



Boarders' Handbook (Johnson House & School House) 2022-2023

House Staff and Contact Details

<div>Johnson House</div> <div>01765 602647 ext. 300</div> <div>07788 941415</div> <div>johnsonhouse@ripongrammar.com</div>		<div>School House</div> <div>01765 602647 ext. 240</div> <div>07788 941489</div> <div>schoolhouse@ripongrammar.com</div>	
Mrs Day	Assistant Headteacher: Boarding Senior Housemistress of Johnson House dayc@ripongrammar.com		
Mr Spiers	Housemaster of School House spiersm@ripongrammar.com		
Dr Martino	Deputy Housemistress (JH and SH) martinom@ripongrammar.com		
Mrs Hong	Houseparent hongr@ripongrammar.com	Mr Weston	House Tutor westonm@ripongrammar.com
Mrs Williams	House Tutor williamssj@ripongrammar.com	Mrs Gibson	House Tutor gibsone@ripongrammar.com
Mrs Mackenzie	House Tutor mackenzieh@ripongrammar.com	Mrs Wallington	House Tutor wallingtona@ripongrammar.com

Who to Talk to

If you need to speak to the duty member of staff, the office is always a good place to start. For important matters or emergencies, Mrs Day will normally be available in Johnson House and Mr Spiers in School House; or you could reach her Deputy in Johnson House or School House.

You can also talk to a gap year student ('gapper') or one of the Student managers in the U6th.

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

<u>People in Johnson House</u>	<u>People in School House</u>
<ul style="list-style-type: none">▪ Mrs Day▪ Dr Martino▪ Mrs Hong▪ Mr Williams▪ Mrs Mackenzie▪ Your Student Managers and Head of House	<ul style="list-style-type: none">▪ Mr Spiers▪ Dr Martino▪ Mrs Gibson▪ Mr Weston▪ Mrs Wallington▪ Your Student Managers and Head of House
<p><u>People in school</u></p> <ul style="list-style-type: none">▪ Mrs Day (Assistant Headteacher/Head of Boarding/DDSL)▪ Mrs Keelan Edwards (Deputy Head Pastoral/DSL)▪ The School Health Worker▪ Your Form Tutor▪ The School Counsellor <p><u>Independent listener</u></p> <p>Mrs Anne Edwards: 07476 797676</p> <p>Childline: 0800 1111</p> <p>The Office of the Children's Commissioner: 0207 783 8330 www.childrenscommissioner.gov.uk</p>	

Each year, a number of sixth form boarders become Student Managers in the house. Usually these students are in the U6th, but boarders in the L6th who demonstrate the required maturity and responsibility might also become Prefects in the School.

Those who want to hold this position must apply in the summer term and are interviewed by Mr Fell and Mrs Day.

Student Managers 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 Student Managers are spoken to disrespectfully, then the duty member of staff will be informed. Similarly, if a boarder feels that a Student Manager has made an unreasonable request, they should always speak to the duty member of staff.

We also hope that the Student Managers 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 Student Manager with this issue if not a member of staff.

Student Managers meet with the Housemistress and Housemaster on a regular basis. This is an opportunity for them to raise any concerns about individuals or about issues in the Boarding House.

Forums and Committees

One of the advantages of being a boarder, is that you get to contribute to how the Houses run, 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 Boarding Houses, 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 Girl alongside Student Managers 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. Consistent good attitude.
4. Focused and working hard in Prep.

Each time you achieve any of these you will receive an R'nB (Reward in Boarding). Rewards are cumulative, and if you are rewarded with 10 R'nBs in a term, you win a voucher.

Tutor groups

As well as having a Form tutor in school, boarders have a second tutor in boarding. Your tutor is either the Housemistress, Housemaster, the Deputy Housemistress, or one of the House Tutors, and you will remain in the same group for the whole academic year. All tutor groups are vertical.

You will generally meet your boarding tutor and the rest of your tutor group once or twice a week (and possibly more often at the beginning of the academic year), 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 other week, your boarding 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 at least 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.

Weekend Activities

Each weekend, the two Boarding Houses get together for activities; these include crafts, trips to the coast, local walks, pamper days, Yoga, evenings out, cooking, and many more. Full list of activities is provided at the beginning of each term.

