Rutter House Handbook

“We seek to encourage independence, maturity and responsibility in every student in our care.”

BEDSTONE

www.bedstone.org

Welcome to Rutter House

There is a great deal to learn about a new school and this booklet will provide you with the information you will need to know about boarding. It also outlines the rules and guidelines that are so important for us to live together safely and happily in the Bedstone family.

Starting a new school is exciting as well as challenging. Bedstone is a happy place to be and everyone is friendly and welcoming. With so much that will be new to you, there will always be someone around to help you – we were all new here once and know what it feels like and so don't be afraid to ask.

You will find the boarding staff approachable and supportive and it is our aim to provide a positive, caring and family-orientated safe environment, in which each individual is valued and respected.

This booklet explains the routines and requirements that will ensure the smooth running of the boarding house and your time in school and will help you to integrate yourself fully into school life. It also gives advice on what to do if you have worries or anxieties and identifies the academic and the pastoral support staff who will always be willing to discuss a matter that concerns you.

We encourage you to get involved in the life of the house and the school and hope that you will take full advantage of all that is on offer, whether it is sports, arts, outdoor pursuits or community activities - all will help you develop your individual interests, talents and skills. We offer lots of activities so get involved.

You are here with other friendly and well-motivated young people from around the world and we are supported by a team of dedicated staff. We are sure that you will have a great time at Bedstone and will make the best use of the educational opportunities on offer. The friendships that you will make here at Bedstone often last a lifetime.

As a member of the boarding community, Bedstone College will become your home for many weeks of the year and from the outset you will find that we are a very friendly community and will do all we can to help you settle down quickly in your new surroundings and ensure you feel happy and secure. We hope that boarding will be an enriching experience for you and that you will make the most of what is on offer from the very start and join in with and contribute to the many different aspects of life in the college. There will be timetables and notices on display, but what follows is a basic outline of what your routine will be like.

We hope that you enjoy your time in Rutter House as part of Mr and Mrs Downing's extended family.

Mr Andrew Whittall, Head of Boarding

Your Arrival at Bedstone College

Rutter House is on the second floor of Bedstone Court, our main, historic building. You're lucky to have some of the grandest surroundings, best views and the quickest route to breakfast! There are two access points: the staircase adjacent to the library and dining hall, and the staircase in the foyer (where you find the noticeboards). Please don't use the carpeted stairs from the old hall unless specifically asked to do so.

On your first day, come to reception, collect your name badge and you will be met by our team. Shortly after, you and your parents – if they're with you - will be shown to the house and your dormitory.

Parents are welcome to stay and see you settled. You will be allocated a buddy who will look after you in the early days in college. If you are joining us from outside the UK, you have time to settle in before others arrive. This helps with jetlag and getting to know the physical layout of the house and college as a whole.

1. Aims of the Boarding House

We aim for your time in Rutter House to be an enjoyable one. Each young man is treated as an individual and as a member of the Bedstone family. Through mutual respect and trust, we endeavour to foster a caring environment in which each individual develops their own personality within a family atmosphere. All boarding staff will be happy to discuss any issues or problems which may arise and do whatever they can to resolve them or redirect you to someone who can help.
Our aim is to ensure that you feel at home and that boarding is a place of comfort, fun, support, ambition and refuge for you during your time in the college.

Our specific aims are to:

- Safeguard and promote the welfare of each boarder
- Enable students to grow into independent, disciplined and self-reliant adults
- Enable students to develop good relationships with all sectors of the community
- Enable students to develop their own moral, spiritual and social values
- Enable students to fulfil their intellectual, academic, sporting and creative potential
- Enable the students to have opportunities for leadership and responsibility within the house.

We fulfil these aims by:

- Developing an atmosphere of mutual trust and respect within the house
- Creating an enjoyable environment and community where all live and work together in a spirit of harmony and tolerance
- Encouraging students to take care of those within the house and outside in the broader community
- Viewing the provision of space for privacy as vital
- Providing comfortable, well-maintained accommodation which is appropriate to students' needs
- Providing an environment which is safe and free from danger
- Providing opportunities for boarders to contribute their views in order to play an active role in shaping and developing boarding provision
- Introducing boarding students to UK culture and the rural environment Bedstone in particular.

2. Bedstone's Boarding Principles and Practice

- Boarding at Bedstone College is seen as a second home for the children in our care. The boarding community of students, academic and non-academic staff are seen in the context of an extended family unit.
- We aim to provide a secure, interesting, stimulating and well-organised domestic environment for all children and adults who live within the college.
- Good conduct and co-operative living extend from professional care and effective rules. House staff are well qualified, accountable and meet regularly.
- Students of all ages are entitled to feel secure, supported and involved in college life. They are also entitled to privacy and protection when required and when reasonable. Likewise they are entitled to medical advice and help when needed. Students are also provided with the necessary support and guidance to further their academic and personal development.
- Parents are encouraged to see boarding at Bedstone College as an extension of their own family. Access to college staff and their children by telephone or in person should be available to parents and guardians at all reasonable times. Parents are also entitled to all information concerning their children and their children's welfare.

3. Behaviour

Unkindness to others will not be tolerated at any time. All boys within the house are asked to respect this. You will be expected to follow the rules within the house. These will be explained to you in detail on your arrival. Unauthorised leaving of the boarding house is strictly prohibited. On leaving you must sign the signing-out book. This is located on the table just inside the main door.

All boys are expected to show common sense in the boarding house and to treat the facilities with care and respect.

Dorms need to kept clear of dirty clothes and rubbish is expected to be organised and placed in appropriate bins and recycled wherever possible. Sports footwear must be removed and cleaned before entering the building and must be stored in the allocated area. Outdoor shoes are not allowed upstairs.

All overly loud, exuberant and boisterous activity should take place outside the dorm buildings. Under no circumstances should any kind of ball, Frisbee, or projectile be used in the dorms.
Mealtimes: footwear must be worn and hats/caps must be removed in the dining room. While in the dining room, boys must be orderly and display high standards of table manners. Food must be consumed whilst seated at the table and must not be removed from the dining area. Use of mobile phones in the dining room is not permitted.

4. Birthdays

These are celebrated in style here in Rutter House. Houseparents organise cakes and snacks as well as birthday cards.

5. Code of Conduct

"As a member of the boarding community, I shall conduct myself in boarding in the following ways:

- I will do everything I can to make the lives of others within the boarding community comfortable.
- I shall make every effort to keep the boarding environment pleasant for everyone. I will respect the noticeboards, corridors, kitchen and the common room in the house.
- I will carry out instructions given to me by house staff without fuss or argument.
- I will not enter another person's dorm unless I am invited to do so. I understand that everyone has times when they need to be quiet or be by themselves and I will not disturb them if they wish to be alone or quiet.
- If I am in another person's dorm, I will respect their possessions.
- I shall use all my personal study sessions effectively.
- I will conduct myself properly and in accordance with college rules on all college activities and trips.
- If I think I have been unfairly treated, I will speak to a member of staff at an appropriate time. I can also speak to the Headmaster; any member of the boarding staff; any member of the teaching staff; any member of the pastoral staff in school, or another member of staff I trust about any issues at any time."

6. Common Room

Students are encouraged to relax and socialise in the common room during their evening free time and over the weekend with other boarders rather than stay in their rooms.

