



HARROW
SCHOOL

EXISTING CUSTOMS

2016

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A member of Harrow School is expected to maintain a high standard of civilised and unselfish behaviour at all times; to be honest, considerate and courteous to others; to show his commitment to learning; to contribute with enthusiasm and to the best of his ability; to show respect for himself and care for his environment; and to promote the reputation of the School.

1. THE SCHOOL'S PURPOSE

Harrow prepares boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

To achieve our purpose, we place particular emphasis on five key areas:

Scholarship – Encouraging intellectual curiosity, independent thought and effective learning habits.
Opportunity – Ensuring boys perform to their potential, thereby increasing their educational and career opportunities.
Character – Developing and maturing the individual, enabling boys to uncover the talents, skills and values to be of good influence beyond Harrow.
People – Admitting boys who will thrive and contribute at Harrow, and recruiting and nurturing staff who facilitate excellence.
Operations – Providing environments, infrastructure and functions that set us apart.
Our purpose and these priorities are underpinned by our Values - Courage, Honour, Humility and Fellowship. Our four Values link closely to our Christian foundation and the principles of 'Godliness and good learning' established by our founder, John Lyon. For more information, visit www.harrowschool.org.uk/our-purpose .

2. SCHOOL RULES

The School rules apply in all circumstances on the Hill and are intended to ensure the safety, welfare, good order and reputation of the School. The rules also apply to individuals, groups or teams at matches and expeditions away from the School during term or in the holidays and to those travelling to or from School by public transport.

THE FOLLOWING ARE FORBIDDEN:

BEHAVIOUR AND CONDUCT

- all forms of bullying or intimidating behaviour as outlined in the School's Counter Bullying Policy, including using another boy's property (e.g. books or clothes) without his permission;
- attempting to film and/or subsequently distribute or store images of bullying-type behaviour;
- personal fagging;
- possession or use of unauthorised drugs as well as legal highs, including in the holidays;
- smoking, buying or possessing cigarettes, tobacco or e-cigarettes in or out of Harrow;
- unauthorised drinking of alcohol;
- visiting a public house;
- possession of obscene or offensive material in any form;
- body piercings or tattoos;
- betting and gambling;
- eating or drinking in the street or during lessons, with the exception that at weekends boys may buy ice creams or lollies from Incanto or the Newsagent and eat them immediately outside the shop;
- going into a shop during School periods;
- any form of bad manners on the street, e.g. loitering in groups, crowding the pavement, inconsiderate use of zebra crossing and shouting out of windows;
- any form of careless, thoughtless or dangerous behaviour on or near the road;
- damaging or defacing School property;

- asking for or receiving credit from a shop, unless it has been arranged by a boy's parents;
- copying work from another boy, from a translation, book of answers or from a digital source;
- giving information or contributing articles, letters, etc., to any journalist or publication other than an official School publication without the Head Master's specific permission.

HEALTH AND SAFETY

- possessing articles that may constitute a fire risk such as cigarette lighters, matches, candles or joss sticks;
- using or possessing any potentially harmful weapon, ammunition or explosive, including any sort of knife, fireworks, BB guns and laser pens;
- possessing appliances with a heating element such as electric fires, fan heaters, hair driers, tea and coffee makers, and toasters;
- crossing the main road between the bottom of Church Hill and the refuge opposite Garlands Lane, except by the zebra crossing;
- crossing the main road between West Acre and the Newsagent, except by the zebra crossing;
- using Peterborough Road and Davidson Lane when going to and from lessons, apart from boys in Elmfield and Lyon's;
- snowballing in or near the street or buildings;
- going on the roof of any School building;
- playing British bulldog or similar games on the games fields;
- going on to the golf course, which is out of bounds unless playing golf (at all other times, boys may only use the path around its perimeter).

OTHER

- cutting one's own or another boy's hair;
- unauthorised possession of television sets or DVD players;
- using electronic devices, e.g. mobile phones or iPods, on the streets (including on Short Duckers), in the SCH or in lessons, unless given permission by a Master. For trips off the Hill (including away matches), electronic devices may be used when travelling in coaches or minibuses, but they must not be used at the venue of a trip, when walking in a group on the streets or on public transport;
- chewing gum (including on School trips off the Hill);

- correction fluid;
- playing ball games in Bill Yard;
- sexual relationships with another person while at School. Before any visitor enters a boarding House, he or she must have the permission of the House Master. Boys are not permitted to lock their rooms and should not indulge in any activity that might cause embarrassment.

THE FOLLOWING REQUIRE A HOUSE MASTER'S PERMISSION:

BOUNDS

- going off the Hill, i.e. beyond any road at the foot of the Hill, except to the Philathletic Ground;
- going into The Grove wood, the churchyard and Church Fields;
- unless in the Upper Sixth, visiting another House after locking up, or visiting another House after locking up without also having the permission of the House Master (both the boy's own and that of the House visited);
- visiting a licensed restaurant (Café Café, Blues, La Collina, the Incanto restaurant or The Connoisseur) for sit-down meals or for takeaways. This includes having a meal with parents or other relatives. The only exception to this is Café Café and Blues for School Monitors, and Café Café for members of The Phil or The Guild on designated days. Boys must not at any time be in the restaurant without the adults they were given permission to go with or go to a restaurant with the parents of another boy without their own House Master's permission;
- visiting any private home on the Hill, even if the parents of a boy request it;
- using local takeaway meal facilities;
- going to the games fields after prep when daylight permits.

TRANSPORT

- driving a motor vehicle (except as part of driving tuition);
- riding in a car driven by a person under the age of 25 (other than a brother, sister or Master). This also requires written permission from the boy's parents;
- riding a bicycle (apart from School Monitors);
- using public transport (plus parental permission).

OTHER

- inviting external guests onto the Hill, including for School or House events, e.g. plays or concerts (members of the Sixth Form Club must obtain a chit from their House Master for permission to take any external guest with them, who must submit to all the normal School rules operating there);
- possessing or taking medicines;
- paying for extra tuition;
- keeping an animal;
- keeping DVDs or computer games in a boy's room;
- bringing computer equipment into the School (see the rules on 'Use of ICT Resources' below).

MOBILE PHONES

Boys may only have one mobile phone at Harrow and its number must be lodged with their House Master.

Boys are not allowed to use mobile phones during prep or after bedtime. Outside their Houses, boys may only use mobile phones after lunch on Saturdays and Sundays. They may, however, be taken off the Hill to official School events, such as sports matches or theatre trips. Boys should be aware of the risk of their phones being stolen and must use them sensibly. If a Master finds a boy using his mobile outside his House other than at the times listed above, he or she will confiscate it and return it to the boy's House Master. A boy can expect his mobile to be confiscated for up to three weeks. The possession of a mobile phone in an examination room is an offence for which a boy could be disqualified from the examination.

USE OF ICT RESOURCES

The School has a duty of care to ensure that boys use computer equipment and the internet, as well as mobile phones and other electronic devices, responsibly. Boys should expect their computer use to be monitored, although this will be proportionate, i.e. only so far as is necessary and in such a way that potential intrusion on privacy is limited. The School network is available for use by the whole School community, including Masters and administrative staff, boys should, therefore, use

computer equipment and the internet primarily for academic purposes and should not engage in any activity that may disrupt the effective operation of the network. School work has absolute priority over any other use.

The code of conduct below applies to use of any machine connected to the School network, a personal computer or laptop, mobile phone or other electronic device. Boys must never use another person's network account or allow their own network account to be used by another person; boys are responsible for the security of their own password at all times. A boy who is concerned that his password may be known to others should ask a member of the Vaughan Library staff to change it for him. Boys are forbidden from electronically sending over the internet or intranet or by any other means any information, such as text or images, about the School or any individuals in it without permission.

