

# Magdalen College School

## A Handbook for Parents

2018-2019

MAGDALEN COLLEGE SCHOOL, OXFORD OX4 1DZ

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## INTRODUCTION AND WELCOME

Welcome to this Guide to Magdalen College School. MCS was founded by William Waynflete in 1480 and quickly became established as one of the leading centres of learning in Europe. Today's school is proud heir to these traditions.

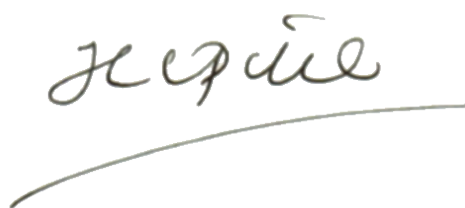
Staff are keen to share pupils' interests and to promote their learning and welfare. All pupils are welcome to approach any member of staff about any topic at any time of mutual convenience. The Master has a Private Time from 8.20 am to 8.30 am each morning, when pupils may see her without appointment. She is happy to hear from parents about any topic of mutual interest.

Where parents have concerns, they should contact their child's Tutor in the first instance. The Tutor will, if appropriate, involve other members of staff, such as Heads of Year, Heads of Section, Usher or Master. Should these referrals not deal fully with the concern, parents may contact the Chairman of Governors, via the Bursary ([ptelford@mcsoxford.org](mailto:ptelford@mcsoxford.org)).

In addition to the Pastoral Team of tutors, Heads of Year and Heads of Section, the Chaplain, School Matron, School Counsellors and School Doctors may also be approached in cases of personal difficulty. The Chaplain is available in Chapel every day (except Wednesday) from 8.20 am without appointment. He is happy also to be contacted at any other time. The School Doctor may be contacted via Heads of Year, Heads of Section or the Usher. Pupils may also be referred by Matron, who may be found during school hours in the Medical Centre. Pupils in the Senior School may self-refer, or seek referral through the pastoral team, to the school counselling service.

The school seeks to work closely with parents and pupils, based on a shared system of values, as outlined in the School Rules as set out in the Red Diary. If parents or pupils ever have any concerns in either educational or personal terms, they are most strongly encouraged to share these immediately with the school, contacting the Tutor by letter or telephone in the first instance. We would much rather be bothered unnecessarily than contacted when it is too late. So if in doubt, please contact us.

We hope that you will find this Guide helpful and welcome any suggestions for improvement.

A handwritten signature in cursive script, appearing to read 'J. P. Telford', is written above a long, thin, curved horizontal line.

**Master**

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## THE HOUSE SYSTEM AND ORGANISATION OF THE SCHOOL

The Senior School is organised on a house basis with six houses named after distinguished Old Boys who died in the First and Second World Wars. Each house is divided into eight houserooms, each with a Tutor who is responsible for all the pupils in their houseroom. The Housemaster meets regularly with the whole house to deliver house assemblies and oversee house competitions.

The six houses are:

Callender	Chavasse
Leicester	Maltby
Walker-Dunn	Wilkinson-Blagden

Details of the eight rooms in each House, the names of staff involved and their e-mail addresses are printed each term in the Red Diary, which is a storehouse of many other helpful details about the school.

The House Tutor should always be the first point of contact for both parents and pupils in the event of any problems or difficulties. The House Tutor works in conjunction with the Head of Year and Head of Section (Head of Sixth Form, Middle School or Lower School) to oversee the academic and pastoral wellbeing of their tutees. House Tutors will explain the new work and prep routine at the beginning of the new term.

The Junior School is also organised on a house basis with six different houses named after distinguished pupils and teachers, spread across all four year groups.

The six Junior School houses are:

Holt	Ogle
Millard	Tyndale
More	Wolsey

Although the house system is central to the life of senior pupils, there are other members of staff who perform particular roles within the organisation of the school:

**The Master**, Miss Pike, has overall responsibility for all members of the school community.

**The Usher**, Mr Beaumont, is the Senior Deputy to the Master. He oversees the day-to-day running of the school, including discipline, and is responsible for co-ordinating all activities which take place at MCS. He is the Pastoral Deputy and the School Safeguarding Officer.

**The Deputy Head (Academic)**, Mr White, has specific responsibility for the curriculum, timetable and public exam results. He organises and oversees subject choices and is responsible for the production and analysis of academic monitoring and tracking.

**The Deputy Head (Education Development)**, Dr Crawford, is responsible for Teaching and Learning, Outreach and PSHCE. She is also responsible for staff induction, training and professional development.

**The Head of Sixth Form**, Dr Pearson and a Sixth Form team of six Deputies are responsible for the smooth running and overall organisation of Sixth Form life at MCS.

**The Head of Middle School**, Mr Tim Cooper, in consultation with Tutors, oversees the progress of boys in the Lower Fourth, Upper Fourth and Fifth Forms, supported by Dr Carter and Mr Cole, who are **Heads of Year** for the Upper Fourth and Lower Fourth Forms respectively.

**The Head of Lower School and Head of Second Form**, Mr Hemingway, in consultation with Tutors, oversees the progress of boys in the Second and Third Forms together with Mr Penton, **The Head of Third Form**.

**The Head of Junior School**, Mr Skipwith, has responsibility for the day-to-day running of the Junior School.

**The Head of Learning Support**, Miss Amswych, has responsibility for overseeing the Learning Support programme in the school which aims to identify and address particular special educational needs that pupils may have at MCS.

**The Deputy Safeguarding Children Officers**, Dr Pearson, Dr Crawford and Mr Skipwith, assist with overseeing safeguarding matters.

**Heads of Department** are responsible for their subject's curriculum, teaching and resources.

**The Director of Higher Education**, Mr McDonald, and **the Head of Careers**, Shona Nicholson are responsible for advice about universities, medical schools, careers, work experience, industrial sponsorships and gap year activities.

The **Senior Matron**, Mrs Sue King, and **Junior Matron**, Ms Emma Jane Muir, are responsible for first aid and general medical cover for pupils. There are also two **School Medical Officers** who are available to advise the school on medical matters as required, a school **Mental Health Practitioner**, Miss Anita Foster, and two **School Counsellors**, who are available to see pupils at school throughout the week.

