



Guide to the School

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WELCOME

This A-Z Guide to the School aims to provide parents and guardians with information about the organisation and ethos of Llandovery College. It is all too easy for us that know the College well to assume that parents will also have a detailed understanding of it. Whilst some of you will know Llandovery College well, many who are new to us may find the complexities of school life rather daunting and, dare I say it, your sons and daughters are not always the best source of information! The purpose of this booklet is to give a broad introduction to some of the day to day areas that you will hopefully find useful. It is certainly not exhaustive, and I encourage you, as we do with our pupils, to ask when unsure. We hope that we can work together to do the best by those in our care and the literature within the Guide supports this aspiration.



Ian Hunt, Warden

INTRODUCTION AND COLLEGE AIMS

Because the journey matters ...

For more than 160 years, Llandovery College has combined academic excellence with a caring, pastoral embrace, a respect for tradition with a willingness to look to the future. We have always appreciated and believed in the individual within the warmth of a small school community. Today, in a world where society has become increasingly fragmented and polarised, our College remains a community where honesty and integrity matter; humour and hard work in the classroom and on the field of play are equally important values and where the process of the education of your child is as important as the grade achieved.

The very nature of our community means that teaching continues beyond the classrooms and across the campus. For your child, there is the opportunity to live with and learn from classmates from around the nation and the globe - their diverse backgrounds and perspectives stem from more than just geography. A significant number of our pupils receive bursary assistance and we have developed a student body that represents a wide range of social experiences.

Here at Llandovery, we have a College community of high expectations: academic and otherwise. At the same time, we are devoted to helping your child develop their whole self so that they may fulfil all of their considerable potential. In every area of school life, we seek to challenge and inspire your child to be the very best they can be.

Llandovery College endeavours to create young men and women who believe in the importance of leadership and that, within the College culture, are given the opportunities to demonstrate these values so that come the time, beyond the College grounds, they recognise the need to continue to aspire to be first class leaders, and role models in every respect, in the progress of a broader and a more international Wales.

We aim:

1. To be the pre-eminent public school in Wales.
2. To have the best provision of a fully rounded education integrating intellectual, spiritual, moral, emotional, social and physical development.
3. To be teachers of successful, satisfied children who are proud of their Welsh heritage, history, culture and language with an open, international outlook.
4. To provide Providers of exemplary pastoral care for all pupils.
5. To be a school that produces future leaders for Wales and the wider world.

This statement is a summary of ideals to which we aspire and is not a description of a state of affairs which will ever be perfectly achieved. A regular review process will, as far as possible, assess the progress of the school in the light of our ultimate aims.

ABSENCE FROM COLLEGE

Parents must inform the College by leaving a message on 01550 723000 if their child is going to be late or absent from School that day. Advanced permission can be gained from a Houseparent if the pupil is going to miss lessons for a trip or event. Warden's permission must be obtained if the absence is for any other reason than School trips or illness. All pupils are expected to register with their tutors twice a day, attend **all** lessons and be punctual (to arrive at the lesson before the second bell).

ALMANAC

The College Almanac is produced each term, containing dates and times of all key events during the term along with all contact telephone numbers. Pupils should carry theirs at all times. Parents and guardians will also be issued with an Almanac and spare copies are available on request. Occasionally and unavoidably, dates & times do change. Please check www.landovercollege.com for updates which – if urgent – will be sent to you by text message and/or email.

APPOINTMENTS WITH A DOCTOR

Boarders are asked if they wish to see a male/female doctor and whether or not they would like the Sister to accompany them in to see the GP. They are also asked if they would like to see a specific (named) doctor.

BOARDERS WHO ARE ILL

Boarders are discouraged from staying in their rooms if unwell. The nurse on duty is always informed of sick boarder by House staff. The boarder is admitted to the Medical Centre where they are monitored and where they will be able to summon for assistance easily. Boarders who are too ill to remain in the boarding house are cared for and remain in ward beds in the medical centre. The medical centre offers beds in two separate wards for girls and boys. A member of the medical staff is on call 24 hours a day. If it appears that the boarder will not recover from the illness within 24 to 48 hours they will be sent home if possible. The parents and Houseparents will be contacted directly by the medical staff and the appropriate arrangements will be made.

BULLYING

The College policy for countering bullying is published on our website www.landovercollege.com

CHANGE OF ADDRESS

Any change of address by parent or guardian must be notified immediately to the Housemaster or Housemistress and to the Bursary. **Similarly, changes of email address, telephone and mobile numbers should be notified:** please call +44 (0)1550 723000.