There are plenty of sofas, beanbags, a television, DVD player, DVDs, pool table, table football, dart board, games console and storage in overhead cupboards for luggage.

7. Complaints

We all live together and at some point you might want to voice a complaint.
You're entitled to your say and if you're not happy with or are worried about something you should try and talk about it.
You can talk through your problem with the house staff, form tutor, school nurse or perhaps a subject teacher.
There is an organisation called ISI – the Independent Schools Inspectorate - who work with boarding schools like ours to make sure everyone is looked after properly.

You can call them on 0207 600 0100 and they will listen to any complaints you have or alternatively by email at info@isi.net .

Need help? Try the following organisations.

Children's Commissioner on 020 7783 8330 or website: www.childrenscommissioner.gov.uk/about_us/contact-us or CHILD LINE on 0800 1111, who will listen and try to help. Please remember, people will listen and you will not be judged.
If students are unhappy we hope they will feel able to talk to their houseparents. We will always listen and try to help resolve the situation.

8. Contact Information

Your parents and guardians will need the following contact information:

Postal address:
Bedstone College
Bucknell
Shropshire
SY7 0BG, United Kingdom

Houseparents' telephone:	+44 (0)1547 530303 ext. 219
Rutter payphone:	+44 (0)1547 530829 (this number parents use to call you)
Email:	rutter.house@bedstone.org
Main school telephone:	+44 (0)1547 530303
Fax:	+44 (0)1547 530740
Email:	reception@bedstone.org
Website:	www.bedstone.org
Medical centre telephone:	+44 (0)1547 530303 ext. 230

9. Contacting Parents

You may contact your parents at any time EXCEPT during lessons and prep. If you are using your own mobile, we expect you to conduct conversations, especially those in other languages, with courtesy and discretion so as not to disturb others, including during break times and lunch. There is also a payphone located opposite the kitchen that your parents can call you on. There are computers available in the library and IT suite where you can email parents if you wish. There are arranged times on the schools network where students can Skype parents on their own laptops (see item 21 - Internet).

Good Tip: Orange / EE has the best network coverage at Bedstone College!

10. Dormitories

Students are expected to maintain neat and clean rooms. Bear in mind, we often bring round prospective students and their parents without giving you notice! Rooms should be tidy, beds made neatly, desks clear, books packed neatly and cupboards neat and tidy. Clean laundry should be put away in cupboards/drawers; dirty laundry should be sorted into the baskets. Shoes should be clean and lined up by your cupboard. Travel bags and luggage should be given to the boarding staff to store. Students going home at weekends must make sure their area is tidy. This includes students participating in activities.
Every room is inspected and students are responsible for the cleanliness of their rooms, regardless of their weekend obligations.

At year's end, cleaning and damages will be assessed by boarding/domestic staff and charged to the student's residence account if there is excessive damage or rubbish in a room.
There are two, three, four and five bed dorms in Rutter House. We will try and cater to preferences as to how many others you share with, but depending on how full the boarding house is this may not always be possible.

We endeavour to mix nationalities in each dorm as much as possible to encourage the speaking of English in the dorms. We do try to accommodate the wishes of the students regarding with whom they share, but it is not always possible to place them in a dorm with their friends.

Once lights are out, students are to be quiet and sleep. The demands of boarding life can take their toll and it is necessary that students get the required rest.

We encourage the students to put suitable posters/photographs on the pin-boards provided by their beds in their own area of the dorm. This results in a warm and homely atmosphere that helps the boarders to thrive away from home.

We encourage the students to make this their home from home.

11. Electrical Equipment

Radios, MP3 players, laptops etc. are allowed but their use is subject to the boarding house and college rules. Fully-equipped snack making facilities are available in the kitchen located in the house. The use of games consoles in rooms may be considered but permission will only be given with parents' agreement and their use may be restricted particularly, if there are any concerns regarding school work or lack of sleep.
Personal items are not insured by the college; therefore, we request that expensive electrical equipment is not brought to school. Any boarder bringing electrical equipment to school is responsible for its safety and insurance and we recommend that your parents protect such items with private insurance.

All electrical equipment for use by students in boarding houses must comply with UK standards.

ALL ELECTRICAL EQUIPMENT MUST BE FITTED WITH A UK STANDARD 3 PIN PLUG. (The use of 2 pin European plugs is not permitted.) Under Health and Safety regulations all electrical equipment eg: phone chargers, laptops chargers, iPod speakers etc. are PAT (Portable Appliance Testing) tested and passed as being safe and must display an approved sticker to support this. We cannot allow untested electrical equipment to be used in college, so any unchecked items will be removed until they have been checked.

12. Fire Alarm

On hearing the alarm:
By night …

- Close all windows (if safe to do so) and vacate your room immediately making sure everyone is awake.
- Take NOTHING but a pair of slippers or shoes and a dressing gown; don't grab your duvet as you could trip moving down the stairs/outside.
- Leave your room in silence, closing the door behind you.
- You should NOT run but walk quickly and in silence.
- Wait in silence at the assembly point. You are NOT to talk and must remain in position until dis missed by a member of staff.
- THE ASSEMBLY POINT for Rutter House is at the front of Bedstone Court. You need to line up in silence – a prefect or head of house will take the register.

By day …

- DO NOT stop to collect personal belongings.
- Act quickly and quietly.
- DO NOT attempt to pass others on your way to the place of assembly.
- THE ASSEMBLY POINT for Rutter House is at the front of Bedstone Court. You need to line up in silence – a prefect or head of house will take the register.

It is in your own interest to familiarise yourself with the escape routes available from all locations.

Nothing should be done (even accidentally) that is likely to set off the smoke detector and therefore the fire alarm. Students risk having to pay a bill for the arrival of the fire brigade, which is automatically called every time the fire alarm goes off.

No aerosol deodorants or hairspray are allowed as these set off the smoke alarms; any student caught with aerosols will be fined £5.

Fire Safety

The boarding community has received considerable investment over the last five years to upgrade the fire safety requirements in each house to meet with regulatory requirements. All boarders are told on arrival what to do in the case of a fire alarm sounding on campus, and at the start of each term, all houses hold a fire drill before the school day starts.
If the fire alarm sounds during the school day, the boarding houses assemble at their respective assembly points and wait to be dismissed on the all-clear. Before or after the college day or overnight, again the boarding houses assemble at their respective assembly points and wait to be dismissed on the all-clear.

13. Head of House

The heads of house (Alex Jolly and Roger Chen) are appointed by the houseparents to look after the students' needs. Their job is to foster the sense of family atmosphere and monitor the wellbeing of other students in the house. This is primarily to be done by setting an example and ensuring that the practices and routines of the college are maintained appropriately. They are there to ensure that a happy and friendly atmosphere exists and to support the houseparents so that the house runs smoothly - for example, making sure beds are made, dorms are tidy and keeping houseparents informed of any issues that may arise. They are also there for younger students to talk to for advice, guidance and information. The head of house role gives those students the opportunity for positions of responsibility and leadership.

