



College
Reception

BOARDING HANDBOOK

WELCOME TO BOARDING!

We are delighted that you have chosen to board at Myddelton College and look forward to meeting with you upon your arrival. This boarding handbook aims to give you some information about boarding so that you know what to expect when you arrive.

For many of you this will be your first time away from home, and some of you will not have been in the UK or Wales before. We hope the information included will answer any questions you may have and make the transition from home life to boarding life as smooth as possible. For those who have experienced boarding before, let us walk you through the finer details so you too know what to expect.

COMMUNITY

Boarders are part of a large family community and look out for each other. Boarding requires a good sense of humour, a strong sense of responsibility, patience, empathy, and above all a zest for life. We encourage a sense of belonging and personal fulfilment for all boarders. There are two boarding Houses at Myddelton College; Morton House for boys aged 11-18 and Eleanor House for girls aged 11-18. Each House has a residential Housemaster assisted by a residential GAP student who alongside non-residential duty staff will look after your daily needs.

It is expected that all older pupils will be mindful of their responsibilities as role models, carrying out duties such as ensuring communal areas are left in a clean and tidy state. In addition, there are opportunities for older pupils to take a more active role in establishing a community atmosphere by taking on the role of House Prefect. If you wish to apply for such a position, please inform your Housemaster who will explain these duties in more detail. Formal applications should then be submitted to the Head of Boarding.

BOARDING ROUTINE:

WEEKDAY MORNINGS

7.00 – 7.30am The day starts with a wake-up from 7.00am to enable you to get showered and changed.

7.45am - 8.15am. Breakfast in the Main School Building

8.30am The school day begins so you should leave enough time to get back to your room, make your bed and leave the room tidy and gather what you need for the academic day. You should take everything you may need as access to the boarding areas during the academic day will be restricted. If you need to change for sports activities, you must use the school's changing rooms and not your study bedroom, so

please make sure you remember your kit in the morning if you need it later in the day.

WEEKDAY AFTERNOONS (NOT INCLUDING WEDNESDAYS)

4.15pm – 5.30pm Activities and Study

The academic lessons end at 4.15pm.

Years 7-11 Take part in Activities until the end of the school day at 5.30pm and may not return to the boarding house at this time.

Sixth Form boarders are permitted to sign out of school and return to their study bedrooms to prepare for their lessons the following day. It is expected that Sixth form pupils will spend an additional 5 hours a week studying independently on top of completing any preparation tasks set by their subject teachers. Using this time wisely will ensure you continue to make good progress ahead of any official exams.

Wednesday TOWN TIME

On Wednesday at 4.15pm Boarders from Year 10 upwards are permitted to sign out of school, leaving site to explore Denbigh town approximately 200 yards away. Signing in and out books must be completed by all students leaving the site during these times. All Boarders must return by 6pm Supper time were a register will be taken. Failure to arrive on time will result in the temporary removal of this privilege. You must be in a group of at least two and must be contactable by duty staff in case of emergency or if you are unavoidably delayed in returning. While you are not in uniform be mindful that you still represent the college to the wider community. As such the highest standards of behaviour must be adhered to at all times. For Pupils in years 7-9 opportunities to visit Denbigh on Wednesday after 6pm must be requested in advance as you will need to be accompanied by an adult.

WEEKDAY EVENINGS

Dinner takes place at 6pm in the Main School Dinning hall. All boarders are required to attend Dinner and a register is taken. Boarders sit at one long table to ensure a Family atmosphere, no phones are permitted at the dinner table and any conversation must be conducted in English to ensure all pupils and Staff are included. This is of great benefit for international boarders for whom English is an additional language as they will be able to practice their conversational English in an informal and relaxed setting.

After dinner Prep sessions are held in the main school

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building for years 7-11 from 6.30pm-7.30pm. At this time Sixth form boarders may return to the Boarding house to work at their study desks. Prep for all year groups ends at 7.30pm and Boarders are free to relax.

At 8-15pm each evening a meeting is held in the main common room to remind boarders of any important events taking place the following day and provide an opportunity for boarders to voice any concerns or issues they have such as missing laundry. On occasion, Prefects may also use this as an opportunity to raise awareness of charity fundraisers or discuss upcoming agenda items for meetings with the Headmaster.

