



Ripon Grammar School

Boarders' Handbook

2026 – 2027

Johnson House

And

School House

**A guide to boarding at Ripon Grammar School
for boarders and their parents or carers.**

Boarding Principles and Practice

Our two boarding houses aim to provide a warm, supportive and caring background for the holistic educational development of 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 and senior girls, provide either weekly or full 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 Housemaster and Senior Housemistress. 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.

Boarding Expectations

Johnson House and School House are built on kindness, trust, and respect. We expect every member of the boarding community to follow these principles. Here are a few tips to help you stay on track:

Be on time

Punctuality is important because it prevents others from waiting for you. If you are genuinely delayed, please message the house phone to let us know you are safe.

Be organised

Pack your bag the night before and complete your home learning as early as you can.

Roll Calls

Attendance at roll call is essential. It is a time for important messages and helps ensure we have seen you regularly throughout the day.

Town Leave

You must seek permission from a member of staff before leaving the boarding house, and you must tell us when you return. We **must** know who is in the house in case of a fire.

Fire Alarms

If a fire alarm sounds, you **must** evacuate the building in silence and follow instructions. Always keep shoes, a hoodie, and jogging bottoms close by—even when you are in the shower.

Use your safe

Use the safe in your wardrobe to store valuable items. At the start of the year, or when you move dorms, a member of staff resets the codes. Please do not share your code with anyone.

Who to talk to

Mrs Davidson - Assistant Head (Boarding) Deputy Safeguarding Lead Davidsonc@ripongrammar.com	
School House	Johnson House
Housemaster (HSM) – Mr Davies Taylor Daviestaylore@ripongrammar.com	Housemistress (HSM) – Mrs Davidson Davidsonc@ripongrammar.com
Deputy Housemistress – Mrs Savage Schoolhouse@ripongrammar.com	Deputy Housemistress – Mrs Mackenzie Johnsonhouse@ripongrammar.com
House Tutors: - Mr Turner - Mrs Gibson - Mr Saxon - Mr Higson - Mr Michaels Schoolhouse@ripongrammar.com	House Tutors: - Mrs Williams - Mrs Sala - Mrs Stringer - Ms Crawford Johnsonhouse@ripongrammar.com

House Staff

The first point of contact for all boarders and their parents is the House Master/mistress (HSMs), their deputies, or a member of the house team on duty. In addition, boarders are allocated a boarding tutor who will hold regular tutorials and will be a link between the boarding house and school.

Independent Person

In addition to house staff, there are a number of other organisations who can offer free independent advice and support:

Compass Phoenix	www.compass.uk.ork	07520 631168	Confidential advice, support and signposting from a wellbeing worker. Not 24 hours.
Young Minds	www.youngminds.org.uk	Text 85258 'to the service 'shout'. 24 hours	Parent Helpline 0808 802 5544
The Mix	www.themix.org.uk	Text 85258 'to the service 'shout'. 24 hours	Advice, support and counselling services for all young people up to the age of 25

Childline	www.childline.org.uk	08001111 24 hours per day	Web chat messaging available.
The Office of the Children's Commissioner	www.childrenscommissioner.gov.org	0207838330	

Student Prefects

Each year 6th form students are invited to apply for 'Student Officer/prefect' roles in School. Two of these roles include a Head of Boys Boarding and a Head of Girls Boarding. These are year 13 students who are a representative of the boarding houses. They can represent boarding at events, take prospective families on tours of boarding, run activities for younger students and are a strong, positive role model in the boarding house. They also represent the wider student population and work with the HSMs and Assistant Head (Boarding) to ensure the boarders voices are heard when planning boarding at RGS. Student prefects will arrange activities for the boarders at weekends.

The Head of Boys Boarding for 2026 – 2027 is Joe Reedman

The Head of Girls Boarding for 2026 – 2027 is Oriana Panetta

Deputy Head of Boys Boarding for 2026 – 2027 is Syd Wild

Deputy Head of Girls Boarding for 2026 – 2027 is Ruby Dilworth

The Boarding prefect Team will be extended this year to include one year 10 student from each boarding house. Applications will open in September 2026 for these roles.

