



St David's College

— Est. 1965 —

# *Pupil Handbook*



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# Welcome from the Headmaster



**From our foundation, St David's College has pioneered teaching that enables pupils with additional learning needs to reach their academic potential, whilst allowing pupils with no specific learning needs to thrive and excel. Alongside this we aim to develop every individual's character, enabling them to gain an extraordinary range of skills and discover true self-confidence.**

St David's College community will do their best to help new pupils settle into school life and support them in making the most of all that is on offer. on offer.

St David's College aims to develop 'the whole person', through a broad education founded on Christian principles, a wide choice of interest and activity, and an achievable personal programme for each pupil. There is a strong pastoral and academic support network at the school that starts with a pupil's form tutor – so please, get to know them early on as they should be your first port of call.

If you have any concerns, worries or anxieties – as a parent or pupil then please do not hesitate in contacting me, Steve Delaney our Deputy Head, or Sue Davies our Assistant Head (Pastoral) at any time. We hope that every opportunity that comes your way whilst at St David's College is made the most of – we want you to enjoy your time here, making lasting friendships and lasting memories – as well as fulfilling your potential and find a place of belonging.

**Mr Andy Russell**

*Headmaster*

# The Freedom to Flourish

“A person who achieves success in one field, is given the confidence to tackle their academic work more boldly and that is applied to other aspects of a pupil’s education.”

*John Mayor, Founder Headmaster*

## An idea, a vision and a foundation

**St David’s College was founded in 1965 by John Mayor, the first Headmaster, together with Lewis Edwards and Canon Roy Barker. The vision was to establish a school for boys (we are now co-educational) which would tailor teaching to the specific learning style of each pupil. John Mayor had observed for some time that some pupils were struggling to find a place of appropriate learning in either mainstream independent or maintained schools.**

The Christian Foundation of St David’s College is distinctive. It has an emphasis on quality of relationships and sense of belonging, the development of virtues, the promotion of compassion and the setting of the academic in the context of meaningful beliefs and values. This allows each pupil the opportunity to discover his or her own uniqueness, value and significance as a human being – and gives them the freedom to flourish.

### St David’s College Chapel – A sense of belonging

**Community is at the heart of everything that we do at St David’s College. Belonging is the key to the success of our pupils. This sense of belonging comes from the school being a vibrant, dynamic and extended family and our school Chapel plays a vital role in this.**

Respect is transferred across the generations and between all areas of life within the community. The St David’s community is a true testament to lifelong learning and friendship. The Christian Foundation of St David’s College is distinctive. The school aims to:

1. Be a caring Christian community
2. Maintain high educational standards
3. Work in and with the communities we serve
4. Encourage pupils to examine their values and standards

## St David's College school song

The words to the school song by Timothy Dudley-Smith are:

*Lord, for the years your love has kept and guided,  
urged and inspired us, cheered us on our way,  
sought us and saved us, pardoned and provided,  
Lord of the years, we bring our thanks today.*

*Lord, for that word, the word of life which fires us,  
speaks to our hearts and sets our souls ablaze,  
teaches and trains, rebukes us and inspires us,  
Lord of the word, receive your people's praise.*

*Lord, for our land, in this our generation,  
spirits oppressed by pleasure, wealth and care;  
for young and old, for commonwealth and nation,  
Lord of our land, be pleased to hear our prayer.*

*Lord, for our world; when we disown and doubt him,  
loveless in strength, and comfortless in pain;  
hungry and helpless, lost indeed without him,  
Lord of the world, we pray that Christ may reign.*

*Lord, for ourselves; in living power remake us,  
self on the cross and Christ upon the throne;  
past put behind us, for the future take us,  
Lord of our lives, to live for Christ alone.*

# The overall aims of St David's College

St David's College is a registered charity (No. 1075705) run as a Trust by a Board of Governors. Its *Mission Statement* sets out the overall aims of St David's College and this can be explained as three broad strands – these are to develop and enrich the whole person in body, mind and spirit. Thus, St David's College aims to:

1. Enhance learning in the classroom to raise your standards of achievement, so that you reach your full potential and are well prepared for the world beyond school.
2. Enhance Outdoor Education, sport and activities to provide stretching but attainable challenges, thereby raising your self-esteem and confidence, which spread into all areas.
3. Enhance the community spirit and family atmosphere through an ethos based on Christian teaching and provision of opportunities for discovering a personal faith.

## The Three Peaks and the Three Houses

The pastoral care of pupils is a key element to the success of St David's College. The three houses are named after the mountains and hills in Wales and have their own House colours:

**Cader Idris (C)** House colour: [Green](#)

**Snowdon (S)** House colour: [Blue](#)

**Tryfan (T)** House colour: [Yellow](#)

When pupils arrive at St David's they are placed into one of the three houses and given a House number (e.g. C102); this is used mostly to help identify clothing and belongings, especially when pupils have similar names. Siblings are placed in the same houses.

The pupils in each house compete with the other houses in about every sport and activity you could imagine – this helps to create strong friendships and a wide support network. Those pupils who do not manage to get into the school sports teams will have a chance to play for their house instead. Everyone contributes in one way or another – pupils can gain House Points (merits) for all sorts of reasons including being kind, helpful and polite. Effort and achievement in academic work are also rewarded in this way.

# Safeguarding



**Mrs Sue Davies**

*Designated Senior Lead*

Mobile: 07498 501276



**Mr Steve Delaney**

*Deputy Designated Senior Lead*

Mobile: 07498 501272

# School uniform

In our St David's College community, we have high expectations about how our pupils dress and present themselves. One of the reasons for the use of uniform in a school is an attempt to keep costs at a reasonable level and another is to ensure a suitable level of health and safety. We want our pupils to present themselves in a confident, respectable and stylish manner.

Day uniform and sports kit can be purchased from the onsite uniform shop, ' . School ties will be sent out to pupils by the school once they have been assigned to a house.

**Telephone Orders:** 01743 440 449

**Email:** [info@schoolshopdirect.co.uk](mailto:info@schoolshopdirect.co.uk)

**Online:** [www.schoolshopdirect.co.uk](http://www.schoolshopdirect.co.uk)

The Day uniform and sports kit requirements are listed below. All school uniform, sports kit and other belongings must be clearly labelled with the owner's name and house number e.g. C102 as explained on the previous page.

## Boys: Years 5 – 11

- White shirt with House tie.
- V-neck black jumper with school logo.
- Black or dark grey trousers (not jeans or cords), with plain black (not patterned) socks.
- Black polished shoes (not trainers).
- Official St David's College Blazer with school logo.

## Girls: Years 5 – 11

- White shirt with House tie.
- V-neck black jumper with school logo.
- Loose fitting black skirt (no shorter than 2" above the knee. Lycra tube style skirts are not permitted).
- Plain black or natural coloured tights or black trousers (not jeans, jeggings or leggings), with plain black (not patterned) socks.
- Black polished shoes with low heels (no trainers).
- Official St David's College Blazer with school logo.
- Earrings (only one per earlobe). Must be plain studs. No other jewellery or piercings are permitted. Minimal, natural looking make-up may be worn.

