

EPSOM COLLEGE

Guidance for Pupils 2011–2012

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1. ETHOS OF EPSOM

The years which pupils spend at Epsom College represent a bridge between childhood and the wider horizons of universities and chosen careers. It is during this period that they must prepare for entry into a changing world by growing into young people of sound judgement and integrity.

Epsom College aims to provide a happy, friendly and purposeful atmosphere in which pupils develop a high moral code and respectful conduct towards others. The development of each pupil's own talents — academic, athletic and cultural — is seen as a means of advancing his or her progress towards maturity.

Freedom and responsibility are two essentials of education. Thus, all pupils at Epsom College have freedom to enquire, freedom to criticise constructively, freedom to use their initiative and freedom to approach a teacher at any reasonable time. Pupils have the opportunity of exercising responsibility within parts of the school, so helping to create a caring community in which all can thrive through learning the true meaning of service, tolerance and consideration for others.

Pupils are guided to take increased responsibility for their own actions. More senior pupils are encouraged to take up leadership positions within the School. All are expected to play a positive part in increasing the well-being of the community.

The life of a boarder, in particular, has to be an extension of the pupil's home where interest and guidance are offered and self-discipline nurtured. The framework for the pastoral care provided at the College is the house system, supported by the Chaplaincy, the School Counsellor, staff in the Medical Centre and of course the whole of the Common Room.

2. PASTORAL CARE IN THE HOUSES

Within the houses a high standard of care exists. Each house is in the charge of a housemaster or housemistress, assisted by four or five house tutors, who are readily available for pupils to discuss any concerns. The housemaster or housemistress is normally informed first of any concerns about the health, progress, attendance or disposition of a pupil.

The housemaster/mistress and tutors oversee house activities, take afternoon and evening supervision duties, monitor pupils' extra curricular commitments (including activities, games, drama and music) and offer general advice and guidance to all pupils in the house. Every pupil belongs to a tutor group, which generally is formed from pupils in one year. The tutor monitors all aspects of the school career of each of his/her tutees, especially academic progress which is checked at regular intervals coinciding with the publication of 'orders' and other reports. During the 30-minute tutor period on Wednesday afternoons every tutor will meet all members of his or her tutor group, either in a classroom or in a suitable room in the house. The tutor period is to be seen as a commitment for all members of the tutor group. When tutorial business for the day has been concluded tutees may be allowed to work privately, and for this reason should have with them something to do.

A non-resident female housekeeper supervises the domestic arrangements of each boarding house, reporting maintenance tasks, organising cleaning and supervising care of clothes and the laundry, as well as contributing to the well-being of the house. The Medical Centre has an integral role to play. It is staffed by qualified resident nurses. The School Medical Officer holds a daily surgery in School for all pupils and a special surgery for girls on Wednesday and is also available in the local Medical Centre. The Chaplain performs an essential role by attending prayers in houses, making informal visits to houses as well as being available for consultation. The School Counsellor is available for all pupils and supports the work of other staff.

Life in the house

Boarders usually begin in a small dormitory divided to allow personal space. All have a personal area in a day room (or in their dormitory), moving to study bedrooms in later years. Sixth Formers enjoy either a single or double study bedroom. In later years, pupils are given the freedom of later bed-times and may spend private study periods working in their houses. Communal duties are shared by all pupils. As they move up the school they play a bigger part in the running of houses. Prefects are drawn from the Upper Sixth and are an integral part of the caring system of each house. They check that duties are carried out and report to the duty teacher on several occasions each day. All these arrangements meet with the National Minimum Standards for Boarding Schools.

The entry of new pupils

Once the selection procedures have been finished, all parents and pupils have the opportunity to meet the housemaster or housemistress privately before joining the College. New M4 pupils are invited to attend a Pre-Induction Day held towards the end of the Summer Term prior to entry. On the beginning of the first term new pupils attend a special gathering at which they meet other new pupils as well as house staff and the prefects, who show them the facilities of the College and outline the routine. Prefects play a key role in settling in new pupils and have been appointed to assist in monitoring their welfare in the house. At all times, the housemaster/mistress and house tutors are available, and informal gatherings such as teas or outings are arranged. A new pupil may be placed in the care of an older pupil who will be ready to help guide him or her through the early weeks. New pupils will be registered in the Medical Centre and be given a medical check.

Within the first week, each new pupil will have the opportunity for a talk with the housemaster/mistress and other house staff, and be introduced to the Chaplain.

3. GOOD RELATIONSHIPS

Good relationships form the basis of a creative and successful school community in which common sense, civilized behaviour, consideration for others and good manners all have a part to play if its members are to thrive and achieve, and pupils are to enjoy their educational experience. A happy society promotes the self-confidence that is essential to an individual's personal and social development. The College is committed to providing a friendly, caring environment: one that promotes the social, physical and moral development of the individual child and allows him/her to learn in a relaxed, stimulating and secure setting. A high standard of conduct is expected from all pupils and employees.

It would be unrealistic to think that relationships at the College are always harmonious and that bullying never takes place. Bullying is found amongst people of all ages, nationalities and cultures and in all jobs and professions. It will be found in every school. However, in a community like the College, where a positive and caring ethos is fostered, instances of bullying and harassment are few, brought to light early and dealt with quickly and in an appropriate manner. Pupils must be in no doubt that all bullying and any form of harassment are totally unacceptable and that any instances of bullying or harassment will be firmly dealt with. The College has recently updated its *Anti-Bullying Policy*, which includes a definition of bullying and details of measures taken to prevent, identify and deal with bullying.

Pupils have a key role to play in helping to create an environment in which bullying and harassment are reduced.

- a) All should recognise that prevention of bullying and harassment is a social group concern, involving all pupils as well as teachers.
- b) Respect for other pupils, be they peer group, juniors or seniors, is of fundamental importance.
- c) Participation in purposeful group activity reduces the likelihood of individual separation and isolation, from which much bullying starts.

- d) There should be a willingness by pupils to accept encouragement, advice and direction from others, in particular house staff and prefects.
- e) All pupils and teachers should be prepared to bring instances of intimidation, bullying or harassment to the notice of those responsible for pastoral care (housemaster/mistress and tutors) and have confidence that all instances will be dealt with discreetly but effectively.

