

PRINGLE'S ETHOS

Pringle provides a homely, secure but challenging environment in which boys can develop their self - esteem, their academic, personal, social, sporting and cultural potential. We aim to encourage kindness, self-reliance and independence, together with an awareness of other people's needs, developing the skills required to live in a community and to work in a team. Each boy is expected to contribute positively to the Pringle community by supporting, including and encouraging his peers. Pringle offers all the advantages of single - sex education, combined with the best aspects of co-education, through strong links with Scotland's leading girls' schools. We believe in the importance of hard work, integrity and good manners. Pastoral care is a top priority and Pringle prepares boys for entry to the Senior School at age thirteen and for a wider role in the community.

TELEPHONE, FAX AND EMAIL

Peter Hall	Tel: 0131 312 2240 email: phall@merchiston.co.uk
Richard Lucas	Tel: 0131 312 2243 email: rlucas@merchiston.co.uk
Pat Wearmouth	Tel: 0131 312 2241 email: pwearmouth@merchiston.co.uk
Fiona MacMillan	Tel: 0131 312 2300 email: fmacmillan@merchiston.co.uk
Niamh Hairs	Tel: 0131 312 2300 email: nhairs@merchiston.co.uk
Juliet Vaughan	Tel: 0131 312 2230 email: jrv@merchiston.co.uk
Irene Stewart	Tel: 0131 312 2246 email: istewart@merchiston.co.uk
Paul Osborne	Tel: 0131 312 2247 email: posborne@merchiston.co.uk
Medical Sisters	Tel: 0131 312 2210 email: medicalstaff@merchiston.co.uk
Reception	Tel: 0131 312 2200 email: reception@merchiston.co.uk
Headmaster	Tel: 0131 312 2203 email: headmaster@merchiston.co.uk email: headsec@merchiston.co.uk
Teaching Centre	Tel: 0131 312 2300
Boys' Phones	Tel: 0131 312 2242 Tel: 0131 312 2304 Tel: 0131 312 2305
School Fax	Fax: 0131 441 6060
Pringle Fax	Fax: 0131 312 2246
Accounts	Tel: 0131 312 2215

TABLE OF CONTENTS

	Page No.
General Information	4
• Arrival Times	
• Collection Times	
• Classes/School Day	
• Prep	
• Contacts	
• Outgoing Calls	
• Mobile Phones	
• Emails	
• School Calendar	
• Sunday Service	
• Visiting	
• Leave-out	
• Report Cards	
Uniform, Other Clothing and Games Kit	8
• School Uniform Clothing	
• Casual Wear	
• Shoes	
• Trainers	
• Towels	
• Pringle Logo Items	
• Games Kit	
• Naming Clothing etc	
• Packing	
• Lost Property	
• Domestic Issues for Boarders	
Bicycles	9
Pocket-Money	9
Food and 'Tuck'	10
Stationery and Bookshop Purchases	10
Finally a suggestion	10
Pringle Rules	11
Discipline	14
Pringle Anti-Bullying Charter	16
Report Cards	17
Music	17
Sport	18

GENERAL INFORMATION

Arrival Times – Boarders

On the first night of term, **Sunday 2 September**, boarding pupils should please arrive by **5.30pm**. Boarders should wear casual clothes when arriving on the first night of term, not School uniform.

Arrival Times – Day Pupils

Term for day pupils starts on **Monday 3 September**. Please arrive each day between 8.00am and 8.15am, in time for **registration at 8.20am**.

**PLEASE DO NOT DROP YOUR SON OFF BEFORE 8.00am,
unless by prior arrangement.**

J4, J5 & First Form day pupils register at the **Pringle Centre**. Please phone the Pringle Centre by 8.20am if your son is ill (0131 312 2300). Please drop your son at the Pringle Centre by the main School drive.

Second and Third Form day pupils register at **Pringle House** (Monday to Saturday). Boys should access Pringle House via the pupils' entrance. Please phone Miss Vaughan (First Form), Mr Hall (Second Form) or Mr Lucas (Third Form) before 8:20am if your son is ill.

Collection times for Day Pupils

Please collect **J4 & J5** day pupils from the **Pringle Centre** (or from **Pringle House** outwith normal times).

