



Lancing College

Senior School & Sixth Form

Joining Instructions

2024–2025 Academic Year



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Starting at Lancing

We hope that your son or daughter makes a hugely happy start at Lancing and flourishes throughout their time with us. This is the start of an educational journey and a relationship with your family which we hope will last well beyond the years that your child is at the College.

Thank you for reading this booklet. It is designed to provide you with the information and reassurance you should need before your child joins us. It is very much an aide memoire rather than detail to be memorised; please retain it for reference. It is, however, no substitute for talking with individuals. Please do not hesitate to contact the school with any question or for additional information, and please keep the dialogue going once your child starts with us in September.

THE FIRST FEW DAYS: THIRD FORM AND NEW MEMBERS OF THE FOURTH FORM

Wednesday 4 September. Third Formers, new Fourth Formers and their parents and guardians should arrive at 17.00 (at 17.30 if in Head's, Saints' or Sankey's) and park at the front of the school. Third and Fourth Form new pupils should be in home clothes. There will be Prefects at Reception to help guide those unfamiliar with the school and to help shuttle belongings to Houses. A welcome in Houses will be followed by a Chapel service and welcome from the Head Master (17.40) followed by meetings in Houses with Housemasters/Housemistresses, Tutors and Matrons. Supper for pupils is at 19.00 in the Dining Hall, in House groups, and all parents are welcomed to a buffet and drinks reception in Great School at 19.00. Parents and day pupils depart at 19.45.

For the Third Form and new Fourth Form, Thursday (for which sports kit is needed) and Friday (school uniform) are induction and introduction days, focussing on getting to know each other and the school. Lessons will start in earnest on Monday morning (9 September).

NEW MEMBERS OF THE FIFTH FORM

Thursday 5 September. New Fifth Formers and their parents and guardians should arrive at 12.00 and park at the front of school. New pupils should be in school uniform. There will be Prefects at Reception to help guide those unfamiliar with the school and to help shuttle belongings to Houses. Lunch will be provided for new pupils and their parents and a chance to meet with Housemasters/ Housemistresses and Tutors.

Thursday afternoon and Friday morning are induction and introduction times, focussing on getting to know the school.

LOWER SIXTH FORM

Thursday 5 September. Lower Sixth and parents/guardians should arrive at 12.00 and park at the front of the school. Belongings can be dropped off adjacent to Houses. Members of the Lower Sixth should be in school uniform. There will be Prefects at Reception to help guide those new to the school. There will be a chance to unpack and a welcome in Houses followed by meeting and welcome with the Head Master. There will be a lunch for both pupils and parents and opportunities to meet with Housemasters and Housemistresses, Matrons and tutors before parents depart.

For the Lower Sixth, Thursday afternoon and Friday morning are induction and introduction days to the Sixth Form.

ALL YEAR GROUPS

A full programme will come out at the start of term, but parents should be alert to a programme which will go into the evening on several occasions (eg barbecues and social events) for day pupils, and to the first weekend of term, which includes a whole-school sponsored walk on Saturday 7 September, in aid of the charities we support in Malawi (to which families are very welcome), as well as the whole-school Chapel service on Sunday 15 September.

WHAT TO EXPECT – ADVICE

- Make sure you get to know your child's Housemaster/Housemistress well, as they will be your key link person. The Housemaster/Housemistress is most directly in loco parentis; theirs is the 'umbrella role' overseeing your child's pastoral and academic welfare. They will wish to work with you in helping your son or daughter settle in, alongside their House-based individual Tutor.
- Expect that the process towards growing independence starts from the first days here. We do not expect it to happen all at once, but there will be responsibilities assumed for planning when to do Evening School (homework/prep), for managing commitments, for fitting in music practice etc.
- Expect your son or daughter to be very busy and to have to cope with both the excitements and the difficulties of change. They may have been in their previous school for some time and being new can feel challenging. They will have lots of people to help them, however, including their Housemaster/Housemistress, their House Matron, their Tutor, their mentor and senior pupils within and beyond the House.
- If your child is boarding for the first time, they may take a bit of time to get used to communal living and to the sort of good sense they and others need to exercise in getting enough sleep and not trying to get all their friendships sorted out in the first few days. Housemasters/Housemistresses are very experienced in helping pupils make these transitions, and if you have concerns or information that will help them help your child, then please get in touch.
- After a long summer holiday, getting back into the school routine can feel quite demanding. You can help by making sure that your child keeps active and fit over the summer and returns to school fully refreshed. A move away from the lie-ins or later nights of the holiday to something closer to term-time timings is helpful before the start of term!
- If your child is a boarder and arriving from overseas, we strongly recommend arriving a few days before term starts and spending some time with their guardian, so they get over any jet lag and also get to know this important person who will be acting on your behalf whilst they are at Lancing, hosting them over Exeat Weekends, attending concerts or matches etc.

WHAT TO BRING

Pupils should bring the equipment on the uniform list (see overleaf). Named items of casual clothing (into which pupils can change after 18.00) are also important for boarders; day pupils may wish to have something informal in school too. The Malawi Walk takes place for the whole school on the Saturday of the first weekend. It is a 12-mile hike over the Downs so comfortable trainers/walking shoes, a light waterproof, and casual clothes to walk in are all important – as is a bit of practice beforehand over the holiday!

Books and stationery will be distributed as part of lessons but a well-stocked pencil case, toiletries, duvet and cover and pillowcase (if a boarder – these can also be purchased from the School Shop) and some items to decorate their pitt (workspace/bedroom) to make it feel more homely are all a good idea.

Both boarders and day pupils may wish to bring some snacks (tuck). It is important to note that Lancing aims to be a nut-free school, so no food with nuts or nut products may be brought in. This is important for the safety of all. All pupils are welcome to have a tuck box (a secure container for snacks) if they wish. These may be purchased from the School Shop in a variety of colours and designs and should be fitted with a padlock. A spare key should be provided and lodged with their Housemaster/Housemistress. Additionally, all pupils have a personal lockable space.

Pupils move around the school between lessons so a bag to carry books etc is also important.

WHAT TO BRING (CONT)

Laptop (see section on IT on page 34 for further guidance): All pupils are required to bring their own laptop for school use. This enables the flexibility of choice of device that we have seen increasingly independently adopted in recent years.

Sports Kit: Pupils who expect to become regular members of school cricket teams should provide their own pads, bats etc and a practice ball. Tennis and squash players are expected to provide their own racquet. Hockey players must provide their own hockey stick. Shin pads and mouth guards are compulsory for all hockey and rugby matches and practices; shin pads for all football practices and matches. All are available from the School Shop.

Calculators and Drawing Instruments: All members of the Senior School will need a Casio FX-991CW calculator which is available from the School Shop. All pupils should have a ruler, a pair of compasses and a protractor, all in good working order. These may be obtained from the Mathematics Department at the beginning of term. Each pupil should come equipped with a pair of headphones for IT use to enable class work on particular and individual projects.

WHAT NOT TO BRING

Housemasters and Housemistresses run House banks so are very happy to take in sums of cash and 'bank' these for individual pupils. Pupils are advised not to bring with them significant sums of money. If they need to do so, it is important that these are banked on arrival with their Housemaster/Housemistress, never kept with them.

The School Shop sells toiletries and stationery. There are card readers in both the school shop and the Café and a debit card or means of cash-free payment on a phone is useful. For boarders, there is the weekly opportunity to visit a local shopping centre, so supplies only need to last for the first few weeks.

Pupils are advised to limit what they bring. Things always accumulate and rooms quickly become overcrowded. Rooms for the younger years are shared and most pupils change rooms on a termly basis and are required to clear their room each major holiday. Valuable items should not be brought to school and the School Rules make clear which items are prohibited.



Lancing College Uniform

GENERAL INFORMATION FOR PARENTS

- Lancing College has its own shop on the school site, where all items of uniform can be bought.
- Parents and guardians should try to order online and arrange a suitable time for collection over the course of the summer holidays by a pre-arranged appointment only.
- The online school shop can be accessed from the College website (lancingcollege.co.uk/shop).
- There will be selected fitting sessions available by a pre-arranged appointment only, and one parent and one pupil per allocated time slot.
- We will be operational from 3 July 2024. For enquiries or to book a fitting, please contact **Mrs Karen Ford on 01273 465 928** or email uniformshop@lancing.org.uk
- Lancing College has a second-hand shop on site. This operates on a first come first served basis. **Please contact uniformshop@lancing.org.uk to make an enquiry or book an appointment (from 3 July 2024).**
- The shop also stocks various items including stationery, sports equipment, bedding, toiletries, tuck boxes, greeting cards and offers a phone top-up service for all major networks. An account should be opened with the shop to enable pupils to purchase items during term time; details and a form to complete are enclosed in the pack of information from the Admissions Department.
- Certain items are bespoke to Lancing and should be purchased from the School Shop or website; these are clearly marked on the list (below).
- **Name tapes (all items are required to be named with surname, initial and House) can be ordered from the School Shop or website and should be used in all clothing; shoe/book labels are also available.**
- It is important that every article of clothing is marked so that when folded or hung the name tape is visible. For other items, please sew or iron name tapes vertically on socks and at the corner of towels. Towels and games clothes should have loops on them so that they can be hung – the loops on the towels should be midway down the longest side.
- The College uses domestic washing machines in Houses to wash boarders' clothes. All clothes supplied should therefore be able to be machine washed and tumble dried, especially pullovers. The College cannot accept responsibility for items of clothing which shrink when washed or dried by this method.
- School uniform is to be worn from the time of getting up until the 17.55 afternoon registration. Official school sports kit is to be worn for sports activities, but not in lessons or Chapel unless specifically directed, in which case full tracksuits should be worn. 'Smart casual' may be worn in the evenings, after lunch on Saturdays and throughout Sundays unless attending a formal occasion.
- Informal clothing should be clean, tidy and unostentatious. Please name each article and keep the number of items to a minimum.

GIRLS IN THE SENIOR SCHOOL

Girls in the Senior School may wear a confirmation chain or other appropriate sign of faith, and one sleeper/plain stud in the lobe of each ear. Make-up may not be worn. Hair must be clean, well-groomed, without extremes of fashion, style or colour. Long hair must be tied back when required.

GIRLS IN THE SIXTH FORM

Girls in the Sixth Form may wear a confirmation chain or other appropriate sign of faith, and one sleeper/plain stud in the lobe of each ear. Hair must be clean, well-groomed, without extremes of fashion, style or colour.

BOYS IN THE SENIOR SCHOOL & SIXTH FORM

Boys should not wear jewellery, other than a confirmation chain or other appropriate sign of faith. Hair must be clean, well-groomed and without extremes of fashion, style or colour and must not be below the collar or eyebrows. Boys must be clean-shaven.

GIRLS' UNIFORM LIST - SENIOR SCHOOL (THIRD, FOURTH & FIFTH FORMS)	PURCHASE REQUESTED FROM SCHOOL SHOP OR WEBSITE
DAYWEAR	
Lancing uniform navy blazer	●
Lancing uniform navy pinstripe skirt (may be worn on or just below the knee)	●
and/or Lancing uniform navy trousers	●
Revere collared blouse: plain white (to be tucked in)	
Lancing uniform v-necked pullover with Lancing crest and/or sleeveless pullover with crest	●
Tights: plain black, navy or natural (optional in the summer)	
Shoes: plain black leather, no suede, low-heeled and not stilettos. Boots may not be worn	
SPORTSWEAR	
Tracksuit trousers	●
Either track top, midlayer or hoody	●
Navy/royal shorts	●
Polo shirt with crest (one white, one navy)	●
Training top (royal)	●
Games socks (royal)	●
One-piece swimming costume (plain navy, royal blue or black)	
Sports bra	
Trainers	

GIRLS' UNIFORM LIST - SIXTH FORM	PURCHASE REQUESTED FROM SCHOOL SHOP OR WEBSITE
DAYWEAR	
Formal tailored suit trousers or skirt in plain or discreet pinstripe suit material of navy, black or dark grey. Skirts may be worn just on or below, the knee	
Collared blouses: white, light monochrome or light with discreet stripes or checks, to be tucked in unless fitted	
Pullover: dark, monochrome, v-necked (optional)	
Tights: plain black, navy or natural (optional in the summer)	
Shoes: plain black leather, no suede Heels should be no more than 8cm and not stilettos; boots may not be worn	
House Cloak	●
SPORTSWEAR	
Tracksuit trousers	●
Either track top, midlayer or hoody	●
Navy/royal shorts	●
Polo shirt with crest (one white, one navy)	●
Games socks (royal)	●
Sports bra	
Trainers	

BOYS' UNIFORM LIST - SENIOR SCHOOL (THIRD, FOURTH & FIFTH FORMS)	PURCHASE REQUESTED FROM SCHOOL SHOP OR WEBSITE
DAYWEAR	
Lancing uniform navy blazer	●
Trousers: dark charcoal grey, not cotton or denim	
Formal shirt: plain white (to be tucked in and top button fastened)	
Lancing tie: only College ties may be worn	●
Lancing uniform v-necked pullover with Lancing crest and/or sleeveless pullover with crest	●
Socks: black, navy or dark grey	
Shoes: plain black leather, no suede. Boots may not be worn	
SPORTSWEAR	
Tracksuit trousers	●
Either track top, midlayer or hoody	●
Games shorts (one royal, one navy)	●
Polo shirt with crest (one white, one navy)	●
Training top (royal)	●
Football shirt (stripe)	●
Games socks (two pairs, royal)	●
Swimming shorts (plain navy, royal or black)	
Trainers	
Football boots	

