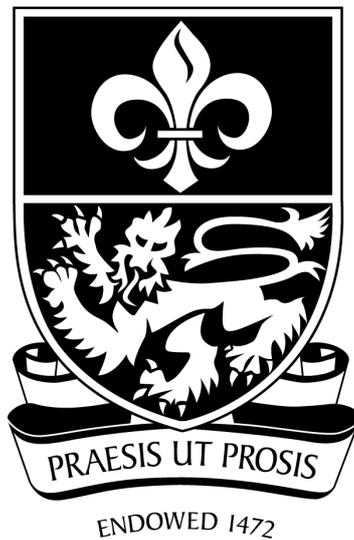


Lancaster Royal Grammar School



Storey House Handbook 2018-19

Friendship

Independence

Respect

Study

Team

Welcome to Storey House, the FIRST boarding house in your LRGS journey!

Storey House is the junior boarding house of Lancaster Royal Grammar School and is home to around thirty five Year 7 and 8 pupils.

Our aim is to provide a warm and supportive atmosphere for you during your first couple of years at the school. To help you settle in, we will provide a clear and easy to follow routine. You will also have plenty of free time when you can choose what activities you follow.

In this handbook, there is an outline of the usual weekday and weekend routines, together with some guidance as to what is expected of you by way of behaviour in the boarding house. We live in a community and it is vital that we all work together to make this a pleasant and positive place to live.

Storey House is staffed by a number of Duty Masters and Matrons who can offer help and guidance. Their names are listed on the inside of the back cover of the booklet.

We hope that you your time in Storey House is rewarding and productive and that you get as much as you can from the terrific range of activities available in school.

A handwritten signature in black ink, appearing to read 'JT Viney', written in a cursive style.

JT Viney
Housemaster

Aims of Storey House

We endeavour to create a caring and supportive environment for the development of all pupils. We aim to create a community in which achievement is recognised and celebrated while harassment and teasing are discouraged. In close liaison with parents we seek to encourage independence, maturity and responsibility in every boy in our care.

Our specific aims are to:

1. To create a community that ensures the safety and welfare of its pupils in an environment where they can be both healthy and happy.
2. To provide an environment in which pupils can develop their intellectual, academic, sporting and creative potential through well structured routines, access to staff and other pupils in an atmosphere which values effort.
3. To provide a range of activities related to age and maturity that will assist in the personal, social, moral, spiritual and cultural development of each pupil.
4. To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
5. To provide an atmosphere that allows pupils to develop a tolerance of others and to live free of teasing, harassment and bullying.
6. To develop each boarder's responsibility for self, for others and for their environment.
7. To develop pupils' qualities of leadership and their ability to work as a team.
8. To develop close links with parents in the support of pupils development within school.
9. To provide ample opportunity for pupils to talk to staff about their day to day concerns.

Storey House – Daily Routine (Monday – Friday)

- 7.30am** Woken by Matron. Wash, clean teeth and get dressed.
7.50am Meeting in the Day Room
8.00am Go to breakfast. After breakfast: prepare for school, free time
8.40am Leave for school

**No one should be in the House
You should have all necessary books/PE kit with you**

- 11.20am** Break – return to Storey House for tuck and drinks
11.35am Leave for lessons 4 & 5

**No one should be in the House
You should have all necessary books/PE kit with you**

- 1.05pm** Lunch then prepare books for the afternoon, free time
1.55pm Leave for lessons 6 & 7

**No one should be in the House
You should have all necessary books/PE kit with you**

- 3.30pm** End of school. Return to Storey House then practices, tuck, free time, visits to Locals/ Town etc
4.00pm Snack in Storey House
5.30pm Meeting in Day Room then go to Prep in T4 & Halstead Room
5.45-6.30pm Prep
6.30pm Tea
7.00-7.45pm Prep
7.45-9.00pm Activities/Free Time

Year 7

- 9.00pm** Shower then dorms
9.15pm Silent reading
9.30pm Lights out

Year 8

- 9.15pm** Shower then dorms
9.30pm Silent reading
9.45pm Lights out

No one should leave their rooms after lights out, except for an emergency.

Storey House – Weekend Routine

The routine at the weekend is more flexible and the boys are likely to have more free time. The broad pattern of a day is shown below although considerable variation can occur with all-day outings etc.

Saturday

- pre-8.45am** Stay in dorms – talk, read etc – unless still asleep.
- 8.45am** Get up, wash, clean teeth and get dressed.
- 9.00am** Go to breakfast. **10.30am** Brunch on Sundays
- 9.30am to 12.45pm** Morning activities – includes prep, free time, computer access, organised games, possibly swimming, letter writing etc.
- 11.00am** Tuck and drinks
- 1pm** Go to lunch
- 1.30pm to 6.30pm** Afternoon activities – may include an outing in the minibus, a visit to Williamson Park, free time etc.
Prefect Games is from 2.00pm to 3.00pm
- 4.00pm** Snacks in Storey House
- 6.30pm (Sat) or 5.30pm (Sun)** Go to tea
- 7.00-9.30pm** Evening activities will include free time and/or a DVD/film
- 9.30pm to 10.00pm** Showers/ baths and then bedtime

Sunday

Similar to the above but.....

