



ST JOHN'S SCHOOL

SIDMOUTH, UNITED KINGDOM



BOARDING HANDBOOK

GUIDANCE, RULES & PROCEDURES FOR BOARDERS AT ST. JOHN'S SCHOOL



BOARDING HANDBOOK

AN INTRODUCTION TO ST JOHN'S

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



Watch our Boarding Life video

<https://www.youtube.com/watch?v=DVdv6-6vg28>

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 STAFF

"It gives me great pleasure to welcome you to St John's School and to our happy "home away from home" found within our historic boarding house. We strive to build a community here that feels like a large family; built on the principles of mutual respect, fairness and individual growth. For many students, this will be their first time away from home, and we aim to help them become more independent during their time with us, whilst also forging strong connections with parents back home to keep them informed of their child's progress and help them share in some of their best moments."



Mr Adam Smallwood | Head of Boarding



Mr Smallwood's wife Vie works in the school laundry and his son Storm studies in Year 3

Mr Adam Smallwood	Head of Boarding & DDSL	Residential
Ms Stephanie Derham	Houseparent & Reception Teacher	Residential
Mr Ethan Chiappe	Houseparent & P.E Assistant	Residential
Ms Cara Gerstner	Residential Assistant	Residential
Ms Ha Chau Pham	Residential Assistant	Residential
Ms Merle Wiechens	Residential Assistant	Residential
Ms Henriette Hinrichs	Residential Assistant	Residential
Annabel & Lydia	School Nurse & Matron	Non-Residential
Ms Sue Wood	Housekeeper	Non-Residential

3 BOARDING PRINCIPLES & PROCEDURES POLICY

THE PHILOSOPHY OF BOARDING

The majority of boarders at St John's are international students spending one term at the school. Some boarders will stay for longer and day pupils also have the opportunity to join the boarding house as flexi-boarders. In any case, the school assumes an in loco parentis responsibility for any boarders that are present. This role is delivered in a compassionate, supportive way; in an effort to reflect family life as closely as possible. By creating a tolerant and child-centred environment, the boarding staff are best placed to guide and shape the lives of the boys and girls in our care.

The boarding experience should instill a sense of respect, humanity and moral courage within the children who join us, whilst at the same providing them with the resilience they need to face the challenges that living away from family will inevitably bring. To this end, the vast majority of boarders will leave St John's as well-rounded, global citizens; 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.

3 BOARDING PRINCIPLES & 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.



4 BOARDING ROUTINE

	MON	TUE	WED	THU	FRI	SAT	SUN
07:00	Wake Up						
07:40	Breakfast						
08:15	School Starts						
09:00	Lessons					Wake Up	
09:30						Breakfast	Wake Up
10:30	Morning Break					School Excursion (packed lunch)	Brunch
11:00	Lessons						
12:30 - 14:00	Lunch						
14:00 - 16:00	Lessons					School Excursion (packed lunch)	Free Time (can sign out to Sidmouth, Exeter or Exmouth)
16:00 - 17:00	Sign out to Sidmouth	After-school clubs			Sign out to Sidmouth		
17:00		Free Time					
18:00	Dinner						
18:45 - 19:45	Prep				Free Time		Prep
20:00	Activities / Free Time						
From 21:00	Bedtime routine begins						

4 BOARDING ROUTINE

WEEK DAY BOARDING ROUTINE

WAKE-UPS

At 7:00am the boarding staff wake the boarders up. They then have time to shower, dress in full school uniform, make their beds and tidy their rooms/areas. Once they are ready for school they may use their phones if there is time left before they leave for breakfast. Once students leave the boarding house they cannot return until the end of the school day. This means they must brush their teeth, remember to take everything with them and return their phones to the boarding office.

BREAKFAST

The boarders meet at 7:35am in the common room ready for registration. The boarders make their way to the dining room; where they line up to choose their breakfast. We encourage conversation between different nationalities and friendship circles, and insist on English being spoken during mealtimes.

LAUNDRY

A rota for taking dirty washing to the laundry room is provided each term. Dirty laundry (including school shirts, P.E clothing, casual clothes and underwear) can be taken down twice per week as per the schedule. On Friday after school, school uniform items including blazers, skirts and trousers must be taken down (in addition to any P.E kit or underwear they need washing). Bed linen is changed once a fortnight. Laundry is washed and dried and left ready to be collected.

