

What to Do at Bootham; what students need to do (or not do)...and what parents like to know!

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"Be patterns, be examples in all countries, places, islands, nations, wherever you come, that your carriage and life may preach among all sorts of people, and to them; then you will come to walk cheerfully over the world, answering that of God in every one".

George Fox 1656

Bootham Behavioural Expectations

Bootham School's Expectations of Students and Staff

Membra sumus corporis magni (We are members of a greater body)

Bootham School – from baby group to Old Scholars - is an educational community of students, staff and parents. Our community is founded on the beliefs that education is for the whole person: body, mind and spirit; that it is to enable flourishing lives and lifetimes; and that it serves to change the world for the better.

We believe that individuals can only truly flourish as engaged members of broader communities. We are also committed to ensuring that, as individuals, we each understand and take on our responsibility to shape and improve the communities to which we belong: school, local, national and global. We seek to model and live this as a school.

Ensuring this requires that we have clear expectations of ourselves as individuals and of how we relate to our self, our school community and the wider world. These expectations have been discussed, drafted and reworked by staff and students at Bootham.

Expectations of students and staff at Bootham

Live out the Quaker testimonies, keeping them at the heart of your actions, taking time to find stillness in order to reflect on how this can be further developed.

1. Self

Make positive choices that enable you to flourish.

a) Be kind to yourself

Take time to:

- get to know and understand yourself better
- exercise regularly, eat well and prioritise sleep
- prioritise the activities that truly enrich your life,
- identify and develop a sense of purpose for your life

b) Improve yourself

Commit yourself to becoming the very best you that you can be over your lifetime:

- be honest with yourself
- accept feedback and supportive criticism from those who care for you
- challenge yourself to try new things; be adventurous
- seek opportunities that can develop independence, compassion, resilience and creativity

c) Take responsibility for yourself

Work hard to ensure that you:

- are fully committed to learning and to improvement
- strive constantly to meet the daily obligations that apply to you
- behave in a way that shows you at your best and that helps others

2. The Bootham Community

Make positive choices that enable the Bootham community –and all who form it- to flourish.

a) Be kind to others in the Bootham Community

Respect 'that of God within them' by treating them always with

- tolerance, accepting others' differences;
- empathy, seeking to understand others
- helpfulness, finding ways of making others' experience of school better

b) Improve our community

Ensure that your behaviour and attitude:

- help all others around you to learn and improve
- are collaborative and has a positive impact on others
- help to create a better community

c) Take responsibility for our community

Use your voice and take action to:

- stand up and speak out for those who are being mistreated
- protect the vulnerable and challenge what is unjust
- share your ideas for improvement

3. The local, national and global communities

a) Be kind to the world

Develop a commitment to being a good local, national and global citizen who:

- contributes positively to all communities to which they belong
- is determined to make the world a better place for all
- nurtures your curiosity to learn and engage with the world around you

b) Improve the world

Take responsibility for the impact of your choices:

- by showing initiative to seek ways to improve things around you
- by living sustainably
- by recognising that small actions can lead to big changes

c) Take responsibility for the world

Become an active local, national and global citizen:

- by taking opportunities to volunteer and give freely of your time and talents
- challenging the behaviour of others when appropriate
- actively pursuing social justice

What to Do at Bootham; an A-Z for students

The following A-Z contains advice for students and parents about some rules and procedures. These are intended to help the school run smoothly and in the best interests of all. They are generous in spirit and students should try not to erode them. Students are expected to act with common sense, honesty, good manners and with consideration for other people's feelings and needs before their own. This can sometimes be hard, but is one of our most important expectations.

Generally, Tutors are the first people to turn to with all problems and questions but any member of staff will help if asked. The Year Group Head may help. The Deputy Head is available; call in to his study to see if he is free. The Academic Deputy may be the person you need. The Head is also available, but it may be necessary to make an appointment to see him. Your attention is also drawn to the last page of this section, where you will read more detailed advice about dealing with serious problems.

Please be familiar with:-

- the school's dress code.
- the time by which you should be in particular places: get there comfortably in advance.
- any particular duties assigned to you, including at all times the tidiness of locker rooms, social spaces and study areas.

We all make mistakes and act foolishly sometimes. In such circumstance, honesty, an apology, and a determination not to do the same thing again are important responses. Staff will always try to be helpful; sanctions, when they have to be applied, are given in that spirit. We hope this guidance will provide an insight into the running of the school. Please go through it carefully with your parents and ask if anything is not clear. Occasionally the advice makes reference to detailed policy documentation. Copies of many of these policies can be viewed on the Policies page of the website; alternatively paper copies can be obtained from the School Office by e-mail (office@boothamschool.com) or telephone 01904 623261.

