



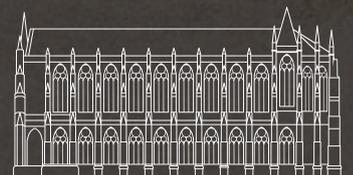
Lancing College

Senior School & Sixth Form

Joining Instructions

2018–2019 Academic Year

YOUR
INCREDIBLE
JOURNEY



Joining Instructions

2018–2019 Academic Year

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Starting at Lancing

The first weeks at Lancing will be very full and, we hope, great fun as your child starts to make friends and become comfortable around the school. This booklet is intended to provide a clear start and guidance to their time here.

THIRD FORM AND NEW MEMBERS OF THE FOURTH FORM

Sunday 2 September. Third Formers, new Fourth Formers and their parents and guardians should arrive at 17.00 (at 17.30 if in Head's and 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, Monday (for which sports kit is needed) and Tuesday (school uniform) are induction and introduction days, focussing on getting to know each other and the school. Lessons will start after break time on Wednesday.

LOWER SIXTH FORM

Monday 3 September. Lower Sixth and parents/guardians should arrive at 11.00 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 in Great School for all Lower Sixth and parents of new Lower Sixth. Parents of new Lower Sixth meet with Housemasters/Housemistresses, Tutors and Matrons in Houses at 12.20 and depart at 12.50 when all the Lower Sixth gather in Houses prior to a formal lunch in the Dining Hall for the year group.

For the Lower Sixth, Monday and Tuesday morning are induction and introduction days to the Sixth Form.

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 short weekend at the close of the first week, which includes a whole-school sponsored walk on Saturday, 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.

WHAT TO EXPECT

- 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 Matron, their Tutor, their mentor and senior pupils within and beyond the House.
- Make sure you get to know their Housemaster/Housemistress well, as they will be your key link person. This really is the 'umbrella' role and the Housemaster/Housemistress is most directly in loco parentis, overseeing your child's pastoral and academic welfare. They will wish to work with you in helping your son or daughter settle in.
- 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.
- 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; not talking after 'lights out' 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.
- If your child is a boarder and arriving from overseas, consider arriving a few days before term starts and spending some time with their guardian, so they get over any jet lag but also get to know this important person who will be acting on your behalf whilst they are at Lancing, hosting them over exeats, attending parents' meetings etc.

WHAT TO BRING

Pupils should bring the equipment on the uniform list (see below). Marked items of non-school uniform are also important for boarders; day pupils may wish to have something informal in school too. For the Malawi Walk at the close of the first weekend, comfy trainers/walking shoes, a light waterproof and casual clothes to walk in are all important.

Books and stationery will be distributed as part of lessons but a well-stocked pencil case, toiletries, bedding (if a boarder – this 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 tuck (snacks) but it is important to note that Lancing is a nut-free school, so no food with nuts or nut products may be brought in.

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

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 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-991EX 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.

Tuck Boxes: All pupils are welcome to have a tuck box 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.

WHAT NOT TO BRING

Pupils are advised not to bring with them significant sums of money (if they need to do so, this should be banked on arrival with their Housemaster/Housemistress, never kept with them).

The School Shop sells toiletries and stationery; 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. 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.
- The online school shop can be accessed from the College website (lancingcollege.co.uk/shop). Orders placed can be collected from the School Shop. If you have any enquiries/questions please contact Mrs Karen Ford on 01273 465 928 or email kford@lancing.org.uk.
- 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 are enclosed in the pack of information from Admissions.
- During term time the shop opening hours are: Monday, Tuesday, Thursday and Friday afternoons between 13.00 and 17.00.
- Parents and Guardians are very welcome to make a personal appointment over the course of the summer holiday, in order to try on and purchase a full uniform and any additional items needed. In order to book a convenient time for an appointment, please contact Mrs Ford.
- Certain items are bespoke to Lancing and should be purchased from the School Shop or website; these are clearly marked on the list.
- **Name tapes (all items 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 may be worn in the afternoons, 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 in school uniform.

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.

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 just below, on or just above the knee)	●
Lancing uniform navy trousers (optional)	●
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 (showerproof jacket)	●
Navy/royal skort	●
Polo shirt with crest (1 white, 1 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 below, on or just above 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	
SPORTSWEAR	
Tracksuit (showerproof jacket)	●
Navy/royal skort	●
Polo shirt with crest (1 white, 1 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	
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 (showerproof jacket)	●
Games shorts (1 royal, 1 navy)	●
Polo shirt with crest (1 white, 1 navy)	●
Training top (royal)	●
Football shirt (stripe)	●
Games socks x 2 (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 strips 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 (showerproof jacket)	●
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

Baths 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)

Mid warmth layer

●

Base layer (tops and leggings)

●

House scarf

●

Hooded sweatshirt

●

Baseball hat

●

Beanie hat

●

Tuck box (available from the shop)

Lancing Houses

HOUSE NAME	GIRLS/BOYS	HOUSEMASTER/HOUSEMISTRESS
Head's	B (Day)	Mr Andrew Chappell
Second's	B	Mr David Harvey
School	B	Mr Chris Mole
Field's	G	Mrs Michelle Creer
Gibbs'	B	Mr Matt Smith
Sankey's	G (Day)	Mrs Emma Campbell
Teme	B	Mr James Grime
Manor	G	Ms Kelly Edwards
Handford	G	Ms Anne McKane
Saints'	G & B (Day)	Mrs Sue Lawrence

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 an **Academic 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.

