



**LOCHINVER  
HOUSE**

PREPARATORY SCHOOL

Lochinver House School  
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## **Lochinver House School Regulations**

### **Introduction**

A close, constructive partnership between home and school is central to Lochinver's effectiveness. This positive partnership builds a strong sense of community. It also ensures that each pupil gains full and advantageous access to resources and opportunities within our safe and comfortable environment.

As part of this essential partnership, we ask you and your child to support us in upholding the School's Regulations.

This list of School Regulations is not exhaustive and may be amended from time to time. Please ensure that you are also familiar with School Policies, which are available on the School's website or upon request to the School.

### **Health and Safety**

Pupils are expected to:

- exercise personal responsibility for their safety and that of their peers;
- observe the safety rules of the School and any instructions given by staff;
- use but not tamper with any items provided for their safety.

### **Regulations for Pupils**

A positive school atmosphere is dependent upon each person respecting the needs and rights of others to be treated in accordance with the values of a civilised society. Therefore please ensure that you and your child are familiar with the following School Values:

- Persevere and give your best effort;
- Be curious and keen to learn;
- Be kind and respect the rights of others;
- Be organised and independent;
- Be honest with others and with yourself.

Lochinver House School asks its pupils to:

- treat others as you wish to be treated, with respect, kindness and consideration;
- be polite and well-mannered towards peers and adults;
- be ready to help and support each other, whether that is in the classroom, at games, during extra-curricular activities or at playtimes;
- avoid gossip about others and have respect for personal information. If you are told personal information, do not share that information unless you have been given permission to do so;
- listen respectfully when someone else is speaking;
- respect other people's personal boundaries;
- be inclusive - do not exclude people, even if they are not a particular friend;
- respect and value other people's cultures and religious beliefs;
- respect the property of the School and other people;
- work hard in lessons and complete homework to the best of your ability and on time;
- respect the school environment and help keep it clean, tidy and well organised.

## **Behaviour**

Lochinver House School believes that effective learning is enabled by good behaviour in all aspects of school life. Clear communication in positive partnership with parents is important in promoting and maintaining those high standards of behaviour.

Therefore, please support the School by:

- ensuring that your child is aware of the School's expectations;
- encouraging good behaviour at all times;
- making clear acceptable standards of behaviour;
- encouraging self-discipline and positive relationships;
- supporting consistency and fairness in response to both positive and negative behaviour;
- actively supporting the School in the implementation of these regulations.

## **Medical Matters**

On joining the School, you must complete a medical form providing details of your child's medical history and current medical status.

You must inform the School Nurse (Matron) of any:

- medical need;
- regular prescribed medication;
- dietary restrictions (medical or religious);
- general wellbeing concerns;
- vaccination history.

Please ensure that you keep your son's medical and emergency contact information up to date on School Base Online.

It may be appropriate for dependable pupils who are asthmatics, anaphylactic or diabetics to carry their own medications, with consent from Matron. Otherwise, pupils must not carry any type of medication around school with them. We ask that spare, in-date Asthma inhalers and Epipens are also handed to Matron to be held in the Medical Centre. Medication to be administered during the School day will only be given with written consent and full instructions.

Please do not send your son to school if he is unwell. If your son is not attending School, a message by telephone or email must be sent to the School Office at the start of the day. In addition, please observe the following requests:

- if your son is diagnosed with an infectious disease, please inform the School immediately;
- if your son suffers from a raised temperature please do not send him back to School until he has registered a normal temperature for 24 hours;
- if your son is prescribed antibiotics, please keep him away from School for the first 48 hours of the course or until clinically fit for school;
- if your son has suffered with diarrhoea or vomiting he should not return to School until he has been symptom free for 48 hours.

Please refer to the Hertfordshire Health Authority guidelines for further information and advice.

## **Attendance, Absence and Lateness**

The School expects excellent levels of attendance and punctuality. Failure to collect a pupil on time at the end of his day may require follow-up action with the local authority.

## **Absence**

Pupils are required to attend all School sessions. All requests for exceptional leave of absence (absence for religious festivals, medical or dental appointments) must be made in writing to the Headmaster and reach the School 10 days prior to the event.

Term dates are published a year in advance, enabling you to arrange your holidays without disrupting your son's education. Please note that it is the Governors' policy not to allow leave of absence to be taken during term. Absences for which permission is not given are recorded as unauthorised.

Pupils leaving and returning to the School site during the day to attend events such as medical appointments, future school exams, interviews or music exams must ensure that they sign out and/or in at the School Office.