In addition to this A-Z, parents may also like to visit the website page on [Frequently Asked Questions](#) (FAQs) for New Parents.

Attendance, Absence and Punctuality

Attendance and Absence

Parents should phone Reception or email Bootham.Attendance@boothamschool.com before 9.00 am if a student is unable to attend school. If parents phone before 08.30, there is a dedicated phone line where they may leave a message informing the school of your absence. Parents should dial the school number (01904 623261) and follow the instructions. On returning to school, your parents should send an email to explain the absence.

If illness prevents you from attending a school commitment, this must be sanctioned by the nurse in the Health Centre. Although this rule does not apply to day students/day boarders before the school day has started, it is clearly applicable to all students once the school day has begun. If you are ill during lesson time, a teacher will normally send you to the Health Centre to see the nurse who will telephone home if it is felt that you need to be sent home.

For most other leave of absence, e.g. to miss a meal, to miss prep, to be away on interview or for a careers visit, ask your tutor in advance; your parents must confirm requests in writing. In most cases tutors will consult the Year Group Head or Deputy Head before giving an answer. When general permission to be absent from school has been obtained, even if this is on school business, e.g. to attend a conference, you must approach teachers whose lessons will be missed, ask their permission, and note the work to be caught up.

From 4.15 to 5.15 pm all students take part in an activity or prep. (Rules differ slightly for Seniors and College.) The same activity must be kept all term.

The activity programme runs from 16:15 to 17:15. This is an integral part of the school curriculum and allows students to broaden and develop their interests. Students in Schoolrooms select a minimum of three activities and Seniors choose two activities (although for Upper Seniors one of these may be a practical prep session). On nights when you don't have an activity you may either go to prep or go home at 4pm. College students choose two activities in College One and one in College Two. You also have a weekly series of talks called "Specials" on Tuesdays.

The school day finishes at 5.15 pm and Day students go home. If you leave before 5.15, for any reason, please sign out at Reception. (Seniors can leave at 4.00 pm on Friday.) College One students attend until 5.15 pm on two days of your choice and College Two will attend on one day. In addition, College attend on Tuesdays when there is a 'Specials' talk for their Year Group.

Any Day students remaining on site and not in a supervised activity, must attend Library Prep until 18:00 when they are expected to leave. (Parents must email Martyn Beer (martyn.beer@boothamschool.com) by the previous day requesting permission to remain on site until 18:00)

Day boarders stay for supper and Second Prep which finishes at 7.45 pm (8.00 pm for Seniors and College). Day students are welcome to stay to supper **if there is a legitimate reason** but you must sign in the supper book in Reception by 1.00 pm.

If you are on site after 6.00 pm, please sign in on the Fire and Emergency sheet at Reception; you must remember to sign out when you leave. If you are in school when the Second Prep session begins you will be expected to attend so please see the Boarding MOD.

Day students are welcome in school at weekends, however you should not be on site after 2 pm on Saturdays or at all on Sundays, unless you are signed in specifically with the member of staff who is overseeing your activity, eg Art, Music etc. Meetings compulsory for boarders, should be attended by day students if you are in school.

Punctuality

Punctuality is an important way to show care and respect for others. It is important for you to be in school in good time for Registration, however it is best not to arrive in school much before 8:10. Duty staff will begin supervision and will unlock social spaces at 8:10 each morning (Monday to Saturday). You should come prepared for morning lessons as these immediately follow Registration and/or Morning Meeting. Students are expected to make every effort to be on time for Registration, Morning Meeting, lessons, prep and any other commitments so please, do not be late for these. If regularly late, it can be assumed that a sanction will be imposed.

Registration

This takes place at 8.40 am each school day except on Tuesday and Saturday when Registration is taken during Period 1. Morning Registration takes place in tutor group rooms or locker rooms. Registration will also be taken at the start of each teaching period in the subject classroom; if you have a study period, you will not be required to register, except for Period 4. If you are in the Health Centre, please let the Nurse know which lesson you should be at, so they can alert Reception. Afternoon Registration takes place at the beginning of Period 4 in the subject classroom (or in the JB Library for College students with a study period).

Computers and Internet Access

Computers

Computers are a vital part of our learning and education provision. You are expected to use them sensibly with due regard for the Acceptable Use Policy agreed to when you first logged on after

completing the E-safety questionnaire. Misuse of computers can inconvenience many others who need access and will therefore be liable to sanctions.

Internet Access

There is wireless internet provision throughout the school. This is filtered by an automatic system which denies access to websites containing various key words. Skype, Facebook, Twitter and other common social media are available in the evenings for boarding students, but the internet feed shuts down at night in order to give students the chance to sleep without distraction.