At the close of this meeting all Boarders must remain within the Bounds of the Boarding House but are free to use this time as they wish for playing games, watching films or socializing in the communal areas until Dorm Call for their year group.

BEDTIME ROUTINE

Dorm call takes place 15 minutes before lights out to ensure all boarders have sufficient time to prepare for the school day, tidy rooms and clean teeth before settling for bed. Dorm calls are set as appropriate for the year group of each Boarder.

Year Group	Dorm call	Lights Out
7	8.45pm	9.00pm
8	9.00pm	9.15pm
9	9.15pm	9.30pm
10	9.30pm	9.45pm
11	9.45pm	10.00pm
12	10.15pm	10.30pm
13	10.30pm	10.45pm

The boarding School day is very long indeed and hopefully fun-packed so it is vital that you get enough rest which is why your lights out may be earlier than at your own home.

FLEXIBOARDING

Day pupils may stay overnight in the boarding accommodation at the request of their parents and will be charged at nightly rate. Permission should be sort from the Head of Boarding as early as possible but at least 3 days in advance to ensure there is a suitable space available. As this is arranged on an ad-hoc basis spaces cannot be guaranteed until payment has been made.

During their stay in the boarding House Day pupils will share with a Boarder of similar Year Group and will be expected to adhere to the appropriate Bedtime routine.

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WEEKEND ROUTINE

The Weekend List is completed at the start of the week and weekly Boarders will be asked to inform your Housemaster whether or not you are staying in the boarding house at the weekend - we would request you finalise arrangements by Thursday evening at the latest.

It is best practice for new boarders to stay for weekends in the first half term to allow you to experience a range of different activities which include team-building activities to help you settle and forge stronger bonds with other boarding students.

Saturdays will have a varied Trips programme which will involve all boarders Years 7 to 12 and is an optional extra for those Day pupils wishing to participate.

SPRING TERM TRIPS LIST

Blue Plant Aquarium
Chester Zoo
Swimming & Cinema
Manchester Chinese New Year
Manchester Chill Factor
Ice Skating and Buffet Meal
Bounce Below
Shrewsbury Shopping Trip
Caernarfon Castle & Town
Beumaris Boat Ride
Greenwood Forest Park
Llangollen Canal Boat Ride

The cost of trips will be charged to pupils' accounts and will total approximately £550 a Term. Packed lunches are provided for all trips but pupils do have the option of withdrawing funds from their pocket money account should they wish to purchase food in a public restaurant or Café.

Sundays are rest days. Boarders will remain on school site and may use this time for catching up on any work missed or preparing for upcoming tests. Pupils in Year 10-13 are permitted to sign out in order to visit the town and Shops of Denbigh.

8am-10am Breakfast. A Continental breakfast is offered at the weekends to reflect the more relaxed atmosphere for pupils. Those going off on Saturday trips need to get up and out earlier, but on Sundays pupils are free to get up later.

9.00 9.30am Saturday trips depart.

4pm Trips return to Main School site

5.45pm - 6.30pm Evening meal

MEAL TIMES

A register will be taken at breakfast and evening meal for all boarders. Boarders must check in with the duty member of staff even if they have eaten. Latecomers will be noted and if they are frequently late would be treated as a Level 1 consequence and will be disciplined in line with the whole school policy. Day pupils who are making use of the Flexi-Boarding facilities must also attend all meals. For the duration of their stay they will be treated as a Boarder and must follow all rules accordingly.

MONDAY – FRIDAY

Breakfast – 7.30am – 8.15am

Lunch – 12.45pm – 13.45pm

Dinner – 17.45pm – 18.30pm

WEEKENDS

Breakfast – 9.00am – 10.00am

Lunch – 12.30pm – 13.30pm

Dinner – 17.45pm – 18.30pm

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KITCHENS IN THE BOARDING HOUSE

Each side of the boarding house (male and female) has a kitchen area for pupils to make their own drinks and snacks. Clear rules on hygiene are displayed in the kitchens to ensure safety for every user. Pupils who do not respect the kitchen area will not have access to this area for a set period.