BOYS' UNIFORM LIST - SIXTH FORM	PURCHASE REQUESTED FROM SCHOOL SHOP OR WEBSITE
DAYWEAR	
Suit: plain or discreet pinstripe suit material in navy, black or dark grey OR navy blue blazer and dark charcoal trousers (not cotton or denim)	
Formal shirt: white, light monochrome or light with discreet stripes or checks (to be tucked in and top button fastened)	
Lancing tie: only College, House or Society ties may be worn	●
Pullover: dark, monochrome, v-necked (optional)	
Socks: own choice of colour and pattern (not white)	
Shoes: plain black leather, no suede. Boots may not be worn	
SPORTSWEAR	
Tracksuit trousers	●
Either track top, midlayer or hoody	●
Games shorts (navy)	●
Polo shirt with crest (navy)	●
Training top (royal)	●
Games socks (royal)	●
Trainers	

BOARDERS ONLY (GIRLS* AND BOYS)

Further casual clothes as required

Plenty of underwear

Tights*/socks

Nightwear

Dressing gown

Slippers/flip-flops

Hand towels

Bath towels (NOT bath sheets)

Wash bag, flannel, toothbrush etc

Single duvet and two covers (sheets, pillows and pillow cases are provided); duvets and covers can be ordered in advance from the School Shop

Torch, mug, plate and cutlery (optional)

OPTIONAL FOR ALL PUPILS (GIRLS AND BOYS)

PURCHASE
REQUESTED FROM
SCHOOL SHOP OR
WEBSITE

Tennis whites (as appropriate)

●

White gym top (Fifth and Sixth Forms only)

●

Astro trainers (hockey team players)

Base layer (tops and leggings)

●

College scarf

●

Baseball hat

●

Bobble hat

●

Overcoat (formal, dark, plain)

●

Tuck box (available from the Shop)

Term Dates 2024–2025

ADVENT TERM 2024

	: begins	Friday 30 August	09.00	New Staff
		Monday 2 September	09.00	Staff INSET
		Tuesday 3 September	09.00	Staff INSET
		Wednesday 4 September	17.00	Third Form and new Fourth Form
		Thursday 5 September	12.00	All Lower Sixth pupils and new Fifth Form
			20.45	Fourth, Fifth and Upper Sixth Boarders
		Friday 6 September	08.15	All other Day pupils
		Saturday 7 September	09.00	Malawi Walk
Chapel Weekend		Sunday 15 September	10.00	Whole School Eucharist
Exeat Weekend	: begins	Friday 20 September	16.00	All pupils
	ends	Sunday 22 September	20.45	Boarders
		Monday 23 September	08.15	Day pupils
Half Term	: begins	Friday 18 October	16.00	All pupils
<i>Boarders who are not able to return home on the Friday evening are able to stay in House on the Friday evening and depart on Saturday 19 October by 12.30.</i>				
	ends	Sunday 3 November	20.45	Boarders
		Monday 4 November	08.15	Day pupils
Remembrance		Sunday 10 November	10.00	Whole School Eucharist
Exeat Weekend	: begins	Friday 22 November	16.00	All pupils
	ends	Sunday 24 November	20.45	Boarders
		Monday 25 November	08.15	Day pupils
Whole School Carol Service		Thursday 12 December	19.30	All pupils
<i>Term ends for Day pupils. Boarders may be collected for the end of term or stay in school overnight and depart on Friday 13 December by 12.30.</i>				
End of Term	:	Friday 13 December	12.30	Staff INSET & Boarders

LENT TERM 2025

	: begins	Monday 6 January	09.00	Staff INSET
			20.45	Boarders
		Tuesday 7 January	08.15	Day pupils
Chapel Weekend		Sunday 12 January	10.00	Whole School Eucharist
Exeat Weekend	: begins	Friday 24 January	16.00	All pupils
	ends	Sunday 26 January	20.45	Boarders
		Monday 27 January	08.15	Day pupils
Half Term	: begins	Friday 14 February	16.00	All pupils
<i>Boarders who are not able to return home on the Friday evening are able to stay in House on the Friday evening and depart on Saturday 15 February by 12.30.</i>				
	ends	Monday 24 February	09.00	Staff INSET
			20.45	Boarders
		Tuesday 25 February	08.15	Day pupils
Exeat Weekend	: begins	Friday 14 March	16.00	All pupils
	ends	Sunday 16 March	20.45	Boarders
		Monday 17 March	08.15	Day pupils
End of Term	:	Friday 28 March	12.30	All pupils

SUMMER TERM 2025

	: begins	Tuesday 22 April	09.00	Staff INSET
			20.45	Boarders
		Wednesday 23 April	08.15	Day pupils
Chapel Weekend		Sunday 27 April	10.00	Whole School Eucharist
Exeat Weekend	: begins	Saturday 3 May	12.30	All pupils
	ends	Monday 5 May	20.45	Boarders
		Tuesday 6 May	08.15	Day pupils
Half Term	: begins	Saturday 24 May	16.30	All pupils
	ends	Sunday 1 June	20.45	Boarders
		Monday 2 June	08.15	Day pupils
End of Term	:	Friday 27 June	15.30	All pupils

School Transport

The school currently runs daily bus services from/to Chichester, Adversane, Horsham, Haywards Heath, Lewes, Bognor, Brighton, Shoreham and the prep schools at Worthing and Hove. All routes operate to and from school, Monday to Friday. The service will only operate in the mornings on Saturdays, and the last day of each term and half term. The buses aim to be in school by 08.10 each morning (08.30 on Saturdays) and they depart from school promptly at 18.05.

In addition, pupils travelling from London may also use the regular direct train from Victoria station to Shoreham-by-Sea station. For this we offer a coach to Shoreham by Sea train station at the end of term, on Half Terms and Exeats. There is also the option of coach travel to Heathrow at the start and end of each term.

The school would like to encourage parents to use the bus service as it has a very positive effect on both reducing the carbon footprint and alleviating the problems associated with the volume of traffic on site at peak times. Using the bus will also save you money. We must be breaking the 50p per mile barrier to drive an average car.

The school reviews the transport provision every year and we would also be very happy to consider the possibility of providing additional collection points. Therefore, if you are interested in a collection point that is currently not being offered, you should register your interest via the link below and suggest a preferred pick up/drop off point. The Transport department will contact you to discuss any possibilities before routes are confirmed for the next academic year.

The feasibility of each route is very much dependent upon the number of pupils that use the service even though the school substantially subsidises the service. It is not possible to confirm either the routes or the costs for the forthcoming academic year until we ascertain demand. However, it is likely that the majority of the routes will remain the same as the current year.

Should you wish to express an initial interest in using any of these bus services, please complete the Transport Form here <https://forms.office.com/e/wpj4m0GkQ0> before Saturday 1 June.

Please note that completing the form does not commit you in any way to using the service. We will write to you again during the summer holidays confirming details of the route that you have expressed an interest in (including costs and timings) and you can then make a decision on whether you want to take advantage of this service or not.

For your information, the following should be noted:

- A sibling discount of 50% is offered, subject to a £3.50 minimum charge per trip (subject to change for academic year 2024/25).
- Permanent bookings are accepted for the whole term only. There is a choice of what can be booked: we can offer mornings only, afternoons only, or both journeys.
- Flexi boarders will be charged at the standard trip rate.
- Any additional trips needed over and above your termly booking will be at a cost of £8.40 ad-hoc (subject to change for the 2024–2025 academic year).
- We can offer ad-hoc trips (pending seat availability) at a cost of £8.40 (subject to change for 2024–2025 academic year).
- Should you wish to cancel or amend your booking, the school requires half a term's notice in writing.
- Charges for transport will be applied to pupils' invoices in arrears and are based on the trips booked for the term plus any additional ad-hoc trips taken.
- Refunds are not given for trips booked but not taken other than in exceptional circumstances, ie if you book 6 mornings a week, you will be charged termly for 6 mornings a week.

International Pupils: Further details can be found in the *Additional Information for International Pupils* booklet.

Lancing Houses

HOUSE NAME	GIRLS/BOYS	HOUSEMASTER/HOUSEMISTRESS
Head's	B (Day)	Mrs Eleanor Kaye
Second's	B	Mr David Harvey
School	B	Mr Nathaniel Payne
Field's	G	Mrs Emma Campbell
Gibbs'	B	Dr Adrian Robinson
Sankey's	G (Day)	Mrs Fern Britnell
Teme	B	Mr Tom Atkinson
Manor	G	Ms Kelly Edwards
Handford	G	Ms Anne McKane
Saints'	G & B (Day)	Mrs Michelle Porter

WHO'S WHO

The **Housemaster/Housemistress** runs a House. It is their role to promote the moral and physical welfare, the happiness and academic progress of all the pupils in their House. They will ensure that pupils settle into the school as swiftly as possible, and pupils should seek their help or ask for their advice if they have any concerns. The **Assistant Housemaster/Housemistress** helps them in this role and takes over the running of the House at times when the Housemaster/Housemistress is absent. Each House has several **House Tutors** who deputise for the Housemaster/Housemistress on regular evenings of the week.

The **House Matron** looks after minor health concerns and supervises the domestic running of the House as well as being a key pastoral figure. A team of domestic staff assists her.

Each pupil is allocated a **Tutor** from amongst the House Tutor team. They meet on a weekly basis for a tutorial, to discuss academic progress, to go through Evening School and to help direct and guide learning. Additionally, Tutors help pupils in choosing and managing a full and enriching co-curricular programme. Particular House Tutors are assigned to the tutorial care of particular year groups.

Pupils in the Lower Sixth are able to request a particular Tutor from amongst those staff who teach them/their subject and this transition to a new Tutor is made in October.

The House will also have several senior pupils holding positions of responsibility: the Head of House and their Assistant, House Captains, School Prefects and Peer Supporters. They will also be a source of advice and support.

Living at Lancing

The Lancing day begins with a self-service breakfast that runs from 07.30 to 08.05. There is morning registration at 08.15 for every member of the school. Lessons then begin at 08.50 and continue until 12.30 with a 30-minute mid-morning break. After lunch there are further lessons and a range of activities and sports. Afternoon registration takes place at 17.55 for every member of the school. Every evening boarders have Evening School (homework/prep) – supervised in Houses – in which they complete work set for that day by their teachers in three subjects. This runs from 19.00 (after supper) to 20.30. Day pupils are welcome to attend Evening School. A number of Club or Society meetings, music or drama rehearsals, lectures and activities run from 20.35, in addition to the co-curricular programme in the afternoons.

Chapel Services: Chapel plays an important role in our community and all members of the school attend the whole-school Sung Eucharist which is held on Wednesday mornings and the 10.00 Sunday Eucharist on Chapel Weekends as shown in the Calendar for the term. There is a voluntary Eucharist most mornings at 07.35 (attended by groups of pupils across the Houses in rotation) and particular gatherings for Houses and year groups. The whole school also gathers in Chapel for a weekly Congregational Practice and Head Master's Assembly, both held at 08.30 before the start of lessons. Year groups meet in rotation for a Year Group Assembly with their Year Group Co-ordinator.

A huge range of **co-curricular activities** – currently in excess of 120 activities – is provided at the College. If selected for a school team in any sport, midweek or on a Saturday, pupils are expected to fulfil that obligation.

Lessons: Pupils are taught by a range of subject specialists and different subjects are taught in different classrooms. There is a five-minute break between lessons to allow for movement around the school. Both classwork and Evening School will be marked regularly. Each half term pupils get a summative short report based on achievement and effort in every subject, and this is made available to parents via the Parent Portal. Merits are awarded for work which shows particular effort. Work of the highest quality may earn a Distinction or even a Head Master's Commendation.

Subject Clinics: These additional sessions of academic assistance outside lesson times, run by academic departments, are voluntary and take place in the afternoons alongside the co-curricular programme. There are over 70 clinics per week covering the sweep of subjects taught, enabling pupils to seek additional and individual help with a subject or reinforce learning. Given this excellent additional academic guidance and support offered within school we strongly advise parents not to seek additional online tutoring for their children and, if feeling that there is a particular case for doing so, discussing this first with their child's Housemaster/ Housemistress.

Houses: There are five boys' Houses, four girls' Houses and one co-ed House, all spanning Years 9–13 (Third Form to Upper Sixth). The House is the unit within which pupils live and study and where they are based during their time at the College. This is where they form key friendships and have increasing opportunities to take responsibility and to contribute to decision-making. Houses are run by the Housemaster/Housemistress with the help of their Assistant Housemaster/Housemistress and a team of House Tutors. The Housemaster/Housemistress should be the first port of call for parents, and they will also be supported by their Tutor, who helps to guide and steer academic progress and assist pupils in making the best use of their time and talents. The Head of House and House Captains (members of the Upper Sixth) are senior pupils whose role is to help maintain the smooth and happy running of the House, whilst School Prefects have a similar task in the College as a whole. The House Matron, supported by a team of Domestic Assistants, is another key person: they keep an eye on health, look after boarders' laundry and also lend an ear in the event of any difficulties or concerns – or triumphs.

Tutorials: Pupils meet individually with their Tutor and this weekly tutorial can take place at any mutually convenient time in the week. There is a set-aside period for tutorials on Saturday morning, in the event that other points of the week are not possible. Whilst a tutorial will largely focus on the academic it is in no way confined to this and tutors will assist in the choice, management and balance of academic and co-curricular commitments, in time management and in helping pupils to find their feet and their passions and to make the most of opportunities.

Leave off-site: Permission to leave the College grounds during the week (Monday-Saturday morning) is only given in exceptional circumstances by the Housemaster/Housemistress and on parental request. There is always room for individual flexibility, however, for instance where it is deemed helpful for a boarder to return home once a week or for a day pupil to stay over in school regularly – and this is something for discussion with your child's Housemaster/Housemistress.

