WEST BUCKLAND SCHOOL

is your school

Draw on the opportunities school offers, and school will do much for you. But remember that in every activity of school life, success and enjoyment will not come without effort. This booklet is written to help you gain the greatest possible benefit from your time in school. Get to know it and encourage your parents to read it also, so that they can help you keep going in the right direction. When you move on, it is hoped that you will leave behind you just two things: your good reputation and your thanks. Happy memories and firm friendships will then stay with you.
Ethos and Aims of West Buckland School

The ethos of West Buckland School enables all pupils to develop the personal qualities, abilities and values which will prepare them to make the most of their own lives and to contribute to society. Our moral and spiritual values are based on the school’s Christian foundation: these are generosity and kindness of spirit, a commitment to virtue, and the tolerance and enjoyment of diversity and individuality. The personal qualities and abilities are self-confidence, self-discipline, a desire to maximise one’s potential and to use one’s gifts and opportunities to the full. This is achieved by:

- providing a broad and stimulating curriculum which challenges every pupil throughout the whole school, encourages intellectual curiosity and independence, prepares the way for learning throughout their lives.

- ensuring that all leavers have the opportunity to possess the qualifications, skills and knowledge which will enable them to make effective choices about how they live their lives, including their continuing education and employment.

- balancing academic provision with a wide range of sporting, cultural, intellectual and other activities to enrich the curriculum, provide excitement and fulfilment for all pupils, and to further their personal development.

- providing effective pastoral support so that all boarders and day pupils can enjoy their childhood, strive to reach their potential, and live their lives safely and confidently in school and beyond.

- encouraging pupils to consider themselves contributors to the communities and environment in which they live, and to be active and cooperative members of their communities both here in North Devon and wherever they may live in the future.
West Buckland School Code

• All members of the school community are expected to show courtesy, consideration and respect for one another.

• Every member of the school community is encouraged to achieve their goals.

• We do not tolerate behaviour intended to hurt, injure, exclude, threaten, frighten or ridicule others. (Please see the Anti-Bullying and Safeguarding Policies on the school website)

• We use discussion and compromise to solve difficulties.

• We make visitors and newcomers welcome in our community.

• We carry out school commitments (lessons, homework, fixtures, rehearsals etc.) punctually and thoroughly.

• We take pride in our work and our achievements.

• We ensure we catch up work missed through absence.

• We share responsibility for the school, the community, and the environment.

• We help ensure the school is kept clean, tidy and litter-free.

• We are responsible for our personal belongings.

• We respect one another’s property and school property.

• We obey school rules concerning prohibited items identified by the school as alcohol, illegal drugs, stolen items, tobacco and cigarette papers, pornographic images, any item that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property of, any person (including the pupil). (Please see Behaviour Policy on school website).

• We obey the school rules on school premises, during school hours, to and from school and on school outings.

• We observe all safety regulations.
“All members of the school community are expected to show courtesy, consideration and respect for one another”

- Work at your sense of values and then try to live by the principles you hold.
- Be helpful and considerate towards all those who work for your comfort.
- Respect other people: even if you do not like them, do not make life harder for them by teasing or bullying, or by trying to gain an unfair advantage.
- Be truthful in your dealings: this can be very hard when you have done wrong and are afraid of the consequences, but by telling the truth you show courage, which earns respect. In the same way, if you find something wrong happening, have the courage to try to stop it.
- Living and working in a co-educational school gives you plenty of opportunities to mix with members of the opposite sex both in the classroom and socially. This is an important part of your wider education vital for successful transition into adulthood. The friendships you develop, provided these are based on respect for other people and their feelings, will help to support you not only during your time at West Buckland but well after you leave school. However, signs of affection should be restricted to what is acceptable and normal between colleagues at a place of work.

“Every member of the school community is encouraged to achieve their goals”

- Make good use of your time. Find out what you have to do and where you have to go, and be ready in good time.
- Take a pride in your work: make it the best you are capable of.
- Keep yourself fit through sensible eating, regular exercise and good sleeping habits.
- Take advantage of the opportunities that are available to you in sport, music, drama and all the other activities, including outward bound activities.
- When you have joined a team or activity, stick with it, join in willingly and practise properly. Communicate fully with sports staff.
- Don’t give up: there is always credit for trying, even if you have not always been successful.
“We do not tolerate behaviour intended to hurt, injure, exclude, threaten, frighten or ridicule others”

Bullying is one of the worst aspects of social life. West Buckland, including both the Preparatory and Senior Schools, has a common and open policy to prevent bullying and cyber-bullying, and to deal with bullying should it arise.