General hygiene rules displayed in the kitchens will include:

- Wash up and put away and items after use
- Rubbish must be put in bins provided
- No equipment to be removed from the kitchen
- Food kept in the fridge and cupboard must be labelled with the boarder's name.
- No perishable food should be kept in your Dorm room.

Perishable items placed in the fridge must additionally be labelled with your name. Items which have spoiled or have gone mouldy will be placed into the bin without the boarder's agreement in order to maintain a safe and healthy environment for all boarders

LAUNDRY

Boarders laundry will be collected on Mondays for Junior Boys, Tuesday for Junior Girls, Wednesday for Senior Boys and Thursdays for Senior Girls. If you wish to have an item Laundered place it outside your dorm room in a laundry basket on these days where it will be removed for cleaning. There will be a weekly inspection of rooms and staff will encourage boarders to change their bed linen on a weekly basis. Boarders will be able to collect their own linen from a collection area – we would strongly advise that all items of clothing are labelled.

FIRE DRILLS

Every boarder must know what to do in the case of a fire and so we will have regular fire drill practices both as part of the academic day and the boarding community. If you hear the fire alarm, immediately leave in an orderly fashion by the nearest fire exit and head towards the stone amphitheatre steps at the front of the school. You line up by year group in a horizontal line along the steps and wait patiently until your name is called by a teacher. Make sure you call out your response clearly and that you are heard so that staff can make sure you are safe. You must wait until you are told by a teacher or the school's fire safety officer

that it is safe for you to return to the classroom.

At night time, please make sure you put on shoes and a dressing gown or some clothing in case it is cold or wet but make sure that you exit quickly and in a safe and orderly fashion. You must wait until you are told by residential house staff that it is safe for you to re-enter the boarding areas.

If the fire brigade takes longer than expected to investigate or you would be outside for prolonged periods, then you will be instructed by staff to go to the sports hall.

OFF SITE ACTIVITIES

If you wish to attend a religious service or an activity such as football training for a local club off site, you are free to do so, provided you have parental permission and use the signing in and out book. This is so house staff are aware of your whereabouts and time we expect you to be back on site. Pupils aged 16 or over are allowed to apply for membership at the local Gym. Visits to the Gym must take place in the activities time slot of 4.15-5.30pm. You must inform your Housemaster before leaving site and state clearly where you are going in the signing in & out book.

CONTACT NUMBERS

Upon arrival at Myddelton College, you complete a student contact form so that house staff and duty staff are able to contact you if needed.

If your contact details change, please inform the Housemaster or Head of Boarding as soon as possible. Should you wish to contact your Housemaster urgently please call or message the Myddelton Duty Phone on +44 7826 849 332. This is always in the possession of the member of staff on Duty. If there is no response from the number contact the Head of Boarding on +44 7921879379.

UNIFORM

Uniform will be subject to regular checks by house staff, teachers, personal tutors, and the headmaster so please ensure you get it right before you leave the boarding house.

School uniform details are specified for Years 7 - 13 and should be adhered to. If you have a reason why you cannot wear the correct uniform, please let your Housemaster/ personal tutor know so that other staff can also be informed and prevent you from receiving any punishment for failure to comply with the uniform rules.

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POST

Personal post is placed on the table in school outside the Headmaster's Office. There is no delivery at the weekend. You may post your letters in Denbigh Post Office or leave them in the office with an appropriate stamp.

The postal address of the college is: **Myddelton College, Peakes Lane, Denbigh, Denbighshire, LL16 3EN, UK.**

INTERNET ACCESS AND PHONE CALLS

Internet access at the school is always monitored, so students need to be aware that there could be consequences arising from undesirable internet usage. There will be content filtering in place to prevent students' access to such sites. The use of any other methods designed to avoid the school's monitoring systems are banned. Cyberbullying will not be tolerated. The use of mobile phones is banned during the school day. Boarding students should not need to use their mobile phones during the day time and will be encouraged to leave them in their study bedrooms. Students can make or receive phone calls from their own mobile devices during their free time in the boarding house, from 8.30pm to lights out. We would respectfully ask parents and students to contact their child during these times except in case of emergency. Mobile phones and laptop/surface devices will be collected at nighttime from pupils in year 7-11 to ensure you are receiving an appropriate amount of good quality sleep. Phones and devices will be returned the following morning. Sixth form pupils are permitted to keep their electronic devices overnight provided they maintain a good standard of academic work and adhere to their agreed bed times.