Monday to Friday: 4.00pm, 5.30pm, or 6:15pm (by arrangement)

First, Second and Third Form day pupils should be collected from Pringle House. Please ring the front door bell at Pringle House and you should get immediate attention, or go to the Third Form entrance. The system seems to work quite well, but please let us know if we keep you waiting. Please encourage your son to phone you in plenty of time if he wishes to change collection time and to be waiting for you. Boys should not wait by the main School drive.

First & Second Forms

Monday, Wednesday & Friday: 7.15pm
Tuesday & Thursday: 4.15pm or 7.30pm
Saturday: 12.00pm (unless needed for fixtures/team practice)

Third Form

Monday to Friday: 7.45pm
Saturday: 12.00pm (unless needed for fixtures/team practice)

The School aims to be as flexible as possible in its arrangements for day pupils. If our arrangements do not fit in with your family schedule please discuss the School day with Mr Hall or Mr Lucas (Third Form). If School commitments and satisfactory academic progress permit, we shall endeavour to accommodate any reasonable request.

Classes / School Day

J4 & J5

The School day for J4/J5 runs from 8.30am until 4.00pm with breaks at 10.45am and after lunch.

First, Second & Third Forms

Classes for First, Second and Third Formers start at 8.50am and run until lunch at 12.35pm, with a break at 10.55am.

Choir, instrumental groups, Learning Support and other organised activities take place in the first part of the lunch break, and are followed by lessons at 2.15pm, and games and activities at 4.15pm.

During the **second half of the Autumn Term** and the **first half of the Lent Term**, afternoon School on Mondays, Wednesdays and Fridays runs from 4.00pm until tea at 5.45pm, with games at 2.30pm. On Wednesdays games start at 2:30pm throughout the Autumn Term, until Lent Half Term, with lessons at 4pm.

Prep

J4 & J5 are given approximately 45 minutes of prep, which can be taken home by dayboys or completed under supervision in the **After School Club** for those who wish to stay on. Teaching finishes at 4.00pm and, after a snack, the boys will settle down to prep until collection time. This will either be at **5.30pm** or after tea at approx. **6.15pm**. It is vital to be prompt for pick up times. There is no extra charge for this.

It will greatly help our planning if you could anticipate likely use of this facility and estimated collection times, and return the reply slip enclosed with these notes.

First and Second Forms have prep, which is supervised and lasts for an hour. The first part takes place during Lesson 9 on Mondays, Wednesdays and Fridays. The second part will start at 6.30pm, finishing at 7.15pm, after which dayboys are free to go home, and may be collected from Pringle House.

On Tuesdays and Thursdays the dayboys should take prep home, unless they wish to stay for prep in Pringle from 6.30-7.30pm. Most of the boys are involved in the Choral Society on Wednesdays and an extra prep session is run in the lunch hour.

Third Form have prep, which is supervised and lasts until 7.45pm. We expect Third Form dayboys to stay until 7.45pm daily, as a preparation for the Senior School. Please do not collect boys during prep time.

Contacts

See page 1 for staff contact details, or details can be found in the School Calendar, published each term, and sent to parents at the start of each term.

If you wish to contact your son during the day, there are a number of ways to do this, depending on his year group:

To contact J4 / J5: phone the Pringle Teaching Centre 0131 312 2300. (Emergencies only, please).

To contact First, Second and Third Forms: 0131 312 2242; 0131 312 2304; 0131 312 2305 (incoming calls only).

Outgoing Calls

All boys have ready access to a phone to call out. We recommend that boarders come with a BT Chargecard, which can be limited for calls to your home number only.

Mobile phones

These are not allowed for **J4, J5, First & Second Form** boys. If these are needed because your son is using public transport to and from School, then the phone should be left with Mr Hall.

Third Form boarders may bring mobile phones to School and these must be given to Mr Lucas on arrival to be registered. The boys can then collect them to use as required. If a Third Form dayboy needs to bring a mobile phone for a specific reason then this also must be handed to Mr Lucas at the start of the day.

Email

All boys receive their own email addresses and can receive and send emails from Pringle House, the Pringle Centre or the School IT Centre.

