



# *The School House*



*Pupil's Handbook*

**The School House  
Durham School  
DH1 4SZ  
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Treat people as if they were what they ought to be and you help them to become what they are capable of being.

Johann Wolfgang von Goethe

Right discipline consists, not in external compulsion, but in the habits of mind which lead spontaneously to desirable rather than undesirable activities.

Bertrand Russell

## CONTENTS

### ***Section 1***    **The School House**

a. Welcome	p. 5
b. History of the The School House	p. 6
c. House Masters of The School House	p. 7
d. House Organisation and Structure	p. 8
e. Communication	p. 9
f. The House Master	p. 10
g. The Assistant House Master	p. 10
h. The Junior House Master	p. 10
i. The Tutors	p. 11
j. Monitors	p. 11
k. Additional Guidance	p. 11
l. House Spirit	p. 11
m. The Common Rooms	p. 11
n. Sixth-Form Common Room	p. 11
o. Toilets & Showers	p. 12
p. Kitchens	p. 12
q. Boarding Accommodation	p. 12
r. The House Master's Study	p. 12
s. Private Side	p. 12

### ***Section 2***    **Life in the House**

a. Start of Term	p. 13
i) <i>For All New Pupils</i>	p. 13
ii) <i>For Boarders</i>	p. 13
iii) <i>For Day Boys</i>	p. 13
b. Access	p. 13
c. Studies	p. 14
d. Security	p. 14
e. Valuables	p. 14
f. Calendar	p. 14
g. Fire and Emergency	p. 14
h. Electricals	p. 15
i. Equipment	p. 15
j. Computers	p. 15
k. Mobile Telephones	p. 15
l. Contact with Home	p. 15
m. Food and Meals	p. 15

n. Activities: School and House-based	p. 16
o. Competitions	p. 16
p. House Groups	p. 16
q. House Colours	p. 16

### ***Section 3* Daily Routines**

a. Daily Routine (all boys)	p. 18
b. Daily Routine (Boarders)	p. 19
c. Registration & Roll Call	p. 20
d. House Meetings	p. 20
e. Chapel	p. 20
f. Exeats & Leave Outs	p. 20
g. Weekend Access to the House	p. 21
h. Games	p. 21
i. Absence and Illness	p. 21
j. Missed lessons	p. 21
k. Visitors	p. 21
l. Prep	p. 22
m. Signing Out	p. 22
n. Responsibilities	p. 22
i) Comestibles	p. 22
ii) Kitchens	p. 22
iii) Litter and Damage	p. 22
iv) House Council	p. 22
o. Visits to Town	p. 23
p. Cars	p. 23

### ***Section 4* Personal Behaviour**

a. Rules	p. 24
b. Manners	p. 24
c. Uniform	p. 24
d. Appearance	p. 24
e. Hairstyle	p. 24
f. Jewellery	p. 25
g. Vandalism & Accidental Damage	p. 25
h. Alcohol, drugs, and smoking	p. 25
i. Rewards	p. 25
j. Discipline and Sanctions;	p. 25
k. Prep Diaries	p. 25
l. Bullying	p. 26

### ***Section 5* Contacts** p. 27

## Section 1: The School House

### a) Welcome



First, let me welcome you to the School House on behalf of the boys, the tutors, my wife and me; I hope that you are looking forward to becoming a Bungite in September and joining a House with over 150 years of tradition.

Since 1844, the School House has stood at the centre, both physically and figuratively, of Durham School. While the School is responsible for the imparting of academic knowledge, the House exists to help develop your character for the better through a strong sense of community, friendship, opportunities for leadership, competition, and social events.

Bungites have always had a strong sense of spirit and a proud tradition of House loyalty; they achieve at the highest level academically, on the sports' field as well as in drama and music, but combine their talents with values of tolerance, good manners, honesty, and a sense of fairness. One cannot be good at everything but I trust that you will be prepared to join in, have a go, and try your very best.

You will become part of a community of over 100 boys between the ages of eleven and eighteen. Living with so many other boys can be a mixture of fun and frustration, and in the coming years you will learn to share in each others' disappointments and successes; whatever the outcome, you will soon appreciate that working alongside your friends and being part of the House are the most important lessons the School can teach you.

Whether you are here for the next two, five or seven years, I hope that at the end of your time in the School House, you will reflect on your achievements with pride, and hopefully see that you have enjoyed and taken advantage of every minute.

M. P. Alderson

House Master

## **b) History of the *The School House***

The School House is the most senior of the houses at Durham School and can trace its history to at least 1844 and the School's transfer from Palace Green to the Bellasyse Estate. It was in the oldest part of the House, now Private Side, that Sir William Cooke invented the electric telegraph.<sup>1</sup> It was the first house on the new site and originally housed all boarders in its dormitories, some of which the House has retained in the form of studies and some of which were converted into the Modern Languages' Department in the 1970s.

As tradition dictated, headmasters of the past were simultaneously House Masters of The School House, after one of whom the House became affectionately known as *Bungites*; the then Head Master/House Master, Dr Henry Holden's nickname was 'Bung'. In the 1920s, a former master of the School, John Hay Beith (whose pseudonym was Ian Hay), immortalised the House and one of its House Masters in his novel *The Housemaster*;<sup>2</sup> the novel tells of a battle between the Head-/House Master of the Blue House and a House Master of the Red House, and subsequently became a West-End success and was transferred to one of the earliest talking films. The House colour remains *blue* today. Former *Bungites* have gone on to a variety of successes, including A. Moore's (1872-76) and C. W. Moore's (1872-76) participation in the Indian Wars of nineteenth-century America,<sup>3</sup> the Great War poet W. N. Hodgson (1905-11), W. M. W. Fowler's (1928-31) cookbook,<sup>4</sup> and more recently, Alexander Armstrong's (1983-88) variety of television performances.

