

H&S

‘Vita Studia Una’



**Boarding Handbook 2009
For Parents and Pupils**

Dear Parent/Guardian

May I take this opportunity to welcome you to boarding at Hampshire Collegiate School. Your son/daughter will experience many life changing experiences as a boarder and you can be assured that all boarding staff will be there at each step to give support and guidance in this nurturing environment. Boarding is an ideal opportunity for young people to develop vital life skills and a sense of independence that allows personal growth like no other.

Boarding at HCS aims to instigate a “curriculum for living” and its many activities and structures assists such a curriculum.

There are many opportunities for boarders to increase their own independence as well as enjoy the strong sense of community which exists within the house. Such a community is built upon the Christian ethos of the school itself and finds its foundations with the Christian gospels and the message held therein.

This booklet will introduce you to some of the finer details of boarding and will serve as a general introduction and guide to some of the structures and procedures required to make boarding as seamless and enjoyable as possible. I encourage you to read this with your son/daughter and familiarize yourself with the routines and other details. Do not feel intimidated, however, and feel free to contact me at any time if you feel you require clarification of any detail. I will be delighted to help.

With every best wish for your future as a member of the boarding community.

Karl Guest
Boarding House Master

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Part One – Handbook for Parents

Boarding House Contact Information

Karl Guest – Boarding House Master

Email Karl.Guest@church-schools.com
Telephone Home +44 (0)1794 527304
Office +44 (0)1794 527345
Mobile +44 (0) 7518 351072

Duty Phone: +44 (0) 7780 700742

This mobile is carried by the duty teacher between 16:30 and 23:00

Boarders' Parents/Guardians Contact Details

There are times when we find difficulty in contacting parents/guardians of boarders. It would be most helpful, if you have not already done so to email me the following contact details:

- Daytime phone numbers
- Evening phone numbers
- Mobile Number(s)
- E-mail address(es)
- And any other details which might prove useful in case of emergency (eg. next of kin).

House Master Responsibilities

Due to the way that HCS's pastoral system has developed, there may be confusion for parents as to who is responsible for what. In essence, your child's Head of Year is responsible for their academic progress. Your child's tutor is more "hands-on", seeing your child every day and for a longer tutorial period once or twice a week.

As a Boarding House Master, I am the first port of call for all boarders on day to day basis and am in loco parentis to them, as regards their emotional welfare and discipline outside of curriculum time. I should therefore be contacted over pastoral issues, so please do feel that you can and should ring me and/or leave messages on my answerphone for any pastoral boarding issue. I would encourage parents to be pro-active in keeping me informed of anything I should know, and it is often better to give me a quick ring than to ask other day or admin staff to pass messages to me. Email is perhaps more useful in this respect. Please feel free to email me, and I will answer them as promptly as possible.

Pocket Money and Valuables

All pocket money should be given to Mrs Lynette Rademaker in the Bursary at the start of each term for safe-keeping. Money may be collected from her Monday – Friday at break and lunch times. Boarders are not to keep large sums of money in their dormitories.

Equally, we recommend that valuables should not be brought into school. We aim to keep thefts to a minimum, and things can easily be lost or broken. This said, many boarders do possess computer games, mobiles phones and the like and for this reason we insist that they have a strong box inside which valuable items can safely be locked away. This is very important indeed. A lockable box is a good idea, and well worth the initial outlay for the resulting peace of mind.

Laundry

All clothing and linen should be clearly labelled with name tags, otherwise it is impossible to return items which have gone astray (eg. put in wrong laundry bag). Dirty laundry is collected on Monday morning. It should be placed in the orange laundry bag in the dormitory. Laundry bags should be brought downstairs to the laundry room at breakfast time.

Clean laundry is returned on Thursday. Each dormitory's orange bag will need to be collected from downstairs. Clean laundry should be put away immediately. Matrons wash underwear separately. There is a rota for this by the surgery. Dirty underwear should be put in the net bag in the dormitory and taken to Matron by 9:00 on the correct day.

In the event of any problems with laundry, please contact Senior Matron, Diana Jarvis.

Overnight Leave

Occasionally boarders may need to spend the night out of school. If this is the case please communicate that to the House Master with a least 24 hours notice. Overnight leave is left to the discretion of the House Master. Overnight "sleepovers" at student's houses are not granted.

Boarders must not go out overnight, even with parents, without notifying the House Master.

Short Leave

This is when boarders leave the school for a few hours, but not overnight, for example to go for a meal with a parent. During the school day (08:24-16:30)

boarders should ask their Head of Year's permission for this. Outside these hours and at weekends, permission must be sought from the House Master via email.

Except in special circumstances the following rules apply:

- Year 10 pupils may go into Romsey at the weekend provided that written permission from parents at least 24 hours in advance.
- Year 11 pupils and above may go into Romsey at the weekend. Visits to Romsey are allowed with parents' written permission and provided that permission is sought at least 24 hours in advance with the House Master.
- Sixth-formers may use the singing out book for short leaver after school hours. This privilege is continued at the Boarding House Master's discretion.

Weekend Leave

The weekend procedure is as follows:

- All boarders need to enter their exeat details each week on the exeat sheets, by Thursday at the latest.
- The House Master will assume that weekly boarders will go home on Friday evenings. If a weekly boarder wishes to say in for the weekend, they just need to enter the details on the exeat sheet.

All midweek exeat requests must be communicated to the school by parents/guardians. If you wish to write a letter giving 'blanket permission' for your child to go out midweek (eg. for a sporting commitment/training, etc), please do so in writing.

It is essential that the House Master is kept fully aware of the students activities. Duty of care is of paramount importance and this can be assisted by effective communications.

Collecting Boarders from School

When collecting your child from school (or dropping them off), we ask that parents and guardians be sensitive to the living areas of boarders. As duty staff, we operate a general policy of same-sex supervision, so that normally only male staff enter boys' dormitories and only female staff enter girls' dormitories.