Head of House Responsibilities (assisted by the Houseparents)

1. Coordinate, oversee and assign jobs to all the students in the house on a rota basis eg: tidy the kitchen, recycling duties etc.
2. Decide with the houseparent who should receive dorm awards etc.
3. Encourage and nurture the younger members of the house and be as approachable as possible for all members of the house.
4. Keep the houseparents informed about the atmosphere in the house and the attitude of the boys.
5. Ensure all students are present at roll call/meetings with house staff.
6. Interact with houseparents to ensure the smooth day to day running of the house.
7. Take the register during fire drills including false alarms.
8. Set high standards of appearance and behaviour to help encourage a positive atmosphere and good house spirit.
9. Help ensure that all students are working at the start of prep and to report back to the duty tutor if this is not the case.
10. Support the duty tutors and houseparents throughout the week to keep the house running smoothly.
11. Assist houseparents when collecting laptops/mobile phones before bedtime each evening.

The heads of house may, after discussion with the houseparents, sanction students who have committed minor offences in line with the house prefects. All sanctions are recorded in a book held in the houseparents' flat.

14. Holidays

The college is closed for the three half terms and three longer holidays per year. The dates are published well in advance and your family should make travel arrangements to coincide with these dates and inform house Sstaff of these details.

Permission must be obtained from the Headmaster if there is to be any change from the stated times and dates given on the calendar.

It is the responsibility of your parents and guardians to ensure all the necessary arrangements for travel are in place at the start and end of each term and at half term, in plenty of time.

Please note that the departure day for boarding students is the day term ends. At half term the departure day is Friday. All boarding students must attend all lessons on the last day of term/half term, unless leaving to travel to the airport. Travel arrangements should be provided to the transport manager at least three weeks in advance.

Please try to arrange flight departures and arrivals between 8.00am and 6.00pm.

A student who returns late after the holidays will miss valuable class time, homework assignments and important events. It is our expectation that students return to school on time after holidays. If at any time there is a question about any date, do not hesitate to call the school office on +44 (0)1547 530303.

At the end of term it is important that students take down posters and pack their belongings as directed. Notices tell everyone what they need to do and by what deadlines. All drawers and wardrobe spaces must be cleared.

Boarders are encouraged to pack the things they need at school into suitcases. Personal belongings may be kept in the houses during half term at your own risk. Over the Easter and summer holidays they will be required to empty their rooms completely, or in the event of routine maintenance or external lets in the boarding house. Uniform, sports kit, bedding and books can be left (at your own risk) but must be packed away in suitcases or boxes.
Passport and other travel documents must be handed to houseparents on your return to college.
Local students returning to college from their holidays should plan to return after 6.00pm. International students are expected to return between 5.00pm – 9.00pm the day before the start of each term. It may be possible to arrive earlier during the day or later providing the house staff are informed and staffing arrangements can be made. Any students requiring a taxi to collect them from airports or local bus/rail terminals need to notify the transport manager well in advance via email. They must check that their taxi is booked with the transport manager. Details of all transfers will be displayed on the information board in Bedstone Court. The taxi drivers of the company used by college are all DBS checked.

Students must not leave the college premises with anyone other than their parents, legal guardian or adult agreed between parents and the house staff. This means permission needs to be received if students are going to travel with another student or another family.
Students and parents should report to the houseparents when they arrive at Bedstone College.

Boarding Students' Absence from School

Holidays should be taken within school holiday dates which are advertised well in advance. If there are special circumstances for any absence, parents should write directly to the Headmaster.

Parents and guardians are asked to avoid early departure or late arrival from/to college and to book flights or ferries accordingly, allowing a few days either side of the college term dates for rest. The guardian should be responsible for the student during these days if the parent cannot be so. At the end of the autumn and summer terms, the school closes on the last day and students cannot stay on for an extra night; boarding staff are on holiday.

The loss of crucial lesson time, especially for GCSE and A Level students can be significant, with the start or end of term lessons being particularly essential for students to be present.

15. House Activities

Don't just sit in your room! There is always something to do at Bedstone and we strongly encourage you to keep active, busy and outdoors. There are various tennis and basketball courts.
We have a fitness room, heated swimming pool and dance studio which can be used in the evening.
Use of them must be supervised at all times by a trained sixth former or member of staff. The sports hall may be used after prep (but you must have houseparents permission and a member of staff in attendance).

There is a pool table, TV, table football, dartboard, DVD player and games console in the common room and we regularly have film nights.

DVDs are also available to borrow.

There are sometimes mixed house activities throughout the year such as Christmas parties, "Bedstone's Got Talent" and the School Christmas Disco.

Then there are themed activities such as an Easter Egg Hunt, Halloween Quiz, OktoberFest and Chinese New Year.

16. House Duties/Routines

There are a number of house duties that all boarders will have to do - from clearing up the common room to kitchen duty and laundry duty. Everybody takes turns.

Tidiness:

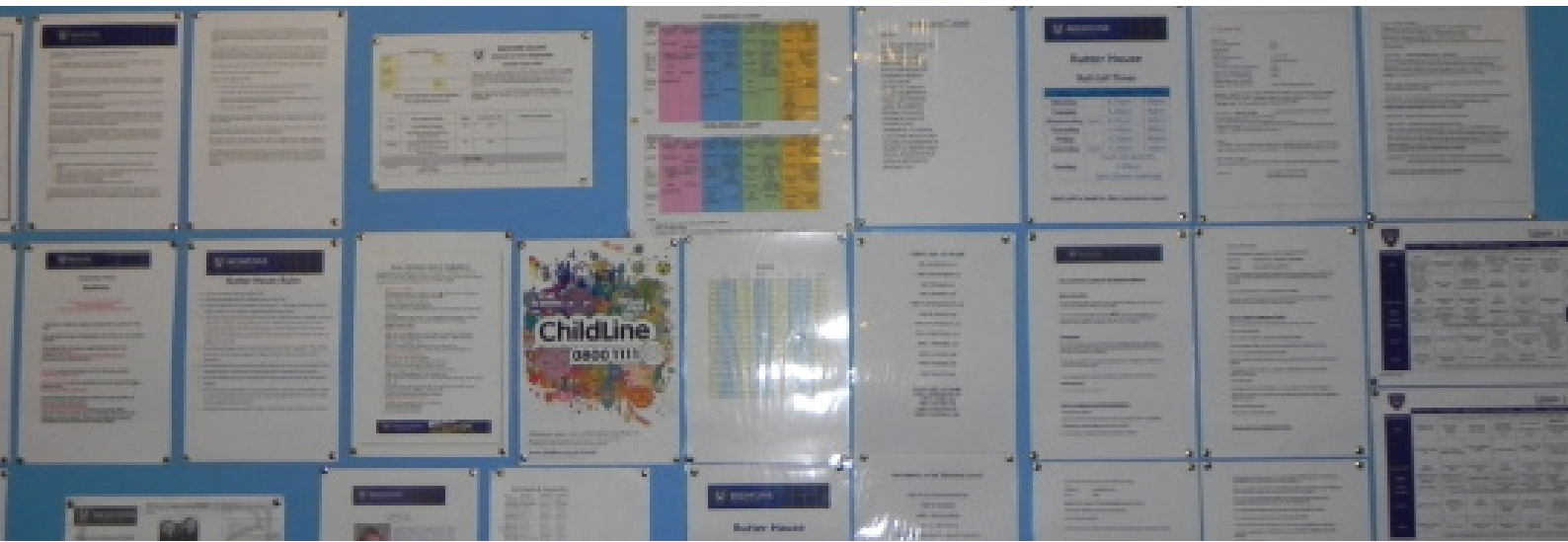
- Each student is responsible for keeping his bed area and study tidy. It is the collective responsibility of students to keep shared areas tidy so that cleaners can maintain high standards of cleanliness and hygiene.
- Floor space, including areas under beds and on window sills, should be clear of clothing and other possessions including books etc. As far as possible, these should be stored away in desks, cupboard space and on shelves.
- Beds must be made each morning before leaving the house for breakfast.
- Perishable foods and drink (such as milk) must not be kept in bedrooms for reasons of hygiene. Cooked meals (including takeaways) must not be taken into dorms.
- No kitchen equipment such as kettles, rice-cookers, refrigerators, coolers, toasters, is allowed in rooms for health and safety reasons; the same applies to irons, electric fans, hair straighteners, heaters and televisions.
- No aerosols or spray deodorants are allowed as they set off the smoke alarms; if they are found in a student's dorm a fine will be incurred.
- The Bursar completes a monthly room check and will report any concerns to the houseparents. Where repeated warnings are given for failings in tidiness, tidying duties will be given and the houseparents will supervise the student in question to ensure that his room is tidied satisfactorily. The houseparents are always happy to help students who find it challenging to organise their belongings effectively and will demonstrate how to pack wardrobes and drawers.