Today, the House continues to be at the heart of the School, adjoining Big School and commanding spectacular views on to the *Playground*. It accommodates over 100 day boys and boarders in a variety of studies and common rooms, and has a reputation for eclecticism and tolerance.

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<sup>1</sup> See John Malden, *Let Durham Flourish* (Durham: Attey, 1996), p. 15.

<sup>2</sup> Ian Hay, *The Housemaster* (London: Hodder & Staughton, 1936).

<sup>3</sup> See Malden, p. 119.

<sup>4</sup> W. M. W. Fowler, *Countryman's Cooking* (Ludlow: Excellent Press, 1965; 2006).

### c) House Masters of The School House

<b>House Masters</b>	<b>Dates</b>
Rev. E. Elder, M.A., D.D. Oxon.*	1840-1853
Canon H. Holden, M.A. Oxon., B.D., D.D. Dunelm*	1853-1882
Canon W. A. Fearon, M.A., B.D., D.D. Oxon.*	1882-1884
Rev. J. M. Marshall, M.A. Oxon.*	1884-1894
Canon W. Hobhouse, M.A. Oxon.*	1894-1899
A. E. Hilliard, M.A., D.D. Oxon.*	1899-1905
H. W. McKenzie, M.A. Oxon.*	1905-1907
Canon R. D. Budworth, M.A. Oxon.*	1907-1932
Canon H. K. Luce, M.A., B.D. Cantab.*	1932-1946
T. G. C. Woodford, M.A. Oxon.	1946-1950
T. H. de Winton, M.A. Cantab.	1950-1966
D. Keeton, M.A. Oxon.	1966-1974
G. Clayton, M.A. Cantab.	1974-1987
H.S. Dias, B.A. Ulster	1987-2002
K. S. Jones, B.Sc. Dunelm	2002-2008
M. P. Alderson, M.A., B.A. Dunelm	2008-Present

<b>Assistant House Masters</b>	<b>Dates</b>
M. P. Alderson, M.A., B.A. Dunelm	2006-08
B. M. Mason, B. Ed. De Montfort	2008-Present

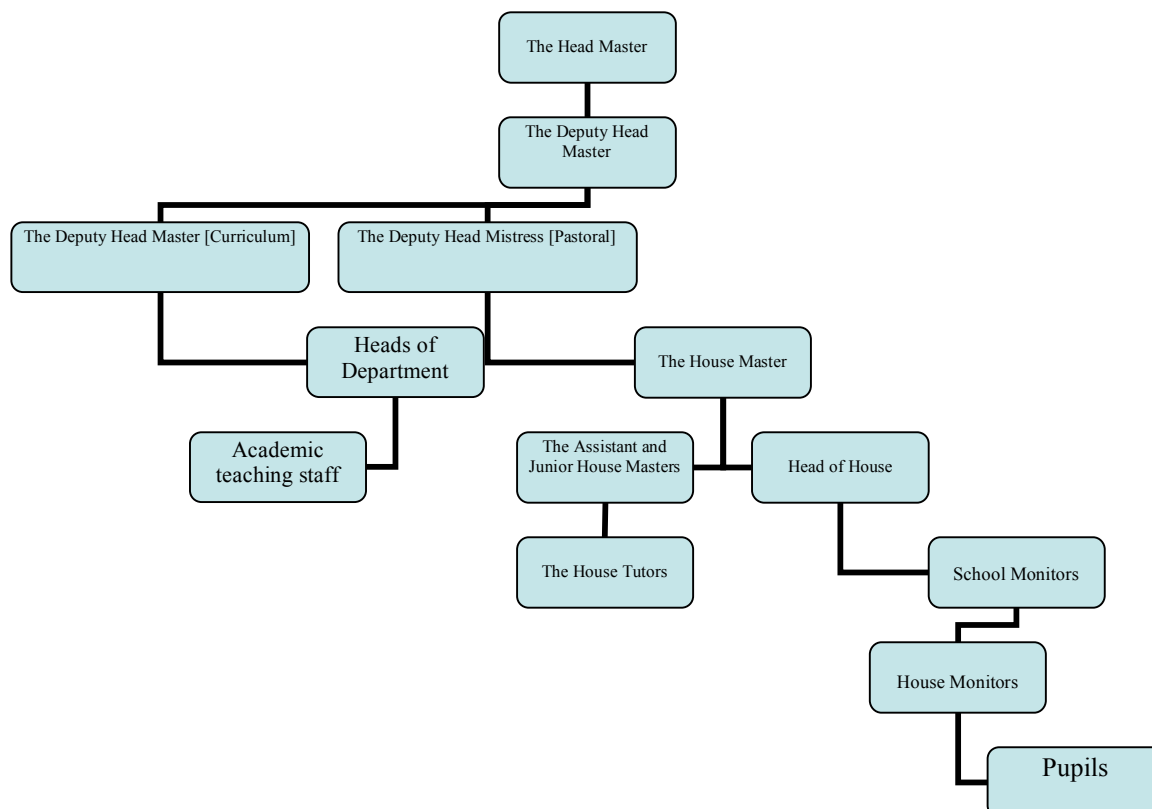
<b>Junior House Masters</b>	<b>Dates</b>
M. F. Farmborough, M.A., B.A. Dunelm	2002-2004
P. R. Wilson, M.A. Cantab.	2004-2011
P. J. Dias, B.Sc. Loughborough	2011-Present

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\* As tradition and practice then dictated, the House Master of School House was by virtue of office the Head Master.

