



ST EDMUND'S COLLEGE



# Boarding Student Handbook Academic Year 2022/23



Welcome to St Edmund's College! It is a great pleasure to welcome you as one of the members of the College Boarding Community. As members of the boarding community, you are very special members of St Edmund's. The College becomes your home from home for many weeks of the year, and we aim to make your time here as pleasant and comfortable as we can. We hope that you will be happy and your experience is enriching for you and everyone else.

This booklet has information that will be useful for you as you prepare for life at St Edmund's, but please let your parents also read it, as it contains information that will be useful to them as well.

We appreciate that for some of you this will be the first time that you have been a boarder. We would like to take this opportunity to reassure you that we will do everything we can to ensure you settle in quickly, feel safe and, most importantly, enjoy your experience at the College.

In boarding we form a genuine community based on our Catholic faith and practice. You will undoubtedly know that St Edmund's is England's oldest Catholic school and we are very proud of this. Catholic faith is at the heart of all that we do and we know you will become involved in the religious life of the College, whether or not you are a Catholic yourself. Our motto is 'Avita Pro Fide', which means 'For the Faith of our Fathers'.

## **HISTORY OF THE BOARDING AT ST EDMUND'S COLLEGE**

Founded by **Cardinal William Allen** in 1568, St Edmund's College is the oldest Catholic school in England, with a distinguished alumnus of 20 canonised saints and 133 martyrs. Initially located in Douai, France, and intended as a seminary to train priests, it also became a Catholic school for boys.

During the French Revolution, the College transferred to England and found its present home on the beautiful site of Old Hall Green in 1793. In 1874, during the Presidency of Monsignor James Patterson, the junior boys were separated from the rest of the College into Saint Hugh's Preparatory School, (now St Edmund's Prep) in a house originally built by Pugin for the Oxford convert, WG Ward. In

1893, his son, Bernard Ward, was appointed President of the College and he started a scheme of rebuilding and improvements.

The College continued as a boys' school and seminary until 1975, around the same time as girls from the adjacent Poles Convent were first admitted into the Sixth Form. The College became fully co-educational in 1986.

Today, that wonderful Catholic heritage, combined with our magnificent 400 acre site, located deep in the Hertfordshire countryside, provides our inspiration as we continue to deliver our main objective, unchanged for over 400 years: to foster the spiritual, intellectual, physical and emotional development of each person in our community.

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## HOUSE STAFF AND SENIOR STUDENTS

### ALLEN HALL (BOYS)

Role	Name
Housemaster	Mr Robinson
Assistant Housemaster	Mr Soler Garcia
Matron	Miss Allwork
Head of House (Student)	Sam Tang

### GARVEY'S (GIRLS)

Role	Name
Housemistress	Miss Berndt
Assistant Housemistress	Miss Ruiz Alcalde
Matron	Miss Allwork
Head of House (Student)	Trang Bui Ngoc Quynh

Your Boarding Housemaster or Housemistress will try to take an interest in everything that you do. They will keep an eye on how well you are settling into life in boarding and liaise with your tutor and Day Housemaster/Housemistress

about academic, sporting and other commitments. If you have a question or a concern one of the many people available to you will try to help you sort it out.

Your teachers will stay connected with us and your Day Housemaster/Housemistress to tell us when things go well, but also if they are worried about you. If you have a problem in class, are behind in your work, or other similar problems do make sure that you talk to your tutor or to one of us. Remember we are here to help you – but you make the job much easier by being open with us.

Your parents will find that in the first instance your Day Housemaster/Housemistress is a good link to your teachers and tutor. If they are worried about you in any respect, the Boarding staff team are likely to be contacted – so please make sure that they are up-to-date with what is going on in your life!

The Assistant Housemistress and Housemaster is an essential member of each House. He or she is on duty on two nights each week and every other Saturday. They are the first point of contact in Boarding when your Boarding Housemaster or Housemistress are not there.