Boys must not attempt to access, send, display or store any offensive material (including images). Any form of electronic communication (including email, the internet or messaging systems) must comply with School and generally accepted standards of language and behaviour; abusive language is unacceptable. Boys are not allowed to use internet filter by-pass methods or set up or use any wireless network independent of the School network or use or operate any device as a TV receiver.

At the start of the academic year, boys are asked to sign a written agreement about their IT use. This includes a supplement for each boy to keep for reference which expands on the five broad principles of the agreement and serves to provide specific examples of what is and what is not permissible. This supplement is also found on the School intranet. Any breach of the code of conduct will lead to a boy being placed in the 'sin bin', which involves loss of internet access while the matter is being investigated. Normal School punishments may then be applied depending on the severity of the offence, but boys should be aware that the abuse of School and personal computer equipment, mobile phones and other electronic devices will be taken seriously. Misconduct during the holidays will be subject to School discipline if the welfare of other pupils or the reputation of the School is placed at risk.

3. DRESS AND APPEARANCE

It is expected of all boys that in dress and in general appearance, as in other respects, they shall at all times be a credit to the School, including when they are off the Hill at School matches or on trips. The maintaining of good standards of personal appearance throughout the School is the responsibility of all Masters and the School Monitors.

GENERAL RULES

Hats should be worn – never carried – when going to and from lessons and to Speech Room and weekday Chapel on all streets on the Hill, on the War Memorial steps and in the Bill Yard, except to and from evening School on the winter timetable. Boys must be clean shaven. Top buttons and ties must always be done up. No visible jewellery may be worn except for signet rings by boys in the Upper Sixth who have achieved their 18th birthday.

Full School uniform should always be worn to breakfast and lunch. At supper after games, approved games clothing may be worn instead, but only if it is clean; a mixture of School and eccer wear is not permitted. Only approved School or House kit can be worn for eccer, including to the Sports Hall. Boots should always be carried to the games fields.

HAIR

Boys are not allowed any form of hair cut or style that draws unnecessary attention to them. Hair should be tidy and of a style acceptable to a boy's House Master and the Head Master. While length is a matter of perception, hair should always be off the collar. Very short hair that shows the scalp and dyed hair are not permitted. If a boy returns to School with unsuitable hair he will be required to have the problem dealt with immediately. If this is not possible, he may be sent home until the problem is resolved.

During term time, as soon as a boy is perceived to have hair that is too long it should be cut to an acceptable length within a short specified time. Boys are strictly forbidden from cutting each other's hair. The School has its own hairdressing salon, in a central location behind Hill Shop. The cost of a shampoo and haircut can be put on the end-of-term bill.

UNIFORM REGULATIONS

Boys must have a chit from their House Master explaining any reason for not being in correct uniform (for example not having a hat or correct shoes) for a specified period of time. Boys will be put on Custos Report if they break dress regulations.

SCHOOL DRESS

Normal School dress consists of the following standard items:

- a blue jacket (bluer);
- light grey worsted flannel (not denim or cotton) trousers (greyers);
- a white shirt;
- a black tie;
- black leather shoes that can be polished;
- socks of a sober colour;
- a straw hat.

A Harrow blue V-necked sweater or, for members of the Sixth Form, a cardigan may also be worn. Belts must be black. Only dark blue or black overcoats may be worn.

The only variations on School dress allowed are listed below.

Ties: School Monitors should wear their tie; members of The Phil and The Guild may wear their bow ties. Only members of the Sixth Form may wear other official awards ties (sporting or cultural) as part of School dress after lunch.

Hats: School Monitors should wear a crested hatband. Hat elastic must not be removed. Boys must have a chit from their House Master explaining any acceptable reason for not having a hat for a specified period of time.

Sweaters: School Monitors may wear a V- or crew-necked sweater or cardigan of a plain colour other than blue.

Woollen scarves: all School Monitors, Phil members, Guild members, cricket and soccer flannels, rugby lions, together with boys who are awarded their Harrow football flannels in the Upper Sixth, may wear the appropriate scarves; otherwise only School woollen scarves may be worn. Scarves may not be worn indoors, e.g. in Chapel, Speech Room, the Shepherd Churchill Hall or form rooms.

SUNDAY CHANGE OR DRESS

School dress on Sunday is black tail coat, white shirt (as for weekdays), black tie and waistcoat, black striped trousers with braces, dark socks, black shoes as for weekday dress. Monitors may wear a black waistcoat with lapels. Cricket, soccer and minor games flannels and rugby lions may wear a grey waistcoat, Guild members a maroon waistcoat and The Guild bow tie, and Phil members a black bow tie. Sunday dress is worn for lunch on Sunday, as well as for every Chapel service.

SUMMER CHANGE OR DRESS

In hot weather, the Deputy Head Master may authorise summer dress: this comprises a clean open-neck white shirt (with an attached collar), sleeves rolled up neatly, no bluer or hat. Printed tee shirts that show through the shirt must not be worn.

FORMAL CHANGE OR DRESS

Formal change may be worn to away matches in the Sixth Form and expeditions off the Hill, unless otherwise instructed. It consists of a suit or a jacket or blazer with smart pressed trousers (not jeans) formal shirt and tie, formal leather shoes (polished or suede). No headwear is permitted.

HOME CLOTHES (OR INFORMAL DRESS)

Casual clothes must be clean, tidy and within the bounds of good taste, not outlandish or sloppy. School dress items may not be worn as part of informal change. Home clothes may only be worn outside Houses after lunch on Saturdays and Sundays, or on Sunday mornings if Chapel services are in the evening.

OFF-THE-HILL CHANGE OR DRESS

Any boy going off the Hill as a member of a team or on an official School expedition may wear formal change or such other dress as prescribed by the Master-in-charge. The Master-in-charge will refuse to take any boy whose appearance is, in his or her opinion, likely to reflect discredit on the School and will report him to his House Master. Any boy going off the Hill individually must be dressed in clothes appropriate to the occasion.

SPORTS AWARDS

Jackets: boys awarded soccer, cricket or games flannels and rugby lions may wear their special awards jackets after lunch and on Saturdays as part of School dress; boys awarded Harrow football flannels and triple House bloods may wear their special jackets on Saturdays and as part of formal dress.

Ties: ties of the approved colours may be worn by boys in the Sixth Form who have been awarded them for an official School sport or activity as part of School dress after lunch and on Saturdays or as part of formal dress: cricket flannels who are members of The Phil may wear a blue bow tie; and triple School bloods (i.e. cricket, rugby and soccer) who are members of The Phil may wear a maroon bow tie.

MONDAY AFTERNOONS

Boys may attend lessons in HRC uniform with the Contingent Commander's permission.

ART, DESIGN AND TECHNOLOGY, SCULPTURE AND PHOTOGRAPHY

Boys should always attend lessons in School uniform.

SCHOOL EVENTS

The usual dress code for plays in the Ryan Theatre, lectures, concerts and society meetings is School dress.

DRESS FOR GAMES

School dress should never be worn for sport. Games clothes should be appropriate to the sport and only approved School or House tracksuits or sportswear may be worn to the games fields, Sports Hall or courts.

For all House, Torpid and Yearlings matches in rugby, football and soccer, the traditional design of House shirts must be worn. Tracksuits must be one of the types of School tracksuit available in The Outfitters or an approved House tracksuit. The School tracksuits are recognised by having a School coat of arms on the top and on the trousers. Tracksuit trousers can be bought separately to wear with House rugby shirts.

Boys who wear glasses must use either contact lenses, glasses with an

anti-shatter coating or polycarbonate sports goggles for sport.