## 6th Form

- A conservatively-cut formal suit of a plain dark colour (charcoalgrey, navy blue or black) may be chosen instead of the school blazer and worn with trousers or a skirt.
- Formal office wear alternatives such as chinos and skirts with a shirt and blazer may be worn.
- Plain or striped shirts/blouses must be worn with the appropriate house tie.
- Plain V-neck jumpers may also be worn, but not as a substitute for the blazer or jacket.

## All pupils

- Sensible black or navy coats may be worn between lessons but must be removed in classrooms. Coats may not be worn around school instead of jumpers and blazers or suit jackets.
- Hair should be of a conventional style and colour. Natural hair colours only.
- Body piercing is not allowed.
- Pupils should not have any visible body art, piercings (other than what is described above) or tattoos.

# Day pupils:

## Daily routine for all pupils (including Saturday morning attendance)

### Registration

**Pupils should arrive in school by 08:45 to allow for prompt arrival for Registration. All pupils should register with their Form Tutor at 08:50 for morning registration, late marks will be given for arrival after 08:55. Pupils who arrive after 09:00 must sign in at the Headmaster's Secretary's Office and they will be given a late mark. Afternoon registration will be taken at 13:55.**

If a pupil is required to leave school during a normal school day, then permission must be obtained from the form tutor and supported by a letter or email from home. Pupils must let the school office know when they are leaving the site to ensure all Fire/Health and Safety Regulations are adhered to.

### Daily timetable: Monday to Friday, Years 5 – 6

- 08:45 – 08:55 Registration and Tutor Period
- 09:00 – 09:20 Assembly
- 09:20 – 10:00 Period 1
- 10:00 – 10:40 Period 2
- 10:40 – 11:00 Morning Break (drinks, fruit and biscuits are available)
- 11:00 – 11:40 Period 3
- 11:40 – 12:30 Period 4
- 12:30 – 13:30 Lunch
- 13:30 – 14:10 Period 5
- 14:10 – 14:40 Period 6
- 14:40 – 15:20 Period 7
- 15:20 – 15:40 Afternoon Break (drinks and cakes are available)
- 15:40 – 16:30 Activities
- 16:30 – 16:45 End of the school day – Pupil collection from the Minstrel Hall

### Daily timetable: Monday to Friday, Years 7–13

- 08:45 – 08:55 Registration and Tutor Period
- 09:00 – 09:20 Assembly
- 09:20 – 10:00 Period 1
- 10:00 – 10:40 Period 2
- 10:40 – 11:00 Morning Break (drinks, fruit and biscuits are available)

- 11:00 – 11:40      Period 3
- 11:40 – 12:20      Period 4
- 12:20 – 13:00      Period 5
- 13:00 – 13:55      Lunch
- 13:55 – 14:00      Registration
- 14:00 – 14:40      Period 6
- 14:40 – 15:20      Period 7
- 15:20 – 15:40      Afternoon Break (drinks and cakes are available)
- 15:40 – 16:20      Period 8
- 16:20 – 17:00      Period 9

## Saturday activities

- 09:30 – 10:00      Assembly, registration and organisation into activity groups
- 10:00 – 12:30      Typical activity session with mid-session break if appropriate

We would really love **all** Day pupils to sign up for Saturday morning activities, however we understand that your child may have alternative commitments out of school. Saturday activities usually run from 09:30–12:30 and offer a wide range of opportunities for the school community. These activities are signed up for in Form time on SchoolBase during the previous week. Pupils get a choice from approximately 8–10 different activities ranging from 4x4 driving to Arts & Crafts, from Wakeboarding to Warhammer games. Pupils may wear casual clothes to attend. In 2018, St David’s College was the winner of the **UK Independent Schools Association** ‘*Best Extra Curricular Activity Programme*’ and we are very proud of the range of activities we offer our pupils to enhance their learning. All pupils can also sign up for Outdoor Education activities for full days on Saturday and/or Sunday.

## Absence

If your child is unable to attend school for any reason, school must be informed before 08:45. If no contact has been received by 09:30 then the school will contact the parents/guardians. After an unauthorised absence, the school must receive a written note/email explaining the reason for the absence. Written confirmation will enable the school to authorise the absence.

## End of the school day

For pupils in Year 5–6, the school day ends at 16:45. Pupils must be collected from the Minstrel Hall and signed out by the teacher on duty. For pupils in Years 7–13, the school day ends at 17:00. All pupils should be collected from the car park in front of the Minstrel Hall. Please be mindful of the congestion at this time and drive with care.

Provision can be made for pupils to stay for school supper and remain under the care of the appropriate Housemaster/Houseparent should there be extenuating circumstances in which

you require support. If you need your child to stay on site after 17:00, please contact your child's housemaster to make arrangements.

Flexible day boarding is also available should you require your child to stay over in the week to attend a late activity/concert/school function etc. For further information, please contact your child's housemaster to make arrangements or alternatively the Head of Boarding, Mrs Davies on email: [sdavies@stdavidscollege.co.uk](mailto:sdavies@stdavidscollege.co.uk)

## School events

Parents, guardians, relatives and friends are warmly encouraged to attend school functions. These include sports fixtures, music and choral occasions, drama and school plays as well as weekly chapel services. Most of these events are listed on our termly calendar, available on our school website and detailed in the Headmaster's weekly newsletter.

## Exeats (Day pupils)

Exeats are long weekends that start on a Friday afternoon at 15.20. This means that there is no Saturday morning school. Pupils should return to school as usual on Monday morning. There are four Exeats a year and these are clearly indicated on the school calendar.

# Day pupils: Pastoral matters

## Communication

Your child's Form Tutor should be your first point of contact with the school. Please contact them regarding any issues – academic or pastoral – and they will work with the staff team to support your child. This can be done over email, telephone or face to face. All staff may be contacted via the school office where messages will be taken for staff who are unable to take your call.

**Headmaster's Secretary:** Mrs Lisa Watson or Miss Zara Wood

**Email:** [hmsec@stdavidscollege.co.uk](mailto:hmsec@stdavidscollege.co.uk)

**Telephone:** 01492 875974

## Academic progress

Communication regarding your child's Academic Progress is delivered in various ways including: Parents evenings, school examinations and tests, school reports and updates. Both effort and attainment are recorded and given equal regard. If there are any concerns over academic progress, the first point of contact is the Form Tutor. Pupils are closely monitored and any concerns regarding effort, organisation, behaviour, attitude, exam results, prep and other matters will be escalated and reported to parents/guardians as appropriate.

## Rewards

Positive contribution, extra effort and high achievement are recognised in various ways at St David's College:

- Pupils are awarded effort and attainment grades on school reports.
- Effort and achievement prizes are awarded at Speech Day every year.
- Merits are awarded by subject staff and tutors for good work, positive attitude and positive contribution and actions in school.
- Certificates of achievement can be awarded by any subject or activity to pupils who contribute with positive effort or excellent work.

## Rules and sanctions

The school rules are intended as guidelines for pupils regarding their conduct and are followed by all with a mutual respect and understanding of them. We do recognise that views of pupils and staff do not always coincide and as such, there are structures and strategies in place for dealing with concerns.

