



Board of Governors of the City of London Freemen's School

Date: THURSDAY, 4 FEBRUARY 2021
Time: 11.00 am
Venue: VIRTUAL MEETING – ACCESSIBLE REMOTELY

Members:

| | |
|--|--------------------------------|
| Deputy Philip Woodhouse (Chairman) | Tim Levene (Ex-Officio Member) |
| Michael Hudson (Deputy Chairman) | Alderman Bronek Masojada |
| Deputy John Bennett | Andrew McMillan |
| Nicholas Bensted-Smith (Ex- Officio Member) | Hugh Morris |
| Deputy Roger Chadwick | Graham Packham |
| Deputy Kevin Everett | Deputy Elizabeth Rogula |
| Nicholas Goddard | Councillor Chris Townsend |
| Tracey Graham | Gillian Yarrow |
| Alderman Robert Howard | Alderman Bronek Masojada |

Enquiries: Polly Dunn
polly.dunn@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting via YouTube at the following link <https://youtu.be/b3Uedi7J6BE>

Meeting Recordings

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and non-public summary of the meeting held on 20 November 2020.

For Decision
(Pages 1 - 6)
4. **COMMITTEE MINUTES**

For Information

 - a) **Nominations Committee** (Pages 7 - 8)
To receive the draft public minutes and non-public summary of the Nominations Committee meeting held on 1 December 2020.
 - b) **Finance, General Purposes and Estates Committee - To Follow**
To receive the draft public minutes and non-public summary of the Finance, General Purposes and Estates Committee meeting held on 21 January 2021.
 - c) **Academic and Personnel Committee - To Follow**
To receive the draft public minutes and non-public summary of the Academic and Personnel Committee meeting held on 21 January 2021.
5. **PUBLIC OUTSTANDING ACTIONS**
Report of the Town Clerk.

For Information
(Pages 9 - 10)
6. **ANNUAL REVIEW OF TERMS OF REFERENCE**
Report of the Town Clerk.

For Decision
(Pages 11 - 16)
7. **HEADMASTER'S PUBLIC REPORT.**
Report of the Headmaster.

For Discussion
(Pages 17 - 24)

8. **REPORT FROM THE HEAD OF JUNIOR SCHOOL**

Report of the Headmaster.

For Information
(Pages 25 - 28)

9. **DEPUTY HEAD'S REPORT ON POLICIES**

Report of the Headmaster.

For Decision
(Pages 29 - 74)

10. **CITY OF LONDON FREEMEN'S SCHOOL REVENUE WORKS PROGRAMME
2021/2022**

Report of the City Surveyor.

For Decision
(Pages 75 - 94)

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

13. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

14. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 20 November 2020.

For Decision
(Pages 95 - 102)

15. **COMMITTEE MINUTES**

For Information

- a) **Nominations Committee** (Pages 103 - 104)
To receive the draft non-public minutes of the Nominations Committee meeting held on 1 December 2020.
- b) **Finance, General Purposes and Estates Committee - To follow**
To receive the draft non-public minutes of the Finance, General Purposes and Estates Committee meeting held on 21 January 2021.
- c) **Academic and Personnel Committee - To Follow**
To receive the draft non-public minutes of the Academic and Personnel Committee meeting held on 21 January 2021.

16. **NON-PUBLIC OUTSTANDING ACTIONS**
Report of the Town Clerk.
- For Information**
(Pages 105 - 108)
17. **HEADMASTER'S NON-PUBLIC REPORT**
Report of the Headmaster of the City of London Freemen's School.
- For Discussion**
(Pages 109 - 160)
18. **COMMUNITY AND PARTNERSHIPS**
Report of the Headmaster.
- For Decision**
(Pages 161 - 172)
19. **BURSAR'S REPORT**
Report of the Headmaster.
- For Information**
(Pages 173 - 174)
- a) **Bursar's Report** (as submitted to the Finance, General Purposes and Estates Committee) (Pages 175 - 192)
Report of the Headmaster.
20. **FINANCIAL INFORMATION DASHBOARD**
Joint report of the Chamberlain and the Bursar.
- For Decision**
(Pages 193 - 214)
21. **CITY OF LONDON FREEMEN'S SCHOOL MAIN HOUSE REFURBISHMENT**
Report of the City Surveyor.
- For Information**
(Pages 215 - 220)
22. **HEADMASTER'S SAFEGUARDING REPORT**
Report of the Headmaster.
- For Discussion**
(Pages 221 - 222)
23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda - Circulated Separately

25. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the meeting held on 20 November 2020.

For Decision

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Friday, 20 November 2020

Minutes of the meeting of the Board of Governors of the City of London Freemen's School held via Microsoft Teams on Friday, 20 November 2020 at 2.00 pm

Present

Members:

| | |
|------------------------------------|---------------------------|
| Deputy Philip Woodhouse (Chairman) | Tracey Graham |
| Michael Hudson (Deputy Chairman) | Andrew McMillan |
| Deputy John Bennett | Graham Packham |
| Deputy Roger Chadwick | Deputy Elizabeth Rogula |
| Deputy Kevin Everett | Councillor Chris Townsend |
| Nicholas Goddard | Gillian Yarrow |

Officers:

| | |
|---------------------|------------------------------|
| Roland Martin | - Headmaster |
| Jo Moore | - Bursar |
| Stuart Bachelor | - Deputy Head |
| Paul Bridges | - Deputy Head (Academic) |
| Matt Robinson | - Head of the Junior School |
| James Gibson | - Chamberlain's Department |
| Steven Reynolds | - Chamberlain's Department |
| Richard Chamberlain | - City Surveyor's Department |
| Noyon Choudhury | - City Surveyor's Department |
| Polly Dunn | - Town Clerk's Department |
| Kerry Nicholls | - Town Clerk's Department |

1. **APOLOGIES**

Apologies for absence were received from Nicholas Bensted-Smith, Alderman Robert Howard and Alderman Bronek Masojada.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

Deputy Roger Chadwick confirmed that he was present at the meeting on 12 October 2020 and asked that the minutes be amended to reflect this.

RESOLVED, that the public minutes and non-public summary of the meeting held on 12 October 2020, be approved as an accurate record, subject to the above amendment.

4. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the Board's public outstanding actions.

RESOLVED, that the Outstanding Actions report be noted.

5. COMMITTEE MINUTES

a) **Finance, General Purposes and Estates Committee**

RESOLVED, that the draft public minutes and non-public summary of the Finance, General Purposes and Estates Committee meeting held on 4 November 2020, be received.

b) **Academic and Personnel Committee**

RESOLVED, that the draft public minutes and non-public summary of the Academic and Personnel Committee meeting held on 4 November 2020, be received.

6. HEADMASTER'S PUBLIC REPORT

Governors received a report of the Headmaster providing an update on School activities and the following points were made:

- There had been 558 registrations (of which 156 were for Boarding) for the 2021/22 academic year, which represented an increase of 93 on the same period last year. There was increased demand for places at F1 (+10), U3 (+71) and U4 (+26). There had been a slight drop in L6 registrations (-12); however, it was anticipated that registrations would continue to be received with pupils attracted by the new £23M Sixth Form facility. A high proportion of registrations to the School were from international pupils for which the pupil roll had remained stable during the COVID-19 pandemic with only two boarders being withdrawn.
- The External Relations Department had been creative in marketing the School throughout the COVID-19 pandemic with both virtual events and small, socially distanced and COVID-safe private tours of the School on Saturdays and during October half term which had received very positive feedback. It was intended to proceed with on-site entrance examinations following the close of the Autumn 2020 term which had been welcomed by parents.
- With regarding to community and partnership working, the Head of the Junior School clarified that Year 5 pupils were taking part on a year-long programme with seven other schools which comprised six pre-recorded lessons per term leading to a joint performance (virtual or live) at the end of each term. Another multi-school project, Counterpoint, had recently finished and had supported the School to build stronger partnership links with Walton-on-the-Hill Primary School and Rosebury School.
- Surrey Hockey continued to run trials despite COVID-19 restrictions. There were currently three Freeman's pupils in the under-14 years hockey squad.

RESOLVED, that the report be noted.

7. **REPORT FROM HEAD OF JUNIOR SCHOOL**

Governors received a report of the Headmaster regarding the activities at the Junior School and the following points were made:

- 69 pupils had participated in the annual London Academy of Music and Drama exam of whom 9 and 60 pupils had received “Merit” and “Distinction” grades, respectively.
- The MidYIS Year 7 data was not yet available to share with Governors. This data was purely for school use and was not made available to parents or the wider public.

RESOLVED, that the report be noted.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

10. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

11. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 12 October 2020, be approved as an accurate record.

12. **NON-PUBLIC OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the Board’s non-public outstanding actions.

13. **NON-PUBLIC COMMITTEE MINUTES**

a) **Finance, General Purposes and Estates Committee**

RESOLVED, that the draft non-public minutes of the Finance, General Purposes and Estates Committee meeting held on 4 November 2020, be received.

b) **Academic and Personnel Committee**

RESOLVED, that the draft non-public minutes of the Academic and Personnel Committee meeting held on 4 November 2020, be received.

14. **BURSAR’S REPORT**

Governors received a report of the Bursar regarding financial and operational matters at the School.

15. **TUITION FEE DEBT**
Governors received a report of the Bursar on tuition fee debt.
16. **RISK REGISTER**
Governors received a report of the Bursar on the Risk Register.
17. **PROPOSED REVENUE BUDGET 2021/2022**
Governors received a joint report of the Bursar and the Chamberlain presenting the proposed 2021/2022 Revenue Budget.
18. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND 2021/22**
Governors received a joint report of the Bursar, the Chamberlain and the City Surveyor on the Repairs, Maintenance and Improvements Fund 2021/22.
19. **CITY SURVEYOR'S DEPARTMENT UPDATE**
Governors received a report of the City Surveyor presenting an update on the work of the City Surveyor's Department with regard to the City of London Freeman's School.
20. **GW6: CITY OF LONDON FREEMEN'S SCHOOL - ENABLING WORKS**
Governors received a report of the City Surveyor presenting the Gateway 6: Outcome Report on City of London Freeman's School – Enabling Works.
21. **HEADMASTER'S REPORT**
Governors received a report of the Headmaster providing an update on School activities.
22. **PROPOSAL TO REALIGN JUNIOR AND SENIOR YEAR GROUPS IN CITY OF LONDON FREEMEN'S SCHOOL**
Governors received a report of the Headmaster outlining a proposal to realign Junior and Senior Year Groups at City of London Freeman's School.
23. **CITY OF LONDON FREEMEN'S INTERNATIONAL SCHOOL PROPOSAL**
Governors received a report of the Headmaster outlining a proposal to establish a City of London Freeman's International School.
24. **SAFEGUARDING REPORT**
Governors received a report of the Headmaster regarding safeguarding matters.
25. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no non-public questions.
26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

27. **CONFIDENTIAL APPENDIX: BURSAR'S REPORT**

Governors received a confidential appendix to Item 14: Bursar's Report.

28. **SAFEGUARDING REPORT: CONFIDENTIAL DISCUSSION**

Governors had a confidential discussion in relation to Item 24: Safeguarding Report.

The meeting ended at 4.30 pm

Chairman

Contact Officer: Polly Dunn
polly.dunn@cityoflondon.gov.uk

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**NOMINATIONS COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY
OF LONDON FREEMEN'S SCHOOL
Tuesday, 1 December 2020**

Minutes of the meeting of the Nominations Committee of the Board of Governors of the City of London Freemen's School held at virtually on Tuesday, 1 December 2020 at 2.00 pm

Present

Members:

Michael Hudson (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Deputy John Bennett
Deputy Roger Chadwick
Deputy Kevin Everett
Tracey Graham

Officers:

Polly Dunn - Town Clerk's Department

1. APOLOGIES

There were no apologies.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. TERMS OF REFERENCE

Governors received the Committee's Terms of Reference as set out by the Board of Governors at its meeting of 12 October 2020.

RESOLVED, that the report be noted.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. EXCLUSION OF THE PUBLIC

RESOLVED, that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. CITY OF LONDON FREEMEN'S SCHOOL GOVERNOR SKILLS AUDIT 2020-21

Governors considered a report of the Town Clerk regarding the City of London Freemen's School Governor Skills Audit 2020-21.

8. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was no other business.

The meeting ended at 2.54 pm

Chairman

Contact Officer: Polly Dunn
polly.dunn@cityoflondon.gov.uk

Board of Governors of the City of London Freeman's School

Outstanding Public Actions

| Ref. | Date | Action | Officer responsible | Progress Update |
|---------------|-------------------------|---|----------------------------|--|
| 1P/CLFS/2019 | 7 February 2019 | Freemen's Estate Development Plan update to feature as a standing item on future Board agendas | Town Clerk | Ongoing |
| 8P/CLFS/2019 | 25 September 2019 | Worst-case BREXIT scenarios to form part of the 3-5 year strategic plan | Headmaster | Ongoing |
| 17P/CLFS/2019 | 13 January 2020 (AP) | Town Clerk to gather availability of Governors to participate in classroom visits on Board (and Sub-Committee) meeting dates | Town Clerk | Members to contact Paul Bridges to arrange a visit. |
| 1P/CLFS/2020 | 5 February 2020 | New date to be identified for the Governor Away Day | Town Clerk | To be arranged after COVID-19 restrictions are lifted. |
| 2P/CLFS/2020 | 5 February 2020 | The potential for the fund to which the School's development fund was direct to be a registered charity to be explored as part of the ongoing work to examine the City's charities. | Chamberlain | Ongoing. |
| 3P/CLFS/2020 | 5 February 2020 | Future iterations of the Community and Partnerships Report to detail whether the schools being collaborated with were from the state or independent sector. | Bursar | March 2021. |
| 4P/CLFS/2020 | 3 June 2020 | Guidance on appropriate starting salary for teachers to be developed | Headmaster/Bursar | Ongoing |
| 5P/CLFS/2020 | 3 June 2020 | Confirmation to be provided on any legal obligations over length of time data should be retained by the School | Deputy Head | Deputy Head to provide update. |
| 6P/CLFS/2020 | 12 October 2020 | Safeguarding lead Governor's mobile number to be included within the contact details section of the Safeguarding and Child Protection Policy | Deputy Head | Deputy Head to provide update. |
| 7P/CLFS/2020 | 12 October 2020 | Board to receive an update from the Treasury Team regarding the level of recovery within the Charities Pool | Chamberlain | Chamberlain to provide update. |

Board of Governors of the City of London Freeman's School

Completed Actions

| Ref. | Action | Progress Update |
|---------------|---|--|
| 9P/CLFS/2019 | CLFS Prize Day invitations to governors to be sent by post and email | Completed - As a result of the COVID-19 pandemic, this event had been cancelled. |
| 10P/CLFS/2019 | Future iterations of the Junior School report to include an overview of academic progress and achievement | Completed. |
| 11P/CLFS/2019 | Possible rescheduling of 2020 Board and Sub Committee meeting dates | Completed |
| 12P/CLFS/2019 | Document containing dates of the Board, its sub committees and events such as Prize Day, to be circulated. | Completed – February 2020 |
| 13P/CLFS/2019 | Report on the School's Fundraising and Development Activities (including projections) | Completed – February 2020 |
| 15P/CLFS/2019 | A copy of the Learning and Innovation presentation to be circulated. | Completed |
| 4P/CLFS/2020 | Details of the Governors' City Visit to be circulated to Governors. | Completed (City Visit was subsequently cancelled) |
| 14P/CLFS/2019 | The substantial number of volunteer hours committed by the School's pupils was discussed by the Board. Governors wished for the Award to be raised by the Headmaster at the forthcoming Heads' Forum and with the fellow heads of the City's Family of Schools. | Completed |
| 16P/CLFS/2019 | Report to be submitted on the recommendations to, and actions taken by, the Freeman's School in response to the Corporation's Internal Audit processes | Completed June 2020 |

Agenda Item 6

| | |
|---|----------------------------------|
| Committee(s) Board of Governors of the City of London Freemen's School | Dated: 4 February 2021 |
| Subject: Annual Review of Terms of Reference | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | 3, 8 & 10 |
| Does this proposal require extra revenue and/or capital spending? | N |
| If so, how much? | N/A |
| What is the source of Funding? | N/A |
| Has this Funding Source been agreed with the Chamberlain's Department? | N/A |
| Report of: The Town Clerk | For Decision |
| Report author(s): Polly Dunn, Senior Committee and Member Services Officer | |

Summary

This is the Board of Governor's Annual Review of its terms of reference and composition, where Governors are invited to recommend any changes to the Policy and Resources Committee and the Court of Common Council for consideration.