School Calendar

At the beginning of each term you will receive a copy of the School Calendar and a Pringle Calendar. These are also published before the start of each term on the School's website. Changes in the routine do occur and a weekly bulletin is also available. This can be collected on Monday mornings from the Pringle Centre for J4, J5 and from Pringle House for the rest of the boys. It should also appear on the School's website www.merchiston.co.uk. The Third Form has its own weekly bulletin, on red paper, which is available from outside Mr Lucas' study. Please do make requests yourself if there is a family plan which requires different timings.

Sunday Services

Sunday Services are indicated in the School Calendar. These are normally at 10.00am if held in the morning, or at 7.30pm if it is an Evening Service. The boys normally wear the kilt for Morning Services, but for most Evening Services they may wear smart casual clothes.

J4, J5 are not expected to attend Sunday Services. First, Second and Third Form day pupils should attend all Whole School Services. An exemption may be granted only by prior arrangement with Mr Hall or Mr Lucas.

Coffee is on offer in Pringle after Morning Services, as well as after rugby matches etc.

Visiting

We are pleased to have visitors in Pringle and will hope to see a lot of you.

Parents of J4 , J5, First and Second Form boarders: please ring the front door bell at the Pringle entrance and you should get immediate attention.

Parents of Third Form boarders: please ring the bell at the Third Form entrance, and you should get immediate attention. If not, please proceed to the Pringle main entrance.

**Please do not go through the rest of the House without asking
the Housemaster or member of staff on duty
– this is to protect the privacy of other boarders.**

We look forward to welcoming you also to parents' evenings, social events and to concerts, plays etc. Information about these will be circulated from time to time. Our annual Pringle Parents' Dinner is to be held on **Thursday 11 October**, and boarding pupils whose parents are attending may leave for half-term after the Dinner. The annual parent-teacher meetings are held in the Lent Term on the following dates:

J4 and J5 will have a Form Teacher Meeting in the first half of the Autumn & Lent terms.

First and Second Form Parents' Meeting will be held on **Friday 25 January** from 6.30pm, **with a seminar for parents at 6.00pm.**

Third Form Parents' Meeting will be held on **Monday 28 January** from 6.30pm, with a seminar for parents at 6.00pm.

Leave-out – Boarders

The School has designated two weekend leaves in the Autumn Term. **For Pringle only:**

**Friday 22 September 12.40pm to
Sunday 24 September, returning 6- 8.00pm;**

**Friday 17 November 12.40pm to
Monday 20 November, returning 6-8.00pm.**

Please complete a leave-out information form each term to indicate where your son will spend his leave-out weekends.

Pringle boys will also have other, shorter leave-out weekends, **27-29 January 2008** in the Lent Term and **12-13 May 2008** in the Summer Term.

Parental approval is always sought before a boy goes on overnight leave with anyone other than his parents or guardian, but the Housemaster will not necessarily request parental permission for daytime leave-outs. Please provide a list of names and addresses of those likely to invite your son out during the course of the term. Please rest assured that a full and varied programme of activities is provided for boys staying in Pringle at the weekend. We expect boarders to stay in for boarding-in weekends, unless there are special family circumstances or events.

Pringle boarders are not allowed to go to Edinburgh without adult supervision and we ask parents arranging leave-out, for example with a dayboy friend, to respect this.

Your son may wish to invite a boarder home for the weekend. We encourage this and are grateful to those who provide this hospitality. Please ring Mr Hall or Mr Lucas if you wish to make such an arrangement. We will normally ask you to contact the boarder's parents too. If the parents of day pupils wish their son to stay in Pringle for one or more nights, please contact Mr Hall or Mr Lucas. A charge will be made for this and boys should bring a sleeping bag or duvet. Day boys are also welcome to sign in for boarding-in weekends and details will be sent to parents before the start of each term.

Report Cards for First, Second and Third Forms

Report Cards are prepared each term, and these will be posted to parents. Please note that these are primarily internal documents which we are happy to share with parents. An explanatory guide can be found toward the end of this booklet. Forms J4 and J5 do not receive internal report cards. Please contact Miss MacMillan (J4 & J5 Forms), Miss Vaughan (First Form), Mr Hall (Second Form) and Mr Lucas (Third Form) should you wish to discuss your son's progress, at any time.

