



CARGILFIELD

**A GUIDE FOR
UPPER SCHOOL
PARENTS
2022**

Telephone:

0131 336 2207

E-mail:

admin@cargilfield.com

ABSENCE

Please notify the Headmaster in advance by phone or e-mail of any planned absence (e.g. visiting future schools or going to the doctor). Parents of Day Pupils, who are going to be absent or late, please email or telephone to let us know before 8.20am.

ACTIVITIES

Activities take place during break, during afternoon games and in the evening. There are over 50 different activities at Cargilfield and the evening activities finish at 7.30pm. Some of the activities are chargeable and parents receive information before the end of the previous term. Evening activities can initially make for a very long day for children in Form 4 and it is not advised to do too many on arrival in the Upper School.

ADDRESSES

Please let us know if your address or telephone number is changed. If you are going to be away from home please inform us of any changes to arrangements for supervising your child.

ALLERGIES

It is vital for us to know if your child suffers from any form of allergy; this applies equally to day pupils and boarders. All parents must give us full medical information before your child starts at Cargilfield and update us with any changes. Please contact the School Nurse if you have any medical worries.

APP

Please find the iSAMS iParent app in the App store (orange). This contains individual information about your child such as their lessons, Good Marks and Commendations as well as an electronic copy of the calendar and other useful pieces of information. It is also the best place to view your child's exam marks and end of term reports. If you haven't received your unique pupil code, please contact rmurdoch@cargilfield.com. The school code is CRGS.

BAPS

A snack at 11.05am and 4.00pm: drinks, biscuits, fruit, cake.

BEDTIME

Boarders go to bed according to age: between 8.00pm and 8.30pm. Day Pupils are urged to follow this routine resisting requests to stay up late to watch T.V. Last 'lights out' are at 9.00pm for the seniors and 8.50pm for the juniors after a 15 minute quiet time for reading.

BELTS

Leather belts with large buckles are not allowed because they are dangerous.

BOARDING

All day parents should book flexi-boarders in as early as possible with the Head of Boarding via boarding@cargilfield.com

The charge for flexi-boarding is shown on the termly fee list.

BOARDING WEEKENDS

Boarding weekends are open to all children in F4 and above. Certain weekends are allocated for specific year groups which we encourage all children to attend. There are some weekends available to all children from P3-F8. A boarding weekend plan will be emailed to parents before the start of term. All boarding requests should go through boarding@cargilfield.com

BOOKS

Any books brought to School from home should be suitable for a child at prep school: your child's Form teacher will always be happy to give guidance on this. The school has its own well-stocked library. Recommended reading lists are available on the website.

BULLYING

A copy of the school's policy towards bullying and child protection is available on the website; children are also given guidance on this. The system is very simple: bullying will not be tolerated and any cases will be dealt with.

BUS SERVICE

We currently run four bus services and will be starting a fifth in August. These are as follows:

BUS 1

Fife (Inverkeithing Park and Ride) leaving at 7.35am

Newton (Jet Garage) leaving at 7.50am

BUS 2

Morningside Road leaving at 7.30am

Beaufort Road (entrance to the Grange Cemetery) leaving at 7.40am

Manor Place (outside the GP surgery) leaving at 7.55am

Henderland Road leaving at 8.05am

BUS 3

Royal Terrace (Carlton Terrace end) leaving at 7.40am

Dundas Street (great King Street Junction) leaving at 7.50am

Stirling Road (by the tennis courts) leaving at 8.00am

BUS 4

Wemyss Place (Heriot Row end) leaving at 7.50am

East Fettes Avenue (by Carrington Road) leaving at 8am

BUS 5

Dobbies Garden Centre, Lasswade leaving at 7.30am

Colinton (tbc) leaving at 7.50am

To book this service please complete the form emailed out before the start of term.

CALENDAR

This is available to view on the iParent app and is a comprehensive list of all activities. It is helpful if you read it carefully and please do not hesitate to telephone if you are unsure about anything. Dates, times and venues for matches are subject to change, so it is wise to check the app or the Games Line (see G) before driving a long distance. Parents of Day Pupils should check the time of return for away matches on the team sheets.

CAMPS

Form 8 have a week long camp towards the end of the Summer Term as part of the post Common Entrance programme. Forms 4, 5, 6 and 7 also have camps throughout the year which we hope they will attend. Fully-trained staff accompany these trips and all equipment, apart from clothing and sleeping bags, are provided.