House Councils

One of the advantages of being a boarder is the ability to contribute to how the houses run. We strongly encourage all boarders to attend one of the following councils:

- House Council (one council for School House and one for Johnson house)
- Food Council
- Boarders Prefect Council

The Councils run once per half term, this is an opportunity to share thoughts and ideas on how the house is running, activities and have a say in the menu planning. The minutes are displayed in the boarding house and feedback will be provided by the Student Officers during roll call.

Boarding Tutors

Each boarder is allocated a Boarding Tutor. The Boarding Tutor is a member of the boarding house staff. Boarders meet with their every three weeks, either individually or in a small group. Boarding tutors will be the link between boarding and your tutor in school. The purpose of the boarding tutor is to:

- Support boarders in settling into the boarding house and making the most of the opportunities available to them.
- Supporting boarders with all aspects of school life.
- Monitor progress and work with boarders to set targets.
- Support wellbeing and wider interests.
- Ensuring all boarders have a range of adults to speak to.

Guardians

For students who live abroad it is a requirement for them to have a guardian in the UK. The guardian must be able to fulfil the following duties:

- Live less than 2 hours drive from Ripon Grammar School
- Be able to respond to an emergency if required.
- Attend parents meetings at school if required.
- Make travel arrangements for you if required.
- Attend medical appointments for you, if required.

Guardians play a vital role in supporting boarders whilst they are away from home.

Routines

Your Dorm

Each student is assigned a dorm of four students, two students or single rooms. All bathrooms are shared with other students on the same corridor. You are expected to keep your room neat and tidy and your rooms will be checked daily Monday – Thursday. You must ensure you follow the health and safety and fire regulations in your dorm:

- All electrical appliances to be PAT tested at school when you arrive. Any items that fail the PAT test are not allowed to be used.
- No trailing extension leads or wires
- No plug-in fairy lights
- No candles or naked flames
- No food in your dorm
- Always keep a clear path for fire evacuation
- Please decorate your noticeboards (not walls) with photos and posters
- Please use your safe to keep your important belongings safe
- Report any broken items or hazards straight away

Kit List

Please ensure you bring these items with you to boarding:

Kit Needed	Tick	Kit Needed	Tick	Kit Needed	Tick
Casual clothes x5		Books and games x 3		Mobile phone and charger (if you are bringing a phone)	
Underwear x7		Alarm clock		PE Kit, including swimming costume and swimming hat. (SCHOOL Uniform)	
Pyjamas x 3		Photos for noticeboard		Sports kit, including Swimming costume and hat (NOT Uniform)	
Toiletries		School bag		Bedding set (duvet, pillow)	
Teddy bear and comfort blanket		Pencil case and notebook		Duvet cover and sheets x 2	

Items that are NOT permitted

To protect the safety and wellbeing of all boarders, the following items are not allowed:

- **Aerosol cans** – these can trigger fire alarms and aggravate asthma.
- **Alcohol, drugs, and knives, including craft knives**– strictly prohibited.
- Any **smoking paraphernalia**, including vapes

Weekday Routines

Time	Activity	Students
07.15	Wake-up time	Students to set their own alarm for 07:15 – 07:30. Duty office open from 07:30.
07.45	Roll Call	Students to assemble in the Main Common Room in their school uniform and not their pyjamas.
07.50-08.10	Breakfast (Dining Hall)	Students must be wearing their school uniform. Year 13 students may be excused from breakfast and eat in the boarding house, if they request permission from their HSM on a Monday for the week.
08.00-08.30	Prepare for School	Students collect their phones, and get ready for school. Students must pack their bag with everything they need for the day because the boarding house is closed until 16:00.
08.40	Leave for School	Students must leave the Boarding House no later than 08.40 because registration in school begins at 08:45.
08.45	Boarding House is closed	Students are in lessons. Staff to check the house for any late students.
16.05	Roll Call and Snack	15:05 on Monday. Students return to House and assemble in the main Common Room for roll call and notices.
16:15 – 17:50	Free time/leisure time	If going out of the Boarding House, Students MUST ask permission from a member of staff and sign in and out in accordance with the 'Town Leave' Policy. This must include the location and a time of return.
17.50-18.15	Dinner, Dining Hall	Students must attend dinner and will be registered by a member of staff.
18.45-20.00	Prep	Year 7, 8, 9 and 10 go to prep in the Library/Prep Room. Year 11, 12, 13 can do prep in their dorms, but they will be lightly supervised. If necessary, Students may be moved to the prep room to support their learning.
20:00 – 20:45	Activity	Year 7 – 9 Students are able to take part in an activity Monday – Thursday. This is compulsory. If a pupil needs to be excused from the activity please speak to the member of staff on duty.
20:50	Roll call and notices	All Students must be back in the house by 20:45 – unless prior agreement has been sought from house staff. Students assemble in the common room for roll call and notices.
21:00	Bedtimes begin	Years 7 – 10 hand their devices in 15 mins before bedtime Monday – Friday.
21:30	Duties	Every pupil has a duty night and they must tidy up the kitchen, put the dishwasher on, tidy the living room area and the prep room.
22:00	External doors locked.	