Focus for discussion is centred on the Board's composition.

Recommendation(s)

Members are invited to:

- approve, subject to any comments, the terms of reference of the Committee (as set out in **appendix 1**) for consideration by the Policy and Resources Committee and Court of Common Council;
- consider whether the current frequency of meetings of the Board remains appropriate;
- consider the current composition of the Board; and
- delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider any further changes to the Terms of Reference for 2021/22.

Main Report

Background

1. Each Grand Committee of the Court of Common Council is invited to review its terms of reference annually and to provide any suggested amendments to the

Policy and Resources Committee and Court of Common Council for approval at their respective March and April meetings.

2. Members are also invited to comment on the frequency of meetings of the Board, and to consider whether the Board could usefully be convened on more, or fewer, occasions during 2020/21.
3. In light of recommendations made by the Nominations Committee which have, in turn, stemmed from recommendations from both the Tomlinson and Lisvane (Governance) Review, this report sets out options for Governor consideration. Governors should note that any changes to the Board's terms of reference will need the approval of the Policy and Resources Committee and the Court of Common Council, which will consider any proposals in light of the ongoing implementation of the governance review.

Current Position

4. **Terms of Reference.** The Board's current terms of reference which set out its delegated powers and responsibilities from Court, are set out in appendix one for Governor consideration and remain unchanged from previous years.
5. **Frequency of Meetings.** The Board is scheduled to meet on four occasions during 2021. Governors are invited to comment on whether they feel this frequency of meetings allows for proper consideration of business or whether the Board could meet more frequently or infrequently.
6. **Composition.** The following recommendation is quoted from the *Report of Inquiry into the funding of education by the City of London Corporation (Sir Mike Tomlinson)*

“There needs to be further changes to the governance arrangements for schools, most notably in the case of the independent schools. There needs to be a common period of office across the Family of Schools and a limit placed on the total number of years any Member may serve on the one governing body. Members appointed to governing bodies should have the skills needed by the school, thus reducing the need to appoint so many independent governors. **The size of the governing bodies should be limited ideally to 12 members with a maximum of 15.**”
7. Sir Mike Tomlinson also comments on the need for a common fixed term of appointment across the City's Family of Schools.
8. In light of these recommendations, the Nominations Committee met to discuss options for the City of London Freeman's School. In summary, Governors of the Committee were supportive of a reduction in the Board's total membership, with a recommendation that the number of Common Councillor Governors be reduced to eight, with a further debate to be had by the Board as to the number of co-optees (bearing in mind the need to maintain a Court of Common Council majority membership). The Committee was also supportive for a cap on the total length of service of a Governor, provided thought was given to the possible exception/caveat

for those serving in the position of Chairman/Deputy Chairman. Their full deliberations are found within the non-public minutes of the meeting held on 1 December 2020

9. With these recommendations in mind, the Board is invited to consider whether it would like to propose any amendments to its composition to Policy and Resources Committee (and subsequently Court of Common Council).
10. The Board may choose to not make any changes this year, pausing on any amendments, subject to further work on the implementation of the City's Governance Review across the Corporation.
11. The draft terms of reference are provided within the appendix for your consideration. Additions are underlined and redactions are ~~struck through~~.
12. The membership as listed on the appendix is correct as of July 2020. Any changes to membership in the last year will be picked up in the 2021 Court report.

Corporate & Strategic Implications

13. Members should consider the current scope of the Board's Terms of Reference, and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.

Conclusion

14. Amendments to the Terms of Reference are put forward for the consideration of Members, for onward approval by the City of London Police Authority Board.

Appendix 1 – Draft Terms of Reference of the Board of Governors of the City of London Freemen's School 2021/22

Polly Dunn

Senior Committee and Member Services Officer

E: Polly.Dunn@cityoflondon.gov.uk

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| | |
|----------------|--|
| RUSSELL, Mayor | RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 16 th July 2020, doth hereby appoint the following Committee until the first meeting of the Court in April, 2021. |
|----------------|--|

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with skills relevant to the needs of the School.

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of five Governors, of which not more than one of whom may be co-opted.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership (until July 2021)**

ALDERMEN

- 1 Robert Picton Seymour Howard
- 2 Bronek Masojada

COMMONERS

- 17 (4) Roger Arthur Holden Chadwick, O.B.E, Deputy
- 8 (4) Hugh Fenton Morris, Deputy
- 2 (2) Tracey Graham *for three years*
- 12 (3) Elizabeth Rogula, Deputy
- 8 (3) Philip Woodhouse, Deputy
- 16 (2) John Alfred Bennett, M.B.E., Deputy
- 2 (2) Kevin Malcolm Everett, Deputy
- 12 (2) Michael Hudson
- 8 (1) Graham David Packham

Vacancy

Vacancy

Vacancy

together with :-

Nicholas Goddard

Brian Harris

Andrew McMillan

Chris Townsend

Lady Gillian Yarrow

Vacancy

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;

- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

Agenda Item 7

| | |
|---|-----------------------------------|
| Committee(s) | Dated: |
| The Board of Governors of the City of London Freeman's School | 4 February 2021 |
| Subject: Headmaster's Report | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | 1(d); 2(a-d); 3(a-d); 4(a); 10(e) |
| Does this proposal require extra revenue and/or capital spending? | N |
| If so, how much? | N/A |
| What is the source of Funding? | N/A |
| Has this Funding Source been agreed with the Chamberlain's Department? | N/A |
| Report of: Headmaster, City of London Freeman's School | For Discussion |
| Report author: Roland Martin | |

Summary

This report is intended to give the Board pertinent information regarding Freeman's since the last meeting held on 20th November, 2020.

- a) School Roll
- b) Wider impact of BREXIT
- c) Community and Partnerships
- d) Recent and forthcoming events
- e) Pupil achievements and successes

Recommendation(s)

Members are asked to:

- note the contents of this report;
- pay particular notice to items for discussion.

Main Report

a) School roll

FOR INFORMATION:

1. Current School Roll data is provided for members in **Appendix 1**.

b) Wider impact of BREXIT

FOR INFORMATION:

2. The Town Clerk has asked for this item to be put as a Standing Item at all Grand Committees.
3. Further to previous updates, there are no specific issues pertaining to Brexit that are currently impacting the School.

c) Community and Partnerships

FOR INFORMATION:

4. This academic year has seen the launch of the new Freeman's Music Partnership Programme with two local maintained primary schools, one City of London primary school, and one Special school throughout this term.
5. Over 200 students from five schools (including Freeman's) joined together for an end of term performance of 'Bring Back The Snow' – an original piece about the impact of climate change on snowy weather, specially written and composed for the Programme by ex-Free Timothy Peters. If Governors did not see this performance, it can be accessed here: [City of London Freemens School - Freeman's Music Partnership Programme - 'Bring Back the Snow'](#).
6. We recently increased our partnership working to include another local secondary school, The Beacon School in Banstead.

d) Recent and forthcoming events

FOR INFORMATION:

7. A list of recent and forthcoming events is included for members as **Appendix 2**. Obviously, activities are dramatically compromised by the National Lockdown.

e) Pupil achievements and successes

FOR INFORMATION/DISCUSSION:

1. Two pupils were successful in gaining offers from Oxford (five last year) and we are expecting news of Cambridge offers shortly (four last year). This has not been a good year for our students' ambitions and I would have to say that the cohort was not weak. Governors will be aware of the political forces at play regarding independently educated students and places at leading Universities.
2. Freeman's entered a large selection of pupils from Under 12 – Under 18 in the highly competitive virtual District Cross Country Championships. We had a first place with one of our L5 pupils; third place for an U5 pupil, and another U5 pupil taking fourth position, resulting in Freeman's taking first place overall in the Boy's Under 17 age group. In addition, two L6 pupils were both first in the Senior competitions, as were an U4 and L4 pupil in the Under 15 age group. Overall, Freeman's took first place not only in the Boy's Under 17 competition but also in the Girl's Under 17 competition, Senior Girls and Boys, and second place in the Under 15 Boys' competition. We now await team lists for those who will make the Central Surrey team in the scheduled cross country meet.
3. In November, one of our L6 pupils was awarded with one of the highly prestigious Artwright Engineering Scholarships. This programme aims to identify, inspire and nurture future leaders in Engineering, Computing and Technical Design, with the Scholarships being awarded to high-calibre Year 11 pupils in England and Wales.
4. One of our L4 pupils has come third in the National Final of the Rotary Club Young Writer competition at Intermediate Level for 11-13 year olds. The task set was to write approximately 500 words on the theme "Connections", interpreting the topic as they chose. Dorking Rotary Club's competition received 90 entries from students at two schools and chose several winners and runners-up. The winners went onto the District competition, covering those clubs that entered the competition from Surrey, Sussex and South Greater London.
5. A L6 pupil has won first place in the (virtual) British and English Under 17s weightlifting competition, lifting a total weight of 250kg and qualifying for the Senior British Nationals competition.
6. A student from our 2019 cohort, currently reading English at St Hugh's College, Oxford, has been invited to become an Oxford Scholar after achieving four distinctions in her first year preliminary examinations (October 2020).

Appendices

- Appendix 1: School Roll
- Appendix 2: Recent and Forthcoming Events

Roland Martin
Headmaster

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APPENDIX 1

VACANCIES 2021 19.01.2021

| Capacity 2020 | Total Pupils at 28/09/2020 | Boys at 27.11.2020 | Girls at 28/09/2020 | Offers Pending/ Accepted | Notice Given Dec/Apr 2020 | | Vacancies 2020 | 2021 | | | Capacity | Enquiries | Registrations | Registration Boys | Registration Girls | Sat Entrance Exams | Offers Made | Waitlisted | Total Offers Accepted | Accepted Boys | Accepted Girls | Offers Declined | Notice Given July 2021 | | Confirmed Total 2020 | Confirmed Boys 2021 | Confirmed Girls 2021 | Offers Pending | Vacancies | |
|---------------|----------------------------|--------------------|---------------------|--------------------------|---------------------------|-------|----------------|------|---------|-----------------|----------|-----------|---------------|-------------------|--------------------|--------------------|-------------|------------|-----------------------|---------------|----------------|-----------------|------------------------|-------|----------------------|---------------------|----------------------|----------------|-----------|-----|
| | | | | | Boys | Girls | | Boys | Girls | | | | | | | | | | | | | | | | | | | | | |
| 60 | F1 | 51 | 27 | 24 | | | 9 | 7+ | Year 3 | F1 | 60 | 136 | 90 | 46 | 44 | 81 | 63 | | 15 | 4 | 11 | | Boys | Girls | 15 | 4 | 11 | 48 | -3 | |
| 60 | L2 | 58 | 28 | 30 | | 1 | 1 | 3 | 8+ | Year 4 | L2 | 60 | 8 | 9 | 7 | 2 | 8 | 3 | | 1 | 1 | | | | 52 | 28 | 24 | 2 | 6 | |
| 60 | U2 | 61 | 31 | 30 | | 1 | | 0 | 9+ | Year 5 | U2 | 60 | 27 | 13 | 7 | 6 | | | | 0 | | | | | 58 | 28 | 30 | 0 | 2 | |
| 63 | L3 | 63 | 31 | 32 | | | | 0 | 10+ | Year 6 | L3 | 63 | 37 | 15 | 11 | 3 | | | | 0 | | | | | 61 | 31 | 30 | 0 | 2 | |
| 88 | U3 | 88 | 43 | 45 | | | | 0 | 11+ | Year 7 | U3 | 88 | 370 | 190 | 102 | 88 | 172 | 36 | 12 | 1 | | 1 | | | 64 | 31 | 33 | 35 | -11 | |
| 88 | L4 | 84 | 43 | 41 | | | | 4 | 12+ | Year 8 | L4 | 88 | 25 | 11 | 7 | 4 | | | | 0 | | | | | 88 | 43 | 45 | 0 | 0 | |
| 100 | U4 | 100 | 54 | 46 | | | | 1 | 13+ | Year 9 | U4 | 116 | 212 | 148 | 104 | 44 | 133 | 33 | 8 | 10 | 9 | 1 | 3 | | 94 | 52 | 42 | 20 | 2 | |
| 110 | L5 | 101 | 54 | 47 | | 1 | | 0 | 14+ | Year 10 | L5 | 110 | 47 | 37 | 17 | 20 | 32 | 9 | | 3 | 2 | 1 | | | 103 | 56 | 47 | 6 | 1 | |
| 100 | U5 | 99 | 57 | 42 | | | | 0 | 15+ | Year 11 | U5 | 100 | n/a | n/a | n/a | n/a | | | | 0 | | | | | 101 | 54 | 47 | 0 | -1 | |
| 125 | L6 | 98 | 60 | 38 | | | | 0 | 16+ | Year 12 | L6 | 125 | 162 | 138 | 52 | 86 | 125 | 40 | 33 | 7 | 1 | 6 | 3 | | 106 | 58 | 48 | 30 | -11 | |
| 125 | U6 | 98 | 48 | 50 | | | | 0 | 17+ | Year 13 | U6 | 125 | n/a | n/a | n/a | n/a | | | | | | | | | 98 | 60 | 38 | | n/a | |
| 979 | | 901 | 476 | 425 | | 3 | 5 | | U6 LVrs | Yr 13 LVrs 2020 | | | n/a | n/a | n/a | | | | | | | | 48 | 50 | n/a | n/a | n/a | | n/a | |
| | | | | | | | | | Total | | | 995 | 1024 | 650 | 353 | 297 | 551 | 184 | | 37 | 17 | 20 | 6 | 48 | 50 | 840 | 445 | 395 | 141 | -13 |

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APPENDIX 2

| Name of Trip | Depart Date | Return Date | Subject | Year Group | Number of Pupils Going | Notes |
|---------------------------------|----------------------|------------------|--------------------|------------|------------------------|---|
| January | | | | | | |
| February | | | | | | |
| Art Trip to Paris | 12 February 2021 | 15 February 2021 | Art | L6 - U6 | 9 to 12 | cancelled due to COVID - no costs incurred |
| March | | | | | | |
| U2 Gunnersbury Museum | 23, 24 & 25 March 21 | | year 5 | U2 | 61 over 3 days | |
| City Day | 25 March 2021 | | Year 8 and 13 | L4 & U6 | 183 | cancelled due to COVID - no costs incurred |
| April | | | | | | |
| America History / Politics Trip | 04 April 2021 | 10 April 2021 | History / Politics | L6 - U6 | 30 | cancelled due to COVID - refunds need to be applied |
| May | | | | | | |
| U2 Bough Beech Trip | 05 May 2020 | | Year 5 | U2 | 40 | |
| U2 Bough Beech Trip | 06 May 2020 | | Year 5 | U2 | 40 | |
| June | | | | | | |
| July | | | | | | |
| Borneo Expedition | Jul-21 | Jul-21 | Challenge | L5 - L6 | approx 20 | |
| August | | | | | | |
| Edinburgh Festival | 07 August 2021 | 14 August 2021 | Drama | U4 - L6 | approx. 30 | |

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Agenda Item 8

| | |
|--|------------------------|
| Committee(s) | Dated: |
| Board of Governors of the City of London Freeman's School | 4 February 2021 |
| Subject: Report from Head of Junior School | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | 1(d); 3(c); 9(a) |
| Does this proposal require extra revenue and/or capital spending? | N |
| If so, how much? | £ |
| What is the source of Funding? | N/A |
| Has this Funding Source been agreed with the Chamberlain's Department? | N/A |
| Report of: Roland Martin, Headmaster | For Information |
| Report author: Matt Robinson, Head of Junior School | |

Summary

This report details what has happened in the Junior School at Freeman's since the last Governors' report of November 2020. It lists staff news, pupil activity and achievement.