Contact Details

We try very hard to keep student contact details up to date. If any details change (address, contact numbers, email, guardians etc.) please let the School Office know.

Drugs, Smoking and Alcohol

During school hours in term time, it is not permitted at any time, or in any place on or off the premises (except at home with the approval of parents) to take, or have in your possession, tobacco, e-cigarettes/vaping materials or alcohol in any form, or to be under the influence of alcohol or drugs. This also includes all residential trips, whether in the UK or abroad. For boarders this ban covers 24 hours a day. If alcohol, tobacco or e-cigarettes are found, a gating (see Sanctions and Rewards section below) will be imposed and your parents will be told. Serious or repeated offences of this type could lead to suspension from school.

A student found to have illegal drugs (including psychoactive substances and volatile substances) could expect to have to leave the school at once. Any student found to be distributing an illegal drug may also have to be reported to the police for further action. Parents will always be consulted before decisions on sanctions involving the [Alcohol, Drugs and Smoking/Vaping Policy](#) or suspensions are finally made.

Environment and Grounds

As part of the Bootham community you are asked to keep good environmental practice. This includes: energy conservation, recycling, use of paper and wildlife conservation. Bootham has an environmental group – BEAST (Bootham Environment and Sustainability Team) - with which you are encouraged to be involved. BEAST takes many initiatives in all areas of school life.

Everyone should play a part in keeping the grounds tidy and attractive. Do not drop litter. Pick litter up if there is any lying around and deposit it in a bin. Do not chew gum.

Gum is not allowed in school.

Please avoid walking across the grass between Rowntree House and the Hall and take care not to bring mud and grass into the school buildings. Do not wear games boots inside the buildings.

You should maintain a tidy personal appearance. Keep social spaces, lockers, study areas and bedrooms acceptably clean and tidy. Please bear in mind that the school is regularly visited by outsiders. After travelling in the school minibus, it is necessary to help tidy it at the end of the journey.

Fire, Emergency and General Safety

Fire and Emergency

In any building, if the alarm sounder starts, leave immediately and in silence. Walk quickly and quietly to the nearest exit (all are clearly marked). Do not run. Follow instructions given by staff. Proceed to the assembly point by the safest route. Avoid re-entering or going through another building. If you

discover a fire, operate the nearest fire alarm, check that nobody is in immediate danger and leave the building without delay. If possible, inform a member of staff. Do not re-enter the building until told to do so, even if the alarm is silenced. If a sensor is triggered accidentally, please tell Reception immediately.

Safety / Personal Safety

Safety is mostly common sense, but please be careful about these special points:

- Obey all safety rules and posted notices in the workshops, labs, sports hall, fitness suite, swimming pool and minibuses.
- Never use the swimming pool or sports hall unsupervised (including the climbing wall).
- Other than in a supervised activity, never go on, or swim in, the river.
- Do not make any repairs or alterations to school electrical wiring or fuses.
- Be most careful not to do anything that might start a fire.
- Observe every detail of the fire procedure in the boarding houses and other areas in the school.
- When crossing the A19/Bootham use the pedestrian crossings.
- Cycling, skateboarding, roller-blading and roller-skating are only allowed on the playground after 6pm, Monday to Friday and for boarding students, after 2pm on Saturdays (parking permitting) and all day on Sundays. Skateboarding is not allowed on steps or wheelchair slopes. Pedestrians should always be given priority. Please wear protective gear.
- Fireworks are potentially dangerous and, as such, constitute a risk to individuals and groups. As a Bootham student, you are not allowed to have fireworks in your possession or to use fireworks in the school or during school time. Any student, or group of students, found in possession of fireworks, or with others who have fireworks or similar devices will be liable to punishment. Occasionally the school may arrange an organised display. The above rules will still apply.

CCTV

We use CCTV to safeguard the security of students, staff and visitors while on the school site. Our system includes both external and internal cameras, positioned to provide security coverage of entrances and exits to main school buildings and the boarding houses without intruding unreasonably on anyone's privacy. In addition, one camera provides coverage of the fitness suite, which allows the facility to be used at times when it would otherwise be unavailable.

A strictly limited number of security, IT and senior staff have access to the camera data. Other staff who wish to view a recording must obtain approval from either the Deputy Head or the Designated Safeguarding Lead. Recorded data is normally removed from the system after two terms.

These measures are designed to ensure that the school is a safe environment, while protecting the privacy of those who work and live here, especially the boarders and resident staff for whom the site is also their home.

Visits

Good behaviour out of school is essential. This includes on coaches, trains and at the destination. It is vital to observe instructions and to behave appropriately in all circumstances.