### **Break time detentions**

Pupils may be set a specific task to complete for a minor infringement of the school rules. These will take place during break.

### **Academic and General detentions**

When work is not completed to a satisfactory standard, or not at all, staff will set detention during the last two periods on a Wednesday or a Friday. General detentions may be set for poor behaviour and other misdemeanours.

### **Day Pupil: Gating**

This is a serious punishment and the final sanction prior to suspension. A gating means that pupils will have all privileges and free time during the school day removed until the set period has been completed. Parents will be informed if their child is gated. An example of this would be if a pupil was caught smoking.

## **Pupil concerns and complaints**

If you feel worried about something or wish to complain about how you are being treated or have been treated, then please speak to any member of staff that you feel comfortable speaking with. You can get a full copy of our pupil complaints policy from any member of staff.

## **Anti-bullying policy**

The school will promote the ideal that pupils should support each other in all that they do. Conflict should be avoided, be it physical or mental. This ideal will be promoted by all staff at all times. Pupils will be encouraged to report incidents of bullying to a member of staff. The ethos and culture of the school will ensure the protection of the pupil, so they do not themselves become a victim of bullying. Pupils will be encouraged to share problems with staff. Pupils will not be made to feel guilty about airing complaints. Staff will report any incidents of bullying to their Form tutor or Head of Year who will escalate it appropriately. Any report of bullying will be taken seriously. A full copy of our Anti-bullying policy can be downloaded from the Policies page of the school website.

# Welcome to Boarding life

**A huge welcome to you as you start at St David's College and an especially big welcome to you if you are boarding. We look forward to meeting you and helping you begin life at SDC!**

If this is your first time as a boarder, we understand that you must be feeling very nervous. All the boarding staff at SDC are ready to welcome you and help you to settle in and make the most of your time here. We pride ourselves on our community and family feel, and we hope that you quickly feel a part of it too.

We hope that the following pages help you to understand a little more about what school will be like, but please do not worry about asking us any questions that you may have. We look forward to meeting you!

**Mrs Sue Davies**

Head of Boarding

## Beginning of term arrangements

### New pupils

New pupils and parents/guardians should arrive at the Minstrel Hall as close to 16:00 as possible. Here, you will be welcomed by the Headmaster, the Head of Boarding and members of the PTA. Pupils will then be escorted by current pupils to their house, where they will be welcomed by their Housemaster/parent and settled into their rooms. Parents can go to the pupils boarding houses and help them settle into their rooms and say their goodbyes.

### Returning pupils

Returning pupils can head straight to their houses to settle into their new rooms. All pupils will be asked to meet and welcome the new pupils and help them to settle into school life. All boarders can return on the day before term starts, from 16:00 onwards. Please do not arrive earlier than 16:00 without prior agreement. If your child is unable to attend at the required time on the first day of term, please inform their housemaster.

## End of term arrangements

Term ends at 15:20 on the Friday except for Christmas and Speech Day. Parents/guardians can collect their child(ren) at 15:20 from their boarding houses. Anyone who wishes their arrangements to differ is required to contact the Housemaster/parents in advance to make and clarify arrangements.

### Christmas

The school Carol Concert takes place on the last day of the Autumn Term at St Paul's Church, Llandudno. Everyone is welcome to attend. Invites are posted out to parents/guardians. The service usually commences at 12:00 and finishes with mince pies and hot drinks in the Mostyn Gallery back at St David's College. Parents/guardians may take their child(ren) at any point after these festivities end.

## Speech Day

The last day of the Summer Term is Speech Day. This usually falls on a Saturday and is held in a marquee on the front lawn of the school – known as the Battlements. All pupils are expected to attend. Invitations and details are sent to parents/guardians nearer the time. The day usually commences at 10:30 and finishes at approximately 14:00. Parents/guardians are welcome to join us in the school dining room for a hot meal, alternatively they can bring a picnic lunch.

## Travel arrangements

For pupils whose parents/guardians are not able to collect them from school, the following arrangements can be put in place.

### Group travel

On the last day of term, a member of the school staff will escort pupils from Llandudno Junction to London Euston on the 14:43 train (subject to timetabling changes). This usually arrives into London Euston at around 17:37 where parents/guardians will be required to meet their child. If you wish to use this service, please contact the Bursar's Secretary on: [bursar@stdavidscollege.co.uk](mailto:bursar@stdavidscollege.co.uk)

### Airport transfers

The school have a list of trusted airport taxi shuttles that we use. If you require your child taking to an airport, please contact the Bursar's Secretary on: [bursar@stdavidscollege.co.uk](mailto:bursar@stdavidscollege.co.uk)

## Exeats (Boarding pupils)

Exeats are long weekends when there is no school. All boarders must leave the school site. School finishes at 15:20 on Friday and pupils may return to school from 16:00 on Sunday.

The outdoor education department run a trip during each Exeat that parents/guardians can sign their child up for as soon as possible if they are unable to go home. Information is sent out via email to all parents/guardians explaining what activities will take place and the approximate cost of the trip. The weekend is designed to be fun, appropriate to all ages, and costs are kept to a minimum.

If a boarder wants to stay with someone other than parents/guardians, the Housemaster must receive a letter/email from the parents/guardians giving their permission, and a written invitation/email from the intended hosts, if appropriate.

## Boarders:

### Daily routine for all boarders (including Saturday morning attendance)

#### Daily timetable: Monday to Friday, Years 5 – 6

- 07:30 – 08:00 Wake up, wash and get ready
- 08:00 – 08:30 Breakfast in the Dining Hall
- 08:45 – 08:55 Registration and Tutor Period
- 09:00 – 09:20 Assembly
- 09:20 – 10:00 Period 1
- 10:00 – 10:40 Period 2
- 10:40 – 11:00 Morning Break (drinks, fruit and biscuits are available)
- 11:00 – 11:40 Period 3
- 11:40 – 12:30 Period 4
- 12:30 – 13:30 Lunch
- 13:30 – 14:10 Period 5
- 14:10 – 14:40 Period 6
- 14:40 – 15:20 Period 7
- 15:20 – 15:40 Afternoon Break (drinks and cakes are available)
- 15:40 – 16:30 Activities
- 16:30 – 16:45 End of the school day
- 16:45 – 17:45 Free time. Pupils should return to their boarding houses.
- 17:45 – 18:15 Supper in the Dining Hall
- 18:15 – 19:00 Free time on site
- 19:00 – 20:00 Junior Activities for Years 5 – 8 (Supervised)

#### Daily timetable: Monday to Friday, Years 7–13

- 07:30 – 08:00 Wake up, wash and get ready
- 08:00 – 08:30 Breakfast in the Dining Hall
- 08:45 – 08:55 Registration and Tutor Period
- 09:00 – 09:20 Assembly
- 09:20 – 10:00 Period 1
- 10:00 – 10:40 Period 2
- 10:40 – 11:00 Morning Break (drinks, fruit and biscuits are available)
- 11:00 – 11:40 Period 3
- 11:40 – 12:20 Period 4
- 12:20 – 13:00 Period 5
- 13:00 – 13:55 Lunch

- 13:55 – 14:00 Registration
- 14:00 – 14:40 Period 6
- 14:40 – 15:20 Period 7
- 15:20 – 15:40 Afternoon Break (drinks and cakes are available)
- 15:40 – 16:20 Period 8
- 16:20 – 17:00 Period 9
- 15:00 – 17:45 Free time. Pupils should return to their boarding houses.
- 17:45 – 18:15 Supper in the Dining Hall
- 18:15 – 19:00 Free time on site
- 19:00 – 20:00 Prep/quiet time in Boarding houses (Supervised)

## Evening routine

The evening routine then has the following variations subject to pupil age.