UNIFORM, OTHER CLOTHING AND GAMES KIT

School Uniform Clothing

A list of School uniform items is included in the Joining Papers. If you are at all uncertain which items apply to your son, please do not hesitate to contact us. Please note the following points:

Casual Wear

(Boarders, and day pupils when required). Two needs have to be met here. Smart casuals are needed for parties, leave-out, overseas travelling: **chinos or smart jeans; casual shirt with collar**. Faded jeans and hard-used trainers may be useful for camping and other expeditions, but must not be used to replace 'smart-casual' please. Please send enough, but not too much casual clothing, **all clearly named**.

Shoes

Two pairs are required. These must be black, regulation lacing shoes. Please name them. Matt or suede shoes are not permitted, nor shoes with labels or trademarks. Kickers and other fashion shoes are not permitted. Slip-ons are strictly prohibited.

Trainers

Indoor trainers with non-marking soles should be named on the outside (initials will do). Outdoor trainers should not have high ankles, which make running difficult.

Towels

Boarders require two standard sized bath towels (clearly named). A hairbrush and a comb are also needed. Day pupils will require named towels in their games kit.

Pringle Logo Items

Pringle House stocks the Pringle tie, white Pringle PE polo shirt and shorts, the Pringle tracksuit, fleece and the Pringle backpack. These will be available from Mrs Wearmouth in the final week of August, including the date of the new boys' football match, swim and lunch on **Wednesday 29 August** or by appointment with Mrs Wearmouth (Tel 0131 312 2241).

The School Uniform Exchange Shop will also hold a limited stock.

Games Kit – Day Pupils

Please send in one set of games kit at a time and please get it home regularly for washing! Day pupils should always keep one set in School; otherwise they will get caught out!

Naming Clothing, etc

Please **name** everything, **particularly casual clothes, trainers and shoes**, with traditional sew-in (Cash's) woven cotton nametapes or, in the case of shoes, with shoe labels. Other personal items and equipment should also be clearly and indelibly marked.

Boarders should bring a few spare name tapes and shoe labels with them: the Housemother will be happy to assist with sewing these on to any extra items which your son may need during the course of the term. We will make sure your son has all he needs and will watch for him growing out of his uniform.

Packing – Boarding Pupils

Please use **suitcases** (rather than a trunk) to bring your son's belongings to School. There will be plenty of people to help your son unpack at the start of term.

Lost Property

Named lost property can be reclaimed from the Pringle Centre (J4 & J5) or from Mrs Wearmouth (First, Second and Third Forms). The School Reception also holds lost property.

**All clothes and belongings should be taken home at the end of each term.
Special arrangements can be made for boys travelling by plane.**

Domestic Issues for Boarders

The boys' domestic routines are overseen by the Pringle Housemother, Mrs Pat Wearmouth.

The boys are given the opportunity to shower daily and staff monitor such routines as teeth brushing and hair washing. Boys must come equipped with a hairbrush and comb!

There are clear routines for clean clothes etc which will be communicated regularly to the boys by Mrs Wearmouth.

BICYCLES

Many boys bring bikes to use in School. **Please supply a D-lock.** Bikes should be in good working order and registered with Mr Rainy Brown. Please keep a note of the serial number.

The School's insurance policy does cover bikes and appropriate protective gear, but it would be wise to insure the bike under your household policy too. Helmets must be worn, whenever bikes, skateboards, scooters, roller blades etc are used.

POCKET MONEY

If you are in any doubt about pocket money, please do discuss this with Mr Hall or, if your son is in the Third Form, with Mr Lucas.

Mr Hall runs a House bank for J4, J5, First and Second Form boys, and Mr Lucas runs a similar bank for Third Form boys. Boys should not carry cash about with them. The day pupils are welcome to keep some money in the House bank for use at the tuck shop etc and the boarders are given £0.50 each week, which goes towards the Sunday Service collection, hire of videos, etc.

Pocket money at £4-£6 per week (£60-£70 per term) is suggested for the boarders, though some will have more, some less. Cheques may be made payable to '*Pringle House*', or '*Pringle House, Third Form*' and handed to Mr Hall or Mr Lucas.

