

Welcome

Welcome to our parents' handbook. In the following pages we have put together:

- essential information that we think you will want to know about Kilgraston;
- detailed information about school policies;
- additional information about other sources of advice and support.

We hope that you will find the handbook helpful and welcome any suggestions for improvement.

Contact details

Your daughter's House:

Housemistress:

Tutor:

e-mail address:

Contents

ESSENTIAL INFORMATION ABOUT KILGRASTON SCHOOL

AIMS AND VALUES

PASTORAL CARE

SCHOOL ORGANISATION

- The Daily Routine
- House Organisation
- Tutor Time
- Religious Observance

THE SCHOOL STRUCTURE

- The Governors and Trustees
- The Senior Management Team
- The Housemistresses
- The Residential Staff
- The Heads of Department
- The Student Council
- The Kilgraston Parents Association
- The Kilgraston Association
- The Development Office

COMMUNICATION

- Communication with the school
- Who to contact at school
- Emergency Contact

CURRICULUM INFORMATION

BOARDING INFORMATION

RULES OF KILGRASTON

SCHOOL POLICIES

- Anti-Bullying Policy
- Child Protection Policy
- Complaints Policy
- Confidentiality Policy
- Drugs & Illegal Substance Policy

OTHER SOURCES OF INFORMATION AND ADVICE

- The Children Act 1989
- Government and other bodies
- Public Examination Bodies
- Other organisations

Essential information about Kilgraston School

Aims & Values

The Mission

The first school of the Society of the Sacred Heart began in France in 1801, founded by St Madeleine Sophie Barat, a pioneer in the field of education.

There are now Sacred Heart schools in five continents and more than 40 countries forming the international network of Sacred Heart schools guided by the principles of their founder.

- Faith relevant in the world today
- Personal growth in an atmosphere of appropriate freedom
- A deep respect for intellectual values
- Learning to live together as friends, as family, as part of the world community
- Social awareness and the ability to act upon it

Pastoral Care

Kilgraston regards the pastoral care of its pupils as fundamental to the ethos of the school. The Pastoral System works in conjunction with all curriculum areas to ensure that a whole child perspective is maintained at all times. The pastoral care team aims to encourage a happy environment, where the girls can flourish in an atmosphere that includes tolerance, integrity, openness and thoughtfulness. Pastoral care is regarded as the key to the well-being and academic success of all the girls. We believe in allowing them to develop to their full potential, whatever their academic ability.

We wish to create a community, which reflects the ethical and moral framework of our Christian Foundation. We hope to support and encourage better understanding of other peoples from all over the world. We hope to create an ethos which is caring, honest and hardworking, and supportive to all.

School Organisation

DAILY ROUTINE

The school day begins with Registration at 8.45am and Assembly at 8.55am. Teaching begins at 9.05am and with six periods, runs through to 4.10pm. All have a common lunch break and there are intervals in the morning and afternoon. After school activities begin at 4.30pm and usually end in time for dinner at 6.30pm. Study is from 7.30-8.30pm for Seniors and to 8.00pm for girls in U/L4th. There is an extra 'early study' before dinner. Girls have arranged times for music practice.

Lesson Times - The school day consists of 6 lessons.

Registration	8.45am		
Assembly	8.55am - 9.05am	Lunch	12.15pm - 1.10pm
Period 1	9.05am - 10.05am	Period 4	1.10pm - 2.05pm
Period 2	10.05am - 11.00am	Period 5	2.05pm - 3.05pm
Morning Interval	11.00am - 11.20am	Afternoon Interval	3.05pm - 3.15pm
Period 3	11.20am - 12.15pm	Period 6	3.15pm - 4.10pm

NB: Day girls should be in school by 8.40am

Evening Activities

After school and at weekends pupils are offered a variety of activities from which to choose. Supervised study is available for boarders and day girls at the times indicated in the term calendar.

House Organisation

The Senior School comprises 4 Houses: Arran, Inchcolm, Kinnoull and Moncreiffe. There are weekly House Meetings and House Masses every Sunday on a rotational basis. The Preparatory School comprises 3 Houses: Capercaillie, Osprey and Ptarmigan. Regular inter-house activities, sports competitions and outings take place resulting in the building of friendships and team spirit.

Tutor time

Formal tutor time takes place once a week. This provides an opportunity for discussion, academic tracking, planning fund-raising events for the form and organising tutor group Assemblies.