We ask that, unless it is absolutely essential (eg. heavy bags need carrying down from the first floor landing area), fathers, male guardians and male relatives remain on the ground floor of the building when collecting girls from, and returning them to, school and that mothers, female guardians and female relatives remain on the ground floor of the building when collecting or returning boys. As you will see from the notices around the boarding house, we also ask you to tell a member of boarding staff or one of the secretaries if you wish to upstairs at times other than standard pick up and drop of times.

Absence

If your child is going to miss daytime school (because of illness, etc) their tutor or Head of Year needs to be informed. They need to know that the child will not be in lessons.

For leaving site in the evening or overnight – please see the information in the relevant sections above regarding short exeats.

Holidays

The school expects all pupils to be at school for the last day of term and to return in time for the first day of the next term. If, for some unavoidable reason, your child must leave early or return late, the Principal, Mr MacDonald's permission must be sought. Please email his PA, Mrs Sharon Maclennan, Sharon.maclennan@church-schools.com.

Food

The school provides balanced meals at breakfast, lunch time and supper. Bread and spreads are also provided at 8:30 pm. For those that insist, standard tuck (crisps, biscuits, etc) is allowed in dormitories – although those causing a mess will find that this privilege will be withdrawn. Hot food should only be consumed downstairs in the Boarders' Common Room, where there is a kettle and a microwave. Sixth-formers only may have kettles in dormitories.

Aerosols

Aerosols are not permitted in the building. They are dangerous in the context of a boarding house for a number of reasons:

- They are explosive/inflammable
- Large amounts of aerosol spray are unhealthy in the confined spaces of dorms
- They can set off the fire alarms.

Telephones

There is a pay phone in school for pupil's use; in the booth in the main corridor. Mobile phones are allowed but they must not be used during prep, in the dining hall, or after lights out. If this rule is broken phones will be confiscated. We rely on parents re-inforcing these rules on mobile phones by not making or receiving calls to students after lights out.

Trips

On alternate Fridays there is a cinema trip in the evening. Saturdays have sports fixtures and morning activities as well as prep. On alternate Sundays there is usually a boarders' trip – ten pin bowling, trip away etc. Other than for exceptionally expensive trips no additional charge is made.

Rules

The current list of rules in force in the Boarding House is to be found in the boarders' section of this book in order to be as clear as possible about the behaviour expected from our boarders. Any transgression of these rules is taken very seriously because these rules are designed for the protection and wellbeing of individual children and the community. We hope that you will impress this concept on your children and work with me in keeping them safe and happy.

As a boarding staff team we all work very hard in order to ensure the safety, comfort and happiness of the boarders in our care. If there is anything you wish to discuss regarding issues raised here or other concerns relating to boarding, please do not hesitate to contact me.

Part Two – Handbook for Boarders

Boarding Staff

House Master & House Mistress	Mr & Mrs Guest	Mr & Mrs Guest are the boarding House Master and House Mistress and live in the main building with their two children, Brendan and Madeline. They previously lived in Perth, Western Australia where Mr Guest was Head of Religious Studies and Philosophy, and also Head of House.
Deputy House Master	Mr Badham	lives with his wife Mel, and three young daughters at the top of the drive. He has been a boarding member of staff on this site for over a decade. He teaches English and is the Director of e-Learning.
Boarding staff	MrCates	One of HCS' longest serving masters. He is the pastoral leader for the upper senior school and a member of the science department.
Boarding staff	Miss Healy	Head of Geography and lives over the English block.
Boarding staff	Mr Hillier	Deputy Head of Year 10, English teacher and Deputy House Master effective January 2010.
Boarding staff	Mrs James	Head of Year 9 and a member of the boarding team. She is also Head of RS, teaches Philosophy and Ethics and lives over in the English Block.
Boarding staff	Mr Thomson	Deputy Head of Sixth Form and Head of Careers at HCS. Lives on site over the English, Music and Drama block
Boarding staff	Miss Ward	Lives in flat opposite Bursary, teaches MFL. New to HCS in 2009.
House Mothers	Mrs Appleton & Mrs Jarvis	Combining the roles of matron with those of a boarding tutor they can often be found either in sick bay or putting boarders to bed. They look after you when you feel unwell, deal with laundry, organise doctor's appointments and are on call in case of emergencies.

Organisation and Routine

The routine of the school day is posted on the boarders' long-term notice board, and is also included in the appendices.

There are two permanent notice boards for boarders. The one outside the boarding staff room has long-term notices; the one outside the dining room has day-to-day information, and **you should check it regularly**. There is also a wipe-board opposite the main back door, which often has important daily notices on it.

Typical Boarding House Routine

Monday to Friday

7:45 – 8:00	Surgery
8:00	Breakfast
8:25	Registration ... followed by day school routine
16:00	Common rooms available for use
17:40-18:00	Surgery
18:00	Supper
18:35	Mondays – compulsory whole House Chapel
18:50	Whole House Meeting in the Nightingale Room
19:00	Prep
20:00	End of Year 7-8 prep
20:40	End of prep
21:00	End of extra prep

Bedtimes – including Sunday

	In Dormitory	In Bed	Lights Out
Year 7-8	21:00	21:15	21:25
Year 9	21:25	21:40	21:50
Year 10	21:50	22:05	22:15
Year 11	22:15	22:30	22:40
Year 12	22:30	22:55	23:00
Year 13	22:50	23:00	23:00 (advised)
Prefects	23:00		23:00 (advised)

After 22:00 loud noise (i.e. audible from corridors or other dormitories) is not allowed.

Saturday:

08:00	Breakfast for those playing sport or in detention
09:00	Breakfast for others
10:30 – 11:30	Prep in Library (variable timings)
13:00	Lunch followed by free time in the afternoon
18:00	Supper

Bedtimes to be decided by the duty teacher, usually about 15 minutes later than during the week

Sunday:

09:30	Breakfast
13:00	Lunch (Matron in at lunch time)
14:00 usually	Trip (see notice board for details)
18:00	Supper

Sunday day trips also run on weekends.

