



St Mary's Music School

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Pupil Handbook Session 2011-2012

Name **Year**

Hello and Welcome!

The purpose of this handbook is to welcome both new and returning pupils to the new academic year at St Mary's Music School.

As you will find out, there is a lot going on in our school at any one time so this handbook is designed to be a reference to help you to familiarise yourself with the routines of our school, identify the staff and know where to go to find help when you need it. Some of the information may already be familiar to you and some may be new, so use the contents page to find your way around.

We know that you have high expectations of yourselves and we do too - Our theme for this year is

Teamwork Responsibility Achievement Motivation

- Focusing on achievement.

We all look forward to a new academic session and hope that you will have a very happy and productive 2011-2012 at St Mary's Music School.

J Clinton

Head of Guidance

Staff with Additional Responsibilities

Headteacher		Mrs J Rimer
Bursar		Mrs P Young
Depute Headteacher		Mrs A Hood
Director of Music		Mr F Cummings
Principal Teachers		Mrs S Chisholm (Head of Primary) Dr J Clinton (Guidance)
Master of the Cathedral Music		Mr D Ferguson
Head of Guidance		Dr J Clinton
Year Teachers	S6 - S6 Ext	Mr T Wilson Dr J Clinton
	S5	Ms C Snell
	S3 - S4	Mrs E Macleod
	S1 - S2	Mrs R Greening/Mrs I Horne
	P5 - P7	Mrs S Chisholm
Examination Officer (SQA and OCR)		Mr P McDowell
Assistant Examination Officer		Mrs A Hood
ICT Co-ordinator		Mr P McDowell
Chorister Co-ordinator		Mr D Ferguson
Strings & Chamber Music Co-ordinator		Mr W Conway
Keyboard Co-ordinator		Mr R Beauchamp
Composition Co-ordinator		Mr T Wilson
Career Guidance Adviser		Ms E Macleod
Music Librarian		Mr R Beauchamp
Health and Safety Officer		Dr J Clinton
Health and Safety Representatives		Mr F Cummings & Ms C Snell
Child Protection Co-ordinator		Dr J Clinton
Depute Child Protection Co-ordinator		Mrs S Chisholm
PSE Co-ordinator		Ms E Macleod
Additional Support Needs Co-ordinator		Mrs S Chisholm
Saturday Morning Classes Co-ordinator		Ms E Parker
School Chaplain		Rev N McNelly

Boarding House Staff:

Manager
Houseparents

Mr G Murray
Mr J Croan
Mrs Z Liddell
Miss N McDonald
Miss N McDonald
Ms E Cowe (p/t)
Miss E Nutbrown (p/t)

Plus supply staff on occasions as necessary

Our School Directors

CHAIRMAN John Havard BA, MA, Med

VICE CHAIRMAN Angela MacDonald BA

Patricia Ahrens MA, PGCE, Dip in Applied Linguistics

Simon Frith BA, MA, PhD

Gavin Gemmell CBE, DUniv, CA

Robin Holms BSc

Carol Main BA

Brian Smith MA (Hons), MA (Hons), MLitt

Garry Walker MusB Hons, GRNCM, PGRNCM (Cello), PGRNCM (Conducting)

School Term Dates- Session 2011/12

Term 1, 2011

Staff Development Days	Tuesday 30 August - Thursday 1 September (inclusive)
Staff Inset	Monday 5 September
Teaching Term Starts	Tuesday 6 September
Half Term Holiday	Monday 17 October - Monday 24 October (inclusive)
Boarders Exeat Weekend	Saturday 19 November - Sunday 20 November
Term Ends	Tuesday 20 December

Term 2, 2012

Staff Inset	Monday 9 January
Teaching Term Starts	Tuesday 10 January
Half Term Holiday	Monday 13 February - Friday 17 February (inclusive)
Term Ends	Thursday 29 March

Term 3, 2012

Staff Inset	Tuesday 17 April
Teaching Term Starts	Wednesday 18 April
Half Term Holiday	Monday 21 May - Wednesday 23 May (inclusive)
Term Ends	Tuesday 26 June

Detailed timings are distributed in parents and staff mailings throughout the session. Early closure may be implemented preceding a holiday. Boarders return

the afternoon before term starts after 5.00pm unless otherwise stated. The School Office can advise on advance notice of timings if required.

Start of Session 2012/13:	Tuesday 28 August to Thursday 30 August
Staff Development Days	Monday 3 September 2012 - Staff Inset
and Boarders Return	Tuesday 4 September 2012 - Term Starts

The School Rules

School rules are essential to the smooth, safe running of our school and apply at all times when you are in the school's care. (When en route between school and home, and vice versa, and off school premises, day pupils are considered to be under parental care, and boarding pupils under 'boarding' care in term time).

There are Main School Rules and General School Rules. Please read these carefully. Make sure that you understand, and are familiar with them.

Main Rules

1. Pupils should behave politely, with consideration for others and should not take part in any antisocial behaviour.
2. Breaking the law of the land automatically breaks school rules.
3. No bullying, physical, verbal or cyber is permitted.
4. Any form of intimate sexual relationship is forbidden.
5. Pupils may not take drugs other than for medical reasons. Even when they are legally of age, pupils may not smoke or take alcohol on school premises or when involved in external school activities without staff permission.
6. No pupils may enter the corridors or bedrooms of any pupils of the opposite sex. Boarders who are in S5 and below are not permitted to be in bedrooms during the school day without permission from the Boarding House Manager, Head of Guidance or a member of the Senior Management Team. This includes music practice unless timetabled for room use. Day pupils are not allowed to visit boarders' bedrooms unless permission for that specific visit has been given by the Boarding House Manager or Head of Guidance.
7. Pupils must obtain permission from the school's Director of Music and the Headteacher before undertaking any external musical activities or making private use of school facilities. (This includes teaching and rehearsing).
8. Truancy during the school day will not be tolerated.

General Rules

Permission required within these general rules is obtained from the duty staff member/Year Teacher/Head of Guidance or SMT member and this permission should be recorded in the signing out book.

- ◆ All pupils must register at 8.25am in Coates Hall (instrumentalists) or Song School (choristers) and be ready to start lessons or choir practice at 8.30am with appropriate books and instruments (choristers are also registered in school at 9.45am).

- ◆ Pupils must be in their timetabled rooms, unless given permission for a change of room. Any change of room should be recorded in the school office.
- ◆ Primary pupils are not permitted to leave the school grounds during the day.
- ◆ S1/S2 pupils are not permitted to leave school grounds during the school day unless accompanied by an adult, or, **with permission** from a duty staff member, by another pupil of the school over 16.
- ◆ S3 may leave school in groups of two or more without permission during breaks.
- ◆ S4 may go out in groups of two or more without permission during breaks. They may go out singly during breaks **with permission**.
- ◆ S5 may go out singly in breaks without permission.
- ◆ S6 and S6 Extension pupils may go out singly without permission in breaks and, **with permission**, during timetabled study lessons. **This is the only year group to be allowed this privilege.** Prefects are permitted to sign out of school outwith break times without permission.
- ◆ **All pupils leaving school grounds during the day must sign out, and in again, in the school office, giving their reason/destination and noting their time of leaving and return.**
- ◆ Parental permission (given at the start of the year) is required for secondary pupils to attend medical appointments unaccompanied.
- ◆ All pupils are forbidden to visit private houses without permission during the school day. This includes the homes of other pupils. Boarders require permission from the Houseparents at other times. Parental permission and a written invitation are required in all instances.
- ◆ The laboratory and science store are out of bounds unless a member of staff is present or permission has been granted to a senior pupil undertaking an Advanced Higher project.

