



Student Handbook 2026 - 2027

Guildhouse School London



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Message from the Headteacher



Guildhouse School London offers you a unique educational and social environment. The school is in Bloomsbury, at the heart of academic London and within a stone's throw of University College London, the London School of Economic and Political Sciences (LSE) and King's College. We have the best staff and facilities to help you progress to a university that best matches your skills, abilities and aspirations.

You will be afforded every opportunity to achieve the academic success to which you aspire and to develop lifelong personal and social skills. For many of you, Guildhouse will equip you with the academic credentials to progress to university in the United Kingdom, and everything we do is focused on this goal.

At Guildhouse you are treated as a young adult. With this level of respect comes a high level of responsibility to meet our expectations and align to our values. The school expects you to attend and engage with your classes and studies. Your attendance, along with your academic progress, will be regularly tracked, monitored and reported on to ensure you are fulfilling your commitments.

While we encourage you to become independent, there will be a scheduled slot in your timetable to meet with your Personal Tutor every day. They are your first point of contact in the school, and you should discuss any general successes and concerns with them directly, when they arise. London is a global city. It is rich with opportunity and diversity. Respect and acceptance are the norm here. I encourage you to make the most of the opportunities that London and the school has to offer.

Dr Ian Gross

Interim Executive Headteacher

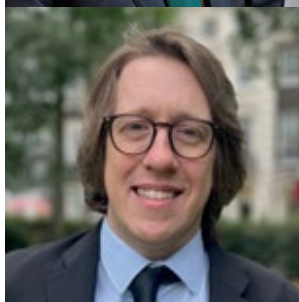
Who's Who?

The Senior Leadership Team (SLT)



Dr Ian Gross

Interim Executive Headteacher



Jamie Forbes

Deputy Head Pastoral &
Designated Safeguarding Lead



Verity Hadden

Deputy Head Academic

Term Dates

AUTUMN TERM 2026	Tuesday 1st September	Friday 11th December
Half term holiday	Monday 26th October	Monday 2nd November
Christmas Holiday	Monday 14th December	Monday 4th January
SPRING TERM 2027	Tuesday 5th January	Thursday 25th March
Half term holiday	Monday 15th February	Monday 22nd February
Easter Holiday	Friday 26th March	Monday 12th April
SUMMER TERM 2027	Tuesday 13th April	Friday 18th June

Year 13 students finish their course on the day of their final examination or school related assignments. Boarders are required to leave boarding within 48 hours of this date.

Our Expectations: Arrival & Departures

- Boarding students can arrive at Premier House up to 48 hours prior to the first lesson at the start of term. Students are to book their flights in advance and in line with term dates.
- You must not book flights or plan to return home before the published end date of any half term/term, nor return to London after the published start date of a half term/term - such absences will not be authorised and may well carry an appropriate consequence in line with the School Discipline Behaviour Ladder.

Our Values



AIM HIGH Intuition

We give you the tools to achieve your potential – you are empowered to reach your version of success.



WORK HARD Creativity

You are responsible for your own learning. Always try your best. embrace challenges and difficulties to enable you to grow.



BE KIND Impact

We are a community and strive to be welcoming, caring and collective. Take care of each other, yourself, and the world around you.

The School Map



How to find a room at Guildhouse School London:

44/1.04

Building Floor Room

Building 43	Building 44	Building 45
4.04: EAL Library	4.06: Science	4.08: Science Lab
4.03: Classroom	Lab 4.05:	4.07: Science Lab
4.02: Classroom	Science Lab	3.09: Prayer Room
4.01: Classroom	3.06: Classroom	3.08: Classroom
3.04: No Entry	3.05: Classroom	3.07: Classroom
3.03: Classroom	3.04: Meeting	2.09: Classroom
3.02: Classroom	Room 1	2.08: Classroom
3.01: Classroom	2.06: Senior	2.07: Meeting Room 2
2.03: Wellbeing	Leadership	1.07: Progression
Counselor's Room	Team's Office	Room
2.02: Staffroom	2.05: Classroom	1.06: Welfare
2.01: Academic/Admin	2.04: Classroom	Room/Nurse's Room
Hub	1.05: Classroom	G.07: Art Room
1.03: Principal's Office	1.04: The	G.06: Silent Study
1.02: No Entry	Bloomberg Lab	Room
1.01: The Bloomsbury	G.05: Front	LG.04: No Entry
Room	Office	LG: Girl's Toilet
G.02 & G.03: Canteen	G.04: Study Café	(under 18 only)
G.01: Student	LG.03: No Entry	
Services Office	LG: Boy's Toilet	
LG - No Entry	(under 18 only)	

Our Expectations

YOUR COMMITMENT TO US:

To the best of my abilities, I will:

- Attend all lessons, Personal Development, registration, clubs and activities on my timetable.
- Be punctual and fully prepared to positively engage in my timetabled commitments.
- In the case that I cannot attend or will be late, I will follow the absence procedures.
- Engage with online learning through my school email account, Teams and MS Office.
- Bring my device and charger to school every day and use my devices responsibly.
- Complete and turn in my classwork, homework and assignments on time.
- Abide by the School and Boarding procedures, protocols, norms and rules.
- Engage in extra- and electives activities and develop my roundedness.
- Keep the School updated of any change in my personal details (address, email, telephone number, passport or visa).
- Follow all safety and security instructions, including the wearing of my lanyard.
- Talk to my Personal Tutor (PT), or any member of staff, if I have a problem or concern.
- Treat everyone with respect, celebrate the equality and diversity that exists within the community. Be courteous and make a positive contribution to school life.

OUR COMMITMENT TO YOU:

Our school staff undertake to:

- Prepare and deliver quality teaching and learning, Personal Development periods and activities and run them to a timetable.
- Provide academic feedback and support to ensure students' progress towards realistic but challenging targets.
- Mark academic work impartially, in good time and in a manner that ensures students know how to improve.
- Recognise the specific and individual needs of each student, both educational and personal, and be proactive and responsive in addressing these needs.
- Apply and uphold school procedures, protocols, norms and rules in a manner that is consistent and fair. Treat all students and other staff with respect and courtesy.
- Provide extra/co-curricular activities that develop students' interests and roundedness. Be available and responsive to students when they have a problem or concern.
- Develop relationships with students that are professional and helpful in the broadest sense.

