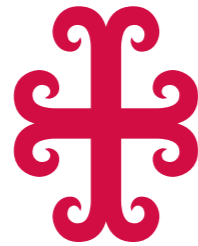


PARENTS' HANDBOOK  
2010/11

DOWNSIDE SCHOOL

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**THE DOWNSIDE MOTTO**  
*Apud bonos iura pietatis*  
For good people, loyalty is the lawgiver

#### STATEMENT OF PURPOSE

In partnership with families, led by the Gospel and guided by the Rule of St Benedict, the monks and staff of Downside aim to educate each of the young persons entrusted to their care so that they should achieve the highest academic and personal standards and develop all their gifts to become more fruitfully committed to Christ, his Church, and the service of others.

## INTRODUCTION

The Downside School Parents' Handbook has been produced to give parents the information that will help them to work with the School in providing the best possible education for their child. Additional guides and booklets are published and sent at relevant times. The appropriate booklets, publications and policies are also available on the School website and from the Head Master's Secretary.

#### THE SCHOOL

Downside School aims to ensure that boys and girls who join Downside School are able to be happy, successful and secure within its academic, cultural, pastoral and spiritual environment, whether they are boarders or day pupils. Through the sacraments, prayer, catechesis and example, in the classroom and out of it, both monks and lay staff at Downside seek to inspire pupils to love God and to serve others. Whilst Downside welcomes families and children from other faiths, we ask them always to recognise our distinctively Catholic and Benedictine character. Downside works with families to ensure that the boys and girls have high academic expectations, are successful in public examinations, and discover intellectual interests that will stay with them for life. The School has a thriving academic life to stretch the brightest pupils, and provides structured support for the less able. Almost all the boys and girls at Downside are seven-day-a-week boarders, although day pupils are also warmly welcomed. The School is committed to remaining a traditional boarding school, not a flexi-boarding school or a weekly boarding school. The opportunities open to boarders and day pupils alike at Downside – academic, sporting, in music, drama and co-curricular activities – are exceptional. Downside is proud of its outstanding pastoral support for all pupils and has long been known for its strong sense of community.

#### FOUNDATION

The Benedictine community of St Gregory the Great was founded at Douai, France, in 1606 by a group of English and Welsh monks who were in exile because of the penal laws in England against Catholics. The community received the protection of the Infanta **Isabella Clara Eugenia** of Spain and Portugal, the joint ruler of the Spanish Netherlands, and they were furnished with buildings by Philip de **Caverel**, Abbot of St Vedast's in Arras. By 1617 English Catholics were sending their boys across the Channel to be educated there. The School has been in existence since that time, with the monks engaged not only in teaching but also in scholarly work, writing and lecturing, and in priestly and pastoral work.

In the 17th century, the death penalty was inflicted on Catholic priests found in England. Many members of St Gregory's nonetheless came to England to exercise their priestly duties, and six of them have been recognised as martyrs by the Church. Two of these, St John **Roberts** and St Ambrose **Barlow**, were canonized as saints in 1970. Another martyr who has yet to be canonized is Blessed Philip **Powell**, who was put to death in 1646. In 1681, St Oliver **Plunkett**, the Irish Archbishop of Armagh, was executed in London. Before his execution he was helped by an English Benedictine, Dom Maurus Corker, who later took care of his body. His relics are now housed in the principal shrine in Downside Abbey. St Oliver was canonized in 1975.

By the beginning of the 18th century the School was held in such high esteem in England that Queen Anne ordered the Duke of Marlborough to spare it when he stormed Douai in 1710. In the 1790s, however, French revolutionaries plundered the Abbey and School, but the monks and boys were allowed to escape to England in February 1795. After nineteen years at Acton Burnell in Shropshire, in the house of Sir Edward **Smythe**, a former pupil, the Abbey and School moved to Downside and the present buildings were begun. The School has therefore been on its present site since 1814; the cedar tree near the main entrance was planted in that year. Downside became a fully co-educational school, admitting boys and girls in all years, in 2005.

## SCHOOL STRUCTURE

The Trustees appoint the members of the Board of Governors other than the Abbot.

The Governors are responsible for the general direction and ensuring the proper management and control of the School but are nevertheless accountable to the Trustees in all matters and comply with such reasonable policy directions as the Trustees may make from time to time. The Governors in fulfilment of the duties they have undertaken are considered to be Agents of the Trustees and the Trustees may give them the power to make contracts in the name of the Trustees.

The Senior Management Team supports and advises the Head Master on all aspects of school policy, practice and management.

### THE BOARD OF GOVERNORS

Abbot Aidan Bellenger (Chair)	Dom David Foster
Professor Michael Alexander	Ms Marie Getheridge
Mr Martin Appleby	Mr Patrick Nixon
Mr David Byrne	Lady Gillian Rees-Mogg
Mrs Alice Day	Mr Martin Kochanski

### HEAD MASTER

Dom Leo Maidlow Davis MA BD STL

### DEPUTY HEAD MASTER

A.R. Hobbs MA

### SENIOR MANAGEMENT

D.A. Grass BA	Director of Activities & Sport
Mrs C. Murphy BSc	Director of Staff Welfare
G.G. Pearce MA	Director of Admissions & Marketing
J.C. Roberts MA MPhil DPhil	Director of Studies
R.J. Rossiter BSc ACA	Bursar
Mrs J.Vines BSc	Director of Development

### HOUSE MASTERS/MISTRESSES

Dom Anselm Brumwell BA STL	Barlow House
Mrs B. Bouchard MA	Caverel House
Mrs C. Murphy BSc	Isabella House
R. M. Elson BA	Powell House
J.W. Moretti BSc	Roberts House
G.G. Pearce MA	Smythe House
R.A. Iago BA MSc	Plunkett House

### ASSISTANT HOUSE MASTERS/MISTRESSES

S.J. Potter, BA	Barlow House
Mrs R. Bevan	Caverel House
tbc	Isabella House
A. C. Steele BA	Powell House
R.R. Kerr MA	Roberts House
I.C. Jackson MA	Smythe House
Mrs K. Johnson-Jones BA	Plunkett House

### HOUSE MOTHERS

Mrs. A. Saunders	Barlow House
Mrs C. Payne	Caverel House
Mrs C. Le Brun	Isabella House
Mrs R. Burke DipSLD	Powell House
Mrs J. Bishop	Roberts House
Mrs L. Nash	Smythe House
Mrs S. Schmid	Plunkett House

### CHAPLAINS

Dom James Hood (Co-ordinator)
Dom Boniface Hill
Dom Richard Yeo

### ADMINISTRATION

M.R. Grinsell MA	Academic & Exams Administrator
R.L. Gilmour BSc	Careers Co-ordinator
H.F. Walters MA	UCAS Co-ordinator
A.N. Falzon MA	Weekend Co-ordinator
K. Basu PhD	Librarian

## TEACHING STAFF

*\*Denotes Head of Department*

Dom Anselm Brumwell, BA STL  
N.J. Barrett BEd  
K. Basu BSc MSc PhD MA  
P.J. Blatchford BEng  
Mrs B. Bouchard MA  
Mrs D. Bucknall BSc  
Mrs R. Burke DipSLD  
R.D. Butt BA  
G.A. Cabral BEd  
N. Cox BSc  
D.J. Denham MVTech  
A.M. Dejonwo BSc  
Mrs S.D. Diggins BA MA  
G.J. Downes BA MA PhD  
R.M. Elson BA  
A.N. Falzon MA  
M. Field BEd  
D. Friend BA MA  
R.L. Gilmour BSc  
D.A. Grass BA  
M.R. Grinsell MA  
A.P. Gushurst-Moore MA  
D. Hicks BEd  
Miss G. Hoadley  
A.R. Hobbs MA  
R.A. Iago BA MSc  
Mrs B. Iglesias Grana BA  
I.C. Jackson MA  
R.R. Kerr MA  
J.M. Lage-Rey  
Mrs A.L. Leakey BA  
C. Mathison MChem PhD  
Miss K. Marsh  
J.G. Martin BA  
R. McLean MA  
A. Molloy BA  
J.W. Moretti BSc  
Mrs C. Murphy BSc  
Miss S. Myatt BA  
T.J. Nobbs BSc PhD  
Mrs M-H Oliver BA  
A.J. Pattison BSc  
G.G. Pearce MA  
S.J. Potter BA  
R.C. Rawlins MA

Religious Studies  
Design & Technology\*  
Librarian  
ICT  
Art\*  
Learning Support\*  
Learning Support  
History\*  
PE\*/Biology  
Physics\*  
Design & Technology  
Biology  
English  
English\*  
Religious Studies  
Languages  
Mathematics  
History  
Geography\*  
Mathematics  
Chemistry  
English  
Physics  
Games  
Classics  
Religious Studies  
Languages  
Classics\*  
Music  
Spanish  
Art  
Chemistry  
Games  
Economics\*/Business Studies\*  
Classics  
Languages  
Mathematics  
Biology/Psychology  
English  
Chemistry\*  
Languages/EAL  
Biology\*  
History  
Design  
Languages\*

J.C. Roberts MA MPhil DPhil  
Mrs E.J. Spurling BA  
A.C. Steele BA  
C.P.Tambling MA FRCO  
B.L.Thomas BSc BA  
Mrs M.E.Tilley BA  
H.F.Walters MA  
N.J.Weatherhogg BSc DD FRSS  
Miss N.J.Wofford MA  
A.C. Woodin

History  
Languages  
Mathematics  
Music\*  
Geography  
Art  
Religious Studies\*  
Mathematics\*/Psychology\*  
English  
Games

## ADMINISTRATIVE STAFF

R.J. Rossiter  
Mrs J.Vines  
Mrs L. Chapman  
A.P.Lucas  
S. Forsey  
F. Pugsley  
Mrs K. Baxendale  
P. Burcham  
Mrs A. Hurle  
Sr. K. Strong  
Mrs A. Hatvany  
Mrs B. Moules  
Mrs L. Payne  
Mrs S. Corke  
Mrs L. Clarkson  
Mrs S. Kerr

Bursar  
Director of Development  
Assistant Bursar  
Head of Accounts  
Clerk of Works  
Deputy Clerk of Works  
Catering Manager  
School Shop Manager  
Domestic Services Manager  
Head of Nursing Care  
Registrar  
Travel Secretary  
Head Master's Secretary  
Deputy Head's Secretary  
Marketing Assistant  
Development Assistant

## ACADEMIC

Outstanding examination results are the priority and nothing in the school day is more important than what happens day-in and day-out in the classroom. Everyone is encouraged to aspire beyond their academic expectations and at Downside our aim is that every pupil should achieve more than was originally anticipated. However, the quality of our thoughts is in the end the quality of our lives and a love of learning for its own sake is fostered in every pupil.