**The Examinations Officer**, Ms Fleming, should be informed if pupils need special circumstances (e.g. disability, dyslexia) to be taken into account for public examinations.

**The Chaplain**, The Revd Bell, looks after the organisation of services, both at school and in the college, and is responsible for the spiritual well-being of the school.

## PASTORAL MATTERS

The school's care for each pupil is centred on his or her Tutor, Head of Year and Head of Section. There are also other avenues of counselling available should pupils wish to make use of them, both informal with the Chaplain and other members of the teaching staff, and formal with qualified practitioners, notably our School Counsellors. Along with our School Medical Officers, they are all available to assess and help individual pupils who experience personal difficulties. Miss Amswych, the Head of Learning Support, will also help if this is requested. The Master has a private time in her Study in School House each day at 8.20 am when any pupil may see her about any matter of concern without appointment.

## SAFEGUARDING

MCS follows the Oxfordshire Local Safeguarding Children's Board Procedures for identifying and reporting cases. If the Safeguarding Children Officer and members of senior staff are concerned that a child is at risk, we have a specific duty to take the matter to outside agencies. The school's named Safeguarding Children Officer is the Usher, Mr Beaumont, and the Deputy Safeguarding Officers are Dr Pearson, Dr Crawford and Mr Skipwith.

The school is a day school, and pupils are expected to reside during term-time with their parent(s) in the family home. Should both parents need to be absent during term-time, the Master should be informed and the parents should appoint a guardian, acceptable to the Master, with whom the pupil will reside. The school reserves the right to decide whether such arrangements are suitable.

## ACADEMIC MATTERS

The first stated aim of Magdalen College School is ‘to provide an education for pupils aged 7 to 18 which enables each pupil to develop an independent and searching mind, to take pleasure in the life of ideas, and to do their best in public examinations without losing sight of the importance of all the “non-examined” aspects of school life.’ (The Aims of Magdalen College School, October 2008).

The MCS curriculum is designed not only to ensure that this aim is achieved within the school, but also to maximise success beyond it. In the early years good habits of work are established and pupils are able to study the widest range of subjects so that they can discover their interests and talents and lay solid foundations for future success. To this end, study skills are taught as part of Lower School PSHCE and in dedicated sessions in the Middle School. In the latter years, pupils are prepared for public exams while still ensuring that they are given a broader education. Each pupil in Years 3–11 has a full timetable, and if, in exceptional circumstances, any pupil is excused from a lesson he or she must be in on-site private supervision.

Time is allowed for pastoral care within the curriculum. In the Senior School, in addition to tutor time twice daily and extended registration periods each Wednesday, ‘Houseroom periods’ which occur each half of term are timetabled to allow tutors to discuss academic progress and other matters with their tutees. In the Junior School, there are weekly form periods. The timetable is also suspended on occasions throughout the year to allow extra-curricular activities to occur, such as the CCF Field Day, House Singing and Drama competitions, subject-specific day trips and Arts Festival events.

Subjects are taught in departmental areas in order to give all pupils the advantage of specialist facilities such as laboratories, art studios, computer suites and design equipment. In the Junior School, teaching takes place in form rooms, with increasing use of specialist facilities in the Junior and Senior School as pupils move up the school. The Sir Basil Blackwell Library, located at the heart of one of the main teaching areas of the school, was opened in September 2005. It provides extensive support to learning and teaching whilst also encouraging lifelong habits of reading for pleasure. Research and study skills, including intelligent internet research, are actively taught by the Librarian and are also embedded in curricular teaching. Two new IT suites were opened in 2011, and a further one opened in 2012, leading off this central library.

Older year groups (ie currently the Sixth Form) have the option of using their own personal mobile device on the school wireless network, subject to the usual rules for Internet access from within school. The intention is to encourage wider research to supplement the topics and teaching resources from lessons, to allow access to as broad a range of sources as reasonably possible and to encourage pupils to critically assess such sources. This Bring Your Own Device (BYOD) scheme is not compulsory but is encouraged. Almost all types of mobile device with wireless network connectivity should work, from smartphones to tablets to laptops.

The school regularly reviews its curricular provision to ensure that it offers a suitably stimulating curriculum for all pupils. Schemes of work are reviewed regularly by Departments and are designed to provide lessons for all ages and aptitudes of pupils at the school, including those with a statement, and to ensure that all pupils make progress as they move up the school.

### CLASSES AND SETS

In most subjects, at all ages, pupils are taught in mixed ability groups. There is limited banding or setting in Mathematics and French in the Senior School. Class sizes vary from year group to year group. We try to keep them no larger than in the mid-twenties in the first three years of the Senior School, and thereafter in optional subjects they tend to be rather smaller. In the Sixth Form pupils are taught in smaller groups. In the Junior School, we try to keep them no larger than twenty. At all stages we try to ensure that we offer breadth, relevance and progression, though inevitably the range of subjects on offer is affected by the number of pupils opting for them, and the school may not run a particular subject if the group size would not be viable.

## **SUBJECT CHOICES**

At various stages in the Senior School, choices of subject need to be made. Parents' Evenings are timed to coincide with these decisions in order to enable you to discuss matters fully with Tutors and teaching staff. Options Booklets, providing detailed information about courses and examinations, are issued to the appropriate year group at the relevant time by the Deputy Head (Academic). We urge parents to discuss subject choices with their child in order to ensure that the subjects eventually chosen are those which he or she most enjoys and in which he or she has real talent. Enthusiasm and aptitude are the key factors in ensuring eventual success. Further details are available in the Curriculum Policy which is on the school website.

## **HOMEWORK, EXAMS AND ASSESSMENT**

Pupils are given a homework timetable and diary in which to record the details of each day's prep. Pupils in the Junior School are set a small amount of prep daily. In the Senior School, Second and Third formers are set three preps each evening, each lasting approximately 20 minutes. This rises to 30 minutes in the Lower Fourth to Fifth Forms. In the Sixth Form, pupils are set approximately five hours of work per subject each week. Work done at home forms an important part of a pupil's education and parents' support in this area is appreciated.

