



Ripon Grammar School

Student & Parent

Boarding Handbook

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

Our two boarding houses aim to provide a warm, supportive and caring background for the educational development of our boarders. The house staff, a good mix of teachers and support staff, work together to promote and safeguard the welfare of all our young people in an atmosphere of commitment to equal opportunities and of sensitivity to all their needs.

Our houses, Johnson House for the girls and School House for the boys, provide either weekly or termly boarding and entrance is by the same selective criteria as are used by the day students. They each provide comfortable accommodation in a lovely setting of the 23 acres of school grounds and each has its own separate team of staff led by the Senior Houseparent. Boarders have their own programme of activities and access to the wide extra-curricular programme of the school and the opportunity to take part in local clubs where we are satisfied that there is good supervision.

Being a boarder at Ripon Grammar School offers young people the opportunity to learn about themselves and other people. Boarders learn how to live and work with others and become part of a community. Boarders develop a strong sense of self and form strong friendships with their peers. Within a relatively small and caring community they learn to manage themselves and get on confidently with other people. Boarders at Ripon Grammar School become part of an extended family and students from local, national and international areas bring an extra dimension to the school. Boarding gives students a sense of stability, self-belief and confidence which enables them to achieve their full potential both academically and socially.

School & Johnson House Boarding Regulations

All boarders are under the direct authority of either the Johnson House Senior Houseparent or the School House Senior Houseparent and subject to their discipline in all matters.

Guardians

Any boarder whose parents are based overseas will need to appoint a guardian who is resident in this country. The guardian would be expected to act in loco-parentis and must be prepared to be responsible for the student when parents are on holiday abroad, during holidays if they cannot return home, at half-term holidays, at end of term holidays and during any long weekend closures.

The school will require written notification from the parents with the name, address and telephone number of the guardian and the written notification from the guardian that they will be responsible for the student.

The guardian should, where possible be prepared to have close involvement with the boarder e.g. attending parents' evenings, school concerts and plays, having the student stay with them at the weekends etc.

Leave of absence and Holidays

The boarding houses open at **4.00pm on the day before school starts for the autumn term** and students must be back by 6.00pm. The boarding houses are closed for holidays from 6.00pm prior to Christmas, Easter and 2.30pm in summer (as school closes at 12.30pm) and at 6.00pm at half term holidays. They re-open at **6.00pm on the day before school re-opens for the spring and summer terms** and students must be back by 8.30pm on these occasions. This also applies to the **May Day Bank holiday weekend**. Boarders must go home or to relatives/a guardian for all school breaks.

Weekend leave for termly boarders is granted at the discretion of the relevant Senior Houseparent, from end of school on Fridays until Sunday evening. This must be arranged in writing or by telephone with either him/her, on, or before the Wednesday of the week in question. On return from weekend leave students must report to the Houseparent on duty before 9.30pm for sixth formers and 8.30pm for all other years.

All short leave of this type is a privilege and is subject to cancellation for disciplinary or other reasons.

Weekly boarders may be collected from 4.15pm on Friday and should return on Sunday evening by 8.30pm or 8.30am on Monday morning. If a boarder does not return at the expected time, we will wait one hour and then telephone the parents or guardians. Any boy boarder who is delayed for any reason should telephone 07932 028584, while any girl boarder should telephone 01765 604397 or 07788 941415 to advise us.

If a weekly boarder is going to be involved in a school activity they may be able to stay over at no extra cost otherwise parents will be charged for an overnight stay and any meals taken, at a cost of **£50 per night including meals**.

If any boarder is going to be absent from the boarding house as a result of a family holiday etc., parents should inform the appropriate Senior Houseparent in writing, preferably one week in advance. This must be in addition to gaining permission for absence from school from the Head of School.

Health

We recommend that boarders are registered on the panel of Ripon Spa Surgery. National Health Medical cards/numbers must be written on the medical form which must be submitted to the senior houseparent prior to the child starting school. House staff will arrange for routine visits to dentists and opticians for check-ups on parental advice. However, if parents/guardians prefer their child to be registered with a doctor closer to the family home, they must complete the medical form which is issued as part of the induction package and advise the school that this is their preference.

Special treatments, including vaccinations prior to travel abroad, should be arranged through the Senior Houseparent. It is important that parents advise Senior House staff in advance, of any dental/hospital treatment etc., that will require students to be missing meals or to be absent from the boarding houses.

All prescribed tablets, medicines or creams that are in the original box/ container must be handed to the appropriate House staff; there is a medical administration form to be filled in before staff can administer medication. Students should not have medicines of any sort in their possession (except inhalers/epi-pens). The only pain-killer which may be administered to students, with the consent of parents, is paracetamol. Any other medication, including Ibuprofen, must be prescribed by a doctor.

Jewellery

Boarders may NOT wear any kind of jewellery in school, with the exception of one pair of plain gold stud earrings for girls. It is strongly advised that they should not bring expensive items of jewellery into the boarding houses either.

