

Dauntsey's

Lower School
Guide Book
2018/19



Welcome to The Lower School

Whether you are already a member of our school community or are completely new to the School, entering the Lower School marks an exciting transition in your education.

At Dauntsey's everyone is friendly and supportive. There is a great sense of community and there are loads of people to turn to for help if need be. Dauntsey's provides a positive working environment and the support on offer enables our pupils to thrive in both the academic and social aspects of school life. Our pupils come from many different schools and when they arrive at Dauntsey's, there is an opportunity for everyone to make new friends and get to know a range of different people. Warmth, laughter and lasting friendships, built on trust and mutual respect, are the hallmarks of daily life at Dauntsey's.



Our house system is the cornerstone of our community, giving pupils a secure source of support and guidance on every aspect of life, as well as the chance to get together and have fun. It is easy to find friends with shared interests due to the range of different clubs you are able to attend. Moreover, the pupils within Dauntsey's have close relationships with one another: half of the pupils have siblings at the school, which also contributes to the family atmosphere.

Our School community is lively and creative, making it a happy place in which students are able to thrive. Friendship is a priority at Dauntsey's and the courteous informality between staff and pupils is highly valued. Our pastoral framework is simple – it is one of warmth, care and discipline, where individual needs are addressed.

This guide has been written with you in mind, and should hopefully answer many of the questions you may have about life in the Lower School. I encourage you to read it carefully.

I hope that during your time in the Lower School you will make life-long friends and give everything a go because there are so many wonderful opportunities on offer. My very best wishes to you for a happy, fulfilling and successful Lower School career.

E. S. Conidaris

Eleni Conidaris

Head of Lower School

Feedback from Current Lower School Pupils

The best thing about Dauntsey's is all the amazing opportunities you get. Also all the new friends you get to make, and all the new things you get to learn everyday.

I feel that I can walk up to almost anyone and ask for help and they will immediately react with warmth and kindness. I could not ask for a better school environment.

The best bits about Dauntsey's are the friendly teachers and students, the dance show, the amazing productions. But also the Common room and The Art block.

There are lots of extra-curricular activities and lots of choice, so basically you can do whatever you want in prep/long break.

It's very down-to-earth and you are given responsibility!



Dauntsey's has so many clubs or things to do that you are always busy and never bored!

The people and staff. They all make you feel so welcome and you can have fun with them and it feels like they are your best friends.

The best thing about Dauntsey's is coming to school and seeing all my friends and having a fun time. I also love coming back to manor and seeing every one smile.

The Manor! In the lower school boarding house there are so many fun moments and everyone is great!

Who Looks After Me?



You will join a House run by either a Housemaster or Housemistress and you should already know which House you are joining, Scott, Forbes, Rendell or The Manor. You will also have a tutor who, along with your Housemaster or Housemistress, is responsible for your progress and wellbeing whilst at Dauntsey's. They are caring and knowledgeable, and will help you make the most of your time at School.

New pupils will also be teamed up with a 'buddy' within their House to help them throughout their first year.

During breaks, the supervisors, Mrs Eyles, Mrs Owen and Mrs Edwards will also be happy to help you.

Who else can I turn to?

Sometimes you may prefer to discuss a personal problem with an adult in the School who has no direct link to you. There are a number of people you can turn to, including the Chaplain, the school nurses or one of our counsellors (see the 'Who's Who' section at the back of this guide). The Student Listening Service is also available to give confidential help and advice if required.

The School Day



Registration

Registration takes place at 8.20am in your House. If you are a boarder at The Manor you will register there before you get on the bus to come up to the main school site.

If you arrive late or leave school early you will need to go to Main School reception to sign in or out.

Assemblies

There are usually two assemblies each week and your House staff will tell you on which days these are.

Your planner

Your Housemaster/Housemistress will explain how to use your planner to record prep and merit points. Your parents and tutor will check and sign your planner each week.

Lesson times and timetable

Lesson times and breaks are listed in your planner which will be given to you when you arrive at Dauntsey's. You will also receive an individual timetable which tells you when your lessons are, which rooms they are in and who your teachers are. Your lessons will be given by specialist subject teachers and you will move around the School to different classrooms. Do not worry about this as there are lots of people to help you and you will soon get used to it.

How should I address the teachers?

Female members of staff should be addressed as 'Mrs' or 'Miss' and their surname. Your male teachers should either be called 'Sir' or 'Mr' and their surname. The Head Master should always be addressed as 'Sir'.

Where do I keep my belongings during the day?