In the Senior School, approximately every four weeks, assessment cards on each pupil are published on the parent portal which record a grade for attainment and for effort in each subject. We always stress to pupils that their *effort* grade is the more significant of the two. This allows the school, parents, pupils and Tutors to monitor progress. If a pupil is not thought to be working satisfactorily in several subjects the matter will be discussed with parents and the pupil may be placed on *Satis*, which is a daily record card used to monitor progress more closely. Where the problem is a failure to do homework, pupils may be placed on *Prep Satis*, by which prep is monitored each evening by parents and checked each morning by Tutors. In the Junior School, assessment cards are given at the end of the first half of each term using the same grades as the Senior School. Similar daily record cards are used to monitor progress more closely if necessary.

In the Senior School, at the end of each term parents receive a progress report. Pupils in the Second Form to Upper Fourth sit exams in the Michaelmas and Trinity Terms. Pupils in the Sixth Form and Fifth Form sit formal mock exams in January. Students are given advice on preparing for exams by subject teachers and House Tutors. At home, help in planning revision and ensuring sound learning is always valuable. There is an annual Parents' Evening for each year group to enable you to meet your child's Tutor and teaching staff and discuss progress or any difficulties. Staff are also happy to meet you separately at a mutually convenient time to discuss issues at more length if required.

In the Junior School, parents receive progress reports at the end of the Michaelmas Term and Trinity Term, with Parents' Evenings twice a year, usually in the Michaelmas and Hilary Terms. Class tests are sat in the Hilary Term, with more formal exams in the Trinity Term.

## **WORK HABITS**

The following guidelines are extracted from advice given to existing pupils and parents about work routines.

### **Prep**

- In the Lower School, pupils should have three preps each evening lasting 20 minutes; in the Middle School, they should have three or four preps lasting 30 minutes.
- Pupils need a quiet location to work at home. It is suggested that pupils do not work with a television, radio or iPod on.
- It is recommended that unless a prep requires research or presentation through the computer that this is also off. Mobiles should also be off.

- Pupils should establish a routine for when their prep is completed. Prep should not be done in transit to or from school, nor should it be done during registration in the morning.
- Some pupils choose to complete part of their prep during lunchtime in the library. The school is aware that pupils on occasions may have musical, dramatic or sporting commitments in the evenings and the school is happy for pupils to use their lunchtimes for prep where necessary, as long as they also enjoy some free time during the day to explore other interests, be they clubs and societies or simply chatting with friends and playing.

### **Sleep**

- Sufficient sleep is essential for full productivity at school, and adolescents do need plenty of sleep.
- We recommend that pupils stop working 45 minutes before trying to go to sleep, and spend some time relaxing, for example by discussing their day, reading, listening to music or watching television.
- Current medical research suggests that adolescents may not be at their most alert early in the morning, and many may be inclined to sleep well into the morning when they have the opportunity. This is not easy to counter, but a clear routine will help, and a sensible bedtime in particular.

### **Diet**

- A good breakfast will make a significant difference to how receptive to learning your child is throughout the morning.
- We discourage the consumption of high-energy drinks such as Red Bull. They tend to produce an inconsistent focus which is not conducive to learning.

### **Mobile Phones**

- School rules require mobiles to be switched off during the working day at school and used sparingly during lunch and break, and only with a teacher's permission.
- Pupils must be aware of the implications of sending or accessing inappropriate material by text, internet, Bluetooth or voicemail; under certain circumstances, this may become a criminal act.
- Taking photos/videos is often where issues arise, especially because of the potential for these to be uploaded to networking sites and further disseminated. The use of mobile phones for the creation of photographic images is strictly forbidden in school.
- Junior School parents are required to complete a consent form if their son intends to bring a mobile phone into school.

### **Computers**

The school takes seriously behaviour with new technologies which is anti-social or brings the school's name into disrepute. In serious cases, the school will involve outside agencies which can require access to data in cases of cyber-bullying or organised anti-social behaviour. The school has its own ICT Acceptable Use policy, which all pupils are required to sign. Any use of social networking sites or any other form of communication including photographs, video or text messaging that in any way constitutes bullying, harassment or anti-social behaviour towards another member of the school community or in any way potentially brings the school into disrepute will be a breach of school discipline and may be punished accordingly, including possible expulsion.

Working within this framework come the following recommendations, which are intended to be helpful to all families:

- It may be useful to agree a length of time that pupils, particularly the younger ones, can spend on the computer at home, as well as the time at which they can do so (for instance, after they have completed their prep).
- A filter is recommended to guard against the unsavoury elements of the internet. Ideally the computer will be placed in a family area.



- Facebook: The legal age to open an account is thirteen. Schools generally report that the inappropriate use of this forum of communication throws up a significant number of issues, and MCS is no exception in this regard. Pupils find it difficult to understand that committing information to social networking sites leaves a permanent trace and can take on a more serious tenor than playground banter. We therefore strongly recommend that parents monitor their children's use of Facebook and other social networking sites, and engage in discussion of appropriate and sensible use.
- Gaming: Gaming can become central to a pupil's life, and there is a thriving on-line gaming culture. It is worth knowing that gaming can become addictive, and we recommend that the amount of time pupils spend on this type of activity is closely monitored.

### **Plagiarism**

- Plagiarism is an issue of which parents should be aware, particularly as it is often undertaken through naivety rather than intent. Pupils should be aware of the serious consequences for themselves (e.g. disqualification) if plagiarism is detected in a public exam. They should take equal care to avoid plagiarism in internal exams and throughout the school year. Pupils should be aware that submitting cut and pasted text is not what is intended when a research prep is set.

### **LEARNING SUPPORT**

The Learning Support programme in the school aims to identify and address particular special educational needs that pupils may have at MCS. The programme is based on early diagnosis by screening of new entrants, and information provided by a pupil's teachers, Tutor or parents. Once the need for learning support has been identified, the Head of Learning Support, Miss Amswych, will work closely with the pupil, his or her parents, and Tutor or Housemaster to seek the most appropriate help and support. This may involve additional lessons and an Individual Educational Plan (IEP) which is reviewed at regular intervals. Where appropriate, additional help and support is sought from outside agencies such as educational psychologists, educational therapists, and language teaching specialists.