## d) House Organisation and Structure

Durham School is a community based on an understanding of hierarchy; at the head of the community is the Head Master who is assisted in ensuring proper order is kept at all times by the academic and House staff, and, in turn, by senior pupils.



Within the House, tutors and monitors help keep good order. Boys should note that a legitimate instruction issued by a School or House monitor should be followed without complaint or delay; failure to do so will be dealt with as a breach of discipline.

As a member of The School House, boys should aim to represent the highest standards of behaviour and values that Durham School has to offer at all times.

**e) Communication**

If you need to contact the School at any time, the first contact point should be the House and the relevant member of House staff [see below]. While you may contact the House Master directly on any issue, the Assistant and Junior House Masters have responsibility for specific year groups and should be approached accordingly; contact details for all members of House staff are given on p. 27.

<i>Form</i>	<i>Year</i>	<i>House Contact</i>
<b>Lower Remove</b>	7	<b>Mr Dias</b>
<b>Upper Remove</b>	8	<b>Mr Dias</b>
<b>The Shell</b>	9	<b>Mr Mason</b>
<b>Lower V<sup>th</sup></b>	10	<b>Mr Mason</b>
<b>Upper V<sup>th</sup></b>	11	<b>Mr Mason</b>
<b>Lower VI<sup>th</sup></b>	LVI <sup>th</sup>	<b>Mr Alderson</b>
<b>Upper VI<sup>th</sup></b>	UVI <sup>th</sup>	<b>Mr Alderson</b>
<b>All Boarders</b>	All years	<b>Mr Alderson</b>

Please note that for any issues relating to boarders, the point of contact is the House Master.

E-mail is often the most efficient means of communication during a busy school day; telephone messages can be left on the answering service and, whenever possible, will be answered within 24 hours.

### **f) The House Master**

On leaving school, Michael Alderson went up to Grey College, University of Durham to read French and German, spending one year as a teaching assistant at a grammar school in Upper Austria. He continued his studies at Homerton College, University of Cambridge and the Pädagogische Akademie, Innsbruck with a P.G.C.E. with Austrian teachers' certificate. He has completed a master's degree on historical narratives and is currently conducting Ph.D. research on sixteenth-century biographies of Luther at the University of Durham. Before joining Durham School, he spent three years at Derby Grammar School as the German Master and latterly as Director of Sixth-Form Studies. He is married and in his spare time enjoys mountain-biking, skiing, running and wine. On first joining Durham School, Mr Alderson was the UVI<sup>th</sup> tutor in The Caffinites and moved to The School House as Assistant House Master in September 2006, before becoming House Master in September 2008.

The House Master exists to ensure that the House is a successfully functioning community in which all boys reach their own potential. The House Master is supported in this work by the Assistant House Master, who has responsibility for the V<sup>th</sup> Form and the Shell, and the Junior House Master, who has responsibility for the Removes. As a first point of contact, boys are encouraged to speak to the House Master, the Assistant House Master, Junior House Master or tutor in the event of any difficulty.

### **g) The Assistant House Master**

After leaving school, Mr Mason worked as a climbing and kayak instructor in an outdoor centre before completing a B.Ed. degree in P.E. and Sports Science at De Montfort University. Having completed a season playing rugby for Vail Rugby Club, Colorado (U.S.A.), Mr Mason moved to Newcastle to work at Emmanuel College in Gateshead from where he was appointed to Durham School as Director of Sport. As Director of Sport, Mr Mason co-ordinates the diverse and complicated Durham School activities' programme and teaches the Psychology module of the P.E. A-level syllabus. Mr Mason has represented the North of England at rugby (while at university) and Durham County (in spite of being a Yorkshire man) and now plays for Westoe Rugby Club. He enjoys all sports and outdoor activities, and has recently completed an M.Sc. in Sport and Exercise Psychology. He joined The School House as Assistant House Master in September 2008 from Poole House where he was the Shell tutor.

### **h) The Junior House Master**

Having grown up in the School House, Patrick Dias attended Durham School and was a member of Poole House, after which he attended Loughborough University where he completed his degree in Sport and Exercise Science with Management. During his time at university, he was awarded full sports honours for representing the Great Britain Universities 7's team in Italy and Spain. In 2008, Mr Dias joined the staff at Durham School, helping out with the sports' programme across all age groups. The following two years saw him complete both his teacher training at Sunderland University and his N.Q.T. year at Durham School. Mr Dias returned to Bungites as Resident Tutor in 2009, and was appointed Junior House Master in September 2011.

### **i) The Tutors**

Each boy will be assigned a tutor. It is the tutor's role to act as an official contact with the House staff, to help boys in the first instance with any academic concerns that they might have and to prepare termly reports. Tutor period takes place four times a week during which boys will follow the *PSHE* [Personal, Social and Health Education] programme.

For a list of the House Tutors, see p. 27.

### **j) Monitors**

School and House monitors are appointed to help with the organisation and running of the House; they have been given authority to help maintain good order around the House, and boys are expected to follow a legitimate instruction. Monitors are entitled to issue minor punishments [such as *Blues*, chores, minor tidying, &c.] and will inform the House Master of any serious offence, including the refusal to follow an instruction.

For a list of the 2010-11 Monitors, see p. 27.

### **k) Additional Guidance**

In addition to the House staff, boys may also approach the San. nurses for help where appropriate. The School Chaplain is also available to offer guidance on matters spiritual and general; availability will be announced at the start of the year and published on notice boards.

