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# Boarding at St John's

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Guidance, rules and procedure for  
Boarders at St John's School,  
Sidmouth

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September 2016

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*The School Office will be open between 8.00am and 5.00pm term time and 9.00am and 4.00pm during the school holidays. At other times, a message can be left on the answer phone.*



**ST. JOHN'S**  
INTERNATIONAL SCHOOL  

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**UNITED KINGDOM**

1. **Boarding at St John's**
2. **Principles of boarding**
3. **Staff**
4. **Boarding routine**
5. **A – Z**
6. **Guidance and rules for boarders**
7. **Appendix**
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St John's has a well established boarding community that offers students from many different cultures and backgrounds the opportunity to excel in the caring family atmosphere of the Boarding House. They have the chance to establish firm, lasting friendships with both other boarders and day children. They learn to be considerate and tolerant of others to live harmoniously within a community. They can develop independence and self confidence and are encouraged to be organised and learn how to manage their belongings and time efficiently. Most of all they have the opportunity to take advantage of the school's superb facilities and the many different activities on offer.

At St John's each child is treated as an individual and a great deal of effort is made getting to know them and understanding their characters. This enables the boarding staff to provide support when needed and recognise and celebrate their successes.

Boarders are expected to work hard with their academic studies. The Housemaster and Boarding house tutors frequently liaise with form and subject teachers so students can develop good work ethics. Evening prep sessions for boarders are on Monday, Tuesday and Thursday evenings, members of the boarding staff monitor this. In addition Key Stage 4 and 5 boarders may opt between a second informal prep session and structured activities after the evening snack.

Boarders are encouraged to join in all aspects of school life such as music, drama or sport. Many boarders play a musical instrument and have time allocated to practice and the chance to play in a School Concert each term. The school runs teams in all major sports for the different age groups and a wide selection of sports clubs are available at lunchtimes and after school. Boarders also have the chance to join local sports clubs and are encouraged to leave site to pursue interests in the locality. Sidmouth has excellent rugby, hockey, football, cricket and swimming clubs.

All Key Stage 5 and most Key Stage 4 boarders have single or twin rooms on the first floor at opposite ends of the main building with boarding staff accommodation and dispensary in between. There are also dormitories on the second floor for the younger boarders. The Housemaster and his family also live within the boarding house. Additional boarding staff have accommodation positioned throughout the house. Each night up to 6 members of the boarding staff including a Matron sleep in and are on call for the boys and girls.

All accommodation is comfortable, bright and clean offering privacy to each boarder. Boarders in Year 8 and below may have either a single bed or a bunk bed, all students in Year 9 and above have single beds. Every boarder has a desk for independent study, a wardrobe and a lockable unit if requested. There is a lounge area in each of the main dormitories for younger children and a common room with kitchen facilities for the sixth form boarders. In the medical centre there is a common area and kitchen for all students to mix and enjoy personal snacks.

*Housemaster*

## 2. Boarding Principles and Procedures Policy

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### The Philosophy of Boarding

A high percentage of students boarding at St John's are full time or from overseas. Therefore, in many cases, the school assumes an in loco parentis responsibility for the boarders that are present. This role is delivered in a compassionate, supportive way. Although the school is a very busy place, there is time for the creation of a family atmosphere amongst the boarding community.

By creating a tolerant and child-centred environment, the staff at St John's is best placed to guide and shape the lives of the boys and girls in our care. The boarding experience at St John's is geared to instil in its students a sense of respect, humanity and moral courage, whilst at the same time acknowledging that all need resilience to face the challenges that school and life will bring. To this end, boarders leave St John's as well-rounded individuals equipped to deal with the rigours of diverse and changing social landscapes.

### Boarding Principles and Practice

The boarding community at St John's is varied and diverse. Boarders have a range of backgrounds and needs. It is the stated aim at St John's to be able to treat all boarders as individuals and provide an environment in which all may flourish.

*Boarding at St John's is based on the following principles:*

- The development of the whole person: physically, spiritually, intellectually, morally, socially and emotionally in an atmosphere of positive encouragement.
- Mutual respect and the right to be treated as an individual.
- The right of the individual not to suffer any form of abuse.
- An equality of opportunities.
- Comfortable accommodation that even though shared still acknowledges the right to privacy.
- Supportive links with parents, guardians and educational guardians

In addition to addressing physical needs and a sense of security and safety, St John's seeks to contribute to its pupils' development in their sense of belonging, self-esteem, self-respect and self-realisation.