Cyberbullying

This is the name now given to the misuse of electronic communications technologies (such as e-mail, mobile phone and text messaging, digital photography, instant messaging, personal websites, chat rooms, blogs and social networking sites) to taunt, intimidate, insult, abuse, stalk, embarrass or otherwise harm or cause distress to others. As with all other forms of bullying, cyberbullying is regarded by the College as totally unacceptable.

- a) To reduce opportunities for cyberbullying, pupils must never divulge passwords to anyone, and should only give out their own mobile phone number and private e-mail address to trusted friends.
- b) Pupils are strongly advised **not to respond** to text messages, phone calls or e-mails that they regard as bullying in nature — those that are in any way abusive, intimidating or otherwise malicious and unwelcome. However, receipt of such communication should be reported immediately. The content, time, date and any caller identification (or that the number was withheld or made unavailable) should all be noted. (Anything viewed on a computer screen can be captured by pressing the Print Screen key, which places the contents of the screen on the clipboard. From there it can be pasted into a blank *Word* document and then saved.) If at all possible the whole communication should be kept and saved.
- c) Pupils need to be aware that they are not granted privacy to send obscene or abusive e-mails or post malicious material on the internet from school. The College retains its right to monitor e-mails and other messages sent from its own network. This is in line with practice elsewhere: most employers warn that e-mails sent from work can be read.
- d) Responsibility for allowing offensive material to remain on a site rests with the person who set up the site as much as with the writer of the material. Pupils must accept the implications of creating an opportunity for others to post comments about a third party. The ability to insult or otherwise abuse or take advantage of other people by this remote means, in public and with the potential to reach a mass audience, is proving to be one of the most unwelcome downsides of the rapid development of electronic communications. The College will not condone such action, even when it is undertaken from the privacy of a pupil's own home, and/or on the pupil's own computer, and/or out of normal school hours. Pupils should be aware that as a rule the College asks the police to become involved in investigations into reports of this sort of activity.
- e) If you feel you are experiencing cyberbullying of one kind or another, you may want to contact your phone network provider, internet service provider or social networking site. Details of how to do this are published by the Anti-Bullying Network. The relevant document is available on <http://www.antibullying.net/cyberbullying1.htm>

These are some of the safeguards pupils can adopt to protect themselves from becoming involved in cyberbullying, either as victims or inadvertently as perpetrators. By the same means pupils can protect themselves from adults intent on harming children, who make use of children's personal details to 'groom' their victims over the internet, and from identity thieves, who also obtain and misuse personal details over the internet. (Over a third of victims of identity theft are teenagers.) In addition to the measures listed above, to ensure safe and proper use of ICT all pupils are advised

- a) to refuse all requests to reveal personal information;
- b) to avoid putting personal information such as full name, birthday, address, mobile phone number, e-mail address, bank account details, instant messenger ID, and any images of themselves anywhere on the internet;

- c) to bear in mind that information concerning themselves and their activities that are placed on internet sites can be accessed by universities and potential employers, who may take such information and the manner in which it is presented into account before considering making any offer.
- d) to be wary of opening files that come from people who are not known 'in the real world';
- e) to regard as online friends only those who are already known as friends 'in the real world'; **the internet allows people to pretend very easily to be somebody they are not.**

4. EXTRA-CURRICULAR ACTIVITIES

As part of their education at Epsom, pupils are offered a wide range of activities for the time outside the classroom. During the week there are 24 hours of classroom time to deliver the academic curriculum and twelve hours of activity time, with a further twenty hours for corporate activity, changing time, breaks and meals. It is also expected all pupils will do at least twelve hours of preparation time during the evenings. This is structured for boarders.

The extra-curricular programme covers the whole range of sports, music, drama, clubs and societies.

Pupils are expected to fill a designated proportion of the twelve hours of activity time with a range of purposeful activities to develop skills and talents in an enjoyable manner. The degree of choice in the programme will depend on age.

Participation in the extra-curricular programme is therefore compulsory and demands commitment. Involvement in an activity demands responding positively to notices and e-mails, attendance at that activity at the time programmed and full participation in order to derive full benefit. It also means that, if there are conflicts in the programme as a result of external factors, pupils must plan ahead to ensure that these are resolved in such a way as to minimise disruption. If pupils are unable to attend a particular session, apart from registered absence from School, they must see the member of staff in advance to ask for permission to miss that activity. This also applies for instances of being 'off games'. The appropriate chit signed by the housemaster/mistress must be shown to the member of staff at the start of the session or before.

5. REGULATIONS, REWARDS AND PUNISHMENTS

Regulations are an essential part of the framework of a community and exist for the benefit of all members. Most regulations relate to the health and safety of members of the community. Rewards exist to promote good order, socially acceptable behaviour and achievement in work and play. Unacceptable behaviour is discouraged and on occasions sanctions may be necessary. Punishments are fair, appropriate, and wherever possible constructive.

Achievement, effort and good behaviour are rewarded. The most widely used rewards are verbal congratulation and public commendation. Regular good work is rewarded by written praise in form orders, half-term and end-of-term reports.

Distinctions are rewarded for individual pieces of outstanding work and later presented to the Headmaster for permanent record. Prizes are given for achieving the highest levels in all subjects. Special sporting achievements are recognised by the award of colours and achievements in other areas by the granting of Headmaster's Awards. All are presented at a School Assembly.

If rules are broken sanctions will be applied. The most frequently used action is a verbal reprimand. More serious infringements of the rules may be dealt with in a variety of ways. These include extra written work, reporting, detention, restriction to grounds and work within the grounds. Day pupils can be detained at the end of a school day, parents having been informed beforehand. Privileges may also be withdrawn.

Departmental detentions are normally held on Monday afternoons. School detentions are held on Saturday evenings at 6.30 p.m. Details are communicated to pupils and parents.

House Prefects may also give punishments. These are recorded and regularly checked by the housemaster/mistress and reviewed by the Deputy Head.

Serious offences, such as bullying, theft, sexual intimacy, using or handling drugs and repeated breaches of other school rules will normally be referred to the Headmaster, who may impose extra attendance at school, temporary exclusion, a request to leave or permanent exclusion.

There is no corporal punishment at Epsom College.