### **l) House Spirit**

House spirit is a difficult concept to define, but a boy's membership of a House is often instantly noticeable. This strong sense of identity lies at the heart of the House system, and is fostered through a variety of House events in which all boys are expected to participate. Regular outings will be organised for each year group within the House along with social events for pupils and parents.

It is hoped that The School House boys are known for their tolerance, decency and good manners, and these values are reinforced regularly in House meetings and interaction with all staff and visitors.

### **m) The Common Rooms**

At the heart of the House is the *Common Room*; this may be used by all boys. Computer access is available on the upper level of the mezzanine along with a small House library; below, there are pool tables, and piano. House meetings are held in the *Common Room* along with various House social events.

### **n) Sixth-Form Common Room**

The *Sixth-Form Common Room* is to be found on the first floor above the main Common Room; this has been equipped with sofas, a television, and its condition will be carefully monitored.

**o) Toilets & Showers**

The main toilet and shower facilities are to be found on the first floor near the main House stairwell; these facilities were renovated in July 2009. A single toilet is also located on the second floor. In the event of any leaks or accidental damage, please inform the House Master or master on duty immediately.

**p) Kitchens**

Small kitchens are to be found on the ground and second floors; these are available for boys to make toast and prepare hot and cold drinks. The Matron will ensure that they are tidy, and it is the responsibility of all boys that they do remain so.

**q) Boarding Accommodation**

Boarding accommodation is housed on the first and the second floors of the House; boarders *only* have access to this area of the House. Security arrangements are the same as for day boys.

In addition, boarders have access to a sitting room equipped with a television, D.V.D. player and other facilities; this room will be locked during the day and opened for boarders on an evening. Watershed times will be published to boarders on arrival.

At the end of each half, boarders may leave some items of property in their bedroom. It is the responsibility of all boarders, however, to ensure that this property is stowed securely and any belongings are left at the owner's risk.

**r) The House Master's Study**

The House Master's Study is located next to the *Common Room* in what was formerly First Study; the Duty Master is based here on evenings.

**s) Private Side**

The House Master lives in Private Side. The front door is next to the Head Master's Study; alternative access for boarders exists on the first floor next to the Resident Tutor's flat.

## **Section 2: Life in the House**

### **a) Start of Term**

#### **i) *For All New Pupils***

The School organises an induction programme for all new pupils and boys from the House will attend the relevant sessions; this includes opportunities for taster visits, acquaint events, and meetings with House staff. In addition, further support will be provided within the House for boarders and day pupils.

#### **ii) *For Boarders***

Boarders are expected to arrive the afternoon or evening before term opens; tea will be available for parents in Private Side while boys are shown to their bedrooms by senior boys. For new boys, induction sessions will be held on the first evening with the House Master, the Resident Tutor, and monitors. All boarders are expected to return by 9 p.m. at the latest the day before each half begins.

For those boys travelling independently to School and with heavy luggage, parents are asked to contact the House Master to arrange help for their son's arrival in Durham.

#### **iii) *For Day Boys***

New day boys will be greeted on their first day by a House monitor who will show them to their study and help them to settle in. After the start of the Christmas term, boys should check the notice-board for any changes to study allocations at the start of each new half.

### **b) Access**

The House is open daily from **7.30 a.m.** until **7.30 p.m.** for day boys; in addition, the House will be open for extended periods during rehearsals and practices for house competitions, in leading up to major events, and on Saturday mornings when prior notice has been given.

All boarders are required to be back in the House by 10 p.m. at the latest when the House is locked; in such instances where permission has been given to be out later, alternative arrangements will be made with the House Master. All boarders must sign out and in with the Duty Master in person.

The main boys' entrance to the House is via the door next to the *Tin Tabernacle* (Room 9), but in some circumstances boys may also enter through the doorway next to Reception. Boys are not permitted to enter through the door from the Servery. The main entrance to the House is protected by a digital lock; boys will be notified of the code for this at the start of term.

All days boys should be dropped off by Corner Block [Art and D.T.] and the Kerr Archway into the Quad.

### **c) Studies**

Boys share studies throughout the House, and each boy is provided with a locker. Studies are intended for private study and prep. Each boy will be allocated a study at the start of each term; these allocations cannot be changed without permission from the House Master. All boys are expected to use studies for the completion of academic work; as such, they are required to maintain the tidiness of their belongings accordingly and to help the cleaning staff complete their duties. Studies will be inspected regularly to monitor their organisation and general state.

In the event of damage, an investigation will take place to determine whether damage occurred owing to use beyond normal expectations. If the outcome of this investigation is positive, pupils will be invoiced for all repairs and will be required to complete restorative punishments. In the event that a study is being repeatedly damaged or mistreated, boys will be removed from the study and accommodated in the *Common Room*

### **d) Security**

During the Summer 2008, all digital locks were removed from study doors throughout the House; these have been replaced with *ASSA* locks but keys will not be issued to the boys. As a consequence, all boys require a padlock from the start of term and must use this to secure their lockers. A spare key [tagged or in an envelope] should be handed to the House Master lest pupil copies are lost. No locker will be searched unless the relevant boy has granted permission and is present during the search.

### **e) Valuables**

Boys are reminded that any valuables brought into the House are at the owner's risk; valuables are here understood to include *iPods*, mobile telephones, computers, bankers' cards, and cash.

### **f) Calendar**

The School produces a termly calendar; one copy of this is posted to all parents before term opens and boys also receive a copy within the first week of each term. The calendar lists most events and fixtures; additional information is posted on the relevant notice-board in the House and announced at House meetings; boys are encouraged to check this daily.

