



**BOARDING AT
ST EDMUND'S COLLEGE**

2020-2021

CONTENTS

3	Welcome
4	Who to talk to
5	Infirmary
6	What is Boarding like at St Edmund's?
8	Being away from College
9	Chapel and Religious Life
11	Respect yourself, your neighbour and your school
12	Boarders' Code of Conduct
13	Complaints
14	Addresses & telephone numbers of people outside the College you may wish to contact
15	When do I get my work done?
15	How do I get involved?
17	What happens if I don't feel well?
18	'Top Tips' and 'Guidelines'
22	Rewards in Boarding
23	What happens if I do the wrong thing – Actions & Consequences in Boarding
26	Communication
30	The Boarding Timetable
33	Important Telephone Numbers
34	Who Can I Talk to Poster

WELCOME

Welcome to St Edmund's College as either a full, weekly or occasional Boarder. In this booklet you will find everything you need to know about Boarding. We hope you will find it 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. There is a lot of information to absorb, so use this booklet as a reference guide for the year. You will be notified of any changes that occur.

AVITA PRO FIDE!

Mr A Smerdon

Head of Boarding

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.

Some members of staff you will want to meet, include:

Mr Smerdon – Head of Boarding

Mrs Nicholson – Head of Garvey's (Girls' Boarding)

Mr Robinson – Head of Allen Hall (Boys' Boarding)

Mrs Parry – Matron of Allen Hall

Mrs Brown – Matron of Garvey's

Mr Curran will also be in Boarding often, in his role as Deputy Head, and **Mrs. Peirce** and **Father Peter** are also frequently around for help and advice.

Student Leaders

There are two Boarding House Captains (Mina and Martin). We also have rooms for the Head Boy and Head Girl of the College (Pub and Lucy), for when they are in residence, so you will see them around in 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.

Mr Smerdon oversees the running of Boarding and works closely with Mrs Nicholson, Mr Robinson, the Matrons and the Boarders to ensure all students are safe and reach their full potential in their time at the College.

Mrs Nicholson is responsible for the day to organisation of Girls' Boarding. She is also Head of Learning Support for the College.

Mr Robinson is both teaching and Boarding staff. He is responsible for the day to day organisation of Boy's Boarding. He also teaches Religious Education. This fosters good communication between the academic and Boarding aspects of your life at St Edmund's.

Mrs Brown and **Mrs Parry**, the Matrons, who are non-teaching staff and are dedicated exclusively to Boarding. They are in the Houses most evenings and alternate weekends.

Hopefully, among the Boarding staff you will find someone who you feel comfortable talking to: Mr Smerdon, Mrs Nicholson, Mr Robinson and/or the Matrons are all on duty 4 nights a week and available at the *weekends*. 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.

The Infirmary

Wendy Groarke & Maria Hinchliffe are the nursing sisters in charge of the Infirmary. There are four beds for Boarders who are unwell; the Infirmary is staffed 24 hours a day. Sister Wendy and Sister Maria organise a team of fully qualified nurses who staff the Infirmary on a rota basis.

Surgery Hours

Monday – Friday: 08.00 - 09.00 / 10.40 – 11.00 / 12.30 - 13.30 / 16.30 - 21.00

Saturday and Sunday: Open all day and evening

Emergencies will be seen outside these times.

When you arrive at the College 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 Sisters and Doctors will only give you medicines that are safe for you to take.

The Infirmary Sisters 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 will be registered with the local General Practitioner.

Any medication which students bring with them must be given to the relevant Head of Boarding or Matron who will give it to the Infirmary for safe-keeping. Apart from asthma inhalers, Boarding students may not keep any medication in their rooms unless they have completed a Self-Medication agreement with the Infirmary Sister and will be given a portable safe to keep the medication in. The Heads of Boarding will receive a copy of the agreement; in all other cases medication is administered at the discretion of the nursing sister on duty.

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

A student who is unwell is **not allowed to be in Boarding during the day**; he or she must go to the Infirmary, where they will be assessed and admitted if necessary.

After 21:00 students should report to a member of staff in Boarding if they need to go to the Infirmary so that the staff can inform the Infirmary that a student is on their way. Anyone wishing to visit a patient in the Infirmary **must at all times report to and obtain permission from the Sister on duty.** The nurses at the Infirmary are happy to discuss any health concerns privately with students and an appointment can be made outside Infirmary times so more privacy can be given.

School Counsellor

The school has a counsellor, Mrs Julia Welding. She is available on Mondays and Tuesdays by appointment. You would normally be referred to Mrs Welding by the Designated Safeguarding Lead, Mr West or Deputy Designated Safeguarding Lead, Mrs Dunhill.

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 things you must do and things you must not do which you will discover in other parts of this booklet. There will also be timetables and notices on display. .

