



St Leonards  
Parents Association

*Working together for our school*

Parents Association  
Guide for  
**St Leonards**  
*Senior School*

**St Leonards**

St Andrews, Fife  
Scotland, KY16 9QJ

*t*: +44 (0) 1334 472 126

*f*: +44 (0) 1334 476 152

*stleonards-fife.org*

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## St Leonards Senior School and Sixth Form

By now you may have ploughed through the Senior School's paperwork, bought uniform and even sewn in name-tapes. It's time for your child to become immersed in life at St Leonards.

But what about you, the parents? Where do you fit in?

You've automatically become members of the Parents Association (PA). Our role is to help other parents and guardians get to know each other, to run social events for families and to raise funds for 'extras' requested by school staff for inclusion on the Headmaster's Wish List.

We hope this little guide produced by current parents will be helpful as a supplement to the School's official handbooks. It's designed to help demystify St Leonards and its quirks and curiosities. Like all institutions St Leonards has its own jargon and we've tried to decipher it to enable parents to understand when their child says: "I'll meet you by the MC," or "We're playing the match on Birdcage."

It should at least help you sort out your CAS from your CDR.

Contact: [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)

### WHAT'S THE PA?

All parents and guardians of pupils at St Leonards are automatically members. The PA's role is social, to support events organised by the school - ie the Art Exhibition or Rugby Tournaments - and it also raises money for 'extra' items that the school needs. These items are on a Wish List (see below) drawn up by the Headmaster in consultation with staff. The PA is a great way to meet parents or learn about the school.

The PA is not a PTA, in that it is not a voice for parents with concerns or complaints. Please see the section on Solving Problems for more on that.

The PA has open monthly meetings and all parents are welcome.

It has its own elected committee of between 10 and 15 parents. There is also a band of regular volunteers who don't want to be on a committee but who happily supervise or run events. If you can help in any way please do contact: [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)

### THE HEADMASTER'S WISH LIST

The PA's remit is to raise funds for 'extra' items to benefit our children and that staff at school say they need. The teacher specifies the item and its total cost and asks the Headmaster to include it in a Wish List which he then puts to the PA for consideration. We have recently funded Lego for Junior School children and indoor games for when it's too wet

to play outside; an oven for cookery club; mobile flood lights for the sports department and modular staging for drama and music productions.

### PA NEW FAMILIES LINK PROGRAMME

If you are a new family joining St Leonards and you are interested in meeting a family who's already here to fill in any information gaps before your child starts school, then please email [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org) for the PA to put you in touch with a friendly face from your child's year group. This will ensure that your child has someone to link up with, who can help them out in their first days and weeks at School.

### SOCIAL REPS

Each year there is a request for volunteers to become social reps to organise year group or parent get-togethers, drum up support for PA events and organise things such as a Christmas or leaving gift for teachers. Being a Social Rep is a great way to meet other parents.

### INFORMAL PARENT CONTACT LIST

All family contact details are kept confidential by the school. But as a PA we will ask if you'd like to be included in an unofficial whole-school parent contact list. Parents find that it's good for sorting out lift-shares and party invitations etc. Being listed is voluntary and you will sign a form if you would like to be included.

If you somehow miss the email sent out in September then please ask the PA about it: [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)

## COMMUNICATING WITH THE PA

- \*Come to the monthly meetings if you can. Details are in the school calendar.
- \*The hotline to the PA chair and vice chair is: [pa@stleonards-fife.org](mailto:pa@stleonards-fife.org)
- \*The PA also has its own closed group on Facebook:  
[Facebook.com/groups/StLeonardsParentsAssociation](https://www.facebook.com/groups/StLeonardsParentsAssociation)

It complements the emails sent out from PA committee members via the School secretaries. Any St Leonards parent can use this closed group page for PA business - eg. to suggest social events; to request volunteers for events and to drum up support for PA fundraisers for the School's Wish List.

As with all PA communications it must not be used for political, personal, financial or business matters - no lobbying or campaigning etc!

## SECOND HAND UNIFORM SHOP (SHU)

It's a fantastic resource run by PA volunteers. It's open on the last Friday of each month 8:30am-9am during term time or by individual appointment. You'll find the SHU Portakabin in front of St Rule in The Pends. The actual dates of the openings are also in the weekly newsletter, as are volunteers' contact details.

