

**GUIDANCE  
INFORMATION  
RULES  
REGULATIONS  
(INCLUDING THE BISHOPS “BLUE BOOK”)**



**BISHOPS**  
DIOCESAN COLLEGE

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**NOTE:** This document can be found from a link on the College's intranet homepage. The online version will always be the up-to-date version and this may be changed at any time. The school will be informed of any major changes at assembly.

# **BISHOPS VISION STATEMENT**

Bishops, Cape Town, a South African school, aspires to:

- live the Christian faith in the Anglican tradition, humbly and courageously
- respect, nurture and value each person
- inspire individuals to open their minds and hearts, and to reach their dreams
- offer a world-class, all-round education fully up to date with the best educational and technological advances
- address global issues including the sustainability of the environment both as part of the curriculum and as demonstrated in school operations
- embrace and celebrate diversity in the communities of our school and nation.

## ***THE ESSENCE OF OUR VISION***

**“Bishops Inspires Individuals”**

## **STATEMENT ON SPIRITUALITY AT BISHOPS**

This statement is intended for all who are part of, or intend joining, the Bishops community.

### **OUR HISTORY**

*“ .....that it may hereafter become a great engine for the extension of the pure faith of Christ throughout that part of the African continent, by the education of a body of devoted clergy, and a pious and intellectual laity.” – Bishop Gray*

*“ .....with the object of supplying a liberal education with religious instruction in accordance with the principles of the Church of England.” – Act of Incorporation*

### **1. OUR FOUNDATION**

1.1 Bishops is a Christian school in the Anglican tradition.

1.2 Bishops is an African educational institution which aims at pupils realising their full potential through a well-rounded education, rooted in the Christian faith.

1.3 As a Christian school built on the foundation of Jesus Christ as Saviour and Lord, we seek to be obedient to him and his teaching. The consequences of this are:

- We prayerfully seek God’s plan for the school.
- Worship and the chapel are central to the life of the school.
- Christian values are demonstrated in all aspects of school life.
- We live the life of Christ, humbly and courageously.

## **2. COMPOSITION OF THE SCHOOL**

- 2.1 The school is governed by the Council, which is committed to the Christian ethos of the school.
- 2.2 The Principal, the Head Prep and the head of the Pre-Prep will be practising Christians.
- 2.3 The Principal is the spiritual head of the school and may delegate to, and operate through, the school executive, the school chaplains, the House Directors and others.
- 2.4 A high proportion of the academic staff should be practising Christians.
- 2.5 All in authority, both staff and boys, should be seen to be good role models with a vocation to care pastorally for the students.
- 2.6 The chaplain shall be an ordained priest, licensed by the Bishop of the Diocese.
- 2.7 The school welcomes and accepts boys of all denominations and faiths who are happy to attend Christian worship in the chapel.

## **3. OUTWORKING OF THE CHRISTIAN FAITH**

- 3.1 Where designated, Chapel services will be compulsory for all boys, and staff will be encouraged to participate in chapel as they fulfil their tasks as role models.
- 3.2 The Chapel Committee will endeavour to ensure that the worship in the Chapel meets the needs of the boys and other worshippers.
- 3.3 All members of the Bishops community are encouraged to participate in chapel services and in the spiritual life of the school.
- 3.4 Relationships with the Diocese and the wider Christian Church will be fostered.
- 3.5 A Christian Union will be encouraged as an integral part of the school.
- 3.6 Christian values should be demonstrated:
  - in the behaviour of all at Bishops
  - in the fostering of a compassionate ethos in the school
  - in the relationships of staff and pupils with one another, and with visitors
  - in a caring way through the school's outreach programme
  - by being a praying and worshipping community.

## **4. OTHER FAITHS**

- 4.1 Bishops will at all times exhibit the greatest respect for pupils of other faiths, and indeed for people of all faiths.
- 4.2 Interfaith dialogue will be encouraged.
- 4.3 By arrangement, allowance can be made for the practice of other faiths in their places of worship

## **ACADEMIC ADVICE**

### **USING A DIARY**

Whether it is in traditional book form or electronic, a diary should help you to achieve three major aims:

1. To help you in the organisation of your busy school life, as a record of your work, and a reminder of your programme of activities.
2. To allow your Tutor and House Director to monitor your workload, progress in tests and school work and involvement in co-curricular activities.
3. To assist your parents in following your progress from your diary entries and to serve as a means of communication between your tutor and your parents.

In order to use your diary and planner effectively you must develop a system. The following suggestions may help you:

- Take your diary to every class and also home or House with you each night.
- Plan your time carefully.
- Enter all relevant matters in your diary.
- Check your diary each morning and night.
- Mark off entries when completed.
- Use your year planner to assist with forward planning e.g. to ensure a thorough revision programme is maintained prior to major examinations.

Make sure all of the following entries are made:—

- your timetable
- all homework and assignment details
- all sporting activities — games and practices
- other relevant co-curricular activities

An electronic diary can be set up to give you reminders of important entries, which is useful, and also makes it very easy to move entries from one date to another. You can also have it on your cell-phone and so with you almost all the time. Whether you work electronically or on paper, avoid having two separate diary systems running simultaneously.

### **STUDY AND HOMEWORK**

Study is the acquiring of information, pursuit of some branch of knowledge, or devotion of time and thought to understanding a subject or facts, with a view to learning. The ability to study is not something we are born with. It has its own skills, which themselves need to be learned. Efficient study methods make sure your work is not wasted - you will accomplish more and achieve better results. Some of it is actually not about study at all, but about organisation.

Study also involves you in deciding on goals and choosing methods to achieve them, solving problems, collecting information, comparing facts and forming opinions. Success in studying is the result of hard work. By having a positive attitude towards homework, using effective study techniques and organising yourself, you will have more chance of success.

Teachers would happily not give homework if that made sense, and indeed there is no evidence of a relationship between the amount of work set by teachers and student performance in academic subjects. The critical factor is quality – the quality of the assignment set and the quality

of the attempt made.

- Homework ought to be worth doing.
- Homework ought to be done as well as you can do it
- If a homework task or other assignment seems hard, remember that if it were very simple it would have been a waste of your time because you would have learnt nothing.

Tasks given may require anything from half an hour to several days or even weeks to complete. The key in all cases is that the student, in consultation with his teachers and parents, takes responsibility for time organisation and task completion. The biggest single tip about time management is this: time is not found, but made, and sometimes that has to be at the expense of other things, like TV, games or time spent on social media.

- Assume that each homework exercise demands your best work for completion.
- Ask teachers for assistance, or for clarification of any task with which you have difficulty.
- Ask parents for assistance, but only when you really need the help - and don't expect that your parents will always be able to help with the completion of homework tasks.
- Give teachers prior notice of any legitimate issues that might prevent you from completing homework or similar tasks on time.
- Allocate your time sensibly to the completion of tasks. Longer assignments should be planned to ensure that they are complete before the due date.
- Make sure you get copies of handouts that you missed if you were absent from a class.
- Talk to your Tutor if you feel that the amount of homework cannot be sensibly managed within the timeframe given.

## **TEN TIPS FOR SUCCESS**

- Make sure everything gets entered in your diary as a matter of routine – and not just the homework that is set.
- Check your diary regularly, ensuring that you have made a plan for everything.
- Always file all hand-outs in your folders in their subject sections as soon as possible. Regularly tidy up your laptop filing system, which should be sensibly organised from the start. Check there is nothing in your bag or pockets.
- Think carefully about which tasks are most urgent; sometimes that will include some preparation for an assignment whose due date is far off but which will require a good deal of work before then.
- Complete the set homework tasks first, but also make time to work on long-term projects and assignments, starting well before the due date.
- Make time to revise for tests and other assessments. Ask friends for help if there are things you do not understand.
- Read all your handouts and try to summarise them so that it is easier to remember what they say.
- Edit your written work: very few people find their first response is their best.
- Make lists of things you need, and of things you need to do – but don't confuse making a list with getting things done.
- Last thing every day must be to clean out your schoolbag, then pack it ready for school.