Communal living brings shared responsibilities. The houseparents will place duty rotas on the notice boards at the beginning of term. Laundry is undertaken every day in the college laundry attached to Bedstone House. Recycling is also carried out on a daily basis.

Football boots - Students are not allowed to wear muddy/dirty football boots in the dorms or corridors. Football boots are to be removed before entering Bedstone Court, cleaned and stored on racks in the senior boys' bathroom.

17. House Meetings

Weekly house meetings must be attended by all, as this is your chance to raise any issues and ideas, find out what's happening in the coming week and talk about house matters with your houseparents. The meetings take place in the common room. Check the noticeboard for when they are this term.



18. Houseparents

Rutter House is run by Mr Olly and Mrs Elly Downing. Mr Downing is the Head of English at Bedstone College, while Mrs Downing is a senior teacher at a nearby school. They live in the flat next to the dormitories.

Mrs Downing is a keen marathon runner, and you'll love her cakes; Mr Downing is a keen mountain biker, and you'll groan at his jokes.

They have three children - Jack (third form) and football-mad twins Harry and Owen (Junior School).

The Downings are always available for you, supported by house tutors, who are there to cover some evenings during the week.

If at any time you have concerns about anything at school, please come and talk to your houseparents or house tutors. They are here to make your life at Bedstone a happy one.

19. House Structure

The house is divided across two corridors. There are dormitories numbered from one to eight on one corridor. Dormitories nine to 11 are along the second corridor.

On this corridor there are also two bathrooms with lockable showers, toilets, baths, the kitchen and common room. Dormitories one to six are typically for the younger boys; seven to 11 are for the older students.

The house is shared between junior boys (up to fifth form/year 11) and a couple of sixth form boys.

The sixth formers are the head of house and his deputy, who assist the houseparents in the running of Rutter House, supervise prep and organise house tidying.

20. House Tutors

House tutors are members of staff who assist with the running of the boarding house. Each tutor is on duty one evening a week. Currently the house tutors for Rutter House are:

Mr J Smith	**Head of Art**
Mr D Marsh	**Head of Geography**

21. Internet

Free wireless internet connection (filtered for your protection) is available to all boarders. When you arrive you will be given a username and password from our IT manager Mr Davis. You will then be able to use the internet and computers. If you have your own laptop Mr Davis can provide you with wireless internet access. We have an IT suite which is located off the maths corridor as well as computers in the library.

Social networking times are:

	Skype	Facebook, Twitter, etc
Monday - Friday	07:00 – 8:00 13:00 – 13:40 18:00 – 19:00	20:00 – 22:00
Saturday Sunday	16:00 – 23:00 All day	16:00 – 22:00 10.00 – 22.00

Boarders will be able to access Facebook in the evenings and at weekends. We expect boarders to be responsible in their use of the internet both in school and at the boarding house (and follow the agreement signed before starting at Bedstone). Usage is monitored. Use of illegal websites will lead to disciplinary issues.

22. Kitchen

There is a kitchen area in the common room with a microwave, fridge, toaster and kettle for you to use. All the students take it in turns to tidy up the kitchen. Students may buy chilled food and store it in the fridge, but uncooked meat, chicken, fish etc is not allowed for health and safety reasons. All perishable items must be stored in the fridge/freezer; it is advisable to name food items. Houseparents will throw away food in the fridges, belonging to the boys, if it is past its use by date.
It may be advisable to bring your own mug and bowl although there are house mugs and bowls available. Squash, bread and milk are available for evening snacks.

You may wish to bring your own provisions for this. No food is allowed to be eaten in dormitories; there is a table and chairs in the common room for this purpose. Food must not be made within half an hour of lights out. You are expected to wash your own utensils and keep the kitchen clean.
Please do not bring back any electrical kitchen equipment as you will not be permitted to use it. No food is allowed in the dorms; hot food or perishables are potentially dangerous and could cause illness and encourage insects.

The kitchen will be locked and put out of use if it is misused or not kept clean.

23. Laundry

School uniform, casual clothes and all underwear are washed daily in the college laundry.

- Bins in the corridor are for your laundry – put it in at night or before 8.00am.
- You may wish to bring small net laundry bags with you which are useful for keeping small items of laundry together.
- You'll be allocated a shelf or tray with your name on it. Clean laundry can be collected from there every night.
- Sheets and duvet covers are changed fortnightly on Thursday evenings.
- Towels are washed on alternate Thursdays

All items of clothing, towels and bedding must be clearly named, preferably with sew-on labels.

All boarders are expected to carry out laundry duty which consists of taking the laundry to the in-house college laundry which is located at Bedstone House. Once clean laundry is collected it must be unpacked and placed in individual laundry baskets. NO laundry is to be left in bags or strewn on the floor. Laundry not labelled/named is to be left in a neat tidy pile. This is on a rota system which will be posted on the notice board.
Suits and college jackets may be dry cleaned every half term if required. The cost will be added to your termly invoice.

24. Meals

The majority of meals are taken in the college dining room under supervision. Students enter the dining room in a quiet and orderly fashion. It is our belief that meal times are an occasion when boarders can come together as a community and we like the students to take advantage of this by enjoying and sharing this communal time with each other. Food and drinks are not to be removed from the dining room eg: taken to dorms, library etc. While in the dining room, students must be orderly, quiet and display high standards of table manners.

The dining area is a 'mobile free' zone.

Footwear must be worn and hats/caps must be removed. Sleeveless vests (for boys), crop tops (for girls) and games wear (eg:. shorts/skorts) are not allowed in the dining room unless students have returned late from fixtures. Casual shorts are allowed; hoodies can be worn but with hoods down.

The cleanliness of the tables is initially the responsibility of the students; small spillages etc. should be wiped up. Food is to be consumed at the tables, not while walking around the dining room. The tables are to be cleared by students after all meal times.