Pupil involvement: All pupils in all year groups play their part in a rota of tasks for the whole House community, such as keeping communal areas of the House tidy, assisting with recycling or assisting in the supervision of younger pupils. There are all sorts of opportunities for pupil leadership and representation across all the year groups of the school: representing their House or Year in a Year Council or the School Council; sitting on a range of pupil-based committees (Food; Teaching and Learning; Charities); participating in schemes such as IT Committee, Green Group or Peer Supporters; captaining sports, or leading clubs or societies. Your child will get to know about these opportunities and our advice would be that they seize them and get stuck in wherever possible.

Money/Pocket Money: Housemasters and Housemistresses run a House Bank which can be regularly accessed, and pupils should deposit there any money given by their parents, for safe keeping. Cash credit is not available from House Banks. Debit cards and cash-free payment is accepted in the School Shop and Café. You may find it helpful to know that £120 a term is generally considered sufficient for a boarder's day to day needs in the Senior School. Pupils should not carry sums greater than £10 with them. All pupils have a designated lockable space, but it is additionally important that their possessions are clearly marked with their names, and items of particular value may be left with the Housemaster/Housemistress.

Security: For the security of pupils, each House can only be accessed via a code entered into a keypad. This information is shared between pupils and staff but not more widely. We know that parents will understand that it is important that they do not ask to know this code or access the House independent of their child or a member of staff.

Saturdays and Weekends: Saturday is also a school day, starting at 08.35 with registration, with a morning timetable and sport fixtures in the afternoon. The Fifth and Sixth Form PSHE programme takes place on a Saturday and there is additionally a PSHE programme for parents with visiting speakers and the opportunity to discuss issues with school staff. Day pupils can leave once their school commitments have ended. There is usually a full fixture list of sports on Saturday afternoons and parents are welcome to attend and watch matches.

Exeat Weekends: There are five Exeat Weekends per year. Pupils go home from 16.00 on the Friday afternoon and return between 19.00 and 20.45 on Sunday or, by 08.15 on Monday morning. For the May Bank Holiday, departure will be from 12.30 on the Saturday (or after any sporting commitments have been fulfilled), returning between 19.00 and 20.45 on the Monday evening or, by special arrangement, by 08.15 on Tuesday morning. The dates for this year are in the calendar on pages 10–11, as well as the online calendar.

International pupils are expected to stay with guardians (or, in consultation with parents, to visit a friend's family) on such weekends unless such arrangements cannot be made.

Long (Ordinary) Weekends: Lancing is a boarding school and many pupils make Lancing their home during term time. Boarders can go home on ordinary weekends after Saturday school and once their school commitments such as sports matches are over. For the many boarders (c. 220–250 each weekend) that remain in the school, there is a varied programme of voluntary activities to enjoy, for example informal team games either on the College playing fields or in the Sports Hall. Dining over the weekend is more relaxed. On most Sunday mornings the College provides a leisurely brunch for boarders and for resident staff from 11.30. There is an organised programme of weekend activities which all boarders may partake in, if they wish. Recent trips have included go-karting, bowling and trips to Brighton Marina and Thorpe Park. Transport to a local shopping centre is provided on Sunday afternoon. Younger boarders are allowed to Lancing and Shoreham-by-Sea for limited periods over the weekends, and older ones may visit Brighton or Worthing. The Art School, Library, sports facilities and Swimming Pool are made available during the weekends. A range of food trucks bring 'takeaways' on site at weekend evenings, serving pizza, pancakes and other street foods.

Chapel Weekends: On Chapel Weekends (of which there are four a year) all boarders stay in school, though afternoon leave to visit Worthing or Brighton may be requested by those in the Fifth and Sixth Forms. All pupils attend Sunday morning Chapel, and we warmly welcome parents and families to these services and to refreshments afterwards. Day pupils may go home for the rest of the day. Discos or other group events such as dodgeball tournaments, film nights, quizzes or particular House events are held on Chapel Weekend Saturdays.

Leave Out: In consultation with Housemasters/Housemistresses and with particular permission, Third and Fourth Formers may visit Shoreham or Lancing at weekends and Fifth and Sixth Formers may additionally visit Worthing or Brighton.

Food: Pupils and staff dine centrally in the College Dining Hall and we pride ourselves on a superb and varied set of dishes which use locally sourced ingredients as far as possible, including those from the College Farm. The Head of Catering works closely with pupil representatives from each House on the Food Committee, which meets twice a term. The three-weekly cycle of menus is informed by House choices of particular dishes as well as seasonal availability and what can be locally sourced. We know how important food is in assisting a sense of belonging and being 'at home' as well as fuelling growing young men and women. We therefore have opportunities for celebratory meals; for eating in House or year groups and for enjoying the cuisine of a range of countries.

Lunch and supper always have freshly made soup; a pasta or baked potato counter; a salad bar as well as vegetarian and vegan dishes and a choice of hot dishes – not to forget desserts. We encourage pupils to be adventurous, to explore new tastes and to enjoy produce that is really fresh and local. The Advent Term sees a different sort of apple variety on offer each week, and pumpkin carving and gingerbread house making competitions. Sunny weekends in the Summer Term allow for barbecues, hog roasts, street-food suppers and al fresco eating. Houses have particular requested dishes on each cycle of menus and pupil initiatives such as Meat Free Meals; street food counters and deli bars have been introduced recently. Lancing's Dining Hall is a beautiful place to eat and the St Nicolas Christmas Dinners, which round off the end of the Advent Term for each year group, see it at its finest – and our pupils in their finery, gathered in House families.

We believe eating is so much more than just re-fuelling – and the range of dishes offered and the conviviality of meals is an important part of our communal experience. The Head of Catering is always delighted to receive suggestions from pupils and indeed parents.

Between meals: All Houses are equipped with a number of kitchens for pupils to use to prepare hot and cold snacks; toast, fresh fruit and teas are available for pupils in Houses. At weekends pupils often prepare meals together or enjoy pizzas, pancakes or other favourites in Houses. Weekends see on-site 'takeaway' provision via international food trucks (Italian, Greek, Middle-Eastern outlets are current fixtures) which base themselves on campus and cook food to order. The newly-created Fives Cafe is open to pupils in the late afternoon and evening and also on Saturday afternoons and sells a variety of hot and cold snacks and drinks.

Dietary needs: If your child has any special dietary needs please let us know in as much details as possible. The Catering Department can then work closely with your child. The College has a nut-free policy and vegetarian, vegan and gluten-free and lactose-free dishes are always available. Provision is made to cater for those with particular religious dietary requirements, eg for Halal meat or for those fasting during Ramadan. The Head of Catering is always pleased to hear from parents and to work closely with pupils in ensuring that the dietary needs of all are met.

Chapel attendance: Whatever their faith, all pupils are required to attend the 10.00 Sunday Chapel services, (held four times a year on Chapel Weekends, and concluding at about 11.15.) Parents are warmly welcome to attend these wonderful services and to join us for coffee afterwards.

Likewise, all pupils are required to attend the sung Eucharist at 08.30 on Wednesday mornings – a core expression of our community and our common life together. All pupils are warmly invited to attend the daily Eucharist held every morning or evening except Wednesday and Sunday, and often celebrated in House Common Rooms.

A Prayer Room is available to pupils who follow Islam to enable their devotions.

Insurance: The Governors do not accept responsibility for the loss of personal property of pupils, and parents are advised therefore to check that their insurance includes appropriate cover. This can frequently be obtained without additional charge, and a householder's comprehensive policy may already make adequate provision. We suggest that parents get in touch with their insurance company to ascertain the position. Should parents be in any doubt, the school insurers run a very economical pupils' personal effects insurance scheme – details of which will be sent out by the Admissions Department. Parents are advised to ensure that valuable items are marked with the child's name, wherever possible, or with some other distinguishing mark, such as a postcode. Please keep non-essential items to a minimum, especially in the first year. It is particularly important that where an item has some form of identification number a note of this is kept at home, eg bicycles, cameras, laptops, mobile phones etc.

Telephones: Most pupils have their own mobile phone. They must be named, and the details of the telephone (number, make etc) must be lodged with the Housemaster/Housemistress. Please see the section on 'Use of Technology' in the School Rules. A code of practice governs the use of mobile phones and pupils breaching such a code forfeit the right to use their mobile phone in school. For Third, Fourth and Fifth Formers, mobile phones are only available to pupils outside the scope of the formal school day (ie not between 08.15 and 17.55) and are handed in to the Housemaster/Housemistress or Duty Tutor overnight. For those in the Sixth Form, pupils may retain their phones during the school day but these are not to be used in lessons

Here we seek to manage both the ability to stay in touch with parents and friends outside school and to make good judgements in the use of digital media, and to ensure academic focus and a focus on the development of face-to-face friendships and day to day communication with other members of the Lancing community.

FURTHER INFORMATION FOR DAY PUPILS

Daily Attendance: All day pupils are required to be at school by 08.15 and to register in their Houses. Late arrivals are required to sign in to Reception on arrival. A minibus leaves Shoreham-by-Sea station for the College at 08.00. Day pupils are required to remain in school until 18.00 from Monday to Friday and to 12.30 at the earliest (subject to fulfilling school commitments eg sports fixtures) on Saturday. Day pupils may, of course, stay for Evening School (19.00–20.30) if they wish and many will stay for evening activities. Pupils must indicate, by signing out, their time of departure for home. The Day Houses shut at 21.00.

Absence through illness: Please telephone the Housemaster/Housemistress by 08.00, or Reception on 01273 452 213 after that time, if your son or daughter is ill, on each day of his or her illness. For advice about return times following infectious illness, please contact the Health Centre on 01273 465 916.

Staying overnight: Day pupils are welcome to stay overnight in the College, subject to the availability of space. Those in Boarding Houses spend the night in their own Houses. Pupils in Head's House, Sankey's House or Saints' House stay in one of the boys' or girls' Boarding Houses, according to sex, as arranged through their Housemaster/Housemistress. Parents should request the possibility of an overnight stay with as much notice as possible and at least 24 hours in advance. Spaces are limited and early booking is highly recommended. Please see the Fees Information on the website for charges. No charge is made where a pupil is required to stay overnight due to an official school activity which runs after 21.00, but at least 24 hours' notice must be given and availability checked with the child's Housemaster/Housemistress.

Flexi-boarders may stay up to three nights a week without additional charge but the same conditions pertain as for day pupils for any rare stay in addition to those three declared nights.

House Nights In: A half-termly House Night In allows pupils to gather in Houses for games, competitions, meals or quizzes – often devised by senior pupils. No Evening School (homework) is set on these nights. They are flagged in the calendar and on those evenings parents of day pupils should make arrangements to collect their children at 8.30pm.

Medical arrangements for day pupils: Day pupils (and flexi-boarders) will continue to be registered with their family doctors but will receive treatment at the Health Centre in the event of an accident, emergency, or being taken ill while at school. Day pupils' medical cards will therefore be kept by their family doctor, but it will be important for the school doctor to have the Medical History Form.

Please complete the Medical History Form and send it to the Admissions Office before your child joins the school. ***This is vital information for the school to have in order to ensure you child's safety and wellbeing and we cannot permit a child to start with us until this form has been received.*** In the event that a pupil transfers from day to boarding, they will be registered with the school doctor and their medical cards will be transferred to the Health Centre.

Lancing Words and Terms

Like many schools, Lancing has a vocabulary of its own and some terms which may need translation! These are few in number and include:

Academic Tutor – a teacher (in Third to Fifth Form attached to your child’s House) who meets with them once a week to discuss academic progress and time-management

Alleys – wooden cubicles with desk space used as work-places for Third Formers in some Houses

Blue Book – a digest of lists (House, Year) and information (school rules, uniform etc) available to all pupils on the VLE (Virtual Learning Environment – see below)

Commendations – rewards for non-academic positive actions/acts of kindness

Congo – congregational hymn practice, generally on Tuesday morning in Chapel

Head Man’s (Head Master’s Assembly) – Friday morning assembly for the whole school, in Chapel

Evening School – the Lancing term for homework, timetabled for 19.00–20.30 each weekday evening

Exeat Weekends – weekends in which the school is closed between 16.00 Friday and 19.00 Sunday to enable a mini break for all pupils and staff

Extra Duties – a sanction that includes tidying the grounds, under the supervision of the Security Manager

Founder’s Day – a celebration of the founding of the school, the life of Nathaniel Woodard and the year’s achievements. The Saturday before the Summer half term and a cross between a garden party, prize-giving and sports day

League Run – a weekly two-mile race in the Lent Term

Lock up – the time from which a pupil is required to be, and stay, in their House – this is year-group dependent

Merits – awards for work indicative of particular efforts

Peer Supporters – Sixth Form pupils trained by the College counsellors in listening skills

Pitts – study bedrooms

The Pupil Charter – a guide to new pupils about rights and responsibilities

OL – a former Lancing pupil

S Nicolas Dinners – Christmas dinners for all year groups held towards the end of the Advent Term on, or near, the feast day of St Nicolas who, with St Mary, is one of Lancing’s patron saints

Short Reports/Grades – half-termly grades, reported to parents and pupils and giving a snap-shot of attainment and effort

VLE – the Virtual Learning Environment, a repository for pupils and staff of information and resources and where pupil work is set.

The Lancing Day

Lancing College is a boarding and day school and the education we offer is tailored to the needs of all our pupils, with the same opportunities and richness of experience available to all.

Our six-day week creates a sense of spaciousness and extensive scope for enrichment that we greatly value. We regularly review the shape of the week and how this best fits the learning and the pastoral care of our pupils. There are no formal lessons after 15.35 on Monday to Friday, when co-curricular activities take place. Tuesday afternoon is wholly given over to co-curricular activities and sport. Saturday morning comprises a slightly later start, a tutor period and four timetabled periods.