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

Term Dates 2018–2019

ADVENT TERM 2018

	:	begins	Friday 31 August		Staff only
			Sunday 2 September	17.00	Third Form and new Fourth Form
			Monday 3 September	11.00 20.45	All Lower Sixth pupils Boarders
			Tuesday 4 September	08.15	All other Day pupils
Short Weekend	:		Saturday 8/Sunday 9 September		
Exeat Weekend	:	begins	Friday 21 September	16.00	All pupils
		ends	Sunday 23 September	20.45	Boarders
			Monday 24 September	08.15	Day pupils
Half Term	:	begins	Friday 19 October	18.00	All pupils
			<i>Boarders who are not able to return home on the Friday evening are expected to stay in House on the Friday night and depart on Saturday 20 by 12.30pm</i>		
		ends	Sunday 4 November	20.45	Boarders
			Monday 5 November	08.15	Day pupils
Short Weekend	:		Saturday 10/Sunday 11 November		
Exeat Weekend	:	begins	Friday 23 November	16.00	All pupils
		ends	Sunday 25 November	20.45	Boarders
			Monday 26 November	08.15	Day pupils
Whole School Carol Service			Thursday 13 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 morning</i>		
End of Term	:		Friday 14 December	12.30	Boarders

LENT TERM 2019

	:	begins	Friday 4 January		Staff only
			Sunday 6 January	20.45	Boarders
Short Weekend	:		Saturday 12/Sunday 13 January		
Exeat Weekend	:	begins	Friday 25 January	16.00	All pupils
		ends	Sunday 27 January	20.45	Boarders
			Monday 28 January	08.15	Day pupils
Half Term	:	begins	Friday 15 February	18.00	All pupils
			<i>Boarders who are not able to return home on the Friday evening are expected to stay in House on the Friday night and depart on Saturday 16 by 12.30pm</i>		
		ends	Sunday 24 February	20.45	Boarders
			Monday 25 February	08.15	Day pupils
Short Weekend	:		Saturday 2/Sunday 3 March		
Exeat Weekend	:	begins	Friday 15 March	16.00	All pupils
		ends	Sunday 17 March	20.45	Boarders
			Monday 18 March	08.15	Day pupils
End of Term	:		Wednesday 3 April	12.30	All pupils

SUMMER TERM 2019

	:	begins	Tuesday 23 April	09.00	Staff
				20.45	Boarders
			Wednesday 24 April	08.15	Day pupils
Short Weekend	:		Saturday 27/Sunday 28 April		
Exeat Weekend	:	begins	Saturday 4 May	12.30	All pupils
		ends	Monday 6 May	20.45	Boarders
			Tuesday 7 May	08.15	Day pupils
Half Term	:	begins	Saturday 25 May	16.30	All pupils
		ends	Sunday 2 June	20.45	Boarders
			Monday 3 June	08.15	Day pupils
End of Term	:		Friday 28 June	15.30	All pupils

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 20 minute mid-morning break. After lunch there are a number of 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 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. Club or Society meetings, music or drama rehearsals, lectures and activities run from 20.35.

Chapel Services: Chapel plays an important role in our community and all member of the school attend the School Service which is held on Wednesday mornings and the 10.00 Eucharist on Short Weekend Sundays as shown in the Calendar for the term. There is a 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, all held at 08.30 before the start of lessons.

A huge range of **co-curricular activities** is provided at the College. Pupils are able to choose several different activities, the idea being to try their hand at new as well as familiar ones. If selected for a school team in any sport, midweek or on a Saturday, they 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 Classification 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.

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. It is run by the Housemaster/Housemistress with the help of their Assistant Housemaster/Housemistress and a team of House Tutors. The Housemaster/Housemistress should be their first port of call and they will also be supported by their Tutor, with whom pupils meet weekly and 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 keeps an eye on health and look after boarders' laundry and also lends a sympathetic ear in the event of any difficulties or concerns.

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 may be occasions, however, 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: Members of 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 schools, from representing House or year in a Year Council or the School Council; from sitting on a range of pupil-based committees, to schemes like Digital Ambassadors, or Peer Supporters, or 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 and security: 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. Pupils with debit cards can also access small sums of money for day to day use (£10) from the school shop by this means. All pupils have a designated lockable space, but it is important that their possessions are clearly marked with their names, and items of particular value may be left with the Housemaster/Housemistress. Pupils should not carry sums greater than £10 with them. For the security of pupils, each House can only be accessed via a code entered into a key pad. This information is shared between pupils and staff but not more widely – and 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.

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 15.45 on Monday to Friday, when co-curricular activities take place and 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
10.45–11.05	Break
11.10–11.45	Lesson 4
11.50–12.25	Lesson 5
12.25–13.00	Lunch for Third and Fourth Forms
13.00–13.35	Lesson 6 for Third and Fourth Forms
12.30–13.05	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
17.55	Afternoon Registration
17.50–18.30	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 1 (PSHE for Fifth and Upper Sixth Forms)
10.10–10.45	Lesson 2 (PSHE for Fifth and Upper Sixth Forms)
10.45–11.05	Break
11.10–11.45	Lesson 3 (PSHE for Lower Sixth Form)
11.50–12.25	Lesson 4 (PSHE for Lower Sixth Form)
12.30	Lunch

MISCELLANEOUS IMPORTANT INFORMATION FOR DAY PARENTS

Daily Attendance: All day pupils are required to be at school by 08.15 and to register in their Houses. Late arrivals should sign in the log in Reception. A minibus leaves Shoreham 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.

