



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

BOARDING

GUIDANCE, RULES AND PROCEDURE FOR BOARDERS AT ST JOHN'S SCHOOL, SIDMOUTH

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BOARDING HANDBOOK

AN INTRODUCTION TO ST JOHN'S

CONTENTS

- 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:
1- FOOD ALLERGY DISCLAIMER
- 8** BEHAVIOUR MATRIX

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The School Office is open **between 08:00 and 17:00 in term time.**

In school holidays, the School Office is open **between 09:00 and 16:00.**

***At other time a message can be left on the answer phone. In Boarding Time if you have an urgent need to contact someone at the school please call **+44 07521054187.**

1 BOARDING AT ST JOHN'S

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 and 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 Head of Boarding and boarding staff frequently liaise with form and subject **teachers so students can develop good work ethics**. **Evening prep sessions for boarders are on Monday, Tuesday, Wednesday, Thursday and Sunday evenings**, members of the boarding staff monitor this. **In addition, Year 10 & 11 boarders may opt for a second informal prep session and structured activities**.

Boarders are encouraged to join in all aspects of school life such as music, drama or sport.

Girls and boys have separate accommodation and all access to boarding is controlled by electronic key cards. Accommodation consists of dormitories for younger students (on the second floor) and single and twin rooms for Years 10 & 11 (on the first floor). The Head of Boarding and his family also live within the boarding house. **Additional boarding staff have accommodation positioned throughout the house**. **Each night members of the boarding staff sleep in and are on call for the boys and girls**.

All accommodation is comfortable, bright and clean offering privacy to each boarder. Desks are provided **for independent study, along with a wardrobe and a lockable unit if requested**. There is a lounge area **in the main dormitories for younger children and a common room**. There is a communal kitchen and common area where boarders can relax, play games or self-study.

Major sports for the different age groups and a wide selection of sports clubs are available. 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.

2 BOARDING PRINCIPLES AND PROCEDURES POLICY

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 are 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 instill 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 IN 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.

2 BOARDING PRINCIPLES AND PROCEDURES POLICY

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.

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 MEMBERS OF STAFF

MR ADAM SMALLWOOD Head of Boarding	
Resident	
MR BRYAN KANE Head of School	
Resident	
MRS ANNABEL GOODY & MRS LYDIA GRIFFIN School Nurse Matron	
Non-resident	
MS KELLY ATYEO House Parent & Year 3 Teacher	
Resident	
MS STEPHANIE DERHAM House Parent & Reception Class Teacher	
Resident	
MR TOM CARPENTER Graduate Resident Assistant	
Resident	
MS ELLA BILLS Graduate Resident Assistant	
Resident	

4 BOARDING ROUTINE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00	Wake up						
07:40	Breakfast						
08:15	School Starts						
09:00						Wake up	Wake up
09:30						Breakfast	
10:30	Morning break					Excursion Activities	Brunch
11:00							Free time Sign out to Sidmouth
12:30 14:00	Lunch					Lunch (packed)	
16:00	Sign out to Sidmouth	Tea			Sign out to Sidmouth	Excursion Activities	
16:15		School Activities					
17:00							
18:00	Supper						
18:45	Prep				Free Time	Free Time	Prep
20:00	Activities /Free time						
From 21:00	Bedtimes Devices handed in						

4 BOARDING ROUTINE

WEEK DAY BOARDING ROUTINE

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 meet at 7:35am in the common room ready for registration. The boarders line up to choose their breakfast, we encourage conversation between different nationalities and friendship circles.

LAUNDRY

A rota for taking dirty washing to laundry is organised and overseen by the matron. 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 in the boarder's laundry box ready to be collected.

START OF SCHOOL DAY

Registration begins in Form Groups at 8:15am. 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 Staff at breakfast roll call.

END OF SCHOOL DAY

At 4:00pm on Monday/Friday and 5:00pm on other school days, 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 from the dormitory safe. Boarders are encouraged to change out of their school uniform for comfort or in preparation for evening activities. Between 4:00pm 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.

