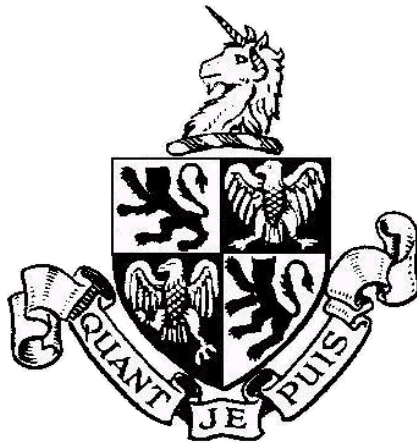


**Ad Maiorem Dei Gloriam**

**Stonyhurst  
ST. MARY'S HALL**



**BOARDING PARENTS'  
HANDBOOK**

*2010 – 2011*

## CONTENTS

SECTION 1 .....	5
1. Boarding Principles at St Mary's Hall .....	5
SECTION 2.....	7
2. Practical Outcomes of the Boarding Principles at Stonyhurst St Mary's Hall.....	7
SECTION 3.....	9
3. The Boarding Team .....	9
SECTION 4.....	10
4 . Duty of Care.....	10
4.1 Child Protection .....	10
4.2 Homesickness.....	11
4.3 Sanctions and Rewards .....	12
4.4 Expectations .....	13
4.5 Security .....	13
4.6 Risk Assessment .....	14
4.7 Crises.....	14
4.8 Start/end of school breaks .....	15
4.9 Pupil Boarding Committee.....	15
SECTION 5.....	16
5. GAP Tutors .....	16
SECTION 6.....	17
6. The Morning Routine.....	17
SECTION 7.....	18
7. The Evening Routine .....	18
7.1 Music Practice.....	19
7.2 Night Cover.....	19
SECTION 8.....	20
8. Weekends.....	20
8.1 Saturday .....	20
8.2 Sunday.....	20
8.3 Blandyke .....	21
SECTION 9.....	22

9.	Exeats .....	22
9.1	Exeat Weekends .....	22
9.2	Occasional Exeats .....	22
SECTION 10.....		23
10.	Communication with Parents .....	23
SECTION 11.....		25
11.	Mail .....	25
SECTION 12.....		26
12.	Internet Communication and e-safety .....	26
SECTION 13.....		27
13.	Infirmary .....	27
13.1	Medical Care at St Mary's Hall .....	27
13.2	School Medical Officers .....	27
13.3	Medical examinations .....	28
13.4	NHS or Private Health Care.....	28
13.5	Dental treatment.....	28
13.6	Opticians .....	28
13.7	Accident or illness during the holidays.....	29
13.8	Medicines .....	29
13.9	Off Games .....	29
13.10	Medical Forms and Consent .....	29
13.11	Confidentiality .....	30
13.12	Contact with Parents .....	30
13.13	Accidents.....	30
13.14	Contact with Parents .....	31
SECTION 14.....		32
14.	Dormitories .....	32
SECTION 15.....		33
15.	Valuables & Security .....	33
SECTION 16.....		34
16.	Personal Hygiene .....	34
16.1	Standards of Dress and Tidiness .....	34
SECTION 17.....		36
17.	Linen Room & Laundry .....	36

SECTION 18.....	37
18.    Tuck/Sweets.....	37
18.1    Birthday Parties.....	37
SECTION 19.....	38
19.    Code of Behaviour .....	38
SECTION 20.....	39
20.    Fire Drill.....	39
SECTION 21.....	40
21.    Guardians .....	40

## SECTION 1

This handbook is for Boarding Parents only. It is additional to the Family Handbook and does not replace it. It aims to address matters specific to boarding at St Mary's Hall.