CHAPEL

The College Chaplain celebrates a Eucharist in the College Chapel each week. Attendance at Wednesday Chapel is compulsory. We have a Church of Wales ethos but those of all faiths are welcome and multi-denominational services are held.

CONFIDENTIALITY

No member of staff offers pupils complete confidentiality; matters revealed in school can only have partial confidentiality and information may need to be shared with the Warden and house staff as deemed appropriate. All medical information about pupils is kept highly confidential, irrespective of age (see MEDICAL INFORMATION). However, it may be necessary for the Medical Centre staff to pass on information to parents, Houseparents or other staff where the safety of a pupil or of other pupils might be compromised, or where there is a statutory duty to report. Wherever possible, however, information is passed on with the pupil's consent. If a pupil requires full confidentiality regarding a medical concern then this can only be guaranteed through a direct visit to a doctor. The College complies with the requirements of the Data Protection Act.

CONTACTING THE COLLEGE

The College switchboard number is 01550 723000 and is operated from 8.30am to 5.00pm Monday to Friday and 8.30am to 12.30pm on Saturday in term time, and from 9.00am – 12.15pm and 12.45pm–5.00pm Monday to Friday during school holidays.

DAMAGE

Damage to College property is chargeable to the pupil who is found to have caused it.

DISCIPLINE AND SANCTIONS

All pupils have the right to expect a positive learning environment in which effort and achievement are recognised and rewarded, to be taught without interruption from any inappropriate or disruptive behaviour and to know the rewards and sanctions resulting from different actions. All teachers have the right to establish a safe, learning environment for all pupils, to expect appropriate behaviour and encourage positive social educational development and to expect assistance from parents, senior management and Trustees in promoting a positive environment. For every lesson pupils should:

- Arrive on time and enter the room quietly.
- Bring the correct books and equipment.
- Listen carefully to instructions the first time they are given.
- Raise their hand before answering or speaking.
- Present their work neatly and always work to the very best of their ability.
- Treat others, their work and property with respect.
- Record their homework in the appropriate diary, complete it and hand it in on time.

Details of Rewards and Sanctions arrangements are on our website
www.llandoverycollege.com

DRUGS

The College drugs and substance misuse policy is on our website www.llandoverycollege.com

ELECTRICAL TESTING

Health and Safety legislation regarding electrical equipment and appliances makes it essential that parents ensure that any electrical appliances and equipment to be brought to the College by pupils have been tested by a competent electrician and labelled as having passed a portable appliance test. All electrical musical instruments must be fitted with a residual circuit breaking device, usually abbreviated to RCD, which provides protection better than 30 mA sensitivity. Any piece of equipment brought into College and not certificated will be tested by the College and the cost may be charged to the pupil's bill.

EMAIL

Each pupil is issued with their own email address. Their mail can be accessed from College computers or from any computer with an internet connection.

EQUAL OPPORTUNITIES

The school is committed to the principle of equality of opportunity in all aspects of its work. Details of this Policy are published on our website www.llandoverycollege.com

EXEATS AND OVERNIGHT LEAVE

"Exeat weekends" – are when all pupils are away from College from Friday (late afternoon) until Sunday Evening. Pupils may not leave until the end of lessons on Friday. Full details of dates and timings are given in the Almanac. Overnight leave on other occasions will be granted in exceptional circumstances only. Any request of this nature must be made in advance to the Housemaster or Housemistress who will bring the matter to the attention of the Warden.

EXTRAS

Some charges are incurred by pupils that are extra to the boarding and tuition fees. The College keeps these charges to a minimum and details of extras are sent to parents each year. The College only permits items which it considers to be essential to the pupil's education or personal welfare to be charged to the pupil's account. If pupils fail to return textbooks at the end of the academic year the cost will be added to the extras bill.

HEALTH AND SAFETY

The College health and safety statement is published on our website www.llandoverycollege.com

HOMEWORK

The nature of homework set:

- The nature of the homework varies between year groups, different classes and topics of study.
- Marking homework forms an integral part of our assessment. We aim to return marked homework to the pupils as soon as possible, for inclusion in that topic of work and whilst the exercise is fresh in the pupil's mind.
- The task selected by the class teacher is commensurate with the ability of the pupils.

How does the College help pupils organise their homework?