START OF THE SCHOOL DAY

Registration begins in form groups at 8:15am. Boarders are expected to be punctual and arrive to registration ready for the day ahead. If boarders feel unwell they should inform boarding staff, who will then determine whether they should go down to breakfast or stay in their room - before seeing the school nurse/matron when they arrive at 08:30

END OF THE SCHOOL DAY

At 4.00pm on Monday & Friday and at 5:00pm on other school days boarders meet on the patio area to deregister with their teachers. They then make their way up to the boarding accommodation to get changed into casual clothes. They must also collect any laundry and put their possessions away in their room. Once they have done this they may take their phones from the boarding office. Once up in the boarding house they can relax until dinner time. They may eat healthy snacks such as fruit 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. Students are expected to speak in English and display appropriate behaviour and manners.

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 AND LIGHTS OUT

YEAR GROUP	WEEK NIGHT	WEEKEND NIGHT
YEAR 7, 8 & 9	PHONES IN AT 9PM AND LIGHTS OUT AT 9:30PM	PHONES IN AT 9:30PM AND LIGHTS OUT AT 10PM
YEAR 10 & 11	PHONES IN AT 9:30PM AND LIGHTS OUT AT 10PM	PHONES IN AT 10:00PM AND LIGHTS OUT AT 10:30PM

The times for lights out above are a guide and may vary at the discretion of the Head of Boarding.

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.

4 BOARDING ROUTINE

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.

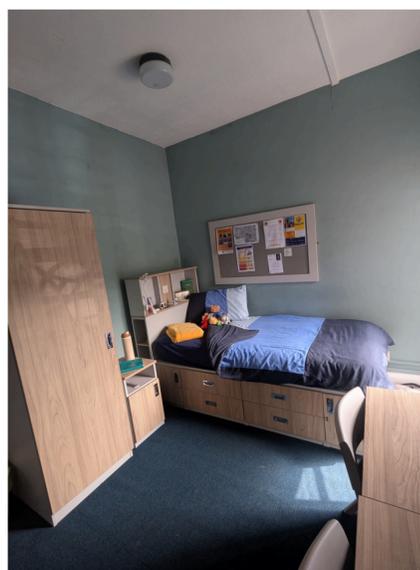
SATURDAY AND SUNDAY

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.

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. For boarders who require transport to and from airports, train stations, etc. the school will provide a transfer service which ensures only suitably qualified and safe drivers will be used.

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 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.

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.

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.

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.

EXCLUSION (TEMPORARY EXCLUSION/SUSPENSION OR PERMANENTLY EXCLUDED/EXPELLED)

In cases where bad behaviour impacts on the running of the Boarding House, students may be excluded from school and sent home at their own expense. First offences will be dealt with within the school but repeated offending may 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 and/or use of certain drugs, solvents, alcohol, 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 or staff), failure to abide by boarding rules and routines or persistent attitude or behaviour which are inconsistent with the ethos of the school.

F

FACILITIES

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.

G

GUARDIAN

For those students staying at the school for a full academic year, a guardian must be appointed to act on behalf of the family whilst their child is here in the UK. The guardian must be appointed before a visa is granted and they must fulfil a certain criteria as outlined by UKVI. Please ask the school for advice if required.

H

HALF-TERM HOLIDAYS

During each term there is a one week period where the school closes and there are no lessons. The boarding house remains open for international students, though there is an additional charge to remain at school. One-term students may opt to stay with relatives in the UK during this week - however they **MUST NOT** leave the country unless this has been approved by the school first. Students joining St John's for a full academic year are permitted to leave the country during half-term. The school does not arrange homestays for boarders during this time, and any arrangements for this must be made independently of the school.

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.

H

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.

HOMESTAYS

St John's School remains open during half-terms, which means boarders do not require the use of homestays. If a boarder prefers to stay with a family during half-term then this must be arranged by the family without the involvement of the school. Details of the arrangement must be provided to the school two weeks before the date of travel. The school's transport rules still apply and travel arrangements can be made for students if required.

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 / KEY CARDS

Each boarder will be given an electronic key card which provides access to the Boarding landings and common room. Any lost card will be replaced at a cost of £10 to the student, which can be paid in cash or billed to parents at the end of the term. Students must only use their own cards to access areas. Anyone found using another students' card may face a punishment. Each card is programmed to allow access to certain areas at certain times, based on the student it has been given to. Card usage is monitored by staff members.

Boarders may purchase padlocks if they wish to lock valuables away in their bedrooms. The Head of Boarding reserves the right to request students open the drawer for inspection should they suspect them of storing any contraband. This would be conducted only when accompanied by another staff member.