Religious Observance

Kilgraston is a Sacred Heart School (the only Roman Catholic Boarding School in Scotland) but we have pupils from many other denominations. Short Assemblies for the whole school are held in the Chapel. Sunday Mass is the official School Service. On "all in" weekends all Boarders must attend. On other weekends, pupils from other denominations may go to local Church of Scotland or Episcopalian Services on request. All boarders in school must attend a service and pupils skiing etc on Sunday have a special arrangement made. Parents taking out their child's friends at weekends must be responsible for taking them to Mass if they are Catholic or ascertaining the wishes of parents from other denominations. All pupils are encouraged to participate and contribute.

The School Structure

GOVERNORS AND TRUSTEES

Board of Governors

Mr Tim Hall (Chairman)	Company Director/Parent
Father Edward Corbould OSB	Member of the Ampleforth community
Mr Alexander Garden	Lawyer
Mr Andrew Grant	Business Director
Mr Andrew Hunter	Headmaster, Merchiston School
Miss Anne Jarvie, CBE	Former Pupil/Chief Nursing Officer for Scotland (Retired)
Brig. Davey Kirk, CBE	Brigadier/Parent
Mr Nick Liddle	Director/Former Parent
Mr Michael Longstaffe	Managing Director
Miss Lorna Ogilvie	Retired Headteacher
Mrs Kirsty Pilcher	Former Parent
Mrs Lesley Stein	Former Parent/Pupil
Mr Richard Taylor	Financial Services Director/Parent
Mrs Jane Thomson	Former Pupil/Parent
Ms Emma Weir	Company Director
Mr Robert Wilson	Business Director

Trustees

Professor James MacLeod (Chairman)	Professor of Law
Father Edward Corbould OSB	Member of the Ampleforth community
Mrs Cecile Dunne	Lecturer Faculty of Education (Retired)
Mr John Dunne	Consultant Clinical Psychologist. Hon. Senior Lecturer in Psychology (Retired)
Mr Tim Hall	Company Director
Mrs Wendy Nelson	Teacher (Primary) & Learning Support Specialist (Retired)
Viscountess Stormont	Tourism Executive

Senior Management Team

Mr Michael Farmer	Principal
Mr Barry Farrell	Bursar
Mrs Carol Ann Lund	Deputy Head (Academic)
Mrs Victoria Sherwood	Deputy Head (Pastoral & Boarding)
Mrs Audrey Kellaway	Head of Prep. School

Housemistresses

Miss Anne Marie Losty	Arran House
Mrs Margaret McCabe	Inchcolm House
Miss Deirdre Clancy	Kinnoull House
Mrs Gail McFadden	Moncreiffe House

Head of Sixth Form

Mrs Elaine Prentice

Residential Staff

Mrs Irene Scott	Barat/Swinton Boarding Mistress
Mrs Gail McFadden	Mater Boarding Mistress
Mrs Leigh Sale	Butterstone Boarding Mistress

Heads of Department

Art	Ms A Neilson, Dip Art, Dip Ed.
Biology	Mrs A O'Hear, PGCE, BSc (Hons)
Business Management	Mr A Allan, PGDE
Chemistry + Head of Science Dpt	Miss A M Losty, BSc, PGCE
Classics	Mrs A Bluett, BA (Hons), PGCE
Drama	Mrs L Scott, BA
English	Miss C McShane, BA (Hons)
ESOL	Miss D Finnegan (MA (Hons)
French	Mrs A Bluett, BA (Hons), PGCE
Geography	Mrs E Prentice, BSc
German	Miss S Pogranova
Home Economics	Mrs C Clarke, BSc
History/Modern Studies	Mrs C A Lund, BA (Hons), MA, MA (Ed Man), PGCE
Maths	Mr G Watson, BSc, PGCE
Music	Mr A JMcGarva, PGCE, BA
PE	Mrs S Rhodes, Dip PE
Physics	Mrs S Hewett, MSc, BSc
RE	Miss V Curry, MA (Hons), PGCE
Spanish + Head of Modern Languages Dpt	Mrs M McCabe, MA, PGCE

Pupil Voice

The Student Council meet twice a term. There is a representative from each year group voted for by their peers on the council.

Kilgraston Parents Association

Representatives from the Prep School are on the Parents Association. They have regular termly meetings and support the school through organizing and supporting school events

The Kilgraston Association

All former pupils automatically become members of the Association. Pupils are invited to Past Pupil Receptions, Reunions and are welcome to call in at any time. Our website is regularly updated with news and photos.

