



HARROW  
SCHOOL

# EXISTING CUSTOMS

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2019-2020

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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

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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:

<b>Scholarship</b> – Encouraging intellectual curiosity, independent thought and effective learning habits.
<b>Opportunity</b> – Ensuring boys perform to their potential, thereby increasing their educational and career opportunities.
<b>Character</b> – Developing and maturing the individual, enabling boys to uncover the talents, skills and values to be of good influence beyond Harrow.
<b>People</b> – Admitting boys who will thrive and contribute at Harrow and recruiting and nurturing staff who facilitate excellence.
<b>Operations</b> – Providing environments, infrastructure and functions that set us apart.
Our purpose and these priorities are underpinned by our <b>Values - Courage, Honour, Humility and Fellowship.</b> 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 <a href="http://www.harrowschool.org.uk/our-purpose">www.harrowschool.org.uk/our-purpose</a> .
We work towards a Leavers’ profile for Harrow boys that draws together these Values. A copy of the Leavers’ profile can be found on page 45.

## 2. SCHOOL RULES

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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 the 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 and other relevant policies, 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;
- being in another boy's individual room in his absence or being in a shared room without the presence of at least one of the occupants;
- possession, distribution or use of unauthorised drugs as well as new psychoactive substances (formerly known as legal highs);
- 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 shops on the Hill and eat them immediately outside;
- going into a shop or café 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 or a 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, flares, 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 specific 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 Form, visiting another House after locking up (7.15pm) (permission is required both from the boy's own House Master and from the House Master of the house visited);
- visiting licensed restaurants on the Hill for sit-down or takeaway meals, including having a meal with parents, other relatives or the parents of other boys, when the adults should be present throughout (exceptions apply for Monitors and members of The Phil and The Guild, who are permitted to visit The Connoisseur or Eighty-Six at designated times of the week, and for boys visiting Grove on the Hill, where specific arrangements set out annually in a separate notice apply);
- 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 even 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 (except for School Monitors);
- using public transport (for which parental permission is required);

## **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 AND ELECTRONIC DEVICES**

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 phone 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 phone to be confiscated for up to three weeks. It is also possible for a boy's phone to be searched by a member of staff, in accordance with the relevant policy.

Inappropriate use of smart watches or other electronic devices in lessons and in examinations will be treated in the same manner. The possession of a mobile phone, smart watch or any other communication device in an examination room is an offence for which a boy could be disqualified from the examination. Boys should not wear watches for exams, Trials or tests.

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

The code of conduct below applies to the 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 change his password immediately. Boys are forbidden from recording videos or images during lessons and activities unless given expressed permission by a Master. 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 to set up or use any wireless network independent of the School network or to use or operate any device as a TV receiver.

At the start of the academic year, boys are asked to sign an agreement about their IT use. This includes a digital 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. A boy's electronic device(s) may be confiscated either during the investigation of a suspected breach of the Acceptable Use Policy or as a sanction if he is judged to have breached it. Normal School sanctions

may then also 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**

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It is expected that, in dress and general appearance as in other respects, boys should always 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 on all streets on the Hill (including the High Street, Peterborough Road, Davidson Lane and Grove Hill) as well as on the War Memorial Steps and in Bill Yard. They should be worn by boys when they are going to and from lessons and to Chapel and Speech Room. Hats may, however, be carried by boys returning to their Houses from the last period in the morning or going to lunch. They do not need to be worn at all during afternoon school in the winter timetable. Boys must be clean shaven. Top buttons and ties must always be done up. No jewellery may be worn except for signet rings by boys in the Upper Sixth who have reached their 18th birthday.

Full School dress 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 games wear is not permitted.

Only approved School or House kit can be worn for games, including to the Sports Hall. Boots should always be carried to the games fields.

#### **HAIR**

Boys are not allowed any form of haircut 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 the 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. Boys will be put on Custos Report for one or three days if they break dress regulations, the duration depending on the severity of the breach.

## SCHOOL DRESS

Normal School dress consists of the following standard items:

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

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

**Woollen scarves:** all School Monitors, Phil members, Guild members, cricket and soccer Flannels, and 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 DRESS**

School dress on Sunday is a black tail coat, white shirt (as for weekdays), black tie and waistcoat, black striped trousers with braces, dark socks, and 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 every Sunday service (Chapel, Mass or Thought for the Day). Sunday dress is worn for lunch if there is a morning service, or supper before an evening service.

