

A Guide to Boarding for Pupils and Parents

2021/2022



Brodwell House & Miller House Handbook

Contents Page

The Philosophy of Boarding at Woodhouse Grove

Welcome to Brodwell House

Pastoral Care, Communication and Monitoring Progress

Settling in

Day in the life of a Boarder

Privileges, Behaviour and Sanctions

Health, Safety and Security

Personal Standards

Fabric of House and Facilities

Appendices (Example documents. Most up to date are displayed on Head of Boarding noticeboard in each boarding house):

1. Worries and Complaints
2. Prep Rules
3. Exeat Weekend Arrangements
4. Rewards, Privileges and Sanctions
5. House Status and Privileges
6. Bullying and Racial Harassment
7. Summary of Important Routine Timings
8. Boarders Additional Clothes List

Boarding Principles and Pastoral Policy

The aim of the pastoral system in the boarding community is to provide each individual pupil with the stable environment within which they can develop academically, socially and physically.

For this to be achieved we believe that a caring, consistent and tolerant environment must be sustained, so that all pupils will be able to express themselves freely.

We also aim to ensure that each individual pupil is actively encouraged to be involved as positively as possible in the school community; academically and outside the classroom.

The Philosophy of Boarding at Woodhouse Grove School

Identity, Equality & Fairness

All pupils are encouraged to be individuals and their contributions are seen to be valued. An attitude that is not sexist, homophobic or racist is expected and any comment that suggests otherwise is challenged. All punishments and disciplinary measures are designed to be consistent and to show no favour.

Monitoring & Supporting

The combination of tutors and resident staff provides for proper monitoring of each individual's progress academically and socially. Support is given both academically and socially within the formal framework of the house system and informally by the contact with duty staff.

Development of Positive Attitudes & Social Skills

Each member of each house has a clear responsibility for promoting a positive attitude to our school and the wider community. All pupils and staff are encouraged to be as active as possible in promoting positive attitudes from academic work to extra-curricular activities to community service. A polite and caring attitude is expected of both pupils and staff alike. Mutual respect and tolerance are positively fostered.

Involving Parents in Learning & in the Life of the House

There should be contact with parents on a formal basis each academic term. The letters/emails written, where necessary, would be followed up with telephone conversations about difficulties/ successes. Parents should be encouraged to come into the house and chat with staff. Parents should be actively involved in all subject choices and problems will be discussed with them by phone/email or in person before any written communication is entered into.

Provision for Emotional, Physical and Social Needs

We aim to provide clear guidance and help to all pupils regarding their needs whilst with us. The use of tutors and assistants in addition to house parents is designed to give all pupils someone they feel able to talk to over emotional issues.

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share our commitment.

Welcome to the Houses

This handbook is intended to be a useful reference document to help you settle in to the school and also to answer some of the many questions you will no doubt have. Much of this information is also in the “Welcome to the world of Woodhouse Grove School” and the “Rough Guide to Boarding” booklets you will have received previously.

Of course, should you not find the answer to questions you may have, then do not hesitate to ask somebody. All the House Staff and other pupils will be very willing to help you wherever possible and your Houseparent will have written to you before you arrived to ensure that you have all the contact email and telephone numbers.

Brodwell House



Brodwell House is the Boys house and 44 pupils can live in the house along with up to 20 in Brodwell Annexe (the majority in twins with some singles if space is available). The Brodwell bedrooms are twin rooms and each room has its own en-suite shower room. There are three floors to the house.

and the staff office. The Houseparent also lives on this floor.

The Ground Floor has the social areas including WIFI, two television rooms (SKY TV, X-Box & Wii), a games room, a kitchen

The 1st Floor has 11 bedrooms, a kitchen, a games area with X-Box and table tennis, the housekeeper's room and a boarding tutor's flat. The 2nd Floor has 11 bedrooms, a kitchen with washing/drying machines, a communal study room, a bathroom and a boarding tutor's flat.

Miller House



Miller House is a 41 bed Girls house. It is split into 3 corridors – South, MaCreanor and Warburton. South has a common room with a TV and DVD player, and it also has a kitchen along with a mixture of single, twin bedrooms and a triple room. The bathroom has shower cubicles, a bath, toilet facilities and wash basins. The Assistant Housemistress lives on this floor. The main entrance corridor is part of South and is also used as a communal

space with sofas, a bookcase for reference and fiction books, noticeboards and boarders' artwork.

MaCreanor Floor has the largest common room with a TV, DVD player and Sky. The kitchen area has a breakfast bar and also a communal table and chairs. There are twin bedrooms and a bathroom with shower cubicles, toilets and wash basins, plus laundry facilities on this floor. A boarder's tutor flat is within MaCreanor along with a kitchen for the boarders to use.

Warburton Floor has a boarding tutor's flat, large twin bedrooms with wash basins and there is a bathroom with shower cubicles, toilet facilities, a separate bath and wash basins. Miller girls are generally in twin bedrooms with the occasional triple bedroom.

Pastoral Care, Communication and Monitoring Progress

The boarding Houses are each staffed by a Houseparent and House tutors who are academic staff. Although pupils should consider their boarding House to be their 'home' during term time, regular contact with parents and guardians is encouraged by the School, and House staff are always prepared to make appointments to see parents and guardians. We are flexible in our arrangements for parents to visit the House and they are always assured of a warm welcome.

The boarding houses have a number of resident staff and two members of staff are on duty throughout the day in each house, along with one residential member of staff in each house overnight.

Heads of Year

The academic progress of pupils is monitored by Heads of Year, who have an overview of all academic matters. They should be the first point of enquiry if a parent requires clarification or explanation. Head of Year and School teachers liaise with House Staff who support their tutees appointed in the boarding house.

House Tutors

Each boarder has a House Tutor who oversees the social development of the pupil and monitors their progress. House reports are prepared by the House Tutor and sent to parents for their retention at the end of each term.

Through daily contact and regular tutorials, the House Tutor builds up a relationship with each tutee and provides help, encouragement and support whenever necessary.

Pupil Problems

If pupils have any problems they wish to discuss they should contact their Houseparent, their House or Form tutor or indeed any member of staff. Each pupil is advised to read the pamphlet which details the names of suggested people they may wish to contact when in need of help or guidance, including the contact details of an Independent Listener. This is displayed on the Head of Boarding Notice board in each House.

Pupil Complaints

If a boarder wishes to make a complaint the procedure is explained fully in the information sheet 'Worries and Complaints – A Guide for Boarders', which is displayed on the Head of Boarding Notice Board at all times (See Appendix 1).

House Meetings

These are regular informal House meetings during which boarders may raise points of issue or ask questions. There is a weekly official house meeting every Wednesday evening at 6:25pm. This is an important point of information for you and an opportunity for you to raise any issues and go through arrangements for the weekend. Meetings are compulsory for all who are staying in the boarding house.

Pupil Voice in Boarding

There are many committees set up to hear boarders' opinions.

- The House Committee – to represent the views of the House members to their Houseparent.
- Medical Centre Committee – to represent boarders views in discussion with the Brodwell Houseparent and the Lead Nurse.
- Catering Committee – to represent boarders views in discussion with the Miller Houseparent and the Catering Manager.
- Boarders Council – to represent boarders views on all Boarding matters and boarding developments to the Brodwell Houseparent.
- Information Technology Council – to represent boarders views in discussion with the Miller Houseparent and the Director of IT.

Meetings notes are taken by the Houseparent. Notes are then fed back to the relevant people and then outcomes are to be typed up and displayed in House and read out in the next available House meeting.