In order for this to happen, the highest levels of motivation are expected. Systems are in place to ensure that both pupils and staff perform to their utmost. If pupils are considered to be under-performing at any stage, they have to discuss their academic work with their Tutor and their House Master/House Mistress. A range of measures (including academic detention) is used to encourage pupils to succeed.

Year group Academic Societies, subject societies, field trips and overseas tours all encourage the pupils to develop interests far beyond the restrictions of the examination curriculum. Weekly academic clinics are held to assist pupils who might experience difficulties in individual subjects.

### ASSESSMENTS

Assessments systems for pupils and staff alike are in place to ensure the highest standards are maintained. In terms of the pupils, this involves the following:

- regular internal monitoring by House and teaching staff
- weekly meetings with the Tutor and/or House Master/Mistress
- monthly academic summary reports to parents (effort and achievement grades plus comments by the Tutor and House Master/Mistress);
- detailed end-of-term reports to parents (including full subject reports);
- monthly academic staff meetings to discuss pupils' progress;
- a system of merit and distinction awards for high quality work.

Parents are strongly encouraged to respond to all reports by contacting their child's Tutor, or House Master/House Mistress, if there is anything they wish to discuss. If it is a query about specifications then it should be addressed to the Head of Department concerned. Any comment or question of a more general nature should be addressed to the Head Master or House Master/House Mistress.

Members of staff are encouraged to maintain and develop their professional expertise by means of a carefully-designed system of professional review, coordinated by the Director of Studies and the Head Master. Regular lesson observation forms part of this process, as does the monitoring of academic results and Inset (In-Service Training).

### ACADEMIC SUPPORT

**The Tutorial System** provides individual support for the pupils throughout their Downside career. Each pupil, whatever their age, has a Tutor to supervise and guide his or her academic progress. Tutors are attached to particular houses where they work in conjunction with House Masters/Mistresses and they are in regular contact with parents.

Pupils see their Tutors at least twice a week, once during lesson time for Personal, Social, Health Education (PSHE) and Citizenship, and in the evening during Prep (homework) time. As well as making sure that his or her tutees are not falling behind or producing unsatisfactory work, a Tutor may give advice on how to work, how to organise time or how to choose subjects and options. He or she will also encourage and support those who are struggling. Tutors will also see their tutees informally throughout the week and weekends and will often invite them for meals or organise outings.

**Learning Support** is offered to all pupils at Downside. All Third Form pupils follow a course designed to develop independent study skills and the Tutorial system builds on this foundation for the senior years. Pupils with specific learning difficulties are monitored and receive specialist teaching by the Head of Learning Support and a small team of dedicated teachers. Individual support is arranged at times convenient for the pupils. Extra English and Mathematics lessons are also offered and each Academic Department runs weekly support clinics for all ages. The School will arrange diagnostic tests for pupils with specific learning difficulties. English as an Additional Language is also available. There is a charge for all special tuition.

Very able pupils are offered additional teaching to inspire and nourish their enthusiasms and are especially encouraged to attend weekly Academic Society Meetings.

**Higher Education** advice and planning enables the pupils to choose the right courses at every stage of their life at Downside and beyond. Downside has a well-resourced Careers and Higher Education Library run by a full-time member of the teaching staff. Pupils follow a structured careers course from the Third Form (Year 9) upwards, receiving external guidance from ISCO (Independent Schools Careers Organisation), COA (Cambridge Occupational Analysts), and Somerset's 'Connexions' careers advisory service. In the Sixth Forms (Years 12 and 13), all pupils receive thorough and focused advice on UCAS applications from Tutors, House Masters/Mistresses and by the UCAS Co-ordinator. Pupils are encouraged to attend university open days and taster courses and are given interview practice. Help is always available after A Levels and in subsequent years.

**Careers** advice and assistance is available on a wide range of possibilities and is co-ordinated by the Head of Careers. Pupils are encouraged to undertake work experience and the Careers Department works with parents and Old Gregorians (alumni) to find suitable placements. Close contacts are maintained with industry, commerce and the Services. The Forces Liaison Officer visits regularly and each year careers talks are held by experts in their fields.

## ACADEMIC CURRICULUM

There are seven academic year groups at Downside:

First Form or Year 7 (Age 11-12)	Fifth Form or Year 11 (Age 15-16)
Second Form or Year 8 (Age 12-13)	Lower Sixth Form or Year 12 (Age 16-17)
Third Form or Year 9 (Age 13-14)	Upper Sixth Form or Year 13 (Age 17-18)
Fourth Form or Year 10 (Age 14-15)	

**The First and Second Form** (Years 7 and 8) pupils are taught by specialist subject teachers in the Senior School and use all the Senior School academic facilities. Downside prepares the boys and girls for the Common Entrance and Scholarship Examinations taken at the end of the Second Form at age 13. Lessons last for thirty-five minutes and the curriculum includes:

Art	French	Mathematics
Biology	Geography	Music
Chemistry	History	Physics
Design	ICT	Physical Education
English	Latin	Religious Studies

Pupils are set half an hour's Prep (homework) in two subjects every weekday evening. Prep is done in individual classrooms between 4.45 pm and 6.00 pm, Monday to Friday, and is supervised by a member of staff. Day pupils may join boarders for Prep, if their parents wish.

**The Third Form** (Year 9) is a year of foundation building for the boys and girls who have come from a wide range of schools. Taught by subject-specialist teachers, pupils follow a broad academic curriculum to allow the pupils as wide a choice of GCSE options as possible. The curriculum includes:

Art	German	Personal Social Health Educ. (PSHE)
Biology	Greek	Physical Education
Chemistry	History	Physics
Design	ICT	Religious Studies
English	Latin	Spanish
French	Mathematics	Geography
Music		

Pupils are set half an hour's Prep (homework) in three subjects every weekday evening. Prep is between 7.30 pm and 9.00 pm Monday to Friday, and is supervised by House staff. An hour's Prep must be completed over the weekend. Day pupils may stay for Prep if they wish.

**The Fourth and Fifth Form** (Years 10 and 11) pupils follow courses leading to the award of normally eleven GCSEs or IGCSEs. Subjects available at GCSE or IGCSE include:

Art	Geography	Music
Biology	German	Physics
Chemistry	Greek	Religious Studies
Design	History	Spanish
English	Latin	French
Mathematics		

The compulsory curriculum is made up of Religious Studies, English, Mathematics, and either IGCSE Triple or Dual Award Co-ordinated Science taught by individual subject specialists. The top English sets sit GCSE English Literature and GCSE English Language. Pupils choose another four subjects in different option blocks that vary from year to year.

All pupils are expected to study either Geography or History (or both) and at least one modern language. Pupils who have difficulties with English or Mathematics may be advised to choose only three optional subjects, to leave room in the timetable for extra assistance.

Pupils are set forty-five minutes' Prep (homework) in two subjects every weekday evening. Prep is done under supervision in Houses between 7.30 p.m. and 9.00 p.m. Monday to Friday. An hour's Prep must also be completed over the weekend.

**The Lower and Upper Sixth Forms** (Years 12/13) pupils normally prepare for four AS levels in the Lower Sixth Form (Year 12) and may carry all four subjects through to A Level (Year 13), if they wish. More able pupils may sit up to five or even six A Levels.

Option blocks vary from year to year to accommodate the combinations and initial preferences of pupils in each Year Group. Downside concentrates only on the properly academic subjects that are recognised by the leading universities. Other interests are encouraged through the co-curricular programme. Subjects offered at A Level include:

Art	French	Mathematics
Biology	Further Mathematics	Music
Business Studies	Geography	Physical Education
Chemistry	German	Physics
Design	Greek	Psychology
Economics	History	Religious Studies
English	Latin	Spanish

Pupils continue their Catholic education with a non-examined Religious Studies course throughout their Sixth Form. In addition, all pupils attend one period of General Studies. Those hoping for entry to Oxbridge are given special classes, as well as being invited to join the Knowles, a discussion group specifically for the most academically able.

Each pupil is expected to complete at least five hours' Preparation in each subject every week during term time.

## EXAMINATIONS

Internal examinations are an important part of the assessment procedure and progression from one academic year to the next is partially dependent on satisfactory results.

**First Form** pupils sit formal examinations in every subject during the Summer Term. Academically-able pupils in the First Form will be encouraged to sit 11+ scholarship examinations in the Lent Term.

**Second Form** pupils are currently prepared for the 13+ Common Entrance examinations held in May. Whilst it is expected that all pupils who have been admitted to Plunkett will pass directly into the Senior School, it is expected that their academic attainment will surpass the Common Entrance examination threshold (a minimum of 50% across all subjects); the results are used for setting purposes in the Third Form.

Academically-able pupils in the Second Form will be encouraged and prepared to sit 13+ Common Scholarship examinations held at Downside in the Summer Term.

**Third Form and Fourth Form** pupils sit examinations in every subject at the end of the Michaelmas Term and at the end of the Summer Term.

**Fifth Form** pupils sit mock examinations at the end of the Michaelmas Term which give an opportunity for the candidates to appreciate the conditions under which they will be sitting the real papers. They also help to determine finally which examinations, and at what level, the students should be entered for. A failure to perform at a reasonable level at this stage may mean that the School is not prepared to enter a pupil for a subject, or that he/she is entered at a lower level, which has a ceiling of maximum grade that can be achieved. Parents are kept informed of any decision not to enter a pupil for any subject. Progression to the Sixth Form is also partially dependent on satisfactory results.