## **SUMMER DRESS**

In hot weather, the Deputy Head Master may authorise summer dress, which comprises a clean, white, open-neck shirt (with collar) with the sleeves rolled up neatly, but which does not require a blazer or a hat. Printed T-shirts that show through the shirt must not be worn.

## **FORMAL DRESS**

Formal change may be worn to away matches in the Sixth Form and for 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 dress. 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 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 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 discredit 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 only 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 & TECHNOLOGY 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 from the School's outfitters or an approved House tracksuit. The School tracksuits have a School coat of arms on the top and on the trousers. Tracksuit trousers can be bought separately to be worn 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, School rugby shorts and School or House socks. Only Lions may wear their special socks for matches 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, School 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, School soccer 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 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 or School shorts 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 must also be worn, and Astroturf shoes should be carried to and from the Astroturf pitches.

## **ATHLETICS AND CROSS COUNTRY**

School vests or T-shirts or approved House shirts are worn. No decorated T-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 T-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**

School or House shirts or plain white T-shirts, white School shorts and House or School rugby socks 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).

Occasionally, the Master-in-Charge may require a team to travel 'changed'. If so, cricketers must wear clean whites and a blazer. Shirts should be tucked in. For all other sports, only clean, dark-blue School tracksuits should be worn: boys should not attend lessons in shorts or T-shirts. Boys may only change out of uniform at break, unless in West Acre or Newlands.

# **4. BEHAVIOUR AND DISCIPLINE**

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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 the academic and co-curricular spheres of School life and by providing widespread opportunities for boys to take responsibility within the School and their boarding Houses;
- by supporting boys through a well-defined and co-ordinated pastoral care system co-ordinated by the Pastoral Support Committee, which involves House Masters and Assistant House Masters; resident Matrons; 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 Skills Department);
- by providing strong health education programmes that encourage boys to come to greater self-knowledge and understanding, to develop emotional and spiritual wellbeing 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 considers the needs both 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 form room code of conduct.

## 5. SANCTIONS

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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 sanctions are necessary, they take appropriate account of the previous record and age of the individual concerned, while recognising that some offences are more morally blameworthy than others and that they may therefore warrant a more severe sanction.

### 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 drugs, bullying, theft, deception and a persistent lack of engagement 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 disciplinary issues. This may take a variety of forms, from accepting responsibility, reflective work and apologising through to counselling and advice on the management of their emotions.

## **SERIOUS OFFENCES**

Serious offences that might result in a boy being excluded\* for a fixed period, 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 drugs, drinking spirits or drinking to significant excess, supplying alcohol, breaking bounds, stealing, bullying and involvement in behaviour of a bullying type, physical assault, and smoking or vaping in 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 by the Head Master or the Deputy Head Master. Boys are not often excluded for a fixed period 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 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 if his presence in the

School hinders or is inappropriate during the investigation of a serious disciplinary matter.

## **DRUGS**

Any boy selling or distributing drugs or otherwise actively encouraging their possession or consumption by others will always be permanently excluded, wherever and whenever that conduct takes place.

Any boy possessing, consuming or under the influence of drugs while under the School's care and control (on or off School premises, in or out of term time: for example, a boy will be regarded as under the School's care and control if he is participating in a trip or visit organised by the School or a member of the School's staff) loses any right to School membership and must expect to be permanently excluded. In some cases, there may be mitigating circumstances; if so, they will be carefully considered.

It is a criminal offence to possess, consume or supply certain drugs and therefore the School has the right to report the matter to the police.

Whether or not a boy is sanctioned in accordance with this policy, the Head Master retains his discretion under the Standard Terms and Conditions, which include his right permanently to exclude a boy if he is reasonably satisfied that his conduct (whether on or off School premises, in or out of term time) has been prejudicial to good order or to School discipline or to the reputation of the School.

The full Drugs Policy and details of the drugs-testing procedure are found in separate documents. The dangers of the use of drugs are covered in the health education programmes.

## **ALCOHOL**

A boy found drinking spirits or drinking to significant excess, or an older boy supplying alcohol to a younger boy, can expect to be given a fixed-period exclusion, with a possible 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 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 a member of the Senior Management Team or from the Under Master and where a meal is served. All types of fortified wine and spirits are strictly prohibited.

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.