Communication

The School telephone number is 01132502477 and the E-mail address is admin@woodhousegrove.co.uk

Member of staff responsible for leading boarding is Mr Whitlam: whitlam.a@woodhousegrove.co.uk

Brodwell House contact details are as follows:

Brodwell House
Woodhouse Grove School
Apperley Bridge
Bradford
BD10 0NR

Brodwell Study Telephone Number (Duty Staff)	0113 2386090
Brodwell Payphone Number	0113 3910942
Annexe Payphone Number	0113 2508702
Brodwell Duty Staff Mobile Phone Number	07809 603644

The Brodwell Houseparent will have emailed new parents prior to the start of term.

Miller House contact details are as follows:

Miller House
Woodhouse Grove School
Apperley Bridge
Bradford
BD10 0NR

Miller Study Telephone Number (Duty Staff)	0113 2386091
Miller Payphone Number	0113 2508145
Duty Staff Mobile Phone Number	07809 603647

The Miller Houseparent will have emailed new parents prior to the start of term.

In addition to House staff the following people are also available for support and guidance.

The School Chaplain	Rev'd Vicky Atkins
The School Doctor	Yeadon Medical Centre
The School Lead Nurses	Sister Lowde
Independent Listener	Details on the Head of Boarding Notice Board
Childline	0800 1111
NSPCC	0800 800500

Post

Post is delivered to the School during the morning and is normally available for collection from the House office after School. For outgoing mail, the boarders can use the General Office.

Absence from School

Parents are advised that requests for their son or daughter to be absent from School and which involve loss of academic time, should be made in writing as far in advance as possible and directly to the Deputy Head (nulty.e@woodhousegrove.co.uk). Such requests should be kept to an absolute minimum please. Requests for absence from boarding not involving academic time should be made in writing to the Houseparent.

STAGE 1 - If you are requesting to leave early (missing academic time) ask permission in writing (letter/email) addressed to Mrs Nulty and ensure the Houseparent and Head of Year is informed (If you are not leaving early go to stage 2)



STAGE 2 - Complete the travel request form (available in a folder in each boarding house) as soon as possible ensuring all the required information is accurate/please put the completed form in the folder for Miss Wood to collect



STAGE 3 - You will receive formal notification of your travel arrangements by Miss Wood

Family Visits

Family members may take boarders out for lunch and/or tea or for the weekend if they have no school commitments. Requests should be made in advance to the Houseparent please. We welcome as much contact as possible from parents as the happiness of your child is central to us and the team work between boarding and home can greatly contribute to this.

Mobile Phones and Personal Computers

All boarders may bring mobile phones to School but they may not be used at the following times:

- During Prep
- After 'lights out'
- In the School Dining Hall
- During lessons or around school when not in communal social areas

During our house meetings we educate our boarders as we believe It is important that our boarders understand how to keep safe while using their mobile. We would strongly advise that all parents only allow their children to access the school WIFI on their devices and avoid purchasing additional data which circumnavigates our school firewall etc. Dependent upon your house status will be if you hand in your phone at night or not. However, we do discuss

in house meetings that there is a need to take time off from your device, therefore, any boarder may hand their device in at night time.

All boarders sign the ITC agreement at the start of their time with us. However, please understand that the majority of you share bedrooms and the use of devices to video call must only be used when you know your room mate is aware that you will do so and will at no time be in any state of undress. This is their bedroom too and they must have a right to privacy. Therefore, the use of video calls or social video sites are better used in common rooms and not shared bedrooms. You can not take or distribute photos of any other boarder without their consent.

Boarders may also bring a personal computer to School. The School reserves the right to confiscate boarders' personal computers, phones, etc. if equipment is found to have been used inappropriately, e.g. for downloading or viewing illegal or inappropriate material, cyberbullying, or taking images and recordings of fellow pupils without staff permission and supervision.

Boarders are advised not to lend their equipment to other pupils and all valuable possessions must be insured. Each bedroom has a safe that you can keep phones in given that phones can cost in excess of £1000.

Settling In

Our boarding staff are very experienced at looking after and supporting the pupils in their care. Each pupil is allocated a tutor who oversees their academic progress, while houseparent's are responsible for all other aspects of a boarder's life, but both work together to ensure excellent pastoral care.

Senior prefects act as role models and mentors, and friends act as a support network for each other. Staff understand that it's perfectly natural for boarders to become homesick from time to time and do all they can to ensure that boarders feel happy, settled and supported.

Below is an outline of the procedures that are in place to help new boarders successfully join the boarding community at Woodhouse Grove School.

Before you Arrive

A welcome letter and a Boarding house handbook will be sent electronically for you to familiarise yourself with from your Houseparent. You will also receive further joining information from the Admissions Manager, Mrs Amos.

Upon Arrival in September

All new boarders will be met at 1600 in the dining hall on the boarders return date in September. International boarders may have arrived at houses before the 1600 meeting in

the dining hall and will be met at Brodwell/Miller upon arrival. Staff, House Captains and Prefects will be in the dining room at 1600 to welcome you. Hot drinks and a range of refreshments are provided giving you the chance to chat with other new boarders and their parents. Each new boarder will be escorted to their house and shown to their bedroom with a brief house tour and have time to settle in and talk with their new room-mate.

That evening each house will have a house meeting with the Houseparent's and new boarders will be given time to ask any questions and start to make friends. They will meet their allocated buddy who will guide them through the first few weeks of boarding and help them in the day school by taking them to and from each of their lessons along with introducing you to your day pupil buddy. We use an induction checklist to ensure we cover all the particulars that our new pupils need to know, and your buddies will help you often. We use this process at other times of the year too as we could receive applications for January or April starters too. There are regular meetings with your Houseparent and House Tutor to ensure that you are settling in well and we welcome you to ask as many questions as possible and sit and chat with any of our staff at any point that you need more advice and help.

First Few Weeks

Houseparent's and tutors will meet new boarders regularly to make sure they have settled in well and will also contact parents during and after the first two weeks have been completed. We have a number of organised buddy evenings, a buddy and new boarders trip out to Alton Towers and the induction process culminates in a meal together with the Houseparent's.

Boarders are encouraged to keep in touch with home. Pupils have access to telephones and Skype to contact family and friends. WGS also provide pupils with their own e-mail address, and letters are collected daily. Pupils are also allowed access to their mobile phones and the house phones to be able to keep in touch with friends and family outside of school.

Day in the life of a boarder

Morning Routines

Boarders are woken up by House Staff at 0730 each weekday. Before breakfast you should make your bed, pick up any belongings from the floor and open your curtains. Boarders leave for school after breakfast at 0825.

Meals

All boarders take their meals in the school dining room and enjoy socialising with friends from boarding and the day school. Pupils are given guidance on nutrition during their first few weeks in the boarding House. Drinks and snacks are available in the afternoon after lessons and in the evening after prep from House kitchens.

Lunchtime

After lunch in the dining room the social lockers rooms are open to boarders so you can make Friends. IT rooms and the library are open often and many of our boarders will join clubs or informal activities around the school campus.

After school

All Boarders are expected to return to House after lessons where they can have drinks and biscuits and chat with a house tutor. If you have a co-curricular club we would prefer if you could 'sign-out' of house before attending. Pupils may also 'sign out' from the House on a number of occasions during the week to go to local shops or external clubs. During weekday afternoons Brodwell and Miller House common rooms are open for visits from boarding friends when a member of staff is present. No day pupils are to be brought into boarding houses.