20:00 – 20:30 Free time for all pupils

20:30 – 21:00 Dorm Call: Years 5 – 7

Pupils to pack bags for the next day, shower and get ready for bed.

20:45 – 21:15 Dorm call: Year 8

21:00 – 21:30 Dorm Call: Year 9

21:15 – 21:45 Dorm Call: Year 10

21:45 – 22:15 Dorm Call: Year 11

22:15 Dorm Call: Year 12 & 13

## Saturday

08:00 – 8:30 Wake up, wash and get ready

08:30 – 09:00 Breakfast in the Dining Hall

09:30 – 10:00 Assembly, Registration and organisation into activity groups

10:00 – 12:30 Typical activity session with mid-session break if appropriate

12:30 – 17:30 Free time for all pupils

13:30 – 17:00 Junior Trip (Years 5 – 8) A member of staff takes pupils out for the afternoon.

## Sunday

10:00 – 10:30 Wake up, wash and get ready

10:30 – 11:00 Brunch in the Dining Hall

11:00 – 17:30 Free time for all pupils

13:30 – 17:00 Junior Trip (Years 5 – 8) A member of staff takes pupils out for the afternoon

18:30 – 19:15 Chapel

All pupils can also sign up for Outdoor Ed activities for full days on Saturday and/or Sunday.

## **Weekday registration for boarders**

Pupils should arrive in their form classes by 08:45 to allow for prompt arrival for Registration. All pupils should register with their Form Tutor at 08:50 for morning registration, late marks will be given for arrival after 08:55. Pupils who arrive after 09:00 must sign in at the School Office and they will be given a late mark. Afternoon registration will be taken at 13:55. If a pupil is required to leave school during a normal school day, then permission must be obtained from the Housemaster/parent.

## **End of school day**

School ends at 16:45 for Years 5 & 6 and 17:00 for Years 7 – 13. Pupils can then return to their boarding houses. Sixth Form pupils are allowed back to their houses at any time during the day when they do not have lessons, however, we recommend that they use the time wisely in the Sixth Form Study area. Lower School pupils are not allowed in the Boarding houses during the day. Boarding houses are supervised during afternoon break by a member of staff to allow pupils to get changed for activities if needed.

## **Absence**

If your child is unwell, they will be escorted to SAN, where the school nurse will assess them and decide on an appropriate course of action. Parents will be informed where appropriate. Pupils can stay in SAN for the day if they are unwell and the school nurse will monitor their condition. Pupils cannot stay in their rooms in the boarding houses under any circumstances.

## **Saturday activities**

Saturday morning attendance is mandatory for all Boarding pupils. Activities run from 09:30 – 12:30 and offer a wide range of opportunities for the school community. These activities are signed up for on SchoolBase in Form time during the previous week. Pupils get a choice from approximately 8–10 different activities ranging from 4x4 driving to Arts & Crafts, from Wakeboarding to Warhammer games.

Apart from when representing the school at away fixtures, pupils may wear casual clothes to attend weekend activities. Pupils in Year 9 and above may sign out in groups of three or more and leave the site during the day, however they must be back for supper. Anyone who wishes to be off site after supper must get express permission from their Housemaster/parent.

Any pupils who wish to spend the night away from school must have permission from their parent/guardian, their housemaster/parent and the parent/guardian of whomever they are wishing to stay with prior to leaving site.

## Rewards

Positive contribution, extra effort and high achievement are recognised in various ways at St David's College:

- Pupils are awarded effort and attainment grades on school reports.
- Effort and achievement prizes are awarded at Speech Day every year.
- Merits are awarded by subject staff or tutors for good work, positive attitude, positive contribution and actions in school.
- Certificates of achievement can be awarded by any subject or activity to pupils who contribute with positive effort or excellent work.

## Rules and sanctions

The school rules are intended as guidelines for pupils on their conduct and are followed by all with a mutual respect and understanding of them. We do recognise that views of pupils and staff do not always coincide and as such, there are structures and strategies in place for dealing with concerns.

### Break time detentions

Pupils may be set a specific task to complete for a minor infringement of the school rules. These will take place during break.

### Academic and general detentions

When work is not completed to a satisfactory standard, or not at all, staff will set detention during the last two periods on a Wednesday or a Friday. General detentions may be set for poor behaviour and other misdemeanours.

### Boarding pupil: Gating

This is a serious punishment and the final sanction prior to suspension. A gating means that pupils will have all privileges and free time during the school day and at weekends removed until the set period has been completed. Pupils are given sanctions such as litter picking on site or Hoovering the boarding house between the hours of 14:00 – 17:00. Parents will be informed if their child is gated. An example of this would be if your child was caught smoking.

## Pupil concerns and complaints

If you feel worried about something or wish to complain about how you are being treated or have been treated, then please speak to any member of staff that you feel comfortable speaking with. You can get a full copy of our pupil complaints policy from any member of staff.

## Anti-bullying policy

The school will promote the ideal that pupils should support each other in all that they do. Conflict should be avoided, be it physical or mental. Pupils will be encouraged to report incidents of bullying to a member of staff. The ethos and culture of the school will ensure the protection of the pupil, so they do not themselves become a victim of bullying. Pupils will be encouraged to share problems with staff. Pupils will be made not to feel guilty about airing complaints. Staff will report any incidents of bullying to their Form tutor or Head of Year who will escalate it appropriately. Any report of bullying will be taken seriously. A full copy of our Anti-bullying policy can be downloaded from the Policies page of the school website.

# Boarding pupils: Pastoral matters

## Communication

Your child's Housemaster/parent should be your first point of contact with the school. Academic matters should be directed towards your child's Head of Year, although the Housemaster/parent is also available to offer support and advice. All staff may be contacted via the school office where messages will be taken for staff who are unable to take your call, or alternatively, you can email or arrange an appointment in person with the appropriate member of staff.

**Headmaster's Secretary:** Mrs Lisa Watson or Miss Zara Wood (Assistant)

**Email:** [hmsec@stdavidscollege.co.uk](mailto:hmsec@stdavidscollege.co.uk)

**Phone:** 01492 875974

## Housemasters and Houseparents

Housemasters and Houseparents consider their houses as an extension of their homes and as far as possible, are there to offer moral guidance, discipline, care and general well-being for the boarders in their care.