- Each pupil records homework set in his/her Almanac. We try to make sure that our instructions concerning homework are clear to everyone in the class, and that all pupils have plenty of time to record what is expected.
- We aim to mark or respond to homework regularly, and in a way that is helpful to pupils. The Assessment Policy is published on our website www.llandoverycollege.com

HOUSES

Every pupil, whether day or boarding, is a member of a designated house run by houseparents and other staff. Pupils will be informed as to which house they are allocated to when they arrive at College. Details of the Houses are available on our website. Facilities, town leave, bed times, prep times and in-house discipline are consistent across the houses. There is no differentiation in treatment based on gender. In the evening pupils meet freely in College. Sixth form pupils have a shared Common Room. The Sixth form Common Room is supervised by an adult when the bar area is open. Pupils are allowed to visit the different houses with permission. Visitors are allowed in Common Rooms only. This may be, for example, to watch a video/DVD in recreation time at a weekend. The dormitories, studies, bathroom, showers, common room and corridors of each house are for the exclusive use of house members.

ICT SECURITY

The ICT security policy is published on our website www.llandoverycollege.com

JUNIOR BOARDING

The College provides boarding for Gollop Prep pupils in Ty Llandingat. Because of specific circumstances (such as parents in the Armed Forces) children below the age of 11 may board either on a weekly or occasional basis.

LEARNING SUPPORT

Details of our learning support provision for those with mild or moderate learning difficulties is on the website www.llandoverycollege.com

MEALS

Breakfast, lunch, tea and supper are provided in the Great Hall by our caterers Chartwells. Day pupils receive lunch and tea only; boarders are expected to attend all meals. There is always a choice of dishes, including a vegetarian option. In addition, basic supplies such as bread and milk are provided in the boarding houses, together with facilities for preparing snacks outside mealtimes. The College Food Committee has representatives from all ages and meets on a regular basis with Catering to discuss menus. The College menus are also subject to scrutiny and recommendation by a professional dietician. Lunch times are staggered by age and there are no specific seating arrangements.

MEDICAL INFORMATION

Medical forms must be submitted prior to joining the school. They are kept in the *Jack Hansen* Medical Centre and all information provided is kept confidential. Other staff are only notified of medical issues if the Warden to be deems it to be in the best interests of the pupil concerned.

The College maintains a list of emergency contact numbers in the boarding houses, Medical Centre and on the school database in the case of urgent contact being needed in a medical emergency. Pupils attending the Medical Centre for any reason have their attendance logged in the treatment book with date, time, name, reason for attending and treatment. They are given a discharge card, showing time leaving the medical centre, which is to be handed to their teacher (this is done during lesson periods only). The Senior Sister checks the treatment book daily at handover. Any significant injuries, illnesses, accidents and treatments are automatically logged in the treatment book but also added to the Personal Medical Record Card and kept separately. Each boarder has an individual Medical Record Card and Health Record Card and this is secured in a locked cabinet in the Nurse's office.

MEDICAL TREATMENT AND FIRST AID

The medical centre is well-equipped and is staffed by qualified and registered nursing staff and the nurses hold active Personal Identification Numbers. There is 24-hour medical cover. The nursing staff work closely in support of the house staff to meet all the medical needs and requirements of the pupils.

All boarders are registered with a local GP and can make dental, optician and other medical appointments via the school nurse. Boarders over the age of 16 can freely choose whether they are accompanied to doctor consultations. Male and female practitioners are available for consultations. Medication prescribed by the doctors is only handed for self-administration if the pupil is deemed competent to take the medication as prescribed. Otherwise the Nurse administers the medication to the pupil at the appropriate time. The prescribed medication for boarders is kept separately and not used as stock for general purposes.

Pupils in their dormitories should keep no medicines or tablets prescribed by a doctor, unless the permission of houses staff has been granted. Any such medicines should be kept in a safe location; in some cases this may be the Housemaster or Housemistress in question. The school nurse keeps a record of all treatment given to boarders in the medical centre, recording name, date, medication and treatment administered.

Boarding pupils will always be accompanied and transport provided when a hospital visit is required, the only exception being sixth-form pupils who may have and use their own transport should the case warrant it. Where possible, agreement will be reached with parents in advance.