## 2. Boarding Principles and Procedures Policy

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### Aims and objectives:

- To develop positive relationships between boarders, staff and parents
- To provide a range of experiences and opportunities and conditions that will encourage self-development: physically, spiritually, intellectually, morally, socially and emotionally
- To develop an open and trusting ethos in which boarders are confident that they will be treated with respect as an individual
- To create an atmosphere in which any form of bullying would have difficulty flourishing
- To develop a sense of responsibility for self, others and the environment
- To develop boarders' qualities of leadership and the ability to work as part of a team
- These aims and objectives are continually reviewed against the ongoing St John's boarding development plan and in keeping with IES' strategic plan for the school

### 3. Staff

**Mr Rob Tasker**

Director of Boarding responsible for all matters relating to the boarders. (Non-resident)

**Mr Richard Allen**

Housemaster acting as loco parentis to boarders (Resident). Mr Allen and his family live on site.

**Miss Sarah Rowe**

Senior Boarding Matron, and deals with the day-to-day requirements of the boarders, uniform, finance and first aid. She lives in the boarding house so is available if boarders require her at night. She acts as loco parentis to the boarders. (Non-resident)

**(Somerset)**

is the Assistant Housemistress and is on duty at weekends and evenings and is the lead staff member in the house when Mr Tasker is off site or not on duty. (Resident)

**(Hampshire & Wiltshire)**

is the Assistant Housemaster and is on duty at weekends and evenings and is the lead staff member in the house when Mr Tasker is off site or not on duty. (Resident)

**Miss Hattie Hook (Cornwall)**

is the Key stage 2 & 3 Boarding House Tutor who assists with boarders' study and welfare. (Resident)

**(Surrey)**

is the Key stage 2 & 3 Boarding House Tutor who assists with boarders' study and welfare. (Resident)

**(Dorset)**

is the Key stage 2 & 3 Boarding House Tutor who assists with boarders' study and welfare. (Resident)

**(Cornwall)**

is the Key stage 2 & 3 Boarding House Tutor who assists with boarders' study and welfare. (Resident)

**Mr Luke Ward (Devon)**

is a boarding assistant who assists with boarding duties in the evenings and at weekends. (Resident)

**Miss Charlotte Woods**

is the day matron for the whole school, and is in charge of boarders clothing, laundry and first aid during the school day. (Non-resident)

### 4. Boarding Routine

Monday, Tuesday Thursday	Wednesday	Friday	Saturday	Sunday
07.00 - wake up	07.00 - wake up	07.00 - wake up	09.00 - wake up	
07.40 - breakfast	07.40 - breakfast	07.40 - breakfast	09.30 - breakfast	09.30-10.15 - breakfast
08.25 - registration	08.25 - registration	08.25 - registration		10.30 - registration
10.45 - morning break	10.45 - morning break	10.45 - morning break	10.30 - excursion/ activities	10.45 - free time
12.45-14.00 - lunch	12.45-14.00 - lunch	12.45-14.00 - lunch	12.30 - lunch	12.30 - lunch
16.00 - tea	16.00 - tea	16.00 - end of school	16.00 - excursion/ activities	14.00 - activities/sign out to Sidmouth or Exeter
16.15 - prep/club	16.15 - prep/club	16.00 - free time/sports		
17.00 - activities	17.00 - activities			
18.00 - supper	18.00 - supper	18.00 - supper	18.00 - supper	18.00 - supper
18.45 - prep	18.30 - sign out to Sidmouth/free time	18.30 - sign out to Sidmouth/free time	18.30 - free time	
20.00 - snack	20.00 - snack	20.00 - snack	20.00 - snack	20.00 - snack
20.00 - 2nd prep/sports	20.00 - 2nd prep/sports	20.30 - sports/free time		
21.00-22.00 - bedtimes	21.00-22.00 - bedtimes	21.30-23.00 - bedtimes	21.30-23.00 - bedtimes	20.45-21.30 - bedtimes

## 4. Week Day Boarding Routine

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### **WAKE-UPS**

At 7:00am the boarding staff wake the boarders, who should shower, dress in full school uniform, make their beds and tidy their rooms/areas.

### **BREAKFAST**

The boarders line up at 7:35am outside the dining room ready for roll call at 7.40am for breakfast. The boarders line up to take their breakfast then sit in an allotted space which is changed weekly to encourage conversation between different nationalities and friendship circles.

### **LAUNDRY**

A rota for taking dirty washing to laundry is organised and overseen by the staff member responsible for each dormitory. Dirty laundry is taken every morning. Bed linen is changed once a fortnight. Laundry is washed, dried, ironed and sorted by the duty matron and placed on the boarder's shelf in the medical centre ready to be collected.

### **START OF SCHOOL DAY**

Registration begins in House Groups at 8:25am. Boarders are expected to be punctual and arrive to morning registration organised, ready for the day ahead. If boarders are ill they should make every effort to visit the medical centre and inform staff before breakfast. If they are not well enough they should ask a roommate to inform the Duty Matron at breakfast roll call.