PREP (From 18:30 hrs onwards – Monday to Friday)

The amount of set work will vary slightly from day to day and this will inevitably increase as pupils move up the School towards the GCSE examinations and eventually A levels. Normally three preps will be set each day, including some to be completed over the weekend. Year 7 and 8 boarders can expect to work for one hour each weekday evening, Year 9 pupils one and a half hours, Year 10 and 11 pupils one and three-quarter hours and in Years 12 &13, two hours. Boarders can work in their rooms, in communal study rooms with a member of staff or within the computer rooms/library with staff supervision. Where they work for prep is dependent upon their House Status.

After Prep

Boarders can relax in each other's houses and join in with the weekday activities programme. Each evening a number of recreational activities are held by staff for boarders such as art, swimming, dodge ball, basketball, football, squash, fitness suite, board games and yoga.

Bed Times

Year 7	21:15
Year 8	21:30
Year 9	21:45
Year 10	22:00
Year 11	22:15

Year 12 must be in their own rooms by 22:15 hrs for lights out at 2230 hrs. But if they are working on academic studies at their desk they may turn out their own lights by 23:00 hrs on the agreement of the duty member of staff.

Year 13 will be registered in House by 22:05 hrs but must go to their own rooms by midnight.

These times can be extended on Saturday evenings at the discretion of the member of staff on duty.

Saturday and Sunday

A full programme of activities is organised for pupils, who are expected to participate in as many activities as they desire, this is a very important part of the House Social Programme. An example weekend programme and weekend trips poster follows:



Saturday

Duty staff: **BRODWELL: SPV/CW** **MILLER: FA** **MoD: E Bean**

0930 Breakfast available in Houses for early risers.
MoD to Brodwell (unless DT's in library first).

Usual booking out procedures with House staff.
Leeds Leave must have been arranged before the weekend with Houseparent.

1000 U12&13 / U14&15 / 1st Football Fixtures v Bradford City @ Home. K.O. 1000.

Lunch: **Lunch at 1200 in the Dining Hall and Registration** **All Duty Staff**

1300-1545 MoD to open the library and supervise working atmosphere.
Physics support offered. A Level & GCSE Revision.

1415  **Ireland v Wales PROJECTED** in Brodwell (CW)

1645  **England v Scotland PROJECTED** in Brodwell (SPV)

1545-1730 MoD to open the Fitness Suite

Supper: **Dinner at 1730 in Dining Hall and Registration** **All Duty Staff**

1845-2000 "OLD SCHOOL VIDEO GAMES" in Miller House with Pop Corn & Coca Cola.
Playing games such as Crash Bandicoot, Croc, Spyro & Tomb Raider etc. (FA)

1845-2000 Basketball in the Sports Hall (CW)



2015 **Schmoores making outside Brodwell at the Firepit** (SPV)



NB: House Visitors

Brodwell and Miller are open for the exchange of boarders up to 2145.
Day Room areas are open only.
Visitors must sign in and out using the appropriate book.

 **BOARDING @ WGS**



WOODHOUSE GROVE SCHOOL



BOARDING WEEKEND PROGRAMME MILLER SOCIAL & PIZZA

Sunday

Duty staff: **BRODWELL:** CW/SPV **MILLER:** AF/LH **MoD:** T Davis

Breakfast available in House if required for early risers

SPV & AF on duty in houses. Non residential staff join duty at brunch.

1115 BRUNCH in Dining Hall and Registration All Staff

1200-1500 MoD to go to Library. Chemistry Support. A Level & GCSE Revision.

1400-1530 Fitness Suite Open (CW)

1400 Chinese cooking in Miller Kitchen. Please see Jacky Pan on Saturday if you would like to be involved. Some pupils will go to Leeds on Saturday to buy the ingredients (SPV & LH)

1500 Walk up to Costa for a drink on us! (AF)

1500-1730 MoD to Brodwell.

1600-1730



Pool competition. "Knock out comp via hat draw". Prize presented at the next House meeting if you are the winner of the tournament. Names to be collated at brunch registration please with Miss Wasialeski. (TD)

1615-1730 Football on the Astro (CW). Jake Oakes to arrange teams.

Supper: **Dinner at 1730 in Dining Hall and Registration MD/FA**

1930-2100 Pizza social in Miller House. All year 7-12 boarders are to attend. Year 13 have the option. Pizza provided, social activities and team Pictionary.

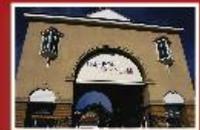
Note: On a Sunday the bedtimes are 15 minutes earlier. Please ensure that you are in your bedroom getting ready to settle down for a good sleep in preparation for the academic week ahead.

NB: House Visitors

Brodwell and Miller are open for the exchange of boarders up to 2145.
Day Room areas are open only.
Visitors must sign in and out using the appropriate book.



BOARDING WEEKEND PROGRAMME



Michaelmas Term

- 9th September Train & Leeds Orientation
- 10th September Grove "Freshers" Team Events
- 17th September Jump Inc Trampoline Park
- 24th September Alton Towers
- 30th-1st October Leave Weekend (non-compulsory)
- 7th October New Boarders & Buddies Pizza Night
- 8th October WGS Cinema
- 5th November Go Karting
- 12th November Red v Green Tournaments
- 18th-19th November Leave Weekend (non-compulsory)
- 26th November Brodwell Annexe Choice
- 3rd December Christmas Shopping
- 9th-10th December WGS Christmas Celebration & Fair

Leak Term

- 13th January Bingo Night
- 14th January Skiing at Xscape
- 21st January Leeds Basketball Match
- 27th-28th January Leave Weekend (non-compulsory)
- 3rd February Sheffield Steelers Ice Hockey Match
- 25th February Pizza Social hosted by Miller House
- 4th March Miller Choice
- 10th-11th March Leave Weekend (non-compulsory)
- 18th March Laser Tag Kirkstall followed by a WGS Easter Egg Hunt

Summer Term

- 22nd April Paintballing
- 29th April Brodwell Choice
- 4th May-7th May Compulsory Exeat Weekend (Friday 1600hrs -Monday 1800hrs)
- 12th-13th May Leeds Rhinos Rugby League Fixture
- 20th May Red v Green Cricket
- 9th-10th June Grove "Silly Sports" Weekend. Red v Green
- 17th June Kirkstall. Trampoline/Bowling/Cinema
- 23rd-24th June Leave Weekend (non-compulsory)
- 30th June Prize Day. Sports Day. Leavers Ball
- 1st July Leavers Service. Family Fun Day with BBQ

Extra-curricular Activities

The School actively encourages the social development of all boarders and, with this aim in mind, provides a varied and interesting selection of weekday afternoon, evening and weekend activities. Each year the website is updated with a list of trips and activities, the transport costs are covered by the School. However, extra charges incurred such as ticket price etc will be billed to parent's accounts. To participate in these activities, it is essential that all parents complete, sign and return an Annual Consent Form.

Sport

Sport plays a major part in our extra-curricular, offering a broad spectrum of opportunities, to represent the School at Rugby, Basketball, Football, Badminton, Swimming, Cricket and Squash. Boarders can go to the fitness suite at the allocated times or enjoy a jog around the Schools extensive grounds.

Clubs

Boarders are advised to attend as many clubs as possible each week. Sixth formers should also get involved with Community Service Programme offered. Clubs are advertised at the beginning of each term on notice boards and the School website.

Weekend Activities Programme

This is published during the week to enable pupils to decide in which activities they wish to participate and to organise teams etc. Activities may include outings to Leeds, York, Alton Towers, Paintballing, Go-Karting, the Coast, sports tournaments, swimming, climbing, squash or disco's and movie nights to name a few.