RUGBY

Gum shields must be worn by all players. Boots must have safety studs and must be carried to and from the rugby fields. For practices, boys below the Sixth Form should wear School reversible shirts with white shorts and School or House socks. Only lions may wear their special socks for other than School matches.

Boys playing in matches for School teams below the Sixth Form and in teams that do not have team strips provided should wear School reversible shirts, white rugby shorts and the School dark blue socks with three white stripes.

SOCCER

Shin guards must be worn by all players. Boots must have safety studs and must be carried to and from the soccer fields. For practices, boys below the Sixth Form should wear School reversible shirts with white shorts and School or House socks only. Flannels may wear their special socks for matches other than School matches.

Boys playing in School matches for teams that do not have team strips provided should wear School reversible shirts, School white soccer shorts and the School dark blue socks with three white stripes. In House matches, House rugby shirts or generic shirts should be worn.

CRICKET

When batting or keeping wicket, helmets must be worn. Boys playing in School matches must wear white shirts, sweaters (plain or with the School blue stripe), flannels and boots. Any boy may wear a School cap. In hot weather, white sun hats may be worn, but no other headgear is permitted.

For practices, School tracksuit bottoms may be worn as an alternative to white flannels. Only flannels may wear First XI sweaters. Cricket flannels may wear white coats; Sixth Form coats may wear white-trimmed bluers. First XI, Second XI, Third XI, Sixth Form Coat, Phil, and House caps may be worn by those entitled to do so.

HARROW FOOTBALL

Gum shields and shin guards must be worn. House football shirts may be worn instead of rugby shirts but for House, Torpid and Yearlings matches all members of a team must wear the same style of shirt, i.e. football or

rugby but not mixed. House captains are responsible for enforcing this. House fezzes may wear fancy stockings. Only Harrow football ties may wear blue shorts.

HOCKEY

The regulations are as for soccer except that gum shields and shin guards must be worn and astroturf shoes should be carried to and from the astroturf pitches.

ATHLETICS AND CROSS COUNTRY

School or white vests or approved House shirts are worn. No decorated tee shirts or Bermuda shorts are permitted. Listening to music through earphones is not allowed during School races or when running on roads (e.g. Short or Long Ducker).

TENNIS

On the School courts, white tennis shirts, shorts and clean non-marking tennis shoes must be worn. No decorated tee shirts or Bermuda shorts are permitted. Boys must carry their tennis shoes with them to the courts and only put them on when going on court.

FIVES, RACKETS, SQUASH AND SPORTS HALL

House rugby shirts or plain white tee shirts, white tennis shorts or clean white rugby shorts, clean House rugby stockings or short white socks must be worn. For rackets and squash, clean non-marking soled shoes must be carried to the courts.

GOLF

A collared shirt and smart trousers such as chinos or clean tracksuit bottoms must be worn. Bermuda, cycling and swimming shorts are not permitted.

AWAY MATCHES

All boys representing Harrow at other schools must be smartly dressed. Boys will normally travel in School uniform, but it is a Sixth Form privilege to wear a suit or jacket and smart trousers (not jeans).

Very occasionally, the Master-in-charge may require a team to travel 'changed'. If so, cricketers must wear clean whites and a cricket sweater. Shirts should be tucked in. For all other sports, only clean School tracksuits should be worn. Boys may only change out of uniform at break.

4. BEHAVIOUR AND DISCIPLINE

The School expects boys to behave in a positive and responsible manner in order to support effective teaching, learning and personal development in the School and encourages this in many ways:

- By recognising and appreciating boys' achievements in academic and extra-curricular spheres of School life and providing widespread opportunities for boys to take responsibility within the School and their boarding Houses.
- By supporting boys through a well-defined and coordinated pastoral care system coordinated by the Pastoral Support Committee, which involves: House Masters and Assistant House Masters, resident Matrons and the teams of non-resident Tutors; the Chaplains; the Health Education Tutors; the Medical Centre; specialist support (the School Psychologist, the visiting consultant adolescent psychiatrist and the Learning Counsellor).
- By providing a strong health education programme, which encourages boys to come to greater self-knowledge and understanding, to develop emotional and spiritual well-being and to express their emotions in a safe, secure manner.
- By having a clear set of School rules with regular reminders to boys about them.
- By having a fair and consistent system of sanctions that takes into account both the needs of individuals and the community as a whole.
- By having clear policies and codes of conduct designed to raise awareness and to promote responsible behaviour in particularly important areas, many of which are closely linked to the health education programme. They are: illegal drugs and legal highs; alcohol; smoking; counter-bullying; the use of IT resources; plagiarism; and the Shell classroom code of conduct.

5. SANCTIONS

Harrow School desires to maintain a fair disciplinary structure and, thus, an environment in which every boy has the opportunity to enjoy all aspects of School life. Fundamental to the School's disciplinary

procedures is the right of any boy to complain without prejudice if he feels he has been treated unfairly.

THE PRINCIPLES BEHIND THE SYSTEM OF SANCTIONS FOR THE INDIVIDUAL

- To ensure boys learn from their mistakes and become more aware of the consequences of their actions and more responsible in their future behaviour.
- To ensure that boys are, as far as possible, treated in a fair and consistent way.
- To ensure that where punishments are necessary they take account of the previous record and age of the individual concerned, while recognising that some offences are more morally blameworthy than others and may warrant a more severe punishment.

FOR THE SCHOOL COMMUNITY

- To deter other boys from committing the same offence. If a problem becomes common, the severity of sanctions may increase.
- To promote understanding that illegal drugs, bullying, theft, deception and persistent laziness can have corrosive effects in a boarding community; some offences (for example taking illegal drugs and offensive behaviour to adults) can be potentially harmful to the reputation of the School and, in serious cases, a boy may be required to leave the School because he is considered to have a bad influence on others.

PERSONAL SUPPORT AND DEVELOPMENT

Boys will be given advice and support to deal constructively with discipline issues. This may take a variety of forms from accepting responsibility, reflective work and apologising through to counselling and anger management advice.

SERIOUS OFFENCES

Serious offences, which might result in a boy being excluded* for a fixed period of time, put on a final warning or required to leave the School (permanent exclusion), are dealt with by the Head Master or Deputy Head Master. They include offences involving illegal drugs,

drinking spirits, an older boy supplying alcohol to a younger boy, breaking bounds, stealing, bullying, physical assault and smoking within a School building. Permanent exclusion is usually, but not always, preceded by a final warning.

*A fixed-period exclusion means that a boy is sent home for a specified period of time by the Head Master or the Deputy Head Master. Boys are not often rusticated at Harrow but when they are it is for two reasons:

- A boy's offence is serious enough to withdraw the benefits of his being at Harrow for a period of time. This indicates that his place in the School may be in jeopardy if he does not modify his behaviour to meet the School's expectations.
- To give the boy and his parents or guardian time at home to consider the consequences of what has happened in order to make it a positive learning experience.

During the period of time he is away from School, a boy who is excluded will be expected to complete some reflective and educational written work on the reasons for and the issues involved in his exclusion. A boy may be excluded from Harrow for an unspecified period of time if his presence in the School hinders or is inappropriate during the investigation of a serious disciplinary matter.

ILLEGAL DRUGS

The use, possession or supply of illegal drugs or legal highs, whether in term time or during the School holidays, will require a boy to leave the School. If a boy comes forward and asks for help in relation to illegal drug use and provided the boy is not already being investigated about possible involvement with drugs, the Head Master may decide that the boy can remain at Harrow, conditional upon his receiving treatment as determined by the Head Master and on his passing regular random tests designed to detect drug use. However, a boy must specifically request help from the School for illegal drug use and consent to the information being passed directly to the Head Master. It is not sufficient to 'seek help', for example, from the Medical Centre on a confidential basis.