### **END OF SCHOOL DAY**

At 5:00pm after boarders have de-registered with their teachers they may make their way up to the boarding accommodation and are allowed to collect mobile phones and other 3G devices from the dormitory safe. Boarders are encouraged to change out of their school uniform for comfort or in preparation for evening activities. Between 5:00pm and 6:00pm boarders are free to join in with the various extra-curricular activities or take the opportunity to have some free time and relax with friends.

### **SUPPER**

The boarders line up at 5:55pm outside the dining room ready for roll call at 6:00pm for supper. Weekly seating plans are made on Monday evenings.

### **PREP**

This is a supervised session where homework is completed in silence. Personal laptops may be brought by Key stage 4 if permission is granted by the subject teacher and signed in their diary. The ICT room is open every prep session and younger students may attend prep there if they have permission signed in their diary.

### **EVENING SNACK**

Boarders have access to their own snacks during boarding time but the school also provides an evening snack in the school dining room at 8pm every night.

## 4. Week Day Boarding Routine

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### **2ND PREP AND ACTIVITIES**

Students in Key stage 4 must attend second prep from 20:30 until 21:00. In this time they may choose to do any homework that requires working in groups or the use of their personal laptops for such things as presentations. All students may opt for to do a mixed sporting activity at this time instead. When exam season nears these sessions becomes silent revision time for Year 11.

### **BEDTIMES**

Children are expected to be in their beds at least 10 minutes before lights out, and must be upstairs 30 minutes before their lights out to shower and prepare their things for the next day. On Friday and Saturday night bedtimes are 30 minutes later and on a Sunday 30 minutes earlier than weekdays.

### **LIGHTS OUT**

Year 6, 7, - 21:00

Years 8, 9 - 21.30

Year 10, 11 - 22.00

Year 12, 13 – in room 22:00, lights out at the discretion of the Housemaster.

### **ROLL CALL**

Boarders are registered 3 times a day during the week within boarding hours. Registration is taken at breakfast, supper and at their bedtime. During weekends the boarders are registered a 4th time at lunch.

### **WEDNESDAY EVENINGS**

On Wednesday evening there are no prep sessions and boarders Year 8 and above may sign out and go to Sidmouth. It is common for groups of boarders to go for dinner out in a local restaurant with their friends particularly to celebrate their birthdays.

## 4. Weekend Boarding Routine

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### **Friday evenings**

Prep is to be completed in their free time over the weekend and supper is at 18.00. Some students will be involved in Tennis club between 17.00 – 18.00 or between 18.00 – 19.00.

Boarders in Year 9 and above may sign out after school or after supper.

The Chapel will be opened on Friday evening giving additional activities such as table tennis, mini pool or table football. The students can use this throughout the weekend. Bedtime on Friday (and Saturday) nights is 30 minutes later than weekday nights.

### **Saturday and Sunday**

Wake ups on a Saturday will vary depending on the weekend excursion. After breakfast all boarders other than sixth form boarders who may opt out go on the Saturday excursion. Occasionally entertainment companies come to the school and provide activities on site instead of an excursion. Saturday nights run the same as Friday nights.

On a Sunday there is no set wake up. Morning registration is held on the patio at 10:30 or in the Chapel if it is raining. Those who wish to attend church will be taken by a member of boarding staff. After registration boarders may sign out and go to Sidmouth or Exeter if they have permission from both their parents and the Housemaster. Different activities are offered on site or boarders may attend the Sunday fun swim at Sidmouth pool.

Boarders may go out with Day Students if invited. Permission must be obtained from the Housemaster 2 days in advance. The day parents need to sign those students out and back in again.

## 5. A-Z for Boarders

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### **A**

#### ***Activities***

St John's offers a wide range of extra-curricular activities for boarders and day pupils. At lunch-time and after 5.00pm, there are team practices, badminton, tennis, art, drama and other clubs depending on which term. Information about new activities is given at assemblies and on the notice boards. Music lessons can be arranged for a number of different musical instruments. Boarders may also be involved with sports or other clubs or activities in the local Sidmouth area if they wish. Lifts may be arranged and charged extra on end of term account if out of Sidmouth.

### **B**

#### ***Bed linen***

St John's supply bed linen and towels to boarders but they are welcome to bring their own to personalise their area. Bedding is washed every 2 weeks. Towels are kept in Matrons' room and can be taken whenever the boarders require.

#### ***Behaviour***

Good behaviour, politeness and sensitivity to the needs of others are expected of the boarders at all times. Good table manners and English should be spoken at mealtimes. In the dormitory, boarders are expected to follow the rules, carry out their allocated duties and keep bedrooms and common areas tidy. Conversation should be in English to include boarders of all nationalities. The boarding staff give rewards, which are recorded on a sheet in Matrons' room, for particularly good behaviour. Failure to comply with rules carries consequences, such as withdrawal of privileges or some form of punishment.