Bedtime Routine

House Staff will check on boarders, turn the light out and wish them good night at the times indicated below. Year 11 – 13 may be given permission, by the staff on duty, to have a small lamp on and to finish reading or working for a short period of time.

Year Group	Device hand in time	Lights Out
7	21:15	21:30
8	21:30	21:45
9	21:45	22:00
10	22:00	22:15
11	22:15 if required	22:30
12/13		11:00

After roll call Year 7 – 10 Students should not go into each other's dorms. This time is for brushing your teeth, showering and getting ready for bed.

Please respect each other's privacy, including at bedtimes, whilst it may not be your bedtime yet, please be considerate of younger Students who will be in bed already.

If a student is not in bed on time the duty staff put them in 'Early morning Wake up' and note is made on REACH. An 'Early Morning Wake Up' is when the student must be stood outside of the duty office at 07:30 the following morning, in full school uniform.

Devices

We recognise the importance of boarders keeping in touch with family and friends, and mobile phones make this simple and effective. However, we also aim to strike the right balance so that students fully engage with fellow boarders and develop their social skills while living at Ripon Grammar School. We work to create an environment where students do not become overly reliant on their phones, and we limit screen time as far as possible. There is clear evidence that too much screen time affects students' academic progress, social development, physical health and emotional wellbeing.

We therefore ask parents to ensure that mobile phones have the following restrictions in place:

- Parents activate screen time limits on their child's phone.
- Parents can see what their child is doing on the phone.
- Phones and other devices contain no harmful content.

These measures help us support students' healthy screen time and social development.

Students in Years 7–10 hand in their phone every night, 15 minutes before bedtime. For Year 11 students, this is at the discretion of house staff. All other devices, including smart watches, must also be handed in. Students should call their parents earlier in the evening.

Mobile phones and devices are not allowed to be seen in school during the school day which is between 08:40 16:00 - under any circumstances, this includes walking from the boarding house to school and at lunch.

Mobile phones must not be used during prep unless specific permission is given.

Students always respect privacy and never take photos or recordings, or keep photos or recordings, without the person's specific consent.

Students never share images or videos on social media without specific consent.

Internet

Boarders have access to a dedicated internet service for study and for keeping in contact with friends and family. This internet is filtered and monitored. If you do anything that causes us concern, we speak to you about it, and it may be necessary for us to follow our disciplinary or safeguarding protocols.

The internet is switched off at the following times:

Year	Time the internet switches off
7	23:00
8	23:00
9	23:00
10	23:00
11	23:00
12/13	00:00

It is strictly forbidden to do anything to work around the filtering and monitoring at RGS. This includes using VPNs or other methods to bypass the safeguarding protocols.

Weekend Routine

House Staff can allow up to 30 minutes to the bedtime and device handing in for Year 7 - 10 at their discretion. Devices are handed in at the weekend.