House rules

Registration

Check-in

You **MUST** attend call-overs in person in the main Common Room at the following times:

1. 7.45 (before breakfast)
2. 16.05 (after lessons. Snacks and drinks are available at this time)
3. 20.50 (after activities)

Attending roll-calls is extremely important; it allows us to know where you are, and to share information. After roll call, a member of staff will share important information about the Boarding House and the School, and you also get the chance to ask question to staff and/or other boarders.

It is important that the boarding staff on duty know 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 Boarding House.

As a registration, roll-call is NOT 'rolling', which means you need to be in the Common Room until the staff on duty tells you that you can leave the room.

If you think you will miss call-over because you have a school commitment (e.g. rugby training or a Latin lesson), you need to let a member of the boarding staff know and seek permission before check in, and sign out before you leave the House in the morning. **If you don't manage to attend check in, you must inform a member of staff or sanctions will apply.**

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

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 you have your 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 (this could be added at the end of the register). 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 pupil bathrooms/showers: they should remain in communal areas (e.g. TV room, Games Room, or Common Room). Members of Johnson House may not visit School House without the permission of the duty member of staff **in both houses** – and vice versa.

Going out – leaving the school site

Year 7

- ***Permission from the duty member of staff is needed every time you leave the house.***
You may go to the Post Office/Co-op ('PO') in pairs, but do not go any further.

Year 8 - 10

- ***Permission from the duty member of staff is needed every time you leave the house (Yr 8 and 9 must go in pairs to town).***
- You may go to the PO, into town or to a friend's house after registration and before dinner at 18.00.
- You must always seek permission from the duty member of staff, and you must always sign out.

Year 11

- ***Permission from the duty member of staff is needed every time you leave the house.***
- You may go to the PO, into town or to a friend's house after roll-call at 16.05 and before dinner at 18.00. You must always seek permission from the duty member of staff, and you must always sign out. Please ensure that you are back in plenty of time for dinner at 18.00.

6th form

- ***Permission from the duty member of staff is needed every time you leave the house.***
- You may go to the PO, into Ripon or on any pre-advised trip after registration and before dinner at 18.00. You need permission during this time, and you must sign out and be back in good time for at 18.00.
- You are expected to remain in the house during prep. If you wish to sign out of the house **after** roll-call at 20.50 to use the school field, ***seek permission from the duty member of***

staff: Sixth formers should be back by 10.00 p.m. (at which time the front door is always locked).

Going out – birthdays and special occasions

If you plan to go out one evening, please let us know **at least 48 hours** before you intend to go out. If you are visiting a friend's house, we need to have permission (email or phone call) from **both** your parents **and** your friend's parents. You must be back by 9:30p.m. Y11 / 6th form no later than 10.00p.m.

Sixth formers who wish to go out for a meal in Ripon to celebrate a birthday etc. are welcome to do so but you are encouraged to go out on Thursday evenings only, permission is needed in advance, and you should let us know if you will miss tea. **You are not allowed** to visit any of the public houses in Ripon during the school week. Please speak to Mrs Day if you require any further information.

Surgery

A trained member of staff will dispense medications in the medical room. When the boarding Houses are closed (during lessons) you should go to the school health worker's office. You are not allowed to keep medications in your room or with you unless there's a reason to do so and you will need to seek a special permission. Please speak to Mrs Day or Dr Martino for further details.

Prep

All boarders are expected to be engaged in some form of academic work between 18.45 and 20.45. This will usually be homework set that day, but silent reading and music practice are also possible. Older boarders often need to work beyond 20.45, 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. House staff will check your planner during prep to check you are on track.

High supervision (Year 7, Year 8, Year 9 and some older boarders, if appropriate)

- Boarders must work in the library/prep room under direct supervision of house staff.
- House staff checks student planner and homework schedule sheet to ensure that all expected homework has been received and is then completed.
- Boarders should not use social media during prep hours.

Medium supervision (Year 10 and above, if appropriate)

- Boarders may work in the library/prep room under supervision of house staff.
- Staff will occasionally visit dorms to ensure that boarders are using their time appropriately.
- House staff may check homework diaries, but boarders take responsibility for the completion of each piece of work and its quality.
- 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:



- Junior 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 from Year 7 – Year 10 are collected by the duty staff 15 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

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 boarders who want to access the Wi-Fi network must attend an Internet safety course with the Head of IT. They are required to follow the advice given for safe use of the Internet and to abide by all house rules and protocols regarding online technology. Boarders must remember that Wi-Fi access is a privilege which will be lost if it is abused or misused. The systems manager records and reports all suspicious activity.