#### ***Birthdays***

Each boarder with a birthday during the term may celebrate his or her birthday by inviting friends (including one or two day children) to a special birthday table at supper time. The matron can arrange for special party food, drink and a birthday cake if requested, which is charged to the boarder's pocket money account. Boarders may order pizza or other takeaway food which can also be charged to a pocket money account. Some may choose to go to a local restaurant on Wednesday or Friday evening during the week of their birthday. If a boarder receives a party invitation from a day friend the Housemaster must be notified as soon as possible.

#### ***Book bags***

Junior boarders are provided with a book bag for school and have space in their classroom to store their books. Senior boarders should provide their own bag and are allocated a book locker around the school.

#### ***Bullying***

Bullying is not acceptable at St John's. If a child is being bullied, or sees another child being bullied. There is an expectation that all bullying incidents will be reported. All bullying will be dealt with seriously.

## 5. A-Z for Boarders

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### C

#### **Calendar**

A calendar of school dates and events is published each term on the schools website.

#### **Charity**

Throughout the year boarders have the opportunity to be involved in fund-raising efforts for various charities. Unclaimed clothes are donated to Clothes for a cause that raises funds for the PTFA. Boarders will participate in school events by joining in no uniform days, cake sales and homemade costume competitions. We have had a couple of 1st places!

#### **Church and other places of worship**

Whilst the school is non-denominational, should boarders wish to attend church arrangements will be made for them to attend locally. For those of other faiths places of worship will be found if required.

#### **Communication**

Boarders are allowed their mobile phones, and electrical devices during the evenings after school and at weekends. The housemaster or boarding staff may be contacted by telephone (+44 [0]1395 513984) or email (rob.tasker@iesmail.com). If a boarder does not have a personal laptop or mobile phone, Skype is available on computers throughout the school for contact with family.

#### **Computers**

The school has a computer room to which boarders have access to at various times under supervision to contact home, do their homework and check into their flights. There are also computers located around the school that the boarders may use. Older boarders may have their own laptop computer and wireless connection available throughout the school allows restricted access to the Internet to prevent inappropriate usage. Boarders may use their own laptop for doing schoolwork during the week and for contact with friends or family.

### D

#### **Damage**

Any student found to have damaged school property maliciously will be charged for the repair or replacement and this charge will be added to their school bill or taken from their pocket money. Likewise any student defacing school property will be charged for the removal of the graffiti or replacement of the item defaced. The school accepts that fixtures and fitting will experience wear and tear and occasional accidental damage but any item broken due to inappropriate use or by students not behaving sensibly could be charged.

#### **Discipline**

Good behaviour is expected of all students at all times. Rudeness, insubordination, failure to comply with rules and other bad behaviour carries consequences, such as withdrawal of privileges or some form of punishment.

## 5. A-Z for Boarders

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#### **Diets**

The school kitchen provides varied and nutritious meals. The kitchen will cater for religious requirements and allergies to food items. The kitchen needs to be informed of special requirements before the boarder arrives by completing and returning the forms sent out by the Housemaster.

#### **Doctor**

All full time boarders are registered with the school doctor at the Sidmouth surgery. The Matron will arrange an appointment and take any boarder who requires it to visit the doctor or hospital. Short Course students who require medical treatment will be seen by the doctor as a temporary resident.

#### **Dormitories**

The boarders sleep in bedrooms or dormitories. Boarders may bring their own bedding, posters and photographs to make their areas more homely.

#### **Duties and responsibilities**

Boarders are expected to keep their own bedrooms or areas tidy, make their beds, and be responsible for their own items. Jobs such as taking the washing to the laundry room are done on a rota basis. This is displayed on the dorm noticeboard. Other jobs such as switching off lights, opening the curtains and tidying the common areas are a team effort and all members of the dormitory need to work together.

### E

#### **Electrical equipment**

All electrical equipment brought into the school will be tested to ensure it complies with safety standards. (PAT testing) It should also all be named. The boarders mobile phones are stored at night in a lockable cabinet near their dorm area. The boarders are responsible for doing this and the boarding staff will check daily. Their electronics devices such as laptops, Ipads and tablets are to be stacked neatly on their desk at night and when not in use. All electronics should only be charged when the boarder is in the room. All electronics must be unplugged during the night and school day. Unauthorised use is likely to result in the item being confiscated for a period. Use of the camera function in the dormitory areas is not permitted except when the boarder is using Skype (or equivalent) to contact family or friends.

## 5. A-Z for Boarders

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### ***Exclusion (temporary exclusion/suspension) or (permanently excluded/expelled)***

There will be instances of behaviour which impact on the smooth running of the Boarding House. In these cases students may be excluded from school and parents will be asked to collect them at their own expense. First offences will be dealt with within the school but repeated offending will result in exclusion from school. Action will be taken following a single offence where the offence is deemed to be significantly grave. The main categories of misconduct which may result in exclusion are supply, possession or use of certain drugs, solvents, alcohol and tobacco. Theft, blackmail, physical violence, intimidation, racism and persistent bullying. Misconduct of a sexual nature, supply and possession of pornography. Possession of firearms or other weapons. Damage or defacing of school property. Computer hacking. Going 'Out of Bounds', including into the accommodation of the opposite gender. Failure to abide by boarding rules and routines or persistent attitude or behaviour which are inconsistent with the ethos of the school. Serious misconduct to a member of the school community.

## **F**

### ***Facilities, boarding***

The boarding house has separate girls' and boys' dormitories, each with their own bathrooms with showers, wash basins and toilets. The dormitories have bedrooms that can accommodate two or more children. Depending on boarding numbers, boarders may share, or have a bedroom to themselves. Each bedroom has either single or bunk beds, desk and chair, lockers, and drawers and wardrobe for clothes storage. There are separate girls' and boys' common areas in the dormitories.

### ***Fire practices***

Regular fire drills are held so that boarders know exactly what to do and where to go in the event of an emergency. The boarders will have a practice fire drill at least once a term. This will happen at varied times in the day and night. The boarders must walk in silence to the designated area (Matrons) to be registered.

### ***First day***

Boarders arrive at school, preferably after 4.00pm, the day before the school term starts and are met by the Matron who will show them to their room and introduce them to the other boarding staff and boarders. They will receive a welcome letter in their own language that tells them what to expect. Overseas boarders arrivals will depend on flights. They should unpack tidily all their belongings and have their suitcases ready to be moved into storage for the term. On arrival the matron collects pocket money, passports and completed paperwork. A tour of the school may be arranged for first time students and their parents.

## 5. A-Z for Boarders

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### ***Food (tuck)***

Boarders may bring some food from home but it must be kept in the boarder's kitchen. Each boarder will be given if requested a named tuck box from Matron. They must keep all their personal food and drink items in this. The boarders may eat their tuck in the common area outside the boarders kitchen or in the dining room. There is also a communal fridge in the boarder's kitchen that they can keep foods that need to be chilled. Tuck may be eaten in the evenings and at the weekend. Boarders may not have food or drink in their bedrooms.

### ***Form tutors***

Every form has a member of boarding staff supporting the main form tutor.

## **G**

### ***Guardian***

A guardian should be appointed to take responsibility for decisions affecting the child whilst they are boarding. This will include being responsible for travel arrangements, half term holidays and to be available in the case of emergency. Should a student transgress school rules and need to be suspended or expelled, the Guardian needs to be available to take the student into their care and be able to attend in an emergency or remove the boarder in the case of fixed term or permanent exclusion.

## **H**

### ***Half-term holidays***

Each term there is a week's half-term break. Boarders may go home for the week by arrangement with the Housemaster, or stay at school and follow the organised activities. This is dependant on numbers. All half term arrangements for boarders with Guardians will be organised by a Guardian agency or privately by parents. In some circumstances the school can provide host families if the student is short course.

### ***Health***

All boarders who are at St John's for at least a term are registered with the National Health Service (NHS) through the Sid Valley Practice, which provides medical care when needed. The NHS covers the cost of routine doctors' visits and prescription medicines for all EU boarders.

The Matrons keep medical records for all children, and all medical problems and allergies are recorded. The Matron also keeps a record of all accidents, illnesses, treatments and medications administered. A Medical centre is available for unwell children who need to be supervised during the day time and there are two more dispensary rooms for students who are unwell during the night with in the boarding house. All boarding staff are first aid trained and are able to deal with minor injuries and ailments.



## 5. A-Z for Boarders

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In the event of a more serious health issue, medical attention from the doctor or hospital will be sought promptly. The school holds a range of over-the-counter medications for minor ailments, and boarders' parents are given a list of these and asked to sign a permission form allowing the Matron or a member of boarding that is OPUS trained to administer these to the boarder if required. The only medications that boarders should bring to school are those prescribed by a doctor. These should be given to the Matron with a completed Matrons to administer medication form. This tells the Matron the name of the medicine, dosage and time it should be administered.

### **Homework diaries**

Children from Year 7 to Year 13 have a Homework Diary to record the homework to be done each day. Boarding staff will sign this weekly checking for messages from the teachers or consent to visit the ICT room. These are an efficient way for the day staff to communicate with boarding staff over academic and welfare issues.

## I

### **Illness**

Any child who becomes ill during the day is taken to the Matron who will look after them, and if necessary provide medication or arrange a visit to the doctor. Unwell children can have a rest or sleep in the dispensary while they wait for parents to collect them.

## J

### **Jewellery**

The boarders may wear jewellery in boarding during the evening and at weekends but must follow the age appropriate rules during the school day.

## K

### **Keys**

The Housemaster has keys for lockable boxes that can be requested to have in your boarding area.

## L

### **Laundry**

All boarders' clothes are washed at school by the Matron. Each night boarders put their dirty washing in the laundry basket in the dormitory. A rota on the dormitory notice board lists which boarder is responsible for taking the washing to the laundry room. All the clean items are put into a named box in Matrons. Each boarder has their own box. Bedding is washed every two weeks. All items are tumble-dried and needs to have the boarders name sewn into them.

## 5. A-Z for Boarders

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### **Library**

Boarders may borrow books from the school library. EAL students will also be given an English reading book from their teacher. These should be taken to every prep session. The boarders have to read in English when they have finished all of their prep.

### **Lost property**

The day Matron holds all lost property. Children are expected to have a thorough look for lost items. Every month Matron will return all the named items to the students. Items that are not claimed over a period of time will be donated to the school's fundraiser Clothes for a cause.

### **Matrons**

Matrons are responsible for the welfare of boarders, and also deal with health, clothing and pastoral care. They are also responsible for dealing with illness/injury to day pupils. A Matron is available at all times. Matrons have a first aid qualification and are OPUS trained but are not "nurses".

### **Meals**

Boarders are provided with three meals a day (breakfast, lunch and supper) in the school dining room, fruit or cake at morning break and a snack at afternoon break. They also have an evening snack at 20.00. The kitchen staff provide meals that are nourishing and plentiful with considerable variety, and cater for medical and religious needs. During the week, breakfast is at 7.40, lunch at 12.30-14:00 and supper at 18.00. Sensible behaviour, good table manners and English being spoken are expected at meal times.

### **Medicines**

Prescription medicines are held in a locked cupboard and dispensed in the Medical room as required. The only medications that boarders should bring to school are those prescribed by a doctor. These should be given to the Matron along with a completed 'Matrons to administer medication' form that states the name of the medicine, dosage and time to be administered. The school holds a range of over-the-counter medications for minor ailments, and boarders' parents are given a list of these and asked to sign a permission form allowing the Matron to administer these to the boarder if required. Each administration of medication is recorded.

### **Music**

Music is an important part of life at St John's. The school has a choir and holds regular concerts. Individual tuition is available for most instruments and the school is able to lend instruments to beginners. Lessons with outside teachers are arranged by the music teacher, who will also allocate practice rooms and times for regular daily practice.

## 5. A-Z for Boarders

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### N

#### ***Name-tapes***

Please send your child with sewn in nametapes in all of their clothes. Most importantly in items such as socks and towels. This helps your child have their clothes returned to them. Iron on name tags regularly fall off in the tumble drier.

### O

#### ***Outings***

Most weekends the boarders will be taken on an outing away from the school, organised by the duty teacher. Year group expeditions or field study work are arranged throughout the year and may involve additional charges, which can generally added to your bill.

### P

#### ***Pocket money***

The matron holds the money for safekeeping and issues it weekly as required. A detailed list of each boarder's spending is given to parents / guardians each half term. Unspent pocket money is carried forward to the next term and returned at the end of the year or when the boarder leaves. We advise boarders not to keep money in their bedrooms. Students request how much pocket money they require weekly after they are informed what the Saturday excursion will be. This is given out on a Friday or Saturday for them to spend over the weekend. The school recommends that the boarders have a minimum of £5 per weekend to be able to buy any toiletries, school resources or a drink with their friends when out. Many of the older students have a bank account with a bank card. The Matron can assist with the setting up of bank accounts.

#### ***Prefects in Boarding***

The boarding prefects have extra responsibilities in the boarding house. They help to welcome the new boarders, organise boarding events and be a role model for all the other boarders. The prefects are nominated by staff then chosen by the Headmaster. Boarding has a female and a male prefect.

#### ***Prep (homework)***

All boarders either have prep or activities at the end of the school day. There is a prep session for all boarders after supper on a Monday, Tuesday and Thursday which is supervised by a member of boarding staff and done in silence. Key stage 4 & 5 students may opt between sports or non silent prep on these nights as well.

### R

#### ***Recreation***

Boarders have free time in the week after school before supper, they can spend it playing outside in fine weather, relaxing or contacting home in their common rooms or their own bedroom. They also have free time after prep is finished until bedtimes. Wednesday and Friday evenings are free time and the boarders have the option to sign out and go to town if they are year 8 and over.

## 5. A-Z for Boarders

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Every Saturday they have an excursion. Friday and Saturday evenings the boarders have additional activities offered in the boarding house. We have movies, a member of boarding staff opens the sports hall, we bake cakes and have sports competitions. The activities are run if the students want to participate. Ideas for additional activities are welcomed from the boarders.

#### ***Registration***

Boarders are expected to be in school by 8:20 for a 8:25 registration.

#### ***Religion***

Whilst the school is housed in a former convent the school is now non-denominational.

#### ***Reports***

Full written reports are issue for every child twice a year, and are posted to parents of boarders. Achievement and effort grades are issued half termly.