Details of the drugs testing procedure are found in a separate document. The dangers of the use of illegal drugs are covered in the health education and Way of Life programmes.

ALCOHOL

A boy bringing spirits into the School may be required to leave the School. A boy found drinking spirits or an older boy supplying alcohol to a younger boy can expect to be given a fixed-period exclusion, with a warning that a subsequent offence might result in him having to leave the School. A boy found drinking alcohol other than spirits is usually dealt with in the first instance by his House Master, although repeat or more serious offenders will be sent to the Deputy Head Master.

The dangers of alcohol abuse are covered in the health education and Way of Life programmes. Boys (even those who are 18) may only drink alcohol in very limited circumstances and no boy is allowed to buy or to bring alcohol into the School. The regulations for the supply of alcohol to boys apply on all School trips as well as on the Hill.

ENTERTAINMENT BY MASTERS AND OTHER ADULTS (EXCEPT HOUSE MASTERS FOR BOYS IN THEIR HOUSE)

No boy below the Sixth Form may be given or allowed to drink alcohol while at School (including in an adult's home) or at any School event on or off the Hill.

Sixth Form boys may only drink alcohol (beer, wine or cider only) in small quantities as part of a social event outside their House for which prior approval has been obtained from the Under Master and where a meal is served.

The Head Master may, in exceptional circumstances, give special permission for an adult to give a Sixth Form group a very small amount of alcohol as part of an approved School event.

The boarding House is recognised as an ideal environment in which to educate boys about alcohol use and abuse. The permissions and authority below do not, however, extend to Assistant House Masters or Matrons.

Shells will not be given alcohol. Removes and Fifth Formers may be given one small alcoholic drink on very rare occasions. Boys in the Sixth Form may be given wine, beer or cider at House functions (provided food and soft drinks are readily available) or when meeting the House Master; soft drinks will always be available as an alternative.

Boys in the Upper Sixth may, if their parents request it, join the Sixth

Form Club where they can have up to two 500ml cans of beer as part of a table meal. School Monitors are permitted limited access to Café Café and Blues. Members of The Phil and The Guild have similar privileges on Tuesdays only. However, Monitors who are under the age of 18 are not allowed to purchase or drink alcohol, unless having a meal with a person aged 18 years old or over who buys the alcohol.

Boys in the Upper Sixth are permitted a weekly House drinks allowance (soft drinks, up to four 500ml cans of beer or a bottle of wine) whether or not they have reached the age of 18, provided it is supplied by the House Master and is consumed in the Upper Sixth Common Room or the boy's own room. This is allowed within the law (under the regulations that allow parents to give their children alcohol) as long as parents have signed and returned the relevant form to their son's House Master.

TOBACCO

A boy found smoking within a School building can expect to be given a fixed-period exclusion. A boy found smoking or smelling of smoke anywhere else is normally punished by his House Master with community labour or double and his parents will be informed. Repeat offenders may be sent to the Deputy Head Master. Possession of smoking paraphernalia will be punished with 400 double. The dangers of smoking are covered in the health education programme. Boys who become smokers are encouraged to seek help from the Medical Centre.

DOUBLE

Double is awarded for non-academic offences. It is awarded in the form of lines of double to be written on paper available only from House Masters. All punishments requiring double must be notified to the House Master in writing by the Master who sets it and the reason should be given. Boys must collect their double from their House Master, who will make a record of it.

Double should be neatly and properly written and should contain at least 40 letters in each line. Poorly presented double will not be accepted and will have to be repeated. "Properly written" (as instructed on double paper itself) means individual letters must touch both lines. It should be written continuously from a text book (or involve an essay set or a list of misspelt words) as specified by the Master who set it and not repeated on each line or sheet.

Double must be completed by the boy's bedtime on the next day or earlier if directed by his House Master. Boys must return the double to their House Master and he will forward it to the Master who set it.

There are certain standard 'double' punishments throughout the School:

- cutting Speech Room, Chapel, Mass, Catechism or Thought for the Day - 100 double;
- cutting Way of Life or health education meetings - 100 double;
- missing a music lesson - 60 double;
- crossing the road between the bottom of Church Hill and the pedestrian crossing outside Speech Room - 200 double;
- eating in the street - 100 double;
- chewing gum, spitting or throwing food - 200 double.

SANCTIONS FOR DAMAGE TO SCHOOL PROPERTY

If a Master finds a boy damaging School property, he will report the incident to the boy's House Master, who will arrange with the Bursar for the boy to be charged an appropriate sum towards the cost of repair.

SANCTIONS FOR POOR PERSONAL APPEARANCE

A boy who breaks the dress regulations will be put on Custos Report and his House Master informed. Custos Report involves reporting to Custos at his office in the School Yard for three successive weekdays between 7.15am and 7.30am in smart School dress. A boy who misses a day without an acceptable reason will be given one further day.

OTHER SCHOOL OFFENCES

In addition to offences related to drinking alcohol and smoking, boys may be sent to the Deputy Head Master for offences such as an older boy supplying tobacco to a younger boy, persistent misbehaviour and rudeness to adults.

Boys will be sent to the Under Master in the first instance for offences such as truancy (missing lessons) and cheating. Misuse of a mobile phone will lead to its loss or restricted use for up to three weeks. Inappropriate use of computer equipment (including watching TV, films, DVDs or playing computer games) will lead to the confiscation of the computer for up to three weeks.

Boys deliberately missing, arriving late for, misbehaving in or poorly dressed for HRC may be put on HRC Parade and their House Masters informed. HRC Parade involves reporting to HRC staff in uniform in the School Yard between 7.15am and 7.30am. Three days will be given for deliberately missing HRC; boys behaving poorly will be given up to three days; boys who are late or poorly dressed will be given one day. A boy who misses a day of HRC Parade without an acceptable reason will be given one further day.

COMMUNITY LABOUR

Community labour is the term used to describe sanctions that are tasks involving very limited physical effort whose prime purpose is to help the community. Community labour can be given by the Head Master, Deputy Head Master or House Masters for offences such as smoking; low level drinking; rudeness to adults; poor behaviour in places such as the Ryan Theatre, Speech Room or the Shepherd Churchill Hall; misuse of School computer facilities; stealing; and low level bullying. The tasks are organised by the HRC staff in the Armoury and usually involve litter patrols or moving stores. In addition, early morning litter patrols can be organised by Custos and boys can be given other early morning tasks, such as laying tables, in the Shepherd Churchill Hall.

The timing of these tasks can be used to increase the severity of the sanction, such as holding a boy back at the start of an exeat or the end of term. In general, boys are given a number of hours doing such tasks and would not normally be expected to do more than two hours of tasks in any one School day.

GATING

Gating is where a boy is required to remain within his House for a specified period of free time either as a sanction in itself or while a serious matter is being investigated. Under a gating system, a boy usually loses his home clothes privilege and must remain in School uniform; must have his House Master's permission to leave the House for any reason other than normal School commitments; and is placed on a system of reporting and signing in to his House Master at regular intervals.

INFORMING PARENTS

Parents will usually be informed when a boy is getting into trouble frequently; has had sanctions imposed by a House Master for offences involving alcohol, bullying, stealing, cheating, serious or persistent academic misconduct, breaking bounds, smoking and damage to property where the cost of restoration is more than £50; or has been referred to the Deputy Head Master or the Under Master.

SANCTIONS BY BOYS

No boy may impose a sanction on another boy, except:

SCHOOL MONITORS

School Monitors are the only boys permitted to recommend sanctions for boys from other Houses for breaches of School discipline and rules, and bad behaviour.