### 1. Boarding Principles at St Mary's Hall

Boarding at St Mary's Hall is based on the following principles:

- The development of the whole person to create “men and women for others” in the Jesuit tradition
- Application of the principle enshrined in the school motto (“Quant Je Puis”) and inspired by Ignatian spirituality: “learn as much as you can, to become as much as you can, so as to give as much as you can.”
- The development of all God-given talents of each individual in the Jesuit tradition
- The belief that God is active in all things permeates the life of the boarding community and the school as a whole
- Creation of a conscientious, collaborative community with a sense of common mission
- The right for each boarder to be able to work, play and relax free from intimidation, abuse, harassment, teasing and bullying
- Equality of opportunity and respect for all, regardless of ethnicity, culture, gender, or disability
- Creation of a culture of respect towards staff and boarders in which all are differentiated as individuals
- Recognition of the right to privacy of each boarder

- Creation of an atmosphere of positive encouragement in the Top Gallery to support the academic and social aspects of life at St Mary's Hall, recognising the right of each boarder to extend his/her intellectual growth
- Promotion of the spiritual, cultural, moral and social development of the boarders
- Fostering links with parents as an vital part of the support and development of each boarder

## SECTION 2

### 2. Practical Outcomes of the Boarding Principles at Stonyhurst St Mary's Hall

- Promotion of self-discipline, initiative and integrity
- Following the Jesuit ideal of forming people who are 'well-rounded, intellectually competent, open to growth, religious, loving, and committed to doing justice in generous service to the people of God.'
- Encouragement for each boarder to achieve full potential in all aspects of life
- Encouragement of each boarder to become a leader in service and to work for the benefit of others
- Promotion of an open and trusting ethos in which the boarders feel able to approach any other member of the community (staff or pupil), confident in the knowledge that he/she will be treated and respected as an individual
- All boarding staff are briefed on the Child Protection Policy and issued with a Child Protection Pocket Guide
- All boarding staff are given a copy of the Child Protection Policy, and anti-Bullying Policy document at the start of each academic year.
- Creation of an ambience of tolerance, openness and trust in which harassment and bullying should not develop. If it does develop, a zero-tolerance approach is applied. All staff are briefed on the anti-bullying policy and maintain a culture of vigilance
- Provision of a range of activities, hobbies and opportunities related to age and maturity that assist in the personal, social and cultural development of each

boarder

- Safeguarding and promotion of the welfare of each boarder, by providing an environment that is, as far as is possible, free from physical hazards and dangers of any sort
- Provision of accommodation that is suitable to the needs of the boarders, according to age and maturity, and which provides adequate levels of privacy
- Development of boarders' responsibility for self, for others and for his/her environment
- Provision of suitable conditions for boarders to feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for advice, counselling and support during times of difficulty

## **SECTION 3**

### **3. The Boarding Team**

There is a resident team of boarding staff who are the focal point of a boarder's life at school. A number of non-resident staff also assist in the boarding house.

A full list of the staff is available each September and is published in the Family Handbook which is sent out early in the term.

The Director of Boarding is fully responsible for the management of the house and communication with parents and other outside agencies;

## **SECTION 4**

### **4 . Duty of Care**

#### **4.1 Child Protection**

- The school has full Anti-Bullying and Safeguarding Policies which are contained in the St Mary's Hall Staff Handbook (the "Staff Handbook") and available online through the school website. These apply in full, in all workings in the Boarding House.
- All staff are trained to be alert to the signs of abuse and neglect and know the procedure in the event of concern.
- The Child Protection Officer is Mrs Jacqueline Hines.
- Boarders are encouraged to discuss their problems as soon as they arise with any member of staff with whom they feel comfortable. Staff are not able to keep anything of a serious nature confidential and would tell a child should this be the case. They will however reassure them that such information would only be passed to people who can help them.
- No member of staff is ever alone with a child unless in
- an open or public area.
- Staff will go into washing areas for short periods in order to supervise and ensure pupils wash properly.

The school is regularly inspected by two bodies, which parents are welcome to contact should they ever have any concerns about any boarder's welfare.

Ofsted is the independent inspecting body for residential care and can be contacted at:

Ofsted  
National Business Unit  
Royal Exchange Buildings  
St Anne's Square  
Manchester M2 7LA                      enquiries@ofsted.gov.uk

ISI is the Independent School's Inspectorate responsible for overseeing and reporting on the running of the school.

Independent School's Inspectorate  
CAP House  
9-12 Long Lane  
London  
EC1A 9 HA                      info@isi.net

For a full description of the College Child Protection Policy, see the Family Handbook.