Main Report

School Roll

1. The current Junior School roll is 405. Three children left the Junior School in December, but three joiners mean that the roll has not changed. We continue to receive regular enquiries as to whether there are places to join within the academic year.
2. We moved the Year 3 and Year 4 Entrance testing day to Saturday 12th December 2020 (the day after term ended) from its usual early January date, concerned that the Christmas holiday impact on the pandemic might affect our chances of inviting over 100 children onto the site. Four were unable to join us (for different reasons) and were seen on 16th January 2021 (virtually) but the main day was a great success. It meant we could let parents and children know before Christmas. It has been very well received.

Academic

3. The final weeks of last term were very busy, not least preparing the Key Stage 2 children (as well as the Upper 3s and Lower 4s) to learn remotely. Revision lessons on Freelearning and Teams were held, which have proved to be most prescient.

4. The Upper 3 iPad trial continues to be successful in that the children and teachers' use of the device has developed. It is used more creatively, utilising different applications in different subjects, but it is also less of a novelty and so is used more sparingly and appropriately.
5. Throughout last term and this, children have received a series of assemblies on the themes of tolerance, diversity, anti-bullying, Black Lives Matter and democracy. They were taught the Beatitudes and some time has been spent on the American election, and its ramifications. I am proud of the way the Junior community has embraced the importance of inclusion, democracy and kindness.

Charity

6. Governors will know that the School's overall 20/20 Vision total climbed to £20,597, helped in no little part by a Christmas jumper day on 10th December 2020 which raised £1,816. The Junior School will be going through the democratic process of choosing the Junior charity for the next two terms over the final weeks of January.
7. The FSA and the Junior School continue to work closely together. An assembly was held in which prizes were raffled to those children that had sold tickets for the FSA raffle. On 11th Monday 2021, I joined a virtual FSA meeting in which the Committee was discussing the year ahead; I was hugely impressed by the number of dedicated parents, and their ambitions.

Arts

8. The foyer had a Christmas makeover for Christmas, with lights, banners, a tree and long paper chains. I hope that Governors will have seen some of the photos on the Junior Twitter feed.
9. The abridged version of *Julius Caesar*, which replaced the traditional live performance in the Leatherhead Theatre, was shared in late November 2020. I hope the Governors saw the Lower 4 children grappling with one of Shakespeare's trickiest texts. I am confident that you will have considered some of the performances most impressive. Two children received Drama colours for their dedication to the rehearsals, support of others and personal performances.
10. Various Junior children contributed to end of term recorded concerts, showcasing some of the fantastic musicianship in the youngest section of the School.
11. One L4 pupil has been awarded a Trinity Grade 6 Distinction (87/100) in cello for the recorded, Digital Upload Music Exams.

Conclusion

12. During the School day, the Junior School is a quiet place presently, with only 50 (or so) Keyworker children on site, and a handful of teachers looking after them, or teaching remotely from their classrooms. We look forward to a return to the vibrancy and noise to which we are all so accustomed. Be in no doubt, however, that we all maintain our high ambitions for the children, despite Covid's best efforts.

Matt Robinson

Head of the Junior School at Freeman's

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| | |
|--|---------------------|
| Committee | Dated: |
| Board of Governors of the City of London Freeman's School | 4 February 2021 |
| Subject: Deputy Head's Report on Policies | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | 1d, 3d |
| Does this proposal require extra revenue and/or capital spending? | No |
| If so, how much? | n/a |
| What is the source of Funding? | n/a |
| Has this Funding Source been agreed with the Chamberlain's Department? | n/a |
| Report of: Roland Martin, Headmaster | For Decision |
| Report author: Stuart Bachelor, Deputy Head | |

Summary

This report is for Governor engagement and decision.

- a) Background
- b) Recommendation

Recommendation(s)

Members are asked to:

- Scrutinise the policies in this report;
- Ask questions of the Deputy Head and Headmaster surrounding these policies;
- Approve the policies presented.

Main Report

a) Background

1. Members will understand that they are responsible for the School's policies and that oversight of them is an important part of their duties.
2. Policies in need of oversight at this meeting are:

Appendix 1: Right to Study Checks;
Appendix 2: Admissions Policy;
Appendix 3: Code of Conduct and School Rules.

3. The Right to Study Checks Policy has undergone substantial review since it was last approved by Governors and is therefore presented afresh without track changes. The reason for this is the ending of free movement from the European Economic Area as a consequence of the UK's departure from the EU.
4. Immigration for the purposes of education being both an important and legally complex area, Veale Wasborough Vizards LLP have been employed to draft this Policy on our behalf. Visual indicators of their close involvement are retained in the Policy at the author's explicit request.
5. The Policy was submitted for discussion at January's Academic and Personnel Committee meeting but, as a statutory policy, requires subsequent approval by the Full Board.
6. Amendments to the Admissions Policy are minor, although Governors may wish to note the withdrawal of Common Entrance as a condition of entry at 13+.
7. The Code of Conduct for pupils has been amended chiefly to capture some misdemeanours which have come to our attention since the last review, such as: some pupils not being entirely candid when interviewed as witnesses following serious incidents; IT-related offences; unkind or bullying behaviour targeting protected characteristics.

b) Recommendation

FOR DECISION

8. It is recommended that Governors approve the policies included as appendices to this Report.

Appendices

- *Appendix 1: Right to Study Checks Policy*
- *Appendix 2: Admissions Policy*
- *Appendix 3: Code of Conduct and School Rules*

Stuart Bachelor
Deputy Head

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Policy on Conducting Right to Study Checks

Verifying Pupils' Immigration Status

City of London Freeman's School

| | |
|--|---|
| Issue number | 2.1 |
| Name and appointment of owner / author | Jason Harrison-Miles, Director of External Relations |
| Review Body | SLT, Academic & Personnel Committee and Full Board of Governors |
| Last updated | 17 th November 2020 |
| Reason for update | Annual review |
| Last reviewed by SLT | November 2020 |
| Last reviewed by Governors | 21 st January, 2021 (A&PC) |
| Next SLT review due | November 2023 |
| Next Governor review due | February 2021 |
| Where available | Freemen's Staff SharePoint site, Parent Handbook |

Please note that this policy describes the position of European Economic Area (EEA) and Swiss nationals after free movement ends at 11 pm on 31 December 2020. Until 30 June 2021, EEA and Swiss nationals will still be able to travel to the UK and prove their status simply using their passports and national identity cards, so checks on EEA and Swiss nationals as described in this policy do not need to be conducted until 1 July 2021.

1 Introduction

1.1 City of London Freeman's School (**School**) is a licensed Child Student and Student visa sponsor enabling the School to sponsor pupils who are not British or Irish nationals and who wish to study at the School for courses of more than six months' duration.

1.2 One of the guiding principles of the sponsorship regime is that holding a sponsor licence is a privilege and not a right. In order to maintain and retain the privilege of holding a sponsor licence (and to benefit from the migration which it enables) the Home Office and UK Visas and Immigration (**UKVI**) requires sponsors to play their part in helping to control immigration by fulfilling certain duties.

1.3 UKVI's guidance to sponsors outlines the general duties with which sponsors must comply, one being that a sponsor has a duty to:

"comply with all aspects of the Immigration Rules and sponsor guidance, and support immigration control, including by taking steps to ensure that every student at their institution who is subject to immigration control has permission to study in the UK throughout the whole period of their study."

1.4 Guidance also lists examples of serious breaches of sponsorship duties which could result in compliance action being taken against a sponsor, which ultimately could include licence revocation. That list includes the following:

"Operating in a manner that poses a threat to immigration control, such as failing to take steps to ensure that students who are subject to immigration control have leave to remain in the UK."

1.5 For these reasons it is extremely important that the School takes steps to:

1.5.1 identify all prospective and current international pupils; and

1.5.2 check that they have the right to be in the UK and to study throughout the period they are studying with us.

1.6 In 2014 the Home Office wrote to the Independent Schools Council setting out the steps independent schools are expected to take to meet their responsibilities as sponsors in relation to the above duty. This policy takes those steps into account.

2 Pre-admission checks: ALL PUPILS

2.1 We have in place processes to identify those pupils who will be subject to immigration control, whether their Student Visas are sponsored by us or have limited leave to remain under a different immigration category.

2.2 Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status in the School's registration form.

- 2.3 The School specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport and Biometric Residence Permit (**BRP**)¹) in relation to:
- 2.3.1 nationality;
 - 2.3.2 whether they require Child Student or Student visa sponsorship by us if they are not a British or Irish citizen; and
 - 2.3.3 if not, the basis on which they are entitled to study in the UK, e.g. they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.
- 2.4 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the pupil or parent indicates that they might be subject to immigration control (for example, if overseas correspondence addresses are provided).
- 2.5 Where an overseas pupil has entered, or is to enter, the UK under an immigration category that does not require the School's sponsorship (for example, as a Tier 2 dependant), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and BRP² or a "share code" so that we can access the child's digital immigration status. The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.

3 Enrolment checks: BRITISH / IRISH PUPILS ONLY

- 3.1 Although there is no requirement for schools to inspect or take copies of evidence of nationality for British and Irish pupils we reserve the right to do so if there are obvious discrepancies disclosed as part of the admissions or enrolment process. This will be the case where a home address outside the UK or Ireland is provided.
- 3.2 In cases where we do conduct further checks on enrolment, staff use the right to study checklist (at Appendix 2) to carry out these checks. A copy of the completed checklist is then appended to the pupil's file.

4 Enrolment checks: NON-BRITISH / IRISH PUPILS ONLY

- 4.1 In addition to pre-admission checks described above, the Schools carries out additional checks on enrolment of pupils who are not British or Irish citizens and who the School is not sponsoring under the Child Student or Student immigration category.
- 4.2 We inspect the pupil's original current passport and BRP (or their digital immigration status accessed via <https://www.gov.uk/check-immigration-status> using a share code provided to us by the pupil) to confirm the information given by the pupil at the pre-admission stage.
- 4.3 Copies are taken of the pupil's original documents showing all personal identity details and their immigration permission entitling them to study at the School.

¹ Pupils who do not have a BRP at the time of application will still be required to show their BRP to staff at enrolment so it can be checked and a copy taken.

² Pupils whose parents do not have their BRP at registration will be required to provide a photocopy of it at enrolment.

- 4.4 In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card. Staff use the right to study checklist (at Appendix 2) and BRP checking guide (at Appendix 3) to carry out these checks. A copy of the completed checklist is then appended to the pupil's file.
- 4.5 If a pupil has not been granted leave which covers the entire duration of the time they will be at the School, we make a record of the date of expiry of the pupil's leave in a centralised diary that key members of the Admissions Team and our Compliance Management supplier Newland Chase will have access to. We will contact you before leave expires to confirm details.

5 **Enrolment checks: CHILD STUDENT AND STUDENT VISA SPONSORED PUPILS ONLY**

- 5.1 We are obliged to carry out certain mandatory checks and retain records in relation to each overseas pupil whose visa application we have sponsored. Like many other schools, we have made the decision to outsource this monitoring to specialist experts who have trusted relationships with the relevant authorities and are able to keep up-to-date with the ever changing legislation and compliance requirements. We will therefore charge a compliance management fee of £350 to be added to your first term's invoice when your first arrive at the school or if you are already a student at the school and move onto study a new programme e.g. from GCSEs to A Levels.
- 5.2 We inspect each sponsored pupil's original current passport and BRP to check that the pupil is entitled to study at our School in the UK.
- 5.3 Copies are taken of pupils' original current passports or immigration status document showing all personal identity details including biometric details, leave stamps and entitlement to study at the School.
- 5.4 In the absence of an immigration stamp in the pupil's passport relating to their entry to the UK, we require pupils to provide their travel ticket to the UK or boarding card. Staff use the right to study checklist (at Appendix 2) and BRP checking guide (at Appendix 3) to carry out these checks. A copy of the completed checklist is then appended to each sponsored pupil's file.
- 5.5 The Home Office requires sponsors to maintain a history of each sponsored pupil's contact details whilst they are in the UK. This includes details of their residential address in the UK, a telephone number and mobile telephone number. The School therefore maintains a spreadsheet of contact details for pupils sponsored under the Child Student or Student category and requires parents of pupils to update the School when there is any change to these details. We do not overwrite previously submitted information, in order to ensure a record of the history of contact details.
- 5.6 The School is required to keep a record of each sponsored pupil's absence and attendance at the School. This requirement is met by the School marking the pupil's attendance / absence at daily registrations, in line with prevailing pupil registration regulations.
- 5.7 The School is required to keep a copy of the letter submitted by each sponsored pupil's parents or legal guardians confirming their consent to the pupil's visa application and arrangements for travel to, and reception and care whilst in, the UK. The School also requires a copy of evidence demonstrating the relationship between the sponsored pupil and his / her parents / legal guardian. The School retains these documents on the pupil's file.

6 Periodic checks on existing pupils

- 6.1 The overriding principle is that schools are required to take steps to prevent a situation arising where they continue to teach pupils who do not have valid leave to be in the UK. We do this by carrying out the checks listed above before pupils commence their studies.
- 6.2 UKVI expect schools to know the immigration status of all pupils. We meet this requirement by maintaining a record of nationality of each pupil which also contains details of the immigration status of all pupils who are not British or Irish citizens.
- 6.3 In addition, the School ensures that our information and records are current and that parents and pupils understand the importance of such by means of the following:

| Action | When / how often |
|--|---|
| Periodically reviewing pupil files of currently enrolled pupils to ensure that we hold information about their current immigration status | Annually |
| Requesting proof of immigration status if this information is found to be missing following review | As required |
| Parents are advised that they must inform the School if their child does not have the right to live and study in the UK or if their immigration status changes | When returning the School's registration form and in signing the School's Acceptance Form |
| Ensuring that parents and pupils are aware that the School may share information with UKVI | In the School's Terms and Conditions and in relevant correspondence with parents |
| Ensuring that the School may terminate the education of a pupil who has no legal right to be in the UK | In the School's Terms and Conditions |

7 Timing of checks

- 7.1 Right to study checks are conducted and documents copied at enrolment before the pupil commences their course of study at the School.
- 7.2 If a pupil produces a document which demonstrates that their permission (also known as "leave") to be in the UK is time limited, then their right to study will also be time limited. In these circumstances, we record details of when the pupil's leave is due to expire and make enquiries as to what the pupil intends to do to ensure they maintain their right to study. Pupil files are monitored to ensure that their right to study is maintained.

8 Checking documents

- 8.1 Appendix 1 provides a quick reference guide to help identify:
- 8.1.1 whether pupils have a right to study; and
 - 8.1.2 documentation we may ask to inspect and copy at enrolment.

- 8.2 In relation to pupils who are not British or Irish citizens, it is the School's policy to check the original document(s) which are set out in Appendix 1 on enrolment to confirm that the pupil has the right to study in the UK. These documents are checked in the presence of the prospective pupil.
- 8.3 The documents listed in Appendix 1 represent best practice but there may be occasions when parents of prospective pupils may insist that the pupil has a right to study in the UK but is unable to produce any of the documents specified. Such cases are to be treated sensitively and carefully and a child could be admitted for studies if the School can be satisfied that the parent and prospective pupil have a right of residence in the UK. Such an exercise can only be conducted by our Director of External Relations who will liaise with our external advisers on pupil immigration issues.
- 8.4 We check that the documents are genuine, have not been tampered with and relate to the pupil who has given them to us. We also check, so far as possible, that the document appears consistent with other information that we hold about the pupil.
- 8.5 We complete the form set out at Appendix 2 to assist in collecting the required information at enrolment. The checklist is stored on the pupil file.
- 8.6 Appendix 3 is to be used to assist in carrying out checks of BRPs.
- 8.7 Appendix 4 is to be used to assist in checking digital immigration status.