CAROL SERVICE

The Carol Services at the end of the Autumn Term are compulsory for all children from P2 upwards; one is normally held at Cramond Kirk on the last Monday of term at 2pm and the School Service is held in Chapel at 4.00pm on the last day of term. All friends and family are also very welcome.

CAR PARKING

Please use the car park provided at the entrance to the School. Parents are regularly reminded of safety in and around cars. Members of staff will be in the car park each morning to monitor the safe crossing of children being dropped off. Please either park in a bay or use the drop off zone by the playing fields. If your Upper School child has a sibling in the Pre Prep, you are permitted to drive around to the Headmaster's House to drop off your child.

In the evenings, children must sign out with a member of staff at the zebra crossing or in the Ash Court if being picked up after an evening club once their parent arrives.

CARS

PLEASE ALWAYS DRIVE WITH GREAT CAUTION INSIDE SCHOOL GROUNDS. THE SPEED LIMIT IS 5 M.P.H.

CCTV

CCTV cameras cover all the school grounds but in particular the area around the main boarding buildings.

CHAPEL

The School Chapel was built as a War Memorial to those who died in the First War. Their names and the names of those who died in the Second War and subsequent wars are recorded at the East End of the Chapel. Chapel Services are held on Tuesdays at 8.40am; visiting preachers are invited and these are often visitors from Senior Schools. Pre-Covid, parents were invited to attend these and are given the chance to meet the preacher in the school library before the service.

COMMON ENTRANCE

This is the standard examination, which determines entry into senior independent schools (often called public schools). These examinations are usually sat in early June. There are papers in English, Maths, French, Science, Geography, History, Latin and Religious Studies. The scripts are sent to the school for which the child is entered, and that school marks the papers and sets its own pass mark. The parents are notified of the result within a week of the final paper. Please speak to the Headmaster if you have any questions.

COMMENDATIONS

Good work is commended and logged on the iParent app. Children from Form 4 upwards. Prizes are also awarded at the end of each term for children who receive the most Commendations.

COMMUNICATION WITH SCHOOL

The office is open from 8am until 6pm every weekday. The phone number is 0131 336 2207 and the email address is admin@cargilfield.com.

Staff email addresses are formed by taking the first initial of their first name, adding it to their surname and adding @cargilfield.com. For example, Ross Murdoch would be rmurdoch@cargilfield.com

COMPLAINTS

If you have cause for complaint, please contact the Headmaster. A copy of our Complaints Procedure is available on request and is on the website <https://www.cargilfield.com/cms/resources/complaints-procedure-march-2022.docx>

COMPUTERS

The school has two networked I.C.T. rooms; children may only bring back their own laptop with the Headmaster's permission.

COURTESY

Cargilfield prides itself on teaching children to be both courteous and friendly; please get in touch if you have any worries about good manners.

D_{ENTIST}

PLEASE MAKE APPOINTMENTS FOR THE HOLIDAYS to avoid disruption in term time.

DIVISIONS

Children enter one of the four Divisions – Bruce, Graham, Stuart or Wallace. The Divisions meet fortnightly or more frequently and take part in both competitions (sport, debating, drama, music, and general knowledge etc). Points are also awarded for Good Marks, Commendations and Effort Grades. The winning Division enjoys a special evening or activity the following term.

DORMITORIES

The boys' bedrooms are situated on the top floor of the school and are within close proximity to the various areas of accommodation occupied by the Boarding staff. The girls are housed in a separate wing, with a resident matron.

The Headmaster is in charge of the welfare of boarders at all times, assisted by the Matrons, and the Boarding staff (see Boarding Handbook).

DROPPING OFF AT THE BEGINNING OF THE DAY

When children first join the Upper School, it is common for parents to walk them to the entrance or to their classrooms. This hopefully will not last long because the children will feel very confident in a short time. The car park can be very busy and we are grateful to parents who park off-site and walk their children into School, especially when they plan a longer visit. If you have concerns at the beginning of the day, please email or talk to your child's Form Teacher.

EARRINGS

These and other jewellery are not permitted in School.

E-MAIL

You may contact your children by e-mail; each child has his or her own private e-mail address. Please inform the school office of your own e-mail address.

EXAMS

School examinations take place in the Autumn and Summer Term for Years 6, 7 and 8. Form 8 also have examinations before the end of the Spring Term

EXTRAS

Form children in Form 8, there are a schedule of revision, or extra sessions given by subject teachers, before supper. These are not compulsory but recommended for children to attend.

FEES

Invoices are sent out at the end of each term and fees are payable by the first day of the next term. After two weeks, a 2% charge is added.