Fixtures

School fixtures are important to the community and we have an extensive fixtures programme. This is taken seriously and we compete with increasing success against other schools in local, county and regional competitions. There is keen competition for places in teams. If you are selected to represent the school it is compulsory to take part. The majority of fixtures occur on weekdays but we have some on Saturday afternoons. We also offer practices and opportunities to participate on those Saturdays when we do not have fixtures. You should check the sports notice board in the main corridor regularly as this is where team lists and other information from the PE department is posted. Fixtures can also be found on the school calendar. If a fixture is cancelled on the day, Reception is informed. If you are unsure if a fixture is going ahead please check with Reception; your parents are welcome to phone and check.

Health and Wellbeing

Counsellor

The services of an independent counsellor are available through the Health Centre. Our counsellor is a qualified Child and Adolescent Psychotherapist and is a resource for supporting students therapeutically. He can be contacted via the school Health Centre on 01904 683768; Health Centre staff will be able to provide a referral form or current email address that you can use to make direct contact.

Fitness Suite

The fitness suite is available to students in Lower Senior, Upper Senior and College who wish to use the facility. As well as making use of the fitness centre during some PE lessons and activities, it will also be available at various times to students to have unsupervised sessions in their own time. Full induction training in the correct and safe use of the equipment must, however, be completed before students will be able to use it. If you are eligible, your key card will be coded accordingly to allow you entrance at various times. These access rights will be withdrawn if you misuse your key card or the equipment. There is a list of Rules of Use displayed in the Fitness Suite. Please refer to and abide by these.

If your parents do not wish you to use the fitness gym outside of supervised lesson and activity times, it is essential that they inform school, in writing, through your Tutor.

Health Centre (sometimes referred to as The Lodge)

There is always a warm welcome at the Health Centre for students. When free of school commitments the Health Centre nurses may be visited to discuss health matters or any concerns and appropriate help will be given - please refer to the opening times below. Confidentiality is assured where health matters are concerned. You are encouraged to make full use of the Health Centre facilities.

The Health Centre - Opening Hours	
08:00 – 09:10	Open
09:10 – 11:20 (P1 & P2)	Closed
11:20 – 12:20	Open
12:20 – 12:50	Closed for lunch
12:50 – 18:00 (until 14:00 on Saturdays)	Open

In the event of a medical emergency, the Health Centre team will be immediately available during closed hours and any student being treated prior to closing will be allowed to remain in the Health Centre.

Boarding students may wish to see the School Doctor on a personal basis. This can be arranged easily by letting the nurse know. It is not necessary to inform any other staff member about such a request.

If you are unwell during the school day you must go to the Health Centre. If needed, the Health Centre, will then make contact with home.

Healthy Eating

Eating healthy, regular meals is important. All meals must be attended unless special leave is given. If a packed meal or a late meal is needed it must be ordered well in advance through a member of the teaching staff. When queuing for meals please be aware that large groups of people can produce excessive noise. You are not allowed to take food out of the Dining Room and should not take more food than you need; try to minimise waste. Day students are welcome to stay to supper if there is a legitimate reason but you must sign in in the supper book at Reception **by 1.00 pm**. Parents are welcome for Saturday lunch after **12.45 pm** when students have been served (it is not necessary to book in advance).

Medication and Drugs

The nursing staff must be informed of any medicines that are being taken, i.e. for asthma, diabetes, epilepsy or any health reason. Medicines are generally considered safe in the custody of the student, but under the supervision of the school nurse. Repeat prescriptions for Boarders are obtainable through the Health Centre and duplicate supplies of students' regular medicines are kept in the Health Centre for emergency use. The Health Centre is open at various times from 8.00 am to 6.00 pm Monday to Friday and on Saturday, from 8.00 am to 2.00 pm; please refer to the opening hours above. On a weekend, outside these hours boarding staff will contact NHS services. It is against health regulations to give one's own medication to another student; this should never happen.

In the first week of the Autumn Term boarders must notify the Health Centre of any medicines/tablets you are taking, including all herbal or other natural remedies.

Sport

Physical exercise is important and therefore all PE lessons are compulsory. If you are unwell and unable to take part you need to bring a letter from home (day students) or an 'NA' / 'NS' note from the Health Centre, (boarders). School fixtures are important to the community. These may take place during the school day, after school or at weekends. If you are selected, it is compulsory for you to take part.

Holidays and Leave

Leave off site during the day

Once you are in school in the morning there is no leave off site until lunch time (except on a Sunday for boarders) and the usual Leave regulations will apply. These regulations are important for the well-being of all students and we expect them to be strictly adhered to. It is your responsibility to be aware of what is expected. Each year group has different leave regulations. Details can be found in your student planner and are also posted opposite the Deputy Head's office.