Exeat weekends: There are five exeat weekends per year. Pupils go home from 16.00 on the Friday afternoon until 08.15 on Monday morning. For the May Bank Holiday it will be from 12.30 (or after sporting commitments are concluded) on the Saturday until 08.15 on Tuesday morning. The dates for this year are on the calendar on pages 11–12.

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 gender, as arranged through their Housemaster/Housemistress. Parents should notify Housemasters/Housemistresses of their child's intention to spend the night at least 24 hours in advance. 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.

Chapel attendance: All pupils are required to attend the 10.00 Sunday Chapel services, usually held once each half term on short weekends, and concluding at about 11.15. Parents are warmly welcomed to attend these wonderful services and to join us for coffee afterwards (c 11.15). Pupils are required to attend the sung Eucharist at 08.30 on Wednesday mornings and all pupils are warmly invited to attend the 07.35 Eucharist held every morning except Wednesday and Sunday. On long weekend Sundays they are welcome to attend the 21.15 Eucharist.

Dietary needs: If your child has any special dietary needs please supply a full description from your child's GP or Specialist Consultant. The Catering Department can then work closely with your child. The College has a nut-free policy and vegetarian and vegan meals are always available.

Pocket money: You may find it helpful to know that £100 a term is generally considered sufficient for a boarder's day to day needs in the Senior School. Your son or daughter should not carry about more cash than immediate requirements warrant (£10 upper limit in school). All pupils may make use of the House Bank facilities operated by the Housemasters/Housemistresses and all significant sums should be banked with them for safe keeping. Cash credit is not available from House Banks. Debit cards are accepted in the School Shop and the School Shop will give 'cash back' of up to £10 on debit cards.

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 Bursary in the summer mailing. 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 (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 and Fourth 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 into to the Housemaster/Housemistress or Duty Tutor overnight. 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.

Medical arrangements for day pupils: Day pupils 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 form 'Information as to Medical History'. Please complete all medical forms and send them to the Head Master's Office before your child joins the school. 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.

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.

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, including journeys between home and Lancing.

BOUNDS

Pupils must obtain the permission of their Housemaster/Housemistress 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 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 and 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.

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 Housemaster/Housemistress. 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 work or Chapel, or absence for the night, application must be made, in writing, to the Head Master through the Housemaster/Housemistress 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 Housemaster/Housemistress in the event of unplanned absence by 08.00 (or Reception thereafter).

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 Housemaster/Housemistress. This includes OLs of any vintage. The visitor must be met at Reception, where they will be required to sign in and be issued with security badges. 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.

The College discourages visiting after 18.00. Only in exceptional circumstances will permission be given for visitors to stay or arrive after 18.00. In this case permission must be sought from the Housemaster/Housemistress, and visitors are to report to the Housemaster/Housemistress (or duty tutor) on arrival and on leaving.

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 or in Great School. 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.

Boys and girls may only visit each other in House common rooms – except in the Sixth Form, where pitt visiting of senior members of the school by senior members of the school is permitted. Visiting between Houses may only occur at the permitted times. All visitors must sign in.

Entry into a pitt in the occupant's absence and the use of another pupil's property without the owner's permission is forbidden.

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, alley, 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, radios etc 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.

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' hair must not be below the collar or eyebrows.

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.

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 wellbeing of others through bullying or other means
- Sexual misconduct: any pupil involved in sexual activity on school grounds or whilst in the care of the school is liable to expulsion.

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.

SMOKING AND DRINKING

Smoking or the possession of tobacco (including the use of e-cigarettes) and the drinking or possession of alcohol are forbidden. Detailed policies on Smoking and Alcohol are available upon request and on the Virtual Learning Environment (VLE).

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, boarders must seek their Housemaster's/Housemistress'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 Housemaster/Housemistress, to have in their possession bottles or cans which have contained alcoholic drink.

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 Housemaster/Housemistress. We require that boarders over 16 inform staff of any medication held within College, and comply with necessary arrangements for safe storage.

USE OF TECHNOLOGY

Mobile phones and other personal communication devices are permitted, although the use thereof requires thought and consideration for others. Pupils' mobile phone numbers must be logged with their Housemaster/Housemistress. Pupils will be provided with a school iPad and this may influence parental decisions on the need for any other devices. Items of value should be logged with Housemasters/Housemistresses and 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. The use of electronic devices in lessons is only permitted with the specific permission of the classroom teacher.

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.

TRANSPORT

Bicycles: Pupils are responsible for the safe condition of their own bicycles. All bicycles must be registered with the Security Officer. 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. 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 and permission from 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 Housemaster's/Housemistress's permission.
- With special permission of the Senior Deputy Head after written application from parents.

The above applies to all motor vehicles.

FOOD

Main meals are taken in the school's Dining Hall and pupils are expected to attend all meals unless they have particular permission from their Housemaster/Housemistress to make other arrangements. The School Café sells a range of snacks and is open in the afternoons and evenings. Takeaways may only be ordered by pupils on Saturdays 19.00–22.00 and Sundays 19.00–21.00.

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 online).

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

Lancing College 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 (Mrs Hilary Dugdale) and her deputies (Mr Dan Connolly and Ms Anne McKane), the Chaplain (Fr Richard Harrison), the School Counsellor (Ms Jacqui Painter), 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 Counsellor (Jacqui Painter): 07748 179 218 or jlj@lancing.org.uk**
- 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 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 enclosed 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/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 Head Master, 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. Depending on the circumstances of the incident, the pupil's parents may be required to meet the Head Master.

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.