## **EXAMINATION CANDIDATES WITH SPECIAL CIRCUMSTANCES**

*In what follows, the word 'examination' refers to any particular formal assessment activity that would be conducted under supervised conditions, and usually denotes a particular paper in a particular subject, but could refer to a CASS classroom activity. The 'examination season' is the entire set of exams, e.g. the June 2013 Gr 10 examination fortnight.*

### **CONCESSIONS**

(i) Some candidates are entitled to extra time for an examination season. These boys would have complied with the requirements and procedures laid down in the Extra Time document, and their names would appear on the list that is published by the BSU at the beginning of the examination season. No name can be added to this list after the beginning of exams, except where as provided for in (c) (i) below

(ii) Certain candidates are entitled to other dispensations, such as readers or scribes, or to write their answers on laptops. These boys would have complied with the requirements and procedures laid down in the Extra Time document, and their names would appear on the list that is published by the BSU at the beginning of the examination season. No name can be added to this list after the beginning of exams, except where as provided for in (c) (i) below. Costs of the special arrangements are to be borne by the parents.

### **ABSENCE**

A candidate may miss an examination completely, either because he misses a particular examination or because he misses part or even the whole of the examination season. This absence may be due to illness or injury, or some other commitment. Such a candidate will be given an assessed mark based on the rolling average. It may be that in order to arrive at that estimate staff will require him to attend a meeting with them to discuss the paper, or to write certain sections or otherwise to provide evidence of their ability to answer the paper.

In the case of illness or injury, a doctor's certificate will be required and presented to the Deputy Head: Academics. The candidate will be encouraged to write the examination and present it for feedback at a later time when they are well. They will not receive a mark for this examination written not in the usual way. In the case of an arranged absence for other reasons, the Deputy Head: Academic needs to sanction the absence. In most cases the pupil will need to sit an alternate examination at an arranged time.

Boys are encouraged to gauge whether they are well enough to write an examination before it begins. If an examination written, the marks count. There can be no concession after. If they are not well enough, they must not write and a doctor certificate will be expected.

### **SPECIAL CIRCUMSTANCES**

Some candidates encounter special circumstances which seem likely to make it difficult for them to perform in a particular examination to the best of their ability. These might include having had an accident on the way to the examination, or being under medication for an illness, or having received disturbing news.... These cases need to be presented to the Deputy Head: Academics for consideration.

It may be necessary for the candidate to be allowed extra time, or to stretch or receive other special concessions, even though his name is not on the extra time list; it may even be necessary to arrange a reader or scribe or laptop. Such arrangements must be authorized before the beginning of the examination, in writing, by either the BSU or the Deputy Head Academics, and such authorisation must be presented by the candidate to the invigilator as he arrives at the examination venue.

## **WHAT TO DO IF .....?**

### **YOU ARE LATE FOR SCHOOL**

Report to your House Director, then go to class.

### **YOU ARE ABSENT FROM SCHOOL**

Your parent/guardian telephones or emails your House Director/Tutor in the morning on the day of your absence before 7.45am.

### **YOU HAVE AN APPOINTMENT DURING SCHOOL HOURS**

Present a note to your House Director for approval.

### **YOU FEEL SICK OR ARE INJURED AT SCHOOL**

If during class: Ask your teacher if you can go to the San. He/she will send you to your House Director or Assistant House Director who will give you a note to take to the San Sister. Sister will contact your parent/guardian if necessary.

### **YOU NEED TO LEAVE THE SCHOOL DURING THE DAY**

See your House Director for written approval prior to departure.

### **YOU REQUIRE LEAVE DURING THE SCHOOL TERM**

Your parent/guardian requests permission for this leave in advance, in writing through your House Director to the Principal.

### **YOU WILL BE LEAVING EARLY OR RETURNING LATE NEXT TERM**

Your parent/guardian requests permission for this leave in advance, in writing through your House Director to the Principal.

### **YOU FIND SOME PROPERTY**

Take it to the Lost Property Office immediately or give it to a teacher.

### **FOR SOME EXCEPTIONAL REASON, YOU ARE UNABLE TO WEAR THE FULL SCHOOL UNIFORM**

Bring a note from your parent/guardian to explain your situation and give it to your tutor or House Director who will initial this note. You must retain this note and produce it when requested.

### **YOU LOSE, OR FORGET TO BRING YOUR LOCKER KEY**

See your House Director as early as possible.

### **YOU BRING ANY VALUABLE ITEMS OR SUMS OF MONEY TO SCHOOL**

Hand them into your House Director first thing in the morning.

### **YOU LOSE SOME PROPERTY**

Report the loss to your House Director immediately and enquire at the Lost Property Office.

### **YOUR LAPTOP IS MISSING**

Report the loss to your House Director, Mrs Wilson and the Security Officer Mr Stemmett immediately.

### **YOU NEED HELP WITH STUDY SKILLS, TIME MANAGEMENT OR ORGANISATION**

Discuss with your Tutor. If necessary he/she will arrange for you to see one of the School Counsellors.



#### **YOU WOULD LIKE TO CHANGE SUBJECTS**

Discuss with your Tutor and seek permission from the Deputy Head Academics who will administer the process.

#### **YOU WOULD LIKE TO CHANGE SPORT OPTIONS**

Discuss with your tutor and seek permission from the Deputy Head Sport.

#### **YOU NEED TO HAND IN AN ASSIGNMENT OUTSIDE CLASS TIME.**

Take it to the Staff Common Room and ask a teacher to place it in your teacher's pigeon hole.

#### **YOU NEED ASSISTANCE WITH PERSONAL PROBLEMS**

Discuss with your Tutor, House Director, a teacher you trust, one of the School Counsellors or the Chaplain.

#### **YOU CHANGE YOUR ADDRESS, TELEPHONE NUMBER, ETC.**

Your parent/guardian must notify your House Director or the Administration office by email as soon as possible.

# THE BLUE BOOK

The **PURPOSE** of this 'Blue Book' is to clarify a system of rules and conduct designed to maintain a disciplined and constructive school environment.

## SECTION 1

### ACCEPTABLE STANDARDS

The Bishops policy on Acceptable Standards has been developed to provide an orderly, happy and secure environment that enhances the development of students, both as individuals and as members of various groups within the School. It seeks to foster in each individual a responsibility for his actions, as well as respect for authority and the rights of others.

#### **Behaviour**

Expectations about standards of behaviour are centred on the Christian teachings upon which the School is based. The criteria for Bishops students are that they shall, at all times:

- Act with consideration for others.
- Display a reasonable attitude to personal safety.
- Act independently rather than conform to peer pressure.
- Be accountable for their words and actions.
- Act as ambassadors for the School and at no time or under any circumstance should their conduct be such as to bring discredit to the School.

#### **Appearance and Dress**

Members of the school are expected to ensure that their appearance and dress are, on all occasions, presentable and appropriate and such as to bring credit to them, their families and the school.

- The correct uniform is to be worn to all school activities. Number Ones are worn at evening functions, College Evensong, the first and last days of each term and Saturday Detention. Blazers and ties are to be worn to Chapel every day.
- Boarders may only wear free dress during leave out times. Dayboys may wear free dress within the school only when boarders are allowed to do so.
- Top buttons must be fastened when ties are worn.
- All boys should be clean-shaven.
- Hair should be cut so as not to draw attention. It must be neat and tidy and must be kept above the eyebrows, ears and collar. There should be no "sculptured" styles. Hair may not be dyed.
- No rings, bangles or other ornaments may be worn.
- The correct attire should be worn to and from the pool. Bare feet is permitted walking to and from the pool.
- Tracksuit tops may not be worn in class.
- Tattoos are not permitted.