## **MORAL AND SPIRITUAL DEVELOPMENT**

Magdalen College School regards the moral and spiritual development of all its pupils as being of great importance. Pupils are encouraged to develop a sense of responsibility for their own actions; to respect the views and beliefs of others; to understand the importance of honesty, integrity, generosity and courage in their own lives, and to see that knowledge and understanding lie at the heart of these ambitions. The school's own ethos is rooted in the Christian faith, but all faiths are welcomed. The school's Personal Social Health Citizenship Education Programme ensures that a suitable programme is provided for the appropriate year groups.

### **CHAPEL**

A short service is held in Chapel at the start of each morning (except Wednesday, when there is Tutor Time or a year-group assembly). The Chapel service is non-denominational and all Senior School pupils are expected to attend unless they have powerful religious objections, in which case parents should write to the Usher requesting him to consider non-attendance on some occasions or part occasions. Roman Catholic prayers are held weekly. For Junior School pupils, assemblies are held in the Junior School Hall at the start of each morning four times a week, with a form assembly held on the fifth morning.

### **PSHCE**

The PSHCE programme includes lessons (in the Junior and Lower Schools), talks and seminars on issues ranging from bullying and internet safety (for the younger pupils) to relationships, drugs, responsible partying and safe driving (as the pupils get older). A number of evening talks for parents are included in the PSHCE programme, where we hope to share the values we aim to instil in MCS pupils.

## BEHAVIOUR

Magdalen College School aims to provide a compassionate, civilised and friendly environment in which each pupil is able to realise his or her full potential in every sphere. Its values are based on respect for every member of the community, thoughtfulness and courtesy. The school rules (Appendix 1) – printed in the Red Diary each term – are intended to encourage the development of these qualities. We expect our pupils to be honest, to practise good manners in all their relationships, to be reliable and punctual and to be tidy in their appearance. They should be proud of their school and see themselves as members of a long-established community with traditions and values for them to uphold. Relevant policies are available from the website or on request.

The school seeks to promote and encourage good behaviour through the recognition and appreciation of achievement and through the operation of a fair and consistent system of sanctions.

### **Pupils' General Appearance**

The school expects a neat appearance and good standard of dress; parents' support in ensuring this is appreciated. Hair should be neat, clean, tidy and unostentatious. Boys should be clean-shaven; girls' make-up should be minimal and discreet, as should any personal jewellery. Clothes must be clean, in good repair, and worn properly with buttons done up and shirt-tails tucked in. Ties must be properly tied and not obscured. T-Shirts should not be worn, nor should sweatshirts or sports shirts except for sport. Training shoes and plimsolls are not acceptable except for sport. Scarves may be plain or patterned, but football scarves etc. are not allowed. Pupils must travel to and from school properly dressed. In matters of dispute, the Usher's judgement is final and he reserves the right to send home any pupil who appears at school unsuitably dressed. Sixth Formers, as well as adhering to the above, should always be dressed in a professional, business-like way, appropriate to a formal setting.

A clothing list is included in the induction pack and full dress regulations are given in the Red Diary.

**Commendations** are awarded to boys in the Lower and Middle Schools by teachers in recognition of exceptionally praiseworthy effort in any area of school life. The commendation slip is completed by the teacher and handed to the pupil. The pupil then passes the slip to his Tutor who countersigns it and returns it to the pupil to take home to his parents. On the accumulation of 10, 20, 30 and 50 commendations, Bronze, Silver, Gold and Platinum certificates signed by the Head of Year, Head of Section, Usher and Master are sent to parents. The pupil retains the commendation slip to take home to his parents.

Commendations are awarded to boys in the Junior School during a celebratory assembly each Friday. The commendation certificate is completed by the teacher and countersigned by the Head of Junior School. House points are awarded in recognition of effort or achievement in any area of school life. At the end of each term, Bronze, Silver and Gold certificates are awarded for pupils who have achieved 30, 40 or 50 house points.

**Referrals** (yellow cards) are issued to boys in the Middle and Lower Schools by teachers for a serious or repeated breach of school regulations. On each occasion, the Tutor will interview the boy and set appropriate targets for improved behaviour. If a boy accumulates three referrals in the space of half a term (a relatively rare occurrence) he will automatically receive a school detention (see below). The Junior School has a similar system, with yellow Conduct Slips issued. The issue of three conduct slips in one term results in a detention.

**Cause for Comments** (blue cards) are used for pupils in the Sixth Form to draw attention to behaviour or work which is either particularly good or gives cause for concern. They are completed by the teacher and handed to the pupil's Tutor/Housemaster and the Head of Sixth Form who will discuss the matter with the pupil and progress appropriately.

**Detentions** (red cards) take place after school each Friday for boys in the Lower and Middle Schools. They are awarded for the accumulation of three referrals (see above) or for a single more serious breach

of school discipline. Parents are notified by letter if their son receives a school detention. Sixth Form detentions are held on Monday evenings. Junior School detentions take place after school on Mondays.

**Master's detentions** take place on Saturday mornings from 10 am to 12 noon. Pupils wear school uniform and report to a member of the Master's Advisory Committee outside the Sixth Form Common Room. They are given by the Master or Usher for serious breaches of school discipline or the repetition of other offences.

**Suspensions** and **Exclusions** are given by the Master or Usher for significant breaches of school discipline. As Magdalen College School is an independent school with an exceptionally wide catchment area which includes a number of single parents and many families with two working parents or parents working away from home, it is school policy that, save in the most exceptional circumstances, parents are not present at investigatory interviews whilst these are at an enquiry stage. However, if at all possible, another adult will be present during any pupil interview. If possible that adult should be a teacher, preferably of the same sex as the pupil concerned. Once the enquiry stage has been passed, and these investigations conclude that permanent exclusion may need to be considered, parents will be invited to be present at a further interview. In the intervening period a pupil may be suspended and sent home.

