



Boarding at St Edmund's College



Boarders on the 'Snow Day' 2009

Handbook for Students

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WELCOME!



Alan Robinson
Head of Allen Hall
(Boys' Boarding)



Carol Taylor
Head of Garvey's
(Girls' Boarding)

Welcome to St Edmund's College as either a full, weekly or occasional boarder. In this booklet you will find everything you particularly need to know about boarding. You will find out that we are a very friendly community, and this will help you settle down very quickly.

As members of the boarding community you are very special members of St Edmund's. The College becomes your home for many weeks of the year and we aim to make boarding as pleasant and comfortable as we can. We hope that everything in boarding will be a happy and enriching experience for you and everyone else. In this booklet you will find out the ways in which you can make this happen.

You are asked to read this booklet very carefully and to ask for help if there are any things you do not understand.

AVITA PRO FIDE!

Who to talk to

Boarding Staff

All boarding staff are very happy to discuss any issues, queries or problems which may arise and will do whatever they can to resolve them or re-direct you to someone who can help.

The members of staff in boarding are:



Alan Robinson
*Head of Allen Hall
and RE Teacher*



Carol Taylor
*Head of Garvey's
and Chemistry
Teacher*



**Jacqueline
Keogh-Wood**
*Allen Hall
Matron*



Jan Taylor
*Garvey's
Matron*

The Matrons are non-teaching staff who are dedicated exclusively to boarding.

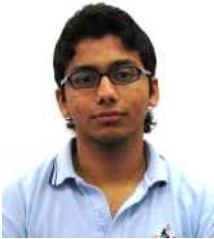
Alan Robinson and **Carol Taylor** are both academic and boarding staff. They are responsible for the day to day organisation of their respective boarding areas. They also teach a reduced timetable in their subjects. This fosters good communication between the academic and boarding aspects of your life at St Edmund's.

Mr Duncan Gallie, Head of RE and Senior Teacher is Head of Boarding:



Hopefully, among the boarding staff you will find someone who you feel comfortable talking to. Alan Robinson, Carol Taylor and the Matrons are all on duty 4 nights a week and every other weekend so there is always someone available to talk to. *In addition, there are several academic staff that do boarding duties on a regular basis. They all live either in the boarding areas or in houses on campus and are therefore available, by agreement, both during the school day and after 4.30 pm.*

Student Leaders



Raul Menezes
*Head of Boys'
Boarding*



Nat Phatpanichot
*Head of Girls'
Boarding*



LuYu Zhang
*Deputy Head of
Girls' Boarding*

Please feel free to approach your student leaders with any questions, worries or concerns and also suggestions for improving the boarding experience at St Edmund's.

The Infirmary



Wendy Groarke
Infirmary Sister

Wendy Groarke is the nursing sister in charge of the infirmary. The Infirmary is at the back of the school next to the school uniform shop.

Sister Wendy organises a team of fully qualified nurses who staff the Infirmary on a rota basis.

During the week: **Sister Wendy Groarke, Sister Jenny Humphries**
At the weekend: **Sister Caroline Dorrington, Sister Elizabeth Dowsett**

Dorothy Uphill is the Infirmary Assistant.

Surgery times are:

Monday – Friday	8.00 – 9.00	12.30 – 13.30	16.30 – 19.00
Weekends	9.00 – 10.00	13.00 – 14.00	17.30 – 18.30

A sister will always be available to see you outside of these times should it be necessary.

The infirmary sisters are able to deal with all minor illnesses and injuries. Anything more serious is referred to the local GP or hospital as appropriate. All students are registered with the local GP when they arrive. GP appointments are available at the Infirmary on Friday lunchtimes. At other times you would see the doctor at the local surgery.

When you arrive at the school it is essential that you give us a completed medical form signed by your parents. This gives permission for treatment and allows us to give you the best possible care by supplying us with important medical knowledge about you. For instance, it is very important that we know about any allergies or existing medical conditions so that the nursing sisters and doctors will only give you medicines that are safe for you to take.

For your own safety and that of the other boarding students, any medication which you bring with you must be given to your Head of Boarding or Matron who will give it to the Infirmary for safe-keeping. Apart from inhalers, **medicines may not be kept in boarding rooms**. The medication will only be administered at the discretion of the nursing sister on duty.

The nurses at the Infirmary are happy to discuss any health concerns privately and an appointment can be made outside Infirmary times so more privacy can be given.

School Counsellor

The school has a counsellor called Julia Welding. She is available on Tuesday afternoons by appointment. You would normally be referred to Julia by a senior member of staff.

School Chaplain



Father Michael Pinot de Moira
School Chaplain

Father Pinot has been associated with the college for a very long time. He is a much-loved and respected member of the St Edmund's community. During the day he is available in the John Southworth room which is the room closest to the chapel in the Ambulacrum. He lives on campus and would therefore also be available, by agreement, in the evenings. Mrs. **Paula Peirce** runs the Chaplaincy Team and you will also see her in the evenings.