In Rutter House there is also a tuck shop every Wednesday, Saturday and Sunday and a takeaway pizza on a Saturday night every fortnight.

25. Medical Needs

Sister Stead

Any medicines or herbal remedies brought from home, whether prescribed or purchased over the counter, must be handed to the houseparent/duty sister together with a letter from parents explaining their usage and with their original packaging and label.

The duty sister will provide written authorisation for boarding staff to administer medication during the evening when the medical centre is closed. All medication should be labelled with details of the name of the student and all prescribed medicine requires the prescription label.

You must not keep **any** medication with you – it must be handed to your houseparents for safekeeping.

There is a medicine cabinet located within the houseparents flat. If you feel ill, tell your houseparent or house tutor. Minor ailments can be treated via your houseparents.
Don't worry about waking them up … it's what they're here for!

There are three surgeries a day in the medical centre. If you need to see a doctor, we'll make an appointment and sister will take you to the surgery situated in Knighton, 15 minutes away.

If you are not well enough to be in school, you will be taken to the school medical centre and your parent/guardian may be contacted to come and collect you and take you home.

At some stage during your time boarding, you may feel you are missing home. Please tell someone how you feel. You can always speak to your houseparents, gap students, your friends, tutors or any other member of staff. Talking is the first step towards making you feel better.

If you need to talk to someone …

The boarding house staff are always there to listen but sometimes you might want to speak to someone else. You can speak to your form tutor and school nurse about any problems, the school's chaplain Mr Dyball and Mrs Charlotte Hall the school counsellor. There is also Childline. You do not need to tell the staff why you want to speak to someone else. We will ensure you have privacy and respect the confidentiality of your call. Please remember that you will have good days and bad days, and we all need a little help from time to time. Sharing your problems will make them easier to deal with.

College Counsellor: Tel: 01584 891650 Mobile: 07855 299579
Email: charlottehallcounselling@gmail.com or charlotte@chanko.co.uk

… talking about your academic work:

You should never feel that 'work is getting to you'. We are all here to help. Who do you turn to for help?

- Your form tutor
- Any other member of staff – perhaps a teacher of the subject you are having problems with
- Your houseparents or any other boarding staff.

26. Mobile Phones

Students will probably want to bring their mobile phone; however these must be looked after very carefully and used in such a way that they do not cause any trouble or interference to others. There is a range of rules and regulations surrounding the use of mobiles in college and these are set out for students in the college rules and the ICT policy. For example mobiles/iPhones must be switched off during lessons, activities, in the dining hall and in church. Mobile phones are not to be used during prep or after lights out. For reasons of safety, mobile phone chargers must not be left in sockets after charging.

Staff may confiscate phones which are used inappropriately during lessons or at other times, to be collected at the end of the day. The Headmaster will punish repeat offenders with further sanctions. Parents are asked to keep calls to their children to a minimum.

Students who are found to be over-using or abusing the use of an electronic device eg: after lights out may also be required to hand in all devices overnight. The school has very strict guidelines in place for the searching of students' possessions or rooms, which clarifies the circumstances in which staff may search a student's device.

The use of an electronic device for making, storing or distributing inappropriate images (eg: sexting) is a very serious offence, and a student may have their place at the college called into question if they are involved in this. The school's guidelines on dealing with sexting are found within the safeguarding policy. The anti-bullying code considers text and phone bullying to be a serious issue. An electronic device can be confiscated under suspicion that it contains evidence of cyber-bullying.

Sanctions are referred to in the policies, which include confiscation, if a breach of the rules occurs.

For the older boarders, phones must not be used after lights out. There will be a natural matter of trust between the older students and the houseparents that late-night usage of mobiles or iPhones will not occur, although sanctions will be imposed, including confiscation, if misdemeanours occur.
The issue of older students engaging in late-night communication is a matter of concern for all parents, day and boarding. We would be grateful for all parents' and guardians' support in encouraging the students to refrain from using communication technology late at night. A restful sleep is essential at our busy college!

Possessions and Technology

While boarders are welcome to bring personal items from home, they and their families are asked to bear in mind the following: Technology is an area that is in constant evolution and it is increasingly difficult to monitor and police a child's access to the internet. Unfortunately, the word 'cyber-bullying' has become all too familiar and it is our concern for the safety and happiness of our boarders that has helped form our current policy on technology.
Boarders are allowed to access the Internet and send and receive emails but this is always supervised and controlled by the school's internet security programme. The children learn about all forms of bullying, including cyber-bullying, during PSHE lessons. We will constantly review our policy, just as the technology itself is constantly evolving.

27. Music

Students are allowed to listen to music during free time after school. Volume is often an issue - therefore we request that students are always considerate of others when playing music. Headphones are to be used when listening to loud music. If music is played at an unacceptable level or after lights out, the music systems can be confiscated until term end.

28. Overseas Boarders

Overseas boarders must make sure that any tickets and passports are handed to Houseparents at the start of term. If you need to leave college early at the end of term, your parents must write to the Headmaster to ask for permission. The college must be given plenty of notice so that arrangements can be made in good time.

29. Personal Appearance

Hair cutting and shaving - please ensure that your son's hair is cut before they return to college at the start of each term.
Boys should have neat and tidy hair at all times. Boys' hair should not fall over the eyes or over the collar.

Students with hair deemed to be too long or scruffy will be requested to have their hair cut as soon as possible or when they go to Ludlow during activities on a Tuesday or Thursday.

Hair cannot be shorter than a hairdresser's 'number 2'.

Similarly all boys must shave regularly – no 'side-whiskers' or beards are allowed.

30. Pocket Money

Pocket money is kept by the houseparents and is available on request. Any large amount of money brought in to college must be handed over to your houseparent who then gives it to the accounts department for safe keeping. For those with their own debit cards, you are able to go to the bank during the Tuesday or Thursday Ludlow activity. This is also an opportunity to visit the shops.

A pocket money account is held for each of the boarders and they can check how much they have spent and how much they have left. Boarders are encouraged to plan their expenditure wisely and, as such, they are not permitted to become 'overdrawn'. Pocket money is used for spending on recreational trips. House staff take an active interest in the sensible management of the boarders' accounts and monitor spending very carefully while encouraging students to understand and learn financial independence and responsibility.
Students may request how much pocket money they would like each week from houseparents at Sunday evening roll call.