Special events include:

Boarders Fresher's Weekend with Teambuilding Activities.
Boarders Christmas Dinner followed by Fair Ride and Disco.
Boarders Easter Celebrations with Egg Hunt.
Boarders Sports Day and BBQ.

Leave Weekends

There can be allocated leave weekends in the school calendar. These mean boarders can arrange leave to friend's houses or with family. However, permission must be maintained by, Houseparent's as usual. If boarders are not taking leave, the weekend has no structured organised activities as we class this weekend as a work/relaxation weekend for pupils and staff.

The boarding houses will remain open for those unable to go home or involved in sports fixtures on the Saturday. If you do go home or to a friend's house the return to school is after 1800 and in good time for lights out on the Sunday evening, or by 8.15am on Monday morning

Exeats/Holidays

We have one compulsory exeat weekend (May Bank Holiday) when pupils must go home/guardian/friends. During half term holidays the School is closed. Boarders returning from all holidays/exeat weekend should plan to arrive no earlier than 18:00 hrs and in good time for lights out on the day before the School academic timetable begins.

The School Dining Hall closes at lunch time on the day of half term and end of term holidays. At the beginning of terms and half terms, supper is normally provided in houses between 18:00-18:30 hrs. However, meals are not served to returning boarders at the end of the exeat weekend and therefore parents should ensure that adequate arrangements for a meal before returning are made.

When a boarder is not travelling to his home address at exeats or for holidays, details should be given to the Houseparent & Miss Wood. Also, any boarder who wishes to stay at the home of another boarder/friend must have the written permission of their own and their friend's parents and this must be received by the Houseparent's no later than Wednesday before the intended visit. The Houseparent reserves the right to refuse permission. Boarders may travel to and from School in casual clothes.

Parents are notified of holiday dates well in advance and it is their responsibility to ensure that adequate travel arrangements are made on the last day of term and that early departures and late returns are avoided wherever possible. If parents are not able to arrange travel at the appropriate times, they should write to the School Deputy Head (refer to P.11) before booking any flights that would entail a loss of academic time. Should boarders be unexpectedly delayed in returning to School, the Houseparent should be advised at the earliest opportunity.

Overseas pupils are asked to complete a travel form detailing their travel details well in advance please for Miss Wood. While boarders are in transit to and from school for the start and end of ½ terms and holidays they are the responsibility of their parents. Once the boarder comes into the boarding house and reports to a duty member of staff they become the responsibility of the school. As an example of best practice, we ask that the parents of overseas pupils email Miss Wood & the appropriate Houseparent to confirm that your son/daughter has been safely received at home after travelling for holidays. Likewise, the Houseparent will endeavour to email parents when the overseas boarder is received into the boarding house on the return from holidays.

Miss Wood is able to book taxis/train tickets to transfer pupils to and from airports to connect with their inward and outward flights. The cost of taxi/train transfers may be added to your boarding bill.

Boarders who have been granted an exeat must at all times be able to contact a member of staff within the School. They should contact School Office (0113 250 2477) during the academic day and their own House during boarding time.

Guardians

Each overseas boarder must have a registered guardian resident in this country in order to be able to study at the School. A guardian is a responsible adult(ideally over 25) to whom parental responsibility has been delegated by the parent and must be permanently resident in England. The School would prefer it if you could appoint Aegis approved guardians where possible please. The School does not appoint guardians and it is the parent's responsibility to ensure the guardianship arrangements are satisfactory to both themselves and the School. Parents should be fully aware that any guardians they appoint are responsible for the welfare of their children whilst they are staying with them. This also applies to any arrangements parents make for exeat weekends (see Appendix 3). The school maintains a record of where all boarders are for holidays and exeats and we ask that the information provided by the parents/guardian is exact and accurate. Miss Wood will contact all or a cross section of details provided to ensure that they are accurate and confirm your whereabouts at all times. We have a duty of care to our pupils and our visa sponsorship is dependent upon our knowledge of your whereabouts at approved venues. Mr Vernon through Miss Wood reserves the right to deny any arrangements that the school do not feel are appropriately in line with Aegis legislation or the school's perception of suitable and safe guardianship.

Travel

For all information and help with travel arrangements please contact:

Miss Wood: Boarding Administrator & Travel Co-ordinator
wood.j@woodhousegrove.co.uk

Privileges, Behaviour and Sanctions

Status

Each member of the House community is awarded a specific House Status. The higher the status, the more privileges and responsibilities pupils are given. There are criteria checklists to help pupils review their status and they may apply to their House Tutor for a status increase if they feel this is merited. If the Tutor is in agreement, a recommendation will be put through to the Houseparent. New boarders in Year 7 – 8 are awarded Basic House Status, Years 9 -11 awarded Junior House Status and boarders new to the Sixth Form are awarded Senior House Status. (See Appendix 4 for more details).

House Captain, Deputy House Captain and Prefects

House Captains and their Deputies and prefects are positions of great honour but also carry with them added responsibilities. They are appointed by the Houseparent and undertake a full induction programme prior to taking up their posts. They are expected to lead by example and share in the responsibility for the welfare of all members of the House. The Captain, Deputy and Prefects automatically hold Advanced House Status.

Duties

All boarders are responsible for keeping their own rooms tidy and organised at all times and, on a rota basis, pupils will be expected to carry out a number of duties, including Kitchen and Laundry duty and tidying communal areas of the House.

Bullying

All House staff are vigilant and regularly circulate the boarding house and adopt an open policy of counselling both the bullied and the bully. All boarders are asked to report immediately any teasing or bullying that becomes evident. By being open and honest in our approach, we hope to help pupils to respect each other and live to work together in a cooperative manner.

To help make everyone's life comfortable and happy there are strict guidelines for all pupils:

- Do not torment or tease, anybody, it may happen to you
- Speak to somebody if you feel that you are being teased or bullied
- Tell someone immediately if you think someone is unhappy

All suspicious incidents are logged and staff are constantly on the alert for pupils whose behaviour patterns have altered. Appendix 5 sets out our Bullying and Racial Harassment Policy in more detail.

The Grove seeks to nurture a culture in which pupils are valued as people. When bullying is identified it is dealt with firmly and sensitively. If, once tackled, bullying problems persist the School will reserve the right to exclude the bully from School.

Co-Educational Behaviour

Boarders are expected to follow an appropriate code of conduct with members of the opposite sex and avoid any compromising situations. Failure to do so may lead to suspension and, in some circumstances, permanent exclusion.

House Rules

As you would expect, there have to be rules to make life enjoyable and worthwhile for everyone in our community. House rules help us to organise our daily life together and are based on the important principle that we must respect each other and our surroundings. Rules are displayed in individual House Notice Boards.

Sanctions

Sanctions are incurred for repeated breaches of School or House rules and are always taken in the context of a pupil's previous record at School. Every member of the House is responsible for ensuring they are acquainted with the rules, for exercising common sense and showing courtesy towards others.

Offences that constitute a significant health and safety risk, have an adverse effect on the School community or a flagrant challenge to the School's authority, will be treated most severely. (See Appendix 5 for our full boarding policy on rewards and sanctions). Boarders are constantly reminded of serious issues that may lead them to lose the opportunity to study at the School.

Combustible Materials

Boarders are strictly forbidden to have in their possession any form of combustible materials, e.g. matches, cigarette lighter, Joss sticks, candles, fireworks, e-cigarettes etc.