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 Manager/Senior Sister, Mrs Angela Brennan. 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 Matrons and Housemasters/Housemistress. The school doctors visit on four days a week and the School's 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 Harbour View Healthcare, Shoreham, on 01273 466 044.

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 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, 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 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, medical reviews (eg for asthma) and referrals (eg to a physiotherapist). The nurses participate in PSHE and 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.

Medical Information and Dental Treatment

Please complete the enclosed forms regarding Medical History and GP details, and return them to the Head Master's 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 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.

Please complete the enclosed form.

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 a parent wishes. Please let the College know of any optical disorder (eg scotopic sensitivity) which affects your son or daughter.

WATER SPORTS AND ADVENTUROUS ACTIVITIES

While at Lancing, it is likely that your child will have the opportunity to undertake various activities on the river or activities of a more hazardous nature and for which we would like to obtain parents' permission. In the past, this has been done separately for each activity, but it would simplify administration if you could make your wishes clear on his/her entry into the school.

The main activities in question are sailing, windsurfing, canoeing and climbing. When canoeing or sailing, pupils are supervised and all pupils are required to be able to swim and to wear buoyancy aids. The water-based activities are on the River Adur, a sheltered but tidal river that flows at the bottom of the school grounds, or Ardingly Activity Centre. The climbing is done at a local climbing wall with qualified staff.

Please complete the enclosed form.

You will be contacted separately beforehand about any activity of a more hazardous nature, or one involving an overnight stay, and asked to complete a specific permission form.

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); Religious Studies (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 Religious Studies, which is taken as a Short Course GCSE 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.

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 ISCO Futurewise programme. An annual Careers Symposium 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. Pupils may book an appointment at any time with the ISCO representative who visits the school regularly, as do schools liaison officers from the Army, Navy and RAF. 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 in to 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 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 four 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 with a particular learning support, pastoral, academic or medical need are permitted, upon agreement with the Deputy Head, to study three subjects (or the BTEC Diploma plus one A Level subject). In 2018-2019, Lancing students will 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 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. Ordinarily, Lancing students study three A Level subjects (or the BTEC 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.

The Learning Support Department offers a range of strategies to enhance and develop academic skills and individual learning styles. If parents/guardians are in any way concerned about a potential learning support need that their child may have, they are actively encouraged to contact Mrs Louise Brünjes, Head of Learning Support, to discuss avenues for investigation of concerns and the best routes towards any additional testing that may be required.

The universal use of iPads is now established at the College with pupils in all year groups having their own iPad. Pupils should bring these to all lessons and this allows universal access to the internet, the College network and the VLE, as well as providing an organisational and learning device common to all pupils. The College also provides a Parent Portal, where parents can access information relating to their child's academic progress along with a wide range of information pertaining to school activities.

THE CO-CURRICULAR PROGRAMME AT LANCING – ADVICE TO PUPILS

Co-curricular opportunities at Lancing are very much the icing on the school cake. It is the time to escape the boundaries of the classroom and enjoy the wide variety of activities and clubs made available all pupils. Whether it be sport, music, drama, dance or even making a guitar in DT or finessing their fencing skills, we are confident that every pupil will find lots to do and lots to enjoy.

The bulk of the co-curricular happens in Activities Time 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 up to six hourly 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 House with friends.

Sport is another major part of the co-curriculum and this takes place two afternoons a week. The major sports are Football, Hockey, Cricket and Tennis for boys, and Hockey, Netball, Rounders and Tennis for girls. However, there is an extensive list of other sports for pupils to try as well: Athletics, Badminton, Basketball, Canoeing, Climbing, Fencing, Fives, Golf, Karate, Riding, Rugby, Running, Sailing, Squash, Swimming, Table Tennis and Volleyball as well as other fitness opportunities such as Gym, Metafit and Yoga.

Please remember to bring all kit and, importantly, a mouthguard and shin pads for the first term of Football (boys) and Hockey (girls).

Art, Dance, Drama, DT and Music spearhead the creative options at Lancing. With plenty of shows, projects, ensembles, orchestras or choirs to be a part of, there is something for everyone. We encourage all Third Formers to do at least one creative activity a term to ensure that they try new things and, perhaps, discover a talent they never knew they had. Certainly 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.

In the Fourth Form, pupils will also get the opportunity to join either the Combined Cadet Force (CCF) in the Army or RAF sections, or aim for Bronze, Silver and Gold through the Duke of Edinburgh's Award scheme. Both of these services provide great opportunities for independence, self-discipline and growth all 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.

Finally, if your child gets stuck wondering what to get involved in their tutor and Housemaster/Housemistress will guide them through it all. Whatever it is they do, please encourage them to throw themselves into it, try new things and, above all, enjoy it.

Music at Lancing

Music plays an important part in many pupils' lives at Lancing, with well in excess of 300 instrumental and singing lessons taking place each week and many pupils participating in musical activities. The College runs weekly rehearsals for various choral ensembles including the Chapel Choir and the A Cappella Club, Symphony and String Chamber Orchestras, Sinfonia, Concert Band and Big Band, with many other ensembles meeting on an ad hoc basis — some of which are led by pupils. Rock music, acoustic guitar, jazz improvisation and other workshops take place throughout the year.

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, both in College, in the local community, and further afield. 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 free of charge. Music lessons are of a minimum 30 minutes duration, but parents may request longer lessons.

Lancing has a staff of four resident musicians and a visiting team of 26 musicians teaching all orchestral and band instruments, classical and electric guitar, organ, piano, recorder, saxophone, voice, theory, composition and conducting. Should we receive a request for tuition on a 'more unusual' instrument, the Director of Music will try to find a 'more unusual' teacher to match.