Student Behaviour

CELEBRATING ACHIEVEMENT AT GUILDHOUSE SCHOOL

At Guildhouse School, we value and celebrate the achievements and efforts of our students. Throughout the year, we offer a variety of rewards to recognise progress, excellence, and personal growth.

You may be awarded a merit by a member of staff if you go above and beyond expectations or demonstrate noticeable improvement—particularly when reflecting one or more of our school values. Merits are not given for simply meeting basic expectations.

Merits contribute to your overall House Point total. House Points are also awarded for participation in House activities, engagement in school life, and success in competitions.

Merit totals and House Point updates are tracked and shared weekly in the Student Bulletin. In addition to merits, students are recognised through general feedback, academic praise, and public mentions. We also celebrate achievements in UK-wide competitions across academics, sport, the arts, and beyond. At the end of each term, rewards and prizes are presented during assemblies. Parents are regularly informed of student progress and accomplishments.

These rewards are more than just recognition—they help build confidence, inspire personal growth, and foster a positive and supportive school community.

SCHOOL HOUSE SYSTEM

The House System is a central part of school life, bringing students together in a spirit of teamwork and friendly competition. Through earning merits and House Points, and taking part in House events and competitions, students contribute to their House while developing leadership, confidence, and a strong sense of belonging.



BEHAVIOUR EXPECTATIONS

At Guildhouse School, we uphold a positive and respectful environment for all students. Generally, depending on the circumstance, when there is a behaviour issue for the first time, it is followed by a verbal warning and restorative conversation. A restorative conversation enables a student to reflect on their poor behaviour and can address it. It is essential that every student adheres to the following behaviour expectations:

Respect for Others: Treat fellow students, staff, and teachers with kindness and consideration. Bullying, harassment, or disrespectful behaviour will not be tolerated.

Punctuality and Attendance: Attend classes regularly and arrive on time. Consistent absenteeism disrupts learning, progress and can lead to serious breaches in visa conditions.

Classroom Etiquette: Follow classroom rules, listen attentively to teachers, and participate constructively. Disruptive behaviour hinders the learning process.

Use of Technology: Use electronic devices appropriately in classes for academic purposes only. Avoid distractions and focus on learning.

Mobile phones: To support learning, wellbeing, and positive relationships, the use of mobile phones is not permitted during the school day on school premises. Phones must be switched off/silenced and stored in your bag. They must not be used between lessons, at break, or at lunchtime (on school premises)

Homework and Deadlines: Students are following and meeting these behaviour expectations ensures a positive and harmonious school experience for everyone. Failure to do so results in appropriate consequences in line with the Guildhouse School Behaviour Discipline Ladder.

Detentions: Detentions are in place to support good behaviour, academic development, and help you reflect on your choices and improve. Detentions may be issued if school expectations are not met. You will be told clearly why the detention has been given and you are expected to attend on time and complete any set work. Failure to attend will lead to further consequences.

DEMERITS

To support a positive learning environment and ensure that all students follow our school rules, teachers may issue demerits when expectations are not met. Demerits are recorded and reviewed regularly and may also result in the deduction of House Points.

If a student receives multiple demerits, this will lead to follow-up meetings, consequences in line with the School Behaviour Ladder, and communication with parents or guardians. The aim is to support students in reflecting on their behaviour, making better choices, and staying on track.

BULLYING

The school takes a **zero-tolerance** approach to bullying. Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere- at school, at home or online. It's usually repeated over a long period of time and can hurt a person both physically and emotionally.

If you are being bullied- **report it** to your Personal Tutor or another trusted member of staff so that we can support you. Students who observe bullying and choose not to act may unintentionally contribute to the problem. As a bystander, you have a responsibility to help maintain a safe and respectful school environment. This can include reporting the incident, offering support, or refusing to participate in any form of harmful behaviour. Acting, even in small ways, helps stop bullying and upholds our school values.

SEARCHING AND CONFISCATION

Staff (authorised by the Headteacher) have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item or any other item that the school rules identify as an item which may be searched for. This may include:

- Substances: alcohol, cigarettes and vapes
- Pornographic images
- Illegal drugs and drug paraphernalia
- Weapons

- Stolen items

Possession of prohibited items results in sanctions in line with the School Behaviour Discipline Ladder. There are many items covered by UK law for schools and for children – it is not an excuse to say, “I didn’t know”. If you have any questions regarding items, please speak to your Personal Tutor, Pastoral Director or a member of the Senior Leadership team.

USE OF PERSONAL EQUIPMENT AND DEVICES

Students **must not use** their own independent private surveillance equipment, CCTV cameras, video monitoring devices, video doorbells or other video/audio capturing devices.

Students **must not record** (video, audio, photograph) other students, staff or visitors without their express knowledge and permission to do so.

As per UK government requirements, the use of mobile phones is prohibited in the Guildhouse school building.

Inappropriate mobile phone or device use: Staff authorised by the Headteacher have the authority to search students’ mobile phones if there are reasonable grounds to believe that a breach of school rules has occurred.