Safeguarding

Above all, we want you to feel safe. Bullying in Boarding is unacceptable and not tolerated. Bullying is a form of abuse and you must speak out about it (for full details of our Prevention of Bullying Policy see the Student Handbook). The Student Heads and Deputy Heads of Boarding have been briefed on what to do if they suspect, witness or are approached by someone about this or any other form of ill-treatment towards you. You also have a number of people in and outside the College you can turn to for support and guidance if you are being bullied or being ill-treated in any way. Please don't suffer in silence, we are all here to help you.

Weekdays

On weekdays, you will return to your Boarding areas after school at 4.30pm; there is Registration for Elements to Poetry Boarders at 4.30pm in the Refectory. You then change into your own clothes. There will be Refectory refreshments available and Night Prayers will follow at 5pm. The whole Boarding community gathers together for prayer in the College Chapel before the first period of Study.

After Study, you are encouraged to take part in a range of organised Activities. 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 vary 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 register at Roll Call, where prayers are said and notices are given out – it is therefore essential for you to be present at these. After Breakfast you tidy your rooms and get yourself ready for the school day which 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 by Wednesday. If you are in College, the routines are different and we display notices which will explain these routines and Activities.

On Saturdays, if you have no other obligations, for example taking part in sports fixtures, there is no Roll Call, you can have a 'lie in' and breakfast is served slightly later. There may 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 the Ambulacrum, supper and then Activities. The bedtimes are slightly later. Sundays are similar, but there is a Roll Call for Elements-Poets. Rhetoricians are to be seated in Chapel for 10:50am. Everyone attends the Morning Mass in the College Chapel. After lunch, there are Activities, often including another trip. There is an early evening Study period, followed by supper and voluntary Night Prayers in the Chapel. Bedtimes are at the usual weekday times.

The schedule for weekends is posted outside Mr. Robinson's room and on the Boarding corridors.

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' 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.

During the day at the weekend

It is against College rules for students in years other than Rhetoric to make visits to London unless they are accompanied throughout by parents or relatives. Travelling to London unaccompanied 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. You must 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 Head of Boarding **by the Wednesday before the weekend**. The permission must state: **where you are going, how you are travelling, time of departure and time of return** to the College. Boarders are only able to stay overnight with parent/guardian/or a family of a student from the College with permission. If you are not going home or to guardians, the 'host family' must also give their permission to your Head of Boarding **by the Wednesday 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 you to 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. Transport to the airport is either by a taxi organized by the College or your guardian; no other means of transport is acceptable. 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 Mr Mostyn, the Headmaster, to request permission**.

Chapel and Religious Life

St Edmund's is England's oldest Catholic school, and is proud that for over 450 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, whether or not you are a Catholic yourself. 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, undertake the Readings and Offertory Procession during Mass.

The Life of the Chapel

Our Chapel is a holy and special place; for a very long time we have met 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.

We meet each weekday evening at 5pm for a time of prayer, you must be seated in Chapel by 4.55pm, so leave your room at least five minutes beforehand. On Saturday evening, prayers take place at 6.10pm in the Ambulacrum.

On Sundays, we meet for Mass at 11am. If you are Catholic you may receive Holy Communion. If you are not Catholic, you may come to the altar, cross your arms over your chest and bow your head for a blessing from the priest. This will be explained during your Boarding induction.

On Sunday evenings, we have voluntary prayers at 7.25pm.

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 Peter Lyness, our Priest, Mrs. Peirce, our Chaplaincy Co-ordinator, or Mr. Robinson, Head of Allen Hall (Boys' Boarding).

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 on week days at 7.25am (you will still have time for breakfast afterwards). The College and its Chapel warmly welcomes those who are not Catholics, and hopes that they too will come to understand the importance that religion has in our lives.

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;
- mobile 'phones must be switched off 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 (kneel on one knee) before the Blessed Sacrament as a sign of adoration;
- join in the prayers and singing in a respectful manner
- wear modest dress, as advised by Boarding staff.

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 arms 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.

Each evening will have a different format for prayers:

Monday: Compline

Tuesday: Benediction

Wednesday: Prayers led by Brother Juan

Thursday: Prayers led by Heads of Boarding, Mrs. Peirce or Miss Healy

Friday: Hymn practice

Saturday: Short prayers led by Staff

Sunday: Mass: 11am/ Voluntary Prayers in the evening

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.

There is a **Code of Conduct** for staff and students to following in the Boarding community.

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. You will be provided with an emergency contact detail card. Remember that when you are on a trip, you are representing the College community and we expect you to behave in a suitable way.

Part of your education at the College includes Personal, Social and Health Education and this is delivered as part of the Boarding Mentoring programme. We encourage all students to make sure that standards of personal hygiene are high, that you shower regularly, 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.