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 euphonium or the piccolo; starting an instrument or moving towards Grade 8, it is something to be part of!

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 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 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 900 pupil-owned devices at present. Third Form pupils have access to a 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 supplied with an iPad and a range of apps for use in lessons. They will have the acceptable use guidelines explained to them when they sign for receipt of their devices 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 iPad is used to aid academic study. Third Form iPads are ordinarily issued at the beginning of the second half of students' Advent Term. They will then need to look after them, keep them charged and make sure that there is always enough disk space for the iPad to be used for academic work.

Please note Lancing College cover the first accidental damage of the iPad, if it occurs in school and up to the sum of £100, but after that the cost of repair is added to the pupils' end of term bill. Parents should be aware that this does not cover the iPad when they are taken off-site, if they are damaged deliberately or through negligence, or if the device is damaged multiple times. Please note that the iPads will be supplied in an appropriate case and this can only be replaced by a case of equal protection. The iPads are WiFi-only iPad Airs.

It is imagined that many pupils will wish to connect these devices to WiFi networks at home, and in other places, which is acceptable but parents may wish to take appropriate measures with their own internet access if they have not already done so to ensure their children are safe online.

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 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 same 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 or WhatsApp 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.

Students do not have to own their own laptop but it is strongly recommended that they do so. It will enable them to have even greater access than the network provides. Having their own laptop also enables skills to become more developed and encourages a higher standard of presentation of work done. If a computer is needed for a particular lesson or piece of work then the on-site networked facilities will be used. Most current pupils have either a Windows laptop, Apple Mac book or tablet device and the College pupil network supports all these operating systems. It is the student's responsibility to take care of it, both keeping it secure and not dropping it. Pupils can use any software to create work but it should be noted that it should be submitted for marking in MS Office format only. Work not in this format will not be accepted. The student version of Office can be bought from a number of online shops for under £100.

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.

The Chapel of S Mary and S Nicolas

THE CENTRAL MINSTER OF THE WOODARD SCHOOLS

Lancing College was founded in 1848 by the Reverend Nathaniel Woodard as the first of what he hoped would be a national network of schools to provide affordable Christian education for the children of the new middle classes. Quintessential to his philosophy was the worship of God in the beauty of holiness as expressed through the catholic doctrines of the Church of England. The magnificent Chapel placed at the heart of the school reflects Woodard's belief that worship should be the hub from which the educational curriculum flows and also give expression to all the other activities of school life. Lancing Chapel is the largest of all school chapels; it is the Central Minster for the fifty-seven schools of the Woodard Corporation both in this country and overseas.

During term time all members of the College gather in the Chapel each Wednesday at 08.30 and on the Sundays of short weekends at 10.00 for a Sung Eucharist. Attendance at these services is compulsory for ALL pupils. On other days there is an early celebration of the Eucharist which is voluntary, but for which each House in turn provides a server and congregation. On Sundays during long weekends there is a late evening celebration of the Eucharist. Pupils are encouraged to play a full part in all services and they and others may be prepared for Baptism and/or Confirmation. They may be admitted to Holy Communion before Confirmation if they have been baptised. Some pupils become Sacristans and others belong to the Chapel Choir which sings each week and for special services. There is a weekly congregational practice which is attended by all pupils.

The Chapel is an outstanding feature of the College and the local area. It is open every day to visitors and is manned by a full-time verger and voluntary guides. The latter are drawn from the Friends of Lancing Chapel who number some fifteen hundred people and who over the years have made an enormous contribution towards the maintenance, embellishment and gradual completion of the Chapel.

We hope that parents, friends and visitors will feel welcome at the Chapel and attend any of the College's services. Furthermore we hope that they will make themselves known to the Chaplain who is always on hand to give spiritual direction and counsel.

Father Richard Harrison (Chaplain)

Mr Neil Cox (Director of Music – Chapel)

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:

- Classifications – once each half term (indicating a snapshot of attainment and achievement in each subject)
- Reports – usually at the end of every term
- School Calendar – a copy of the Calendar can be found on our website and this is constantly updated with any changes. You can also synchronise this with your own device. A hard copy will be mailed to you at the start of every term
- An end of term message from the Head Master
- Information on forthcoming meetings and drama events – at the end of every term by email
- Music Calendar – every term
- *The Quad* – a termly magazine about Lancing events, achievements, activities and news
- A termly 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, classifications, letters and updates, forms and information will be sent to you.

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, 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 St Nicolas 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 parent, staff and pupil 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.

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	Mr Andrew Chappell	01273 465 822	amc@lancing.org.uk
Second's House	Mr David Harvey	01273 465 826	dxh@lancing.org.uk
School House	Mr Chris Mole	01273 465 836	cmm@lancing.org.uk
Field's House	Mrs Michelle Creer	01273 465 846	mjc@lancing.org.uk
Gibbs' House	Mr Matt Smith	01273 465 856	mjhs@lancing.org.uk
Sankey's House	Mrs Emma Campbell	01273 465 894	ec@lancing.org.uk
Teme House	Mr James Grime	01273 465 867	jag@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 Sue Lawrence	<i>TBC</i>	sel@lancing.org.uk
OTHER USEFUL CONTACTS:			
Main Switchboard (absences):		01273 452 213	reception@lancing.org.uk
Head Master's Assistant:	Mrs Hannah Betts	01273 465 802	hmassistant@lancing.org.uk
Academic Administrator (school trips; end-of-term transport):	Mrs Beth Leonard	01273 465 804	academicadmin@lancing.org.uk
Bursar's Secretary:	Mrs Sharon Miles	01273 465 902	smiles@lancing.org.uk
Examinations Officer:	Mrs Pat King	01273 465 806	exams@lancing.org.uk
Health Centre:	Mrs Angela Brennan	01273 465 916	healthcentre@lancing.org.uk
Director of Sport:	Mr Chris Crowe	01273 465 935	cpc@lancing.org.uk
Uniform Shop:	Mrs Karen Ford	01273 465 928	kford@lancing.org.uk
School Transport:	Mr Sam Woodger	01273 465 999	cgw@lancing.org.uk
Designated Safeguarding Lead:	Mrs Hilary Dugdale	01273 465 812	hrd@lancing.org.uk