#### **Manners**

- All members of the school are expected to greet staff and visitors, standing up to do so if necessary. At the start of each lesson, classes should remain standing until being given instructions to be seated.
- Boys must not walk around the school with their hands in their pockets.
- Boys should not chew gum or eat in the classrooms, the Resource Centre and the computer rooms.
- Destruction of property, defacing of desks, walls, books and vandalism of any kind is a serious offence.

## SECTION 2

### RIGHTS AND RESPONSIBILITIES POLICY

In order to protect the good name of the school and ensure the smooth running of Bishops, it is essential for all of us to make sure that the rights and responsibilities of students outlined below are reflected in the way we conduct ourselves on a daily basis.

RIGHTS	RESPONSIBILITIES
You have a right to be treated with respect.	You have a responsibility to treat all members of the school community with respect and kindness, to greet each other and visitors to the school, to be polite and well mannered, not to use racist or offensive language and not to tease, bully or humiliate other members of this community.
You have a right to a good education.	You have a responsibility to carry out all of your teachers 'instructions, work hard, meet all your commitments, be on time for lessons and school activities, and hand in all assignments on time.
You have a right to be part of a school that has a good name.	You have a responsibility to protect the good name of the school, wear the correct school uniform, ensure that your appearance is neat, your shoes are polished and you are cleanly shaven.
You have the right to work in an environment that is clean and well maintained.	You have a responsibility to look after all the school's facilities and equipment and to keep the school clean and tidy.
You have the right to be part of a law-abiding community.	You have a responsibility to follow the school rules and the law, to encourage others to do the same and to take a stand against those members of our community who break the rules and the law. You thus have the responsibility to report those who are guilty of misconduct.
You have the right to be part of a caring Community.	You have the responsibility to attend Chapel, show respect for God and behave in accordance with the principles espoused by Christianity and held in common with other religions.
You have the right to make suggestions about how the school operates	You have the responsibility to work through your elected representatives and to accept decisions gracefully.

**SECTION 3  
MAJOR SCHOOL RULES**

<b>SERIOUS MISCONDUCT (IN CASE OF BOARDERS, SUSPENSION OR EXPULSION FROM BOARDING MIGHT BE WARRANTED)</b>			
<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<p><b>Alcohol, illicit drugs and cigarettes</b></p> <ul style="list-style-type: none"> <li>▪ It is an offence for any member of the school to enter the school grounds whilst under the influence of alcohol.</li> <li>▪ It is an offence for any member of the school to bring alcohol onto the school premises.</li> <li>▪ Drinking of alcohol on the school grounds, in or out of school uniform is not allowed.</li> <li>▪ Boys under 18, according to the law, are not allowed in a licensed bar and may not be served alcohol in any licensed premises such as a restaurant.</li> <li>▪ Boys may not drink alcohol on school tours even if they are 18.</li> <li>▪ Drinking of alcohol in public, including in licensed premises is only allowed for boys over 18, when out of school uniform and with their parent’s permission.</li> <li>▪ No boy may drink at any school function whether on or off campus. This includes all end of season functions and holds whether or not a boy is 18 years or older.</li> <li>▪ No staff member, including House Directors, may provide boys with, or give boys permission to drink alcohol under any circumstances, at any school function whether on or off campus.</li> <li>▪ No boy may be in possession of drugs. The use of drugs or any illegal chemical substance is strictly prohibited.</li> <li>▪ No boy is allowed to be in possession of or smoke cigarettes while under the jurisdiction of the school. This includes electronic cigarettes.</li> </ul>	<p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion /</p>		
<p><b>Disrespect for others</b></p> <ul style="list-style-type: none"> <li>▪ No boy may encroach upon the personal rights of others, whether in the form of</li> </ul>	<p>Saturday DT</p>		

<ul style="list-style-type: none"> <li>▪ Victimisation, bullying (including on social media / cyber), or initiation of any sort</li> <li>▪ Baiting or Hate speech,</li> <li>▪ Intimidating or willfully interfering with others (attempted or actual)</li> <li>▪ Racial misbehaviour.</li> </ul>	<p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Cheating</b></p> <ul style="list-style-type: none"> <li>▪ During classroom time – plagiarising</li> <li>▪ Tests and exams,</li> <li>▪ Being in possession of or distributing material or information that may give an advantage in a test or an exam,</li> </ul>	<p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Theft</b></p> <ul style="list-style-type: none"> <li>▪ The deliberate act of taking (or attempted) for one’s own use, and either keeping for one’s own possession or giving or selling to a third party, something which belongs to another is forbidden.</li> <li>▪ Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft</li> <li>▪ Sale of another’s / stolen property</li> </ul>	<p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Vandalism / Wilful damage of property</b></p> <ul style="list-style-type: none"> <li>▪ Wilful damage of property on the school’s premises,</li> <li>▪ Unauthorised occupation of any School property or facility, or having the effect of depriving others from using this property or facility.</li> </ul>	<p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Misconduct</b></p> <ul style="list-style-type: none"> <li>▪ Any misconduct, which may compromise the name of the school, learners or stakeholders,</li> <li>▪ Including being convicted by a court of a criminal offence,</li> </ul>	<p>Counselling /</p> <p>Saturday DT</p> <p>Disciplinary Meeting /</p>		

<ul style="list-style-type: none"> <li>▪ Actions that expose others to serious danger or injury,</li> <li>▪ Unsafe acts or behaviour that endangers the safety and welfare of others</li> <li>▪ Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.</li> </ul>	<p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Violence</b></p> <ul style="list-style-type: none"> <li>▪ Violent, abusive or threatening behaviour (verbal or physical)</li> <li>▪ Fighting, battery or assault (threatened or actual)</li> <li>▪ Inciting, advising or rewarding others to perform violent, offensive or threatening acts</li> </ul>	<p>Saturday DT</p> <p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Harassment</b></p> <ul style="list-style-type: none"> <li>▪ Any form; sexual, racial or religious misconduct, which may compromise the name of the school, learners or stakeholders,</li> <li>▪ Sexual harassment, inappropriate sexual innuendos or graphic comments,</li> <li>▪ Intentional and offensive, insulting, abusive, racist or lewd behaviour,</li> <li>▪ Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects,</li> </ul>	<p>Saturday DT</p> <p>Disciplinary Meeting /</p> <p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>		
<p><b>Personal use of and/or personal possession of performance enhancing drugs:</b></p> <ul style="list-style-type: none"> <li>▪ No boy may contravene Performance Enhancing Drug Policy.</li> </ul>	<p>Disciplinary Meeting /</p>	<p>Disciplinary Hearing /</p>	<p>Suspension /</p> <p>Expulsion</p>
<p><b>Pornography:</b></p> <ul style="list-style-type: none"> <li>▪ No boy may contravene Pornography Policy</li> </ul>	<p>Disciplinary Meeting /</p>	<p>Disciplinary Hearing /</p>	<p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>
<p><b>Social Media: Facebook, What's App or other platforms</b></p> <ul style="list-style-type: none"> <li>▪ No boy may post or use language that is demeaning, inappropriate and derogatory or post images that are offensive and inappropriate.</li> </ul>	<p>Counselling /</p> <p>Saturday DT</p> <p>Disciplinary Meeting /</p>	<p>Disciplinary Hearing /</p>	<p>Disciplinary Hearing /</p> <p>Suspension /</p> <p>Expulsion</p>