Day pupils will be allocated a locker in their House area for books and sports bags. If you are a boarder you will keep your belongings in your room at The Manor, bringing what you need to school everyday. There are lockers for you on the main School site, for your books and sports bag.

A padlock is needed for your book and sports locker. If you choose to use a combination padlock, a four combination one is best. Please remember to bring this in with you on your first day.



Morning Break and lunchtime

At morning break the Lower School common room is open to all Lower School pupils. It has wireless internet access, a juke box, air hockey, table football and there are many comfy chairs where you can relax.

Lunch is taken in period 5 or 6 (between 12.00 noon and 12.45pm). Exact timings depend on your year group and timetable. Please check the notice board outside the Dining Hall.

Long Break

Long break is from 1.50pm to 2.45pm on Monday to Friday.

Many clubs and activities take place during long break. You may also go to the Library to read or work quietly and the IT rooms are also open for you to use.



Clubs and Societies

There will be a 'Clubs and Societies Fair' at the start of the Autumn Term for you to decide which clubs you would like to join. You are encouraged to participate in at least two clubs or activities each week. Most clubs take place during long break or prep time. You will find a clubs and societies timetable in your planner or on the School Intranet.

Prep

Prep, or homework, is the work set by your subject teachers for you to complete out of lessons. If you are organised, you will often be able to finish your prep at School during prep time.

Day House prep time is from 4.20pm to 5.20pm and takes place in your House area. If you are a boarder, prep time is held at the Manor from 6.45pm to 7.45pm. Many pupils also complete some of their prep during long lunch break (1.50pm to 2.45pm) when they do not have a club or activity. Please bring a reading book with you to School in case you finish your work before the end of prep time.

If you are attending a club or other activity, remember to sign out of prep. Your House staff will explain the procedure for this at the beginning of term.

How much prep should I get?

You will usually have two or three preps a night from Monday to Friday. If you are in the Third Form you will also be set prep on Saturdays. As a guide, allow the times below for each subject:

First Form	20 minutes
Second Form	25 minutes
Third Form	30 minutes

If you are worried that your prep seems to be taking longer than this, then please talk to your tutor.

Sporting Life

Everyone at Dauntsey's is encouraged to take an active part in sport. You will have two sessions of games each week on a Monday and Wednesday, as shown in the chart below.

Term	Boys	Girls
Autumn	Rugby	Hockey
Spring	Hockey	Netball
Summer	Cricket, Athletics and Tennis	Athletics or Tennis

Physical Education and Swimming

First and Second Form pupils also have Physical Education (PE) and swimming throughout the year, doing half a term of swimming and half a term of PE each term.

Where and when should I go to Games?

You should change in the changing room allocated to you. This information will be published on your House notice boards. There is a keypad on all the doors and you will be told the code. You should also check the Games notice board daily, found under the kitchen arch, as this will give you information about matches, as well as where and when your games lesson will be held.



Sports Kit

Please make sure that all your kit is clearly marked with your name on the outside. Remember your gum shield which is compulsory for rugby and hockey. Please pack indoor trainers as well as astro or rugby boots in case you need to go into the Sports Hall. You should also bring your swimming kit with you for games afternoons in case you cannot play outside.

Girls need a hockey stick for the Autumn Term. Boys, unless they join the Hockey Club, will not need one until the Spring Term.

Teams and Matches

On the first Saturday of each term team trials will be held which everyone must attend. On other Saturdays, you may be selected to play for an internal team or a school team, be needed for a team practice, or a House event. You can find details of the fixtures on the School website and team sheets are also published on the School Intranet as well as the games notice board.

What happens if I am off games?

If you are unable to participate in games or PE you must hand an off-games note, from either your parents or the sanatorium, to PE Staff. Nevertheless, your PE teacher would like you to change into games kit and report to your games session.





- 1 Reception
- 2 Memorial Hall
- 3 The Pavilion
- 4 Dining Hall and Music (Old Hall)

- SPORTS FACILITIES**
- 1 Awdry Sports Centre
 - 2 Mercers' Field
 - 3 Astro 1
 - 4 Astro 2
 - 5 Netball/Tennis
 - 6 Cricket Pavilion

- ACADEMIC**
- 1 1895 Building
 - 2 New Teaching Building
 - 3 Science Centre
 - 4 Design Technology
 - 5 Tedder Building
 - 6 Drama
 - 7 Language Development/EAL
 - 8 Art Studios

School Main Entrance

To The Manor (10 minutes walk)



PARKING

- P_A** Staff and Visitors
- P_B** Staff and Coaches
- P_C** Staff, Pupils and Visitors

HOUSES

- 1** Lower School Centre (Rendell and Scott)
- 2** Forbes
- 3** Farmer and Hemens
- 4** King-Reynolds and Lambert
- 5** Fitzmaurice
- 6** Mercers
- 7** Evans
- 8** Jeanne
- 9** The Manor

OTHER

- 1** Tuck Shop
- 2** School Shop
- 3** Medical Centre
- 4** Library
- 5** Maintenance
- 6** Grounds Maintenance

Arrangements on Saturdays



Saturday Mornings

On Saturdays there are six taught periods and lesson one starts at 8.35am immediately after Registration. Lunch arrangements depend on home or away fixtures, and timings will be published on your House notice board.