FOOD AND 'TUCK'

Juice and milk are provided for dayboys at break, but they may bring in a snack. Boarders may bring in extras, but not too many please, and with some emphasis on healthy eating. **Lockable traditional tuck boxes may be brought in** (available from Aitken & Niven). The Pringle House kitchen is available for brewing up and hot snack preparation. Spreads and cereals are also popular. Please bring a (spreading) knife, spoon, mug and a teaspoon. A combination lock should be brought in to secure lockers and the number registered with Mr Hall or Mr Lucas.

STATIONERY AND BOOKSHOP PURCHASES

You will find information about the Stationery Shop & Bookshop further on in this information pack together with a form to complete to set an account limit for your son. The bookshop / stationery account permits your son to buy pens, paper, folders etc as well as paperbacks for leisure time reading. The amount a boy spends is up to his parents, but as a rough guide we suggest a limit of **£20.00** for both the Stationery Shop and the Bookshop. Pringle has an excellent library, which lends books free of charge, and which is in addition to the main School library.

FINALLY A SUGGESTION

Please encourage the practice of personal organisation throughout the summer holiday! Both we and your son will find this helpful throughout the term. We look forward to seeing you all in September, and hope you have a good summer break.

PRINGLE RULES

**J4 & J5 will initially be answerable to Miss MacMillan on all disciplinary matters.
J4 and J5 will also have its own reward system.**

These are the rules of Pringle passed on by the boys, Prefects, and House staff and regularly covered during House meetings and PSE lessons. In addition, all Pringle boys are issued with the School Rules and expected to know them. Pringle expects every boy to be polite, considerate, supportive and respectful of others.

Night-time

- No visiting other dorms after go-to-bed-time.
- No talking, radios, reading after silence.
- Move silently around, no talking, if on late-night prep.
- Late prep needs permission from duty Tutor.
- Do not turn dorm lights on after "lights out".
- No showers before waking music.
- No noise or talking before music.
- Report sickness – do not attempt to clean-up yourself.
- Mrs Wearmouth or Mr Hall will always be available if you need help at night time.
- Dorm doors open.
- Lights in loos on.

Bikes

- Must be locked at night.
- Keep off the grass on the far side of the drive.
- Do not cycle when the drive is wet.
- Take great care when joining the main drive. Remember it is a road.
- No cycling in "Pringle", except for access. Keep off grass.
- Drive carefully and thoughtfully on drive. Keep to correct side of the road.
- Do not cycle round the Art, Music, Theatre, classroom blocks.
- Park your bike outside the Dining Hall.
- Use lights when it is dark.
- Your bike must be in good working order. Be prepared for an inspection.
- Register your bike with Mr Rainy Brown.
- Helmets must be worn.

Snow

- No snowballing in School uniform, around School or the main drive, or the Pringle walled garden.
- Do not cut across the grass leaving tracks.
- Do not touch cars with snow on them.

Secret Garden

- No rough games.
- No cycling.
- No ball games.
- Tree-climbing - only up to the white mark.
- More detailed guidelines will be issued in the summer.

Whole Garden

- No damage.
- No stones on grass. Do not even handle the gravel.
- No football or rugby except on the pitch.
- No hard balls anywhere.

Games / Sport

- Correct clothes for each sport.
- **Mouthguards MUST be worn for rugby.**
- No casual or School clothes.
- Use swimming trunks under rugby / PE shorts.
- No boots or dirty trainers in the House or Centre.
- Must shower after all “sweaty” exercise.
- Indoor trainers must be carried to the sports hall and squash club.
- Changing room must be left tidy and dirty kit put in the washing bin or taken home by dayboys!
- Boys ‘off games’ to report to duty member of staff.

Kitchen

- No mucking about, pushing, etc, waste, fooling.
- Spillages cleared at once.
- Cartons of milk in the fridge.
- Ask the duty Tutor to use the toaster, microwave, toastie-maker, kettle, cooker, blender.
- If toast gets stuck, get help. **Never use a knife.**
- Kettle stays plugged in always. Fill with a jug at the sink.
- Wash and dry up and put away.
- Door open except for parties – maximum 8.
- Eating and drinking only allowed in the kitchen.