Aims and Objectives

• To make a clear statement about the School’s ethos and the unacceptable nature of bullying
• To ensure that, through their behaviour and interaction with pupils, the staff (both academic and ancillary) provide good role models
• To provide curriculum input, through Personal Health and Social Education, Religious Studies and other subjects, aimed at preventing bullying (including incidents involving cyber-bullying)
• To ensure there is a clear procedure known to staff, pupils and parents for dealing with bullying incidents
• To ensure pupils understand that there are legal consequences for inappropriate use of technology and social media, and that the school is prepared to apply sanctions for such behaviour and works closely with the police over such matters
• To ensure that pupils and parents know that reports of bullying will be treated seriously
• To monitor the nature and frequency of bullying incidents

Bullying is the deliberate, conscious desire to hurt, threaten, frighten or gain dominance over someone in a persistent manner. It may be short-term or may have been practised over a long period, even years. The underlying causes of bullying are very complex but may include racial, religious, cultural, sexual (including homophobic) issues or a pupil’s disability.

It may be overt and marked by aggression, or have a more subtle form such as ostracism. It may involve cyber bullying, employing social websites, mobile phones, text messages, photographs, email or other technological tools. Emotional or psychological bullying is usually less obvious, but is very painful to the victim. Bullying activities can be practised in a non-wilful, unconscious way. They are treated differently from conscious bullying but are still taken seriously by the School since, left unchallenged, these activities may lead to an imbalance and abuse of power which is common to much bullying.
It is important to distinguish between unpleasant (but normal) interaction between young people and persistent behaviour leading to an individual feeling deeply unhappy about his/her social interaction in school. Many children will go through a period when they are anxious about their ability to fit in with their peer groups; most of these young people will pass through this phase as their self-esteem and self-confidence increases.

However, for a few individuals this phase may last many months or even years and will sometimes apparently lead to them no longer wishing to be accepted, preferring instead to be left alone; in reality this can simply be a survival mechanism and they remain desperate to be accepted by their peers. If during this phase they are also the target of unpleasant behaviour by other adolescents they may lack the social skills to deal with the situation and this can spiral into a bullying scenario. If left unchallenged, the impact of bullying on the victim can be very serious, leading to psychological damage and in extreme cases self-harm or even suicide.

Adults working with young people can often identify potential victims because of their behaviour patterns not as a direct result of reports of bullying. It is also important to realise that bullies have often been the victims of bullying themselves.

**Preventative measures**

West Buckland School encourages friendship and support for all members of the extended community, (pupils, staff and parents). West Buckland School celebrates the diversity within the community, regardless of the ethnic or social background of individuals. Through a number of different means, including the house system, academic, sporting, extra curricular, the School seeks to draw out the best in the individual, to raise the individual’s self esteem and to provide structured opportunities for working as part of a team.

Through Personal Health and Social Education, Religious Studies, assemblies and more informal channels, the School provides a moral framework of reasonable and acceptable behaviour towards others, encouraging co-operation and assertiveness rather than aggression or submissive behaviour. The School also expects and encourages pupils to use time outside the classroom to develop skills of social interaction.
School response to bullying

All academic staff follow clear guidelines in the event of bullying being reported to them or as a result of their observation of pupil behaviour.

Training on anti-bullying strategies is provided for all staff, and is included in the induction process for new members of staff. This training includes information about where bullying is most likely to happen, and identifies actions which can reduce the risk of bullying.

Staff at school understand that bullying can take place in a wide variety of contexts and locations, but recognise that bullying is more likely to happen at West Buckland during the daily bus journeys between school and home, in free time between lessons and after school, in changing and locker rooms and in the Tuck Shop. Bullying also happens away from the school campus and outside the context of the working day. This is especially the case with the manipulation of friendship and social groups, and especially with regard to cyber bullying. Although such bullying may be outside the immediate jurisdiction of the school, it has consequences for the welfare of children during their school lives.

As a result, the school recognises that it has a role, working with parents and children, to help to deal with this bullying behaviour.