The results of the mock examinations are sent to parents at the end of the Michaelmas Term and the pupils sit the GCSE or IGCSE examinations in the Summer Term.

**Sixth Form** pupils sit either AS Level or A2 Level examinations and at the end of the Summer Term. Pupils will regularly answer past papers, under examination conditions, during lesson or Preparation time. They sit A Level examinations in the Summer Term.

A full breakdown of the latest GCSE and A Level examination results is available on the School website or on request from the Director of Studies.

## TIMETABLES

Timetables are different for each academic year group and there are also summer and winter timetables. Individual timetables are issued to each pupil and are also available from the Director of Studies.

## CO-CURRICULAR

Co-curricular activities provide vital experiences and opportunities and Downside offers an exceptionally wide choice to its pupils. All boys and girls are expected to participate; there are extended time slots for activities, clubs and societies, drama, music and sport on every weekday afternoon and a huge range of activities also take place outside the formal co-curricular times.

## ACTIVITIES

The Activity clubs and societies aim to develop and meet the interests of every pupil at Downside; there are more than seventy different clubs and societies. The range of activities available is constantly changing (and may be age-specific) but the following are expected to be on offer in the School during the academic year 2010/11:

Art	Art History	Aviation	Badminton
Ballet	Band	Basketball	Beekeeping
Bridge	CCF	Chanter	Chess
Choir	Climbing	Community Service	Computer Aided Design
Cookery	Cricket	Debating	Design
Dining	Drama	Duke of Edinburgh	Environment
Fencing	Film	First Aid	Fly fishing
Gardening	Golf	Hebrew	History of Art
Horse riding	Indoor football	Jazz	Jewellery Design
Journalism	Justice and Peace	Kayaking	LAMDA Speech and Drama
Lepidoptery	Life Drawing	Lifeguard	Local History
Mandarin	Martial Arts	Model United Nations	Music Catalogue
Orchestra	Philosophy	Photography	Pipe band
Poetry	Politics	Polo	Rugby Sevens
School Council	Scrabble	Scuba-diving	Shooting
Songwriting	Sports Leadership	Squash	Swimming
Table Tennis	Tarantula	Tennis	Theatre
Trampolining	Tutoria	Weight training	Woodwork
Vintners	Yoga	Young Investigators	

Each year group in the Senior School has its own Academic Society, and the Abingdon and Court of Earls Debating Societies, the Bede History Society, the Knowles, a society for Oxbridge pupils, and the Conspirators, a society of Catholic thought, all flourish at Downside.

CCF, Community Service or Enterprise is compulsory for all Senior School pupils on Tuesday afternoons. The Third Form are organised according to a carousel and follow activities that include the CCF, Drama and Study Skills. The Fourth and Fifth Form are also organised according to a carousel and either opt to join the CCF full-time or participate in rotating series of activities that include Cookery, First Aid, Journalism, Lifeguarding, and Justice and Peace. Sixth Form pupils are required to offer support for the Community Service programme.

## CHARITY AND COMMUNITY SERVICE

Service to others is a fundamental part of life at Downside and all pupils are expected to be involved in charitable and voluntary work. The School runs an extensive Community Service programme which all Sixth Form pupils in particular are required to follow at least once a week. Pupils offer support for State-maintained primary schools, and for the elderly, the disabled and the homeless in the locality, or participate in other charitable, community or environmental projects.

Regular fundraising activities for specific charities are held throughout the year and many Sixth Formers join the annual OMV pilgrimage to Lourdes. Old Gregorians (alumni) are expected to support the Bruised Reeds, the society that helps former Downside pupils in difficulties. The School also supports the Downside Fisher Youth Club in East London.

## THE COMBINED CADET FORCE

The Downside School CCF celebrated its centenary in summer 2009 and the School is proud of its strong military ties. All Third Form pupils are expected to join the CCF for at least part of their first year and to participate in adventure training, leadership and team-building activities. Many senior pupils remain in the CCF, and are regularly awarded Army Scholarships; others leave but continue to develop similar skills through the Duke of Edinburgh's Award schemes and Ten Tors expeditions.

The Downside CCF Band and Pipe-band plays at School occasions as well as representing Downside in local Remembrance Day parades, and at other events.

## DRAMA

Drama is well-supported at Downside. All pupils are expected to involve themselves in drama, whether on or behind the stage. The School aims to hold a junior school play, a middle school play, a whole school play and/or musical, and six House Plays during each academic year. Individual Houses provide a 'House at Home' which consists of an afternoon of drama and music organised by the pupils themselves. Drama also give pupils the opportunity to work backstage with sound, lighting and stage management. Touring companies with productions that support the curriculum regularly perform in the School Theatre. Drama lessons are included in the lower school curriculum and specialist teaching is available for those taking the LAMDA examinations.

Recent school drama productions have included *A Midsummer's Night Dream*, *Brave New World*, *Dr Faustus*, and *Unman, Wittering and Zigo*. School musical productions in recent years have included *Oliver!*, *Grease*, *Guys and Dolls*, *High Society*, *Anything Goes*, *Crazy for You*, *The Boyfriend* and *The Sound of Music*.

## MUSIC

The School is renowned for the quality of its music and aims to stimulate a life-long enjoyment of music by encouraging as many pupils as possible to participate in both choral and instrumental musical performances.

All new pupils are encouraged to learn an instrument and time for lessons is provided within the School timetable. There is a supplemental charge for music lessons (see Fees on page 20). Tuition is typically available in the following instruments:

Bagpipes	Electric Guitar	Piano	Bassoon
Flute	Saxophone	Cello	Harp
Singing	Clarinet	Horn	Trombone
Classical Guitar	Oboe	Trumpet	Double Bass
Orchestral Percussion	Viola	Drums	Organ
Violin			

## MUSIC ENSEMBLES

The Schola Cantorum, founded over a century ago, is the oldest Roman Catholic school choir in the United Kingdom. Richard Terry, its founder, later went on to found the choir at Westminster Cathedral and was knighted for his services to music. The Schola Cantorum is made up of boys and girls, including trebles from Plunkett and the Third Form, choral exhibitioners, Music Scholars and volunteers. The Schola Cantorum gives concerts of sacred music throughout the year. Recently it has performed Schubert's Mass in G, Vivaldi's Gloria, Haydn's Nelson Mass, Handel's Messiah, Mozart's Requiem, Bach's St John Passion, Haydn's Creation and Verdi's Requiem.

The Chamber Choirs are smaller than the Schola Cantorum, typically numbering sixteen singers, boys or girls. There are four chamber choirs at Downside: a boys' choir, a girls' choir, a mixed choir, and a junior choir. They specialise in *a cappella* performances, sacred and secular, and rehearse weekly. Membership is by invitation only. The Chamber Choirs sing Mass on some Sundays and are much in demand for concerts. The mixed chamber choir tours regularly; most recently, the choir performed a series of concerts and Masses in France and Bavaria.

Orchestral Music is performed regularly. The Orchestra meets once a week to prepare for concerts during the School year, such as the St Cecilia's Day Concert, the Charity Showcase Concert and the annual Concerto Competition.

Chamber music also flourishes at Downside. A string orchestra, and brass, woodwind and string groups meet once a week, and often perform at chamber recitals given by the pupils on weekday evenings.

Jazz and Rock are also enormously popular and several groups perform throughout the year. Each year, Downside hosts a spectacular charity variety concert in conjunction with local schools.

The CCF and Pipe Bands are much in demand. The CCF Band numbers between 30 and 40 players. The band plays for the annual CCF inspection, and accompanies the Remembrance Day service. It also represents the School at the annual Remembrance Day parades in Bath and Warminster, and at other events. The Pipe Band, comprising several bagpipers of all ages, regularly performs at School concerts and parades, as well as at private functions. When not marching the CCF Band members perform as a Concert Band.

## MUSIC FACILITIES

The School has extensive facilities for music teaching and performance and the Music School is available for teaching and practice throughout the day and during the evening. The Music Department has Bluthner and Bosendorfer grand pianos, Sibelius music technology equipment, audio equipment, and numerous individual practice/teaching rooms. The School Theatre also has a large band room, percussion room and further practice rooms. The Gasquet Hall, School Theatre studio and Abbey Church are all used for concerts and recitals.

Organists have the use of the four-manual Compton organ in the Abbey Church and a two-manual tracker-action instrument by Sweetland in the Old Chapel as well as two electronic instruments. The School also owns a spinet and a magnificent two-manual harpsichord.

## SPORT

Organised games form an integral part of the curriculum at Downside. All boys and girls of all ages are expected to participate in sport at least three times a week and the School aims that as many pupils as possible should represent the School in mid-week or weekend inter-school fixtures. Fixtures are carefully balanced so that all pupils, whatever the skill levels, are able to play competitively. Each sport runs its own practice sessions on Mondays, Wednesdays and Thursdays. Some practice sessions are given over to inter-House matches, which mean that many pupils have an opportunity to represent their House in various sports at an appropriate age level.

PE is an integral part of the curriculum for the junior year groups.

For boys rugby is the major sport in the Michaelmas Term, hockey and football in the Lent Term, cricket and tennis in the Summer Term.

For girls hockey is the major sport in the Michaelmas Term, netball in the Lent Term, tennis and rounders in the Summer Term.

Amongst other sports available are: athletics, badminton, basketball, cross-country, eventing, fencing, golf, kayaking, polo, squash, swimming and trampolining.

## SPORTS FACILITIES

The School has extensive sports grounds and facilities. The School has some 100 acres of playing fields, providing cricket, rugby, football and rounders pitches, and a running track, as well as all-weather hockey pitches and twelve recently-refurbished tennis and netball courts.

There is a fully modernised heated indoor swimming pool and a sports hall complex which includes fitness rooms, and facilities for indoor cricket nets, tennis, netball, basketball, badminton and volleyball, and also a gymnasium and glass-backed squash courts.