- ◆ At lunchtime, pupils, including pupils who bring packed lunch, must take lunch in the dining hall. **Pupils may not eat in corridors or classrooms.** The 6th Year Common Room may be used for eating takeaway food but must be kept tidy and clean or this privilege will be withdrawn. Food obtained from the dining hall must be eaten in the dining hall. No food is allowed in the Chapel or practice rooms. Chewing gum is forbidden during class time. In the event of fine weather, lunches may be eaten outdoors on the lawn or benches. No food should be taken on to the Sports Court.
- ◆ The school kitchen and servery are out of bounds to pupils, except for authorised access.
- ◆ The staff car park is out of bounds to pupils, except for access. The Synod car park must not be used for any purpose. The boundary wall of the sports court is out of bounds. Climbing walls and trees is forbidden. Pupils may sit in the Principal's House garden or the Synod lawn at break times, but must not play ball games in either garden without permission. Bicycles may be ridden carefully into the school grounds and left in the cycle racks provided but playing on bicycles is forbidden.
- ◆ Corridors, stairways etc. must be kept clear to comply with fire regulations and no bags, instruments or cases may be left in these areas.
- ◆ Pupils should be aware that the foyer/entrance hall is the first view of the school for visitors. Please be considerate and helpful to visitors and avoid noisy conversations. **Chairs in the foyer are for visitors' use.**
- ◆ Mobile phones must be switched off during lessons and practice time. Pupils may not use phones to **take photographs or video images in school.**
- ◆ Driving lessons or driving tests, for which boarders require parents' permission, are not allowed during any part of the school day.
- ◆ Pupils going to and from school or the boarding house should not be passengers in cars driven by other pupils unless written permission from their parents has been received by the school, other than in cases of extreme emergency when parents may contact the school by telephone.
- ◆ Pupils must follow the school's Acceptable Use Policy for ICT access at all times, including internet access and using mobile phones, i-pods, laptops and other digital equipment.
- ◆ Access to the school office is limited to essential use. Approved photocopying may be left in the appropriate tray. Passage through the office to the school dining hall is not allowed during the school day.

Sanctions

Any member of staff who sees a pupil breaking a Main Rule will inform the pupil directly and the pupil's Year Teacher, via referral procedures.

1. For a first offence against a Main Rule: a verbal warning is given by the Year Teacher, a note is put in the pupil's file and parents are informed. More serious sanctions will be applied for persistent offenders.

The following sanctions are available at staff discretion

- (a) Detention.
- (b) Grounding (pupil will not be permitted to leave school during the school day, nor the boarding house if applicable).
- (c) Conduct monitor given by the Head of Guidance or Year Teacher in which the pupil's behaviour is recorded daily by staff.
- (d) Put on report (required to report to duty staff at beginning of each break period and to stay in a classroom during that break period), subject to Year Teacher ratification.
- (e) Withdrawal of privileges relevant to pupil.
- (f) Suspension, after consultation with Senior Management Team, Chairman of Directors, and - if considered appropriate - the pupil's parent(s) or guardian(s).
- (g) Exclusion, after consultation with Senior Management Team, Chairman of Directors and - if considered appropriate - the pupil's parent(s) or guardian(s).

In all these cases parents will be informed and may be required to make appropriate arrangements for a pupil to return home.

Pupils found breaking a General Rule will be:

- (a) Warned verbally by the teacher.
- (b) Given a detention or a punishment exercise by the teacher. (Incidences of detention are recorded).
- (c) Reported to the Year Teacher via referral procedures.
- (d) Grounded.
- (e) Given a conduct monitor by Head of Guidance or Year Teacher.
- (f) Put on report.
- (g) Subject to withdrawal of privileges relevant to pupil.

If offences against *General Rules* are persistent, sanctions may be escalated, at the Year Teacher's discretion. Your parents will be informed at an appropriate stage of escalation.

A pupil contract (see Appendix 1) is sent to your parents during the summer break for you to read and sign to say that you agree to follow the rules and guidelines of St Mary's Music School.

Pupils' Privileges and Responsibilities

Common Rooms

1. S6/S6 Extension and part-time Pathways pupils may use the 6th Year Common Room during break and lunch time. **This is not extended to other pupils.**
2. Primary pupils may use own classroom as Common Room during breaks at the discretion of the Head of Primary, but they are to be outside in the playground unless prevented by bad weather.
3. Boarding Pupils' Sitting Room (Room 108) - this may be used by all boarding pupils out with school hours; other common rooms may be used at the discretion of the House Staff.

Common Rooms should be kept clean and tidy and not decorated inappropriately. Belongings must not obstruct doorways or present a hazard by being left on the floor. Common Room privileges may be withdrawn or pupils' deposits forfeited if the room is not kept in good condition.

Heads of School and Prefects

Head of school 2011/2012;

Bethany Crockett.

Deputy heads of school;

Mairi Chaimbeul, Amy Donaldson,

Prefects 2011/2012;

Katherine Bryer, Jakub Gutkowski, Tessa Henderson and Morag Robertson.

There will be regular meetings arranged with the Senior Management Team and some guidance will be given. All S6/S6 Extension pupils are expected to undertake appropriate duties.

Privileges for S6/S6 Extension Pupils

1. S6 and S6 Extension boarders may use their own rooms for study/practice during the day at the Senior management Team's discretion.
2. Coffee-making facilities are available in the Common Room.
3. S6 and S6 Extension pupils may, with permission from duty staff, go out of school outwith breaks. Destination must be clearly recorded, along with the name of the teacher who granted permission. Prefects are permitted to sign themselves in and out of school.

4. Study periods in the library and computer suite may be allocated on timetables.
5. Any other privileges deemed appropriate.

Any abuse of these privileges may result in the privilege being withdrawn.

Responsibilities of S6/S6 Extension Pupils

1. To carry out break and lunchtime duties on a rota basis, ringing the bell when required.
2. To implement social events, including the Leavers' Dinner, under the direction of the Pupil Heads of School and in consultation with the Head of Guidance.
3. To organise and implement a Tidy Rota for the 6th Year Common Room.
4. Some S6/S6Ext pupils may be required to help with practice supervision at the discretion of the Director of Music.

Responsibilities of Heads of School/Prefects

1. To help in organising Open Days, school concerts etc.
2. To represent the school on official occasions e.g. introducing guests/visitors to the school.
3. Boarding prefects may be asked to help supervise juniors' prep (S3 and below).
4. To organise and implement social and charity events within school at the discretion of the Headteacher.
5. To chair and record meetings with the pupil council.
6. Any duties deemed appropriate, whether collective or individual.

School Dress Code

The guidelines for school dress are given below. We are very fortunate as a school having a policy that pupils in S4 and above do not generally wear school uniform on a daily basis. However, you must dress appropriately and sensibly for school.

1. All pupils must conform to the school dress code.
 2. Uniform is compulsory for all pupils in P5 to S3 and must be worn every day. See uniform list on following page for details.
3. Choristers are expected to comply with more stringent regulations. (See Chorister Handbook).
4. Pupils in S4 and above are not required to wear school uniform on a daily basis, but must own a school uniform as they will be required to wear this for formal occasions and uniform days. Uniform details are shown in Table 1.
5. The school tie is compulsory for Primary and S1 and S2 pupils and for boys in S3 and above. This is available for purchase from the school office (£3.25). On occasions when school uniform is required, girls in S3 and above may wear either a white rever collar 3/4 sleeve blouse without a tie or a long sleeved white shirt, buttoned to the top, with a tie.
6. Instrumental pupils in P5 to S3 may wear a white polo shirt to school on a daily basis, but must own a long sleeved white shirt and tie as this will be required for formal occasions.
7. Pupils in S4 and above must dress appropriately and smartly for school at all times; in case of doubt, they should obey staff instructions about clothing. Obvious make-up and jewellery are not appropriate. Boys should be clean shaven.
8. Piercings, apart from discreet ear piercings, are not allowed.
9. Long hair should be tied back.
10. Pupils should wear appropriate footwear, e.g. flat shoes. Flip flops are not permitted.
11. Girls' tops must cover the shoulders and stomach area. Low cut tops are not appropriate. We ask your parents to help enforce this code. Pupils who do not comply with the dress code will be given a school top to wear and your parents will be informed. These incidents may be logged and in case of any dispute, Year Teachers may arbitrate.