07.35	Early morning Eucharist
07.30–08.05	Breakfast
08.15	Morning Registration
08.30	House Assemblies (Monday)
	Congregational Practice (Tuesday)
	School Eucharist (Wednesday)
	House Assemblies (Thursday)
	School Assembly (Friday)
MONDAY–FRIDAY (TUESDAY HAS PERIODS 1–6 ONLY WITH SPORT 14.00–16.00)	
08.50–09.25	Lesson 1
09.30–10.05	Lesson 2
10.10–10.45	Lesson 3
10.45–11.10	Break
11.15–11.50	Lesson 4
11.55–12.30	Lesson 5
12.30–13.00	Lunch for Third and Fourth Forms
13.00–13.35	Lesson 6 for Third and Fourth Forms
12.35–13.10	Lesson 6 for Fifth and Sixth Forms
13.10	Lunch for Fifth and Sixth Forms
14.20–14.55	Lesson 7
15.00–15.35	Lesson 8
16.00–17.45	Activities, Clubs and Societies
17.50	Afternoon Registration
17.55–18.30	Supper
18.50	House Roll Calls
19.00–20.30	Evening School
21.30	Roll Call for Third and Fourth Form and bedtime for Third Form boarders
SATURDAY	
08.00–08.30	Breakfast
08.35	Registration
08.50–09.25	Tutor period
09.30–10.05	Lesson 2
10.10–10.45	Lesson 3
10.45–11.10	Break
11.15–11.50	Lesson 4
11.55–12.30	Lesson 5
12.30	Lunch

Being Safe and Happy at Lancing

At whichever point pupils join the College, it is important that they know that this is their school from the first. We strive to ensure that this is a safe, welcoming and tolerant community in which everyone feels valued and is aware of the value of others and the importance of kindness, consideration and honesty.

Our *School Rules* reflect this in seeking to promote the highest standards of academic endeavour and courtesy.

Please also refer to the Policies provided at the back of this booklet.

SCHOOL RULES

These rules are in place for the happy, effective and safe working of our community. They are few in number and it is the responsibility of each pupil to know and to abide by them. Their central concerns are to ensure the safety of our pupils and the harmonious life of the College; to reinforce the law of the land to ensure the proper stewardship of this beautiful place. They seek to reinforce our high standards of academic application, of behaviour and of courtesy and to enable our foundation values of inspiration, illumination and independence.

Members of the College are expected at all times to show courtesy and consideration towards others and to behave in a way that upholds the reputation of the College. This applies equally to pupils when away from the College during term time, including journeys between home and Lancing.

1. BOUNDS (PERMITTED AREAS)

Pupils must obtain the permission of their Housemaster or Housemistress (HMM) before leaving the area of the College grounds. This permission will normally be given only at weekends. Pupils in the Third and Fourth Forms may be permitted to go into Lancing and Shoreham and pupils in the Fifth and Sixth Forms may also be permitted to go into Brighton or Worthing, once all school commitments have been fulfilled.

Unless accompanied by a member of staff or taking part in an organised school activity the following areas of the school grounds are always out of bounds:

- The area beyond Sankey's, including the path to the amphitheatre and the Open Air Theatre itself
- All farmland adjoining the College
- The path to the South of the school between School and Teme Houses
- The Ladywell Valley
- *After dark* the playing fields and all areas East of the Chapel are also out of bounds

LAWNS AND FARMLAND

Pupils, with the exception of Prefects, are not allowed to walk on the grass of the Lower Quad. All pupils are forbidden to run up and down the banks or terraces or to cycle on grassed areas. Ball games are not permitted in the Lower or Upper Quads, or in the near vicinity of the Chapel. Farmland adjacent to the College is out of bounds to all pupils.

2. LEAVE

Leave to go out with any person or meet or visit any person outside the College grounds must be obtained on each occasion from the HMM. If the applicant is not the parent or guardian of the pupil, the written consent of the parent or guardian will be required before leave is granted. For all leave involving absence from lessons or Chapel, application must be made, in writing, to the Head Master through the HMM at least 48 hours in advance. Pupils are not permitted to cross the A27 except at the pedestrian crossing and during the hours of daylight.

In the event of illness, pupils must present themselves to their House Matron or to the Health Centre, who will determine appropriate care and whether they are signed off lessons. Parents of day pupils should inform their child's HMM in the event of unplanned absence by 08.00 (or Reception thereafter).

3. VISITORS

If pupils wish to meet visitors, other than parents, from outside the College in the College grounds or buildings, they must obtain permission from their HMM. This includes OLs (former pupils) of any vintage. The visitor must be met by a member of staff at Reception, where they will be required to sign in and be issued with a visitor's badge. These badges must be worn throughout the visit. Visitors must stay in public areas of the College and may not enter pupils' pitts. Visitors must sign in and out of Houses.

Only in exceptional circumstances will permission be given for visitors to stay or arrive after 18.00. In this case visitors must be met by the pupil's HMM (or duty Tutor) on arrival and report to them on leaving.

4. HOUSES

Pupils returning to the College after 18.00 must report back to their houses. Pupils must be in their houses for Evening School unless they have gained permission to work in the Library. Those who need to leave their houses must obtain permission and sign the destination list. All pupils must be back in their houses in line with designated roll calls.

5. ACADEMIC FOCUS

Pupils should have high academic expectations of themselves – as the College has of them. Work should be completed carefully, promptly and thoroughly. (For further details see the Classroom Code of Conduct).

Pupils must be in a place of work (pitt, Houseroom, Library or other authorised location) during evening school or private study periods. They may not wander about or visit other pitts.

There must be no visiting between Houses during evening school or lesson times (see further rules on visiting between Houses).

Sound systems must not be played at excessive volume. They may not be played at any time within the Quads/ out of doors. They must not be audible to others during lesson time, Evening School or after 21.30. Consideration for others should always govern their use.

6. DRESS AND APPEARANCE

College dress, according to the dress requirements, must be worn throughout the week, except on the following occasions: from supper onwards in the evenings, after lunch on Saturdays and during the weekend – unless attending a formal occasion. At all times pupils' clothes must be clean, in good repair and tidy.

Hair must be clean, well-groomed and without extremes of fashion, style or colour. Boys must be clean-shaven.

7. DECORUM

Displays of affection between pupils must at all times and in all places be restrained, consistent with good taste and such that no embarrassment is caused to other members of the school community.

8. FORBIDDEN ACTIONS

Lancing College does not tolerate the following, and these actions make the offender liable to expulsion:

- Theft or significant dishonesty
- The possession or use of dangerous or illegal drugs. (The College is aware that some substances which are not illegal may have an intoxicating and/or hallucinogenic, and dangerous, effect. The possession or abuse of any substance which has, or is intended to have, such an effect is against *School Rules*, and pupils possessing or abusing such substances should expect to be treated in a similar fashion to those who possess or use illegal substances).
- Endangering the safety or well-being, through bullying or other means, of others.
- Sexual misconduct: any pupil involved in sexual activity on school grounds or whilst in the care of the school is liable to expulsion.

9. FORBIDDEN ITEMS

Pupils are forbidden to use or have in their possession real or imitation guns (including BB guns). Knives (including penknives) and any other kind of dangerous or offensive weapons (including lasers) are also strictly forbidden. Fireworks may not be brought to school. Tobacco (including e-cigarettes) and alcohol are also forbidden items and rules regarding them are detailed below:

10. SMOKING AND DRINKING

Smoking or the possession of tobacco and the drinking or possession of alcohol are forbidden (this includes the use of e-cigarettes). [Detailed policies on Smoking and Alcohol are available upon request and on the VLE.] Those found in the possession of or using e-cigarettes (vapes) will be subject to a drugs of abuse test in accordance with the school's smoking policies.

The overriding principles of the school's policy regarding alcohol are our concern for the safety of our pupils and adherence to the law. In addition to the requirements of the law the consumption, on unlicensed premises, of strictly limited quantities of beer or wine by members of the Sixth Form only, is permissible when it is under the direct supervision of members of the teaching staff and approved in advance by the Head Master or the Senior Deputy Head. No pupil below the Sixth Form may consume alcohol under any circumstances.

On reaching the age of 18, pupils must seek their HMM's permission to purchase and consume a limited quantity of alcohol in a pub or restaurant whilst off the school campus at weekends. In all other circumstances, to be drinking, or in possession of alcohol, or bringing alcohol into the school, or to be in the company of others who are drinking, or to be under the influence of alcohol, is a breach of the school rules. Pupils are forbidden, without specific permission from their HMM, to have in their possession bottles or cans which have contained alcoholic drink.

11. MEDICATION

Pupils under 16 may not have any medicines in their possession, unless requested by parents, approved by the Health Centre and agreed with their HMM. We require that boarders over 16 inform staff of any medication held within College, and comply with necessary arrangements for safe storage/ dispensing. All controlled medication, regardless of the age of the pupil, is required to be held by the Health centre and dispensed to the pupil for whom it is prescribed by Health Centre staff.

12. USE OF TECHNOLOGY

Mobile phones and other personal communication devices are permitted, although their use requires thought and consideration for others and timings available to pupils will be governed by year group. Pupils' mobile phone numbers must be logged with their HMM. Items of value should be covered under an individual's insurance scheme.

Electronic devices must not cause distraction or upset at any time. Pupils found to be causing a distraction or offence in any way with such a device may have it confiscated or their access to the device limited in some other way, and sanctions will be imposed in accordance with the school rules.

Recordings of pupils or staff (still or moving images or audio or of any other kind) may not be made, stored or shared without the prior consent of those concerned. Involvement in any way with images, recordings or postings of any form which are liable to cause offence, or to damage the reputation of the school or any individual person, is strictly forbidden.

13. TRANSPORT

Bicycles: Pupils are responsible for the safe condition of their own bicycles. All bicycles must be registered with the Security and Transport Manager. Parents should ensure they are properly insured. All pupils riding bicycles must wear a helmet.

Skateboards: Skateboards, hoverboards or the like may not be brought into or ridden within the school grounds.

Cars, motorcycles etc: No motor vehicle may be brought to School without the consent of the Senior Deputy Head. This consent is only given with agreement of the parents and only to pupils in the Sixth Form. No pupil may ever drive a car with another pupil as passenger except with the written permission of the parents of all the pupils concerned. This permission must be shared with the relevant Housemaster(s)/ Housemistresses(s) and confirmed by the Senior Deputy Head.

No pupil may drive or be driven in a car except as follows:

- if out with parents or another pupil's parents (with their own parents' permission)
- for official driving lessons, with HMM's permission
- with special permission of the Senior Deputy Head after written application from parents.

The above applies to all motor vehicles.

14. FOOD

Main meals are taken in the school Dining Hall and pupils are expected to attend all meals unless they have particular permission from their HMM to make other arrangements. The school Café sells a range of snacks and is open in the afternoons and evenings. Takeaways are not permitted, however street-food trucks are a feature of Lancing weekends and are on campus and provide a range of fast-food options on most Saturday evenings.

GENERAL CONDUCT

Pupils are expected to show respect for themselves and for the school community; to be courteous and polite to all and to look after and support one another (including on-line).

Pupils are required to respect one another's property and privacy and care for the school's facilities, buildings and grounds.

The Health Centre (01273 465 916)

The Health Centre is staffed 24 hours a day throughout term time. It is situated in a purpose-built building which has been extensively refurbished in recent years. It has a team of nurses, led by the Health Centre Manager/ Senior Sister, Ms Katy Crane. All boarders are registered with the school doctors during their time at Lancing, but the Health Centre also looks after day pupils who become unwell during the course of a school day or who suffer accident or injury. The nurses work closely with House Matrons and Housemasters/Housemistresses.

The School Doctors visit twice a week and the School Medical Officer is Dr Victoria Figueira. Pupils may request to see a male or female doctor and the doctors can be contacted via the Health Centre or at Adur Health Partnership, Shoreham-by-Sea, on 01273 466 052.

The Health Centre offers a welcoming and calm environment with consulting rooms; a ward area and individual rooms for patients who need to be admitted; a day room and a 'quiet room'. The nurses are very experienced and can deal with minor injuries or more serious illness; with inoculations; with sport injuries and with health advice. They are also willing to offer a listening ear and mental and emotional health is as much in their remit as physical health.

The Health Centre runs clinics throughout the day, for which pupils can self-refer. The nurses' lunchtime clinic and the doctor's clinic (13.10–14.30) are strictly by appointment.

The nurses' clinic times are shown below:

07.30–08.45
10.45–11.00
12.40–13.10 (appointment only)
18.30–19.00
21.00–21.30

If pupils need to be seen outside clinic times, the nursing team will always be available for urgent care, but they ask that pupils are sent by their teacher, House Matron or Housemaster/Housemistress.

If pupils are unable to participate in sport or activities due to accident or injury, they will be assessed for an Off Games authorisation by one of the nurses, and the Off Games list is available to all staff and updated daily. If pupils need particular consideration, after illness or injury at home, we ask that parents contact the Health Centre Manager so that records can be kept up to date and progress monitored.

New students have a routine and simple medical with the nurses. This is nothing to be anxious about and is a good way for the nursing staff to meet and talk with all new pupils.

The nurses organise prescriptions for both long- and short-term treatment for full boarders medical reviews (eg for asthma) and referrals (eg to a physiotherapist). The nurses are available for health advice. They promote healthy living and support all pupils in being as fit and healthy as they can be, so that they can fully participate and enjoy life at Lancing College.

In addition, a **Physiotherapist** visits the Health Centre weekly.

Medical Information and Dental Treatment

Please complete the form regarding Medical History and GP details and return it to the Admissions Office. When completing the immunisation section please be sure to give full particulars of all immunisations and vaccinations with dates. It is essential that your child is up to date with their immunisations before they join us and this needs to include vaccination against Measles, Mumps and Rubella. Such vaccinations as become due during your child's time at Lancing can be administered by NHS immunisation team scheduled visits at the Health Centre, and your consent will be sought on such occasions.