Mendip, Orchardleigh and Farrington golf clubs are nearby and there are local facilities for fishing, polo, riding and sailing.

## COMPLAINTS

Downside School takes great pride in the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a concern or complaint, they can expect it to be treated by the School in accordance with this Procedure.

### COMPLAINT CONFIDENTIALITY

A complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited, as far as is possible, to the Head Master and those directly involved. The Chair of Governors may also need to be informed. It is the School's policy that complaints made by parents should not rebound adversely on their children. The School cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer matters to the police. Whenever possible parents will be kept informed if this is the case. While information relating to specific complaints will be kept confidentially on file, anonymous complaints may not be pursued. Action which needs to be taken under staff disciplinary procedures as a result of complaints will be handled confidentially within the school.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The School keeps a written record of all complaints and of whether they are resolved at the preliminary stage or proceed to a Panel Hearing. A record of complaints is kept for at least 3 years. All correspondence, statements and records will be kept confidential except where the Secretary of State or a body conducting an inspection under Section 162A of the 2002 Act, as amended, requests access to them, or where any other legal obligation prevails. Should any aspect of the complaints' procedure remain unresolved, it is possible for parents to bring such matters to the attention of Ofsted and/or the Independent Schools' Inspectorate. These organisations may be contacted at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and [www.isi.net](http://www.isi.net)

### COMPLAINT PROCEDURE

#### Stage 1 – Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have a complaint, it may be best to start with the person most closely concerned with the issue, who can therefore remedy the complaint quickly. However, parents may prefer to take the matter to a more senior member of staff, for example, the Director of Studies, the Director of Pastoral Care, the Deputy Head Master or the Head Master.

Complaints made directly to the Head Master will usually be referred to the relevant teacher, or the member of staff most closely concerned with the issue, unless the Head Master deems it appropriate for him to deal with the matter personally.

The teacher or appropriate member of staff will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 7 working days or in the event that the member of staff and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

Every effort will be made to resolve the matter of the complaint at the informal stage rather than allowing it to pass on to more formal procedures.

Any complaint against the Headmaster should be made directly to the Chair of Governors at the address set out below. He will be responsible for investigating the complaint appropriately, responding to the complainant in line with the procedures above and keeping his own record of any such complaints.

### **Stage 2 – Formal Resolution**

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head Master. The Head Master will decide, after considering the complaint, the appropriate course of action to take.

The Head Master will contact or arrange to meet the parents concerned, normally within 7 working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

It may be necessary for the Head Master to carry out further investigation or to refer the matter to the Chair of Governors.

The Head Master will keep written records of all meetings and interviews held in relation to the complaint for at least three years.

The Head Master will provide Ofsted and ISI (Independent Schools' Inspectorate), if requested, with a written record of all complaints made during a specified period, and action which was taken as a result of each complaint.

Once the Head Master is satisfied that, so far as is practicable, all the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head Master will also give reasons for his decision.

If parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

### **Stage 3 – Panel Hearing**

If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution) they will be referred to the Chair of Governors.

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three people who were not directly involved in the matters detailed in the complaint. Where there is a panel hearing of a complaint, one person will be independent of the management and the running of the school. Each of the Panel members shall be appointed by the Chair of Governors, who on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 working days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 7 working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it will complete within 14 working days of the Hearing. The Panel will write to the parents (where possible, a copy will also be sent by e-mail) informing them of its decision and the reasons for it, within 28 days of having received the complaint. The decision of the Panel will be final. The Panel's findings and any recommendations will be sent in writing to the parents, the Head Master, the Governors and, where relevant, the person about whom the complaint was made.

### **PUPIL'S COMPLAINTS**

The school's pastoral and counselling system is there to support pupils through their time at Downside and to deal with most matters of concern.

In some circumstances pupils may wish to make a formal complaint in writing, especially if an informal complaint has not been satisfactorily resolved. The following procedures must be used (with or without informing the person who is subject to the complaint).

Pupils should write to their House Master/Mistress, the Director of Pastoral Care or the Deputy Head Master. In practice pupils may have discussed the matter with this person already.

The complaint will then be registered in a spreadsheet kept by the Deputy Head Master.

The Deputy Head Master will speak to the complainant, telling him/her that he has received the complaint and that it is being attended to within four working days of it having been made.

The pupil will then be asked to discuss the matter with either the Head Master or the Deputy Head Master. The pupil may invite another pupil or a member of staff of his/her choice to come to this meeting.

A further guide for pupils, with contact numbers, is published in both the Term Diary and the Blue Book.

## FEES

Downside School boarding and day fees for the academic year 2010/11 are as follows:

Senior School Boarding	£8,409
Senior School Day	£4,556
Plunkett House Boarding	£6,679
Plunkett House Day	£4,095

All the costs incurred in the usual course of the education by the School of a pupil shall be met by the fees unless otherwise notified by the School. Co-curricular activities such as private music lessons, trips, House accounts, and public examinations shall be deemed to be supplemental to items met by the fees and charged for accordingly.

School Shop purchases are normally put on the pupil's account. If a parent wishes to set a credit limit, this can be done by a letter to the House Master/Mistress, and the limit will remain in force until cancelled in writing. Purchases of over £5 from the Shop need written permission from the House Master/Mistress.

## EXTRA TUITION

Fees for the academic year 2010/11 are as follows:

### Music

9 x 35 minute individual lessons	£210 per term
Group lessons	£105 per term
Instrument charges	£31 per term

ESL/EAL	£210 per term
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### Literacy

35 minute individual lessons	£20.40
30 minute individual lessons	£17.50

### Overnight charges for day pupils

Senior School (per night)	£44.00
Plunkett House (per night)	£34.50

## PAYMENT

Fees must be paid in full on or before the first day of term for each term for which they are due and to pay for all supplemental charges (extra goods and services consumed or used by the pupil) no later than the beginning of the term following that in which these extras were consumed or used.

If and in so far as the School fees and supplemental charges are not paid on the due date, the School has the right to refuse admission of the pupil to the School or to withhold any references or external examination certificates while fees remain unpaid or there is a persistent default in relation to supplemental charges, and that the School also has the right to charge interest on the amount of fees and supplemental charges owed from the due date until the date of actual payment at the rate of 4% above the Barclays Bank base rate in force on the first day of the term for which they are due, and that the School may also inform any other future educational establishment of any outstanding fees.

If a scholarship or supplementary bursary has been awarded, liability will be for the amount of fees due after taking account of that award and that an award may be withdrawn if, in the opinion of the Head Master, a pupil's attendance, progress or behaviour no longer merits the continuation of the award but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced.

Fees will be reviewed from time to time (usually annually) and may be increased by such amount as the School considers reasonable but that notice of an increase in the fees will be sent with one term's notice before the increase is to take effect.

Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise, and that in the event that a pupil takes weekend leave, study leave at home before or during public examinations, or stays at home following those examinations, no reduction of fees will be made in respect of such periods spent at home.

## WITHDRAWAL

If a pupil is to be withdrawn School (other than at the normal leaving date) or, with the School's consent, to change his/her place at the School from a boarding to a day place, then a term's notice will be given to that effect or that the School will be paid a term's fees or, as the case may be, the difference between the boarding or termly boarding and the day or weekly boarding fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

If a pupil is to be withdrawn from an activity charged for as supplemental, such as music lessons, a term's notice will be given to that effect or the School will be paid a term's charges for the activity in which the pupil has ceased to participate.

## INSURANCE

### PUPILS' PERSONAL ACCIDENT INSURANCE SCHEME

All pupils at Downside are automatically enrolled in this scheme and the cost is included in the basic fees. This recommended scheme is used by the majority of Independent Schools. It provides compensation in the event of most forms of permanent disability resulting from an accident at any time, even during the School holidays. It is not specifically related to medical treatment although its benefits may be used for this purpose. Parents receive a full explanatory leaflet with their child's joining papers.

### PUPILS' PERSONAL POSSESSIONS INSURANCE SCHEME

Pupil's possessions can get lost or broken and so it is highly recommended that all pupils enrol in a personal possessions insurance scheme. Parents may of course already have their children's possessions covered under a domestic insurance policy or be willing to cover any loss personally. However, specialist school personal possession policies are available and an explanatory leaflet is available from the Registrar.

### SCHOOL FEES PROTECTION SCHEME

The absence of pupils does not lessen the cost of running the School, but a partial refund of fees is possible through this scheme if a pupil is away from School, because the School has an insurance policy which can cover the costs of making such refunds. The cost is approximately £16 per term for boarders and £11 for day pupils. An explanatory leaflet is available from the Registrar.

### DENTAL AND OPTICAL TREATMENT SCHEMES

The School includes all pupils in the 'Denplan' Insurance scheme at approximately £3.50 per pupil, per term, to cover all emergency dental treatment at school, including broken braces. A pupil will be included in this scheme automatically, unless the School is notified in writing to the contrary. Routine eye tests should be arranged during the School holidays, but an emergency visit can be arranged to one of several good local opticians.

## MEDICAL

### MEDICAL CARE

The Health Centre is open 24 hours a day, with well qualified staff able to deal with all aspects of primary care. One of the School Doctors visits three times a week, with appointments possible at any time when necessary. The School Doctors are female, but appointments with a male doctor can be made upon request.

Each pupil is given a medical examination by one of the School Doctors on arrival at Downside. It is vital that at this stage any important information concerning a pupil's past or present health and constitution is fully disclosed (see below), in order that he/she may be given the best possible care while in the School.

Pupils at Downside will be registered as a patient under the National Health Service with the School Doctors. Pupils remain registered as their patient until he/she leaves. If a pupil requires treatment by another NHS doctor during the holidays, he/she will be treated as a temporary resident. While a pupil remains at Downside, it is not necessary to re-register him/her when changing address or moving abroad as because he/she remains a UK resident for NHS purposes. Day pupils may remain registered with their own family GP.