How the kitchen should be left in the evening

- Washing-up done.
- Drying-up done.
- Putting-away done, including pots, etc
- Towels hung up.
- Wash-up cloth wrung out.
- Table wiped.
- Cutlery tray tidy.

Football Pitch

- Do not use if there is any chance of it cutting up – if in doubt, ask.
- No place kicking.

Village

- Permission is required from the duty Tutor. Sign out/sign in folders.
- Your first visit to Colinton must be supervised.
- No eating (except ice cream!).
- School uniform to be worn, except on Saturday afternoon and Sundays, when casual clothes may be worn.
- Behaviour must be excellent at all times. You must never go on your own.
- Do NOT visit Spylaw Park or Tesco Supermarket.
- Do not access the village through the Dell.
- **You must always go with at least one other Pringle pupil.**

Manners and Common Courtesy

- Remember to stand up when an adult enters a room or speaks to you in the Dining Hall etc.
- Hold open doors for people.
- Look after guests.
- Answer the phone politely. Only one in a booth.
- Answer the front door. All guests to report to the duty Tutor.
- Always smile and acknowledge staff around the School.
- Respect and do not cheek senior boys.
- Boys should read **The Post/Third Form notice board** whenever they pass it and respond appropriately to any notices on it.
- Use the Tannoy sensibly and not just to find your friends.
- Follow instructions for use of T/T, Snooker, and Model Room.
- Respect the reps.

Dangerous possessions and activities

- LASER PENS are strictly forbidden.
- All PEN KNIVES to be handed to Mr Hall or Mr Lucas.
- No FIREWORKS or MATCHES at all.
- Aerosol deodorants are not allowed.
- No RAT-TAILS with towels – no red-handing or other actions intended to inflict pain.
- NO permanent marking pens, Tipp-ex pens or bottles of liquid paper.
- You are not allowed to take part in dangerous activities crossed off on the permission sheet by your parents.
- Follow rules for CRICKET NETS and GOLF and always ask before using.
- Do not try to take part in any dangerous activity which has not been sanctioned by your parents or your Housemaster.

Lockers

- You must NEVER open another boy's locker.
- The locker rooms are strictly out of bounds during games and lesson times.
- 'Scran' NOT to be eaten before morning School and only in locker rooms, day room or kitchen.

Television and computers

- TV only with permission from the duty Tutor.
- Take great care when using the computers and report faults immediately.
- Games are not permitted in the Pringle Computer Room.

Learn to **respect and tolerate** one another and apply the **anti-bullying charter** you have all signed. This applies as much to verbal as physical bullying. Be your own man and do not blindly follow others.

DISCIPLINE

Staff and Prefects, for a variety of minor offences, may set blue papers. The Second Form should collect these from Mr Hall or the duty Tutor and the Third Form from Mr Lucas or the duty Tutor. The First Form should see Miss Vaughan. You will have a chance to appeal if you feel unjustly treated. Lines are not to be set and the topic must be worthwhile. Sometimes you will be set a 'dirty job' instead. Always do these properly.

Thursday detention is for repeated blue paper failure or more serious offences. Prefects may ask Mr Hall or Mr Lucas to give a boy a detention.

Saturday detention is for much more serious offences, issued only by staff. They are recorded, so avoid them.

Hs – awarded by teachers to recognise outstanding work. Be sure to register them with Mr Hall or Mr Lucas or Miss Vaughan.

Remember: many boys every term receive no blue paper at all and there are plenty of rewards for positive behaviour and achievement.

Disciplinary Procedures - First Form

First Form is a transition stage between the disciplinary approach in J4 and J5 and the Whole School plan, which starts in the Second Form. Staff may use blue papers as a sanction in the First Form, but detentions, if required, will be held separately. The sanction of Thursday detention remains and again is likely to be held 'IN-HOUSE'. Any very serious offence could lead to a Saturday afternoon detention. Parents would be informed and it is expected that this will be rarely used. The First Form Tutor, whom staff should consult over disciplinary issues, in the first instance, records all sanctions. The emphasis, of course, is on positive behaviour and reward.