Boys in the Sixth Form may be given normal-strength wine, beer or cider at House functions (provided that food and soft drinks are readily available) or when meeting the House Master. Boys in the Upper Sixth on trips off the Hill in the company of their tutors may be offered normal-strength wine, beer or cider in small quantities with a meal, provided that permission has been given by their House Masters. In all circumstances, soft drinks will always be available as an alternative. Shells, Removes and Fifth Formers will not be given alcohol under any circumstances.

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 designated establishments on the Hill on Tuesdays and Thursdays, 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 normal-strength beer or an equivalent amount 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 AND E-CIGARETTES**

A boy found smoking or vaping in a School building should expect to be given a fixed-period exclusion. A boy found smoking, vaping or smelling of smoke anywhere else is normally sanctioned by his House Master with a recommendation of community labour or the imposition of double. His parents will be informed. Repeat offenders may be sent to the Deputy Head Master. The dangers of smoking are covered in the health education programmes. 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. Masters and House Masters will give due consideration to the amount of time normally taken to complete double and will take this into account for a boy with an access arrangement. The sanction must not be imposed if a boy's diagnosed physical or mental impairment is the cause for his contravention of Existing Customs.

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 that 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' sanctions throughout the School:

- cutting Speech Room, Chapel, Mass, catechism or Thought for the Day – 100 double;
- cutting health education meetings or talks – 100 double;
- cutting HRC – 200 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; and
- 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 one or 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 or other electronic device will lead to its loss or restricted use for up to three weeks. Inappropriate use of electronic equipment (including watching TV or DVDs or playing computer games) will lead to the confiscation of the equipment for up to three weeks.

Boys deliberately missing, arriving late for, misbehaving in or poorly dressed for HRC may alternatively 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 or for behaving poorly; 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 only be given by the Head Master, the Deputy Head Master and members of the Senior Management Team, acting on the recommendation of or in consultation with a boy's House Master. It is used for offences such as smoking; lower 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. Community labour can be imposed for completion with the HRC staff in the Armoury, in the Sports Centre, in the Shepherd Churchill Hall, with Custos and in the Laundry. Care is taken to ensure symmetry between the breaking of the School rules and the sanction imposed.

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 specified 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 in 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; he must have his House Master's permission to leave the House for any reason other than normal School commitments; and he is placed on a system of reporting and signing in to his House Master at regular intervals.

## **FINAL WARNING**

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

## **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 or behaviour of a bullying type; stealing; cheating; serious or persistent academic misconduct; breaking bounds; smoking or vaping; 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 for 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**

In Houses, any sanction 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. In each House, there should be a clear complaints procedure known to all boys.

## **6. PASTORAL CARE**

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The School regards it as its duty to safeguard and to promote actively the welfare of its pupils and is concerned about the wellbeing 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 Designated Safeguarding Lead Mr Peter Bieneman (Senior Master), to the School's Deputy Designated Safeguarding Leads Mr Alastair Chirnside (Deputy Head Master), Dr Stephen Harrison (Director of Pastoral Care) and Mr Philip Evans, or go straight to the Head Master. All those Masters can be contacted through the Old Armoury and 1 High Street or at their School email addresses.

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 wellbeing 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. Bullying and behaviour of a bullying type are 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 whom they trust. The School will always act to help victims of bullying 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 document 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 any other Master. Boys are free to contact any Master living on the Hill up to 10pm 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 School doctor or a member of the Medical Centre staff. 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 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 the 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](mailto:info@isi.net) or by ringing 020 7600 0100. Additionally, a boy can contact the Children's Commissioner for England on 0800 528 0731.

## **COMPLAINTS PROCEDURE**

Complaints can be made by talking about it to one of the people listed above, or by writing to them. A boy can make a complaint individually, or as part of a group, or through his parents. Boys and parents are advised to complain promptly, so that issues can be resolved through discussion in the first instance.

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. 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, a boy who is ill or injured should go to his Matron in the first instance. 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 2pm

and 7pm and must check-in with a member of staff on arrival. Permission from the member of staff on duty is required at all other times.

## **7. ACADEMIC MATTERS**

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All boys must be committed to working honestly and to the best of their ability. Academic results are important for boys, as are developing their skills in research, their willingness to take the academic initiative and the ability to learn and think independently. Good academic performance will be rewarded with a graded series of rewards: Send Ups, Head Master's Send Ups, Copies and prizes.

Academic performance below the level of a boy's potential will be marked by a graded series of sanctions: skew, detention, report card, no floating 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.