The Development Office

The Development Office exists to develop links between the present school and the wider community, past pupils, parents and supporters. It works within the school community and especially with the Kilgraston Association.

Communication

Communication with school

At Kilgraston we value the partnership between home and school and we believe that excellence in communications makes for a happy and productive learning environment.

Please let us know if you think something is concerning your daughter, however trivial it may seem. We will then be able to work with you to give her the right kind of support and encouragement. Please let us know of any changes, large or small, in family circumstances, such as illness, bereavement, separation, divorce or re-marriage.

Useful telephone numbers:-

Principal	815512	mfarmer@kilgraston.com
Principal's PA & Admissions Co-ordinator	815512	headoffice@kilgraston.com
Bursar	815505	bursar@kilgraston.com
Asst. Bursar	815506	finance@kilgraston.com
Deputy Head (Academic)	815514	calund@kilgraston.pkc.com
Deputy Head (Pastoral Care & Boarding)	815531	vsherwood@kilgraston.com
Head of Prep School	815529	akellaway@kilgraston.com
Prep School & Nursery Office	815538	prepschool@kilgraston.com
Nursery		nursery@kilgraston.com
Reception	812257	reception@kilgraston.com
School Secretary	815503	schoolsecretary@kilgraston.com
Marketing & Development	815535	marketing@kilgraston.com
Kilgraston Association	815535	jgordon@kilgraston.com
Infirmary	815502	matron@kilgraston.com
Arran House Mistress		amlosty@kilgraston.com
Inchcolm House Mistress		mmccabe@kilgrason.com
Kinnoull House Mistress		dclancy@kilgraston.com
Moncreiffe House Mistress		gmcfadden@kilgraston.com
Head of Sixth Form	815508	eharte@kilgraston.com
Butterstone Boarding House Mistress	815504	butterstone@kilgraston.com
Butterstone Asst. Boarding House Mis.	815530	butterstone@kilgraston.com
Butterstone House Boarding Office	815520	Mobile 07510 290314
Mater Boarding Mistress	815516	Mobile 07930 819819 mater@kilgraston.com
Barat/Swinton Boarding Mistress	815513	Mobile 07930 819817 iscott@kilgraston.com
Barat/Swinton Asst. Boarding Mis.	815539	Mobile 07930 819817 jennygordon@kilgraston.com
Butterstone House Pay phone	815525	
Mater Pay Phone	815526	
Swinton Pay Phone	815522	
Barat Pay Phone	815527	
Director of Sport	815534	pstott@kilgraston.com
Sports Department	815518	
Director of Outdoor & Weekend Activities	815536	bcampbell@kilgraston.com
Equestrian Manager/Riding Instructor	815536	07931 258334 equestrian@kilgraston.com
Facilities Manager	815501	facilities@kilgraston.com

Who to contact at school:

Academic questions

Teaching of the curriculum: Deputy Head (Academic) or the Head of Department
Your daughter's progress: Tutor, Housemistress or the Deputy Head (Academic)
Additional help in a subject: Head of Department or her Tutor
Dyslexia & other special educational needs:
Careers: Careers Adviser: Mrs C A Lund

Pastoral issues

Pastoral or social issues - Deputy Head (Pastoral), the Tutor, the Housemistress or the Residential Mistress.
Confirmation and other spiritual matters - the School Chaplain, Father Andrew Clark
Notification of absence due to illness: Reception
Requests for planned absence from school: Principal.
Flexi or occasional boarding: Housemistress
Changing from day to boarding or boarding to day: Principal

Financial and administrative matters

Fees and charges: the Bursar
Scholarships and Bursaries: the Principal's PA & Admissions Co-ordinator
or the Principal
Financial assistance: the Bursar
School buses: the Bursar/Reception

School staff e-mail addresses take the form of [initial and surname@kilgraston.com](mailto:initial.and.surname@kilgraston.com)

Please be aware that members of the academic staff are in the classroom for much of the day. Often they have meetings at lunchtime and after school. This will mean that it sometimes takes more than one day for them to reply to an e-mail.

Attendance

Absence - unforeseen for day girls

If your daughter is unwell and is not able to come to school, please phone the school office on the first day of absence. On her return to school, she should hand in an absence note to her Housemistress.

If your daughter is absent for more than a few days, but is well enough to complete work, it might be appropriate for work to be sent home. If you would like work to be set for your daughter, please contact her Tutor or Housemistress, who will liaise with the subject staff. Work will usually be left in the school office for collection.