9 Pupils identified without the right to be in the UK

- 9.1 Where the School suspects that a pupil does not have valid leave, we take the action described in the following paragraphs.
- 9.2 We will contact the pupil's parent(s), legal guardian, educational guardian and / or agent who recruited the pupil, to clarify the position.
- 9.3 If it transpires that the pupil does not have valid leave, we will notify UKVI via EducatorsHelpdesk@homeoffice.gov.uk of the situation and work collaboratively with them to try to regularise the pupil's immigration status.
- 9.4 If it is not possible to regularise the pupil's immigration status within a reasonable time frame, we will consider exercising our rights under the parent contract to terminate the contract. In so doing, we will consider the best interests of the pupil, where they are under the age of 18. For example, where the pupil is part way through the school year it may be appropriate to postpone this action until the end of the school year. We will take such decisions in collaboration with UKVI, in order not to prejudice the School's sponsor licence or the rights of other sponsored pupils.

Appendix 1 Quick guide: right to study by nationality and immigration category

| Nationality | | |
|---|--|---|
| | Right to study in the UK / restrictions on study in the UK | Evidence of right to study |
| British citizen <i>or</i> Irish citizen | No restrictions | <ul style="list-style-type: none"> • British passport (valid or expired) showing British citizenship • Irish passport (valid or expired) showing Irish citizenship • If the child was born or adopted in the UK or Ireland, their full birth / adoption certificate which includes the name(s) of at least one of their parents, together with documentation which confirms one of their parents was a British / Irish citizen at the date they were born / adopted • If the child was born or adopted outside the UK or Ireland, their full birth / adoption certificate which includes the name(s) of at least one of their parents, together with documentation which confirms one of their parents was a British / Irish citizen at the date they were born / adopted • A certificate of registration as a British / Irish citizen, naming the child |
| A non-British / Irish citizen who has the right of abode | No restrictions | <ul style="list-style-type: none"> • A current passport endorsed with a certificate of entitlement to the right of abode in the UK |
| A non-British / Irish citizen who has been granted indefinite leave to enter or remain (AKA "settlement") | No restrictions | <ul style="list-style-type: none"> • A passport endorsed to show that the child is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK • A current BRP confirming that the child is allowed to stay indefinitely in the UK, holds permanent residence or has no time limit on their stay in the UK • Proof of the pupil's digital immigration status obtained by following the process set out in Appendix 4 |

| | | |
|-------------------------------|--|-----------|
| A non-British / Irish citizen | This will depend on the immigration status the pupil holds (see below) | See below |
|-------------------------------|--|-----------|

| Immigration category | | |
|--|---|--|
| | Right to study in the UK / restrictions on study in the UK | Evidence of right to study |
| Child Student visa sponsored by the School | Right to study at the School on the course for which the Confirmation of Acceptance of Studies (CAS) was issued | <p>New pupil</p> <p>Valid BRP with the School's sponsor licence number on it, issued for the duration of the course the pupil will be / is currently studying, together with a valid passport</p> <p>Note: A 30 day vignette endorsed in the pupil's passport is not proof of the right to study for the full duration of the course. If a sponsored pupil does not have a BRP (because there has been a delay in it being issued) then they can commence their studies at the School but follow up checks must be conducted before the 30 day vignette expires by when the pupil should have been issued their BRP</p> <p><i>Or, for pupils granted digital immigration status:</i></p> <p>Proof of the pupil's digital immigration status obtained by following the process set out in Appendix 4</p> <p>Current pupil</p> <p>As above, although if the pupil joined the School before the implementation of BRP system (pre-2015) a valid passport with a vignette showing their permission to be in the UK for the duration of the pupil's study at the School</p> |
| Student visa sponsored by the School | Right to study at the School on the course for which the CAS was issued | <p>New pupil</p> <p>Valid BRP with the School's sponsor licence number on it, issued for the duration of the course the pupil will be / is currently studying, together with a valid passport</p> |

| | | |
|---|---|---|
| | | <p>Note: A 30 day vignette endorsed in the pupil's passport is not proof of the right to study for the full duration of the course. If a sponsored pupil does not have a BRP (because there has been a delay in it being issued) then they can commence their studies at the School but follow up checks must be conducted before the 30 day vignette expires by when the pupil should have been issued their BRP</p> <p><i>Or, for pupils granted digital immigration status:</i></p> <p>Proof of the pupil's digital immigration status obtained by following the process set out in Appendix 4</p> <p>Current pupil</p> <p>As above, although if the pupil joined the School before the implementation of BRPs (pre-2015) a valid passport with a vignette showing their permission to be in the UK for the duration of the pupil's study at the School</p> |
| Non-British / Irish citizen who has limited leave to remain other than as a visitor | Right to study in the UK until the expiry date on the BRP granted to the child | <p>Valid BRP confirming that the child has limited leave to remain in any category other than visitor</p> <p><i>Or, for pupils granted digital immigration status:</i></p> <p>Proof of the pupil's digital immigration status obtained by following the process set out in Appendix 4</p> <p>Where the child's BRP or digital status indicates that they are a dependant, we also need to see:</p> <ul style="list-style-type: none"> • a copy of the relevant parents' passport or BRP confirming their right to be in the UK; or • proof of the relevant parents' digital immigration status |
| Non-British / Irish citizen who is in the UK under the visitor category | <p>Right to study in the UK for until whichever of the following occurs first:</p> <ul style="list-style-type: none"> • six months; or | <p>The pupil's current, valid passport, together with:</p> <ul style="list-style-type: none"> • a visit visa endorsed in that passport and stamped to confirm date of most recent entry as a visitor; or |

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| | <ul style="list-style-type: none"> • the expiry of the child's visit visa; or • six months from the date the child last entered the UK | <ul style="list-style-type: none"> • for foreign nationals holding a passport which does not feature in Appendix Visitor: Visa National List of the Immigration Rules, and are not permitted to enter the UK via the passport eGates, an endorsement in their passport confirming date of entry to the UK as a visitor; or • for foreign nationals permitted to enter the UK via passport eGates, proof of the date of their most recent arrival in the UK as a visitor, such as an airline ticket or boarding pass |
| Non-British / Irish citizen without valid leave to remain in the UK | No right to study | |

Appendix 2 Right to study checklist

| | |
|-----------------------------------|---|
| Name of pupil: | |
| Nationality: | |
| Immigration category: | <input type="checkbox"/> British or Irish citizen <input type="checkbox"/> Child Student visa sponsored non-British / Irish citizen <input type="checkbox"/> Student visa sponsored non-British / Irish citizen <input type="checkbox"/> Other category e.g. a dependant of someone with limited leave to remain in the UK (please give details)..... |
| Date of leave expiry | |
| Type of check: | <input type="checkbox"/> Initial check at enrolment <input type="checkbox"/> Follow up check |
| Need for follow up check? | <input type="checkbox"/> Yes <input type="checkbox"/> No When: |
| <i>Date of this check:</i> | |
| <i>Check conducted by:</i> | |

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| Step 1: Inspect | |
| <i>You must inspect the following original documents for the following category of migrant:</i> | |
| British citizen / Irish citizen / right of abode³ | |
| <input type="checkbox"/> | A passport (valid or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or Irish citizen or a citizen of the UK and colonies having the right of abode in the UK. No further checks required. |
| <input type="checkbox"/> | If the child was born in the UK or Ireland, their full birth certificate which includes the name(s) of at least one of their parents or adoptive parents, together with documentation which confirms one of their parents was a British / Irish citizen or had settled status in the UK at the date they were born. No further checks required. |
| <input type="checkbox"/> | If the child was born outside the UK, their full birth certificate which includes the name(s) of at least one of their parents or adoptive parents, together with documentation which confirms one of their parents was a British citizen at the date they were born. No further checks required. |
| <input type="checkbox"/> | A certificate of registration as a British or Irish citizen, naming the child. No further checks required. |

³ See paragraph 3 of the policy for the circumstances in which staff may carry out checks on pupils who have declared British citizenship on admission or enrolment.

| | |
|---|--|
| <input type="checkbox"/> | A current passport endorsed with a certificate of entitlement to the right of abode in the UK. No further checks required. |
| Child Student visa holder | |
| <input type="checkbox"/> | A valid passport and BRP issued by the Home Office to the holder indicating that the pupil named is sponsored by our School and is allowed to stay in the UK for the duration of the pupil's course. |
| <input type="checkbox"/> | Proof of immigration status obtained through the "check someone's immigration status" page on gov.uk and accessed using a share code provided by the pupil. The online check must indicate that the pupil named is sponsored by our School and is allowed to stay in the UK for the duration of their course. |
| <input type="checkbox"/> | <i>(In addition)</i> Copy of the parental consent letter and birth certificate / court document held on file. |
| Student visa holder | |
| <input type="checkbox"/> | A valid passport and BRP issued by the Home Office to the holder indicating that the pupil named is sponsored by our School and is allowed to stay in the UK for the duration of the pupil's course. |
| <input type="checkbox"/> | Proof of immigration status obtained through the check someone's immigration status page on gov.uk and accessed using a share code provided by the pupil. The online check must indicate that the pupil named is sponsored by our School and is allowed to stay in the UK for the duration of their course. |
| <input type="checkbox"/> | <i>(In addition if the pupil is under the age of 18)</i> Copy of the parental consent letter and birth certificate / court document held on file. |
| Other non-British or Irish citizen | |
| <input type="checkbox"/> | A valid BRP issued by the Home Office, endorsed to confirm that the child is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK. No further checks required. |
| <input type="checkbox"/> | A current passport endorsed to show that the child is allowed to stay in the UK in any category other than as a visitor. Check again if the document will expire before the end of the pupil's studies. Where the endorsement indicates that the child is a dependant, this should also be accompanied by a copy of the relevant parents' passport or BRP confirming their right to be in the UK. |
| <input type="checkbox"/> | A current BRP issued by the Home Office to the holder which indicates that the child can currently stay in the UK in any category other than as a visitor. Check again if the document will expire before the end of the pupil's studies. Where the BRP indicates that the child is a dependant, this should also be accompanied by a copy of the relevant parents' passport or BRP confirming their right to be in the UK. |
| <input type="checkbox"/> | A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, |

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| | <p>in any category other than as a visitor. Check again if the document will expire before the end of the pupil's studies.</p> <p>Where the endorsement indicates that the child is a dependant, this should also be accompanied by a copy of the relevant parents' passport or BRP confirming their right to be in the UK.</p> |
| <input type="checkbox"/> | <p>Proof of immigration status obtained through the check someone's immigration status page on gov.uk and accessed using a share code provided by the pupil. The online check must indicate that the pupil named is allowed to stay in the UK in any category other than as a visitor.</p> |
| <input type="checkbox"/> | <p>A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer of one of the child's parents, which indicates that the parent may stay in the UK and is permitted to work. Check again within six months of the date of the Notice.</p> <p>We also need to see proof of relationship between the child and the named parent and that the child has an outstanding application or appeal outstanding with the Home Office.</p> |

| | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Step 2: Check | | | |
| You must check that the original documents are genuine, that the person presenting them is the prospective pupil or pupil and the rightful holder. | | | |
| Are photographs consistent across documents and with the person's appearance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are dates of birth consistent across documents and with the person's appearance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (<i>if applicable</i>)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are you satisfied the document is genuine, has not been tampered with and belongs to the holder? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (<i>Supporting documents should also be photocopied and a copy retained.</i>) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

| | |
|--|---|
| Step 3: Copy | |
| You must make a clear copy of each original document in a format which cannot later be altered, and retain the copy securely: electronically or in hard copy. You must copy and retain: | |
| <input type="checkbox"/> | Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information |

| | |
|--------------------------|---|
| | indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question. |
| <input type="checkbox"/> | Proof of digital immigration status: a copy of the pupil's "profile" page (the page that includes the pupil's photo and date on which the check was conducted) either printed as a hard copy or saved as a pdf or html file. |
| <input type="checkbox"/> | All other documents: the document in full (Note: both sides of a Biometric Residence Permit). |

| | |
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| Deadline for conducting follow up check (if required): | |
|---|--|

Appendix 3 How to check the validity of a BRP



1. Is the image an image of the pupil in front of you?
2. Does the name match the name of the person registered with the school?
3. Does the "Valid until" date cover the duration of the time the pupil will be at the school?
This will be five or ten years if the holder has been given permission to settle in the UK (known as indefinite leave to remain).
4. Does this say UK?
5. Does the immigration category match what you know about the pupil's circumstances?
If the pupil is a dependant of a person under a different category it should say that the pupil is a dependant.
6. These are the immigration entitlements for the length of the holder's stay, and may continue on the back of the permit.
A child who is 16 or over is permitted to work. You can also work, if you're 16 or over: part-time during term for up to ten hours per week; full-time during ...

Appendix 4 Checking digital immigration status

In certain circumstances a foreign national's immigration status will not be endorsed on a physical document but instead they will have a digital status that needs to be accessed online via an online portal. Pre-settled status and settled status granted to EEA and Swiss nationals under the EU Settlement Scheme is evidenced in this way, as is immigration permission granted to EEA and Swiss nationals from 1 January 2021, provided those individuals hold biometric, "chipped" passports.

Checking digital immigration status is a three-step process:

Step 1: Use the Home Office online right to work checking service

When a pupil wishes to share their immigration status with you using the Home Office online immigration checking service, they should provide you with the share code generated by the service. They may provide this to you directly, or they may choose to send this to you via the service, in which case you will receive an email from Status service status.service@notifications.service.gov.uk.

To view the pupil's immigration status, you will need to type in the share code and the pupil's date of birth.

You must use the Home Office online right to work checking service to conduct an online check. You must do this by accessing the check someone's immigration status page on gov.uk. It is not sufficient to simply view the details provided to the pupil on the migrant part of the service.

Check someone's immigration status

Use this service to check someone's immigration status if you have their 'share code'.

The share code will have been emailed to you or given to you by the person whose status you're checking. It expires after 30 days. You will also need the person's date of birth.

The service will show if they have the right to:

- live in the UK
- access services like the NHS
- apply for benefits
- apply for a bank account, loan or credit card in the UK

Use a different service to [check someone's right to work](#).

Start now >

Step 2 Check

Check that the photograph on the online immigration status check is of the pupil presenting themselves to you (i.e. the information provided by the check relates to the pupil and they are not an imposter).

You must only allow the pupil to commence studies at the School, or continue in their studies if you are conducting a follow-up check, if the online check confirms they have the right to live in the UK and are not subject to a condition preventing them from studying in the UK.

Step 3 Retain evidence of the online check

You must retain evidence of the online immigration status check. For online checks, this should be the profile page confirming the pupil's immigration status. This is the page that includes the

pupil's photo and date on which the check was conducted. You will have the option of printing the profile (the response provided by the Home Office online immigration status checking service), or saving it as a pdf or html file.

You should store this securely, (electronically or in hard copy) for the duration of the pupil's studies with the School.

Appendix 5 Model covering letter to send to existing parents, together with permission to study in the UK form

Dear Mr and Mrs [• name]

In common with all independent schools which welcome pupils from overseas, [• name of School] School is obliged to comply with rules and guidance issued by the Home Office. I am writing to ask for your assistance with this responsibility.

The School has to take steps to ensure that every pupil has permission to study in the UK throughout the whole period of their study. Most of our pupils will have this permission by virtue of having the right of abode in the UK, which all British citizens have automatically.

Other pupils may have permission to study by virtue of other status - for example, if your child is an Irish citizen or you are working in the UK on a Skilled Worker visa and your child has been granted a visa as your dependant, your child will be permitted to study in the UK.