Saturday Afternoons

If you are not required for matches or other activities, the following arrangements apply.

Day Pupils – you may leave after lessons or after lunch. Pupils who remain at school may support matches, go to the Cyber Café, Tuck Shop or the Library until 4.30pm. You should remain in your uniform or games kit.

Boarders – you must receive permission from your Housemistress to leave School for the weekend. If so, you may leave after lessons, or after lunch. If you are not going home, or playing in a match, then you must return to The Manor.

Saturday Afternoon Registration

Registration takes place in Reception at 1.50pm for pupils who are staying for the afternoon but not attending matches.

Transport on Saturdays

School transport leaves at 4.30pm on Saturday, but many School fixtures, particularly those played away, do not finish in time and you may need to make alternative arrangements to get home. If you are a boarder at The Manor you will be returned to The Manor on the team coach after your fixture.

If you require transport home on Saturday afternoon, please remember to sign up on the 'bus sheet' in the Dining Hall by Friday break. If your plans change, please make sure that you notify reception.



Grades, Incentives and Rewards

Grades - Given twice each term to indicate how well you are doing. They will be sub-divided into various categories: Attainment, Attitude to Learning and Prep.

Head Master's Commendation for Excellence - If a pupil, produces an exceptional piece of work, they are requested to show it to the Head Master and they receive a Head Master's Commendation for Excellence.

Head of Lower School Commendation - Awarded for valuable contributions to the School community or for individual performance.

Random Act of Kindness - "No act of kindness no matter how small is ever wasted" (Aesop). Pupils, prefects and staff can nominate Lower School pupils for their Random Act of Kindness. Nomination cards are available from Housemaster/mistress and/or Miss Conidaris. Completed nomination cards should be posted in the Random Act of Kindness box located in Miss Conidaris' office. Recipients of a Random Act of Kindness nomination will see Miss Conidaris and receive five merit points.

Inspirational and Creative Expression - Pupils' are invited to submit an inspirational and creative expression on any topic. It can take any form including a poem, short story, photography and/or art - the only requirement is that it needs to be published on an A3 size document. The objective is to make us all stop and think. Each month Miss Conidaris will select the one that is most inspiring to go up on the wall in Lower School Centre. At the end of the month she will give the framed copy to the author to keep.

Merit Points are awarded by members of staff for an exceptional piece of work, for effort, or for being helpful or kind to others. In fact they can be awarded for any achievement or action that a member of staff thinks deserves recognition. Merit Point stickers are recorded in your planner and your tutor keeps running totals and issues rewards as follows:

Number of Merits	Reward	Awarded by
10	Tutor Sticker	Tutor
20	50p voucher	Housemaster/mistress
30	£1 voucher	Head of Lower School
40	£2 voucher	Head Master

Vouchers can be used in the Tuck Shop and the School Shop. All pupils can exchange their reward vouchers with Miss Conidaris for Amazon vouchers.

Music Instrumental Lessons

When do I attend my music lessons?

If your parents have completed the music lessons request form on the school website, the Music Department will contact you at the beginning of the Autumn Term to confirm the name of your instrumental teacher and to give you instructions for attending your lessons.

All music lesson timetables are published on the intranet. The day and time of your lesson must be recorded in your planner each week. This will sometimes mean missing an academic lesson, though not the same one every week. You should excuse yourself from this lesson, preferably by email, before going to your music lesson and please make sure that you catch up the work or prep that you missed.

Your music lesson is paid for by your parents, therefore you should never miss it if something else comes up. If you have to change your lesson time (for example: if there is a trip away from school, or if you have a test in your subject), you must give your Music teacher at least two full days to rearrange your lesson.

Mobile Phones

Mobile phones must be kept in 'silent' mode and kept out of sight from the moment pupils are in school. Pupils may use their mobile phones in lessons when given permission by teaching staff. Pupils may use their mobile phones in prep when given permission by House staff.

Any Lower School pupil who is in breach of the mobile phone policy will have their phone confiscated.