Leave Weekends

The dates of leave weekends are shown on the website calendar and on the term dates information sheet we provide. These are weekends, starting at the end of the school day on a Friday, in which there is no Saturday school. If you are a boarder you will usually stay with your Guardian or a "Homestay" arranged by your Guardian, however boarders have the option of remaining at school where supervision and activities will be arranged. Further details will be provided for each Leave Weekend by your Boarding House Master or Mistress.

Requests for Leave of Absence

If leave of absence is desired for any reason, your parents must send an email request to your Tutor well in advance, so that appropriate consideration can be given to the request. Requests for absence in excess of one day, or for absence at the start/end of term and half term, must be addressed to the Deputy Head for approval.

Term dates are published well in advance and we feel that our holidays should be enough to accommodate all family vacations. We expect your parents to take family holidays within school holidays and not to take you out during term time as this causes disruption to your education. For us to fulfil our obligation to educate you to the best of our ability it is important that you attend fully during term time.

Early departures at the end of term or half term, should also be requested for approval with several weeks' notice via email to the Deputy Head, before booking any flights etc.

Weekend Leave (Boarders)

Parents request weekend leave for boarders by writing to the Housemaster/Housemistress. The email or letter should reach House staff by the Thursday before the weekend. The request should give details of the weekend (departure, return, meals in school etc.). Weekend leave is an opportunity to go home, or, by special arrangement whereby both families write in, to the home of a friend. School must know which adults will be taking responsibility over the weekend. If leave is frequent, it is likely that schoolwork will have to be done.

Locker Room and Social Spaces

Each school year group has a locker area and social space which you should treat well and keep tidy. Lockers should be locked with key cards or padlocks. Do not go into a locker room or social space of another year group. Locker rooms and social spaces (with the exception of College) are not to be visited during or between lessons except at break times.

In College, students have a desk cupboard which can be locked. There is also a common room for College students where you can make hot drinks and snacks. Students can use this facility between 8.15 am and 5.15 Monday to Friday, and from 8.15 to 12.15 on Saturday, during your study periods. It is the responsibility of you and all users to keep this room tidy throughout each day

Parents are requested not to enter locker rooms, social spaces or study areas unless accompanied by a member of staff.

Personal Possessions, Clothing and Lost Property

Audio Equipment

Devices other than school-provided PCs or permitted laptops are not allowed in the JB Library or in prep sessions; this includes music players and headphones. Personal music systems should not impinge on work in school, in classrooms, in prep or in the JB Library. A member of staff will say if they wish to make an exception to this rule. Loudspeakers are not permitted except in College boarding bedrooms (and must be used sensibly). Expensive items should not be brought into school.

Clothing

School regulation clothing must be worn up to 5.15 pm Monday to Friday and 12.25 pm Saturday. School is a working environment in which clothing appropriate for the occasion should be worn. Dress Codes are published on the main notice board opposite the Deputy Head's office and on the website; they can also be found in the front of your student planner.

Key Cards

All students are issued with a key card which they must carry with them at all times (except during PE). Nearly all external doors, including the boarding houses, require key card entry and Seniors need their key cards to access their lockers. If a student loses their key card they must report it immediately to the school office (behind Reception); the card can then be cancelled – for security purposes – and a replacement card issued. Students who accidentally leave their card at home may borrow a temporary card, for one day, from Reception.

Lost Property

It is school policy that **ALL** items of clothing, personal possessions, sports bags, school bags and PE kit are clearly marked with your name. Lost property is stored securely in the Junior Common Room until claimed. Named items are returned to their owner. If you lose anything you should contact the Junior Common Room Supervisor.

Mobile devices and laptops

Lower and Middle Schoolrooms:** smartphones and other similar data/internet-enabled devices **may not** be brought into school.

Upper Schoolroom:** smartphones and other similar data/internet-enabled devices **may only** be brought into school when advanced, notification of their use for learning or activities has been given by a member of staff; these should remain switched off and locked away when not required.

*** You can contact your Parents and they can contact you during the day if you/they need to, by contacting Reception. With the prior permission of the Deputy Head, if you are travelling to school by public transport, you may choose to bring in a phone; your phone must be handed in at Reception at the start of each day and collected upon leaving.*

Schoolrooms' students may only bring a laptop into school with the explicit permission of the Learning Support Department, where you require one to support your specific learning needs.

Seniors: smartphones and other similar data/internet-enabled devices may be brought into school but must remain switched off and out of sight throughout the day in all areas of the school, unless their use is specifically requested or permitted by a member of staff for learning or activities. You **may use** such devices at lunchtime, in the Seniors' social space **ONLY**.