12. Please refer to detailed clothing list for boarders in the Boarders' Handbook.
13. Please note that only soft-soled shoes (preferably not black-soled) may be worn on the sports court.
14. **Please make sure that all items of clothing worn in school, including PE kit, are labelled.**
15. **The school does not insure personal possessions.** All personal possessions are brought into the school at the pupils' own risk and all, including clothes, instruments, computers, stereo equipment and mobile phones, should be insured for you by parents.
16. **PE Dress Code:** all pupils must bring a white polo shirt or a plain white T-shirt, navy shorts or navy jogging bottoms and trainers to change into for PE each week. Hair must be tied back off the face and no jewellery may be worn.
17. Unnamed items left in lost property for a considerable period may be donated to charity.

Table 1 – Standard School Uniform (Compulsory for ALL Pupils)

<u>INSTRUMENTALISTS</u> P5 – S3 to be worn every day S4 – S6 Extension to be worn on formal occasions		<u>CHORISTERS</u> P5 – S2 to be worn every day	
Boys	Girls	Boys	Girls
School uniform is mandatory every day for pupils up to and including S3 and on special occasions for S4 upwards.			
white school shirt (long-sleeved, buttoned to top) with school tie	white school shirt (long-sleeved, buttoned to top)	white school shirt (long-sleeved, buttoned to top)	white school shirt (long-sleeved, buttoned to top)
school tie	white rever collar ¾ sleeved blouse (Trutex*) (optional for S4 and above) school tie (mandatory for P5 to S3, optional for S4 and above if wearing a blouse rather than a shirt)	black blazer with school badge school tie	black blazer with school badge school tie
v-neck sweater (grey or black)	v-neck sweater (grey or black)	v-neck sweater (grey or black)	v-neck sweater (grey or black)
trousers (grey or black)**	skirt or trousers** (grey or black)	trousers (grey or black)**	trousers (grey or black)** OR knee length skirt
white polo shirt (optional)	white polo shirt (optional)		
socks (grey or black)	dark tights or socks	socks (grey or black)	socks (grey or black) or dark tights
black shoes	plain dark flat shoes	black shoes	plain black shoes
school sweatshirt	school sweatshirt	school sweatshirt	school sweatshirt
CONCERT DRESS			
black shirt (long-sleeved)	1 single-colour AND 1 black smart blouse (long-sleeved & open neck collar)	Concert dress for choristers will usually be either standard school uniform or the red Cathedral cassock.	
black trousers	black skirt (knee or ankle length) OR black trousers	If this is not the case, pupils will be notified in advance of the concert date to ensure that suitable attire is worn.	
PE KIT (COMPULSORY FOR ALL PUPILS)			
<ul style="list-style-type: none"> • white polo shirt OR plain white T-shirt • navy shorts OR navy jogging bottoms • trainers or gym shoes – no black soles • swimming costume/trunks 			

Only the items listed above may be included in a claim for Uniform Grant. The Bursar will send forms to eligible parents. Please remember that receipts are required.

*Girls' Trutex blouses are available from Aitken & Niven, 234 Queensferry Road, Edinburgh EH4 2BP
Tel: 0131 467 8825 or online from www.aitken-niven.co.uk Similar styles are available from department stores such as Marks & Spencer, BHS etc.

**Trousers should be sensible 'school' trousers and not excessively flared or 'hipster' style.

Polo shirts and sweatshirts with the school logo are available from Baggins – see order form. Blazer badges and ties are available from the School Office.

All pupils will require a pencil case with pens and pencils, ruler, eraser, sharpener, as well as a school bag and sports bag. A scientific calculator (a Casio is recommended), protractor and compass will be needed for all maths and some science lessons.

Security and Looking After Your Possessions

- The school has a CCTV system which is monitored for everyone's safety and protection and for crime prevention. Images are recorded and may be used as evidence of misconduct or unlawful activity.
- All entrances are fitted with security number entry pads. You will be told what this number is or can find it out from the school office.
- A locker is available in school for day pupils (returnable key deposit of £5 required) to store valuables. Boarders have a lockable drawer in their rooms but may also have a day locker if spare lockers are available- Please see Dr Clinton.
- Shelves are provided for storing instruments and books, etc. You must not remove articles from anyone's shelf without their permission. Cellos can be stored safely secured to the wall outside the Lab. Instruments in cases, & music (in named folders) can be kept in practice rooms but not other items. Please conform to the school's general rule that no belongings should be left in the corridors. **Any belongings or music left where they should not be will be removed to Lost Property by staff** and a sanction applied.
- Remember to look after your possessions and **never leave valuables or money lying around** because the school does not have insurance which covers your personal possessions. All possessions are brought into the school at your own risk. Your parents are advised to check that everything, including clothes, instruments, computers, stereo equipment and mobile phones etc is covered by their insurance.
- Please make sure that all clothing and possessions are named.

Lost Property

- Lost property can be reclaimed from the Guidance room during morning break on Fridays. A fee of £1 is charged for retrieving items which staff have had to remove from corridors, practice rooms etc because they were left lying around. Alternatively, you can opt to do a short task instead such as tidying.
- Items collected from lost property outwith Friday mornings may be subject to an additional 50p fee (all fees will be donated to Charity).
- Lost music can be reclaimed from the Director of Music.
- Text books, jotters etc found lying around will be returned to the subject teacher from whom they may be reclaimed.

The School Day

Timetabled Day (Monday - Friday)

- Morning Registration is at 8.25am in Coates Hall for instrumentalists or the Song School for choristers. Choristers are also registered at 9.45am.
- The school day runs from 8.30am to 5.00pm (4.30pm for chorister pupils) Monday, Tuesday and Thursdays, 8.30am to 3.30pm Wednesdays and 8.30am to 4.30pm on Fridays, and is detailed in Music and Academic Timetables.
- Afternoon registration is at 3.30pm each day except Wednesdays, when it is at 2pm. S1 and S2 will be registered in class each day. S3 and above are registered in the foyer.
- Choristers go to choir practice and sing Evensong under Cathedral direction from 4.40pm on weekdays (except Wednesdays) and sing the services on Sundays. Morning Choir Practice is from 8.30am to 9.30am at the Cathedral, with registration at 8.25am in the Song School. Detailed timetable arrangements are in the Choristers' Handbook.

Please note:

- Pupils should not arrive in school, or at the Cathedral, before 8.15am (Day pupils must be collected/ make their way home promptly at the end of the school day from the appropriate location. - Supervision at the Cathedral is provided by Cathedral music staff or clergy until collection.)
- **Day pupils can only stay in school at the end of each day if they are required to do a school event, or in an emergency when parents should contact the school for permission from the Head of Guidance or Deputy Head teacher. They must sign in with Boarding House staff.**
- Day pupils who have been granted permission to board temporarily must sign in on arrival and sign out on leaving, and follow all Boarding House rules.
- If you are staying on for tea in the boarding house having been given permission to do so, you should notify the cook the day before **at the latest**. See appendix 1 for charges. Where large numbers of pupils are required to stay on for tea (in the case of a whole school concert or rehearsal), the school will seek parental permission for you and inform Chef on your behalf. Under these circumstances, the school will pay for tea.
- Changes to individual pupil timetables may only be made by the Senior Management Team. Requests for changes should be made by your parents, in writing to Mrs Hood.