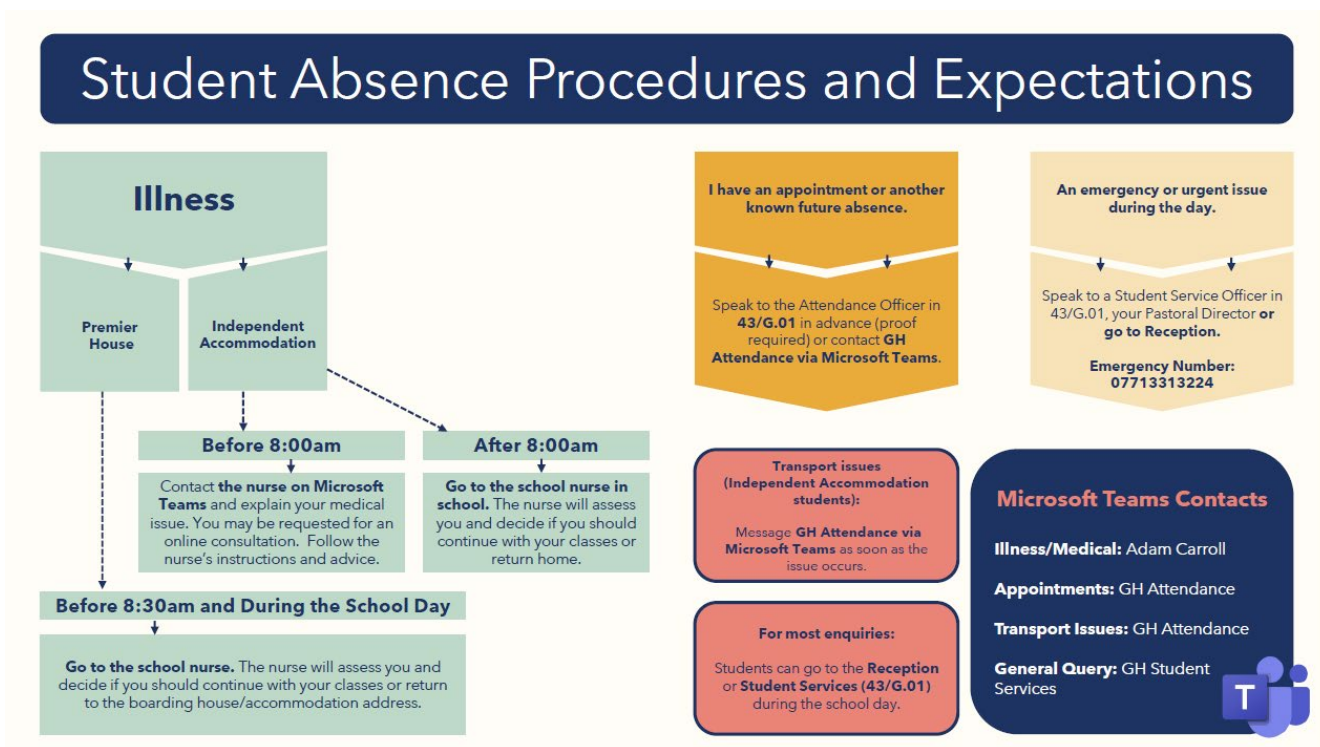
SUBSTANCE AND DRUGS MISUSE

Illegal drugs or substances: Students are strictly prohibited from possessing, using, or distributing illegal drugs or substances on school premises. If there is any suspicion of any possession or use, staff authorised by the Headteacher may conduct searches.

Smoking and Vaping: In the United Kingdom, regulations regarding smoking and vaping must be followed: You must be 18 years or older to purchase and use tobacco or vaping products, including cigarettes. Providing or selling tobacco or nicotine products to anyone under 18 is illegal.

School staff have the authority to confiscate items from any underage students who are in possession of such tobacco products or vaping devices. If an underage student is found with tobacco or vaping products, parents will be contacted and made aware.

Attendance & Punctuality



All students are expected to have 100% overall attendance. Poor attendance may impact your visa status and your ability to complete your course. Ongoing absence or lateness may result in sanctions in line with the School Behaviour Discipline ladder. If absence requests follow the correct procedures and are genuine, they will usually be authorised. In such cases, your recorded attendance remains 100%, though actual attendance may be lower.

Religious observance and cultural events

The school recognises the diversity of its community and may authorise absences for significant multicultural or faith-based religious festivals. We respect and support all faiths and beliefs and students are welcome to observe religious practices (such as prayer or fasting) and request reasonable adjustments where appropriate. The Prayer room is in 45/3.09. Requests to attend any events are to be made at least 1 week in advance and will be granted at the discretion of the school. However, only English public holidays are automatically authorised, public holidays from other countries or territories are not recognised. Students who are fasting during religious observances will be supported appropriately.

Punctuality is essential. You must attend all scheduled lessons on time. Please refer to your live timetable. If you are late, it is courteous to apologise and explain your reason and your teacher will follow up with you. Repeated lateness will result in consequences in line with the School Behaviour Discipline ladder. In the event of transport strikes or delays, plan in advance to avoid missing lessons and disrupting studies.

Medical absences

If you feel unwell or need medical support during the school day, you **must** go to the School Nurse. You **must not** leave lessons or the school site without permission.

Permission to miss lessons must be given by the School Nurse or, if they are unavailable, the Pastoral Director. Medical absence procedures (P10) must always be followed.

If you cannot find the Nurse, go to Reception for assistance—do not leave the school site. A member of the pastoral team/first aid trained staff member will assess and support you.

All medical concerns are treated with care and confidentiality. Medication must never be shared with other students. Medical-related absences require appropriate evidence.

Medical appointments—especially those abroad—must be arranged outside term time. During term time, appointments should be with a local GP or doctor, and the School Nurse can help arrange these.

Following these procedures helps keep you and others safe and ensures you receive the right support.

School Behaviour Ladder

Level	Examples of Misbehaviour (not limited to)
Stage 0 Verbal Warning Issued by Personal Tutor/House Parent	Emerging problems with: • Missed deadlines • Sleeping in class • Littering • Lack of engagement in class and/or low-level disruption • Lateness to timetabled sessions • An unauthorised absence from a timetabled session/personal tutor session • 98% overall attendance • Rudeness to staff/students • Lack of preparedness for class • Inappropriate use of digital device • Missing lanyard/ID card • Late return to the Boarding House • Untidy room • Absent/leaving early from Boarding study time without prior approval • Low-level noise and disruption in the Boarding House Consequences: Logged behaviour notes, reduced curfew time, detention, refused EXEAT Review: After 1 week
Stage 1 First Warning Issued by Personal Tutor/House Parent	• Failure to improve after verbal warning • Repeated incidents or behaviour from Stage 0 • Three instances of lateness • Three instances of unauthorised absence • Three instances of missed deadlines • 95% overall attendance • Repeated disregard of medical absence procedures • Failure to attend detention/early curfew • Repeatedly forgetting ID/key card • Admitting other Guildhouse students into school/boarding house with ID card • Repeated late return to the Boarding House • Repeated untidy room • Leaving bedroom after lights out without prior approval Consequences: Restorative conversation, email to parents, reduced curfew time, detention, refused EXEAT Review: At monthly review date
Stage 2 Second Warning	• Failure to meet targets at Stage 1 • Repeated incidents or behaviour from Stage 0 • 92% overall attendance • Repeated missed detention • Verbally insulting any member of the school community