Friday from 16:00		
17:15	Roll Call	Meet in the common room to go over the plans for the weekend.
17:30	Dinner, dining hall	Students must attend dinner and will be registered by a member of staff
18:00	Free Time	Students may sign out in line with 'Town Leave'.
20:50	Roll Call	Meet in the common room for roll call before bedtime.
21:00	Bedtime routine begins.	
Saturday		
11:15	Check in/roll call	Pop into the office before going to brunch
11:30	Brunch	Students must attend brunch and will be registered, unless 6 th formers have been given permission to eat in the boarding house.
13:00	Activity	Activity departs – exact time depends on the activity . This activity is compulsory for year 7 – 10 who are in boarding. Year 11+ is optional. The activity is Saturday or Sunday.
17:00	Activity returns	Time of return depends on the activity.

17:30	Dinner /roll call	Students must attend dinner and will be registered.
20:50	Roll Call	Meet in the common room for roll call before bedtime.
21:00	Bedtime routine begins.	Usual bedtimes apply.
Sunday		
11:15	Check in/roll call	Pop into the office before going to brunch
11:30	Brunch	Students must attend brunch and will be registered, unless 6 th formers have been given permission to eat in the boarding house.
13:00	Activity	Activity departs – exact time depends on the activity . This activity is compulsory for year 7 – 10 who are in boarding. Year 11+ is optional. The activity is Saturday or Sunday.
17:00	Activity returns	Time of return depends on the activity.
17:30	Dinner /roll call	Students must attend dinner and will be registered.
18:00	Weekly Boarders	Weekly Boarders return to the house.
20:50	Roll Call	Meet in the common room for roll call before bedtime.
21:00	Bedtime routine begins.	Usual bedtimes apply.

Weekend Activities

In addition to the activities listed above, which are included in the boarding fee, students have the opportunity to sign up for six optional activities per year—one per half term. These are paid-for activities. Examples include:

- Flamingo Land and fireworks for Halloween
- Yorkshire Winter Wonderland (ice skating, Christmas shopping, and a meal at Pizza Express)
- Sledging at Xscape followed by a meal out
- A trip to watch ice hockey in Leeds

A full list of activities appears on the school calendar and is sent out at the start of each term. You sign up for the paid-for activities through ParentPay.

Laundry

Weekly boarders take their laundry home on a Friday evening. Full boarders have a laundry rota, which may include a time slot before school, after school or at the weekend. boarders are shown how to use the washing machine and tumble dryer at the start of the year. Please ensure that all items are clearly labelled with the boarder's name. The boarding house has a lost property bin, which should always be checked if any items go missing.

Travel Arrangements

Boarding opens at **18:00** on the evening before the start of term, allowing boarders to arrive and settle into their rooms before school begins the next day. Please note that there is **no Boarders' Tea** at this time. This arrival period gives students the opportunity to catch up with friends and unpack before school starts. Boarders are expected to arrive between **18:00 and 20:00**. If you intend to arrive outside these times, please discuss this with your HSM to check whether we can accommodate your arrival. If we are unable to do so, you may need to stay with your guardian until the boarding house opens.

The boarding house closes one hour after school closes at the end of a term or half term. If you intend to leave boarding outside this time frame, please discuss this with your HSM to see whether we can

accommodate your arrangements. If we are unable to do so, you may need to stay with your guardian until the boarding house closes.

Parents can send travel arrangements to boarding staff using the REACH app. Training will be provided to parents and pupils. Please provide accurate information, as this helps us plan effectively.

Please note that we are unable to book taxis or recommend companies for your child's travel arrangements.

Visitors to the House

On the first day of each term or half term, and on the last day of each term or half term, parents or guardians are permitted into the boarding house to help boarders pack or unpack their belongings. Parents are not allowed beyond the house study on any other day. Parents and guardians must always sign into the boarding house with the member of staff on duty.

If boarders would like a visitor to the house, such as a friend from school, they must speak in advance to the member of staff on duty. Permission is given if there is time within the house routines to have a visitor. The visitor must then sign in with the member of staff, and this is recorded on REACH. Visitors are only allowed in the Common Room and must not, under any circumstances, enter dorm areas. They must sign out with the member of staff and must leave the boarding house by **20:30** at the latest.

If boarders would like to visit the other boarding house, they must ask the member of staff in their own house, who will call ahead to check that it is convenient. Boarders must sign in and out of the other house and follow the visitor guidance above.