From time to time, disagreements will develop between pupils and those in authority. Most disagreements will be open and settled quickly by explanation and private discussion. On occasions, the usual practices may not be enough to satisfy a pupil's concerns. All pupils have been notified of a variety of people within the College whom they may contact in the event of any difficulties, and also have access to a mature, understanding and experienced counsellor who is not in a position of authority at the School. Section 8, Concerns and Complaints, offers more guidance on this issue.

6. CODE OF CONDUCT

The regular business of a school can only be carried out effectively in a disciplined and structured environment; one in which pupils accept and abide by a code of conduct that allows every participant to derive the greatest possible benefit from his/her time in lessons, on other school activities and during 'off-duty' and leisure periods.

6.1 General expectations

Every pupil is expected to

- a) be trustworthy, truthful and reliable;
- b) commit him/herself to the ethos of the College and abide by its published rules to contribute towards the establishment of a stimulating educational environment in which all pupils can flourish;
- c) accept responsibility for his/her own progress in the school, with particular reference to learning and academic attainment;
- d) fulfil all obligations including punctual attendance at all compulsory activities;
- e) take full advantage of the wide range of extra-curricular activities on offer;
- f) strive towards attainment in all areas of College life and support others in their attempts to do likewise;
- g) respect the rights of others, including that of privacy;
- h) behave rationally, and conduct him/herself in an orderly and considerate manner — for example, by being prepared when necessary to wait in turn and queue patiently;
- i) show respect to those in authority, including referees, umpires and other games officials;
- j) be smart and take pride in his/her appearance and demeanour;
- k) show consideration for other members of the College community — for example, by respecting their belongings and avoiding undue noise and other forms of disturbance;
- l) refrain from using foul language, gestures and other forms of offensive behaviour;
- m) act prudently to preserve his/her own health and safety — by eating sensibly, exercising regularly, carefully assessing risks and avoiding harmful substances;

- n) tolerate beliefs, opinions and ways of life that differ from his/her own and respect diversity of race, religion and culture;
- o) conserve the buildings, plant and grounds of the College — for example, by proper disposal of rubbish;
- p) be aware of environmental issues and help the College reduce its environmental impact;
- q) prepare for life beyond school by developing self-discipline, interpersonal skills, reliable and effective working practices and a willingness to serve the community.

6.2 Classroom expectations

Teaching and learning are the principal functions of every school. During any school day there will be much interchanging of pupils and teachers, and it is therefore important that conduct in lessons complies with accepted standards that are well understood and universally applied. Many of the following would also apply outside the classroom in other situations where instruction, coaching or training takes place.

All pupils must

- a) arrive in good time for every lesson, assemble as instructed by the teacher, and enter the room quietly;
- b) arrive with the appropriate equipment (as specified by departments and individual teachers at the beginning of an academic year or at the outset of a new course of lessons);
- c) sit as directed by the teacher;
- d) start every lesson in a calm and ordered manner;
- e) ensure that mobile phones, etc. are switched off and cannot disturb the lesson;
- f) have available their diaries/planners at the beginning of every lesson and record appropriate information (prep, deadlines, advice etc.) by the end of that lesson;
- g) listen to and follow instructions, which may be given verbally, in writing or by means of practical demonstration;
- h) raise a hand before answering or speaking and not interrupt a teacher or fellow pupil;
- i) treat others and their work with respect;
- j) handle equipment carefully and follow specific safety guidelines (as laid down by departments and individual teachers at the beginning of an academic year or at the outset of a new course of lessons);
- k) complete tasks during the lesson in a positive and well-ordered manner;
- l) leave the classroom quietly, returning all furniture and equipment to their proper places.
- m) notify the teacher in advance, as a matter of courtesy, of any anticipated absence from all or part of a lesson or activity, for whatever reason — even when absences become fairly regular, such as during Period 3 on Saturdays.

7. COLLEGE RULES

Every pupil is subject to the following rules when he or she is in College and when he or she is under the College's authority (that is, travelling to and from College, on a College-based activity or dressed in College uniform). All pupils are reminded that they have agreed to abide by these rules when they signed the *Offer of Place* confirmation form before joining the College.

A high standard of conduct is expected from all pupils, both in school and in public away from the College. Honesty, decency, good manners and language, neatness of appearance, consideration for the wellbeing, rights and health and safety of others, but above all, sound common sense, are the underlying principles on which the following rules are based.

7.1 Attendance and Registration of pupils

- a) All pupils must be present at School assemblies, Chapel services, School meals, academic classes, and their activities unless granted special leave.
- b) Day pupils report at 8.20 a.m. each morning or at a time laid down by the housemaster/mistress. Those arriving late must immediately report to Main School Reception and inform the housemaster/mistress. They must not leave before 6.00 p.m. (Monday–Friday) or 3.00 p.m. (Saturday) unless given special leave by the housemaster/mistress.
- c) Day boarders report at 8.20 a.m. each morning or at a time laid down by the housemaster/mistress. They may not leave until after prep. unless given special permission by the housemaster/mistress.
- d) All pupils are to attend twice-daily registration in houses at 8.20 a.m. and 1.50 p.m. (On Saturday afternoon the afternoon registration is at 3.00 p.m.)
- e) All pupils attend Chapel unless they are practising members of another faith. Special prayer meetings are held on Saturday mornings for those who belong to either Hindu or Muslim faiths.
- f) In the case of day pupils who are 'off games', parents are required to send a note, telephone or e-mail the housemaster/mistress by 8.20 a.m.
- g) Pupils living abroad are expected to attend on all days of every term. Permission to leave early before the end of term or at Half-Term must be obtained from the Headmaster.

