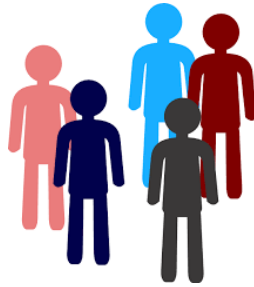


School
House

Boarders'
Handbook

2020–21

House staff



Mrs Addis	Senior House Parent
Mrs Moreno	Deputy Senior House Parent
Mr Weston	House Parent & Head of Classics
Mrs Gibson	House Parent
Mrs Sanderson	House Parent



Contact details

School House duty mobile number: 07410 618058

School House email: schoolhouse@ripongrammar.com

Mrs Addis's email: addisd@ripongrammar.com

If you need to speak to the duty member of staff, the office is always a good place to start. You can also talk to a gap year student ('gapper') or one of the Student managers in the U6th. For important matters or emergencies, Mrs Addis will normally be available in Ellington House if she is not on duty in the main building (ring the bell on the back door, next to the cellar steps).

Who to talk to

You can turn to many people if you ever feel unhappy or wish to discuss a problem.

People in School House

- Mrs Addis
- Mrs Moreno
- Mrs Gibson
- Mr Weston
- Mrs Sanderson
- Your Head of House and House Prefects

People in school

- Mrs Day (Assistant Headteacher/Head of Boarding)
- Miss Murray (Deputy Head Pastoral)
- The school health worker (Mr Shahi)
- Your Form Tutor

Independent listener

Dominique Bendelow mob: 079194 93219

School Healthy Child Team

Childline: 0800 1111

The Office of the Children's Commissioner: 0207 783 8330

www.childrenscommissioner.gov.uk

House Prefects

Each year, a number of sixth form boarders become House Prefects in boarding. Usually these students are in the U6th, but boarders in the L6th who demonstrate the required maturity and responsibility might also become House Prefects. Those who want to hold this position must apply in the summer term and are interviewed by Mr Fell and Mrs Day.

House Prefects carry out certain responsibilities in the house and they may ask younger boarders to help with some duties and jobs (such as tidying the games room or helping to sort the laundry). If such requests are ignored or if House Prefects are spoken to disrespectfully, then the duty member of staff will be informed. Similarly, if a boarder feels that a House Prefect has made an unreasonable request, they should always speak to the duty member of staff.

House Prefects might help the duty member of staff in various ways throughout the evening, such as in prep or by organising an activity. Boarders should always follow the instructions of House Prefects when they are assisting the house staff in this way. We also hope that the House Prefects will help to represent the views of boarders, so if there is an aspect of boarding that you would like to discuss, we hope you will approach a House Prefect with this issue if not a member of staff.

House Prefects meet with the Senior Houseparent on a regular basis. This is an opportunity for them to raise any concerns about individuals or about issues in the house.

Boarding House Prefect Team:

<p>Robyn Kanai Head Girl Johnson House</p> <p>Conor Saxby Head Boy School House</p>	<p><u>Johnson House</u> Charlotte Chapman Maya Drinkall Canada Edu Lydia Francis Poppy Harrison Isabelle Jowitt-Gelber Freya Maxwell Isobel Mordue</p>	<p><u>School House</u> Herbert Antcliff Chris Moxon Cameron Rennie</p>
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Forums and committees

One of the advantages of being a boarder is that you get to contribute to how the house runs, and we strongly encourage you to make the most of this opportunity. This is for two reasons. Firstly, we need your input to help us make boarding as good as it can be. However, we also think that you will gain certain skills and insights by being involved in committees and similar groups. Put simply, the more you put into the running of the house, the more you will get out of it!

As well as regular forums and questionnaires to find out your views on different aspects of house life, we hold catering committee meetings every half term. This is an opportunity to discuss the house menus with our Catering Manager and to make suggestions and request changes or additions to the menu. We want this committee to represent the views of the whole house, so please get involved.

The Head Boy and House Prefects will also run a regular Boarders' Council meeting. Please go along, this covers some fun activities as well as being a "Voice" should you have any worries.