- You must remain in your timetabled practice room, working productively, and not wander around the school. If there is a problem, then you should find the Teacher on Duty (name is displayed above the whiteboard in the foyer), the practice supervisor on duty, the Director of music or a member of the Senior Management Team
- Academic work or music practice may be done during practice time, in the timetabled room.
- Only S6/S6 Extension pupils may use the 6th Year Common Room during the school day. It will be open at breaks and lunchtimes.

Daily Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30-8.45					
8.45-9.15					
9.15-9.45					
9.45-10.15					
10.15-10.40	10.30 Assembly				
10.40-11.00	B R E A K	B R E A K	B R E A K	B R E A K	B R E A K
11.00-11.30					
11.30-12.00					
12.00-12.30					
12.30-1.00					
1.00-1.45	L U N C H	L U N C H	L U N C H (1.00 – 2.00)	L U N C H	L U N C H
1.45-2.15					
2.15-2.45					
2.45-3.15					
3.15-3.30	B R E A K	B R E A K		B R E A K	B R E A K
3.30-4.00					
4.00-4.30					
4.30-5.00					

Pupil Absence Procedure

Planned Absences

Planned absence and selective attendance during the school term are discouraged.

If you know you are going to be absent from school for **any** reason you **must** follow this procedure:

1. Obtain permission for the absence
 - **For an absence less than 24 hours:** your parents must make a request **in writing** to your Year Teacher, and if applicable to Boarding House staff, explaining the reason for the absence and giving exact dates and times of departure and return to school. **This applies to all pupils, day and boarding, irrespective of age.** Under normal circumstances, we request at least 48 hours notice of absence. (In exceptional/emergency circumstances your parents can phone your Year Teacher and the Boarding House, if appropriate).
 - **For an absence of more than 24 Hours;** your parents need to apply in writing/e-mail for permission from Mrs Rimer giving details as above
2. **When permission has been granted:** fill in an **Absence Notification sheet**, and get it signed by your teachers, your year teacher and Boarding House staff if applicable so they know that you will be absent from certain classes at that time - Absence Notification sheets can be obtained from the School Office, the Boarding House or the shelf at the foot of the main stairs - a sample is shown on the next page. (There are guidelines on the back of the form which explain how to fill it in)
3. Hand the Absence Notification sheet in to the office.

Please note that;

- An Absence Notification sheet **must** be completed for all pre-arranged events or appointments which will result in your absence from all or part of the school day such as medical and dental appointments, attendance at music events, e.g. competitions, auditions, workshops etc and all overnight absences (other than weekend visits away from the boarding house)
- If the absence relates to a music event (which is not associated with the school) then a Musical Event permission form **must** be completed **as well as** the Absence Notification Form to get permission from the Head of Music- see section entitled Instrumental Lessons & Music Information.
- Your parents will be contacted in the event of any unexplained absences from school

Absence Notification Sheet 2011/2012

Name of Pupil:	
Date of Visit:	Time:
Proposed visit to:	
Purpose:	
Travel Arrangements (the financial responsibility of the pupil or their parents)	
Travel Out (date, time and mode of transport):	
Travel Return (date, time and mode of transport):	
Overnight Arrangements (if applicable):	
Contact Name:	
Contact Address:	
Contact Number:	
Permission received from:	Signed: (Collect the signatures at least 3 days in advance)
Director of Music	
Year Teacher (for school day absence)	
Boarding House Manager/Parent/Guardian	
Master of the Cathedral Music (if a chorister)	
For absences greater than 24 hours, tick here if permission has been received from Headteacher <input type="checkbox"/>	
Write a list below of the teachers affected by your absence. Teachers should initial their permission once you have notified them.	
Signature:	Date Returned to Office:

***Please note: Parents must officially request permission for a pupil to be absent. Only once permission has been granted by the Year Teacher (or the Headteacher, if the absence is for more than 24 hours) should this form be completed.**

Notes on Reverse of Absence Permit Sheet:

1. Complete the details overleaf as fully as possible, then notify all subject and music teachers. Try to plan at least a week in advance in order to give staff as much notice as possible.
2. Collect the signatures as listed overleaf **at least 3 days** before the planned visit (exceptions will be made for emergencies).
3. Return the completed form to the School Office.
4. **Note: this form is to inform staff that permission for absence has been given. It does not count as an absence request from parents, which must be sought in advance.**

This is **not** the form you need for permission to play in an external event. Permission for this must be requested in advance from the Director of Music and Headteacher using an External Musical Event Permission Request Form (available from the School Office). The Absence Notification form should be completed only once permission to take part has been granted (assuming the absence is during the school day or requires more than 24 hours absence).

Lateness

- If you are late (arriving after 8.30am) you must complete the late sheet in the School Office giving the reason.
- Lateness is monitored and absences are noted in school reports. Sanctions will be applied for persistent lateness, and a letter sent home to parents.

Absence due to illness

- Parents/guardians will be informed if a pupil younger than 16 years is not in school by 9.45am and the absence is unexplained.
- **On your return to school a written note must be sent to the Year Teacher from your parents.** A medical note is required if the absence is longer than 3 days.
- Your parent/guardian must ring the School Office between 8.15am and 8.30am if you are unable to attend school.
- Any pupil failing to attend a national examination is required to produce a medical certificate immediately.
- Parents will be contacted in the event of any unexplained absences from school

Academic Lessons

St Mary's Music School provides an excellent general education, with a broad curriculum in the early years. Older pupils' curricular choices will be accommodated as far as possible, given the size of the school.

1. Courses

Primary to S2

The curriculum for primary pupils (P5 - P7) and S1 and S2 is broadly aligned with the Curriculum for Excellence. Primaries are taught mainly by the Primary Staff and S1 and S2 by subject specialists.

S3 to S6 extension

At S3, you begin certificated courses in seven subjects. At Standard Grade you must take English and Mathematics. A modern language, a social subject and a science are recommended. Everyone studies Music, and bypasses Standard Grade to sit Higher Music in S4. Please note that it may not be possible to offer all subjects, particularly when the S3 cohort is very small.

After Standard Grades, Intermediate 2s and Higher Music in S4, you specialise further for SQA National Qualifications in S5. As well as Higher English, Advanced Higher Music and OCR Advanced Subsidiary Level Music, you choose up to three other subjects.

In S5 and S6, all pupils are prepared for AS/A2 Music and/or Advanced Higher Music, (if not already achieved). You can then take subjects through to Advanced Higher Level or take up new Highers and Standard Grades as required and as the demands of ability, intentions and timetables permit.

A school 'points' system is in operation and senior leavers are recommended to ensure their core skills, such as ICT, are at a high level. Advanced Highers have higher point weighting than the English A level for the purposes of Higher Education.

Course Choice forms for pupils in S2, S4, S5 and S6 who are staying on at St Mary's Music School are sent out before the Easter holidays. You will discuss possible course choices with your Year Teacher in PSE and the Careers and Subject Choice Evening held at the start of term 3 offers further opportunity to do this. At all levels, subjects cannot normally run on a one-to-one teacher to pupil basis, so you should be prepared to make alternative choices.

If you or your parents have academic concerns, these should be raised in the first instance with your Year Teacher, who may refer to the Deputy Head Teacher.

2. School Reports

A process of individual target setting will be monitored by your Year Teacher and the Depute Head teacher as required. Pupil progress profiles providing information on effort, attitude, attainment and homework will be issued to your parents on a regular basis to complement full pupil reports.