7.2 Bounds and leave-out

- a) Permission from the housemaster/mistress is required to leave the College grounds during the school day. Pupils leaving are to return by 6.00 p.m. at the latest.
- b) Boarders wishing to make a mid-week home visit, whether or not that involves an overnight stay, must have obtained permission from the housemaster/mistress, who will require time to confirm the arrangement in advance with parents.
- c) Permission from the housemaster/mistress is needed before pupils under the College's jurisdiction are allowed to visit a private house or attend a party. Boarders are not normally allowed to attend private midweek parties and other celebrations, apart from those hosted by their own parents.
- d) Public houses, off-licences, bars and betting shops are all out of bounds. This applies also to day pupils who leave the College at the end of the school day to return later for an evening function. A pupil who arrives suspected of having consumed alcohol, even if at home, may be refused permission to attend a College function or activity.
- e) Pupils must inform the housemaster/mistress if they are going on an official College visit. Pupils on College trips away for study or pleasure must comply with College off-site regulations.
- f) Visitors, other than parents or guardians, require permission from the housemaster/mistress to enter a house or to visit pupils in other parts of the College.
- g) The particular rules posted in or beside laboratories, the Sports Centre, the Library, the Swimming Pool, the Design Technology Centre, the Sixth Form Centre, the Tuck Shop and Social Centres, the Music School, shooting ranges and Astroturf pitches must be strictly obeyed. Laboratories, the Design Technology Centre, the athletic facilities of the Sports Centre, the Fitness Suite, the Swimming Pool, the CCF Confidence Course and shooting ranges are out of bounds unless a teacher is present.
- h) The area beyond Main School, extending in front of the terrace that comprises White and Crawford houses is out of bounds to boys except when special permission has been given. The area between Wilson and Raven houses has similarly restricted access.

- i) No pupils other than a College Prefect conducting school business in a same-gender house may enter another house without that housemaster/mistress's specific permission.
- j) However, on **Saturday evenings** this restriction is lifted as follows to give full boarders from different houses opportunities to mix socially. All such visitors to a house must be 'signed-in', and in some cases permission from the 'host' housemaster/mistress may be required before visitors can be admitted. All visitors must remain in 'public' areas, as defined by the host housemaster/mistress, and may not under any circumstances enter studies and other 'private' parts of the house. Unless specific permission has been obtained in advance from the pupil's own housemaster/mistress, Middle and Upper Fourth Form pupils should be back in their own houses by 9.30 p.m.; Fifth and Sixth Form pupils by 10.30 p.m. However, the host housemaster/mistress may require visitors to leave at earlier times.
- k) The kitchens and all domestic quarters are out of bounds to pupils.
- l) Wilson Pitch, First Side Cricket and the nets areas are not to be used as routes to and from any part of College. Only College Prefects may walk on the College Lawns. Pupils must not congregate where they obstruct footpaths or walkways such as Wilson Steps, or where it is dangerous, as on the College drives in front of Main School. The Social Centres should be used for casual meetings after supper. For reasons of safety, pupils should not use Longdown Lane South to move from one part of the College to another.
- m) Exeats and Half-Terms are to enable pupils to visit parents or official guardians. Any other arrangements must be sanctioned by the housemaster/mistress.

7.3 Personal relationships

Personal relationships are one particularly significant area in which values need to be made clear. All need to understand that, while some pupils may have boy friends or girl friends, school is not a place for sexual intimacy. We are concerned here about freedom and we hope that life at the College will foster a wide range of friendship, activity and intellectual discovery, rather than exclusive relationships. Sexual intimacy at this stage can, and often does, involve pressure or occasional exploitation of one party or the other. Such situations can, and often do, get in the way of the aims of school life. In relationships, we urge you to remember to think of the other person.

Our guidelines at the College for this are as follows.

- a) There should be no overt affection. It is embarrassing for all, young and old, who encounter it. Pupils should expect a member of staff to put an immediate stop to such behaviour.
- b) Sexual intimacy is an altogether more serious matter. Pupils found to have been involved in any form of sexual intercourse or in any other intimate sexual act may forfeit their right to remain at school.
- c) It is absolutely wrong to engage in verbal exchanges of a sexual nature.
- d) These rules and guidelines apply on all College trips, both during term time and in the holidays.

While it is impossible to give exact rules for every situation, these are as clear as we can make them. They are intended to help. Please observe them.

7.4 Bullying

The College defines bullying as **the deliberate action or conduct that causes pain or distress to another individual or group, either physically, emotionally or both.**

Bullying, which is usually but not necessarily repeated over a period of time, can be the action or conduct of an individual or group. By using force, threats or ridicule to cause hurt a bully sets out to persecute or intimidate his/her victims, usually with the aim of acquiring status and control, but sometimes also for material gain. Bullying can be physical, verbal or — as with cyberbullying and social exclusion — indirect, but common to all kinds is an awareness the bully should have **that**

his/her action or conduct is unwelcome and causes another to suffer. Invariably a bully sets out to exploit another's apparent vulnerability, which may relate to differences — actual or perceived — such as age, standing, strength, gender, race, religion or sexual orientation. Bullying is a form of abuse and is generally difficult for victims to defend themselves against. It undermines self-esteem and can induce feelings of helplessness, subjugation and isolation. Severe and protracted bullying can have lasting effects on a victim's social and emotional development.

- a) All forms of bullying or harassment of any person(s) by pupils at Epsom College are categorically forbidden. This rule applies at all times and in all places.
- b) Pupils must never send or forward any offensive or threatening message.

See also 'Cyberbullying' in Section 3.

7.5 Health and safety

- a) Pupils are absolutely forbidden to tamper with or otherwise misuse fire extinguishers and all other fixtures and fittings relating to the safety and security of members of the College community.
- b) No alcoholic drinks may be brought on to the College campus except with the permission of the housemaster/mistress. Alcohol may not be purchased from shops. Consumption of a limited amount of alcohol by sixth formers at social events arranged by the Sixth Form Co-ordinator is permitted, under staff supervision.
- c) No pupils may possess cigarettes or tobacco. The smoking of tobacco and solvent abuse are absolutely forbidden. It is now against the law to smoke at a place of work, which would include any College building. The College has declared its campus to be a non-smoking area.
- d) Pupils may not possess or take illegal drugs. There is an extensive programme of drug education through lectures. A pupil suspected in any way of involvement with drugs may be asked to take a urine test. Those selling drugs, distributing them or encouraging others to use them will be required to leave. Anyone possessing or testing positive for drugs will forfeit the right to remain at the College and will be required to leave unless the Headmaster considers that there are relevant mitigating circumstances and if the pupil agrees to submit to a regime of random testing for the remainder of his or her career at Epsom. Pupils who test positive a second time will be required to leave.
- e) Pupils are absolutely forbidden to have in their possession at any time dangerous weapons, ammunition, knives, explosives, fireworks, laser pens (and equivalents) and replica weapons.
- f) No pupil may keep prescribed or 'household' medication at school without the permission of the housemaster/mistress and staff at the Medical Centre, who will want to ensure that such medication can be kept securely and safely. In most cases parents will notify the school, but any pupil who seeks medical advice without his or her parents' knowledge, and as a result of which medication is prescribed or otherwise obtained, must notify the School Medical Officer before that medication is brought to school.
- g) Pupils may not bring their own food and drink into the Dining Hall without the approval of the Catering Manager.
- h) No pupil may sail, fly or ride without permission of parents and the housemaster/mistress.
- i) Pupils must not tamper with electric fittings. No electrical apparatus except music systems, hairdryers, computers, calculators, battery chargers, radios and lamps may be used in studies. Extension leads and sockets must be installed and connected safely and are not to be overloaded. Connecting leads must not trail across floors.
- j) Girls must be prepared to tie back long hair when undertaking practical work in design technology and science subjects and while participating in certain other activities.
- k) Requests to use refrigerators can be made to the housemaster/mistress, but in each case the pupil will be responsible for ensuring that the refrigerator is kept in good condition and for