Access to Boarding Houses During the School Day

The boarding houses are closed during the daytime. You must pack everything you need for school because you are not allowed back into the boarding house until the end of the school day.

Year 13 Access

Year 13 students have the privilege of being able to return to the house from **13:45** each day if they meet the following conditions:

- They have a meeting with their HSM to ensure they understand the rules.
- They sign a contract with the HSM to confirm that they understand and agree to the rules.
- Their parents sign an online form approving their return to the house during the school day.
- They **must** sign in and out at Reception.

Year 13 students are strictly prohibited from allowing any other student into the boarding house.

Mealtimes

Mealtimes are compulsory at RGS. Food from the dining hall must not be taken back to the boarding house unless a 'Late Tea' has been booked. Mealtimes are at the following times:

Breakfast — 07:50–08:10

All boarders are expected to attend breakfast in full school uniform from Monday to Friday.

Year 13 students may send an email to the HSM on a Monday morning to excuse themselves from breakfast for the week. With the HSM's permission, they may eat breakfast in the house.

Lunch — 12:50–13:30

Boarders receive **£3.40 per day** on their fingerprint account to use at lunch and break times. This would be equivalent to a main course and pudding at lunchtime every day but could be used any number of items which adds up to £3.40. Please note, this money does not roll over to the next day and the food purchased cannot be given to other students. Should you spend more than this each day this will be chargeable.

Boarders' Tea — 17:50–18:10

All boarders are expected to attend Boarders' Tea.

If you are going to be late because of a planned activity, you may ask your house staff for a **late tea**, which will be brought back to the boarding house for you.

Sixth Formers may occasionally arrange to eat in a restaurant in Ripon with their friends, with permission from the HSM.

Kitchen and Food

The kitchen areas in both School House and Johnson House are open at the following times:

- **16:00–17:30**
- **20:00–21:15**

During these times, the microwave, toaster, or oven is available for use under staff supervision.

School House full boarders may ask for permission to use the kitchen facilities in Johnson House at the weekend. This is granted at the discretion of the house staff on duty.

- Food is not allowed in dorms due to hygiene and pest risks.
- Full boarders may store food in the boarding fridge/freezer if clearly labelled with name and date.
- Out-of-date food will be disposed of by staff.
- Students are not permitted to bring food from home for reheating, unless specific permission has been sought from your House Master or Mistress.
- The catering team can accommodate dietary needs and allergies—please speak to staff if needed.

Signing in and Out

Students must always sign in and out of the boarding house with the member of staff on duty. This includes if they are going to another building on site or going to another boarding house. When permission has been given they must then sign out on our digital system REACH. They must sign back in when they return to the boarding house. It is essential that staff know where students are at all times. If students wish to go off site, this is called Town Leave and the details can be seen below.

Night Time Safety

If you are off site after 18:00 you should be in pairs (except for 6th formers in the summer). You should always have your mobile phone with you and ensure it is fully charged and call the house duty phone if you are going to be late.

Town Leave

ALL students MUST sign out of the boarding house by asking the member of house staff for explicit permission. You need to tell them the following: • Where you are going • Who you are going with • What time you will be back • ALWAYS have your mobile phone with you and charged up. • Students must then sign out on REACH						
Year	Group Size	Monday – Friday 15:00 on Monday	Location	Sat and Sun	Location	Additional Info
7	Pairs	16:00 – 17:45	Co-op	09:00 – 17:30	Coop	Summer Term year 8 rules
8	Pairs	16:00 – 17:45	Co-op, Ripon town centre	09:00 – 17:30	Co-op, Ripon town centre	Straight walk to Ripon – Square and cathedral area only. Tesco.
9	Pairs	16:00 – 17:45	Co-op, Ripon town centre	09:00 – 17:30	Co-op, Ripon town centre	Straight walk to Ripon – Square and cathedral area only. Tesco. Summer Term Year 10 rules.
10/11	Pairs after 18:00	16:00 – 17:45	Co-op, Ripon a friends house for an hour or two.	09:00 – 20:00	Co-op, Ripon or Harrogate	Pairs for Harrogate at any time. Summer Term year 11 follow 6th form rules.
6th Form	Pairs after 18:00 (Oct half term to Easter)	16:00 – 18:45 Unless organised activity 20:00 – 20:45	Co-op, Ripon town centre, friend house (not overnight), meal in Ripon.	09:00 – 20:45	Ripon, Harrogate, Leeds.	Parental permission required for any trips outside of these arrangements.