### TREATMENT

If a pupil requires unexpected treatment, parents will be contacted to obtain any necessary consent. If parents are not available, then the School will contact the pupil's guardian; if over 16, the pupil can make the decision alone. Should all these lines of communication fail and the treatment become imperative, the Head Master; his Deputy, the Director of Pastoral Care or the House Master/Mistress will act in *loco parentis* and can give valid consent to the necessary treatment, including the administration of an anaesthetic or an operation. Parents' agreement with this is implicit in accepting a place for their child at Downside.

Pupils may if they wish receive an inoculation against influenza to prevent epidemics in the Michaelmas Term. There is a small charge for this for which parental consent is asked. Inoculations against particular epidemics (eg the H1N1 swine 'flu virus) would normally be organised by the regional health authorities in liaison with the School. Any inoculations necessary for foreign travel should be notified to the Head of Nursing Care as soon as possible.

### MEDICAL HISTORY

Pupils who have treatment and are prescribed medication during the holidays must notify the medical staff immediately upon their return to the School. Failure to do this can result in problems should a medical condition recur or further treatment be found necessary for the same or another condition.

The Medical History form is completed by all new pupils with dates of illnesses and inoculations, and returned to the Health Centre not later than the first day of joining Downside. Lack of information may lead to delay in registering a child with the School Doctors, or to immunisations not being updated. If the Health Centre is imperfectly informed about past medical history, this can affect the way a child is treated in the event of his being ill or injured, and there could even be delay in giving appropriate treatment. If pupils live overseas application for an NHS card will be made on their behalf.

Information contained on this form regarding conditions such as diabetes, asthma or epilepsy has to be passed to House Masters/Mistresses and to other members of staff responsible for pupils in various activities. Competent medical help is always available in cases of emergency, but it is essential that members of the staff are well aware of such medical conditions.

## PASTORAL

The foundation of the pastoral care framework at Downside is the House system and the prime responsibility for a pupil's welfare and progress at the school lies with his/her House Master/Mistress. There are seven boarding-houses. Each day pupil is a wholly integrated and full member of one of the Houses, which is their base while they are in school, with facilities for them to work when they have study time. They may stay for evening preparation. Day pupils may also be able to stay overnight in their House, if space allows, for which there is an overnight charge (see page 20).

### HOUSE STRUCTURE

**The House Master/Mistress** is in overall charge of each House, helped in particular by an Assistant, a team of Tutors, a House Mother and the Chaplaincy Team. The House Master/Mistress at Downside has a vital role to play in the development of pupils, and under the Head Master acts in *loco parentis* while pupils are under the School's responsibility. The House Master/Mistress is resident in the respective boarding-house and is formally 'on duty' six days and five evenings a week, and every weekend.

**The Assistant House Master/Mistress** deputises in the House on one day and two evenings a week, and is normally also a Tutor. Tutors support the House Master/Mistress in general pastoral duties on a regular basis, but also take specific responsibility for a group of pupils within the House. This takes the form of academic advice but also pastoral support and encouragement (see page 9). The house pastoral team will also support and be involved in a wide range of house activities. House Mothers are accessible to all boarders during the day. They take responsibility for a wide range of the needs of boarders but they also offer invaluable pastoral support and a ready ear to listen to pupils' problems. The Health Centre staff are also available 24-hours a day and the Chaplaincy Team, under the School Chaplain, assists the House Masters/Mistresses in providing for the spiritual needs of the pupils. Particular attention is given to the need for pupils to have access to different members of staff for advice and help.

**House Prefects**, usually in the Upper Sixth Form, are given duties and responsibilities which help with the smooth running of the Senior House. The Prefects should act as role models for younger pupils and they assist the Housemaster in solving pastoral issues and problems. The Head of House is automatically a School Prefect, as is the Deputy Head of House who has a particular responsibility in overseeing the duties of the Third Form Monitors. These monitors, usually in the Lower Sixth Form, also assist the House Master/Mistress and have specific responsibilities in helping the Third Form pupils. Third Form Monitors helping in Powell House come under the direction of the House Master of Powell. The Headmaster also appoints two pupils to be Head Boy and Head Girl. All prefects and monitors receive induction at the start of their term of office and are subject to continual supervision and monitoring of their role.

All pupils have the opportunity to contribute their views on aspects of the pastoral system through a school council, house councils, Tutorial meetings, and confidential appraisals and surveys. There is also a clearly stated complaints procedure for pupils and others wishing to make formal complaints about any aspects of school life (see page 19). The whole pastoral system is formally monitored and supervised by the Director of Pastoral Care and the Deputy Head Master (who is also the designated Child Protection Co-ordinator).

### THE HOUSES

Each Senior House has its own spirit, character and traditions. They are not greatly different, and are subject to overall School rules and discipline. Pupils have friends across the Houses but compete in inter-House games, drama, music and other activities.

### PLUNKETT HOUSE

This is the junior house, divided into Ramsey and Ulathorne, for girls and boys aged between eleven and thirteen. They live separately but within the grounds of the school and have their own pastoral and social life. They use all the main school's facilities where appropriate and are subject to similar rules.

### POWELL HOUSE

On joining the Senior School at 13+ all boys enter Powell House. Senior House allocations are made by the Head Master in the summer before boys join the School.

Powell House has its own dormitories and living areas. Being in a single House enables all the boys in the year to get to know each other and live as a community. Within this structure the House staff are able to be dedicated to the boys' welfare and development at this critical stage.

### SENIOR GIRLS' HOUSES: CAVEREL AND ISABELLA

Girls enter Caverel or Isabella House at 13+ and remain throughout their Senior School career. The choice of House is made by the Head Master in the summer before the girls join the Senior School. Family tradition and parental wishes are, if at all possible, taken into account.

In the Third and Fourth Form, girls share bedrooms. Fifth and Sixth Formers have single study bedrooms. Day pupils have similar provision for the working day, if space allows, and this differs slightly according to House.

### SENIOR BOYS' HOUSES: BARLOW, ROBERTS & SMYTHE

The choice of Senior House is made by the Head Master in the summer before boys join Powell House or the School. Family tradition and parental wishes are, if at all possible, taken into account.

Boys go into the Senior Houses in the Fourth Form. Fourth Form boarders sleep in the House dormitory, with their own personal space of bed and study area. Fifth and Sixth Formers have single study bedrooms. Each House has its own kitchens and day rooms. Day pupils have similar provision for the working day, if space allows, and this differs slightly according to House.

## POLICIES AND RULES (EXTRACTS)

The school has a large number of policies to provide staff, pupils and parents with clear information about its organisation and ethos. Selected policies are available to download from the School's website; these and other policy documents are also available from the Head Master's Secretary on request.

Information available includes the following:

- Academic performance in the previous school year
- Anti-Bullying Policy
- Behaviour Policy (including rewards and sanctions)
- Child Protection Policy
- Concerns and Complaints procedure
- Curriculum Policy
- Education and welfare provision for pupils with statements of special educational needs and for whom English is an additional language
- Latest Inspection Report
- Policy and arrangements for Admissions, Behaviour and Exclusions
- Policy for the management of outdoor education, visits and off-site activities

A full list of rules and regulations can be found in the Blue Book, which is issued to every pupil and is also available from the Head Master's Secretary.

### ABSENCES

All pupils are expected to begin and end term on the stated dates. The school publishes term dates two years in advance, and family holidays should be arranged to coincide with the school holidays. Pupils may not return to school before the first day of term without the permission of the Deputy Head Master. Pupils must report to their House Master/Mistress by 8.00 pm on the day term begins. A day pupil is obliged to register everyday at the School at 8.25 am and 2.20 pm.

Any absence from school which falls outside the above times, or which involves missing any class, or prevents a pupil from attending a sports fixture or other commitment, demands a special exeat. This is given only in exceptional circumstances, following a written request to the Deputy Head Master from the pupil's parent or guardian at least one week in advance: such requests should not be written as a *fait accompli*, which can place the school in a difficult and possibly contentious situation. Routine medical treatment (e.g. an appointment at the orthodontist) should, wherever possible, be arranged outside school time. If it is essential that a pupil miss lessons or other school commitments, the House Master/Mistress must also be informed in writing.

If a day pupil is absent because of illness or for some unexpected reason, then their parents are required to telephone the Head Master's Secretary or the Travel Secretary by 9.00 am on the first day of absence and, on the pupil's return, to confirm in writing the reason for the absence in a letter addressed to the Director of Pastoral Care.

### APPEARANCE & DRESS

The School expects that all pupils will have high expectations when it comes to their general appearance. In all matters of dress and appearance, the arbiter of what is acceptable is a pupil's House Master/Mistress, and ultimately the Deputy Head Master or Head Master. A pupil's whose dress or appearance is unsatisfactory may be sent home.

Boys' School Regulation Dress consists of a jacket and trousers as supplied by the Tailor, and a white shirt, which has to be worn with a tie and the collar buttoned. Instead of the jacket a black pullover, V-necked and showing the collar and tie, may usually be worn but the jacket remains necessary as it is required for Mass and other formal occasions. Any school tie to which the wearer is entitled is permitted. Shoes are to be black and socks are to be black or dark grey in colour. Every boy needs two pairs of regulation trousers and at least two pairs of black shoes (not boots) in good condition and of polished leather with black soles.

Girls' School Regulation Dress consists of a jacket and skirt, and a white blouse, as supplied by the Tailor. Instead of the jacket, a regulation maroon (V-necked pullover may usually be worn but the jacket remains necessary as it is required for Mass and other formal occasions. Tights should be black or flesh coloured. Shoes should be black and have a heel of at least half an inch, and heels should not be too high. All girls should have at least two pairs of black shoes (not boots) in good condition and of polished leather with black soles.

The Tailor distributes a more detailed list of clothing, including sports kit. Regulation Dress is worn during the academic day and until after Mass on Sundays. Full details of dress obligations are published in the School Blue Book which is distributed to all pupils and is also available from the Head Master's Secretary.

Informal dress must be respectable and not of the kind to make others feel uncomfortable.

All clothes must be marked with the owner's name. Unmarked clothes will be disposed of by the Laundry after a short period.