Our youngest boarders may begin boarding life sharing a room with up to four pupils. All Sixth Form boarders enjoy single or double study bedrooms. Prep is done in the boarding houses and pupils are encouraged to see their boarding houses as a home from home. As they move up the school, boarders are given more responsibilities and duties, but with this also comes more freedom and free time. Balance is key to a supporting, caring community in which we believe at St David's College. The Head of Boarding oversees the running of each boarding area and will deal with any serious issues, along with the appropriate Housemaster.

## Head of Boarding

**Mrs Sue Davies**

Mobile: 07498 501276

Email: [sdavies@stdavidscollege.co.uk](mailto:sdavies@stdavidscollege.co.uk)

## Housemasters' and Houseparents' contact details:

**Cader Idris Housemaster**

**Mrs Sian Mulvihill**

Mobile: 07956 575087

Email: [smulvihill@stdavidscollege.co.uk](mailto:smulvihill@stdavidscollege.co.uk)

### **Snowdon Housemaster**

**Mr Jonathan Demery**

Mobile: 07956 576148

Email: [jdemery@stdavidscollege.co.uk](mailto:jdemery@stdavidscollege.co.uk)

### **Tryfan Housemaster**

**Mr Nick Cogger**

Mobile: 07956 576373

Email: [ncogger@stdavidscollege.co.uk](mailto:ncogger@stdavidscollege.co.uk)

### **Augusta Girls' House Lead Resident**

**Mrs Jenny Appleton**

Mobile: 07956 576360

Email: [jappleton@stdavidscollege.co.uk](mailto:jappleton@stdavidscollege.co.uk)

### **Junior Boarding House Lead Resident**

**Miss Emily Fielden**

Mobile: 07956 576371

Email: [efielden@stdavidscollege.co.uk](mailto:efielden@stdavidscollege.co.uk)

## **Heads of Year**

Heads of Year sort out most of the issues that arise for pupils during the school day. If something occurs which is more serious, it might be raised with the Pupils' Housemaster. Personal contact can often resolve concerns before they become a bigger problem and Heads of Year can usually be contacted via the main school switchboard (01492 875974). They would normally expect to reply to any enquiries within 24 hours. Of course, on occasions they might be away accompanying pupils on trips, expeditions, etc.

### **Head of Year 5**

**Miss Emily Fielden**

Mobile: 07956 576371

Email: [efielden@stdavidscollege.co.uk](mailto:efielden@stdavidscollege.co.uk)

### **Head of Year 6**

**Mrs Anna George**

Email: [ageorge@stdavidscollege.co.uk](mailto:ageorge@stdavidscollege.co.uk)

### **Head of Transition**

#### **Years 7**

Miss Felicity Smith

Email: [smith@stdavidscollege.co.uk](mailto:smith@stdavidscollege.co.uk)

### **Head of Junior School**

#### **Years 8 & 9**

Mrs Elle Jones

Email: [ejones@stdavidscollege.co.uk](mailto:ejones@stdavidscollege.co.uk)

### **Head of Middle School**

#### **Years 10 & 11**

Mr Luke Pettitt

Email: [lpettitt@stdavidscollege.co.uk](mailto:lpettitt@stdavidscollege.co.uk)

### **Head of 6th Form**

#### **Years 12 & 13**

Mr Owen Davis

Email: [odavis@stdavidscollege.co.uk](mailto:odavis@stdavidscollege.co.uk)

# Boarding pupils: General information

The specific aims of boarding at St David's College are to:

- Develop and enrich the whole person in body, mind and spirit.
- Teach the importance of Christian morals in a close-knit community, including honesty, kindness and respect for each other.
- Create an atmosphere in which effort and determination are highly valued ("Never give up!" **John Mayor**, *Founder Headmaster*, quoting Sir Winston Churchill).
- Encourage each person to look after those around them, in their house and school, as well as to care for the wider community (i.e. To develop empathy for others).
- Create a stable, open and trusting way of life in which each boarder feels valued as an individual.
- Generate opportunities for pupils to learn leadership skills and the ability to work together (and with adults) as part of a team.
- Provide suitable conditions for boarders to feel able to turn to members of staff and senior pupils to share the good things in their lives, as well as to seek advice, counselling and support during times of difficulty.
- Create an atmosphere of tolerance, openness and trust in which bullying is less likely to develop.
- Provide accommodation that is comfortable, safe and appropriate to the needs of boarders' age group and which gives suitable levels of privacy.
- Enable students to master independent living skills, ready for life.
- Teach and encourage a healthy way of life in which fitness, hygiene and a balanced diet are valued.
- Provide the conditions for boarders to develop their intellectual talents through a well-structured homework setting with access to staff and other pupils.
- Generate opportunities for students to learn time management skills as they progress to higher years and greater levels of responsibility and self-discipline.
- Encourage participation in a wide range of activities, hobbies and options that will assist in the personal, social and cultural development of boarders of their age.

Boarders are expected to attend every main meal during the week (even if they have eaten elsewhere) to be registered in the Dining Room. If any pupils wish to voice their opinions or concerns about food, they may do so directly with our catering manager, Will Jones, through their designated representative on the catering committee or through the school council and house forums.

## Boarding house kitchens

Each boarding house has a kitchen area for pupils to make drinks and snacks. This is supervised for the younger years. For everyone's benefit and to avoid food poisoning etc., the following guidelines must be followed:

- Rubbish should be thrown in the bin and surfaces left clean.
- All dishes should be washed and returned as soon as you have finished with them.
- The kitchen equipment must not be removed.

## Evenings

Pupils must not go out of bounds nor should they go into unlit areas.

## Laundry

We want to promote good hygiene and help our boarders to learn basic guidelines about looking after themselves (in preparation for independent living). The laundry arrangements for different bedroom areas can vary and House Staff will decide when linen is changed. All dirty linen must be taken to the linen room on a regular basis and should be placed in a white linen bag (provided by the school). The laundry facilities are found on the left inside the Bursar's entrance. The linen room has individually named lockers where clothes are stored when they have been cleaned and this is available during the school day at breaks and lunchtimes and at other times by arrangement with the House Staff.

## Money

Pocket money should be brought at the start of term and banked with the Houseparent, to be drawn out when needed. We suggest about £50 (to cover House trips during the weekend and weekend visits to town) and this should be placed in an envelope showing the name and number of the pupil on the outside. The Houseparent will help the pupil to budget their money over the term and ensure that they do not spend it all in one shopping trip! If you need to send money for a special occasion during the term, please dispatch it by a secure means to the appropriate Houseparent and NOT to the pupil. The amount will be credited to their pocket money account.

There are, however, alternative methods of giving your child money. There are several prepaid cards on the market that are designed for young children, that allow parents/guardians to control the money and spending habits of the young person. An excellent website to look at is: [www.moneysavingexpert.com/banking/cards-for-under-18s/](http://www.moneysavingexpert.com/banking/cards-for-under-18s/) which offers impartial advice on the differing cards available.

## Post

If you want to send post to your child, please simply address it to the school address, clearly labelled with your child's name and number e.g. John Smith C211. All the post, including parcels, are handed out in the respective Boarding houses. Your child must not try to collect their post from anywhere else at any other time.