Lancing College Complaints Procedure

Lancing College welcomes suggestions and comments from parents, pupils and staff and takes seriously concerns and complaints they may raise. This document will show you how to use our Complaints Procedure.

A complaint will be treated as an expression of genuine dissatisfaction which needs a response.

We wish to ensure that:

- Parents, pupils and staff wishing to make a complaint know how to do so
- We respond to complaints within a reasonable time and in a courteous and efficient way
- Parents, pupils and staff realise that we listen and take concerns and complaints seriously
- We take action where appropriate.

HOW SHOULD I COMPLAIN?

In most cases it is best for parents and pupils to address concerns to the Housemaster/Housemistress who may be able to sort things out quickly and in an appropriate way. In most cases staff should contact their line manager. However, in certain circumstances, you may prefer to take the matter to a more senior member of staff, for example, the Deputy Head, the Senior Deputy Head, the Head of the Prep School or the Head Master. You can communicate with us by letter, email or telephone. Please be as clear as possible about what is troubling you. If you have made this communication in writing, we will contact you within five working school days. An informal complaint will be investigated and responded to as quickly as possible, and at the latest within 14 working school days.

I don't want to complain as such, but there is something bothering me.

The school is here for parents, pupils and staff and we want to hear your views and your worries. Contact a member of staff, as described above.

I am not sure whether to complain or not.

Parents, pupils or staff are entitled to complain if they have concerns. If in doubt, you should contact the school as we are here to help. If the matter you raise cannot be resolved under the procedures referred to above, a formal written notice of the concern or complaint should be submitted to the Head Master.

What will happen next?

If you raise something face-to-face, by telephone or by email, it may be possible to resolve the matter on an informal basis immediately and to your satisfaction.

If you have made a formal complaint or suggestion in writing, we will contact you within five working days to respond to your concerns and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further without responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible and at the latest within 28 working school days of the lodging of the complaint. This will tell you the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed. A written record will be kept of any such action taken as a result of this complaint, regardless of whether or not it is upheld.

What happens about confidentiality?

Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Head Master and those directly involved. The Chairman of the Governing Body may also need to be informed. It is the College's policy that complaints made by parents should not rebound adversely on their children, and that pupils should not be penalised for making a complaint in good faith. We cannot entirely rule out the need to make third parties outside the school aware of the complaint and, possibly, also the identity of those involved. This would be likely to happen where, for example, a child's safety was considered to be at risk or it became necessary to refer matters to the police. You would be fully informed. Correspondence, statements and records relating to individual complaints are kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

Anonymous complaints may not be pursued. Action which needed to be taken under staff disciplinary procedures as a result of complaints would be handled confidentially within the school. Members of staff should also consult the Whistleblowing Policy in the Staff Handbook.

What if I am not satisfied with the outcome?

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered. If you are not satisfied, this must be made known to the Head Master in writing within a week of receipt of the school's correspondence regarding the outcome of the investigation of your complaint. The Head Master will refer the matter to the school's Conciliation Committee for a panel hearing. It is their task to look at the issues in an impartial and confidential manner. The Committee Chairman will invite you to a meeting of the panel which will consist of at least three people who were not directly involved in the matters detailed in the complaint. One member of the panel will be independent of the management and running of the school. This meeting will be scheduled as soon as is practicable and within 21 working school days. You will be asked if there are any papers you would like to have circulated beforehand, and any written information will be made available to all parties not later than five working school days before the hearing. You will be invited to be accompanied at the panel hearing if you so wish.

The panel can make findings and recommendations, which it shall complete within 14 working school days of the hearing, a copy of which will be:

- i) sent by email or otherwise given to the complainant and, where relevant, to the person complained about;
- ii) made available for inspection on the school premises by the Governing Body and the Head Master.

We hope that we shall be able to satisfy your concerns. If we are unable to do so, you may then wish to seek legal advice. The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care. This procedure is made available to all current parents, pupils, staff and prospective parents. It is drawn up so as to comply with Part 7 of the Regulatory Requirements of Independent Schools and Standards 17 and 18 of the National Minimum Standards for Boarding Schools. Appropriate written records are kept of concerns raised and answered informally. The Head Master keeps a written record of all formal complaints received by him, and of whether they are resolved at the preliminary stage or proceed to a panel hearing. A record is maintained of action taken by the school as a result of these complaints (regardless of whether they are upheld). An annually updated Appendix to this policy, recording the number of formal complaints so recorded and whether they proceeded to a panel hearing, is also available on request.

Early Years Foundation Stage (EYFS) Kindergarten, Nursery, Reception children

The complaints procedure for parents with children in this part of the school is similar to the whole school procedure but has some distinctive aspects for this age range.