removing it from the College when the pupil leaves. (Failure to remove a refrigerator will incur a disposal charge, currently £60.) Pupils may not have television sets or videos. All electrical equipment must first be approved by the College electrician.

- l) The use of matches, candles, joss sticks or any naked flame is forbidden everywhere in the College except, in the case of matches, to light cooking facilities served by gas.
- m) Radios, personal stereos, iPods and other MP3 players, etc. may not be played or worn on the head out of doors, either within the grounds or outside College.
- n) Mobile phones may be carried **but not used** while moving around the school campus. For health reasons, the use of mobile phones should be kept to an absolute minimum in accordance with guidance issued by the Department of Health.
- o) No unofficial ball games or snowballing may take place near any College building. Throwing snowballs at cars, in or out of the College grounds, is strictly forbidden.
- p) Skateboarding is allowed in the Sports Hall car park but not on any of the main School drives, nor in the Quad. Skateboarders should wear protective clothing and never skateboard in the dark.
- q) Doorways must not be obstructed and posters not placed on windows in or beside doors. (See Section 7.11 (d).)
- r) Regulations that apply to pupils' use of cars and other vehicles are set out in Section 7.9.
- s) Pupils are not normally allowed to keep pets at school. Certain exceptions may be allowed but the permission of the housemaster/mistress must always be sought in advance.

7.6 Dress and appearance

- a) Full school uniform is worn at school by all pupils during the working day (until 6.00 p.m. on weekdays and 3.00 p.m. on Saturday).
- b) The uniform and clothing list issued to parents at the time of a pupil's entry to the school forms part of College Rules. Extracts from the current uniform and clothing lists are reproduced at the end of this document. (See Section 9.)
- c) Full school uniform must be worn on journeys to and from school each day and on town leaves during the working day. At the end of a school day on which activities end at 6.00 p.m., smart, clean games kit or CCF uniform may be worn for the journey home, provided legs are covered and full school uniform is taken home and worn on the journey to school on the following morning.
- d) During spells of exceptionally warm weather the Headmaster may issue 'shirtsleeve order': boys may remove ties and both boys and girls may dispense with jackets. Long shirtsleeves should be rolled up. Boys who opt to wear a jacket for any reason must also wear a tie.
- e) Boarders and other pupils who remain at school are permitted to wear clean casual dress ('mufti') after 6.00 p.m. on weekdays and after 3.00 p.m. on Saturday as well as all day on Sunday. Mufti, which can include shorts, should not be immodest or cause offence in any manner. Underwear should not be visible. Mufti should never be mixed with items of normal school uniform, but clean items of school games clothing may be worn as mufti. Day pupils leaving just after 6.00 p.m. on weekdays must remain in school uniform until they have completed their journey home. (See Paragraph (c).)
- f) A smarter form of casual dress ('smart mufti'), which would **not** include games clothing, shorts, tee shirts and anything scruffy, may be worn on certain official trips, such as evening theatre visits, and on certain other occasions as directed by the teacher in charge. Certain other restrictions (such as 'no jeans') may be imposed. The Upper Sixth may wear smart mufti in school during their final term once study leave has begun. However, normal uniform must be worn for examinations and on other formal school occasions.

- g) All clothing must be clean, sensible, unspectacular, neat and in a proper state of repair. Shirts/blouses should be tucked in. Top buttons must be fastened on shirts when a tie is worn. Otherwise a 'one-button-undone' rule applies — to girls at all times and to boys when 'shirtsleeve order' is in operation. Trousers are to be worn properly and at the correct height, which may require the use of a suitable belt of discreet appearance. Track suit tops and 'hoodies' may not be worn under blazers or jackets.
- h) Hair must be of tidy appearance, natural colour and appropriate length (which for boys means not falling below ear or collar level). An extreme style, such as a very short cut exposing the scalp or uncharacteristic braids, is unacceptable. Cultural variations, where appropriate, may be accepted but only with the agreement of the housemaster/mistress. Facial hair is not permitted: sideburns should not extend below the ear lobes.
- i) Boys wear white shirts and girls white blouses on Saturdays and on all formal occasions.
- j) Colours ties may be worn throughout the week. Representative ties (i.e. County, Divisional or National), but not club ties, may only be worn on Saturdays. Occasionally, in recognition of outstanding success by a team or other group of pupils in a national competition, the Headmaster may grant permission for a specially commissioned tie to be worn on Saturdays. Tour ties do not form part of school uniform.
- k) Members of sports teams granted special permission to change early must dress in official College games kit including track suit or blazer. Shorts and games skirts must be covered in lessons and at lunch but may be worn at tea.
- l) Discreet items of jewellery (a simple neck chain, ring, single lapel emblem from a recognized charity and a single bracelet) are permitted, in addition, for girls, to an official College brooch denoting house, colours or prefectorial appointment. No ostentatious jewellery may be worn, and all jewellery must be removed before games and certain other activities. Girls with pierced ears may wear one pair of earrings or ear studs in the lower lobes. No other rings or studs may be worn by pupils at any time, including when wearing mufti.
- m) Nail varnish is not allowed. Natural-looking make-up may be worn for medical reasons and/or at the discretion of the housemistress.
- n) Girls should be aware of the long-term effect stiletto heels can have on their posture and of the damage they can inflict on floor surfaces; for example in the Sports Centre, Big School, Chapel and the Drama Studio. It is for these reasons that stiletto and 'kitten' heels are not permitted as part of school uniform. Girls' shoes must be polishable and have a heel height, measured vertically at the back of the shoe, of no more than 3 cm (juniors) or 5 cm (Sixth Form). Flat-soled 'pumps' are acceptable provided they are neat and tidy in appearance and have a firm sole. Indoor ballet pumps may not be worn as everyday school shoes.