Please do not send your daughter into school if she is unwell.

Absence - foreseen

It may, occasionally, be unavoidably necessary for pupils to miss school for reasons other than illness. If your daughter has a medical appointment that cannot be timed out of school hours, the Housemistress should be notified, in advance, in writing. For absences longer than one day, permission is required from the Principal.

Whenever possible, we ask that pupils do not miss school unless it is absolutely unavoidable. Although pupils will be asked, on their return, to make up any work missed, it is never the same as having participated in lessons; frequent or prolonged absences are likely to be detrimental to progress. It is the pupil's responsibility to make up any missed work.

Pupils arriving late for school MUST sign in at Reception

Activities, events and off-site visits

A school calendar is published each term, which details events, sporting fixtures and extra-curricular activities planned for that term. Additional visits or activities may also be planned and parents will receive notification.

Boarders also have a full weekend activity programme. Day pupils are welcome to participate but prior notification must be given to the Director of Weekend Activities.

Emergency contact

It is essential that School is able to contact Parents, Guardians or a nominated Emergency Contact in case of illness or injury. Parents are, therefore, asked to provide emergency contact numbers and to inform school immediately if there are any changes during the course of the school year.

The Curriculum at Kilgraston

Introduction

Kilgraston is a competitive school providing excellent academic teaching and facilities, culminating in high achievement and standards. In line with the School Aims, we are keen to ensure that girls receive a broad and balanced education, and that they undertake a wide range of educational experiences aimed at enriching and extending their abilities and understanding. We hope that they will develop:

- lively and enquiring minds, with the ability to think imaginatively and creatively;
- a breadth of knowledge;
- a flexible outlook
- skills of innovation, enterprise and leadership;
- a thirst and capacity of life-long independent learning.

There are many opportunities for enrichment; cross curricular links, educational visits both day and residential, cultural visits and field courses, in the UK and abroad.

Prep School: Rec to L4th (inclusive)

All curriculum information is located in the Prep School Handbook

Senior School: U4th to U6th (inclusive)

U4th follow a common course with an opportunity for a second foreign language. Full curriculum information is provided in the Standard Grade and Higher/Advanced Higher Subject Choices Handbooks which are handed out to the pupils along with subject Choices letters for entry to L5th/L6th and U6th respectively. Pupils are given the opportunity to discuss their options with parents, tutors and Housemistress as well as the Deputy Head (Academic). Choices/UCAS information evenings are also held, details of which appear in the termly calendar.

Study

At Kilgraston, our major aims in setting study are:

- To raise achievement

Well-set study offers appropriate challenges based on the reinforcement, consolidation and extension of work done in lessons.

- To increase motivation

Pupils are encouraged to undertake independent learning outside the classroom as an essential part of their education. They must be made aware of the link between good study habits, high standard of organization and achievement, and examination success. Rewards in the form of 'pluses' for good study help to improve effort. Conversely, sanctions for poor standards will also be applied.

- To develop independent study skills

Pupils must progressively learn to take responsibility for their own learning and develop the skills, attitudes and confidence necessary to study effectively throughout their lives. They also need to develop good organizational skills such as time-management, prioritizing and meeting deadlines.

Pupils receive support from School for study in the form of personal guidance, access to resources, organizational support and study skills advice.

Parents can note any concerns regarding their daughter's study in her planner, or may contact the Form Tutor or Housemistress. Parents should receive a copy of their daughter's study timetable early in the autumn term.

Assessment

At Kilgraston, we view assessment as a central and essential part of learning. We aim to encourage each girl to achieve her best possible academic results. Assessment is used to evaluate pupil progress and to set targets for future improvement. Teachers assess work regularly according to the department's criteria and marking scale. These marking criteria are explained to the pupils and are available to parents from the Head of Department on request. Overall assessment is based on performance in: tests, homework, coursework, investigations and independent research.

Examinations

Information regarding both Public and Internal Examinations are available in the termly calendar. The Deputy Head (Academic) is available to answer any concerns you may have.

Reports

These are issued on a termly basis and will contain effort and achievements grades.

Parent/Teacher Meetings

Times and dates are included in the termly calendar.

Special Educational Needs

Girls who are identified as having a specific educational need, will receive individual guidance and support from the Special Educational Needs Co-ordinator. The SENCO will always work in partnership with parents, who are informed about any special provision made.