## **4.2 Homesickness**

- There are times when children find boarding life difficult for one reason or another. Staff members are used to dealing with this and utilise a number of strategies.
- The Director of Boarding is informed immediately of any incident arising out of homesickness.
- Homesickness is natural and we aim to manage it by being positive, by looking forward to upcoming events and by distraction
- Children are able to communicate with their parents in writing (e-mail and letter) and by phone (call box and own mobiles). In general we would discourage overly frequent contact as this can exacerbate homesickness

- If your child is homesick it is important to remember that it is natural, is often borne out of tiredness and that moments later your child might be buoyant again
- Our experience is that homesickness does not last for too long and we would certainly let you know if we were anxious about your child's welfare
- Boarders are aware that they can come to resident staff at any time, even after lights out, through a system that the children know well
- We particularly endeavour to enjoy a positive close to the day which is the time that boarders are most likely to feel homesick.

### **4.3 Sanctions and Rewards**

The aim of the Boarding House is to have a relaxed, family atmosphere in which boundaries are clear and boarders feel safe. As a general rule the sanctions in operation during the day do not apply during boarding times. Children are encouraged through example and direction, to cooperate and help one another and can also be rewarded with verbal praise, and with boarding stars, which accumulate and can result in additional tuck or with other treats. If children do not comply the staff might apply the following:

- Verbal reprimand by the member of staff on duty.
- Stripe, or written reprimand (three stripes in one evening, or six in a week can result in a more serious sanction)
- Early bed.
- Standing in the Gallery for a brief time if the lights in the dormitories are out.
- If a boarder persistently disturbs the others in his/her

dormitory he/she may be asked to sleep in another dormitory.

- Collecting litter and tidying Playrooms.
- Severe reprimand by the Director of Boarding.
- Loss of activity.
- Loss of Tuck.
- Loss of outing.
- Boarding conduct report.
- Referral to the Headmaster.

Life on the Top Gallery should be enjoyable and boarders must feel as far as possible that their “school day” is over. In practice there are very few sanctions in the Boarding House.

Serious offences (theft, for example) are referred to the Headmaster.

#### **4.4 Expectations**

- All boarders shower every evening
- Boarders are expected to clean their teeth properly.
- Boarders make their own beds and keep their dormitories tidy
- Boarders are expected to settle down before Lights Out and finish the day with some quiet reading

#### **4.5 Security**

The governing principle of school security is based on the premise that at no time can an unidentified or unauthorised person access the premises.

There are three levels of security operated within the building:

RED: No access.

ORANGE: The building is locked and Reception is closed; there is an intercom to the Director of Boarding. If she is not there the only other contact is by mobile

GREEN: The building is locked except for the main entrance which is manned. Parents and visitors can access the building if authorised by Reception.

- The school is at RED LEVEL at night and at certain times over the weekend. The grounds are also lit by security lights. In addition, the dormitory galleries are locked, accessible by keypad only after lights out.
- The school is at ORANGE LEVEL at certain times of the weekend.
- The school is at GREEN LEVEL during weekdays and at certain times over the weekend.
- The school employs security staff

#### **4.6 Risk Assessment**

A full risk assessment policy is contained in the St Mary's Hall Staff Handbook and is applied to all activities and outings where necessary.

#### **4.7 Crises**

The school has a Critical Incident Policy. All other policies relating to the possibility of major incidents are contained in the Family Handbook and apply equally to the Boarding House

#### **4.8 Start\end of school breaks**

The Director of Boarding supports the Deputy Housemaster in the facilitation of boarders' travelling arrangements and is ready to greet them back to school.

#### **4.9 Pupil Boarding Committee**

- The boarders elect their own representatives, who meet with the Director of Boarding once a week to discuss house matters.
- Boarders are encouraged to make suggestions at any time and there is a comments/suggestions box available
- Day to day activities are often arranged according to the boarders' requests and we are open to their suggestions

## **SECTION 5**

### **5. GAP Tutors**

GAP tutors share their daily life with the boarders. They are encouraged to be role models for the pupils and participate readily in all activities. The children are expected to show due respect.

