



SCHOOL RULES, REGULATIONS AND USEFUL INFORMATION

When you come to Stowe you are joining a community of approximately 850 pupils. In order for the community to function effectively and happily, certain rules are required. They can be broadly summarised under two headings: respect for others and respect for property.

Anti-social, unpleasant and selfish behaviour are, of course, unacceptable in all societies, as they are at Stowe: those who cannot understand the destructiveness of bullying, stealing or drug abuse clearly cannot remain here.

With other rules Stowe seeks not to ape the standards of society, but rather to set a moral lead, and to respond to the particular requirements that any individual community always has. Intensely intimate relationships, for example, often have an unusually powerful and destructive effect within a School where, in addition, there is a responsibility to ensure that standards of behaviour are at least as rigorously adhered to as they are in most homes. Thus, sexual relations between pupils are prohibited regardless of what may be considered acceptable behaviour in other social groupings. It is expected that the behaviour of all Stoics will be guided by the following rules both at School and away from School premises. Behaviour at any time, including holidays, which brings the School into disrepute will be liable to discipline. In joining the Stowe community, acceptance of these standards is assumed and compliance with them is expected.

Dr Anthony Wallersteiner, Head

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1. SOCIAL BEHAVIOUR

BEHAVIOUR AND DRESS IN THE DINING ROOMS - No one may remove food, crockery or cutlery from the dining rooms. Pupils are not allowed in the dining rooms in sports kit during the working day. The only exception is when a meal will otherwise be missed and when the member of staff in charge of the activity has personally been to see the teacher on duty to arrange the exception; tracksuit bottoms **MUST** be worn.

BULLYING - All members of the School community are expected to base their behaviour on respect for others, regardless of differences of age, status, physical ability, belief, race, sexuality or gender. Bullying, including cyber-bullying (by mobile phone, text or internet), whether physical or mental, always constitutes an assault, is completely unacceptable and will not be tolerated. Demanding or taking items of any kind (including food), belonging to other pupils using age, status or any other form of threat, stated or implicit, is regarded as bullying. In extreme cases it may be punished by suspension, or ultimately, expulsion. A pupil who is being bullied or who sees another pupil being bullied is urged to approach any member of staff or other responsible person. Any use of threatening language or verbal abuse which contravenes Stowe School's Anti-Bullying Policy on the basis of race, gender, sexual orientation or disability, will **NOT** be tolerated.

Remember to treat others with the same respect and tolerance with which you would expect to be treated.

BY ASSOCIATION - Anyone found with someone breaking the School Rules is likely to be punished (for tacitly condoning the misdemeanour).

DRESS - Sixth Form pupils should be smartly dressed in a black, navy or grey trouser suit (boys and girls), in a manner that would result in them being taken seriously within a commercial business environment. Trousers must be tailored, at least ankle length, they should not be skin tight or jeans and they should match the jacket, with dark coloured socks. Junior Pupils are expected to wear the appropriate School dress. All pupils should be clean, tidy and smart at all times. This includes being washed and, for boys, shaved, wearing shoes which are clean and in good repair, with shirts tucked in and top buttons fastened. For Lower School girls, skirts should be bought from the School Shop and will be knee length. The current dress regulations are published in Houses. When in home clothes, all pupils have a responsibility to dress appropriately. Clothes with provocative or offensive logos, for example, must not be worn. Footwear must be worn at all times.

FOOD - CHEWING GUM - Chewing gum is not allowed at Stowe.

FOOD - GENERAL - Eating and drinking is not allowed in public places (except in the immediate vicinity of the School Shop). These include classrooms, laboratories, libraries, the swimming pool, the sports hall, the State Rooms, North Hall and when walking about the School.

GAMBLING AND BETTING - Members of the School are not allowed to bet, gamble, play cards for money, or to organise or take part in sweepstakes, which have not been authorised by the Head.

Stowe School
Behaviour & Discipline
School Rules and Regulations 2020-2021



HAIR - Hair should be of a natural colour, clean, tidy and brushed, should not be cut in an extreme manner and, for boys, should not cover the eyes or collar. Lower School girls should tie their hair back. Whilst at School, Stoics are expected to use the School or other professional hairdresser. They should not cut, dye or shave their own or each other's hair.