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. We are all here to help you.

Boarders' Code of Conduct

As a member of the St. Edmund's community and 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 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. I will maintain a respectful silence once I am in the Chapel corridor and inside the Chapel. I will not bring my mobile 'phone or other electronic devices to Chapel.
- I will not enter another Boarder's room, unless I am invited to do so by all the occupants of the room. 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 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'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 ask permission from the duty member of staff, tell them where I am going and ask the member of staff to sign me out of the Study session.
- 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 only use my mobile device at the discretion of the Study supervisor.
- I will conduct myself properly and in accordance with the College rules and Code of Conduct 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. I can also speak to Mr Curran, Mr West, Mrs Peirce, Mrs Nicholson, Mr Robinson, Mrs Parry, Mrs Brown, Father Peter, or another member of staff I trust, about any issues, at any time.

Complaints

Perhaps there is something which you feel is not fair and you would like to complain to someone...

...a senior student has treated you unkindly

...you are being teased, bullied

...you think that you have been treated unfairly or spoken to unkindly by a fellow pupil or member of staff

...you think you are being picked on, or feel that there isn't enough respect for your privacy

...or anything else

First, talk to someone...

...another student, your parents, a member of staff you know will listen to you. It is always best to address the concern directly with the person, and if you want help doing this, staff and peer leaders can help you.

Most people will want to help you to explore the problem and resolve it. However, if you are still concerned and feel that the matter has not been dealt with to your satisfaction, your parents may make a formal complaint. The Complaints Policy can be found on the College's website.

Addresses and telephone numbers of people outside the College you may wish to contact:

College Doctor

Standon & Puckeridge Surgery, Ware Herts, SG11 1TF.
Tel: 01920 823860

College Infirmary: 01920 824234

College Counsellor

Ms Julia Welding (Contactable via the St Edmund's Infirmary)

Independent Listener

Details for the Independent Listener can be found on the noticeboards in each corridor of Boarding.

Catholic Children's Society

The Catholic Children's Society
73 St Charles Square
London
W1 6EJ
Tel: 0208 969 5305

Independent Schools Inspectorate

CAP House
9 - 12 Long Lane
London
EC1A 9HA
Tel: 020 7600 0100

Childline

Freepost NATN1111
London E1
6BR
Tel: 0800 1111

The Office of the Children's Commissioner

Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT33
Tel: 020 7783 8330
Email: info.request@childrenscommissioner.gov.uk

Chairman of Governors

C/O Clerk to Governors:
Mrs K Pugsley
St Edmund's College

**DON'T BE AFRAID TO SPEAK OUT IF THERE ARE MATTERS YOU DON'T KNOW HOW TO HANDLE.
YOU HAVE THE RIGHT TO BE HEARD AND GIVEN HELP.**

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 I, you will work in the King Room for first Study and in your own room for second Study. This is closely monitored by Boarding and academic staff and this privilege may be reviewed. Younger students have Study in assigned areas. In both cases, staff will ensure that Study is completed, and may be available to help you with any difficulties you might have with your work.

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 will be a programme of Activities.

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 staff

During the course of the weekend you will participate in a pizza evening on the Friday evening. On the Saturday, we will be having 'It's a Knockout'. 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 approximately 45 minutes from the College.

During COVID-19 restrictions, the usual Induction weekend programme will be postponed until later in the academic year with other low-key events happening in boarding over that first weekend.

Evening Activities

On Monday to Friday from 8pm-10pm there are a range of Activities for you to participate in. These may include:

- Football
- Basketball
- Gym equipment (cardio and weights)

- Table Tennis
- Badminton
- Tennis (Trinity term)
- Common Room (pool table, table football and television)
- Swimming
- Arts and Crafts

Please see Miss Healy if you have ideas for other evening Activities.

Weekend Activities

As well as the on-site Activities above there may be a visit off-site available. We try and organise a variety of different trips including cultural, shopping and leisure. These may include:

- Oxford
- Cambridge
- Shopping for example Bicester Village, Bluewater, Westfield, and Lakeside etc.
- London (Pantomime, London Eye, Hard Rock Café, Oxford Street, Kensington Palace)
- Cinema
- Ice Skating
- Bowling
- Paintballing
- Go Karting
- Wake Boarding
- Thorpe Park
- Legoland

If you have any ideas of your own about potential weekend Activities, please see Miss Healy.

You will be emailed about the Activities and their cost weekly. You will then need to sign up for the trip. Your parents may be required to give consent. You will be advised what time the trips leave and any other relevant information and there will be notices in your Boarding area.

During COVID-19 restrictions, we will continue to review what excursions can happen as we work towards being able to offer the full programme as quickly as possible.