Punishments will be as follows:

First offence phone will be confiscated and passed onto Head of Lower School. Pupil may collect at end of day. Second offence phone will be confiscated and passed onto Head of Lower School. Lunch time DT. Third offence phone will be confiscated and passed onto Head of Lower School. Parents will be contacted to discuss a week's ban. At the end of each term all 'offences' will be cleared.

What else do I need to know?



The Tuck Shop

This is run by Caz and Kim. Items such as phone cards, sweets, crisps, drinks and ice creams can be bought here. You may pay with cash or, if you have written permission from your parent/guardian, purchases may be added to your School bill. Adjacent to the Tuck Shop is the Cyber Café with 12 computers for you to play games on during your breaks; this area also has wireless internet access.

The School Shop

This is run by Mrs Bailey. It sells toiletries, stationery, phone cards, stamps, sportswear, shoes, tennis balls and new and second hand uniform. There is a mobile phone top-up facility for which we accept cash, but top-up charges can be added to your School bill as long as it has been agreed with your parents. Larger items can be put on the School bill if your parents give you permission. You will also find lost property in the School Shop.

The Library

The Library is a wonderful resource centre which is available to all pupils. There are tables to work at as well as IT facilities. It is a place for quiet work and you are expected to observe the Library Code of Conduct, which is displayed on the door. If you want to use the library in prep time, then you need to ask the tutor who is supervising prep before you go.



What if I lose something?

If you lose something, and it is labelled, then it will be sent to the lost property section of the School Shop. A list of lost property is sent to the Houses every day and you may also receive an email. You can go to lost property to claim your property whenever the School Shop is open.

What do I do if I feel ill during the day?

The Sanatorium is always open and you are welcome to go there anytime during the day if you are feeling unwell. If you are in a lesson, ask permission from your teacher and obtain a green form from him or her before you go.

Can I leave the School during the day?

If you need to go for an appointment during the day then you should check out at Reception. If you arrive late, or return to School after an appointment, you must report to Reception.

If you are going to miss School for a special event, you should ask your parents to write to the Head Master for permission to do so.

How am I expected to behave?

Dauntsey's is a happy school and this is partly because of the high standards of behaviour of our pupils. We expect you to behave well and pupils usually meet our expectations. The School rules are set out in detail in a document entitled 'Rules, Rewards and Sanctions', and your tutor will go through your copy of this booklet at the beginning of the Autumn Term.

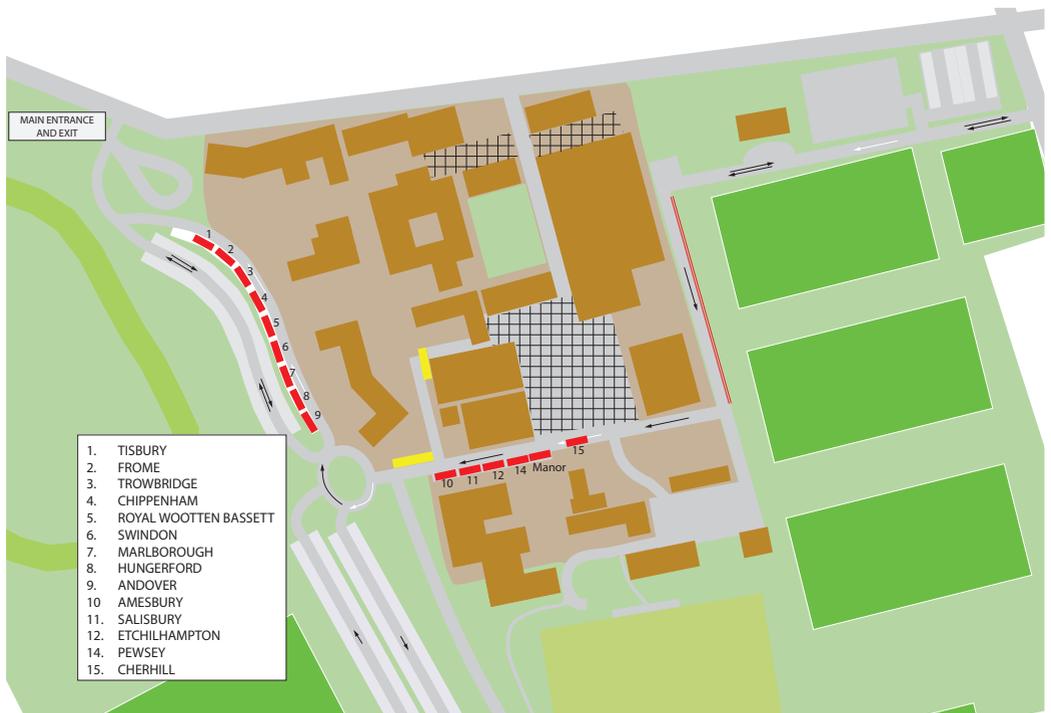
What do I need to know about the daily buses?