MOTOR VEHICLES IN THE SIXTH FORM

Pupils are only allowed to bring cars to the College having secured permission and completed the necessary forms with their Houseparent. Once a pupil has use of a car the likelihood of accident and injury to the pupil increases and hence it is only proper that staff adjust their expectations regarding vigilance. Parents and guardians who buy vehicles for their children or who lend them vehicles or who allow them to buy their own vehicles along with all parents and guardians who are

willing for their children to travel in vehicles driven by other College pupils must comply with the following procedures:

- The primary purpose of bringing cars into College is the transportation of pupils to and from home at the start and end of term, exeat weekends and half terms. Any other journey must have the consent of the Housemaster or Housemistress.
- The registration number of the car must be given to the assistant bursar who will log it.
- A copy of an up-to-date, valid insurance document and driving licence must be lodged with the Bursar before any driver uses a car within the College.
- A driver is responsible for their passengers. Should a pupil drive a car or be a passenger in a car without the knowledge and consent of their Housemaster or Housemistress the privilege of bringing the car to school will be withdrawn from the driver until further notice.
- Reckless driving in or around the College will result in an appropriate disciplinary sanction and the privilege of bringing the car to school will be withdrawn from the driver until further notice.
- Pupils wanting to bring a car to College must agree to abide by the College Car Agreement which is available from House staff.

MUSIC AND DRAMA EVENTS

There are a large number of concerts and productions each year. Some are free and some have an admission charge and all are publicised in the College Almanac and on the website. We appreciate your attendance and support at such events.

Almost half of the College population have music lessons with the peripatetic music staff and full details of lessons are available from the Head of Music.

NAME TAPES

Parents are advised to keep a stock of name tapes so that all items of clothing are suitably named.

PARENTS' ASSOCIATION

The object of the Association is to offer support in areas where possible to promote the interests and welfare of Llandovery College and its pupils. Membership of the Association comprises the parents or guardians of all pupils attending Llandovery College, together with such members of staff nominated by the Warden who is President of the Association. Membership of the committee representing the Association is open to all parents or guardians.

PERSONAL POSSESSIONS

It is the pupils' responsibility to look after their personal effects. Electronic games, whether hand-held or computer based must be declared to Houseparents and used with their agreement.

Members of the College are strongly advised to bank money and valuables with their Houseparents. Pupils should avoid bringing valuable items to College if at all possible.

No one may use their mobile telephone during lessons, in the Great Hall, in College thoroughfares, during prep or study periods without permission from the Houseparents (or Assistant). Mobile phones may be confiscated by members of staff if pupils infringe these rules.

Music should be played with consideration for others at all times.

Headphones are permitted at study times at the discretion of staff.

PREFECTS AND OTHER PUPIL APPOINTMENTS

The Warden appoints College Prefects each year to help with the running of the College. The prefects are selected after applications and interviews towards the end of the Lower Sixth. House Prefects are appointed by House staff to help them run the Houses.

RESTRAINT

The policy on Restraint is published on the website www.llandoverycollege.com

SCHOLARSHIPS

Details and conditions of scholarships are available from the bursary or www.llandoverycollege.com

SEARCHING ROOMS

Pupils at the College are encouraged to accept that in exceptional circumstances it may be necessary to search either their room or their area within a dormitory. A search will only be carried out if a senior figure in the College or house had reasonable concern that there was a need to search and if the pupil was present. Reasons for a search could include concern that a pupil could be in possession of substances, equipment or items that are prohibited in the College; that a pupil may have taken an item belonging to another either with intention to temporarily or permanently deprive the owner of usage; or there may be reason to believe that there was something in the room that could cause harm to the pupil or to others in the house.

In all of these cases failure to search would put the welfare of the child or other children at risk.

TRACKING

Each pupil will meet regularly with their tutor to record their targets for the forthcoming period. Their progress is then tracked using a number of different tracking data sources and staff input. If a pupil is found to be falling behind, then parents will be informed and an agreed structure of support will be put in place to ensure they are able to come back on track.

TUTORS

Each pupil is assigned to a tutor. Each tutor has between 10 and 16 tutees all of whom are in the same year group. Tutors are the staff given responsibility for the day to day issues of registrations, absentees, and initial queries by parents, co-ordinating and checking reports and general welfare and academic supervision. Tutors meet regularly with their tutees every week.

UNIFORM

Uniform and kit lists are on the website www.llandoverycollege.com or available by request from the House Bursar – 01550 723003 or email housebursar@llandoverycollege.com. New pupils joining the College are sent uniform lists in advance.