31. Safeguarding Valuables and Personal Possessions/Security

The college is not responsible for items that are lost or stolen – please ensure all personal items are security marked and clothing labelled. We try to make sure that the college is as secure and safe a place as possible. However, this requires cooperation on the part of all members of the community, both staff and students.
Students must make sure that they look after their possessions sensibly. Students are able to lock their valuables away, and should do so when the room is unoccupied. All students have a lockable cupboard (they should bring their own padlock) or drawers in which they can keep possessions. We strongly recommend, however, that money (in excess of £20) and valuables be handed to the houseparents for

safe keeping. All students are required to complete a 'money declaration form' confirming that they do not have in excess of £20 in their possession. Students are encouraged to bring back as few valuable items as possible.
If students suspect someone has taken something belonging to them without their permission, this should be reported to staff as soon as possible. Where possible all reasonable measures will be taken to see if items can be discovered. Anyone discovered stealing will be dealt with severely, as theft is one of the most unpleasant breaches of trust in a community. Specifically:

- Students are responsible for the security of personal property and valuables within their rooms. Large sums of money should never be held by students in house. Money, passports, tickets etc should be passed to the houseparents for safe-keeping and these will be recorded on students' record sheets.
- PIN numbers of debit/credit cards should never be divulged even to friends.
- Items should be security marked with a UV invisible ink pen, an engraver, or a permanent marker.
- All valuables (e.g. electronic equipment) should be securely stored.
- At the start of each period of holidays all students must take valuables home or to their guardians.
- When leaving the college, students are expected to take away all personal property with them, if not it may be disposed of by the houseparents in an appropriate way.
- Students and parents should be strongly discouraged from bringing valuables to college, to avoid the risk of damage or loss. The college carries no insurance for students' personal belongings.
- Wherever possible houseparents should not accept responsibility for large sums of money; but if such monies are received they will be given to the accounts department to keep in the college safe, until the students/parents can deposit such sums in an appropriate bank account.
- Students are expected to be strictly honest with regard to money and/or property that they find and which does not belong to them. They should hand in anything that they find at the soonest possible opportunity either to their houseparents or a senior member of staff.

The college cannot take any responsibility for money or items not handed in. Any losses should, however, be reported immediately, if only as an opportunity to remind others to hand in money and take proper care of their property.

32. Privacy and Personal Space

Students should be aware of the following important rules about privacy:

- Nobody should ever go through other students personal items without the houseparents permission. If a member of staff needs to do so, this will only be done with the student and the houseparent present. Such cases are very rare.
- Bedrooms are private areas. Students may not enter other people's dorms without permission from a member of house staff and may only remain while the person who issued the invitation remains there.
- All house members, including staff, will knock before entering students' rooms.
- No visitors from other houses are allowed into students' dorms at any time unless given the express permission of the houseparents.
- Sixth form boys and girls may socialise together in the studies.

33. Rotas

We have rotas to help the house run smoothly and allow the students to develop their independence in a supportive environment. Laundry times, kitchen tidy up and recycling are examples and clearly displayed on the house noticeboards.

34. Rules, Sanctions and Rewards

Remember the rules are there for your safety and your families' peace of mind. The benefit of being a well-behaved, productive member of the Bedstone family is a lifetime of good memories, life experiences and friends from every corner of the world.

It is strictly forbidden to use any product such as matches, lighters, candles, incense sticks or aromatherapy burners in the house, which all involve naked flames, because of the potential danger of fire. Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm. Students are asked not to bring aerosols into college.

As the boarding house is the students' home away from home we try to keep the number of rules to a minimum. The rules we do have are for their safety and for the good of the community. It is important that individuals are respected and that the community can function. It is the students' responsibility to be in the right place at the correct time, having done everything they need to do.

We must know where students are at all times and that they are safe; we also ask students to behave in a respectful, appropriate and safe manner towards others. If they do something which goes against these expectations, they can expect sanctions to be applied at the discretion of the Headmaster, head of boarding and house staff.

Few sanctions exist in the boarding house – the emphasis is on the individual being empowered to monitor their own behaviour within certain restrictions laid down by the college. It is important however, that students know the boundaries and understand that all actions have consequences. A full copy of the behaviour policy is available on the college website. It is also included in the joining pack sent out to all new students.

Boarding sanctions
Where a boarder is in breach of house procedures, an internal sanction will be issued in order to ensure that such behaviour is not repeated. These sanctions are issued by the houseparent and tutors, not by the prefects. Typical sanctions for boarders might include:

- Failing to make registration on time - cleaning the kitchen at the end of the evening
- Failing to sign out when going to the gym, etc – house-gating for the next day
- Failing to keep the library tidy - sent to bed early/tidying the house common room
- Using laptop after lights out – laptop confiscated for a day or two
- Not telling the tutor when leaving the house – house-gating for the next day

For other breaches of discipline, the houseparent and tutors refer to the sanctions used across the college. The boarding sanctions are applied in the same way that a concerned parent might apply house rules at home – measured and in proportion with the behaviour of the student. The key is getting the student to understand that their actions have consequences.

The following are strictly prohibited:

i. Smoking and the possession of cigarettes and/or illegal drugs in the house or on/off the premises.
ii. The consumption and/or possession of alcohol in the house or on/off college premises.
iii. Students in another's room after 'lights-out'.

iv. Illegal drugs/substance abuse/alcohol/tobacco/e-cigarettes (vaping): the consumption, sale or possession of these is forbidden to all boarders. For more detail refer to the school policy.
v. Sexual relationships of any kind between students are not allowed.

If boarders are found to have broken these rules, their parents/guardians will be informed and the consequences may be very serious.

35. School Days

The routine may vary according to college events - you are advised to read the weekly bulletin for changes.

Wake up:

First to fourth form	06:45
Fifth form	07.15
Sixth form	07:30

Breakfast:

Juniors to fifth form:	07:15 – 07:45
Sixth form:	no later than 07:50

Dormitory inspection:	08:15		
Uniform inspection:	08:15		
Leave boarding house:	08:30		
Registration in form room:	08:35		
Change to own clothes:	15:40 Mon, Wed, Sat	17:00 Fri	17:40 Tues, Thurs
Supper:	17:40 (juniors to fourth form)		
	18:00 (fifth and sixth form)		
Roll Call:	18:20 (Juniors to Fourth Form)		
	19:40 (fifth and sixth form)		

Prep (homework):

Monday to Friday

Juniors to second form	18:30 – 19:15	maths corridor
Third and fourth form	18:30 – 19:45	maths corridor
Fifth and sixth form	19:45 – 21:25	library/conservatory

Saturday

Juniors to second form	18:30 – 19:00	maths corridor
Third and fourth form	19.00 – 19:45	maths corridor
Fifth and sixth form	19:45 – 20:45	library/conservatory

Laptops are permissible.

Prep is a crucial time when you must make sure you complete your work as instructed. Be on time for prep, and be prepared with all the right work. Feel free to ask for help from the duty staff, but always try to have a go first.

Return to boarding house:

Juniors to second form	19:40
Third form	20:30
Fourth form	20:45
Fifth form and sixth form	21:55

Lights out:

Juniors	20:30
First and second form	21:15
Third form	21:30
Fourth form	22:00
Fifth form	22:30
Sixth form	23:00

Sundays

Everyone gets to relax a bit more on a Sunday - there are optional activities every week however, so you can still keep busy and active!

09:30 or 18.30	Church service (every other week)
11:00	Brunch
17:15	Dinner

Roll call

Wednesday:	17:00
Saturday:	17:00
Sunday:	11:00, 13:30 and 17:00

These are in addition to the daily, evening roll calls at 18:20 (for fourth form and below) and 19:40 (for fifth and sixth form).

All boys are expected to attend the common room where your name will be called out.
In addition to the daily roll call, all boys are expected to sign in at the desk at the top of the stairs.