Prep

All boarders below the sixth-form do prep on weekday nights. Boarders are organised into three areas in the West Wing, supervised by prefects and a duty teacher. You are expected to arrive promptly and work quietly during this time. Prep times are as follows:

19:00	Prep starts
19:40	1 st prep ends
19:55	2 nd prep begins
20:40	2 nd prep ends

Sixth Formers do not, at this current time, have supervised prep but they must remain in dorm during study time. All boarders must be in the boarding house between 19:00 and 20:40 every night unless special permission has been given by the Boarding Housemaster. This is subject to change, however.

Policies

The school has a number of policies, which explain how the school deals with important issues. Full versions can be seen in the Parents' handbook and on notice boards around the school and on the school's internet site.

Equal Opportunities

We want you to feel that you are a valued, important part of our community, whatever your gender, race, religion or abilities. This means that we will not tolerate any behaviour or language that makes someone feel small or worthless. We want the boarding house to be a place where we respect each other's feelings and opinions.

Bullying

We also want every boarder to feel safe here. This means that we cannot tolerate any kind of behaviour that makes someone feel unsafe, e.g physical aggression, like hitting, kicking or pushing, or it may be less obvious. The other kinds of bullying include things like threatening, or teasing, giving "evil looks", making gestures of a racist or sexual nature, or paying someone unwanted attention. We all have a responsibility to look out for those people who are vulnerable to this sort of thing. If you are being bullied, or if you know someone else is being bullied, you must tell a member of staff. We treat bullying seriously and, wherever possible, confidentially.

Some helpful points if you feel you are being teased, "wound up" or bullied:

- 1) Talk to the person doing it and make it clear that:
 - a) you don't like it;
 - b) you don't have to say why you don't like it – there is absolutely nothing wrong with you for feeling intimidated.
- 2) If it continues, tell them clearly that if they don't stop you will have to tell someone.
- 3) Talk to someone (a parent, friend, prefect, tutor, matron, boarding staff, etc.).
- 4) Someone who cannot stop themselves upsetting other people has problems which need sorting out. You are helping them by bringing this to light.

If you see someone suffering, YOU talk to the person who is causing the pain, if you feel able to, or at least talk to a prefect, parent, staff, etc.

**REMEMBER, YOU ARE NOT HELPING ANYONE BY
'PROTECTING' THOSE THAT BULLY.**

Alcohol

If it is not used sensibly and in moderation, alcohol can be dangerous. For this reason, **no pupil is allowed to bring alcohol into the boarding house.** Punishments for those who break this instruction will be severe. Likewise, we do not expect to receive people back into the boarding house who are “under the influence”. Once older pupils have proved their trustworthiness in this area, there may be opportunities to enjoy a drink with members of staff, e.g. Prefects’ Drinks.

Drugs

The use of illegal substances is not only very dangerous, but it is also breaking the law. Drug offences are treated **most seriously**: using or selling these substances means you are risking expulsion. Where there is a suspicion of drug use, the school may carry out drugs tests.

Smoking

Smoking is not permitted anywhere on the school site. It is illegal for anyone under 16 to buy cigarettes. We do not condone smoking because it poses a serious threat to health. Smoking in the school building is an extremely foolish and dangerous thing to do. **You may cause a fire and you risk expulsion.** A less obvious problem is that cigarette ends (and other rubbish) block up drains on the roofs around the school, leading to leaks and collapsing ceilings.

Sixth-form smokers who are addicted to nicotine should deposit cigarettes with Matron so that she can keep an eye on consumption and offer advice. Cigarettes must not be smoked on the school premises.

Physical Contact

The day-school is a working environment and the school rule is that boy-girl relationships should be kept to out-of-school time. The boarding house is home to all the boarders after 4.30pm. Of course everyone needs friends and, sometimes, a friendly hug or a shoulder to cry on – particularly when they are away from home for a long time. We don’t want the boarding house to be a cold, unnatural place, where people feel they can’t show their affection for their friends.

It is not always easy to say what is acceptable and what is not in these situations. The following are guidelines only, and boarding staff will use their discretion, depending on particular circumstances.

Acceptable:

- a friendly gesture; sharing a happy moment
- a goodbye hug at the end of term, etc.
- a hug to comfort someone who is upset

Unacceptable:

- any obviously sexual gestures
- prolonged bodily contact

- anything suggestive taking place in a secretive way (darkened rooms, out of bounds areas, etc.)
- anything which offends or upsets other people who are present

If you ever feel unhappy with a situation, you should talk to a member of staff you feel comfortable with. Your views will be respected and acted upon. Basically, common sense needs to be exercised by you and by us; this means that we will need to discuss certain situations as they arise and decide on the right way of dealing with them.

Confidentiality

We want you to feel comfortable about sharing concerns or worries with members of staff. Wherever possible, we promise that the things you choose to share with us will remain private – between you and the person you told. Sometimes, for your (or others') protection, or simply in your own best interests, a member of staff may have to share what you have said with the Principal, Head of Year, or your Tutor. They will always tell you first if this is the case, so that you know what is likely to happen, and they will ensure that the information goes no further than it has to.

Spiritual Matters

Hampshire Collegiate is a church foundation school. We welcome boarders of other faiths, but, in joining the school, they agree to follow the religious practices of the school which will include attending chapel services or carol services during festivals or seasonal worship events. The boarding community meet once a week for a chapel service.

What do I do if...?

...there is an emergency:

- Before 11pm - tell the Duty Teacher.
- After 11pm -

BOYS

Loudly knock the door to Miss Ward's flat or ring bell on landing to the House Master's flat by W Dorm.

GIRLS

Ring the white doorbell to the House Master's flat (by F dorm). If they do not answer, ring the bell on the door-post outside X dorm, which is connected to another flat.

NB Clearly, if you need someone IMMEDIATELY, it may be best to send people to do all of these as soon as possible

If you are unable to contact any of the above, ring the Principal's House on 01794 516553.

