the relevant boarding house. Additional amounts volunteered should not be added to the settlement of the main school bill, and should not be paid through internet banking.

OUTLINE DAILY ROUTINE

WEEKDAYS

Rising Bell	0700
Breakfast (1 st Sitting)	0730
Breakfast (2 nd Sitting)	0755
Chapel	0835
School	0850
Break	1010
School	1030
Lunch (1 st Sitting)	1230
Lunch (2 nd Sitting)	1250
School	1335/1625
Hobbies	1645-1745
Main Meal (1 st Sitting)	1800
Main Meal (2 nd Sitting)	1825
Prep	1900-2030
Supper	After Prep

SATURDAY

Rise	0730
Breakfast (1 st Sitting)	0800
Breakfast (2 nd Sitting)	0825
School	0915/1035
Lunch (1 st sitting)	1200
Lunch (2 nd sitting)	1225
Main Meal (1 st sitting)	1700
Main Meal (2 nd sitting)	1725
Supper	2000/2030

SUNDAY

Rise	0830
Breakfast (1 st sitting)	0900
Breakfast (2 nd sitting)	0920
Chapel	1100
Lunch (1 st sitting)	1230
Lunch (2 nd sitting)	1300
Main Meal	1700
Prep	1900/2030
Supper	After Prep

LIGHTS OUT: as directed by Housemaster or Housemistress

SAMPLE



QUEEN VICTORIA SCHOOL

RULES ON USAGE OF PERSONAL AND QVS ICT EQUIPMENT

The use of personal ICT equipment has made contact between boarders and their families easier and more frequent and, on the whole, Queen Victoria School welcomes this provided responsible usage takes place. It is essential that pupils understand that misuse of mobile phones, laptops and other ICT equipment, including texting and photographing facilities, will result in sanctions. Text messages must not be salacious, offensive, insulting or derogatory. Pupils should be aware that a special ICT unit has been set up in Scotland to tackle all sorts of computer related crime and messages can be traced.

Due to Child Protection issues, ICT which has picture facility must be used appropriately. Photo-phones are now a major issue in terms of invasion of privacy etc.

Ultimately the pupil is entirely responsible for the use of his/her ICT equipment.

Phones should be protected by a PIN (Personal Identification Number) and laptops by a password known only to the pupil. This is in order to avoid use of ICT by others without the owner's permission.

Junior pupils may have their mobile telephones collected in and locked away before lights out.

If pupils wish to have ICT equipment for personal use at School it must not be used outside the following times:

- a. in the morning until Chapel
- b. break and lunchtime
- c. after classes until Prep
- d. end of Prep till lights out

The following are times when personal ICT equipment definitely should not be used:

- a. Class time*
- b. During Prep*
- c. After lights out

* Exceptions to this are when the ICT is being used for an educational purpose and with the agreement of staff.

The use of our network and the Internet is a privilege, not a right. Inappropriate use, as outlined in the following sections, may result in the cancellation of those privileges. The school reserves the right to effect additional sanctions where appropriate. Based upon the guidelines stated in this document, the system administrators and Senior Management Team in the school decide what is appropriate use.

The school may exercise its right to monitor by electronic means the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or that the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Users must not access another user's account or files and must never attempt to find out or use another user's password.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts they make.
- Any form of electronic communication should be written carefully and politely and must not contain content that is likely to cause offence as this may be considered as bullying. Users must not use inappropriate language. Any images used must not be inappropriate in nature.
- Anonymous messages must not be sent.
- Attempting to bypass the school's security filter by means of Internet Proxies or otherwise is strictly forbidden.
- The inappropriate use of public chat rooms, forums and any form of social networking site (e.g. FaceBook, Twitter, etc.) is not allowed. *See Below
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- No software or hardware of any kind should be installed or run on any machine or network without prior agreement with the systems administrators.
- Reckless use of machines which results in software or hardware failure may result in the user being liable for the repair cost.
- Inappropriate material may not be downloaded onto school machines or systems.

* Inappropriate use includes engaging in any activity which brings the school into disrepute or is liable to result in harm to either the individual user or the school more generally.

Inappropriate use of Personal ICT equipment will result in confiscation.

Inappropriate use of School ICT will result in a ban on usage.

Spot checks may be carried out to ensure that pupils are complying with these guidelines.

If pupils do not abide by this contract, pupils and parents must be aware that the following action will be taken:

1st offence : Personal ICT equipment will be confiscated for 2 weeks.

Abuse of School ICT will result in a 2 week ban.

2nd offence : Personal ICT equipment will be confiscated for one month.

Abuse of School ICT will result in a one month ban.

3rd offence : Personal ICT equipment will be confiscated for one term.

Abuse of School ICT will result in a one term ban.

Continual infringements will result in permanent withdrawal of personal or School ICT usage.

Pupil's Name:

Signature:

Date:

Some ICT equipment can be set by parents to limit access to undesirable material. If such protection is available on your child's personal ICT equipment, please ensure that it is engaged to your satisfaction before allowing your son/daughter to bring the item(s) to school.

Parent/Carer's Signature:

Date:

WARNING:

A Government report has stated that there is a potential risk to children through the overuse of mobile phones.