What is boarding like at St Edmund's?

We are sure you will very quickly settle down into the routines which are part of the boarding experience. There are, of course, certain 'do' and 'don'ts' which you will discover in other parts of this booklet.

There will also be timetables and notices on display, but what follows is a basic outline of what your routine will be like.

Weekdays

On weekdays you will return to your boarding areas after school at 4.30pm. There will be refreshments available, and then you have your own time until study takes place both before and after supper. After supper the whole boarding community gathers together for prayer in the College Chapel before returning to the second period of study.

After study, you are encouraged to take part in organised activities provided for you. You can also socialise in the Common Rooms, in your own rooms, or perhaps finish some study in the King Room which has computer facilities.

Bedtimes are at various times according to your age. After the time for your lights to be out in your rooms, you must ensure that nothing is done which will prevent you or others from getting a good night's rest. In the morning, you get up and come down to register at the Roll Calls, where prayers are said and notices are given out – it is therefore essential for you to be present at these. Breakfast follows, and then you tidy your rooms and get yourself ready for the school day which starts at 8.40am.

Weekends

At the weekends, which start from Friday evening onwards, if you are going to be away from College, you must have permission for this. If you are in College, the routines are obviously a bit different, and we display notices which will tell you what is on offer.

On Saturdays, if you don't have any other obligations (like taking part in sports fixtures for example), there is no Roll Call, you can have a 'lie in' and breakfast is served a bit later. There will be a trip to a place outside the College organised as part of the Weekend Activities Programme which you may want to go on. This will often leave in the late morning and not return until the early evening. There are also things you can do during the day in College. In the early evening, there are prayers in Chapel, supper and then activities. The bedtimes are a bit later as well. Sundays are much the same, but there is a Roll Call before the Morning Mass in the College Chapel. After lunch, there are activities, including another trip out. There is an early evening study period, followed by supper and Night Prayers in the Chapel. Bedtimes are at the usual times.

Being away from College

All the rules about being away from College are made for your safety. You must **always** 'sign out' when leaving your boarding area and 'sign in' when you come back. The more you understand and respect these rules, the more freedom and trust you will be given.

During the day at the weekend

If you are below Rhetoric and you want to go out during the day at the weekend, other than on the organized boarders' trip, then you must have all the permissions in place and the outing organized **by the Friday before the weekend**. If you are in Rhetoric and want to go out during the day or evening, then you can ask permission from the duty member of staff.

Being away overnight at the weekend

For full boarders to be absent for nights over a weekend, your parents or guardians must give their permission to your Head of Area **by the Friday before the weekend**. The permission must state: **where you are going, time of departure and time of return** to the College. If you are not going home or to guardians, the 'host family' must also give their permission to your Head of Area **by the Friday before the weekend** to confirm arrangements, giving a **contact telephone number in case of emergency**.

Beginnings and ends of terms

It is the responsibility of your parents and guardians to make all the necessary arrangements for travel home at half and full terms in plenty of time, and inform the Heads of Boys' and Girls' Boarding of those arrangements **at least 3 weeks in advance**, preferably by email. We are happy to book taxis to and from the airport if you want us to, but **you must speak to someone to ensure that the taxi has been ordered**. If for any reason you have to leave early at the end of a term or return late at the beginning of a term **then your parents or guardians must write to the Headmaster to ask for his permission**.

Transport

Students below Rhetoric should be accompanied when they are away from College. They should only use public transport when permission has been sought from the parent or guardian and when there is an agreed person meeting them at the destination. Rhetoric students are allowed to use public transport as long as permission has been sought from the duty staff. Students travelling in taxis at the beginning or end of term will travel with other students from the College.

Chapel and Religious Life

St Edmund's is England's oldest Catholic school, and is proud that for over 400 years it has enabled Catholics to understand and practise their faith as fully as possible. The Catholic Faith is at the heart of everything the College does and we hope that you will become involved in the religious life of the College. You could, for example, join our highly skilled Serving Team, help with work in the Chapel Sacristy by getting things ready for our services, join the Boarders' Choir, join a Prayer Group, do the Readings and Offertory Procession during Mass.

The Chapel is the College's most important building, and worship is its most important activity. It is often open during the day for private prayer. St Edmund's has existed. A short early morning mass is celebrated daily at 7.25 (you will still have time for breakfast afterwards!) It also warmly welcomes those who are not Catholics, and hopes that they too will come to understand the importance that religion has in our lives.