The school rules provide for sanctions for systematic unkindness, anti-social behaviour, bringing the school into disrepute, theft and possession, use of or dealing in illegal drugs and these are likely to lead to expulsion. The wider interests of the school have to be balanced against the interests of the pupil in coming to any decision. There is a procedure for expulsion and subsequent review which will be made known if and when necessary.

## DAILY ROUTINES

### JUNIOR SCHOOL TIMETABLE

#### MONDAY

8.30	Registration
8.40	Assembly
8.55 – 9.35	Period 1
9.35 – 10.15	Period 2
10.15 – 10.55	Period 3
10.55 – 11.20	Break
11.20 – 11.55	Period 4
11.55 – 12.35	Period 5
12.35 – 1.30	Lunch
1.30 – 2.05	Period 6 (clubs)
2.05 – 2.10	Registration
2.10 – 2.45	Period 7
2.45 – 3.20	Period 8
3.20 – 3.50	Form Time

**TUESDAY TO FRIDAY (PERIODS 6-8 ON THURSDAYS ARE ACTIVITIES)**

8.30	Registration
8.40	Assembly
8.55 – 9.35	Period 1
9.35 – 10.15	Period 2
10.15 – 10.55	Period 3
10.55 – 11.20	Break
11.20 – 11.55	Period 4
11.55 – 12.35	Period 5
12.35 – 1.30	Lunch
1.30 – 1.35	Registration
1.35 – 2.10	Period 6
2.10 – 2.45	Period 7
2.45 – 3.20	Period 8
3.20 – 3.25	Dismissal Time

**SENIOR SCHOOL TIMETABLE**

8.25	Registration in Houseroms
8.38	Bell for Chapel
8.45	Chapel
8.55 – 9.35	Period 1
9.35 – 10.15	Period 2
10.15 – 10.55	Period 3
10.55 – 11.20	Break
11.20 – 11.55	Period 4
11.55 – 12.35	Period 5
12.35 – 1.15	Period 6
1.15 – 2.25	Lunch
2.25	Registration in Houseroms
2.30 – 3.10	Period 7
3.10 – 3.50	Period 8

## MCS JUNIOR SCHOOL YEAR GROUPS

J1	(Year 3)
J2	(Year 4)
J3	(Year 5)
J4	(Year 6)

## MCS SENIOR SCHOOL YEAR GROUPS

<u>Lower School</u>	
Second Form	(Year 7)
Third Form	(Year 8)
 <u>Middle School</u>	
Lower Fourth	(Year 9)
Upper Fourth	(Year 10)
Fifth Form	(Year 11)
 <u>Sixth Form</u>	
Lower Sixth	(Year 12)
Upper Sixth	(Year 13)

## REGISTRATION

All Senior School pupils are registered in their Houseroom at the start of both morning and afternoon sessions, 8.25 am and 2.25 pm. Junior School pupils are registered in their Form room at the start of both morning and afternoon sessions, 8.30 am and 1.35 pm (2.10 pm on Mondays, and 2.25 pm on Fridays for J3 and J4). In the mornings, Senior School pupils who arrive between 8.40 and 8.55 am should register in the Library, where they will be supervised until lessons begin. Senior School pupils who arrive after 8.55 am, or anyone who misses a registration for any reason, should sign in at School Reception. Junior School pupils who arrive late should register in the Late Book in the Junior School Reception before joining assembly or lessons.

## ABSENCE FROM SCHOOL

1. **Illness:** if a pupil is absent through illness, parents must advise School Reception or, in the case of Junior School pupils, the Junior School Office as early in the day as possible; a call is required on each day of absence.
2. **Appointments:** absence for routine matters such as medical appointments should be notified in advance to the House Tutor or, if no notice can be given, to School Reception.
3. **External exams and interviews:** absence should be requested of Tutors in writing and well in advance.
4. **Ad hoc requests:** requests for absence in other exceptional circumstances (family occasions such as weddings of immediate relatives) are considered on an individual basis; details should be provided in writing directly to the Usher or, in the case of the Junior School, to the Head of Junior School, giving as much advance notice as possible.
5. **Unexplained absences:** the school will contact parents if a pupil fails to arrive at school without an explanation.
6. **Absence from sport, matches and other co-curricular activities.** These are viewed in the same way as any other absence from school. Please note that pupils must be prepared to play matches (including those on Saturdays) whenever selected and this is regarded as being as important as any other part of the school's provision. Full details can be found in the Red Diary at the start of each term.

The school reminds parents that attendance at school is of utmost importance. Term dates are published well in advance and parents should avoid arrangements that coincide with school commitments. This includes the September Open Morning which all pupils are required to attend.

Parents are particularly urged to ensure that pupils are not removed from school for holidays: such absences may well be unauthorised and therefore jeopardise a pupil's place at the school.

## **SUPERVISION OF SENIOR SCHOOL PUPILS**

The school sees itself as part of a community and recognises that it is, to some extent, an extension of home. The pastoral system, and especially the House system, is there to support this atmosphere. However, the school cannot take responsibility for pupils who are on the premises contrary to the guidelines below and we request that parents are particularly mindful of this.

### **Before school**

Although the school day does not officially begin until 8.25 am, pupils are allowed on the school site from 7.30 am. Parents should understand that from 7.30 am to 8.25 am, Senior School pupils are not under direct supervision. However, there is a nominated duty master (listed in the Red Diary) who can be quickly located (in the Senior Common Room or at the pedestrian entrance to the Senior School near Big School). In addition, Reception is manned from 8.00 am; Matron is also on duty in School House from 8.00 am; and breakfast is available in the canteen from 7.45 am (cash only). Pupils are not permitted on the school site before 7.30 am.

### **The school day**

During morning and lunchtime breaks, areas of the school are supervised by nominated duty masters and school prefects.

### **After school until 6.00 pm**

There is a nominated site duty master until 4.30 pm who can typically be found on the Iffley Road side of the site, and another duty master at the bus stops by Sainsbury's on the Plain at that time.