Like all other serious disciplinary matters, bullying incidents are recorded and regularly monitored by the Pastoral Deputy, senior pastoral staff and the Headmaster. Reports on discipline, including bullying are made to the Governing Body on these matters so they can assess the significance of the problem, to identify any patterns and to consider responses.

At the centre of this process are the pupils’ tutors and housemaster/mistress who work in liaison with the Pastoral Deputy if appropriate. They may all be involved in investigating the situation, counselling the pupils involved, bringing the victim and the bully or bullies together when appropriate, and contacting and keeping informed the parents of the pupils involved. Staff will work with pupils who instigate or get involved in bullying in order to help them modify their behaviour as well as supporting the victim of bullying, which includes on-going monitoring of any further problems.

For all but the most serious offences, the school avoids heavy punitive responses to bullying, as this can occasionally make the situation worse for the victim and it is this fear that most regularly deters a victim from reporting bullying. Bullies are given a second chance to modify their behaviour, with clear warnings about the consequences of repeating their bullying behaviour. It is, however, clear to all that strong sanctions including suspension and permanent exclusion will be imposed for persistent bullying.
Advice for victims of persistent bullying

» Do not ignore comments or actions that upset you or make you feel uncomfortable.

» When another person says or does something to you which you feel is unacceptable please say one of these two key phrases to the person: “I’ve had enough, I want you to stop saying that”, or “I’ve had enough. I want you to stop doing that”.

» These phrases may not stop the harassment immediately, but they will make it easier for the school to help stop the unacceptable behaviour, because you will be able to report that you have made it clear to the bully that you don’t like their behaviour and have asked them (politely) to stop.

» Don’t suffer in silence – knowledge of the problem is often the key to its solution, so talk to the people responsible for your welfare, your tutor or Housemaster/mistress, your parents or houseparents and your friends. They perhaps will be able to help you more than anyone. The School Counsellor may also be a confidential source of help; The ‘Report It’ facility on the school website may also be used to report incidents of bullying.

» Talking to someone or reporting bullying will not make matters worse. In most cases, the bully is unaware of the distress s/he is causing and once this is pointed out the unpleasant behaviour usually stops. At this level it is unusual to punish the bully.

» It is vital that the victim lets his/her tutor know if the bullying continues. In the small minority of cases where the bullying persists both the victim and the bully need further help to modify their behaviour. The victim may need help to increase his/her self-esteem and improve his/her social interaction skills. Ironically, the bully often suffers from a similar lack of self-esteem and his/her behaviour is often a means of trying to prove s/he is in control.

» Never feel guilty for reporting bullying – you may prevent someone else falling victim to the same anti-social behaviour. Left unchallenged, a bully may increasingly enjoy the power s/he exerts over other people.

» Bullying can happen in a number of different locations (in and around school buildings, in boarding houses, on the school bus), it is never acceptable for others to treat you badly, where ever that might be, but it is even more important to let an adult or older pupil know if the bullying is occurring when adults are not present.

» Use of mobile phones or websites to bully individuals has been on the increase in recent years. If you are the victim of this type of bullying don’t be afraid to tell your tutor and/or your parents; the perpetrator of this type of bullying can usually be discovered and dealt with appropriately.
“We use discussion and compromise to solve difficulties”

Very few people go through life without experiencing some kind of difficulty, often in their relationship with those they live and work alongside. Most difficulties can usually be resolved quite quickly by talking with the person you have upset or offended or by admitting to your error and apologising.

If you disagree with someone, remember that diplomacy is the best course; be prepared to listen to their point of view and to find some way of compromising to avoid further antagonism.

**If you do wrong:** what happens next depends on many factors – how you have behaved before, what warnings have been given, how seriously the incident is viewed but often the most significant will be how you react: do you readily admit the truth, and do you appear to be genuine in your desire to put things right? Punishments have a powerful purpose in keeping society aware of what is right. Prefects and members of staff can and will use a variety of these if they feel that words alone will not achieve the desired end: having to report at inconvenient times, jobs about the school or written tasks are some of them.

At levels of increasing seriousness, there are detentions after school, which can be imposed by any member of staff, a Saturday morning detention, which can be imposed by your Housemaster/mistress; suspension and permanent exclusion.