Hair styles must be appropriate (for boys, cut short enough to show the collar and not to fall over the eyes) and extreme haircuts are not permissible. Pupils are expected to have neat, clean and presentable hair. Bleaching, dyeing or tinting is not allowed. Boys must be clean shaven. Girls must have to have hair tied back on formal occasions (when the jacket is also worn) and also for certain lessons, e.g. games.

While in Regulation Dress, and during the academic day, pupils below the Sixth Form may not wear visible make-up. Sixth Form girls may wear discreet make-up, and discreet nail varnish, if they wish. While in casual dress, and outside the working day, Third to Fifth Form girls may wear clear nail varnish and only minimal, natural make-up.

Boys are not permitted to wear earrings or studs in School. Girls in the Third to Fifth Forms are permitted to wear one stud/ sleeper earring in each ear lobe, and a thin chain necklace with a cross. Sixth Form girls may wear discreet earrings (one earring in each ear lobe). In Regulation Dress, bracelets may not be worn. Other than in ears, no piercing should be on display at any time. While in casual clothes, and outside the working day, sensible norms and limits should be observed. For reasons of safety, all jewellery must be removed at certain times, e.g. for games and sports.

## BOUNDS

Pupils are required to remain within the bounds of the school at all times. However, pupils may go to neighbouring villages with the permission of their House Master/Mistress. Pupils may not visit a private house or residence without permission from their parents, unless it is the house of a member of the School teaching staff.

The Houses of members of the opposite sex are normally strictly out of bounds. Permission to go into the House social areas of a member of the opposite sex must be sought from the relevant House Master/Mistress.

## CARS AND BICYCLES

No pupil may be driven in a car by any person other than parent, guardian, brother or sister unless his/her House Master/Mistress has given specific permission. If the driver is under twenty-five years old, then written consent from parents is required. Hitch-hiking is not allowed.

The School does not permit pupils to drive a motor vehicle during term time, without the permission of the Deputy Head Master, except for permitted driving lessons, nor keep any motor vehicle at Downside or in the village.

Driving lessons must be arranged by parents, directly with the driving instructor concerned.

The School does permit bicycles but these must have their owner's name clearly marked on them, and their serial number should be given to the relevant House Master/Mistress. They must be locked when not in use, and kept in approved places. Passengers must not be carried on bicycles.

## COMMUNICATION WITH PARENTS

Communication and openness between School and parents are essential in ensuring a successful education. Regular discussions of any problems with the House Master/Mistress and Tutor are the norm and parents are strongly encouraged to contact the School whenever they have any concerns. The House Master/Mistress has direct responsibility for the boys or girls in his/her House. The Director of Pastoral Care, Director of Studies or Deputy Head Master may also be involved, as indeed will be the Head Master, should a matter of serious concern arise.

Parents are asked to inform the Head Master's Secretary immediately, in writing, of any change of address and telephone number(s) so that the school's records can be kept up to date. It is of utmost importance that the School has daytime and evening numbers (including, if relevant, mobile numbers), fax and e-mail details in case of emergency.

## DAMAGE

In general where it is clearly established that a pupil is responsible for damage to any school building or school property, he/she is charged for the cost. This cost is based on a scale of charges issued by the School's Works Department.

## EXEATS

A full seven day programme means that boarders are expected to be in School at the weekend but Downside also has a series of weekend breaks (Exeats):

**Whole School Exeat** weekends where all pupils depart from Friday afternoon to Sunday evening (held twice a term for Plunkett House and twice in the Michaelmas Term for the Senior School pupils).

All boarders are expected to go home, or stay with guardians or friends, on these weekends.

**Closed (Non-Exeat)** weekends where all pupils are required to remain in school on weekends nominated by the School (usually four per term). They are usually the first and last weekends of each half term. It is a requirement for all boarders to remain in school on these weekends, although exeats are occasionally granted in exceptional circumstances.

**Open (Exeat)** weekends where pupils can choose to go home, with permission, after School commitments on Saturday afternoon, until Sunday evening.

An Exeat is formal permission for absence from school, during the period between 12.30 pm on Saturday and 10.00 pm on Sunday. It is conditional on the pupil having no prior commitment, whether it be games, music, drama, a society or any other activity which he/she is expected to attend. The deadline for arriving back from any Exeat is 10.00 pm on Sunday. Late arrival back from an Exeat is regarded as absence from school without leave.

Exeats are only given with parental consent, which should be given either to the House Master/Mistress by email, fax, letter, telephone or in person. An Exeat also requires permission both from the House Master/Mistress and from the Director of Pastoral Care. It must be asked for and granted by Thursday evening. Pupils are not given an Exeat if he/she has been gated or been placed in Detention that weekend. Pupils are able to go out of school during Saturday or Sunday, but not staying overnight, if he/she receives the permission of his/her House Master/Mistress, who must know the proposed times of departure and return.

Details of Exeat dates are published in the Term Diary which is distributed to all parents and pupils.

## FOOD

Good food is a must at a boarding school; it should be fresh and tasty. Downside aims to provide the pupils with a nutritionally sound and balanced diet that is varied and appealing.

Staff and pupils eat together at meal times in either the Weld (Plunkett) or Main Refectory which is served from central kitchens on a cafeteria system. There is always a vegetarian option as well as meat and fish dishes from the hot counters, a self-service salad bar and fresh fruit available, and also 'theatre cooking' serving while-you-wait specials. Individual diet requests are catered for by arrangement.

Pupils are encouraged to submit ideas to the Catering Manager and sensible suggestions are taken up. It is a continual aim to ensure a balance between what the pupils want and what they need. Suggestions are also discussed by the School Council. The Downside Café, providing hot and cold snacks and takeaways, is open every evening, and the boys and girls are given fresh fruit and snacks each day and evening in the boarding houses. All the boarding houses have their own kitchens.

## POSSESSIONS

It is recommended that any expensive item of equipment should be registered with the House Master/Mistress, who will make note of the model and serial number. The School will mark any item on request. It is also recommended that parents arrange insurance cover for clothing and personal effects (see page 22).

## PUPILS' MONEY

The normal way for a pupil to organise his/her money at Downside is to deposit a cheque with his/her House Master/Mistress at the beginning of term. This should be for the whole term's amount. It can be replenished with a later cheque from parents if necessary.

Pupils in the Sixth Form may have bank accounts, and the responsibility falls on parents to monitor how much is being spent, and, most importantly, what it is being spent on.

It is appropriate in a Benedictine school that a pupil should learn the value of money, the dangers of misspending it and how it ought to be used. Parents are asked to exercise particular caution and to set a realistic limit on how much money their child may spend during each term. The exact amount is clearly a parental decision, but guidance on a suitable figure can be sought from the House Master/Mistress, but £1 a day is considered normal for younger pupils.

No House Master/Mistress advances money or goods to a pupil 'on account' - that is, for inclusion in the end-of-term bill. If a pupil runs out of money, he/she can telephone his/her parent or guardian and a cheque or inter-bank transfer can be sent to the House Master/Mistress.

Purchases from the School Shop are normally put on the pupil's account. If a parent wishes to set a credit limit, this can be done by a letter to the House Master/Mistress, and the limit will remain in force until cancelled in writing. Purchases of over £5 from the Shop need written permission from the House Master/Mistress who may contact the parent or guardian. The School allows travel expenses to be put on pupils' accounts. Driving lessons must be arranged by parents, directly with the driving instructor concerned.

## SHOPPING

The School Shop supplies every Downside pupil's uniform, new and second-hand, and official sportswear. It also stocks stationery, toiletries and a large range of other items that pupils may need. The shop is open throughout the week and also on Saturday mornings. Purchases from the School Shop are normally put on the pupil's account. If a parent wishes to set a credit limit, this can be done by a letter to the House Master/Mistress, and the limit will remain in force until cancelled in writing. Purchases over £5 from the Shop need written permission from the House Master/Mistress who may contact the parent or guardian as appropriate.

There is a small supermarket in the neighbouring village of Chilcompton (a 15-minute walk through the School grounds) and Senior School pupils also have access on Sundays to all the shopping facilities of the city of Bath.

## TELEPHONES

Mobile telephones may be used by pupils in certain areas of the School and grounds outside class or Prep. Parents are asked to warn their children of the dangers, yet unconfirmed, of using mobile telephones for long conversations. The School accepts no responsibility for loss, detriment or injury attendant on the use or possession of a mobile telephone.

Pay-phones are available to the pupils, and they may be used at any reasonable time except during class or Prep or after Lights-out. Details of the pay-phone numbers are published on page 39.

Parents are asked not to telephone their children on the House staff telephone, because the telephone is used for internal and external calls in the routine organization of the School. Parents are also asked not to telephone their children, unless in cases of emergency, during study times or after Lights Out.

## TRAVEL

Downside has a Travel Secretary who arranges pupils' travel, books all types of tickets and arranges public or private transport. The School runs coaches to London Heathrow and also Bath Spa railway station, and other destinations when required, at the beginning and end of term and at half terms. 'Universal Aunts' are used for children in Plunkett House who have to travel by air; these services are charged on the School bill. The Travel Secretary arranges this automatically when pupils' flights are booked. All transport requested of the School is to be paid for, even if, in the event, it is not used. The School allows travel expenses to be put on pupils' bills.

## WEEKENDS

Weekends must be as busy as the week and as much fun – if more relaxed. The School's Weekend Co-ordinator works with the pupils to create a stimulating programme of weekend activities. Barbecues, concerts, clubs, dances, movies, musicals, plays and a huge range of outings and visits should ensure that there are plenty of positive reasons to board on the weekend. A provisional programme of weekend activities is published in the Term Diary.

Parents are always welcome at Downside and are encouraged to come to the School whenever they can to support matches, plays, concerts and other events. Many parents attend Mass on Sunday and are welcome to take their children out afterwards.

## VISITS

Every Downside parent and pupil is welcome to visit the Abbey Church for prayer and to join the monks at Mass and Divine Office. However, it is not permitted to enter the monastery or guest wing without permission from one of the community. Pupils may only invite outside visitors, other than their parents, into the School with permission from their House Master/Mistress. Every School visitor not arriving for school events (e.g. concerts, fixtures or Mass) should be recorded in the Visitors' Book, which is held in the Travel Secretary's office. Visitors to the boarding-houses, including parents, must be recorded in the House Visitors' Book.