3. New Pupils

If you are a new pupil joining St Mary's Music School, you should have brought with you information about examination passes, grades, names of exam boards, your candidate number and school reports if available.

If you have previously received Additional Support for Learning you should provide full details so that appropriate support may be arranged for you.

New pupils in S4 and above should sign the declaration to give consent for the school to access their SQA and GCSE/A level data. Please see Mrs Hood for assistance.

4. Homework Policy

Homework is an important part of your learning process and is set on a daily basis. You should complete all homework to the best of your ability. If you are having difficulty then your parents/ houseparents should sign the work to indicate that it has been attempted. Homework should always be noted in homework diaries.

Purpose

- to extend and/or consolidate class work
- to prepare for a future lesson
- to encourage independent learning

Duration

The amount set will vary from year to year but the following minimum time allocation is expected:

P5	20 minutes per day
P6	30 minutes per day
P7	40 minutes per day
S1/S2	45 minutes per day
S3/S4	1 to 1½ hours per day
S5/S6	2 hours per day

Guidelines for Homework

- All pupils are encouraged to plan their work and expected to complete it and hand it in on time.
- You will need to plan your time allocation for each subject and written assignments
- Some PSE class time will be devoted to Study Skills to support you with this. You will learn about time management, study techniques, planning and organising your workload and strategies for exam preparation and technique.
- Homework diaries will be issued and checked by teaching staff or houseparents. Parents are also requested to check them regularly.
- If your timetable does not allow enough practice time during the day you must make up practice during evenings and weekends. Your Instrumental teachers will advise on the amount of practice time required, but a daily commitment to practice is essential, and this includes weekends.
- You should increase your work commitment prior to exams and set yourself a personal revision timetable.
- Careful timed planning of coursework for external submission is essential. This includes practical recitals (March/April deadlines) and work for Standard Grade, Higher, A-Level and Advanced Higher exams.

Homework in the Boarding House

Boarding House supervised prep is from **6.00pm to 7.00pm** for all pupils in S4 and below, Monday, Tuesday and Thursday. This can include silent reading, music theory and composition, as well as academic subjects. S5/S6/S6 Extension boarders are expected to plan their own study. Further details are given in the Boarders handbook.

Exam Leave

You are excused classes on the day of a national examination but must inform staff in advance of intended absence so that music lessons and rehearsals can be rearranged if necessary. Day pupils may return home to study on an examination day and Boarders will be allowed to go to their own rooms. Any additional absence must be requested in writing giving the required 48 hours notice. Otherwise you should report for all timetabled lessons and practice.

Pupil Exams during school holidays

Some exams invariably fall during the half term break in May. Under these circumstances you should come into school only for the duration of the exam. Boarding pupils will be accommodated in the Boarding House immediately around the time of the exam only.

What do you do if you are having problems with your academic work

If you are having problems with any particular subject, or difficulties coping with your work load;

- You should speak to your subject teacher(s) so you can work out the best means to tackle and solve these problems.
- You could speak to your Year Teacher. (your academic progress will also be discussed during your Year Teacher interviews)

You may be referred to

- the Principal Teacher of Studies (P5 to S2, Mrs Chisholm, S3 to S6, Mrs Hood).

Extra-Curricular Activities

Extra-curricular activities are encouraged for day and boarding pupils and include clubs, outings, debating, Duke of Edinburgh Award, school trips and foreign trips, sometimes linking with other schools.

Pupils are also encouraged to help the staff running Saturday Morning Classes and to share their expertise with younger children.

Instrumental Lessons and Music Information

St Mary's Music School aims to provide a first-class, well-rounded musical education. The music programme is varied, dynamic and innovative; areas of study include instrumental and vocal lessons, aural training, chamber music, orchestral and ensemble training, choral work, academic study, composition and Alexander Technique (offered upon recommendation of the instrumental tutor and at the discretion of the Director of Music).

Individual instrumental lessons are the foundation of our music programme. Their focus is on developing technical/physical skills and stylistic awareness while extending musical imagination.

Instrumental provision begins in P5 with 1.5 hours per week, increasing incrementally to up to 3 hours in S6/S6 Extension. Pupils have some choice, in consultation with the Director of Music, in how they use their allocation, but no more than 2 hours lesson time is permitted on any one instrument. All pupils have at least one additional study and all are encouraged to study a harmony instrument (usually piano). A small number of pupils are studying three instruments. This is at the discretion of the Director of Music.

Chorister pupils in P5 to P6 receive tuition on one instrument and have a weekly lesson lasting 0.5 hours. Chorister pupils in P7 to S2 receive an additional 0.5 hours tuition time. This is usually used in the study of a second instrument.

We endeavour to provide all first study instrumentalists with a workshop/masterclass from a visiting tutor once during the academic year.

The Director of Music, reporting to the Headteacher, is responsible for matching pupils with suitable teachers amongst the school staff. Any additional staff required are employed by the school and Headteacher as recommended by the Director of Music.

There are 34 teaching weeks in the academic year, during which instrumental staff are asked to deliver a minimum of 30 lessons. Lessons may be re-arranged because of concerts and rehearsals in school, auditions or other academic activities or, since most of our instrumental teaching staff are active as performers, the absence of the teacher. At such times, the continuity of lessons will be maintained if possible.

Assessment

Individual Instrumental Assessments will take place during the course of each session. Assessments provide the opportunity to review progress and to offer encouragement, guidance and advice. The assessment is in three parts: (1) an internal technical assessment, usually in the first term; (2) a performance assessment, usually in term two, conducted by an external assessor; (3) a public performance in term 3.

A process of target setting is in place to work alongside the assessment procedure. Teachers and pupils will be asked to set targets in areas such as technical development and improvement, repertoire and study learning, performances, and other areas relevant to their instrumental studies, and to record their goals for the academic year in September. Pupils will also be required to keep an Instrumental Learning Journal, in which they record weekly targets together with a weekly reflection on their learning. The quality of the Learning Journal is marked and will contribute to the pupil's overall assessment mark, as well as helping monitor the pupil's progress and achievement.

Pupils not reaching the required standard will be asked to re-sit after an appropriate amount of time for practice. **Instrumental pupils failing to reach the required standard may be asked to re-audition for the school before being allowed to continue at St Mary's Music School. Six months notice of the intention to re-audition a pupil will be given.**

Examinations, such as those of the Associated Board, and local, national or international competitions, are used for encouragement, experience or measures of progress, as judged appropriate by music staff. The Headteacher monitors applications.

Chamber music and performing

Instrumental studies are enhanced by other playing activities. Chamber music is an integral part of the music curriculum and the school operates various orchestras and ensembles on a weekly basis. All instrumental pupils will be expected to play where appropriate and at the discretion of the Director of Music. It is our aim that every pupil during his/her course of study will be able to explore some of the range of small-scale ensemble playing that is such a vital part of learning about playing with others.

Pupils are encouraged to apply to youth orchestras and choirs such as regional youth orchestras, national youth orchestras and national youth choirs when they are ready. Permission for participation in such activities must be sought, in advance, from the pupil's instrumental teacher **and** the Director of Music.

Any pupil wishing to participate in an external musical event must seek written permission well in advance. Please use the External Musical Event Permission Request Form available from the School Office. Please see sample form on following page.

Concert Presentation

Presentation at all concerts (including internal informal ones) is very important, and the standard of dress, entrances and exits, bowing and announcing of items should all be given due care and attention.