L

LAUNDRY

All boarders' clothes are washed at school by the laundry lady. Boarders are given a rota for washing their clothes, which allows them to launder their casual clothes, underwear, PE kit and school shirts twice weekly. Their full school uniform is washed on a Friday evening after school. Students are responsible for taking their own laundry down, collecting it and putting it away. 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.

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

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

Most weekends, the boarders will be taken on an outing away from the school, organised by the Head of Boarding. Year group expeditions, field study work, and additional boarders trips such as the one to London 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 students' pocket money for safekeeping and issues it weekly as required. Boarders must keep money totalling more than £50 in the school safe. We advise boarders not to keep money in their bedrooms, and suggest that they also give us any other currencies to keep hold of until they need it. 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. Students may bring credit cards with them if needed, however they must report any missing or stolen cards to a staff member or their family as soon as it happens.

P

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 register in the common room at 07:35, and go down to the dining room together for breakfast. They remain there until 08:10, at which time they can leave and make their way to school registration, which begins at 08:15

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. Boarders have the opportunity to visit the church on a Sunday and provisions will be made for boarders of other religions wherever possible to ensure the continuation of their own religious practices.

R

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. Parents will be informed of a room search and explained why this has occurred. Room inspections are never conducted by a single staff member.

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

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 month's notice for airport transfers to be arranged by the school. The school only uses trusted drivers who have had all the suitable checks conducted to ensure they are safe to work with children. A member of staff or driver will accompany the child to check in and remain at the airport until students go through the departure gate or are released by the airline.

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.

WHAT TO DO IF YOU THINK SOMETHING IS UNFAIR?

- Speak to a member of the boarding staff to see if the issue can be resolved.
- Speak to the Head of School if you don't feel a member of the boarding team is able to help
- 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/>
- You may also contact the 'independent listener' - Lisa Kruger lisakruger2016@hotmail.com to speak to somebody outside of



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. Students may bring MP3 players to listen to music at night providing these have no WIFI functionality. These must be declared upon arrival.

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 an independent listener; their picture and contact details are clearly displayed in the dormitories and corridors. The independent listener are in no way attached to the school and will advise Boarders if they have troubles or worries to do with issues in school. The independent listener visits the school once per term to meet them all.



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.

BEDROOMS

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 bedroom rules is likely to result in withdrawal of privileges.

UNSUPERVISED TRIPS OUTSIDE OF SCHOOL

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 the boarding mobile number
- At least one boarder in the group must have a mobile phone with them
- boarders must remain in groups of 3 or more
- Pocket money is given out on a Friday nights ready for the excursion.
 - Additional money can be requested by boarders in the week, if required
- Students must return to school by the agreed time.
- Permission forms for unsupervised visits to local places must be completed before students can go out in groups
- Any breach of rules will result in privileges being withdrawn. They will be required to stay with a staff member when going off school campus
- On the first available weekend boarders will be taken to Sidmouth and Exeter to identify areas of risk and set limits of where they may go. Students will visit Exmouth early on in the term to establish town boundaries.

Boarding Rules



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

STAGE 1

- Persistent lateness
- Chewing gum/nut products/ energy drinks in rooms
- Eating in rooms
- Rude/Offensive language
- Playfighting/Misbehaving in boarding areas
- Disruption at bedtime
- Arguing with staff (beyond a polite discussion)

Verbal Warning

STAGE 2

- Repeating a Stage 1 offense

1 Demerit

STAGE 3

- Further repeating a Stage 1 offense (3rd time)
- Being late 3 times in a week
- Chewing gum/nut products/ food in rooms 2nd time

2 Demerits

No Sign out
Monday or Friday

Email home
to parents

STAGE 4

- Continuous Stage 1 offenses with no effort to improve
- Not handing in devices at night
- Being out of Bounds
- Leaving boarding without permission
- Violent behaviour or minor intentional vandalism
- Very late at bedtime (30mins + late)
- Swearing at a staff member (in any language)
- Medication in rooms (without permission)

3 Demerits

Grounded
for one week

Email home
to parents

No Phone for 1 week
if offense is phone related*
*You can still use your phone in the boarding office to contact parents

STAGE 5

- Repeating a Stage 4 offense
- Violence or harassment of other boarders/staff
- Going off school grounds during waking hours
- Excessive intentional damage/vandalism
- Misuse of fire alarms or security doors