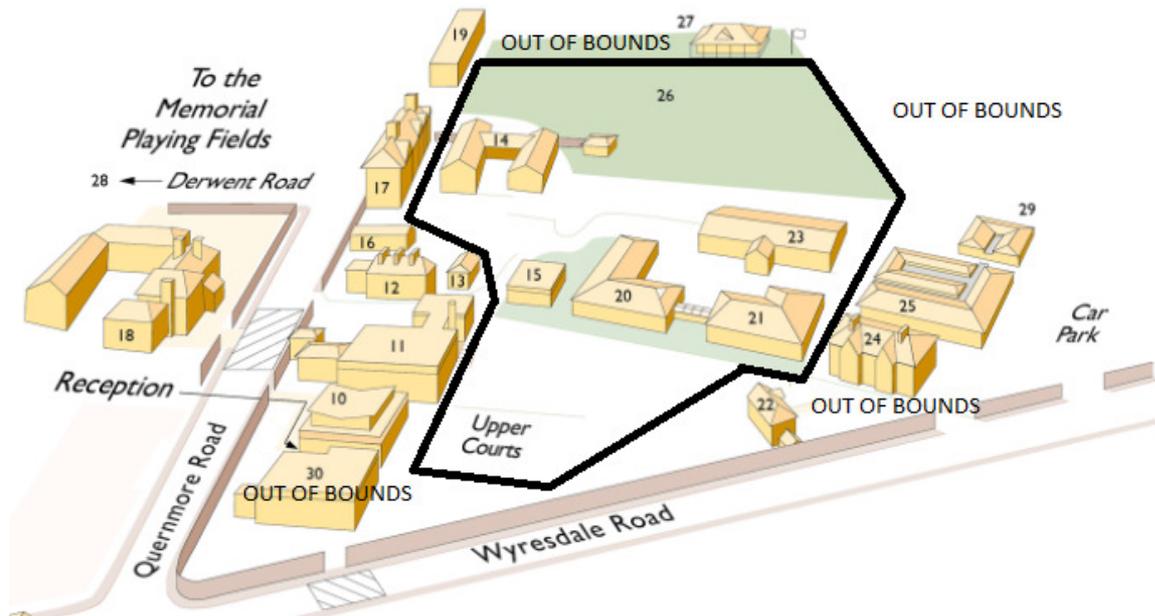
On some Sundays the boarders will attend a Church service in Christ Church or at School.

Lights out time will be as during the week.

Where Can I Go on the Upper Site?

We want you to be able to use as much of the Upper Site as possible. In order to do this, we need to know where you will be and be able to check quickly that you are OK. Unfortunately this means that certain areas of the site are just too far away and so those we can't allow you to use those areas without supervision.

You are allowed to use most of the Upper Site but certain areas are “out of bounds”. Anywhere inside the bold line on the map is OK – but you shouldn't use the areas outside the bold line.



It is OK to go ...

- on Storey House yard
- on the Douthwaite Field (when it is dry)
- on the Upper Courts
- around the Timberlake and Swainson buildings

It is not OK to go ...

- behind the Cricket Pavilion
- on the Douthwaite Field (when it is wet)
- round and behind Ashton House
- on the grass **below** the Upper Courts
- beyond the Science or Biology buildings
- off the Upper Site for any reason

STOREY HOUSE EXEAT PROCEDURES

We must know where you are (in case of emergencies) and, therefore, you must use the EXEAT BOOK to sign out and back in again.

You must sign out if you:

- are at a practice, club or other after-school activity
- are representing the school in a match or other fixture
- visit the locals or town
- go home
- visit another boarding house (with permission)
- anywhere else off the top site during time when you would normally be in Storey House.

Year 7:

May go **to Town** only after school has finished, once per week but must get permission from the Housemaster prior to the end of school. You must be in uniform. You have one hour from when you sign out.

May go **to the Locals** after school once each week with permission.

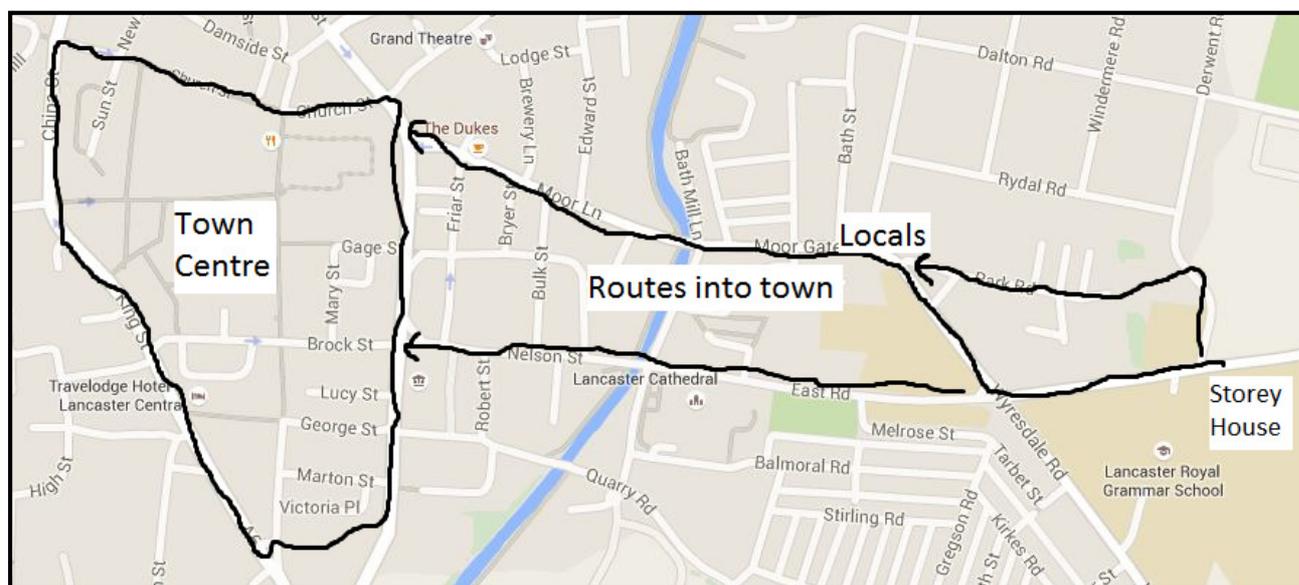
Year 8:

May go **to Town** only after school has finished, once per week but must get permission from the Housemaster prior to the end of school. You must be in uniform. You must be back before the 5.30pm meeting.