A boy stopped in the street by a Monitor for eating or being improperly dressed will be reported in writing to the Deputy Head Master. All other sanctions recommended by Monitors must be discussed by the Head of School with the Deputy Head Master before they are given. The Deputy Head Master will inform the boy's House Master of the sanctions given and the Head of School will record it in the appropriate sanctions book.

OTHER SENIOR BOYS

Within Houses, any sanctions recommended by a senior boy must be agreed with the House Master in advance of it being given. A record should be kept of all sanctions recommended by senior boys, including the date and nature of any offence, the name of the person reporting it and the sanctions given, and it should be signed by the House Master. Within each House, there should be a clear complaints procedure known to all boys.

FINAL WARNING

A boy committing a serious offence may be recommended to the Head Master for the imposition of a final warning. The final warning will relate to the original offence and will also include all other offences that could otherwise lead to temporary or permanent exclusion.

6. PASTORAL CARE

The School regards it as its duty to safeguard and actively promote the welfare of its pupils and is concerned about the well-being of every member of the School community. Pastoral care and the associated disciplinary structures are vital in supporting effective teaching, learning and personal development and lie at the heart of child protection.

Any boy who feels unsafe, has been harmed, threatened or been in danger from anybody in the School community or outside it can talk to the School's Child Protection Officer, Mr Andrew McGregor (Senior Tutor), to the School's Deputy Child Protection Officer, Mr Peter Bieneman (Director of Boarding) or go straight to the Head Master. All three can be contacted through the Old Armoury and 1 High Street or via their School email address.

The School aims to promote positive and responsible behaviour from boys at Harrow while providing appropriate support for those boys facing issues that cause them and their parents concern. In addition, it aims to provide an environment in which high standards of food, medical care and safety contribute towards the well-being of all boys.

BULLYING

The School recognises that bullying is one of the worst problems that can arise in a school and that its impacts can be serious. It can take a variety of forms ranging from unpleasant teasing to physical violence.

Such behaviour is not tolerated at Harrow and any boy who feels he is being bullied or sees another boy being bullied must tell a Master or any other adult that they trust. The School will always act to help both victims and boys who behave in a bullying manner. After help and warnings have been given, a boy who continues to behave in a bullying manner cannot expect to remain in the School. A pamphlet setting out the School's policy on bullying is given to all boys and Masters at the start of each academic year.

COUNSELLING

If any boy needs advice, wishes to talk over a problem or make a complaint, he should normally speak to his House Master in the first

instance. Alternatives include the Assistant House Master, Matron, his Tutor or indeed any other Master. Boys are free to contact any Master living on the Hill up to 10.00pm on any night of the week.

Boys may also prefer to consult, in confidence, a Chaplain (to whom boys often speak about more personal or sensitive matters), a House Health Education Tutor (a person not employed by the School but available for boys to consult), a School doctor or a Medical Centre sister. Each House has some form of confidentiality box or system, which can be used if boys do not wish to speak to adults initially. Contact details for the House Health Education Tutors are given in the Bill Book.

Boys can also contact a specialist independent counsellor outside the School if they wish. The names and telephone numbers of some suggested counsellors and all other relevant information are available on the 'Who to talk to' notice in boys' Houses.

Childline may be contacted by phoning 0800 1111 or in writing. Boys also have the right under the Children Act to make a complaint about abuse to the Children's Access Team at the Children and Family Services of the London Borough of Harrow by ringing 020 8901 2690 (or in emergency 020 8424 0999).

A boy with a complaint about the way in which the School is looking after his welfare can telephone the Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London EC1A 9HA, by email at info@isi.net or by ringing 020 7600 0100. Additionally, a boy can contact the Children's Commissioner for England on 0844 800 9113.

COMPLAINTS PROCEDURE

How do I make a complaint?

By talking about it to one of the people listed above, or by writing it down if this is easier. A boy can make a complaint individually, or as part of a group, or through their parents.

Act! Don't delay. Always complain at an early stage - delay often makes problems worse.

Does it matter what the issue is?

No, it can be a big problem or a small one. By discussing it positive ways can be found to deal with the problem.

What will happen next?

If possible, the adult who receives the complaint will deal with it in person. If not, he or she will go to someone who can help.

Do others have to know?

If a boy is worried about confidentiality he should make his concerns clear to the person he is talking to. If the issue is hurtful or embarrassing, every attempt will be made to handle it sensitively.

CONFIDENTIALITY

While every attempt will be made by staff at Harrow to deal sensitively with any welfare issue affecting a boy, it is important to understand that there are occasions when complete confidentiality cannot be guaranteed. In particular, Masters have a duty of care to pass on to an appropriate person or agency any information they are given which suggests that a boy could be the object of any form of abuse, in danger or a danger to others.

The School will normally share all relevant information with the parents of a boy who is having academic, disciplinary or personal difficulties. However, while legally a child until the age of 18, the School recognises that a boy has many rights of his own to confidentiality on certain medical or personal matters which they choose to share with people such as their House Master, a Chaplain, the School Psychologist, the School doctor and nursing staff.

MEDICAL CENTRE

In an emergency, boys should go directly to the Medical Centre, which is open 24 hours a day during term time. Otherwise, boys who are ill or injured should go to their Matrons in the first instance. However, boys who incur sports injuries in the afternoons (whether playing at home or away) should go to the Medical Centre as soon as possible. A boy who wishes to see a nurse or the doctor in confidence may go directly to the Medical Centre at surgery times. Boys may visit friends in the Medical Centre between 2.00pm and 7.00pm and must check-in with a sister on arrival. Permission from the duty sister is required for other times.

7. ACADEMIC MATTERS

All boys must be committed to working honestly and to the best of their ability. Academic results are important for boys: so too are developing their skills in research, taking the academic initiative and the ability to learn and think independently. Good academic performance will be rewarded with a graded series of rewards – for the Shells, Removes and Fifth Form: Send ups, Send ups to the Head Master, Copy prizes and subject prizes; for the Sixth Form: Commendations and subject prizes.

Poor academic performance will be marked by a graded series of sanctions: skew, detention, report card, no additional 24-hour exeats in the Sixth Form, and Head Master's warning letter. The latter is a formal warning that unless there is a significant improvement in effort the boy's place at Harrow is at risk. Boys must inform their House Master as soon as possible (within 24 hours) if they receive Commendations, Send ups or skews.

REWARDS FOR GOOD WORK

SIXTH FORM COMMENDATIONS

Any Sixth Form boy who produces work that demonstrates outstanding effort, irrespective of his ability in a subject, may be awarded a Commendation. Commendations will also be awarded to Sixth Formers for outstanding work. Commendations may also be awarded for three consecutive excellent, as opposed to outstanding, pieces of work. Commendations take the form of a card to be completed by the division Master and given to the boy to take to his House Master. No boy may be awarded more than three Commendations in any subject per term. Commendations may be carried forward through an academic year and into the following academic year. Masters will report the award of a Commendation to their Head of Subject who will keep a tally.

SEND UPS IN THE SHELLS, REMOVE AND FIFTH FORMS

Good pieces of work may be 'sent up' to a boy's House Master. A Master will write "Send up" on a piece of work, date and sign it for the boy to show to his House Master as soon as possible and have it recorded. Send ups may be carried over from one term to the next and from one academic year to the next. No boy may receive more than eight Send ups

in any one subject in the autumn term and six in each of the other two terms.

HEAD MASTER'S SEND UPS

An exceptional piece of work may be sent up to the Head Master. The boy then takes the work to the Head Master for a special commendation. Head Master's Send ups should also be dated and signed.

COPIES

Twelve Send ups qualify for one Copy; a Head Master's Send up equates to three Send ups. One Copy per term is also awarded in each division for each subject taught, based on the result of the term's work alone or the term's work and Trials combined. A second Copy may, but not need be, awarded to a boy whose effort and progress have been excellent.