## SPIRITUAL

The Catholic faith is central to a Downside pupil's education not only in terms of the knowledge he/she acquires, but also in terms of his/her personal and spiritual life. Whilst Downside welcomes children and families from other faiths, we ask them always to recognise our distinctively Catholic and Benedictine character.

### THE CHAPLAINCY

The Chaplaincy comprises a full-time team of Chaplains who lead the pupils in prayer, and, as necessary, instruct, reassure and comfort. The Chaplains are regular visitors in the Houses and lead retreats and House Masses and Reconciliation Services. Together the Chaplains support the Head Master and House Masters/Mistresses, act as points of reference for families and Old Gregorians, and offer comfort to the sick. The Chaplains have rooms in the centre of the School for both pupils and staff to see them on any matters of concern.

Downside's monastic community prays formally five times a day, and endeavours to teach pupils the importance of prayer. Houses make their own arrangements for prayers in the morning and evening and pupils and parents are welcome to join the monks at the Divine Offices. The Old Chapel and the Abbey Church are always open for those who, as St Benedict says, just want to go in and pray.

### THE SACRAMENTS

The Sacraments lie at the heart of the School's life. Mass is celebrated on Sundays and Feast Days in the Abbey Church and all pupils in School are expected to attend and parents are most welcome to join their children. In addition, there is a voluntary weekday morning Mass celebrated in the Old Chapel. Pupils are invited to serve at Mass as members of the Sacristy, or to read or sing in the Schola Cantorum (choir). Through preaching and reflection on the Liturgy of the Word, Mass is made an experience where pupils grow both in holiness and in their understanding of the faith. House Masses and Reconciliation Services are held every term. Confessions are heard before all School Masses in the Abbey Church, and on Thursday evenings.

Catechesis is offered to all who wish to receive it. To prepare them to share in the sacramental life of the Church, pupils may, if they wish, receive instruction for Confirmation. The Bishop of Clifton celebrates the Sacrament of Confirmation in the Abbey Church during the Summer Term. Pupils are encouraged to discuss Confirmation with their parents and to come forward when they feel ready to undertake full responsibility for their faith. Most pupils are confirmed in the Third Form, although some wait until later on and may be confirmed in any year during their time in the Senior School. Instruction is also available for those pupils who, for whatever reason, have not made their First Confession or received their First Holy Communion before arriving at Downside.

### RETREATS

Retreats and Sodalities are offered to all the pupils during the year. Every year pupils go on retreats tailored to the needs of their year group and intended to help them focus on their understanding of God.

Fourth and Fifth Form pupils are invited to join the Sodality of St Benedict in which they practise some simple skills in meditation and lectio divina (the meditative reading of scripture) under the guidance of a monk. Since the seventeenth century, Sixth Form pupils have been invited to join the Sodality of Our Lady, under the Head Master's care. This meets regularly for guided meditation or prayer. A system of Tutoria is being established to encourage older pupils to become spiritual mentors to the young.

Pupils and their families are invited to attend the annual Easter Retreat at the school and Sixth Form pupils are invited to join the Order of Malta Volunteers' pilgrimage to Lourdes every summer.

## WELFARE

All pupils are expected to begin the process of taking responsibility for themselves from the moment they start at Downside. The School, for its part, has the duty to safeguard the pupils' welfare and to take immediate action for their protection in cases of suspected danger or abuse. Danger may include threats to health, physical safety or general well-being. The Head Master and the Deputy Head Master reserve the right to remove immediately from the premises any pupil whom they suspect to be a threat to other pupils of the School, and to make the removal permanent if they are satisfied that the suspicion is justified. Abuse may include physical or emotional abuse, harassment because of race or colour, or different kinds of bullying. These too are possible causes of a person being excluded from the School, permanently if the offence is serious enough.

All allegations of abuse are taken seriously. Everyone has occasional worries or problems that can affect their lives. In a boarding school, such matters can often be dealt with by talking to friends or to any member of the staff. The House Masters/Mistresses, Assistant House Masters, Chaplains, School Doctors, Director of Pastoral Care, Director of Activities, Director of Studies, Deputy Head Master and the Head Master are always available and ready to listen. The School's pastoral and counselling system is there to support a student throughout their time at Downside and to deal with any matter that disturbs them. Parents are requested to keep their child's House Master/Mistress fully informed of any matters for concern.

Telephone numbers of the various outside agencies who counsel young persons in distress can be found in both the Term Diary and also the Blue Book, which is issued to every pupil and contains the lists of staff and pupils, telephone numbers, rules and regulations and other useful data about Downside.

### CHILD PROTECTION

The School is committed to safeguarding and promoting the welfare of its pupils and has a formal Child Protection Policy which has been formulated in consultation with the Somerset Local Safeguarding Children Board. The full policy is published on the School's website and is also available from the Head Master's Secretary. The Deputy Head Master, Mr Andrew Hobbs, acts as the School's Child Protection Person with the Director of Pastoral Care, Mr André Gushurst-Moore, acting as his deputy. Lady Rees-Mogg is the Governor with responsibility for Child Protection.

### BEHAVIOUR POLICY

Expectations of good behaviour at Downside are rooted in the vision of Christian living provided by the Gospel and the Rule of St Benedict. The Downside School Behaviour Policy is designed to ensure an acceptable standard of behaviour in and around the school and on any school activity. It is based on clear values which the school promotes; these include self-discipline, a sense of responsibility, a proper regard for authority, respect for and celebration of difference in others, and a sense of service to the community. It places emphasis on the positive behaviour to be expected and rewarded, as well as prevention of what is unacceptable. At its heart is the promotion of a good learning and teaching atmosphere in which all pupils can realise their potential. The policy safeguards and promotes the welfare of all pupils, protecting them from all kinds of discrimination and harassment. It recognises the duty of the school to promote race equality and to take action to tackle inequalities and discrimination of any kind that are identified. It relies on a culture of mutual respect between parents, pupils and staff, and it has been drawn up in consultation with the school community. It will be subject to regular review. Also set out in the policy is the system of rewards and sanctions used, and a statement of roles and responsibilities in promoting and enforcing policy. The policy is available on the School website and/ or from the Head Master's Secretary.

## **BULLYING**

The School does not tolerate any form of bullying. The School supports the right of all members of the school community to be free from all forms of bullying, harassment and discrimination and aims to create an atmosphere in which staff, parents and pupils are encouraged to bring out in the open any incident of bullying. There is a strict anti-bullying policy which is available on the School website and/ or from the Head Master's Secretary.

## **CONFIDENTIALITY**

Medical information about pupils, regardless of age, is confidential and pupils can therefore talk to the School Doctors or the Health Centre nurses in confidence. However, under the terms of the Family Law Reform Act of 1969, the admission to the School of any pupil, and his/her continued presence in it, is conditional on acceptance that, throughout his/her time as a member of the School, the School Doctor shall have the unlimited right to give to that pupil's parents or guardians, or to the Head Master, his Deputy or the pupil's House Master/Mistress, any confidential information about the pupil, if he/she considers that it is in the pupil's own interest or necessary for the protection of other members of the School community that this should be done. Wherever possible any information is passed on with the pupil's consent. A similar level of confidentiality applies to all discussions with the School Counsellor.

Although House Masters/Mistresses and other members of the teaching and pastoral staff do not have the same professional obligation to preserve confidentiality, they are required to handle sensitive information discreetly. Housemasters/Mistresses have a duty to ensure that any confidential information passed to them by parents about their child is used in the best interests of the child. There may be occasions when a Housemaster/Mistress will seek to persuade a parent that such information should be passed on to others, if they consider it to be in the pupil's best interest or necessary for the protection of other members of the School community. The Head Master has the right to override a pupil's rights of confidentiality and to impart confidential information where necessary to safeguard or promote the safety or welfare of the pupil or others at the School. The School reserves the right, subject to applicable data protection legislation, to monitor a pupil's email communication and internet use for the purpose of ensuring compliance with the associated School rules.

It has been custom and practice for independent schools to use images of their pupils for marketing purposes, such as in prospectuses and promotional videos or displays on its website. Where a pupil's photograph is used in the School's promotional material, the School will generally avoid using the pupil's name in connection with that photograph. Any images of pupils which are used by the school must conform to appropriate standards of integrity and decency, and must avoid any possibility of embarrassment to the subject of the photograph. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure that their child knows this and must write immediately to the Head Master, requesting an acknowledgement of their letter.

Parents are asked to use their cameras with consideration and should be aware that whilst it is permissible under the Data Protection Act 1998 to take photographs for personal use, publication of such images may be unlawful.

## **DRUGS, ALCOHOL & TOBACCO**

The School is totally opposed to the use of drugs. The possession, consumption or distribution of drugs renders the person concerned liable to disciplinary action which may result in exclusion or dismissal.

Alcoholic drinks may be taken in the company of members of the teaching staff or their parents on social occasions for pupils eighteen years and over. On formal occasions, which involve a set meal, pupils over the age of sixteen may be served wine or beer with the meal. Otherwise alcohol is forbidden. It is against the law to sell or supply alcohol to anybody under the age of eighteen except on formal occasions with a sit down meal. Alcohol may not be brought into the school without permission from the pupil's House Master/Mistress. Pupils in the Upper Sixth Form may go into licensed premises but only with the consent of their House Master/Mistress. No such permission will be given during the academic week. For all other pupils, inns, public houses and off-licences are off bounds, except in the company of their parents or a member of the teaching staff.

The School may undertake drugs or alcohol testing of a pupil in accordance with the associated policies. A sample or test in these circumstances will not form part of a pupil's permanent medical record.

Smoking is not permitted within the school buildings or grounds for parents, pupils or staff alike.

Details of the School sanctions, together the published statements on its policies for the protection of pupils from narcotics and from the dangers of alcohol and tobacco, are available on the School website and/ or from the Head Master's Secretary.