**Weekday detentions** are held on Mondays and Thursdays from 1600 to 1700. You must get your yellow card signed by your parents (or houseparents in the case of a boarder), your tutor and your Housemaster/mistress and present it at your detention. If you have a school commitment that clashes with a detention you may ask the Pastoral Deputy to postpone the detention. Details are published on the board outside the Staff common room.
“We make visitors and newcomers welcome in our community”

People inevitably make judgements from first impressions. You will benefit throughout your life if smartness and good manners become a habit.

- Practise courtesy, greet visitors by standing up; hold open doors and make way for others; offer help by showing visitors where to go or fetching the person they wish to see, listen quietly and attentively when you are being spoken to or when you are part of an audience.
- Address people by name, and do not assume people will know your name.
- Stand up straight when talking to people, and keep your hands out of pockets. It is helpful to look people in the eye.
- Always be prepared to accompany visitors to reception or to a member of staff (please read Visitors to WBS poster).

“We carry out school commitments (eg lessons, homework, fixtures, rehearsals) punctually and thoroughly”

- The law requires that pupils are registered at the beginning of every morning and afternoon session.
- Pupils must sign the relevant list in the Main Office when:
  - arriving too late for registration
  - leaving school premises during the teaching day if not accompanied by a member of staff
  - returning to school after an appointment
- You must attend all school and house assemblies.
- You need permission in advance to be absent from school. This permission is sought through your tutor.
- Leave for extended absences needs to be sought in good time from your Housemaster/mistress if you are a day pupil and your Houseparent if you are a boarder. This includes all sixth form pupils.
- You must attend every lesson. If you need to miss a lesson (for a match, music lesson or other reason) you should advise your teacher, normally at least 24 hours in advance.
- Time-tabled games and CCF (in Year 9) are compulsory, unless you are excused on medical grounds. This requires a letter from your parents or doctor. You should still report to the member of staff responsible for the session.
If you are selected for a school or house event, you are required to participate, unless you are unwell. You should then inform the member of staff or your Housemaster/mistress at once with an explanatory note. If there is some other genuine reason you are unable to meet this commitment, you must seek permission from the member of staff in charge well in advance.

Boarders must attend all meals: day pupils must attend lunch unless alternative arrangements have been approved.

Boarders must be present in designated classrooms or in studies for the whole of the prep periods, working quietly or reading. They must also attend all boarding house meetings.

Attendance at Sunday service is compulsory for all boarders present in school.

**Leave for boarders**

- You must tell your Houseparent whenever you leave the school campus unless as part of an organised school trip or for a games fixture.
- You may be absent on leave at weekends as long as you fulfil all school and house activities that are scheduled for that weekend.

**To go home for an overnight visit**, you need your Houseparent's permission.

**To take overnight leave other than with your parents**, you must have your Houseparent's and your parents' permission. The adult with whom you are staying must personally confirm the arrangements to your Houseparent in writing or by telephone. This permission must be requested not later than Thursday evening on the appropriate form. Your Houseparent may refuse permission after consultation with your parents or your Housemaster/mistress.

- You must report to your Houseparent on your return.

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“We take pride in our work and our achievements”

- Your work should be neatly presented and properly headed.
- Good organisation is one of the keys to academic success; make effective use of study aids such as diaries, computers and take heed of advice given on study skills, homework and preparation for examinations.
- Make good use of the school's study facilities; pupils in Y7-11 should regularly visit and use the Murpurglo Library and the ICT centre during the school week. Make sensible use of all these facilities during the working day to keep on top of your academic work.
- If you wish to use a laptop or PC, you must seek permission from the ICT department. The programs installed on the school computer network are licensed only for your use in school. You may not transfer them to your own computer.
The school runs a commendation system for recognising excellent academic work. Certificates for 15 (in Years 10 and 11), 20, 40 and even 60+ commendations are presented to pupils by the Headmaster or Housemaster/mistress.

Housemasters/mistresses award badges and ties in recognition of contribution to the House.

Colours and half-colours are awarded on a seasonal basis for achievement and commitment to sport, music and drama. The School Crest is awarded to pupils who have achieved the equivalent of two full colours. Another highly coveted prize, the Fortescue Medal, is awarded to senior pupils who have achieved the equivalent of one and a half full colours, who have made other meritorious contribution to the school or community and who have achieved academic excellence.