May go **to the Locals** after school once each week with permission.

Boys are not permitted to be off site at prep break or after prep (except in exceptional circumstances which will require permission from the Housemaster or Duty Master).

Under no circumstances should anyone be out of the House after Lights Out or before breakfast **without permission**. This is an extremely serious offence and will be dealt with as such.



An A to Z Guide to Boarding

In order for the community in Storey House to function effectively and happily, certain rules are required. For the most part these are merely common sense, but are nonetheless important. I would see it as our aim to instil a sense of self discipline thus making sets of rules obsolete. We need, however to ensure that the following are adhered to along with demanding that each of us practices a common code of courtesy and manners towards each other and visitors to the House.

Activities

There is always something on at the weekends, and frequently lots going on during the week. We work hard to put together a fantastic programme every term and are always happy for new ideas for things to do, so let us have your suggestions. Weekly boarders are always welcome to join in with the weekend activities, just let us know in advance.

There are educational and cultural visits to museums and exhibitions, trips to the cinema, theme parks, adventurous activities, theatre productions and shopping trips to name a few. You can always organise other events!

Anti-perspirant / Deodorant

Such items may be used as long as their use is sensible and for the intended purpose. Inappropriate use of aerosols will lead to confiscation and/or exclusion of aerosols from the boarding house, as they have been known to set off the House fire alarms.

Bathrooms

All bathrooms must be kept clean and tidy and must not be used for cleaning games kit! Newspapers, paper towels and large quantities of toilet paper must not be flushed down the toilet.

Bicycles

Lancaster has many cycle lanes and the surrounding area is great for bike rides. Boys wishing to keep their bikes at school must complete a form with their parents' signature and cyclists must wear helmets. Bicycles must be kept in the outside store and should be padlocked. Bicycles should be in a good state of maintenance.

British Values

All boarding schools are required to promote British values, defined as: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. A caring and respectful boarding house is the very best model for future citizenship. A boarding school must assist in the preparation for a world that is larger and more complex than any child knows.

Bullying

A copy of the School's Bullying Policy is available for you to read on the School website (www.lrgs.org.uk). We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help you deal with conflict situations in a positive way. Please remember there is always someone to talk to – see 'Who to turn to' information! Never suffer in silence.

Bully email: help@lrgs.org.uk

Bully text alert: 07825 166 762

Caffeine

Caffeine is limited to tea and coffee. Any additional sources of caffeine are not allowed in the House. This includes items such as Pro-Plus and energy drinks.

Chewing gum

This is forbidden in the House as per school rules.

Child Protection

At LRGS, Safeguarding of Children is of paramount importance. Any visitors must be signed into school via the school office. Any visitor on site should wear a visitor badge! Likewise in the Boarding House, all visitors should be signed in by an adult, AND accompanied at all times. If you see any 'strangers', please report them immediately to an adult on duty.

Mr Whitehouse (Deputy Head – Pastoral) is the school Designated Person for Child Protection. Mr Millatt is the Deputy Designated Person for Child Protection.

There are four areas of abuse:

- Physical
- Emotional
- Neglect
- Sexual

Any boy who feels that he has concerns in any of these areas should speak to someone. A full copy of the Child Protection Policy can be found on the schools website (www.lrgs.org.uk)

Code of Conduct

It is intended to keep rules to a minimum but in order to engender an atmosphere where common sense and consideration for others prevail.

Communication with the Boys

There is a postal delivery to the school each morning. Post will then be taken up to the house daily. On occasion, boys will be asked to open post in front of house staff where there is concern over the possible contents.

The school network can be used for emailing. Boys who have agreed to the 'Acceptable User Policy' can access the school network. Many overseas pupils find the use of Skype convenient. Matron/Duty Master carries a mobile phone whilst on duty. In emergencies, parents can get in touch with boys through this phone:

07872 990 574

The use of Twitter through **@LRGSBoarding** will be used to share experiences and also pass on important information to boys, especially in case of emergencies such as during a blackout as witnessed during Storm Desmond. Please check this regularly.

Consideration for others

It is important that pupils consider the interests of those around them. Thus noise is forbidden at prep times and should always be kept to a level acceptable to those living close by. Personal property should never be interfered with without the owner's permission. Each pupil has his own private space and this space should be respected.

End of Term / Holidays

At the end of term it is important that you start taking your posters down and packing as directed by the Housemaster. The school often lets the building to external organisations during holiday periods. For all short and long fixed exeats, the House will be closed as soon as school closes and boys can arrive back at the end of the exeat from 6pm.

Holiday dates are published well in advance and your family should make travel arrangements to coincide with these dates and inform your Housemaster of these details.

Permission must be obtained from the Head if there is to be any change from the stated times and dates given on the Calendar.

Items can be stored in a locked room as long as they are clearly named and neatly packed.

If a pupil was to be absent, it would be recorded as unauthorised, as it would for a pupil who was truanting from school. The school has a duty to try to minimise unauthorised absences. Technically it could mean that the parent is breaking the law. Apart from the missing lessons, the fact that this would be on his record would not have any other impact. However, it is at the discretion of the Head what further action is taken for a short term absence. The school can go through a process which leads to imposing a penalty notice of £60/£120 per parent per day of absence payable to the local authority.

Energy Drinks

Energy drinks such as Red Bull and Monster are banned in the House due to the high level of caffeine consumption.