Issued by Personal Tutor/House Parent	• First offence of academic dishonesty or misuse of AI • Bringing an Independent Accommodation student into the Boarding House without prior permission • Leaving the Boarding House without official leave Consequences: Restorative conversation, email to parents, reduced curfew time, detention, refused EXEAT, report monitoring card (2 weeks) Review: At monthly review date
Stage 3 Third Warning Issued by Pastoral Director/House Leader	• Failure to meet targets at Stage 2 • Repeated incidents or behaviour from Stage 2 • Bullying, intimidation, harassment, and/or abuse of any member of the school community, including online • Any form of hate speech • 89% overall attendance • Submission or creation of false, altered, or misleading documentation • Repeated academic dishonesty or misuse of AI or academic dishonesty in assessment and/or coursework • Capturing, possessing, accessing, or sharing audio, images, or video recordings of students or staff without their explicit consent • Bringing a non-Guildhouse person into the Boarding House without prior permission • Fraudulent EXEAT • Possession of prohibited item* • Deliberate damage to school/accommodation property • Failure to evacuate during a fire alarm or to follow fire safety instructions or regulations in school and the boarding house • Suspicion of smoking or vaping on school/boarding premises Consequences: Restorative conversation, email to parents, parent meeting, reduced curfew time, refused EXEAT, removal of approved host where applicable, report monitoring card (3 weeks), pastoral director/curriculum director/house leader weekly intervention meeting Review: After 4 weeks
Stage 4 Fixed internal/external suspension Issued by Deputy Headteacher Pastoral	• Failure to meet targets at Stage 3 • Repeated incidents or behaviour from Stage 3 • 85% overall attendance • Dangerous, illegal, or abusive behaviour • Discriminatory behaviour (including racist, sexist or homophobic abuse) • Serious antisocial behaviour towards students, staff, or the public • Intimidation, threats or verbal abuse towards staff • Repeated bullying or harassment including online • Misuse of fire, smoke or intruder alarms • Theft • Capturing, possessing, viewing or sharing unlawful or inappropriate content • Repeated failure to follow fire safety procedures

	• Possession of prohibited items • Entering another student's room/cluster without permission • Significant breaches of boarding routines or supervision expectations • Behaviour likely to damage the school's reputation • Fraudulent EXEAT or dishonesty relating to travel • Smoking or vaping on school or boarding premises
	Consequences: Fixed internal/external suspension, email to parents, parent meeting, a week's reduced curfew time, refused EXEAT, removal of approved host where applicable, reintegration meeting with Deputy Head Pastoral and behaviour Contract and report monitoring card (4 weeks). Review: After 4 weeks
Stage 5 External suspension/Permanent exclusion Issued by Head Teacher	• Failure to meet targets at Stage 4 • Repeated incidents or behaviour from Stage 4 • 80% overall attendance • Serious assault, fighting, or violent behaviour • Use of, or threat with, a weapon or dangerous item • Serious threats to staff or students • Sexual assault, sexual harassment, or harmful sexual behaviour • Inappropriate or illegal sexual activity (on or off-site during school activities) • Use, possession, supply, or dealing of illegal drugs or substances • Possession of alcohol • Being under the influence of alcohol on school premises • Supplying alcohol or vaping/smoking materials to under-18s • Underage smoking or vaping • Continued or escalated bullying, harassment, or abuse, including online • Theft of valuable items • Fraud or serious dishonesty • Serious damage to property or reputation of the school • Accessing, creating, possessing or distributing indecent images • Serious misuse of IT systems or illegal digital activity • Breaches of UK GDPR or misuse of personal data • Serious breach of health and safety regulations • Possession of weapons or other highly dangerous prohibited items***
	Consequences: External suspension/Permanent exclusion
	<i>These are examples and are not an exhaustive list. Stage warnings are decided at the discretion of the Senior Leadership Team.</i>

School Disciplinary Ladder



Equality, Diversity & Inclusion (EDI)

Guildhouse School embraces and celebrates the diversity that exists within the school community.

We expect all students and staff to treat each other equally, with respect and kindness. This is in line with what we call 'British Values' and the law (Equality Act 2010).

Rather than simply 'tolerate' diversity, Guildhouse School seeks to raise awareness of the diversity that exists amongst the community and to share and celebrate it so that everyone feels valued and included. There are also events and initiatives related to EDI that you will hear about throughout your time at the school. We encourage you to get involved.

STUDENT VOICE MATTERS

Each September, you will take part in a session with your Personal Tutor focused on democracy and student voice. This is followed by student elections, where candidates campaign for support and a vote determines who will represent the student body on the Student Council. Representatives, including the Student Council President, are elected at the start of the Autumn Term.

The Student Council represents your views and plays an important role in school life. Members work with staff and the Senior Leadership Team to share feedback, improve the student experience, promote Equality, Diversity and Inclusion (EDI), and organise events, including charity fundraising. House assemblies and activities also take place.

Boarding students are also represented through the Boarding Council, which focuses specifically on the boarding experience and works closely with boarding and pastoral staff to ensure student voice is heard.

You are always encouraged to speak directly to staff, and you will also have opportunities to share your views through student questionnaires. You may also raise ideas or concerns with Student Council or Boarding Council representatives, who will feed these back to senior leaders. We value student voice and will always listen, even if we are not always able to implement every suggestion.