If work is not completed satisfactorily, your teacher may put you in ‘extra work’. This must be completed from 4:00 pm to 5:00 pm on the day specified.

If there is concern about your overall progress, your Housemaster/mistress may put you ‘on report’. You must obtain your teacher’s signature for every lesson together with your tutor’s and parent’s or houseparent’s signature each day.

“We ensure we catch up work missed through absence”

Absence as a result of illness in Years 7-9

- For a pupil in Year 9 or below whose absence from school is as a result of an illness, but the nature of the illness is short-term (absent for up to three days), it would not generally be expected that teachers will provide work to do at home.
- On return to school, the pupil should take the initiative (with the help of their teachers) to copy up missed class work within an agreed time frame.
- If the illness means that the period of absence is longer than three days tutors will liaise with parents to organise with academic staff any work that can be provided. Although some of this work may be sent electronically, this is not always practical or possible because of the nature of the teaching subject and method of delivery.
- Tutors are responsible for coordinating any request for work from a parent or guardian, having discussed the issue directly with them beforehand.
- Pupils should not email teachers directly nor expect a response.
Absence as a result of illness in Years 10-13

- Because many teachers already have regular email contact with pupils in Years 10-13, this helps to facilitate providing work to be undertaken at home during an absence.
- Pupils in Years 10-13 may take the initiative and email teachers directly and, where possible, teachers will respond to these requests with tutors liaising as appropriate.
- Pupils should not expect an immediate response as the ability to respond quickly may vary between subjects because of the nature of the delivery of the teaching material, or because of the individual circumstances of each teacher.

Planned absence because of a university open day, medical appointment or other reason

- In the event of a pupil being absent for a day or part of a day for a scheduled reason such as a medical appointment, university open day, wedding or a funeral, (s)he should do his/her best to collect work before the absence directly from teachers. If this is not possible, (s)he should make up any missed work on return to school within an agreed time frame; teachers will allow a reasonable time for this catch-up particularly if the circumstances of the absence are distressing for the pupil.

Absence due to participation in a school event

- Participation in a range of events may, from time to time, involve pupils missing lessons. The most likely occurrence is involvement in a sports tournament whose timing is beyond the school's control, or in 'one off' events which enrich the curriculum. These experiences contribute significantly to the full educational experience provided at West Buckland.
- Pupils, especially those in Years 10-13, must understand that missing these lessons still requires them to catch up on missed work, and that it is not in their interests to fall behind. In these circumstances, teachers will make reasonable adjustments to their expectations for completion of missed work. Wherever possible, they will enable pupils to copy work and have access to resources used in the lesson. They will also agree a reasonable schedule for completion of assignments.
“We share responsibility for the school, the community, and the environment”

- Make study bedrooms and dormitories as homely and comfortable as you can; they are your private areas. It is your responsibility to keep them clean and tidy, and to avoid any damage.
- Sound equipment must be used at a level of volume that does not disturb other people.
- During private study and prep periods there is to be an atmosphere conducive to study.
- Study bedrooms may not be locked when occupied.
- Boarding houses provide a home for boarders; day pupils should always have permission from house staff before visiting boarders’ accommodation.
- Sixth Form students can only visit other studies if a member of that study is with you and has invited you.

“We help ensure the school is kept clean, tidy and litter-free”

- All members of the community should do their best to avoid creating extra work for the domestic staff by showing common sense with regard to their use of school buildings and facilities.
- All pupils should play an active part in keeping the school litter free and should always be prepared to help tidy up.
- Chewing gum is not allowed in school.

“We are responsible for our personal belongings”

- Look after all your possessions; ensure they are clearly named.
- To enable you to look after books and equipment carefully you will be provided with a locker which must be used. You are responsible for providing a suitable padlock.
- Lockers for small valuables can be used for a £1 refundable deposit.
- Named lost property should be reclaimed via the Uniform Shop.

Clothing

- School uniform is to be worn on working days until 1700, for some services at East Buckland Church or in the Memorial Hall, at official functions and matches, and between school and home on working days. Pupils should seek permission if they need to wear games kit during an academic lesson because of a games fixture.
- Observe the details of uniform and jewellery, as given on the official clothing list and the school dress code.
- On the occasions that sports kit is worn into the Karslake, it should be clean and tidy and should include tracksuit trousers (no bare legs).
- All clothes and other items of kit must be clearly and effectively named.
- During cold weather, pupils may wear a plain black or dark blue overcoat; sports fleeces with short zip are not acceptable alternatives.