FOOD COMMITTEE

Food at Cargilfield is very good and we aim to provide a varied diet with the emphasis on fresh ingredients with plenty of vegetables, salad and fruit. Pupils take turn to represent their age group on the Food Committee and have the opportunity to suggest improvements to the school food.

FORM TEACHERS

The Form Teacher is your obvious point of contact in dealing with any problems and day-to-day queries. The Form Teacher plays an important part in the life of each child. He or she takes Registration at the start of each day and will pick-up any of the problems which may occur in a busy school. Any worry may also be taken directly to the Headmaster or his wife.

FOUNTAIN PENS

These are NOT compulsory at the start of Form 4. Please do not allow expensive pens to be brought back and make sure the pens are clearly marked and provide your child with a number of cartridges. Blue ink is the only ink allowed. We do not allow children to write in black ink or to use biro.

FRIENDS OF CARGILFIELD

The Friends of Cargilfield (FOC) is a group of parents who meet regularly to plan fund raising and social events for the School. FOC members are also class reps for their year groups. As a result of recent changes to data protection legislation, the School is no longer able to make parent contact lists available to the FOC class reps. If you would like to be contacted by your class rep then please email them directly. The list will be sent to you when finalised.

FUTURE SCHOOLS

Parents should speak to the Headmaster about education after Cargilfield. He has experience of many schools, both in Scotland and England. Do please think ahead to avoid missing Registration deadlines.

GAMES

Children have Games every day at Cargilfield. There is also a programme of Outdoor Pursuits for those children who might have an interest outside of team sport. Please notify the Nurse if your child needs to be 'off games' due to illness or injury. An email should be cc'd to the Form teacher by 8.20am.

GAMES LINE

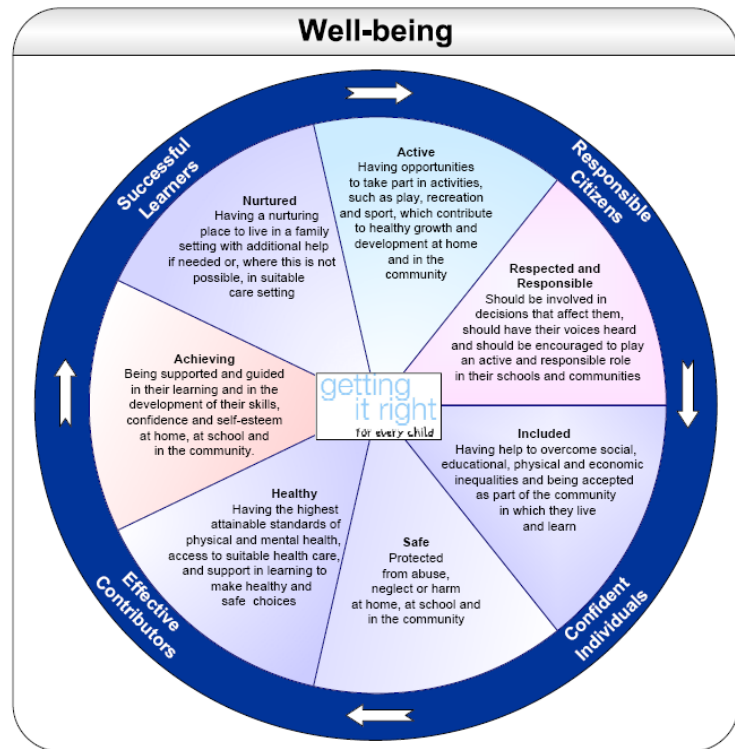
For information on team lists, matches and cancellations please call 0131 336 0183

GIRFEC (Getting It Right For Every Child)

Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to improving services for children and young people. It became a law in August 2016. The wellbeing of all children and young people is at the heart of GIRFEC. The expectation is that the universal services of education and health will work together in a consistent way with children and their families to provide quick and effective support when it is needed.

Wellbeing is described by 8 indicators (sometimes called SHANARRI):

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Include



GOOD MARKS

Good marks are awarded for a variety of good deeds in and out of the classroom. Marks count towards the Divisional competition and your child's total can be found on your child's profile on the iParent app.

GOVERNORS

The names of the Governors are listed on the website. Governors are ultimately responsible for the effective management of the school and offer professional advice and support to the Headmaster. Any concerns or worries about Cargilfield life should be directed to the Headmaster and only if you are dissatisfied with a particular outcome, should you contact a member of the Board.