For the EYFS:

- A record of complaints and their outcome is kept for at least three years
- Parents may contact Ofsted (and/or ISI – the Independent Schools Inspectorate) at any stage of the complaints' procedure if their complaint is about fulfilment of EYFS requirements. The Ofsted phone number is 0300 123 4666 and the ISI phone number is 0206 000 100
- All written complaints relating to the fulfilment of the EYFS requirements are investigated and complainants will receive notification of the outcome of the investigation within 28 days of receiving the complaint
- We will provide Ofsted, and ISI, on request with a written record of all complaints made within a specified period and the action taken as a result of each complaint.

Various useful contact numbers can be found in section 7 of our Child Protection (Safeguarding) Policy which is available in the 'College Policies' section of our website (www.lancingcollege.co.uk). Additionally, boarders and their parents can contact the Independent Schools Inspectorate (Ground Floor, CAP House, 9-12 Long Lane, London, EC1A 9HA; 0207 600 0100) regarding any complaint concerning their welfare.

Boarding Principles and Practice

AIMS AND ORGANISATION

Lancing College is a boarding school, not a school with boarders. The whole ethos of the school is based on the idea that there are pupils and staff at school for 24 hours of the day and that education 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.

Most teaching staff are involved in the life of a House. New 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 excellent arrangements for study, with 90 minutes of supervised Evening School on five nights of the week. The Library is also 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.

In addition to a full and varied sporting and activities programme during the week, there is usually a full fixture list of sports on Saturday afternoons. Sundays are more leisurely. Brunch, a very relaxed and convivial meal, is offered in the late morning and transport to a local shopping centre is provided in the afternoon. During the week, the Catering Department provides a full and varied menu, with plenty of choice for pupils, including those with special dietary requirements. The Café provides snacks and heartier food 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 are allowed out to Lancing and Shoreham for limited periods over the weekends, and older ones may visit Brighton or Worthing. Discos or another collective event such as dodgeball tournaments or film nights are held on Short Weekend Saturdays, and the Library is open to pupils on Sunday afternoons. The Art School, Library, sports facilities and Swimming Pool are made available during the weekends. Pupils are allowed home over weekends (other than Short Weekends) after their school commitments have been fulfilled. Day pupils may, with 24 hours' notice to the school, 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 Short Weekends all pupils attend Sunday morning Chapel (and parents and families are very welcome also).

Parental involvement is welcomed and encouraged and the majority of parents live within commuting distance of the College. A close and useful link is forged between parents and Housemasters/Housemistresses, and through the St Nicolas Association. Many Houses hold social events for parents to attend. Email and telephone 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. In addition, iPads facilitate FaceTime and Skype with parents for every pupil.

ADMISSION CRITERIA

Most pupils entering the school in Year 9 take either the Common Entrance or Scholarship Exams. Those pupils at schools which do not prepare pupils for these exams are interviewed, and are required to take a computerised Cognitive Ability Test and provide some written work. Pupils joining in the Sixth Form are interviewed and take the College's own entrance papers.

FACILITIES

Houses vary in size, but are generally between 40 and 80 strong. Handford House admitted its first Third and Fourth Form pupils in September 2016. All Houses are therefore for pupils aged 13-18. Head's House is for Day boys only, Sankey's for Day girls. A new Day House, Saints', will open in September 2018 and will be a co-educational House. 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. Pupils are encouraged to personalise their rooms and pin-boards are provided to allow this to happen. 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/ Housemistress, and they are supported by key members of the Senior Management Team, and ultimately the Head Master. The Housemaster/Housemistress will have an Assistant Housemaster/Housemistress, 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, is managed by a Senior Nurse and pupils may self-refer or be referred by their Matron or Housemaster/Housemistress.

The School Shop is open for all pupils and provides toiletries and other essentials as well as larger items like uniform and sporting equipment.

Health and safety is a priority for the College. Tony Richardson (the Health and Safety Manager) together with Dan Connolly (Assistant Head, Pastoral) carry out regular Health and Safety spot checks to identify any problems and create Risk Assessments for specific areas. Fire drills are carried out on a regular basis.

We have a School Chaplain (Father Richard Harrison) and a School Counsellor (Mrs Jacqui Painter) to whom pupils may self-refer, or be referred by staff. Mrs Painter is available on Tuesday, Wednesday and Thursday from 12.00 to 19.00. Housemasters/Housemistresses have considerable experience and are able to deal sympathetically and confidently with any difficulties a pupil may meet. All pupils have their own academic Tutors with whom they meet weekly to discuss academic and other issues, and a Tutor Period which starts the day on Saturday allows for further tutorial contact and guidance. A group of Sixth Form pupils is trained to offer peer support to fellow pupils. Alternatively, pupils may choose to turn for support from other pupils or staff and this is the advantage and 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 (eg expansion of the gym) have been undertaken as a result of suggestions by pupils.

All staff and senior pupils receive child protection training under the aegis of the Senior Deputy Head (Mrs Hilary Dugdale), who is also the Designated Safeguarding Lead. She is assisted in this role by the Assistant Head, Pastoral (Mr Dan Connolly) and by Ms Anne McKane, Handford Housemistress.

Mrs Dugdale, assisted by Mr Connolly and the Senior Housemaster (Mr Matt Smith), keeps an overview of boarding provision, pastoral care and health and safety.

MOBILE PHONE AND DEVICES* POLICY FOR PUPILS

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 (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 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, surf 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.

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 pupils' 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.