Smoking

The School disapproves of smoking. Smoking damages health, is a fire hazard and is a form of drug addiction. Sanctions for those who offend will be a Saturday Detention, in the first instance, and, for repeated offences the School reserves the right to suspend the pupils concerned. Woodhouse Grove School is a smoke free site.

Drinking

In inexperienced hands, alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use alcohol in School, include suspension.

Drug Abuse

Solvent abuse or the use or possession of illegal drugs will be regarded very seriously, particularly with regard to the possible influence on others. We will act strongly and expulsion will be likely for actions involving the use or possession of drugs. Any pupil who brings illegal drugs into the school with the intention of supplying others can expect to be expelled.

Theft

Prevention is clearly the best policy and parents and pupils are asked to consider carefully what is and what is not appropriate to bring to School. All Clothing and Equipment should be clearly marked and care should be taken to lock away valuables in the safes provided. If theft is detected, the sanctions may involve suspension or expulsion.

Absence without leave

Boarding staff, have a duty of care for every boarder at the School. Pupils are therefore expected to account for their whereabouts at all times and there are clear procedures and protocols in place to facilitate this. If a boarder leaves their House without permission, this inevitably prevents us from exercising our duty of care and this is likely to result in the pupil's permanent exclusion from School.

The Headmaster reserves the right to suspend pupils from attendance, or, in the last resort, to exclude them for persistent idleness, antagonism towards authority, or any serious breach of discipline.

Health, Safety and Security

Fire and Fire Alarms

Prevention of fire is the responsibility of everyone. Electrical apparatus must not be left unattended and you must ensure that they are made available to the school for PAT testing. In particular pupils should be aware that it is a criminal offence to interfere or damage any piece of safety equipment such as smoke detectors or fire extinguishers. Special instructions for individual buildings and rooms are posted throughout the School and it is the duty of every boarder to know the following:

- Where to assemble if the fire alarm sounds
- The exit routes from study bedrooms
- The position of the nearest 'Break Glass' alarm.

Anyone discovering a fire should immediately raise the alarm, inform a member of staff and quickly leave the building.

Electrical Equipment

To ensure that the School complies with the "Electricity at Work Regulations 1989" it is necessary for all pupils' personal electrical equipment to be checked and recorded (PAT testing) at the beginning of each school year. However, any new equipment brought into School during the year must be submitted for testing too. The equipment will be tagged in such a way to ensure that it can be readily seen that the equipment has been checked and is suitable for use on School premises. Boarders electrical cooking equipment is only to be used in the House kitchens but can be stored when clean in bedrooms.

Security

Boarders must take responsibility for ensuring their possessions are safe and secure. They are provided with a lockable safe for storing cash, travel documents, passports, iPods and mobile phones. Passports can also be given to Miss Wood for safe keeping.

Money

Boarders are encouraged to be responsible for their own money and we would recommend that boarding pupils open a bank account which provides a cash card. Money can then be withdrawn at the ATMs at Greengates (Sainsbury's store). All money, cheque books and bank cards should be kept locked away in boarders' safes.

Boarders are strongly advised to restrict the amount of cash in their possession. For younger boarders up to a sum of £10 per week is recommended for pocket money. Larger sums of money may be given to the Houseparent for safekeeping. Wallets or purses should be left lying around or in pockets of clothes left in the changing rooms. **Cash must be never left unattended.** Parents are advised that the school does not accept liability for loss of money whilst at school.

Leavers Luggage

At boarder's own risk, the School will provide storage facilities for leavers' luggage at the end of the academic year but any items remaining by Easter of the following year will be disposed of.

Insurance

Every pupil is covered for personal accident insurance, details of which can be obtained from the Personnel Administrator. However, parents are advised that the school does not accept liability for loss or damage to the property of pupils while at the school. If pupils come to school with expensive personal equipment e.g. electrical equipment, musical instruments, sporting equipment as well as personal clothing, parents should ensure that appropriate All Risks cover be extended to Household Insurance policies to cover such property. Similarly, the School does not accept any liability arising from the theft of, or damage to, motor vehicles or the contents thereof whilst parked on the school grounds. However, if your child is a boarder, his or her personal property is covered by insurance (sum insurance £3,000) which will be added to Fee Bills on a termly basis. If you do not wish your child to be covered by this insurance, please contact the Finance Department and request that their details are removed from the Personal Property Insurance Database. If your child is absent from school due to illness or accident for a period of five days or more, Fees Refund Insurance is available at a cost of 1% of your child's termly fee. Details of all school insurances are available from the Personnel Administrator.

Illness

In the event of the non-return of a boarder through illness, the Houseparent must be informed. A written note of explanation is usually required when the pupil returns. If a boarder becomes ill at any time of the day, they will be seen by a member of the School's Medical Centre and, where appropriate, parents will be contacted by telephone.

Medical Centre

Qualified nursing sisters are in school Monday to Friday, from 8.00 am to 5.30 pm.

The school doctor runs a surgery each week. All boarders, whether full or weekly, are registered with the school doctor who has their medical records. Should medical help be required during the school holidays your own General Practitioner can treat your child as a "Temporary Resident". This does not require the child to be re-registered with your own doctor and to do so causes administrative problems.

Please complete the confidential medical consent form and immunisation history form and return it to the school together with your child's Medical Record Card so that he or she may be registered with the school doctor.

If the school doctor feels that a child should be referred to a specialist he will try to contact either the parents or guardian to seek their approval before doing so. The doctor or nursing sisters can be contacted via the school to discuss any medical problems affecting your child. A local dentist is available for emergencies as we expect pupils to have dentist appointments at home during the holidays. Simple remedies such as cough linctus, Paracetamol, are available from Houseparent's and Tutors and the School Nurses who will also administer all medicines. **The school should be notified on the relevant form of any medical condition affecting a boarding pupil.**

If you have prescribed medication then please bring it with you to the school. It would be helpful if you were able to bring a letter from your doctor, in English, to explain its use to our school nurse. No other medication (including vitamins, supplements, remedies and protein shakes) are allowed to be kept in the boarding houses. Please do not bring them with you. If you require any medication during term time, our medical centre will be able to provide this for you via the school's Medical Officer which is provided by the Yeadon Medical Centre.

Personal Standards

Manners

Pupils are expected to uphold the School tradition of courteous and good manners at all times and to contribute to the friendly and harmonious atmosphere in the House.

Uniform, Sports clothing and Casual wear

Pupils should maintain a smart and clean appearance, both on School uniform and casuals.

All school uniform and sports clothing must comply with the School Uniform Regulations and should be obtained by the improved supplier who has a shop on the School site.

Name tapes should be sewn in to all articles of clothing to ensure their safe return after laundering.

Casual clothes must be able to be washed and tumble dried and it is inadvisable for pupils to bring expensive designer clothing to School.

Nightwear/Slippers

All boarders should wear appropriate nightwear for bed and they can wear a dressing gown over these in the evenings after showering and in the mornings before changing. It is preferred that dirty outdoor shoes are not to be worn in the Houses and pupils should wear slippers or clean footwear indoors.

Hygiene

Pupils are expected to shower every day, wash their hair regularly and keep clothes and shoes clean. Each boarder should have in their possession a supply of shower, gel, shampoo, deodorant, hairbrush, comb, toothbrush and toothpaste, and a shoe cleaning kit. Where necessary, boys should have appropriate shaving equipment.

An excellent laundry service is provided for all boarders, who should change their shirts/blouses and underwear each day. Uniform and other articles of washable clothing should be regularly laundered and baskets are placed in designated areas in all Houses for this purpose. Dry cleaning services are available too.