Whole House Rewards

We run a reward system where anyone in the house can have the chance of receiving a prize. The categories are as follows:

1. Contribution to the house.
2. Going above and beyond
3. Constantly good attitude.
4. Focused and working hard in Prep.

Each time you achieve any of these you will have a raffle ticket put into the pot, we will draw the Raffle every few weeks with small prizes of either cash or sweets . At the end of each term the prize will be £25 voucher to spend wherever you wish. In addition to these termly prizes, the prestigious Contribution Cup is awarded at School Prize Giving each year. This trophy recognises the boarder who has contributed most positively to the life and atmosphere of the house throughout the year.

Tutor groups

As well as having a Form tutor in school, boarders have a second tutor in boarding. Your tutor is one of the Houseparents, and you will remain in the same group for the whole academic year.

You will generally meet your boarding tutor and the rest of your tutor group once every half term in boarding, although there will also be times when you have a one-to-one meeting with your tutor instead. This is a chance to discuss any boarding matters with staff, and it also helps us to monitor your progress and well-being.

The purpose of the tutor system in boarding is to:

- Improve communication between boarders and staff, providing pupils with a regular opportunity to discuss boarding related matters with their tutor.
- Allow staff to monitor more closely the progress, well-being and interests of boarders, thus allowing us to ensure that you are getting the most out of your experience in boarding.
- Encourage boarders to feel that there is someone to whom they can talk should they have a problem – although you can of course talk to any of us at any time.
- Improve communication between subject teachers, parents and the boarding house by giving a dedicated point of contact for each boarder.
- Provide an opportunity to discuss as a group important issues that are relevant to boarding, such as online safety, bullying, tolerance, etc.

As well as meeting with you every 3 weeks, your tutor also keeps an eye on how much homework you are being set. They check that you are filling out your planner correctly, and they will sit down with you once a term to discuss and reflect upon your time in boarding. Again, this is to help us ensure that you are getting the most out of boarding.

Activities

Taking part in the evening activity is compulsory for Y7, Y8 and Y9, and it is optional for those in Y10/11. Older boarders are very welcome to join in activities as appropriate, otherwise the time after prep is free/leisure time/extra work time. Those wishing to leave the house after prep should seek permission from the duty member of staff or from the Senior Houseparent.

Activities on Monday and Wednesday evenings are joint activities between both houses, while Tuesday and Thursday activities are separate.

House rules

Registration

You must register in person with the duty member of staff in the dining room between 3:55 p.m. and 4:05 p.m. Snacks and drinks are available at this time.

It is important that the duty houseparent knows where boarders are and what they are doing. This is a legal requirement due to fire safety regulations, and it is also a key aspect of our duty of care for you. Furthermore, seeing everyone face to face allows us to pass on any important messages and to improve communication in the house.

Registration is 'rolling', which means you simply need to let the duty member of staff know that you are present: there is no need to wait for the whole house to assemble and it will not take much time. **However, you are expected to be present to register with the duty member of staff every day, otherwise, we may believe you are missing.**

If you have after-school commitments (e.g. rugby training or a Latin lesson), you should send a message with another boarder. **If you don't manage to attend afternoon registration, you must report to the duty member of staff when you return – if only as a courtesy and to allow any messages to be passed on.**

If you have any plans for the afternoon or evening (e.g. if you would like to request to visit Ripon before tea), registration is a good time to let the duty member of staff know. **Junior students are expected to inform staff of their movements before signing out.**

A second register is taken at 6.00 p.m. and again at 10.00p.m (after the front door is locked). The duty member of staff will complete this by checking that everyone is in the house and accounted for as they walk around the house.

Signing in and out

It is **essential** that you remember to sign in and out of the boarding house **every** time you enter or leave. This is a legal requirement and helps us to protect your safety.

Please complete the signing out book neatly and write the time you leave and the time you expect to return. **When signing in, do not simply tick your name off – write down what time you returned.**

Even if you are staying on the school site (e.g. in the music block, sixth form centre or art studio), you **must** sign out – we need to know where you are. Whenever you leave the school site, always go in groups of two or more and ensure that at least one of you has a mobile phone.