For external concerts, Cathedral services and some formal internal concerts, the following pupil dress codes may apply:

- Boys - black trousers, black long-sleeved shirt and black shoes
- Girls - knee or ankle length black skirt **or** black trousers and a single coloured **or** black smart long-sleeved blouse with open neck collar
- A single colour, ball-gown type dress for girls and a black jacket for boys may be required for more formal concerts and soloists: adequate advance notice will be given.
- Occasionally school uniform is requested for all participants.

Choristers

Chorister's sing for the daily services in the Cathedral and for the services on Sundays. St Mary's Cathedral is the only Scottish Cathedral to maintain a fully choral foundation as exists in English cathedrals. Full details of the role of being a chorister are in the Choristers handbook which is issued to all choristers.

External Musical Event - Pupil Permission Request Form

Request made by:		
Proposed Event:		
Proposed Date:	<i>(dd mm yy)</i>	Day:
Proposed Time:	Start:	Finish:
Is this a regular engagement or a one-off?		
Name(s) of pupil(s) involved:		
Instrumental Teacher's Signature:		
Director of Music's comments:		
Director of Music's Signature:		
PLEASE PASS THIS FORM TO HEADTEACHER FOR APPROVAL		
Headteacher's comments:		
Headteacher's Signature:		
Permission granted / Permission not granted		

Guidance, Additional Support for Learning and Pupil Welfare in St Mary's Music School

If at any time when you are at St Mary's Music school you feel in need of extra support in your academic or music studies or you are worried about other issues, the staff are here to help and support you.

The Guidance and Additional Support Needs team;

Dr Clinton has overall responsibility for the Guidance System within the school, which is administered through the Year Teacher system and the Boarding House staff

The Guidance Team comprises;

Year Teachers;

S6 - S6 Extension/
Part-time Pathway Pupils
S5
S3 - S4
S1 - S2
P5 - P7

Mr T Wilson
Dr J Clinton
Ms C Snell
Mrs E Macleod
Mrs R Greening / Mrs I Horne
Mrs S Chisholm

- The Guidance Team and the Additional Support Needs Team work together.
- The Additional Support Needs Team is coordinated by Mrs Chisholm and the Additional Support Needs teacher is Mrs Henderson.
- Senior pupils will be given opportunities twice a year for interviews with their Year Teacher. Guidance interviews take place once per year for Primary pupils. At any point concerns may be raised by you and/or your parents with appropriate staff.
- You can also contact staff (anonymously if you wish) by placing a note in a sealed envelope in the "Pupil Box", situated on the mantel piece in the Ground Floor corridor opposite G08.
- The school chaplain, Nicki McNelly, is also available for you to talk to (see pupil notice board).
- Teachers are able to pass on praise or concerns to your Year Teacher by filling in a green student referral form.
- The Year Teachers and Boarding House staff and Additional Support Needs Teams hold regular meetings.

The PSE Programme

St Mary's Music School runs a full programme of PSE which is compulsory for all pupils. The PSE programme is delivered by your Year Teacher with additional visiting professional speakers. The topics can be broadly divided into:

- School as a community (Support, Rules and Discipline)
- Mental, Emotional and Social Wellbeing (self awareness, self esteem, stress, mental health, friendships, bullying and making positive choices)
- Physical Wellbeing (including personal safety)
- Planning for Choices and Change (Careers, Subject Choices, Vocational, Music, Study Skills, preparation for Higher Education, Personal Progress and Life Skills.
- Relationships, Sexual Health and Parenthood.
- Substance misuse

The PSE programme is coordinated by Mrs MacLeod. There is a structured programme appropriate for each year group which is reviewed annually. It is designed to meet your needs and equip you with some of the skills and knowledge which you will need as students and young adults in today's society. It also aims to complement and support you in your musical development and education. It is a useful time to discuss or deal with issues which arise in the school or in the news. There is no formal homework but you may be asked to find out information for yourselves. Knowledge and skills will be assessed and you will be asked for your feedback from the programme.

St Mary's Music School has specific policies relating to the care and welfare of pupils. (i.e. Child Protection, Health & Safety, Anti-Bullying) which your parents may request copies of.

Bullying

- ❖ **No one deserves to be bullied - if you are being bullied:**
 - Try to deal with the situation calmly;
 - Try not to show the bully that you are upset
 - Try walking away and taking deep breaths to calm yourself down or if you feel confident enough, a short "answer back" is worthwhile - and then walk away.
 - Try to ignore the bully.
 - As a last resort, you may have to avoid certain places and stay in a group with supportive friends

❖ **Talk to an adult:**

- If you are the victim of bullying, or if you feel threatened, you should talk to an adult or contact staff by placing a note in the "Pupil Box". You will be given support, help and advice.
- If you witness bullying behaviour, you should talk to an adult immediately. Watching and doing nothing suggests support for the bully.
- Even if you feel afraid to speak out, or embarrassed you must talk to an adult.
- If you are still unsure about talking to an adult, ask a friend to do it for you or put a note in the "Pupil Box".

❖ **Afterwards:**

Continue to seek support from trusted adults and friends if necessary.

Another way to make yourself feel better is to write or draw something to express your feelings or look at an anti-bullying website for support such as www.respectme.org.uk or www.childline.org.uk.

If you are bullying other pupils:

You may have started bullying because you had been bullied yourself. You may be under a lot of stress at home or school. You may be bored or frustrated when things have gone wrong for you or you may feel that you have to join in because of peer pressure.

- ❖ Think about what you are doing and why
- ❖ If you are angry, make a conscious effort to be calm - count to ten, breathe deeply and walk away.
- ❖ Think about the effect your behaviour is having and how other pupils see you.
- ❖ Seek help so we can support you to stop this negative behaviour- talk to an adult or a trusted friend.

Eventually, all bullies are reported and persistent bullying will be punished. Your parents will be informed and you will have to discuss why you bullied and agree not to be involved in bullying again. You will have to apologise to the person you bullied.

Pupil Care and Welfare

The following information is given during PSE lessons;

If you feel you are being bullied or picked on (including receiving hurtful text or e-mail messages) or in any way abused or feel uncomfortable about someone else's behaviour towards you (such as a pupil, domestic staff, teacher, music tutor, parent or anyone else-) - this is what you can do:

Speak to: Boarding House Staff/ Manager
 Year Teacher
 Head of Guidance
 or any adult you trust in the school.

If you prefer: You can contact staff by putting a note in the "Pupil Box".

If you feel nothing has been done to help, you may ask for an interview with:

Boarding House Staff/ Manager
Child Protection Co-ordinator / Head of Guidance
Director of Music
Deputy Head teacher
Headteacher.

You may ask to speak privately to any member of staff and if he/she cannot help, he/she will pass your problem on to someone who can help. The school has a Child Protection policy in place and any member of staff who is asked for help or guidance will take you seriously and tell you what they are going to do next.

If you want advice from outside the school, the number for Childline is 0800 1111 and for the Samaritans is 0845 909090. The calls are free. You may also speak to the School Chaplain Nicki McNelly (see notice on pupil notice board for contact details).

Confidentiality Policy

St Mary's music school has a Confidentiality Policy - a copy of the information sent to your parents is in the Appendices in the back of this handbook.

Alcohol, Smoking and Drugs-related Incidents

Substance misuse is part of your PSE programme.

St Mary's Music school rules are:

Alcohol and Smoking

School Main Rule 5 states that pupils, even of legal age, may not take alcohol or smoke within school premises or when involved in external school activities without staff permission. Consumption of alcohol is forbidden during the school day. Boarders should note that they must comply with the Boarding House rules regarding alcohol, even if they are over 18. Alcohol should not be brought into the Boarding House.

Breaking of these rules will lead to sanctions which can include grounding, suspension and withdrawal of privileges. Parents/guardians will be notified.