<b>Any other misconduct</b> considered to be very serious and possibly justifying suspension or expulsion as a first offence.	Disciplinary Hearing / Suspension / Expulsion		
<b>MINOR INFRINGEMENTS</b>			
<b>Bounds during the school day</b> <ul style="list-style-type: none"> <li>No boy may leave the school grounds without permission from 7:50 am until the end of period 6. A breach of this rule will probably result in a Saturday DT for a first offence.</li> </ul>	Saturday DT		
<b>Unauthorised absence from school</b> <ul style="list-style-type: none"> <li>No boy may be knowingly absent from school without his House Director's permission or without a communication of explanation from his parents.</li> </ul>	Saturday DT	Disciplinary Meeting /	Disciplinary Hearing /
<b>Fireworks</b> <ul style="list-style-type: none"> <li>The possession and/or use of fireworks on campus is strictly prohibited.</li> </ul>	Saturday DT	Disciplinary Meeting /	Disciplinary Hearing /
Missing, chapel, class, a sport practice or match without excuse or communicating	Saturday DT	Disciplinary Meeting /	Disciplinary Hearing /
Inappropriate behaviour or comments in public or at School events that brings the School into disrepute.	Demerit /s Saturday DT	Disciplinary Meeting /	Disciplinary Hearing /
Swearing and use of vulgar, profane (foul) language	Demerit /s Saturday DT	Disciplinary Meeting /	
Misbehaviour in class such as talking, joking or lack of concentration	Demerit /s	Saturday DT	Disciplinary Meeting /
Lying and unfair behaviour (with less serious initial consequences)	Demerit /s	Saturday DT	Disciplinary Meeting /
Being discourteous towards School authorities, adults or peers, or displays of insolence	Demerit /s	Saturday DT	Disciplinary Meeting /
Riding skateboards, wheelies, bicycles in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property.	Warning Demerit /s	Saturday DT	Disciplinary Meeting /
Poor grooming, Hair, unhygienic personal habits	Warning Demerit /s	Saturday DT	Disciplinary Meeting /

Dress apparel that is not in accordance with School standards or rules.	Warning	Confiscation	Saturday DT
Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.	Warning Demerit /s	Saturday DT	Disciplinary Meeting /

### SCHOOL RULES FOR BOARDERS

The purpose of the following regulations is to protect each individual boy and to reassure all parents of boarders that the school is acting 'in loco parentis' in a responsible and efficient manner as possible.

With this in mind it is absolutely necessary to insist that these rules are strictly adhered to. As a result, any boys who break these rules will render themselves liable for disciplinary sanction outlined below.

1. No boarder may leave the school premises without permission or without obtaining an exeat. 'BUNKING OUT' is a serious offence. (Boarders may go to the Silwood shops from after school until 6:30 pm on week days and from after breakfast until supper on weekends or public holidays. At any other time boarders must get permission from House staff.)	Disciplinary Meeting /  Disciplinary Hearing /  Suspension /  Expulsion		
2. All boarders are to be within the confines of their own houses after 10:30pm, unless attending official school events or on exeat.	Saturday DT / Gating /	Disciplinary Meeting /	Disciplinary Hearing / Suspension / Expulsion
3. No FULL BOARDER may go to a private function or party during the weekend (Friday to Sunday), unless he has the permission of his House Director.	Saturday DT / Gating /	Disciplinary Meeting /	Disciplinary Hearing / Suspension / Expulsion
4. All boarders are responsible for advising their House Directors the details of the people with whom they are staying during the weekend, providing names, addresses and telephone number. The providing of incorrect information is a serious offence.	Saturday DT / Gating /	Disciplinary Meeting /	Disciplinary Hearing / Suspension / Expulsion
5. All boarders must be in possession of a weekend exeat before he leaves the school grounds.	Saturday DT /  Gating /		Disciplinary Hearing / Suspension / Expulsion
6. Grade 8 boys may not go into a senior boy's study.	Warning /  Demerit	Saturday DT /  Gating /	Disciplinary Meeting /



## SECTION 4

### PASTORAL CARE

Bishops, as a boy's school, is a school founded and designed for boys to the very core of its being. As a school we have specialised in educating boys for over 160 years, and as such, we understand the unique developmental needs of boys and we constantly seek to design and implement procedures, policies and practices that meet these needs so that we might produce happy, well-adjusted, successful, relationship-enabled and inspired men. The teachers here have consciously elected that calling, and know how to challenge boys academically, care for them pastorally and engage with them in a fulfilling range of cultural and sporting pursuits.

The focus at Bishops is on a "well-rounded" education and an exposure to the full range of academics, arts, sport, extracurricular activities and community service. Our key priority is to provide a rigorous academic programme for each boy. We also acknowledge their physicality and offer a vigorous sporting programme of over 20 summer and winter sporting opportunities to boys of all abilities. The cultural opportunities at Bishops have grown enormously in the past few years – be they music, drama, debating or societies – and for many boys they occupy a substantial element of a boy's day. The life of the Chapel serves to minister to boy's spiritual needs, promotes high ethical standards among the boys and provokes them to the service of others in our society. Perhaps the lasting test of a boy's time at Bishops is in the calibre of friendships that are developed, cherished and maintained for decades after school. Boys learn to be team mates, soul mates and brothers, and forge strong loyalties and bonds in a fragmented world that has long since given up on such ideals.

#### **The House and Tutor System**

Young people need to belong to a community where they feel comfortable to be themselves and where they learn to live with others and grow in knowledge, thoughtfulness and confidence. The school believes that boys will do well if they live, work and socialise in an environment in which they are recognised, appreciated, encouraged and challenged. The vertically structured House and Tutor group organisation is designed to provide such an environment. It gives boys a sense of belonging to something that has meaning and to which their contributions make a difference. A boy belongs to a House that is tangible and that has traditions. He has the opportunity to build on those traditions. Each house is led by a **House Director**. There are 5, 6 or 7 Tutors in each House, all of whom are teachers at the school. Each tutorial group within the house is a microcosm of that house and comprises boys from all grades 8 to 12. Houses will be divided into **vertical tutor or family groups** with up to 16 boys (about 3 from each grade) within each group.

It would be intended that each boy stay in the same house and Tutorial group for the whole of his college career. The House Director allocates each boy a tutor. The day houses each have two Assistant House Directors and the boarding houses have one Assistant House Director to help with the administration and care of the boys. Routine matters will be handled by the tutors, while more significant issues will be dealt with at the House Director or Assistant level.

The House system at Bishops ensures that each boy has a home base (the House)) and that there is at least one other staff member (the Tutor) who knows what is going on in a boy's school life on a daily basis. While the House Director is ultimately responsible for the welfare of the boys in the House, the Tutor is especially aware of each boy's progress and is the first point of contact when a parent wishes to communicate with the School.

Within each House boys learn about the value of supportive relationships and the importance of team work. They are provided with many opportunities to exercise leadership potential and to develop other interpersonal skills and personal talents. Adolescence can be

difficult, frustrating, rewarding and exciting. The School tries to be proactive in helping boys and parents deal with these years in a positive and effective manner.

For grade 8 boys the transition to a large complex secondary school is facilitated and monitored through the House and Tutor group.

Families are encouraged to be an integral part of the school community. They are encouraged to get to know their son's House Director and Tutor. All Houses have Parent Committees that support the work within that House and provide a necessary communication link between the school and the parent body. As all successful partnerships are based on effective communication it is essential that home and school keep in close touch, and that the pastoral structures facilitate such communication.

### **Mentoring**

One or more senior boys in each house will act as a '**mentor**' for a new boy in their House and, in some cases, Tutor group too. He will be there to assist him to settle down at the start of the year. Each mentor will take a personal interest in the welfare of his mentee and will assist him in integrating into the College. The mentor should keep in touch with the parents of his mentee.

### **Boarding Housemothers**

The boarding Houses all have resident **Housemothers**, whose primary role is one of a more maternal pastoral care for the boys in that House. She is a vital contact for all parents of boarders, especially those long-distant boarder parents.

### **The Bishops Support Unit (BSU)**

The Bishops Support Unit has been established to encourage the optimal psychological, emotional, social and intellectual development of pupils at Bishops and individuals and families in our community. The Unit strives to help individuals achieve their potential by assisting them to overcome personal, emotional, psychological, behavioural, academic, family and relationship difficulties. The BSU also offers numerous parenting workshops and other support for parents.