HATS - Stoics should not wear 'Beanies' or, indeed, any sort of hat when in School dress. Unless the weather is exceptionally cold, when a School Beanie may be worn.

HEALTH AND SAFETY OF PUPILS - All pupils are expected to behave in a responsible manner showing consideration, courtesy and respect for other people at all times. Any pupil presenting a significant risk to the health and safety of themselves, other pupils or any other person will be liable to suspension or expulsion. This includes any pupil actively encouraging, aiding or even spectating a dangerous or potentially hazardous activity.

ICT - All pupils are given and agree in writing to the document 'Acceptable ICT Usage Policy' covering the proper use of ICT at Stowe. This applies to computers, DVD players, flash drives, iPods, PDAs, MP3 players and any other form of storage medium, and mobile phones. If there is evidence that any Stoic is not following the strict rules on ICT use, the pupil will be liable to suspension and equipment will be confiscated. Pupil accounts are closed two weeks after leaving Stowe, apart from Fifth and Sixth Form leavers whose accounts are kept open until Half term in the Michaelmas term unless the Head directs otherwise.

JEWELLERY - For all pupils jewellery should be subtle and discrete. One necklace may be worn but it should be tucked in blouses/shirts. Chokers are not permitted. Bracelets should be thin and simple. Visible body piercing of any kind, except for a pair of earrings, is strictly forbidden at Stowe at all times. It is forbidden for ANY pupil to carry out piercing while they are at School. **Boys** can only wear one unostentatious ring and ear-studs or earrings when not in School, i.e. after formal commitments. **Senior girls** should wear no more than one pair of earrings; they can be studs or small hoops or pendants (smaller than the wearer's thumb diameter) in earlobes. One unostentatious ring can be worn. Nail varnish should be clear or subtle tones; bright or dark nail varnishes are not permitted. Subtle make-up may be worn. **Lower School girls** can wear one pair of stud earrings in earlobes. One unostentatious ring can be worn. Lower School girls should not wear make-up but may wear discreet concealer. Nail varnish should be clear or subtle tones; bright or dark nail varnishes are not permitted.

LITTER - All litter must be disposed of in the appropriate bin.

MISSING LESSONS AND ACTIVITIES - (Failing to attend without permission.) Missing lessons and activities of any kind is not allowed unless advanced permission to miss a lesson/activity has been sought from the member of staff in charge of the relevant lesson/activity. This will usually need to be accompanied by a note of explanation and support from the relevant Houseparent, House Matron or Tutor.

OFFICING - No personal officing is allowed.



PORNOGRAPHY - Pornography is the practice of exploitation and subordination. It erodes moral values and encourages damaging attitudes towards the opposite sex. If there is evidence that any Stoic is supplying or is in possession of pornography in any form (including on mobile phones, iPods, iPads, laptops, literature) the pupil will be liable to suspension or expulsion.

PUBLIC DISPLAYS OF AFFECTION - Displays of affection are not allowed in public places and/or in circumstances where they might offend others. See also Sexual Relations under Health.

PUPILS REPRESENTING THE SCHOOL - Pupils on trips, expeditions, sport, activities etc. are all bound by the same rules as if they were at School. Any serious breaches in conduct while on a School trip could lead to a minimum ban of one year.

SUNBATHING - Those wishing to sunbathe must do so out of sight of the School buildings and within the boundaries outlined on the School map. Appropriate clothing should be worn in sight of the Mansion.

TATTOOS - Visible tattoos, including henna tattoos, are not permitted and it is forbidden for ANY pupil to carry out tattooing while they are at School.

2. DAY PUPILS

- Day pupils are bound by the same rules as boarders but must also be aware of a number of other specific rules.
- Day pupils will be under increased pressure from Stoics to bring in contraband and this is treated as supply; the penalty may lead to suspension or expulsion.
- Day pupils should not conduct any business on site or bring in goods.
- Day pupils should attend morning stance (held in House between 8.00am-8.10am) which will include online registration. If they are unavoidably late and arrive after 8.10am, they must register in North Hall as soon as possible.
- Day pupils are expected to stay at School until after first prep unless they have obtained specific permission from their Houseparent.
- Day pupils are allowed to drive themselves to School only after parents have obtained written permission from the Head.
- Day pupils should arrive by car as arranged by parents.
- Day pupils should not take any passengers in their cars without the Head's specific permission.
- Stoics should not drive within the School grounds other than to and from the designated parking area.
- Stoics should not use a car for any purposes other than the specified journey unless specific permission to do otherwise has been granted by the Head.
- Day pupils on School punishments should, as far as possible, be brought into School to carry out their punishment.