Any pupil who finds himself/herself in difficulties before 5.00 pm (for example, if his/her parents have failed to collect him/her) should report to one of the following: Reception which is manned until 5.00 pm; Matron who is on duty until 5.00 pm; or the School Administrator (in the office next to the Usher on the Second Floor of the Colin Sanders Building) until 5.00 pm. Reception will, where appropriate, contact the House Tutor and the pupil's parents and make arrangements for the pupil to be looked after. Staff have been instructed not to drive a pupil home.

Activities, clubs and societies are supervised by masters-in-charge. After the meeting or activity, pupils should leave the school site.

Though the vast majority of pupils are expected to leave the site after their last commitment of the day (be that a final lesson, or an after school activity), there will still be limited supervision at school until 6 pm; pupils not involved in fully-staffed after school activities must be in the Library (which will be directly supervised and will close at 5.30 pm) or the Sixth Form Centre (which will be indirectly supervised and will also close at 6 pm). From 5:30-6pm, pupils below the Sixth Form can work quietly in the atrium of the Colin Sanders building. At 6 pm, the caretaker will ensure that the buildings are clear, and all pupils (other than those still in any remaining staffed activities) will be asked to leave the site.

### **From 6.00 pm until 7.30 am and at weekends**

Pupils should only be on site at this time for formal school activities. All formal school activity taking place during this period will be staffed appropriately. Depending on the age of the pupils, the responsible adult may not necessarily be in the same room but will be easily contactable and able quickly to respond to any emergency.

Once the activity has been completed, or upon return from an off-site activity, supervising staff will make sure that pupils have made appropriate arrangements to be collected or to make their own way home. Pupils waiting to be collected by parents after such an activity must wait at the school gate. They should not go elsewhere on the school premises.

It is particularly important that parents collect their children from activities on time. Late arrival of parents after fixtures or school trips causes difficulty for many parties.

## **SUPERVISION OF JUNIOR SCHOOL PUPILS**

### **Before school**

Boys should not arrive before 7.45 am, unless prior permission has been granted by the Head of Junior School. All boys who arrive at school before 8.20 am should go to the Library where they will be supervised. At 8.20 am all boys go to their form rooms to prepare themselves for the day.

### **The School Day**

Throughout the day (lessons, clubs etc.) boys are supervised by members of staff. Break times are supervised by designated members of staff. During lunchtime there is a nominated member of staff to whom the boys can go should the need arise.

Please note that pupils are not allowed to leave the school premises between arriving at school and going home without a formal request to the Head of Junior School from the parents.

### **After School**

After School Care is from 3.35pm until 5.30pm with a designated supervisor. There is a charge for this service of £6 for each session (3.35-4.30pm and 4.30-5.30pm). Please be aware that After School Care finishes at 5.30pm. A 'late collection' fee of £20 will be charged if a boy remains after this time on more than one occasion without notice being given to the Junior School Office.

Boys not picked up by 3.35 pm (or 3.50 pm, depending on the day) from the Terrace will be taken to After School Care. There is no charge for this, provided any stay in After School Care does not exceed a few minutes – parents collecting slightly late should call the Junior School Reception, and on arrival enter School House via the Terrace and report to Reception. Boys waiting at school to catch buses must join After School Care until 3.50pm. There is no charge for this. There is also no charge for a boy with a sibling in the Senior School who needs to wait for a 3.50pm collection.

Boys involved in fixtures, activities or residential trips at the weekend or after 5.30pm will be supervised appropriately. No Junior School boy should be left unsupervised whilst waiting to be collected.

## **TRIPS AND EXCURSIONS**

The School's Trips Co-ordinator ensures that staff organising trips carry out a thorough risk assessment taking on board necessary guidelines issued by national bodies. Parents are required to sign a general trip consent form when pupils join the school and to continue to provide up to date details of any special dietary or medical conditions applicable to their child. An information evening will be held before residential trips, where appropriate.

## **TRAVEL TO AND FROM SCHOOL**

In line with the school's Travel Plan, all parents are asked where appropriate to encourage their children to walk or cycle to school (the government's recommended one-way distances from school are 3km and 5km for walking and cycling respectively). Those living too far from school for walking or cycling to be practical are asked to consider public transport or car-share options.

### **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. From 3.55 pm until 4.20 pm the main school bus stop (by Sainsbury's) is supervised by a duty teacher, but pupils are not supervised by a member of staff when travelling on commercial coaches. All pupils are expected to behave responsibly on their way to and from school, in accordance with school rules.

### **Parents Delivering and Collecting Pupils by Car**

Parents are reminded that it is a traffic violation to park on the zig-zag or double yellow lines outside School House in Cowley Place to deliver or pick up their children, or on the double yellow lines in the Iffley Road. No 'U' turns should be made in Cowley Place.

Parking is not available on the school site for parents waiting to collect their children at the end of the school day. There is a turning circle provided at the top of Cowley place for drop-offs and pick-ups if necessary. The gates are closed between 8.00 pm and 7.30 am unless a particular event is taking place.

### **Vehicles and Bicycles**

Sixth Formers are not allowed to park on the school site or on Christ Church grounds. The school discourages pupils driving to school, promoting the use of bike and public transport to ease Oxford congestion and parking, but the responsibility remains with pupils and their parents.

Bicycles must be in roadworthy condition, have working lights and be clearly marked with the owner's initials on the rear mudguard or frame. A record of the frame number should be kept. All bicycles must be locked in the bicycle sheds provided. All cyclists must wear cycle helmets, and high visibility jackets are recommended. No bicycles may be ridden on the school site.

### **School Transport**

We need written permission from parents for pupils to travel on the school minibus or in a hired coach when travelling to and from matches, educational visits and other school activities. A permission slip is included in the induction pack.

### **Sports Matches**

The school does not take responsibility for pupils travelling to and from sports matches in other parents' cars.

### **LOCKERS AND SECURITY**

MCS is an inner-city site; it takes all reasonable precautions to ensure that the site is secure, but parents should be aware that the school does not insure personal possessions which are brought onto school premises by pupils. Where possible, valuable items should not be brought to school and any brought to school should be clearly marked and stored in the pupil's locker. Parents are strongly recommended to ensure that items brought to school are covered by their own household insurance policies.