Boarding Information

DORMITORIES

Girls live in year areas and from Upper 4th have their own single study bedroom. Butterstone House has open dormitories with, on average, four beds to a room and two dormitory areas, split up into cubicles, giving the advantage of company, but also personal privacy.

Common Rooms

There are Common Rooms for each area with television, video and facilities for making hot drinks. Juniors are, of course, supervised in the kitchen area. Older girls have access to small kitchens.

Supervision

Each area is fully covered by a member of the Residential Staff from after school to bedtime and at weekends. The member of staff is also 'on call' in the area during the night. In addition to fully qualified staff in our residential areas, we have three or four Boarding Assistants each year (from countries ranging from France, Spain and Germany to Australia and Mexico) to help with the girls.

Washing Facilities

Each area has showers and baths and the rooms, have washbasins.

EVENING ROUTINE

Boarders are required to study each evening (See Study). Most girls do some kind of extra curricular activity in the evenings and at the weekend.

Girls who have to miss some study because of these activities are expected to make it up in their own time. Time for extra study is allocated for this during the weekends and in the evening. Fifth and Sixth Formers are encouraged to do more reading and study beyond the normal allocation. They should read newspapers, and keep up with current affairs. Weekdays after normal study, include free time when girls may be in their areas or in their common rooms. Supper is provided in the areas for the girls, the younger ones usually gathering in the common room to enjoy it together with their residential mistress.

Bed Times

Bed times vary according to the age groups, the very young ones starting at 8.00pm. Residential Mistresses say 'goodnight' to all girls individually and put out their lights. This may also be a time for a quiet chat. The Upper Sixth can switch their own light off in their own time after the resident mistress has said 'goodnight'

HALF TERM, LONG WEEKENDS AND MINI WEEKEND

We expect all girls to go home or to a friend or guardian at *half-term and mini weekends*, except in the Summer Term when SQA examinations happen during the second long-weekend. At that time girls may stay in school for the nights preceding the examination. At *mini weekend* there are no matches or formal activities so girls go home. At other weekends we strongly encourage them to stay in school.

INFIRMARY

Our Infirmary is managed by fully qualified staff, 'Matron' and 'Nurse' who are 'on call' on a twenty four hour basis. Regular 'surgeries' take place four times a day.

Our school doctor visits at least once a week for general ailments. She is, of course, always available to attend in case of an emergency. Dentists, hospital and surgery visits are arranged by the Matron.

LAUNDRY

The Senior areas have laundry facilities. Towels and bedding are sent to the main school laundry. The younger girls send all laundry on a rota system.

OUTINGS AND PERMISSIONS

Sixth Form are permitted to go to Kintillo after school at 4.30pm, Monday to Friday, except when it is dark. Upper Fifth may go on Monday and Wednesday and Lower Fifth on Wednesday for a maximum of thirty minutes. Girls should sign in and out and maintain a high level of behavior when out.

Outings

The school organises occasional outings in the evening to lectures, concerts etc. Boarders will return to their areas after an evening outing. Day girls should inform the staff member in charge of the event when they leave. Parents will have been notified of the appropriate time of return. No belongings should be left in the boarding areas or in the locker room, as these areas may not be accessible late at night. A member of staff will ensure the girls are supervised and give information to parents if the trip has been delayed.

Permissions

There are various types of 'Permission' mentioned in the school calendar. These indicate that girls may visit local towns or centre. Supervision is staged according to age.

At the beginning of the academic year a Permission Form is sent out to all Boarders' parents to enable them to give, if they wish, permission for their daughters to visit or spend the weekend elsewhere than with their appointed guardian. Parents may be happy to let the Housemistress use her own discretion for these visits or alternatively wish to give permission for each outing separately - in the latter case parents should contact the Housemistress in writing by the Wednesday of the week concerned. ***The school requires that all outings at weekends be covered by written permission.***

Perth 'Permission': The Lower & Upper 6th may go into Perth on any Saturday (except when there are special events in school) from 1.00pm to 5.30pm, inclusive of travel.

Upper/Lower 5th 'Permission': The Lower and Upper 5th have a 'shopping' trip to a nearby town, sometimes Perth, on alternate Saturdays. A coach, supervised by a member of staff, is provided to take them and bring them back. Times are usually the same as 6th form permissions. 6th formers may join these outings if they wish.

Upper/Lower 4th 'General Permission': Twice a term the Upper/Lower 4th go on an outing on a Saturday afternoon which includes a visit to a museum, cinema, theatre, etc with some time allowed for shopping.