- On weekdays, students may only return to the boarding houses after the end of the college day. There will be refreshments available and free time until study takes place (after the evening meal) from 7.45pm until 9.25pm.
- Students go to the evening meal at 6.00pm in the college dining room.
- After college finishes and after study, students are encouraged to take part in the organised activities provided. Students can also socialise in the common room, or continue their studies.
- Bedtimes are important. Students must ensure that nothing is done that will prevent themselves or others from getting a good night's rest.
- In the morning, students get up and go for breakfast in the dining room.
- The school day starts at 8.30am and depending on the day of the week, students attend assembly or tutor time.
- There will be a trip to somewhere of interest outside the boarding house organised every other weekend. Activities will often leave in the late morning and not return until the early evening.
- If there is no trip off campus (every other weekend) after breakfast, there will be activities arranged by the duty member of staff; these are indicated on the students' day board.
- There are also things that students can do during the day in boarding and access to the fitness centre and sports hall will be available.
- Sundays are more relaxed with brunch also being served later at 11.00am. Students attend church every other Sunday unless they are exempt on religious grounds, in which case they are in the care of the duty staff in Hopewell House.

36. School Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08.35	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg
08.50	Assembly	Assembly	P1 (08.40)	Hse Assembly/ Congo	Assembly	P1 (08.40)
09.00	P1	P1	P2 (09.20)	P1	P1	P2 (09.20)
09.40	P2	P2	P3 (10.00)	P2	P2	P3 (10.00)
10.20	P3	P3	Break (10.40)	P3	P3	Break (10.40)
11.00	Break	Break	P4 (11.00)	Break	Break	P4 (11.00)
11.20	P4	P4	P5 (11.40)	P4	P4	P5 (11.40)
12.00	P5	P5	Lunch (12.20)	P5	P5	Lunch (12.20)
12.40	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13.35	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg	Tutorial/Reg
13.40	P6	P6	Games	P6	P6	Games
14.20	Games	P7	Games	P7	P7	Games
15.00	Games	P8	Games	P8	P8	Games
15.40	Games/Tea	Tea	Tea	Tea	Tea	Tea
16.00		Activities	Tea	Activities	Tutorial Time	Tea
16.40		Activities		Activities		

37. Security

The boarding house is locked during the night for the students' safety and security. Safety is our main concern and so the fewer people who know the codes to the doors, the more secure the students will be. The woods are out of bounds to all students unless they are accompanied by an adult member of staff. If you see someone you don't recognise acting suspiciously around the house, tell a member of staff immediately.

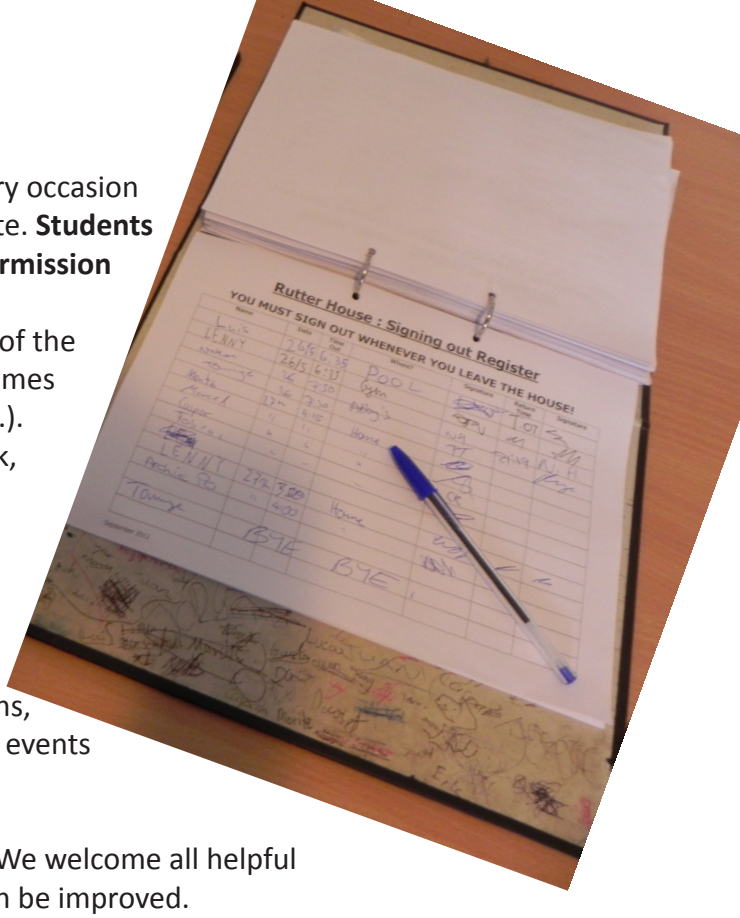
38. Signing In and Out

There is a signing in and out book on the landing at the top of the stairs. Students must fill it in legibly, appropriately and in person, whenever they go out or come in (apart from going to meals and to lessons). This is a way of letting the house staff know where they are in case of an emergency such as a fire and helps students develop their sense of both independence and responsibility.

Being away from boarding

All rules about being away from boarding are made for students' safety. Students must always 'sign out' when leaving the house and 'sign in' when they come back. The more students understand and respect these rules, the more freedom and trust they will be given. If students want to go out during the day or at the weekend, other than on an organised activity or lessons, they must ensure that they have all the permissions in place and that they have informed the house staff on duty before they leave the college and arranged the time of return.

Visiting and Signing Out Procedures



The house signing in and out system must be used on every occasion that the students leave and return to the house/college site. **Students are not allowed to leave the college site unless offsite permission has been received from parents/guardians.**
Students will be allowed to sign out only at the discretion of the houseparents or member of staff on duty, for approved games purposes (for example, in the sports hall, on the quad, etc.).
They must record their movements in the signing out book, even if they have received verbal permission to leave the house.

39. Students' Council

- This is an ideal time for you to express your opinions, make suggestions and also to help organise future events and help us to develop boarding.
- There are representatives from each year group.
- Student input and feedback are really important! We welcome all helpful suggestions as to how the boarding experience can be improved.

40. Study

Obviously, work is a crucial part of life at college. We want boarders to have fun and feel at home while they are in boarding and it is very important that they feel relaxed here.
It is also important that they work hard and achieve the very best they can academically. We are proud of our boarders' academic achievements and successes and we work very hard as a boarding team to ensure that they do well.
This includes: supervising prep, liaising with teaching staff about any problems, concerns or issues students may have, keeping in close contact with parents about progress and, occasionally, imposing sanctions (like additional supervised boarding prep) if we feel that boarders are not working enough.
As with everything else, we really want students to succeed and we work with parents as a team to ensure that everyone achieves the best they can.

Being a boarder provides students with plenty of opportunities for study under ideal conditions and with suitable facilities available. The staff on duty will ensure that study is completed and they can also help students with any difficulties they might have with their work.

Students may also use their free time for additional study and to complete homework. Independent study will help them prepare for studies later on, for example in the Sixth Form and at University.
A prep timetable is published for all students in the college. Boarding students have supervised prep each evening and can work in an allocated room in the maths corridor or (for fifth and sixth form students) the conservatory.

During prep time, boarders are not allowed to use mobile phones and/or laptops.

The common room and kitchen may not be used during normal lesson times.

Students are not permitted to return to their dorms during the school day with the exception of changing for PE/games lessons.