If your son/daughter has a National Health Service number (they will have such a number if they have lived in the UK), please ensure this is stated on the form. This number is essential for registering with the School Medical Officer if your child is to be a boarder and it is helpful for school visits and emergencies if we have this number for day pupils also.

DENTAL TREATMENT

It is assumed by the College that all normal dental treatment will be undertaken during the holidays, unless there has been, for special reasons, a specific written request from the parents to the College for treatment during term time.

In the case of emergencies, parents may wish to accept complete responsibility because they live nearby. Alternatively, parents may wish dental surgeons nominated by the College to carry out emergency and orthodontic treatment. This treatment is not available under the NHS and charges will be made to parents.

EYE TESTS AND VISITS TO THE OPTICIAN

Parents are asked to arrange for routine eye tests, fittings for spectacles or specialist treatment to be carried out during the holidays, as far as possible. If a pupil's ability to see the board or to do written work would be seriously impaired by the loss of (or damage to) spectacles, parents are asked to ensure that a spare pair is readily available. Housemasters/Housemistresses can usually arrange for emergency repairs to be carried out locally if parents wish. Please let the College know of any optical disorder (eg scotopic sensitivity) which affects your son or daughter.

COUNSELLING

Lancing is fortunate in having a highly experienced pair of counsellors, Jacqui Painter and Christina Morris, who cover 12.00 noon to 18.00 Monday to Friday and who offer confidential counselling which is free at the point of access to our pupils. Pupils can self-refer and the College Counsellors can be contacted via

counsellor@lancing.org.uk

Learning at Lancing

SENIOR SCHOOL AND SIXTH FORM CURRICULUM

The **Third Form (Year 9)** curriculum provides a broad and balanced education which allows all pupils the opportunity to excel. It equips them to make an informed choice of GCSE options at the end of their first year.

On arrival, they are setted or banded in most subjects according to their entrance exam performance, and study the following subjects: English (4 lessons); Maths (4); Physics (3); Chemistry (3); Biology (3); any two of French, German, Spanish, Latin or EAL (4, 4); Geography (2); History (2); Religion, Philosophy and Ethics (2); Music (1); Drama (1); Art (2); Design & Technology (2).

ICT and research skills are taught across the curriculum but particularly in a specific metacognition programme of one curriculum period per week that introduces students to key issues of learning, debate and the pursuit of scholarship. All pupils attend lessons in Physical Education and PSHE. The sets may be adjusted from time to time, especially after the Advent Term examinations.

In the **Fourth Form (Year 10)** all pupils continue to study the core subjects of English (IGCSE), English Literature (IGCSE), Maths (IGCSE), the Sciences (AQA GCSE Certificates in Science), and RPE, which is internally certificated at the end of the Fourth Form. Pupils also study three optional IGCSEs, one of which must be a Foreign Language (if their first language is English) and are pursuing the separate science GCSE subjects or four optional subjects if they choose to pursue the dual certificated science route (a two GCSE certificate equivalent route).

The optional subjects currently offered are: Art (both Fine Art and Photography strands are available), Classics, Design & Technology (either the resistant materials or engineering strand, which lead to separate GCSE certificates), Drama, French, Geography, German, History, Latin, Music, Physical Education and Spanish. The choice of options is made in the Summer Term of the Third Form. Top set mathematicians also take Additional Maths, a post-GCSE level qualification. Pupils whose first language is not English may take IGCSE English as a Second Language.

In the Fourth and Fifth Forms pupils continue to follow a programme of Physical Education and PSHE. We also support the early taking of native language GCSE subjects where available.

Information about GCSE choice is available on the school's VLE and website. Tutors and Housemasters/ Housemistresses advise, and a meeting for parents and pupils is held in the Summer Term. All pupils participate in the Morrisby programme. An annual Careers Day is organised in the Advent Term for members of the Fifth Form and their parents (Lower Sixth pupils new to Lancing also attend). A range of careers and gap year reference books is held in the Careers Room in the Gwynne Library and significant additional support with careers and higher education applications will also be provided during Saturday mornings, tutorials and as part of the wider PSHE programme.

The school endeavours to provide students with a significant range of contacts in order that parents can arrange work experience outside of term-time but is not able to arrange work experience for students. However, we do actively invite employers into the College on a regular basis in order that students and their parents can make these arrangements. Briefings for parents are also held on key facets of university applications and other core areas of careers and personal, health, social and emotional wellbeing.

Students make a preliminary choice of three or four **Sixth Form** subjects in the Lent Term of the Fifth Form. Final Decisions about Sixth Form subject choices are finalised after the publication of GCSE results. Lancing students ordinarily study three subjects in the Lower Sixth year, unless they are studying the two A Level equivalent BTEC Diploma in Sport, in which case they opt for the Diploma plus two additional subjects. Students who are likely to achieve a Grade 7 average across their GCSEs or better may be able to study four subjects. They will need to qualify for the requirements of their individual subjects too. Details of individual subject requirements are outlined in the Sixth Form course choice booklet, available each year on the College's external website.

Lancing students do not take AS Level but will be assessed by internal examinations in the second half of the Summer Term. Progression from GCSE to Sixth Form study is contingent upon achieving at least five Grade 6s at GCSE and fulfilling the conditions of individual subjects for A Level study, as laid out in the A Level course booklet published by the College each year on our website. Ordinarily, Lancing students study three A Level subjects (or the BTEC Sport Diploma plus one A Level subject) in their Upper Sixth year. Sixth Form students are, in addition, actively encouraged to pursue the Extended Project Qualification throughout the course of their final two years at the school, and training and tutorial supervision is provided to this end. While not a mandatory qualification in the Sixth Form, its benefits are numerous and it is highly regarded by many leading universities.

All students are asked to bring their own laptop devices into school to connect with the school's ample digital resources, either from a store that the school has sourced at an advantageous rate or to source this equipment themselves. There are minimum specifications and recommended specifications for these devices available in a separate communication from the IT Department. The devices are carefully monitored in their access to our filtered high-speed network where internet and resource use is controlled scrupulously. All students and staff must agree to our acceptable use policy to access the College's network, a key element of our educational provision.

The College's **Parent Portal** provides parents with access to a range of information, including that relating to their child's academic progress. All students also have access to the full suite of Microsoft Office 365 products for further support of their learning, accessible on their personal devices via their Lancing user account.

The **Learning Support Department** works with students with a diagnosed learning need. The Department also identifies students via teacher referrals. Students who may require an investigation into an area of observed need will normally have been at the College for at least a term.

Student need is identified under four categories: cognition and learning, such as dyslexia, social communication such as autism, a sensory and physical need such as hearing impairment, or a diagnostic need linked to emotional or medical need such as ADHD.

The primary role of the Learning Support team is to support teaching staff in understanding the learning needs of students on the learning support register. The Learning Support department work closely with students with a diagnosed need to translate their individual learning style to class teachers. If parents/guardians are in any way concerned about a potential learning need referrals can be made via the Housemaster and Housemistress, or the child's Tutor.

There is also a **Learning Support Form** to complete included with this booklet. Providing detailed information will aid in your child's transition.

In line with the College's Access Arrangement, Word Processing and Special Educational Needs policies, pupils who have had Learning Support in previous schools will be required to undergo further screening and educational testing settled.

The Learning Support Form aids the Department in identifying students who have a history of need. Every student with a Learning Support Form will be contacted by The Learning Support Department by the end of their first term at Lancing College. Prior to students joining Third Form, reports and paperwork from previous schools are used to build a picture of need and to inform teaching staff of how a student will best learn. All previous exam access arrangements are monitored and reassessed in line with JCQ requirements.

The Learning Support Department operates a wave model for identifying need and once students are settled and known, the department allocates provision based on the wave which is connected to a diagnostic and level of individual need. All Third Formers and Sixth Formers with a learning support need are met by the department in their first term at Lancing.

THE CO-CURRICULAR PROGRAMME AT LANCING – ADVICE TO PUPILS

Co-curricular opportunities at Lancing are very much the icing on the cake. It is the time to move beyond the boundaries of the classroom and enjoy the wide variety of activities and clubs made available to all pupils. Whether it be sport, music, drama, dance or even making skateboards or body boards in DT or a working robot in Electronics, we are confident that every pupil will find lots to do and lots to enjoy.

The bulk of the Co-curricular programme happens in the timetabled activities slot every afternoon from 16.00 to 17.45. All year groups are encouraged to take an active part and, to this end, we suggest signing up to at least four activities out of the ten weekly slots. This still provides all pupils with up to six-hour slots of independent time in the week to pursue further interests (perhaps music practice or a tennis lesson), join a club, challenge themselves with academic enrichment or even just relax in their House with friends. Of course, they can also sign up for more if they really want to get stuck in.

Third Formers will also enjoy a carousel of activities on a Monday afternoon (16.00–17.00) in the Advent and Lent Terms, where they will get to experience a range of the opportunities available. Currently this includes Cooking, Dance, Electronics, Squash, Self Defence, Fencing, Five-a-side Football, Music, and also tours of our Equestrian Centre and School Farm.

Sport is another major part of the Co-curricular programme, and this takes place on two afternoons a week. We follow a competitive fixture list throughout the year within the following sports: Football, Hockey, Cricket, netball, badminton, swimming, athletics, basketball, squash and Tennis. However, there is an extensive list of other sports for pupils to try as well: Climbing, Fencing, Fives, Golf, Aikido, Riding, Rugby, Running, Shooting and Table Tennis as well as other fitness opportunities such as Gym, Metafit and Yoga. We even have a walking group for those who just need to get out for some fresh air.

Please note that, for sport, pupils are to bring all kit and, importantly, a mouth guard and shin pads for the first term of Football (boys) and Hockey (girls).

In addition to our excellent sporting provision, we have two other facilities of note:

■ Swimming Pool

We have an elite swimming squad who make the most of our on-site pool and facilities, training most days of the week (both land and pool), with some of our current squad competing regionally and nationally. If you want to know more about our Lancing College Swimming Club, please contact our Head Coach, Mrs Karen Woolliscroft (kwoolliscroft@lancing.org.uk).

■ Equestrian Centre

There is an Equestrian Centre on site, giving the opportunity for all pupils to be involved on some level by way of chargeable co-curricular activities. Horse riding is available, with lessons being scheduled for all levels from beginner riders through to those looking to improve their dressage and jumping skills. Non-mounted activities are also available and include initial Pony Care training through to British Horse Society Career Pathways qualifications. A limited amount of on-site stabling is available for those pupils wishing to keep their own horses at the Centre.

If you want to find out more, please contact the Equestrian Centre Manager, Mrs Amy Baker amy@lancingequestrian.co.uk

Please note that the Equestrian Centre is a sub-contracted business that operates on the school site so any charges will be separate to the College.

We also have a competitive Lancing College Equestrian team where pupils enter events on their own or borrowed horses. This team is made up of riders from within the College, regardless of where they keep their horse.

Art, Dance, Drama, DT and Music spearhead the creative options at Lancing. With plenty of shows, projects, ensembles, orchestras and choirs on offer, there is something for everyone. We encourage all Third Formers to participate in at least one creative activity a term to ensure that they try new things and, perhaps, discover a talent they never knew they had. In Drama and Music, there are projects designed specifically for the Third Form to get their teeth into from which to springboard into further involvement later in their school career.

We also offer the Duke of Edinburgh's Award scheme (DofE), Combined Cadet Force (CCF) and Explorer Scouts as service options for the pupils. The Third Form can sign up to the DofE Bronze Award when they arrive and achieve it in the same year. In the Fourth Form, pupils then choose between joining the CCF (Army or RAF sections), working towards their DofE Silver Award or joining our Explorer Scouts group. All three services provide great opportunities for independence, self-discipline and growth within the framework of their individual programmes. Pupil leadership is at the heart of both and serves as great enablers for development of the self within, and beyond, the school community.

The year is rounded off with the Third Form taking part in our annual Third Form Challenge, a mixture of outdoor pursuits, drama, film making, teamwork and camping that provides them with an enjoyable and enriching week to finish off their first year at the College.

Finally, if your child gets stuck wondering what to get involved in, their Tutor and Housemaster/Housemistress will guide them through it all. There is certainly plenty on offer and much to enjoy.

Music at Lancing

Music plays an important part in the lives of pupils at Lancing, with in excess of 300 instrumental and singing lessons taking place each week and many pupils participating in musical activities. All pupils participate in the annual House Singing Competition and hundreds more perform in the House Music Competition. The College runs weekly rehearsals for numerous choirs and instrumental ensembles including the Choir which sings each week in the magnificent Chapel and on many other occasions, A Cappella Club, Symphony Orchestra, String Chamber Orchestra, Sinfonia, Concert Band, Big Band and many other chamber groups meeting on an ad hoc basis, some of which are led by pupils. In addition, rock, folk, and other workshops take place throughout the year. There is also an annual school musical.

The Music School provides all pupils with opportunities to perform through the highly successful lunchtime concert programme and its many and varied evening concerts and recitals in College, the local community and further afield. In the 175th anniversary year the Choir recorded for BBC Radio 3 and the Symphony Orchestra, Choir and five chamber groups performed at a special concert in London at Southwark Cathedral. Many pupils go on to achieve success with national ensembles or develop their vocal and instrumental skills for pleasure and relaxation.

The Music School maintains a full range of school instruments which may be borrowed for a small charge subject to availability. Music lessons are of a minimum 30-minute duration, but parents may request longer lessons. Lancing has a staff of four resident musicians and a visiting team of 23 musicians teaching all orchestral and band instruments, classical and electric guitar, organ, piano, recorder, saxophone, voice, theory, composition and conducting. The number of lessons taking place across the week means that some will inevitably clash with academic lessons – but we take pains to minimise this as far as possible.