EMERGENCY CONTACT

During the academic day it is expected that parents would initially contact the school's main number 01745 472201 if they need to get in touch with their children as a matter of urgency.

After 5pm, the first point of contact should be the duty staff, followed by the Housemaster. Failing that please contact the Head of Boarding using the numbers below. Staff will endeavour to pass on the message as soon as possible. This allows the school or staff to support the student if needed, or to be aware of any potential implications.

RESIDENTIAL DUTY STAFF

Housemaster Morton House:

Mr Kyle Scott
e-mail: k.scott@myddeltoncollege.co.uk
phone: +44 7826 849 332

Housemaster Eleanor House:

Ms Philippa Gillespie-Jones
e-mail: p.gillespie-jones@myddeltoncollege.co.uk
phone: +44 7826 849 332.

Head of Boarding

Ms Alicia Davies
e-mail: a.davies@myddeltoncollege.co.uk
Phone: +44 7921879379.

We would request that boarding enquiries are directed in the first instance to the duty telephone which is monitored by residential staff 24 hours a day.

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ARRIVAL AND INDUCTION

At the beginning of the Autumn Term an induction programme is arranged for new pupils and the boarding house is open for all newcomers. Parents and pupils are invited to attend afternoon tea at the College to meet house staff and teachers.

For international students all airport transfers can be arranged for pupils travelling into Manchester or Birmingham Airport on the specified travel days for transport to school. For any questions relating to this or to confirm your transfer please contact info@myddeltoncollege.com.

AUTUMN TERM DATES 2016

Boarders arrive	Sat 3rd Sept	9am - 6pm
Term begins	Weds 7th Sept	8am
Half term	Fri 21st Oct	4.10pm
Boarders return	Sun 30th Oct	5 - 8pm
Day students return	Mon 31st Oct	8.35am
End of school	Fri 9th Dec	4.10pm
Travelling day	Sat 10th Dec	

Boarding pupils should arrive on Saturday 3rd September 2016, Please advise the International Office of your travel arrangements via email at info@myddeltoncollege.com. Taxi transfers should be arranged by contacting Ms Gillespie Jones

p.gillespie-jones@myddeltoncollege.co.uk

SPRING TERM DATES 2016

Boarders arrive	Tues 2 nd Jan	9am - 6pm
Term begins	Thurs 5 th Jan	8am
Half term	Fri 17 th Feb	4.10pm
Boarders return	Sun 26 th Feb	5 - 8pm
Day students return	Mon 27 th Feb	8.35am
End of Term	Fri 31 st Mar	4.10pm
Travelling day	1 st April	

SUMMER TERM DATES 2016

Boarders arrive	Mon 24 th April	9am - 6pm
Term begins	Tues 25 th April	8am
Half term	Fri 20 th May	4.10pm
Boarders return	Sun 4 th June	5 - 8pm
Day students return	Mon 5 th June	8.35am
End of Term	Fri 7 th July	4.10pm
Travelling day	8 th of July	

If you need to be absent from School during Term time you will need to request permission from the Headmaster.

Your Parents or Guardians must formally request permission in writing stating the reason for your absence and giving notice well in advance of your proposed departure.

Travel arrangements will then be made by your Housemaster.

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THE BOARDING HOUSE



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Only the first floor study bedrooms are being used initially. All rooms are allocated by house staff prior to the arrival of the pupil. These are allocated by age group. For years 11 and below, two students share a room. Year 12 and above will have their own room.

There are shared toilets and showers, located at the end of each corridor and each bedroom contains appropriate washing facilities.