3. BOUNDS

The following areas are **out of bounds**:

- Buckingham: Pupils may only visit Buckingham on Wednesday and Saturday between 4.00pm - 5.30pm and on Sunday 1.00pm - 3.30pm using the coach that leaves from the Security Cabin. If there is a genuine reason why Stoics must visit Buckingham outside these times they must be in possession of a signed note from their Houseparent.
- The road from the first 40mph sign in Dadford to Chackmore which is dangerous for walkers and cyclists.
- The Power House Yard.
- The Kitchen Passage (except when access is required to the CCF centre).
- The Dining Rooms outside meal times.
- The Medical Centre and its immediate surroundings. Permission from the Nursing Sister on duty is required to visit patients.
- All National Trust Administrative Buildings.
- All parts of the roof tops of all buildings.
- All areas formally laid to grass, unless specific permission is obtained. Such areas include Chapel Court, Walpole Court and the grassed area on the North Front. These areas should never be used as a thoroughfare.
- The Roxburgh Hall, the Chung Music School, the Drayson Hall, the Pavilion, the Swimming Pool and surrounding areas, unless authorised or on bona fide business.
- Hotels and Public Houses except in the company of parents or approved visitors, or with the specific permission of their Houseparent.
- Any building under construction or repair and all scaffolding.
- All areas defined by the School bounds map published in Houses.

CLOSE TIME AND DAILY ROUTINE - After Close Time, no one may leave his/her House without permission from his/her Houseparent. Normally Close Time is before House Meetings at 7.30pm on weekdays and 8.00pm at weekends. All pupils have access to full details of the daily routine and Close Times. These are published each term in their School Calendar.

LEAVE OF ABSENCE - Any Stoic wishing to leave the School grounds, other than for a School match or expedition, must obtain permission from his/her Houseparent and sign out. A Nihil Obstat must be obtained if any School lesson is to be missed or if a night is to be spent away from School. It must be signed by the Head at least 48 hours before departure and entered on iSAMS.

LOCK UP - Lock up is at 10.30pm and on Saturdays at 10.45pm. After this time a Stoic will only be given permission to leave House in exceptional circumstances.



STOWEBUCKS - All Stoics are members of StoweBucks (the Stowe Centre) and the rules are simple to ensure the space is enjoyed by all pupils. We reserve the right to refuse entry to anyone, or withdraw membership, if behaviour falls below the expected standards listed below:

- Polite, good humoured and sensible behaviour is encouraged at all times - rowdiness and rudeness will not be tolerated. Aggressive or violent behaviour and abusive language have no place at Stowe and therefore the same expectations apply to StoweBucks.
- Stoics should not stand on the seats.
- Please use the bins provided for all rubbish.
- When there is music (or a disco), the DJ booth is for the DJ's use only.
- Stoics should not take drinks onto the dance floor.
- Please report any problems or damage immediately to the teacher in charge or the Centre committee to resolve things quickly and fairly.

STUDY, BEDROOM AND DORMITORY REGULATIONS - Studies, bedrooms and dormitories are private places. They may only be visited by another pupil at the invitation of the person whose study, bedroom or dormitory it is, or if permission has been given by the Houseparent of the House visited. During private study periods, quiet must be maintained. You must be in your own study area unless directed elsewhere by Tutors.

No study, bedroom or dormitory may be entered by a pupil of the opposite sex.

VISITS BETWEEN HOUSES - No Stoic should be in any other House during class time or after 7.30pm. No one may visit a House before break or before 10.30am on a Sunday.

4. SAFETY

BOATING - Boating (including all types of boats and canoes) is not allowed on the lakes or elsewhere without the appropriate written permission from parents endorsed by the Houseparent. All involved with boating must be aware of, and act upon, the current regulations on best practice.

DAMAGE - Damage to School property is chargeable to the pupil who is found to have caused it.