...there's a fire?

You are responsible for ensuring you know the escape routes from your dormitory (listed on the notices in every dorm).

If the fire alarm sounds after 16:30:

Leave the building quickly and silently by the nearest safe route.

Assemble in the main car park in dorms. (During the school day, you would assemble in tutor groups.)

In wet weather, assemble by the languages rooms.

Stand quietly in your dormitory group while a member of staff checks attendance. If anyone is missing, tell a member of staff at once.

Remain standing quietly in these groups until you are dismissed by the member of staff in charge.

Mrs Rademaker is Fire Officer. You should tell her if you had any problems in evacuating the school.

Also, please tell her at once if any fire-extinguishers are partially let off or damaged. Tampering with fire-extinguishers is a serious offence –they could save lives, so it is vital that they are always in good working order.

There will be a fire practice at least once every term.

...there's a stranger on site?

Most strangers in site are either someone's parent/ guardian or they are on official business – particularly during the school day. However, we are all responsible for ensuring that the school remains a safe place, especially in the evenings, when the building is much quieter. If you see someone you don't know who seems to be behaving suspiciously (going upstairs alone, or wandering around unaccompanied for example) don't ignore them!

During the school day all visitors should register with the main office on arrival, and should be wearing a clip-on security badge. If they are not wearing one, ask at reception whether they know who the "mystery visitor" is. After 17:30, the reception is not manned, so tell the duty teacher at once. As a general rule, friends/acquaintances of boarders are not permitted on site. In special circumstances, you should speak to the House Master in advance. On no account should any visitor other than parents/guardians go upstairs to dormitories (and even then male relatives should not go into girls dormitory areas).

...I feel ill/get injured in any way?

1. Matrons are available for routine business during surgery hours. Surgery hours are: 08.15; break and lunch times; 16:30; 20:00-21:00.

2. For more urgent problems, tell a suitable member of staff, e.g.: Matron (if in school); the Duty Teacher, your tutor, etc. They will then help you to decide whether immediate medical help is necessary.
3. After 23:00, you have to make that decision yourself. It may be worth discussing it with a friend or prefect first. If you decide you do need medical help, ring the bell for Miss Ward or The House Master.
4. A doctor visits the school on Tuesdays at 15:00. You should see Matron before 11:00 on Tuesday if you need an appointment.

NB see also 'In an emergency ..' on page 15

...I have lost something or think I may have had something stolen?

If you lose something such as an item of clothing or bedding or a towel, etc. you should see Matron. If it was named (as it should be) it will most likely find its way back to you.

If you lose something like jewellery, a mobile phone or i-pod, see Mr Guest.

We want the boarding house to be a safe place, where you feel happy leaving your things, just like at home. However, we cannot guarantee the safety of your belongings, because we can't be everywhere at once, and you need to take sensible precautions to prevent things from going astray.

We strongly recommend that you do not bring valuable items to school. However, if you do (i-pod, etc.) you should register it immediately with the House Master preferably giving him a copy of the receipt. That way, if anything happens, the school has a record of what it was and how much it cost. Without this, the school is unlikely to consider insurance claims.

You **MUST** have a secure, lockable container which you keep in your area of the dorm. All valuables (and tuck!) are safest locked away, and you must see to it that they are.

Tidiness is very important in discouraging theft: a thief will think he is more likely to get away with his crime if the place he steals from already looks a mess. Also, you are less likely to notice immediately if something has gone missing from a messy area.

Similarly, it is very important that you do not go into other people's dorms without their permission. You should never be in someone else's dorm on your own. These rules are designed to protect everybody!

Domestic Matters

Uniform

Full school uniform regulations can be found in the Parents' Handbook.

- As a boarder, you can wear smart, casual clothes after school/activities (from about 16:00) and at weekends.
- At breakfast, Monday to Friday, you should be smartly attired. Uniform checks are held in the morning and sanctions issued for persistent untidiness.

Laundry

All clothing and linen should be clearly labeled with your name, otherwise the school can take no responsibility for items which may go astray.

Dirty laundry is collected on Monday morning. You should put it in the orange laundry bag in your dormitory. Laundry bags should be brought downstairs to the Laundry Room at breakfast time.

Clean laundry is returned on Thursday. You will need to collect your dorm's orange bag from downstairs. Please put away your clean laundry straight away.

Matrons wash underwear separately. There is a rota for this, by dorm. Please check the boarders' notice board to see which is your "underwear day"! Dirty underwear should be put in the net bag in your dormitory and taken to Matron by 9:00 on your dorm's day.

Pocket Money

All pocket money must be given to the Deputy Bursar (Bursar's Office) at the start of term for safe-keeping. Money may be collected from Monday- Friday at break and lunchtimes.

Food

Standard tuck (crisps, biscuits etc.) are allowed in dorms. Hot food should only be consumed downstairs in the Boarders' Common Room, where there is a kettle and a microwave. Sixth-formers only may have kettles in dorms.

Aerosols

Aerosols are not permitted in the building. They are dangerous for a number of reasons:

- they are explosive/inflammable
- large amounts of aerosol spray are unhealthy in the confined spaces of dormitories.
- they can set off the fire alarms.

Telephones

There is a telephone in school for pupils' use: in the booth in the main corridor of the main house. Mobile phones are allowed, but they must not be used during prep, in the dining hall, or after lights out. If you break this rule, you are likely to have your phone confiscated.

Tidiness and Damage

Most, if not all dorms, will have been completely refurbished this year. We want these attractive facilities to stay in good condition and that requires care and effort on your part too.

Your dorm is expected to be tidy at all times. A good standard to use is to ask yourself whether you would be happy with the state of the dorm if the Principal walked in with a prospective boarder and his/her parents. If not, TIDY IT!

At the start of the school year, you will be asked to fill in a dorm inventory. This describes the condition of your dorm when you move in. We do this so that you are not held responsible for any damage which you did not do.