4 BOARDING ROUTINE

SUPPER

The boarders meet in the common room at 5:55pm ready for registration at 6:00pm for supper. Seating plans may be used if deemed necessary.

PREP

This is a supervised session where homework is completed in silence. Personal laptops/Tablets may be used in prep sessions (where possible).

EVENING SNACK

Boarders have access to their own snacks during certain times in boarding. The common room kitchen closes at 9pm.

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.

PHONES IN

Year 7, 8, 9 – 9pm	Year 10 & 11 – 9.30pm
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LIGHTS OUT

Year 7, 8, 9 – 9.30pm	Year 10 & 11 – 10pm
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The times for lights out above are a guide and may vary at the discretion of the Head of Boarding.

4 BOARDING ROUTINE

REGISTRATION

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.

WEEKEND BOARDING ROUTINE

FRIDAY EVENINGS

Prep is to be completed in their free time over the weekend and supper is at 6pm.

Boarders may sign out after school and occasionally, after supper. Everyone must return by 5.55pm to eat supper in school where notices for the weekend are announced. 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 go on the Saturday excursion. Occasionally entertainment **companies come to the school and provide activities** on site instead of an excursion. Saturday nights run similar to Friday nights.

At brunch, on a Sunday there is no set wake up but teachers will walk around at 10.00am to check rooms. Morning registration is held at 10:30am.

After registration boarders may sign out and go to Sidmouth or Exeter if they have permission from both their parents and the Head of Boarding. Different activities are offered on site to the boarding students.

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

5 A-Z FOR BOARDERS

A	
	ACTIVITIES
	St John's offers a wide range of extra-curricular activities for boarders and day pupils. 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.
	ARRIVALS
	Arrivals and departures to and from St John's must be on the dates specified by the school upon registration. Any flights or arrangements outside of these dates and times will be invoiced for all costs incurred by the school; this will include, but is not limited to, transport fees, staff fees, board and lodging. Term dates are also available on the school website.
B	
	BACKPACKS
	All boarders will require a navy or black backpack for school.
	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 the Laundry rack 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 are expected and English should be spoken at mealtimes. Phones are not to be seen in the Dining Room. 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, for particularly good behaviour. Failure to comply with rules carries consequences, such as withdrawal of privileges or some form of punishment.

5 A-Z FOR BOARDERS

B

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.

C

CALENDAR

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

CHARITY

Throughout the year boarders have the opportunity to be involved in fund-raising efforts for various charities. Unclaimed clothes are donated to Charity in order to raise funds for the PTFA. Boarders will participate in school events by joining in no uniform days (mufti), cake sales and homemade costume competitions.

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 Head of Boarding or boarding staff may be contacted by telephone (+44) 01395 513984 or (+44) 07521054187 in the event of an emergency.

COMPUTERS

The school has a computer room to which boarders have access at various times under supervision to contact home or do their homework. Older boarders may have their own device and wifi connection available throughout the school which allows restricted access to the internet to prevent inappropriate usage. Boarders may use their own device for doing schoolwork during the week and for contact with friends or family.

5 A-Z FOR BOARDERS

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.

DEPARTURES

Departures from St John's must be on the dates specified by the school.

Any flights or arrangements outside of these dates and times will be invoiced for all costs incurred by the school; this will include, but is not limited to, transport fees, staff fees, board and lodging.

All term dates are provided upon Registration and are also available on the school's website.

DISCIPLINE

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

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 upon registration.

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. Travel to the doctors or hospital will be charged according to the location. A fixed rate will be invoiced.

5 A-Z FOR BOARDERS

D

DORMITORIES

The boarders sleep in bedrooms or dormitories. Boarders may bring their own bedding. They are encouraged to bring posters, photographs and special items 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. Other jobs such as switching off lights, opening the curtains and tidying the common areas are a team effort and all members of the boarding community 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 and devices 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, pads and tablets are also locked away 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. **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.

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 including vaping.