The unit is staffed by two Psychologists who provide confidential individual and group counselling to help pupils with decision-making, vocational guidance, academic concerns and any other personal matters. Mr Peter Farlam is head of the BSU and one of the psychologists (pfarlam@bishops.org.za).

The day-to-day running and administration of the BSU is managed by Mrs Verna Leverzencie, who works mornings only. Appointments can be made through Mrs Leverzencie at the BSU, by telephone (021 659 1010) or email (vleverzencie@bishops.org.za).

### **The Chaplain**

The chaplain, the Rev. Monwabisi Peter, is available to help counsel boys over a wide range of contexts including spiritual, ethical, social and emotional issues, and family crisis situations. Tel: 021 659 1061 (h) or email (mpeter@bishops.org.za).

### **The Sanatorium Sister**

The resident Sanatorium sister is Sr Sharon Hicken. More details on page 31.

## SECTION 5

### CHAPEL, PRAYER AND WORSHIP

Bishops is an **Anglican Church School** where worship, in the Anglican tradition, takes place in the College's Memorial and Brooke Chapels and forms an integral part of the everyday life of the school. The Rev. Monwabisi Peter is the school chaplain and oversees the functioning of the Chapels and the spiritual life of the school. IMPACT, (a Christian Union group) meets during the open period on a Wednesday in the Old Gym at 12:45 to discuss relevant issues. See notice board for details.

All boys (no matter which faith group they belong to) are required to attend all other weekday services, hymn practices, the College Evensong evenings and the Carol Service. There is an expectation that all will respect the tradition of silence and contemplation upon entering the Chapels and will show respect for the furniture, books, kneelers, equipment and traditions of the Chapels at all times.

All boarders, grades 8 to 12, who are not out on Saturday night are required to attend the evening service on Sundays at 6:30 pm in the Brooke Chapel.

## SECTION 6

### POLICY AGAINST BULLYING

All members of the Bishops community are committed to ensuring a safe and caring environment which promotes personal growth and a positive self-esteem for all. Bishops does not tolerate bullying in any form.

#### *What is bullying?*

Bullying is an act of aggression causing embarrassment, pain or distress to another.

- It can take a number of forms: physical, verbal, gesture, extortion and exclusion;
- It is an abuse of power and an act of cowardice;
- It can be planned and organised, or it can be unintentional;
- Individuals or groups may be involved.

#### **SOME EXAMPLES OF BULLYING**

(for which perpetrators would be held to account) include:

- Any form of physical violence such as hitting, pushing or spitting on others;
- Any physical activity which causes acute discomfort outside of a sport's practice organised by a staff member.
- Interfering with another's property by stealing, hiding, damaging or destroying it;
- Using offensive names, teasing or spreading rumours about others or their families;
- Using put-down, belittling others' abilities and achievements;
- Writing offensive notes or graffiti about others – including all forms of cyberbullying.
- Making degrading comments about another's culture, religious or social background;
- Hurtfully excluding others from a group;
- Making suggestive comments or other forms of sexual abuse;
- Ridiculing another's appearance;
- Forcing others to act against their will.

### ***If you are bullied...***

- You may feel frightened, unsafe, embarrassed, angry or unfairly treated:
- Your work, sleep and ability to concentrate may suffer:
- Your relationships with your family and friends may deteriorate:
- You may feel confused and not know what to do about the problem.

### ***What to do if you are bullied***

#### **SPEAK OUT TO...**

- |                                   |                    |
|-----------------------------------|--------------------|
| ▪ The person causing the problem; | ▪ A Deputy Head    |
| ▪ Your tutor or House Director;   | ▪ The Principal    |
| ▪ A School Counsellor;            | ▪ Staff;           |
| ▪ The School Chaplain;            | ▪ Senior Students; |

**Staff are committed to ensuring that every student feels safe and secure at school.**

## **SECTION 7**

### **POLICY GUIDELINES ON HIV/AIDS**

Bishops strives to deal with the impact and threat of HIV/AIDS by:

1. Providing full and adequate information about the disease to all pupils, staff and interested parents.
2. Empowering pupils, by the furtherance of the Christian ethos, and through education, to prevent the transmission of HIV.
3. Providing reasonable safeguards to prevent exposure to the virus by the provision of universal precautions in classrooms and on the sports field.
4. Making available confidential, voluntary counselling and testing to pupils and staff for early detection of HIV infection in order that progression to AIDS be prevented by early and appropriate treatment.
5. Ensuring that there is no discrimination against pupils or staff with HIV/AIDS by providing a policy, based on constitutional rights and guarantees, which will be reviewed regularly by the HIV/AIDS Action Committee in conjunction with appropriate experts.
6. Teaching pupils about appropriate lifestyles, with particular reference to abstinence, in context of the school's faith and its Statement on Spirituality. In particular the school's position is that individuals should abstain from sexual intercourse until marriage and be faithful to one partner in marriage.

## **SECTION 8**

### **STUDENT LEADERSHIP**

Leadership training is an important part of the curriculum at Bishops because we believe all students have some potential to lead which can be enhanced by training and experience. Boys in their matric year take part in the Student Leadership Program. This is portfolio-based and over the year leaders are appraised by their House Director, tutor, other staff and tutee group. Awards are made according to certain criteria. Each House has a Head of House and a Deputy Head of House. The Head of School and two Deputy Heads of School are appointed by the Principal.

## Leadership Portfolios

Each student on the leadership program will be allocated a portfolio after consultation with his House Director. He will run this portfolio in his House for the benefit of the House. In addition he may sit as his House representative on a College Committee for this portfolio which will be guided by one or more staff members. The portfolios are listed below. More detail can be found on the Bishops website under Pastoral.

1 HEADS OF HOUSE	11 SPORT
2 DISCIPLINE	12 SPIRIT & CHEERLEADING
3 MATRIC ISSUES	13 COMMUNICATION
4 PASTORAL gr 11	14 SPIRITUALITY
5 PASTORAL gr 10	15 HOUSE MANAGER
6 PASTORAL gr 9	16 OUTREACH
7 PASTORAL gr 8	17 SRF
8 ACADEMIC	18 FOOD & FUNCTIONS
9 CULTURAL	19 SOCIAL SUSTAINABILITY
10 SUSTAINABILITY	20 PRESIDENT'S AWARDS

In addition to the portfolio each leader is required to do duties within the House as directed by the House Director and/or Head of House. He also exercises leadership within the tutor group, both by example and in leading discussions as required.

Houses do College duties on a roster basis. These include such things as taking Friday Workparty, checking for attendance at chapel, tuckshop control etc.

## Appraisals

Appraisals are done on two occasions during the year; at the end of the first term and the start of the third term. Using these as a base, leaders may be eligible for three levels of awards; a Standard Leadership Certificate, Merit and Distinction

The program runs for a whole year with grade 11's taking over after the Valedictory Service.

The quality of the grade 12 leadership each year will be an important factor in the success of Bishops. It is therefore important that each grade 12 student does his best.

## SECTION 9

### CULTURE AND SPORT

#### CULTURE

##### **CULTURAL ACTIVITIES**

Bishops has a wonderful cultural tradition and there are a tremendous variety of cultural activities on offer. The cultural activities of the school fit into two main categories:

**1. Academic Departments, i.e. Music, Art and Drama**

These activities are part of the regular timetable and are assessed and rewarded accordingly.

**2. Extra-mural activities.**

Bishops offers a wide variety of extra-mural **music** and **drama** activities. In addition, there are over twenty **societies and clubs** currently functioning at the College.

Participating in all these activities is voluntary and affords pupils the opportunity to select areas of interest and develop new skills at any time in their school career. Active and outstanding participation in any of these activities results in the awarding of cultural colours.

The extra-mural activities can be subdivided as follows:

**a) Major cultural events**

- The **Eisteddfod** which takes place in the last week of the second term
- The **School Play** which takes place in the first of each year
- The **Bishops Pops** takes place in the City Hall every three years
- In addition, there are many other concerts (both in the lunch-hour and in the evening, in which pupils, and occasionally guest artist, perform), art exhibitions and dramatic productions held throughout the year.