'Late Permissions': The Upper 6th and Lower 6th may ask for permission to go to the cinema, theatre or for a meal on a Friday or Saturday evening occasionally. This is at the discretion of the Residential Mistress concerned who will liaise with the Housemistress. These outings are monitored and depend on the overall attitude and commitment to work and study throughout the week of the girl concerned. Girls return to the Barat door where a member of staff is on duty to check their safe return.

Rules of Kilgraston

Punctuality

All should arrive punctually for school, for classes, for meals or any other duty. Latecomers should excuse themselves to the person in charge. Advance warning should be given for absence. Where this is not possible an explanation should be given, as soon as possible.

Lessons and Study

Movement from one classroom to another should be brisk and orderly. In the classroom each pupil should await the teacher in her own place. The teacher should be greeted politely at the beginning of class and thanked at the end. In case of delay in the arrival of the teacher, the class should sit down and begin to work quietly. Within ten minutes one member of the class should report the teacher's absence to (1) the Deputy Head, or (2) Reception.

- A high standard of co-operation and attention is expected from pupils in lessons.
- Books should be packed for classes in schoolbook bags at the beginning of the morning and the afternoon. Each pupil should ensure he/she is fully equipped for every class.
- Great care should be taken of textbooks, which are school property. They should be returned at the end of the year and charges will be made for damages or loss. After each class or study session the room should be left tidy.
- Tippex (or any other similar fluid) is not permitted in school.
- During class or study time, i.e. from 9.05am - 4.10pm the atmosphere in school should be conducive to serious work. No radios, tape recorders, etc should be audible.
- Neither lessons nor study should take place outside with the exception of suitable practical subjects.

General Conduct

- Out of respect for those wishing to use the chapel for prayer or quiet reflection the area between the two doors outside the chapel should always be silent and the doors should always be closed.
- Pupils should behave politely to visitors, all staff and to each other. Pupils should show respect for their seniors who should return respect with consideration. Pupils should be on the alert to greet visitors and staff and render service to those mentioned above, for example, opening doors, offering to carry burdens or acting as guides, removing litter, etc.
- In the interest of hygiene and good manners, pupils are expected not to eat chewing gum while at school or on school outings.
- No form of aerosol spray is permitted in school. This is in the interests of health and safety.

In Public

On public or school transport and outside school, self-control, good manners and consideration for others should be in evidence. No pupil should drop food or litter or behave in a manner likely to attract adverse attention.

Cigarettes

In the interests of health and public safety, smoking is strictly prohibited. Any pupil found smoking or in the company of other smokers, may be suspended for two days. The pupil will not be allowed to join in social events and parties for three weeks or an equivalent punishment. Parents will be informed by letter.

Alcohol

In the interests of health and public safety, drinking is strictly prohibited, although on occasions Senior Girls may be offered wine in school. Any pupil found drinking, or in the company of others who are drinking will be suspended for two days. A letter will be sent to the parents with a warning that if the girl is found drinking again, she may be suspended for a longer period or asked to leave the school. A pupil found drinking at, or before a dance will not be allowed to attend that dance or the next dance on the Calendar of Events.

Access to School

All visitors to school are asked to call at reception, sign in and obtain a security pass. This includes parents and relations. All doors other than reception are kept locked and can be accessed by girls and staff by a security key pad, which has a new number each term.

Pupils are made aware of times at which they may leave the building. Pupils should not wander alone even within the grounds and should not leave the school without signing out at Reception or in their residential area.

Illegal Substances (Drugs)

The school has a legal obligation to report to the police any pupil using, handing on or bringing into the school any illegal substance. Any pupil suspected of possessing, using or handing on drugs will be suspended with a view to being asked to leave while investigations take place. Aerosols and solvents may not be brought into school.

In matters of discipline the decision of the Principal and, in his absence, the decision of the Disciplinary Committee, is final. All breaches of these regulations will be dealt with during the notes system unless more stringent action is required.

UNIFORM

- Pupils are encouraged by all members of staff and prefects to take a pride in their uniform and in the way they wear it.
- They are also encouraged to look after their uniform and to respect the belongings of others.
- A system of checking each pupil's uniform at the beginning and end of each term is operated.
- Hair longer than shoulder length should be fastened back from the face with unobtrusive fastenings, which are either brown, black, or to match uniform being worn and no jewellery should be visible other than one small stud earrings (gold or silver) on each ear lobe. All jewellery must be removed for games.

Jewellery and nail varnish may not to be worn except for gold or silver stud earrings. Make-up should not be worn and long hair should be tied away from the face.