The School needs to carry out its own checks and therefore I would be grateful if you could complete the form attached and return it to me by no later than [• 00 month year].

All information will be used and processed subject to the School's usual data protection policies.

Thank you for your assistance.

Yours sincerely

[• Name and position]

Permission to study in the UK

All parents to complete the following section

| | |
|--------------------------|---|
| Pupil name | |
| Pupil nationality | <input type="checkbox"/> British citizen <input type="checkbox"/> Irish citizen <input type="checkbox"/> Other: please indicate |

If you have ticked British or Irish citizen please sign and date this form and return it to [• name] by no later than [• 00 month year]. You do not need to complete any of the other parts of this form or send us any further documentation.

If you have ticked "Other", please complete the remainder of this form.

| | |
|--|--|
| Please indicate the basis on which your son / daughter has permission to study in the UK | <input type="checkbox"/> Dependant of a migrant holding limited permission (or leave) to stay in the UK (please indicate below the category) <input type="checkbox"/> Right of abode <input type="checkbox"/> Settled in the UK / indefinite leave to remain <input type="checkbox"/> Other: please indicate |
| Please indicate the period of validity of your son / daughter's permission to study in the UK | <input type="checkbox"/> From to <input type="checkbox"/> Indefinite / not time-limited |

When returning this form, please attach a photocopy of the following documents:

- your son's / daughter's passport
- the relevant immigration permission for your son / daughter.

If your son / daughter has permission to study in the UK as the dependant of a parent who has limited leave to enter or remain in the UK, please also attach a photocopy of the following documents:

- that parent's passport
- that parent's Biometric Residence Permit.

Please note that we reserve the right:

- to request further information and sight of documentation in support of your declarations in this form
- to share information with UK Visas and Immigration (**UKVI**) and the Home Office for the purposes of compliance with our responsibilities.

Signature

Date

Admissions Policy

for both the Junior School and Senior School

| | |
|--|---|
| Version number | 3.2 |
| Name and appointment of owner / author | Jason Harrison-Miles, Director of External Relations |
| Review Body | SLT and Full Board of Governors |
| Last updated | 18 th January, 2021 |
| Reason for update | Governor review following changes to admissions procedures |
| Last reviewed by SLT | January 2021 |
| Last reviewed by Governors | 7 th February, 2019 |
| Next SLT review due | November 2022 |
| Next Governor review due | February 2020 |
| Where available | Freemen's Staff SharePoint site, School website (unrestricted area) |

Admissions Policy

Authority and circulation

1. This policy has been authorised by the Governing Body of the City of London Freeman's School. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff. This policy is available on a non-restricted area of the School's website and is available to inspect as a hard copy at the Gatehouse and at Junior and Senior School Receptions.

General

2. Finding the right school for your child is not always easy. At Freeman's, we know just how stressful this process can be, so we will guide you through every stage of our Admissions Journey. We believe that you need to see the school to really get to know us best and to this end, we very much hope that you and your child will visit our school. We hold a number of Open Events throughout the year, details of which are published on our website. We are also very happy to welcome prospective parents and their children at other times.

To arrange a visit, please contact the Admissions Team on 0044 (0) 1372 822423 or email admissions@freemens.org

Policy statement

3. **The aim** of this policy is:

To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community, as set out in the School's Mission Statement and Strategic Intent. We are an academically selective school and will only admit a child who has met all the above criteria and the entrance examination requirements. The Headmaster's decision on the admission of children to the school is final.

This Policy should be read in conjunction with our *Right to Study Checks Policy* and *Safeguarding Policy*, especially in respect of Children Missing Education.

4. **Compliance.** City of London Freeman's School is committed to ensuring that the admissions register is maintained in accordance with *Education (Pupil Registration) (England) Regulation 2006*.

5. **Review.** This policy is reviewed annually by Jason Harrison-Miles and any changes discussed by the School's Senior Leadership Team. It is submitted annually to the Board of Governors for discussion, comment and/or approval.
6. **Complaints:** Any complaints regarding an admissions decision of the School may be dealt with using the procedures set out in the School's Complaints Policy, which is also available on the School website and through the Admissions Office.
7. **Equal Treatment:** We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinion, national or social origin, sexual orientation, gender identity, property, birth or other status.
8. **Disability and Special Educational Needs:**

The School does not treat disabled pupils less favourably. It takes reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs Code of Practice* (2014) in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

It is important that parents take responsibility for making the School aware of any known disability, Special Educational Need or Educational Psychologist's Report which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or Special Educational Needs should provide the School with full written details at registration.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

It is important for the School to be provided with any Educational Psychologist's Report(s) that have been written in order that a full assessment of support structures needed for an individual child are considered.

If a Special Educational Need or a disability is only declared after registration or admission despite the parents being aware of it before then, the School is unable to guarantee that the necessary support can be given.

9. **Sibling Policy:** Many siblings join us at City of London Freeman's School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.
10. **Immigration:** We have in place processes to identify those pupils who will be subject to immigration control, whether they are sponsored by us under a Child Student Visa (formerly known as Tier 4) or have limited leave to remain under a different immigration category.
- 10.1. Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status in the School's registration form.
- 10.2. The School specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport and Biometric Residence Permit (BRP)¹) in relation to:
- (a) nationality;
 - (b) whether they require sponsorship by us under a Child Student Visa (formerly known as Tier 4) if they are a non EEA / non Swiss national; and
 - (c) if not, the basis on which they are entitled to study in the UK, e.g. they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.
- 10.3 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the pupil or parent indicates that they might be subject to immigration control (for example, if an address is provided from outside of the UK).
- 10.4 Where a pupil has entered, or is to enter, the UK under a category other than Child Student Visa (formerly known as Tier 4) (for example, as a Tier 2 dependant), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and BRP². The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.

¹ Pupils who do not have a BRP at the time of application will still be required to show their BRP to staff at enrolment so it can be checked and a copy taken.

² Pupils whose parents do not have their BRP at registration will be required to provide a photocopy of it at enrolment.

- 10.5 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI.
- 10.6 A Child Student Visa sponsor must also provide details of any third party, in the UK or another country, which has helped us to recruit international students. We will report details of all agents who have successfully introduced students to the school on an annual basis.

Procedures

11. Registration and Acceptance:

- 11.1. Registration: Parents are required to complete a Registration Form and pay a non-refundable registration fee of ~~£2100.00 for UK students or £150.00 for overseas students~~ normally by the 15 October prior to the year of their child's entry. All candidates registered by the published deadline are examined and considered on their merits, irrespective of the date of their registration.
- 11.2. At the end of the admissions cycle, the outcome of the application for candidates is sent to parents. This outcome will be one of the following:
 - An offer of a place;
 - An offer of a reserve place;
 - No offer of a place.
- 11.3. An offer of a place, or otherwise, is made to parents on the dates published. For 11+, this date is agreed by many London independent schools. At 16+, offers are sent on a date which reflects HMC guidelines. The offer of a place at 11+ will confirm whether or not any application for a Scholarship and/or a bursary that has been successfully applied for. The School is not obliged to disclose its reasons for these decisions.
- 11.4. In order to take up the offer of a place, parents must sign an Acceptance Form, complete medical forms, including a declaration of any allergies and food intolerances, and pay a non-refundable deposit as shown on the Fees List. The Acceptance Deposit will be partially set against the first term's fees and the balance of the deposit will be repaid by means of a credit without interest less any sums owing to the School on leaving. Until credited, the Deposit will form part of the general funds of the School. By signing the acceptance form, parents (or guardians) agree to comply with the School's Terms and Conditions and the School's Rules and Regulations, both of which accompany the offer of a place. These may be varied from time to time, and parents will receive updated documents as appropriate. If any parent provides inaccurate, incomplete or untruthful information as part of the registration and admissions process, the School has the right to withdraw the offer of a place at any point up to the time when the candidate joins the School, even after the offer has been accepted. Candidates who have shown potential in the entrance examinations and at

interview may be made an offer of a reserve place. Should a vacancy arise, this may be offered to a candidate who holds an offer of a reserve place³. We will write to all candidates who hold an offer of a reserve place when it is clear to us that all places in the relevant year group are taken, and that an offer of a place will not be made.

- 11.5. Except in special cases, entry to the School is in September only.
- 11.6. From the beginning of the first day on which the school has agreed or been informed that the student will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) [England] Regulations 2006. The inclusion /deletion from the register is done according to the Education (Pupil Registration) [England] Regulations 2006.

12. Admissions procedure:

- 12.1. The aim of our admissions process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 12.2. No specific preparation for the entrance tests is needed. All candidates should start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.
- 12.3. The results of the assessments are not discussed with the parents or made public. We regret, given the large number of applicants, that we are unable to give feedback on assessment results. Decisions may be discussed with your child's current school, although these discussions will remain confidential between the two schools.
- 12.4. **Entry points:** These procedures apply at the four main points of entry:
 - 7+ (Year 3)
 - 11+ (Year 7)
 - 13+ (Year 9)
 - 16+ (Year 12)

A child's age is reckoned as on 1 September of the year of desired entry. These age-limits are not inflexible, and we may offer a place to a child who is slightly over or under age, at the Head's discretion, if it is in the interests of the pupil

³ Please note that the requirement for fees in lieu of notice is unaltered by whether or not a vacancy is filled in this way.

and the School. There is no regular entry at other ages, but occasional vacancies arise, and parents should contact the Admissions Team at the earliest possible opportunity to discuss any application proposed outside the regular points of entry. Children are not usually admitted to Upper 5 (Year 11) or Upper 6 (Year 13).

12.5. **Entrance assessments** are set by the School. These are as follows:

- At 7+ candidates take assessments in English, Mathematics and Non-Verbal Reasoning to be sat in Year 2;
- At 11+ candidates take assessments in English, Mathematics, ~~General Knowledge, a short written paper in English~~ and a Non-Verbal Reasoning paper to be sat in Year 6;
- At 13+ candidates take assessments in English, Mathematics and ~~Non-verbal Reasoning General Knowledge, as well as a short written paper in English~~ to be sat in November of Year 8. Screening tests for 13+ entry are held in November of Year 6 or Year 7; ~~these candidates will be required to gain at least 60% on the Common Entrance Examination.~~
- At 16+ candidates are admitted on the basis of likely performance in GCSE/IGCSE or equivalent examinations; we require a minimum of 55 points across 10 GCSE subjects. We will only accept grade 5 and above in all subjects and pupils must meet the subject specific requirements for their subject choices at A level. A Drama grade will be converted. Students who are not taking eight or more GCSEs will need to take assessments in English, Mathematics, General Knowledge and non-verbal reasoning and the A Level subjects they intend to study. Some subjects have specific course requirements for study at A Level which must be satisfied.

12.6. The results of the assessments are not discussed with the parents or made public.

12.7. **Interviews**

Interviews are a key part of the admissions process.

- At 7+, all children at this age group are asked to come for interview on a weekday soon after the entrance tests. At interview the children will be asked to read aloud from a passage selected by the School, answer questions on this passage, and to converse about their interests, likes and dislikes. The interview

will be approached as a conversation and not simply as a question and answer session.

- At 11+ and 13+, most candidates will be invited for interview based on their results of their assessments and the report from their current school. . Applicants will be invited to a 30 minute individual interview and a series of group-based activities lasting up to one hour.
- At 16+, candidates will be invited in for an interview usually with the Head of Sixth Form or other suitable trained staff..
- Interviews for overseas candidates are usually held with a member of the Senior Leadership Team or other suitably trained staff. These may be over Teams, Facetime, Skype or equivalent if necessary.
- All individual interviews are designed to explore a candidate's intellectual and personal qualities, his or her interests and aptitudes.

12.8. **A confidential report** from the Headteacher of the current school will be requested, which covers the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate)

12.9. We may also consider gender when trying to balance out classes and/or spaces in the Boarding House.

13. Scholarships and Bursaries:

13.1. Academic and Music Scholarships are available at 11+ (Year 7), 13+ (Year 9) and 16+ (the Sixth Form).

13.2. Academic and Music Scholarships are awarded for a combination of excellence and flair. They should not be seen as a financial reward although there is currently a nominal 5% financial reduction on the School Fee. Rather, a Scholarship comes with an invitation to join an enrichment programme. Pupils can apply for a Scholarship at 11+, 13+ and 16+ but would only be awarded a Scholarship at one of these entry points if successful.

13.3. At 11+ , 13+ and 16+ Academic Scholarships are awarded on the basis of the entrance assessments, scholarship examinations and interviews. In all cases, a report is sought from the candidate's current school. Interviews for academic

scholarships take place with the Headmaster and/or the head of the scholarship enrichment programme.

- 13.4. Music Scholarships are awarded on the basis of an audition and interview. Candidates must satisfy the School's normal academic entry requirements.
- 13.5. Pupils will only be awarded one Scholarship in either area though a Music Scholar can be invited to join the academic enrichment programme and an Academic Scholar can join the music enrichment programme.
- 13.6. From 2020 onwards, Academic and Music Scholars will be re-assessed when they reach U5 (Year 11) to assess whether their award will be continued to the Sixth Form.
- 13.7. Candidates who take up 11+ and 13+ Music Scholarships from September 2020 onwards will be expected to study GCSE Music as a condition of retaining the Award.
- 13.8. Candidates who take up 16+ Music Scholarships from September 2020 onwards will be expected to study A Level Music as a condition of the Award.
- 13.9. The Bhargava Award is a 'Women in STEM' initiative, which is only open to female pupils applying for entry into the Sixth Form to study Mathematics with a view to studying Mathematics or related disciplines at university. The student must live within fifteen miles of the school (KT21 1ET) in keeping with the links with Ashted and Leatherhead of Mrs. Bhargava, who donated the award. Applicants must currently attend a maintained sector school or academy. Preference will be given to students whose families could not otherwise afford full school fees.
- 13.10. Bhargava Award applicants will need not only to meet the criteria for the award, but also to achieve the entrance requirements for Freeman's Sixth Form. We will ask students to complete a questionnaire detailing why they wish to study Mathematics and/or other STEM subjects at A Level and beyond; students should also expect to be interviewed by relevant members of teaching staff. Furthermore, all applicants' families will need to be means-tested.
- 13.11. Bursaries are given on the basis of need, permitting access to a Freeman's education which would otherwise not be available. The School's [Outreach and Partnerships Officer](#) [Admissions Department](#) is the first port of contact for information regarding bursaries. Bursary applications are subject to a thorough but confidential means-testing and are awarded to pupils who add substantial value to the School or in cases of unexpected hardship where continuity of education is necessary. Candidates awarded a Scholarship can of course be means-tested for bursary support.

13.12. The School currently offers Foundation Scholarships to children (normally between the ages of nine and eleven years of age) of deceased Freemen of the City of London. These Scholarships are available to new and existing pupils who have satisfied the normal admission requirements, are means-tested bursaries and will only be awarded in accordance with the relevant Regulations for Admission and Maintenance of Foundation Scholars.

13.13. It is an expectation of all Scholars that they set the highest standards and examples to others. Scholarship awards can be withdrawn in the case of declining standards, enthusiasm or poor discipline.

14. **Special circumstances:** We recognise that a candidate's performance may be affected by a disability or specific learning difficulty, or exceptional circumstances such as illness, and ask parents to contact us with any details so that we can consider what steps to take in the examination and/or interviewing process.

In any of these cases, we may request further information such as a medical certificate or an educational psychologist's report and any associated correspondence or details from the pupil's current school.

15. **Disclosures:** Parents must disclose any particular known or suspected circumstances relating to their child's health, pastoral well-being, allergies, food intolerances, disabilities or learning difficulties prior to the examination process.

16. **Procedures for the Administration of the Admissions Register**

City of London Freeman's School acknowledges its responsibility to administer its admissions register in line with the Education (Pupil Registration) [England] Regulations 2006 and the statutory guidance *Children Missing Education* September 2016.