You will be using the Chapel every day. All students must attend Night Prayers every evening, and the Mass on Sunday, the most important act of worship during the week. You will quickly understand that as for everything else we do, there are right and wrong ways of going about it. In order to get the most out of the experience of the religious life of the College, you should be prepared to take part as much as you can, even if you don't always understand everything that is being done. As the Chapel is such a special place there are certain things we ask of you:

- not to talk in the corridor before entering the chapel and remain silent, so that the Chapel can be a place of silence and prayer;
- switch off your mobile 'phone before entering the chapel
- do nothing to distract yourself or anyone else whilst you are in chapel;
- follow the correct posture during the service, i.e. by standing, kneeling or sitting as appropriate;
- remember that it is a Catholic custom to genuflect before the Blessed Sacrament as a sign of adoration;
- join in the prayers and singing in a respectful manner.

Catholic students are reminded that the law of the Church asks us to fast from food for one hour before receiving **Holy Communion**. Non-Catholic students may not receive Holy Communion, but are very welcome to receive a blessing from the priest. We will explain this all to you. You should show that you wish to do this by bowing your head and placing your hands across your chest.

The **Sacrament of Penance** ('Confession') is available for Catholics when announced after Night Prayers, and at any other time on request. Any non-Catholic who wishes to speak to the Chaplain at any time is welcome to do so.

Ultimately, an important part of our religious life includes the 'love of neighbour as we would wish to be loved ourselves' and you will have many opportunities as a boarder to get involved with helping others both within the school and outside it.

Respect yourself, your neighbour and your school

The College is where you live for a large part of the year and we want it to feel as close to home as possible which means we all have a responsibility to make the lives of others, both students and staff, more comfortable.

In 2008 the staff and students in the boarding community put together a **Code of Conduct**. The aim of this was to set down some guidelines which would make it easier to live together and would allow us all to live by the ideals of respect for ourselves, respect for each other and respect for the environment in which we live. The Code of Conduct is opposite and more specific information, '**What happens when I do the wrong thing?**' is on page 19.

The most important thing is that you feel safe in boarding or whenever you are out of College on a trip. If you ever feel unhappy either for yourself or for someone else then you must speak to one of the members of staff or a senior student who are listed in the handbook. Always find someone that you can talk to. Living in a community is not always easy and there will be times when you want your own space and you are entitled to privacy.

When you go out of College on a trip you will be given instructions and it is very important that you understand that these are given to you for your own safety. You must always make sure that you are careful, particularly in city centres where there are large numbers of people and traffic about. Remember that when you are out on a trip or if you are in Rhetoric and are visiting the 'Lamb and Flag' on a Friday or Saturday evening you are representing the College community and we would expect you to behave in a suitable way.

Part of your education at the College includes Personal, Social and Health Education and we organize some of these for you in boarding. There are a number of issues that it is important that you explore and help you develop a healthier lifestyle. We encourage all students to make sure that their own standards of personal hygiene are high, that you shower regularly, that clothes are taken weekly to the Laundry and that you are always well presented, both in school time and in your own time. The College Refectory provides good food and encourages healthy eating. If you ever have questions about what you should be eating, someone will always be pleased to help you with this and talk through it with you. All relationships within the College must uphold the teaching of the Catholic Church and if you ever find yourself in an uncomfortable situation, then you must feel free to talk about it with somebody. Sexual relationships between students are not allowed. Also, you must ensure that you do not 'invade' someone else's space and privacy, either by being in their room when you are not welcome or by being inappropriately affectionate and tactile.

We are all here to help you. The staff and students of St. Edmund's are very supportive of each other and if there is anything that you do not know or do not understand then you must ask. **We hope that you will be very happy living as part of the St. Edmund's community.**

Boarders' Code of Conduct

As a member of the St. Edmund's community and mindful of the College mission statement '**rooted in Christ through service and leadership**' 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 notice boards and corridors, the common rooms, King Room and Butler Hall.
- I will carry out instructions given to me by boarding and activities staff without fuss or argument.
- I shall arrive promptly and appropriately dressed for all services in the College chapel and I will maintain a respectful silence once I am in the chapel corridor and inside the chapel.
- I will not enter another's room unless I am invited to do so. I understand that everyone has times when they need to be quiet or by themselves and I will not disturb them if they wish to be alone or quiet.
- I understand that there are to be no more than four students in a room at any given time.
- If I am in another's room, I will respect their possessions and their roommate's possessions.
- I shall arrive promptly for all study sessions. If I am late, I shall excuse myself quietly and not disturb anyone. If I study in my room and need to go somewhere else, I shall tell the duty member of staff where I have gone and "sign out".
- I will bring all my books and materials I need to each study session. I will work silently, without disturbing others during study. If I need to talk, I will ask permission to do so from the study supervisor. I will not take a mobile phone to the study room.
- I will conduct myself properly and in accordance with the College rules on all boarding trips.

If I think I have been unfairly treated, I will speak to the member of staff at an appropriate time. I can also speak to the Boys' or Girls' matron, the Head of Boys' or Girls' Boarding, Mr. Gallie, Mr. Durán (Deputy Head), or another member of staff I trust about any issues at any time.

How do I get involved?