Valuable personal items

We strongly advise students not to bring expensive personal items into the boarding house. If students do bring valuable items into the boarding house we recommend that parents take out personal insurance cover for those items. The boarding houses are not insured against loss or theft of personal belongings. Companies such as Endsleigh Insurance offer insurance for student possessions or alternatively most domestic insurance schemes can be extended to cover possessions away from home.

Money

We recommend that students do not bring large sums of money to school. Pocket money may be kept in the lockable safe in the wardrobe. Termly boarders should have a bank account which they can access throughout the term.

For security reasons students must not keep large sums of money in the boarding houses at any time. If they have a sizeable sum of money this should be handed in for safe keeping to the Senior House staff.

Buying or selling between students is forbidden. Borrowing is only acceptable with the clear consent of the owner. Some weekend activities for termly boarders may require extra payment. The school will communicate with parents in advance to inform them of the proposed arrangements with the estimated cost, and ask for their permission. It might at times be possible for weekly boarders to take part in some weekend activities, in these cases parents will again be contacted in advance.

Mobile Phones

Boarders are permitted to bring their own mobile phone into the boarding houses provided they adhere to the School Mobile Phone Protocol and the rules relating to mobile phone use in boarding. Mobile phones should be clearly named and are the responsibility of the owner. ***They are not to be used during prep, at mealtimes or after lights out.*** The junior boarders are required to hand their phone to the houseparent on duty at lights out. All mobile phones are brought at their owner's risk. ***We strongly recommend that parents install parental controls/apps on boarders' mobile phones.***

Electronic Devices (phones, ipads, laptops) for first to fifth form students.

Boarders are allowed to bring one electronic device into school (including a mobile phone) Electronic devices must be handed in to the houseparent on duty at lights out, in order to ensure students have a full night's sleep.

Clothing

All clothing, bed linen and other personal property must be marked with the owner's name. Name tapes are to be used where possible (marked either R.G.S.S.H. or R.G.S.J.H. as appropriate). Many items remain unclaimed each year due to their not being named and we encourage you to attach name tapes so items can be clearly identified.

Lending or borrowing another person's property is discouraged.

Travelling arrangements

Parents are asked to ensure that students are provided with sufficient funds to purchase rail or bus tickets. Parents may wish to purchase tickets themselves and send them to Senior Houseparent. Travel arrangements should be emailed to the Senior Houseparent. Should a taxi be required to convey a boarder to the airport, this can be arranged with a local taxi company.

Leisure

Boarders may leave the House and school grounds out of normal school hours only with the permission of the relevant Houseparent. Boarders are not allowed out alone and all boarders must sign out, giving precise details of their whereabouts and their time of leaving and must sign back in promptly on their return. Boarders should also carry a mobile phone whilst off the school premises.

Boarders are provided with access to computers, televisions, irons etc. Other electrical goods (e.g. hair dryers, straighteners) may only be brought into the House at the discretion of Senior Houseparent, and at the boarders' own risk. These must be clearly named. The school insurance does not cover such items and parents are advised to make their own arrangements. All electrical appliances must be properly wired and maintained. They must be checked by parents on a regular basis. All electrical items which are brought into the boarding houses by students will be PAT tested. If an item fails the test, the student will be asked to take the item home.

Music lessons can be arranged through the Head of Music, Mr Barker. Practice facilities are available for all instrumentalists. A regular time for practice is essential and should be notified to Senior Houseparent.

All boarders will have access to a personal safe for valuable possessions.

Various evening and weekend activities are organised by Duty staff, including access to school ICT facilities.

Boarders are also encouraged to join the Ripon Library, locally organised youth activities, e.g., the ATC, Guides, Ripon Rugby Club, Ripon Runners etc. and school based extra-curricular activities such as Duke of Edinburgh Award Scheme.

Religious services

Boarders may attend services at any of the churches in Ripon.

At the beginning of a new school year.

All new boarders are asked to bring two passport sized photographs for the House records. These should be handed to Senior Houseparent as appropriate.

THE CODE OF CONDUCT

A high standard of self-discipline and behaviour is expected from all students. You are expected to be responsible for your own actions, and to show courtesy to others at all times. The Code of Conduct expresses the values of the school.

1. We believe that the degree of success and happiness which students achieve during their careers at Ripon Grammar School is directly related to how much they put into school life. The qualities which we expect our students to show are:
Commitment, Courtesy and Consideration for others.
2. We expect students to work very hard in order to make the most of their own abilities and the opportunities offered at Ripon Grammar School.
3. Any conduct which might adversely affect the working conditions of others is unacceptable.
4. All students benefit from the image and reputation for excellence which the school enjoys. Students are therefore expected in turn to contribute positively to this reputation and to ensure that their conduct, appearance and activities do nothing to harm it.
5. Our rules and regulations are designed to ensure the smooth, safe and civilised running of the school, and all students are expected to obey the rules.