Illegal Drugs

School Main Rule 5 states that pupils should not take drugs other than for medical reasons. Boarders' Absolute Rules state that illegal drugs are forbidden. In addition School Main Rules state that breaking the law of the land automatically breaks school rules.

If you are found in possession or under the influence of drugs, or are thought to be concerned in the supply of illegal drugs, the school will:

- ◆ contact the police who may take further action
- ◆ contact your parents/guardians
- ◆ take appropriate disciplinary action which may lead to suspension or exclusion from school. This may in future affect your choice of job or career and restrict your freedom to travel abroad.

Care of ill pupils

If a pupil becomes ill during the day he/she is sent to an appropriate room. The duty staff member, or office staff, fills in a sick-child-in-bed notice and is responsible for informing parents or Boarding House staff and checking regularly on the pupil. Arrangements will be made for day pupils to go home. If the illness or accident needs hospital treatment, a member of staff will accompany the pupil if the parent is unable to do this.

Parental consent for administering non-prescription drugs is included in the pupil details form to be filled in by parents. Please note that unless written permission is given, Paracetamol is the only analgesic which will be given.

Parents of day pupils should send in a note if their son/daughter is taking any medication including Paracetamol. This will be recorded in the record sheet at school.

Pupil Care and Welfare policies

St Mary's Music School has a Child Protection Policy. All staff attend regular Child Protection training sessions and have a duty to report/pass on any concerns regarding the welfare of a child to the Child Protection Co-ordinators and to follow best professional practice wherever possible.

ICT Use in School

Computers, mobile phones and other digital devices are now very much a part of our daily lives. It is therefore important that you use these facilities safely and responsibly.

St Mary's Music School has a policy agreement for using its computing and internet facilities which we ask you to sign. The Acceptable Use Policy covers all personal computers in school and all the related equipment for the network including printers, scanners, mobile phones, i-pods etc.

You should read and make sure you understand the following information which will be discussed with you more fully during your PSE/IT lessons in the future.

Acceptable Use Policy for Information & Communications Technology in school.

1. Protect your username and password

- Your username and password give you access to the computer facilities. You should think of these like a bank card and PIN number and treat them with the same level of security; do not let anyone else know or use your password!
- Also, just as you wouldn't walk away from a cash machine without retrieving your bank card, you should never leave a computer whilst you are logged in. **If you need to leave the workstation for a few moments use the CTRL+ALT+DEL combination to lock the computer.**

2. Protect your identity

Social networking sites are very popular and your web page can have many facts about yourselves including photographs, a diary ('blog'), or videos (which can be filmed on mobile phones) so you need to take steps to protect yourself and your friends from unwanted attention.

- Never give personal details such as your name, address, school or a photograph to unknown sources eg a social networking site.
- Never pass on personal details about other pupils or staff in school or send videos or photographs of them (even to a friend) without their permission.
- Do not accept contacts from unknown sources to your website
- Remember that e-mail is not a confidential way of talking to other people - e-mail messages can be read by others just as a postcard can when sent through the post.
- Always ensure that the settings for your profile on social networking sites are "private".

3. Be aware of the effect that words, pictures or videos can have on others.

- Media such as mobile phones, internet sites and chat rooms must not be exploited by pupils in order to bully or embarrass fellow pupils or members of staff. The use of defamatory or intimidating messages will not be tolerated and the school will apply appropriate sanctions.
- Do not access or download material which discriminates against or is offensive to others.
- Do not access or download material which is obscene or pornographic.
- Do not access or download material which contains offensive language, or which is considered inappropriate in a school environment.
- Be wary of how you present yourself or your friends online- comments and appearances can sometimes be misinterpreted.
- Some websites you visit and all the people you e-mail can see your St Mary's Music School address and so you should not do or say anything that would reflect badly on the school or your teachers, other staff and pupils.
- Do not forward "chain letters" to others without their permission.

4. Be aware that you might be breaking the law!!

- Do not copy or distribute images, sound or text which are copyright from the internet or other images without permission.
- Do not attempt to read, "hack" into other systems or other individuals' logins, or "crack" passwords.

5. In General

- Personal Computers are not permitted to be connected to the school network.
- If you receive a strange or worrying e-mail you should delete it or forward it to your Year Teacher and tell your Year Teacher or another member of staff straight away.
- The school makes use of an internet content filter to block or restrict access to some websites. This filter records the amount of time spent by users on each website.
- There are systems in place to automatically block access to Web sites considered to be inappropriate.

- To obtain help or to report problems with the computers, internet or school network please use the Help Request Form and/or contact the ICT Co-ordinator, Mr P McDowell (pupils and teaching staff) or the IT Administrator, Ms H Innes (non-teaching staff). If the problem is urgent and neither is available then ask in the School office for assistance.
- Your activity, eg. Which programmes you use and which web sites you visit is recorded and may be monitored to help with troubleshooting and with enforcing policy.
- Information is sent to pupils via their school email account and this should be checked regularly.

Guidelines for using Mobile phones in school

You will discuss some of the issues associated with using mobile phones in your PSE lessons. Mobile phones have the potential to distribute text messages, pictures and videos to others.

Mobile phones must be turned off during lessons. The General School Rules at front of this handbook state;

“The use of mobile phones during timetabled lessons is forbidden. Pupils may not use phones to take photographs or video images in school without permission.”

An exception to this rule is if you need to use your phone in the event of an emergency or if given permission to do so by a member of staff. If in doubt, check with a member of staff.

If used inappropriately, your phone may be confiscated for the remainder of the school day and your parents contacted.

If you receive any worrying texts or images on your mobile phone, you should store the message and show it to your Year Teacher or another member of staff as soon as you can.

Please note that pupils wishing to contact individual staff members must do so through the school office or via a member of staff Senior Management and **not** by texting or using private mobile phone numbers.

Fire Safety

1. *Fire Drills*

Fire drills are held during the school day and additional fire drills will take place for boarding pupils out of school hours.

2. **Fire Alarm Procedures**

When you hear the Fire Alarm

If you are in a class when the fire alarm sounds follow your teacher's instructions and go out calmly and quickly by the nearest ***safe** exit, but without running. **Go to the assembly point on the Synod Lawn.**

If you are on your own in a practice room when the fire alarm sounds, leave the room, closing the door behind you, and go out calmly and quickly by the nearest ***safe** exit (without running) **Go to the assembly point on the Synod Lawn.**

*A **safe** exit is one which is as near as possible but does not send you into a smoke- or fire-filled passage.

Leave all books, bags, instruments, etc. and do not go back for anything.

At the assembly point:

- Stand **quietly** in a line with your year group while your Year Teacher calls the register. If someone is missing and you have an idea where that person might be, then tell your Year Teacher.
- It is important that order and quiet are maintained throughout the fire procedure.
- Do not go back into the building until you have permission to do so.

3. **Fire Safety and Prevention Precautions**

You need to be aware that;

- The school corridors and stairs are used for evacuating the building in the event of a school evacuation - possibly in the dark or in thick smoke. **It is therefore essential that all corridors and stairs, doorways etc, are kept clear of bags, instruments, music stands or any other obstructions** Shelves should also be kept tidy so the contents are not spilling on to the floor.

- If any of your belongings are found on the floor after a fire alarm where they could have caused an obstruction, sanctions will be applied.
- It is **essential** that we know where you are at all times. If you are allowed out of school during the day you **must** sign out and then in again in the signing-in book which is kept in the office. This includes going to concerts, rehearsals, etc, as well as break times.
- You should not change practice rooms without permission. If you do get permission this must be recorded in the school office.
- If you were not present at registration, we have to know if you have arrived late in school or are absent. If you arrive late you **must** fill in the late sheet. This applies even if you have permission to come in late, e.g. after a concert.
- You should make yourself aware of the nearest, and any alternative, exits from the classrooms and practice rooms you use. If you are not sure then ask Dr Clinton (Health & Safety Officer in the school).
- Please read the fire action notices which are beside all break-glasses and by the doors in boarders' bedrooms and all rooms in school.