The more you put in to your boarding experience, the more you will get out of it. So: get involved! But how? Here are some ways:

Activities

Schools are places for work – but not all the time! We all need leisure and recreation time. There is a specific team of staff who aim to provide you with a good programme of evening and weekend activities. At the start of each term a programme of weekend trips is published and activities are published. There are a wide variety of activities on offer and we hope something on offer that everybody will enjoy.

Boarders' Induction Weekend

At the start of every academic year in September we organise a Boarders Induction weekend. The aims of this weekend are:

- To give the opportunity for both new and returning students to get to know each other
- To give students the opportunity to meet the boarding and activity staff
- To allow students to see what activities the college has to offer this term

During the course of the weekend you will participate in a BBQ and film evening on the Friday evening. On the Saturday there are four different activities on-site for you to try where you will work as a team with your new friends. On the Saturday evening we have an official welcome dinner in the refectory. On the Sunday there is a visit to Cambridge which is a city around 45 minutes from the college.

Evening Activities

On Monday to Friday from 8.40-10.15pm there are a range of activities for you to participate in. These include:

- Football
- Basketball
- Gym equipment
- Table Tennis
- Squash
- Badminton
- Aerobics
- Tennis (Trinity term)
- Choir and Liturgy group
- Common Room (pool table, table football and television)

Weekend Activities

As well as the on-site activities above there is at least one visit off-site on offer every weekend. We try and organise a variety of different trips including cultural, shopping and leisure. These normally include:

- Oxford (with a visit to Christ College)
- Cambridge
- Canterbury (with a visit to Canterbury Cathedral)
- Shopping at Bluewater, Westfield, Lakeside etc.
- Windsor (with a visit to Windsor Castle)
- Portsmouth (harbour tour, visit to HMS Victory and Mass at Portsmouth Cathedral)
- London (Pantomime, London Eye, Hard Rock Café, Oxford Street, Kensington Palace)
- Cinema
- Ice Skating
- Bowling
- Paintballing
- Go Karting
- Wake Boarding

Every Tuesday a member of the activities team will come to morning Roll Call and let you know what trips are being organised for the weekend. You will then need to sign up for the trip. On the Friday, staff will tell you what time the trips leave and any other information you will need to know, and there will be notices in your boarding area.

Special Evenings

At least once a term the students organise a special evening centered on a theme. This is a great opportunity to bring the whole boarding community together. Evenings in the past have included: Harry Potter evening, Mexican, Spanish, Italian, Asian New Year, Diwali and African. We greatly value, appreciate and enjoy celebrating the variety that exists within the boarding community. If you wish to organise an evening, staff will be more than happy to support you.

Student's input through the Boarding Council

We consult the Boarding Council once a term on boarding and on the activity programme. This is an ideal time for you to express your opinions, make suggestions and also to help organise future events and help us to develop boarding. There are representatives from each year group, boys and girls, full boarders and weekly boarders, together with the Student Heads of Boarding. **Your input and feedback are really important!** We welcome all helpful suggestions as to how the boarding experience can be improved. If there are some things which cannot be changed, we will explain why.

When do I get my work done?

We've told you about the activities, but schools are places for work as well! One of the very good things about being a boarder is that you have plenty of opportunities for study under good conditions and with suitable facilities available.

Every weekday evening we have periods of supervised study. If you are in Rhetoric, you will have study in your own room. This will help you prepare for study at university. Younger students have study in particular places. In both cases, there are staff to ensure that study is actually done, and to help you with any difficulties you might have with your work.

The IT Centre and Library

During the weekday 7.15-8.30pm evening study periods, the IT Centre will be opened. In order to ensure that the centre is available for those who wish to use it for academic work, **students below Rhetoric must have permission from a member of staff written in their diaries to show that work needs to be done using IT.** This will be shown to the Duty Staff supervising study, who will issue you with a Permit which must then be shown to the staff supervising the IT Centre. During Study Periods computers are also available in the King Room, with priority for students below Rhetoric. Rhetoricians may use the IT Centre during 7.15-8.30pm study, **provided they have gained permission from Duty Staff and 'signed out'.** Boarders can also gain permission to go to the Library during the 7.15-8.30pm Study Period, the same procedures being followed as for the IT Centre.

At weekends the IT Centre is not open during study periods, but it is open as part of the activities programme.

What happens if I don't feel well?

If you are a boarder you may not keep medicines or drugs in your rooms without the consent of the Sister in charge of the Infirmary, who will notify Garvey's or Allen Hall.

No member of the College may be in bed in the boarding area without the consent of Sister if they feel unwell.

Outside teaching hours members of the College should have a note from the Master/Mistress on duty in their House. Obvious emergencies do not require this

From 1800 onwards students who become unwell must report to the member of staff on duty in their Boarding House who will telephone Sister to inform her of the need for an emergency visit. This is most important as Sister may be away from the Infirmary for a period of time, but can be contacted by mobile phone.