FIRE - Fire evacuation procedures are published in all areas of the School, including Boarding Houses. There will be fire practice drills every term. It is strictly forbidden to tamper with any items in a manner that might cause a fire. Fire extinguishers must only be used in the event of a fire.

FIREARMS, FIREWORKS, AMMUNITION AND EXPLOSIVES - Firearms (including BB guns), fireworks, ammunition or other explosives are forbidden except under authorised supervision.



GAMES - The following safety precautions are to be observed at all times:

- Glasses with breakable lenses may not be worn for games.
- The protective equipment for the sport in question must be worn as specified by the coaches e.g. mouth guards, shin pads, helmets etc.
- There must be no playing with a ball or snowballs in or near any building.
- No casual games which could cause damage to existing pitches and equipment may be played.
- Games must not be played around the boundaries while any matches are in progress.

KNIVES - All knives are strictly forbidden. Anyone in possession of a knife, of whatever sort, must declare it to their Houseparent. Knives used for CCF and DofE must be kept with the member of staff in charge of those activities.

LABORATORIES - It is an offence to be in possession of laboratory equipment or chemicals unless authorised by the appropriate Head of Department.

LAKES - The lakes may not be used for any activities (with the exception of fishing) without official, qualified adult supervision.

- Swimming in the lakes is dangerous and, therefore, strictly forbidden.
- All ice that has not been formally declared safe is out of bounds.
- Fly fishing may take place in the Oxford Water, and coarse fishing on all other lakes, with the exception of the Elysian Valley ponds. Appropriate licences and permissions are required.

MEDICINES - Pupils who bring medicines to School must hand them over to their House Matron on arrival, together with written instructions as to their use from their home doctor or parents. Under no circumstances are pupils to provide or pass on medicines to other pupils.

5. HEALTH

DRINK - The possession of alcohol of any kind is forbidden, as is its unauthorised consumption at School or elsewhere during term time or when travelling to and from School. This includes alcohol found in possession even if it is unopened or is an empty container that smells like alcohol. This rule applies to all School expeditions, camps and trips of any kind.

The consumption or possession of spirits is never allowed and will result in an automatic suspension.

The possession or consumption of food or drink products with high caffeine content (e.g. Red Bull, Pro-Plus) or containing other stimulants is forbidden at School and when pupils are under School supervision away from Stowe.



DRUGS - It is forbidden to possess or use any illegal substance or to abuse any legal substance. Anyone found breaking this rule will be liable to expulsion. Anyone found supplying drugs, of whatever class, will be expelled immediately.

MEALS - Breakfast, lunch and supper are provided in the central School Dining Rooms, and all pupils are expected to attend these meals.

SEXUAL RELATIONS - If there is evidence that a Stoic has been having sexual relations in School time, irrespective of location (this includes pupils under School supervision away from Stowe in addition to all School expeditions, camps and trips), the pupil will be liable to expulsion. Stoics will be educated about sexual relations as part of the School's PSHE programme. It is the law that no under-age individual can consent to have sex. Where one person committing a sexual act is over 16 and one under 16 the law could view the relationship as an abusive one, depending on the difference in age between those involved. In law a sexual act is not limited to penetrative sex.

SMOKING - The possession of smoking materials/vaporisers of any kind is forbidden, as is their use at School or elsewhere during term time or when travelling to and from School (including pupils under School supervision away from Stowe in addition to School expeditions, camps and trips). Being in the presence of smokers or in known smoking areas is treated as a punishable offence. Smoking or vaping indoors will result in an automatic suspension.

6. TRANSPORT

BICYCLES

- All bicycles must be marked with the owner's School number and must pass the termly House safety inspection.
- Cyclists must exercise due care and attention at all times; pillion riding is forbidden.
- Helmets must be worn if cycling 'off site'.
- Bicycles must not be ridden at or after dusk.
- Pupils may only ride their own bicycles and must never borrow or lend a bicycle.
- Stoics must never ride in pedestrianised areas or on grassed areas.
- Between lessons, bicycles can be left in the fives courts, but must be walked through the academic area.

CARS - Stoics may not drive cars at School except under the direction of a driving instructor authorised by the School, or when accompanied by a parent or guardian. Stoics may not keep a car at Stowe except with the written permission of the Head. This will not normally be granted, except in the case of a Day pupil driving himself/herself to and from School, and the keys will be required to be kept by the Houseparent.