We ask that you always report damage around the boarding house to us. Of course, accidents do happen, but they still have to be fixed! A charge will be made to cover repair costs where appropriate. If damage is not reported, a fine is deducted from the Boarders' Budget, which would otherwise be used to buy nice things for the boarding house.

Damage of any sort, or maintenance requests should be written on the forms which can be found outside the staff room or obtained from Mr Guest.

Leaving school!

Overnight Leave

Sometimes, you may need to spend the night out of school. For full boarders, this includes Friday and Saturday night. You need permission from parents / guardian. Weekly boarders also need permission to stay out of school on week nights.

Permission for any overnight stay must be obtained from the House Master at least 24 hours before. An email or telephone call from parents/guardian is essential. In addition to this an email/phone call from the host is also essential. The House Master has the final decision for overnight stays.

Short Leave

This is when you leave the school for a few hours, not overnight (for example, to go shopping one Saturday afternoon). During the school day (08.25 – 16.30) you should ask your Head of Year's permission for this. After this, and at weekends, you must seek permission from a member of the boarding staff.

Except in special circumstances, the following rules apply:

- Year 10 pupils and above may go into Romsey at the weekend with written parental permission.
- Year 12 pupils and above may go to Southampton at the weekend.
- Sixth-formers may use the signing out book (with parental consent) for short leave after school hours. This privilege is continued at the Boarding Housemaster's discretion.

Absence

- If you are going to miss daytime school - (because of illness etc) you must tell your tutor or Head of Year – they need to know you will not be in lessons.
- If you will be out of school overnight or in the evening, you must tell the House Master. Do not leave the site UNLESS YOU HAVE BEEN GIVEN COMPLETE PERMISSION..

Holidays

The school expects you to be here for the last day of term and to return in time for the first day of the next term. If, for some unavoidable reason, you must leave early or return late, your parent or guardian must write to the Principal and the House Master in advance.

Weekly Trips

On weekends, there is usually a boarders' trip away from the site. This could be bowling, shopping, a trip to London for Christmas Shopping, a theatre outing, etc..In addition there is always a highly popular cinema trip every other Friday night.

Rules

Rules are necessary if we are all to live together safely and happily. Thoughtful, sensible behaviour which shows respect for other people and property will almost always prevent any problems arising. This section tells you about the ways in which we hope to reward positive behaviour and the consequences you can expect to face if you choose to behave badly.

An up-to-date list of Boarding House Rules is available on the Boarders' Notice Board.

In any community you can never totally eliminate rule-breaking, and we certainly don't expect you to be perfect! But we hope that you will feel that it's right and fair for you to accept your punishment graciously when you have actually done something wrong. The worst situation for a teacher or a prefect to have to deal with is when somebody sulks, or moans "that's not fair", even when they have done something wrong. This is a lack of respect, whether spoken or unspoken, and it can damage the relationship between the offender and the prefect or teacher, whereas accepting the consequences of a silly mistake often earns respect.

The rules have all been decided with your happiness and health (physical, mental, emotional and spiritual) in mind – to make life better for you, not worse. In the same way, the sanctions are there for your benefit, so that you can see how to avoid getting into trouble, and what punishment you are likely to receive if you do break the rules.

We need to recognise the difference between petty rule-breaking (lateness, untidiness, etc.), one-off angry reaction or silliness, and deliberately making someone else's life miserable (e.g. bullying). All these things can be very harmful to others and to yourself (particularly when repeated), and will be punished – but the last one will be dealt with most severely.

For someone who has behaved very positively all term, or for someone who has demonstrated a much improved attitude to life in the boarding house, their reward is often in the happy experiences they enjoy as a result.

There are various incentives available which can be awarded for excellent cooperation and good behaviour. End of term reports always praise good behaviour (and point out not so good behaviour!). Someone who has always had a very good boarding report can also be confident of receiving positive references for university or job applications when they leave school.

Most importantly, positive behaviour earns respect and you will be trusted to get on with your life.

Bounds (e.g Where you can go, and where you can't)

As a basic guideline, if a member of staff is unlikely to be able to locate you quickly and easily on the school site, you need to tell the duty teacher where you will be (on the top pitch at a rugby practice, for example). If in doubt, tell the duty teacher – that way there can never be a problem.

Areas which are always off-limits:

The Junior School site is strictly out of bounds at all times.

The Wild Gardens and beyond the English / Music / Drama Block are out of bounds. Staff live in these areas and value their privacy. Similarly, the wooded areas are out of view and contain potentially risky terrain.

After dark, you must remain close to the school building, within the lit areas.

If you are unsure of where the bounds are, ask a member of the boarding team.

Also remember: If you need to leave the school site for any reason, you must ask the duty teacher.

Suspension and expulsion

These are much-misunderstood punishments. It is very difficult to write a list of offences that will result in suspension – so much depends on the individual circumstances. Often the behaviour of the pupil concerned in other areas of school life will be taken into account: Head of Year and tutor are likely to be involved in the decision.

If you are suspended, then the school regards your behaviour as damaging to the community (and probably to yourself).

It can seem a little strange to be allowed time off school when you have been in trouble, but the reasons are as follows:

- to give you time to think – about your actions, how they affected those around you (peers, parents, staff, etc.), why the school has reacted in this way, how you are going to change to avoid being asked to leave the school, etc – you may be asked to write these things down – and even if you aren't asked, it is a very good idea: if you are sorry, it is as well to make this clear; if you are not sorry, then this is a serious situation that needs discussion, and writing your feelings down will help
- it serves as a clear warning to you (and your parents / guardian) that further offences are likely to lead to expulsion, and it is an official sanction that goes on your record.
- it serves as a deterrent to other pupils: they can see what is likely to happen if they do the same thing

Being involved in the expulsion of a pupil is perhaps one of the worst experiences of running a boarding house. In effect, you are saying that you can do no more for this pupil; they have resisted all attempts to help them reform their negative behaviour, and now it has got to the point that this behaviour is causing so many problems for other pupils or for the smooth running of the boarding house that it would be better if they left.