The register is kept in electronic format on the servers in the IT office and the date and name of the last person to make an amendment to any record is recorded by the Management Information System. The register is kept for a minimum of three years. Proper provision is made for back up and a stored version of the register is made electronically each month and is accessible via the Management Information System. In addition, we can provide an electronic register and a print-out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. The person responsible for administering the admissions record at City of London Freeman's School is the Admissions Officer.

The School's admission register includes:

- a. name in full;
- b. gender;

- c. name and address of every person known to the proprietor to be a parent and/or carer of the pupil (and an indication of the parent/guardian with whom the pupil normally resides and which parents hold parental responsibility);
- d. at least one telephone number at which the parent can be contacted in an emergency;
- e. day, month and year of birth;
- f. day, month and year of admission or re-admission to the School;
- g. name and address of the school last attended, if any;
- h. an indication of boarding or day attendance.

The name of a pupil is included in the School's admissions register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the Admissions Department undertakes reasonable enquiries to establish the child's whereabouts. In addition, if, five days after the pupil was due to start at City of London Freeman's School, the Admissions Department has not been able to establish which school the pupil is now attending, it immediately informs the Designated Safeguarding Lead, who in turn immediately informs Surrey County Council. The School informs the local authority (Surrey County Council) within five days of a child being added to the admissions register. In these instances, the local authority is provided with all the information held within the admission register about the pupil.

The School's admission register is accurate and kept up to date. We regularly encourage parents to inform us of any changes whenever they occur, through existing communication channels such as the Pupil Data Sheet (sent at the beginning of the academic year asking parents to confirm / correct the information that we hold on them and their children).

Where a parent notifies the School that a pupil will live at another address, the following are recorded in the admission register:

- a. the full name of the parent with whom the pupil will live;
- b. the new address;
- c. the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a different school in future, the following are recorded in the admission register:

- a. the name of the new school;
- b. the date when the pupil first attended or is due to start attending that school.

The Admissions Officer informs the local authority (where the School is situated- i.e., Surrey County Council) before a pupil's name is deleted from the admissions register for the following reasons:

- the child has been taken out of school to be home educated
- the family has apparently moved away
- medical reasons

- the child is in custody for more than four months
- the child has been permanently excluded or has been withdrawn by parents owing to risk of exclusion
- we do not know which school the child is attending on leaving City of London Freeman's School (in which case the local authority in which the pupil lives is also informed)
- the child is leaving the School at a non-standard transition point⁴

In these instances, the following information is provided to the local authority:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register⁵

The Admissions Officer informs the Designated Safeguarding Lead of any pupil leaving the School other than those leaving for university who have turned 18, together with the stated reason for their leaving. This enables the DSL to forward any safeguarding file to the pupil's new school.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil is removed from the admission register only once the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The Designated Safeguarding Lead is the person responsible for contributing to such joint enquiries.

Where a pupil of compulsory school age is registered at more than one school, his/her name will only be deleted from the admissions register of City of London Freeman's School when he/she has ceased to attend and where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than

⁴ Non-standard transition points in this context are all points other than the end of Upper 6 (Year 13).

⁵ Given that we are an independent school, this ground will typically be ground (I), namely that he/she "has ceased to be a pupil of the school"

four months and where City of London Freeman's School does not have reasonable grounds to believe that the pupil will return to School at the end of that period.

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Freemen's

Learn, lead and make a difference



Code of Conduct and School Rules

| | |
|--|--|
| Issue number | 2.5 |
| Name and appointment of owner / author | Stuart Bachelor, Deputy Head |
| Review Body | SLT and Full Board of Governors |
| Last updated | 18th January, 2021 |
| Reason for update | biennial review |
| Last reviewed by SLT | January 2021 |
| Last reviewed by Governors | 7 th February, 2019 (Full Board) |
| Next SLT review due | December 2022 |
| Next Governor review due | February 2021 |
| Where available | Freemen's Staff SharePoint site, website (unrestricted area), pupil planners |

Code_of_Conduct_Pupils_18_1_21

The purpose of this Code, and the Rules that go with it, is to outline what is expected from each member of this School if our communal life is to be both orderly and pleasant. The School expects to work in conjunction with parents to encourage pupils to observe it fastidiously. It is hoped that, with this guide, and within the framework of these rules, each may find a way to make his or her special contribution, while at the same time preparing to live as a worthwhile citizen in the world outside. This document relates to other documents such as the School's *IT Acceptable Use Policy*, *Behaviour Policy*, *Anti-bullying Policy*, *Attendance Policy*, *Drugs Policy*, *Searches Policy* and *Uniform Code*.

The Code of Conduct requires of you:

1. **Honesty and truthfulness.** In the classroom this rules out cheating, copying another pupil's work, and all manner of false pretences. In the School at large it means respect for the possessions of others, and a readiness to own up and accept the blame when you know it to be yours. Honesty is especially important and valued if you are asked to help the School to investigate a serious incident of any kind.
2. **Self-Control.** This is the foundation of civilised behaviour, and means that you must learn not only to govern your own reactions, but to make a real effort to understand the other person's viewpoint.
3. **Readiness to take responsibility.** Throughout your school life opportunities will occur for you to take on duties for the benefit of other pupils in class, House, or in the School at large. Whatever form these responsibilities may take you should try to maintain a tradition of loyal service - and do your best.
4. **Courtesy and self-respect.** Good manners and pride in a neat and clean appearance are vital. Not only does the School's reputation very largely depend on the public image presented by its pupils but the cultivation of these qualities is important in individual character development.
5. **Concern for others.** Be helpful to one another both within the School and the community outside. Show concern and be ready to give assistance where it is needed to the very best of your ability.

Rules

You should aim to gain a working knowledge of the rules as quickly as possible. Your common sense should indicate that these rules are not exhaustive and any breach of good sense or manners will be treated as a breach of rules. The rules apply throughout the working day, whenever you are inside the school grounds, whenever you are on a School trip, [wearing School uniform](#) or [PE kit](#) or gathered in the name of the School, and when you are travelling to and from school or awaiting private or public transport. Particular care must be taken not to do anything that could bring the School's name into disrepute.

The Headmaster, in consultation with staff, may find it necessary from time to time to make additions or amendments to these rules.

1. Attendance

- Registration is at 8.35 am Monday to Friday and you must arrive in School in time to register then. However, if you are late arriving you must report to the Secretary in the Junior School (Junior School pupils) or to the Receptionist in the Haywood Centre (Senior School pupils) immediately on arrival in order to sign the Late Book. Pupils in U3-U6 who fail to sign the Late Book generally receive a Warning. Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.
- You may not be absent without leave from any class or Assembly during the working day.
- The school day ends at 4pm and you may not leave before that time without permission from a member of teaching staff. Members of the Lower 6 may leave School if they have no lessons after 3pm and Upper 6 pupils may leave if they have no lessons in the afternoon. U6 pupils may **walk** to Ashted village between 1pm and 2pm.
- If you need to leave school during the school day, you must wait at Junior Reception to be picked up (if you are [a JS pupil in F1-L3](#)) or hand a permission slip signed by your Form Tutor to Reception ([Senior School U3-U6](#)). If you return during the same school day, you must sign back in. Failure to sign in/out is generally met with a Warning.
- If selected to represent the School in any activity, you are expected to attend practices and fixtures after School and at weekends.

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- Games, for all, is compulsory, unless you are attested unfit by a medical certificate or parent's letter which should be handed to the Head of Upper School or Sixth Form in the case of Senior pupils and to Form Tutors in the case of Junior School pupils.
- You may not remain on the premises after lessons have finished for the day unless you are taking part in a recognised School activity, are a boarder, are waiting in Homework Club for parents, studying in the Senior Library, Sixth Form Centre, or are watching a School or House match.

2. Absence

- If you are too ill to come to School, a parent or guardian is required to contact the School before 8.15am on the first and subsequent days of absence. If you are absent for more than five days, the School may request a medical certificate which should be sent to the Head of Junior School, Head of Upper School or Head of Sixth Form as appropriate.
- If there is urgent necessity for requesting leave of absence other than on health grounds or to attend a funeral, your parents or guardians must request permission of the Head of Junior School, Head of Upper School or Head of Sixth Form as appropriate.
- If you are taken ill at School you may not leave the premises without permission from the School Nurse on duty, one of the Deputy Heads, Head of the Junior School, Head of Upper School or Head of Sixth Form or their deputies. Except in an emergency, you should not go to the Medical Centre unless given permission to do so by a member of staff.
- It is not appropriate to miss School for holidays unless there are exceptional circumstances; requests for such absences should be directed to the relevant Head of Section.

3. Truancy

- This is a serious offence and is treated as such. Failure to attend lessons or Registration without permission or a very good reason is also treated as a form of truancy.

4. Fire alarm procedure

- You must move swiftly and in silence at the sound of a continuous alarm to the assembly point and follow the instructions of members of staff.

5. Transport

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- The School's permission must be obtained before you are allowed to ~~cycle or~~ drive to School. Forms are available from the Assistant Head of Sixth Form.
- Bicycles: These must be well maintained with good brakes and lights. Interference with anyone's bicycle, or dangerous riding in or outside School, will result in you being forbidden to ride to School. The wearing of cycle helmets is compulsory, and the wearing of an item of fluorescent clothing is strongly advised when cycling in the dark. Each rider is responsible for securing his/her own property. Bicycles should be secured in bike racks during the day.
- Mopeds, motorcycles, cars: Students in the Upper Sixth, having passed the driving test, may drive cars to and from School and park on site if they have obtained permission from the Headmaster. Such students will be issued with a parking sticker for use in the overflow car park. Vehicles may not be driven in any other part of the School grounds. Students must not accept passengers without the express consent of the parents of both drivers and passengers. Students may not drive off the School premises during the School day without permission from the Assistant Head of Sixth Form. Failure to adhere to these simple guidelines will result in disciplinary action.
- You are not allowed to take driving lessons at any time during the school day, nor are learner drivers allowed to drive in the Park.

6. Dress and Appearance

- School uniform and appearance, as identified in the School Uniform List, must be adhered to at all times unless a variation has been authorised. [In line with the 2010 Equality Act, the School will consider reasonable requests for variations to the School's uniform code on grounds of religious belief, gender reassignment and disability.](#)
- Uniform must be neat and tidy. Shoes must be clean and sensible. Hair must ~~be a natural colour~~ [not be noticeably dyed](#) and must be kept clear of the face. Boys should be clean-shaven. ~~Boys' hairstyles must not be very short and must also be off the collar. Below the Sixth Form, girls with long hair must wear hair bands or slides or tie their hair back.~~ Blazers/jackets must be worn at all times outside classrooms unless hot weather dress has been declared or staff give permission. The wearing of face masks, even for health purposes, is not permitted [other than as part of the School's response to COVID or other epidemic.](#)
- [If pupils wish to play football at Break or lunchtime, they must, for reasons of safety, wear trainers.](#)

7. Anti-social behaviour

Commented [SB1]: This is in response to an accident in which a child suffered a dislocated ankle by slipping when playing football.

- Damage or defacement to walls or buildings, fittings, desks or furniture, as well as to School books, or the property of other pupils is forbidden. Offenders must expect to pay repair costs and to be punished.
- Pupil planners, notebooks, textbook books and notices on boards must also be treated with respect.
- Ball games may only be played in designated areas and on the understanding that if damage, such as broken windows, is caused the culprit must own up and pay for the cost of repairs.
- The chewing of gum is not permitted at any time in school.
- Roller skates, heellies or skate-boards should not be used on School premises.
- Running or sliding inside School buildings is not allowed.
- You are expected to clear any litter from classrooms, cloakrooms or in the grounds into the receptacles provided.
- Eating and drinking should take place in designated areas only, not between lessons and not in corridors or classrooms.

8. Out-of-bounds

You may not:

- use the main entrance for entering or leaving the School on foot (use pedestrian gate on Park Lane instead);
- climb on the balustrade to the Italianate Garden or in front of Main House;
- go into the designated out-of-bounds areas;
- go into the boiler houses, kitchen, serving room, or groundsmen's compounds;
- go into public houses, off-licences or betting shops during the School day, while travelling to and from School, while participating in any School activity, or while wearing School uniform;
- go into shops that have been declared, by the Headmaster, as out of bounds;
- allow non-boarding pupils into the sleeping accommodation in Walbrook. In addition, girls and boy boarding pupils must not visit each other's bedrooms.
- Boys and girls may not enter each other's changing or cloakrooms without staff permission.

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9. The following are forbidden; those marked with an asterisk* are items that can be searched for- if necessary, without consent- in line with the School's Searches and Confiscation Policy:

- drugs of a non-medical nature*. These are not to be brought onto school premises nor may you indulge in their use at any time whilst a pupil at this School;
- matches*, lighters*, cigarettes*, e-cigarettes*, e-liquids*, vaping products*, tobacco*, smoking paraphernalia*, alcoholic drinks*, illegal substances*, solvents*, nitrous oxide* and fireworks*;
- pornography*;
- sexual misconduct;
- stolen items*;
- offensive weapons* or replica offensive weapons of any kind* including firearms*, sheath*, flick* or 'Swiss Army' knives (including pen knives)*, slings*, catapults*, water pistols* or laser pens*;
- water bombs* and stink bombs*;
- fighting or any form of misconduct or disrespect shown to others, whether in School, on the streets or on public transport;
- bullying of any kind via any media;
- taking digital images of any kind without the permission of the subject;
- hardware and software that enables the establishment of a Virtual Private Network*; any other breach of the School's IT Acceptable Use Policy;
- the use of the School name, images or logo on social networking sites;
- swearing and offensive gestures;
- language or body language that is sexist, racist, homophobic, transphobic, disablist, religiously prejudiced or which in any way demeans others;
- changing clothes anywhere other than dedicated changing rooms;
- bringing medicines into School or using them without informing your Form Tutor; taking prescription drugs other than in strict accordance with the advice of a medical professional; (medicines* can be searched for without consent if there is a good reason to do so)

- consuming alcohol* on the School site without permission from teaching staff, or being under the influence of alcohol as a result of consumption off-site;
- any action which might bring the name of the School into disrepute.

All of the above will be treated with the utmost seriousness and serious disciplinary sanctions will be applied up to and including permanent exclusion.

10. Property

You are expected to look after your own property and the School advises you to exercise particular care and attention over valuable items such as iPods, iPads, laptops, mobile phones and musical instruments. The School will take no responsibility for their loss, so you should consider additional insurance for these items. The following rules are of particular importance:

- All uniform, games clothes and personal equipment, as well as outdoor garments, must be clearly marked with your name.
- Whenever possible, names should be engraved on watches, calculators, digital devices and any other expensive items.
- Money and valuables must not be left in cloakrooms or classrooms. They should be handed to staff for safe keeping or secured in the lockers provided.
- Any loss must be reported to the nearest member of staff immediately it is discovered since this offers the best chance of recovery.
- Anything found must be promptly handed to a member of staff, or taken to the Junior School Office or Reception in the Haywood Centre.
- You may not use School equipment (gymnastic, fitness, laboratory, musical, etc.) without the permission of a member of staff.
- You may not borrow other people's books, or equipment or clothes, without their permission; this is theft. You must not be involved in buying, selling or exchanging goods on the School premises without staff permission; this includes eBay trading.
- You are not allowed to be in possession of any keys to any parts of the School buildings or to any storage units within them, apart from your own locker.
- In lessons mobile phones and other internet-enabled devices should be switched to silent and can only be used with permission. They should not be used in the Dining Hall, assemblies or during activities. In the Junior School, pupils may only bring a mobile phone to School if their parents have written to the Head of the Junior School seeking permission and the phone may only be used with permission of a member of staff. Upper School pupils may

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not use them 0835-1600 without permission, [other than to purchase items from the tuck wagon](#). Sixth Form may use them in free time during the day, but only in the Sixth Form Centre or, for listening to music while studying only, in the Library.

11. The Libraries

- Regulations are posted governing their use, the most important of which are that you should be quiet in there and treat books, newspapers, journals, computers, CDs, DVDs and the premises with respect.
- The proper procedures for removing and returning of books, CDs and DVDs must be followed.
- No food or drink is to be consumed in the Libraries.