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.**

5 A-Z FOR BOARDERS

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 one or more children**. Depending on boarding numbers, boarders may share, or have a bedroom to themselves. Wherever possible, 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 on the second floor. There is one main common room on the first floor.

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 (Sports Hall) to be registered.

FIRST DAY

Boarders arrive at school the day before the school term starts and are met by the Head of Boarding and boarding staff who will show them to their room and introduce them to the other boarders. They will receive a welcome letter 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 Head of Boarding collects money, passports and completes paperwork. A tour of the school may be arranged for first time students and their parents.

FOOD

Boarders may bring some food from home but it must be kept in the boarder's kitchen. The boarders may eat this in the common area outside the boarders' kitchen. There is also a communal fridge in the boarders' kitchen that they can keep foods that need to be chilled. Food may be eaten in the evenings and at the weekend. Boarders may not have food or drink in their bedrooms. We are a **nut free** and chewing gum free school.

5 A-Z FOR BOARDERS

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 holiday (mid semester vacation). Boarders go home for the week by arrangement with the Head of Boarding. All half term arrangements for boarders with guardians will be organised by a guardian agency or privately by parents. Boarders may also stay in the UK with host families organised by St John's which incurs an additional cost.

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 (at the time of writing).

The School Nurse and Matron keep medical records for all children, and all medical problems and allergies are recorded. They also keep 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 within the boarding house. Boarding staff are first aid trained and are able to deal with minor injuries and ailments.

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 staff that is certified in administering medicines 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 School Nurse and Matron with a copy of the prescription in English. This tells the Matron the name of the medicine, dosage and time it should be administered.

HOMEWORK DIARIES

Children from Year 7 to Year 11 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. These are an efficient way for the day staff to communicate with boarding staff over academic and welfare issues.

5 A-Z FOR BOARDERS

I

ILLNESS

Any child who becomes ill during the day is taken to the School Nurse or 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 their rooms or in the designated "sick bay" room. The Matron makes regular checks during the day and Boarding Staff do the same in the evening.

INDEPENDENT PERSON

The school has two Independent People, one male and one female. Independent People are in no way attached to the school and will advise Boarders if they have troubles or worries. Posters with the Independent People will be displayed in boarding.

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 / KEYS CARDS

The Head of Boarding has keys for lockable boxes that can be requested to have in your boarding area. Each boarder will be given an electronic key card which will provide access to the Boarding landing, rooms and common. Any lost card will be charged.

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. Boarders are responsible for taking the washing to the laundry room. All the clean items are put into a named box in the laundry rack. Each boarder has their own box. Bedding is washed every two weeks. All items are tumble-dried and need to have the boarder's name sewn into them. Matron will label uniform borrowed from St John's.

5 A-Z FOR BOARDERS

L

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

Matron holds all lost property. Children are expected to have a thorough look for lost items. Every month the 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 chosen Charity.

M

MEDICAL

St John's has a School Nurse and a Matron. They 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. The School Nurse or Matron are available during the day.

MEALS

Boarders are provided with three meals a day (breakfast, lunch and supper) in the school dining room, a snack at morning break and a snack at afternoon break.
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 7:40am, lunch at 12:30pm-2:00pm and supper at 6:00pm. Sensible behaviour, good table manners and English being spoken are expected at meal times.

MEDICINES

The only medications that boarders should bring to school are those prescribed by a doctor.

These should be given to the Nurse or Matron, in their original packaging, along with a previously completed 'Medicine Consent' form that states the name of the medication, dosage and time to be administered, along with a copy of the prescription for those medicines written in English. Prescription medicines (which have an appropriate prescribing doctor's letter and prescription) are held in a locked safe and dispensed in the Medical Room as required.

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 trained staff to administer these if required. Each administration of medication is recorded.

Vitamins and supplements must also be handed in to the Matron or Nurse.

5 A-Z FOR BOARDERS

M

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.