**b) Societies**

There are over twenty societies and clubs currently in operation at Bishops. These societies are run by members of staff, with the assistance of senior boys. Parent participation is also encouraged.

All Bishops pupils are expected to belong to at least one of these societies, depending on their interests and opportunities. Each society holds meetings two or three times per term, either in the evenings or after lunch.

Details of the activities of each society are available on the Bishops Web-page, with e-mail addresses provided for up-to-date information about meetings.

Joining one of the College societies is a truly enriching experience and certainly contributes to making a pupil's time at Bishops memorable. His mind is stretched and his horizons broadened and there is something for everyone.

The following societies are currently available for membership. All these societies are clearly marked in the school calendar.

The Ten Club and Forum are by invitation only.

In addition to the above any boy may sign up for the **President's Awards**.

**c) Music Ensembles**

There are a number of music ensembles presently operating at the College. All are of a very high standard and ensembles perform regularly in concerts and at other school events.

All musicians are encouraged to join at least one ensemble listed:

Brass Band	Chapel Choir	Jazz Band
Marimba Band	Orchestra	Pipe Band
Simply Blue	String Ensemble	Wind Band

Simply Blue is a senior barbershop ensemble for boys in grade 10 and above

## SPORT

Bishops is one of the leading schools in South Africa as far as sport is concerned and our reputation for sporting excellence is world-wide. In order to safeguard our sporting standards the school rule is that **all boys must play an official school sport during both the summer and winter terms.**

Every **grade 8 and 9** boy is expected to play at least one **team sport during the year** and may choose from cricket, waterpolo, rowing, and basketball that is offered in summer (term 1 and 4) and choose between rugby, hockey and soccer in winter (term 2 and 3).

Exceptions to this would only be possible for boys who have reached provincial or national level in their respective sport and who have permission from their House Director, their parents and the Deputy Head in charge of sport. E.g. if you are in grade 11 or 12 and have reached provincial or national level for surfing, you are free to specialise in this sport, as long as you have permission and also produce details of your training programme.

The choice of sports at Bishops is comprehensive. You may play any sport in the following list as long as there is available space as regards facilities.

### **SUMMER SPORTS**

Cricket  
Athletics  
Rowing  
Waterpolo  
Tennis  
Swimming  
Basketball  
Sailing  
Cycling  
Rock climbing  
Shooting

### **WINTER SPORTS**

Rugby  
Hockey  
Squash  
Soccer  
Golf  
Mountain Biking  
Cycling MTB  
Surfing

### **ALL YEAR**

Fencing  
Road and Trail

**AGE GROUPS:** No-one may play outside his age group unless he has the permission of the following: Deputy Head of Sport; Teacher in Charge; House Director; Parent; Coach of both teams. This applies to all sports.

### **OFF-SPORT REGULATIONS**

- If a boy is concussed, he must remain off-sport **FOR THREE WEEKS**, or until given clearance by his doctor. Boys are encouraged to be baseline tested for concussion at the start of the season (IMPACT).
- When a dayboy has been declared off-sport, he must have a formal letter from his parents or physiotherapist informing his House Director that he has been declared unfit.
- Thereafter the boy concerned must report to the practice and personally inform his coach or manager.
- Letters from parents make take effect for a **THREE-DAY PERIOD**. Thereafter a medical certificate or a doctor's letter must be produced.
- Boarders, who are unfit, will receive an off-sport note from the school doctor or from the Sanatorium

## SECTION 10

### GENERAL REGULATIONS

#### Bounds

The following are out of bounds to any boy **not accompanied by a member of staff:**

- All classrooms, labs and lecture rooms (out of class time)
- Staff studies and offices
- The maintenance and workshop areas
- The Sanatorium, except during official visiting times
- Chapel vestries
- The Memorial Theatre
- The Old Gym
- The shooting range, unless under supervision
- All staff quarters, both academic and non-academic
- The Staff Common Rooms
- The Printing Department
- The Piley Rees field
- All changing rooms in Houses other than your own
- All roof areas

#### Swimming Pool Regulations

- The pools may only be used when there is an adult in control.
- Behaviour in the pool area must be scrupulously correct. No food or drinks are allowed in the pool area. No games except for waterpolo. No pushing, chasing, ducking or other horse-play. No music is permitted in the pool area without the use of headphones.
- The dress code concerning swimming must be followed.

#### Cell phone and other electronic devices policy

- During all lessons, tutor periods, chapel services and assemblies your cell phone and other electronic devices may be kept on your person but should be switched off or on silent.
- During exams your cell phone must be handed in to the invigilator.
- In the boarding house during prep time phone calls should not be taken or made.
- Failure to comply with these requirements may result in your cell phone or other electronic devices being confiscated and given to your House Director.
- Music may be listen to during short break, lunchtime and after school. It may only be used in a lesson with the specific permission of the teacher.
- In case of an emergency you are contactable through the office at the school.

#### Transport

- All vehicles are to be driven/ridden with parental knowledge and permission, within the law, and with due regard for the safety and peace of mind of others.
- Boys must wear helmets, when cycling in school uniform.
- Bicycles must be locked in the various bicycle sheds.
- Bicycles should not be ridden on the school fields.
- Only those with licences and with parental permission may drive motorcycles.
- Only those with licences and with parental permission may drive motorcars. Cars may only be driven to and from the school with the permission of the Deputy Head Discipline.
- No boarder may drive a car on campus
- No boy may keep a car at the school.
- No pupil may ride in, or on a vehicle driven by another member of the school whilst on the school property, unless he has obtained permission from the Principal.
- All cars belonging to dayboys should be parked along the Avenue.



- Hitch-hiking is forbidden for all members of the school.
- ALL ACCIDENTS OF WHATEVER KIND SHOULD BE REPORTED TO YOUR HOUSE DIRECTOR AS SOON AS POSSIBLE.

### **THE H.A. MOLTENO RESOURCE CENTRE**

The Molteno Library is open from 7.30am to 5pm Mondays to Thursdays, and 7.30am to 4:30pm on Fridays.

The Molteno Library is no longer a library in the traditional sense, but can be likened more to a resource hub that offers a plethora of resources from books and magazines to high-speed wi-fi and other IT. It is now a place of connectivity where boys are able to interact and engage with each other and with the teaching staff.

You are encouraged to use this space freely, however, there are a few general rules that need to be adhered to for the Molteno Library to operate to the benefit of everyone at Bishops. We base these rules along the lines of **RESPECT: respect the space, respect yourself and respect others.**

- No eating whatsoever in the Library.
- All drinks must be in closed bottles and we encourage only water to be drunk. There is a water cooler for your use.
- Push in your chairs and tidy up after yourselves.
- No spikes or studs are allowed to be worn.
- The Social and Research Commons (bottom floor) is where boys interact socially, however, noise must be kept to a reasonable level.
- Other areas of the library are for work and collaboration purposes and the Reading Commons is a designated 'quiet zone'.
- The Seminar Rooms are for group collaboration work and need to be booked in advance.
- Do not leave your laptop unattended in the Library. It is your responsibility.
- Only the Library Monitors are allowed behind the Help Desk.
- Only staff are allowed into the Staff Office and Kitchen area.
- No books may be taken out the library without being issued first at the Help Desk.
- Books may be taken out for a 5-week period and may be renewed. Reminders are given about overdue books, however if they are not returned, eventually they will be deemed lost and charged to the school account.
- Any boy in contravention of these rules will be asked to leave the library and write a letter of apology to the Resource Coordinator before being allowed back in.
- If his behavior continues to infringe these rules, his House Director and Tutor will be informed and he could be suspended from the Library for a predetermined length of time. This could also result in further disciplinary action being taken by the disciplinary committee.

