



Boarders' Handbook (Johnson House & School House) 2023-2024

House Staff and Contact Details

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Mrs Day	Assistant Headteacher: Boarding Senior Housemistress of Johnson House dayc@ripongrammar.com		
Mr Spiers	Housemaster of School House spiersm@ripongrammar.com		
Mrs Mackenzie	Deputy Housemistress (JH) mackenzieh@ripongrammar.com	Mr Watkin-Holmes	Deputy Housemistress (SH) Watkin-holmesd@ripongrammar.com
Mrs Hong	House Tutor hongr@ripongrammar.com	Mr Weston	House Tutor westonm@ripongrammar.com
Mrs Williams	House Tutor williamssj@ripongrammar.com	Mrs Gibson	House Tutor gibsone@ripongrammar.com
TBC		Mrs Sala	House Tutor salan @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 the Deputies in Johnson House, Mrs Mackenzie, or in School House, Mr Watkin-Holmes.

You can also talk to a language assistant 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▪ Mrs Mackenzie▪ Mrs Hong▪ Mrs Williams▪ Mrs Sala▪ Your Student Managers and Head of House	<ul style="list-style-type: none">▪ Mr Spiers▪ Mr Watkin-Holmes▪ Mrs Gibson▪ Mr Weston▪ Mr Cornish▪ 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)▪ Mrs Keelan-Edwards (Deputy Head Pastoral and 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, some sixth-form boarders become Student Managers in the House. 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 Senior Housemistress/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 the Deputy Housemistress/Housemaster will run a regular Boarders' Council meeting. Please go along, this covers some fun activities as well as being a 'Voice' should you have any worries.

Whole House Rewards

We run a reward system where anyone in the House can have the chance of receiving a prize.

The categories are as follows:

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

Each time you achieve any of these you will receive a positive point on our data system, we will review this every few weeks with small prizes allocated such as sweets. At the end of each term, the prize will be £25 voucher to spend wherever you wish.

In addition to these termly prizes, the prestigious Contribution Cup is awarded at School Prize Giving each year. This trophy recognises the boarder who has contributed most positively to the life and atmosphere of the house throughout the year.

Tutor Groups

As well as having a Form tutor in school, boarders have a second tutor in boarding. Your tutor is either the Senior Housemistress, Housemaster, the Deputy Housemistress/Housemaster, 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 once a week (and possibly more often at the beginning of the academic year). 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 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 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 may get together for activities; these include craft, trips and local walks, pamper days, Yoga, evenings out, cooking, and many more. A full list of activities is provided at the beginning of each term. Weekend staff arrange these trips in consultation with termly boarders.

House Rules

Registration

Check-in

You **MUST** attend roll calls in person in the main Common Room at the following times:

1. 7.50 (before breakfast)
2. 16.05 (after lessons. Snacks and drinks are available at this time)
3. 20.50 (after prep/activities)

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

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

There is only ONE REGISTER in each Boarding House, located near the main office to allow you to seek permission from a member of staff before signing out. In the register, you must complete your name to sign out, specify your destination, and the name of the member of staff who approved your movements; you will also need to sign back in when you return to House and let the member of staff on duty know that you are back. The other sections of the House Register are for office use only. Please see a sample blank Register below:

[illegible]

Signing in and out

It is **essential** that you remember to sign in and out of the boarding house **every** time you enter or leave and inform a senior member of staff who will grant approval. This is a legal requirement and helps us to protect your safety.

Please complete the signing out book neatly and write the time you leave, alongside the name of the member of staff who approved your leave.

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. Common Room, Games Room, Prep Room). Students from 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. In the summer term, if you have shown maturity and responsibility, you may be granted permission to go into the town centre. You must never go alone.

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 17.30.
- 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 17.30. You must always seek permission from the duty member of staff, and you must always sign out.

6th form

- You may go to the PO, into Ripon or on any pre-advised trip after registration and before dinner at 17.30.
- 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 22.00 (at which time the front door is always locked).

All boarders must change into home clothes if going into town.

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

There are two sessions of 'Surgery' per day during the school week, one in the morning after breakfast and one in the afternoon after dinner. A member of staff will be in the medical room to dispense medication; if you need to collect and take medication, or report any illness, this is a good time to do it. When the Boarding Houses are closed (during lessons) you should go to the School Health Worker. Different times may apply at weekends.