Visitors to the House

If you would like a school friend to visit you in boarding, that is fine, however this must be discussed in advance with a member of staff, and **all visitors** must sign in and out of the house. ***You must not invite any non-boarders (students at RGS or otherwise) into the boarding house without the permission of the duty member of staff.*** Please note that visitors are not allowed to enter dorms, bedrooms or bathroom; they should remain in communal areas such as the TV room or games room. There is a separate visitor toilet opposite the office. Members of School House may not visit Johnson House without the permission of the duty member of staff **in both houses** – and vice versa.

Going out – birthdays and special occasions

If your parents wish to take you out one evening or you receive an invitation, please let the Senior or Deputy Senior Houseparent know as soon as possible ***and at least 24 hours before you intend to go out.***

If you are visiting a friend's house, boarding staff need to have permission (email or phone call) from **both** your parents **and** your friend's parents.

Years 7-10 must be back in the boarding house by 9.00pm; Y11 by 9.30pm and 6th form students no later than 10.00pm.

'Special Leave – Sixth Form'

Sixth Form boarders who wish to go out for a meal in Ripon to celebrate a birthday etc. are welcome to do so but are encouraged to go out on a Thursday evening only in order to minimise disruption to the school week. Permission is needed in advance, and you must speak to the Senior/Deputy Senior Houseparent regarding your plans in good time. Special leave is granted at the discretion of the Senior Houseparent.

Sixth form boarders (including those who are 18 years old) are not allowed to visit any of the public houses in Ripon during the school week. Please refer to notes in the 'Student and Parent Boarding Handbook' if you require any further information.

Weekend Leave: Sixth Form Termly boarders

Termly boarders aged 18, may with the permission of the senior houseparent and their parent/guardian be allowed to visit public houses at the weekend, provided that they return to the boarding house in a 'fit' state.

Timings of leave must be agreed with the member of staff on duty, at their discretion. Boarders are expected to carry their mobile phones and maintain contact with the duty houseparent as requested. On return to the house, termly boarders must be seen by the duty staff before going to bed.

Any breach of school rules will result in an appropriate sanction, in accordance with the Ripon Grammar School Positive Behaviour Policy.

Prep

All boarders are expected to be engaged in some form of academic work between 6.30 p.m. and 8.00 p.m. This will usually be homework set that day. RGS students are expected to record their homework in their planner and the duty house parent will check your planner during prep. If you have completed your work you may engage in silent reading until the end of the session. If you play an instrument music practice is also possible. Older boarders often need to work beyond 8.00p.m. as their workload increases.

Our current system rewards those who can take responsibility for their own learning while providing additional support and structure for those who need it. There are three levels of supervision, and boarders are placed at an appropriate level depending on their age and academic performance. If it becomes apparent that boarders are working well, we will trust them to work with less supervision. On the other hand, individuals who show cause for concern are placed under greater supervision. For those working under high supervision, house staff keep a record of all work set and completed throughout the week. A sheet is sent home at the weekend so that parents can also monitor what work has been completed and what still needs to be done.

High supervision (Year 7 and Year 8 and older boarders, if appropriate)

- Boarders must work in the library under direct supervision of house staff.
- House staff check student planner and homework schedule sheet to ensure that all expected homework has been received and is then completed.
- House staff check the quality of each piece of work.
- House staff complete a prep record sheet for each boarder to keep track of the work completed and the approximate time spent on each piece. This is sent home for parents to see and sign at the end of each week.
- ***Boarders do not have access to mobile phones or other personal devices.***

Medium supervision (Year 9 and Year 10 and above, if appropriate)

- Boarders must work in the library under supervision of house staff. However, on occasion, boarders may be able to work in their dorms (e.g. to work on an art project or to revise). Permission must be sought on each and every occasion.
- House staff check student planners, but boarders take responsibility for the completion of each piece of work and its quality.
- ***Boarders do not to have access to mobile phones or other personal devices.***

Low supervision (Year 11 and above, if appropriate)

- Boarders may work in the library or in their dorms.
- Staff will occasionally visit dorms to ensure that boarders are using their time appropriately, but otherwise boarders will not be supervised during prep.
- Boarders must work in their own dorms.
- Boarders should not use social media during prep hours.