#### ***Rules***

The rules in the dormitory are governed by the school code of conduct RESPECT. Dormitory leaders will clearly lay out age appropriate dorm rules in meetings with their boarders in the first week of each term.

### S

#### ***Safety***

The safety of boarders is of paramount concern to boarding and other staff. All adults in contact with the boarders have passed an enhanced DBS check. Access to the dormitory area is protected by electronic swipe card devices. All electrical equipment in the school, including items brought in by staff and boarders, must pass safety testing. Staff taking boarders on outings outside the school grounds are required to carry out a risk assessment for each outing, and always carry first aid kits. The Matrons all hold first aid qualifications.

#### ***Shop***

Boarding has a tuck shop every Friday evening. The tuck shop sells school stationary, basic toiletries, gum shields for sports and confectionary. The boarders purchase items and the cost is deducted from their pocket money by the Matron.

#### ***Sport***

St John's offers a variety of sporting opportunities, and has extensive facilities including playing fields, sports hall, tennis and netball courts. Tuition and coaching is provided for rugby, football, hockey, netball, cross country running, cricket, rounders, athletics, swimming, tennis, gymnastics, basketball and other indoor games. Matches are played against teams from other schools, and the school takes part in many tournaments. There are also inter-house sports competitions in most major games. In addition local clubs can be found for boarders to take part in most sports outside of school.

## 5. A-Z for Boarders

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### *Swimming*

Boarders may swim throughout the year before school. Every child has at least 1 half term of swimming within PE curriculum time. On the weekend boarders can go to Sidmouth pool for the fun swim sessions.

## T

### *Term dates*

Term dates can be obtained from the school calendar. Boarders return to school on the day before the term starts, and depart school on the last day of term. Please do not arrange different travel days.

### *Timetable*

The form tutor will give each student a timetable for the week which should be kept in the homework diary and taken to every class.

### *Travel*

Many boarders come from overseas and arrangements can be made to collect them from and deliver them to the airport on the specified travel day.

### *Trips to Town*

Boarders in Years 8 and above are allowed to visit Sidmouth at the weekend subject to a set of rules and with written permission from their parents. Boarders in Year 9 and above can also visit Exeter on Sundays with a friend.

## U

### *Uniform*

Full time boarders (1 year or longer) should purchase their uniform from the John Lewis website (Louise please add website link). This can be sent to the school ready for their child's arrival. Matrons will help with naming the uniform items. Short course boarders will be fitted out with uniform on arrival day by the Matron.

## V

### *Vaccinations*

Long term boarders are offered to be included in vaccinations appropriate to their age. These are organised by the Matron and consent from their parents or guardians will be requested.

### *Valuables*

All valuables should be clearly marked with the owner's name. Each boarder has a locker in their bedroom in which they can keep other valuable items. No money is allowed to be kept in dormitories. Valuables can be kept in the Housemaster's safe if requested by the boarder. Passports, visas and other important documents along with foreign currency will also be kept by the Housemaster.

## 5. A-Z for Boarders

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### *Visits*

Parents are welcome to visit boarders during the term and may take them out at the weekends. The school should be given at least a week's notice before the visit, and the expected time of arrival and return of the child to school. Day children may invite a boarding child out for a visit, either for a day or the whole weekend, but must make arrangements through the Housemaster.

## W

### *Watches*

Boarders are encouraged to be independent and must have a watch to organise their own timekeeping in school and boarding.

### *Weekends*

Boarders who are going out at weekends must notify the Housemaster or Matron no later than the Wednesday prior to the weekend, specifying the time of collection and return to school. Before leaving, the boarder must be signed out by a member of boarding staff and the date and time of return recorded, and signed in when they return.

If invited out by a day pupil, that child's parent/guardian must make arrangements through the housemaster or matron and sign them in and out.

### *Worries*

Boarders who have concerns or worries about anything at all can talk to one of the matrons, the Housemaster their dorm responsible or any other member of staff. If they wish to talk to someone outside the school Childline 0800 1111 provides a confidential telephone counselling service.

Additionally, the school has 2 independent listeners 1 female and 1 male, their pictures and numbers are clearly displayed in the dormitories and corridors. The independent listeners are in no way attached to the school and will advise boarders if they have troubles or worries to do with issues in school.

## 6. Guidance and Rules for Boarders

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### **Lights out**

The age appropriate lights out are clearly displayed around the boarding house. Boarders are expected to be upstairs 30 minutes before lights out and in bed 10 minutes before lights out.

### **Bedroom**

- When you start the term you will be allocated a bed. You must sleep in this bed and not change beds without the Housemaster's permission.
- Your clothes must be stored in the drawers and storage units provided.
- Bedrooms, including floors and drawers, must be kept tidy at all times.
- You are expected to make your bed and tidy your room each morning before breakfast.
- No food is allowed in bedrooms.
- Do not put stickers on furniture or doors

Failure to follow dormitory rules is likely to result in withdrawal of privileges or time outs.