Other Information You May Find Useful

How do I know what's happening in School?

- Notices are read out at Assembly on Monday mornings. Assembly is compulsory as important information is given out to pupils.
- There is a pupil notice board outside the Lab and music notice board in the main corridor.
- The pupil bulletin is published every week and posted on the notice board below the whiteboard in the foyer and on the other notice boards around school. Notices from the pupil bulletin are read out during morning registration.
- Details of times and names of pupils involved in rehearsals are posted on the notice board at the foot of the main stairs and this can be a useful reference for any last minute changes involving pupils, staff, timing etc.
- Information is sent to pupils via their school email account and this should be checked regularly.

Pupil Complaint Procedure

A pupil who has a complaint or grievance should raise the issue, preferably with their Year Teacher in the first instance, or, if that is not possible, with a class teacher or the Head of Guidance. If the matter cannot be resolved informally then a Pupil Complaint Form will be issued and the pupil will be offered help to complete it. Formal complaints are dealt with by senior staff or, if appropriate, by the Depute Headteacher or Headteacher.

Parental complaints should be directed to the pupil's Year Teacher and will be shared with appropriate senior staff, the Headteacher, and if necessary with the Chairman of the Board of Directors or the Directors' Executive Committee. So far as is reasonable, confidentiality will be maintained. However, pupils and parents should be aware that it might be necessary to disclose certain information so that the circumstances of a complaint or grievance can be fully investigated.

A complaint about boarding, which cannot be resolved by boarding house staff, senior staff or by the Chairman of the Board of Directors may be referred to the SCSWIS (Social Care and Social Work Improvement Scotland). Information about this procedure can be found on the website www.scswis.com or by contacting SCSWIS, Central East Region, South Suite, Ground Floor, Largo House, Carnegie Avenue, Dunfermline KY11 8PE, telephone 01383 841100, lo-call 0845 600 8331.

Appendix 1: Contracts

Contract between St Mary's Music School and Pupils

Please complete the relevant section(s) of this form and return it to the School Office by Monday 15 August 2011.

Name:		Year:
For All Pupils	<p>I have read and I understand St Mary's Music School rules and I agree to abide by them.</p> <p>I undertake to return all books and equipment borrowed from the school and know that otherwise a charge may be incurred.</p> <p><u>Photographs, Recordings and Press Releases</u></p> <p>I agree that the school may use photographs and recordings of me or including me for publicity and archive purposes. I also agree that the school may contact the press in connection with appropriate news stories about me or including me.</p> <p>Signed: _____ Date: _____</p> <p>Signature of Parent/Guardian: _____</p>	
	<p>All S6/S6 Extension pupils only</p> <p>I agree to undertake the duties appropriate to S6/S6 Extension pupils and, if elected, I agree to be a Prefect with the privileges and responsibilities as detailed in the section headed Pupils' Privileges and Responsibilities.</p> <p>Signed: _____ Date: _____</p> <p>Signature of Parent/Guardian: _____</p>	

Contract between St Mary's Music School and Boarders

Please complete this form and return it to the School Office by Monday 15 August 2011.

Boarder's Name:		Year:
Boarder	<p>I have read the Boarding House rules, and understand that, by signing this form and taking up my place in the Boarding House at St Mary's Music School, I agree to follow the rules as outlined. I understand that my failure to follow these rules will result in sanctions being applied, and in extreme cases persistent offending may result in my being asked to leave the Boarding House.</p> <p>Signed: _____</p> <p>Date: _____</p>	
Parent	<p>As parent for the above boarder, I too have read the rules and I accept that by signing this form I understand that my child's time in the Boarding House at St Mary's Music School will be governed by these rules. I also understand that my child's failure to follow these rules will result in sanctions, and I agree to help enforce these rules if possible.</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix 2: Lunch Prices - Session 2011/12

	£
Soup of the Day	1.00
Hot Dish of the Day	1.50
Main Course Salad	1.50
Filled Roll or Sandwich	1.40
Bread and Butter	0.40
Choice of Salad - per portion	0.40
Fresh Fruit - per portion	0.50
Fresh Fruit Salad	1.10
Prepared Fruit Yoghurt	0.75
Cold Dessert of the Day	0.80
Cheese and Biscuits	0.70
Milk per 250ml bottle	0.35

****All food, including food brought into school must be consumed in the dining hall****

Appendix 3: Network Acceptable Use Policy Agreement

St Mary's Music School

Network Acceptable Use Policy Agreement

A summary of the policy is included in the Parents' Pack. The full policy is available on request from the school office.

Please return this form to the School Office no later than Monday 15 August 2011.

Part 1 – Pupil's Agreement	
As a user of the school network, and through it the internet and email, I agree to follow the school rules on its use.	
I will use the network in a responsible way, and will observe all the restrictions on computer and mobile phone use, as explained to me by the school.	
Name (<i>block capitals</i>):	Year Group:
Signature:	Date:
Part 2 – Parent's or Guardian's Agreement	
I have read and understood the Acceptable Use Policy regarding use of computing facilities and mobile phones at St Mary's Music School. I have also discussed the policy with my son / daughter. I realise that internet access is intended for education purposes and understand that St Mary's Music School has taken precautions to eliminate access to as much inappropriate material as is reasonably practicable. I accept that it is impossible for St Mary's Music School to block access to all inappropriate material and I will therefore not hold the school responsible for such material being viewed on the internet. I accept that it is the responsibility of the user to make sure that inappropriate material is not accessed intentionally.	
Name (block capitals)	
Signature :	Date:

Appendix 4: Confidentiality Policy

The policy of St Mary's Music School is to work in partnership with parents in order to promote the welfare of children. St Mary's Music School also aims to build up relationships of trust with pupils. Children and parents should feel able to raise with the school any concerns about safety and welfare in the knowledge that these will be dealt with sensitively.

Because of the sensitivity of these issues, the school will operate on the presumption that anything imparted in confidence will be treated in confidence. This is subject to three qualifications:

1. Anything imparted "in confidence" to one member of staff or person approached as an associate of the school may be shared with a restricted number of colleagues if that person feels in need of support and guidance from them.
2. If serious concerns are raised about the safety or welfare of a child, the person approached may be obliged, in terms of St Mary's Music School Child Protection procedures, to pass that information on to a Child Protection Co-ordinator for consideration as to whether it should be shared with the appropriate authorities. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the person seeking assistance know that he/she intended doing so.
3. The school must, of course, pass on information when legally obliged to do so, for example by a court of law.

Individual members of staff must also feel able to share concerns with other staff. For instance, problems may arise when a child consults a member of staff about a problem, and does not want that information to be shared with parents. Whilst staff will try to encourage children to share the information with parents where that is appropriate, there may be circumstances in which any pressure to pass the information on could result in the child's keeping the problem to himself or herself and not sharing concerns in the future.

Parents should be reassured that it is the aim of St Mary's Music School always to act in the best interests of the child and to encourage the fullest possible involvement and consultation with parents.

Appendix 5: Pupil Complaint Form

Issue Number:

Name(s) Class:

Complaint:

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Signed: Date:

Received by: Date:

Action taken - with reason:

.....

.....

.....

Signed: Date:

Outcome of action - view of complainant:

.....

.....

.....

Signed: Date:

Other action required (if appropriate):

.....

.....

File Number: