



# Boarding Handbook





## Welcome

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, 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 houses 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 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 the boarding houses as part of an extended family.

**Mr Oliver Downing and Mrs Ellie Downing – Rutter Houseparents**

**Ms Jess Condliffe and Mr Tim Carleston – Wilson Houseparents**

**Mr Parvinder Singh and Mrs Kim Singh – Bedstone Houseparents**



## Your Arrival at Bedstone College

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 jet lag and getting to know the physical layout of your house and college as a whole.

### 1. Aims of the Boarding House

We aim for your time in the boarding house to be an enjoyable one. Each boarder 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. One-to-one extended conversations between houseparents and boarders are very important and houseparents are required to complete a register to record when these conversations occur. This ensures that no boarder is overlooked.

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 overriding 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 of 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 boarders 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.

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

Rooms need to be 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 in rooms.

Under no circumstances should any kind of ball, Frisbee, or projectile be used in the dorms and rooms. Music, if played, must be listened to through headphones.

Mealtimes: footwear must be worn, and hats/caps must be removed in the dining room. While in the dining room, boarders 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! 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 houseparents; 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

The students can relax and socialise in the common rooms during their evening free time and at weekends; a range of facilities are available to them. The kitchen area is for the use of the students. Sometimes on a Saturday evening the boarders like to order a takeaway pizza, Chinese etc.

They are provided with facilities for making hot drinks, (no hot food or drinks should be taken to dorms and rooms) toast, and warming food.



## 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](mailto:info@isi.net).

**Need help? Try the following organisations.**

Children's Commissioner on 020 7783 8330 / **0800 528 0731 (Help at Hand)** or website:

[www.childrenscommissioner.gov.uk/about\\_us/contact-us](http://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

### Main phone

+44 (0) 01547 530303  
[reception@bedstone.org](mailto:reception@bedstone.org)  
[www.bedstone.org](http://www.bedstone.org)

### Wilson House:

#### Ms Jess Condliffe and Mr Tim Carleston

**Telephone:** +44 (0)1547 530303 ext. 212

**Payphone:** +44 (0)1547 530771 (only to call students)

**Email:** [wilson@bedstone.org](mailto:wilson@bedstone.org)



### Rutter House:

#### Mr Oliver Downing and Mrs Elle Downing

**Telephone:** + 44 (0)1547 530303 ext.219

**Payphone:** +44 (0)1547 530829 (only to call students)

**Email:** [rutter@bedstone.org](mailto:rutter@bedstone.org) or  
[oliver.downing@bedstone.org](mailto:oliver.downing@bedstone.org) or  
[eleanor.downing@bedstone.org](mailto:eleanor.downing@bedstone.org)



### Bedstone House:

#### Mr Parvinder Singh and Mrs Kim Singh

**Telephone:** + 44 (0)1547 530303 ext.210

**Payphone:** + 44 (0)1547 530211(only to call students)

**Email:** [Bedstone.house@bedstone.org](mailto:Bedstone.house@bedstone.org) or  
[Parvinder.singh@bedstone.org](mailto:Parvinder.singh@bedstone.org) or  
[Kim.singh@bedstone.org](mailto:Kim.singh@bedstone.org)





## 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 in the corridor by the back stairs 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 school's network where students can Skype parents on their own laptops (see item 21 - Internet).

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

## 10. Dormitories and Rooms

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! The head of house accompanied by a houseparent will carry out dorm inspection on Sunday at 6:30pm. 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.

We allocate dorms and rooms at the start of each term and monitor the dynamics of the boarding house. 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 needed.

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, audio players, laptops etc. are allowed but their use is subject to the boarding house and college rules. Their use may be restricted particularly if there are any concerns regarding schoolwork or lack of sleep.

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.

Fully equipped snack making facilities are available in the kitchen located in the house.

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 e.g.: 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 or out of school hours ...

- 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 dismissed by a member of staff.
- THE ASSEMBLY POINT for the boys is at the front of Bedstone Court. Any boarders in Rees Court will assemble there too. The Assembly Point for girls is the Astro Turf. You need to line up in silence in dorm order – Houseparents, 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 all is on Top 10. You need to line up in silence by registration group – your form tutor 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. Roll-on deodorants and hair mist are allowed.**

### **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.



### 13. Head of House

The heads of house 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 e.g.: tidy the kitchen, recycling duties etc.
2. Encourage and nurture the younger members of the house and be as approachable as possible for all members of the house.
3. Keep the Houseparents informed about the atmosphere in the house and the attitude of the boys.
4. Ensure all students are present at roll call/meetings with house staff.
5. Interact with Houseparents to ensure the smooth day to day running of the house.
6. Take the register during fire drills including false alarms.
7. Set high standards of appearance and behaviour to help encourage a positive atmosphere and good house spirit.
8. 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.
9. Support the duty tutors and Houseparents throughout the week to keep the house running smoothly.
10. Assist Houseparents when collecting \*laptops/mobile phones before bedtime each evening (\*younger students).

The head 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 staff 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. Boarding students should leave and arrive back at Bedstone between the hours of 7.00am and 10.00pm. This is to ensure other students are not woken up and that boarding students are not too tired for their lessons the following day. If flights cannot be booked to accommodate these times, boarding students should arrange to spend a night with their guardian.

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 at the beginning of each term for safe-keeping.

Local boarders 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. Students who require a taxi to collect them from airports or local bus/rail terminals need to notify the Transport Manager via email in advance. They need to check with the Transport Manager or Houseparents that their taxi is booked.

Details of all transfers will be displayed on the information board in Bedstone Court. The taxi drivers of the companies 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 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 during free time (but you must have Houseparent permission and a member of staff in attendance).

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 Chinese New Year etc.





## 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 their 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 windowsills, 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.
- 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 in Rutter 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

House meetings must be attended by all. 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. Check the noticeboard for when they are this term.



## 18. 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 by our IT department. You will then be able to use the internet and computers. If you have your own laptop, wireless internet access is available. 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 - 08:00 13:00 - 13:40 18:00 - 19:00	20:00 - 22:00
Saturday	16:00 - 23:00	16:00 - 22:00
Sunday	All day	10:00 - 22:00



Boarders will be able to access social media 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.

## 19. Laundry

The college provides a daily laundry service which is included in the fees. School uniform, casual clothes and all underwear are washed in the college laundry. Laundry bins are placed in dorms where you can put your dirty laundry either at night or before 8.00am.

We ask that you bring 3/4 small/medium size net laundry bags with you which are useful for keeping items of laundry together. Please make sure your name is on the net bags.

Boys are expected to carry out laundry duty on a rota system. This consists of taking the laundry to the 'in house' college laundry, which is located at Bedstone House.

**Clean laundry can be collected from the laundry room every night. All items of clothing, including own towels and bedding, must be clearly named, preferably with sew-on labels.**

Sheets, duvet covers and towels are changed weekly.

Some boarders prefer to wash their personal items themselves. There is a washing machine in the kitchen.

Suits and college jackets may be dry cleaned every half term. The cost will be added to your termly invoice.



## 20. 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 mealtimes 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 e.g.: 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.**

Suitable footwear must be worn, no flip flops or slippers and hats/caps must be removed. Sleeveless vests (boys), crop tops (girls) and games wear e.g.: shorts/skorts are not allowed in the dining room unless students have returned late from fixtures etc. 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 mealtimes.

## 21. Medical Needs



**Sister Nicky 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.



**Sister Jackie Jackson**

There is a medicine cabinet located outside 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!

The school medical centre is staffed by a qualified nurse (on a rotation basis) between 8.30am and 4.30pm Monday to Saturday during term time. The nurses provide full-time, term time medical support for day and boarding students. There are three surgeries a day in the medical centre. If you need to see a doctor, sister will make an appointment and 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, 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, school nurse and an independent school counsellor about any problems. 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.

**The college counsellor is available on Tuesdays from 3.50pm - 5.20pm. To book contact the school surgery.**

### **... 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.

## 22. 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. 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. **Mobile phones are not allowed during lessons.**

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 deal with 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 e.g.: 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 (e.g.: 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.

## 23. 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.

## 24. 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.

## 25. Pocket Money

Pocket money is kept by the Houseparents and is available on request. Any large amount of money brought into 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 regular off-site activity time**. 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.

## 26. 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 sign 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.

## 27. 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 **following appropriate social distancing rules, if in place.**

## 28. 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.

## 29. 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. Make the most of every opportunity at Bedstone College.

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. **Boarders must sign in and sign out of the boarding house.** 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.

## **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/vaping and the possession of cigarettes/vapes 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.

## **30. School Days**

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

### **MONDAY TO FRIDAY**

**Breakfast: 07:30-08:00**

**Leave boarding house: 08:25**

**Registration in form room: 08:30**

**Lunch 12:45**

**Change to own clothes: 17:00**

**Dinner: 17:30**

### **SATURDAY**

**Breakfast: 09:00**

**Activities: 10:00am – 15:00**

**Lunch: 12:00 – 13:00**

**Dinner 17:30**

### **SUNDAY**

**Brunch: 11:00 – 12:00**

**Dinner: 17:00**

**Every Sunday there will be an off-site trip planned for the boarders to enjoy.**



## PREP

Prep is a crucial time when you must make sure you complete your work as instructed. Be on time 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.