Items to be sold in the shop need to be handed in to the School office or direct to the Shop. One third of proceeds go to the PA and two-thirds to the pupil's account.

For information please email [shu@stleonards-fife.org](mailto:shu@stleonards-fife.org)

## THE START AND END OF THE DAY

It's best to arrive at School at 8.20am to allow time to go to lockers. Pick-up is at 4.15pm unless your son or daughter signs up for after-school activities, in which case it's 5.30pm.

## PARKING

There's a one-way system from half-way down The Pends to the Harbour archway. But in effect it's one-way all the way down from South Street. If you want to make yourself really unpopular try coming up the narrow, upper, two-way section of The Pends against the traffic during Rush Hour...

...Many avoid the area altogether and "Kiss & Drop" on South Street, or at the Harbour or the car-park of the East Sands Leisure Centre for a short walk along the seafront to and from school.

If you live locally, it's strongly recommended to walk or cycle, as there's so much pressure on parking. If you live outside town a school bus is a good option.

## SCHOOL BUSES

The person to contact about routes and schedules is Mr Colin Knight, the new Domestic Bursar

[c.knight@stleonards-fife.org](mailto:c.knight@stleonards-fife.org)

## WHAT TO BRING TO SCHOOL

Students each have a locker - and need to bring their own padlock.

Bottle of water.

Day students should bring a snack to eat after the school day if they're going on to activities starting at 4.30pm.

Suncream in hot weather.

Navy blue lightweight pack-a-mac to pull on for those sudden downpours (The reality is that we've all tried to persuade our kids to wear a waterproof but few take heed...)

Mobile phones are allowed but switched off in class unless they're needed for teacher-directed school work.

## SCHOOL BAG

A rucksack that spreads the load is the recommended choice because students need to lug books and A4-size files to and from school and from classroom to classroom.

## STUDENTS' SOCIALS

Once a term, usually on a Friday, the School arranges a year group Disco or Ceilidh for the students. It's held in the main School Hall and hotly anticipated.

## MEDICAL MATTERS, INHALERS AND EPIPENS ETC

The Medical Centre (MC) is staffed throughout the day. It is located off The Pends near the Music School Auditorium down the slope between Bishopshall and St Rule. Inhalers should be with the children at all times. The School Nurse advises students to bring a spare to the MC, as a back-up.

All other medication should be taken to the MC. It is important that any updates to medical conditions are passed on to the MC.

If your child is unwell, please don't send him or her to school. The main purpose of the MC is to support boarders as well as any on-the-day medical situations. It is not a proxy GP service, nor is it a care centre for sick day pupils.

## DEFIBRILLATOR

It's for public access, not just for School, and is located by the MC. Children and parents have regular demonstrations on how to use it. Do ask at the MC if you would like a demo.

## SCHOOL FOOD

Our caterers are Baxter Storey, based in the Central Dining Room (CDR). The CDR staff are usually around to chat to at school events. Menus are sent out to parents each Friday. The CDR staff are managed by Laura Paterson ([catering@stleonards-fife.org](mailto:catering@stleonards-fife.org)) and she is incredibly open to ideas and feedback.

## Learning about St Leonards

**Ad Vitam:** The St Leonards Latin motto, meaning 'Towards Life', but interpreted at St Leonards as 'For Life'. Ad Vitam is also the name of the PSHE (personal, social and health education) syllabus in School.

**Apostrophe (lack of):** St Leonards School and St Katharines Hall, like the town of St Andrews, have no apostrophe. This usage is historical.

**Boarding Houses:** St Rule, Ollerenshaw and Bishopshall are homes to around 150 boarders, with spaces allocated to flexi and weekly boarders

**Day Houses and House Activities:** In Senior School, students in Years 8-10 are placed in three competitive Houses (separate from the boarding houses), each with a colour:

### St Leonards Fields (SLF)

Gold with bronze badge

### St Nicholas (SN)

Green with black badge

### Abbey Park (AP)

Blue with burgundy colour badge

Students take part in inter-House drama, music and sporting competitions which are fiercely fought.