The Lancing Society/Community and Foundation

THE LANCING SOCIETY/COMMUNITY

Bringing together a powerful network of over 10,000 members, the Lancing Society 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 coordination and communication to support all the various groups and to enable old friends and associations to keep in touch. 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 further developments in the future can be expected. 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 and OLs will benefit from access to career advice, work experience, mentoring and over eight different business networks
- 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 all around the world for the world of work and making contact 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 continue to have exclusive rights and priority reservation for tickets to concerts, plays and the public Carol Services.

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.

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 worldwide. Life time 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, 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 President is Sir Tim Rice; events are open to all members and their partners.

THE ST NICOLAS ASSOCIATION

As parents or guardians you are invited to join the St Nicolas Association. This is the Association for parents of current 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 Old Lancing 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 College families. 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.

THE LANCING ASSOCIATION

Your subscription to The Lancing Society also gives you membership of The Lancing Association when your child leaves Lancing and becomes an OL. The Lancing Association was formed in 1995 to give parents of former pupils of the College the opportunity to maintain their relationship with the College, its staff and old friends. As part of your membership you will continue to receive *The Quad* magazine and the Music Calendar every term. You will also be advised about forthcoming events and be able to reserve seats at principle concerts and plays 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.

The constitutional objectives of the Friends are to complete, 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 £10 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 St Nicolas Association (current parents), The Lancing Association (former parents) and the Friends of Lancing Chapel.

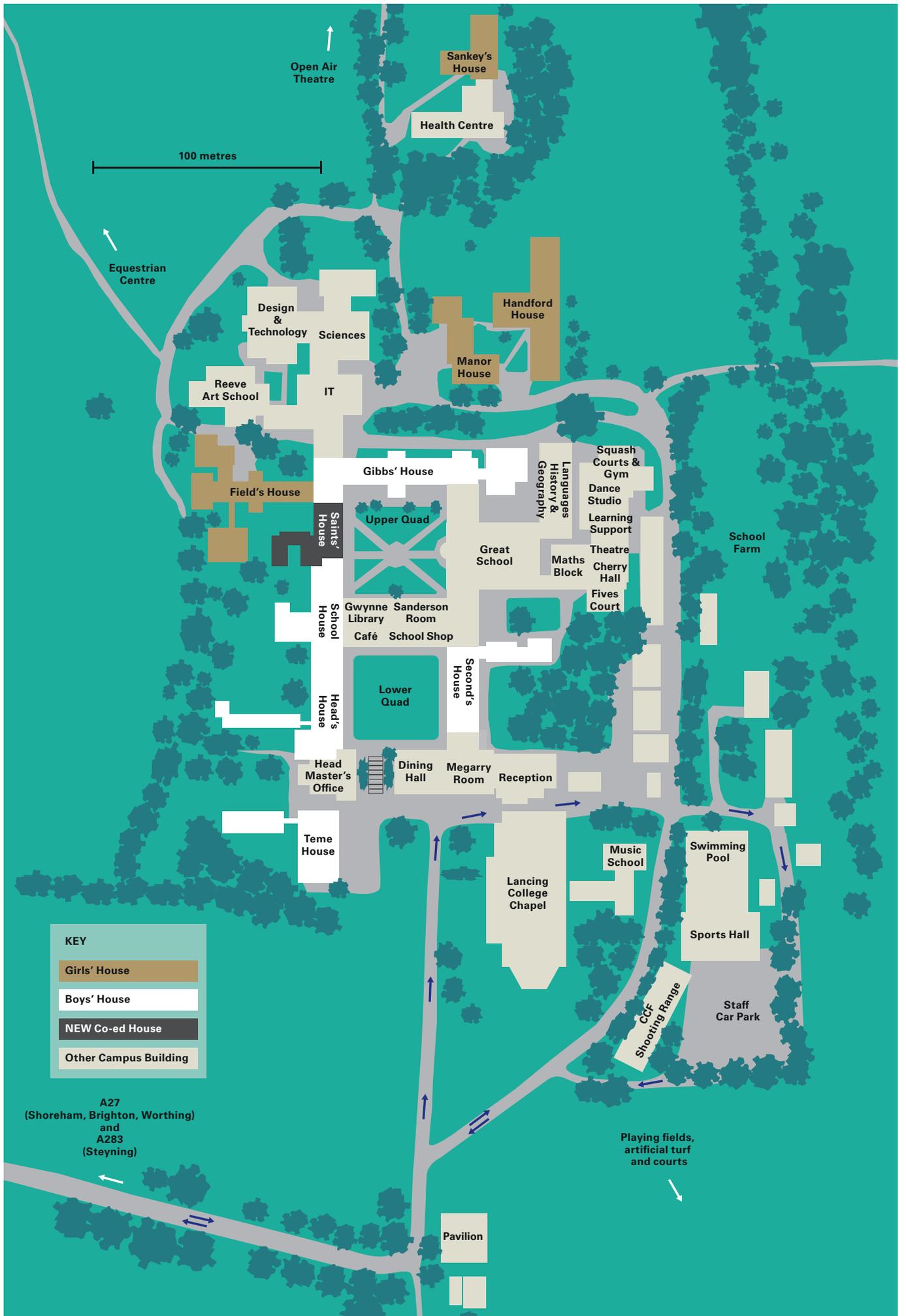
Please contact the Foundation Office for further information on: foundation@lancing.org.uk

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

AND FINALLY:

We hope that your son or daughter makes a hugely happy start at Lancing and flourishes throughout their time with us.

Thank you for reading though all the information contained here, and please do not hesitate to contact the school for or with any additional information.



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