

## **BRYANSTON SCHOOL : USEFUL INFORMATION**

### **SCHOOL RULES AND REGULATIONS**

A breach of common sense or common courtesy is a breach of the school rules.  
A breach of the law of the land is a serious breach of school rules.

This simple rule is supplemented by published rules and regulations, dealing with detail and specific offences, which must be known and observed by all pupils. A copy of the school rules is on House noticeboards.

### **SCHOOL DRESS**

You must look smart, decent and business like. Clothes and shoes must be clean, tidy, in good repair and appropriate for work. A copy of the school dress code is on House noticeboards.

### **PROCEDURES**

#### **Fire**

If you discover a fire, close the door and break the glass in the nearest red alarm box.

If the main school fire alarm sounds twice between 07.00 and 23.00 evacuate quietly. Pupils in girls' houses, junior boys' houses, Dorset and Portman House should return to their house. Pupils in Salisbury, Shaftesbury and Connaught should go to the Coade Hall. During the night between 23.00 and 07.00 the same procedure applies to pupils in Salisbury, Shaftesbury and Connaught but when the first alarm sounds.

The procedures if alarms go off elsewhere are published separately. Details of evacuation routes and fire escapes are in all dorms.

#### **Accident or illness**

##### **In an emergency situation:**

During the day time between 07.30 - 19.15: go straight to the Medical Centre or seek help from the nearest member of staff or prefect.

During the evening and night time between 19.15 and 07.30, seek help from the nearest member of staff or prefect in your House, who will contact the Medical Centre.

##### **In a non-emergency situation:**

Speak to your Matron or Hsm who will decide on the next step. They may give you a yellow slip and send you to the Medical Centre during surgery times or look after you in House. You should not go directly to the Medical Centre unless you have been told to do so by your Matron or Hsm or you want to speak to a nurse in confidence.

Surgery times when a nurse is available seven days a week are:

##### **Monday – Saturday**

08.00 – 08.30

10.45 – 11.10

13.15 – 14.15

18.30 – 19.15

##### **Sunday**

09.00 – 09.30

13.30 – 14.00

18.30 – 19.15

#### **Accountability**

Your Hsm needs to know where you are at all times and it is your responsibility to make sure this is the case. There are two formal registration sessions: a face-to-face registration with your Hsm or Matron every morning and biometric registration every afternoon. In addition, there is an evening roll call in House at 19.20. When you are not at a lesson or at games, you must sign out on the iPad in your House, stating where you are and sign back in once you return to House.

## **PERSONAL MATTERS**

We can all have worries, problems and difficulties from time to time, which could be major or minor and which may affect either an individual or a group. They might cause anxiety or prompt complaint. In a boarding school, matters can normally be resolved, or be dealt with to some extent, by talking to your friends, to any member of staff or by telephoning home. Your Housemaster/Housemistress, Tutor or Matron will always be ready to listen. The Chaplain, the School Doctors, the Medical Centre nurses, the Deputy Head Boarding and Pastoral, the Head of Pastoral, the Second Master and the Headmaster are also available. All staff are happy to talk to you if you are worried about any aspect to do with mental health, welfare, gender or sexual orientation, either for yourself or for a friend.

You may also contact other people, who are not involved in the day-to-day life of the school: the Independent Listener Ken Reynolds (07775-980985) and the School Counsellors, Alison Aquilina and Roger Green, who may be contacted by phone (01258-484672) or email ([ama@bryanston.co.uk](mailto:ama@bryanston.co.uk) or [rsg@bryanston.co.uk](mailto:rsg@bryanston.co.uk)) or by using the booking system outside the Counselling Room (Hermes). You may also phone Childline (Tel: 0800 1111).

You may feel that one or more sessions with a counsellor would be useful. You can talk to a school counsellor or any of the staff listed above about how this can be arranged. Some problems are best dealt with by individual contact with one person, but others may need to be dealt with by several people. It is important to stress that you may choose the people with whom you would like to speak. Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

There are many problems and situations which may upset you. No list can ever be appropriate for all individuals at all times, but you may not be able to manage alone in the following situations:-

- You feel you are unable to cope owing to problems with work or friendships.
- You feel you are being discriminated against on grounds of race, religion, gender, sexual orientation, disability or for any other reason.
- Someone has hurt, abused or harassed you or has made suggestions - sexual or otherwise - that you feel are inappropriate.
- You feel you have been treated unreasonably by a member of staff.
- You are being bullied or treated unkindly or unfairly by another pupil.
- You are concerned about another pupil.

The school's pastoral and counselling systems should support you through your time at Bryanston and deal with most matters of concern. Under some circumstances you may wish to make a formal complaint in writing, especially if an informal complaint has not been satisfactorily resolved. Whether you deal alone with a problem, seek advice or help in sorting it out informally or decide that a formal complaint is appropriate is a matter for you to decide.

## **MAKING A FORMAL COMPLAINT**

You may make a formal complaint by adopting the following procedure with or without informing the person you are complaining about :

- (i) Email your Housemaster/ Housemistress or the Second Master. In practice, you may have discussed the matter with this person already.
- (ii) Your complaint will then be registered.
- (iii) The Second Master will speak to you indicating that he has seen the complaint and that it is being attended to within two days of your making the complaint.
- (iv) You will then be asked to talk the matter through with either the Headmaster or the Second Master. You may invite a pupil or member of staff of your choice to come to this meeting with you.
- (v) You may also contact the office of the Children's Commissioner  
(Website: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk) Tel: 0800 528 0731;  
Email: [help.team@childrenscommissioner.gsi.gov.uk](mailto:help.team@childrenscommissioner.gsi.gov.uk))

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