Entertainment

Boys should ensure that they only bring age-appropriate films and games into the House. Any deemed inappropriate will be confiscated.

Exeats

There is one exeat per half term. You will be expected to go home or to your guardians' home each exeat as soon as the school closes on the Friday. Please let your Housemaster know in advance where you will be going. You have stated your 'normal weekend' arrangements by filling in a Flexible Boarding Form. Any deviation from this will require written permission from parents. This includes boys wishing to stay the weekend when they usually go home and vice versa. Emails should be received by **Wednesday** evening for the week ahead.

Extra-Curricular Activities

There is an excellent programme of clubs on offer for you to participate in. A clubs and activities list is found on the back of the school calendar. It is expected that Storey House boarders make full use of the opportunities available to them.

Fire

It is strictly forbidden to use any product such as matches, lighters, candles, incense sticks or aromatherapy burners in the House, which all involve naked flames, because of the potential danger of fire. Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm and we would prefer that you do not bring aerosols into school.

The person discovering a fire will operate the nearest alarm.

On hearing the alarm:

By night

- * Vacate your room immediately making sure everyone is awake.
- * Take NOTHING but a pair of slippers or shoes and a dressing gown.
- * Leave your room in silence, closing the door behind you.
- * You should NOT run but walk quickly and in silence.
- * Wait in silence at the assembly point. You are NOT to talk and must remain in position until dismissed by a member of staff.

By day

- DO NOT stop to collect personal belongings.
- Act quickly and quietly.
- DO NOT attempt to pass others on your way to the place of assembly.

THE PLACE OF ASSEMBLY is on the Storey House yard near where you will see the 'Assembly Point' sign. You need to line up in your dorm groups.

It is in your own best interest to familiarise yourself with the escape routes available from all locations within the House.

Flexible Boarding

You have stated your 'normal weekend' arrangements by filling in an FB1 form. Any deviation from this will require written permission from parents (by letter or email). This includes boys wishing to stay the weekend when they usually go home and vice versa. Emails should be received by Wednesday evening for the week ahead.

Free Time

Boys can choose to use their free time in a number of ways such as:

- Football/games on the Storey House yard
- Use of the Sports Hall / Gym (arrange with Duty Master)
- Using the games console in the games room
- Reading or playing board games
- Joining clubs or societies
- Watching TV
- Practicing musical instruments

Friends

Boarders may not invite anyone who is not a member of the House into their boarding house unless they have permission from the Housemaster. 'Friends' should not enter individual rooms but may use the communal day rooms.

Health

The Medical Centre is situated in Storey House on the ground floor. The school Doctor (Dr Fairhurst) holds a surgery at the Medical Centre on Monday and Thursday mornings from 8.30am for routine appointments for boarders and for medicals. Individual appointments can be made through the School Sister (Sister Moghaddam). The school Doctor can be seen at other times at Dalton Square Surgery, Lancaster. Sister can again arrange an appointment. The Medical Centre is staffed 24 hours a day, if not by Sister, by a first aid trained Matron who can deal with most minor ailments, such as headaches and sore throats.

Boys feeling unwell may not stay in their room - they must go to the Medical Centre and only return when told to do so.

Bouts of vomiting and diarrhoea will result in a minimum 48 hour absence from school and due to the risk of infection in a boarding context, may result in 'quarantine' measures being put in place. Seasonal norovirus is on the rise and excellent hand washing and hygiene practice is encouraged to minimise the risk.

If you feel unwell outside of day school hours, you must inform the House Staff on duty as soon as possible. They can then account for your whereabouts as you visit the Medical Centre. In an emergency, Sister can be contacted out of surgery.

**NO MEDICINE SHOULD BE KEPT BY BOYS OR SELF ADMINISTERED!
(See Medicine Policy for more information)**

Useful Contacts:

Mrs C Moghaddam, School Nursing Sister
School Medical Centre, Storey House, Lancaster Royal Grammar School
Lancaster LA1 3EF
Email: cmoghaddam@lrgs.org.uk
Tel: 01524 580624 Mobile: 07810 396540

House Matrons (Storey House):
Margaret Sinclair, Noelene Dodd, Greg Sinclair.
Tel: 01524 580625 Mobile: 07810 371447

Dr H Fairhurst
Lancaster Medical Practice @ Dalton Square
9 Dalton Square
Lancaster LA1 1PN
Email: www.daltonsquare.co.uk
Tel: 01524 842200

House Meeting

There is a house meeting every Monday to Friday morning at 7.50am. You should be ready to go to school at this time – i.e. be fully dressed.

There is an evening meeting every day at 5.30pm with the Duty Master.

Illegal substances

The possession or use of illegal substances is forbidden at LRGS and parents and pupils are directed to the school policy on this matter.

Illness

Don't suffer in silence. Tell a member of staff if you feel ill.

Laptops/Mobile Devices

These are allowed in Storey House but we would advise all boys to think carefully before bringing such valuable items.

If you are found to be abusing the privilege of having a laptop or another electronic device, e.g. by watching unsuitable films or watching films at the wrong time, it can be confiscated by the House Staff. Laptops & other devices should be used sensibly. You must sign the Acceptable User Policy.

You must take into account E-Safety.

The network manager will organise IP addresses and will insist on up to date anti-virus protection before you can access the network.

Laundry

Bed linen, towels, uniform, underwear and home clothes are sent to the laundry following the Matrons' rota system and are usually returned the next day. Please make sure all your clothes, towels and bed linen are clearly labelled. You must change your own bedding and take turns in taking it downstairs.

Your clean laundry should be collected from your wire locker in the Laundry Room straight after school. Please assist Matron by adhering to the schedules set.

Lights out

Talking and reading are forbidden after lights out. No-one should leave their room after lights out, unless for a medical matter or emergency.