There are also a number of resident Boarding staff who assist the Housemaster/Housemistress and Assistant Housemaster/Housemistress in caring for the students. These staff will supervise many of the study periods and help staff with a lot of the evening and weekend activities. You will get to know them all very well over the first few weeks.

FR PETER is the College priest. He takes a lead in the spiritual development of the students. You will see him mostly in the Chapel at evening prayers and also on Sunday mornings when he will preside over Mass at 10am.

MISS ALLWORK is our Matron. She will help you settle into the House and will help you with various things on the domestic side of house life, such as helping you to sort out your clothes, laundry and so on. In the normal course of events, all

medications should be given to Matron, who liaises with the College Health Centre about your medical needs. You must not keep medications in your room.

Matron also liaises with the Domestic Team to support keeping the House clean. We are fortunate to have a good team of domestic staff who work hard to ensure that the House remains clean, and I expect you all to help them by keeping your own areas clean and tidy.

## **STUDENT HEADS OF HOUSE**

THE HEAD OF HOUSE AND DEPUTY HEAD OF HOUSE are senior boys and girls, chosen late in the summer term, to serve the House in the coming year. We try to ensure that the young men and women who fill these senior positions in the House are chosen for their good character and common sense. These two qualities matter much more than whether they are sporting heroes or superb academics. Their job inevitably has a bit to do with organising things in the House and making sure that younger students do as they are asked, but this is not the most important part of their task. We expect them to set an example of good behaviour and kindness, and we hope that they will be young people you can turn to for advice or help if there is a problem in your life here, which you do not think needs the immediate help of the staff.

This coming year we will also have several other senior students who will support our student Heads of House, ensuring that things run well and all are happy.

One of the primary roles of the senior students is to assist in the integration of new students and to make sure that all of you make a positive start to your time at St Edmund's.

We hope that you will find all the students welcoming and friendly. You may be worried about things at times and this is very normal, especially when you are new to boarding, but remember that the senior students are now young adults on the threshold of university and they will be there to help you. We all show some respect to those who are older and more experienced than ourselves, and

this usually leads to a good and helpful relationship of mutual respect. This is the relationship you should seek.

## **THE BEGINNING OF THE ACADEMIC YEAR**

Please arrive at Boarding by 5.30pm on Monday 5<sup>th</sup> September 2022.

Please arrive at the Elephant entrance, which is at the west end of the front of the main College building. Here you will be welcomed by the boarding staff who will help you find your room and get your luggage up the stairs.

This first day will be occupied with a tour of the campus and time for some supper and unpacking your belongings before prayers and bed.

The second day will begin with organised activities for different year groups and then we begin to settle down to academic life. You will receive your timetable from your tutor and discover who will teach you and where their classroom is.

The ordinary routine will be established very quickly, and there will be an opportunity for you to log on to the College's computer system and sign up for any Activities. I hope that day by day you will find life more and more straightforward and enjoyable so that the first term passes as quickly as you would like!

At the weekend, we have organised games in which all boarders will take part. This provides a fantastic opportunity to get to know everybody a little better.

## **RELIGIOUS LIFE OF BOARDING**

Our Chapel is a holy and special place; we meet each day for prayer, worship, silence, reflection, adoration and thinking. If you are a Catholic, you will know that our Lord is present there in a special and real way in the Sacrament. If you are not a Catholic you must treat it as a special place for your own thoughts, prayers and worship. We ask you to come into the Chapel and sit down in complete SILENCE and to behave very thoughtfully and quietly.

On Sundays, we meet for Mass at 10am. 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. You should show that you wish to do this by bowing your head and placing your hands across your chest.

This will be explained during your boarding induction.

If you do not understand any of this or want to ask about the Chapel and Catholic worship, please feel free to speak to: Fr Lyness, our Priest, Mrs. Peirce, our Chaplaincy Co-ordinator or your Housemaster or Housemistress.

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. A short early morning mass is celebrated daily at 7.25am. Boarders are welcome to attend this Mass if they wish but it is not compulsory. If you do wish to go, 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. 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

The **Sacrament of Reconciliation** ('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 thy 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.

Each evening will have a different format for prayers:

- ✠ Monday: Compline
- ✠ Tuesday: Benediction
- ✠ Wednesday: Housemaster or Housemistress
- ✠ Thursday: Head of Boarding
- ✠ Friday: Various
- ✠ Saturday: Short prayers led by Staff
- ✠ Sunday: Mass: 10am

## THE HOUSE AND WHAT YOU NEED TO BRING

### ESSENTIAL CLOTHING

- ✠ School Uniform (from Stevenson's [www.stevensonson.co.uk](http://www.stevensonson.co.uk))
- ✠ Everyday/casual clothes to wear in the evenings and at weekends (laundry facilities are available, clothes are washed once a week)
- ✠ Two sets of pyjamas, slippers, dressing gown
- ✠ Warm coat, hat, gloves and scarf (late Autumn/Winter/early Spring)

## ESSENTIAL PRACTICAL ITEMS

- ✿ Stationery, school bag
- ✿ Phone chargers and adapter
- ✿ Pictures, posters, photos to decorate your room
- ✿ Alarm clock/torch
- ✿ Sports footwear [trainers/football boots], own sports clothes
- ✿ Pocket money (for trips, tuck shop, activities)
- ✿ Toiletries, towels, flip flops for the shower – No aerosol deodorant
- ✿ Hairbrush
- ✿ Hairdryer (optional)

The school provides pillows, pillowcases and sheets, but you will need to provide a duvet and duvet covers.

It is also important to purchase a small padlock to secure your lockable cupboard. I would recommend a padlock with a combination lock rather than a key. If you have two keys it is sensible to leave one with the boarding staff in case you lose the other!

The House provides plates, bowls and cutlery, but we never seem to have enough mugs – so you might find it useful to bring your own distinctive mug if you enjoy a regular cup of tea.

## NAME TAPES

You should not bring clothes to school that have not been named.

## LAUNDRY

You should hand in your laundry on a weekly basis. It will help you and us manage this if you can follow these simple guidelines:

- ✿ All items handed in to the Laundry must be clearly marked with the owner's name and linen number. **Please only use the laundry bag provided**

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 so please ask your parents to do this at home before you arrive with us
- ✿ Please comply with the following regulations when dirty items are 'bagged up' for laundering:
  - ✿ Shirts: roll down sleeves
  - ✿ Underwear and other small items must be put in the net bags provided
  - ✿ Unravel all items before bagging

## **THE HEALTH CENTRE**

We have a team of nurses in charge of the Health Centre 24 hours a day. If you feel unwell then you can speak with a member of the boarding team initially and it may be that you need to visit the Health Centre. If you feel it is an emergency, then of course you may go straight to the Health Centre. There are several beds for boarders who are unwell.

Before you arrive at the school it is essential that your parents have completed the required medical form. This gives permission for treatment and allows the Health Centre to give you the best possible care by supplying them with important medical knowledge about you. For instance, it is very important that we know about any allergies or existing medical conditions.

The nurses are able to deal with all minor illnesses and injuries. Anything needing further assessment or treatment is referred to the local GP or hospital as appropriate. All full boarding students are registered with the local GP when they arrive.

Any medication which students bring with them must be given to the relevant Housemaster/Housemistress or Matron, who will give it to the Health Centre for

safe-keeping. Apart from asthma inhalers, medicines may not be kept in boarding rooms unless a self-medication agreement has been completed with our nurse and a lockable place is provided; in all other cases medication is administered at the discretion of the nursing sister on duty.

All medication from abroad must be accompanied by a Doctor's letter translated into English and in the original packaging with a full translation into English. Medication which is not licensed for use in the UK will not be administered.

An unwell student must go to the Health Centre, where they will be assessed and admitted if necessary.