## SECTION 6

### 6. The Morning Routine

- Rise 7.10am. (Sundays 8.00 am)
- Boarders wash, dress neatly and brush their hair
- Boarders are supervised eating breakfast from 7.20am onwards; there is always cooked breakfast available in addition to fruit juice, cereal and toast
- As soon as breakfast is over, the boarders make their beds, brush their teeth and have dormitories inspected before going downstairs to Playrooms or to supervised music practice
- For those who do not have music practice, there is time to socialise with friends in the Playroom before the bell for registration at 8.20am. They then follow the daily routine of the school

## SECTION 7

### 7. The Evening Routine

- Children who are in Elements or Prep are met by Boarding Staff at 6.00 pm for a relaxed activity and showers before the boarding meeting.
- At 7.00 pm all boarders meet in the Boys' Sitting Room for announcements and a roll call is taken
- Night prayers are at 7.15 pm every evening, either informally in the Boys' Sitting room, or in the chapel, with Sister Joan.
- Evening activities begin at 7.30 pm. Boarders are given a choice of activities every evening and these vary, but can include informal sport, drama, ICT, swimming, table tennis, snooker and watching television or a video.
- Those who play an instrument, have a set time to practise in one of the Music Rooms but may choose to practise during free time if they so wish.

Evening routines and timings are set out according to the age of the boarders.

\*(when the dorm is of mixed age children, the later time applies)

#### *Lower Prep, Upper Prep and Lower Elements (Years 3-5)*

Dormitories and showers:	7.30pm
Quiet reading	8.10pm
Lights out:	8.25pm

#### *Upper Elements (Year 6)*

Dormitories and showers:	8.00pm
--------------------------	--------

Quiet reading	8.30pm
Lights out:	8.50pm

### *Figures (Year 7)*

Dormitories and showers:	8.15pm
Quiet reading	8.50pm
Lights out:	9.10pm

### *Rudiments (Year 8)*

Dormitories and showers:	8.30pm
Quiet reading from	9.00pm
Lights out:	9.30pm

All Boarders are informed of how to contact someone after lights out. Boarders are made aware of who is on call at night through notices posted on the Girls' Gallery, Boys' Gallery and by the Call Bell itself. The Call Bell rings directly through to the duty Staff Member's flat and all boarders are made aware that this is the first port of call after 10.00 pm. Boarders are also made aware that in the event of an emergency they may knock directly on the door of any resident staff member.

## **7.1 Music Practice**

A rota has been set up for boarders' instrumental practice by the Head of Music which allows the boarders a minimum of 20 minutes supervised practice per instrument per week.

## **7.2 Night Cover**

- There are always resident staff members on hand at night in both wings of the Boarding House.

## SECTION 8

### 8. Weekends

#### 8.1 Saturday

- Boarders follow the school routine until 1.30pm after which they change into home clothes.
- Weekly boarders must leave at 1.30pm if not involved in teams. They must return by 7.30pm on Sunday or before morning school on Monday so long as the Director of Boarding has been notified in advance.
- Boarders may choose from a selection of supervised activities until Supper at 5.30pm.
- Tuck is at 7.00pm. Boarders receive their tuck for the weekend at this time.
- Various activities may follow such as a film in the Centenaries Theatre, Disco or themed evening. Occasionally, there will be an outing.
- Dormitory routine is the same as weekdays, although in the event of a film or special event finishing after set bed times, these need not apply

#### 8.2 Sunday

- Long sleep until 8.00am.
- Breakfast may be in pyjamas or home clothes if wished.
- Mass is at 9.30 am in the SMH chapel, or at 10.30 am in the College Chapel.
- Free time after Mass until lunch. Various optional activities are arranged.
- Lunch is at 12.30pm and served at the table by the staff.
- An outing will usually leave before 2pm. If a whole day outing has been organised, children will attend Vigil

Mass on the Saturday evening or at 8.30 on Sunday morning.

- If there is no outing, activities are arranged.
- There is a booked swimming slot at 3.00pm.
- Supper is at 5.30pm.
- Evening routine includes letter writing and studies catch up or reading, before a selection of optional activities.