Mobile phones

We recognise the appeal of the latest smartphones and how important these devices can be for boarders to keep in touch with their family and friends.

However, we want to strike the right balance and to ensure that boarders do not become overly dependent or even addicted to their phones and other devices. There is a wealth of evidence to show that too much screen time can affect young people's academic progress, their physical well-being and their social skills.

Therefore there are certain rules and regulations that we ask all boarders to abide by:

- Mobile phones **must not be used in the dining room** during breakfast or tea.
- Boarders must not use mobile phones in the library during prep unless, in exceptional circumstances, these are needed to complete a homework assignment. Permission must be sought in this case – ***phones will otherwise be confiscated.***
- Mobile phones for Year 7 – Year 10 are collected by the duty staff 30 minutes before lights out. All devices will be returned the following morning after breakfast provided that beds are made and dorms are tidy.
- Respect one another's privacy and never use somebody else's phone without their permission.



Wi-Fi access

Wi-Fi access is restricted to those in Year 10 and above. There are different levels of filtering for different times of the day, and for boarders of different ages. For this reason it is very important that boarders do not access the house Wi-Fi network using someone else's device or login details.

Any boarder who wishes to access the house Wi-Fi network must attend an internet safety course with the Head of ICT. They are required to follow the advice given for safe use of the internet and to abide by all house rules and protocols regarding the internet. Boarders must remember that Wi-Fi access is a privilege which will be lost if it is abused or misused. The use of school Wi-Fi is monitored by a fire wall, which records any suspicious activity and sends alerts to the System Manager. Any alerts relating to boarders' inappropriate activity will be reported to the Senior Houseparent and will be investigated.

If boarders are experiencing issues with the Wi-Fi, boarders should not speak to the IT department en masse. Instead, any problems with the Wi-Fi network or filtering warnings should be reported to house staff, student managers or the house IT rep who will report this through the proper channels.

Laundry

Please make sure that your name is clearly marked on all bedding, shirts and any other items that may be difficult to identify. Special pens can be borrowed from the office.

Weekly boarders

Weekly boarders are expected to take responsibility for their own laundry needs by ensuring that dirty laundry is taken home at the end of the week. The exception is white shirts, which can be taken down to the basket on the corridor near where we go for 4pm registration. Our cleaners will wash shirts, once there is a full load. Laundry left in the morning will usually be ready that evening or by the following day.

Bed Change

Bedding is washed every other week. Juniors are asked to change their bedding on Monday evening, and seniors are asked to change their bedding on Tuesday evening.

Termly boarders

Termly boarders can use a small laundry room located on the main corridor. Senior Houseparent will instruct you how to set the right-washing programme and explain some safety issues. Each boarder will then have a designated time for using the laundry. The duty member of staff will assist if necessary.

Muddy boots and kit

We encourage you to treat your surroundings as you would your family home. During the winter months, the fields can become very wet and muddy. It is important that the staircases, carpets, floor and furniture are not ruined by dirty boots/trainers and muddy kit.

Boarders must change out of muddy kit in the school changing rooms. Footwear can be cleaned and left to dry in the boot room (to the left of the front door, through the music practice room). Obviously, scrape off most of the mud outdoors but NOT on the doorstep.

Muddy kit must not be placed in the normal laundry basket. If you have muddy kit that needs washing, please speak to the duty member of staff.

Security

We take your personal safety and the security of your belongings seriously. All doors to the house have a security code. Only boarders and boarding staff should know these codes, so do not reveal them to anybody else. If you notice that one of the locks on the doors into the house is faulty, please inform a member of staff so that it can be repaired.

If you ever see somebody in the house who you do not recognise, please inform a member of staff immediately. Similarly, please tell us without delay if you see somebody acting suspiciously in the school grounds or near the boarding house.

Every boarder has access to a safe in their wardrobe. The Senior Houseparent will arrange the use of these safes at the start of the year; please do not tell anyone else the code for your safe. If you are unable to use or open your safe for whatever reason, speak to the house staff.



We strongly recommend that you use your safe to store any valuables, especially money, passports, jewellery and electronic devices. Although there is a very healthy level of trust in the house and it is rare for things to go missing, please do not leave money or valuables in clear view inside your dorm. If any of your belongings ever go missing, inform a member of staff as soon as possible.