4 Demerits

Grounded
for one week

Email home
to parents

Detention
with Head of Boarding

No Phone for 1 week
if offense is phone related*
*You can still use your phone in the boarding office to contact parents

STAGE 6

- Smoking/vaping (possessing cigarettes/vapes)
- Being found in the wrong corridor (boys /girls only)
- Drinking Alcohol (or possession of alcohol)
- Severe violence or harassment to other boarders/staff
- Bullying/ intimidating/excluding other boarders
- Inappropriate sexual behaviour
- Leaving the boarding outside waking hours (at night)

5 Demerits

Detention
with HoB or Head of School

Internal Suspension
with HoB (1 Day)

No Phone for 1 week
if offense is phone related*
*You can still use your phone in the boarding office to contact parents

Possible external suspension
sent home for 1 week

STAGE 7

- A repeat a stage 6 offense
- Drug use (possessing drugs or related items)
- Extreme violence towards other
- Endangering the lives of others by dangerous behaviour

Certain External suspension
sent home for 1 week

Possible Expulsion from St. John's School
Following an investigation and review by the HoB and the HoS



7 WHAT TO PACK FOR BOARDERS

DO I NEED TO BRING UNIFORM?

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.coolcatsclothing.co.uk/collections/st-johns-school>

UNIFORM TO BRING: ALL PUPILS

- Warm, waterproof black or navy coat for excursions
- 3 x White long sleeved or short sleeved open necked shirts
- 2 x Grey school trousers (**BOYS**)
- Navy tights for school or navy knee high socks (**GIRLS**)
- Grey socks (**BOYS**)
- 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 (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

OPTIONAL UNIFORM TO PURCHASE

St John's School hooded sweatshirt

UNIFORM AVAILABLE TO HIRE (FREE OF CHARGE)

- Navy St John's school blazer
- St John's School kilt (**GIRLS**)
- St John's School shorts
- St John's School PE polo shirt
- St John's School games socks
- St John's School tracksuit trousers
- School tie (**BOYS**)



7 WHAT TO PACK FOR BOARDERS

ITEMS FOR SCHOOL: ALL PUPILS

- **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,

ITEMS FOR BOARDING: ALL PUPILS

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



David Wiltshire Photography



8 ALLERGY AND MEDICINE

DISCLAIMER

ALLERGENS

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.

MEDICATIONS

In the UK, we are bound by strict legal requirements when it comes to the administration of any medication to minors; these include prescribed drugs, over the counter remedies, vitamins and supplements.

It is absolutely essential that no student arrives at St John's with any form of medication or supplement unless:

- It has been declared in full on their medical form; and
- The family has provided us with a copy of the relevant prescription or medical documentation in advance.

This includes items many parents might consider harmless or routine such as painkillers, antihistamines or daily vitamins.

Students arriving with medication that has not been mentioned in the application form may be unable to take this medication until medical authorisation has been received.

St John's School reserves the right to send students home should they arrive with medication, illnesses or medical conditions that have not been disclosed should they determine that they are unable to provide suitable care. Parents will be liable for any costs involved in this case.

9 BORDING ACTIVITIES CALENDAR

UP UNTIL HALF-TERM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BOARDING ACTIVITIES CALENDAR							
SEPTEMBER 01 - 07		ARRIVAL DAY	BOARDERS' INDUCTION	SCAVENGER HUNT	SIDMOUTH VISIT	EXETER VISIT	FREE TIME
08 - 14	SPORTS & SWIMMING	CAMP FIRE	SPORTS	COOKERY	FREE TIME	POTTERY PAINTING	FREE TIME
15 - 21	SPORTS & SWIMMING	QUIZ TIME!!!	SPORTS	BOARD GAMES	FREE TIME	EXETER VISIT & BOWLING	FREE TIME
22 - 28	SPORTS & SWIMMING	ARTS & CRAFTS	SPORTS	KARAOKE	FREE TIME	ROCK CLIMBING	FREE TIME
29 - 05 OCTOBER	SPORTS & SWIMMING	TALENT SHOW	SPORTS	COOKERY	FREE TIME	SHOPPING TRIP	FREE TIME
06 - 12	SPORTS & SWIMMING	MOVIE NIGHT	SPORTS	BOARD GAMES	FREE TIME	CREALY THEME PARK	FREE TIME
13 - 19	SPORTS & SWIMMING	ARTS & CRAFTS	SPORTS	KARAOKE	FREE TIME	ESCAPE ROOM	FREE TIME