12. Examinations

- There are annual academic examinations. Pupils are expected to take these seriously, to make adequate preparations and to adhere to instructions at all times.
- Attempts to cheat will be treated very seriously and serious disciplinary sanctions may be used.
- The code of conduct for public examinations (GCSE and A levels) is published to all participating pupils every year.
- Cheating or attempting to cheat in a public examination will be dealt with by the examination boards and may lead to a pupil being disqualified from all subsequent papers.

13. Rewards and Sanctions

- Full details can be found in the *Behaviour Policy* on the School's website. An abbreviated version can be found in your planner. It is important that you familiarise yourself with at least the latter.

14. Recording of lessons

- Pupils are not permitted to record lessons or other school activities (video or audio), unless instructed to do so by a teacher. This rule also applies to lessons delivered remotely (i.e. when learning at home).

15. Use of IT and digital devices

- We expect students to treat the digital domain of Freeman's as we do the physical and to behave with all due care and consideration. Pupils must abide in full by the School's *IT Acceptable Use Policy* for pupils, which is made available to pupils. In particular, pupils:
 - should treat the School's IT equipment with respect and care;
 - must not try to access parts of the School's network other than those explicitly intended for pupil use;
 - should not share log-in details;
 - not seek to bypass the School's internet filters nor use the equipment to access violent, criminal or pornographic content, nor any material contrary to the letter and spirit of this Code;
 - should interact with pupils and anyone else online with kindness and courtesy.

Agenda Item 10

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| Committees: | Dates: |
| Corporate Projects Board (CPB) <i>[for decision]</i> Projects Sub <i>[for decision]</i> Freemen's School Board of Governors Committee <i>[for decision]</i> | 13 January 2021 25 January 2021 04 February 2021 |
| Subject: CoL Freeman's School Revenue Works Programme 2021/2022 Unique Project Identifier: 12248 | Gateway 1-4 Project Proposal & Options Appraisal Regular |
| Report of: City Surveyor Report Author: Joanne Horne | For Decision |
| PUBLIC | |

Recommendations

| | |
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| <p>1. Approval track, next steps and requested decisions</p> | <p>Project Description: CoL Freeman's School's annual maintenance and improvements revenue works programme</p> <p>Next Gateway: 5</p> <p>Next Steps:</p> <p>Procurement of approved contractor through Framework Agreement This Project will be funded by the City of London Freeman's School and therefore is outside of the Fundamental Review.</p> <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. That budget of £12,000 is approved to reach the next Gateway; 2. Note the estimated cost of the project is £829,000 (excluding risk); 3. Note the estimated staff cost is £10,000; 4. Acceptance of the risk register as per appendix 2 5. Approval to proceed to Gateway 5 |
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| 2. Resource requirements to reach next Gateway | Item | Reason | Funds/ Source of Funding | Cost (£) |
| | Structural / building Surveyors Consultant Fees | Structural / building Surveyors fee for feasibility survey of Junior School classroom reconfiguration | CoL Freeman's School's 21/22 Reactive Works Budget (Project Number C07M009L) | £12,000 |
| | Total | | | £12,000 |
| 3. Governance arrangements | <ul style="list-style-type: none"> • Service Committee responsible: CoL Freeman's School Board of Governors • Senior Responsible Officer and their role: Joanne Moore, Bursar, CoL Freeman's School • Project Board, not required. Governance by City Surveyors Department. Project Manager Sunil Singh (Revenue) / Joanne Horne (FM) • Chamberlin's Department, Nicholas Basye / Dianne Merrifield | | | |

Project Summary

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| 4. Context | <p>4.1 In line with the School's 20-year Repair and Maintenance plan a series of works have been identified between the School and City Surveyors to maintain the School in good order. Additional works have been identified to conform with regulatory and security requirements, and the school's developing needs such as increasing the possible capacity of students able to attend from junior school level. The works carried out in the revenue plan also support ongoing works in line with the Freeman's Estate Development Plan's (FEDP) this includes the reopening of the main house and supporting the current FEDP pause. It is imperative following the pause that a premise which may have been recognised as being</p> |
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| | <p>redeveloped and therefore maintained to support this can now be refurbished to support its new operation.</p> |
| <p>5. Brief description of project</p> | <p>5.1 The works are broad in nature but are based on meeting the requirements of the City of London School's 20-year plan for repairs and maintenance and other requirements such as safeguarding, health and safety, security requirements and changing educational needs. The works required have been gathered and agreed during several stake holder meetings. This has been submitted and agreed by the COLFS governors and therefore agreed the works identified are necessary and the established list is the correct projects for the year of 2021/2022. Due to this process a combined Gateway 1-4 has been submitted.</p> <p>The main body of works as identified in appendix 1 can only be carried out during the summer holidays to avoid disruption to the school's facilities and services. These works are for example a modification to the lay out in both the junior school and replacing sports ground surfaces. It is also imperative to carry out the works during the summer recess to allow the contractors enough time on site to deliver the programme without negatively affecting the school's normal operation.</p> |
| <p>6. Consequences if project not approved</p> | <p>6.1 Given the diversity of the works planned the consequences of not proceeding are varied.</p> <p>6.2 Certain works noted above have an immediate security or safeguarding implication if not undertaken. Other works have arisen from health and safety requirements. We would deem all of these to be important and require immediate attention.</p> <p>6.3 Other works, such as general repair work and decorating, is part of a rolling programme that the School undertakes each year, in order to avoid costlier maintenance and repairs in the future. The consequences of not undertaking such work would not be immediate but would cause greater cost in the future. For example, the downtime caused by not pro-actively upgrading the BMS system and the potential disruption to the school's operation.</p> <p>6.4 Unable to support the school in increasing capacity from a junior level should the modification of lay out in the classrooms and capacity not be supported.</p> <p>6.5 To not support the renewal of the exterior sports amenities which have come to the end their recommended life and therefore arguably a health and safety issue, would cause a greatly reduced sports and wellbeing programme impacting on</p> |

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| | enrolment figures due to reducing the unique selling point of the facility. This available facility has been especially valuable to the schools current and future operation during the Covid pandemic and being able to support outside activities therefore reducing risk and installing confidence to students, staff and visitors. |
| 7. SMART project objectives | <p>7.1 New facilities achieve standards laid out in the government’s regulations on safeguarding children and on health and safety in school, as well as recommendation from the fire risk assessment.</p> <p>7.2 Project completed to programme, on schedule and within budget.</p> <p>7.3 Proposals have local authority planning and building regulation approval (where required) and are programmed in to fit with the school’s schedule.</p> <p>7.4 Identified projects meet the need of the schools current and future plans and ambition and support this development being mindful of the future goals.</p> <p>7.5 To build and agreed a robust programme which is achievable with in an appropriate and realistic time frame.</p> |
| 8. Key benefits | <p>8.1 School facilities will comply with safeguarding standards, meet fire risk assessment recommendations and H&S audit recommendations (where applicable).</p> <p>8.2 Continued investment in the School’s infrastructure via planned repairs and maintenance, to maintain the school premises in a fit state.</p> <p>8.3 By planned maintenance, avoiding costlier catch up repairs when infrastructure fails.</p> |
| 9. Project category | 7a. Asset enhancement/improvement (capital) |
| 10. Project priority | A. Essential |
| 11. Notable exclusions | None |

Options Appraisal

| | |
|--------------------------------|---|
| 12. Overview of options | <p>1. To undertake a series of works as per appendix 1, identified in consultation between the School and the City Surveyors, to maintain the school according to its 20 year repairs and maintenance plan and. Additional works have been identified to bring the School in line with safeguarding, security and health and safety requirements.</p> |
|--------------------------------|---|

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| | |
|-----------------|---|
| | 2. To do nothing. Procurement guidance require the bulk of the summer works to be carried out as a single project. Restrictions mean this should be raised through the City's Framework Agreement. There are no other appropriate options. |
| 13. Risk | <p>Overall project risk: Low</p> <p>13.1 Delay and/or cost overrun due to the complexity of the programme of works</p> <p>13.2 Poor coordination of the different projects.</p> <p>13.3 Discovery of asbestos where intrusive works are to be carried out.</p> <p>13.4 Unable to carry out reconfiguration works due to building construction.</p> |

Resource Implications

| 14. Total estimated cost | Total estimated cost (excluding risk): £851,000 <i>(Enabling works £12,000. City Surveyor Staff Costs £10,000. Contractor Delivery Costs £829,000)</i> | | | | | | | | | | | |
|---|--|--|-----------------|---|--------|--|--------|---|---------|--------------|----------------|--|
| 15. Funding strategy | <p>Is funding confirmed: All funding fully guaranteed</p> | <p>Who is providing funding: Internal - Funded wholly by City's own resource</p> | | | | | | | | | | |
| | <i>Recommended option</i> | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Funds/Sources of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>CoL Freeman's School's 21/22 Reactive Works Budget (enabling work to Gateway 5)</td> <td>12,000</td> </tr> <tr> <td>Staff Costs (City Survey Project Management)</td> <td>10,000</td> </tr> <tr> <td>CoL School's Repairs and Maintenance Revenue Fund (Contractor delivery costs)</td> <td>829,000</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>851,000</td> </tr> </tbody> </table> | Funds/Sources of Funding | Cost (£) | CoL Freeman's School's 21/22 Reactive Works Budget (enabling work to Gateway 5) | 12,000 | Staff Costs (City Survey Project Management) | 10,000 | CoL School's Repairs and Maintenance Revenue Fund (Contractor delivery costs) | 829,000 | Total | 851,000 | |
| Funds/Sources of Funding | Cost (£) | | | | | | | | | | | |
| CoL Freeman's School's 21/22 Reactive Works Budget (enabling work to Gateway 5) | 12,000 | | | | | | | | | | | |
| Staff Costs (City Survey Project Management) | 10,000 | | | | | | | | | | | |
| CoL School's Repairs and Maintenance Revenue Fund (Contractor delivery costs) | 829,000 | | | | | | | | | | | |
| Total | 851,000 | | | | | | | | | | | |

Appendices

| | |
|-------------------|-----------------------------|
| Appendix 1 | Proposed Programme of works |
| Appendix 2 | Risk Register |
| Appendix 3 | PT2 Procurement Form |
| Appendix 4 | Project Briefing |

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Contact

| | |
|-------------------------|--|
| Report Author | Joanne Horne |
| Email Address | Joanne.Horne@cityoflondon.gov.uk |
| Telephone Number | 07850212526 |

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Options appraisal table.

Delete option numbers as appropriate

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| | Option 1 | Option 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|--|--|--|---------------|---|--------------------------|-------------------------------|---|---------------------------|-------------------------------|---|-------------------------|-----|---|--|---------------|---|------------------------------------|------------|---|--------------------|------------|---|----------------|--|---|---------------------|--|---|----------------------------|------------|-----|
| 1. Brief description | In line with the School's 20-year Repair and Maintenance plan a series of works have been identified between the School and City Surveyors to maintain the School in good order. Additional works have been identified to bring the School in line with safeguarding, security and health and safety requirements. The programme will be delivered by an approved contractor in City Procurement's Framework Agreement and must be completed in the summer holiday period. | Do nothing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Scope and exclusions | A wide range of projects across the site, as detailed in appendix 1. | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Planning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Programme and key dates | <table border="1"> <tbody> <tr> <td>1</td> <td>Governors approval of revenue spend (received)</td> <td>November 2020</td> </tr> <tr> <td>2</td> <td>Corporate Projects Board</td> <td>13th January 2021</td> </tr> <tr> <td>3</td> <td>Project Sub (Gateway 1-4)</td> <td>25th January 2021</td> </tr> <tr> <td>4</td> <td>COLFS Service Committee</td> <td>TBC</td> </tr> <tr> <td>4</td> <td>Tender invitation to suppliers (4 weeks)</td> <td>February 2021</td> </tr> <tr> <td>5</td> <td>Chief Officer approval (Gateway 5)</td> <td>March 2021</td> </tr> <tr> <td>6</td> <td>Appoint contractor</td> <td>March 2021</td> </tr> <tr> <td>7</td> <td>Commence works</td> <td>Summer Recess Programme; July 2021. Otherwise throughout the financial year of 21/22</td> </tr> <tr> <td>8</td> <td>Completion of works</td> <td>Summer Recess programme; August 2021. Otherwise throughout the financial year of 21/22</td> </tr> <tr> <td>9</td> <td>Outcome Report (Gateway 6)</td> <td>March 2022</td> </tr> </tbody> </table> | 1 | Governors approval of revenue spend (received) | November 2020 | 2 | Corporate Projects Board | 13 th January 2021 | 3 | Project Sub (Gateway 1-4) | 25 th January 2021 | 4 | COLFS Service Committee | TBC | 4 | Tender invitation to suppliers (4 weeks) | February 2021 | 5 | Chief Officer approval (Gateway 5) | March 2021 | 6 | Appoint contractor | March 2021 | 7 | Commence works | Summer Recess Programme; July 2021. Otherwise throughout the financial year of 21/22 | 8 | Completion of works | Summer Recess programme; August 2021. Otherwise throughout the financial year of 21/22 | 9 | Outcome Report (Gateway 6) | March 2022 | N/A |
| 1 | Governors approval of revenue spend (received) | November 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Corporate Projects Board | 13 th January 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Project Sub (Gateway 1-4) | 25 th January 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | COLFS Service Committee | TBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Tender invitation to suppliers (4 weeks) | February 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Chief Officer approval (Gateway 5) | March 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Appoint contractor | March 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Commence works | Summer Recess Programme; July 2021. Otherwise throughout the financial year of 21/22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Completion of works | Summer Recess programme; August 2021. Otherwise throughout the financial year of 21/22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Outcome Report (Gateway 6) | March 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | Option 1 | Option 2 |
|---------------------------------------|--|---|
| 4. Risk implications | <p>Overall project option risk: Low</p> <ul style="list-style-type: none"> • Delay and/or cost overrun due to the complexity of the programme of works • Poor coordination of the different projects. • Discovery of asbestos where intrusive works are to be carried out. | N/A |
| 5. Benefits | <ul style="list-style-type: none"> • School facilities will comply with safeguarding standards and meet fire risk assessment, H&S audit and access audit recommendations (where applicable). • Continued investment in the School's infrastructure via planned repairs and maintenance, to maintain the school premises in a fit state. • By planned maintenance, avoiding costlier catch up repairs when infrastructure fails. | None |
| 6. Disbenefits | None | Failure to maintain school's premises to an appropriate standard, or to conform to all safeguarding regulations |
| 7. Stakeholders and consultees | <ul style="list-style-type: none"> • CoL School Headmaster and Bursar • CoL School Board of Governors • City Surveyor • Chamberlains | |

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| | Option 1 | Option 2 |
|---|---|-----------------|
| Resource Implications | | |
| 8. Total estimated cost | Total estimated cost (excluding risk): £851,000 (Enabling works £12,000. City Surveyor Staff Costs £10,000. Contractor Delivery Costs £829,000) | None |
| 9. Funding strategy | All funding from Schools Repairs and Maintenance Fund as approved by the School Board | N/A |
| 10. Estimated capital value/return | This is revenue spend on works predominantly maintenance based. Increase on student spaces sees revenue of circa £20,000, per student, per year. | None |
| 11. Ongoing revenue implications | Potential loss in revenue if student spaces do not meet the demand of prospective students. Potential loss in revenue if school amenities and learning spaces are not competitive. | N/A |
| 12. Investment appraisal | The works are part of the School's 20-year repair and maintenance plan. As such, failure to continually repair and maintain the premises according to our 20-year plan will, over time, require more costly catch up maintenance. | N/A |
| 13. Affordability | Assessed by the school Bursar and approved by the School board | N/A |
| 14. Procurement strategy/Route to Market | Due to the restrictions for delivering a large programme of works in a very limited timeframe the City's Framework Agreement is seen as the best procurement and delivery option. | N/A |