Your bedroom is your own personal space and you may bring posters, pictures and photos for the pin board. You may bring with you any personal items to help make your bedroom feel more personal. There are electric sockets in each room for your personal use. On arrival your electronic items will need to be tested by the maintenance team to ensure they comply with safety standards. Should you purchase additional electronic items during term time you must inform your Housemaster who will arrange for them to be tested. Any items that fail to meet the safety standards will be confiscated immediately. For health and safety reasons, no kettles are allowed in the rooms. If you wish, you may bring your own bedlinen but this is provided.

Each House has its own common room within the boarding house where you may relax, play games, watch TV or read.

All meals are served in the main dining hall and there is also a kitchen area in the boarding house where students may prepare snacks. Drinking water is available in the boarding house.

HALF-TERM & FLIGHT ARRANGEMENTS

International and UK students are welcome to stay at Myddelton College over half terms. During those times there will be a specific structured, staff supervised programme for students which will have a non-academic focus.

Programmes may include trips out, staff organised activities, overnight visits or camping, and the boarding areas will remain open and supervised as normal. We would request that you notify the House staff as soon as you can if you are planning to stay over the half-term period.

Please ensure that if you are returning home for the Holiday that details of your flights are communicated well in advance to ensure that and transport to and from Airports can be arranged. For all such enquires and information please contact Ms Gillespie Jones at p.gillespie-jones@myddeltoncollege.co.uk

MONEY

Pocket money should be brought at the start of term. This should be immediately deposited with your Housemaster who will then bank this cash with the Finance Office, to be

drawn out when needed. We suggest a maximum of £500 (to cover purchases on Sunday trips, trips into Denbigh for essentials, etc.) and this should be placed in an envelope showing the name of the student on the outside. If you need to send money for a special occasion during the term, please dispatch it by a secure means Finance Office who will ensure the amount will be credited to their pocket money account. Records will be kept of the pocket money for each boarder and the boarder must sign to say they have received that money. Parents can set a weekly withdrawal limit for their child if they feel it appropriate and that can be amended by the parent by discussion with the Head of Boarding. Boarders will be able to access their pocket money on the Friday of each week and this must be collected by the pupil directly from the Finance Office

Alternatively, we would actively encourage parents of older pupils to allow their children to have their own bank account with cards. Cash withdrawal facilities are available in the nearby Denbigh town.

The school cannot accept responsibility for replacing any missing or stolen money but would actively pursue those involved in theft, in line with the zero tolerance policy.

ROOM SHARING

Pupils in Years 7-11 share a double bedroom. These will be allocated on age group. This is to help pupils in earlier years settle and form strong friendships. Year 12 and above have single occupancy rooms to provide a more focused environment in order to prepare for their examinations.

Rooms are allocated at the start of each academic year and generally remain fixed for that academic year.

STORAGE

As there is limited secure storage space in the house, it is expected that all UK boarders will take everything home at the end of the summer term.

Overseas boarders who are returning the next academic year may leave the following items which must be clearly marked with the student name.

- A trunk or large suitcase
- A lockable box
- A duvet
- Neatly packed box(es) of books

This can be left in a secure lockable area within the school, under the supervision of maintenance staff.

FREQUENTLY ASKED QUESTIONS

WHAT DO I NEED TO BRING?

Uniform and sports kit will be ordered and ready for you on arrival. For UK students please order your uniform online before your arrival. For international students please ensure you send your sizes to the international office. For more information email info@myddeltoncollege.com

1 large suitcase and 1 weekend case

Nightwear: Pyjamas, dressing gown, slippers.

Clothing: A quantity of underwear, 5 x casual socks (separate to school uniform), 4 x T-shirts or similar items, 3 x jumpers/ cardigans, 3 x trousers/slacks, 1 x skirt/ dress/shorts ,1 x smart outfit for occasions, 1x warm coat (not compulsory, dependent on weather), 1 x rain coat, 1 x swimming costume – please only one piece suits.

Please note that raincoats or overcoats should be plain navy blue or black, the same length or longer than the blazer and should not carry conspicuous logos or colours.

Toiletries: Toothbrush, toothpaste, soap/body wash, shampoo/ conditioner, towels x 2 , hand towel x 1, flannel, hair brush/comb, hair ties. We recommend a small plastic basket to put items into to carry to and from the shower room.