## Room sharing

Rooms are usually allocated at the start of each year. Students are asked at the end of the previous year to make suggestions about who they would like to share with, but sometimes House Staff must make alterations, particularly to accommodate new boarders. Everyone is expected to accept these arrangements for the first half of term at least. If, at the end of this period, pupils are still unhappy about their room allocation, it is sometimes possible to arrange a transfer to another room.

## Storage

There is limited storage space in the Houses, so it is expected that all boarders (other than those from Overseas) will take everything home at the end of the summer term. Overseas pupils who are returning the next academic year may leave some items, each of which must be clearly marked with their name and House number and by arrangement with the Houseparent.

## Town leave

Pupils in Years 9–13 may walk into Llandudno or hire a taxi to Llandudno on Saturday and Sunday between 13.00 and 17.00. They must change into smart casual clothes before going into town. Any pupil regularly late back on site will lose that privilege. Pupils must always be with at least one other person when in town and must have signed out to show where they are going and with whom. It is a good idea that all boarders have the contact details of the Housemasters. 6th form boarders who have shown a suitable level of responsibility and trustworthiness are allowed evening town leave into Llandudno on Saturdays from 19.30–22.00. This privilege is only granted on the understanding that:

- All academic work is up to date.
- Duties are completed.
- It is within the agreed time.
- Students keep within the law.
- Only purchase alcohol if 18 years old and do not purchase alcohol for drinking by anyone under 18.

## House rules

1. No pupils are to leave the School site without permission.
2. No pupil is to visit anyone outside the School, be taken out by them or receive visitors, without permission. Day rooms, bedrooms and studies are out of bounds to all visitors except parents, unless specific permission has been obtained.
3. Boys are not allowed in the girls' boarding areas, or dayrooms.
4. Girls are not allowed in the boys' boarding areas, or dayrooms.
5. Shorts, games kit or dirty clothes must not be worn in the dining room.
6. Boarders may NOT change for games in their Houses and must not bring mud into the buildings. No football boots or dirty trainers are to be worn in the Houses.
7. Take-aways are allowed on Saturday nights only. Permission may be given for ordering on other nights, due to good behaviour, a birthday celebration or other reason, however permission must be received first by housemaster/mistress only.
8. Being late for dorm call could result in pupil being put on housework, or other appropriate sanction. This may be given by the sixth former on duty but agreed on by the duty member of staff.
9. Pupils in year 9 and above can go into town on a Saturday and Sunday afternoon, but must sign out first and go in groups of 3 or more.
10. Any pupils with a games console, must have appropriate age rated games. Any games that are not appropriate will be confiscated by staff and returned to pupils' parents/ guardians.
11. All pupils must have age appropriate DVDs. Any DVDs found that are not appropriate will be confiscated by staff and returned to pupils' parents/guardians.
12. There should be no visitors from other houses until after 5pm.
13. Pupils are not allowed to sell food, drink or other items to others under any circumstances.
14. Anyone wishing to order a taxi, must go through their housemaster/mistress.
15. Any pupil wishing to move furniture around in their dorm must get permission from housemaster/mistress first.
16. Smoking/vaping/drinking in dorms is strictly forbidden. This could result in suspension.

## Bedrooms

- Furniture in bedrooms must not be removed or moved without permission.
- Pupils are responsible for keeping their own areas clean and tidy.
- Decorations, posters etc. may be hung on walls subject to censorship – common sense should prevail.
- Cookers and private heaters are not allowed for safety reasons. Permission must be sought for any electrical equipment which must all be PAT tested.
- Pupils must not tamper with services to the bedrooms or cause wilful damage to any School property. Pupils will be charged for any damage caused.
- Bedroom occupants must not behave in a way that disturbs others.

# Day and Boarding pupils:

## A–Z of miscellaneous information

### Bicycles

As a school body, we encourage pupils to use their bicycles around the school grounds. All pupils must wear helmets whilst doing so. There are facilities onsite for the safe storage of bicycles, and pupils should contact Residential Staff prior to bringing their bicycles onto the premises.

### Boundaries

Pupils are usually allowed anywhere on the school site that is unlocked. However, the following are out of bounds unless directly supervised by a member of staff:

- The Forest and all other wooded areas.
- Beyond Chelsea House (Tryfan) for boys.
- Opposite sex boarding houses unless under supervision.
- Unlit areas in the evening.

### Cadogan Centre

Our unique provision of support for pupils with additional learning needs includes 1:1 lessons and small group work with highly qualified and experienced teachers. This provision extends to mainstream lessons where all classroom teachers have postgraduate qualifications in teaching pupils with additional learning needs.

We provide a full mainstream education leading our pupils towards GCSEs, A Levels and BTECs. It is our uniquely tailored curriculum that allows pupils to excel and reach their potential. The opportunity to mix and match A Levels and BTECs enables pupils to learn appropriately and progress to university, further education courses, apprenticeships or direct entry to the work place.

### Car driving

Pupils wishing to drive their cars on site will need prior permission from the Headmaster or Deputy Head. Pupils wishing to apply should speak directly to the Headmaster or Deputy Head and application forms are available from the Headmaster's secretaries. Pupils must not drive onto the main campus past Lion's Gate and must not park in the car park in front of the Minstrel Hall. Pupils may only park in the spaces in the overflow car park by Lion's Gate.

## Damages

If you notice that something needs to be repaired, you should report this to your Head of Year or Housemaster, who will ask the Estates Team to repair it. Any purposeful damage will be charged to the Parent/Guardian who will be informed prior to doing so.

## Devices (Mobile phones and tablets)

Mobile phones are not insured by the school if brought on to school property and as such we advise parents/guardians to insure them. The school accepts no responsibility for loss or damage of mobile phones or tablets. School advises that a PIN is set up to lock access to the phone and prevent tampering.

### Pupils in Years 5 –7

Pupil must hand their phones in to their Form Tutor at morning registration and may collect them at afternoon break.

### Pupils in Years 5 – 11 (Boarders)

All pupils must hand their phones in to their Housemaster/parent at Dorm Call. They can be collected after breakfast the next day.

## DVDs and computer games

All DVDs and computer games/Xbox/PlayStations and other games consoles must be approved by staff and they will expect to see a suitable rating for the age of the viewer(s). Those which they decide are unsuitable will be confiscated and returned to parents/guardians.

## Electronic calculators

Much of the work leading up to GCSE requires the use of electronic scientific calculators. We expect each pupil to possess an electronic scientific calculator and pupils will be taught how to use them. We do not expect a certain make to be purchased. The calculators sold in your local supermarket will be more than adequate. Pupils will not be permitted to use the calculators on their mobile phones when in lessons or exams.

## Extra charges

Throughout the school year, there will be trips/events organised that will be subject to an extra charge, for example a trip to the cinema. These can be placed on the bill or paid for in cash. Pupils are asked to check with their parents/guardians first before signing up for a chargeable trip. ParentPay is also available for some trips.