N

NAME-TAPES

Please send your child with name labels in all of their clothes. This helps your child have their clothes returned to them. The School will provide name labels for borrowed uniform and purchased clothes, which will be invoiced.

O

OUTINGS (EXCURSIONS)

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

P

POCKET MONEY

The Head of Boarding holds the money for safekeeping and issues it weekly as required. Boarders are recommended to keep money in the safe. We advise boarders not to keep money in their bedrooms. Students request how much money they require weekly after they are informed what the Saturday excursion will be.

All money added or taken out of the safe is logged.

Pocket money of the equivalent of £20 is handed out to children on a Friday or Saturday for them to spend over the weekend. We strongly recommend that children do not arrive at school with additional cash, though older children may have a bank account with a bank card.

5 A-Z FOR BOARDERS

P	
	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 Head of School. 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 Sunday, Monday, Tuesday, Wednesday and Thursday which is supervised by a member of boarding staff and done in silence. Prep sessions are held in classrooms and run from 6.30 - 7.30 (1 hour duration). When prep is finished, students should read.
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. Friday evenings are free time and the boarders have the option to sign out and go to town if they are year 7 and over (but they cannot go alone). They can also sign out on a Monday and a Friday between 4pm and 6pm. Every Saturday boarders have an excursion. On Friday and Saturday evenings the boarders have additional activities offered in the boarding house. Pizza and movie nights along with fun activities will be a common theme of weekend evenings. Boarding staff will welcome ideas from the boarders.
	REGISTRATION
	Boarders are expected to be ready for school by 8:00am for 8:15am registration.
	RELIGION
	Whilst the school is housed in a former convent the school is now non-denominational. Wherever possible allowances are made to support the requirements of a wide range of religions.
	ROOM INSPECTIONS/SEARCHES
	Boarding staff will carry out daily room inspections and will score the students rooms based on cleanliness and tidiness as well as turning off their lights and making their bed. Room searches may also be carried out. Where a boarder's room is to be searched, the boarder will be given the opportunity to conduct the search personally by emptying out drawers/cupboards, opening any personal safes, etc..., under direction from the members of staff present.

5 A-Z FOR BOARDERS

R

REPORTS

Full written reports are issued for every child twice a year, and are emailed 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. The Head of Boarding will clearly lay out age appropriate 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 boarding house 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.

SHOPPING

Most boarders buy items they require from Sidmouth or Exeter. If any items can't be bought then the Head of Boarding can help with purchases.

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. Students must bring gum shields with them to partake in sport.

5 A-Z FOR BOARDERS

S

SWIMMING

The St John's pool is a great asset for boarders. Whenever possible, swims will be offered to boarders, both on weekdays and at the weekends. Every child has at least 1 half term of swimming within PE curriculum time. On the weekend boarders can also go to up to Year 9 Sidmouth pool for the fun swim sessions with a member of the boarding team.

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. Any travel booked outside of these specific dates will be invoiced in addition to the costs incurred for staff, meals and accommodation.**

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. Please provide at least one months notice for airport transfers to be arranged by the school.

TRIPS TO SIDMOUTH, EXETER AND EXMOUTH

Boarders in Years 7 and above are allowed to visit Sidmouth, Exeter or Exmouth at the weekend subject to a set of rules and with written permission from their parents. At the discretion of the Head of Boarding and with written permission from their parent/guardian, boarders in Years 7-11 may also be allowed into Exeter at weekends.

5 A-Z FOR BOARDERS

V

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 Head of Boarding. Parents will be emailed asking for permission for these occasions.

W

WATCHES

Boarders are encouraged to be independent and must have a watch to organise their own timekeeping in school and boarding. It would also be advisable to bring a small alarm clock for the times when devices have been handed in. Smart watches are not permitted during the school day.

WORRIES

Boarders who have concerns or worries about anything at all can talk to one of the matrons, the Head of Boarding 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 two independent listeners; one female and one 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

PHONES IN AND BEDTIME ROUTINE

The age appropriate phones in times are clearly displayed around the boarding house and in boarders rooms. Boarders are expected to be upstairs 30 minutes before phones in and in corridors 30 minutes before lights out.