6. All members of Ripon Grammar School share a common environment and benefit from the resources and facilities which are available here. Students are therefore expected to look after their environment and to treat with due care and attention the facilities and equipment of the school.
7. Students are responsible for their own personal property and are expected to respect the property of others.
8. We believe that the school is a community in whose life all members play an important if varying part. We therefore expect every member of our community to respect the part played by others and to show consideration for their well-being.
9. We encourage students to involve themselves in some of the many activities which are offered to them in school and, having done so, to display loyalty, reliability and commitment to those activities.
10. It is the personal responsibility of every student to ensure that they meet the expectations of this Code of Conduct.

RULES AND REGULATIONS FOR BOARDERS

SIGNING IN AND OUT

This is the most important rule that all boarders **must** ensure that they follow daily. It is vital that we know where you are at all times. In the event of a fire it is this information that we must rely on to ensure that everyone is safely out of the building. If you are not signed out, you are endangering the life of someone who has to go in to look for you.

You must sign out/in when

1. Returning to school after a holiday or weekend home/away.
2. At any time that you are leaving the house during the evening or night.
3. At any time you want to change your destination.

You need to give clear and accurate information as to your destination and time of leaving as well as the exact time that you have returned to the house.

Signing In and Out of the Boarding House

Your parents have trusted us to care for your welfare and so out of courtesy to staff, for your own safety and to meet Fire Safety Regulations, it is very important that you follow the rules below and **ALWAYS** sign out from/in to your Boarding House (except when going to lessons).

General Guidance:

Boarders are encouraged to focus on their academic studies during the school week and restrict their socialising to the weekends. We endeavour to establish a productive working routine in the boarding houses and discourage socialising on 'school nights'. However, we acknowledge that boarders may receive invitations to attend special events such as birthday meals and in those ***exceptional circumstances***, a parental request for permission for their son/daughter to attend an event must be sent to the SHP in good time.

Visiting Sports Clubs and Friends: when signing out to go off School grounds with the permission of the duty houseparent, to Clubs or visit friends, it is important that you include the full name, address and a Club/Parental contact phone number in the 'Destination' space.

Fire Alarms: if you are on School grounds and you hear the fire alarm, you **MUST** return to your Boarding House muster point **STRAIGHT AWAY** and report to the Duty Member of Staff.

Overnight weekend stays-(termly boarders) for overnight stays, permission from the Senior Houseparent, your Parents/Guardian and the Parents of the friend you want to stay with will be required. It is your responsibility to get the correct permission(s) in writing or emailed to the Senior Houseparent at ***least 24 hours beforehand***.

Specific Guidance for 1st-5th Form Boarders:

4pm-5.45pm

- Boarders can sign out **WITHOUT** permission to go to an activity **ON** School grounds.
- Boarders ***need permission from the Duty Member of Staff to leave School grounds.***
- 2nd-5th Form Boarders may go to the Post Office (P.O.) or Ripon in pairs or groups.
- 1st Form Boarders need to show that they can be trusted going to the P.O. in pairs or groups during the autumn and spring Terms, before being allowed in to Ripon in the summer Term.

After 6pm

- Boarders need permission from the Duty Member of Staff to leave the House.

Specific Guidance for 6th Form Boarders:

4pm-5.45pm and weekends (before 6pm)

- Boarders can sign out WITHOUT permission to go to an activity on School grounds, the P.O. or Ripon or to go on a PRE-ADVISED trip (e.g. to Harrogate).
- Boarders need permission from the Duty Member of Staff for any other visit, including Clubs and friends' houses.

After 6pm incl. Weekends

- Boarders need permission from the Duty Member of Staff to leave the House.

Alcohol, Smoking and Drugs:

No alcohol, tobacco, vapour cigarettes or banned substances should be brought into any part of the Boarding House, stored or consumed therein. In any case of doubt, consult the Senior Houseparent at once.

Please refer to the Drugs and Drugs Education Policy document - www.ripongrammar.co.uk

Dress:

All clothing must be clearly and permanently marked. School uniform must be worn at weekday breakfasts and throughout the school day. After 4.00 pm you should in normal circumstances change into casual clothes which should be clean and in good order. Students are reminded of the need to dress appropriately and modestly at mealtimes.

Personal Hygiene:

You should have a daily bath or shower (in addition to any after games) and wash and brush your teeth regularly. Hair should be washed regularly and the use of deodorants is advisable to avoid unpleasant odours.

Surgery:

No student should treat him/herself and should always report any illness to duty staff.

Surgery is held at 7.45am and 9.00pm in School House.

Surgery is held at 7.45am and 8.30pm in Johnson House.

If you feel unwell on waking, inform the member of staff on duty at once. During the day those who are ill should report in the first instance to Reception, who will refer you to the School Health Worker.

Medicines *should not be kept in rooms* except with the filling in of a self-administration form signed by the Head master.

Parents or guardians should wherever possible, book appointments with doctors, dentists and opticians for times during school holidays and weekends.

Any other medical appointments will be booked by the Senior Houseparent. A member of staff will accompany all those in the 1st to 3rd Forms (Years 7-9) to medical appointments. The Senior Houseparent must be informed regarding any new medications, prescriptions and further treatment.