H_{AIR}

Boys' hair should be off the ears, off the collar and trimmed so that it does not flop into their eyes. Girls should have their hair tied back with a red or navy hair tie.

HATS

Suitable sun hats may be brought back for children to wear during games in the summer term. Please check with the games staff about suitability.

HEALTH AND SAFETY

The school's Health and Safety policies are reviewed annually and full risk assessments carried out.

HOLIDAYS

The dates of these are published well in advance. Please do not book your own holidays within term-time. It is not our policy to provide work for those children who do miss school in these circumstances.

INFECTIONIOUS DISEASES

Please do let us know if your child is in quarantine. Timings are:

	Incubation (days)	Period of Isolation
Chickenpox	11-21 Commonly 16	One week from appearance of spots
Covid-19	7-10 days	Providing 2 negative tests from days 6 & 7 before returning
Measles	7-18 Commonly 14	As above
Mumps	14-28 Commonly 18	Until swellings have all gone
German Measles	14-21	4 days after symptoms Appeared
Whooping Cough	3-21 Commonly 3-7	3 weeks from onset of cough

Children should be immunized against Diphtheria, Measles, Tetanus and Poliomyelitis at the relevant times and before entering the school.

INTERNET

The internet is a valuable facility, available for all pupils to use. Our Service Provider undertakes to filter sites by words and image, but since the Internet is so fast and constantly changing, a certain amount of responsibility lies with the users. The children have all read, agreed with, and signed an agreement outlining the use of the Computer Room and, in particular, the Internet. A pupil found abusing the Internet would lose his or her free-time use of the Internet. Normally, internet use is supervised by a member of staff.

IPADS and IPODS

Are not allowed in school. Boarders requiring them for revision purposes, must have the Headmaster's permission before they are brought in.

JUNIOR & SENIOR GAMES

Junior Games is for Forms 4, 5 & 6 and is at 3pm -4pm Monday, Tuesday, Thursday and Friday. Senior Games is at 2pm-3pm on the same days. Wednesday is match day but there are often coaching sessions on this day as well.

KINDLES

Non 3G versions are allowed.

KNIVES

Knives may not be brought in to school.

LAPTOPS

Laptops are not allowed unless agreed by either the Headmaster or the Learning Support Department.

LETTERS

In addition to e-mail, children love receiving post from friends and family, whether they are boarders or day-children.

LIBRARY

The school has a well-stocked, up-to-date library from which children may borrow books using our booking system. The school librarian, Mrs Bruce can assist the children in choosing suitable books.

LOST PROPERTY

Any items of lost property, which cannot be traced to their owner, are held by Matron or else can be found in lost property baskets in the stairwell outside the library.

MAKE UP

Children at the school are not allowed to wear make-up or nail varnish.

MATCHES

Children enjoy playing in matches and being part of a team and parents are encouraged to attend and support not only their own children but also others in the team. Dates are sometimes changed because of bad weather and other reasons, so it is wise to check the iParent App and the Games Line before driving a long distance. Parents of Day Pupils should check the time of return for away matches on the Team sheets which are published in advance and can be found on the iParent App under Documents and Files and can also be found on the Games Board. Often these are shared by parents in WhatsApp groups. Tours are often arranged and children enjoy competing regularly with schools from all over the United Kingdom. Children are expected to travel to and from away fixtures in the School mini-bus or coach provided.

MATCH TEAS

Teas are provided for competitors, parents and visitors on match days and take place in the dining hall, except for Cricket and Rounders teas which are usually taken outside.

MEDICINES

Any medicines that have to be brought into the school should be taken directly to the School Nurse (Louise MacGregor, nurse@cargilfield.com). Please email Louise MacGregor and your child's form teacher if your child needs medication.

All medication received should be in its original container and clearly labelled with the following information:

- Child's Name
- Medication
- Dosage
- Frequency

Children with inhalers for asthma may keep them, if parents are happy with this.

MOBILE PHONES

Boarders may have these but can only be used during the evening. They are held by the Matron (Girls') and Housemaster (Boys'). They are handed back in at bedtime. Children may use Matron's telephone or the one in the office if it is important.

MUSIC EXAMS

Children are entered termly for music exams if they would like.

MUSIC LESSONS

If you are interested in arranging or discussing music lessons for your child, please contact, Dr Joanna Allsop, our Director of Music (jallsop@cargilfield.com). It is recommended that all children start at least one instrument whilst at Cargilfield.

MUSIC PRACTICE

Please encourage your child to practise at home not only during term time but also during the holidays. It makes life much easier at our end and to be honest, a child will only progress if there is proper practice on a regular basis. There are opportunities to practice during the School day and for boarders.