Music is vibrant, exciting and highly varied at Lancing and whether that be in the choir or in a rock band, playing the trombone or the viola, starting an instrument or moving towards Grade 8, it is something to be part of!

Should you wish your child to have individual music lessons, please complete the ***Music Lesson Request form***.

The Chapel of S Mary and S Nicolas

THE CENTRAL MINSTER OF THE WOODARD SCHOOLS

The largest school Chapel in the world, our Chapel's prominence in the landscape speaks of the important role that Christian worship plays in the life of our school. All pupils and staff, no matter what their personal faith convictions, attend our weekly Whole School Eucharists. We gather as a community to spend some time in reflection on what has gone well and what needs to be redeemed in our own lives, to be inspired through the beauty of holiness, to hear and respond to the teachings, life, death and resurrection of Jesus Christ, and to meet Christ in Word and Sacrament. Whatever one's personal beliefs may be, this weekly shared experience shapes the life of our community and offers our pupils a lasting legacy: the Chapel is often the first place that OLs ask to visit.

Many pupils are actively engaged in leading our worship, whether through singing in our Chapel Choir, which is one of the finest school choirs in the country, or as one of our Sacristans who serve at the altar and assist with leading the worship. Each week there are further opportunities for pupils to read, lead intercessions, or help in other ways as representatives of their house. Outside of the weekly Whole School Eucharist, each day there are a variety of services including the Daily Office, house Eucharists, and Compline which is led by the Sacristans. There is also a weekly hymn practice for all pupils, led by our enthusiastic Director of Music, so that new pupils can fully partake in the uplifting congregational singing which is a feature of the services at Lancing.

Pupils are encouraged to respond to the services with integrity and an appropriate level of engagement. The majority of pupils will come forward to make their communion or to receive a blessing, whilst those who have a conscientious objection can remain in their seats, listening to the choir sing the anthem. There is an annual Confirmation service in the Summer Term, and these pupils will meet regularly to explore Christian faith in the Lent Term.

Those pupils who do not identify with the Christian faith, are encouraged to make the most of the opportunity of experiencing Cathedral quality Christian worship as a participant observer, promoting a dialogue with their own belief system. This dialogue is also explored at our Interfaith Discussion Group which meets four times a term. Led by the pupils, we seek to understand the diversity of lived experience within our community and to share the treasures of our own tradition in a spirit of promoting mutual understanding.

The Chaplain is available to all members of our community, offering pastoral care, spiritual direction, and support to those of all faiths and none.

IT Facilities

The College network consists of around 600 PCs and a small number of Apple Macs on a single network incorporating Lancing's Preparatory Schools and Little Lancing which are connected via a high-speed fibre link. There are dedicated IT suites, 20 additional PCs in the Library, additional machines in Art and Music, and some Houses have dedicated IT rooms.

In addition, the network is available in every study, classroom, and houseroom. Boarders in the Fourth, Fifth and Sixth Forms have fixed network points in some Houses and wireless access in their pitti's until 23.00. On a Saturday night the Sixth Form have wireless access until midnight. The College supports approximately 1200 pupil-owned devices at present. Third Form pupils have access to the wireless network in their study rooms.

The Library is open throughout the day and evening on Monday to Friday and at specific times during the weekend, and other IT rooms are open at least during lesson times – usually longer. If specific requests are made, then facilities can usually be made available outside even these hours.

The College has a wireless network which covers all buildings in the campus. This is powered down in sleeping areas during the hours of 23.00–06.30.

There is a dedicated high-speed link to the internet at the school and access to this whilst a pupil is at the College will be via the College network and will therefore be filtered appropriately.

All pupils are required to bring their own laptops for school use. They will have the **acceptable use guidelines** explained to them as part of the induction process and new Third Form pupils will have a dedicated series of lessons during the metacognition classes about the appropriate use of the network and how the laptop is used to aid academic study. This approach allows for the flexibility of device that we have seen increasingly adopted by pupils independently.

The choice of exactly what to buy is open to you, but there is a minimum specification for the device which should have at least 8GB RAM and at least 128GB storage space. There is a small selection of devices which the College would recommend as ideal options suitable for full educational use. These are available at our one stop online shop either for outright purchase or on a staged payment/lease-hire plan with educational discounts attached. Details for this will be received in a separate letter.

It is also our strong recommendation that you purchase a protective case and long-term warranty/repair package to accompany your chosen device. As you will see on the website, these are available as part of the one stop online shop. As part of the induction process at the start of term in September, we will be supporting and assisting pupils to ensure that they are able to access all school resources from their devices. Online safety is covered as part of the induction, and we would encourage parents to ensure any parental controls are employed appropriately.

Every student has his or her own email address and internet access. Access to the internet is freely available via a filtered link during the College day and until 23.00 in the evening for senior students. Filtering varies according to year group and time of day. An acceptable use policy is published and students are required to abide by it. This prohibits, for instance, the sharing of passwords or accounts, the use of VPNs and lays down guidelines for using the College IT facilities. In addition, all internet traffic is recorded and monitored for abuse or attempts to access inappropriate material. Pupils' own laptops, Mac books, tablets, smart phones or any other wireless devices connected to the internet via the College network are subject to the filtering rules.

There are no bandwidth limits applied to pupil internet usage on the main College network. However, a fair usage policy applies to content downloaded onto the pupils' own devices using the College pupil network. This is currently set to 5GB per week. Pupils are permitted to use Skype, FaceTime, WhatsApp and WeChat for contacting friends and family during non-College time.

Software at the College includes the full Microsoft Office Professional package and many subject-specific application packages. Subject-specific applications come from numerous different sources depending upon the needs of the department.

The College also has a separate policy covering the use of Mobile Broadband Modems (USB Dongles) which are not permitted to be connected on College premises at all. We strongly advise against parents supplying such a device to their son or daughter.

Parents as Partners

In sending your children to Lancing, we are very sensitive of the huge trust conferred on the school and the key importance of working closely together in the support and care of your children.

Over the course of the year you will receive the following communications from the school:

- Brief summative reports – once each half term (indicating a snapshot of attainment and achievement in each subject).
- Full written reports – Twice a year (the other term of the year sees a parent-teacher meeting enabling dialogue with all subject teachers and your child's Housemaster/ Housemistress and Tutor).
- School Calendar – a copy of the Calendar is posted on the parent portal, can be found on our website and this is constantly updated with any changes. You can also synchronise this with your own device.
- An end of term message from the Head Master.
- Information about key events in the term ahead – at the end of every term by email and on the parent portal.
- *What's On* – our termly Performing Arts Calendar.
- *The Quad* – a termly magazine about Lancing events, achievements, activities and news.
- A regular electronic newsletter with news from the school and forthcoming events.
- The *Parent Portal* – a bespoke website for each individual pupil and the means by which reports, grades, examination results, letters and updates, forms and information will be sent to you.
- An invitation to attend an annual Year group parent supper.

In addition, there are all sorts of ways in which we hope that you and the school will work in partnership. Housemasters/Housemistresses are the first port of call in terms of day-to-day communication and can then involve other staff as necessary. The more that they know about your son or daughter, the more they can look after them, so 'soft' information about any anxieties or difficulties in or out of school is really helpful for them.

If you are able to attend parents' meetings (largely online), plays, concerts, matches and House events (or to encourage your child's guardian to do so), this will allow you to see their triumphs and involvement in school life as well as giving you a chance to meet informally with staff and fellow parents. To that end, the Lancing Parents Association holds a range of events across the year.

The PSHE for Parents series of seminars runs on several Saturday mornings across the year and is designed for all parents, tackling many of the issues discussed with pupils in their PSHE sessions and also allowing for discussion, questions and advice. It goes under the rather ambitious title 'Understanding Adolescence' and has been warmly appreciated by current parents.

The triangle of pupil, parent and staff lies at the heart of education and we strive to make the communication and relationship between each point of this triangle as strong as possible.

The Lancing Society/Community & Foundation

THE LANCING FOUNDATION

The Foundation was established in 2005 to provide long term financial support for the College's development plans. The aims of the Foundation are:

- To maintain and strengthen the tradition of philanthropy that has sustained and enriched the College since its establishment in 1848
- To encourage and nurture the relationship of OLs, parents and friends of the Lancing Community.

In the last three years the Foundation has:

- Led the Foundationers Campaign to raise £4.85m to fund 34 disadvantaged pupils to attend the College.
- Our goal is to provide another 40 places with a target of an additional £4.7m over the next five years.
- Worked in collaboration with the Friends of Lancing Chapel to raise £1.2m to complete the west end of the Chapel, which was finished in spring 2022.

In 2022 we commenced an initiative where we asked parents to contribute to the Foundationers campaign through an entirely voluntary 1% supplement to fees paid; this is collected termly through the normal billing process. In our first year 89% of parents contributed; you will be invited to be part of this as your child commences their Lancing journey.

THE LANCING SOCIETY/COMMUNITY

The Society brings together a powerful network of over 10,000 members and has been established to ensure that current pupils, alumni (known as OLs), parents, current staff and former staff and wider friends of the Lancing community can enjoy a lifetime's association with the College, both professionally and socially. This means that all Lancing Society members will benefit from being part of this larger engaged group.

The aim of the Lancing Society is to provide a central resource and platform for collaboration and communication which supports all the various groups, to enable old friends to keep in touch and for new contacts to be made. This includes providing news to members about the College, organising events, providing networking opportunities for members and maintaining the central database of membership.

We want every member of the Lancing Society to be able to enjoy and benefit from their association with the College and its extended community.

The Society aims to be responsive to the needs of its members and is constantly evolving. We hope that as members of the Lancing Society your relationship with us is a lifelong one. Here are just a few of the specific benefits:

- Current pupils will benefit from access to a team of University Ambassadors (OLs) who are studying at our most popular destinations, access to career advice via the annual Careers Fair, specific advice in different career choices through our Careers in Depth programme and the opportunity to attend different OL business networks in their final year.
- Young OLs will benefit from careers advice, mentoring and joining our professional networks.
- Upper Sixth Form pupils and OLs receive automatic membership to Lancing Connected, a professional engagement platform which gives them access to Lancing's global community. This is a vital resource of connections, where members can find mentors, offers of work experience, network and re-connect with old friends.
- The Lancing Society arranges more than 30 events a year for its members; many occasions are free to attend or heavily subsidised.
- Parents are invited to join a wide range of social events in the Lancing calendar and can get involved with the business networks as well as offering career advice themselves.
- Lancing parents can often access priority reservation for tickets to concerts, plays and the public Carol Services.

THE OL CLUB - A FOCAL POINT FOR THE FUTURE, A LINK WITH THE PAST

The Old Lancing Club was founded in 1878 for Old Lanconians and has been abbreviated over time to just 'OLs'. The Club has over 5,500 members, which includes 1,000 outside the UK. Lifetime membership of the Club is included for your son or daughter in the Lancing Society subscription and enables members to keep in touch with each other, with the College, and the wider Lancing community. The Club – through the Foundation Office – facilitates contact between OLs through its wide range of social events and sports clubs. The Club has an active Committee with further sub-committees for Events, Communication and Finance. The Club's Chairman is Nigel Bennett, OL and former governor of the school. Events are open to all members and their partners.

THE LANCING PARENTS ASSOCIATION

As parents or guardians you are invited to join the Lancing Parents Association. This is the Association for all parents of Lancing pupils. The subscription for this is identified as the Lancing Society on your invoice and includes lifetime membership for you as parents and your son/daughter for The OL Club. The Committee of the Association organises numerous social events throughout the school year for parents to get to know one another and have fun doing so. In the past couple of years, there have been themed quiz supper evenings, Burns supper nights, black tie balls, and the ever popular hog roast at the start of the Advent Term, specifically timed to welcome new families to the College. All members are welcome to attend the AGM, held in the Advent Term, and to join the Committee if they would like to be more involved. We hope that your relationship with the College is a life-long one and that you will want to remain part of the Lancing community. When your child leaves Lancing and becomes an OL you will continue to receive publications and newsletters from the College and be invited to special events including the public Carol Services.

THE FRIENDS OF LANCING CHAPEL

The Friends of Lancing Chapel is a charity completely independent from the school, which has been giving financial support and professional advice to the Chapel for over 60 years. It cooperates with the Lancing Chapel Trust, the charity which owns the Chapel building, and maintains close contact with Lancing College and Woodard Schools.

With the completion of the Chapel in 2022, the constitutional objectives of the Friends are to maintain and conserve the Chapel of S Mary and S Nicolas. The Friends built the west wall and rose window, completed the glazing, lighting and furnishing of the Chapel and contributed to the Handford Porch, the south aisle door and the new Crypt altar. Meanwhile they have also given over £1m to a series of stone conservation contracts over the past 30 years.

Apart from visitors' donations and specific appeals, the Friends have depended entirely upon members' covenants and legacies. Thanks to the extraordinary generosity of OLs, parents and Friends from the wider community over the years, the Chapel is now in excellent condition and well cared for.

To become a Friend, contact the Hon Secretary at Lancing College, Lancing BN15 0RW or via email at FriendsOfLancingChapel@lancing.org.uk. The minimum subscription is £20 per annum.

The Foundation Office is the administrative hub for The Lancing Foundation and its associated fundraising programmes, all OL activity, The Old Lancing Club, The Lancing Parents Association and The Friends of Lancing Chapel.