Prep

All boarders are expected to be engaged in some form of academic work between 18.45 and 20.00 except on a Thursday in Johnson House when the girl boarders will attend early prep at 4.30pm so that they can go swimming at 7pm. 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 check student planner and homework schedule sheet to ensure that all expected homework has been received and is then completed.
- Boarders do not have access to mobile phones or other personal devices. They should be handed in or left in dorms

Medium supervision (Year 10 and above, if appropriate)

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

Low supervision (Year 11 and above, if appropriate)

- Boarders may work in the library/prep room or in their dorms.
- Staff will occasionally visit dorms to ensure that boarders are using their time appropriately.
- Boarders must work in their own dorms

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 borders 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/prep room 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

Wi-Fi access is restricted to boarders depending on their age. There are different levels of filtering for certain times of the day, and for age-appropriate content. 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.

Boarders 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.

Any problems with the Wi-Fi network or filtering warnings are reported to House staff.

Laundry

Please make sure that your name is clearly marked on all bedding, all items of uniform and any other items that may be difficult to identify.

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 the laundry rooms located in the boarding houses. 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 Shoes 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 shoes or boots and muddy kit.

In School House, footwear can be cleaned and left to dry in the boot room. Obviously, scrape off most of the mud outdoors! But NOT on the doorstep.

All boarders are expected to leave the PE/Games changing rooms in full uniform.

Security

We take your personal safety and the security of your belongings seriously. Every boarder is assigned a personal security fob. This logs your entry and exit from the boarding house. If lost this should be reported immediately to duty staff. Any replacement fobs will incur a cost. It is imperative that you do not lend your fob to anyone else.

If you ever see somebody in the Boarding 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.

Fire Drills and Safety

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



If you hear the fire alarm sound, you must exit the house as quickly as possible. If it is night time and you are in bed, there is no time for you to get dressed into day clothes. Simply, 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. When exiting the house, remain quiet and calm, following the instructions of the house staff.

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

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

All the rooms in the house have smoke and heat alarms. Spraying aerosols close to these sensors or disturbing them can trigger an alarm, so please behave responsibly!

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

Food and Meals

Breakfast and dinner

Boarders are served breakfast and dinner in the main school dining room. We all go to the dining room after morning roll call. 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. 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 roll call 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 flip flops.

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

We operate a three-week menu, and meals are displayed on noticeboards around the house and on the school website. If there is a meal that you think you will not like, please speak to our chef in advance. The catering team provides a variety of delicious food for all boarders. 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 Y11 have a daily allowance of £5.00 which is paid for out of boarding fees, so there should be no need for parents to top up your balance on Parent Pay. This amount is reset each day. If 6th formers have opted not to 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 such as toast or noodles.

Snacks

You are welcome to buy your own snacks or drinks in moderation. **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. Food is not to be taken into dorms.

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 years 7 - 10 will have their mobile phones and any other electronic devices such as laptops and smart watches collected 15 minutes before lights out, so please call home in good time if you intend to speak to your family. We encourage all our boarders to keep in touch so please don't forget – your parents love to hear how you're getting on!

After roll call (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	21.00	21.15
Y8	21.15	21.30
Y9	21.45	22.00
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.
7.50	Roll Call	Pupils to assemble in the Main Common Room.
7.50-8.00	Breakfast (Dining Hall)	Pupils must be wearing their appropriate uniform. Pupils walk to Breakfast with a member of staff.
8.00-8.40	Prepare for School	Pupils collect their phones, once their room is tidied, and get ready for school (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.
8.45	Leave for School	Pupils must leave the Boarding House no later than 8.45 because registration in School begins at 8.50.
8.50	Boarding House is closed	Pupils are in lessons.
16.05	Roll Call and Snack	Pupils return to House and assemble in the Main Common Room for roll call, and for a little snack before leisure time.
16.10-17.30	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.
17.30-18.00	Dinner, Dining Hall	Pupils walk to dinner with duty staff. If pupils want to leave dinner earlier, they need to ask a member of staff.
18.45-20.00	Prep	Year 7, 8 and 9 go to prep in the Library/Prep Room. Year 10, 11, 12, 13 can do prep in their dorms, but they will be lightly supervised. If necessary, disruptive pupils may be moved at the discretion of Boarding Staff. Pupils may extend prep time should they wish to, on the condition that they inform a member of staff and explain their circumstances beforehand.

20.50	Roll Call	Pupils should go straight into the Common Room for the final roll call of the day. Sanctions will apply.
21.15 - 22.00	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.
22.00	Lock up	Main Door is locked. All pupils MUST be in House.