TV/DVD and Games Rooms:

The boarding houses have a selection of X-Box and PS games which cater for the different age groups. ***Students should not bring their own games into the boarding houses.*** Game time needs to be shared fairly. If in doubt consult the house parent on duty. Shoes should be kept off the furniture. Programmes, films and games must be appropriate to the whole audience. Consideration for others is important.

Catering:

You should give Kitchen Staff sufficient notice if you are going to miss any regular meal so that food is not wasted. Meals can occasionally be plated-up to be eaten later that afternoon or evening. You should always be polite when making any requests.

Snacks and drinks are available from 4pm - 10pm and at weekends. These must be consumed in a sensible way without leaving any undue mess. **Snacks and drinks must NOT be taken out of the kitchenette/dining area to be consumed elsewhere in the Boarding House.**

Corridors and Stairways:

In accordance with fire regulations and to avoid unnecessary accidents or potential theft, personal belongings should not be left lying around in corridors or stairways. Pushing and shoving on the stairways is also very dangerous and must not happen. As a matter of safety and hygiene, you should not walk around the corridors in bare feet.

Any muddy shoes, trainers, hockey/rugby boots should be removed before entering the boarding house and should be stored in the designated places.

Personal Belongings:

Safes are provided for boarders and these should be used to store all valuables. You should never enter anyone else's room or dormitory. You are encouraged to use the communal areas to socialise with your friends. You should never borrow anyone else's property without permission. You should not leave any valuables unattended and report any loss to Staff on Duty or the Senior Houseparent as soon as possible. All items should be clearly marked to ensure no room for doubt in the case of missing property. The Senior Houseparent and staff reserve the right to search for missing items in your presence where this is likely to help in any investigation.

Music Lessons and Practice:

Lessons for many instruments can be provided by the school for a reasonable additional charge. The Senior Houseparent must be notified of any music lessons which take place offsite. It is your responsibility both to attend music lessons regularly and punctually and to practice on a regular basis. Practice times will be set aside in the School's music practice rooms.

Vehicles (Sixth Form only):

Sixth form boarders are discouraged from bringing vehicles to school. Unfortunately, we cannot provide the level of supervision a newly qualified and relatively inexperienced driver would receive compared with living at home with their parents. There is insufficient parking space to accommodate sixth form vehicles on site and there are issues relating to the security of vehicles parked on the public highway. We appreciate that this may cause some inconvenience to individuals, but we believe we are acting in the best interests of all our students and the school community. Sixth form boarders who choose to travel to and from school in their own car or car loaned to them by their parents must only have access to the vehicle when:

- Boarders must only have access to their vehicle when travelling from home to school.
- Boarders must have submitted the relevant permission forms to Mrs Griffiths (Sixth Form Coordinator) along with the details of the vehicle which they will be using to drive to and from school. Students must not drive to and from school, give lifts to other students or accept lifts from students unless the permission slip returned at the start of the school year states that they have permission to do so.
- **Vehicle keys must be deposited with the senior house staff on return to school.** Vehicle keys can be collected when the student is returning to their home address.

- The vehicle must not be used by the boarding student whilst they are resident in the boarding accommodation. If parents require their son/daughter to attend an appointment/practice and wish them to be given permission to use the vehicle they must contact the senior house staff by email or telephone to gain consent.
- Students are **not allowed** to drive or park their vehicles within the school grounds; they should park carefully on the roads in the vicinity of school. However, following concerns from local residents we ask that they park responsibly and carefully in neighbouring streets, and that they avoid parking in Ash Grove or Filey Avenue.
- Where boarders require brief access to the school site to load or unload their vehicles when arriving from home or departing at the end of the week / term, they may do so, but due to the large numbers of student pedestrians on site during the school day their vehicles must not be on site between 8.10am and 4.15pm.
- Students are not permitted to arrange driving lessons during school time (e.g. during study periods), these should be arranged for lunchtime or after school. We will give permission for students to be absent from school to undertake their practical driving test, this request needs to be made in writing to Mr Fell, Head of Sixth Form.
- Lifts must not be given to other students without necessary parental consents being completed. These lifts would only be whilst travelling to and from home.
- If a boarder is found to be using their vehicle whilst in residence without the required consent, we will insist that they do not bring their car to school at all.

We appreciate that some of our boarding students do indeed have long journeys to and from school and access to a vehicle can provide a solution to parents having to make twice weekly trips to school. However, we do have a duty of care to all our boarding students and the temptation to drive a vehicle whilst in residence can provide too great a temptation for some young people.

We hope you can appreciate why the above measures have been put in place. The consequences of road traffic accidents involving young people can be devastating for all involved, as we have seen following recent tragic events in the region, and as a school we are trying to balance the convenience that student vehicles can offer to them and their families, with the safety of our student body as a whole, and the practical limitations of our school site.

Part-time Employment (Sixth Form only):

Students at Ripon Grammar School have AS or A2 level work to complete and are encouraged to achieve very high standards. This necessitates students having a considerable amount of homework. It is important to recognise that for sixth form students there will be work that requires a sustained level of effort over several months. Consequently a considerable amount of time is needed during the week to meet this demand.