Uniform should be worn for all school outings:

- when representing the school in school hours *or*
- going out at any time on an ordinary day.

The Sixth Form

- Wear an alternative uniform
- Kilt uniform is required for special occasions

Home Clothes

- warm comfortable neat home clothes for wear at the weekend in school and on weekend outings
- smart home clothes, i.e. skirt and top/dress may be worn for theatre outings when uniform is not being worn
- skirt and top/dress/smart trousers for discos, etc.
- special outfits for activities, e.g. tennis, karate, etc. are worn for these activities only.

NB: Slippers are worn only in the dormitory areas but not around the school.

Dressing gowns are worn over night clothes when leaving the dormitory area.

School Policies

ANTI-BULLYING POLICY

It is the policy of the School that bullying is unacceptable and that the school takes an active approach in dealing with incidents of bullying. Bullying is defined as behavior which has the conscious desire to hurt, threaten or frighten someone.

It may take the following forms:

Physical	-	hitting, kicking, pushing etc.
Emotional	-	exclusion from the group, extortion etc
Verbal	-	telling stories, calling names, shouting at etc
Written	-	letters, notes, graffiti etc

It is the policy of the School that in dealing with bullying the school will be concerned:-

- in the first instance with the prevention of bullying
- then with remedial action for both the victim(s) and the perpetrator(s)

Implementation

Preventative measures:

1. The school makes it clear to pupils, staff and parents that it regards bullying as unacceptable
2. Pupils' awareness of the issues relating to bullying is raised by the PSE programme at all levels which includes topics such as:
 - How friends can support each other
 - Encouragement of the self esteem of individuals and groups
 - Discussion to develop an understanding of others and to recognise positively that people are different

In addition the following are there to support the school's policy on bullying:

The Personal Social Education programme, The Bullying Friendly Group (an Upper 6th group), The Chaplain, The Resident Staff, The Housemistress' and Tutors

If bullying occurs:

1. Incidents reported to or witnessed by staff should be noted and a report using the standard 'girl information' proforma should be sent to the Principal or Deputy Head.
2. The matter should then be taken up by the Principal or delegated to a member of staff such as a Housemistress or Tutor.
3. Parents or others concerned with the bully or the bullied should be consulted if necessary and always if the bullying is severe or continues after an initial warning.
4. Help will be given to the bully to confront her own actions and to the bullied to help in defending herself. This will be done either individually or as part of the PSE programme.
5. If bullying is reported by the victim every effort will be made to verify the report as quickly as possible before action is taken. The victim should be encouraged to help in producing this evidence.
6. Staff should be seen to act decisively about bullying. Secrecy furthers injustice.

Further information

- There is no case for stereotyping either victims or bullies: both need help and guidance
- Pupils should be encouraged to report bullying. This is facilitated if they know that something is likely to be done about it.
- Commitment to this policy is essential from all school staff. The procedures to prevent, detect and deal with bullying must be implemented consistently by all staff.

CHILD PROTECTION POLICY

In order to fulfil our responsibility under *The Children (Scotland) Act 1995* the school has established a Child Protection Policy. The Act indicates that 'all adults' who have charge or care of children have a responsibility to ensure that the children in their care are not harmed'. Our Child Protection Policy aims to protect all children from possible abuse in school and to set up processes to deal with abuse from a source outside the school.

Kilgraston's policy follows closely the guidelines laid down by SCIS (The Scottish Council for Independent Schools). The guidelines advise us that our responsibility to the children in our care requires us to inform the Child Protection Officer or our local Social Services of any report of abuse to a child, whether physical, sexual, emotional or material, whether this has been reported to us by the child or a third party or if we have reason to suspect abuse.

Our normal procedure would be to take advice from Social Services to whether the case should be reported and, if a report has to be made, to be as open as possible with parents and guardians. The school has appointed a Child Protection Co-ordinator and we anticipate, that she will act in consultation with the Principal should a case be reported. The Child Protection Co-ordinator has established contact with the local Social Services, so that she knows who will be able to help should advice be needed. At all times, matters should be treated as confidentially as possible.

All members of staff are aware of their responsibility to report any suspected case of abuse. Under government regulations a check is made on all staff to ensure that there is no reason why they should not work with young people. The procedure is followed for all new employees, whether teaching or ancillary.