It is possible to be expelled for a one-off offence – particularly if drugs, weapons, sexual activity or drunkenness are involved – but usually expulsion will be the culmination of many months of negative behaviour and unresponsiveness. Perhaps the easiest way of transforming a serious, suspension offence into an expulsion offence is to lie about the circumstances in order to try and get yourself out of trouble. Lying is never good, but lying in a serious disciplinary situation causes all sorts of problems, and makes the school unlikely to trust the person in the near future.

A few last words...

Boarding, especially for the first time, can be a daunting experience at times. There are so many rules, both written and unwritten, to follow. There can be so many times when we would rather just a little more privacy...

BUT, the friendships we forge, the experiences we have, the good times that merge together are never forgotten. The time that you will spend as a boarder – what you put into it and what you get out of it – will play a large part of who you are for the rest of your life.

And it's going to be great.

Appendices

Appendix A

Boarding Aims

Pupils and staff aim to;

- Produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil), secure 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 are not allowed to develop.
- Provide conditions in which boarders can develop their intellectual talents through well structured prep sessions, access to staff and other pupils, and participation in activities in an atmosphere which values effort;
- Provide or take part in a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each boarder;
- Develop responsibility for self, for others and one's property, and for the boarding environment;
- Develop qualities of leadership and the ability to work as part of a team.

Appendix B

Hampshire Collegiate School Boarding House

Rules And Regulations

Responsible behaviour

1. No boarder should leave their dorm after lights out (other than in an emergency) except for the sole purpose of going to the toilet. No boarder should enter another dorm after that dorm's lights out.
2. Under no circumstances may any boarder enter the sleeping area, stairs or corridor area occupied by the opposite sex.
3. Boarders are expected to keep their area of the dormitory tidy. Sanctions will be enforced for those who are persistently untidy.
4. Boarders may not enter a dorm other than their own without being specifically invited to do so (and genuinely welcomed) by the members of that dorm.
5. Each dorm is responsible for taking their laundry bag downstairs and collecting it on appropriate days.
6. All damage should be reported to duty staff immediately.
7. No boarder may tamper with office equipment used by librarians or secretaries in the West Wing and common areas.
8. Stereo systems, TVs, laptops, etc, may only be played at a reasonable volume and at reasonable times. These should not be used after lights out.
9. Boarders are not allowed to possess alcohol in the boarding house, nor are they allowed to return to the house having recently consumed alcohol.
10. Smoking in the house or the school grounds is absolutely forbidden. Drugs, weapons and pornography are likewise forbidden.
11. Boarders below sixth form should change for games in the sports hall and not in dorms.
12. Boarders below sixth form are not allowed to return to their dorms during the day other than at break or lunch times.

Meals

1. Boarders should look smart for all meals (Breakfast, smart uniform to be worn, shirts tucked in, etc).
2. All boarders should clear away their own plates, cutlery, excess food, etc, after eating.
3. Every boarder below the sixth form will be expected to participate in clearing tables of teapots, milk jugs, etc on a rota basis.
4. All boarders are expected to attend breakfast and supper.
5. Boarders should dress appropriately for all evening and weekend meals. No slippers or pyjamas in the dining hall.

6. Perishable food (bread, butter, fruit, etc) should not be taken into dormitories.
7. No food should be taken out of the dining room.
8. Only sixth formers are allowed a kettle in the dorm. Rice cookers and toasters are not allowed in any dorm.
9. All hot food should be prepared and eaten in the common room. No fast food (e.g. McDonalds) is to be brought in to school.

Leaving the Site

1. Permission for all short (i.e. not overnight) leave must be obtained from the House Master. Leaving the school site without permission is a very serious offence.
2. In general, 6th formers are allowed off-site Monday-Friday. Any other requests for social exeats by 6th formers will only be allowed in special circumstances. All permission granted by House Master.
3. Year 11 may visit Romsey mid-week for 'emergency' shopping, but requests to do so must be made 24 hours in advance. All off-site exeats are granted at House Master's discretion.
4. Pupils below the Year 11 need parental permission to leave the school site Monday-Friday.
5. On Saturdays, Year 11 and 6th formers may go into Romsey.
6. If any boarder requires overnight leave, the request should be made in advance by parents/guardians in writing or by telephone to the House Master..
7. If a boarder is going to stay overnight at another pupil's house, the parent/guardian of the pupil who is providing accommodation should also contact the House Master in advance.
8. Boarders should return to school by the time they originally stated when requesting to leave. If their time of return has to be altered, they should contact the House Master immediately.
9. Details of weekend exeats should reach the House Master by Thursday lunchtime at the very latest.
10. Boarders should not leave school at weekends or holidays until their area has been tidied. Anyone who leaves their area untidy may be charged for cleaning and will be given a detention on their return.
11. Any 6th former who wishes to drive a car off-site must provide their Head of Year and the House Master with written permission from their parent/guardian.
12. If a 6th former wishes to travel in another pupil's car, written permission from the parent/guardian of both pupils must be given to the Head of Year(s) and concerned and the House Master.
13. All boarders are required to be on site between 19:00 and 20:40 on weekdays, except with special permission from the House Master.

Health and Safety

1. All boarders must know the Fire Drill (see notice boards) and the escape route from their dorm (posted on dorm walls).
2. All boarders must know their nearest fire extinguisher and fire alarm switch.
3. In the event of a fire alarm, all boarders should make sure they are wearing shoes and a dressing gown if at all possible (i.e. not if life is at stake!). Do not come out wrapped in duvets. They are a potential hazard and may block your route out.
4. Fire exits routes must be kept clear at all times.
5. If a fire extinguisher is set off inappropriately, boarders will be expected to pay for a replacement.
6. Aerosols are not permitted in the boarding house.
7. Skateboards and roller boots should not be kept in dorm but downstairs in the staff room. Safety gear must always be worn.
8. No refrigerators, microwaves, or other electrical food storage or food preparation equipment may be kept in dormitories or studies.
9. Nuts must not be eaten in the boarding house or brought into the boarding house due to potential extreme allergic reactions from other boarders.