**Sixth Form Houses:** All day and boarding students in the IB Diploma Years 12 and 13 are allocated a boarding house. Each pupil has locker space there, takes breaks there and works and socializes there.

**GCSEs/IGCSEs:** Exams taken in May and June in Year 11, after a two-year course. St Leonards also offers a one-year course, often known externally as Pre-IB1. It's for students aged 15, who come new to the School either specifically for one-year away from their home country or as a year's preparation for St Leonards IB Diploma Programme. The year's course culminates in six IGCSEs (1 stands for International)

**Middle School:** The Middle Years Programme is the curriculum followed in Years 7, 8 and 9 as preparation for GCSEs/IGCSEs.

**IBDP:** Sixth Formers (Years 12 & 13) are prepared for the two-year International Baccalaureate Diploma Programme after GCSEs/IGCSEs.

They study six subjects, three at Higher Level and three at Standard Level. These include a level of Maths, a Science and a foreign language from scratch or otherwise. Students write an Extended Essay on a topic they choose, do a Theory of Knowledge (TOK) course and undertake projects involving Creativity, Activity and Service (CAS).

**The Learner Profile:** Don't be surprised when your daughter or son comes home quoting the St Leonards Learner Profile - ie - that pupils aspire to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective.

## St Leonards map and legend

**Auditorium:** in the Music School

**Big Field:** St Leonards main sports fields

**Birdcage:** Where lacrosse is played in winter, badminton in summer; where tea is served after Speeches and Prizegiving

**Bishopshall:** Boarding and Sixth Form day house

**Byre Theatre:** Town theatre where St Leonards productions are performed in February and May

**CDR:** Central Dining Room

**Fives Court:** Junior School playing field

**Green Room:** Visitors Reception in the Main School

**New Park Building:** Home to the Junior School

**MC:** Medical Centre

**Mentone:** (*pronounced Men-tony*) Junior School play area, which includes Dougal's Trail, named after a New Park pupil who died from neuroblastoma in 2003, aged 6.

**Elephant Gate:** Entrance to Big Field

**Ollerenshaw:** Boarding and Sixth Form day house

**Pends Gate:** Pedestrian entrance to the Junior School

**School Reception (for the whole school):** For all appointments with Administrative and Senior School teaching staff

**School Lane:** Visitors entrance.

**Second-hand uniform shop (SHU):** Run by the PA and staffed by parent volunteers

**SLG:** St Leonards Grass

**St Leonards Chapel:** St Andrews University chapel, also used for St Leonards lunchtime concerts

**St Rule:** Boarding and Sixth Form day house

**Teinds Gate:** Entrance off Abbey Street for access to Junior School parking at the start and end of the day

**Quad:** Historic heart of St Leonards; for access to School Reception, management offices, Headmaster's House; pupil only access to Senior School lockers and classrooms, Main School Hall, QML and Music School

**QML:** Queen Mary's Library, the main school library with garden and entrance off the Quad

- Queen Mary's Library 1
- Main Teaching Building 2
- School Hall 3
- St Leonards Chapel 4
- The Coach House 5
- Nuns Walk 6
- School Reception 7
- Headmaster's House 8
- Music School 9
- The Auditorium 10
- Bishopshall 11
- Medical Centre 12
- St Rule 13
- Central Dining Room (CDR) 14
- Ollerenshaw 15
- Birdcage 16
- Mentone 17
- Swimming Pool 18
- Squash Courts 19
- Junior School and St Katharines Hall 20
- Astro Turf 21
- Teinds Gate 22
- Fives Court 23



- 24 Big Field
- 25 Art Department
- 26 Science Department
- 27 Gym
- 28 St Leonards Grass (SLG)
- 29 Green Room
- 30 Oliphant Gate
- 31 Second Hand Uniform
- 32 Glasgow Gate
- 33 Coach drop off & pick up
- 34 The Byre Theatre

## FOOD INTOLERANCES AND ALLERGIES

Please ensure that you have completed the Medical Information form and returned it to the school. Information about food intolerances will then be passed on to the caterers. If you would like to talk direct to the caterers, do contact the CDR manager Laura Paterson:

[l.paterson@stleonards-fife.org](mailto:l.paterson@stleonards-fife.org)

## SECURITY

There are security codes for doors throughout the school. Teachers, staff and volunteers, including those who are official committee members, should wear ID at all times. If you need to see your child during the school day for some reason, please call the school first and if you can't do that then please make sure you report to Reception at the outset. Don't be offended if you are asked for ID on school premises.