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

Weekly boarders

Weekly boarders are expected to take responsibility for their own laundry needs, for instance by ensuring that dirty laundry is taken home at the end of the week.

Termly boarders

Termly boarders can use a small laundry room located on the 1st (JH) and/or 2nd (SH) floor. Boarding staff 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 and muddy kit. Boarders must change out of muddy kit in the school changing rooms or in the pavilion.

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. A member of staff 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. Students who have permission to self-administer medication must also store their medication in a locked safe.

Fire Drills and Safety

There will be a fire drill at least once every half 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 and exit the house as soon as possible. If you are in the shower, please wrap your towel around you and get out of the house as soon 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 when 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 as 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, so please behave responsibly!

Aerosols are not allowed in boarding or on the school premises, and they will be confiscated. Roll on deodorants only are allowed!

Food and Meals

Breakfast and Tea

Boarders are served breakfast and tea in the main-school dining room. We all go to the dining room after morning check in. In the evenings, staff will expect you in the dining hall to tick you in, so make sure to let them know if you are absent or sanctions will apply. In the morning, we expect boarders to be fully dressed and ready for school at breakfast, but blazers do not need to be worn in the dining room. **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 call-over at 16.05. 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- not slippers or flipflops.

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.

If you have a specific dietary need, please inform a member of staff 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 Y13 have a daily allowance of £5 which is paid for out of boarding fees, so there should be no need for parents to top up your balance on Parent Pay. Should you go over this daily amount at lunch, parents will be charged the additional amount. 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.

Supper

In the evenings, you can have a snack before bed in the common room.

Snacks

You are welcome to take fruit from the dining room and buy your own snacks or drinks. **We do not allow energy drinks or excessive amounts of junk food.** Termly boarders may help themselves to bread, toast and cereal over the weekend, but this food should be eaten at a table. Please do not remove jugs, cutlery or crockery at any time.

Meals at weekends

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

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 15 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 call-over (20.50), 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	Hand in phone	Lights out
Y7	21.15	21.30
Y8/9	21.30	21.45
Y10	22:00	22.15
Y11	-	22.30
L/U6th	-	23.00

Daily routine

Time	Activity	Pupils
7.15	Wake-up time	Pupils are responsible for setting their own alarms. They can wake up earlier if they wish to do so.
7.45	Check In	Pupils to assemble in the Main Common Room.
7.50-8.00	Breakfast (Dining Hall)	Pupils walk to Breakfast. After Breakfast they should tidy their own dishes etc. away.

8.00-8.40	Prepare for School	Pupils collect their phones, tidy up their rooms and get ready (brush their teeth, etc.). Pupils also need to make sure their bag is packed with everything for school as they will not be able to return to House until 16.00.
8.35	Leave for School	Pupils must leave the Boarding House no later than 8.40 because registration in School begins at 8.50.
8.45	Boarding House is closed	Pupils are in form.
16.05	Check In and Snack	Pupils return to House and assemble in the Main Common Room for Roll-call, and for a little snack before leisure time. Sanctions will apply.
16.10-17.45	Free time/leisure time	If going out of the Boarding House, pupils MUST sign in and out, specify the times (out/in), destination, and the initials of the Boarding staff who approved it. Pupils are encouraged to make the most of this free time, especially by getting involved in school clubs and teams. However, it is important that dorms are left tidy and any House jobs are carried out. Pupils should also change into casual wear and tidy their uniform away after School. Y 7, 8, 9 should get their prep bag ready as well.
18.00-18.30	Dinner, Dining Hall	Pupils walk to dinner. If pupils want to leave dinner earlier, they need to ask a member of staff.
18.45-20.45	Prep (with 10 minutes break at 19.40)	Ys 7, 8, 9, go to prep in the prep room/Library. Ys 10, 11, 12, 13 can do preps in their dorms, but they will be supervised. If necessary, disruptive pupils may be moved at discretion of Boarding Staff. Pupils may extend prep time should they wish to, on condition that they inform a member of staff and explain their circumstances beforehand.
20.50	Check In	Pupils should go straight into the Common Room for the final Roll-call of the day.
21.15-23.00	Bedtime routine	<u>Years 7, 8, 9, 10 should hand in their Phones 15 minutes before their respective lights out.</u> If coming back to House later than 21.30, pupils should make Boarding Staff aware of their return, not just sign back in the Main Register. Sanctions will apply.
22.00	Lock up	Main Door(s) locked. All pupils MUST be in House.