



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

BOARDING

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

BROADWAY, SIDMOUTH, DEVON, EX10 8RG

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BOARDING HANDBOOK

An introduction to St John's School

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

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

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

1 BOARDING AT ST JOHN'S

ST JOHN'S HAS A WELL ESTABLISHED BOARDING COMMUNITY THAT OFFERS STUDENTS FROM MANY DIFFERENT CULTURES AND BACKGROUNDS THE OPPORTUNITY TO EXCEL IN THE CARING FAMILY ATMOSPHERE OF THE BOARDING HOUSE.

“They have the chance to establish firm, lasting **friendships with both other boarders and day children**. They learn to be considerate and tolerant of others and to live harmoniously within a community. **They can develop independence and self-confidence and are encouraged to be organised and learn how to manage their belongings and time efficiently**. Most of all they have the opportunity to take advantage of the school's superb facilities and the many different activities on offer.”

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

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

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

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

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

Major sports for the different age groups and a wide selection of sports clubs are available at lunchtimes and after school. Boarders also have the **chance to join local sports clubs and are encouraged to leave site to pursue interests in the locality**. Sidmouth has excellent rugby, hockey, football, cricket and swimming clubs.

2 BOARDING PRINCIPLES AND PROCEDURES POLICY

Many boarders play a musical instrument and have time allocated to practise and the chance to play in a School Concert each term. The school runs teams in all major sports for the different age groups and a wide selection of sports clubs are available at lunchtimes and after school. Boarders also have the chance to join local sports clubs and are encouraged to leave site to pursue interests in the locality.

THE PHILOSOPHY OF BOARDING

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

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

BOARDING PRINCIPLES AND PRACTICE

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

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

2 BOARDING PRINCIPLES AND PROCEDURES POLICY

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

AIMS AND OBJECTIVES

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

3 MEMBERS OF STAFF

MR TOM GUPPY Head of Boarding and Designated Safeguarding Lead	
(Resident) Acting as loco parentis to boarders. Mr & Mrs Guppy and their family live onsite	
MR BRYAN KANE Head of School	
(Resident)	
MRS KAREN HODGIN Day Matron	
(Non-resident)	
MISS KAIT CONWAY Assistant House Parent	
(Resident)	
MR JACK FOWLER-BAXTER Graduate Assistant	
(Resident)	

4 BOARDING ROUTINE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00	Wake up						
07:40	Breakfast						
08:25	Registration						
09:00						Wake up	Breakfast
09:30						Breakfast	
10:30	Morning break					Excursion Activities	Registration
10:45							Free time Sign out to Sidmouth
11:00							Brunch
12:30-14:00	Lunch					12:30 Lunch (packed)	13:30 Out of dorm/ activities/ sign out to Sidmouth
16:00	End of school Activities Free Time	Tea	Tea	Tea	Sign out to Sidmouth	Excursion Activities	
16:15	Prep/club				Activities/ Free time		
17:00	Activities/Free Time						
18:00	Supper						
18:30			Sign out to Sidmouth Free time		Sign out to Sidmouth Free time	Activities Free Time	
18:45	Prep			Prep			Prep
20:00	Snack						
20:30	2nd prep/sports		Activities Free Time	2nd prep Sports	Activities/Free Time		
21:00-22:00	Bedtimes						

4 BOARDING ROUTINE

WEEK DAY BOARDING ROUTINE

WAKE-UPS

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

BREAKFAST

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

LAUNDRY

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

START OF SCHOOL DAY

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

END OF SCHOOL DAY

At **4.00pm on Monday/Friday and 5:00pm** on other school days, after boarders have de-registered with their teachers they may make their way up to the **boarding accommodation and are allowed to collect** mobile phones from the dormitory safe. Boarders are **encouraged to change out of their school uniform** for comfort or in preparation for evening activities. Between 4:00pm and 6:00pm boarders are free to join in with the various extra-curricular activities or take the opportunity to have some free time and relax with friends.

4 BOARDING ROUTINE

SUPPER

The boarders line up at 5:55pm outside the dining room ready for roll call at 6:00pm for supper. Seating plans may be used if deemed necessary.

PREP

This is a supervised session where homework is completed in silence. Personal laptops may be used and the ICT room is open in prep sessions (where possible). Younger students may attend prep there if they have permission signed in their diary by subject teachers.

EVENING SNACK

Boarders have access to their own snacks during certain times in boarding but the school also provides an evening snack in the school dining room at 8pm every night. Snack closes at 8.20pm.

2ND PREP AND ACTIVITIES

Students in Year 10 & 11 must attend second prep from 20:30 until 21:00. During this time, they may choose to do any homework that requires working in groups or the use of their personal laptops for such things as presentations. All students may opt to do a mixed sporting activity at this time instead. When exam season nears these sessions becomes silent revision time for Year 11.

BEDTIMES

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

LIGHTS OUT

Year 6 & 7 – 09:00pm	Year 8 & 9 – 09:30pm	Year 10 & 11 – 10:00pm
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The times for lights out above are a guide and may vary at the discretion of the Housemaster.

4 BOARDING ROUTINE

ROLL CALL

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

WEDNESDAY EVENINGS

On Wednesday evening there are no prep sessions and boarders (Year 7 and above) who have written permission from their parents may sign out to Sidmouth at the discretion of the boarding staff on duty. It is common for groups of boarders to go for dinner to a local restaurant with their friends, particularly to celebrate birthdays. To assist the kitchen, boarders wishing to sign out must have told the Head of Boarding by Wednesday morning breakfast at the latest.

WEEKEND BOARDING ROUTINE

FRIDAY EVENINGS

Prep is to be completed in their free time over the weekend and supper is at 18.00.

Some students will be involved in Tennis club between 05:00pm – 06:00pm or between 06:00 – 07:00pm.

Boarders in Year 7 and above may sign out after school or after supper but everyone eats supper in school and notices for the weekend are announced. Bedtime on Friday (and Saturday) nights is 30 minutes later than weekday nights.

SATURDAY AND SUNDAY

Wake ups on a Saturday will vary depending on the weekend excursion. After breakfast all boarders go on the Saturday excursion. Occasionally entertainment companies come to the school and provide activities on site instead of an excursion. Saturday nights run similar to Friday nights.

On a Sunday there is no set wake up but teachers will walk around at 10.00am to check rooms. Morning registration is held at 10:30am. Those who wish to attend church will be taken by a member of boarding staff. After registration boarders may sign out and go to Sidmouth or Exeter if they have permission from both their parents and the Head of Boarding. Different activities are offered on site or boarders may attend the Sunday fun swim at Sidmouth pool.

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

5 A-Z FOR BOARDERS

A	
	ACTIVITIES
	St John's offers a wide range of extra-curricular activities for boarders and day pupils. At lunch-time and after school, there are team practices, badminton, tennis, art, drama and other clubs depending on which term. Information about new activities is given at assemblies and on the notice boards. Music lessons can be arranged for a number of different musical instruments. Boarders may also be involved with sports or other clubs or activities in the local Sidmouth area if they wish. Lifts may be arranged and charged extra on end of term account if out of Sidmouth.
B	
	BED LINEN
	St John's supply bed linen and towels to boarders but they are welcome to bring their own to personalise their area. Bedding is washed every 2 weeks. Towels are kept in Matrons' room and can be taken whenever the boarders require.
	BEHAVIOUR
	Good behaviour, politeness and sensitivity to the needs of others are expected of the boarders at all times. Good table manners are expected and English should be spoken at mealtimes. Phones are not to be seen in the Dining Room. In the dormitory, boarders are expected to follow the rules, carry out their allocated duties and keep bedrooms and common areas tidy. Conversation should be in English to include boarders of all nationalities. The boarding staff give rewards, for particularly good behaviour. Failure to comply with rules carries consequences, such as withdrawal of privileges or some form of punishment.
	BIRTHDAYS
	Each boarder with a birthday during the term may celebrate his or her birthday by inviting friends (including one or two day children) to a special birthday table at supper time. The matron can arrange for special party food, drink and a birthday cake if requested, which is charged to the boarder's pocket money account. Boarders may order pizza or other takeaway food which can also be charged to a pocket money account. Some may choose to go to a local restaurant on Wednesday or Friday evening during the week of their birthday. If a boarder receives a party invitation from a day friend the Head of Boarding must be notified as soon as possible.
	BOOK BAGS
	Junior boarders are provided with a book bag for school and have space in their classroom to store their books. Senior boarders should provide their own bag and are allocated a book locker around the school.