### **g) Fire and Emergency**

A fire drill will be held once each half term. In the event of a fire drill or a real emergency, boys should leave the House following the green signs that indicate emergency egress routes. The main muster point for the School House is Masters' Green.

All studies are fitted with a smoke detector and emergency lighting is fitted in all corridors and stairwells.

### **h) Electricals**

All School-owned electrical equipment is tested on a regular basis; boys are requested to register any electrical equipment with the House Master so that P.A.T. testing may be organised as necessary.

### **i) Equipment**

All boys are required to have correct games' kit and equipment for academic lessons; in practice, the latter means that they should attend lessons equipped with standard writing materials and the necessary exercise and textbooks.

### **j) Computers**

Computers are not essential for any work completed during the day and boys need not bring them to School; however, computers can be useful. Boys are reminded that laptop computers are expensive and are brought to School at their own risk. I.T. facilities are available in the House and elsewhere in the School throughout the day.

### **k) Mobile Telephones**

Boys are permitted to have mobile telephones in School; however, the onus is on the boy for the telephone to be used sensibly. Telephones cannot be used in class and should be switched off in lessons and during Chapel; irresponsible use may result in their confiscation. Boys should not make calls while walking through the School site.

Boys are reminded that mobile telephones are expensive items; they are brought into School at the owners' risk. Boys should ensure that they are securely stowed away when left in the House.

Boarders are asked to ensure that their telephones are switched off during prep and that they make any calls to home during free time. All boarders in possession of a mobile telephone will be asked to provide the House Master with their telephone number at the start of the academic year, and should inform him of any change of number as appropriate.

### **l) Contact with Home**

Boarders may telephone home between 6 and 7 p.m. each evening and after prep and before lights out. Computers with internet access are available in the Senior Common Room. House guidelines on the use of mobile telephones are to be found above.

### **m) Food and Meals**

It is expected that all boys will eat lunch at School; boarders must also take breakfast and dinner in *Big School*. Random checks on attendance at lunchtime happen from time to time. In addition, toast and juice are available in the House for all boys during the day, and further snacks are available for boarders on an evening.

### **n) Activities: School and House-based**

School activities are held each weekday between 5 p.m. and 6 p.m.; any boy wishing to take part in an activity should enrol at the start of each half. Planned absence should be agreed with the member of staff responsible for the activity in advance.

Activities will be held in the House on an evening after prep; details of such activities will be posted on the notice-board.

### **o) Competitions**

The School arranges a variety of inter-House sporting, musical and drama competitions; some of these require the participation of all boys while others allow the specialists to demonstrate their talents. It should be every boy's aim to represent the House in at least three competitions each year.

### **p) House Groups**

In order to improve House attendance and performance at the various inter-house competitions, several groups will be formed to oversee selection, participation and achievement at such events. While these will principally be run by UVI<sup>th</sup> boys, a junior member of the House may be invited to sit on such a group if he is in possession of the necessary skills and talent.

<b>Group</b>	<b>Purpose</b>
<b>Social</b>	Organise a series of social events for different year groups, the House, parents; oversee the House Supper and BBQ. This group will also be responsible for developing House <i>stash</i> [merchandise].
<b>Sports</b>	Organise extra-curricular activities and oversee participation in inter-house events.
<b>Music</b>	Organise extra-curricular activities and oversee participation in inter-house events.
<b>Drama</b>	Organise extra-curricular activities and oversee participation in inter-house events.
<b>Colours</b>	Monitor the contribution of all pupils to House events and decide on the awarding of House Full and Half Colours.

Each group should appoint a captain at its first meeting to oversee administration, future planning, &c.

### **q) House Colours**

The House Colours system exists to recognise both consistent and excellent performance in a wide range of activities which through the pupils' representation of the House provide an element of prestige; these activities may be academic, dramatic, musical or sporting, or may contribute to the community at large through voluntary work.

A half-termly audit will take place during tutor period which will record contribution and achievement in addition to that known and recorded by the House staff. A House Colours group will meet once toward the end of each term to review such records and determine which pupils are entitled to receive Full- or Half-House

Colours; this group will include representatives from the pupils as well as House staff. Colours will be awarded in the final House Meeting of the term.

When a boy has been awarded Full- or Half-House Colours, he is entitled to wear the appropriate tie and may apply for a Velvet Honours Cap. Any boy who receives recognition under the House Colours system is expected to be a representative for House, and his behaviour should be accordingly exemplary. In exceptional circumstances of poor behaviour, the House Master reserves the right to withdraw an award.

### Section 3: Daily Routines

The School day may seem a little complicated at first; boys become accustomed to the timetable quickly and soon know their way around. The School operates a two-week timetable, and the Removes have a slightly different programme from senior boys. Exact details are given to all boys at the start of the academic year along with an individual timetable.

Boys should note that the School does not have bells signalling the start of lessons; they must ensure that they arrive at lessons punctually. A bell is rung in the House to mark the end of break and lunchtime.