### **REWARDS FOR GOOD WORK**

#### **SEND UPS**

These are the most commonly awarded reward for academic achievement. There are two categories of Send Up:

- Send Ups for achievement, awarded by division Masters for work of a high quality relative to the standard of the division; and
- Send Ups for effort/attitude, awarded for an unusually high level of industry or achievement relative to a boy's past or current performance.

Send Ups can be awarded for written work and for good questions, active engagement and other positive behaviour in the form room that demonstrates the School's Values.

#### **HEAD MASTER'S SEND UPS**

These are to be awarded in all year groups for outstanding pieces of work relative to a boy's own standards. It is expected that between one and three Head Master's Send Ups will be awarded per division, per term. As with Send

Ups, Masters should inform boys in person and in a timely manner about the award of a Head Master's Send Up.

## **COPIES**

Twelve Send Ups or four Head Master's Send Ups qualify for one Copy. One Copy per term is 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 be awarded to a boy whose effort and progress have been excellent. Send Ups may be carried over from one term to the next and from one academic year to the next for the purpose of those calculations.

## **PRIZES**

A School prize is awarded to each boy who accumulates eight Copies. These prizes are awarded at the start of each term by the Head Master in Speech Room. Additional prizes are also awarded:

- in the Lower Sixth: one prize per subject for the candidate with the highest mark in Trials;
- in the Lower School: one prize a year is awarded in each subject in each year group; and
- the Master-in-Charge of Prizes awards a prize to the boy who accumulates the highest number of Head Master's Send Ups in each year group.

A wide variety of endowed prizes are presented on Speech Day.

## **SANCTIONS FOR POOR WORK**

### **SKEWS**

Skews are the principal academic sanction. They are divided into two categories:

- effort (for example, where a boy fails to apply himself fully to a piece of work and submits work well below his usual standard); and
- organisation (for example, where a boy fails to submit work without good reason).

Boys may be asked to re-do, or to be re-tested on, work for which they have been given a skew.

## **DOUBLE**

There are three categories of double:

- House double – reserved for the use of the House Master and Assistant House Master for infringements of House rules;
- organisational double – to be issued, for instance, for forgotten books/ equipment and for lateness caused by poor organisation; and
- behavioural double – to be used for rudeness or wilful lateness, among other shortcomings.

Double is given for behaviour that arises both in the form room and outside it, in every context, academic or otherwise.

## **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, so taking responsibility for it; the Master writes an appropriate comment using an online system and discusses it with the boy at the end of the lesson. The boy reviews the completed online record with 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 8pm to 10pm. It takes priority over all other engagements. Saturday detention is also usually given for copying another boy's work or cutting a lesson (missing a lesson without his House Master's permission). 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 for detention.

## **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 other's work and boys who allow their work to be copied should both expect to receive a sanction.

## **CUTTING A LESSON**

Any boy cutting a lesson will be sent to the Under Master in the first instance. The usual sanction will be detention on a Saturday night. Repeat offences may result in a boy being placed in detention on a Sunday morning.

## **PREP**

Whatever the medium through which division Masters set prep (in person, via email or through Firefly), boys are responsible for knowing what work they have been set. It is recommended that boys use a prep diary to manage their work and that they complete it in good time before the relevant deadline. Masters are expected to set prep through Firefly for the benefit of boys and for the efficient management of the process. Best practice is also to tell the boys in person about the prep.

For boys below the Sixth Form, the prep timetable sets out the periods in the week for which work needs to be done. Division Masters are required to set prep ideally 48 hours and at least 24 hours in advance of those periods. In some rare cases, where periods on consecutive days are separated by fewer than 24 hours, that second requirement will be waived. Such cases will be indicated on the prep timetable.

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 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:

<b>Shells</b>	30 minutes
<b>Removes</b>	30 minutes
<b>Fifth Form</b>	30 minutes
<b>Lower Sixth</b>	4 hours per week
<b>Upper Sixth</b>	5 hours per week

If boys find that 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.

Masters are expected to set prep for their divisions on Firefly, also telling the boys about it during a lesson.

## **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 through 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**

### **GCSES AND A LEVELS IN THE SUMMER TERM**

Boys who have an examination, other than an art practical, may be excused the morning lessons before an afternoon paper and the afternoon lessons and activities before a morning paper. There are individual arrangements for boys taking oral examinations in modern languages. They will also be excused the preps that fall due in those missed periods. Boys must return to normal lessons immediately after the end of a paper or oral 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 8.45am or earlier are excused attendance at either Chapel or Speech Room. Boys who are 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 and Summer terms, except for divisions which have been involved in external examinations. Mock examinations are timetabled for boys in the Fifth Form and the Upper Sixth at the end of the Spring term. Dates are published in the Bill Book. The timetable is arranged by the Organisation Master.