AWARENESS CALENDAR

Month	Theme	Key Special Days and Celebrations
September	Belonging and New Beginnings	International Day of Peace (21 Sept), European Day of Languages (26 Sept)
October	Respect and Diversity	Black History Month, World Mental Health Day (10 Oct), World Food Day (16 Oct), Wear Red Day (16 Oct)
November	Kindness and Gratitude	World Kindness Day (13 Nov), Anti-Bullying Week, Remembrance Day (11 Nov)
December	Giving and Community	International Volunteer Day (5 Dec), Human Rights Day (10 Dec), Seasonal Celebrations
January	Goals and Growth Mindset	New Year Reflections, International Day of Education (24 Jan)
February	Healthy Relationships and Inclusion	Safer Internet Day, Random Acts of Kindness Day (17 Feb), LGBTQ+ History Month
March	Empowerment and Equality	International Women's Day (8 Mar), World Book Day, Neurodiversity Celebration Week, International Day of Happiness (20 Mar), International Day for the Elimination of Racial Discrimination (21 Mar)
April	Sustainability and Responsibility	World Health Day (7 Apr), Earth Day (22 Apr), Stephen Lawrence Day (22 Apr)
May	Leadership and Service	Mental Health Awareness Week, International Day of Families (15 May)
June	Global Citizenship and Pride	World Environment Day (5 Jun), Pride Month, Refugee Week

Reflection Days, Parent Teacher Days & Progression

Reflection Day takes place in February. On this day, the timetable is collapsed so that each student, together with their parent(s)/guardian(s), can meet with their Personal Tutor and subject teachers. The remainder of the day should be used for independent study. Additional meetings may be arranged for some students where needed.

These meetings provide an opportunity to review academic performance in more detail and discuss progress to date. For Year 13 students, this will also include an update on the status of university applications.

An important note about Year 12 to 13 progression:

Progression from Year 12 to Year 13 (A1 to A Levels) is subject to academic performance. Students must achieve a suitable grade profile to continue with their A Level studies.

Similarly, progression from Year 12 to Year 13 (A1 to the University Foundation Programme) depends on sustained academic progress. Students will be advised on which Programme of Study is available to them based on their performance throughout the year, including internal assessments and the end-of-year examinations.

Where appropriate, individual cases are reviewed by the Senior Leadership Team (SLT) on a case-by-case basis.

Dress Code

Students should be able to express themselves through what they wear. We empower students to dress how they like but remember we are a school; therefore, you should wear suitable attire.

Students should ask themselves: Are people going to be offended in any way or made to feel unsafe by what I am wearing?

Here are some items students can't wear:

- Flip-flops/sliders.
- Stilettoes.
- An outfit where underwear is visible.
- No hoods up in the building.
- No hats/caps in class.
- No clothing items that could cause offence: language/words/images/political statements.

Student Use of Time Outside Lessons

WHERE STUDENTS MAY GO DURING THE SCHOOL DAY

Students have permission to remain either in school, or to go elsewhere off campus (and therefore unsupervised) All students at compulsory school age (15 and turning 16 in the academic year) are required to sign in and out each time they enter or leave the school building. Students must keep their Microsoft Teams on so they can be contacted. All other students must sign/in our using the Reach application readers at the entrance of the school.

The school has a series of study areas and rooms. The canteen and social study space can be used for socialising or studying in groups, whereas silent study rooms also exist (refer to page 4).

Some school activities may be available during the school day. Where activities require specialist input, such as some sports, suitably qualified staff are in charge, sometimes supported by non-specialist staff helping with the activity. Students may undertake their own independent activities, which they do at their own risk.

AFTER THE SCHOOL DAY - INDEPENDENT ACCOMODATION (IA) STUDENTS

Once all their lessons finish for the day, day students ("IA students") may leave school and are no longer under school jurisdiction. For under 18s, responsibility transfers to the responsible adult they live with. For over 18s, they are responsible for themselves as they are legally an adult.

AFTER THE SCHOOL DAY - BOARDERS

When students have returned to Premier House, which must be by 5.30 pm, they become the responsibility of the boarding staff in Premier House. There are signing in/out processes to check and record student welfare during the evening. Most evenings require students to do a significant amount of study. This is in keeping with the school philosophy of helping students learn to be responsible and independent, using their time productively.

CHECKING THE WELFARE OF STUDENTS

There is a formal but unobtrusive register taken of students at the start of the day and many points during the day. There are additional registers of boarders in Premier House.

If you do not attend a registered activity, you will be expected to explain why. Failure to attend a school activity is a serious offence.

Nevertheless, given the Guildhouse School London location, students inevitably are routinely off-campus unsupervised and are trusted to use this independence responsibly.

Your Studies

ACADEMIC STANDARDS

The school has an excellent reputation for academic achievement and student progression to Universities and Colleges in the United Kingdom and abroad. We will equip you with the tools and skills for you to reach your progression goals. You must take responsibility and ownership to work with us and work hard to realise your potential. Follow the school values of **Aim High, Work Hard and Be Kind** and this will be achieved.

SCHOOL HOURS

Lessons, activities and electives may take place every day, Monday to Friday, 0845 to 1820. We recommend that you are in the school building by 0830 each day, you are expected to be available during these times for school matters. Electives and Sports will be offered after school. The times of your lessons and Electives are on your personal timetable. Your Personal Tutor will always help you if you are not sure where you should be, or what time. You will meet with your Personal Tutor every day, during registration. Occasionally there will be other meetings for specific purposes, and you will be required to attend these. All students are required to attend a minimum of two electives.

SUBJECT CHANGES

If you are studying A level or UFP, you would have chosen your subjects prior to your arrival. In the unlikely event that after having started your studies you wish to change one of your subjects, this may be possible. However, any changes need to happen as soon as possible, so speak to the Progression Manager/Deputy Head Academic as soon as you can. If you think you might be on the wrong course entirely, speak to your Pastoral Director/Deputy Head Pastoral.

TIMETABLE CHANGES

The school will sometimes need to make room, group or staff changes to your timetable and will notify you by email if this occurs. You must check your timetable on the Student Portal regularly so that you are following the correct version. If you have a problem with your timetable, contact a Student Administration and Data Support Officer (located in 43/2.01). You are expected to attend all sessions on your timetable.

PUNCTUALITY & ATTENDANCE

All students are expected to be punctual for every lesson. Lateness and unauthorised absences (without good reason) will result in appropriate follow up and consequence in line with the School Behaviour Discipline ladder. Attendance to all timetabled lessons is compulsory. If you arrive late, you are required to explain reasons for lateness to the teacher and enter the classroom in a well-behaved manner so as not to disrupt other students from their learning. During free periods we encourage you to complete homework and additional study in the school.