Showers should be taken 30 minutes before lights out.

Boys must be in their beds 15 minutes before lights out for silent reading.

Meals

The meals are taken in the school Dining Room. Boys must attend ALL meals. Meal times are as follows:

Breakfast	Monday – Friday 8 – 8.30am Saturday 9 - 10am Sunday Brunch 10.30am - 12.30pm
Lunch	Monday – Friday 1.05 - 2pm Saturday 1pm – 1.30pm
Snack	3.30-4pm
Tea	Monday – Saturday 6.30 – 7.15pm & Sunday 5.30-6.15pm

Courtesy to staff and good table manners are expected at all times.

Medicines

All medicines **must** be handed in to the School Nursing Sister who decide if it appropriate for you or the Matrons to have responsibility for that particular medication.

Mobile Phones

Mobile phones are allowed, but you should not disturb others. It is school policy for them not to be used during the teaching day (unless directed by staff). If you are found to be using them at inappropriate times or abusing the privilege your phone will be confiscated for an appropriate length of time.

All mobile phones and other electronic devices, eg mp3 players, laptops, tablets, should be placed in lockers at night.

Money

You must take responsibility for looking after any money that you have with you in school. You should hand any significant amounts to your Housemaster for safekeeping until you need it. Any other money must be kept securely in your locker.

Name Labels

ALL of your items should be clearly named preferably using sew-on labels. These sew-on labels should show your full name (for identification with regard to your laundry).

Offensive weapons

It is not permissible to bring offensive weapons of any sort to school, including firearms, fireworks and all forms of knives.

Outdoors

Boys should make themselves aware of the out of bounds areas on the top site using the map provided in this handbook. Fire doors and the fire escape are out of bounds unless there is a fire. They should not be opened unless in an emergency.

Park Run

We are very fortunate to live on the doorstep of the Lancaster Park Run. This takes place in Williamson's Park every Saturday from 9am. Meet in the Common Room at 8.40am. Register at <http://www.parkrun.org.uk/register/>

Passports and tickets

Travel documents can be handed to your Housemaster or be kept with Parents or Guardians on your return to school. Parents or guardians are responsible for the purchase of tickets and the organisation of visas and other travel documents.

Personal Hygiene

You are expected to shower DAILY, if not twice daily. It is also an expectation that you clean your teeth twice daily as a minimum. Deodorant and/or antiperspirant is recommended.

Pocket money and valuables

All boys have a locker which needs a padlock. You can keep bulky possessions in these lockers although we strongly recommend that money and valuables be handed to your Housemaster for safe keeping. Boys are encouraged to bring back as few valuable items as possible. You should not leave valuables/money lying around. Valuable items should be insured.

Prep

Prep is held after the end of the school day. Immediately after school, boys have a break and are able to participate in many of the after school clubs on offer. Following this, prep begins at 5.45pm and is supervised by a member of staff. Prep is time for work and pupils should make sure that they are ready for prep beforehand.

If anyone has difficulty with the work that they have been set then advice or help is available from:

Duty member of staff
Prefects
Housemaster
Deputy Housemaster
House tutors
Form teacher
Your peers
Subject teacher
Matrons

You have been set the work and the expectation will be that you complete it and hand it in on time but it is perfectly OK to ask for help. Lots of boys ask for help lots of the time (and you probably don't even notice them doing it). Doing nothing should not be an option when you have difficulties with work.

Punctuality

It is expected that boys are punctual to all meetings and lessons.

Reading

Please ensure you have a book ready for 15 minutes of reading before lights out daily.

Religious Observance

Within the House we aim to provide a structure which will cater for pupils of any religious persuasion or none.

Provision can be made for weekly worship for boarding pupils who remain at school over the weekends. There are in addition usually two School occasions per term. Arrangements are also made to accommodate boarding pupils of other faiths and account is taken of particular denominational observances and requests.

Rooms

Beds and rooms must be tidied before school each day, with nothing cluttering the floor.

No beds or furniture may be moved without permission and any damage must be reported immediately to the duty master/matron. No furniture or electrical equipment may be put in studies without permission. This is to ensure they pass safety checks. Damage to rooms is the responsibility of the occupier – you will be billed accordingly.

Posters must comply with the House decency standard and may only be put up on the boards provided - no nails or tacks may be used except on the board provided. No boy may enter another's dorm without the permission of the occupant.

Rules, Sanctions & Rewards

In order for the community in Storey House to function effectively and happily certain rules are required. We try and keep these rules to a minimum but they can be summarised by:

- 1. Respect for others.**
- 2. Respect for property – your own and that belonging to others.**

It is hoped that boys will show common sense and common decency in all that they do. This self-discipline will keep the need to enforce these rules to a minimum. It is important however, that you know the boundaries and understand that all actions have consequences.

There are a number of sanctions that are in place for anti-social and disruptive behaviour within the House.

Sanctions

Housemasters will use a graduated scale of sanction or for more serious offences they will contact the Head of Boarding. Sanctions can include lines, extra prep, loss of privileges and/or community service. Continued incidents or more serious cases will result in contact with parents either by phone call, letter or email. A record of punishments is maintained within each House. In the case of referral to the Head of Boarding contact will always be made with parents and sanctions will follow the pattern as above. Referral to the Headmaster will result from persistent ill discipline despite having been seen by the Head of Boarding or any offence which may necessitate suspension or exclusion from the boarding house.

Security

The boarding house is locked day and night for your safety and security. Entry is via doors with key pads and as such no door should be propped open. Please close doors behind you. Please do not divulge the door code to 'outsiders'. Please shut windows after use.