Bed Linen

Duvet, duvet covers, pillow, pillow cases and sheets are provided by the School. Bed linen is laundered regularly and pupils are expected to make their own beds. Boarders can bring their own duvet covers and pillow cases (2 sets required) if they wish.

Fabric of the House and Facilities

Damages and Breaks

Every boarder is expected to take great care of the House. Any damage or breakages must be reported immediately to the member of staff on duty, who will ask pupils to fill out a Pupil incident form. Boarders may be charged if the damage is caused by thoughtlessness but the cost will be kept as low as possible if the damage is reported immediately.

Repairs

Pupils should notify the duty member of staff if they notice that any House fixture or fitting needs repairing.

Television

All Houses are equipped with televisions and DVD players, which should be used with care and concern for the wishes of all those in the boarding community. Boarder's don't bring televisions into their bedrooms.

Music

In bedrooms, music should be played at a volume that allows personal enjoyment and should not be intrusive or disturb other members of the House.

Kitchens

House Kitchens are for the enjoyment of all boarders. Any equipment, crockery or utensils used by pupils must be washed, dried and put away after use please.

Food

Boarders should restrict the amount of tuck they bring to School and all perishable foods should be kept in airtight containers. Ingredients for making snacks should be stored in House fridges and all food and drinks should be consumed in House kitchens/social areas and not in pupils' bedrooms.

Takeaways are only to be ordered with permission from House Staff on Friday, Saturday or Sunday.

Tuck is available to buy in each House as part of our charity fundraising scheme.

Access to news and current affairs

Internet access and newspapers are available in both Houses.

Boarders' Welfare – Child Protection and ISI

Child Protection

The School has a detailed Child Protection Policy which aims to protect boarders from any form of abuse. Our designated Senior Persons for child protection are Reverend Bonny and Fiona Hughes and parents may contact them at the School at any time. Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share our commitment.

Boarders Welfare and ISI

ISI are responsible for inspecting all boarding schools to ensure that a series of minimum standards are met. Copies of the standards, which cover all aspects of boarders' welfare are available for parents to view at the School. See Appendix 1 for contact details.

You may wish to visit the School's website at www.woodhousegrove.co.uk

Bounds

Make yourself aware of the bounds of the school. No pupil may go outside the boundary of the school, during the school day without the permission of their Head of Year. They must sign out at Reception and sign in again when they return to the school.

- Form Rooms and Locker Rooms areas are out of bounds during lessons, except immediately before and after class. Pupils are allowed into the Locker areas at both break and lunchtime. House Locker Rooms and Common Rooms are out of bounds except for pupils in that particular House group.
- Unless special permission has been given, pupils may not leave the school estate before the end of the school day (including lunchtime).
- The railway line and railway property are out of bounds at all times.
- All roofs and Fire Escapes are out of bounds.
- The Mound is out of bounds at all times. The back Mound footpath (next to Brodwell House) may be used on route to the medical centre and at the beginning and end of the school day to enter and exit the school.
- The boarders' accommodation is out of bounds to day pupils.
- The Estates Compound, kitchen and staff areas, including the staff car park, are out

of bounds. Pupils cars cannot be parked near Brodwell House unless you are a boarder.

- Except for lessons and matches the school playing fields are out of bounds from October half-term to the end of the Spring term. During the Summer term and the beginning of the Autumn term, if the weather is favourable, pupils may use the fields. Pupils are not allowed to go beyond the 4G pitch to the pond, under the railway bridge, or to the footpath that runs along the river, or beyond the wall leading to the pylon field.
- The Hastings-Long Gallery and Sports Centre balcony are out of bounds at all times unless supervised by a member of staff.
- The facilities of the sports centre are out of bounds and may not be used without specific permission and/or staff supervision.

APPENDIX ONE:

WORRIES AND COMPLAINTS - A GUIDE FOR BOARDERS

This poster explains what boarding pupils can do if they are worried about something or wish to make a complaint. If they do not understand anything in this poster, they can ask a member of staff or a friend to explain it to them. Parents who have concerns that pupils are not being properly cared for or have been treated unfairly, are free to contact any member of the School staff by telephone or in writing.

IF YOU WISH TO TALK TO SOMEBODY

Remember, you may have close friends who could help, possibly an older boy or girl to whom you feel you can turn. Also, you may think about talking to your Form Tutor, House Tutor, Houseparent or indeed any member of staff you know and with whom you feel comfortable. There may be times when you feel you want to talk to somebody not directly connected with the School or boarding, such as:

- Your parents or guardians
- The General Practitioner at the Medical Centre or Reverend Atkins.
- Independent Listener – Details are on the Independent Listener Poster
- Office of the Children’s Commissioner for England – 02077838330 & www.childrenscommissioner.gov.uk
- ChildLine – Freephone 0800 1111
- NSPCC Helpline – Freephone 0800 800 500

Things which might upset you or cause you to make a complaint:

- You find it difficult to make friends
- Someone is making fun of you
- Someone is making suggestions which you do not think are right
- You feel that nobody understands the difficulties you are having with some of your work
- You feel that you have been treated unfairly or spoken to in an unreasonable way by a member of staff
- A prefect or senior pupil has treated you unkindly
- You feel that there is not sufficient respect for your privacy
- Someone has hurt you
- You have taken drugs and don’t know what to do next
- You think you are being treated differently and unfairly because of your colour or religion
- You do not feel safe

IF YOU WANT TO MAKE A COMPLAINT ABOUT SOMETHING OR SOMEONE

If you feel you would like to complain about how you are being treated or about something that is upsetting or worrying you, the first thing you could do is to speak to any member of staff you trust. If you think it will help, take a friend with you.

If the matter cannot be dealt with easily to your satisfaction then you can make a formal statement. The procedure for this is outlined below.

1. Write or talk directly with your Houseparent, Head of Boarding, Chaplain, Deputy Headmaster or Headmaster stating that you wish to take the matter further.
2. The complaint will then be written down in the Record Book held by the Deputy Head.
3. You will receive written confirmation that your complaint has been received and recorded and that it will be dealt with.
4. You will then be asked to talk the matter through (you may have a friend or adult with you).
5. You will be advised of the course of action to be take. After this advice you will then need to make a decision.
6. All pupils should be aware that there is a parental complaints procedure “Stage 1 - Informal Resolution(Staff), Stage 2 – Formal Resolution(Headmaster), Stage 3 – Panel Hearing(Governors)”

- The Local Government Ombudsman, PO Box 4771, Coventry CV40EH

Tel : 0300 061 0614 or 0845 602 1983 - Fax: 024 7682 0001 - Email: advice@lgo.org.uk

- Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD – Telephone: 0300 123 4234

Email: enquiries@ofsted.gov.uk – Website: www.ofsted.gov.uk

- Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London, EC1A 9HA – Telephone: 020 7600 0100

REMEMBER: IT IS YOUR RIGHT TO BE TREATED PROPERLY AND WITH RESPECT

APPENDIX TWO:

PREP RULES

In Houses

- Prep is undertaken quietly.
- ALL boarders must be present.
- Prep runs for its allotted time.

Years 7 & 8: One hour

Year 9: One and a quarter hour

Year 10: One and a half hour

Year 11: One and three-quarter hours

Year 12 & 13: Two hours

- Pupils must stay in their rooms or classroom provided
- Pupils wishing to use the IT/Music suite/library etc must sign out of House after gaining staff permission.
- Music should be played through headphones and mobile phones must not be used during this time.
- Pupils must not change into nightwear until prep has been completed.