We recommend that students do not work part-time during the school week. Many employers offer part-time work at weekends and if students wish to secure employment, this is the preferred option. We do, however appreciate that some employers insist on a combination of evening and weekend shifts. If this is the case, a maximum of one night is advocated (preferably Friday evening).

We would also remind you that if a boarder wishes to have a part-time job, it is the responsibility of their parent to ensure that they have the means to travel safely to and from the boarding house and their place of employment. The boarding staff cannot organise transport, as they must remain in the boarding houses to supervise the students.

FIRE REGULATIONS

IF THE FIRE ALARM SOUNDS ...

Follow the instructions below to the letter. You should have learnt your escape routes - they are displayed in every bedroom and on most notice boards.

1. Move quickly and purposefully without undue noise.
2. Ensure you have footwear and warm clothing - your duvet is appropriate at night.
3. Follow your main escape route, if possible to the main door.
4. If the main route is blocked follow your alternative escape route(s).
5. Close all windows and doors and switch off lights, especially close fire doors, as you go through them.
6. Assemble by the front door. Do not break the glass to open it unless there is a real need to do so, such as smoke or fire.
7. When evacuated outside, assemble in dormitory order in front of the Cricket nets (boys) / adjacent to the round seat (girls).
8. Duty staff will take a Roll Call at this point.
9. Wait quietly until you are given instructions. Under no account, move or return into the House without clear guidance from the Staff.

The above procedure will only work efficiently if you have learnt and understood it. Ask if in doubt. It is essential that the House Roll Call is accurate and that, therefore, the Signing Out Book is legible and correct.

Fire drills are carried out each term to help students familiarise themselves with these procedures.

**BE PREPARED, YOUR LIFE (AND THAT OF OTHERS) COULD DEPEND
UPON YOUR ACTIONS!**

TIMINGS & MOVEMENT

Weekday patterns:

7.15am First Bell

- Please do not disturb others by getting up before the bell, but ensure that you have sufficient time to have a wash and get dressed before breakfast.

7.45am- 8.00am Breakfast

- Please ensure that you are down promptly for breakfast, dressed in full school uniform.
- Food should be eaten in a sensible and civilised way.

School House and Johnson House

- Sixth Formers can leave breakfast when they have finished, provided they have cleared their place and asked permission from the Duty Member of Staff.
- Students in first to fifth form should clear the table and leave when authorised

After breakfast, you should ensure that you have everything you need for the school day.

Except in special circumstances you should leave the Boarding House by 8.40am and not return before 3.55pm. **Upper sixth boarders may return to the House after pm registration if you have a study period.**

If there are special circumstances requiring you to re-enter the Boarding House during the day you should ask permission of one of the Boarding House staff or Miss Murray.

4pm - 5.55pm End of School day - Tea

A snack is normally available in the dining room at 4pm. Please do not take more than your share and try to make as little mess as possible.

Boarders are free to use the school grounds and get involved in a broad range of after school clubs at this time. They may also leave the school grounds in accordance with the sign out regulations previously mentioned.

6pm - 6.30pm Dinner

- Please ensure that you are down promptly for dinner, dressed in casual clothes.
- Food should be eaten in a sensible and civilised way.
- Everyone sits down to eat and leaves at the end of the meal together.
- Tables are cleared as directed by the Senior Houseparent

6.30pm - 8.00pm Supervised Homework (Prep)

Aim of Prep: To develop all student's self-discipline and study skills in order for them to be able to take an active role in their learning and take personal responsibility for their own academic achievement.

Supervision and organisation of evening prep

Boarders are placed in one of three levels of supervision depending upon their age, their ability to manage their own learning and their most recent effort grades. This will hopefully allow us to work more closely with the boarders who need our support most, while also providing parents with a greater degree of control where it is needed. These three levels of supervision are as follows:

High supervision

- Boarders must work in the library or prep room under the close supervision of house staff.
- House staff to monitor the homework set via the homework timetable and students' planners.
- House staff to check the quality of each piece of homework.
- House staff to complete a prep record sheet for each boarder in high supervision with comments about the work completed, the time taken and what remains to be done. This sheet will be sent home with boarders at the end of the week so that parents can see what remains to be done over the weekend.

Medium supervision

- Boarders must work in the library or prep room and under supervision of house staff.
- House staff to monitor the work completed with occasional checks of student planners.

Low supervision

- Boarders may choose to work in the library or prep room or their own dorms.
- Boarders must normally be working in their own dorms.
- Staff will periodically visit dorms to check on how boarders are working.

All of our first and second form boarders will be placed in the high supervision group, but as they grow older they will hopefully be able to move to lower levels of supervision. We think it is important that boarders develop independence and are encouraged to take responsibility for their own learning, but we also recognise the need to provide some boarders with more structured support in order to enable them to achieve their full potential. Ultimately any boarder from any year group could be placed under high supervision if subject teachers raise concerns about their progress or if effort grades suggest that action is needed.