#### a) Daily Routine

	Senior					Removes				
	Mon.	Tues.	Wed.	Thurs.	Fri.	Mon.	Tues.	Wed.	Thurs.	Fri.
7.30 a.m.	The House opens for day boys.									
8.00 a.m.	Breakfast is served in Big School.									
8.30 a.m.	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
8.40 a.m.	Chapel	Chapel	Tutorial	Chapel	Tutorial	Chapel	Chapel	Tutorial	Chapel	Tutorial
9 a.m.	1	1	1	1	1	1	1	1	1	1
10 a.m.	2	2	2	2	2	2	2	2	2	2
10.55 a.m.	Break					Break				
11.15 a.m.	3	3	3	3	3	Games	3	Games	Games	Games
12.15 p.m.	Lunch					Lunch				
1.15 p.m.	4	4	4	4	4	4	Games	4	4	4
2.15 p.m.	5	5	Games	Games	5	5	Games	5	5	5
3.10 p.m.	Break					Break				
3.30 p.m.	Games	6	Games	Games	6	6	6	6	6	6
4.30 p.m.	Tutorial	Tutorial	House	House	Chapel*	Tutorial	Tutorial	House	House	Chapel*
5 p.m.	Activities									
6 p.m.	Supper									
7.30 p.m.	The House closes for day boys.									

\* N.B. Friday Chapel starts at 4.45 p.m., following House tidy and roll call, and finishes at 5.30 p.m.

Any boy needing to stay beyond 7 p.m. and who is not in an organised activity must attend roll call and will attend supervised prep.

**b) Daily Routine (Boarders)**

<b>Time</b>		
<b>07.00</b>	<b>Wake Up</b>	
<b>07.30</b>	<b>Matron's rounds and Study Check</b>	
<b>07.50</b>	<b>Breakfast in <i>Big School</i> (compulsory)</b>	
	 <i>Normal School Programme</i>	
<b>17.50</b>	<b>Dinner in Big School (compulsory)</b>	
<b>18.55</b>	<b>Roll call with Duty Master in the Common Room</b>	
<b>19.00</b>	<b>Prep</b>	
<b>20.30</b>	<b>End of Prep for Removes and Shell boys</b>	
<b>20.45</b>	<b>End of prep for UV<sup>th</sup> and VI<sup>th</sup> Form</b>	
<b>20.55</b>	<b>Roll call with Master on Duty</b>	
	 <b>Free time and Activities</b>	
<b>21.45</b>	<b>Bedtime for Shell boys</b>	<i>Lights Out: 10 p.m.</i>
<b>22.00</b>	<b>Bedtime for LV<sup>th</sup> boys</b>	<i>Lights Out: 10.15 p.m.</i>
<b>22.15</b>	<b>Bedtime for UV<sup>th</sup> boys</b>	<i>Lights Out: 10.30 p.m.</i>
<b>22.30</b>	<b>Bedtime for VI<sup>th</sup> Form boys</b>	<i>Lights Out: 10.45 p.m.</i>

Boarders may sign out between 9.00 p.m. and 9.30 p.m., Monday to Friday. All boarders must sign back in by 10.00 p.m. Permission to sign out must be obtained from the Master on Duty on every occasion, and the sign-out book is kept in the Duty Room. Boarders from Pimlico and Poole Houses may be signed into the Common Room between 9.00 p.m. and 9.30 p.m. and must sign out by 10.00 p.m.

All boys should be in their bedrooms by lights out and should not leave bedrooms except for access to toilets or in need of help.

After 10.30 p.m., Sixth-Form boarders may use a bedside lamp in order to read. Listening to music is permitted for sixth-formers, but earphones must be used so that others are not disturbed.

Bedtime and lights-out time on Fridays are later than usual, at 11.00 p.m. On Sunday evenings, all boarders should return to the House for roll call at 9.00 p.m.; bedtime and lights-out time are the same as during the week.

### **c) Registration & Roll Call**

A formal roll call is held every day at 8.30 a.m.; all boys are required to attend this. Registration now takes place during periods 1 and 4, and is taken by academic staff. Those pupils with a study period at these times should report to the designated area [the Brett Quad] where they will be registered by a member of the senior staff. In addition, roll calls happen at House Meetings and at the end of each day (5 p.m.).

Boarders are required to attend additional roll calls at 6.55 p.m. and 9 p.m.

### **d) House Meetings**

House Meetings take place twice a week on Wednesday and Thursday afternoons before period 1. These meetings will be taken by the House Master, House staff and monitors. Attendance is compulsory and all boys are expected to arrive punctually.

### **e) Chapel**

Chapel is an integral part of Durham School; the School was founded by a sometime bishop of Durham and regular communal worship is at the heart of the School's tradition and present. The School remains an Anglican foundation and all boys are required to attend Chapel on a Monday, Tuesday, Thursday mornings, and Friday evening. Services take a range of forms and there is at least one celebration of Holy Communion each half.

The House sits and worships together. Confirmation classes are organised by the Chaplain; any boy who requires further information should speak to the House Master. At various points during the year, the House is required to lead such services, and boys will be called upon to participate as readers and in preparing the service itself.

Occasional absence from Chapel can be arranged; parents are asked to contact the House Master.

### **f) Exeats & Leave Outs**

Permission for boarders to leave School during the week [an *exeat*] may be granted in special circumstances; in such instances, parents are asked to contact the House Master to request permission. Leave-outs are temporary and short-term absences for the evening; permission for leave-out to attend the cinema, sports' matches, &c., must be sought from the House Master by the boy. The latter will only be given, however, once all academic commitments have been met and will be restricted in number in any one week.

Day pupils may invite boarders to visit them at home; this can only happen, however, with parental permission of the day boy concerned and the House Master. In exceptional circumstances, boys may be excused prep on such occasions; all boarders should return to the House by 10 p.m. Parents are politely requested not to organise parties during the week.

### **g) Weekend Access to the House**

The House is open on a weekend in the first instance for boarders but also for day pupils, especially to provide facilities for Saturday fixtures.