Fire drills and safety

There will be a fire drill at least once every term as required by law and to ensure that we are able to get everybody out of the house quickly and safely in the event of a fire. However, we will not inform you when a drill is due to take place. Whenever you hear the fire alarm, you must always assume that it could be a real fire.



If you hear the fire alarm sound, you must exit the house as quickly as possible. If it is night time and you are in bed, there is no time for you to get dressed – you should simply grab something warm (a dressing gown or duvet) and some shoes/slippers and exit the house as soon as possible. If you are in the shower, please wrap your towel/dressing gown around you and get out of the house as quickly as possible.

There are notices in each room to inform you of the nearest exit; please take note of these. Once you have exited the building, you should assemble outside the front of the house, near the cricket nets, where a register will be taken. When exiting the house, remain quiet and calm, following the instructions of the house staff.

Should you ever discover a fire, you must never try to fight it if to do so would put you or others at risk: your priority should be to sound the alarm and get out of the building as quickly as you can. Once the fire alarm is sounded, the fire brigade is automatically notified. There is no need to dial 999.

All of the doors in the house are fitted with closing mechanisms because closed doors help to contain a fire and prevent it from spreading. For this reason, doors should not be left propped open.

All the rooms in the house have smoke and heat alarms. Spraying aerosols close to these sensors or disturbing them can trigger an alarm, causing the Fire Brigade to turn out at great expense. Please behave responsibly! ***Aerosols are not allowed in boarding or on the school premises, roll on deodorants only please.***

Food and meals

Breakfast and tea

Boarders are served breakfast and tea in the main school dining room. We assemble outside the dining room before entering at 8.00 a.m. In the mornings, we expect boarders to be fully dressed and ready for school when they come to breakfast, but blazers do not need to be worn. **Do not be late or half-dressed.**

In the evenings, we ask that all boarders change out of their uniform as soon as possible after 4.00 p.m. and certainly before tea. This helps to look after your uniform and to create a more relaxed (less school-like) atmosphere in the house. However, we would like you to come to tea dressed in suitable attire. Specifically, you should not wear caps, hats or hoods, and you must wear shoes, slippers or flip flops. Please dress appropriately for meals and if in doubt speak to the house staff.

If you are going to miss any meals or you require an early or late tea (usually due to a trip or sports fixture), we ask that you inform us at the start of the week or as early as possible.

We operate a three-week menu, and meals are displayed on noticeboards around the house. If there is a meal that you think you will not like, please speak to our chef in advance. The catering team provide a variety of delicious food for all boarders. If you have a specific dietary need, please inform the Senior Houseparent who will liaise with the catering team.



Lunch

Boarders should get their lunch from the school canteen during the school week. Boarders in Y7 to Y11 have a daily allowance which is paid for out of boarding fees, so there should be no need for parents to top up your balance on Parent Pay. If 6th formers have opted to not take lunch in school, they will need their parents to top up their Parent pay accounts to cover this.

If you are going on a school trip during the week and require a packed lunch, please inform us as soon as you can so that this can be ordered from the school kitchen.

1555 Snack and Supper

At 5.55pm the catering team will provide you with a snack in the kitchenette in the games room. In the evenings, supper is available from around 8:45 p.m. Supper consists of drinks, cereals, toast etc. and sometimes we have hot chocolate and marshmallows! Tea, coffee, squash and water are available in the kitchen area.

Please do not take food into your dormitory as this is a health and safety hazard.

Fresh Fruit

You are welcome to take fruit from the main dining room and there is always fresh fruit available in the kitchenette in the games room, so please help yourself.

Snacks and sweets

You are able to buy your own snacks or drinks from the PO (Co-op) however **we do not allow energy drinks or excessive amounts of junk food** in the boarding houses. Food should be consumed in the social areas and all rubbish must be cleared away and put in the bins provided.

Meals at weekends

Meals at the weekends are taken in the main school dining room. The timings of these meals are published on the house noticeboards.

Termly boarders may help themselves to bread, toast and cereal over the weekend, but this food should be eaten at a table in the kitchen area. Please do not remove jugs, cutlery or crockery at any time.