Disciplinary Procedures - J4, J5 and First Form

There are three broad stages and the sort of behavioural issues are listed followed by the sanctions available at each stage. The Form teachers record all sanctions and again, emphasis is placed on positive behaviour rather than merely sanctions.

Stage A behaviour

- Chatting in class.
- Interrupting the teacher.
- Shouting out in class.
- Unfinished or unacceptable work due to lack of effort.
- Not sharing.
- Thoughtless or rough play.
- Damaging resources.
- Failure to follow instructions.

Stage A sanctions

- Verbal reprimand.
- Finishing work in free time.
- Removal from group.
- Missing free time.
- Inform parents informally.
- Punishment to fit the crime! eg apology letter, litter clearing, etc.
- Repetitive stage A sanctions can lead to stage B.

Stage B behaviour

- Bullying.
- Racist behaviour.
- Fighting.
- Stealing.
- Continual disruption in class.
- Dangerous behaviour (climbing onto roofs etc).
- Rudeness and disrespect to adults.
- Lying and deceit.

Stage B sanctions – Head of Junior School will always be informed.

- Formal notification of parents in writing, through interview, by phone.
- Interview with Junior Curriculum Co-ordinator or First Form Tutor.
- Interview with Head of Junior School.
- Daily report.
- Missing a number of playtimes.
- Head of Junior School detention.

Stage C behaviour

- Referral to Deputy Head by Head of Junior School.
- Parental interview with Deputy Head or Headmaster.
- Deputy Head detention.
- Headmaster interview.
- Suspension from School.
- Exclusion.

It is expected that a disciplinary situation will very rarely move to Stage C.

Rewards

We feel very strongly that sanctions must be balanced by recognition of positive behaviour and achievement. For the **First Form** this operates through the 'H' system, in addition to the many informal ways to recognise and reward positive behaviour.

J4, J5

There are many ways to recognise and reward positive behaviour. These are current features of good practice:

- Verbal praise and encouragement.
- Written comments on pupils work.
- 'H' for outstanding work – to be shown to Head of Junior School.
- Points system run by Form teachers to reward positive behaviour or achievement.
- Certificates in Pringle Assembly.
- Recognition through end of term reports and internal report cards.
- Informal feedback to parents through meetings, etc.
- The opportunity to undertake specific areas of responsibility.

PRINGLE ANTI -BULLYING CHARTER

For information only

Bullying can take different forms, all of which are totally unacceptable. It is wrong to hurt other people by hitting them, kicking them, calling them names, spreading stories about them, isolating them, abusing their property, or anything else which is intended to be upsetting, including cyber-bullying, social networking websites and blogs. Any form of racist comment is totally unacceptable.

Nobody in Pringle should make other people in Pringle unhappy.

BULLYING IS NOT TOLERATED IN PRINGLE.

Everyone in Pringle must **work together** to protect vulnerable individuals from bullying. Speak up if you know someone is unhappy or being bullied.

If **YOU** are being bullied (or anyone else):

- Talk to someone you can trust: Mr Hall, Mr Lucas, Mr Osborne, Mrs Wearmouth, Miss MacMillan, Miss Vaughan, Tutors, Prefects, the Chaplain, parents, your friends, the Medical Centre, etc.
- Ask for help and be truthful about what has happened.
- Don't suffer in silence.
- Don't believe the lies bullies tell about you.
- Try not to antagonise bullies. Be sure you have not upset others by your behaviour.
- Do not bully as a reaction to being bullied.

Remember the bullies may need help too!

This charter will be signed by each boy in the Junior School.

REPORT CARDS FIRST, SECOND & THIRD FORMS

Report cards come out once or twice a term and let everyone know how you are getting on. Your teacher will write a brief comment to summarise your progress and will give you an effort grading. You will have an end of term report, which is sent home.

You will discuss each report card with your Tutor and have a chance to discuss your strengths and weaknesses, and to set targets for your next report card. Your Tutor will be interested to read your self-assessment and to look at the back of your report card, which should record all your activities and achievements outside the classroom. Don't forget to record the number of **Hs** you have registered. Remember, Hs are given to reward a particularly good piece of work and when you have ten you will receive a Mars Bar! The record for the year stands at 120. J4 and J5 will have its own reward system.