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| | Option 1 | Option 2 |
|---|---|-----------------|
| 15. Legal implications | No other planning consents are expected to be required. Safeguarding requirements and building regulations will be met for requirements of the works. | None |
| 16. Corporate property implications | Given the requirement to provide compliant facilities, the proposal provides a solution to maintain the operational status of this facility via work in accordance with our 20-year repairs and maintenance plan. | N/A |
| 17. Traffic implications | None | N/A |
| 18. Sustainability and energy implications | The lighting BMS upgrades will provide improved efficiency and enhanced operating performance | N/A |
| 19. IS implications | None | N/A |
| 20. Equality Impact Assessment | N/A | N/A |
| 21. Data Protection Impact Assessment | N/A | N/A |
| 22. Recommendation | Recommended | Not recommended |

CoL Freeman's School Revenue Works Programme 2021/2022

Revenue Programme

| Location | Description | |
|------------------------------------|---|-------------|
| Art block | Internal Decorations | £5,000.00 |
| Assembly Hall/Temporary Kitchen | Internal Decorations | £5,000.00 |
| Gardens and Grounds | External Storage | £5,000.00 |
| General | Cable Ducts Refurbishment | £31,000.00 |
| General | Boundary Wall and Fencing Overhaul | £26,000.00 |
| General | M&E Condition Surveys | £15,000.00 |
| General | Fire Suppression / Dual power to server room (IT) | £15,000.00 |
| General | BMS Upgrade (Phase 2) | £51,000.00 |
| General | Fabric Condition Surveys (Roof and Gutters) | £10,000.00 |
| General | Replacement of Main Exit Post and Gate | £12,000.00 |
| Haywood | Refurbish Office (Deputy Head's Office) | £31,000.00 |
| Headmaster's House (Deerleap) | Internal Decorations | £5,000.00 |
| Junior School | Internal Decorations | £28,000.00 |
| Junior School | Playground refurbishment | £20,000.00 |
| Junior School | Installation of Artificial Grass Play Area | £34,000.00 |
| Junior School | Roof Overhaul (Moss Cleaning and Patch Repair) | £10,000.00 |
| Philp House | Internal Decorations | £31,000.00 |
| Science Block | Science Laboratory Refurbishment (General Lab) | £20,000.00 |
| Science Block | Lift '3' Refurbishment | £31,000.00 |
| Sports Hall and Related Facilities | Sports Ground Resurfacing | £230,000.00 |
| Sports Hall and Related Facilities | Multi-Use Pitch Resurfacing | £35,000.00 |
| Sports Hall and Related Facilities | Netball Court Resurfacing | £45,000.00 |
| Stable Block | Internal Decorations | £37,000.00 |
| Stable Block | Kitchen Refurbishment | £15,000.00 |
| Stable Block | Toilet Refurbishment | £15,000.00 |
| Teddy Bear Cottage Flat 1 | Internal Decorations | £5,000.00 |
| Teddy Bear Cottage Flat 2 | Internal Decorations | £5,000.00 |

Facilities Programme

| Location | Description | |
|------------------------------------|--|------------|
| General | Roads and Path Resurfacing | £13,000.00 |
| General | Upkeep of Gardens and Grounds | £14,000.00 |
| Philp House | Contingency Fund (Philp House Heating) | £15,000.00 |
| Sports Hall and Related Facilities | Electronic Basketball Hoop Score Board Replacement | £15,000.00 |

Total **£829,000.00**

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City of London: Projects Procedure Corporate Risks Register

| | | | | | | | | | |
|----------------------------|--|----------------------------------|-----------|----------------------------|----------|--------------------------|-----|--------------|----|
| Project Name: | Col Freeman's School Revenue Works Programme 2021/2022 | PM's overall risk rating: | Medium | CRP requested this gateway | £ 12,000 | Average unmitigated risk | 3.1 | Open Risks | 11 |
| Unique project identifier: | TBC | Total estimated cost (exc risk): | £ 829,000 | Total CRP used to date | £ - | Average mitigated | 2.3 | Closed Risks | 0 |

| General risk classification | | | | | | | | | | Mitigation actions | | | | | | | Ownership & Action | | | | | | |
|-----------------------------|---------|-----------------------------|------------------------------|--|--|--------------------------------------|------------|----------------------------------|-------------------------------------|------------------------------|---|---------------------|--|---------------------------------------|-----------------------------------|----------------------------|--------------------|------------|-------------|---|--|---|------------|
| Risk ID | Gateway | Category | Description of the Risk | Risk Impact Description | Likelihood Classification pre-mitigation | Impact Classification pre-mitigation | Risk score | Costed impact pre-mitigation (£) | Costed Risk Provision requested Y/N | Confidence in the estimation | Mitigating actions | Mitigation cost (£) | Likelihood Classification on post-mitigation | Impact Classification post-mitigation | Costed impact post-mitigation (£) | Post-Mitigation risk score | CRP used to date | Use of CRP | Date raised | Named Departmental Risk Manager/Coordinator | Risk owner (Named Officer or External Party) | Date Closed OR/Realised & moved to Issues | Comment(s) |
| R1 | 4 | (1) Compliance/Regulatory | Tender submissions | Cost of submissions exceeds estimates Risk cost estimate taken as 10% of estimate cost | Unlikely | Serious | 4 | £829,000.00 | N | A – Very Confident | Reduce scope or increase costs | £82,900.00 | Unlikely | Serious | £0.00 | 4 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R2 | 4 | (4) Contractual/Partnership | Design Development | Detailed design is on-going so risk of cost increase because of design development. Risk cost estimate taken as 10% of construction cost | Unlikely | Serious | 4 | £829,000.00 | N | A – Very Confident | Design rigorously reviewed & managed. Risk cost reduced to 5% | £41,450.00 | Unlikely | Serious | £0.00 | 4 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R3 | 4 | (1) Compliance/Regulatory | Asbestos | Extensive asbestos removals will be required | Unlikely | Serious | 4 | £30,000.00 | N | B – Fairly Confident | Commission a detailed asbestos survey | £15,000.00 | Rare | Minor | £0.00 | 1 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R4 | 4 | (2) Financial | Procurement | Delay in procurement of Contractor. | Unlikely | Serious | 4 | £10,000.00 | N | A – Very Confident | Early engagement with procurement. | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R5 | 4 | (4) Contractual/Partnership | Programme | Delay in ordering critical plant. School operating requirements impact on programme. | Unlikely | Serious | 4 | £10,000.00 | N | A – Very Confident | School timetable planned into programme. Early engagement with Contractor | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R6 | 4 | (3) Reputation | Programme | Works overrun schedule due to unforeseen circumstances | Unlikely | Serious | 4 | £0.00 | N | A – Very Confident | Reduce scope | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R7 | 4 | (2) Financial | Income / Revenue | Works programme impact on School lettings. | Unlikely | Serious | 4 | £0.00 | N | A – Very Confident | Construction programme tailored to minimise impact | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R8 | 4 | (2) Financial | Consultant Services Engineer | Defined fees already competitively procured | Rare | Minor | 1 | £0.00 | N | A – Very Confident | | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R9 | 4 | (2) Financial | CDM Advisor | Benchmarked against previous cost | Unlikely | Minor | 2 | £0.00 | N | A – Very Confident | Competitively procure CDM advisor | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R10 | 4 | (2) Financial | Building Control Fee | Benchmarked against previous costs | Unlikely | Minor | 2 | £0.00 | N | A – Very Confident | | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |
| R11 | 4 | (2) Financial | Staff Costs | Not at risk provided project is not extended beyond City's control. | Rare | Minor | 1 | £0.00 | N | A – Very Confident | | £0.00 | Unlikely | Minor | £0.00 | 2 | £0.00 | | Dec-20 | SUR/COLFS | Joanne Horne | | |

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| | | | |
|----------------------|--|--------------------|----------------------------------|
| Project Title | CoL Freeman's School Revenue Works Programme 2021/2022 | Category | |
| Name | Joanne Horne | Directorate | City Surveyors, Operations Group |
| Date | 06/01/2020 | Location | City of London Freeman's School |

Summary of Goods or Services to be sourced

A variety of building fabric and mechanical and electrical projects based on the requirements of the City of London School's 20-year plan for repairs and maintenance, as well as other requirements such as safeguarding, health and safety, and security requirements. A large portion of the works can only be carried out during the summer holidays to avoid disruption to the school's facilities and services.

| | | | |
|-----------------------|--|----------------------------------|---|
| Estimated Cost | £851,000 <i>(Enabling works £12,000. City Surveyor Staff Costs £10,000. Contractor Delivery Costs £829,000)</i> | <input type="checkbox"/> Capital | <input checked="" type="checkbox"/> Revenue |
|-----------------------|--|----------------------------------|---|

| | |
|-----------------------|--|
| Baseline Costs | |
|-----------------------|--|

| | | |
|--------------------------|---|----------------------------------|
| Department Budget | <input checked="" type="checkbox"/> Confirmed | <input type="checkbox"/> Pending |
|--------------------------|---|----------------------------------|

| | |
|---------------------------|--|
| Business Case Link | W:\ The School's local strategy plan requires that we continue to invest in security and safeguarding, mindful of regulatory requirements, and continue to invest to maintain the school's site through planned repairs, maintenance and improvements and well as developing the school possible yearly cohort intake. |
|---------------------------|--|

Time Scales *Insert dates as to when you expect the goods or service to be mobilised / delivered*

July-August 2021 and throughout the 21/22 financial year

Key Stakeholder *What departments, teams and services are impacted and how*

| | | |
|-------------------------------|-------------------------|----------------------------|
| Project Manager | Contract Manager | Legal / Finance, CO |
| Sunil Singh , Operation Group | | |

Historical Data *Insert information on past contracts, goods, services and suppliers relating to this project*

The Summer Works Revenue Programme of needs to be approved, procured and delivered by the end of summer to provide essential maintenance for the school

| | | | |
|-------------------------|--|-------------------------|--|
| On Sourcing Plan | <input type="checkbox"/> Yes <input type="checkbox"/> No | On Status Report | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------------------------|--|-------------------------|--|

| | | | | |
|----------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Contract Type | <input type="checkbox"/> New Yes | <input type="checkbox"/> Replace | <input type="checkbox"/> Extension | <input type="checkbox"/> Repeat |
|----------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------|

Savings / Efficiencies / Benefits

Data Protection - will this project require the supplier to process personal data? Yes No

If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit [Designing Specifications under GDPR.](#)

Risks *potential risks to the business*

| Description of Risk | Type | Likelihood | Impact | Mitigation Plan |
|-----------------------|--------------------|--------------------|--------------------|-----------------|
| Overrun of works | <select from list> | <select from list> | <select from list> | |
| Cancellation of works | <select from list> | <select from list> | <select from list> | |

Approvals *This must be completed by the Budget Holder and the Senior Responsible Officer and Head of Department*

| Name | Role | Date Approved |
|---------------|-------------------|---|
| Joanne Moore | CoL School Bursar | Click here to enter a date. |
| Roland Martin | CoL Headmaster | Click here to enter a date. |
| | | |

Sign Off *This must be completed by Senior Category Manager*

| Name | Procurement Reference Number | Date Approved |
|-------------|-------------------------------------|---|
| | | Click here to enter a date. |

Corporate Programme Delivery Unit

| Name | Date Approved |
|-------------|---|
| | Click here to enter a date. |

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Project Briefing

APPENDIX 4

| Project identifier | | | |
|--|--|---|-----|
| [1a] Unique Project Identifier | 12248 | [1b] Departmental Reference Number | TBC |
| [2] Core Project Name | CoL Freeman's School Revenue Works Programme 2021/2022 | | |
| [3] Programme Affiliation (if applicable) | N/A | | |

| Ownership | |
|--|--|
| [4] Chief Officer has signed off on this document | Roland Martin (Governors Approval Confirmed) |
| [5] Senior Responsible Officer | Joanne Moore |
| [6] Project Manager | Sunil Singh |

| Description and purpose | |
|---|---|
| [7] Project Description | |
| CoL Freeman's School's annual maintenance and improvements works programme | |
| [8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)? | |
| <p>1 In line with the School's 20-year Repair and Maintenance plan a series of works have been identified between the School and City Surveyors to maintain the School in good order. Additional works have been identified to conform with regulatory and security requirements, and the school's developing needs such as increasing the possible capacity of students able to attend and reside from junior school level.</p> | |
| [9] What is the link to the City of London Corporate plan outcomes? | |
| <p>People are safe and feel safe. Businesses are trusted and socially and environmentally responsible. We have the world's best regulatory framework and access to global markets. We attract and nurture relevant skills and talent. Our spaces are secure, resilient and well-maintained. Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment. Our spaces are digitally and physically well-connected and responsive. Our spaces inspire excellence, enterprise, creativity and collaboration.</p> | |
| [10] What is the link to the departmental business plan objectives? | |
| <p><u>Strategic asset management:</u> By continuing to invest in the school and develop the site this enables us to unlock the full potential of this asset. For this particular asset; this does not stop at a high performing physical asset but also benefits and unlocks the potential of the students and wider community.</p> <p><u>Property assets and facilities management:</u> Through the improvements programme ensure the continuation of having fit for purpose building which are sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies</p> | |
| [11] Note all which apply: | |
| Officer: | Y |
| Member: | |
| Corporate: | |

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| | | | | | |
|--|---|---|---|--|---|
| Project developed from Officer initiation | | Project developed from Member initiation | | Project developed as a large scale Corporate initiative | |
| Mandatory: Compliance with legislation, policy and audit | Y | Sustainability: Essential for business continuity | Y | Improvement: New opportunity/ idea that leads to improvement | Y |

| | |
|---|--|
| Project Benchmarking: | |
| [12] What are the top 3 measures of success which will indicate that the project has achieved its aims? | |
| Continued investment in the School's infrastructure via planned repairs and maintenance, to maintain the school premises in a fit state. Developing modern solutions for the benefit of the asset, e.g. – replacing the sports pitch | |
| Continue to develop the Schools for now and the future, enabling the School to lead in its field and remain a leader in the global market, hence ensuring profit is increased and student recruitment numbers rise | |
| For all elements of the project to be delivered on time and without impacting the day to day operation of the schools teaching programmes or disturbing any resident student or personal on site. | |
| [13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.) | |
| As part of the programme there will be measurable benefits in elements such as; in increasing the capacity from the junior level with the delivery of increased classroom space and revenue created from the sports facilities improvement and therefore marketability. | |
| [14] What is the expected delivery cost of this project (range values)[£]? | |
| £12,000 for enabling works. £829,000 for the programme of revenue and improvement works and, £10,000 for associated staff costs. | |
| [15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]: | |
| No further than which is already covered by the planned maintenance budget. Where savings have been made on certain elements, this will enable further investment in the maintenance of other elements. In the long run this will enable more robust assets across the site with each element having the required attention and available budget for a comprehensive programme to support its lifespan. | |
| [16] What are the expected sources of funding for this project? | |
| City of London Freemen's School as agreed at the Governors Board. | |
| [17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)? | |
| Delivery is to fit with the Schools term time and operational needs. All disruptive works will have to be complete during July 2021 - August 2022. A break down off this can be seen in appendix 1 – programme of work. | |

| | |
|---|------------------------------|
| Project Impact: | |
| [18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum? | |
| No, this would be very unlikely. | |
| [19] Who has been actively consulted to develop this project to this stage? | |
| Chamberlains: Finance | Officer Name: Nicholas Basye |

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|---|--|
| Corporate Property | Officer Name: Joanne Horne, Sunil Singh, Robert Course, Carmel McGowan. |
| External | City of London Freeman's School Joanne Moore – Bursar, Edward Kennedy – Operation Manager. |
| [20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery? | |
| Client | Department: |
| Supplier | Department: |
| Supplier | Department: |
| Project Design Manager | Department: |
| Design/Delivery handover to Supplier | Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work> |

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