### **8.3 Blandyke**

This is an historical term which refers to a celebration or gathering in the Stonyhurst and St Mary's Hall calendar; its origin lies in the name Blandecques, the place of retreat or holiday used by the school during its time at St Omer in the 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> centuries. Boarders are encouraged to invite relatives and siblings at the College. The usual routine is:

- Home clothes.
- Mass at 11.30 am in the Chapel.
- Blandyke lunch at 12.30pm.
- A fun activity such as a treasure hunt or workshop in the afternoon.

## **SECTION 9**

### **9. Exeats**

#### **9.1 Exeat Weekends**

Exeats are taken on specified weekends highlighted in the calendar at the beginning of each term.

Exeats begin on Friday at 2.00pm. Boarders must return by 7.30pm on Sunday, or Monday morning by arrangement.

Overseas boarders are often invited to stay with day pupils or go to guardians. No boarder should return from exeat earlier than 6pm unless special arrangements have been made beforehand.

#### **9.2 Occasional Exeats**

Whilst the school allows occasional exeats for full boarders, we do not encourage it except for the official exeat weekends. Exeats of this kind can be unsettling and lead to homesickness.

## SECTION 10

### 10. Communication with Parents

Parents are encouraged to contact the Director of Boarding or, in her absence, the Deputy Housemaster at any time and especially as soon as a problem arises:

Telephone: 01254 826345 ext. 311  
Mobile: 07921 472165 (Director of Boarding)  
07921 472160 (Deputy Housemaster)  
e-mail: smh-boarding@stonyhurst.ac.uk

E-mail is by far the easiest and will be addressed within 24 hours. The telephone is better for more urgent matters.

#### BOARDERS' LINES:

Boys' Sitting Room	01254 827129 (incoming only)
Girls' Gallery	01254 827128
Main stairs Pay phone	01254 827130

Infirmary: 01254 827003/82100 (voicemail)

Deputy's Office: 01254 826345 ext. 308  
These numbers are clearly listed in the termly calendar.

The Childline number (0800 1111) is displayed in the Playrooms, on the Galleries and by the Boarders' phone booths.

- Phone cards are available for purchase for boarders from the Director of Boarding's office.
- Mobile phones are allowed but are kept in the boarding

office. They are handed in every evening after use.

## **SECTION 11**

### **11. Mail**

- Children are encouraged to write to family and to use e-mail. Sunday evening usually has a set time for letter writing, but the ICT room is available every day (see the Family Handbook for details about e-mail/firewall issues)
- Letters are stamped by the Director of Boarding and recharged to individual accounts.
- All post received is handed to boarders by the Assistant Housemistress or Director of Boarding.

## SECTION 12

### 12. Internet Communication and e-safety

- The school has a full E-Safety Policy which is contained in the St Mary's Hall Staff Handbook (the "Staff Handbook") and available online through the school website. This applies in full, in all workings in the Boarding House.
- Boarders have a daily opportunity to contact their friends and family using e-mail or SKYPE in supervised ICT activities
- Stonyhurst operates a secure filtered domain and pupils are not allowed access to Facebook and other social networking sites for reasons of e-safety
- Boarders are educated in the principles of on-line safety and expected to comply with school rules and policies. Breaches may result in suspension of access to the school account
- Boarders found accessing social networking or other sites deemed inappropriate by the school on their own computers, mobile phones or other internet-enabled devices, will have these devices confiscated

## **SECTION 13**

### **13. Infirmary**

This information is in addition to information in Section 3, Welfare, in the Family Handbook.

The School Nurse should be informed of all medical problems, treatment and developments.

#### **13.1 Medical Care at St Mary's Hall**

- The medical care of the pupils is looked after by the School Health Centre, working within a structure which provides 24hr care.
- There are 4 nurses and 2 healthcare assistants who provide 24 hour care.
- The school has an Infirmary, with a surgery/treatment area situated on the ground floor, next to the reception office. This caters for boarders who are ill or who have an accident at school.
- Boarders who need closer care or observation are admitted to the College Health Centre

#### **13.2 School Medical Officers**

- The School medical Officers are Dr J Saunders and Dr S Owen, from the Clitheroe Health Centre.
- They visit regularly on a Monday and Friday to see any boarders who are ill.
- It is possible for girls to be seen by a female doctor. The school nurse can arrange this, although in cases of urgent

treatment being required, this may not be possible.