7.7 Games

- a) Everyone must dress correctly for games according to the lists published by the Director of Sport or teachers in charge acting on her behalf. All games clothing must bear the owner's name and house.
- b) Boots and shoes with spikes or studs may not be worn on College drives.
- c) An 'off-games' leave must be countersigned by the housemaster/mistress and presented to the teacher in charge as required by him or her.
- d) Casual games may not take place on regular pitches other than the Chud pitches and Wilson Pitch. No one may cross the main pitches or nets areas when going to and from games.
- e) Golf clubs and athletics throwing equipment may only be used under the conditions laid down by the teachers in charge.

7.8 Money, valuables and other possessions

Anything of value (e.g. wallet, purse, watch, jewellery, MP3 player, camera, mobile phone, spectacles, sum of money, calculator) that is found around the campus, on a school coach, etc. should be handed in to Main Reception. It follows that when a pupil loses something of value, Main Reception should be his/her first port of call. Successful claimants will be asked to sign for the possessions they retrieve.

All other possessions found around the campus, including clothing, games kit, books, files and notebooks, will be returned to house boxes in the Quad. All such items need to be clearly labelled with the pupil's name **and house**. The key to the successful return of a mislaid item to its owner is establishing an association with the owner's house: **the house initial is essential**. Articles of games clothing and equipment left on the playing fields and later picked up are often kept in the ball store for a while before being brought up to the main school area.

- a) No pupil should lend money or other valuables to another. It follows that pupils should not ask to borrow money from each other.
- b) Money not immediately needed must be deposited with the housemaster/mistress.
- c) Valuables are to be kept in a safe place such as a secure locker in the house.
- d) Betting and gambling in any form and by any means (including between pupils, through outside agencies such as 'bookies' or betting shops, and on the internet) are not permitted.
- e) No one may buy property or sell it to another pupil without permission from the housemaster/mistress.
- f) Fund-raising activities, whether charitable or not, and the levying of subscriptions of any kind may only be undertaken with permission of the housemaster/mistress.
- g) Damage to and loss of property, whether personal or belonging to the College, must be reported to the housemaster/mistress or Head of Department immediately.

7.9 Transport

- a) No pupil may keep a car, motor cycle or moped at or near the College without the Headmaster's permission.
- b) A member of the Upper Sixth Form who wishes to drive between home and school should apply direct to the Headmaster, whose written permission, countersigned by parents and the housemaster/mistress, must be obtained **before** a car is driven to (and kept at) school. All pupils' cars must display an Epsom College sticker.
- c) Such permission, if granted, only applies to journeys between home and school. In exceptional circumstances the housemaster/mistress, if asked well in advance, may be prepared to extend permission to cover other types of journey (e.g. travelling to an away match).
- d) No pupil may travel in a car driven by another pupil without the written consent of his or her parents and the driver's parents. The names of approved passengers will be included in the document confirming that the driver has the Headmaster's permission.
- e) The gate by which a pupil's vehicle should enter and leave the College campus and the place where the vehicle is to be parked will both be specified by the housemaster/mistress, with details recorded on the document confirming that the driver has the Headmaster's permission. A direct route, approved by the housemaster/mistress, must be taken between the two. No pupil may drive anywhere else on the campus, a restriction that prohibits journeys to other houses to drop off or pick up passengers.
- f) A 10 m.p.h. speed limit applies throughout the College campus. Drivers should regard all drives and roads in the campus as footways along which vehicles may travel: **in all circumstances pedestrians have right of way**.

- g) Members of the Lower Sixth are normally allowed to drive to school from the commencement of the Upper Sixth's study leave in the Summer Term. The Headmaster's permission can be sought in advance.
- h) Pupils taking driving lessons in term time must first obtain permission from the housemaster/mistress.
- i) Pupils wishing to keep a bicycle at the College must obtain permission from the housemaster/mistress. No one may use a bicycle on journeys in and around the school grounds.

7.10 Public examinations

As an officially recognised examination centre, the College has a clear-cut duty to conduct all public examinations according to regulations published by the awarding bodies (examination boards). A full set of regulations produced on behalf of all boards will be posted outside and in every examination room. All examination candidates are expected to know these regulations and to comply with them.

Some of the more important points (taken from the regulations issued to cover examinations held in the academic year 2009-10) are reproduced here. Although these are not strictly the College's own rules, all pupils must of course abide by them.

- a) Candidates must not become involved in any unfair or dishonest practice in any part of the examination procedure.
- b) Sitting an examination in the name of another candidate, or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.
- c) Candidates must not take into the examination room any unauthorised material or equipment that might give an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal stereos, reading pens, electronic or radio communication devices **including mobile telephones**, iPods and MP3/4 players, or any other product that can capture a digital image or has other text/digital facilities. Any pencil cases taken into the examination room must be transparent.
- d) Possession of unauthorised material is breaking the rules, even if there is no intention to use the material, and will be subject to penalty and possible disqualification.
- e) Candidates must not talk to or otherwise communicate with or disturb other candidates once an examination has started. Candidates may not borrow anything from each other.
- f) The College is obliged to report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework (see below) or those that occur in the examination room.
- g) If the awarding body is satisfied that a candidate is involved in any irregularity, misconduct or dishonesty, his or her results may be cancelled. For involvement in serious offences, the candidate may also be disqualified from the current examination and debarred from future examinations of other awarding bodies.

Coursework and portfolios

Additional guidance is published by the awarding bodies on the completion of coursework. Your teacher will explain any regulations that apply to a particular piece of coursework before you commence work. Later, at the time you submit any coursework for marking you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

Included in the regulations are two simple statements:

- **The work which you submit for assessment must be your own.**
- **You must not copy from someone else or allow another candidate to copy from you.**

Coursework provides you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, newspapers and journals, and of course the internet. Using information from such sources as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material — you cannot simply copy it and claim it as your own work. Your teacher will explain how you should indicate material that you are quoting from another source, how to reference this material and how to draw up a bibliography at the end of your work.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism, which means taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating and is taken very seriously.