USE OF MICROSOFT OFFICE

The school uses Microsoft Office, in particular the Teams app. Each student has an MS Office school license, giving them access to a school email account, Teams and many other MS apps. Each class and PT group will have their own group on Teams where students will be able to access posts from their teacher, learning materials, additional resources, and assignments. Ensure your Teams notifications are on, you will also be added to a noticeboard on teams where key documents (like this) can be found and where messages can be shared.

'BRING YOUR OWN DEVICE' (BYOD) POLICY

The school embraces the use of technology to enhance student learning through the BYOD policy. You are required to bring a personal laptop/ tablet device and charger to school each day as you will be using them in every class. The school seeks to use as little paper as possible. You are expected to use technology in an appropriate manner as instructed by teachers. Please note that your mobile phone must be switched to 'silent' mode and put into the mobile phone boxes. sometimes staff may wish for no technology in the lesson. any non-following of instructions may be treated as a discipline matter.

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) tools can be helpful for learning when used appropriately. However, they must be used responsibly and in line with the school's expectations for academic integrity.

You may use AI to:

- Support your understanding of topics or concepts
- Help with revision, planning, and organising your work
- Generate ideas or check your understanding

You must not use AI to:

- Complete work that is meant to be your own independent effort
- Produce essays, coursework, or assignments that you submit as your own work
- Gain an unfair advantage in assessments or examinations

All work you submit must be your own. If you use AI to support your learning, you should ensure that the final work reflects your own understanding and is written in your own words. Teachers may ask you to explain or demonstrate your learning.

Misuse of AI is treated as a form of academic misconduct and will be addressed in line with the School's Behaviour ladder.

If you are unsure whether using AI is appropriate for a task, you should ask your teacher before using it. Responsible use of AI helps you learn effectively while maintaining fairness and integrity for all students.

ACADEMIC INTERVENTION SESSIONS AND SUPERVISED STUDY

Academic Intervention Sessions and Supervised Study are designed to support students in meeting academic expectations and making strong progress. These sessions may be required if a student is underperforming, has missed work, or needs additional support to stay on track.

You may be required to attend an Academic Intervention Session if you:

- Do not complete or submit work on time
- Produce work below the expected standard

- Need additional support with understanding course content

During these sessions, you will:

- Complete or improve outstanding work
- Receive targeted support from staff
- Develop effective study habits and organisation

Attendance at Academic Intervention Sessions is compulsory when assigned. Failure to attend may result in further sanctions in line with the School Behaviour Policy.

These sessions are intended to support your progress and help you succeed. Engaging positively with intervention will ensure you get the most benefit and stay on track academically.

HOMEWORK & COURSEWORK

You will be set regular homework, and you may have coursework assignments, both of which must be completed on time by the deadline set by your subject teacher. If you have any difficulties, discuss these with your subject teacher. It is essential that you check your email and Teams on a regularly basis for updates.

You are expected to complete a minimum of three hours of independent learning (this is work in addition to homework), per subject, per week.

Monday	Tuesday	Wednesday	Thursday	Friday
Homework Set: Block A & Block F	Homework Set: Block B & Block C	Homework Set: Block A Block B & Block C	Homework Set: Block D & Block E	Homework Set: Block D, Block E & Block F

BOOKS & STUDY MATERIALS

You will be advised by each of your teachers of the resources you will need to buy. You must bring the relevant resources to each of your lessons as advised by the teacher. Not having materials for the lesson may be treated as a discipline matter.

CONCERNS ABOUT YOUR LEARNING & PROGRESS

The school provides every opportunity for students to make progress and achieve academic excellence. All subject teachers care about your learning and are keen to meet your learning needs. In the event you are concerned about the level of progress and learning you are making in your subject lesson; you need to do the following:

1. Talk directly to your subject teacher at the end of the lesson, providing your feedback and responding in a positive and polite manner to the teacher's response.
2. If your concerns continue thereafter, contact the Curriculum Director of that subject area. This can be done through email or a face-to-face conversation with them. If you wish to raise a complaint, please refer to page 26 on steps to take.

IN THE CLASSROOM

Throughout each of your lessons we expect you to work hard and engage in all tasks and follow teachers' instructions. You should speak in English only. Students may not eat in class. Any drink containers must have an attached lid. The only reason to leave the classroom is to use the bathroom, however, we expect you to try and use the bathroom in your breaks and free periods.

ASSESSMENTS

You will be tested at least twice every half-term in each subject, like the tests you will receive at the end of your course. Your teachers will use the results of these tests, along with other marked work such as homework and their professional judgment, to determine your grades for any reports sent to your parents. These grades are important for any predictions and in some cases UCAS predictions - make sure you prepare for all assessments.

Personal, Social, Health and Economic Education (PSHE) and Relationships and Sex Education (RSE)

PSHE and RSE support your personal development, wellbeing, and preparation for life beyond school. Topics include health and wellbeing, relationships, online safety, and life skills. Students are expected to take part respectfully, listen to others, and engage maturely. If you have questions or concerns, you should speak to your teacher, Personal Tutor, or a member of the pastoral team.

FEEDBACK & PROGRESS

Your teachers will give you feedback either verbally or written. All feedback given by teachers is designed to help you progress. Every half term you will receive feedback which will be collected in your assessment folder. Feedback may be given in the form of a SMART target - a target that is Specific, Measurable, Achievable, Relevant, and Time-Bound. If you continually do not reflect on feedback or targets, you may be asked to attend more session during your free time. If you have any questions about how to improve or would like more feedback, please speak to your teacher.

Who do I speak to if...?

- I'm not feeling well and am not able to be in school: **Nurse: Adam Carroll**
- I'm not feeling good about myself (not academic related): **Nurse: Adam Carroll, Wellbeing Counsellor: Kate Harman or your Pastoral Director**
- You are unable to attend school (non-medical reason): **Student Administration and Attendance Officer: GH Attendance/Shuyi Liu**
- I have an issue with my timetable: **Data and Exams Officer: Malik Muhammed Awais**
- I have a query related to my exams: **Data and Exams Officer: Malik Muhammed Awais**
- I need a letter to open a bank account, assistance with obtaining an Oyster card: **Front Desk Coordinator: Farhana Yasmin**
- I want to sign up for an activity or get more information regarding activities: **Malik Muhammed Awais**
- I have a question regarding boarding: **House Leader: Mel Miller or Boarding Administrator: Yuliya Latynina, Premier House check-in or call: 07713 313 224**
- I have a question about my visa, fees or police registration: **Student Services: Nicholas Ellsworth and Angelica Chubarova**

YOUR PERSONAL TUTOR (PT)

Your PT is your 'go to' member of staff for any questions, concerns or issues that you have. They will monitor your attendance, punctuality, behaviour, wellbeing and academic progress, guiding you through the academic year.