Boarders must indicate to the House Master by Thursday of each week on an *exeat* form when they will be leaving for home and returning to the House at the weekend. For boarders who have Saturday fixtures and need to leave School before brunch, breakfast will be eaten in the House.

Day boys who wish to use the House facilities must sign *in* and *out*; the signing-in form is located outside the door to Private Side and access to the House is via the door next to Reception.

### **h) Games**

*Mens sana, in corpore sano.* All boys must participate in Games; senior boys have some degree of choice. At the start of each term, options will be taken; attendance is monitored.

Any boy who has been medically excused Games must gain an Off-Games card from the San.; this should be presented to the Duty Master at the start of Games. Only the House Master and the San. are able to excuse a boy from Game; non-attendance at Games without a valid reason will be dealt with severely.

### **i) Absence and Illness**

In the event of illness, parents are asked to telephone the House Master; in some circumstances, it may be appropriate to organise work to be sent home.

During the School day, the San. is open for all boarders and day boys; on an evening, any boarder feeling unwell should speak to the Duty Master in the first instance. During the night, he should contact the House Master.

### **j) Missed lessons**

Should a boy miss a lesson for any legitimate reason, it is his responsibility to catch up on any work missed or preps which may have been set.

### **k) Visitors**

Pupil visitors are welcome in the House, but they must remain on the ground floor unless they have permission from the House Master to go elsewhere. Parents and family visitors are welcome, although it is expected that they will contact House Staff immediately on their arrival.

If a boy is unsure about anyone he sees visiting the House, he should find a member of staff or monitor immediately.

If a boy needs to find an adult quickly, he should check the duty board on the House Master's office door; failing that ring the bell on the House Master's or Resident tutor's door. If you cannot locate anyone in the House, go to the Headmaster's Secretary or go to the Masters' Common Room in the Grove.

### **l) Prep**

The House remains open beyond the normal finishing times for the School; this extended access enables all boys to use this time for the completion of prep. In some circumstances, day boys may be requested to stay until 7.30 p.m. to ensure that all prep is completed. Any imposition of this sort will be discussed with parents in the first instance.

All boarders will attend supervised prep; at the House Master's discretion, senior boys may be allowed to complete private study but this will be done in silence. Times for supervised prep are given on p. 19.

### **m) Signing Out**

At the end of each day, day boys are required to sign out to indicate that they have left the building; this is a health and safety requirement.

### **n) Responsibilities**

Houses exist to foster a sense of community, identity and responsibility; as such, certain responsibilities must be carried by all members of the House, who will be directed by the monitors and the Head of House. The following provides a brief outline of some of those duties:

#### **i) Comestibles**

Pupils may be organised into a rota to collect bread, milk, jam, cordial from the Kitchens; if a pupil is unable to carry out his duty, he should arrange for a fellow pupil to do this for him.

#### **ii) Kitchens**

Toast may be prepared by boys in House. As such, the two House kitchens must be kept clean and tidy; a cleaning rota will be organised by the Head of House and includes all pupils. The kitchen on the top floor is for the use of boarders only.

#### **iii) Litter and Damage**

It is the duty of all pupils to ensure that the House is clean and tidy; this includes the placing of any litter in a bin. In the event of damage, this should be reported by those responsible as a matter of urgency to the House Master.

#### **iv) House Council**

A House Council meets regularly throughout each term to discuss aspects of House life; two representatives from each tutor group will be elected to sit on this Council. All pupils are encouraged to take part in this group at least once during their time at the School.

### **o) Visits to Town**

Boys may have permission to go into town during lunchtime; this privilege is not, however, automatic and is dependent on three conditions:

1. prior written parental consent;
2. written permission [a town chit] from the House Master on the day in question;
3. completion of the signing-out sheet.

The final decision on access to town rests with the House Master, and access may be denied in circumstances where it is felt that time might be used more profitably in School regardless as to whether parental permission has been given. Equally, parents may rescind permission for all town visits.

The signing-out book is to be found outside the House Master's Study.

### **p) Cars**

Sixth-formers may drive to School but only once they have completed the appropriate form and received permission from both the House Master and the Head Master. School rules make clear, however, that abuse of this privilege may result in the permission to drive being rescinded. Pupils should also note that there is no parking on the School site for pupils.

Pupils who wish to drive to School should speak to the House Master to collect the necessary forms.

## **Section 4: Personal Behaviour**

### **a) Rules**

The School publishes an extensive list of rules and regulations in the prep diary; in addition to these, every boy in the School House is expected to demonstrate high standards of personal behaviour both within and outside the House. Close definition of such behaviour is unnecessary; all boys ultimately know how to behave. As a guideline, all boys should be truthful, polite, practise tact, generosity and charity, and avoid violence.

### **b) Manners**

Good manners are universally accepted as an important aspect of life, but may easily be forgotten. At the very least, all boys are expected to treat others with consideration, to respond politely to requests from all staff and visitors, and to hold doors open for others.

### **c) Uniform**

The School publishes an outline of the School uniform in the prep diary issued at the start of each academic year. In addition to the guidelines provided there, it is expected that all boys will have a reasonable haircut, wear clean shoes, have a fastened collar and a tie of the correct length. All uniform items are available from a local supplier.

During the Summer term, the Headmaster may announce that Summer Uniform may be worn; in practice, this means that boys may choose not to wear a blazer and sweater. They must continue, however, to wear a tie and cannot wear a sweater without a blazer; the implication here is that if it is cold enough to wear a sweater, then a blazer alone may be worn.

Boarders and boys staying in School on an evening are encouraged to change into more relaxed clothing.