## BOARDING

Around 140 boarders live in St Rule, Bishopshall and Ollerenshaw. Weekly and flexi-boarding is actively encouraged from Year 7. 'Taster' nights are arranged via the Registrar, Dr Caroline Routledge.  
[registrar@stleonards-fife.org](mailto:registrar@stleonards-fife.org)

## GETTING A MESSAGE TO YOUR CHILD AT SCHOOL

Either phone the School Office on **01334 472126** or if you email [contact@stleonards-fife.org](mailto:contact@stleonards-fife.org) your message will reach senior staff who will

pass on any message to your child or the relevant teacher.

## SCHOOL COMMUNICATIONS

### CLARION CALL

This is still being trialled in Senior School, having been established in Junior School. It's an online system for communications between the School and parents. Activities are booked through Clarion Call as well as timeslots for meeting teachers at Parents Evenings.

### THE ST LEONARDS CALENDAR

is sent in the post before the start of every term and gives details of all key dates for the Junior School, Senior School and Sixth Form. It's also on the school website.

### THE WEBSITE: [stleonards-fife.org](http://stleonards-fife.org)

The site is constantly updated and the IT department keeps us informed about details of the parents' portal etc.

### SOCIAL MEDIA

[Facebook.com/stleonardsschool](https://www.facebook.com/stleonardsschool) and [@StLeonards\\_Head](https://twitter.com/StLeonards_Head) are increasingly popular channels used by the School to put out regular news about our children. St Leonards Sport and St Leonards Music have their own Facebook groups which you can ask to join.

### WEEKLY NEWSLETTER

It is emailed by School Secretary Mrs Coral Craik every Friday. It gives notice of upcoming diary dates and any changes to the published School Calendar.

It is accompanied by the menus for the week ahead.

Parents also receive regular academic and curriculum information relevant to each year group, including about school trips (see section on School Trips), and regular careers/universities updates as children go up through the years.

### MUSIC

The Director of Music is Mrs Fiona Love: [music@stleonards-fife.org](mailto:music@stleonards-fife.org)  
Details are in the calendar of all informal and formal concerts throughout the academic year.  
Among the set piece musical events each year are:

**THE JULL:** Popular singing award following a competition held annually in the Auditorium, open to a general audience and judged by an external adjudicator.

**THE DUNCAN AWARD:** Annual competition for senior instrumentalists (Year 11 and older), open to a general audience. Held in the Auditorium.

**THE GALLOWAY AWARD:** Popular annual competition for junior instrumentalists (Years 8, 9 and 10), open to a general audience. Held in the Auditorium.

**THE IONA JACK:** Annual award for musical composition, open to a general audience. Held in Auditorium.

**CHRISTMAS MIX:** An unmissable annual extravaganza held on a Sunday in the Byre at the end of the Autumn Term,

involving singers and musicians from the whole school - Junior, Senior and Sixth Form, as well as teachers and, sometimes, parents.

**EASTER MIX:** As above but usually held in the Auditorium at the end of the Spring Term.

**CAROL SERVICE:** Held just before the end of the Autumn Term in Holy Trinity Church, in South Street, St Andrews.

### DRAMA, DANCE AND MUSICAL THEATRE

The Director of Drama is Mrs Nickie Ledger: [n.ledger@stleonards-fife.org](mailto:n.ledger@stleonards-fife.org)

School plays and musicals have traditionally been held in the Byre Theatre, in the School Hall and in the Auditorium. Years 11, 12 and 13 stage a performance for three nights every February. Years 8-10 perform their play in May. Trinity Guildhall candidates perform for parents once or twice a year.

The dance activity group put on a performance at the end of the summer term, usually in the School Hall.