Some further advice:

- a) Take care of your work and keep it safe. Make use of the College network to store all work in progress, but keep your password secure. If you do have to use a USB 'flash' drive to transfer your work from one computer to another, delete your work from the flash drive as soon as possible. You are expected to take every precaution to ensure that others cannot copy your work.
- b) Don't leave any printed copies of your work lying around where others can find them. When printing, make sure that you collect all pages from the printer and destroy those you don't need.
- c) You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teacher is there to guide and assist you — presenting your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.
- d) If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.
- e) Don't be tempted to use essays from online essay banks — you will be running the risk of being caught out. Sophisticated electronic tools are able to detect this sort of copying.

7.11 General

- a) All parts of the College premises must be kept tidy and free from litter.
- b) Pupils may not eat or drink out of doors, except on the terraces outside the Tuck Shop. Chewing gum is not allowed anywhere in the College.
- c) Cutlery, crockery and food, other than a single item of fresh fruit, may not be taken out of the Dining Hall.
- d) Posters may not be displayed in any part of the College without the permission of the member of staff having responsibility for that area. Posters should only be pinned on proper noticeboards and each design must be approved by (and preferably bear the signature of) a member of staff.
- e) Pupils may not order pizzas and other kinds of 'fast-food' to be delivered in the College grounds, except at weekends between 3.00 p.m. on Saturday and 7.30 p.m. on Sunday. In extraordinary circumstances (such as an away team arriving back late and missing supper) pupils may be allowed to order food to be delivered, but in all such cases permission must first be obtained from the housemaster/mistress.
- f) Mobile phones may not be used during any school activity or in any situation where others might be distracted or disturbed by noise or the light from a display. This would preclude, for example, speaking into a phone, or using one to send text or pictures, while sitting as a member of the audience before, during the interval of, or immediately after a concert or play. Pupils must accept responsibility for turning off their mobile phones during lessons,

assemblies, Chapel services, concerts and other performances and on any other occasion when a ringing phone would cause a disturbance.

- g) Cameras, including phone-cameras, and all other means of recording images and sound, may not be used in lessons, assemblies and other official school meetings and events without permission from the supervising member of staff. In less formal settings, e.g. in the house and around the grounds, such permission may not be needed, on the clear understanding that no photograph, video or sound recording should be taken of any member of the College community, anywhere on the campus, against his or her wishes. Anyone who ignores this condition forfeits the right to keep his or her camera or other recording equipment at school.
- h) Pupils may not bring into school indecent images or any other equally offensive material in any form, including material stored in electronic devices. The downloading, storing or transmitting of such material, while at school, is strictly forbidden.
- i) Pupils who make use of the College's ICT facilities, which includes gaining access to the internet and communicating via e-mail, must first sign a copy of the ICT Agreement drawn up by the Director of ICT, and must at all times abide by the conditions stipulated in the agreement.
- j) Pupils should not send mass-distribution e-mails (i.e. to the whole of one or more year-groups) via the College network. If you do think you have a legitimate need to communicate with a large number of pupils en masse you must first seek permission from a member of staff (who may well offer to send the e-mail on your behalf). Examples are (i) YE companies asking the teacher i/c for permission to make a sales pitch and (ii) individual pupils who lose a bag of books and files that has obviously been picked up by mistake. In this instance, where the bag is in all probability lying around in the wrong house, your housemaster/mistress may take the view that a mass-distribution e-mail offers the best chance of a quick retrieval.

7.12 Use of the Internet

Over the last few years the use of the Internet has increased considerably. We all now use the Internet as a matter of course for accessing our e-mails and obtaining key pieces of information. The IT provision here at Epsom is extensive, but we have to make sure that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantage. We need to make sure that the speed of access is maintained at a sensible level for all users.

As the use of the Internet by all users within the College continues to grow, in order to maintain access at key times of the day for genuine academic use, pupil access will be filtered and times for use will be restricted as follows:

1. Wireless Access through pupil owned laptops and mobile devices:

School Filter: Available for work, excluding sites relating to entertainment, gaming and leisure use:

0700 - 0830	All pupil access
0830 - 1400	Sixth Form access only.
1400 - 1800	All pupil access.

Open Filter: Allows for appropriate leisure use outside of the main school day:

1800 - 2300 All pupil access.

The above timings apply daily Monday to Saturday.

Saturday 1400 - Sunday 2300: **Open Filter** available for boarders.

2. College PCs:

a) House PCs used by pupils:

School Filter:

0700 - 0830	All pupil access.
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0830 - 1400	No internet access. (The only exceptions to this are for members of the 6th Form to be able to access specific and named sites such as UCAS etc.)
1400 - 1800	All pupil access.

Open Filter:

1800 - 2300 All pupil access.
Saturday 1400 - Sunday 2300: **Open Filter** available for boarders.

b) PCs in Academic Areas:

On School Filter at all times. (The only exception to this will be the Library PCs which will be on Open Filter at all times and members of the 6th Form on Study Periods who wish to use the Internet for academic research may use the PCs in the College Library and Sixth Form Centre. The PCs in the Economics and Business Studies Department and the Chemistry Library may be used with the permission of a member of the relevant department).

All pupils are reminded that use of the Internet at Epsom College which is not allowed includes:

* Accessing offensive or inappropriate sites.

* Use of the Internet for leisure purposes during designated study or prep. times. This may include the use of online radio or videos, gaming, online media etc or viewing downloaded material.

All pupils should realise that failure to comply with the College's rules and policies on the use of the Internet may lose the right to be able to access the Internet for a period of time. Serious offences may lead to other College sanctions being imposed.

The College reserves the right to amend these rules from time to time.

Significant amendments will be notified to parents and take effect immediately.

8. CONCERNS AND COMPLAINTS

This section tells you what to do if you feel worried about something and what you should do if you wish to complain about how you are, or have been, treated. If you do not understand anything about this section ask a member of staff to explain it to you.

Things that might make you unhappy or upset

Sometimes you may feel that you would like to talk about something that is worrying you. This might be the way you are being treated. Someone may have hurt you or made suggestions that you do not feel are right. You may be bullied, harassed or discriminated against. You may feel that no one is aware of the problems you are having with your work. You may feel that you are being asked to take on too many activities.

If you want to talk about something that worries you

one or more of the people listed here will be able to help if you talk to them.