5 A-Z FOR BOARDERS

B

BULLYING

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

C

CALENDAR

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

CHARITY

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

CHURCH AND OTHER PLACES OF WORSHIP

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

COMMUNICATION

Boarders are allowed their mobile phones, and electrical devices during the evenings after school and at weekends. The Head of Boarding or boarding staff may be contacted by telephone (+44) 01395 513984 or +44 07521054187 in the event of an emergency. Alternatively, you can email Mr Tom Guppy, Head of Boarding, at the following email address: (tom.guppy@iesmail.com).

If a boarder does not have a personal laptop or mobile phone, Skype is available on computers throughout the school for contact with family. A normal landline phone call can also be used to make International calls.

5 A-Z FOR BOARDERS

C	
	COMPUTERS
	The school has a computer room to which boarders have access at various times under supervision to contact home, do their homework and check into their flights. There are also computers located around the school that the boarders may use. Older boarders may have their own laptop computer and wireless connection available throughout the school which allows restricted access to the internet to prevent inappropriate usage . Boarders may use their own laptop for doing schoolwork during the week and for contact with friends or family.
D	
	DAMAGE
	Any student found to have damaged school property maliciously will be charged for the repair or replacement and this charge will be added to their school bill or taken from their pocket money. Likewise, any student defacing school property will be charged for the removal of the graffiti or replacement of the item defaced. The school accepts that fixtures and fitting will experience wear and tear and occasional accidental damage but any item broken due to inappropriate use or by students not behaving sensibly could be charged .
	DISCIPLINE
	Good behaviour is expected of all students at all times. Rudeness, insubordination, failure to comply with rules and other bad behaviour carry consequences, such as withdrawal of privileges or some form of punishment .
	DIETS
	The school kitchen provides varied and nutritious meals. The kitchen will cater for religious requirements and allergies to food items. The kitchen needs to be informed of special requirements before the boarder arrives by completing and returning the forms sent out by the Head of Boarding.
	DOCTOR
	All full time boarders are registered with the school doctor at the Sidmouth surgery. The Matron will arrange an appointment and take any boarder who requires it to visit the doctor or hospital. Short Course students who require medical treatment will be seen by the doctor as a temporary resident.

5 A-Z FOR BOARDERS

D

DORMITORIES

The boarders sleep in bedrooms or dormitories. **Boarders may bring their own bedding. They are encouraged to bring posters, photographs and special items to make their areas more homely.**

DUTIES AND RESPONSABILITIES

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

E

ELECTRICAL EQUIPMENT

All electrical equipment brought into the school will be tested to ensure it complies with safety standards. (PAT testing) It should also all be named. The boarders' mobile phones are stored at night in a lockable cabinet near their dorm area. **The boarders are responsible for doing this** and the boarding staff will check daily. Their electronics devices such as laptops, pads and tablets are **also locked away at night and when not in use.**

All electronics should only be charged when the boarder is in the room. All electronics must be unplugged during the night and school day. Unauthorised use is likely to result in the item being confiscated for a period. Use of the camera function in the dormitory areas is not permitted except when the boarder is using Skype (or equivalent) to contact family or friends.