Other Shoes: Trainers (for sports kit), flip flops, other shoes x2 max, shoe cleaning material. There should be a maximum of 6 pairs of shoes including school shoes (shoes for sport, horse riding etc. are permitted as extra items).

Bedding: All bedding is provided by the Boarding House. However if you wish to bring your own duvet, mattress protector and pillow you are welcome. Please make sure they are clearly labelled. All pupils are permitted to bring personal duvet covers and sheets which must also be named.

We also recommend: Small torch, small sewing kit, , extra spare tights and socks, winter thermals for those who feel the cold, wellington boots Personal items such as photos and posters to personalise their bed space are welcome along with a throw/quilt for their bed.

As one of Myddelton College's main focus is Outdoor learning we ask all students to bring the following:

- Walking Boots (Ankle Support, Waterproof with Vibram sole or equivalent)
- Waterproof Jacket (Breathable)
- Waterproof trousers
- Day Sack (30l or similar)
- Warm hat & gloves
- Compass

NAMING CLOTHING AND PERSONAL ITEMS

All clothing is to be named (including underwear and socks). All items to be laundered need to be machine washable, colourfast and suitable for tumble dryers.

ELECTRONICS

Please send a complete itemised list of electrical items you will be bring to give to the Housemaster. Please make sure they are labelled. Boarders are advised that the school insurance does not cover personal loss or damage to the equipment; therefore they are requested not to bring expensive items into the school. It would be recommended for items to be insured prior to arrival at school for pupils in case of loss or damage.

WHAT DO I DO WITH MY PASSPORT?

For overseas students, we would ask that important documents such as your passport and BRP are left with the Housemaster who will store them safely under lock and key.

IS THERE WI-FI?

Yes, we will provide you with the code on arrival.

WHAT IF I HAVE ALLERGIES OR DIETARY RESTRICTIONS?

Let us know and we will pass the information on to the kitchen and other staff who need to know.

WHAT DO I DO IF MY WEEKEND ARRANGEMENTS CHANGE UNEXPECTEDLY?

No problems – just let house staff know as soon as you can so we can amend records to help us prepare for activities and trips by booking the relevant number of tickets etc.

WHO CAN I GET HELP FROM?

Lots of people. There are duty staff, House tutors, your Housemaster or the Head of Boarding who are there and willing to help with any problems.

FREQUENTLY ASKED QUESTIONS

WILL TEACHERS BE THERE TO HELP ME WITH MY PREP?

Yes, during the supervised prep sessions in the evening within the school building itself. Prep at Myddelton College is required to help you prepare for the lessons the next day. Your teachers will set a task which you must complete before the lesson – this could be background reading to prepare you for the taught topic, watching a video, or quiz questions to evaluate your prior learning and understanding.

WHAT HAPPENS IF I GET INTO TROUBLE?

For minor infringements (lateness for dorm call, untidiness in kitchen area, very untidy bedroom, etc.) you would receive a De-Merit in line with the whole school disciplinary procedure.

For intermediate offences (late back from town time with no reasonable excuse, poor behaviour outside of the school) you would lose privileges such as Town time the following week, further de-merits and where warranted Headmaster's detention in line with the whole school disciplinary procedure.

For severe offences (drinking, smoking on site, theft, drugs, threats of violence to students or staff) you will be interviewed by the Head of Boarding who in conjunction with the Headmaster will determine whether you should be sent home or to guardians for a set period. Parents will be contacted at this point and informed of the reasons for the school's decision. If parents disagree with the decision they have a right of immediate appeal to the Headmaster whose decision is final.

A boarding community relies on mutual trust between students and staff and incidents such as theft are particularly upsetting to boarders as it is an infringement of both their security and privacy.

At Myddelton College we feel it is important to own up to mistakes at the earliest possible opportunity. Please don't be tempted to go down the path of lying as this is a breach of trust and only serves to escalate the nature of the offence. Everyone makes mistakes and everyone deserves a second chance – but a better person owns their mistakes and learns not to commit the same offence in the future.

CAN FRIENDS STAY OVER IN THE BOARDING HOUSE?