NAMING OF CLOTHES

All clothes (including underwear) and towels must be marked and have the appropriate elastic hoops attached – this applies to day pupils and boarders equally.

NYLON STUDS

Nylon studs on football or rugby boots chip on hard surfaces and are very dangerous. Rubber studs are essential for safety reasons. Aluminium rugby studs must be kite marked and conform to the British standard.

OFFICE

The School Office is open from 8.20am to 6.00pm Monday to Friday. If the Office is unattended, an answer-phone will be switched on.

OPTICIANS

PLEASE MAKE APPOINTMENTS FOR THE HOLIDAYS to avoid disruption in term time.

PARENTS' VISITS

Parents are very welcome to all matches, concerts, plays, Divisional competitions and in particular, Chapel Services.

PENTLAND ROUND

In the last week of the summer term, Cargilfield children will walk part or all of the Pentland Round (up to 20km); parents and friends are warmly invited either to walk or offer to help on the day. Proceeds from this walk will go to charity.

PERSONAL AND SOCIAL DEVELOPMENT

The P.S.H.E. programme is taught to each child. This takes place once a week and is supplemented by morning prayers, form lessons, Divisional meetings and the general ethos of the school. PSHE for Form 8 is in the evenings (usually Wednesday) in the Autumn and Spring terms.

PHOTOGRAPHS

Team photographs are taken each term and parents are welcome to buy copies. A school photograph is taken once a year. Unless you tell us otherwise, we will use photographs of all the children on the website, on Social Media and other publications. Our policy is not to use the full names of children in these Publications.

PICK UP TIMES

The main pick up time in the Upper School is at 5.30pm although many children stay for supper till 6pm or evening clubs and leave at 7.30pm. Evening clubs are open to all children in the Upper School and supper will be provided for these children at 5.30pm.

PIPE BAND

The Pipe Band meets at least once a week and performs in public on three or four occasions during the year. The Band has played abroad in Belgium and France and at the Palace of Holyrood House.

POCKET MONEY

Please **do not** send back your child with money unless requested by the Headmaster.

POETRY RECITALS

During the course of an academic year we hold a series of poetry recitals in Chapel at which the members of each form recite a poem to their parents and the rest of the School. There is also a reading competition which is held during the Summer Term.

POLICIES

You can find all the School policies on the School website under Essential Information.

POSSESSIONS

There is no insurance cover provided by the School for children's possessions. Parents should arrange for private insurance cover. Valuables which are brought into School are done so at the child's own risk. And please make sure that all valuable items are named.

POSTS OF RESPONSIBILITY

Head Boy and/or Head Girl

The Head Boy and Head Girl of School are chosen by the Headmaster and have particular responsibility to report any problems arising within the Cargilfield community: this may be to do with teasing or an unfair situation; it may be to do with suggesting improvements to the day at Cargilfield but in particular it will be to do with setting an example to all those around them.

Divisional Captains

Each Division will appoint a Captain and in some cases a Vice-Captain; these are important positions of responsibility and may lead to a boy or girl being appointed a full Prefect.

Prefects

Prefects are chosen because they have demonstrated special qualities, such as concern for others, offering to help on duties around School and taking a positive part in and out of the classroom.

PRIDE

Everybody attached to Cargilfield, children, members of staff, parents and friends should take tremendous pride in the school. It is a community based on friendship, care and help and we cherish the family values instilled by us all at the school.

REPORTS

Reports and Grades are sent out via the iParent app at least twice a term. Any concerns regarding the report should go to the Headmaster as soon as possible.

RULES

These are known as the Cargilfield Commandments and are listed in Form Rooms. The Headmaster's Principal advice is Be kind, be kind, be kind.

SCHOLARSHIP

Each Senior School sets its own examination papers, which are harder than Common Entrance. Please talk with the Headmaster should you want further information about these awards, which can also be given for academic, musical, sporting, all-rounder or artistic excellence.

SCHOOL COUNCIL

Representatives from each year group meet as a Council each a term to discuss all aspects of Cargilfield life. The Headmaster chairs the meeting and writes minutes with his responses to suggestions and ideas.

A Boarding Council also meets regularly to offer ideas on improving life for Cargilfield Boarders.

SCHOOLPOST

A system used to send emails and texts to parents usually at 4.30pm each day but some urgent ones can be sent at other times. It contains a complete history of messages to refer back to. If you have any issues with SchoolPost, please email the school office.