### **13.3 Medical examinations**

- It is school policy that all pupils have a routine medical examination soon after entering the school.
- Parental consent is required and this should be given on the medical forms before the boarder arrives at school.
- If parents wish to be present during the examination, this can be arranged.

### **13.4 NHS or Private Health Care**

- In most cases pupils will be treated under the National Health Scheme but if parents subscribe to a Private Health scheme private treatment can be arranged.
- Details of the school BUPA scheme can be obtained from the Bursar, together with the School Fees protection scheme and the Accident Insurance.

### **13.5 Dental treatment**

- Routine dental care should be carried out at home during the holidays
- Only under special circumstances can boarders have their treatment carried out while at school
- Boarders who need dental treatment or a routine visit to the hospital are accompanied

### **13.6 Opticians**

- Routine optical care should be carried out at home during the holidays

- Only under special circumstances can boarders have their treatment carried out while at school
- Boarders who need eye treatment or a visit to the opticians are accompanied

### **13.7 Accident or illness during the holidays**

- The School Nurse must be informed by parents in writing if their child has been ill or had an accident during the holidays.
- This is especially important if it affects their participation in school activities and games or requires medication to be administered.

### **13.8 Medicines**

ALL medication including creams/ointments/inhalers/dietary supplements should be given to the School Nurse at the beginning of term so that she can ensure the medication is administered correctly.

### **13.9 Off Games**

The School Nurse decides if pupils should be off games and notifies the relevant staff.

### **13.10 Medical Forms and Consent**

- These forms should be completed and returned to the School Secretary/School Nurse as soon after their issue as possible.
- Registration procedures can then be completed and forms checked before boarders start school. The School Nurse will then make staff aware of any medical

conditions/allergies.

- If these conditions change after completion of these forms it is important to inform the School Nurse as soon as possible.

### **13.11 Confidentiality**

The rules of medical confidentiality apply to all matters in the Infirmary.

Members of staff in the school will be informed of medical matters if it affects a child's participation in school activities or where the School Medical Officer feels that it is appropriate.

### **13.12 Contact with Parents**

The School Nurse will contact parents of boarders who are in the Infirmary. All parents are welcome to contact the School Nurse if they are concerned about their child's health or well-being.

### **13.13 Accidents**

- If a boarder has an accident that requires hospital treatment, either a member of the medical staff will accompany them to the hospital from the Infirmary or a member of the boarding staff.
- Parents will be contacted as soon as possible to inform them of the nature of the problem and will be kept informed throughout.

**All boarders are made aware who is on call at night.**

### **13.14 Contact with Parents**

The School Nurse welcomes contact with parents and if they wish to discuss a medical matter or any concern about their child.

The direct line for the Infirmary is 01254 827003.

## SECTION 14

### 14. Dormitories

- Dormitories are for the exclusive use of boarders and occasional boarders.
- We aim to promote a warm, relaxed atmosphere in the dormitories.
- We expect dormitories to be kept clean and tidy; every boarder looks after his/her own bed and locker area.
- Dorms are marked daily for tidiness by the boarding staff.
- Boarders are encouraged to display posters and to decorate their areas.
- Boarders are allowed to keep water by their bedside in a suitable receptacle in case they are thirsty at night.
- The boarders, under supervision, change bed linen once a week.
- Dormitories are separated by gender and appropriate age-group.
- Staff, staff family and visitors' sleeping accommodation is separate from the boarders' dormitories.
- Requests from boarders to change bed or dormitory for good reasons are properly considered.
- It may be considered necessary to search the dormitories. If so, the boarder will be present when the search is made
- It may be necessary, in exceptional circumstances such as theft, for the Director of Boarding, in the company of another member of staff, to search the dormitories without the knowledge of the pupil.