**Mobile phones** may be brought into school under the following conditions (see Mobile Phone Policy):
- The pupil is completely responsible for use and security of the phone.
- The phone is to be switched off and locked away during all directed time i.e. lessons, assemblies, exams, activities etc.
- If the pupil does not comply with these conditions, their mobile phone may be confiscated for a period of time. Confiscation may also be used if the phone is used for inappropriate activity such as accessing certain websites or filming another person without their explicit consent.
- The same rule applies to other electrical equipment such as ipods and other mobile devices.

*“We respect one another's property and school property”*

- Be honest in small matters and in large: other people’s property is theirs; it is not for you to borrow, take or spoil.
- If you are responsible for causing damage to school property accidentally (or otherwise) your first priority is to ensure the safety of others and to report the damage to a member of staff. Being prepared to own up quickly reduces the likely penalty you will pay.
“We obey school rules concerning prohibited items identified by the school as alcohol, illegal drugs, stolen items, tobacco and cigarette papers, pornographic images, any item that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property of, any person (including the pupil).”

- You are not allowed to bring these prohibited items to school or keep, use, or supply them at school.
- The school reserves the right to ask pupils to take a drugs test in the event of there being reasonable suspicion that the pupil has broken the school rules relating to illegal drugs or if the pupil is part of the supportive regime as explained in the drugs testing policy (available from the Headmaster’s secretary).

“We obey the school rules on school premises, to and from school and on school outings”

Stick to the principle of going only to places when you have a legitimate reason or authority to be there. There are a number of places where you are not allowed:

- the staff common room and dining room.
- all locker rooms apart from your House locker room.
- the wooden staircase below the English Department office.
- the kitchen.
- the Plantation Assault Course and pond area, unless with a member of staff.
- all playground areas specifically provided for Prep School pupils.
- the incinerator and the sewage works field.
- farm land, except on authorised footpaths.
- after dark, all areas of the school grounds beyond the buildings.
- the golf course fields, except with permission from staff.
- You may only be in a bedroom if a member of that bedroom is with you and has invited you to be there. In the case of a boarding house, the house staff should also know you are in the building.
- You require specific permission to be in laboratories, workshops, food and nutrition rooms, the Memorial Hall, swimming pool and gymnasium.
School buses

It is the law that all persons in school buses wear seat belts. (Of course this is applicable to minibuses as well). You are expected to show courtesy and common sense at all times, so that the bus service can operate safely and efficiently, to everyone’s benefit.

- You must obey all instructions from the bus driver and the bus prefects.
- Wait for your bus in an orderly fashion in the main quad, until your bus route number appears on the white board.
- If you miss your bus home, both the MOD and your parents need to know as soon as possible. The MOD will arrange for you to have access to a telephone.

If you continue to behave badly on the bus after a written warning you will be banned from using the bus for a period of time.

“We observe all safety regulations”

Fire

Your safety, and the safety of your friends depend on your good sense.

- Keep your bedroom or other area tidy and clear of litter.
- Be especially careful with electrical equipment. Any electrical equipment that you bring to school must be appropriate for the UK distribution system with a 3 pin plug correctly fitted. It must be tested and approved by the Maintenance staff before it is used. Do not leave electrical equipment switched on in an unattended room.
- Never tamper with fire hydrants; this could cause loss of life and property.
- On discovering a fire, break the glass of the nearest fire alarm point and report the fire to a member of staff without delay.
- On hearing the fire alarm, go at once to the assembly point. Make sure that no-one is left inside the room when you leave, especially at night. Move quietly and without running. Wait quietly at the assembly point until the MOD or Houseparent tells you to move.
Use of motor vehicles

The safety of all is the priority.

- Members of the Sixth Form who wish to use a motor vehicle for journeys between home and school require permission from the Pastoral Deputy as well as from their parents and Housemaster/mistress. The appropriate form may be obtained from the Pastoral Deputy.
- Lifts must not be given to other members of the school, other than brothers or sisters, without written authority from the parent of the pupil receiving the lift.
- Drivers must park in the appropriate car park as directed by the school.