Anyone wishing to visit a patient in the Infirmary **must at all times report to and obtain permission from the Sister on duty.**

‘Top Tips’ and ‘Guidelines’

All students at St Edmund's are expected to respect themselves, others and their environment. As a member of the boarding community how we treat each other and how we treat our surroundings is crucial. Here are some ‘Top Tips’ and ‘Guidelines’ as to what you should expect.

Security and Personal Possessions

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.

You must make sure that you look after your possessions sensibly. You are able to lock your rooms, and should do so when the room is unoccupied. If you suspect someone has taken something of yours without your 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 can expect to be dealt with severely, as theft is one of the most unpleasant breaches of trust in a community.

CCTV cameras are in operation in the College, and locks are fitted to students’ rooms. You will have to pay a deposit of £10.00 before a key is issued. This will be returned to you when you hand back the key you were issued. If you lose your key you will be required to pay a new deposit of £10.00 for a replacement. Rooms are also equipped with lockable cupboards or lockers, and you are advised to return with a padlock to make secure their cupboards. You will also be issued with a personal ‘swipe card’, which you will need to gain access to certain parts of the building. You should also have some basic items of crockery and cutlery if you intend to make use of the kitchens in the boarding areas. An alarm clock is also essential.

Electrical Items

Personal items are not insured by the College. We recommend that your parents protect such items with private insurance. We request that expensive electrical equipment is not brought back to school, for we do not have the kind of security which can guarantee the safety of such items. Students may have personal computers, but are not allowed television sets in their rooms. You will probably want to bring your 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.

All electrical items in your rooms must be checked for safety. Any unchecked items will be removed until they have been checked.

Use of the Building

You are responsible for making sure that you treat the building and environment with respect. As a member of this community, you are also responsible, where appropriate, for the conduct of others in this regard.

You must behave in corridors and rooms in such a way that no damage occurs, or is likely to occur. The shower and lavatory areas must be properly used. You must report any damage immediately and expect that those who are responsible for any damage will have to pay for the repair.

You must not touch any fire extinguishing equipment, or do anything to set off the Fire Alarm. The College treats these as very serious offences. (Fire Alarms have protective covers which mean that no one can claim that an alarm was set off accidentally.) Smoking is not allowed anywhere in the College.

Rooms are inspected regularly. You are responsible for everything that happens in your room. You are able to lock your rooms and should do so at all times. **Lost keys must be reported immediately.** If something is not working in your room (e.g. power supply, lights, taps etc), this must be reported to staff as soon as possible, so that the maintenance staff can make the necessary repairs.

- Any student accidentally or deliberately locking another in a room will expect a severe sanction. **You must ensure that a room is empty before locking it.**
- You will be held responsible for any damage that occurs to the room and its furnishings. **All damage must be reported immediately to a member of staff.** If more than one person occupies a room, the cost of repairs will be shared, unless the person responsible pays for all the damage.
- Window blocks have been fitted to the windows. A charge of £10.00 will be made if they are removed, to be shared if the room is occupied by more than one person.
- Your bed must be made every morning and your room kept tidy so that it can be cleaned effectively every day. Be considerate of the domestic staff and make it easy for them to do their job.
- In the absence of an occupant in a shared room, the other will be responsible for keeping those parts of the room tidy.
- You may not use anything which has an electrical element, i.e. a kettle, heater, hair-dryer, cooker. Any such items will be confiscated if used in rooms, as will any electrical items left on when the room is unoccupied. The fuse boxes in corridors may only be touched by staff.
- Food must not be cooked or prepared in rooms, but only in the House kitchens. *This includes boiling water in kettles.* All cooking utensils must be cleaned immediately after

use, or they will be confiscated. Uncooked food must be kept in sealed containers; uneaten cooked food must be thrown away immediately.

- Furniture in rooms must not be moved without permission. Furniture may not be removed from rooms.
- Students may put posters in their rooms, **but they must only be fixed to the pinboards provided**. Any posters judged to be unsuitable by staff will be taken down so please check beforehand with the relevant Head of Boarding if you are unsure.

Some boarding areas have kitchens. You may only use a kitchen with permission from staff. The kitchen is the only place where food and hot drinks may be prepared. Please use the kitchen properly, and ensure that you clear up after you have used it. When using a toaster, you must remain with it to make sure that no accidents occur. Nothing must happen even accidentally that is likely to set off the smoke detector and therefore the Fire Alarm. You do not want to face having to pay a bill for the arrival of the Fire Brigade, which is automatically called every time the Fire Alarm goes off.

Pocket Money

You should not keep large sums of money in your room. However, you will need some money for e.g. buying tuck, paying for places coach trips, buying stationery items, etc. Parents are asked to give such 'pocket money' for boarders in the form of a cheque which should be made payable to '**St Edmund's College**'. The money from these accounts is available to the students throughout the week. Pocket money can also be transferred from your parents' accounts with the Bursar, with their permission. If you lose money not handed in, you will have contributed to its loss and the College cannot take any responsibility for it. However, any such losses should be reported immediately, if only as an opportunity to remind others to hand in money and take proper care of their property.