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

There will be instances of behaviour which impact on the smooth running of the Boarding House. **In these cases students may be excluded from school** and parents will be asked to collect them at their own expense. First offences will be dealt with **within the school but repeated offending** will result in exclusion from school. Action will be taken following a single offence where the offence is deemed to be significantly grave. The **main categories of misconduct which may result in exclusion** are supply, possession or use of certain drugs, solvents, alcohol and tobacco.

Theft, blackmail, physical violence, intimidation, racism and persistent bullying. Misconduct of a sexual nature, supply and **possession of pornography. Possession of firearms or other weapons. Damage or defacing of school property.** Computer hacking. Going 'Out of Bounds', **including into the accommodation of the opposite gender. Failure to abide by boarding rules** and routines or persistent attitude or behaviour which are inconsistent with the ethos of the school. Serious **misconduct to a member of the school community.**

5 A-Z FOR BOARDERS

F

FACILITIES, BOARDING

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

FIRE PRACTICES

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

FIRST DAY

Boarders arrive at school, preferably after 4.00pm, the day before the school term starts and are met **by the Head of Boarding and boarding staff who will show them to their room and introduce them** to the other boarders. They will receive a welcome letter that tells them what to expect. Overseas boarders' arrivals will depend on flights. They should unpack tidily all their belongings and have their suitcases ready to be moved into storage for the term.

On arrival the matron collects pocket money, passports and **completed paperwork**. A **tour of the school may be** arranged for first time students and their parents.

FOOD (TUCK)

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

5 A-Z FOR BOARDERS

G

GUARDIAN

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

H

HALF-TERM HOLIDAYS

Each term there is a week's half-term break. Boarders **go home for the week by arrangement with the Head of Boarding**. All half term arrangements for boarders with **Guardians will be organised by a Guardian** agency or privately by parents. In some circumstances the school can provide host families if required.

HEALTH

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

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

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

HOMEWORK DIARIES

Children from Year 7 to Year 11 have a Homework Diary to record the homework to be done each day. Boarding staff will sign this weekly checking for messages from the teachers or consent to visit the ICT room. These are an efficient way for the day staff to communicate with boarding staff over academic and welfare issues.

5 A-Z FOR BOARDERS

I	
	ILLNESS
	Any child who becomes ill during the day is taken to the Matron who will look after them, and if necessary provide medication or arrange a visit to the doctor. Unwell children can have a rest or sleep in the dispensary. The Matron makes regular checks during the day and Boarding Staff do the same in the evening.
	INDEPENDENT LISTENER
	The school has two Independent Listeners, one male and one female. Independent Listeners are in no way attached to the school and will advise Boarders if they have troubles or worries. Posters with the Independent Listeners will be displayed in boarding.
J	
	JEWELLERY
	The boarders may wear jewellery in boarding during the evening and at weekends but must follow the age appropriate rules during the school day.
K	
	KEYS
	The Housemaster has keys for lockable boxes that can be requested to have in your boarding area. All boarders will also be given access to a book locker within the school.
L	
	LAUNDRY
	All boarders' clothes are washed at school by the Matron. Each night boarders put their dirty washing in the laundry basket in the dormitory. A rota on the dormitory notice board lists which boarder is responsible for taking the washing to the laundry room. All the clean items are put into a named box in Matrons. Each boarder has their own box. Bedding is washed every two weeks. All items are tumble-dried and need to have the boarder's name sewn into them.

5 A-Z FOR BOARDERS

L

LIBRARY

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

LOST PROPERTY

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

M

MATRON

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

MEALS

Boarders are provided with three meals a day (breakfast, lunch and supper) in the school **dining room**, **a snack at morning break and a snack at afternoon break**. They also have an evening snack at 20.00. The kitchen staff provide meals that are nourishing and plentiful with considerable variety, and cater for medical and religious needs.

During the week, breakfast is at 7:40am, lunch at 12:30pm-02:00pm and supper at 06:00pm. Sensible behaviour, good table **manners and English being spoken are expected at meal times**.