BEDROOM

Rooms are allocated upon Registration. Rooms can not be changed without permission from the Head of Boarding.

Clothes must be stored in the drawers and storage units provided.

Bedrooms, including floors and drawers, must be kept tidy at all times.

Beds must be made and bedrooms must be tidy 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 Head of Boarding for hot chocolate, ice-cream or cake in Sidmouth, or can receive a voucher for this.

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, or can receive a take-away meal at school.

Tier 3 is 9 commendations

Boarders receive a special Head of School's prize.

6 GUIDANCE AND RULES FOR BOARDERS

REWARDS AND SANCTIONS

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 person responsible.

Tier 2 is 6 reprimands

This is a Friday night timeout in school uniform with the Head of Boarding

Tier 3 is 9 reprimands

This is a Sunday morning timeout in school uniform.

Tier 4

Tier 4 is a detention with the Head of School.

- 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 boarder's meals.
- Talk quietly to your 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.
- Do not have a phone in the Dining Room. If seen it will be confiscated.
- 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

VISITS TO SIDMOUTH, EXMOUTH AND EXETER

Visiting Sidmouth, Exmouth or Exeter is a privilege. It is an opportunity to enjoy some free time and to do some shopping. Boarders from Years 7 - 11 are allowed to go to Exeter, Exmouth or Sidmouth on a Sunday with written permission from their parents and the Head of Boarding.

Boarders 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. At least one person must have a phone.
- Additional money can be requested by boarders in the week, if required.
- Pocket money is given out on a Friday nights ready for the excursion.
- £20.00 per week is usually sufficient unless specific items are required.
- Students must return to school by the agreed time.
- The Head of Boarding 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 not keep to the simple rules, the privilege will be withdrawn. The boarders are still representing the school at all times when off site.
- On the first available weekend the Head of Boarding 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 Head of School or the Head of Boarding 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 Head of Boarding 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 in the boarders common room. This box is checked weekly before the boarding meeting.
- You can make an official complaint following the School Complaints Policy. This is available on the school website under policies. <http://stjohnsdevon.co.uk/policies-and-handbooks/>

7 WHAT TO PACK GIRLS

School uniform can be hired for a one term course, or must be bought online if boarding for more than one term.

Students visiting from IES/SEK schools must bring their complete school uniform including full PE kit. For those wanting any St John's uniform, it can be purchased using the link below and have them delivered to the school address with their name as the addressee.

<https://www.thomasmooreschoolmaster.com/product-category/collections/st-johns-sidmouth/>

UNIFORM TO BRING : ALL PUPILS

Warm, waterproof black or navy coat for excursions

3 x White long sleeved or short sleeved open necked shirts

Navy tights for school or navy knee high socks

Trainers for outdoor wear only

Trainers: White or black trainers with non-marking soles (for use in the Sports Hall only)

Football boots: For hockey, football and tag rugby (Needed terms 1 and 2 only)

Gum shield and shin pads with ankle protection : For football and hockey (Needed terms 1 and 2 only)

Towel with hanging loop

Black school shoes (not trainers or pumps)

Sports bag to hold full PE kit

Navy or black Swimming Costume. One piece, no bikinis.

Flip flops for use at pool side

Swimming bag

Swimming hat

UNIFORM INVOICED ADDITIONALLY

St John's School hooded sweatshirt

UNIFORM AVAILABLE TO HIRE

Navy St John's school blazer

St John's School kilt

St John's School shorts

St John's School PE polo shirt

St John's School games socks

St John's School tracksuit trousers

7 WHAT TO PACK GIRLS

ITEMS FOR SCHOOL

School bag: Navy or Black Backpack

Stationery: Pencil case, pens, pencils, rubber, sharpener, ruler, glue stick, colouring pencils, fountain pen,

Dictionaries: English dictionary, and mother tongue dictionary.