Personal Possessions

1. Every boarder should have a secure, lockable container (e.g. tuck box) for storing their personal property safely. All valuables should always be locked away.
2. We recommend that valuable items are left at home. If boarders do bring MP3 players etc. into school, they should be registered immediately with the House Master, preferably including a copy of the purchase receipt.
3. Unregistered items which go missing cannot be claimed for against the school's insurance policy.
4. Boarders should respect each other's property. They should not "borrow" other people's possessions without specific permission and should return borrowed items immediately. The school cannot accept responsibility for items lent to people which then go missing.
5. Large sums of money should not be kept in dorm but given to the Bursar's office for safe-keeping.
6. Posters should only be pinned to boards in dorms. Posters deemed to be offensive or in bad taste will be confiscated.

Mobile phones

1. Mobile phones and numbers must be registered with the Head of Boarding.
2. Mobile phones must not be used in prep, in the dining hall or after lights out.

Bounds

1. Boarders must stay within the light of the main school building after dark. Wild Gardens are always out-of-bounds.

Prep

1. Boarders should arrive punctually for prep with all their books.
2. They should only leave the room with the duty teacher's permission.
3. Boarders work in silence. (see PW rules)

Sky TV

1. Requests for SKY TV showings must be completed in advance on the official slip and handed to the House Master.

Visitors

1. Visitors must be formally introduced to the member of staff on duty upon arrival.
2. Well-known visitors, such as ex-pupils, must still be reported to the member of staff on duty.
3. Any member of staff has the authority to say that the time is not convenient for visiting, and that the person involved may not remain in the house, but must leave the premises.
4. No visitor may stay beyond 9.30pm
5. No visitor may enter the dormitory areas, except in the case of adults (guardians, uncles, aunts, etc) dropping off boarders after a weekend.
6. No day pupil is allowed in dormitories or common rooms without express permission.

Boarding House Policy On Use Of The Sports Hall.

1. The swimming pool may only be used by boarders if accompanied by a member of staff.
2. A qualified life saver must always be present, and on duty poolside.
3. The swimming pool should always be left in a tidy condition, with all equipment, including the cover, replaced after use.
4. Sensible swimming costumes must be worn at all times.
5. Boarders must not run, duck, shout, bomb, or engage in any other activity that is unsafe at a swimming pool.
6. Boarders waiting to swim must wait outside the perimeter fence for staff and lifeguards.
7. Suitable footwear must be worn to and from the pool.

Appendix C

Boarding House Routine

Typical Boarding House Routine	
Monday to Friday	
7:45 – 8:00	Surgery
8:00	Breakfast
8:25	Registration ... followed by day school routine
16:00	Common rooms available for use
17:40-18:00	Surgery
18:00	Supper
18:35	Mondays – compulsory whole House Chapel
18:50	Whole House Meeting in the Nightingale Room
19:00	Prep
20:00	End of Year 7-8 prep
20:40	End of Prep
21:00	End of extra Prep

NB – the school doctor comes into school every Tuesday at 15:20 – appointments are to be made by Tuesday break time.

Bedtimes – including Sunday			
	In Dormitory	In Bed	Lights Out
Year 7-8	21:00	21:15	21:25
Year 9	21:25	21:40	21:50
Year 10	21:50	22:05	22:15
Year 11	22:15	22:30	22:40
Year 12	22:30	22:55	23:00
Year 13	22:50	23:00	23:00 (advised)
Prefects	23:00		23:00 (advised)

After 22:00 loud noise (i.e. audible from corridors or other dormitories) is not allowed.

Saturday:

08:00	Breakfast for those playing sport or in detention
09:00	Breakfast for others
10:30 – 11:30	Prep in Library (variable timings)
13:00	Lunch followed by free time in the afternoon
18:00	Supper

Bedtimes to be decided by the duty teacher, usually about 15 minutes later than during the week

Sunday:

09:30	Breakfast
13:00	Lunch (Matron in at lunch time)
14:00 usually	Trip (see notice board for details)
18:00	Supper

Sunday day trips also run on weekends.

Appendix D

Outfit List For Boarders

Notes and FAQs:

- No Aerosols
- Everything to be clearly marked with pupil's name, including all casual clothes
- Ideal laundry bins available through Primark for £2.
- Pocket Money – approximately £10 per weekend

Storage space is limited, so do not bring too many leisure clothes and personal effects.

¹All items obtained from School Outfitters: John Lewis, West Quay, Southampton SO15 1QA - Tel: 023 8021 6400

²Available to order from PE Department at school.

³Available from school dentist O-Pro visit in September.

Girls	Boys
UNIFORM FOR YEAR 7 TO YEAR 11 (as specified on uniform list)	
2 of School blazer ¹ 2 of Regulation school skirts ¹ 5 of Regulation blouse ¹	2 of School Blazer ¹ 2 of Regulation charcoal trousers ¹ 2 of School ties ¹ 5 of White shirts (long sleeved)
SIXTH FORM	
Smart business wear such as a suit or a smart top with skirt or trousers for girls; suit, blazer, tweed jacket and trousers for boys. Prefects will wear a suit with a shirt and tie.	
PE and GAMES WEAR (as specified on uniform list)	
2 of regulation polo shirt ² 1 of winter regulation shirt ¹ 1 of Black regulation sports skirt or skort ¹ 2 prs of regulation games socks 2 prs of white sports socks 1 pr of Hockey boots 1 of Towel 1 of Black swimsuit (one piece) 1 of school tracksuit ¹ 1 pr of Open sandals or flip flops (for access to swimming pool) 1 of School tracksuit ¹ 1 pr of Trainers Shin pads Sports bag Gum Shield ³	2 of regulation polo shirt ² 2 prs of white socks 2 of rugby shirts ¹ 1 pr of Studded boots 1 of Towel 2 pr of Black regulation PE shorts ¹ 2 prs of regulation black rugby shorts ¹ 1 pr of Swimming trunks 1 of School tracksuit ¹ 1 pr of Open sandals or flip flops (for access to swimming pool) 2 prs of White cricket trousers 2 prs of sports socks 2 prs of Cricket boots and socks - (team members only) 2 of regulation Cricket shirts and sweaters (team members only) Shin pads Sports bag 1 pr of Trainers Gum Shield ³