### **Rewards and sanctions**

Rewards are on a tiered system and are given by earning commendations.

**Tier 1 is 3 commendations.** The boarder and a friend of their choice are invited by the Housemaster for hot chocolate, icecream or cake in Sidmouth.

**Tier 2 is 6 commendations.** Towards the end of each term those with 6 commendations are invited out for supper by the housemaster to a restaurant of their choice.

**Tier 3 is 9 commendations.** Boarders join the Headmaster for a special meal in the school.

**Tier 4 is 12 commendations.** Boarders are taken by the Housemaster and Headmaster for a day of outdoor pursuits.

Sanctions are also on a tiered system of boarding marks or reprimands.

**Tier 1 is 3 reprimands.** 1 hour timeout in school uniform with the dorm responsible.

**Tier 2 is 6 reprimands.** Is a Friday night timeout in school uniform with the Housemaster.

**Tier 3 is 9 reprimands.** Is a Sunday morning timeout in school uniform.

**Tier 4 is a detention** with the Headmaster.

### **Mealtimes and good Table Manners**

- Line up sensibly outside or in the downstairs corridor prior to meal
- Be considerate of others when queuing and do not push in
- Be polite to staff serving your meal and remember to say please and thank you
- Sit up properly on your chair at the table and leave room for others to pass behind you
- Use your knives, forks and spoons correctly, do not eat with your fingers
- Ask for items to be passed, do not stretch over other boarders meals
- Talk quietly to you neighbours, do not shout across to people on other tables
- Try to speak English so all students can join in the conversation
- Keep your elbows and hands off the table
- At the end of the meal clear your plate and push your chair in
- Leave the dining room when you are dismissed after boarding notices have been given. Leave the dining room in an orderly fashion.

## 6. Guidance and Rules for Boarders

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### **Tuck Shop**

- Stationary, pens, pencils, rubbers, rulers, glue sticks, scissors, calculators and maths sets are available from the boarding shop.
- Toiletries, shampoo, soap, toothpaste, toothbrushes and shower gel are also available from the boarding shop
- Various other items are available at times, including gum shields and padlocks for p.e.
- Matron will open the shop every Friday evening. If you require stationary or essential toiletries during the week please see the Matron.
- Items from the tuck shop are charged to your pocket money held by the school

### **Visits to Sidmouth and Exeter**

Visiting Sidmouth or Exeter is a privilege. It is an opportunity to enjoy some free time and to do some shopping. Boarders from Years 8 - 13 are allowed to Sidmouth and Years 9- 13 are allowed to go to Exeter at the weekend with written permission from their parents.

They must follow the following rules:

- Boarders must have a contact number for the School and the Duty Teacher.
- It is advisable that all boarders in the group take a mobile phone.
- Pocket money is requested on a Wednesday evening at supper, boarders should write down the amount they will need for the weekend.
- Pocket money is given out on a Saturday morning ready for the excursion or a Friday night if requested by a boarder
- 5.00 per week is usually sufficient unless specific items are required or the boarder wants to go to Exeter.
- Students must return to school by the agreed time.
- The Housemaster must receive written permission from parents to indicate that parents are happy for their son/daughter to be allowed out without an adult.
- Should boarders misbehave in Sidmouth or Exeter, or not keep to the simple rules, the privilege will be withdrawn. The boarders are still representing the school at all times.
- On the first available weekend the Housemaster will take all the boarders who have parental permission to Sidmouth to identify areas of risk and set limits of where they may go. The Headmaster will then take all the boarders to Exeter and outline the same boundaries.

### **What if you think something is unfair?**

- Speak to a member of boarding staff, the Matron or the Housemaster to see if the issue can be resolved.
- Speak to your boarding representative for your dorm or year group and ask them to raise the issue at the next boarders council meeting. The outcomes from these meetings are often very positive
- Issues can be put into a confidential post-box which is situated outside the medical centre. This box is checked weekly before the boarding meeting on a Sunday night.

## Appendix i Food Allergy Disclaimer

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The School may provide or offer food to its students, staff and visitors directly, through catering service providers or through vending machines, where applicable. The school makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/or service providers on the severity of food allergies.

Because of the number of different meals, where applicable, as well as the number of ingredients used each day, it cannot be guaranteed that every allergen in the food served or offered by or at the School's premises will be identified and/or labelled, and if so, there is always a risk of cross contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation or substitute at any time, without notice.

Consumers that are concerned with food allergies need to be aware of this risk.

Students/ Staff with life threatening food allergies who may need to use an epi-pen should be carrying their own. Please take note that the school's staff is not necessarily trained to administer epi-pen.

The School can not assume any liability for adverse reactions to foods consumed, or items one may come in contact with while eating at the School's establishments or purchased in the School by the students / staff or visitors.