After 19:00 students should report to a member of staff in Boarding if they need to go to the Health Centre so that the staff can arrange an escort. Anyone wishing to visit a patient must obtain permission from the nurse on duty. The nurses are happy to discuss any health concerns privately with students, and an appointment can be made to give more privacy.

## **CORRIDOR RULES**

Sports are to be played outside the House.

You are responsible for the area in your room. If you damage something, you should come and talk to your Housemaster/Housemistress, or Matron. All damage will be charged but it is so much better if you take responsibility for your actions from a very early stage. It is essential that your rooms are respected.

There are many other people living in this community, and it is important to ensure an atmosphere where work is possible. Please keep music and other noise under control. If you don't, you can expect your devices to be removed.

## **HOUSE KITCHENS**

Anyone who uses the kitchens is responsible for cleaning up after themselves although there are also cleaning duties for all members of the House. Plates, cutlery, saucepans and so on must be washed and put away after use. The person using the item is responsible for it.

All cooking must be done in the House kitchens and students must not have electrical kettles in their rooms or on the corridors. Any out of date food found in the fridges will be discarded.

## **BATHROOMS**

We all have a part to play in keeping the bathrooms clean and tidy. It is important is to leave the showers clean, to ensure that the lavatory has been properly flushed, and the wash hand basin is clean after use. All of us appreciate a clean bathroom.

## **LINEN ROOM**

Your laundry will be returned to a specific place in the linen room. Mending and name-taping should be arranged with Matron.

## **COMPUTERS**

You will be expected to bring your own device (e.g. laptop or iPad) to use in all your academic lessons. The King Room (a study space available to boarders in the evening) provides a printer. There is also a wireless network, which is accessible in all parts of the House. If you try to access inappropriate sites, you will find your computer log-in blocked. All devices will be collected in by staff at night-time if you are in Years 7, 8 or 9 and access to the College WIFI will be restricted at night time, depending on your age.

## **ELECTRICAL EQUIPMENT**

There is no pressing need to have a mobile phone, but if you are to have one, please encourage your parents to buy a simple one which does not cost too much. You will be asked for your mobile phone number at the beginning of term. Remember that you should not have mobile phones in class and you should not be using the phone after lights out or during prep. We also encourage you not to have your phone with you in Chapel and to talk to each other at mealtimes.

Many of you will undoubtedly arrive with multiple devices. It's important to remember that they can be broken by inquisitive fingers or borrowed or misplaced. If this happens you must tell a member of staff as soon as possible. Remember to talk to your parents about the things you bring to school, because they will need to ensure that some items are insured.

It would be very helpful if airPods/headphones, mobile phones and similar items of equipment could be clearly named and appropriately insured.

Please remember that all electrical equipment in your room must and will be PAT tested. You should not try to "mend" any electrical equipment which is not working – bring it to the House staff and they will arrange for an electrician to examine it.

You are not permitted to have rice cookers, refrigerators (unless there is a medical need), kettles, electric fires, electric blankets, and other similar electrical equipment. If you are in any doubt whether something is permitted, please ask me.

It would be a good idea to bring an alarm clock.

## **POCKET MONEY**

All students are strongly encouraged to hand in their pocket money at the beginning of each term or half term. House banks operate during each day. It is very difficult to legislate for money you should have to spend at school. Since many of the expenses from being at school – stationery, pens, games kit and so

on – find their way on to your school bill, nearly all the money you are given is spent on food. £1.50 per day for an Elements student would perhaps be a generous allowance, although some parents give more than this. If you run out of money you will not receive an advance of any money without your parents' specific consent given over the phone or by e-mail.

## **SCHOOL ACCOUNTS**

Expenses such as stationery, toiletries, and games kit can be purchased either on site or via regular trips to local stores at the weekends. The cost of school trips and other such events is charged directly to your parents' bill. Any damage which you may cause in your room is also charged to your parents' account, so it is best to make sure that your parents know what to expect before they receive the school bill.