Where EFFORT is poor there is a system of daily report, designed to help students focus on their academic work and to monitor your progress carefully. Parents will receive reports at the end of each term, with a fuller, summative report at the end of the academic year.

MUSIC

The majority of boys in Pringle will sing in the Choral Society and a smaller number in the Chapel Choir, which performs at Sunday Services and other concerts. The Choral Society prepares a large-scale work, performed with the Orchestra in the Lent Term. There is also a junior choir of J4, J5 and First Form pupils. Rehearsals take place at the following times:

Monday	1.00pm	Choral Society
Wednesday	6:20 - 7 pm	Choral Society
Thursday	1.00pm	Chapel Choir
Friday	8.15am	Chapel Choir

Instrumentalists can take part in the Junior Ensemble and the Pringle Piping Group. Accomplished players may be asked to join the School Orchestra, Jazz Bands and Senior Ensemble. There are a number of other informal instrumental groups throughout the year, such as the folk and recorder groups.

SPORT

The boys in Pringle have an exceptional opportunity to participate and develop their skills in a wide variety of sports. Our main sports are rugby, cricket, athletics, swimming and football. We aim to give as many boys as possible the opportunity to participate in School fixtures against other schools. In addition every boy in Pringle is placed in a House team with further opportunity of involvement in Pringle's own internal competitions.

Rugby – Autumn and Lent Terms

Practice takes place on Mondays, Wednesdays and Thursdays. Wednesday and Saturday are the main match days. Depending on the year, we usually field the following teams. The Third Form has two teams – DI and DII. There are also two teams in the Second Form, the EI and EII. The First Form team is known as FI and the J4 and J5 team is named the U10.

Please note that J4, J5 will have occasional Saturday morning fixtures and boys selected will be expected to be available to play.

Properly fitted **Gum Shields** are mandatory when playing rugby and can be obtained through your own dentist or through the School's arrangements with O-Pro in the Autumn Term. Boys wishing to wear headgear and other protective items should contact their son's rugby coach.

Swimming – All year

In addition to curricular swimming, boys have the opportunity to take part in team swimming at the following times on Thursday:

J4 to Second Form 7.10-7.50pm
Third Form 7.50-8.30pm

Boys will have the chance to take part in trials for the Edinburgh Schools' Swimming Competition in the Autumn Term, as well as termly fixtures against other schools. We also hold our own swimming competitions and galas. **Goggles** are required by all boys for swimming sessions.

Football – All year

Indoor football is available to all boys on most Monday and Friday evenings:

J4 to Second Form 7.10-8.00pm
Third Form 8.00-8.45pm

In addition to our own Prep Schools' Indoor Football Competition in the Lent Term, there are many indoor and outdoor fixtures against other schools and clubs.

Cricket – All year

We run 1st, 2nd and 3rd XI cricket teams and an U11 and U10 team. Indoor cricket nets are used in the Autumn and Lent Terms in preparation for the Summer Term. The Pringle 1st XI undertakes an annual tour to the North of England. Boys wishing to use our cricket nets must provide their own headgear. All boys need **protective boxes**. We encourage boys keen to be considered for a team to involve themselves in these winter nets.

Junior Activities – All year.

A host of other sports are available through our Junior Activities Programme, which runs on Tuesdays and Fridays in the Autumn and Lent Terms and on Wednesdays in the Summer Term. Options available normally include: skiing, judo, badminton, squash, fives, hockey, fishing, mountain-biking, tennis, cross-country running, golf, curling, football and octopush. The Third Form can also opt for air rifle shooting on a Monday evening. Boys wishing to opt for a non-sporting activity can normally choose from: cooking, drama, IT, art, design technology, science club, magic and model-making.

Weekends

An action packed range of activities is organized for boarders, including trips to the ice-rink; dry ski slopes; ski centres; swimming pools; theatres; beaches; zoos; camp sites; water-ski facilities; quad biking courses; paintball arenas; hill walking; cinema and the bowling alley. There are a number of boarding-in weekends each term and dayboys are encouraged to sign up for at least one of these fun weekends and boarders are expected to stay in at these weekends.