It is expected that students will work quietly, and if they wish to talk to other boarders they should ask permission of the staff on duty beforehand. If they have finished their work, they may read a book or magazine but must not distract others from their work.

Sixth Formers are required to be working in their own rooms or another designated homework area.

Rules:

1. After dinner students should be ready to go directly to prep by ensuring they have all their books and equipment ready.
2. Students are expected to work quietly throughout.
3. No phone calls or texts are to be made or taken by students during the homework session.
4. No eating or drinking is allowed when using the Library/Prep Room.
5. When students have finished all their homework they are encouraged to read a suitable book or magazine and must not distract others from their homework.
6. Permission to leave the homework room is at the discretion of the duty staff.

7. At the end of the homework session students are to leave their space neat and tidy.
8. The evening activity session starts shortly after 8pm and so students are encouraged to return their books and equipment quickly and sensibly to their rooms and move to the activity area.

It is likely that GCSE and A-Level students will need to continue with their homework under their own direction.

8.00pm - 8.50pm Activities

Activities are arranged by the Staff on Duty and include: football, badminton, swimming, climbing wall, quizzes, crafts and cookery. In order to help build House cohesion, these activities are usually compulsory for our 1st to 3rd Forms (Year 7-9) and should be entered into in the right spirit.

9.00pm - 10.45pm Bedtimes

The outside door into the Boarding House is locked at 10.00pm unless individual boarders have made special arrangements with the duty staff on the night in question.

Year	Ready	In Room	Lights Out and silent
1	8.50pm	9.10pm	9.20pm
2	9.05pm	9.20pm	9.35pm
3	9.20pm	9.35pm	9.50pm
4	9.35pm	9.50pm	10.05pm
5	10.00pm	10.15pm	10.30pm
L6/U6	10.30pm	10.30pm	10.45pm

All these times and regulations reflect the general scheme of the day. In exceptional/special circumstances, the duty staff are prepared to be flexible assuming that: a) the reason is a good one, b) some prior warning is given. You may also need to see the Senior Houseparent or a member of the kitchen staff depending on the request.

Visitors to the Boarding Houses:

No visitors should enter the Boarding House without first seeing a member of the Boarding House staff. This is to ensure student safety and to protect property. Visitors should stay in the public areas and not enter the dormitories. If a visitor is invited for tea, permission must be sought from their parent/guardian and passed on, via an email, to the duty houseparent. The chef must be notified at least 2 days in advance of the visit.

Parents may wish to help their sons/daughters pack/unpack but should not enter unaccompanied. Parents who wish to see their sons/daughters urgently and cannot contact them directly should contact the Senior Houseparent who will make all necessary arrangements.

The security code is for boarding students and staff only.

Girl boarders who wish to visit the boys' Boarding House at weekends should ask permission from staff on duty, and should go no further than the main TV room.

As a general rule non-boarding students are not permitted, but in some circumstances permission may be granted by the staff on duty.

Weekday Leave: first to fifth form boarders

Weekly and termly boarders are generally expected to follow the standard Monday to Thursday routine. However, in *special circumstances*, boarders may be taken out for a meal, visit a friend's house or go home overnight provided sufficient warning is given - **a minimum of 24 hours and preferably at the start of the week**. An email/written notice must be sent to the senior houseparent from the parents/guardians concerned.

johnsonhouse@ripongrammar.com
schoolhouse@ripongrammar.com

Mrs Rowe - Senior Houseparent
Mrs Addis - Senior Houseparent

Out of courtesy the boarder must report to the member of staff on duty before leaving the house and complete the signing out book. Boarders are expected to see the member of staff on duty on their return to the house, before going to bed.

Weekday Leave: Sixth Form Boarders

The school does not advocate that sixth form students with a substantial work load be given parental consent to attend parties and social events during the school week. We endeavour to establish a productive working routine in the boarding houses and discourage socialising on 'school nights'. Our aim is to support your son/daughter in achieving outstanding results which will enable them to secure places at the best universities/companies in the UK. However, we acknowledge that boarders may receive

invitations to attend special events such as birthday meals and in **those exceptional circumstances**, a parental request for permission for their son/daughter to attend an event must be sent to the SHP in good time.

Socialising should, when possible, be confined to the weekends.

Sixth form boarders, irrespective of their age, are not allowed to consume alcohol during the school week. Sixth form boarders are **NOT PERMITTED** to visit public houses or public houses which serve food whilst boarding on a weekly basis. **All public houses and bars are out of bounds during the school week.**

With parental knowledge and consent, sixth form boarders may, on **special occasions** go out for a meal with their friends.