## Fire alarm

The following procedure must be followed by all people on site:

- Be quiet and calm.
- Make sure everyone else around you know there is a fire alarm.
- Prefects and House staff collect lists and signing-out books from the usual places (if safe).
- Leave the building using the shortest safe exit route (shown by green arrows).
- Day pupils line up in front of the Gymnasium; Snowdon boarders on the front lawn; Tryfan boarders by the Hercules statue; Cader Idris boarders below the Hercules statue and Augusta girl boarders on the top lawn by the arbour.
- Pupils answer their names clearly when they are called. Residential assistants/ Housemasters check each House is complete and report absentees to the most senior member of staff present (Members of Senior Leadership Team (SLT), Fire Marshall or Housemasters on duty).
- **Do not go back into a building** until told to do so by the member of staff in charge.

## Fire hazards

Candles, matches, lighters, fireworks, incense/joss sticks etc. must not be brought into school as the use of these items is likely to put the whole community at risk.

## Fitness Suite

St David's College benefits from a well-equipped Fitness Suite. The suite may only be used when supervised by a qualified member of staff. There are organised sessions with a qualified fitness instructor, usually every day of the week.

## Fixtures

There is an extensive sport fixture programme for all ages throughout the year, in rugby, netball, football and tag rugby. Details of fixtures will be provided as soon as possible, usually by email. There are also tours throughout the year in rugby and netball, for the juniors and seniors.

## Headphones

Listening to music can be great fun and can help you to relax/concentrate. Many pupils have music devices, and these can help certain individuals to focus on their work if used responsibly. Headphones can only be worn when you are not in a common area during the school day. Appropriate times to listen to music are during breaks, in Study Periods for older pupils, and some teachers may allow the use of headphones whilst tackling coursework and

other project work in their lessons. Music must never be loud enough to create a distraction for other pupils in the same area. Headphones must not be worn whilst crossing the courtyard or walking down the drive to the Boarding Houses. This is for the pupils' own safety as visitors in cars as well as School Minibuses need to access the site.

## Homework (prep)

Homework is set at all levels, but the type of task and the style of assessment will vary according to the age of the pupil and the department that sets the work. The purpose of homework is usually to reinforce work completed in lessons or extend learning beyond the classroom.

- Pupils in years 5 and 6 will be set a small amount of homework by their class teacher.
- Pupils in years 7 – 9 will be set a project-based homework to be completed over the course of a half term.
- Pupils in years 10 and 11 will be set work by their individual teachers throughout the week.
- 6th Formers will also be set work by their individual teachers; however, they are expected to spend at least a couple of hours on homework/revision each evening and/or weekend. Teachers will bear in mind additional pressures pupils may have from other homework or events such as sports fixtures, house events and outdoor education trips.

## Internet matters, computers and e-safety

School provides pupils with a unique WIFI code that allows them to log on to the school internet. There is a maximum data allowance for each pupil, and this is increased for our overseas pupils to allow them to contact home. Our internet is protected by the latest firewall which is managed by our IT department. Any WIFI that is provided by parents/guardians will obviously not be protected by the schools' security systems, therefore caution must be taken.

## Jewellery

Pupils must remove all jewellery including earrings for all Sport and Outdoor Education lessons. The school will not be held responsible for loss or damage to pupils' jewellery.

## Medical Centre (San)

The Medical Centre is open between 08.00 – 22:15. Pupils requesting non-urgent treatment are expected to attend the Medical Centre during school break times only. Pupils requiring urgent treatment will be seen immediately at any time. The Medical Centre has a sick bay which is available for use by boarding pupils. The Pupils who are ill must go to the school's Medical Centre to receive the proper attention and may not stay elsewhere without Sister's

permission. Boarders are not allowed to stay in their rooms under any circumstances. Parents will be contacted if appropriate.

## Medicines

Any medicine brought into school must be handed in to the Medical Centre. Medical Centre staff are responsible for the storage and administration of medicines. In some circumstances pupils can self-manage their own medicines. Any pupil who has expressed a wish to self-manage their own medicines and is deemed sufficiently responsible by the Medical Centre staff will be required to sign the relevant Risk Assessment form. Pupils are not permitted to keep any prescription or non-prescription medicines in their room or on their person without the approval of the Medical Centre.

## Lifts in cars

Parents/guardians must give written permission (email is acceptable) in advance for a pupil to be collected by someone other than those with parental responsibilities. For those Sixth Form pupils who can drive and have a car on site, they will not be allowed to offer lifts to other pupils without written consent from both sets of parents/guardians.

## Missing items

Lost items should be reported to the pupil's Head of Year or Housemaster who will alert staff to help Pupils look for it. Whilst we will do everything that we can to investigate any mislaid items, St David's College is unable to accept responsibility for any individual's losses which happen on our site. Therefore, everyone is strongly advised to arrange for valuable items to be covered by an "All Risks" insurance policy.

## Money

Day pupils do not need to bring money to school unless requested for charity events such as cake sales. The cost of some activities is charged to the termly bill, so pupils are asked to check with their parents before signing for a chargeable activity. If they want to pay for the activity themselves, they should tell the person organising the event.

## Mouth guards

Pupils playing rugby are expected to have adequate mouth guards for them to participate. We can organise mouthguards for pupils through the PE department. For more information, please contact: Head of PE, Mr Dan Lycett on email at: [dlycett@stdavidscollege.co.uk](mailto:dlycett@stdavidscollege.co.uk).

## Music and Performing Arts

With eight major productions a year as well as many more opportunities to perform, there is plenty of opportunity to showcase your talents. Access additional qualifications such as Associated Board and Rock School Music qualifications, acting qualifications with LAMDA to broaden your portfolio. With a music and stage production course available pupils can explore the industry from behind the scenes and gain a vocational qualification. An annual music trip showcases pupil skills abroad. Recent trips have included Bruges, Amsterdam and Paris.

One of the strengths of St David's College is our Music Department. We offer a wide range of opportunities through our music programme where all pupils are encouraged to participate. These include: Making a CD in the recording studio; Jazz Bands; Junior & Senior Choirs; and Chamber singing groups.

Singing forms part of every music lesson and all pupils are encouraged to join the choir as well as form their own vocal ensembles. Most instruments are taught on a one-to-one basis on a rota during the school day. Pupils are encouraged to use their skills to perform in concerts and events. We encourage as many students as possible to take up a musical instrument. The music rooms are available for practice before and after school with permission from the Music Department.

Pupils follow a tailor-made Key stage 3 curriculum, including Remix, Music for Cartoons and Music for Film, before embarking on optional BTEC Music courses in Key Stage 4 and 5. There are currently 22% of the whole school in the Choir and optional 'take ups' for older pupils are well above national averages. For more information contact: Rachel and Chris Ward by email: [cward@stdavidscollege.co.uk](mailto:cward@stdavidscollege.co.uk).

Within the realms of Drama/Performing Arts, our main production is the annual school musical, which is open to any student in SDC. It is performed at a local theatre and this provides the students with the valuable opportunity of working in the professional world of theatre.

Another hugely popular performance opportunity is the annual House Panto Competition. Again, this is open to any of our students and provides them with the opportunity not only to stretch their performing skills, but also to explore any hidden talents they may have from a production perspective such as: lighting and sound tech, stage set, costumes and make up!