MEDICINES

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

5 A-Z FOR BOARDERS

M

MUSIC

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

N

NAME-TAPES

Please send your child with nametapes in all of their clothes. Most importantly in items such as socks and towels. This helps your child have their clothes returned to them. Please provide extra nametapes (roughly 20) for future use.

O

OUTINGS (EXCURSIONS)

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

P

POCKET MONEY

The matron holds the money for safekeeping and issues it weekly as required. A detailed list of each boarder's spending is given to parents / guardians each half term. Unspent pocket money is carried forward to the next term and returned at the end of the year or when the boarder leaves. We advise boarders not to keep money **in their bedrooms**. **Students request how much pocket** money they require weekly after they are informed what the Saturday excursion will be.

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

5 A-Z FOR BOARDERS

P	
	PREFECTS IN BOARDING
	The boarding prefects have extra responsibilities in the boarding house. They help to welcome the new boarders, organise boarding events and be a role model for all the other boarders. The prefects are nominated by staff then chosen by the Head of School. Boarding has a female and a male prefect.
	PREP (HOMEWORK)
	All boarders either have prep or activities at the end of the school day. There is a prep session for all boarders after supper on a Monday, Tuesday and Thursday which is supervised by a member of boarding staff and done in silence. Year 10 & 11 students may opt between sports or non-silent prep on these nights as well. There is also a 1 hour prep on Sunday between 7 and 8pm . If prep is finished, then Boarders can have their diary signed and leave on Sundays .
R	
	RECREATION
	Boarders have free time in the week after school before supper; they can spend it playing outside in fine weather, relaxing or contacting home in their common rooms or their own bedroom. They also have free time after prep is finished until bedtimes. Wednesday and Friday evenings are free time and the boarders have the option to sign out and go to town if they are year 7 and over (but they cannot go alone). Every Saturday they have an excursion. On Friday and Saturday evenings the boarders have additional activities offered in the boarding house. Pizza and movie nights along with fun activities will be a common theme of weekend evenings. Boarding staff will welcome ideas from the boarders onsite.
	REGISTRATION
	Boarders are expected to be in school by 8:20am for 8:25am registration.
	RELIGION
	Whilst the school is housed in a former convent the school is now non-denominational. Wherever possible allowances are made to support the requirements of a wide range of religions.

5 A-Z FOR BOARDERS

R

REPORTS

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

RULES

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

S

SAFETY

The safety of boarders is of paramount concern to boarding and other staff. All adults in contact with the boarders have passed an enhanced DBS check.

Access to the boarding house is protected by electronic swipe card devices. All electrical equipment in the school, including items brought in by staff and boarders, must pass safety testing. Staff taking boarders on outings outside the school grounds are required to carry out a risk assessment for each outing, and always carry first aid kits. The Matrons all hold first aid qualifications.

SHOP

Boarding has a tuck shop available on request. The tuck shop sells school stationery, basic toiletries, gum shields for sports and confectionary. The boarders purchase items and the cost is deducted from their pocket money by the Matron.

SPORT

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

5 A-Z FOR BOARDERS

S

SWIMMING

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

T

TERM DATES

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

TIMETABLE

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

TRAVEL

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

TRIPS TO SIDMOUTH

Boarders in Years 7 and above are allowed to visit Sidmouth at the weekend subject to a set of rules and with written permission from their parents. Boarders in Year 9 and above can also visit Exeter on Sundays with a friend. At the discretion of the Head of Boarding and with written permission from their parent/guardian, boarders in Years 7 and 8 may also be allowed into Exeter at weekends, although they must be accompanied by at least one boarder in Year 10 or 11.

5 A-Z FOR BOARDERS

V

VISITS

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

W

WATCHES

Boarders are encouraged to be independent and must have a watch to organise their own timekeeping in school and boarding. It would also be advisable to bring a small alarm clock.