Mathematics set: Year 7 onwards also need a scientific calculator and a Maths set to include a compass and protractor, black pen, purple pens, a ruler, a pencil, an eraser, a gluestick, coloured pencils/pens and scissors.

USB memory stick: Minimum 8GB

Watch: Durable and waterproof : no smart watches are allowed during school hours.

Alarm clock: For when phones and devices are not available.

WEEKENDS AND EVENINGS

Please be aware there is limited space for clothing. (MAXIMUM 1 LARGE SUITCASE PER CHILD)

All items of clothing are machine washed then tumble dried. All items of clothing, including underwear, shoes, towels etc MUST be named.

Additional name tags will be purchased by Matron (charged for via end of term invoice) to be ironed onto your uniform on arrival. This helps with misplaced items being returned, not lost. This will also happen in the case of newly purchased clothes during their stay; these will be named by a Matron.

Please could you supply a named **laundry bag** for your child's socks and underwear to avoid missing items and to keep your child's clothing together in the wash.

A smart outfit for the end of term party

BEDDING & TOWELS

Duvets, pillows, bedding sets are provided by the school. However, students are welcome to bring their own bedding sets, if preferred, in order to personalise their areas.

Towels are supplied by the school. There is a box of clean towels which can be taken when required.

WASHING

Washing is done by the Matron. All washing is machine washed and tumble dried

All clean washing is placed in the students box in their corridor.

Clothes are washed every other day on rotation between the girls and boys corridor.

Bedding is washed fortnightly.

7 WHAT TO PACK BOYS

School uniform can be hired for a one term course, or must be bought online if boarding for more than one term.

Students visiting from IES/SEK schools must bring their complete school uniform including full PE kit. For those wanting any St John's uniform, it can be purchased using the link below and have them delivered to the school address with their name as the addressee.

<https://www.thomasmooreschoolmaster.com/product-category/collections/st-johns-sidmouth/>

UNIFORM TO BRING : ALL PUPILS

Warm, waterproof black or navy coat for excursions

3 x White long sleeved (winter) or short sleeved (summer) shirts.

2 x Grey school trousers

Grey socks

Black school shoes (not trainers or pumps)

Trainers for outdoor wear only

Trainers: White or black trainers with non-marking soles (for use in the Sports Hall only)

Football boots: For hockey, football and tag rugby (Needed terms 1 and 2 only)

Gum shield and shin pads with ankle protection : For football and hockey (Needed terms 1 and 2 only)

Towel with hanging loop

Sports bag to hold full PE kit

Navy or black Swimming trunks above the knee.

Flip flops for use at pool side

Swimming bag

Swimming hat

UNIFORM INVOICED ADDITIONALLY

St John's School hooded sweatshirt

UNIFORM AVAILABLE TO HIRE

St John's school blazer

St John's School striped tie

St John's School PE shorts

St John's School PE polo shirt

St John's School Rugby shirt

St John's School Rugby shorts

St John's School Games socks

St John's School Tracksuit trousers

7 WHAT TO BRING BOYS

ITEMS FOR SCHOOL

School bag: Navy or Black backpack

Stationery: Pencil case, pens, pencils, rubber, sharpener, ruler, glue stick, colouring pencils, fountain pen,

Dictionaries: English dictionary, and mother tongue dictionary.

Mathematics set: Year 7 onwards also need a scientific calculator and a Maths set to include a compass and protractor, black pen, purple pens, a ruler, a pencil, an eraser, a gluestick, coloured pencils/pens and scissors.

USB memory stick: Minimum 8GB

Watch: Durable and waterproof : no smart watches are allowed during school hours.

Alarm clock: For when phones and devices are not available.

WEEKENDS AND EVENINGS

Please be aware there is limited space for clothing. (MAXIMUM 1 LARGE SUITCASE PER CHILD)

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Please could you supply a named **laundry bag** for your child's socks and underwear to avoid missing items and to keep your child's clothing together in the wash.