Sufficient warning must be given to the boarding staff. Requests to go out should be made at least **24 hours in advance and preferably at the start of the week**, so that parental permission can be obtained by email or in writing. The senior boarding staff must be given adequate notice by both boarders and their parents. The decision to grant leave is at the discretion of the Senior houseparent.

johnsonhouse@ripongrammar.com

Mrs Rowe- Senior Houseparent

schoolhouse@ripongrammar.com

Mrs Addis - Senior Houseparent

On such ***special occasions***, sixth formers may request a **maximum of 4 hours leave** and must report to the member of staff on duty prior to leaving the house. Sixth formers must sign out and on returning to the house, sign in and report to the member of staff on duty before going to bed. Boarders must take responsibility for the completion of prep prior to leaving the house. **No boarder must be out later than 10.30pm on a special occasion during the school week.**

If boarders aged 18 and above choose to drink alcohol during the school week, to attend parties, sixth form events etc. they must make alternative arrangements regarding a place to stay. The boarding staff are responsible for the care of younger children and cannot be expected to supervise sixth form students who have consumed alcohol.

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.

Sanctions:

The Senior Houseparent and boarding staff may apply a number of sanctions as punishment for unacceptable behaviour. They include 'gating' (confinement to school site) restriction of movement within the Boarding House, obligation to go to bed early, completion of routine tasks (such as cleaning tables at meals, tidying room), detention and essays generally on a topic relating to the offence. Please refer to the Ripon Grammar School Positive Behaviour Policy (www.ripongrammar.com - policies section)

More serious offences will be referred to the Deputy Headteacher. In such circumstances a thorough investigation will be conducted and parents will be contacted by the Deputy Head. Serious breaches of school rules may result in a suspension from the Boarding House for a fixed period of time.

DUTIES OF THE HEAD OF THE BOARDING HOUSE AND OTHER SENIOR STUDENTS

It is the policy of the Boarding Houses that each year a Head of House be appointed, the role and responsibilities of this position are outlined below. The Head of House may need to be assisted and supported in this role by other senior students in order for them to be able to act effectively.

1. Lead by example, setting high standards of behaviour.
2. Ensure that the other students behave in an orderly and civilised way around the house.

3. Keep a close watch for any form of bullying and report incidents to staff on duty or Senior Houseparent.
4. If any students seem unusually upset or isolated report to staff on duty or Senior Houseparent.
5. Any incidents of alcohol, smoking or drug-taking within the house to be reported to staff or Senior Houseparent.
6. Any rudeness / disobedience to yourself, other boarders or to any support staff you must report to the staff on duty or the Senior Houseparent.
7. Play an active role in leading and encouraging student representation in the Boarder's forum.

Laundry Arrangements - Johnson House

Johnson House has two domestic machines but we send the majority of our washing up to School to be washed in the industrial machines.

Please ensure that all clothing brought into the boarding house is in good order and clearly marked with name and house (e.g. Jane Brown RGSJH), using a sewn-in/iron-in label.

Details written on in marker pen are not acceptable as they often wash off so are hard to read which makes sorting the laundry very difficult.

All Boarders

- White shirts are put into the baskets in the ground floor corridor daily as necessary. One basket is for whites and lights, the other for dark coloured clothing.
- Towels are put into the baskets every Wednesday morning.
- Duvet covers, sheets and pillowcases are stripped and left at the bottom of beds on alternate Wednesday mornings. These are then collected up by Duty Staff and sent to be washed in school.

Weekly Boarders

- Other items of school uniform i.e. skirts, jumpers and ties (including sports kit) should be taken home on Fridays for washing at home. These items can be washed at school in exceptional circumstances and girls should speak to Duty Staff if necessary.
- Casual clothes, underwear, tights and socks should be taken home on Fridays to be washed at home.
- Any non-urgent items that require mending should be taken home on Fridays. Items requiring urgent mending should be taken to Duty Staff.

Termly Boarders

- Termly boarders are all provided with a laundry basket which is kept in the dorm. This is to be used for all casual clothes. There is a washing machine which is available for termly boarders who wish to launder their casual clothes. Washing bags are encouraged to ensure individual's clothes are kept separate in a wash cycle. If preferred, duty staff will launder casual clothes on boarders behalf.
- Termly boarders should deal with any basic mending as necessary. More difficult mending jobs should be taken to Duty Staff. New clothing (including tights, socks and casual clothing) bought mid-term should be named.

Laundry Arrangements - School House

Ripon Grammar School has its own laundry facilities on site and the following arrangements are in place for School House boys.

Please ensure that all clothing brought into the Boarding House is in good order and clearly marked with name and house (e.g. John Brown, RGSSH), using a sewn-in label/iron-in label. Details written on in marker pen are not acceptable as they often wash off, are hard to read and put in awkward places, which all make sorting the laundry very difficult.

All Boarders

- White shirts are taken down to the laundry each morning and put into white basket, rugby kit into black bucket
- Duvets, sheets and pillow cases are taken down to the laundry for juniors every other Tuesday morning. Seniors every other Wednesday morning

Weekly Boarders

- Other items of school uniform (incl. sports kit) should be taken home on Fridays for washing at home. These items can be washed at school in exceptional circumstances and boys should speak to Duty Staff, if necessary.
- Casual clothes, underwear and socks should be taken home on Fridays for washing at home.
- Any non-urgent items that require mending should be taken home on Fridays. Items requiring urgent mending should be taken to Duty Staff.

Termly Boarders

Items sent for washing are usually returned to the House the following evening. Each boy has an assigned laundry shelf and our Junior boys sort the returned bedding on a rota basis.