## SECTION 11

### DISCIPLINARY STRUCTURES

#### DETENTION

Weekly DT is held on Saturday from 7.00 – 9.00pm. This detention is for serious cases of BAD BEHAVIOUR and is supervised by members of the Staff. Any boy receiving more than THREE Saturday Detentions is liable for further Disciplinary action.

Boys must wear Number Ones for Saturday DT.

#### THE DEMERIT SYSTEM

The standard punishment for breaking petty school rules is a 'demerit'. Demerits may only be given by staff; only one demerit per infringement. When a boy has received THREE demerits, he will be put into the Leaders' Work Party, which takes place on Friday afternoons from 13:45 to 15:15. Sports kit is to be worn.

Three Work Parties will result in a boy being placed in Saturday DT.

#### THE DISCIPLINARY COMMITTEE

- This committee is appointed by the Principal to deal with serious offences.
- The committee consists of a Chairman (Deputy Principal or Deputy Headmaster) and two other senior members of staff. The Deputy Headmaster (Discipline) or senior member of the Disciplinary Committee will lead the prosecution. The House Director of the accused will also be present to support the accused. The school counsellor and chaplain may be present as an observer.
- The plaintiff and the accused may call witnesses and all pupils concerned may have representatives present, though these may not act as the accuser's spokespersons. They may plead in mitigation, should he be found guilty.

## SECTION 12

### INTERNET AND LAPTOP ACCEPTABLE USE POLICIES

#### INTERNET ACCEPTABLE USE POLICY

##### EXPECTATIONS

Pupils are expected to demonstrate appropriate behaviour on the Internet just as they are in a classroom or playground. Communications on the Internet are often public in nature and general school rules for behaviour and communications will therefore apply. The use of the Internet is a privilege, not a right, and may be revoked if abused. Pupils are personally responsible for their actions in accessing and utilising the school's computer resources. Pupils are expected never to access, keep or send anything that they would not want their peers, parents or teachers to see. In addition the school reserves the right to bar certain sites or applications during school hours to enable greater focus on school sanctioned activities. It is expected the users will comply with the specified standards and rules set out below.

##### SPECIFICALLY ACCEPTABLE USES

As Internet facilities are a limited resource and one which we pay for, users are expected to use them primarily for:

- Direct educational purposes:
- Accessing information for private interests or hobbies
- Constructive communication with other Internet users provided it is not anti-social in nature.

## **SPECIFICALLY UNACCEPTABLE USES**

Users are not to:

- Take part in the sending or re-sending of any sort of chain letters;
- Forward any email without the permission of the author;
- Use offensive language or language which may be deemed offensive (anti-social, profane, Satanist, abusive, racist, sexist or impolite language) in any written communication over the Internet;
- Attempt to access pornographic or sexual explicit material of any kind whatsoever, be it via E-mail, the World-Wide-Web or any other Internet facility;
- Use any other student's E-mail account and thereby impersonate (and possibly incriminate) any other user;
- Attempt to spread viruses or any other methods of interfering in other people's accounts, including any attempt to break into the network;

Pupils who break any of the above rules are subject to the normal disciplinary structures of the school.

In addition, when using the school's internet computer network, pupils must understand the following:

1. All users are entitled to reasonable privacy of their work under normal circumstances and therefore it is an offence to use or attempt to use another user's account/password no matter what the circumstances may be.
2. Storage capacity is at a premium and pupils are to conserve space by deleting unnecessary E-mail or other material which takes up excessive storage space.
3. Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.
4. Pupils may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violation of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
5. The IT staff at Diocesan College have the right to investigate any pupil's E-mail / electronic information who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy.

## **LAPTOP ACCEPTABLE USE POLICY**

### **GENERAL**

Laptops are a learning instrument, and their basic purpose is educational. Anything that enhances their educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As educational school tools, the notion of privacy will be treated as secondary to the achievement of school's educational purposes.

Accordingly, if a teacher suspects that a child is using his machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, antisocial material, or hacking material.

## **IN CLASSROOMS**

- Pupils should only connect to the network when asked to do so by their teachers.
- Pupils should not listen to music files while working without permission from the teacher.
- Pupils may not use E-mail facilities during class-time unless instructed to do so by their teachers.
- Pupils should not display screen savers/backgrounds which are inappropriate or noisy.
- Pupils may not play games on their computers during class-time unless the games are part of the teaching programme and have been required by the teacher as class activity.
- Pupils should respect that the Internet is a shared resource and should therefore be circumspect and reasonable about what they download.

## **PRINTING ON SCHOOL PRINTERS**

The School does provide printing facilities as part of the School's Network. These printers should only be used in accordance with the following school policy.

Pupils should only print during class-time when instructed to do so by their teachers. All material which is sent to the printer should have the pupil's name clearly displayed on each page, so that collection of the printed work can be facilitated. Pupils may not collect printing during class-time.

Pupils are encouraged to make use of the electronic hand in system.

The School provides 300 sheets of paper for each pupil per year. Should a pupil use more than this amount, he will have to apply for permission to use more, and his limit will be increased, but the extra paper will be charged to his account.

## **SECTION 13**

### **THE OFFICIAL DRESS CODE**

All members of the school are expected to ensure that their appearance and dress is presentable and such as to bring credit to themselves, their families and the school. It is essential that all boys are familiar with the dress code. All boys are required to wear school uniform at any event in which Bishops is taking part. This would include sports matches played at other schools, concerts and the Triangular. If you are supporting Bishops please wear and be proud of the Bishops uniform.

#### **UNIFORM:**

**The correct dress must be worn at all times. The school uniform consists of Number Ones, Khakis and other official sports dress.**

- Boarders are not permitted to wear casual dress outside their Houses at any time before supper on weekdays, or before lunchtime on Saturdays
- Boys may not leave the school grounds in casual dress during weekdays, unless with his House Director's permission.
- Dress for visiting the Silwood shopping centre after school is any acceptable Bishops uniform, including sports clothes. However, vests may not be worn and boys may not go barefooted or in slippers.
- Dayboys may not enter the school grounds in casual dress before 6 pm on weekdays or on Saturday mornings when sport is being played.
- These rules apply to all boys and apply throughout the year, including the period of examinations. Matrics may come on to the campus in casual dress from after their Valedictory Service until their last exam.
- Approval of attire. Any team or group wishing to organise special attire such as T-shirts,

touring tracksuits, Matric tops, must gain approval for the designs from the Deputy Head Discipline and Sport.

- Boys must wear any official school tie or House tie as part of their uniform. Other ties awarded to a boy (tour, exchange, representative, etc.) may be worn only on Fridays.

**Exceptions:**

- Dayboys cycling to and from home are excused blazers
- Dayboys may travel home after sport in their sport's kit.
- Boarders may leave and return for the weekend in casual clothes.

**Number Ones:**

- Navy blazer and badge
- Charcoal trousers
- Regulation navy blue pullover
- Plain black shoes with laces
- Plain white shirt
- School tie
- Dark socks

**Khakis:**

- Navy blazer and badge
- Khaki shorts of a plain style, with no fancy belts or pockets
- Khaki shirt (Grade 11's and above may wear a white shirt)
- Regulation navy blue pullover
- Plain dark brown shoes with laces
- Khaki knee length socks
- School tie

**SPORTS DRESS:**

It is one of the school rules that all boys must be correctly dressed for their sports commitments. Tracksuits, T-shirts and other gear, which were made for specific events or tours or other 'one-off' occasions may not be worn around the school except when casual wear is allowed. This also applies to House T-shirts, tops and other House gear.

**Please note the following:**

- When you travel to other venues or schools to play or watch, you must wear either the normal everyday uniform or the official tracksuit.
- If watching any Bishops match, you must wear school uniform or the tracksuit, either home or away
- Colour sweaters may be worn by those entitled to wear them instead of regulation blue pullovers.