## **WEEKDAYS**

On weekdays, you return to boarding with evening prayer in the Chapel at 4.40pm, followed by a period of activities (such as sport inside or out, a walk or some keep-fit). Supper is at 6.15pm in the refectory and then study begins at 7pm. It depends which year group you are in as to when these finish.

After study, you are encouraged to take part in 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 and printing facilities.

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

## **WEEKENDS**

If you are going to be away from College at the weekends (which start from Friday evening onwards), you must have permission for this from a member of the boarding staff, normally your Housemaster or Housemistress. If you are in Boarding, the routines are a bit different, and we display notices which will tell you what is on offer.

On Saturdays, if you have no other obligations (like taking part in sports fixtures, for example) you can have a 'lie in' and breakfast is served a bit later. There will often be a trip to a place outside the College 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 the College. In the early evening, there are prayers in the Ambulacrum, supper and then activities. The bedtimes are a bit later as well.

Sundays are much the same except we should be seated in Chapel for 09:50am. Everyone attends the Morning Mass in the College Chapel every Sunday. After lunch, there are activities, which might include another trip out. There is an early evening study period, followed by supper. Bedtimes are at the usual weekday times.

## **BEING AWAY FROM THE 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' with a member of staff when you come back. The more you understand and respect these rules, the more freedom and trust you will be given.

Only those students in Rhetoric can make visits to London unless they are accompanied throughout by parents, relatives or their guardian – with or without parental/guardian permission (the only exception being if you are being met by a parent or guardian); this is a Rhetoric privilege. If you are in Rhetoric and want to go out during the day or evening, you can ask permission from the duty member of staff but you are routinely expected to return by 9.00pm.

## **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 Housemaster or Housemistress, preferably by the Wednesday before the weekend. The permission must state: where you are going, time of departure and time of return to the College. Boarders are only able to stay overnight with parent/guardian or a family from the College with permission. If you are not going home or to guardians, the 'host family' must also give their permission to the Housemistress or Housemaster by the Wednesday before the weekend to confirm arrangements, giving a contact telephone number in case of emergency.

## **BEGINNING AND END OF TERMS**

It is the responsibility of your parents and guardians to make all the necessary arrangements for you to travel home at half and full terms in plenty of time and inform your Housemaster/Housemistress of those arrangements at least 3 weeks in advance, preferably by e-mail. Transport to the airport is either by a taxi organised by the College, or your parent/guardian; no other means of transport is acceptable. If for any reason you must 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 request permission.

## **BOARDERS CODE OF CONDUCT**

As a member of the St. Edmund's community, and being mindful of the St Edmund's 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, Butler Hall and all College facilities;

- ✿ 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. I will maintain a respectful silence once I am in the Chapel corridor and inside the Chapel. I will not bring my phone or electronic devices to Chapel;
- ✿ 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 will not enter another boarder's room, unless I am invited to do so;
- ✿ I understand that there are to be no more than four students in a boarder's room, at any given time. If I want to meet with a larger group of friends, I will do so in a common room or other appropriate communal space;
- ✿ If I am in another boarder's room, I will respect their possessions and their roommate's possessions. I will not use or borrow possessions without explicit permission from the owner;
- ✿ 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. If I still do not feel the issue is resolved, I will speak to Mr Smerdon.

## COMMUNICATION

There are voicemail facilities on the Boarding telephones so that messages may be left. Of course, e-mails can be exchanged easily. Key Boarding staff e-mails and contacts are listed at the back of this handbook.

### USEFUL TELEPHONE NUMBERS

- ☎ Health Centre: 01920 824234 (or 4234 from the corridor phone)
- ☎ Head of Boarding Mobile: 07712395025 (Mr Smerdon)
- ☎ Girls Boarding Mobile: 07590440633 (Miss Berndt)
- ☎ Mr. Robinson: 01920 824223 (private flat), 07845485401 (mobile), or 4223 (from the corridor phone)
- ☎ Independent Listener: 01920 824316 (or 4316 from corridor phone)
- ☎ Samaritans: 116123
- ☎ Children's Commissioner for England : 02077838330