All items of clothing and other personal possessions (e.g. calculators, watches, musical instruments and sporting equipment) must be clearly marked with surname and initials. Each J3, J4, Lower and Middle School boy will be allocated a locker with an integral lock for which a key will be provided. All valuable items, books and games kit should be stored securely in the lockers. Sixth Formers are provided with a locker and bag space in the Sixth Form Common Room. Pupils who leave valuables in the Changing Rooms or unattended around the school at any time do so at their own risk.

Should any item of personal property be lost, the loss should be reported to the pupil's Tutor, and enquiries made in Lost Property. Lost Property may be reclaimed from the Lost Property Office and opening times are published in the Red Diary. The Junior School Lost Property cupboard is situated at the foot of the stairs near the main noticeboards in School House.

### **SCHOOL MEALS**

The school provides lunch on the premises; alternatively pupils may bring sandwiches which should be eaten in the Dining Hall. A biometric system is used to track who has had lunch on any given day, and the cost is added to the termly school bill.

There are two services, which take place at break and lunch. Breakfast in the morning and snacks and confectionery at break are also available from a cash-service.



## **PUBLICATION OF PUPILS' PHOTOGRAPHS**

We do not seek specific permission for a pupil's photograph to appear in any internal or external publication or on the school website. Many photographs are of teams or group activities which makes checking or consent difficult. However, we do not identify pupils in group photographs by name and if any parent objects, we do our best to secure removal of the image in question. New parents are required to sign a form giving permission for MCS to use images of their child (both still and moving) – this is included in the induction pack.

## **MUSIC TUITION**

Lessons can be arranged by the school although there is no reason why pupils already learning should alter their arrangements. The school has a limited number of orchestral instruments which can be hired, but pupils are expected to provide their own instruments as soon as possible (maximum period of hire is normally one year). All enquiries should be made in writing to the Director of Music. If a pupil wishes to discontinue music lessons a full term's notice is required in writing, failing which a term's fees will be payable.

## **CAREERS**

Mr McDonald is responsible for universities advice, though Housemasters and tutors are also well versed in this and will be writing pupil references. For life beyond university, the school runs careers lunches and other talks throughout the year from the professions and from industry, and also offers help with work placements, practice interviews and a major Careers Fair.

## **OLD WAYNFLETES' CLUB**

The Old Waynfletes' Club is the Association of former pupils and it is hoped that every pupil who attends the school will wish to join it so that they can keep in touch with each other and the school. Members of the Club may wear the Club ties and receive newsletters and magazines, invitations to school events, Gaudies, former pupils' functions, meetings and activities of all kinds. Information about the payment of the subscription is enclosed with the bursary documentation.

## **DISABILITY**

The school has a Disability Policy and is keen to enable all pupils to have access to the school curriculum and activities. To this end, the school wishes to ensure that it offers appropriate provision for all pupils and prospective pupils and, in accordance with the Equality Act 2012, to make reasonable adjustments to avoid putting any disabled pupil or prospective pupil at a substantial disadvantage compared to his or her peers. If adjustments are required to our provision, parents are directed to speak to the Usher.

## **COMMUNICATION BETWEEN SCHOOL AND PARENTS**

As explained in the Introduction to this Guide, where parents have concerns they should contact their child's Tutor in the first instance. The Tutor will, if appropriate, involve other members of staff such as Head of Section, Usher, Deputy Head (Academic) or Master. Should these referrals not deal fully with the concern, parents may contact the Chairman of Governors via the Bursary ([ptelford@mcsoxford.org](mailto:ptelford@mcsoxford.org)).

In particular the school recommends that parents inform them immediately if they think their child is in any way unhappy. Anti-social behaviour will always be investigated as a matter of urgency and handled as sensitively as possible. MCS has an anti-bullying policy which is available on the school's website. The requirements of the laid-down procedures may mean that we cannot always give information about actions that may be taken.

## SCHOOL POLICIES AND ADDITIONAL INFORMATION

The following policies and information are available for both prospective and current parents in the aims and policies section of the website at [www.mcsoxford.org/our-communities/aims-policies-and-plans](http://www.mcsoxford.org/our-communities/aims-policies-and-plans) and are also available for inspection in school free of charge:

- A statement and a summary of the school's aims
- The admissions policy
- The safeguarding policy
- The Magdalen College Choir child safeguarding policy
- The anti-bullying policy
- The curriculum policy
- The discipline and exclusion policy
- The promoting good behaviour policy
- The complaints procedure
- Details of how to contact the Chairman of Governors

The School's Privacy notice can be found on the school website at <http://www.mcsoxford.org/legal-and-regulatory>

The following information is available on the school's website at [www.mcsoxford.org/our-communities/inspection-reports-2](http://www.mcsoxford.org/our-communities/inspection-reports-2).

- The latest ISI inspection report
- The school's academic performance last school year

The following additional policies are available on request or may be consulted in school free of charge:

- The learning support policy, including reference to the education and welfare provision for pupils with EHC plans and pupils for whom English is an additional language
- The school's health and safety policy
- The policy for health and safety on school visits
- The first aid policy
- The missing pupil policy
- A record of formal complaints last school year

## FINANCIAL MATTERS

### SCHOOL FEES

The termly School tuition fee for 2018-19 is **£6,159 per term** for J3–U6 (annually £18,477); **£5,933.00 per term** for J1-J2 (annually £17,799). Fees are payable by termly direct debit from your account at the start of each term. A schedule is sent with the bill giving details of the exact date on which the direct debit is collected. Parents will receive a letter annually from the Chair of Governors regarding the level of fees for the following year.

Additional charges relating to music and drama tuition, public examinations (GCSE and A-Level), CCF and other memberships will be added to your termly bill when applicable.

The agreement for the education of a pupil at the School may only be terminated by giving a full term's notice in writing to the Master. If a full term's notice is not given, fees for the following term are payable in lieu of notice. Fees are not returnable if a pupil is absent from school.