MOTORCYCLES - No one may possess or ride a motorcycle or moped at School.



PASSENGERS IN PRIVATE CARS - No one may travel as a passenger in a private car driven by someone under the age of 21. Any request by a Stoic for permission to drive another Stoic must be referred to the Head. Permission will only be given in exceptional circumstances.

PUBLIC TRANSPORT - Stoics may not travel by public transport without the permission of their Houseparent. Arrangements for hiring a taxi may only be made through the Houseparent.

RED BUS

- Remain seated when the vehicle is in motion.
- Only enter and exit the bus when it is completely at a stand still.
- The bell must only be used by the conductor.
- The emergency exit must only be used in an emergency.
- Please use the bin under the stairs to dispose of litter.
- Pupils must not distract the driver with noise/behaviour.

TAXIS - Taxis for pupils leaving Stowe can only be booked with the authorisation of the Houseparent or their representative. **APL, BD's, Buckinghamshire Chauffeur Services, Chauffeured Services, Executive Class Cars, Life of Reilly, R & R Taxis and RAE Private Car Hire** are the School's selected taxi operators. Other operators may only be used for pupil travel from Stowe if the selected operators are unable to meet demand. Taxis other than those above may be booked to bring pupils back into School, but all of these will be stopped and checked at security. Stoics must pay cash for all trips to Buckingham (e.g. Sundays). It is possible for fares at the start and end of term, for university visits or other necessary journeys, to be put on the School invoice if parental permission is given or at the Houseparent's discretion.

7. DISCIPLINE

It is the School's policy to encourage good behaviour at all times, and to promote mutual respect and good manners amongst all those who live and work on the School site. Teaching staff are expected to make standards of behaviour, both in and out of the classroom, clear to pupils at all times and to be consistent in their expectations.

Punishments should be related to the offence and as far as possible should aim to encourage the pupil to understand why his/her behaviour was unacceptable. Any pupil not abiding by the rules laid down will be sanctioned through the School's disciplinary system. Houseparents are always kept informed of punishments given to pupils via records that are kept on the School's central electronic database (iSAMS). A separate record is kept by the Houseparent of punishments given within the Boarding House.

DETENTION - Departmental clinics and detentions are available for pupils who are struggling with their work or who are wilfully behind. Clinics for Upper School pupils are published by Departments and detentions are held when required.



STANDARDS - Pupils can be given a Standard for lateness, failure to have books, chattering in class etc., for a late or unsatisfactory piece of work or for non-academic offences such as untidiness, loudness, boorishness or scruffy dress. The punishment will depend upon the offence, but the pupil is normally required to write an explanation of what he/she did wrong, and to show an understanding of why such behaviour is unacceptable. A Standard may also involve rewriting an exercise, an essay, some extra notes or copying out a piece of writing.

SANCTIONS - These are given for behavioural issues, such as dishonesty, rudeness, bad behaviour, perpetual lateness, bad manners, cutting lessons or activities. They are given in consultation with Heads of Department, Houseparents, the Head or members of the Executive Leadership Team. Pupils are required to attend a Sanctions session in the morning from 7.15am to 8.00am. For all of these sessions, School uniform must be worn. A pupil on Sanctions will do his/her punishment for a set period.

THE HEAD'S DETENTION - The Head's Detention is given for the most serious offences such as smoking, drinking, bullying or for repeated minor behavioural or academic issues. They are normally given for a week and include other punishments such as fines, gating, weekend hourly report cards, targets, declarations of intent, copying out articles relevant to the offence, or writing answers to questions designed to make the pupil reflect on his/her behaviour. They run from 8.45pm to 10.15pm. No pupil can be removed from School Detention without the Head's permission.

INTERNAL RUSTICATION - In the case of serious breaches of School discipline or repeated offences, the Head may internally rusticate a pupil in School for a period of time at his discretion. In such cases, the pupil remains at School but does not follow the normal School routine and will be set work to be completed in isolation.

SUSPENSION - In the case of very serious breaches of School discipline or repeated offences, the Head may suspend a pupil from School for a period of time at his discretion. In such cases, the pupil remains at home, but academic work is set by teachers.