SEX EDUCATION

This is covered in PSHE lessons. Recommended further reading for older girls: 'Girl Talk' by Lucienne Pickering. For boys: 'Boys Talk' by Lucienne Pickering

SHOES

Please make sure that all shoes are black and that they fit and are in good repair at the start of term. Boots are unsuitable. Girls' shoes should be low-heeled and black.

SOCIAL MEDIA

We have very active social media feeds (Facebook, Instagram and Twitter). Please do follow them to keep up to date with all that is happening at school.

STAFF AND CONTACT WITH STAFF

Please either talk with a member of staff when it suits or book an appointment via email (see 'Communication with School' section to learn how to form email addresses). We are here to help you at all times.

SUMMER FAIR

This is held on a Saturday in June. It is a fun day for the whole family and all Cargilfield children are expected to attend and help throughout the day.

SUPPER

Day pupils may stay for supper to take part in activities in the evening; they are required to book in at registration on the same day. No charge is made for the meal.

SWIMMING

There is no swimming pool at Cargilfield but swimming can be done as an evening activity at a local pool. An email is sent out during the previous term with an opportunity to sign up. If you have any questions please contact the school office.

T

TELEPHONE CALLS (for boarders)

Telephoning is very much part of family life these days and we are very pleased that children and parents can have easy access to each other on the telephone. It is worth pointing out, however, that children can, at times, become over-dependent on the telephone. There are times, too, when a momentary disappointment means a telephone call, and a parent worried long after the child has forgotten he or she telephoned in the first place. A good time to phone is after 8pm since children do not want to miss out on activities. We do not feel that day children should be encouraged to telephone during the day unless there is a good reason, for instance, concerning a later pick-up time.

Parents are always welcome to phone us:

School telephone :	0131 336 2207
Boarding:	0131 336 0182

TENNIS

Coaching is available all year round; professional staff supervise the children's progress and a charge is added to the termly bill. Boarders' Tennis is a traditional activity just for boarders every evening in the Summer Term at 7.30pm.

TERM DATES

The dates of these are published well in advance. Please do not book your own holidays within term-time. It is not our policy to provide work for those children who do miss school in these circumstances.

TIES

If they know how to tie their tie and shoelaces and to tell the time before they come to Cargilfield it is very helpful for them.

TREE HOUSE

Unless you tell us to the contrary, your child is allowed to use the large tree house situated in the school grounds.

TUCK SHOP

No tuck should be brought back to school however there is a tuck shop for boarders on a Wednesday evening (please note the children do not need money for this). Children staying at a boarding weekend enjoy a shopping trip to the Gyle shopping centre on Friday evenings. This is a big part of their weekend and they enjoy it. The visit is well supervised by the Headmaster and his boarding staff.

U

niform

A uniform list is available on request and on the website <https://www.cargilfield.com/essential-information/uniform> . The official school outfitters are Stevensons. Please make sure that all forms of clothing and footwear are clearly marked.

V ALUABLES

Expensive and fragile possessions should not be brought to school.

W ATCHES

The very young do not all know how to look after these and it is unwise to bring a valuable watch to school. Initials should be engraved on the back.

WEBSITE

The Website is www.cargilfield.com.

An example of an Upper School Day (Wednesdays are different due to matches)

8.20am	Registration (Children must be in their classrooms by this time)
8.40am	Chapel
9.00am	Lesson 1
10.05am	Lesson 2
11.05am	Break – Baps, Activities and music groups
11.50pm	Lesson 3 – Forms 4-6 have a 15 minute reading period before the lesson starts.
12.30pm	Lunch for Forms 4 and 5 (then back to Lesson 3 until 1.35pm)
12.50pm	Music practice or reading for Forms 6, 7 and 8. Lunch is at 1.10pm
1.35-1.55pm	Lunch rest, Form 7 & 8 Reading, Chapel Choir practice
1.55pm	Games for Forms 7 and 8
	Lesson 4 for Forms 4, 5 and 6
2.55pm	Games for Forms 4, 5 and 6 – Form 4 music practice first
3.15pm	Lesson 4 for Forms 7 and 8
4pm	Games rest and Baps including Music Practice for Forms 5 & 6
4.30pm	Lesson 5
5.30pm	End of day for children not doing activities
	Revision or 'Extras' for Form 8. Music Theory lesson
	Supper for children doing activities (Supper at 6.00pm for those in Form 8 or doing Music Theory and staying for an evening club)
6.15pm	Activities
7.30pm	End of day for children who have done evening activities