College: smartphones and other similar data/internet-enabled devices may be brought into school but must remain unused and out of sight throughout the day in all areas of the school, unless their use is specifically requested or permitted by a member of staff for learning or activities. You **may use** such devices in the College social and study spaces **ONLY**.

Seniors and College students may bring a laptop into school for use in lessons, activities and preps with the specific permission on each occasion of a member of staff. At all other times laptops must be switched off and out of sight.

All laptops must be logged on the school network. Mobile wifi hotspots are not permitted in school.

Devices other than school-provided PCs or permitted laptops are not allowed in the library or in prep sessions; this includes music players and headphones.

Unless specifically requested and permitted as detailed above, mobile devices will be confiscated **and kept by the Deputy Head for 24* hours** if they are evident in any way in lessons and Prep, Morning Meeting, the Dining Room or corridors. In certain circumstances mobile devices will be confiscated for parents to collect. Sanctions will be imposed for other misuse of any such devices.

During P.E. and Activities, phones must be given to staff for safe keeping. Do not leave phones lying around or in an unlocked locker; school cannot accept responsibility. Please make a note of your phone's IMEI number. If your phone ever goes missing, this will enable your supplier to disable the phone, rendering it useless to anyone else.

** The phone can be either kept overnight, for 24 hours, or returned at the end of the school day and then kept for the following day as well, so no student who is dependent on their phone for communication with parents is inconvenienced after school hours. (This will need to be arranged with the Deputy Head).*

Money

Carelessness with money causes problems for everyone. Boarders should deposit money with your boarding staff who will make small amounts available on a daily basis. Large sums of money should not be brought into school; if this is unavoidable, give it to your tutor for the day. Don't carry around more than a little money, i.e. two or three pounds at the most. Do not leave money lying around, in the changing rooms or in studies. Report any suspected theft promptly to the house staff, tutor or Deputy Head.

Do not lend money to, or borrow from, other students. It is not permitted to buy anything from other students without the consent of boarding staff and/or parents.

Safety

Students are not permitted to bring weapons of any kind – including toys – on to the school site or on school trips. Any weapons, or potential weapons, found on site, including in boarding houses and in a student's possession during a school trip, will be immediately confiscated and any students involved risk serious sanctions.

Valuables

If in doubt, don't bring valuable possessions to school. Musical instruments should be locked in the music storerooms. Your parents should insure your possessions unless they have elected to buy Personal Effects Insurance through the school (details can be found on the website). Remember to keep a note of the serial numbers of all valuable items.

Prep and Returned Work Prep

Prep

Prep runs on Monday to Friday from 4.15 pm to 5.15 pm unless you are in an activity. College have general leave at this time and on a Friday, Seniors are allowed to go home at 4.00 pm to complete their prep. Second Prep for boarders runs from 6.45 to 7.45 pm (and to 8.00 pm for Seniors and College students).

The above times refer to the minimum periods for studying – older students in particular will find that you need to spend substantially more time on private study than is available in the standard prep periods. Unless given specific permission, College and Upper Seniors must be working in study areas or the J B Library during Prep, without talking and moving around the school.

Returned Work Prep

You will be asked to attend Returned Work Prep if there is a problem with homework that a teacher wishes to address by giving a detention. Returned Work Prep runs from 12:50 – 1:20 pm daily for Schoolrooms, Seniors and College; this will be held in Room F. There will be a sanction for failing to attend; see the person in charge if another commitment makes your attendance difficult.

Quakerism and Worship

Quakerism

Being a Quaker school is vital to almost everything that makes Bootham what it is. The school's Purpose, Aims, Ethos, Values and Behavioural Expectations are based in that Quakerism. The positive relationships that are so important to us come from Quaker standpoints concerning respect, equality, community and peace. However, Bootham has no intention of making all its students into Quakers! It is just hoped that students come to ask questions about their lives, spirituality and beliefs. If you or your parents would like to know more, an information pack is available from the School Office.

Meeting for Worship

Because silence is so easily disturbed, you should be in your seat as soon as possible before the start of Meeting. Meetings for Worship are held at 8.55 am on Mondays, Wednesdays and Fridays and 10.15 am on alternate Tuesdays (Week L). During Tuesday, Week L, Period 2, all College students attend Meeting at Friargate Meeting House in York. There is no Morning Meeting on Thursdays or Saturdays. On Mondays at 6:40 pm, Boarders' Evening Meeting takes place in the Hall.

Do not read in Meeting nor, of course, whisper or distract others. If restless, worried or concerned, sit still with your eyes closed. Remember that anyone, however young or inexperienced, is equally welcome to take part in the ministry of Quaker meetings (i.e. standing to speak). Give respect and support to those who do, and remember that it might be you.