Please contact the Foundation Office for further information on: foundation@lancing.org.uk

Catherine Reeve (Foundation Director): clr@lancing.org.uk

Useful Contact Information

Whether your child is day or boarding, the first point of contact for you is the Housemaster/Housemistress. This is the person who needs to know if your child is ill, late, going to be absent for any reason, or if you have any concerns at all about their welfare or progress:

Head's House	Mrs Eleanor Kaye	01273 465 822	eak@lancing.org.uk
Second's House	Mr David Harvey	01273 465 826	dxh@lancing.org.uk
School House	Mr Nathaniel Payne	01273 465 836	nlp@lancing.org.uk
Field's House	Mrs Emma Campbell	01273 465 846	ec@lancing.org.uk
Gibbs' House	Dr Adrian Robinson	01273 465 856	ajr@lancing.org.uk
Sankey's House	Mrs Fern Britnell	01273 465 894	fdb@lancing.org.uk
Teme House	Mr Tom Atkinson	01273 465 867	tpa@lancing.org.uk
Manor House	Ms Kelly Edwards	01273 465 879	kve@lancing.org.uk
Handford House	Ms Anne McKane	01273 465 886	am@lancing.org.uk
Saints' House	Mrs Michelle Porter	01273 465 778	msp@lancing.org.uk
OTHER USEFUL CONTACTS:			
Main Switchboard (absences)		01273 452 213	reception@lancing.org.uk
PA to the Head Master		01273 465 802	HMPA@lancing.org.uk
Senior Deputy Head's Assistant		01273 465 810	deputiespa@lancing.org.uk
Bursar's Secretary	Mrs Laura Davies	01273 465 902	ldavies@lancing.org.uk
Senior Deputy Head	Ms Emma-Kate Henry		ekh@lancing.org.uk
Deputy Head	Dr John Herbert		jrjh@lancing.org.uk
Assistant Head Safeguarding and Designated Safeguarding Lead	Mr Gary Bird	01273 465 774	gdb@lancing.org.uk
Assistant Head (Pastoral)	Mr Andrew Chappell		amc@lancing.org.uk
The Chaplain	Fr Justin Pottinger		jcp@lancing.org.uk
Health Centre		01273 465 916	healthcentre@lancing.org.uk
Examinations Office		01273 465 806	exams@lancing.org.uk
Uniform Shop		01273 465 928	uniformshop@lancing.org.uk
School Transport Office	Mr Andrew Bishop	01273 465 999	abishop@lancing.org.uk
Administrator – Co-curricular & International Transport and Visas	Ms Julie May		jmay@lancing.org.uk
Academic Administration		01273 465 804	academicadmin@lancing.org.uk

Key College Policies

Our *Safeguarding Policy* and *Behaviour and Discipline Policy*, as well as the most up-to-date versions of all our Policy documents, can be viewed here:

<https://www.lancingcollege.co.uk/lancing-college/about/college-policies>

Boarding Principles and Practice

AIMS AND ORGANISATION

Lancing College is a boarding school, not a school with boarders. The whole ethos is based on the idea that there are pupils and staff at school for 24 hours of the day and that education, established, sustained and enhanced by communal living, extends far beyond the five-day, 9-to-4 structure of most day schools. Much of the pupil development and enrichment stems from this, and from the fact that many of the staff and their families live on campus.

All teaching staff (except the Head Master and Deputy Heads) are involved in the life of a House. Third Form pupils find themselves in a safe and stimulating environment, with a highly experienced, enthusiastic pastoral team on hand to encourage, supervise and protect. As they progress through the House, pupils are challenged to take on increasing responsibility for the care and leadership of others. In all Houses there are clear arrangements for study, with ninety minutes of supervised Evening School (prep) on five nights of the week. The Library is available for boarders wishing to work outside of their House. Most boarding pupils have their own rooms by the time they reach the examination years.

An extensive range of societies, talks, seminars and debates run across the term, often organised by pupils, and the school Café is a place where year groups can socialise across Houses. For the Sixth Form, the Sixth Form Centre provides an additional venue for social events and is open for publicised events during term time.

There is a full and varied co-curricular programme during the week, running to some 120 activities. There is usually a full fixture list of sports on Saturday afternoons. Sundays are more leisurely. Brunch, a relaxed and convivial meal, is offered in the late morning and transport to a local shopping centre is provided in the afternoon. The catering team provide a full and varied menu, with plenty of choice for pupils, including those with special dietary requirements. The Café provides snacks between meals. In addition, each House is provided with 'teas' during the day – fruit and other options depending on the day and wishes of the pupils of that House.

Younger boarders may visit Lancing and Shoreham for limited periods over the weekends, and older ones may visit Brighton or Worthing – all with Housemaster's/Housemistress's permission. When collective gatherings are possible, discos or events such as dodgeball tournaments, film nights, quizzes or particular House events are held on Chapel Weekend Saturdays. The Art Studios, Library, sports facilities and Swimming Pool are made available during the weekends. Pupils are allowed home over weekends (other than Chapel Weekends), after their school commitments have been fulfilled. Day pupils may, with 24 hours' notice and where space permits, spend the night in a boarding house. Where this is done to fulfil a required commitment to a school activity which concludes after 21.00, no charge is made. On Chapel Weekends all pupils attend Sunday morning Chapel (and parents and families are very welcome also) and may go home for the rest of the day.

Parental involvement is welcomed and encouraged. A close and useful link is forged between parents and Housemasters and Housemistresses, and through the Lancing Parents' Association. Many Houses hold social events (such as concerts or suppers) for parents. Email, telephone, and Zoom mean that parents are in frequent contact with their children and those who look after them. All pupils have their own email addresses and this is a particularly important means of communication, especially for overseas pupils.

ADMISSIONS CRITERIA

Most UK pupils enter the school in Year 9 via the Advance (Pre-Test) Programme which is assessed in Year 6. There is a second entry point via the Year 7 route. International students and all UK students applying in Year 8 are required to take a cognitive ability test, sit an essay paper and have an interview with the Director of Admissions. Pupils joining in the Sixth Form are interviewed and take a cognitive ability test and sit an essay paper.

FACILITIES

Houses vary in size, but are generally between 55 and 75 strong, accommodating pupils across the age range 13–18. Head's House is for day boys only, Sankey's for day girls. A co-educational day House, Saints', opened in September 2018. Third and Fourth Form pupils are generally accommodated in small groups. Older pupils move into double or single rooms, although Day pupils may continue to share in larger configurations across their time here. All Houses have one or more kitchens to allow pupils to prepare meals and snacks in addition to that available in the Café or Dining Hall. All Houses have social spaces to allow pupils to relax, play games and watch television together. Secure Wi-Fi access is available daily, with year-group appropriate access to some social media platforms. Mobile Phones are permitted; in the Third, Fourth & Fifth Forms their availability is regulated to encourage face-to-face communication and regular sleeping patterns. Pupils are encouraged to personalise their rooms and pin-boards are provided for this purpose. Lockable spaces are provided for every boarder.

PUPIL WELFARE

Pupil welfare is at the heart of all we do. The pastoral care of pupils is the responsibility of the Housemaster or Housemistress, and they are supported by key members of the Senior Management Team, and ultimately the Head Master. The Housemaster/Housemistress will have a resident Assistant Housemaster/Housemistress, a team of House Tutors (some of whom may be resident) and a Matron to assist with the care and tutoring of pupils and the general day-to-day running of the house. The Matron will deal with routine medical concerns, in liaison with the Health Centre, and is in charge of the domestic running of the house including laundry which is done within each House by the domestic teams. The Health Centre is staffed 24 hours a day by a team of highly qualified nursing staff, is managed by a Senior Nurse and pupils may self-refer or be referred by their Matron or Housemaster/Housemistress. During COVID-times an additional designated quarantine/ isolation centre has been run, enabling two areas of health provision within the campus. Boarders are registered with the school's medical officers (GPs attached to Adur Health Partnership, Shoreham) and these doctors visit the school routinely twice a week. A physiotherapist and a psychologist both work from the Health Centre on a weekly basis and GPs and nursing staff can refer pupils to them.

The School Shop is open for all pupils and provides a range of toiletries, basic stationery and other essentials as well as uniform and sporting equipment.

Health and safety is a priority for the College. Regular 'spot-checks' are carried out to identify any problems and create Risk Assessments for specific areas. Both day and night time fire drills are carried out at least termly.

Pastoral care is at the heart of the school. We have two school Counsellors (Jacqui Painter & Christina Morris) to whom pupils may self-refer, or be referred by staff, and who offer a free and confidential service. Our resident school Chaplain is available to pupils and staff as is the school's Independent Listener. The Safeguarding team works closely with Housemasters and Housemistresses, who have considerable experience and are able to deal sympathetically and confidently with difficulties that pupils may encounter. Pupils may flag pastoral concerns, whether on their own behalf or others' electronically via the VLE page 'Share It'. All staff are able to access a similar platform: Flag It Up, as well as share pastoral information via 'MyConcern'. There are a number of Mental Health First Aiders on the staff and amongst the senior pupils; PSHE for Parents extends talks and workshops to staff and parents on topics spanning resilience to digital awareness; and the College accesses expert help from a number of external agencies and organisations. Every pupil has their own academic tutor with whom they meet weekly to discuss academic and other issues. A tutor period which starts the day on Saturday allows for further tutorial contact and guidance. A group of Sixth Form pupils is trained annually to offer peer support to fellow pupils. Additionally, pupils may choose to seek support from any member of staff or fellow pupil and this is a key strength of the Lancing College community.

Pupil voice is strongly encouraged by the College. Year Councils meet termly and propose items that go on to the full School Council, chaired by the Head Master. Significant emphasis is placed on this body such that major items of expenditure (e.g. expansion of the gym; a new dance studio; water fountains) have been undertaken as a result of suggestions by pupils. Additionally, pupil views are expressed through food, IT, Green and charities committees.

All staff and senior pupils receive child protection training under the aegis of Gary Bird (Assistant Head, Safeguarding), who is also the Designated Safeguarding Lead. The DSL is assisted in this role by a team of DDSLs.

Mr Chappell (Assistant Head, Pastoral) keeps an overview of boarding provision.

Anti-Bullying Policy (Digest)

Lancing College strives to provide a safe, welcoming, supportive and tolerant environment in which each pupil feels valued as an individual, and in turn learns the importance of tolerance and consideration for others. We want the school to be a happy and positive community. We expect pupils to be kind, considerate and honest in their relationships with others and to extend particular care to those peers who face particular challenges – eg physical or mental ill-health, disability, living and learning in a new country. We expect staff to treat all pupils with kindness, honesty and fairness.

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is often motivated by prejudice or fear, for example on grounds of race, religion, culture, gender, sexual orientation, special educational needs or disability. Bullying can take many forms: it may be caused by words; by actions; through ignoring or shunning. It may occur directly or digitally (through social networking websites, mobile phones, text messages, photographs and email). No-one should underestimate the impact of bullying: it always leads to distress and corrodes a sense of community and individual confidence. It may result in serious psychological damage for the victim and, in the most tragic of circumstances, can lead to suicide.

Bullying of any sort is not tolerated at Lancing College, which has a clear and detailed anti-bullying policy. Procedures are known to all staff and the policy in full is available to all pupils in the Student Resources (Policies) section of the VLE.

All pupils should feel confident that they can approach adults about any matters of concern – and that they will be listened to and these concerns will be taken seriously and acted upon sensitively. Housemasters/ Housemistresses, Tutors, the Designated Safeguarding Lead (the Assistant Head (Pastoral) the Chaplain, the School Counsellors (Ms Jacqui Painter and Ms Christina Morris), the Health Centre Nurses, House Matrons, Peer Supporters and all members of staff are available to support, advise and reassure pupils. **It is vital that any pupil who feels bullied – or is a witness to bullying – speaks up about this and shares this with a trusted member of staff. Bullying can only survive in a culture of secrecy or silence.** Lancing College is also concerned about those who bully: secure and happy people do not bully.

Lancing College is a 'telling school'. We seek to protect pupils from bullying through education, by promoting communication and good listening and by building trust. Pupils are left in no doubt that bullying is a serious offence and will be treated as such by the College. Whilst bullying is not a specific criminal offence in UK law, there are laws that apply in terms of harassing, menacing or threatening behaviour or communications. The College also has a responsibility to act on events outside the College which have impacts on pupils inside the College (eg via cyberbullying).

The school's response to bullying may range from counselling, discussing the effects of such behaviour and the making of amends to suspension or expulsion. Parents will always be involved in communication. A pupil who persistently makes life miserable for others should not expect to remain at school.

Useful contacts:

- Childline: 0800 1111**
- NSPCC: 0808 800 5000**
- School Counsellors (Jacqui Painter and Christina Morris):**
07748 179 218 or counsellor@lancing.org.uk
- The College's Safeguarding Team:**
safeguarding@lancing.org.uk
- The Independent Listener:**
Rev Thomas Fink-Jensen
01903 629 610 or revthomasfj@gmail.com
- Office of the Children's Commissioner: 0207 783 8330**

Policy on Drinking Alcohol

In our society young people are being exposed to alcohol at an increasingly early age. As an educational establishment we have a duty to help our pupils learn about the dangers of alcohol as well as to convey a clear message of our expectations through our disciplinary procedures. In particular we are aware of the dangerous effect that spirits can have on a teenage body and will ensure that we do everything possible to encourage our pupils to behave responsibly in this regard to ensure their own, and others', safety. We are also conscious that this can be a worrying area for parents, with whom we work in partnership in the educational process. We ask that parents support this partnership by not permitting alcohol at parties of pupils below the Sixth Form and by ensuring that all parties are supervised.

The law states that under 18s may not consume or purchase alcohol, or have it supplied to them, on licensed premises. There is one exception to this: a 16- or 17-year-old is allowed to drink beer, wine or cider with a table meal provided that an adult purchases the drink. An adult must accompany the 16- or 17-year-old(s) during the meal. Snacks do not count as a table meal.