## SECTION 14 GENERAL INFORMATION

### SECURITY

The College has a professional security system. The duties of this main section are to:

- Exercise access control
- Provide protection for equipment and facilities
- Ensure the safety of pupils, staff and other employees

Whilst maintaining close liaison with the local Police, the section conducts its own internal investigations. Security is provided at College functions and the security is directly involved with emergency procedures.

Security staff are recruited and administered by the College and operate under the direction of **Mr Sebastian Stemmett**. He can be contacted at **0839514248** or through the Administration office.

### EMERGENCY PROCEDURES

In order to cope with the possibility of an emergency the following procedures have been set out:

#### Signals:

Signals will be given on the School bell, or in the case of an electricity failure, the Chapel bells.

There are two different signals:

- a) The continuous ringing of the bell
- b) The interrupted ringing of the bell

#### **The continuous ringing of the bell:**

This indicates the likelihood of a threat (other than fire or bomb) to personnel or buildings. Pupils and staff must remain in their classrooms. No one should go outside. No one should change classes, until a clearance signal has been given, which is a second continuous ringing of the bell.

#### **The interrupted ringing of the bell:**

This denotes a bomb threat or a fire.

As soon as the signal is heard everyone, (staff, pupils, administration staff, all other employees) must immediately evacuate the buildings, taking their cases, bags and all other possessions with them.

Under no circumstances may anyone return to the buildings until, a verbal clearance is issued by the supervising House Director.

When emergency signals are given **outside of class time** the following procedures will apply:

#### **A continuous alarm signal:**

Assemble in your respective House for a roll call. Do not leave before there is a clearance signal.

#### **An interrupted alarm signal:**

Collect your belongings and assemble on the Piley Rees field in House groups.

### THE BISHOPS SCHOOL SHOP

The school shop is the stockist of ALL Bishops branded uniform and sportswear, sports equipment, gifts and a range of other items.

Hours: <b>Mondays to Fridays</b>	7:30am – 4:30pm (4pm on Friday)
<b>Saturdays</b>	8:00am - 12:00pm

Tel no: 021 659 1970

Closed on Sundays and Public holidays.

Closed during sections of the school holidays.

## **HEALTH CARE**

The school doctor: Dr Steve Cornell

The sanatorium: Sister Sharon Hicken is our resident San sister.

(021 659 1021 [shicken@bishops.org.za](mailto:shicken@bishops.org.za))

Boys, who are injured or sick, may visit the San at any time of the day or night.

**The doctor visits the San for “clinic” on Monday, Wednesday, Thursday and Friday, from 7.30 – 8:00 am. (This facility is for boarders only. Dayboys must see their own doctors.)** If a boy is confined to the San, the Sister will contact his parents.

All boys, who have been injured whilst playing sport should report to the San.

## **LOST PROPERTY**

Any property, articles of clothing, books, cases, etc. that are left lying around the College will be handed in to the lost property manager, Mr Sebastian Stemmett. If it is marked the boy will be notified. If not it will be kept by Mr Stemmett for one month and then given to the second hand clothes section of the school shop. His office is below the Staff Common Room.

## **SECOND HAND CLOTHES SHOP**

This shop is situated in the **Bishops School Shop**.

## **USEFUL CONTACT DETAILS**

**Bishops Telephone 021 659 1000**

The contact details for the House Director of each House are:-

<b>Founders</b>	<b>021 659 1041</b>	<b><u><a href="mailto:dmallett@bishops.org.za">dmallett@bishops.org.za</a></u></b>
<b>School</b>	<b>021 659 1040</b>	<b><u><a href="mailto:lglanvill@bishops.org.za">lglanvill@bishops.org.za</a></u></b>
<b>White</b>	<b>021 659 1016</b>	<b><u><a href="mailto:jnolte@bishops.org.za">jnolte@bishops.org.za</a></u></b>
<b>Gray</b>	<b>021 659 1027</b>	<b><u><a href="mailto:jwrensch@bishops.org.za">jwrensch@bishops.org.za</a></u></b>
<b>Ogilvie</b>	<b>021 659 1026</b>	<b><u><a href="mailto:rjacobs@bishops.org.za">rjacobs@bishops.org.za</a></u></b>
<b>Kidd</b>	<b>021 659 1028</b>	<b><u><a href="mailto:mwalsh@bishops.org.za">mwalsh@bishops.org.za</a></u></b>
<b>Birt</b>	<b>021 659 1029</b>	<b><u><a href="mailto:tpasquallie@bishops.org.za">tpasquallie@bishops.org.za</a></u></b>
<b>Mallett</b>	<b>021 659 1073</b>	<b><u><a href="mailto:mgardner@bishops.org.za">mgardner@bishops.org.za</a></u></b>

Other useful numbers to have:

Business Manager	Mr Sean King	021 6591050
Buildings Manager	Mr Jonathan Holtmann	082 4562153
Grounds Manager	Mr Donovan Murray	082 5725205

## **Public Access to the College**

In order to prevent the College becoming a public thoroughfare it is necessary to exercise control over the opening and use of various entrances. There are three entrances for vehicle traffic:

### **The Main Entrance (Camp Ground Road)**

Controlled by a boom and never closed.

### **The Riverton Road entrance**

Open from 7:00am to 8:30am and 2:00pm until 6pm

### **The Sandown Road Entrance and Parking Area**

Open from 7.00am to 8.30am and from 12.00am to 6.00pm

There are two pedestrian entrances, one from Silwood Road and one from Sandown Road. Both are kept locked, but keys may be supplied on request.

## The Printing Department

This Department is for use of the Staff only. It is strictly out of bounds for all pupils. Teachers are not permitted to send boys to have work copied, or to collect finished work. There is a photocopier in a room next to the Printing Room for the use of all pupils.

## THE EXCHANGE PROGRAMME

A number of exchanges between Bishops and overseas schools are available for boys in Grade 10. Exchange applications take place in the first term of grade 10 – any boy may apply for exchange (however if you very weak academically it is probably not in your best interest to be spending 10 weeks away from school!).

Mr. Court is the current exchange coordinator and will run the selection process. There are 3 exchanges that take place in the 3<sup>rd</sup> term and the rest are in the 4<sup>th</sup> term. The length of exchange depends on which school you go to – anything from 6 weeks to 3 months. Boys selected to go on exchange are expected to return to Bishops and complete their schooling at Bishops.

Bishops has exchange relationships with the following schools (this list changes from year to year):

<p><b>United Kingdom:</b> Haileybury College St. John's School, Leatherhead Woodbridge School Llandovery College - King William's College, Isle of Man Framlingham College Culford School Dean Close</p> <p><b>United States of America:</b> Kents Hill School Belmont Hill St George's School Hotchkiss Episcopal Academy Lancaster Country Day School Montgomery Bell Academy Providence Day School</p> <p><b>Canada:</b> Ridley College</p>	<p><b>Australia:</b> St Peter's, Adelaide Pembroke, Adelaide The Scots College, Sydney Geelong Grammar School Hale School Christ Church, Perth</p> <p><b>New Zealand:</b> Wanganui Collegiate School</p> <p><b>India:</b> Lawrence School, Sanwar</p> <p><b>Chile:</b> Orchard College</p> <p><b>Argentina:</b> Los Olivos</p> <p><b>Holland:</b> Rijnlands Lyceum</p>
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## THE TUCK SHOP

The school tuck shop is situated next door to the Frank-Reid pavilion. It offers a range of food and drinks with a special focus on healthy eating. It is open during the following times:

Monday - Friday      7:30 am – 4:00 pm  
Saturday in summer: 8:30 am – 12:30 pm (when requested by the Deputy Head Sport)

It will be open at other venues during the rugby and hockey season on Saturdays.

## LUNCHES FOR DAYBOYS

Hot Lunch is available every day, Monday to Thursday, for dayboys in the Tuck Shop dining area. Pre-order and lunch forms must be completed by the start of each term.