Sample
QUEEN VICTORIA SCHOOL

Student's name: _____



AGREEMENT BETWEEN S6 STUDENT & QVS

This Agreement between Student and School

WHAT you are entitled to expect as a senior student at QVS

WHAT the School expects of you as a senior student

THE SCHOOL AGREES TO:

- ❖ *offer a range of courses appropriate to the student, as far as is possible within the resources available to it*
- ❖ *offer within the resources available a timetable which meets the needs of the student*
- ❖ *offer study facilities through access to the library, ICT and private study time*
- ❖ *offer opportunities outwith the classroom to extend current or introduce new interests*
- ❖ *offer support with personal difficulties/health/careers/academic needs through HoMs/tutors/senior and medical staff*
- ❖ *provide an area within the school where students can meet to socialise at designated times e.g. Common Room 9.00am – 4.30pm on weekdays*
- ❖ *representation at House Council*
- ❖ *representation at School Council*
- ❖ *the opportunity to meet monthly with Senior staff through Monitors' and Prefects' Meetings to discuss all aspects of school life*
- ❖ *certain S6 privileges, as detailed in Student section.*

Head's

signature:

.....

Name:

Mrs W.A. Bellars

Date:

..... 2011

THE STUDENT AGREES TO:

- ❖ *behave with courtesy and consideration at all times and to set a good example to all pupils*
- ❖ *seek help from class teacher/tutor/HoM or senior staff at an early stage when problems or difficulties occur*
- ❖ *use school facilities, including library, Macmillan Sports Hall classroom, House and Common Room in a way that is considerate to other users*
- ❖ *spend the school day elsewhere than in the House: library, S6 Common Room, Macmillan Sports Hall classroom, assisting with lessons or other citizenship activities*
- ❖ *share responsibility with staff and other seniors for maintaining high standards of behaviour and high expectations throughout the school*
- ❖ *dress according to school guidelines*
- ❖ *arrive at classes and other commitments punctually and fully prepared*
- ❖ *behave outside the school in a way that reflects positively on the school*
- ❖ *devote a minimum of 10 periods of the week to independent study and have a viable course which is retained throughout the session: the minimum qualification for entry to the S6 year is 3 examinable subjects, which are to be sustained with serious application to study throughout the year*
- ❖ *complete and hand in prep and work to deadlines given*
- ❖ *devote at least two hours per week to citizenship activities*
- ❖ *continue whole-hearted commitment to those activities discussed at the S5 – S6 interview, e.g. Band, CCF, Duke of Edinburgh Award, Games Teams or coaching*
- ❖ *commit to the entire S6 year, unless an unavoidable change of circumstances demands otherwise.*

THE STUDENT AGREES TO:

Assist with core duties:

- ❖ *representation at* *House Council*
School Council
Monitors' and Prefects' Meetings
Catering Committee

as appropriate

- ❖ *assist with entertaining/showing round of guests, parents, visitors to the school*
- ❖ *chapel duty*
- ❖ *lunch duty*
- ❖ *House duties*

Choose from particular activities in order to further contribute to the general life of the school and community, for example:

- ❖ ***PUPIL SUPPORT***
 - *assist in subjects/departments/with extra curricular activities*
 - *paired reading*
 - *be assigned to a particular pupil in House or in school to assist with difficulties*
- ❖ ***PEER SUPPORT***
 - *role as a mentor in House*
- ❖ ***SOCIAL EVENTS COMMITTEE***
 - eg Youth Club for juniors/programme of social events*
- ❖ ***COMMUNITY INVOLVEMENT***

The student agrees to treat responsibly the S6 privileges detailed below and to respect the fact that these are for S6 students ONLY.

S6 Privileges

- 1. S6 can decide when to do their prep, provided work is being done well and deadlines are being met, although school prep times must be spent in rooms.*
- 2. Use of the S6 Common Room between the hours of 9.00am and 4.30pm on weekdays.*
- 3. Breakfast 'In House' at weekends (choice).*
- 4. Ability to use kitchen facilities to prepare meals at HoM's discretion.*
- 5. Permission to leave school grounds during the day:
 - a. To sign out and go into Dunblane*
 - b. To go out on pass into Stirling on one day during the week, with prior agreement of HoM and signing out of school and back in again on return, provided that this does not conflict with any School commitments. A parental permission slip is required for this.**
- 6. To order in food from outside with agreement from HoM/Tutor; the food to be for S6 only.*

Abuse of these privileges will result in the privilege being removed for an individual or a group as appropriate.

Continued abuse will result in the privilege being removed from the list of S6 privileges.

Student's signature:
.....

Name (please print):
.....

Date:

We ask parents/guardians to sign to indicate their support of the agreement between the School and the student.

Parent's/Guardian's signature:

.....

Name (please print):

Date:

Please note that S6 pupils are expected to stay at QVS up to and including Grand Day. This means observing School rules on personal appearance, including length and style of hair.

In exceptional cases, S6 pupils may be allowed to leave School after their public exams and before the end of the year. This must be agreed with the Head.



QUEEN VICTORIA SCHOOL

Dealing with Pornography

Children can now be exposed to pornography through a variety of different media:

- Magazines/literature
- Television
- Audio/video/DVD
- Internet

An approach to dealing with pornography must take on board the need to:

- Educate
- Support
- Punish inappropriate use

Possible problems include:

- i. Downloading of inappropriate images
- ii. Home-made images. Potential to be a child protection issue, in which case the matter will have to be referred to the Police Families Unit.
- iii. Sharing of images/passing on of material with agreement.
- iv. Images/material being forced on others. If content is forced on others even via email, children could face prosecution for supplying indecent material to a minor, even if they themselves are minors.

Depending on the nature of pornography brought into, used in, or sent from school, and upon the extent of its dissemination, the school's response will range from suspension to expulsion.