PRIZES

Non-endowed School prizes are also awarded as follows:

- in the Sixth Form: one prize per academic year for each subject being taught to A level
- in the Fifth Form, Remove and Shells: one prize a year may be awarded in each subject in each year group (usually given in the Removes and Shells to the boy who most distinguishes himself in the Trial at the end of the summer term)
- in addition, prizes are awarded to the boy who achieves the highest mark at AS level and GCSE in each subject each summer
- Copy prizes are awarded once a boy wins eight Copies – Copies may be carried over from one term to the next
- prizes, in the form of book tokens, are presented by the Head Master in Speech Room; prize winners may exchange their tokens at a book shop or order books in the Vaughan Library.

SANCTIONS FOR POOR WORK

SKEWS

Poor work may be "skewed" by a Master who requires it to be re-done. A skew will have the Master's initials and the date written on it. Boys must show a skew to their House Master who will sign it and record it. Boys must hand in both the re-write and the piece of work skewed with their House Master's signature to their division Master at the next lesson, unless otherwise stipulated by the division Master.

DAILY REPORT

When a boy's work, punctuality or conduct is unsatisfactory his House Master may put him on daily report for all or some subjects. The boy is given a report card, which he places on the division Master's desk at the beginning of each lesson; the Master writes an appropriate comment and returns the report card at the end of the lesson. The boy shows his completed report card to his House Master each day.

ACADEMIC DETENTION

Detention is for serious or persistent academic offences. It is appropriate for offences such as failure to do a skew, a third skew in the same subject in a term, late prep after a warning, failure to meet a coursework deadline, a skewed Trial or poor behaviour in a lesson.

Detention takes priority over all other engagements except with the Under Master's permission. Any boy who is late for detention will be required to attend the following detention in addition. Any boy who fails to attend detention when his name appears on the list will be placed in Head Master's detention, which takes places on Saturdays from 8.00pm to 10.00pm. It takes priority over all other engagements. Saturday detention is also usually given for copying another boy's work or cutting a lesson. In addition, any boy who is put into detention for a second time in the same week will, for the second occasion, attend Saturday detention. School dress must be worn.

PLAGIARISM

At the start of the academic year, boys are asked to read and sign a declaration that they understand what plagiarism is and how to avoid it. Any instance of plagiarism (or any other form of cheating) will be referred to the Under Master in the first instance. Boys who copy others' work and boys who allow their work to be copied should both expect to be punished.

CUTTING A LESSON

Any boy cutting a lesson (missing a lesson without his House Master's permission) will be sent up to the Under Master in the first instance.

PREP

Boys must write down details of preps in their prep diary when they are set. Preps must be completed in good time to be able to hand the work in

by the deadline set by each Master. For boys below the Sixth Form, prep is set for specific nights of the week and should be done on those nights. Sixth Formers may be set prep deadlines a number of days in advance, but should allocate sufficient time on a daily basis to ensure that the work is completed on time and to a high standard. Unless otherwise instructed, written work should be completed in blue or black ink, not pencil or biro. Boys may type their prep if this is their normal way of working.

A boy with a good reason for being unable to complete a prep should take a note to his division Master to that effect from his House Master.

Different boys will take differing lengths of time to complete a prep, but as a general rule the preps set should take the following length of time per subject:

Shells	30 minutes
Removes	30 minutes
Fifth Form	30 minutes
Lower Sixth	4 hours per week
Upper Sixth	6 hours per week

Should boys find they are spending longer than this on prep, they should tell their division Master and their Tutor, who may both be able to explain how to use time more efficiently. If a Master fails to set a prep during a lesson, he or she will normally email the details to all boys in the division.

LATE WORK

Work delivered late must be signed by a boy's House Master. Boys must always deliver late work to Masters themselves and not via other boys.

PRIVATE STUDY PERIODS

Boys in the Sixth Form are expected to do academic work in their private study periods but are encouraged to work in the Vaughan Library or departmental libraries instead of returning to Houses. Sixth Form boys with such periods are expected to go immediately to their place of work. They should not loiter in the street, go into shops, use sports facilities or go to other Houses. Sixth Form boys who are under-achieving may be required to work under supervision in the library during private study periods.

EXAMINATIONS

GCSE, AS AND A LEVELS IN THE SUMMER TERM

Boys who have an examination, other than a language oral or art practical, may be excused the morning lessons before an afternoon paper and the afternoon lessons and activities before a morning paper. They will also be excused the preps for the evening before such an examination. Boys who have an oral examination may be excused the period immediately before that examination. After a paper or oral, boys must return to normal lessons immediately after the end of the examination. Boys who are excused any School period for a public examination will work either in the House or in a library. Boys who have a paper beginning at 9.00am or earlier are excused attendance at either Chapel or Speech Room. Boys excused lessons to revise for public examinations must wear School dress in accordance with the rest of the School.

TRIALS (INTERNAL EXAMINATIONS)

Trials take place towards the end of the autumn, spring and summer terms except for divisions that have been involved in external examinations. Dates are published in the calendar. The timetable is arranged by the Organisation Master.

PERMISSION TO MISS LESSONS

When any period has to be missed for unavoidable reasons (e.g. a medical appointment), a boy must first gain his House Master's permission. He then must also obtain his division Master's permission at least 24 hours in advance. This can be done either by an email copied to his House Master or a green chit signed by his House Master, which must be initialled by his division Master.

Boys wishing to miss a School period for a rotating music lesson should obtain permission from the Master concerned at least 24 hours in advance. This may be done by an email copied to his House Master. Permission will normally be granted unless there are very strong academic reasons. Boys should not normally miss more than two periods in any subject during a given term.

Boys wishing to miss a School period for a sports match that, according to the Calendar, requires an early departure, should also gain the permission of the division Master concerned at least 24 hours in advance, unless he is selected as a late replacement.

MASTER'S ABSENCE FROM LESSONS

If a Master is ten minutes late for a School period, boys must inform the Head of Subject or, in his or her absence, another Master in the same department. Appropriate work will then be set work for the division. Boys must not cut the lesson by leaving the department to return to their Houses or go anywhere else.

TEXT BOOKS

Boys' books must be clearly marked with their own name and House on the School label provided. Books are issued by division Masters. These books remain the property of the School and are collected in when boys finish using them. Boys who lose books, or who allow them to deteriorate unreasonably, will be charged accordingly.

Books are returned to the departments from which they were originally issued at times designated by Heads of Subjects.

CHANGE OF SUBJECT

Boys should request a change of subject before term begins. There is a meeting of House Masters and Heads of Subject at the beginning of the autumn term, during which the programme of work for each boy is finalised. Thereafter, a boy may only change subjects with the agreement of his House Master and the Director of Studies. This is normally negotiated by the House Master with the relevant Heads of Subject and confirmed in writing or via email by the House Master to all Masters affected by the change.

8. EVENTS AND ROUTINES

THE CALENDAR

The Calendar is published before the beginning of each term. Events appearing in bold type, including the regular events published at the beginning, have absolute priority; any Calendar event has priority over non-Calendar events.

SPEECH ROOM (MONDAY MORNING ASSEMBLY AT 8.30AM)

Attendance is compulsory for all boys, except for boys with a public

examination beginning at 8.45am. Boys sit by Houses except for School Monitors.

CHAPEL

Harrow School is a Christian foundation with the Chapel at its heart. Boys attend Chapel on Sundays and in the week according to the published patterns of worship. Roman Catholic boys attend Mass and catechism in a parallel routine.