You meet with your PT daily. There will be a programme of activities that take place across these sessions. In addition, you will have dedicated 'Personal Development' sessions each week, focusing on Personal, Social, Health and Economics (PSHE) and Relationships, Sex and Health Education (RSHE), as well as other enriching topics.

YOUR PASTORAL DIRECTOR (PD)

Your PD has general oversight of all the students each year Group:

Year 11	Pre A Level AEM	PD: Farzana Ali
Year 12	6 Term A Level Programme: Year 1 5 Term A Level Programme: Year 1	PD: Shivani Singh
Year 13	A Level Programme: Year 2 University Foundation Programme (UFP)	PD: Kim Tapsell

You can always talk to your PD, in addition to your PT, if you have any concerns, feedback, etc.

CURRICULUM DIRECTORS (CDs)

The CDs oversee a range of subjects and manage the teachers that teach those subjects. Please speak with the Curriculum Director only after you have spoken with your subject teacher about a particular matter.

Social Sciences

Subjects: Business Studies, Economics, Financial Trading, Psychology, Sociology, History:
Steven Grimes

STEAM (Science, Technology, Engineering, Art & Mathematics)

Subjects: Biology, Chemistry, Further Mathematics, Mathematics, Physics, Art: Zia Rahman

English

Subjects: English Language (EAP): Gizem Ozturan

PROGRESSION: Higher Education and Careers

The Progression Manager advises and guides students with regards to their progression beyond the school – university and careers.

Head of English and Higher Education Counsellor

Gizem Ozturan

Manages university applications for Year 12 and Year 13 students, and students applying to Oxbridge, G5 universities, Medicine, Dentistry and Veterinary Science.

Independent Person

If students feel they have concerns that are not being met within school, they can approach the school's Independent Person: **Emily Price: 07393727410**

Staying Safe

Whilst around the school campus, you must have your ID card and Lanyard on - this is for everyone's safety. If you forget or lose your lanyard, please go to reception immediately or you won't be allowed to enter through the barriers. You must not use your ID card to admit other students into the building.

London is a busy, multi-cultural, exciting place and we want you to enjoy the city. That said, there are many risks, and it is important that you stay safe and make calculated decisions.

Most actions we take involve some level of risk - it is normal. You can mentally risk assess actions before you take them - simply stop, pause and think:

- Is the environment safe?
- Is there any potential harm to myself or others?
- Am I with people I trust?
- Is this legal? Does it break any school rules?

And then decide if it is a risk worth taking. If you are not sure, talk to a trusted adult.

Here's a list of 'do's and don'ts' to help you stay safe:

Do	Don't
• Only use Uber or licensed taxi companies. Ensure the number plate matches what is displayed on the app. • Plan your journey before travelling. • Travel with others that you trust. • If you use a bike, wear a helmet. • Use crossings and follow road sign. • Always ensure someone knows where you're going and what you are doing. • Have your mobile phone charged. • Keep valuables stored safely (preferably in a safe). • If you see something that makes you feel uncomfortable online, report it.	• Put your phone or wallet in your back pocket! • Carry large amounts of cash. • Leave your bag or other items unattended in a public space - including at school! • Accept food or drink from a stranger. • Leave your drink unattended. • Walk alone at night - keep to well-lit roads. • Give out private information (such as bank details or passwords), reply to text messages, download attachments or click on any links in emails if you're not sure they're genuine. • Buy tickets for events from people on the street. • Carry a weapon - it is illegal. • Use electronic gadgets on stairways for risk of trips and falls. • Use devices in public places, be aware of gadget thieves, including those on bikes.

In an emergency?

Call 999 or 112 to contact the police, ambulance or fire department.

You can also contact the **Premier House Emergency number** any time: **07713 313 224** as a boarder or day student living independently.

Activities & Electives

The school provides Co-curricular and Extra-curricular activities throughout the year - these are known as “electives”. These take place within the school, in Premier House for the boarders, and other locations in London.

Electives run Monday-Friday after school (16:30-17:30). It is mandatory for all year 11 and year 12 students to join at least two electives and strongly recommended for year 13 to do so in the first term to enhance their university application. Electives are more than just hobbies or fun; they can boost academic, social and personal skills, therefore broadening your horizons.

Electives, Sports and other activities are available each week and at weekends. Details are given weekly in the Student Bulletin and on the TV screens around school.

The school runs a wide variety of activities including cooking sessions in the boarding house, theatre visits, VR gaming, overnight trips (at half-term), trips to areas of interest in London and many more. All students can sign up to activities via Student Services.

Every Monday, Wednesday and Thursday afternoon students can use the sporting facilities at the external venue. 5-a-side football, basketball, badminton and volleyball are all available there. Swimming and tennis can be booked and arranged on an ongoing basis by speaking to Mrs Verity.