The overriding principles of the school's policy regarding alcohol are our concern for the safety of our pupils and adherence to the law. In addition to the requirements of the law the consumption, on unlicensed premises, of strictly limited quantities of beer or wine [no more than two small bottles of beer or two small glasses of wine] by members of the Sixth Form only, is permissible when it is under the direct supervision of members of the teaching staff and approved in advance by the Head Master or the Senior Deputy Head. No pupil below the Sixth Form may consume alcohol under any circumstances. For overseas trips, school rules pertain in addition to the local law (whichever specifies the higher minimum age will take precedence), and any particular arrangements will be written into the risk assessment and agreed with the member of staff in charge of the trip by the Senior Deputy Head or the Head Master.

We believe that for those who have no principled objection to alcohol, moderate, responsible social drinking is a valuable life skill for our senior pupils to learn. However, we realise that not all pupils and their parents will wish to consume alcohol, and we will always ensure that an attractive range of soft drinks is offered whenever beer or wine is served to Sixth Form pupils.

Legal advice is that we obtain parental consent to allow the consumption of alcohol in accordance with this policy. Parents of Sixth Form pupils who wish to give their consent to their son or daughter being offered alcohol should complete and return the attached consent form. The school reserves the right not to serve alcohol to any pupil (including those whose parents have completed a consent form and those over the age of 18) in certain situations where, for practical reasons, it would be very difficult to ensure compliance with the law, for example interval drinks in Cherry Hall.

On reaching the age of 18, pupils may request permission from their Housemaster/ Housemistress (as part of the process of gaining permission to be off campus) to purchase and consume a limited quantity of alcohol in a pub or restaurant whilst off the school campus at weekends. Where such permission is granted, it in no way exempts the holder from the conditions of note 4 below, so consumption of alcohol must be moderated accordingly, and pupils may not bring alcohol onto the school grounds on their return. A pupil over the age of 18 having gained such permission may not, under any circumstances, purchase alcohol for a pupil who does not hold such permission or who is under the age of 18. Should the conditions of this permission be abused in any way, the right to request it may be removed for a limited or indefinite period. Pupils applying to their Housemaster/ Housemistress for such permission should have acceptable ID (for example, photo driving licence, passport, proof of age scheme card (ideally bearing the PASS logo) as proof of age in case they are challenged at the point of sale.

POLICY ON DRINKING ALCOHOL: SANCTIONS

In all other circumstances, to be drinking, or in possession of alcohol, or bringing alcohol into the school, or to be in the company of others who are drinking, or to be under the influence of alcohol, is a breach of the school rules and offenders will incur the following penalties:

Level 1: Housemaster or Housemistress informs parents by letter, a copy of which is put in the pupil's file. The pupil is interviewed by the Deputy Head and is placed in Head Master's detention for two hours.

Level 2: The pupil is interviewed by the Deputy Head, who writes a letter to the pupil's parents, a copy of which is put in the pupil's file. The pupil is placed on hourly report for a week and in Head Master's detention for two hours.

Level 3: The pupil is interviewed by the Senior Deputy Head, who writes a letter to the pupil's parents, a copy of which is put in the pupil's file. The pupil should expect to be suspended from school for one week. The pupil and their parents should expect to meet the Head Master for a return to school interview at the end of their period of suspension.

Further Offences: The pupil's parents will be required to meet the Head Master. Depending on the circumstances of the incident the Head Master will decide either to suspend the pupil for a longer period (with a final warning about his/her future conduct) or to require the pupil to leave.

NOTES:

1. A pupil committing a first offence will normally be placed on Level 1 with the following exceptions:
 - a) A pupil who has consumed spirits, brought alcohol of any description (with the exception of spirits [see 1b) below]) onto the school grounds or supplied alcohol to others will automatically be placed on Level 2.
 - b) A pupil who has brought spirits onto the school grounds, supplied spirits to others, been incapacitated by alcohol or required medical attention as a direct or indirect result of drinking alcohol will automatically be placed on Level 3.
2. We will make every effort to ascertain where the alcohol was obtained. The details of shops supplying alcohol to under-aged pupils will be passed to the police.
3. Pupils may not, under any circumstances, drink alcohol before driving to or from school. Irrespective of whether they are over the legal alcohol limit or not, pupils known to have driven after drinking will have their right to drive to school withdrawn indefinitely.
4. A pupil who returns to school clearly under the influence of alcohol, irrespective of whether a day or boarding pupil or having been in the company or care of his/her parents, will incur the appropriate penalty according to the scale above.

Mobile Phone & Device* Policy

Relationship with Other School Policies

This Mobile Phone Policy is closely linked with other internal policies including the school's Behaviour Policy, Acceptable Use Policies, the Child Protection (Safeguarding) Policy, the Taking & Storing Images of Children Policy and E-Safety Guidelines.

Use of mobile phones and other devices* at Lancing College

*Where 'mobile phones' are referred to hereafter, this includes personal electronic devices with the same/ overlapping functions (eg 'smart' watches).

Mobile phones and other personal communication devices are permitted at Lancing College and it is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this policy and to show consideration for others and care for their own property in so doing.

Pupils Must:

- Ensure that the details of their phone and its number are logged with their Housemaster/Housemistress
- Abide by the school rules regarding the use of mobile phones and other personal communications (school rule no. 15, use of technology)
- Abide by the Classroom Code of Conduct, ensuring mobile phones are switched off or at least set to silent mode during lesson time. Anyone who is found using their phone during a lesson without specific permission from the teacher will have the mobile phone confiscated. The use of a mobile phone in one lesson for a specific purpose to support learning does not mean blanket usage is acceptable.
- Ensure mobile phones are not used in any manner or place that is disruptive to the normal routine of the school or detrimental to pupil safety or to communication between individuals (eg texting whilst walking and the use of headphones when making one's way about the school)
- Ensure that at all times when on the school site any access to the internet from a mobile phone is via the Lancing WiFi and not through a 3G/4G/5G network
- Abide by the rules particular to age groups governing access to mobile phones – ie the daytime and overnight storage by Housemasters/Housemistresses of boarders' phones for certain year groups and of certain year groups' phones during Evening School.

Pupils Must Not:

- Use mobile phones to make calls, send messages, browse the internet, take photos or use any other application during lesson time, in the Library, in Chapel or during other educational activities, such as Evening School, Clinics, etc
- Use mobile phones in changing rooms, toilets, the Swimming Pool or other similar areas
- Use mobile phones to bully, threaten or humiliate other pupils. This is contrary to the school's anti-bullying policy and will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence this is unacceptable regardless of whether consent was initially given
- Use mobile phones to make, store, share or publish recordings of pupils or staff (still or moving images, or audio, or recordings of any other kind) without their prior and full consent. If this happens the device will be confiscated and, as appropriate, searched, and the pupil will be required to delete the recording immediately
- Use mobile phones to cause distraction or upset at any time
- Use any sort of VPN or any other method to circumvent the schools network security. Mobile phones can be checked by a member of staff to ascertain whether or not a VPN is present.

Theft or Damage

- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. However, if a pupil would like to get their phone repaired or replaced and has permission of their parents for the cost to be added to their termly bill then the IT Department can arrange the repair or replacement.
- Mobile phones that are found in the school and whose owner cannot be located should be handed in to the IT Department so they can try to trace the owner.
- Pupils are required to use passwords/pin numbers to ensure that unauthorised access to their mobile phone cannot occur.

Inappropriate Conduct

- Mobile phones and other devices enabled with similar functions (eg 'smart' watches/bracelets/rings) are banned from all examinations. Pupils must hand phones to invigilators before entering an exam room. Any pupil found in possession of a mobile phone during an examination will have the paper disqualified. Such an incident may result in all other exam papers being disqualified.
- Any pupil using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary action.
- Pupils must ensure that files stored on their mobile phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting', which is the taking, storing or sending/distribution of personal sexual imagery or messages, is also a criminal offence if done by, to or of someone under the age of 18.

Sanctions

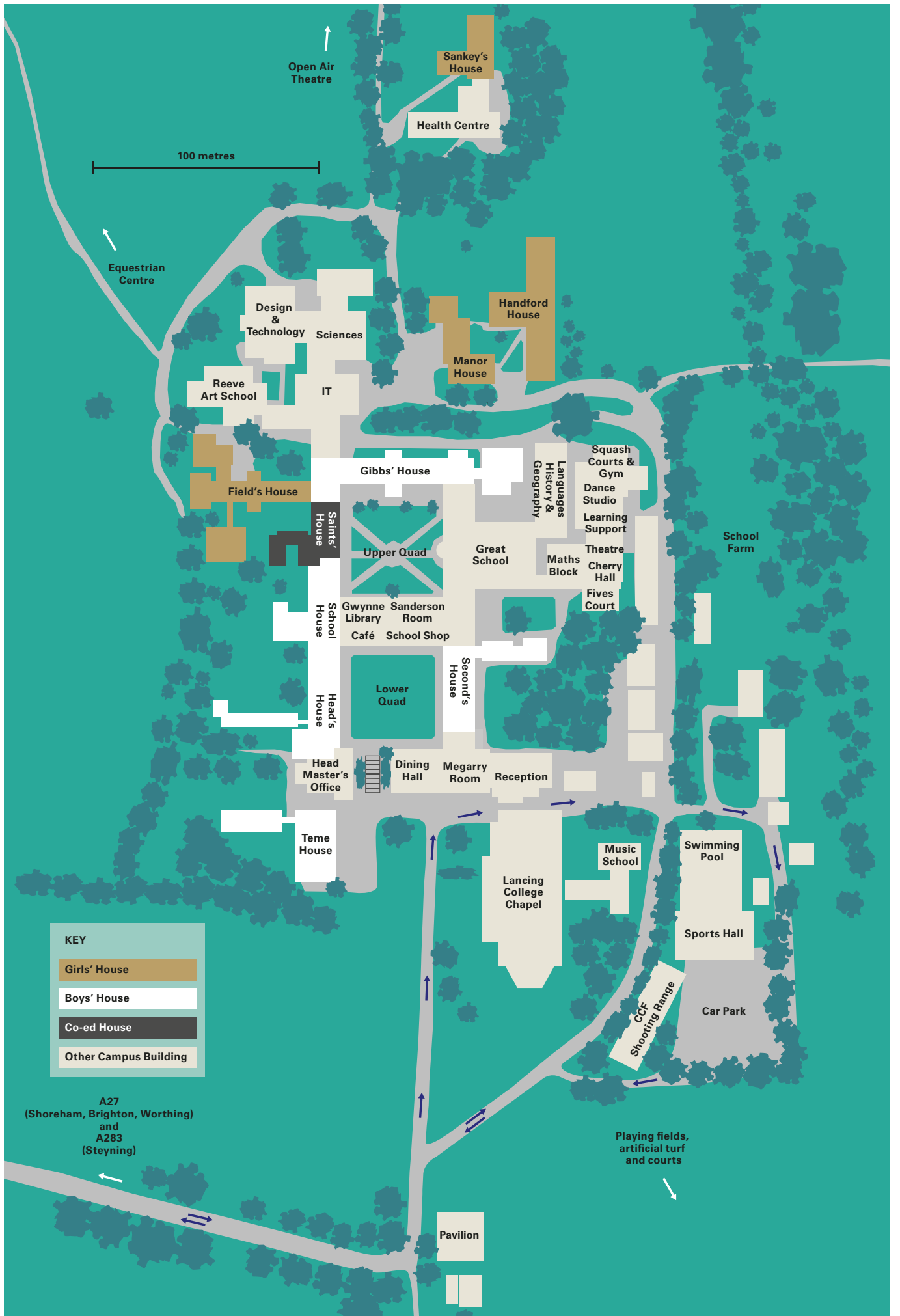
- Pupils who fail to abide by the rules of this policy could have their phone confiscated by a member of staff. If the phone is being used inappropriately in a lesson the pupil must give it to a teacher if requested. The phone may be returned at the end of the lesson/the end of the day/retained by the Director of IT depending on the severity of inappropriate use, and discretion for the period of return lies in the hands of the member of staff dealing with the offence, in communication with the pupil's Housemaster/Housemistress and senior staff as the situation warrants. In the event of a day pupil's phone being confiscated, all reasonable efforts will be made to ensure its return to the pupil by the time they travel home – unless the confiscation is for the purposes of a disciplinary investigation, in the event of which the parent will be contacted.
- The school may, in law, confiscate and search any mobile phone where there is reasonable cause to believe it contains pornographic images or has been used to commit an offence or contains material which could cause personal injury to any person (including the pupil owning it):
www.gov.uk/government/publications/searching-screening-and-confiscation
- If there is a report or suspicion that a pupil's mobile phone is being used to bully, harass or humiliate another pupil or a member of staff or there is a suspicion of inappropriate content on the phone, it will be confiscated and given to the Designated Safeguarding Lead. The DSL will then gain the password/pin number for the phone from the pupil and investigate the phone along with the Director of IT. Further disciplinary investigation/discussion will then involve the Deputy Head/Head Master as appropriate.
- If there is a report or suspicion that a pupil's mobile phone is being used to circumvent the school's network security then the pupil will be taken with their phone to the IT Department on order that this be investigated. This can be done by a quick inspection of the mobile phone.
- If the alleged inappropriate use of the mobile phone is serious enough, it may be referred to the police for investigation. In such cases the parents/guardian will be notified immediately.

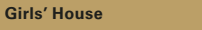



Complaints Procedure

Lancing College welcomes suggestions and comments from parents and takes seriously concerns and complaints they may raise.

The *Parental Complaints Policy and Procedures* can be found in full on the College website:

<https://www.lancingcollege.co.uk/lancing-college/about/college-policies>



KEY	
	Girls' House
	Boys' House
	Co-ed House
	Other Campus Building

A27
(Shoreham, Brighton, Worthing)
and
A283
(Steyning)

Playing fields,
artificial turf
and courts

Be inspired
Be brilliant
Be you

Lancing College

Lancing, West Sussex BN15 0RW

T 01273 452 213

F 01273 464 720

E info@lancing.org.uk

FIND OUT MORE

LANCINGCOLLEGE.CO.UK