Signing – in & out

There is a signing in and out sheet in the kitchen. You must fill it in legibly, appropriately and in person, whenever you go out or come in (apart from going to meals and to lessons). This lets the House Staff know where you are in case of an emergency, such as a fire.

Smoking, alcohol and drugs

The possession or consumption of alcohol by a pupil is forbidden unless it is age appropriate and under the supervision of the school staff at a specific event. The possession or consumption of alcohol is also forbidden whilst travelling to and from school.

Smoking is strictly forbidden as is the use of any illegal drugs.

Social Media

This is a complicated area of modern society and one in which teenagers need to assess safely and then use appropriately. Be safe and think before you post. Online bullying or harassment must be reported to a member of staff immediately.

Sports Hall, Gym & Pool

The Sports Hall is available during the week. Prefects can supervise boys in Sports Hall BUT must lock up afterwards.

The gym is only to be used when supervised by a member of staff.

The pool is only open when supervised by a member of staff who is a qualified pool attendant. Pool rules must be obeyed at all times!

Strangers

If you see someone acting oddly who you don't know in and around the boarding house, please report it to a member of staff immediately. All visitors should wear a visitor badge for identification.

Travel

All travel arrangements are the responsibility of parents/guardians.

You must not leave the school premises with anyone else apart from your parents. This means permission needs to be received if you are going to travel with another pupil or another family.

Tutors (Academic)

If you are using an academic tutor whilst boarding, they must be DBS/CRB cleared and the School Office must have their records in the database. There are such tutors already on the system – please ask. The Housemaster must know where and when tutoring is taking place to ensure your safety.

Valuables

We discourage boys from bringing valuable items to school and into the boarding house. If they do bring such items then they must take responsibility for their safety and security. Valuable items should be kept securely in your locker when not in use.

Work

Obviously, work is a crucial part of your time at school. Although we want you to have fun and feel at home whilst you are in boarding and it is very important that you feel relaxed here too. It is also important that you work hard and achieve the very best you can academically. We are very proud of our boarders' academic achievements and successes and we work very hard as a boarding team to ensure that you do well academically. This includes: supervising your prep, liaising with teaching staff about any problems, concerns or issues you may have, keeping in close contact with your parents about your academic progress and, occasionally, imposing sanctions (like supervised boarding prep), if we feel that you are not working hard enough. As with everything else, we really want you to do well and we want to work with you and your parents as a team, to ensure you do the very best you can. Your future is in your hands!

“There is no substitute for hard work.” Thomas A. Edison

WORK HARD

HAVE FUN

MAKE A DIFFERENCE!

Who to turn to....

It is important that all students at LRGS know who to turn to if they are in trouble or are uncertain what to do. There is always someone who can help but those listed below are particularly important.

Form Teacher - For almost every problem where a pupil is uncertain this should be the first port of call. The form teacher is the key person to help in such matters as lost property, punishments, academic worries, uncertainty of the geography of the school, being teased or bullied.

Boarding House Staff - Boarders may choose their Housemaster/Matrons or other staff who work in the boarding houses, as the first person to turn to.

Head of Year – The Head of Year can also help in all circumstances if the form teacher is unavailable. Mrs Page is Head of Year 7 (kpage@lrqs.org.uk), Mr Young is Head of Year 8 & 9 (syoung@lrqs.org.uk) or Mrs Boak (sboak@lrqs.org.uk). For Year 10 and 11 contact Mr Ralston (iralston@lrqs.org.uk) or Mr Yates (dyates@lrqs.org.uk). If you cannot find them Mrs Gibbon in Wyresdale house will give them a message. Sixth Form should see Miss Haigh (shaigh@lrqs.org.uk) or Mr Reynolds (jreynolds@lrqs.org.uk) or Mrs Marshall (jmarshall@lrqs.org.uk).

Deputy Head Pastoral - Mr Whitehouse (whitehouse@lrqs.org.uk) is responsible for all pastoral issues across the whole school. He is always happy to help with any issues or concerns you may have.

Medical Centre - For all medical concerns. If you feel ill or have an accident during the day first tell your teacher. You may then be directed to the Medical Centre. If you are taken ill or are hurt during break or lunch ask a prefect or go to the Medical Centre to see Sister Moghaddam (07810 396540 or cmoghaddam@lrqs.org.uk).

School Office Staff - The staff in Lee House, Wyresdale House or City View are always a source of help.

Chaplaincy Centre –The Chaplaincy Centre situated on the top corridor of the International Building is a valuable source of support.

Learning Support - The school SENCO Ms Jenkinson (mjenkinson@lrqs.org.uk) and the Learning Support assistants can be contacted via Wyresdale House.

LRGS Student Support - Form teachers and Heads of Years may refer pupils for student support or pupils can self-refer by 'drop in' and see Mrs Gibbon in Wyresdale House.

Prefects - Can be relied upon to offer helpful advice and guidance.

Mentoring Co-ordinator - Mr Rafferty co-ordinates all aspects of the Peer Mentoring system in school. If you would like a Peer Mentor you can contact him: nrafferty@lrqs.org.uk. Peer mentors are volunteer Sixth Formers who are recruited to support boys with aspects of their school work. They are invaluable sources of support.

The Independent Listener - Father Phil Hudd (Vicar of Christ Church) is available as an independent listener. You can contact them him by phoning 01524 34430 or email phil.hudd@btinternet.com

Wellbeing Library - Helpful books and leaflets are available in the Wellbeing library, just inside the main library entrance.