### SPORT

Director of Sport is Ms Clare Muir: [sport@stleonards-fife.org](mailto:sport@stleonards-fife.org)  
Fintan Bonner is St Leonards Director of Golf: [f.bonner@stleonards-fife.org](mailto:f.bonner@stleonards-fife.org)

It's an honour to be picked to represent the school. Parents' support is actively encouraged. At least one week's notice is needed if your child can't take part in a

school fixture. Some children are members of sports clubs outside school, but if fixtures occasionally clash please don't risk incurring the wrath of your School team-mates, their parents and the sports staff! Your allegiance is obviously to St Leonards!

The school's Sport Facebook page is increasingly used for info about fixtures and teams:

[www.facebook.com/groups/stleonardssports/](http://www.facebook.com/groups/stleonardssports/)

In Years 12 and 13 for the IB Diploma Programme students must continue to take part in a school sport. On offer are hockey, rugby, lacrosse, football, contemporary dance, swimming, basketball, athletics, horse-riding and golf. Students also have the opportunity to use the fitness suite in the local leisure facility and to ride at the St Leonards Equestrian Centre.

Colours are awarded for students who play for the school and these need to be sewn onto the sleeve of their PE shirt or jacket.

## SPORTS DAY

While Big Field is the scene for sporting prowess the PA excels on the sidelines, serving home-made refreshments. We're encouraged to bring picnics. At the end of the afternoon is the trophy awards ceremony also on Big Field, usually around 4:30/5pm.

## PRIZEGIVING

Speech Day in the Younger Hall in North Street, St Andrews, is seen as the most significant event in the school calendar.

All pupils attend. Most parents do. There are prizes awarded throughout the school, with most attention focused on those who have completed the IB Diploma. Parents dress up - but not nearly as much as the Year 13 leavers who process to the stage in their heels and finery (well, the girls anyway...). Each Leaver is also formally given a gift bearing the St Leonards lozenge. This is presented by a Senior (a former pupil of St Leonards) who welcomes the students into the St Leonards Seniors Society, the alumni network.

Tea and cakes and fizz are provided afterwards back at school.

## LEAVERS BALL

This black-tie affair is organized for the IB Diploma Programme leavers and their families and managed by a committee of their parents, with help from the School's Alumni Office. Traditionally, the prime movers and shakers behind the Ball are the parents of the Head Girl and Head Boy and their Deputies.

Its organization starts as soon as the Prefects are appointed in February/March of Year 12. It has traditionally taken place either at The Fairmont or the Old Course Hotels.

## SCHOLARSHIPS

Details of these are in the official school handbooks. They are mainly honorary.

Financial awards are means-tested. They are awarded throughout the academic year and not only at the start. The teachers nominate our children for scholarships, not we as parents.

## MERITS, CREDITS AND EXCELLENTS

Glow with pride when your child is awarded one of these for academic endeavour or success, or for considerate behaviour.

## DETENTION

Many (if not most) parents at some point over the years receive an email to say their child has been put in detention. It can happen every now and then even to the most polite, deferential or academic pupil - and usually your child will tell you: "It wasn't me" or "it wasn't fair." Don't worry unless your child repeatedly gets detentions, in which case you'll probably have a meeting with the relevant staff member.

## 'ON REPORT'

The child goes 'on report' in the event of serious or serial bad behaviour. Can be very serious, depending on the colour of the report card.

## HOMEWORK

At the start of the academic year you/your child will receive details of homework expectations from each subject teacher. If you have constant battles over homework with your son/daughter and a mismatch between you/your child's/the teacher's

expectations of the time that needs to be spent on it then don't suffer in silence. Get in touch with the year group head either by email or phone via the School office: [contact@stleonards-fife.org](mailto:contact@stleonards-fife.org)

## SCHOOL TRIPS

It's a good idea to know what trips are coming up so you can plan when to say yes, and when to say no to your child's pleading to go skiing, to Rome, New York or...Blackpool. This is a summary of some of the main trips involving overnight stays, with timings and rough costs:

### Autumn Term

Half term holiday - Annually (usually in the 2nd half): Year 11 French Exchange, Toulouse - £500

### Autumn Half Term

Odd years - Annually: Yrs 10-12 Arvon Foundation - £360  
Half term holiday - Even years - Annually: Yrs 10 - 13 Stratford - £400