### **PERSONAL ACCIDENT INSURANCE, ETC**

The School operates a Personal Accident Insurance Scheme using a policy recommended by the School's broker SFS. The insurance is provided by Hamilton Underwriting Limited with a DenPlan dental insurance policy as an addition. All pupils are automatically covered by this policy, the cost of which is included in the School fee. Maximum cover for any one event remains at £600,000; 24-hour cover is provided. There are no sporting or other exclusions.

The School does not offer Fees Refund Insurance. In common with many other independent schools we encourage parents who wish to take out this type of insurance to look to buy their own cover. The broker used by the School (SFS) has a website which parents may find gives useful guidance in this respect ([www.sfs-group.co.uk](http://www.sfs-group.co.uk)). SFS may also be useful as a provider of insurance for pupils' personal possessions, for those parents who wish to take out policies of this type.

The School, of course, does have a public liability insurance policy which indemnifies it for damages arising from accidents for which the School can be held to be legally liable. It does not provide cover for accidental injury to pupils (or staff) for which there would be no legal liability.

## APPENDIX 1

### Magdalen College School Rules

ALL PUPILS MUST AT ALL TIMES BEHAVE SENSIBLY AND WELL

It follows that any breach of common sense or common courtesy is likely to be a breach of school rules; clearly any breach of the law of the land is a serious breach of school rules. Compliance with school rules and any amendments made from time to time is a condition of pupils' continued membership of the school. Pupils are expected to adhere to school rules whilst under school discipline, i.e. throughout the day, on their way to and from school, at all times whilst wearing school uniform and during any school-based activity. Pupils should be aware that actions committed out of school have the capacity to harm the reputation of the school, and therefore to be regarded as a breach of school discipline.

In particular the following regulations apply:

#### 1. *Rules to preserve good order and discipline*

- a) Pupils must conform to the dress regulations of the School.
- b) Packed lunches should be eaten in the Dining Hall. Food and drink should not be consumed in the laboratories, Library or Milham Ford. All litter must be disposed of appropriately. **Chewing gum is strictly forbidden.**
- c) During school working hours, no pupil may be off the school premises. No pupil below the Sixth Form may leave the school premises during break or lunch except with his tutor's written permission. Upper Sixth pupils may be allowed home on afternoons when they have no lessons if parents give their written consent to Housemasters.
- d) Pupils must be prepared to play games whenever selected: fixtures (incl. Saturday fixtures) are published in this diary. Any request to be excused from a fixture should be made by the pupil's parent or guardian in writing to the teacher in charge of the team: such exceptional requests must be made well in advance and in any case not less than 24 hours before the fixture is due to take place. (Where necessary, the teacher will refer the matter to the Usher and then Master). The same principles apply for all other school extra-curricular commitments.
- e) Pupils must not run in school buildings.

#### 2. *Rules to ensure personal safety and good health*

- a) No pupil may ever drive with another pupil in his or her car without that pupil's parents' written permission. Pupils' cars may not be parked on school premises at any time in or out of term.
- b) Bicycles must not be ridden within the school boundaries, nor across the pavement. Bicycles, when not in use, must be kept at all times in the cycle sheds. Cyclists must wear crash helmets.
- c) Pupils should not go within ten feet of the river. Games should not be played on the Spit unless there is an adult present.
- d) Matches, fireworks and other explosives, firearms, catapults and weapons (including pen-knives) of any sort are forbidden.
- e) The consumption or possession of illegal substances, legal "highs" or other substances which might prejudice the reputation of the school or the welfare of the pupil, is forbidden.
- f) Smoking on the school premises, in the streets and other public places, or possessing tobacco in any form is forbidden.
- g) Pupils under 18 may not enter premises where intoxicating drinks are sold except in the company of their parents. No pupil may enter such premises in the lunch hour. Intoxicating drinks must not be brought on to the school premises, nor consumed during the school day.
- h) Pupils must not climb onto roofs.
- i) Pupils playing on School Field at lunchtime must be supervised and must wear shoes.
- j) Pupils must not climb over school gates or railings.
- k) No skateboards are permitted on site.
- l) Pupils must wear a mouthguard for playing rugby and hockey, and shinpads for playing hockey or football.

3. ***Rules to safeguard property***

- a) Throwing balls, or anything else, indoors is forbidden. On the playground only tennis balls may be used except in games organised by a master. Common sense needs to be exercised both in the interests of all users of the playground and the fabric of the school.
- b) Pupils should not remain in the school buildings more than fifteen minutes after the end of school without reasonable excuse or unless involved in an organised activity.
- c) All possessions must be clearly marked with the owner's name; all pupils in the Fifth Form and below must have school name tags on their bags.
- d) No pupil may enter a Houseroom other than his/her own other than for a lesson or with the permission of the Housemaster or House Tutor. Such permission may be given on a reasonably "long-term" basis, however.
- e) No pupil may interfere with another pupil's locker nor tamper with another pupil's belongings.
- f) Big School, the landing stages and the veranda of the pavilion are out of bounds to all pupils except for authorised use.
- g) Bags must not be left in stairwells or doorways at any time. Apart from the above, bags may be in corridors or elsewhere around school during the morning break or lunch break or during a Science lesson (where bags may be left in the corridor outside the relevant lab). At all other times, bags must be kept in lockers or Houserooms. Bags should not be left on top of lockers unless a pupil has special permission for this from his/her Tutor (only if his/her possessions will not fit and his/her Houseroom is inaccessible).
- h) Mobile telephones may be brought to school but they must be clearly named and stored safely during Games and PE lessons. They must also be switched off from 8.25am to 10.55am, 11.20am to 1.15pm and 2.25pm to 3.50pm. At all other times they must be used sparingly. The use of mobile phones for the creation of photographic images is strictly forbidden.
- i) School computers should not be used for viewing or saving unsuitable images and documents and no pupil should incorporate another person's image into a document without their express permission.
- j) Pupils are responsible for the security of any valuable items they bring to school (including mobile phones and mp3 players). When not in use, valuable items should be stored in pupils' own individual lockers.
- k) Pupils are not allowed to buy or sell goods to each other at school.