Other Important Contacts - You can e-mail help@lrqs.org.uk or text the help line on 07825166762

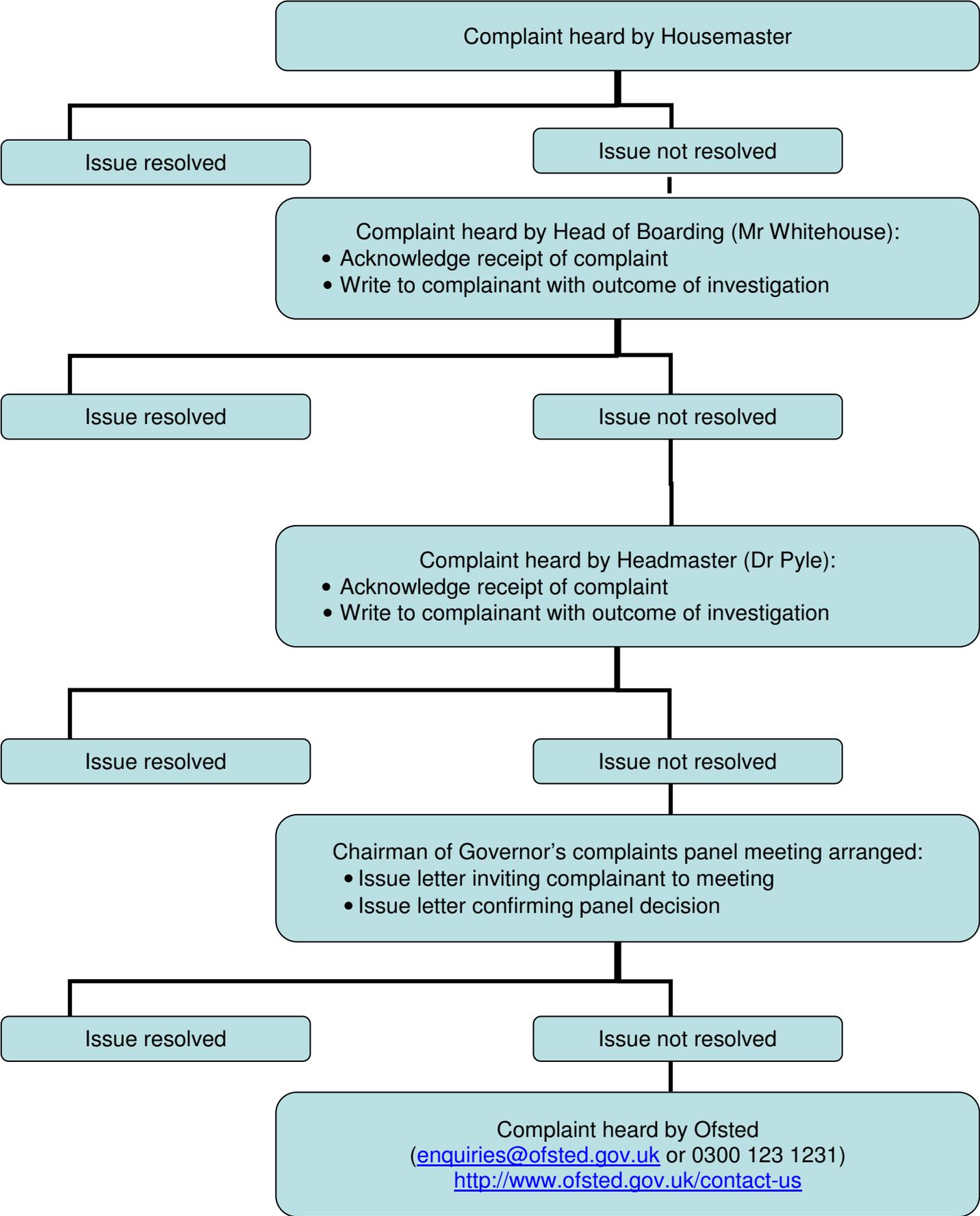
CHILDLINE 0800 1111 www.childline.org.uk

Samaritans Freephone 116 123 www.samaritans.org

Children's Commissioner – Freephone 0800 528 0731 or visit 'Help at Hand'
help.team@childrenscommissioner.gsi.gov.uk

Complaints Procedure

Complaints flow chart:



Stay safe online

Remember the 5 SMART rules when using the internet and mobile phones.



S

SAFE: Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.



M

MEET: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



A

ACCEPTING: Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



R

RELIABLE: Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



T

TELL: Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.



Find out more at Childnet's website ...

www.kidsmart.org.uk

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Acceptable Use Policy for Boarder Pupils within LRGS

Purpose

Lancaster Royal Grammar School maintains a computer network to provide boarding students, with access to a host of resources, namely the use of the Internet.

Responsibilities

As a student of Lancaster Royal Grammar School you may have access to Electronic Resources, including the network and Internet. The network is viewed as an extension of the LRGS community and all expectations regarding standards of behaviour. You are expected to use the Electronic Resources in a mature, ethical, and responsible manner. Personal use is allowed but LRGS reserves the right to limit your access. Access to the LRGS Network is a privilege and not a right.

Unacceptable Uses and Behavior

Activities that are considered violations of this electronic resources acceptable use policy and school rules include:

Illegal Activities

- involvement in any activity prohibited by law.
- intentional use of invasive software such as "viruses," "worms," "Trojan Horses" and other malicious software.
- interfering with the normal and proper operation of this network, the Internet or any other network. This includes: "hacking", "cracking", probing, attempting to gain access to network servers and equipment, utilizing excessive amounts of bandwidth, and setting up servers on the network of any type without express permission.
- adversely affecting the ability of others to use equipment or services.
- Changing or using a IP Address which you have not been given or asked to use

Plagiarism and Copyright Infringement

- transferring, utilizing or storing materials in violation of copyright laws or license agreements. This includes software, music files, images and text.
- plagiarizing work found on the Internet - all sources of work must be cited and credited.
- Security
- tampering with computers, printers, network devices and other equipment belonging to Cushing Academy or other people.
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity.
- attempting to logon to the network as the system administrator or gain access beyond your authorized access level.
- attempting to bypass security systems and software.
- sharing passwords or using someone else's password or attempting to discover another person's password.
- trespassing in another's folders, work or files or using another person's account.
- changing computer files that do not belong to you.
- storing or transferring unnecessarily large files, including blanket forwarding or e-mail of messages to

parties outside of LRGS without express permission.