At Kilgraston, we appreciate the trust and confidence with which parents put their children in our charge. Parents and guardians are welcome to have access to our full Child Protection Policy or to contact the Principal or Mrs V Sherwood, the Child Protection Co-ordinator for further information. Please also see the [Confidentiality Statement](#)

COMPLAINTS POLICY

Should a parent or guardian have a complaint that relates to the School or to the way their child has been treated, the parent or guardian should, at the earliest possible opportunity, raise the matter initially with the pupil's Housemistress or class teacher or with the member of staff concerned. The rationale here is that a complaint should be dealt with at the closest point to where the difficulty arises.

If the complaint remains unresolved, the parent/guardian should raise the matter with an appropriate senior member of staff (the Deputy Head (Academic), Deputy Head (Pastoral), Head of the Preparatory School), preferably in person, by appointment or by writing.

The appropriate senior member of staff will, having enquired into the parent or guardian's complaint, discuss it with the parent or guardian and then notify them of his/her decision and of any action that is to be taken and by when. If the matter still remains unresolved, the parent/guardian should approach the Principal.

If the decision of the Principal is unacceptable to the parent or guardian, they may refer the matter in writing to the Chair of Governors. The Chair may give the parent or guardian an opportunity to meet them or one or more members of the Governing Body to discuss the matter. At any such meetings, the parent or guardian will be entitled to be accompanied by anyone chosen by them for this purpose. The parent or guardian will then be notified in writing of any decision and of any action that is to be taken and by when.

CONFIDENTIALITY POLICY

The policy of the school is to work in partnership with parents in order to promote the welfare of children. The school also aims to build up relationships of trust with children. Children and parents should feel able to raise with the school, concerns about safety and welfare in the knowledge that these will be dealt with sensitively.

Because of the sensitivity of these issues, the school will operate on the presumption that anything imparted in confidence will be treated in confidence. This is subject to *three* qualifications:

1. Anything imparted 'in confidence' to one member of staff or person approached as an Associate of school, may be shared with a restricted number of colleagues if that person feels in need of support and guidance from them.
2. If serious concerns are raised about the safety or welfare of a child, the person approached may be obliged, in terms of the school's child protection procedures, to pass the information on to a Child Protection Co-ordinator for consideration as to whether it should be shared with the appropriate authorities. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the person seeking assistance know that he/she intended doing so.

The school must, of course, pass on information when legally obliged to do so, for example, by a court of law.

Children must also feel able to share concerns with staff. Problems may arise when a child consults a member of staff about a problem and does not want that information to be shared with parents. Whilst staff will try to encourage children to share information with parents where that is appropriate, there may be circumstances in which any pressure to pass the information on could result in the child keeping the problem to him or herself or not sharing concerns in the future.

The following is the statement that the school issues to pupils. Parents should be reassured that it is the aim of the school always to act in the best interests of the child and to encourage the fullest possible involvement and consultation with parents.

Confidentiality Statement for Children and Young People

- if you have something important to talk to staff about
- if you are worried about things that are happening to you
- if you need help or if you need to know how to seek help, the staff are there to listen and to help - they will try to do what they can
- if you are worried about confidentiality, tell the staff - they will understand; they may be concerned about your safety and may need to share this with others, but they would tell you first
- if you are still unsure about talking to a member of staff, you can phone Child-line on 0800 1111; the call is free and will not show up on your phone bill. Child-line will help you work out what to do next. (this statement also appears in the school planner)

Other sources of information and advice

There are many sources of advice and information available to parents, but you may be interested to know the following:-

The Children Act 1989

Published by HMSO this is the basis for School's regular inspections of boarding and sets standards for the care of children in School.

Government and other bodies

Care Commission: 01382 207200 / 0845 603 0890

QCA (Qualifications and Curriculum Authority) www.qca.org.uk

UCAS (University and College Admissions Service) www.ucas.co.uk

Public Examinations Boards

SQA: www.sqa.org.uk

AQA: www.aqa.org.uk

OCR: www.ocr.org.uk

Edexcel: www.edexcel.org.uk

Other organisations

It is possible that some time you might find one of the following organisations helpful.

Bullying and safety

Kidscape 020 7730 3300

Childline 0800 1111

Children's Charter

www.scotland.gov.uk

Child Exploitation & Protection Centre

www.ceop.gov.uk

Drinkline

0800 917 8282

www.wrecked.co.uk

Drugs – National Drugs Helpline

0800 77 66 00

Eating Disorders Association

01603 621414

Wellsafe Young people's sexual health

01865 246036

www.wellsafe.org