### **PERMISSION TO MISS LESSONS**

If a boy has an unavoidable reason for missing a period, (e.g. a medical appointment), he must first gain his House Master's permission. He must then 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.

A boy 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. Boys should not normally miss more than two periods in any subject during a given term.

A boy 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. 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 by the House Master in writing or by email to all Masters affected by the change.

# **8. EVENTS AND ROUTINES**

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## **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 games clothes are permitted. Informal clothes are permitted in supper at weekends only. Boys are required to collect their own food and 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. Boys and members of the School community should never pass in the street or anywhere else on the Hill without acknowledging each other.

## **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 and Lower Sixth, a maximum of three additional 24-hour absences may be granted in the Autumn term and two in each of the Spring and Summer terms. Boys in the Fifth Form and Remove are allowed one floating exeat in each of the Autumn, Spring and Summer terms. Boys in the Shell may take a floating exeat in each of 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 his work and conduct, and there is no conflict with School or House commitments. Boys still need to do academic work over the weekend and so should not regard them as a weekend off. Twenty-four-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. All boys taking floating exeats are required to return by 6pm on Sunday to attend Chapel when there is an evening service.

On Sundays, boys will otherwise normally be expected to remain on the Hill. However, leave will usually 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.

## **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 into Harrow (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 go to the cinema. Cinemas are otherwise out of bounds.

## **LOCKING UP**

It is essential that the School knows where boys are at all times. Locking up is at 7.15pm throughout the year; after that time, no boy should leave his House without his House Master's permission unless he is attending an event in the School Calendar. Boys are also required to sign in and out of their Houses using the Liveregister system every time they enter or leave. All boys must be back in their Houses by 10.30pm, unless they have obtained prior permission from their House Master. Boys must sign in to any other House that they are visiting.

After locking up, boys below the Upper Sixth need both their own House Master's permission and the permission of the House Master of the House being visited to enter another House. 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.

## **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. Boys are not allowed to run alone without their House Master's explicit permission. After prep, boys must also have their House Master's direct permission to run a Short Ducker; it is not acceptable just to sign out. High visibility clothing must be worn when running at dusk or in the dark; these are available in Houses. A boy training for the 20km 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 are required to sign in and out of their Houses using the Liveregister system every time they enter or leave. This includes 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, any School activities on the Hill or visits to other Houses after locking up.

## **9. CO-CURRICULAR ACTIVITIES**

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### **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 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 in the Autumn and Spring terms, priority is given to sports matches for 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.

### **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 Chair 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 to the Director of Sport. Such boys can expect disciplinary action to be taken, which may also include a ban from at least one subsequent match.

Any vocal support 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, he must ask permission from his division Master to miss the academic lesson (as for music lessons) at least 24 hours in advance. The courtesy of asking must be extended by the boy to his division Master even though a list of boys involved in the fixture will have been circulated to all Masters in advance by the Master-in-Charge of the sport.

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 a team to travel ‘changed’. If so, cricketers must wear clean whites and a bluer. Shirts should be tucked in. For all other sports, only clean, dark blue School tracksuits should be worn: boys should not attend lessons in shorts or T-shirts. Boys may only change out of uniform at break, unless in West Acre or Newlands.

## **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 captains of the three main team games usually gain automatic entry (unless they are below the Upper Sixth).

The chair 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 preliminary discussion in the Games Committee, recommendations are then considered in the Appointments

Committee, also chaired by the Deputy Head Master, which makes final recommendations to the Head Master.

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, should promote excellence in performance and sportsmanship in School and House matches, should 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**

Recommendations for rugby Lions, soccer Flannels and cricket Flannels are made by the Masters-in-Charge when boys 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. Their recommendations are usually then endorsed by the Games Committee; Lions and Flannels are then awarded in a letter from the Deputy Head Master. Boys winning any of these awards are entitled to wear a grey waistcoat with Sunday dress as well as the following:

<b>Rugby Lion:</b>	lion for attachment to his shirt, Lion's blazer, shorts, socks, scarf, cap, tie
<b>Soccer Flannel:</b>	soccer jacket, scarf, tie
<b>Cricket Flannel:</b>	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 process for the awarding of such Flannels is the same as for the main team games.