If termly boarders are likely to miss any weekend meals, we ask them to let us know as soon as possible. We can set aside a late meal at short notice, but we should know well in advance if you are going to be absent so that nothing goes to waste.

Bedtime routine



Please do your best to stick to the bedtime routine: we'd much rather treat you like adults and let you take yourselves to bed at the appropriate time, but we will send you to bed and switch out your lights if you are unable to follow the rules.

Remember that boarders in the Y7 to Y10 form will have their mobile phones and any other distractions collected 30 minutes before lights out, so please call home in good time if you intend to speak to your family. We encourage all of our boarders to keep in touch so please don't forget – your parents love to hear how you're getting on!

After the evening activity, junior boarders should not go into other people's dorms. If you want to mingle with other year groups during this time, we expect you to use one of the common rooms.

Please respect one another's privacy and be considerate of others: even if you are not yet in bed, others might be.

Form	Get ready for bed	Quiet time in room	Lights out
Y7	8.50 p.m.	9.10 p.m.	9.20 p.m.
Y8	9.05 p.m.	9.20 p.m.	9.35 p.m.
Y9	9.20 p.m.	9.35 p.m.	9.50 p.m.
Y10	9.35 p.m.	9.50 p.m.	10.05 p.m.
Y11	10.00 p.m.	10.15 p.m.	10.30 p.m.
Y12&Y13	10.15 p.m.	10.30 p.m.	11.00 p.m.

Daily routine

7:30	Wake up	Get up, wash, get dressed and be ready for school. Set an alarm!
7:55	Go downstairs	Please assemble outside the main dining room at 7:55
8:00	Breakfast register	Breakfast begins punctually at 8 a.m. with everyone fully dressed and looking smart before they come downstairs. All students are expected to clean and put their tables away before leaving the dining room..
8:30	Prepare for school	Brush your teeth, then ensure your bed is made, your curtains are open and your dorm is tidy before leaving for school. Your bag must be packed with everything that you need for the school day.
8:40	Leave for school	You should leave the house at 8:40 and be in your form room by 8:45 – your form tutor will take the register at 8:50.
<p>You may not return to the boarding house during the school day.</p> <p>If you need to do so for whatever reason, you should always speak to a member of the boarding house staff first. Members of the U6th may return to the house after 2 p.m.</p>		
15:55	Snack and registration	Please register in person with the duty member of staff in the games room after school (see above for more details).
16:00 to 17:55	Free time (If you have an activity during prep time you must do prep now)	The hours after school are your leisure time and we encourage you to make the most of this time – especially by getting involved in school clubs and teams. However, it is important that your room is tidy and that any house duties or jobs are completed. You should change out of your uniform quickly after school has finished.
17:55	Bell for tea	This is your signal to head to the dining room. Junior boarders must go to tea with everything they need for prep.
18:00	Tea register	Tea begins at 6 p.m. – please be prompt. All boarders are expected to remain in the hall until they are dismissed. This is the only time in the day when the whole house is assembled together for notices etc.
18:30	Prep	Junior boarders should go straight to the library following tea (not upstairs). Prep lasts until 8 p.m. but may end sooner if people settle down quickly and work quietly without causing distractions. Older boarders are expected to work independently in their rooms.
20:00	Activity	Taking part in the evening activity is compulsory for Y7 to Y9 and optional for those in Y10. Y11-13 boarders are very welcome to join in activities as appropriate, otherwise the time after prep is free/leisure time/extra work time. Anyone wishing to leave the house after prep must seek permission from the duty member of staff.
20:45	Supper	Supper is available in the games room kitchen from 8:45 p.m. Younger boarders are expected to attend supper immediately after the evening activity if they want anything. Sixth form boarders have until about 10:00 p.m. Please leave the kitchen as tidy as possible and show consideration for others, by keeping the noise down.
20:50	Bedtime routine	The bedtime routine begins at 8:50 p.m. Please observe the timings carefully and remember that younger members of the house may be in bed long before you.
22:00	Night register	If you expect to return to the house later than 10 p.m. the duty member of staff must be informed well in advance.