Reeves

All students in College Two are prefects. Bootham refers to these roles as Reeves. The school appoints a Head Boy and Girl (Head Reeves) and Deputies every year from College Two.

Relationships

Bootham is a fully co-educational school. Whilst friendships between students are part of any happy community, active sexual relationships are not permissible. Any students involved in unacceptable intimate behaviour on site may be asked to leave the school. Public displays of affection likely to cause embarrassment to others are not acceptable.

Sanctions and Rewards

Bootham students are mostly positive and well-behaved. Minor problems are usually dealt with by talking about the issue in line with the ethos of the school. The most commonly used sanction in school is a minor oral reprimand which is usually enough. There are a variety of sanctions available including columns, monitoring slips, detentions, and support cards. Occasionally a student may have restrictions applied to their movements and be asked to sign in at various times, called "gating". Suspension is rarely used.

Columns and Planners (Schoolrooms)

Columns are served as a sanction for most misdemeanours in Schoolrooms and are recorded in the Column Service Record in your Student Planner. Each Wednesday evening, this record needs to be signed for that week by your Parents, Guardian or Boarding House staff; you may be served further columns if this is not done. Your Planner is given to your Tutor at Thursday Registration. Students served with twelve or more Columns, will need to go to Thursday's lunchtime detention with Lis Hooley/Andy Quarrell. More than twenty columns in one week will trigger a Saturday afternoon detention with the Deputy Head and MOD from 12:30 to 14:30, including an 'hour' of community service.

Monitoring Slips

Seniors and College have Monitoring slips sent by staff to tutors referring to poor behaviour. Four or more slips trigger a detention. Please refer to your Planner for more detailed information.

Gating

A gating restricts you to the school grounds for a specified number of days, which may include Saturday. Gating slips will be issued and on the days of the gating must be signed by the Deputy Head, Head of Year or MoD as indicated on the slip. You may also be required to report to a member of the house staff in the evening. If there is a games session or some other activity at a time when the slip should be signed, the teacher in charge of the activity may sign the slip.

Commendations

Commendations can be given by any member of staff for community action, for work, for being helpful, for sporting contributions etc. Individual subjects may also give their own rewards (e.g. Student of the Month).

Head's commendations and Head of Year commendations may be awarded at any time in recognition of outstanding or exceptional contributions to the life of Bootham School, achievement, academic or otherwise, and/or actions.

School Council

The School Council is the major body through which students have a say in school issues. Each tutor group has a representative (College have 3 from each year). The Council meets three or four times a term led by the student Clerk and is generally run using Quaker business methods. The Council has

various sub-groups, including a Food Committee. In recent terms the Council has offered advice on dress code, sanctions and rewards, ICT Provision and the development of new menus.

Vehicles and Access, including motorcycles, bicycles and driving lessons

Bicycles

Please make sure bicycles are identified. Normal rules of the road (including lighting and maintenance) apply within school. You must not ride on the grass nor cycle with more than one person on the bicycle. Bicycles must always be parked in the appropriate shed, and locked. Play areas sometimes have cars driving through so cyclists need to be careful.

Cars

You may not bring a car into school.

Driving Lessons

Driving lessons may start/finish at school but only after the end of the school day and provided you have no other commitments eg fixtures, 'Specials' etc.

Motorcycles

Students who wish to bring a motorcycle in to school must request permission from the Deputy Head.

School Times

School Times				
	MONDAY TO FRIDAY (excluding Tuesday)	TUESDAY		SATURDAY
Registration	8:40	Registration takes place during Period 1		No Registration
Tutor time	8:45	10:50 (Week L only)	College attend Friargate (Week L only)	
Morning Meeting	08:55 (Not Tues/Thurs/Sat)	10:15 (Week L only)		No Meeting
		Week A	Week L	
Period 1	9:10-10:15	9:10-10:15	9:10-10:15	8:45-9:50
Period 2	10:15-11:20	10:15-11:20	Morning Meeting will be followed by Tutor time from approx. 10:50	9:50-10:55
BREAK	11:20-11:45	11:20-11:45	11:20-11:45	10:55-11:20
Period 3	11:45-12:50	11:45-12:50	11:45-12:50	11:20-12:25
LUNCH	12:50-13:50	12:50-13:50	12:50-13:50	12:25
Registration & Period 4	13:50-14:55	13:50-14:55	13:50-14:55	
Period 5	14:55-16:00	14:55-16:00	14:55-16:00	
BREAK	16:00-16:15	16:00-16:15	16:00-16:15	
Activities	16:15-17:15	16:15-17:15	16:15-17:15	
Library Prep	17:15-18:00	17:15-18:00	17:15-18:00	