## **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 School dress.

All other Masters-in-Charge of games may award ties for excellent performance and commitment to their sports. These may be worn by boys in the Sixth Form 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 and for 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 chair 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 preliminary discussion in The Guild Committee, recommendations are then considered in the Appointments Committee, chaired by the Deputy Head Master, which makes final recommendations to the Head Master.

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 designated cafés or restaurants on the Hill.

### **AWARDS FOR ART, DESIGN & 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 & 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 time in Art, Design & Technology, Drama and Music by the relevant Head of Subject. These ties may be worn as part of School dress after lunch by boys in the Sixth Form.

### **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. The Harrow Prize recognises boys' personal development in the fullest sense during their five years in the School. Specific requirements must be fulfilled in terms of academic results, engagement and achievement in cultural and physical activities, communication, service to others,

developing skills and work experience. There are two levels of award, Blue and Silver, with the latter recognising outstanding achievement. Although the Harrow Prize is awarded to boys at the end of their School careers on the basis of specific criteria, all boys in the School can receive at any time a Harrow Prize Mention in recognition of their personal development, their achievement and their contribution to the co-curriculum and to the life of the School more generally. Academic attainment is recognised differently, through the established system of rewards.

## **CLUBS AND SOCIETIES**

Every School club and society must have a Master-in-Charge and a boy secretary, and this information must appear in the Bill Book.

## **10. SCHOOL MONITORS**

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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 wellbeing 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 regular discussion meetings with the Deputy Head Master and other senior Masters. 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; and represent the School at internal and, occasionally, external events. 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 specific times.

House Masters appoint their Head of House and House Monitors.

# 11. HARROW SCHOOL: LEAVER’S PROFILE

## Our Values, Our Boys, Our Leavers

	COURAGE	HONOUR
OUR VALUES	Be innovative Inspire change for the better Make the most of opportunities Put fear of failure aside Stay the course, even when it is difficult	Have the highest standards Lead by example Take responsibility Gain the trust of others
OUR BOYS	Try new things Push yourself Try your best Take responsibility for your actions	Stand up for what you believe in Do the right thing Inspire respect of others
OUR LEAVERS	<p><b>Learning</b>            Discern the truth            See things through to the end</p> <p><b>Leading</b>            Think differently            Look ahead            Bring about meaningful change</p> <p><b>Serving</b>            Stand up for the common good            Meet adversity with resolution            Be brave under pressure</p>	<p><b>Learning</b>            Speak up for the truth            Speak out against falsehood</p> <p><b>Leading</b>            Be ready to champion good causes            Be ready to explain            Live by the values you believe in</p> <p><b>Serving</b>            Commit to others            Be trustworthy            Be selfless</p>

HUMILITY	FELLOWSHIP
<p>Recognise that you are a work in progress</p> <p>Know that struggling with your weaknesses is essential to your growth</p> <p>Know that talent and achievement alone, however impressive, are not the only things that make you a successful person</p> <p>Recognise that none of us is the centre of the universe</p>	<p>Build binding, constructive relationships that help us all to make a positive contribution</p>
<p>Be respectful to others</p> <p>Be open-minded</p> <p>Be able to admit to being wrong</p>	<p>Accept difference in personality and culture</p> <p>Support and engage with others</p> <p>Create a welcoming and friendly community</p>
<p><b>Learning</b></p> <p>Be honest</p> <p>Learn from experience</p> <p>Work assiduously at overcoming your weaknesses</p> <p><b>Leading</b></p> <p>Do not be afraid to ask for help</p> <p>Take advice</p> <p>Change your mind when necessary</p> <p><b>Serving</b></p> <p>Be willing not to take things at face value</p> <p>Listen to the opinions of other people, even if you do not agree with them</p> <p>Say and do the right thing without being driven by the need for recognition or status, or any sense of entitlement</p>	<p><b>Learning</b></p> <p>Encourage others to become better</p> <p>Model the right behaviour</p> <p><b>Leading</b></p> <p>Listen to the perspective of other people (regardless of age, background and ability)</p> <p>Respect the contributions of all and celebrate your own and others' industry</p> <p><b>Serving</b></p> <p>Be considerate</p> <p>Show an active interest in others</p> <p>Form a range of real friendships and other relationships</p>



# HARROW SCHOOL

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