## **Consultation Evenings and Reports**

Consultation evenings are held twice a year and you are expected to attend. Pupils in Years 7 and 8 are required to attend with their parents.

Full reports are issued in the Autumn and Summer Terms. In the spring term parents receive a shorter report. We expect you to read and discuss your child's report with them and submit feedback and targets via School Base before the start of the following term.

**Dress Code and School Uniform** – A full uniform list is available in the Parent Handbook and on the School Website. Please ensure that your child conforms to the following:

- hair must be kept neat and tidy and must be off the collar and no shorter than a number 3 (patterns cut into the hair and hair dye are not permitted);
- pupils may not wear earrings, nose studs or any other form of jewellery with the exception of a watch or a bracelet identifying medical conditions;
- shoes should be black and kept clean (training shoes are not permitted);
- socks should be grey or black;
- the top button of the shirt should always be done up when a tie is worn and shirts should be tucked into trousers at all times;
- during very hot weather the School may go to 'short sleeve order'. On these occasions, the blazer and tie may be removed and the top button only should be undone. Both tie and blazer should be worn when the pupil leaves school. In the event of a prolonged heat wave, we may decide on a permanent state of short sleeve order, in which case the blazer and tie may be left at home;
- the only badges permitted on the school blazer are those connected with achievements at school;
- At the end of the day pupils should leave school in full uniform, unless they have permission to do otherwise. Pupils leaving a sporting activity to go straight to another sports session may leave wearing the school tracksuit and boys playing in cricket matches may wear their blazer over their whites when they go home;
- if a pupil is wearing his School uniform outside School, we would ask that the dress code above is adhered to;
- school uniform should be worn by Year 7 and 8 pupils when they attend Consultation Evenings;
- pupils should have the required Games and PE kit for all lessons and fixtures, a list of which can be found in the Parents' Handbook;
- Pupils must have the correct equipment at school for lessons.

## **Personal Property**

Pupils must not bring valuable goods or money to school. The School will not accept liability for any items that go missing.

Pupils must not interfere with another pupil's locker or belongings.

Pupils in Years 5 to 8 may bring mobile phones to school with parental consent and must store them in the mobile phone lockers in the School Office during the school day.

## **Online Safety**

Lochinver House takes Online Safety very seriously.

The School has developed a set of guidelines for safe and positive use of computers and mobile devices. These rules will be made available to all pupils, and kept under constant review. Violations of the guidelines will result in disciplinary action such as a temporary ban on Internet use and others may be added in line with existing practice on inappropriate language or behaviour.

The School issues iPads for individual use by pupils in Years 6, 7 and 8, which remain the property of the School. Pupils and parents are asked to sign a Pupil-Parent iPad Use Agreement to say they have read and understood the Pupil-Parent iPad Use Agreement, have read and understood the School's Acceptable User Policy for Pupils and agree to follow the School's rules regarding the use of iPads.

Pupils must:

- be responsible for their individual account and take all reasonable precautions to prevent others from being able to use it;
- not share passwords or logon details with anyone other than IT support within the School;
- promptly disclose to a member of staff any inappropriate messages, or any online content which makes them feel uncomfortable;
- promptly report any knowledge they have about another pupil who is the victim of cyber-bullying;
- not open any emails or attachments received from an unknown sender. These should be reported to a member of staff immediately;
- not connect to a computer any device that has not been provided by the School (such as a USB memory stick) without first seeking permission from a member of staff;
- be responsible for communicating politely in online environments both inside and outside of the School;
- recognise that taking the ideas, text or pictures of others and claiming they are their own is intellectual theft (plagiarism);
- not take or distribute photographs or videos of staff or pupils without their knowledge and permission;
- assume that messages and content posted online cannot be deleted and must therefore use the 'stop and think' approach before doing so;
- seek advice from an appropriate member of staff if they are unsure whether a particular action is acceptable.

## **Food**

- in the interests of the health and safety of our pupils, the School endeavours to be a nut free zone. Pupils in Years 5 to 8 are permitted to bring a healthy snack to school for consumption at break time and these must not contain nuts. Younger boys may also be permitted to bring a nut-free snack to school for consumption before certain after school activities;
- the School provides lunch for all pupils, taking into consideration specified dietary requirements. Pupils are not permitted to bring packed lunches to school;
- pupils are not permitted to chew gum at school.

## **General**

- it is against the law to smoke anywhere on the School premises;
- dogs are not permitted on site.

**We thank you for engaging in this important home/school partnership as we work together to enable each child to reach their fullest potential.**