In the Library/Classroom

- Pupils must ensure they have sufficient work to last the full duration of the prep session
- At end of prep staff and pupils must ensure the facility is left tidy
- Computers may be used for academic work only

APPENDIX THREE:

BOARDERS LEAVE

Local Leave & Day Leave

All leave must be recorded in the sign-out/sign-in book. Local leave to places which lie within the close vicinity of the school can be granted/taken between 4.00pm and tea, or after lunch/brunch at the weekend. Pupils below the sixth form are not allowed to take leave alone and must report to the appropriate member of staff on their return for the meal. Day leave can only be authorised by your Houseparent prior to the weekend and those below 18 years of age must have parental consent recorded with the Houseparent. The latest return time from day leave is 1900, however, "one off" extensions for particular reasons to this return time can only be granted by the Houseparent. All meals (bar the one per weekend day agreed with you by your Houseparent) must be taken in school. This is a time of registration.

Weekends

Boarders may go home on any weekend provided that:

- a) they have fulfilled any school commitments (including fixtures).
- b) an appropriate leave form/details record has been completed several days before the weekend concerned and all necessary permissions are in place and they return to school as arranged with the Houseparent

Leave Weekends

Boarders are encouraged to go home on specially designated leave weekends, if we publish any. The boarding houses will remain open for those unable to go home or involved in sports fixtures, but there will be no weekend programme scheduled. The return to school is after 6.00pm and in good time for lights out on the Sunday evening, or by 8.15am on Monday morning. House Staff via the Houseparent need to be previously informed of the expected time of return. Boarders should report to the member of boarding staff on duty on their return.

Exeat Weekend

As well as at Half Terms, boarders go home to parents or guardians for the extended exeat weekend (Bank Holiday Weekend). For this weekend the boarding houses will close on Friday by 1730, or Saturday after fixtures for those who represent the school, until 6.00pm on Monday evening.

In general, there will be fixtures on exeat and leave weekends and participating boarders will be expected to fulfil their commitments before departing. The return to school is after 6.00pm and in good time for lights out on the Sunday (Monday for Bank Holiday) evening, or

by 8.15am on Monday morning. House Staff via the Houseparent need to be previously informed of the expected time of return. Boarders must report to the member of boarding staff on duty on their return.

School/Parental Responsibilities

The Children Act places responsibility for boarders with the school during the whole term, exeats included. This situation of 'loco parentis' remains with the school unless a pupil spends the exeat with parents or a legal guardian. Thus:

- a) Parents should inform the Houseparent, in writing, if they wish their child to stay elsewhere than at home for any weekend leave. (Handbook guidance for 'Parties' & "Over 18's").
- b) The parents of day pupils wishing to invite a boarding pupil home for the weekend must also give written notice and obtain the permission of the appropriate Houseparent in agreement with the boarder's parent.

Guardians

Parents who reside overseas are expected to arrange guardians for their children. Such guardians should live within easy travelling distance of the school and be mature adults, able to offer accommodation to the boarder for leave & exeat weekends, half terms and main holidays where necessary. It is also helpful if they can attend parents' meetings and give appropriate support and encouragement to the pupil. In any emergency they would be expected to act as the parents' representative. Woodhouse Grove School does not appoint guardians on the behalf of parents.

APPENDIX FOUR:

BULLYING AND RACIAL HARRASSMENT POLICY

Relevant to whole school policies: ANTI BULLYING POLICY

We believe that every boarder has the right to enjoy their time here and to be able to learn and grow in an atmosphere of mutual respect. Our aim is to provide a boarding environment in which individual differences are appreciated, understood and accepted. We do not tolerate bullying, harassment or any form racial discrimination, which have no place whatsoever within the kind of international community that exists at the School.

Bullying can be defined as deliberate behaviour intended to hurt, injure, threaten or frighten carried out over a period of time and includes:

- **Physical Abuse**, such as hitting, punching or kicking or any other form of physical aggression.
- **Verbal Abuse**, which may involve hurtful name-calling, teasing, mocking, spreading rumours, and picking on or putting down another person
- Emotional Abuse, such as taking or damaging another person's property, being unfriendly, excluding, tormenting and making others feel different, undervalued and unwanted.
- **Cyberbullying**, such as sending or circulating intimidating, hurtful or defamatory texts, e-mails, photographs or film taken without consent, or enticing others to do so.
- **Racial Harassment**, which may involve physical assaults, racist graffiti and abuse
- **Sexual Harassment**, including unwanted or unwelcome physical contact, abusive comments or behaviour, and homophobic attitudes.
- **Initiation ceremonies.**

We expect high standards of behaviour at all times and believe that boarders have a responsibility to support the policy on bullying and to protect themselves and others from deliberate unkindness, intimidation or aggression in any form. They are encouraged to report bullying as soon as possible whether it happens to them or someone else, as early intervention can often prevent escalation.

We expect both staff and boarders to work hard to create a pleasant boarding environment for all to promote an atmosphere in which pupils feel able to discuss their problems.

Staff are expected to be vigilant and to adopt an open policy of counselling both the bullied and the bully and their response to all reported or discovered incidents should be to:

- Investigate thoroughly and decide on the best course of action.
- Prioritise their work load to deal with the incident as soon as possible.
- Take statements as and when considered appropriate.
- Consult with Houseparent's.
- Ensure all necessary Incident reports are completed and passed to Houseparent, who will make an entry in the House Incident Record.
- Set up a monitoring procedure to ensure there is no further bullying, harassment or retaliation.
- Use CPOMs or email Mr Cadman to make an entry in the Schools Central Bullying Incident Record that he keeps.

APPENDIX FIVE:

REWARDS, PRIVILEGES AND SANCTIONS POLICY

Relevant to whole school policies: School Policies and Standards, School Code (pupils).

The School aims to encourage and reward good behaviour and to follow a consistent policy on discipline, punishment and the use of restraint, and staff should be firm, fair and positive in their dealings with boarders.

Boarders who consistently demonstrate reliability, maturity, initiative, personal organisation and participation in social activities are rewarded through the House Status System. This system provides an incentive for any boarder, irrespective of age, to gain increasing levels of privileges within the boarding community.

All new boarders in Years 7 to 11 are initially given Junior House Status and those joining the Sixth Form are awarded Senior House Status. Progression through the status levels is encouraged and monitored by House tutors through regular meetings and status reviews, which boarders are able to request at any time. Status reviews are carried out against a list of fixed criteria to ensure the reviews are as objective as possible.

A boarder achieving the highest status is rarely, if ever, denied a request. Indeed, the principle is that a boarder who has achieved the highest Status should be sufficiently trusted. However, boarders who behave in an antisocial manner or disobey House rules are more likely to lose their Status and their privileges. The majority of discipline in boarding revolves around reductions in Status, which must always be sanctioned by the Houseparent.

The placing of a pupil on House report or restricting them to the School campus are the only other punishments allowed in boarding and these sanctions may be applied to pupils who leave the School bounds without permission, who repeatedly flout House Rules or are involved in incidents of inappropriate behaviour.

When dealing with serious misdemeanours, such as bullying or vandalism, both staff and pupils are required to make written statements, which are passed to the Houseparent for consideration and appropriate response. (NB. In the case of bullying, specific reference must be made to the school's anti-bullying policy.)

All serious disciplinary offences and punishments, such as if a boarder's Status is lowered by more than one level or they are suspended from boarding, are recorded and reviewed each half term by the Head of Boarding.