Behaviour and Conduct

- Respect shared spaces and keep corridors, bathrooms, and common rooms tidy.
- Prohibited items include weapons, alcohol, drugs, and smoking/vaping products.
- The school has **zero tolerance** for bullying or harassment—report any concerns immediately.
- Positive points are awarded by House Staff for pupils who display that schools values of 'Respect, Growth and Support'. These positive points add up throughout the year and lead to recognition at Awards Meals.
- Students who do not display the appropriate behaviours will be spoken to by House Staff, if the behaviour doesn't improve then a house staff detention may be served and their parents informed. If there is no improvement a Head of Boarding detention may be served. Rarely, students are suspended from boarding and time to reflect and consider their behaviour is given before they are allowed to return to boarding.

Safeguarding

- Boarders have access to trained staff who act as trusted adults who can support them. Please raise any concern you have about your own or someone else's wellbeing to a member of staff straight away.
- Online safety:
 - Use the school network responsibly.
 - Report any inappropriate or worrying online behaviour.
 - Do not take photos or videos of people, including staff, without their consent and do not post videos or photos without their consent

First Aid and Medical support

Students who have medical conditions are well supported at Ripon Grammar School boarding houses with staff who are trained to support a range of conditions. Out School Health Worker supports house staff by providing care plans for boarders as needed. It is essential for all medical conditions to be disclosed to house staff. Medication must be handed in. Sixth Form students may be given permission to self-medicate if appropriate permissions are received. Over the counter medications such as paracetamol, Ibuprofen and Lemsip must always be handed into house staff at the start of term.

All medical queries should be directed to the School Health Worker, Mrs Stringer - SHW@Ripongrammar.com. Mrs Stringer is able to provide the forms required for medication to be administered or for self-administration.

Local GP and Health Services

Full boarders have the opportunity to register with our local GP practice, giving access to all NHS services. Boarders must ask the School Health Worker or a member of the house team to make an appointment. Staff can accompany boarders to the GP surgery, if required.

Sixth Form boarders may attend GP appointments without a member of staff if they prefer, but staff must be informed of the appointment and the outcome so they can ensure the appropriate care is given in the boarding house.

Feeling Unwell

If a boarder is feeling too unwell to attend school, they must tell a member of staff immediately.

If the illness is likely to last **less than two days** and is **not highly infectious**, they may rest in the medical room at school during the day and in the boarding house medical room after school and overnight.

If the illness is **highly infectious**—for example, diarrhoea and vomiting, chickenpox, or any other infection that requires school to limit the spread of the infection—we will ask parents or guardians to collect the boarder and take them home to fully recover. Boarders will also be asked to return home if the illness or injury is likely to require **more than two days** of recovery.

Fire Safety and Emergency Procedures

It is the responsibility of all members of the boarding houses, including students to be familiar with emergency evacuation procedures and follow the procedures when required to do so. We are required to carry out fire practices including overnight.

General Fire Safety

- Know what the fire alarm sounds like and evacuate immediately when it activates.
- Familiarise yourself with evacuation routes, exits, and assembly points.
- Save the contact numbers of boarding staff, houseparent's, and emergency contacts.

Evacuation Requirements

- Respond to every alarm and evacuate in **silence**.
- Go directly to the designated assembly point.
- Wear appropriate clothing and footwear if the alarm sounds unexpectedly (e.g., at night).
- Close all doors behind you as you leave.
- Check that your roommates have heard the alarm and are evacuating.
- Stand in silence in your assigned single file line.

If You Discover a Fire

- Activate the alarm using the nearest **“Break Glass”** call point.
- Evacuate by the nearest safe exit.
- Go directly to your assembly point:
 - **Johnson House:** Sanatorium building
 - **School House:** Bishopton House (near Reception).