Uniform

We have very specific regulations about uniform which you must keep, and these are to be found on the uniform lists issued by the School Office. All regulation uniform is supplied through the College Uniform Shop. If you are discovered to be wearing incorrect uniform during term, you will be appropriately equipped from the shop.

It may be helpful to emphasise the following points:

For boys: school shoes must be black and of sensible design. They may not be 'fashion' shoes or have coloured decorations, and they must not be suede. Boots are not permitted. Socks may only be plain grey. Trousers are of regulation pattern and **can only be purchased from the Uniform Shop**; trousers not purchased from this shop are unacceptable as school uniform and will be replaced.

For girls: no jewellery may be worn, except for a cross or signet ring. (Ear studs may be worn for pierced ears.) Make-up is not permitted. Pullovers for students below Rhetoric must be of regulation pattern obtainable from the Uniform Shop.

Students whose House ties are 'tatty' will be required to purchase a new one. It is good for boarders to have appropriate items of smart non-regulation clothing for formal wear on social occasions, for example at House or College functions. Of course, you will also have you own 'casual clothes'.

Laundry

You can hand in your laundry at regular stated times on a weekly basis. Please do keep to the carefully with the published laundry procedures – it will help to ensure that things are not lost or damaged.

- All items handed in to the Laundry must be clearly marked with the owner's name and linen number.
- All clothing must be sent to the College in a good state of repair.
- All clothes must be machine washable, suitable for tumble drying and colour fast at 40 degrees. Labels should be checked to see that all garments are suitable before purchase.
- Name tapes may be ordered but cannot be fixed onto clothing or other personal items by the laundry.
- Students are not permitted to enter the Laundry. Please ring the bell for service.
- The Laundry staff will only accept personal laundry bags on the day and time allocated to each boarding area.
- Please comply with the following regulations when dirty items are 'bagged up' for laundering:
 - Shirts: roll down sleeves
 - Socks: pin no more than 4 pairs together as the pins open during the washing process
 - Pin dark and light colours separately.
 - Unravel all items before bagging.

What happens if I do the wrong thing?

We must know where you are and that you are safe; we also ask you to behave in a respectful, appropriate and safe manner towards others. If you do something which goes against these expectations, you can expect the following sanctions to be applied:

Breaking Bounds/Outside after Dark/Failure to 'Sign-out': *Student put on a gating card immediately for an appropriate length of time.*

Late for Morning Roll Calls: *If below Rhetoric they should attend the second Roll Call with Rhetoric, and thus be later for breakfast. If they miss completely, then a Detention.*

Late or Missing for Chapel: *Detention (or equivalent for Rhetoric). Missing Sunday High Mass: The student will be put on a gating card for the rest of Sunday and served a 2 hour detention.*

Locking another student in a room: *This is a serious offence and a Boarders' Detention will be imposed.*

Evening Study: lateness, absence, disturbance: *Extra study in a designated area for an appropriate length of time.*

Leaving the College premises without permission: *Gating Card to be issued for several days, and other sanctions as well (e.g. Headmaster's detention), depending on the severity of the offence.*

Disturbances after 'lights-out': *A minimum of one 'early night'; more if deemed appropriate.*

'Reporting-in' late: *If later than a few minutes or it is a repeated offence, then an 'early night'.*

Weekend Coach Trips: breach of discipline: *You can expect to be banned from future trips for a period of time. If the breach involves smoking or alcohol, then the sanctions imposed for such offences will also apply.*

Students in another's room after 'lights-out': *A minimum of 1 early night will be imposed on the student(s) who have left their own rooms and may also be given to the occupant of the room visited.*

Illegal Drugs/Substance Abuse/Alcohol/Tobacco: The consumption, sale or possession of these is forbidden to all boarders and disciplinary measures will be taken up to and including temporary or permanent exclusion. For more detail refer to the main student handbook.

Sexual relationships of any kind between students are not allowed and can lead to permanent exclusion.

Communication

Parents and Guardians

We like to establish communication with your parents and guardians as soon as you arrive at the College. If any contact details change, please give the new telephone numbers, email addresses or postal addresses to us as soon as possible. All international students must have a guardian in the UK.

Email is a very good way to communicate. The important email addresses for boarding are listed further down in this section. Your parents and guardians will also be able to contact you via your school email address. Telephone is another important means of communication. All the important contact numbers are given later on in this section.

It is very important that we know how to contact your parents and guardians so that we can check on important things like travel arrangements and permissions, medical questions and any other concerns we may have regarding your welfare while you are in our care. Equally, it is very important that your parents and guardians know that they can contact us at any time if they need information or have any concerns.