Permission will be withdrawn if the vehicle is used on or near school property unsafely or contrary to the instructions of the staff.

Medical Centre

Do not ignore it if you are unwell. Your health has to be your responsibility first, and School Nurses can only help you when they know from you that you feel ill.

- There is a member of the nursing staff on duty at all times during the school week. If she is not present in the medical centre, a notice will tell you where she is. After school and at weekends, boarders should report to the house staff on duty in the first instance.
- Surgery times are posted. You should attend at these times except in an emergency. If you feel unwell during lessons, you should ask for permission in writing from the member of staff teaching you before you go to the medical centre.
- If you wish to visit a friend who is in the medical centre you must have the School Nurse’s permission on every occasion.
- All medication brought into school (prescribed or bought from the chemist) must be taken to the medical centre: The School Nurse may wish to store it in the medical centre.

If you are worried or upset

Remember first that no one goes through life without problems. You are not being different if something is worrying you. Usually it is best to talk to your parents. If circumstances make this difficult, talk to a close friend, or an older boy or girl. They may be able to help you tell another adult how you feel. Each House uses a team of Link Prefects to work with students in Years 7-11.
One of your tutor’s specific tasks is to do all he or she can to help you, but you have to make the first move. Your Housemaster/mistress or Houseparent are also there to help you. Sometimes you may feel more comfortable talking to another teacher, or to the School Nurse, or to someone else who works here. The important thing is to tell someone.

The School Doctor can listen to you in complete confidence: he will not tell anyone without your permission.

Occasionally you may feel that you cannot tell anyone connected with the school about your problem. The school counsellor is available to all members of West Buckland School community.

In addition to these people there are other organisations and people from whom you may seek help – their details are listed below:

- **School Counsellor**: 07502 004266
- **Independent Listener, Mr David Worden**: 01769 572809
- **Social Services, Barnstaple**: 0345 155 1015
- **Office of the Children’s Commissioner**
  - [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)
- **Childline**: 0800 1111
- **NSPCC Child Protection Helpline**: 0808 800 5000
- **NACAO**
  - (National Association for Children of Alcoholics)
- **The Samaritans**: 01271 374343
- **Medical Advice (evening only) Kate Pouncey**: 01769 540405
- **OfSTED**: 0300 123 4234

Bullying often causes the greatest worry. A member of staff has to be told about any concerns you have for yourself or for others. Everything that happens thereafter will be directed to stopping the bullying, so that you, and others, are free from anxiety.

Getting others into trouble is another large worry: the fear of what may be said or done to you, and not wanting to see your friends suffer. There are many other far more important thoughts to hold on to: you could well save others from a lot of unhappiness, and a small amount of trouble now can save much more trouble later on. It is much better that things are sorted out before they get worse.
Other causes of worry could be:

- Social pressures or difficulties in a friendship.
- Problems with your work that make you feel that you cannot cope.
- The feeling that you have been treated unreasonably by a member of staff.
- The feeling that you are being discriminated against because of your race, religion, gender or other reason.
- Someone has hurt, abused or harassed you, or made suggestions – sexual or otherwise – that distress you.

If possible, take your concern first to your tutor, Housemaster/mistress, Houseparent or to any member of staff. They will help you to deal with most complaints. If you find this difficult to do or are concerned for another member of the school, you can use the ‘Report It’ facility on the school website. Although this can be purely anonymous, staff are in a stronger position to help if you can identify yourself.

If you feel that your complaint has not been satisfactorily resolved, you have the right to make a formal complaint in writing. You may make a formal complaint by following the steps (with or without informing the person about whom you are complaining).

1. Talk to or write to your Housemaster/mistress or the Pastoral Deputy, explaining what you feel is wrong.
2. You will receive an acknowledgement of your complaint from the Pastoral Deputy who will indicate that it will be attended to within five working days of its being referred to the Headmaster.
3. You will be asked to talk the matter through with the Headmaster or the Pastoral Deputy. You may invite another pupil or adult to come with you.
4. You will be advised about what course of action seems sensible. After this advice, you will then need to come to a decision.

Remember, there are all kinds of people in the school community to whom you can turn for help or advice. Equally, you may be just the person to whom a friend needs to talk.