Other Details

7:25 12:50 17:15 – 18:00	Breakfast (not served after 8:00) Lunch (College may have lunch at 12:30 if free Period 3) Library Prep – any Day students remaining on site and not attending a supervised activity must attend . Parents must email Martyn Beer (martyn.beer@boothamschool.com) by the previous day requesting permission to remain on site until 18:00)
Evening 18:00 18:40 – 19:00 18:45 – 19:45 20:00 – 21:00 21:00 21:30 22:00	Supper: Monday to Friday for Boarders and signed in Day students (Supper: 5:30 on Saturday for Boarders) Boarders' Evening Meeting (Monday's only); Boarders' Evening Meeting will be followed by Prep. Day students on site are expected to attend Prep (not Saturday); (18:45-20:00 Seniors and College) Boarders' Activities Schoolrooms to boarding areas Seniors to boarding areas College to boarding areas
Sunday 10:30 – 12:00 18:00	Brunch Supper

BELLS ARE SET AT THESE TIMES

08:35	5 minute warning for Registration (not Tuesday and Saturday)
08:53	2 minute warning for Morning Meeting (not Tuesday, Thursday or Saturday)
09:05	5 minute warning for Period One including Registration (Tuesday only)
11:15	5 minute warning for end of break (Saturday only)
11:40	5 minute warning for end of break (not Saturday)
13:45	5 minute warning for Period Four (not Saturday)
16:05	10 minute warning for Activities/Prep (not Saturday)
16:10	5 minute warning for Activities/Prep (not Saturday)

If you have a problem or wish to make a complaint

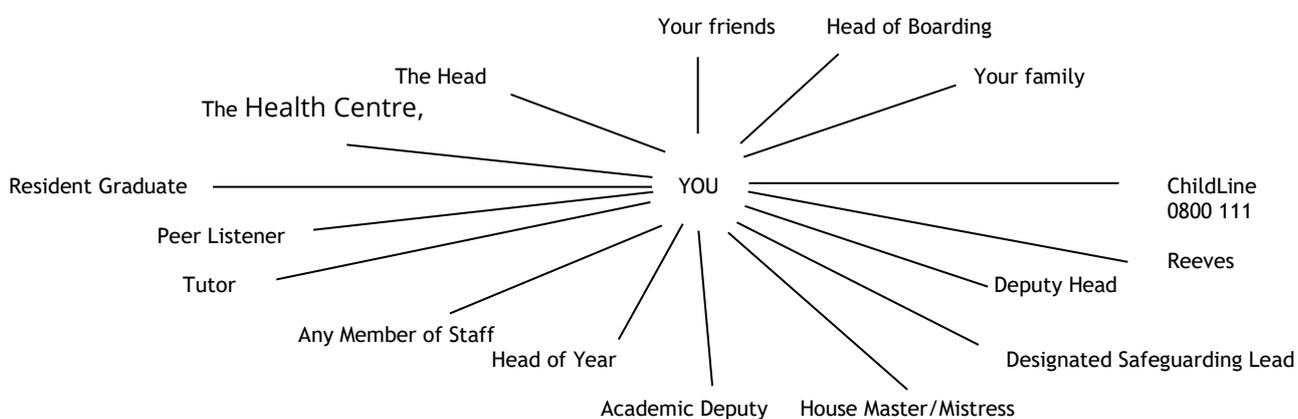
Minor problems often occur and these are usually solved fairly quickly. Sometimes, however, something quite serious may occur either to you, or to someone you know. It may be something that has happened outside of school; it may concern relationships between students, or adults and young people. The most likely person you will then turn to will be your tutor or house staff. You might prefer to talk to someone else in the school, perhaps the Year Group Head, the Deputy Head, the Academic Deputy, the Head or the nurse in the Health Centre,.

If you feel you need to describe a specific concern or even make a specific complaint, there is a procedure for following this up discreetly. You may wish to discuss the matter with your tutor or house staff; on the other hand, if it is very serious please see the Deputy Head or Designated Safeguarding Lead (Child Protection Officer), Jane Benton. The matter will be investigated sensitively and fairly on your behalf. Sometimes people may prefer to speak first to someone outside the school. 0800 1111 is the ChildLine Help Number (www.childline.org.uk) . There is also a counsellor who can be contacted through the Health Centre,.

It can happen that the problem or concern means that Social Services need to be consulted. It will normally be the Designated Safeguarding Lead, Head or Deputy Head who contacts them.

Whatever your concern is, it will be followed up as discreetly and helpfully as possible in a simple way.

People who can help you



This diagram shows the people to call on if you need help. But sometimes the lines can work in the opposite directions and you may be able to help someone else. Helping each other helps to make the school motto a happy reality – for we are all members of the greater school community.

“MEMBRA SUMUS CORPORIS MAGNI”