REMOVAL OF A PUPIL FROM SCHOOL - Where the Head considers that a pupil's behaviour or continued behaviour makes his/ her presence detrimental to School discipline or to its reputation, he may require the pupil to be permanently removed from the School.

EXPULSION - A pupil may be expelled at any time if the Head is reasonably satisfied that the pupil's conduct or persistent conduct (whether on or off the School premises, or in or out of term time) has been prejudicial to good discipline or the School's reputation. The Head will act fairly and in accordance with natural justice, and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion. Parents of a pupil who is suspended for more than 11 days, whose removal from the School is required, or who is expelled, may request a review of the punishment by writing to the Chairman of Governors.



8. PERSONAL POSSESSIONS

Temporarily taking or borrowing items of any kind (including food) belonging to another pupil without their permission is regarded as theft and may be punished as such.

COMPUTERS AND ELECTRONIC DEVICES - All pupils sign the School's Acceptable ICT Usage Policy and should use the School's network and computer systems in a responsible way. It is the pupils' responsibility to look after and secure their personal computers. The School reserves the right, where there is reasonable suspicion of a disciplinary offence, to inspect and monitor the use of computers and electronic devices, and may confiscate these if they have been used inappropriately.

ELECTRICAL ITEMS IN STUDIES, BEDROOMS AND DORMS - The following items are not permitted in Dorms, Prep Rooms or Study Bedrooms: private television sets, electric fan heaters, mains powered fridges, electric blankets, coffee machines, toasters and other food preparation items, kettles, lava lamps, irons, plug-in air fresheners, daisy chain extension cables, multiple plugs, non-UK multi adapter plugs (with multi double pin plugs) and mains powered (including LED USB lights) mood lighting/fairy lights/LED strip lights (only battery powered mood lights are permitted).

FINANCIAL MATTERS

- Members of the School are strongly advised to bank money and valuables with their Houseparent.
- Financial transactions involving more than £25.00 must be approved by the Houseparent concerned.
- Financial transactions with School employees are not allowed.
- Money must neither be lent nor borrowed.
- The buying and selling of items between pupils is not allowed without the agreement of the Houseparent.

LASER PENS AND LASERS - It is forbidden to possess or use any laser pens or unprotected laser items.

MOBILE ELECTRONIC DEVICES

- Junior pupils may not have access to their phones during lessons and activities, and may collect them from Houseparents after lessons/activities have finished. They may have laptops in lessons as required.
- All Junior pupils are required to hand in their mobile phones before second prep. They may have access to their phones after prep.
- All Third and Fourth Form pupils are required to hand in their phones, laptops and other electronic devices 15 minutes before their lights out in dormitories or rooms.
- All Fifth Form pupils are required to hand in their phones before bed, but may retain their laptops on the understanding that they will be confiscated for a period of time if they are found to be using them late at night. We have allowed Fifth Form pupils to retain their laptops to give them some degree of responsibility in self-regulation.
- Sixth Form pupils can keep their phones throughout the week on the understanding that they will use them in an appropriate manner and that mobiles will be confiscated should they be used inappropriately or at the wrong time.



MOBILE TELEPHONE PROTOCOL

- Mobiles should always be used with discretion.
- Stoics do not have to answer their mobile if they receive a call or message alert, they should wait until the appropriate time and place.
- Mobiles should never be used during formal occasions e.g. lunch, concerts, plays, films etc.
- Mobiles should never be used in the library, during lessons, during study periods, during prep or after lights out.
- The School's policy on internet usage also applies to mobile phones and, therefore, Stoics should use this application together with the camera and video facility in an appropriate manner. The School reserves the right, where there is reasonable suspicion of a disciplinary offence, to inspect and monitor the use of mobile phones. For details see the School's full ICT Policy.
- All staff reserve the right to take a mobile from a Stoic if they should use it improperly and to return it via their Houseparent. Mobiles are normally confiscated for 48 hours but can be held for longer periods if there is a good reason.
- For safety reasons Stoics should never move around the site wearing earphones. This applies to mobile phones and other electronic devices such as iPods and MP3 players.