All Harrow Boys will attend, by House, one of two School Chapel services per week. Non-Roman Catholic boys will attend one further weekday service alongside catechism arrangements for Roman Catholic boys. On Sundays boys attend a Chapel Service, Roman Catholic Mass or (if from another faith tradition and by agreement with the Lead Chaplain) Thought for the Day.

A boy may become part of the Sunday Thought for the Day group only after consultation with and the agreement of his House Master and the Lead Chaplain. In the Shell, Remove and Fifth Form, only adherents of the non-Christian world faiths (e.g. Islam, Judaism, Hinduism) will be eligible. In the Sixth Form, boys who consider themselves to be atheist or agnostic may also ask to join Thought for the Day. The Lead Chaplain will recommend the names of boys who may attend Thought for the Day for the Head Master's approval.

Boys will not normally be allowed to transfer from Chapel or Roman Catholic observances to Thought for the Day during their time in the School. Sunday dress must be worn to all services and meetings on Sundays. Other than for the weekly School Chapel service, which all must attend, a boy may attend Eucharist in the Crypt Chapel as an alternative to attendance in the main Chapel.

SHEPHERD CHURCHILL HALL (SCH)

The times of meals vary and are published each term. Boys sit in House areas of the SCH for breakfast and lunch. High standards of conduct and good manners are expected at all times. School dress should always be worn in the SCH for breakfast and lunch.

At supper following games only, clean eccer clothes are permitted. Informal change is permitted in supper at weekends only. Fagging is

strictly forbidden. Boys are required to clear their own trays at the end of each meal. At the end of supper, a responsible boy from each House should report his area clear to the Master on duty.

CAPPING

Boys passing Masters in the street should acknowledge them by “capping” (right index finger up to rim of hat, hands out of pockets). Masters return the salute.

EXEAT WEEKENDS

The dates of School exeats and times of departure and return are published in the calendar. The School closes for exeats.

OTHER SUNDAYS AND WEEKENDS

In the Upper Sixth, a maximum of three additional 24-hour absences may be granted in the autumn term and two in the spring and summer terms. A boy may go home for a period of up to 24 hours provided his House Master is happy with the boy’s work and conduct, and there is no conflict with School or House commitments. 24-hour leave will only be granted on receipt of written confirmation from the boy’s parent. If the boy is not going home, the parent must give the House Master written details of where the boy is going.

In the Lower Sixth, a boy may be given two additional 24-hour absences in the autumn and summer terms and one in the spring term, subject to the conditions outlined for the Upper Sixth.

In the Fifth Form, Remove and Shell, a boy will not be given Saturday night leave except with specific permission from the Head Master. On Sundays, boys will normally be expected to remain on the Hill. Occasional leave may be granted for a boy to have lunch or tea with his family on or near to the Hill if his House Master is happy with the boy’s work and conduct and there is no conflict with School or House commitments.

LOCKING UP

Locking up is usually at 7.15pm, after which time any boy leaving his House must sign out showing the time and his destination; he must sign in on return. Any boy visiting another House after locking up must sign in and subsequently out of that House.

Before locking up, any boy below the Lower Sixth Form must have permission to enter another House from a senior boy in that House; after locking up, permission must be obtained from both his House Master and the House Master of the House he is visiting. After locking up, any boy below the Lower Sixth Form leaving his House for anything other than a Calendar event, or for an event organised by a Master, must first obtain his House Master's permission.

OVERNIGHT LEAVE

Absence from the School for the night, as well as requests to return late at the start of term or to leave early at the end of term, must be requested in writing and with reasonable notice to the House Master, who will then forward the request to the Head Master for a decision.

LEAVE OFF THE HILL

Boys must obtain their House Master's permission to leave the Hill at any time during term, other than for calendar events. As a general rule, a boy should not miss School or House commitments. No boy may travel in a car driven by a person under the age of 25 (other than his brother or sister or a Master) without his House Master's permission and the written permission of his parents. House Masters require parents' written permission for a boy to travel independently by public transport. This permission is given annually on the exeat form.

TOWN LEAVE

Boys may be given permission to go downtown from time to time, but only by their House Master (or in his absence the Assistant House Master). They must take a chit from their House Master with them and may not go into any eating establishment without his specific written permission. The only permitted route into Harrow is via Peterborough Road. Grove Hill below Elmfield is out of bounds and boys may not go to or return from town via the tube station.

Boys are not allowed into town in School periods. Shells and Removes must not go into town alone. On Fridays and Saturdays, boys will only be given permission to go into town in exceptional circumstances. Boys in the Sixth Form may sometimes be given downtown permission on Sunday afternoons, including to the cinema. Cinemas are otherwise out of bounds.

SHORT DUCKERS

The only route allowed for running a Short Ducker on roads around the Hill is:

- along the High Street and down Peterborough Road;
- turn right at the traffic lights and go along Kenton Road;
- turn right at the Watford Road roundabout and follow the Watford Road, which runs along the edge of the playing fields;
- turn right at the John Lyon roundabout and go up Sudbury Court Drive;
- at the traffic lights, turn right again and go up Sudbury Hill, which becomes London Road, and turn right again at the top of the hill back towards the High Street.

Before locking up, boys must sign out from their Houses if running a Short Ducker in the same way as leaving the Hill for away matches. Shells and Removes are not allowed to run alone. After prep, boys must have their House Master's direct permission to run a Short Ducker; it is not acceptable just to sign out. After prep, no boy is allowed to run a Short Ducker alone. Light-coloured clothing must be worn. A boy training for the 20-mile Long Ducker event and wishing to do a longer run must obtain his House Master's permission, agree with him the route he will be taking and sign out. Boys should run safely, fully aware of their environment and desist from listening to music through earphones.

SIGNING OUT

Boys should always sign out of and back in to their Houses when taking any leave for which they have been given permission, playing in away matches or taking part in any School activities off the Hill, Short Duckers, and any School activities on the Hill or visits to other Houses after locking up.

9. CO-CURRICULAR ACTIVITIES

GAMES

No single sport at Harrow is compulsory. The main team games are rugby in the autumn term, soccer in the spring term and cricket in the summer term. In order to enable the large-scale inter-House competitions in these main team games to operate effectively, priority is given to these sports on certain 'protected' days in the Calendar if there are clashes with other sports events. Otherwise, School matches take precedence over inter-House competitions. However, it is possible for boys to play more than one sport, including a major team game.

All other games have equal status, with some exceptions for Harrow football. On Thursdays, priority is given to sports other than the main team game. All fixtures are published in the Calendar. Any Master or boy wishing to arrange additional fixtures may do so only with the approval of the Deputy Head Master.

The times for games are published at the top of the Calendar each term and games should not begin before the official time. The captains of all School games are appointed by the Masters-in-charge of the games after consultation with the House Masters. In the case of the main team games – rugby, soccer and cricket – the Head Master (copying in the Deputy Head Master) should be consulted early on in the appointment process and certainly well before any indications have been given to Masters or boys concerned and, in the case of the main team games.

CONDUCT ON AND OFF THE SPORTS FIELD

Any boy sent from the field of play in School or House matches will be reported to the Chairman of the Games Committee (the Deputy Head Master) by the referee and the Master-in-charge. Such boys can expect to be banned for at least one subsequent match. Any other conduct on the sports field that seriously infringes the spirit of sport at Harrow will be reported in the first instance by the Master-in-charge to the Director of Sport. Such boys can expect disciplinary action to be taken and this may also include a ban from at least one subsequent match.

Any vocal support or chanting from spectators should be to encourage Harrow – there should be no chants, comments or gestures directed towards opposition players or supporters under any circumstances.

Any boy voluntarily giving up a School game during a term forfeits the right to wear any colours gained in that sport.