## **SECTION 15**

### **15. Valuables & Security**

- Passports and tickets must be handed in to the Director of Boarding immediately on arrival at school.
- Boarders must not have any money in their possession. Any monies must be handed in to the Director of Boarding for safekeeping.
- Valuable personal possessions (personal stereos and any electrical equipment) are not be kept in the dormitory and should be kept in secure lockers or handed in to the Director of Boarding.

**GIRLS ARE NOT ALLOWED TO ENTER THE BOYS' DORMITORY AREA UNLESS THEY HAVE PERMISSION.**

**BOYS ARE NOT ALLOWED ENTER THE GIRLS' DORMITORY AREA AT ANY TIME.**

## SECTION 16

### 16. Personal Hygiene

- Both the boys' and girls' areas of the Top Gallery have their own toilets and washing facilities.
- Both boys' and girls' showers are private cubicles.
- All boarders have access to a bath. Small children have the bath run for them.
- Boarders shower every evening.
- Boarders' hair and nails are checked regularly.
- Toiletries are available for purchase from the Deputy Housemaster's Office
- 

#### 16.1 Standards of Dress and Tidiness

- Boarders are expected to maintain high standards of tidiness.
- Boarders are encouraged, at all times, to wear their uniform smartly, to polish their shoes and to brush their hair.
- Girls should have long hair tied back. Only stud earrings may be worn.
- Girls are forbidden to wear make-up.
- Dyed hair is forbidden for both boys and girls.
- Boys should not have fully shaved heads, or hair with shaved patterns cut into it.
- Girls should not have braids or elaborate hair styles which prevent them from washing their hair.

The boarding staff insist that the boarders maintain good levels of personal hygiene, ensuring that showers are taken daily and

teeth brushed twice daily. In conjunction with the School Nurse, checks of hair and other health related issues are carried out regularly.

## SECTION 17

### 17. Linen Room & Laundry

The Linen Room Matron is responsible for ensuring that the boarders have adequate clean clothing, including sports kit.

Dirty laundry is handed in to the laundry by the boarders each day.

**Socks and Underwear should be placed in the pupil's sock bags daily and handed in twice weekly. Additional items are handed in as follows:**

Monday: Shirt/Sock Bags

Tuesday: Shirt, Towel,

Weds: Duvet Cover/Bottom Sheet, Pillow Case, Shirt Pyjamas

Thurs: (after games) Games Kit, Shirt, Sock Bags

Fri: Shirt

Sat: Shirt

Sun: Jumper, Trousers/Skirt, Home Clothes

Clean laundry is handed out by the Linen Room Matron each morning, assisted by the Gap Students

## **SECTION 18**

### **18. Tuck/Sweets**

Tuck is available once during the week and once at the weekend. The boarders are limited to two (2) pieces of tuck on each occasion.

Tuck: Wednesday & Saturday        7.00pm

A termly charge for Tuck is added to the school bill.

- Tuck is sold at cost price and boarders are recharged on their end of term bill.
- Boarders are encouraged not to bring tuck from home as the Tuck Shop meets their needs.
- Tuck is not allowed in the dormitories and any extra is to be stored in the Boarding Office.
- Boarders are not allowed tuck every day; tuck is a treat.
- Tuck may be given out occasionally for helpfulness/courtesy to staff.
- Tuck may be purchased on trips when pocket money is allocated for this purpose

#### **18.1 Birthday Parties**

- A birthday cake is provided and a party organised to celebrate a boarder's birthday. Boarders are recharged on their end of term bill.

## **SECTION 19**

### **19. Code of Behaviour**

The boarders are asked to observe the following code of behaviour:

- To show mature consideration for other people and for the building.
- No food in the dormitories
- CHEWING GUM is forbidden at all times.
- Boarders are informed of areas that are OUT OF BOUNDS

## **SECTION 20**

### **20. Fire Drill**

- There are regular fire drills, including night time drills, to familiarise the boarders with essential routines.
- Instructions concerning fire drill are posted in each dormitory.
- The Fire Drill routine is contained at the end of the Pupil Boarding Handbook.

## **SECTION 21**

### **21. Guardians**

- All boarders from overseas must have guardians based in the UK whom we can contact in case of emergency and will take responsibility for any accommodation that may be needed during vacations.