## **RELATIONSHIPS AND SEXUAL CONDUCT**

The policy of the School reflects the teaching of the Catholic Church. Friendships between boys and girls are firmly encouraged, but intense romances, and the emotional disturbances they involve, are to be avoided at School. Inappropriate relationships and behaviour between pupils will not be permitted and may result in exclusion.

Pupils found engaged in any form of actual or apparent sexual activity should expect to be excluded. Public (or private) physical displays of affection are not permitted around the School, and pupils are expected to observe sensible norms of behaviour at all times.

The dormitories and study bedrooms of the opposite sex are out of bounds at all times. Any pupil, who not immediately reporting to a member of staff an intrusion into his or her private area by a pupil of the opposite sex, will be assumed to have colluded in it, and can expect to share the punishment of the offender.

Downside does not tolerate sexual harassment - physical or emotional, verbal or visual. Sexual harassment may include not only direct suggestions or slurs, but also offensive movements or gestures, as well as drawings or posters which may be taken as suggestive or demeaning to either sex.

Details of the School sanctions, together the published statements on its policies for the protection of pupils from sexual abuse are available on the School website and/or from the Head Master's Secretary.

## TERM DATES

### MICHAELMAS TERM 2010

#### Term Begins

Tuesday 7 September	All new Senior School pupils by 10.30 am Other Senior School boarders by 8.00 pm	All new Plunkett pupils by 4.00 pm Remaining Plunkett boarders by 6.00 pm
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Wednesday 8 September	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am
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#### Whole School Exeat

Friday 1st October	Senior School pupils leave at 3.15 pm	Plunkett pupils leave at 3.35 pm
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Sunday 3rd October	Senior School boarders return 6.00-9.00 pm	Plunkett boarders return 6.00-7.00 pm
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Monday 4th October	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am
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#### Half Term

Friday 22nd October	Senior School pupils leave from 2.00 pm	Plunkett pupils leave from 2.00 pm
Sunday 31st October	Senior School boarders return 6.00-9.00 pm	Plunkett boarders return 6.00-7.00 pm

Monday 1st November	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am
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#### Whole School Exeat

Friday 26th November	Senior School pupils leave at 2.00 pm	Plunkett pupils leave at 2.00 pm
Sunday 28th November	Senior School boarders return 6.00-9.00 pm	Plunkett boarders return 6.00-7.00 pm
Monday 29th November	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am

#### Term Ends

Friday 17th December	Senior School pupils leave from 9.00 am	Plunkett pupils leave from 9.00 am
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*Pupils may leave after the Carol Service the night before it they are being collected.*

### LENT TERM 2011

#### Term begins

Monday 10th January	Senior School boarders return by 8.00 pm	Plunkett boarders return by 6.00 pm
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Tuesday 11th January	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am
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#### Plunkett Exeat

Friday 28th January	Plunkett pupils leave at 2.00 pm
Sunday 30th January	Plunkett boarders return 6.00-7.00 pm
Monday 31st January	Plunkett day pupils return by 8.20 am

#### Half Term

Friday 18th February	Senior School pupils leave from 2.00 pm	Plunkett pupils leave from 2.00 pm
Sunday 27th February	Senior School boarders return 6.00-9.00 pm	Plunkett boarders return 6.00-7.00 pm
Monday 28th February	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am

#### Plunkett Exeat

Friday 18th March	Plunkett pupils leave at 2.00 pm
Sunday 20th March	Plunkett boarders return 6.00-7.00 pm
Monday 21st March	Plunkett day pupils return by 8.20 am

#### Term Ends

Friday 1st April	Senior School pupils leave from 2.00 pm	Plunkett pupils leave from 2.00 pm
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### SUMMER TERM 2011

#### Term begins

Tuesday 26th April	Senior School boarders return by 8.00 pm	Plunkett boarders return by 6.00 pm
Wednesday 27th April	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am

#### Plunkett Exeat

Friday 13th April	Plunkett pupils leave at 2.00 pm
Sunday 15th April	Plunkett boarders return 6.00-7.00 pm
Monday 16th April	Plunkett day pupils return by 8.20 am

#### Half Term

Friday 27th May	Senior School pupils leave from 2.00 pm	Plunkett pupils leave from 2.00 pm
Sunday 5th June	Senior School boarders return 6.00-9.00 pm	Plunkett boarders return 6.00-7.00 pm
Monday 6th June	Senior School day pupils return by 8.20 am	Plunkett day pupils return by 8.20 am

#### Plunkett Exeat

Friday 24th June	Plunkett pupils leave at 2.00 pm
Sunday 26th June	Plunkett boarders return 6.00-7.00 pm
Monday 27th June	Plunkett day pupils return by 8.20 am

#### Term Ends

Friday 8th July	Senior School pupils leave from 5.00 pm	Plunkett pupils leave from 5.00 pm
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## SCHOOL CONTACTS

### School Office

01761 235100  
admin@downside.co.uk

### Chair of Governors

Dom Aidan Bellenger  
01761 235313  
abbot@downside.co.uk

### Head Master

Dom Leo Maidlow Davis  
01761 235101  
hmsec@downside.co.uk

### Head Master's secretary

Mrs Lyn Payne  
01761 235101  
hmsec@downside.co.uk

### Deputy Head Master

Mr Andrew Hobbs  
01761 235108  
deputysec@downside.co.uk

### Deputy Head Master's secretary

Mrs Sue Corke  
01761 235108  
deputysec@downside.co.uk

### Director of Studies

Dr Julian Roberts  
01761 235117  
jroberts@downside.co.uk

### Director of Pastoral Care

Mr André Gushurst-Moore  
01761 235183  
apgm@downside.co.uk

### Director of Activities & Sport

Mr Dominic Grass  
01761 235169  
dgrass@downside.co.uk

### Director of Marketing & Admissions

Mr Gordon Pearce  
01761 235135  
gpearce@downside.co.uk

### Academic & Exams Administrator

Mr Mark Grinsell  
01761 235192  
mgrinsell@downside.co.uk

### Bursar

Mr Richard Rossiter  
01761 235125  
rrossiter@downside.co.uk

### Director of Development

Mrs Jane Vines  
01761 235158  
jvines@downside.co.uk

### Registrar

Mrs Anastasia Hatvany  
01761 235103  
registrar@downside.co.uk

### School Shop Manager

Mr Paul Burcham  
01761 235138  
pburcham@downside.co.uk

### Travel Secretary

Mrs Bridget Moules  
01761 235104  
bmoules@downside.co.uk

### Director of Music

Mr Christopher Tambling  
01761 235146  
ctambling@downside.co.uk

### Head of Nursing Care

Sister Karen Strong  
01761 235128  
kstrong@downside.co.uk

## HOUSE MASTERS/MISTRESSES

### Barlow House

Dom Anselm Brumwell  
01761 235132  
domanselm@downside.co.uk

### Caverel House

Mrs Belinda Bouchard  
01761 235131  
bbouchard@downside.co.uk

### Isabella House

Mrs Claire Murphy  
01761 235143  
cmurphy@downside.co.uk

### Powell House

Mr Richard Elson  
01761 235133  
relson@downside.co.uk

### Roberts House

Mr James Moretti  
01761 235129  
jmoretti@downside.co.uk

### Smythe House

Mr Gordon Pearce  
01761 235126  
gpearce@downside.co.uk

### Plunkett House

Mr Richard Iago  
01761 235160  
riago@downside.co.uk

## PUPILS' PAYPHONES IN HOUSES

Barlow	01761 232354
Caverel	01761 232430
Isabella	01761 239313
Powell	01761 232358
Roberts	01761 232462
Smythe	01761 232740
Plunkett (girls)	01761 239031
Plunkett (boys)	01761 233954

## CHAPLAINS

### Dom Boniface Hill

01761 235161  
monks@downside.co.uk

### Dom James Hood

01761 235113  
domjames@downside.co.uk

### Dom Richard Yeo

01761 235161  
monks@downside.co.uk

Parents who wish to contact individual members of the academic staff via email should use the first initial and surname with the Downside email address: Gordon Pearce = gpearce@downside.co.uk. Monks can be contacted by using the Benedictine title and first name: Father James Hood = domjames@downside.co.uk.

## LOCAL INFORMATION

Suggested local services when visiting the area:

### Bed & Breakfast in Private Houses

Mr & Mrs R Mellotte, Oval House, Stratton on the Fosse	01761 232183
Mr & Mrs H Pountney, Melon Cottage, nr Kilmersdon	01761 435090
Mrs Henshaw-Thomas, Flint House, Holcombe	01761 232419
	07723 031378

### Small Hotels & Inns

Glencot House, Wookey Hole, Wells	01749 412305
The Holcombe Inn, Holcombe,	01761 232478
The Old Priory Hotel, Midsomer Norton	01761 416784
The Vobster Inn, Lower Vobster	01761 812920

### Larger Hotels

Babington House, Frome	01373 812266
Centurion Hotel, Midsomer Norton	01761 417711
Charlton House Hotel, Shepton Mallet	01749 342008
Flint House, Holcombe	01761 232419
Ston Easton Park Hotel, Ston Easton	01761 241631
The Court Hotel, Emborough, Chilcompton	01761 232237
The Thatched Cottage Inn, Shepton Mallet	01749 232183

### Restaurants

Babington House, Frome	01373 812266
Charlton House, Shepton Mallet	01749 342008
Oakhill Inn, Oakhill	08721 077077
Ston Easton Park Hotel, Ston Easton	01761 241631
Talbot Inn, Mells	01373 812254
The Holcombe Inn, Holcombe	01761 232478
The Moody Goose at The Old Priory, Midsomer Norton	01761 416784
The Vobster Inn, Lower Vobster	01761 812920

### Taxis

Radstock Taxi Company	07812 042771
Prestige Private Hire	07852 327235
	07860 760462
Philip Saunders	01749 330333
	07855 588128

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**Tel** 01761 235100 **Fax** 01761 235105 **Email** [admin@downside.co.uk](mailto:admin@downside.co.uk)  
[www.downside.co.uk](http://www.downside.co.uk)