### Spring Term Half Term

Even calendar years Yrs 12 & 13  
Florence - Italian - £475  
Even calendar years Yrs 11-13 Spain - £550

### Easter Holidays

Annually (Prior to the holiday) Yr 10  
German Exchange - £350  
Odd calendar years Yrs 8-12 Ski trip (max 40) - £1,500  
Even calendar years Yrs 10-13 Classics/Geography trip - £950

### Summer Term

Annually Yr 12 Biology Fieldwork - £300 (Compulsory for Diploma Biologists and students of ESS - Environmental Systems and Societies). Last weekend of term Yr 10 Blackpool & Malham Tarn - £150  
Annually Yr 9 Newtonmore Outward Bound - £250

### End of term/Summer Holiday:

Even calendar years Yrs 8-13 Musical Theatre-New York - £1,100

### DoE expeditions late Spring, Summer and early Autumn

Cost varies depending on venture and pupil numbers.

### SOLVING PROBLEMS

If you have a concern or a niggle, don't let things fester! It serves no purpose to complain to someone who can't do anything about it – it's far better to speak directly to the person who can make a difference. Normally, most worries are sorted out after a conversation with the subject teacher or year group teacher: Mr Barlow for Years 8 and 9; Mr Durward for Years 10 and 11; Mrs Rees for Years 12 and 13. If you're still unhappy about something, call, email or ask to see the Deputy Head (Pastoral) Dr Jackson-Hutt, or Deputy Head (Academic) Ms Pemberton-Hislop. Email addresses are either in the Calendar or can be obtained from the School Office:

[contact@stleonards-fife.org](mailto:contact@stleonards-fife.org)

If you remain dissatisfied after those avenues are exhausted please contact the Headmaster, Dr Carlaw.

Details of the Complaints Procedure are in the School's official Parents Handbook.

### SCHOOL GOVERNANCE

The St Leonards School Council is the governing body of the whole school. It comprises parent-governors and others with different areas of expertise. Details of Council members are on the school website and their names are printed in the school calendar.

### YOUR CHILD IN THE NEWS

If your son or daughter achieves something spectacular or out of the ordinary do share it with the school. The news can feature in an Assembly or school newsletter, on Facebook or in the local press/media. Email [news@stleonards.fife.org](mailto:news@stleonards.fife.org) - and include a photo!

## WHO'S WHO AT ST LEONARDS

**Dr Michael Carlaw** - Headmaster  
[m.carlaw@stleonards-fife.org](mailto:m.carlaw@stleonards-fife.org)

**Dr Geoffrey Jackson-Hutt** - Deputy Headmaster, responsible for pastoral matters  
[g.jackson-hutt@stleonards-fife.org](mailto:g.jackson-hutt@stleonards-fife.org)

**Mrs Dawn Pemberton-Hislop** - Deputy Head and Director of Academic Studies, responsible for the academic curriculum  
[d.pemberton@stleonards-fife.org](mailto:d.pemberton@stleonards-fife.org)

**Mrs Aileen Rees** - Head of Years 12 and 13, including careers  
[a.rees@stleonards-fife.org](mailto:a.rees@stleonards-fife.org)

**Mr Ben Seymour** - IB Diploma Programme Co-ordinator  
[b.seymour@stleonards-fife.org](mailto:b.seymour@stleonards-fife.org)

**Mr Rupert Crisswell** - Housemaster of Ollershaw  
[r.crisswell@stleonards-fife.org](mailto:r.crisswell@stleonards-fife.org)

**Mrs Aileen Rees** - Housemistress of Bishopshall  
[a.rees@stleonards-fife.org](mailto:a.rees@stleonards-fife.org)

**Mrs Liz Dunsmuir** - Housemistress of St Rule  
[l.dunsmuir@stleonards-fife.org](mailto:l.dunsmuir@stleonards-fife.org)

**Mr Andrew Durward** - Head of Years 10 and 11  
[andy.durward@stleonards-fife.org](mailto:andy.durward@stleonards-fife.org)

**Mr Dan Barlow** - Head of Years 8 and 9  
[dan.barlow@stleonards-fife.org](mailto:dan.barlow@stleonards-fife.org)