Yes, with permission of the Housemaster. Weekends are more appropriate but weekday stay-overs can be allowed by negotiation with the Housemaster. We do operate a flexi-boarding approach where day pupils can elect to stay in the boarding house when they choose, dependent upon room availability. These can be arranged through the admissions office.

CAN I STAY OVER AT A FRIEND'S HOUSE?

Absolutely – we would just need a letter or email from both sets of parents to the Housemaster. This ensures that parents are fully aware of the arrangements you have made.

Communication may consist of an email to the Housemaster or Head of Boarding with pick-up and drop-off times. Permission for attending events off-site requires the parent organising the event to get in touch with the named staff to discuss safety and supervision of any boarders invited. We would recommend that this is completed at least 72 hours before the event to the Housemaster or Head of Boarding.

CAN I BRING A BIKE?

Yes, you can. The area around Denbigh has some fantastic flat areas perfect for riding. There is also a specialist track in nearby Rhyl, and of course the fantastic Snowdonia landscape if you fancy something a little more demanding. We will arrange for a secure area for storing bikes.

WHAT IF I'M HOMESICK?

It may take you some time to get familiar with the boarding environment and the regime – that is perfectly natural. Just about every person who has ever boarded goes through a period of readjustment and can sometimes feel upset, lonely or homesick. You may want to talk to an older pupil as they will have gone through very similar experiences.

House staff have years of experience of dealing with homesickness and are always there for you to talk to you any time of day or night.

If you have any further questions, please do not hesitate to get in touch.

BOARDING REGULATIONS

BOUNDS, LEAVE AND VISITORS

No pupil is to leave the College site without permission.

No pupil is to visit anyone outside the College, be taken out by them or receive visitors, without permission.

Boarding rooms, bedrooms and studies are out of bounds to all visitors except parents or guardians, unless specific permission has been obtained.

Boys are not allowed in the girls' boarding areas or common rooms. Girls are not allowed in the boys' boarding areas or common rooms.

Boys and girls are both allowed into selected communal areas within the boarding house only with the Housemaster's permission and under staff supervision.

Pupils returning to College after a period of leave, e.g. holidays, must report to their Housemaster.

Pupils who take part in community groups (e.g. football teams, local swimming clubs etc.) must sign in and tell duty staff when they are back on site. A contact number for a person from the relevant club or society must be available to duty staff.

Pupils going out on leave must sign out indicating the time out, destination and sign back in when they return.

Boarders sleeping out or day pupils sleeping in must obtain permission from their Housemaster or Head of Boarding who will require written confirmation from parents via email.

All visitors to the school who wish to enter the boarding environment must ensure they have signed in at reception, wear visitor badges and informed the Housemaster of their arrival and departure.

UNIFORM

School uniform is to be worn throughout the academic working day. Pupils may wear home clothes for activities, the evening meal, and study time.

Shorts, games kit, wet or dirty clothes must not be worn in the dining room.

Boarders may NOT change for games in the boarding areas and should use the changing rooms the same as day pupils. Mud must not be brought into the building. No football boots or dirty trainers are to be worn in the boarding areas.

BEDROOMS

Furniture in bedrooms must not be removed or moved without permission.

Pupils are responsible for keeping their own bedroom clean and tidy.

Decorations, posters etc. should be of a suitable and age appropriate nature and should not cause offence to any visitors or staff. Only the noticeboards should be used for displaying posters or photographs.

Kitchen appliances are not allowed in study bedrooms for safety reasons. Any electrical equipment brought into the boarding environment by students will be subject to electrical safety testing as appropriate.

Pupils must not tamper with services to the bedrooms or cause wilful damage to any of the school's property.

All boarders should be courteous of those around them.

Window restrictors are attached to some windows to prevent full opening and therefore ensure students safety so must not be tampered with or removed by students.

No student or staff member can enter a student's bedroom without knocking first to ensure student privacy.

COMMUNAL AREAS

In communal areas, such as corridors or common rooms, all pupils must be appropriately dressed at all times.

Respect the communal areas – if you see a problem please report it to the Housemaster or Head of Boarding for action.

Outside each study bedroom students will be encouraged to personalise the communal walls. This could include pictures, artwork, photos, certificates or academic work completed by students. These can be put up at the discretion of the Housemaster.