### **d) Appearance**

Boys are expected to have a smart appearance at all times during the day; this ethos relates not only to uniform and hairstyle, but also facial hair for older boys. Boys are expected to be cleanly shaven; a razor and shaving oil are available where necessary.

### **e) Hairstyle**

Hair cuts should be smart in appearance; shaven heads are not permitted. As an approximate guideline, hair should be no shorter than number 3 clipped. Hair dye is forbidden; in instances where a hair style is unsuitable, boys will be sent to a barber in town to have this rectified.

### **f) Jewellery**

The School rules state that boys are permitted to wear *a* single signet ring; no other jewellery is permitted. No earrings are permitted for boys.

### **g) Vandalism & Accidental Damage**

Furniture and fabric wear with age and may eventually become broken; this is perfectly understandable. Acts of deliberate vandalism will not be tolerated and will be punished. All damage should be reported to the House Master as a matter of urgency; accidents and legitimate wear and tear are part of House life. If, however, damage results from vandalism, those responsible should know that early honesty is the best solution.

### **h) Alcohol, drugs, and smoking**

On occasion, senior boys may be invited to consume alcohol at formal School functions and under the care of a member of staff.

Drugs and smoking are strictly forbidden; any breeches will be dealt with severely.

### **i) Rewards**

Good behaviour and contributions to the life of the School are constantly acknowledged informally; in addition, achievement is acknowledged in School and House assemblies. House colours are awarded for commitment to the House as well as achievement on its behalf.

### **j) Discipline and Sanctions**

Occasionally things go wrong; it is important to acknowledge that actions have consequences. In the event of consistent lateness, poor behaviour or damage, punishments will be issued. Minor punishments can be given to junior boys by monitors on behalf of the House Master; these should be done.

Punishments may take the form of a *Blue* [a written piece of a fixed word limit to be completed overnight] or minor chores around the House. In the event of consistently poor behaviour or more serious breeches of discipline, parents will be contacted.

### **k) Prep Diaries**

The prep diary is a very valuable tool and will help boys keep up with their work, plan work, set goals and help tutors monitor progress. Boys should not deface their planner and it will be checked regularly in tutor periods.

Prep diaries also function as an informal means of communication between teachers and parents; as such, parents are asked to sign the prep diary once each week.

## 1) Bullying

The School defines bullying as involving repeated and regular action(s) on the part of the bully to humiliate, exert power, or hurt (physically or mentally) the victim.

While bullying is often thought of as a deliberate act of cruelty, it may also often be the consequence of thoughtlessness; whatever form it takes, bullying is unacceptable and has no place in a House community. If you or any other member of the House is being bullied, please report this immediately to the House Master, House staff or any other member of staff; nothing can change unless people know.

If a boys feels alone and does not know what he can do to solve his problems, there are various people to whom he can turn.

1. Parents and friends may be able to help. There are monitors who may understand from personal experience what he is going through.
2. House staff will be a ready ear and may be able to help; tutors are often able to help.
3. The House Master may be able to help.
4. The Peer Support Group can offer some help.
5. The Chaplain can also provide another and impartial perspective.
6. The San. Nurses might be able to help (available through the San.).
7. Some national and confidential agencies offer support lines; their free telephone numbers are:

<b>Childline</b>	<b>0800 1111</b>
<b>Samaritans</b>	<b>0191 384 2727</b>
<b>National Drug Helpline</b>	<b>0800 77 66 00</b>
<b>NSPCC Child Protection Helpline</b>	<b>0808 800 5000</b>

## Section 5: Contacts

<b>House Master</b>	<b>M. P. Alderson</b> 0191 375 3295 m.alderson@durhamschool.co.uk	<b>MPA</b>
<b>Assistant House Master</b>	<b>B. M. Mason</b> 0191 386 4783 ext. 2277 b.mason@durhamschool.co.uk	<b>BMM</b>
<b>Junior House Master &amp; Resident Tutor</b>	<b>P. J. Dias</b> 0191 375 1494 p.dias@durhamschool.co.uk	<b>PJD</b>
<b>Matron</b>	<b>Mrs I. Relph</b> 0191 386 4783 ext. 2238	

### House Tutors

<b>Lower Remove</b>	<b>D. B. Aitken</b> d.aitken@durhamschool.co.uk	<b>DBA</b>
	<b>W. Christiansen</b> w.christiansen@durhamschool.co.uk	<b>WC</b>
<b>Upper Remove</b>	<i>The Junior House Master</i>	
<b>Shell</b>	<b>D. R. Woodhead</b> d.woodhead@durhamschool.co.uk	<b>DRW</b>
<b>Lower Fifth</b>	<b>M. Clayton</b> m.clayton@durhamschool.co.uk	<b>MC</b>
<b>Upper Fifth</b>	<i>The Assistant House Master</i>	
<b>Lower Sixth</b>	<b>Mrs K. Barnett</b> k.barnett@durhamschool.co.uk	<b>KB</b>
<b>Upper Sixth</b>	<b>R. N. Hewitt</b> r.hewitt@durhamschool.co.uk	<b>RNH</b>

### House Officers

<b>Head of House</b>	<b>R. H. H. Gillespie</b>		
<b>School Monitors</b>	<b>M. P. Evans, B.S.</b> <b>J. K. R. Muthiah</b> <b>S. P. Ord</b> <b>B. P. Simpson</b>	<b>House Monitors</b>	<b>E. Ellwood</b> <b>J. H. Richmond</b> <b>B. Youll</b> <b>H. F. T. Wood</b>