Prep takes place at the following times in student dorms, supervised by a member of staff:

### Monday-Thursday

**Y12 and Y13:** 19:00-21:00

**Y10 and Y11:** 19:00-20:30

**Y7, 8 and 9:** 19:00-20:00

**Junior:** 19:00-19:30

### Sunday

19:00-20:00

#### Lights out:

**Junior:** 20:00

**Y7 and 8:** 21:00

**Year 9:** 21:30

**Year 10:** 22:00

**Year 11:** 22:30

**Year 12 and 13:** 23:00

*All students should be back  
in house by 21:30*



- On weekdays, students may only return to the boarding houses after the end of the college day.
- Students go to the evening meal at **17:30** 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 08:30 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 Sunday. Activities will often leave in the late morning and not return until the early evening.
- There are also things that students can do during the day in boarding houses; access to the fitness centre and sports hall will be available.
- Sundays are more relaxed, with brunch being served later at 11:00.



## 31. Sample School Timetable

	Monday		Tuesday		Wednesday	Thursday	Friday	
08.25	Arrival		Arrival		Arrival	Arrival	Arrival	
08:30	Registration		Registration		Registration	Registration	Registration	
08:35	Senior Assembly		Junior Assembly Senior Tutorial		Senior Assembly	House Assembly on rota	Headmaster’s Assembly	
08.45	P1		P1		P1	P1	P1	
09:30	P2		P2		P2	P2	P2	
10:15	P3		P3		P3	P3	P3	
11:00	Break		Break		Break	Break	Break	
11:15	P4		P4		P4	P4	P4	
12:00	P5 Seniors		P5 Seniors		P5 Seniors	P5 Seniors	P5 Seniors	
12.00	Junior Lunch		Junior Lunch		Junior Lunch	Junior Lunch	Junior Lunch	
12:45	Senior Lunch		Senior Lunch		Senior Lunch	Senior Lunch	Senior Lunch	
12.45	Junior Registration		Junior Registration		Junior Registration	Junior Registration	Junior Registration	
13.00	P5 Juniors		P5 Juniors		P5 Juniors	P5 Juniors	P5 Juniors	
13:25	Senior Registration		Senior Registration		Senior Registration	Senior Registration	Senior Registration	
13:30	P6 Senior School testing until 14.30pm		P6		Senior Games Junior Activities	P6	P6	
14:15	14.30 P7		P7			P7	P7	
15:00	15.05 P8	Y7 & 8 Games	P8	Y9-10 Games		Senior Activities Junior Games	P8	Y11-13 Games
15:45	15.40 Tea		Tea				Tea	
16:00-16.45	P9 Activities for Juniors and Y11-13		P9 Activities for Juniors, Y7-8,				P9 Junior Activities Y7-10 Life Skills	
Buses depart 17.00								

## 32. Security

The boarding houses are 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.



### 33. Signing In and Out

Students must complete the signing in and out register 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 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.

### 34. Students' Council

- This is an ideal time for you to express your opinions, make suggestions, 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.

### 35. 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 study at university.

#### Private Study Periods

The common room and kitchen may not be used during normal lesson times. Sixth form private study periods must be spent working or reading. **Students are not permitted to return to their dorms during the school day with the exception of changing for PE/games lessons.** Any private study must be undertaken in the library or Sixth Form Centre.

## 36. 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 for all boarders. 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 are ideal, to allow for laundry)
- Electrical items such as iPods, mobile phones, laptops and tablets 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. There are lockers located in your dormitory, please bring two padlocks to lock away any valuables.
- Bring your own books, magazines and anything else which will make you feel at home.
- You have to bring your own toilet necessities and shoe cleaning kit. No aerosol deodorants are allowed, roll-on type only.
- Bring 3/4 medium/large net bags for laundry.

## 37. 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 (e.g.: 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.

### 38. Visitors

All boarders may receive college student visitors to their house during the college day. Visitors are welcome provided 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. They must sign in at Reception and receive and wear a visitor's badge for the duration of their visit.

**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.**

### 39. Weekend Trips

Every other Sunday the activity alternates between on and off-site events. Boarders will be given advance notice of available activities and will be expected to sign-up. Off-site activities will include cultural, shopping and leisure venues e.g. shopping, quad-biking, cinema, Segway, zip-lining, bowling, go-karting, Waterworld, paintballing etc.

**Sixth form have a bar night supported by a member of staff on**

**Saturday from 21.00 to 22.30pm**

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



### 40. 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 Wednesday night. This can be by letter or email. You may leave after 5pm on Friday 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.

## Make the most of every opportunity at Bedstone