Alongside the KS3 lessons and BTEC Level 2 and 3 courses, students have access to additional qualifications with London Academy of Music & Dramatic Art (LAMDA). They can study for examinations in Acting and/or Musical Theatre. These accredited qualifications help to broaden students' portfolios/CVs and can gain them additional UCAS points, when studied at Level 3.

## Outdoor Education

We have a specialist Outdoor Education Department and every pupil from Year 7 to Year 10 has a full Outdoor Education Day every other week, culminating in an overseas expedition opportunity at the end of Year 10.

Year 5 & 6 pupils also participate in an Outdoor Education programme, but not as regular as the older pupils. As pupils progress through the school, they continue to take opportunities to extend their skills.

All pupils are involved in the Duke of Edinburgh's Award scheme and many go on to achieve the Gold Award. Opportunities are provided in the 6th Form for pupils to gain National Governing Body Awards and study a BTEC course in the subject.

## Overnight stays

Day pupils are welcome to stay overnight in boarding accommodation, with prior arrangement from the Pupil's Housemaster, providing there is space. We are happy to arrange this, and the Bursar's department will add a pro rata cost to the school bill.

## Padlocks

Lockers are available in school for pupils to use for charging laptops. Boarders are also able to lock their wardrobes. Parents need to provide Day Pupils with one padlock, preferably with a code to enter, not a key padlock, and Boarders need two padlocks

## Parents' evenings

Parents are invited to attend their son's/daughter's parents' evenings during the Spring term. Here they will have the opportunity to meet their son's/daughter's teachers and 1-1 Specialist Learning Support teachers. Information can be found on the school website or calendar.

## Personal food

Boarders are encouraged to have their own secure 'Tuck' box, but we encourage a healthy and balanced diet. Perishable food should not be kept in rooms nor should 'takeaways' be consumed there. For everyone's health and safety, fresh items must be kept in a refrigerator and eaten by the date on the packet. Food provided by the dining room staff should be eaten there.

## Policies

A selection of school policies can be viewed and downloaded from the school website: [www.stdavidscollege.co.uk/downloads](http://www.stdavidscollege.co.uk/downloads)

## Registration

All pupils must attend all registration, 08:45 for the morning and 13.55 for the afternoon. Absent pupils will be followed up by Heads of Year and/or the Assistant Head. As a day pupil if you wish to stay for supper, or later, you must inform a member of staff beforehand. You will then be asked to register with the duty staff at tea at 17.45 and sign out with them before leaving the site. Parents of day pupils who are going to be late or absent should contact the Headmaster's Secretary before 17:00.

## Reports

Parents receive reports from staff at the end of the Autumn and Summer terms.

## Searches

For the health and safety of everyone in our community, there are circumstances when it would be reasonable for staff to search a pupil's property. These would include;

- Theft;
- Well-founded suspicions that the student is in possession of illegal or banned substances/items;
- When not searching might put at risk the welfare of the person or any other member of the St David's College community;
- A pupil would normally be expected to be present when his/her possessions are being searched, unless in an emergency. If a search is needed, the following would normally happen:
  - The student would be told by a member of staff that it is necessary to search
  - The student could ask for a friend or advocate to be present
  - Two members of staff (or a member of staff accompanied by a Prefect) would be present during the search
  - An "incident" record would be made of the search showing the date, time, who was present, how and why the search was carried out and what was found
  - This record would be signed by everybody present at the search.

## Security

Security in boarding houses is of paramount importance. All boarding areas are protected by key-fob doors, accessible by boarding pupils and staff only. Day pupils are not allowed in the boarding areas, unless permission has been given by the Housemaster. Doors must not be wedged open.

## Signing out

Whenever day pupils leave the school site in the middle of the school day, they must “sign out” with the Headmaster’s Secretary, Mrs Lisa Watson. When they arrive back, they must sign back in with Headmaster’s Secretary. Pupils must never sign in/out for other pupils. For all absences from the school grounds, boarders must first obtain permission from their House staff unless they are attending activities or events arranged by the school.

## Smoking, alcohol and drugs policies

Pupils agree to follow the school rules on smoking, alcohol and drugs as found under the Policies page on the school website. Pupils are forbidden to smoke at school – this includes e-cigarettes. Anyone addicted to smoking and looking for advice about giving up may ask Sister in the Medical Centre, who will be pleased to help. Drinking alcohol without permission or bringing alcohol on site, will automatically lead to a suspension or gating, decided by the Housemaster or Assistant Head. St David’s College operates a random drugs testing policy and any student could be tested at any time. If you have any concerns about this, please contact the Headmaster or Deputy Headmaster.

## Sport

St David’s College prides itself on a superb sporting provision. Pupils are proud to represent their school and they achieve exceptional results, competing at a high level. Individuals are encouraged to pursue their sporting talent and play representative sport at regional and national levels and the school can accommodate learning that needs to happen off site as a result of representing your country.

## Stationery

Pupils are expected to own a pencil case containing a minimum of two pens, a pencil, a pencil sharpener, eraser and ruler. Coloured pencils, highlighters and a maths set including a scientific calculator, compass, protractor and set squares would also be very useful.

## Taxis

Pupils can use taxis to take them to various places, once they have the necessary permission from their Head of Year, House Master or other member of staff. We use a local taxi firm called Alliance 01492 878787 as all drivers hold a clean Disclosure & Barring Service (DBS) check certificate. The fare can be either paid for in cash or placed on the pupil’s bill and taxis can only be ordered by a member of staff, not a pupil.

## Useful telephone numbers:

**Chaplain, Rev Tim Hall:** 07887 874487

**Assistant Chaplain, Becky Grey:** 07498 500955

**Craig-y-Don Medical Practice:** 01492 864540

**Care Inspectorate Wales (CIW):** 0300 7900 126

**Childline:** 0800 1111

**Samaritans:** 116 123 & 0808 164 0123 *Welsh Language Restricted time*

## Windows

It is a health and safety requirement that windows may only be opened as wide as the restriction catches allow. It could be very dangerous to try and change the amount the window opens and, if any problems are noticed, they must be reported to the Head of Year or Housemaster. Under no circumstances should window restrictors be adjusted. Any damage found to any windows caused by a pupil, will result in the pupil being billed and an appropriate sanction given.

# Contact information

## Main school address

St David's College  
Gloddaeth Hall  
Llandudno  
Conwy  
North Wales  
LL30 1RD

Office hours: 08.30 – 17.00

## Headmaster's Secretary

**Mrs Lisa Watson**

**Miss Zara Wood (Assistant)**

Telephone: 01492 875974

Email: [hmsec@stdavidscollege.co.uk](mailto:hmsec@stdavidscollege.co.uk)

## Bursar's Department

Telephone: 01492 876702

Fax: 01492 870383

Email: [bursar@stdavidscollege.co.uk](mailto:bursar@stdavidscollege.co.uk)

## Medical Centre

**Sister Pam Richards**

Telephone: 01492 879086

Mobile: 07956 576367

Email: [pgr@stdavidscollege.co.uk](mailto:pgr@stdavidscollege.co.uk)

# Map of the school campus