General

- Mobile phones are strictly prohibited in any Examination Room or Hall.
- All Stoics with a mobile phone must register that phone with their Houseparent by filling in the 'Permission to keep a Mobile Phone at School' form.
- Any Stoic found using a different phone will be liable to have it confiscated and receive a punishment.
- Please note that any pupils who use a mobile phone in lessons without the permission of their teacher, or for an inappropriate activity, should expect to have their phone confiscated for 48 hours.
- If international pupils need to call at times when they would normally not have their phones, this will be arranged on a case by case basis with their Houseparent.
- In an emergency, pupils are always able to use the phones in the studies of their Houseparent, Matron or in North Hall.

PETS - No animal may be kept at School without the permission of the Houseparent.

VALUABLES - Pupils should avoid bringing valuable items to School if at all possible. Cash and other valuables should be deposited with the Houseparent for safekeeping.



9. WHERE DO I TURN?

What do I do if there is a fire?

If you discover a fire, raise the alarm by activating the nearest fire alarm call point (red 'break glass' box) and proceed to your nearest fire exit. On evacuating the building you should proceed to the appropriate fire assembly point - this is indicated on the fire evacuation notices. An authorised member of staff will then give you further instructions.

What do I do in case of accident or sudden illness?

If possible, go directly to the Medical Centre or go to your House Matron. If neither of the above is possible, find a member of staff who will contact the Medical Centre. For non-emergency problems, go and see your House Matron at her House surgery times.

What do I do if I am being bullied?

Remember: bullying can only be stopped if you share information. Don't be afraid to talk to somebody responsible - there is a list of suggestions on the next page. If you want to give information about something without saying who you are, a note can be sent to the Chaplain. He will not know who has written it and will not try to find out. He will pass the information on to someone who will be able to help. In all cases, you can expect that you will be taken seriously and that the information you give will be dealt with as confidentially as possible.

What do I do if I cannot manage things alone?

- You may be fed up or unhappy.
- You may feel you are being treated unfairly.
- Someone might have made sexual suggestions that you feel are not right.

Some problems are best dealt with by talking to one person, but others need to be discussed with several people. It is important to remember that you can choose who you would like to speak to. Your choice may depend on the circumstances and how you are feeling at the time - and you do not have to tell anyone else what you are doing.

You do not need to be on your own whenever you talk about something. You can invite a friend, an older pupil or another member of staff to be with you.

Who can I turn to?

- Is there an older boy, girl or prefect you can talk to?
- Your parents might be able to help.
- House officials may be able to help.
- Your Houseparent, Matron, or other members of the House staff are there to help you.
- What about your Tutor?
- You could speak to any member of staff or adult whom you trust.
- The Head of PSHE.
- The School Chaplain may be able to help.



- There are four School Counsellors available and you can book an appointment with one of them by emailing counselling@stowe.co.uk. Or you can ask your Houseparent or Matron to contact a Counsellor on your behalf.
- You may want to talk to the School Doctor who can be visited at surgery times (8.00am in the Medical Centre, Monday to Friday).

If after talking about your difficulties you are still worried, you may feel you wish to take matters further.

What can you do?

How to Make a Formal Complaint

1. Write to your Houseparent or the Head stating that you wish to take the matter that is worrying you further.
2. Your letter will be registered in a complaints log held in the Head's Office.
3. You will receive an email saying that the matter will be dealt with within two days of it being referred to the Head.
4. You will then be asked to talk through the problem. You may choose to take a friend or adult with you then, too.
5. You will be advised about what course of action seems sensible.

If you are still unhappy about how things are going, you will then need to make a decision. You can:

- Contact one of our Independent Counsellors (01280 818424), who will arrange to speak to you privately at School; again, you may choose to take someone with you.
- Contact our Designated Safeguarding Lead, Michael Rickner, on 07467 949767 / 07887 558692.
- If you wish, talk to people outside the School, such as:

CHILDLINE: 0800 1111
NSPCC Helpline: 0808 800 5000
Ofsted: 0300 123 1231

Ofsted is the organisation which is responsible for ensuring that pupils in Boarding Schools are properly cared for, and they are there to help you if you feel that your complaint has not been satisfactorily dealt with. Ofsted National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA.

- Dr Maggie Atkinson, The Children's Commissioner who works to promote and protect children's rights in England can be contacted for advice and assistance on 0800 528 0731.
- Mrs Lucy Mullins, Independent Listener, can be emailed at listener1923@btinternet.com