Fifteen buses bring pupils to School from around the county and beyond. If you are travelling to and from School on one of these buses your parents will receive a letter informing them which bus stop you will be collected from in the morning and what time you should get there.

At the end of the day, the buses leave at 5.30pm (4.30pm on Saturdays) and each bus parks in a set place in the car park at the back of the School (see map below). You should wear School uniform on the bus, or full games kit.

If you are not going to be on your usual bus, you should send an email to buses@dauntseys.org.

Pupils boarding at The Manor will receive details about transport to and from the main school in their House Handbook.





IT, Email and Printing

On your first day, the IT Department will give you an introduction to the School Computer System and will issue you with your own username and password for logging in. They will also explain how to access your school email and documents from home, and how to use the School printers.

You will also be told about the School Intranet which is our local, secure website for pupils, staff and parents only. It contains all sorts of useful information and you should check it regularly. Your parents can also log in to check the Intranet and will be sent their own username and password to access this and the 'Parent Portal' at the beginning of the Autumn Term.

Which Notice Boards should I look at?

Your House will have its own notice board. You should also check the games notice board daily and the notice board outside the dining room for music notices and lunch arrangements.

Valuables/Money

You are encouraged not to bring valuable items into school. Electronic equipment should be left at home or should be locked in your locker.

Who's Who



Mr Lascelles
Head Master
headmaster@dauntseys.org



Mrs Jackson
Deputy Head
Pastoral
a.jackson@dauntseys.org



Mr Tyler
Deputy Head
Academic
j.tyler@dauntseys.org



Mrs Sampson
Housemistress of
The Manor
a.sampson@dauntseys.org



Mr Olsen
Housemaster of
Rendell House
m.olsen@dauntseys.org



Mrs Coupe
School Counsellor
c.coupe@dauntseys.org



Mrs Bailey
School Shop Manager



Caz and Kim
Tuck Shop
Managers



Mr McFarland
Second Master
m.mcfarland@dauntseys.org



Miss Conidaris
Head of Lower
School
e.conidaris@dauntseys.org



Mrs Walton-Knight
Housemistress of
Scott House
s.waltonknight@dauntseys.org



Mrs Gardiner
Housemistress of
Forbes House
e.gardiner@dauntseys.org



Revd Johnson
School Chaplain
d.johnson@dauntseys.org



Mrs Murphy
School Counsellor
a.murphy@dauntseys.org



Mrs Wilkinson
Senior Sister
c.wilkinson@dauntseys.org



Maria Eyles (Forbes)
Julie Edwards (Rendell)
Jackie Owen (Scott)
Supervisors

More questions?

If you have any questions not answered in this booklet please do feel free to ask. There will always be somebody to help you.



Committed to Safeguarding Children

Are you feeling upset or unsafe?
Are you worried about a friend, a pupil or a family member?
Does something not feel right?

There is someone to talk to

All these people are here in school to help you



If you cannot find people to help you in school there are outside agencies to offer support and help

Independent Listener (Bonnie Matters) 01380 722024
 Childline 0800 1111
 NSPCC Helpline 0808 800 5000
 Samaritans 116123
 Wilts Social Services 01380 730055
 Office of the Children's Commissioner 0800 528 0731
 Independent Schools Inspectorate 0207600 0100

Please speak to the Dauntsey's Designated Safeguarding Leads (contact details below)
If you're worried tell someone. In an emergency dial 999



Mrs Ann Jackson
Safeguarding Lead
a.jackson@dauntseys.org
01380 814508
07724537630



Miss Eleni Conidaris
Deputy Safeguarding Lead
e.conidaris@dauntseys.org
01380 814557
07980 730622



Mr Jamie Holmes
Deputy Safeguarding Lead
j.holmes@dauntseys.org



Mrs Veryan Nield
Safeguarding Governor
v.nield@dauntseys.org



Mrs Carole Wilkinson
Medical Centre Sister
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01380 814576



Mrs Carole Coupe
Counsellor
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01380 814670



Mrs Ali Murphy
Counsellor
a.murphy@dauntseys.org
01380 814670



Mrs Lucy Walsh-Waring
Chair of Governors
l.walshwaring@dauntseys.org





[www. dauntseys.org](http://www.dauntseys.org)

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