Girls	Boys
Other Items	
Sufficient Underwear, black or neutral tights (Winter term), and nightclothes 1 of Plain dark blue top coat 1 of Sports bag 1 of School scarf (optional) 2 prs of Plain low-heeled black shoes 5 of Towels (3 bath, 2 face) 1 of Black swimsuit 1 of Dressing gown 1 pr of Slippers (optional) Trunk or suitcase (named) 1 of Lockable tuck box (named) 1 of Padlock (for tuck box) 1 of Net bag/Laundry bag (see notes) 1 of Wash bag with personal toiletries Casual clothing for evenings/week-ends Clothes brush, and shoe cleaning materials	Sufficient Underwear, grey socks, and nightclothes 1 of Plain raincoat or anorak 1 of Sports bag 2 prs of Plain black shoes (not trainers) 1 pr of Trainers (no black on soles, ie suitable for indoor Sports Hall use) 5 of Towels (3 bath, 2 face) 1 pr of Swimming Trunks 1 of Dressing gown 1 pr of Slippers (optional) 1 of Trunk or suitcase (named) 1 of Lockable tuck box (named) 1 of Padlock (for tuck box) 1 of Net bag/Laundry bag (see notes) 1 of Wash bag with personal toiletries Casual clothing for evenings/week-ends Clothes brush, and shoe cleaning material
Bedding	
to include: 1 of Under blanket/mattress protector 1 of Pillow 1 of Duvet 2 of Duvet covers 3 of sheets 3 of Pillowcases	

Appendix E

Complaints procedure

1. Most complaints about things at school should be made internally to a member of staff with whom you feel comfortable.
2. If you wish to make a complaint against a member of staff, you see the Principal. If the Principal is the one against whom you are making the complaint, you contact the chairman of governors. (Reception can give you his address and phone number if you do not know it).
3. You also always have the right to contact the Commission for Social Care Inspection. Their phone number is 0845 015 0120. The Childline number is 0800 1111 and NSPCC is 0808 8005000.

If you make an official complaint, it is likely that the following people will become aware that you have made a complaint; the Principal, the teacher concerned, your parents, the governors.

If the complaint is not upheld by the Principal, he will then consider taking disciplinary measures with regard to you, or advise you to seek counselling.

Your parents also have a complaints procedure that they may follow, and in the event of a serious complaint, it may be best to work with them.

The main point to remember is to TALK to somebody before things get to be too big a problem!

Appendix F

Hampshire Collegiate School Boarding House

Abbreviated Rules for quick reference

MOST SERIOUS OFFENCES

1. Under no circumstances may any boarder enter accommodation occupied by the opposite sex.
2. Boarders are not allowed to possess alcohol in the boarding house.
3. Smoking in the house or the school grounds is absolutely forbidden.
4. Drugs, weapons and pornography are forbidden.

DORM RESPONSIBILITY

5. No boarder should leave their dorm after lights out (other than in an emergency).
6. All boarders must adhere to the timings for bedtimes as stipulated by the duty staff.
7. Boarders are expected to keep their area of the dormitory tidy
8. Day Pupils are NOT ALLOWED into boarding areas.
9. Boarders below sixth form are not allowed to return to their dorms during the day other than at break or lunch times.
10. Fire exits routes must be kept clear at all times.
11. Boarders should arrive punctually for prep with all their books and work in silence.

FOOD AND DRINK

12. All boarders are expected to attend breakfast and supper.
13. All hot food should be prepared and eaten in the common room.
14. No fast food (e.g. McDonalds) is to be brought in to school, including popcorn.
15. Nuts must not be eaten in, or brought into, the boarding house.

LEAVING SITE

16. Permission for all short (i.e. not overnight) leave must be obtained from the House Master. If any boarder requires overnight leave, the request must be made in advance by parents/guardians in writing or by telephone the House Master.
17. If a 6th former wishes to travel in another pupil's car, written permission from the parent/guardian of both pupils must be given to the Head of Year(s) concerned and the House Master.
18. All boarders are required to be on site between 19:00 and 20.40 on weekdays

HEALTH and SAFETY

19. Aerosols are not permitted in the boarding house.
20. No electrical food-storage or food-preparation equipment may be kept in dormitories or studies.
21. All valuables should always be locked away.
22. Mobile phones must not be used in prep, in the dining hall or after lights out.
23. Boarders must stay within the light of the main school building after dark.

24. The sports hall may only be used by boarders if a responsible 6th former or staff member is present.
25. The swimming pool may only be used by boarders when a member of staff and life saver is present.



United Church Schools Trust
The best in everyone

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August 2009

Dear Parent

HCS offer our overseas students the ability to use Skype connectivity to contact loved ones back home on weekends. The school is subject to policy restrictions regarding students' use of Skype so special accounts are set to enable Skype to operate effectively and safely within the boarding environment.

If you wish your son/daughter to have the facility of contacting you via Skype whilst they are boarding at HCS, please can you fill in the form below. The form asks for the details of **one Skype account** (their parents or siblings only) to which they will be allowed to connect and communicate via webcam. This account will be checked and verified.

Once these details are available, students will be given a unique username and password by the school. They will be able to use Skype at specific periods on weekends. Please be aware that students' normal Skype accounts will not work on this system.

Student Name **Year Group**

Name of Skype User (i.e Parent's account)

This information will be checked and verified before proceeding.