A smart outfit for the end of term party

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Towels are supplied by the school. There is a box of clean towels which can be taken when required.

WASHING

Washing is done by the Matron. All washing is machine washed and tumble dried

All clean washing is placed in the students box in their corridor.

Clothes are washed every other day on rotation between the girls and boys corridor.

Bedding is washed fortnightly.

7 APPENDIX I: FOOD ALLERGY DISCLAIMER

Firstly, please be aware that we are a **NUT-FREE** school.

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 are not necessarily trained to administer epi-pen.

The School cannot 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.

8 BEHAVIOUR MATRIX

LEVEL	STATUS	EXAMPLE OF INCIDENT	ACTION BY	SANCTIONS AVAILABLE	PERSON RESPONSIBLE	WHO TO INFORM	WHERE TO SHARE INFO
1	MINOR	Failure to obey simple instructions or house procedures	Duty staff	Verbal warning	Duty staff	N/A	N/A
2	REPEATED ACTIONS OR DISRUPTION	- Repeats of Level 1 - Persistent lateness- Inappropriate use of electronic devices- Persistent low-level silly behaviour - Persistent lack of personal organisation- Persistent untidy bedroom - Dorm based community service Friday evening – 3 sanction points	Duty staff	- Sanction point +- Early bed 24 hours confiscation- Dining room community service - Loss of privilege to sign out on a Friday evening – 3 sanction points	Duty staff	All duty staff	Boarding sanction record and white board in matrons
3	REPEATED DISRUPTION, FAILURE TO RESOLVE THE PROBLEMS AT LEVEL 2	- Failure to resolve problems at Level 2 - As above but- Use of any off ensive or inappropriate Duty staff leading to Tier 2 language to piers (4 sanction points) - Disruption at bedtime			Head of Boarding	All duty staff, Housemaster and Head of Boarding	Boarding sanction record and white board in matrons
4	BLATANT DISOBEDIENCE, CONTINUAL REPEATED DISRUPTION	- Multiple sanction points +- Repetition of Levels 1, 2 or 3 - Duty staff with Hour- As above but leading to - Blatant disobedience - Blatant disobedience - Head of Boarding Tier 4 (12 sanction points) - Out of Bounds on site - Boarding InformEd - Internal exclusion				HoB informs: All boarding staff, Parents, Ed Guardians	Boarding sanction record and white board in matrons
5	VERY SERIOUS	- Rudeness to staff - Repetition of Level 4 - Duty staff with Hour- Fighting or any inappropriate actions - Semester / Head of Boarding InformEd - First off ensive of being off site without permission - Damage to House property or deliberate misuse of House property		- Multiple sanction points: As above but leading to Tier 4 (12 sanction points) - Internal exclusion	Head of Boarding	HoB informs: All boarding staff, Parents, Ed Guardians, Head teacher, Form Tutor, Bursar / Facilities	Boarding sanction record and white board in matrons
6	EXTREMELY SERIOUS	- Repetition of Level 5 - Use of off ensive language to staff "Visiting" other dorms at night - Bullying and inappropriate sexual behaviour - Drug related incidents - Drinking, smoking, theft	Head of Boarding	- Extended Internal exclusion - Full investigation by - Fixed term exclusion from HoB and referred to boarding the Headteacher	Head of Boarding	Headteacher informs: All boarding staff, Parents, Ed Guardians, Form Tutor, SLT	Student file, Serious Behaviour Register
7	PERMANENT EXCLUSION BOARDING	- Extreme violence - Repeated use of short Fixed Term Exclusions from Boarding - Repeated refusal to accept house discipline - Severe incident of poor behaviour - Any incident which affects the Health and Safety of staff or pupils	Head of Boarding consults directly with the Headteacher	Permanent exclusion from boarding	Headteacher	Headteacher informs: All boarding staff, Ed Guardians, Form Tutor, SLT, Admissions, Accounts	Student file, Serious Behaviour Register, Permanent Exclusion from School, Withdrawal from boarding



Individuality – Opportunity – Success

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