WEEKENDS

Boarders who are going out at weekends must notify the Head of Boarding no later than the Wednesday prior to the weekend, specifying the time of collection and return to school. Before leaving, **the boarder must be signed out by a member of Boarding staff** and the date and time of return recorded.

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

WORRIES

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

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

6 GUIDANCE AND RULES FOR BOARDERS

LIGHTS OUT

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

BEDROOM

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

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

REWARDS AND SANCTIONS

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

Tier 1 is 3 commendations

The boarder and a friend of their choice are invited by the Head of Boarding for hot chocolate, ice-cream or cake in Sidmouth, or can receive a voucher for this.

Tier 2 is 6 commendations

Towards the end of each term those with 6 **commendations are invited out for supper by the housemaster** to a restaurant of their choice, or can receive a take-away meal at school.

Tier 3 is 9 commendations

Boarders receive a special Head of School's prize.

6 GUIDANCE AND RULES FOR BOARDERS

REWARDS AND SANCTIONS

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

Tier 1 is 3 reprimands

1 hour timeout in school uniform with the person responsible.

Tier 2 is 6 reprimands

This is a Friday night timeout in school uniform with the Housemaster.

Tier 3 is 9 reprimands

This is a Sunday morning timeout in school uniform.

Tier 4

Tier 4 is a detention with the Head of School.

MEALTIMES AND GOOD TABLE MANNERS

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

6 GUIDANCE AND RULES FOR BOARDERS

TUCK SHOP

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

VISITS TO SIDMOUTH AND EXETER

Visiting Sidmouth or Exeter is a privilege. It is an **opportunity to enjoy some free time and to do some shopping**. Boarders from Years 7 - 13 are allowed to **Sidmouth** and **Years 9 - 13 are allowed to go to Exeter** at the weekend with written permission from their parents. Years 7 and 8 with permission may be allowed to go with at least one boarder in Year 10 or above at the Head of Boarding's discretion.

They must follow the following rules:

- **Boarders must have a contact number for the School and the Duty Teacher.**
- It is advisable that all boarders in the group take a **mobile phone. At least one person must have a phone.**
- **Pocket money** can be requested by boarders in the week, if required.
- **Pocket money is given out on a Saturday morning** ready for the excursion or a **Friday night if requested by a boarder.**
- £20.00 per week is usually sufficient unless specific items are required or the boarder wants to go to Exeter.
- Students must return to school by the agreed time.
- The Head of Boarding must receive written permission from parents to indicate that parents are happy for their son/daughter to be allowed out without an adult.
- Should boarders misbehave in Sidmouth or Exeter, or not keep to the simple rules, the privilege will be withdrawn. The boarders are still representing the school at all times when off site.
- On the first available weekend the Head of Boarding will take all the boarders who have parental permission to Sidmouth to identify areas of risk and set limits of where they may go. The Head of School and Head of Boarding will then take all the boarders to Exeter and outline the same boundaries.

6 GUIDANCE AND RULES FOR BOARDERS

WHAT IF YOU THINK SOMETHING IS UNFAIR?

- **Speak to a member of boarding staff, the Matron or the Head of Boarding to see if the issue can be resolved.**
- **Speak to your boarding representative for your dorm or year group and ask them to raise the issue at the next boarders' council meeting. The outcomes from these meetings are often very positive.**
- **Issues can be put into a confidential post-box which is situated in the boarders common room. This box is checked weekly before the boarding meeting.**
- **You can make an official complaint following the School Complaints Policy. This is available on the school website under policies. <http://stjohnsdevon.co.uk/policies-and-handbooks/>**

7 APPENDIX I: FOOD ALLERGY DISCLAIMER

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

The School may provide or offer food to its students, staff and visitors directly, through catering service providers or through vending machines, where **applicable**.

The school makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/ or service providers on the severity of food allergies.