Telephones

On each boarding corridor you will have access to at least one telephone which allows your parents, guardians or friends to contact you. These phones are for incoming calls only. These phone numbers, along with other important college numbers and outside numbers are listed below.

Important College Numbers

Boys' Boarding

- Alan Robinson 01920 824223
- Matron 01920 824300
- Duty Room: 01920 824300
- Mobile: 07845 485401
- **Incoming Only** (*on the boarding corridors for family and friends to contact you*)
- St Charles 01920 824287
- St Edmund 01920 824281
- St Edward 01920 824283
- St Edward 01920 824306
- St Francis 01920 824279
- St Gregory's 01920 824268
- St Michael's 01920 824276
- St Michael's 01920 824277
- St Thomas 01920 824278

Girls' Boarding

- Office 01920 824293
- Carol Taylor 01920 824312
- Matron 01920 824269
- Mobile 07590 440633
- St Augustine's 01920 824330
- **Incoming Only**
- St Augustine's 01920 824270
- St Therese 01920 824227
- St Clare 01920 824261
- St Clare 01920 824289

Infirmary

- Surgery 01920 824234
- Mobile 07850 273103

Important Outside Numbers:

- School Doctor 08444 773710
- Amwell Cars
(Taxi firm used by the school) 01920 462929
- Hertfordshire Student Care Officer 01992 556425
- Boarding Inspectors 01707 379370
- Ofsted 08456 014772
- Independent Counsellor 0208 969 5305
- Childline 0800 1111

(Ofsted is the government Office for Standards in Education, Children's Services and Skills).

Email



You will be provided with a username, password and college email address upon arrival. This allows you to communicate with parents, guardians, other students, staff and friends both inside and outside the college. For your protection and the protection of the college network, access to some sites are blocked; please speak to the ICT department if you require a site to be unblocked for reasons of study and this will be considered.

Important Boarding Email Addresses:

Allen Hall

- General (accessed by all boarding staff) boysboarding@stedmundscollege.org
- Head of Boys' Boarding arobinson@stedmundscollege.org
- Matron jkeoghwood@stedmundscollege.org

Garvey's

- General (accessed by all boarding staff) girlsboarding@stedmundscollege.org
- Head of Girls' Boarding ctaylor@stedmundscollege.org
- Matron jtaylor@stedmundscollege.org

The email address of any member of staff is their initial followed by their surname @stedmundscollege.org, e.g. Carol Taylor is ctaylor@stedmundscollege.org

Skype

Skype is available.

Facebook

Access to Facebook is permitted but you are reminded that your usage is monitored. The school insists that Facebook and/or any other similar sites are used properly. **Offensive and/or bullying messages and conversations will lead to disciplinary issues.**

Wireless Internet

Free wireless Internet connection is available to all students. This can be accessed using the username and password assigned to you by the IT department. Please see appendix for instructions to apply the necessary settings to your laptop. This service is filtered for your protection. You will be able to access Facebook in the evenings and at weekends. We recommend that you purchase UK model computers which can be supported by our IT department.



Mobile Phones



You are most welcome to bring a mobile phone to the College. It should be kept in your locker during academic lessons and study sessions but can be used at all other times. Please give the number to your Head of Boarding or Matron when you arrive. For your safety mobile phone chargers **must not** be left in sockets after charging.

Post and Parcels

Ask your family and friends to address postal items with your name, Boys' or Girls' Boarding and then the college address e.g.

Susan Taylor
Girls' Boarding
St Edmunds College
WARE
Hertfordshire
SG11 1DS



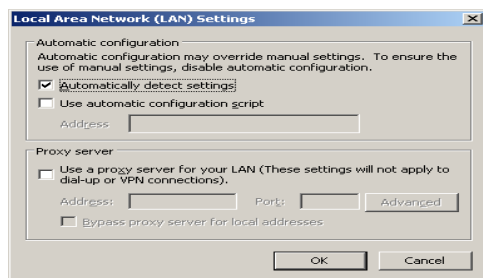
The post is brought up to the boarding areas every day. In Girls' Boarding the mail is left in the post tray at the end of St Therese corridor. In Allen Hall it is left in the duty room.

Student Wireless Access

To connect to the “INTERNET” wireless network there is a setting which you need to have in place on your computer.

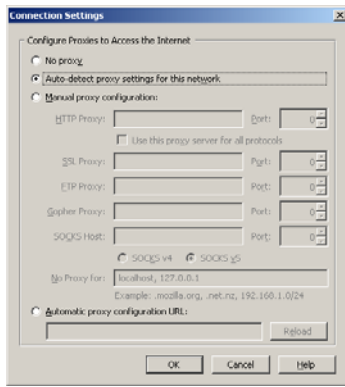
If you use Internet Explorer

1. Open Internet Explorer.
2. Go to “Tools” and select “Internet Options”.
3. Click on the “Connections” tab at the top of the window.
4. Click on the “Lan Settings” button.
5. Ensure you have a tick in the box labelled “Automatically detect settings”.
6. Click on OK and OK.
7. Restart Internet Explorer.