Term Dates
2017/18

AUTUMN TERM

Monday	4th September	2017:	*INSET Day for All Staff*	
Tuesday	5th September	2017:	New International Student arrival and Induction	
			INSET Day for All Staff (excl. HPs)	
Wednesday	6th September	2017:	International Student Induction	
			L6/U6 choices	1:00 pm
			Boarders return	6:30 pm
Thursday	7th September	2017:	School starts	8:30 am
Friday	20th October	2017:	Half-term commences	5:45 pm
Sunday	29th October	2017:	Boarders return	6:30 pm
Monday	30th October	2017:	School starts	8:30 am
Thursday	7th December	2017:	End of term	12:00 noon

SPRING TERM

Monday	8th January	2018:	*INSET Day for All Staff*	
			Boarders return	6:30 pm
Tuesday	9th January	2018:	School starts	8:30 am
Friday	9th February	2018:	Half-term commences	5:00 pm
Sunday	18th February	2018:	Boarders return	6:30 pm
Monday	19th February	2018:	School starts	8:30 am
Friday	16th March	2018:	End of term	5:00 pm

SUMMER TERM

Friday	13th April	2018:	*INSET Day for All Staff*	
Sunday	15th April	2018:	Boarders return	6:30 pm
Monday	16th April	2018:	School starts	8:30 am
Friday	25th May	2018:	Half-term commences	5:00 pm
Sunday	3rd June	2018:	Boarders return	6:30 pm
Monday	4th June	2018:	School starts	8:30 am
Saturday	7th July	2018:	Speech Day	11:00 am
			End of term	2.00 pm

42. Useful Items to Bring

- Your uniform list tells you all the necessary school day and sports kit items.
- Please also bring your own casual clothes for the evenings and Sundays.
- You will need smart clothes if you visit the theatre or perform in concerts.
- Please make sure all home clothes as well as uniform are named. This includes underwear, socks, towels, sheets. It helps with reuniting any lost items especially as our college laundry is dealing daily with the washing from close to 100 people!
- It would be sensible to bring spare name labels. There are sew-on and iron-on versions.
- Try not to bring too many items of clothing to school! Remember you need to take everything away for the main, longer holidays. You will only be in school for a maximum of six weeks before being home again, so you don't need to bring an entire year's wardrobe each time.

- You may like to bring a plastic/tupperware box with a lid (tuck box) to keep snacks in.
- You may want to bring your own mug and bowl for use in the house kitchen, but it's not essential.
- We have duvets and pillows and also some house bedding, but you may like to bring your own duvets covers, sheets and pillowcases. (Two sets is ideal, to allow for laundry)
- Electrical items such as iPods, mobile phones, laptops, tablets and printers are all permissible but they will be PAT tested.
- All DVDs and console games must be age appropriate. Material that does not comply with this will be confiscated and given to parents at the end of term.
- In each bed area you have a pin board where you can pin up posters and pictures of family and friends, etc.
- You are responsible for all your valuables which must be clearly marked as the school cannot accept responsibility for their security. You must make sure that you lock them away in your locker located in your dormitory.
- Bring your own books, magazines, toys, teddy bears and anything else which will make you feel at home.

43. Use of the Building

Students are responsible for making sure that they treat the building and environment with respect. As a member of this community, they are also responsible, where appropriate, for the conduct of others in this regard. Students are expected to behave in corridors and rooms in such a way that no damage occurs, or is likely to occur.

- The shower/bathroom and toilet areas must be treated properly.
- Students must report any damage immediately and expect that those who are responsible for any damage will have to pay for the repair.
- Students should not touch any fire extinguishing equipment, or do anything to set off the fire alarm. The college treats these as very serious offences.
- Bedstone College is an entirely non-smoking site - all dorms in the house are fitted with smoke alarms.
- Rooms are inspected regularly and students are responsible for everything that happens in their room.
- If something is not working in a room (eg: power supply, lights, taps etc), this must be reported to the houseparents as soon as possible, so that the maintenance staff can make the necessary repairs.
- Beds should be made every morning and rooms kept tidy so that they can be cleaned effectively. Students should be considerate of the domestic staff and make it easy for them to do their job.
- Students may not use any cooking appliances including rice cookers in their rooms. Any such items will be confiscated if used in rooms, as will any electrical items left on when the room is unoccupied.
- Large items of furniture in rooms must not be moved without permission.
- Students may put posters/photos on the noticeboards in their dorms but not on the walls.
- The kitchen is the only place where food may be prepared. The kitchen should be used properly, and all cooking utensils/surfaces must be cleaned immediately after use. When using the electrical kitchen equipment students should remain with it to make sure that no accidents occur.

- All furniture, fixtures and fittings are regularly inspected and replacements/repairs requested as appropriate.
- Window locks and limiters are checked weekly by the Houseparents and any deficiencies reported to maintenance.
- Any deliberate damage or breakage of furniture or fittings by students is reported to the head of boarding and parents billed for replacement items.

44. Visitors

All boarders may receive college student visitors to their House during the college day. Visitors are welcome provided that the following conditions are observed:

- All visitors must be referred to the member of staff on duty, as a matter of house security, and in case of fire or other emergency.
- Uninvited visitors will be banned from further visits for a period of time specified by the houseparents.
- Hosts are responsible for the behaviour of their guests and must not leave them unattended.
- Guests to the house who are day students will not be allowed access to students' study bedrooms, but may visit the common room if accompanied by a boarding student.
- Visitors from outside Bedstone College must be referred to the houseparents before they are allowed access, no matter how fleeting, to the boarding house.

Parents should always make the houseparents aware of their presence if visiting during the school day or evening, preferably telephoning first to arrange a visit; they should not use the house codes to let themselves in and out.

45. Weekend Activities

Every Sunday there is an organised activity. The off-site activities are published at the end of every term for the following term and sent out to your parents, whose written consent and indemnities must be given.

The activity sheet must be handed in (or completed electronically via the Google form which can be found on the Bedstone webpage under 'extra-curricular') at the start of every term. Your name will then be added to the activity you wish to take part in.

As well as the on-site activities, other activities will be organised every other weekend, including cultural, shopping and leisure.
These include:
shopping, quad-biking, cinema, Segway, zip-lining, bowling, go-karting, Waterworld, paintballing etc.

All routine house activities such as films and 'treats' are included within the general fee arrangements and are not charged against pocket money.

46. Weekend Leave

Weekend leave away from boarding/inviting other boarders to stay: all school commitments, including games/fixtures must be fulfilled before leave can commence.

If you wish to go home, to a guardian, relative or friends for the weekend, both the Headmaster and your houseparents must have written permission from your parent. If you are going to someone's house, two letters of permission must be sent to college: one from your parent and one from the parent who has invited you. Ideally this should be by Thursday night. This can be by letter or email. You may leave after games/matches on Saturday, and return either on Sunday night (by your normal 'return to boarding house' time), or on Monday morning in good time for school.

The permission must state the contact name, address and telephone number of the person and place the boarder is staying and also the time of departure and time of return to Bedstone College. Further, full details of transport both outward and return must be given, giving a contact telephone number in case of emergency.

The college can take no responsibility for boarders staying in a hotel, regardless of whether permission has been given by parents.

Note: houseparents will only give their permission if they are satisfied over the student's general approach to college life and that their work expectations are being met and up-to-date.
It is also very helpful if weekly boarding parents only allow socialising and parties to occur on Saturday nights during term time and indeed, wherever possible, to hold them in school holidays.