Conduct

- conducting yourself in ways that are harmful to others.
- creating, transferring or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, vulgarity, obscenity, or language that offends or tends to degrade others.
- sending or forwarding "chain" type letters, hate mail, anonymous or threatening messages.
- viewing, storing or transferring obscene, sexually explicit or pornographic material.
- posting or sending email or voicemail messages that are personal attacks, including any prejudicial, discriminatory, racist or sexist content, could cause damage or disruption, contain false or defamatory information about a person or organization, harassing another person. If you are told by a person to stop sending them messages - you must stop.
- posting personal contact information about yourself or other people. This includes your address, telephone number, school address, etc.
- meeting with someone you have met online without the express approval of your parent's.

Disciplinary actions:

Violation of this Acceptable Use Policy is considered a violation of school rules. Violation will result in one or more of the following disciplinary actions, LRGS will decide at its sole discretion which disciplinary action is warranted under the circumstances:

- verbal warning
- written warning
- restriction of access privileges
- removal of a laptop or machine or tablet
- referral to legal authorities

Privacy

The LRGS Network is a private network owned by LRGS. The Network is maintained and managed by the system administrator as to ensure its availability and reliability in performing its educational mission. Users of the network or other Electronic Resources have no reasonable expectation of privacy concerning any materials transferred over or stored within the LRGS Network or on other Electronic Resources. The network is routinely monitored and maintenance is also performed on a regular basis.

Limited Liability

LRGS makes no guarantee that the functions or the services provided by or through the LRGS Network will be error-free or without defect. LRGS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. LRGS is not responsible for the accuracy or quality of the information obtained through or stored on the system. LRGS will not be responsible for financial obligations arising through your use of the system. You are responsible for your activities.

Term dates 2018- 2019 (confirmed)

Michaelmas Term 2018

Inset Day	Monday 3 rd September
Term starts (Year 7 & new L6th)	Tuesday 4 th September
Term starts (other pupils)	Wednesday 5 th September
Boarders' Exeat	Friday 28 th September (3.30 pm)
11+ Entrance Examinations	Saturday 29 th September
Break for half-term	Friday 19 th October
Mid-term closure	22 nd October – 30 th October (inc)
Inset Day	Wednesday 31 st October
Term starts	Thursday 1 st November
Speech Day	Saturday 17 th November
Boarders' Exeat	Friday 23 rd November (3.30 pm)
Carol Service	Saturday 15 th December
Closure after school on	Friday 21 st December (1.45 pm)

Lent Term 2019

Inset Day	Monday 7 th January
Term Starts	Tuesday 8 th January
Boarders' Exeat	Friday 18 th January (3.30 pm)
Mid-term Closure	18 th – 22 nd February (inc)
Boarders' Exeat	Friday 8 th March (3.30 pm)
Boarders' Parents Morning	Saturday 16 th March
Closure after school on	Friday 5 th April (3.30pm)

Summer Term 2019

Term starts	Tuesday 23 rd April
Boarders' Exeat	Friday 3 rd May (3.30 pm)
May Day Holiday	Monday 6 th May
Boarding Open Day	Saturday 11 th May (inc)
Mid-term closure	27 th May – 31 st May (inc)
Open Day	Saturday 22 nd June
Boarders' Exeat	Thursday 27 th June (3.30 pm)
Inset Day	Friday 28 th June
Founders' Day	Saturday 6 th July
Closure after school on	Wednesday 17 th July (1.45pm)

Boarding House Exeats:

The House is open each weekend apart from one exeat weekend each half-term.

On an Exeat weekend the House will close at approximately 5pm, generally on Friday evening and will re-open at 6pm on Sunday evening. Some Exeats may also include a Monday closure as well.

Tea will be available in the Dining Room from 5.30pm on Sunday evening.

Holiday Lets:

The House is let out to others in some school holidays.

There is most commom at Christmas, Easter and Summer, only occasionally at half-terms.

Rooms may need to be vacated, although personal items can be stored in the boarding house.

Storey House Staff

Governor for Boarding:	Mr D. Cameron
Head of Boarding:	Mr I. Whitehouse (iwhitehouse@lrgs.org.uk)
Housemaster:	Mr J. Viney (jviney@lrgs.org.uk)
Assistant Housemaster:	Mrs C. Mossop (cmossop@lrgs.org.uk)
Resident House Tutor:	Mr I. Ledward (iledward@lrgs.org.uk) Mr O. Jacques (ojacques@lrgs.org.uk)
Duty Masters:	Mrs J. Mann (jmann@lrgs.org.uk) Mr G. Thompson (gthompson@lrgs.org.uk) Miss R. Pettit (rpettit@lrgs.org.uk) Dr A. Shawcross (ashawcross@lrgs.org.uk) Mr D. Ashbridge (dashbridge@lrgs.org.uk)
Matrons:	Mr G. Sinclair Mrs J. Elkins Mrs N. Dodd
Housekeeper:	Mrs M. Sinclair

Useful Telephone Numbers

Storey House Kitchen:	01524 580625
Storey House (Mobile):	07872 990574
J Viney	01524 580616
Medical Centre:	01524 580624
Father Phil Hudd:	01524 34430
Matron (Mobile):	07810 371447
Sister Moghaddam:	07810 396540