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

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

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

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

8 BEHAVIOUR MATRIX

LEVEL	STATUS	EXAMPLE OF INCIDENT	ACTION BY	SANCTIONS AVAILABE	PERSON RESPONSIBLE	WHO TO INFORM	WHERE TO SHARE INFO
1	MINOR	<ul style="list-style-type: none"> Failure to obey simple instructions or house procedures 	Duty staff	<ul style="list-style-type: none"> Verbal warning 	Duty staff	N/A	N/A
2	REPEATED ACTIONS OR DISRUPTION	<ul style="list-style-type: none"> Repeats of Level 1 Persistent lateness Inappropriate use of electronic devices Persistent low-level silly behaviour Persistent lack of personal organisation Persistent untidy bedroom 	Duty staff	<ul style="list-style-type: none"> Sanction point + Early bed 24 hours confiscation Dining room community service Dorm based community service 	Duty staff	All duty staff	Boarding sanction record and white board in matrons
Tier 1: Loss of privilege to sign out on a Friday evening – 3 sanction points							
3	REPEATED DISRUPTION, FAILURE TO RESOLVE THE PROBLEMS AT LEVEL 2	<ul style="list-style-type: none"> Failure to resolve problems at Level 2 Use of any offensive or inappropriate language to peers Disruption at bedtime 	Duty staff	<ul style="list-style-type: none"> As above but leading to Tier 2 (6 sanction points) 	Housemaster / Head of Boarding	All duty staff, Housemaster and Head of Boarding	Boarding sanction record and white board in matrons
Tier 2: Loss of privilege to sign out for a whole weekend: Fri – Sun – 6 sanction points							
4	BLATANT DISOBEDIENCE, CONTINUAL REPEATED DISRUPTION	<ul style="list-style-type: none"> Repetition of Levels 1, 2 or 3 Blatant disobedience Out of Bounds on site 	Duty staff with Housemaster / Head of Boarding informed	<ul style="list-style-type: none"> Multiple sanction points + As above but leading to Tier 4 (12 sanction points) Internal exclusion 	Head of Boarding	HoB informs: All boarding staff, Parents, Ed Guardians	Boarding sanction record and white board in matrons
Tier 3: Loss of privilege to sign out for a whole week – 9 sanction points							
5	VERY SERIOUS	<ul style="list-style-type: none"> Rudeness to staff Repetition of Level 4 Flighting or any inappropriate actions towards other pupils First offence of being off site without permission Damage to House property or deliberate misuse of House property 	Duty staff with Housemaster / Head of Boarding informed	<ul style="list-style-type: none"> Multiple sanction points As above but leading to Tier 4 (12 sanction points) Internal exclusion 	Head of Boarding Headteacher	HoB informs: All boarding staff, Parents, Ed Guardians, Headteacher, Form Tutor, Bursar / Facilities	Boarding sanction record and white board in matrons, Student file
Tier 4: Meeting with the Headteacher – 12 sanction points							
6	EXTREMELY SERIOUS	<ul style="list-style-type: none"> Repetition of Level 5 Use of offensive language to staff "Visiting" other dorms at night Bullying and inappropriate sexual behaviour Drug related incidents Drinking, smoking, theft 	Housemaster / Head of Boarding informed. Full investigation by HoB and referred to the Headteacher	<ul style="list-style-type: none"> Extended Internal exclusion Fixed term exclusion from boarding 	Head of Boarding Headteacher	Headteacher informs: All boarding staff, Parents, Ed Guardians, Form Tutor, SLT	Student file, Serious Behaviour Register
7	PERMANENT EXCLUSION BOARDING	<ul style="list-style-type: none"> Extreme violence Repeated use of short Fixed Term Exclusions from Boarding Repeated refusal to accept house discipline Severe incident of poor behaviour Any incident which affects the Health and Safety of staff or pupils 	Head of Boarding consults directly with the Headteacher	<ul style="list-style-type: none"> Permanent exclusion from boarding 	Headteacher	Headteacher informs: All boarding staff, Ed Guardians, Form Tutor, SLT, Admissions, Accounts	Student file, Serious Behaviour Register, Permanent Exclusion from School, Withdrawal from boarding