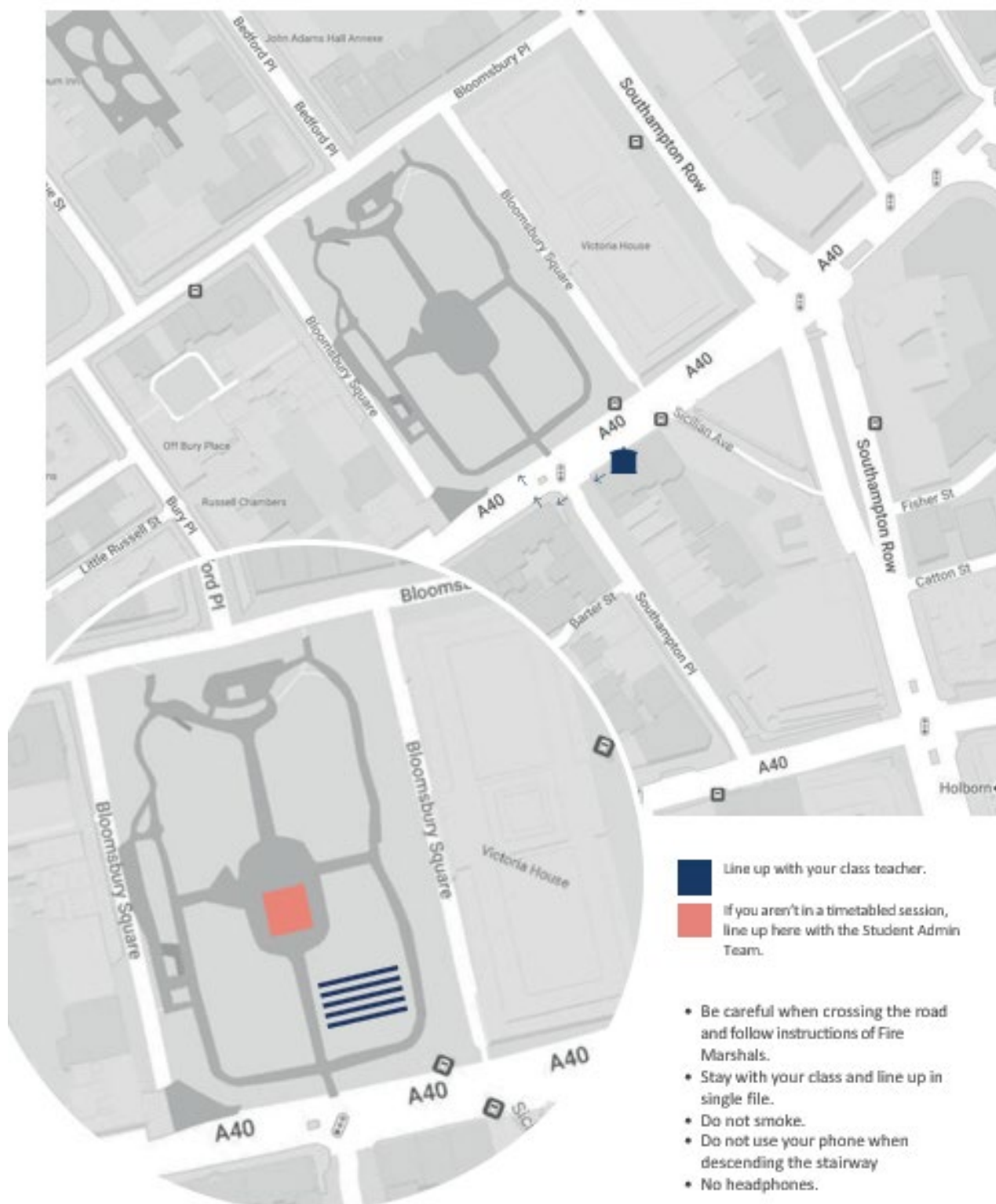
Students should see the TV screens, Microsoft Teams noticeboards and Student Bulletin for any updated times and for all event promotions. Students must pay for activities the week prior to the activities through Student Services. Failure to pay could result in your ticket/place being sold to someone else

There are opportunities to sign up for trips abroad and around the UK during half term holidays. Payment for any paid activities needs to be made on Parent Pay or in person at Student Services.



Fire Evacuation

In the event of a fire alarm, your teacher will direct you out of the building as a class (below) and line you up in Bloomsbury Square. If you are not in a lesson, you will need to make your own way out of the building and line up as indicated below.



Safeguarding

WHAT IT MEANS AND WHY IT MATTERS

Our priority: Your Safety, Wellbeing and Happiness

Safeguarding is everything we do to keep you safe, supported, and protected at school, in boarding, at home, and online.

SAFEGUARDING MEANS:

- Protecting you from harm, abuse, and neglect
- Making sure you are listened to and respected
- Supporting your mental health and emotional wellbeing
- Ensuring school is a safe, positive place to learn

WHAT SHOULD I DO IF I'M WORRIED?

Talk to:

- Your personal tutor or a trusted teacher
- The Safeguarding Team (see opposite)
- Any adult at school you feel safe talking to

Talk to us if you are dealing with:

- Bullying or peer pressure- online or offline
- Family problems or stress
- Mental health challenges
- Unsafe situations online or offline
- Anything that's making life harder

Other examples of safeguarding issues include:

- Suspected abuse
- Radicalisation
- Sexual exploitation
- Incidents of self-harm
- Grooming
- Allegations against staff
- Forced marriage
- Female genital mutilation (FGM)

Your voice matters!

We want **every** student to feel **safe, heard, and valued**. No worry is too small; you won't get in trouble and we're here to help.

Safeguarding is here to protect your rights, safety, and freedom to be yourself.

How to raise a complaint

If something isn't right—whether it's about teaching, school facilities, treatment by others, or your wellbeing, you have the right to raise a complaint, and it will be taken seriously.

WHAT TO DO

- Talk to a member of staff you trust, like your personal tutor, a teacher or a house parent.
- Or send an email to: studentservices@guildhouseschool.com.

WHAT HAPPENS NEXT

- Your concern will be acknowledged within two working days.
- Staff will aim to resolve the issue within 10 working days.
- Most concerns are resolved quickly and informally at this stage.

REMEMBER

- Your voice matters and raising a concern won't get you in trouble.
- Everything you share will be handled sensitively and respectfully.
- If further action is needed, the school will support you through it.

Safeguarding Team



Jamie Forbes

Designated Safeguarding Lead
(DSL)

Deputy Head Teacher / Pastoral



Kim Tapsell

Deputy DSL

Pastoral Director, Teacher of Art &
SENCO



Adam Carroll

Deputy DSL
School Nurse



Verity Hadden

Deputy Head
Teacher /
Academic



Mel Miller

House Leader



Farhana Yasmin

Front of House Co-
ordinator



Kate Harman

Wellbeing
Counsellor



Yuliya Latynina

Boarding
Administrator



Dr Ian Gross

Interim Executive Headteacher



Toby Salt

Chair of Governors



Robert Niu

CEO and Proprietor

(If you have a concern about a member of staff) (If you have a concern about the Head Teacher)