- a) Your friends or an older pupil to whom you feel you can turn.
- b) Your tutor.
- c) Your housemaster or housemistress or one of the other house tutors.
- d) The Chaplains, who have special expertise in helping those who are worried. (Father Paul's study is two floors above the Headmaster's study.)
- e) The Sisters in the Medical Centre. The times of surgeries are published in houses, but in term time the Medical Centre is always open, 24 hours a day, for emergencies. Telephone: 01372 821199, 4444 (internal) or 07721 072153 (mobile).
- f) Other members of the College community, such as your housekeeper, whom you may feel you know and to whom you feel you can turn.

There may be times when you feel you cannot talk directly with any of the above. That is perfectly natural. When this happens, it is important that you talk, telephone, e-mail or write to any of the following.

- a) Your parents or guardians.
- b) Any other relatives or adults you know well.
- c) The School Medical Officers — Dr Sevenoaks or Dr Bryce (or a Deputy) will be in the Medical Centre from about 8.00 a.m. to 8.30 a.m. each day, Monday to Saturday. Their surgery is in the Old Cottage Hospital, just before the Dairy in Alexandra Road. Telephone: 08444 122232. There is an agreed rota of surgeries held by a male doctor (Dr Sevenoaks) and a female doctor (Dr Bryce).
- d) The Epsom College Counsellor — Mrs Elizabeth Baxter, who is available in the Medical Centre, on Tuesday and Thursday afternoons between 2.00 p.m. and 4.00 p.m. (term time only). Her telephone number is 01483 285142 (home) or 07890 330323 (mobile) and her e-mail address is elizabeth1baxter@aol.com.
- e) The Independent Listeners for Epsom College — Mr & Mrs Newlands. Their telephone number is 01737 813009.
- f) ChildLine. Freephone 0800 1111.
- g) Surrey Children's Service, North East Children's Team, Town Hall, The Parade, Epsom, Surrey, KT18 5BU. Telephone: 01372 832222.
- h) Office for Standards in Education (Ofsted) at Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA. Telephone: 08456 404045; e-mail: enquiries@ofsted.gov.uk.

If you wish to complain about something

You may feel that you would like to complain about something that is worrying you. This might be about the way you are being treated. The first thing to do is to speak to a member of staff you can trust (e.g. your housemaster or housemistress, house tutors or one of the Chaplains). You can take a friend with you if you wish — another pupil or a member of staff. If the matter cannot easily be settled to your satisfaction then you can make a formal complaint. The procedure for this is as follows.

- a) Write to your housemaster or housemistress, the Deputy Head or the Headmaster, in any case telling your housemaster or housemistress, stating that you wish to make a formal complaint. He or she will write the complaint in the complaints book held by the Headmaster.
- b) You will then get a note from the Deputy Head saying that he has seen the complaint and that it is being attended to within three school days of your making the complaint.
- c) You will be asked to talk the matter through with either the Deputy Head or Headmaster. You can have a friend with you who may be another pupil or a member of staff.
- d) If within three further days you have not had the matter resolved to your satisfaction, you may contact any of the people listed above. They will advise you about what course seems sensible. At that stage it will be up to you to make a decision based upon the advice you have been offered.

9. REGULATION SCHOOL UNIFORM

Items marked with an asterisk * in the lists that follow can only be purchased at the Epsom College Store. All items of clothing and personal property must be clearly marked with the pupil's name and house initial(s).

The dress regulations for games and other activities are published separately by teachers in charge.

Junior Boys

Navy blue College blazer *

Regulation dark grey striped trousers *

Navy blue College V-necked pullover *

House tie *

House scarf *

Plain white shirt — to be worn on formal occasions

Other shirts of an approved pattern *

Black socks

Black polishable shoes of sensible style and unadorned (no boots)

Plain, dark coloured overcoat, raincoat, waxed jacket or similar: long enough to cover the blazer, unadorned (no large lettering or logos) and not made of leather or imitation leather

Junior Girls

Navy blue College blazer *

Regulation grey striped skirt * — to be fitted on the knee

Charcoal grey V-necked pullover with house trim *

House lapel badge *

House scarf *

Plain white blouse — to be worn on formal occasions

Other blouses of an approved pattern *

Black, nearly black or flesh coloured tights; no bare legs

Pair of black polishable shoes of sensible style and unadorned (no boots); heels to be of sensible width and no higher than 3 cm (no stiletto heels of any height); see Section 7.6 (n)

Plain, dark coloured overcoat, raincoat, waxed jacket or similar: long enough to cover the blazer, unadorned (no large lettering or logos) and not made of leather or imitation leather

Sixth Form Boys

Traditional two-piece or three-piece, single-breasted suit in navy blue, black or charcoal; plain or with a subdued pinstripe

V-necked pullover of a single colour (not white)

House tie *

House scarf *

Plain white shirt - to be worn on formal occasions

Other shirts — these must have a pale and delicate shade of colour and may have a faint stripe

Black or grey socks

Black polishable shoes of sensible style and unadorned (no boots)

Plain, dark coloured overcoat, raincoat, waxed jacket or similar: long enough to cover the jacket, unadorned (no large lettering or logos) and not made of leather or imitation leather

Sixth Form Girls

A traditional suit to consist of 1 jacket with lapels and buttons at the front, and 2 skirts in dark navy, black or charcoal grey or pinstripe. The skirt must be tailored in style and of non-stretchy material and must be fitted on the knee. (The fabric must match the jacket of the suit).

Tailored navy blue trousers * (optional item); trousers if worn MUST form part of a 'trio set', which includes matching skirt and jacket, that can only be purchased at the College Store; no other make or style of trousers is acceptable; skirts must be worn for Chapel and on other formal occasions

V-necked pullover of a single colour (not white)

House lapel badge *

House scarf *

Plain white blouse — to be worn on formal occasions

Other blouses — these must have a pale and delicate shade of colour and may have a faint stripe

Black, nearly black or flesh coloured tights; no bare legs

Pair of black polishable shoes of sensible style and unadorned (no boots); heels to be of sensible width and no higher than 5 cm (no stiletto heels of any height); see Section 7.6 (n)

Plain, dark coloured overcoat, raincoat, waxed jacket or similar: long enough to cover the blazer, unadorned (no large lettering or logos) and not made of leather or imitation leather