If you use Firefox

1. Open Firefox.
2. Go to “Tools” and select “Options”.
3. Click on the “Advanced” button at the top.
4. Click on the “Network” tab.
5. Click on the “Settings” button.
6. Select “Auto-detect proxy settings for this network”.
7. Click on OK and OK
8. Restart Firefox



When you are prompted for a username and password you need to enter your College username and password in the following way.

Username: **sec\99forsur**

Password: **yourpassword**

THE BOARDING TIMETABLE

WEEKDAYS (Monday to Friday)

MORNINGS:

7.20am Rising for students in Elements and Rudiments.

7.25am Mass in the College Chapel.

7.35am Rising Bell for Grammar to Rhetoric.

Boarders' Roll Calls and Morning Prayers:

7.45am Elements and Rudiments.

7.55am Grammar, Syntax and Poetry: outside the Myers Room

8.05am Rhetoric 1 and 2: outside the Myers Room,

followed by breakfast in the Refectory (doors shut at 8.20am) and room tidying.

8.40am Registration with Tutors for the start of the school day.

EVENING AND NIGHTS

After school until bedtimes:

4.30pm Boarders return to their boarding areas. At 5.10pm a bell rings for:

5.15-6.30pm First Study Period for all students:

Elements and Rudiments in the Library, until 6.15 when they go to supper.

Grammar, Syntax and Poetry in the King Room. Rhetoric in their rooms.

(Library be available with permission from duty staff for Grammar-Rhetoric.)

6.30pm Supper in the Refectory.

7.00pm Night Prayers in Chapel, attended by all boarders. After Night Prayers:

7.15-8.30pm Second Study Period for students in Grammar to Rhetoric 2:

Grammar, Syntax and Poetry in the King Room.

Rhetoric in their rooms. (Library and IT will be available.)

Els & Ruds: activities between 7.30 and 8.30pm, then 'free time' in their area.

8.30pm Grammar, Syntax and Poetry return to Boarding Area.

Afterwards: Tuck Shop open. Start of Activities Programme which lasts until

10.15pm. Boarders' Common Room open at 8.45pm.

BEDTIMES

After 'Lights Out' students must be in their own rooms, in bed and silent.

Elements and Rudiments:

9.10-9.25pm Els and Ruds shower and get ready for bed. **'Lights-out' at 9.30pm**

Grammar and Syntax:

9.45pm Grammar and Syntax must be in their own boarding areas.

10.00pm Grammar and Syntax to have reported in to Duty Staff for 'Lights Out'.

Poetry:

10.00pm Poetry must be in their own boarding areas.

10.15pm Poetry to have reported in to duty staff for 'Lights Out'.

Rhetoric:

10.15pm Rhetoric must be in their own boarding areas.

10.45pm Rhetoric 1 and 2 to have reported in to duty staff for 'Lights Out': from then on, in their own rooms.

WEEKENDS

There is a special timetable for the weekends which is published on notice boards on Friday evening, and covers Friday night, Saturday and Sunday. Details are given of the **activities programme** for the weekend, and the Duty Staff for the various boarding areas.

SATURDAY

9.00-9.30am	Breakfast in the Refectory. (The doors shut at 9.30am, and students must leave by 9.45am.)
12.30pm	Luncheon in the Refectory
6.10pm	Bell rings for Night Prayers in the College chapel at 6.15pm, followed by supper in the Refectory. (Doors shut at 6.40pm)
After chapel:	Activities Programme and Boarders' Common Room.
Bedtimes:	As announced on the Weekend Timetable.

SUNDAY

9.30-10.00am	Breakfast in the refectory. (The doors shut at 10.00am, and students must leave by 10.15am.)
10.40am	Roll Calls: school uniform to be worn. Boys' roll call takes place in the area outside the Myers Room. Girls' roll call is in the Girls' boarding common room. All must attend except those in the choir or with sacristy duties. (Servers go immediately to the Chapel after Roll Call.)
10.55am	Bell: All students must go to the College Chapel to be ready for:
11.00am	High Mass. (After Mass, students may change out of school uniform.)
12.30pm	Luncheon in the Refectory. (finishes at 12.50pm)
As announced:	Activities programme and Boarders' Common Room
5.45-6.45pm	Study Period for all: same arrangements as for weekdays.
6.45pm	Supper in the Refectory. (finishes at 7.15pm)
7.25pm	Bell: All students must go to the College Chapel to be ready for:
7.30pm	Benediction of the Blessed Sacrament
As announced:	Activities programme and Boarders' Common Room

Students who have been absent from the College for the weekend must report in to the Duty Staff of their boarding area immediately upon return.

Bedtimes:	Arrangements are as for weekdays.
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