AWAY MATCHES

If a boy is in a team for a fixture that, according to the calendar, requires an early departure and missing one or more academic lessons, in addition to the list circulated by the Master-in-charge of the sport, he must ask permission from his division Master to miss the academic lesson (as for music lessons) at least 24 hours in advance.

Boys are expected to travel in School uniform, but it is a Sixth Form privilege to wear a suit or jacket and smart trousers (not jeans). Occasionally, the Master-in-charge may require boys to travel 'changed'. If instructed to travel changed, cricketers should wear clean whites and a cricket sweater. Shirts should be tucked in.

For all other sports, only clean School tracksuits should be worn. If permission has been given to travel changed, boys may change out of uniform at break, and not before.

AWARDS

THE PHILATHLETIC CLUB (THE PHIL)

Boys can be elected to The Phil for being excellent role models in the School through outstanding sporting performance and their attitude both on and off the field. A contribution to Harrow sport throughout the year is normally expected. No boy below the Upper Sixth can be elected and the Head of School is an *ex officio* member if not elected on merit. The captain of the three main team games usually gains automatic entry (unless he is below the Upper Sixth).

The chairman of the Games Committee asks for nominations for membership at appropriate times of the year and nominations can be made by existing members and by Masters. Following deliberations in the Games Committee, recommendations are made to the Head Master by the chairman.

Members of The Phil should: be good role models for younger members of the School and good examples to their peers on and off the sports field; promote excellence in performance and sportsmanship in School and House matches; support authority around the School to ensure good

behaviour on and around the sports field; help in checking that boys are correctly dressed going to and from the games fields and sports facilities as well as at them; and undertake duties to help with the organisation and running of inter-House games competitions.

Members of The Phil may wear a black bow tie with School dress and The Phil scarf. They have use of The Phil Room at break for refreshments.

MAIN TEAM GAMES

Rugby lions, soccer flannels and cricket flannels are awarded by the Masters-in-charge to boys who have performed consistently to a high standard in the School's first team and shown an exemplary attitude towards their game on and off the field. Boys winning any of these awards are entitled to wear a grey waistcoat with Sunday dress as well as the following:

- Rugby lion:** lion for attachment to his shirt, lions blazer, shorts, socks, scarf, cap, tie
- Soccer flannel:** soccer jacket, scarf, tie
- Cricket flannel:** white cricket coat and Sixth Form coat, striped sweater, cap, scarf, and tie.

Awards jackets may be worn after lunch and on Saturdays as part of School dress.

Rugby, soccer and cricket ties may be awarded by the Masters-in-charge to other boys who have made valuable contributions to the 1st teams in each of these sports.

OTHER GAMES

Games flannels can be awarded to boys for outstanding performance in, and strong commitment to, one or more other sports. They are also entitled to wear a grey waistcoat with Sunday dress and their games flannel blazer after lunch and on Saturdays as part of School dress.

The chairman of the Games Committee asks for nominations at appropriate times of the year before deliberation in the Games Committee.

Harrow football: boys who are awarded Harrow football ties for excellent performance and commitment during the season are entitled to wear the Harrow football shirt, shorts, socks and fez. Harrow football flannels

may be awarded to boys in the Upper Sixth who have shown excellent performance in and strong commitment to Harrow football throughout their School career. A flannel is entitled to wear a Harrow football jacket and scarf on Saturdays and as part of formal dress.

All other Masters-in-charge of games may award ties for excellent performance and commitment to their sports. These may be worn as part of School dress after lunch.

NON-SPORTING ACTIVITIES AWARDS

THE GUILD

Boys can be elected to The Guild for outstanding performance in cultural activities over a significant period of time, and high personal standards that make them good role models in the School. Membership is restricted to boys in the Upper Sixth and the Head of School is an *ex officio* member if not elected on merit. The chairman of The Guild Committee asks for nominations at appropriate times of the year and they can be made by existing members and by Masters. Following deliberation in The Guild Committee, recommendations are made to the Head Master by the chairman.

Members of The Guild should: be good role models for younger members of the School and good examples to their peers; promote good attitudes to culture and activities, other than sport, throughout the School; support authority around the School to ensure good behaviour, particularly in the Ryan Theatre and the Vaughan Library; in conjunction with the School Monitors, be responsible for ushering at some School functions, especially in the Ryan Theatre and Music Schools; and assist in organising, advising, supervising and commenting on New Boys' Projects.

Members of The Guild may wear The Guild bow tie with School dress and The Guild scarf, together with the dress privileges they will previously have been awarded with their Guild Colours and Guild tie (see below). They have use of The Guild Room at break for refreshments and a weekly privilege to visit a designated café or restaurant on the Hill.

AWARDS FOR ART, DESIGN AND TECHNOLOGY, DRAMA AND MUSIC

Guild colours are recommended by the Heads of Subject to The Guild Committee for boys who have performed consistently to a very high standard in Art, Design and Technology, Drama and Music, and shown considerable commitment in their activity outside the form room. Guild colours are usually awarded only in the Sixth Form. Boys with colours are entitled to wear a maroon waistcoat with Sunday dress.

Guild ties may be awarded to boys who have made valuable contributions over a period of time in Art, Design and Technology, Drama and Music by the relevant Head of Subject. These ties may be worn as part of School dress after lunch.

OTHER CULTURAL, ARTISTIC AND SOCIAL ACHIEVEMENTS

Masters-in-charge of other non-sporting activities (such as Photography, community service, *The Harrovian*, the Farm, societies, etc.) may award Guild ties for excellent performance in and commitment to their areas of expertise. In exceptional cases, recommendations for Guild colours or The Guild may be made to The Guild Committee for outstanding performance in and commitment to one of these activities. These awards are usually only made to Sixth Form boys.

THE HARROW PRIZE

The Harrow Prize is awarded by the Head Master to boys in the Upper Sixth who have shown particular commitment to an all-round education. Minimum requirements have to be fulfilled in terms of academic results, cultural activities, physical activities, communication, service to others, developing skills and work experience. The higher level Silver Award recognises outstanding achievement.

CLUBS AND SOCIETIES

Every School club and society must have a Master-in-charge and this information must appear in the Bill Book.

10. SCHOOL MONITORS

The Head of the School and School Monitors are appointed by the Head Master.

Nominees for School Monitor are required to attend and complete a training course, organised by the Deputy Head Master, during two days before the beginning of the autumn term. There is a second such course for further appointments later in the year. Monitors are appointed and presented with their keys at the first Speech Room of term.

School Monitors are expected to help in promoting excellence at Harrow: by being proactive as good role models for younger boys in the School; by taking a pastoral interest in the well-being of other boys; supporting authority around the School, taking the initiative where appropriate, in order to ensure good behaviour and civilised conduct in all circumstances; by checking that boys are smartly dressed around the School; and by undertaking duties that help with the day-to-day running of the School.

School Monitors are expected to attend a weekly administrative meeting with the Head Master in the Monitors Room and a monthly discussion meeting with the Deputy Head Master. It is both the privilege and responsibility of Monitors to: serve the School community of which they are a part; be consulted on and contribute to matters of practical management of the School where such matters affect the lives of the boys; act as channels through which the responsible views of members of the School can be freely expressed; represent the School at internal and, occasionally, external events.

Dress: Monitors may wear ties and hat bands with School dress, top hats and black waistcoats with lapels with Sunday dress, and the Monitors' scarf. School Monitors may visit designated cafés and restaurants on the Hill with appropriate ID and at appropriate times.

House Masters appoint their Head of House and House Monitors.



HARROW SCHOOL

HARROW SCHOOL

5 High Street
Harrow on the Hill
Middlesex
HA1 3HP

+44 (0)20 8872 8000

harrow@harrowsschool.org.uk