The Schools Policies and Standards outlines the response to offences within the School as a whole and sets out those offences for which, on the Headmaster's authority only, a boarder may be temporarily or permanently excluded from boarding.

Where it is necessary to impose sanctions, they must be in accordance with the following principles:

- All punishments should be fair and reasonable and take into account any special needs or circumstances that may apply to a particular pupil. Pupils should not be punished twice for the same offence.
- Pupils should not be humiliated or demeaned in front of their peers, or others, or deprived of any facilities necessary for leading a normal, civilised life.
- The Houseparent and House tutor responsible for the pupil who receives punishment should always be notified.
- Group punishments, where the majority of pupils are likely to be innocent of the offence, should not be used.
- All pupils have the right to make use of the school's complaints procedures (pupils).
- Ideally there should be no need for physical contact when dealing with disciplinary issues but there may be occasions when it becomes necessary, for safety reasons. (Please refer to the school's Positive Handling Policy)

House Captains and prefects are selected from sixth form boarders who, through the Status system, have proven their ability to show maturity, responsibility and initiative. They are not endowed with any disciplinary powers and abuse of their role may result in loss of position.

APPENDIX SIX:

HOUSE STATUS PRIVILEGES

This is an example. Latest version is displayed in Houses

Basic House Status (BHS)

- May book out after school to Greengates once per week (Mon to Fri) but must be in full school uniform and with another boarder/pupil.
- Cannot go into Leeds on the weekend unless accompanied by staff.
- Prep must be done under staff supervision.
- Room check daily prior to bed.
- Hand phone in during prep and at bedtime.
- Hand all devices/laptops/tablets in at bedtime.
- Must be involved in evening and weekend activities under the direction of staff.
- May not purchase from the house tuck shop.
- Will collect the house paper from Mrs Garner at breakfast.
- Must attend all meals at the weekend.
- First port of call for assistance with any additional duties.
- Not entitled to the once monthly Friday night cinema trip.

Junior House Status (JHS)(Additional privileges to BHS)

- May book out after school to Greengates twice per week with another boarder/pupil in casual clothes.
- Cannot go into Leeds on the weekend unless accompanied by staff.
- Prep can be done in bedroom.
- Hand phone in during prep.
- May have one fifteen-minute extension for bedtime each week.
- Room check on Sunday and Wednesday prior to bed.
- Must be involved in a minimum of 2 weekday evening activities and 1 per weekend day.
- Will assist the house staff with the collection and distribution of after school drinks/biscuits.
- Must attend all meals at the weekend.
- Second port of call for assistance with any additional duties.
- Entitled to the once monthly Friday night cinema trip.

Intermediate House Status (IHS) (Additional privileges to BHS+JHS)

- May book out afterschool to Greengates three time a week on their own if they wish but we advise you go with a friend.
- Can go into Leeds on the weekend but must be back in time for dinner.
- Prep can be done in own bedroom.
- May have two 15 minute extensions for bedtime each week.
- Room check on Sunday only prior to bed.
- Can miss 1 meal per weekend.

Senior House Status (SHS) (Additional privileges to BHS+JHS+IHS)

- May book out after school to Greengates on unlimited occasions on their own if they wish but we advise you go with a friend.
- Can go into Leeds(if Year 10 and above) on Saturday and Sunday and return by 7pm.
- Prep can be done in own bedroom.
- May have two 15 minute extensions for bedtime each week.
- May have local evening leave if in Years 12 and 13 Friday and Saturday until 10:15pm (in the 6th form. Please see alcohol consumption statement below).
- No room checks.
- May use the house washing machines irrelevant of year group with appropriate training.
- Can miss 1 meal each weekend day.

Advanced House Status (AHS) Years 12 and 13 only (Additional privileges to BHS+JHS+HIS+SHS)

- Unrestricted booking outs during the week after school.
- Can book for leave on weekend and arrange timings of return in advance with Houseparent.
- May have evening leave until 10:30pm on Friday and on a Saturday in the 6th form (please see alcohol consumption statement below).
- No room checks.
- Can miss 1 meal each weekend day or take an exeat to miss both meals in one day.

Advanced House Status+ (AHS+) Years 12 and 13 only (Additional privileges to BHS+JHS+HIS+SHS+AHS)

- Termly 'social' event provided at no cost to the boarder.
- Can miss dinner and prep once per week for an organised social event offsite.
- May turn their light out at 2300 (or 2400 in year 13) but must stay in house (room yr12) after registration.

BOARDERS UNDER THE AGE OF 18 SHOULD NOT CONSUME ALCOHOL IN PUBLIC HOUSES.

APPENDIX SEVEN:

SUMMARY OF IMPORTANT ROUTINE TIMINGS

Wake up Calls	07:30 & 07:45 hrs
Continental Breakfast	07:30 hrs
Cooked Breakfast	07:45 hrs
Registration at Breakfast	
All to have attended Breakfast	08:00 hrs
To leave house for lessons	08:25 hrs
House secured	08:30 hrs
Split Lunchtime	12:35–13:55 hrs
Drinks & Biscuits and Booking out	16:00–17:45 hrs
Registration at Supper	17:45 hrs
Supper	Boarders 17:45 – 18:25 Day Pupils 18:00 - 18:25 hrs
House Meeting	Brodwell: Wednesday Miller: Tuesday
Prep starts	18:30 hrs
Prep ends:	
Years 7 and 8	19:30 hrs
Year 9	19:45 hrs
Year 10	20:00 hrs
Year 11	20:15 hrs
Year 12/13	20:30 hrs
Evening Activities	19:30 – 22:00 hrs for various year groups
Tidy bedroom & pack bag	Throughout the evening
15 minutes in bedrooms before bed to shower/teeth	

APPENDIX EIGHT:

Boarders' Additional Clothing List

In addition to the school uniform boarders will require the following items which should all be clearly marked:

1. Casual clothes for evenings and weekends including leisure swimwear & sportswear.
2. Underwear - plenty (14).
3. Nightwear - at least two sets (including a dressing gown if you wish).
4. Four large towels. Towels must have a loop in the middle of the long side for hanging up.
5. One pair of slippers or shoes for indoor wear.
6. Bedding is supplied: 1 single duvet
 2 single duvet covers, 1 pillow, pillowcases and bottom sheets.
If you prefer, you can bring your own duvet covers & pillow cases (2 sets required).
7. Brushes (hair, teeth, nails) and combs. Shoe polish and brushes.

IT SHOULD BE NOTED THAT ALL CLOTHING IS WASHED BY AUTOMATIC MACHINE. CLOTHING MADE OF PURE WOOL OR ANY OTHER FABRIC WHICH NEEDS TO BE HAND WASHED SHOULD NOT BE BROUGHT TO SCHOOL.

Other examples of such items that are not to be brought into boarding laundry are those which contain dyes which will run, items that need a low washing temperature or items with metal studs or fragile lettering.

Parents will appreciate that laundry arrangements will be eased if the following rules are followed:

1. ALL clothing brought to school must be **clearly named** - using labels please. Footwear should also be clearly named (using glued-in labels or indelible marker).
2. All shirts, T-shirts, pullovers etc. should be named at the back of the neck.
3. All shorts, pants, jeans, trousers etc. should be named at the centre back of the waist band.
4. All socks should be named LONGWAYS at the TURNOVER.
5. Duvet covers to be named at the opening.
6. Boarders will need 8 school shirts, 14 pairs of socks, 3 pairs of trousers or 3 skirts & 2 ties.