BOARDING HOUSE STAFFING STRUCTURE 2019 - 2020

SCHOOL HOUSE

Senior Houseparent	Mrs D Addis
Houseparent	Mr J Belcher
Houseparent	Mr T Chamberlain
Houseparent	Mr M Weston
Houseparent	Mrs K Ball
Houseparent	Mrs J Sanderson

JOHNSON HOUSE

Senior Houseparent	Mrs S Rowe
Houseparent	Miss M Azemar
Houseparent	Mrs A Wallington
Houseparent	Mrs R Hong
Houseparent	Mrs E Gibson

USEFUL TELEPHONE NUMBERS AND EMAILS

School House

School House Office	01765 602647 extension 240
School House Duty Mobile	07932 028584
House e-mail (all staff)	schoolhouse@ripongrammar.com

For use in confidential matters only

Mrs Addis (email)	addisd@ripongrammar.com
Mrs Addis	01765 602647 ext 239

Johnson House

Johnson House Office	01765 604397
Johnson House Duty Mobile	07788 941415
House e-mail (all staff)	johnsonhouse@ripongrammar.com

For use in confidential matters only

Mrs Rowe (email)	rowes@ripongrammar.com
Please use Johnson House number if you need to contact in confidence.	

Other useful numbers

National Care Standards Commission	01904 545000
Childline	0800 1111
Mrs McIntyre School Health Worker	mcintyres@ripongrammar.com
Mrs D Bendelow Independent Listener Healthy Child Team	07388 956900
Boarding Schools Association	www.bsa.org.uk

SCHOOL POLICIES

To view school policies please refer to the school website

www.ripongrammar.co.uk

Section - 'About Us' - Policies

If you do not have access to the internet and wish to receive paper copies of the policies,
please contact either:

Miss M J Murray
Deputy Headteacher
Ripon Grammar School
Clotherholme Road
Ripon HG4 2DG
Telephone: 01765 602647 ext. 225

Mrs C Kinread
School Reception
Ripon Grammar School
Clotherholme Road
Ripon HG4 2DG
Telephone: 01765 602647

PROVISIONS FOR STUDENTS WITH RELIGIOUS, DIETARY, LANGUAGE AND CULTURAL NEEDS

Boarders and their parents are given the opportunity to inform the Senior House Staff of any special needs/requirements that they have in advance of their admission to the boarding house:

- During the interview with Senior house staff.
- Via the medical pro-forma completed prior to starting.
- Via the personal information proforma.
- Via parental letter.
- Via the relevant Head of School.

Religious:

There are a number of denominational churches in Ripon which the boarders can be introduced to and attend. All religious beliefs are respected and supported by the house staff. e.g. the keeping of Ramadan - fasting between sunrise and sunset.

Cultural:

The house staff will where possible make every effort to introduce boarders to other students in the school with similar cultural background. They are also encouraged to keep in close contact with family and friends via telephone and the e-mail available through the school.

Dietary:

Every effort is made to provide a wide selection of foods throughout the week. Vegetarian food is always available or other specific dietary requirements will be catered for upon request.

Language:

Special provision for language needs will be arranged in conjunction and through the Heads of School, the English department and the Special Needs Co-ordinator.

STUDENT CONCERN or COMPLAINTS

BOARDING HOUSE PROCEDURES IF YOU HAVE CONCERNS OR COMPLAINTS

There may be times when you have a concern or you would like to complain about something which is a real problem for you.

This might be how you are being treated at home, in the day school or in the boarding houses.

You may feel that:-

- You are being bullied or discriminated against.
- Someone has hurt or abused you or made suggestions you think are wrong.
- There is a serious situation that you feel you cannot handle alone.
- That you are being treated unfairly by your parents, by a member of staff or by another student.
- You are having extreme difficulties with your work.

REMEMBER! THERE IS ALWAYS SOMEONE HERE WHO CAN HELP.

You might:-

- Talk to a member of the house staff whom you feel you can trust. You can always take a friend along if this makes it easier for you.
- You can speak to your Form Tutor, your personal boarding tutor, the Head or Deputy Head of School, or any member of staff whom you trust. Again, take a friend along if it helps.
- If you feel the matter still has not been sorted out, then go to see Miss Murray, who has oversight of the houses, or the Headmaster. Your concerns/complaints will be registered and dealt with as soon as possible.
- If you are still unhappy and feel that the matter has not been dealt with acceptably, you should contact your parents, the school health worker Mrs McIntyre or Wendy King, your Independent Listener (phone number 07388 956900) or under certain circumstances, you could contact an outside body such as:-

Childline - 0800 1111

If you would like to talk to someone about your problems please call Wendy King who is your independent listener - phone number displayed on the noticeboards in the

boarding houses (Mobile: 07388 956900) Wendy works for the Healthy Child Team care trust and calls into school on a weekly basis.

REMEMBER! THERE IS ALWAYS SOMEONE WITHIN THE SCHOOL OR OUTSIDE WHO CAN HELP YOU.