DRUGS, ALCOHOL, TOBACCO

The school does not tolerate drugs, drinking or smoking on site. Any pupil found in possession of illegal drugs, alcohol or tobacco would face immediate suspension from the School. Further information on the school's policy can be obtained by contacting the school office.

USE OF ELECTRICAL EQUIPMENT IN BOARDING HOUSE BEDROOMS & DORMITORIES

Students are responsible for ensuring that all electrical equipment introduced by them into school boarding accommodation is safe, free from defect and complies with all relevant electrical safety regulations and standards applicable in the United Kingdom and European Union.

Authority for the use of specific items of electrical equipment, other than domestic-type audio-visual items, computer equipment or calculators, must be sought from the Estates Director. All items must be tested for electrical safety before use.

Please note:

- The use of electrical appliances with a heating element or compressor is forbidden in study bedrooms. This rules out the use of irons, heaters, kettles, toasters, electric blankets, refrigerators, microwave ovens, sandwich-makers, rice cookers etc. in your study bedrooms. Please see list below (The use of hair dryers in study bedrooms is allowed.)
- Multi-way adaptors are not permitted in study bedrooms. If additional sockets are required, trailing socket boards fused to 13 amps and fitted with an appropriately-sized lead cable should be used. The electrical load on a single wall socket must not exceed 13 amps.
- Electrical and electronic equipment and appliances that are not permitted in the study bedrooms:
- Appliances with exposed heating elements. Among other things this includes the “George Foreman Grill” and all similar devices
- Electric blankets
- Hot plates, toasters and toaster ovens
- Air conditioners
- Quartz halogen lights
- Portable heaters
- Extension cords
- Multi-plug adapters

All electrical items brought into the boarding house will be PAT tested (electrical safety tests) by the college estates staff or a qualified electrician. Any items found to be faulty or unsafe to use will be confiscated and kept until the end of term when it will be returned the student so they can return it or them items back to their homes. If any electrical

equipment is brought into the boarding house during term time the housemaster must be informed so they can request for it to be tested.

The electrical testing log-book will be kept in each office at the entrance of the building.

Faults in building services should be reported to the Duty House master or Estates Staff. If in doubt, please ask.

We hope you have many years of enjoyment boarding and leave with many happy memories. But first let us outline what we aim to do for you and what we would expect in return:

THE SCHOOL PLEDGES TO:

- develop the whole person and produce a person fit for the needs of the 21st century
- produce an open and trusting ethos in which each boarder feels valued as an individual and feels able to approach any member of the boarding community (staff or pupil), confident in the knowledge that he or she will be treated with respect as an individual
- create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing
- provide conditions for boarders to develop their intellectual talents through supervised conditions for personal study and preparation with access to staff and other pupils
- encourage participation in their activities in an atmosphere which values effort as well as attainment
- provide a range of activities, hobbies and opportunities related to the age and maturity that will assist in the personal, social and cultural development of each pupil in the house and school as well as in the wider community
- safeguard and promote the welfare of each boarder by providing an environment that is free from physical hazards and dangers of any sort
- provide accommodation that is comfortable and suited to the needs of the boarding pupils, according to age, sex and maturity and which provides adequate levels of privacy
- develop boarders' quality of leadership and the ability to work as part of a team
- encourage boarders to contribute to the needs and welfare of others in the house and in school, as well as in the wider community
- provide suitable conditions for boarders to feel able to turn to a member of staff and senior pupils to share the good and bad things in their lives, as well as seeking advice, counselling and support during times of difficulty

- enable students to master independent living skills, ready for university life
- teach and encourage a healthy way of life in which fitness, hygiene and a balanced diet are valued
- generate opportunities for students to learn time management skills as they progress to higher years and greater levels of responsibility and self-discipline

A BOARDER'S PLEDGE

Each member of the boarding community should demonstrate respect for themselves, others and the boarding environment.

You should accept responsibility for yourself, your learning, your activities and behaviour within the boarding house.

Living alongside others in a boarding house requires high standards of behaviour and relationships built on trust and respect, along with developing an empathy for others.