Special Evenings

Throughout the term, we have evening events during the week, celebrating Feast Days and Saints Days, as well as theme nights, based on the nationalities of our Boarders. This is a great opportunity to bring the whole Boarding community together. Evenings in the past have included: Harry Potter evening and themed evenings. We greatly value, appreciate and enjoy celebrating the variety that exists within the Boarding community. If you wish to organise a special evening, staff will be more than happy to support you.

Students' input through the Boarding Councils

We consult the Boarding Council regularly on Boarding and on the Activity programme: there is also a separate Boarders' Food Council, as well as electronic Boarder Surveys on various topics. These

are ideal opportunities 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.

What happens if I don't feel well?

During the day you should go to the Infirmary during surgery hours if you feel unwell. Sister will assess you and either send you back to College or keep you in the Infirmary.

Outside teaching hours Boarders should have a note from the member of staff on duty in their House if they wish to visit the Infirmary. Obvious emergencies do not require this.

From 21:00 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.

'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 very important. 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 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 your cupboard secure. You will also be issued with a personal 'swipe card', which will give you access to the College building.

Other items you will also need to bring are 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.

Students in Poetry and below must ask permission of Duty staff to order any take-away food and they must go in groups of at least three to collect, reporting back to staff that they have collected the takeaway. Rhetoric must use the signing out register if they are collecting a take-away food delivery. Take-away deliveries must come to be collected at the Elephant Entrance.

Any food delivered outside these procedures will be confiscated, and there may be further consequences.

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 to College. We cannot guarantee the safety of such items. Students may have laptops, but are not allowed television sets, fridges or any cooking equipment in their rooms. Mobile 'phones must be looked after very carefully, and used in a way that they do not cause any trouble or interference to others.

All electrical items in your rooms must be PAT tested and checked for safety. This will be arranged in College. Any unchecked or failed items will be removed.

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 toilet 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 and sign the chargeable damage form.

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 means that no one can claim that an alarm was set off accidentally.) Smoking is strictly forbidden anywhere in the College and College grounds.

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 can expect a severe sanction. **You must ensure that a room is empty before locking it.**
- You must not lock yourself in your room and if you do, you should expect a severe sanction.
- 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, e.g. a kettle, heater and cooker in your room. Hair dryers must not be used in rooms because of the risk of tripping the fuse switch. Any such items will be confiscated if used in rooms, as will any electrical items left on when the room is unoccupied. Hair-straighteners may be used in rooms but must be left to cool, unplugged, on the heat-proof mats provided with most brands of straighteners. 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. 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 are encouraged to put photographs and 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. 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 will be supervised by a member of staff and 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.

Pocket Money

You should not keep large sums (more than £20) of money in your room. However, you will need some money for e.g. buying tuck (snacks), 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 you every Friday break from the Accounts Department. Pocket money can also be transferred to the students' accounts with the Bursar's and parent's permission. The College cannot take any responsibility for any money not handed in.

Uniform

We have specific regulations about uniform which can be found in the Student Handbook. All regulation uniform is supplied through Stevensons. If you are wearing incorrect uniform during term, Boarding staff will order the correct uniform for you.

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 your own 'casual clothes'.

Boarding Kit

There is a range of branded items you can purchase. We produce a Leavers' Hoodie and a Boarders' Hoodie each year.

Laundry

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

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 as it is colour coded to your laundry day.

All clothing must be 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 through Stevensons but cannot be fixed onto clothing or other personal items by the laundry. You must arrange this yourself or ask Matron or your Head of Boarding for help.

Students are not permitted to enter the Laundry, unless to collect their laundry.

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
- Underwear and other small items must be put in the net bags provided.
- Light and dark items must be put into separate net bags.
- Unravel all items before bagging.

Reward System in Boarding

Aim: to create a system of rewarding good behaviour within Boarding

There are a variety of privileges and rewards in Boarding.

Corridor Captains

As well as the Rhetoric II Student Leadership Team, each corridor will have up to two Corridor Captains. The aim of these Captains is to encourage leadership throughout the whole of Boarding. Their role will include:

- Reminding others on the corridor of the time and encouraging students to be at Chapel, Prep, Roll Call on time
- Helping with carrying the evening snacks to Boarding
- Assisting the Boarding staff where appropriate
- Reminding their corridor of bed change days

Corridor Captains will not ever be assigned a bedroom with a student in a different year group to his/her own.

What happens if I do the wrong thing?

Actions & Consequences in Boarding

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:

- **An 'Early'** = Boarder must attend the Refectory at 7.30am the next school morning, in full correct uniform, and stay in the Refectory until after Rhetoric roll call.
- **Boarding Detention** = Boarder must be in St Thomas Common Room from 8-8.45pm, copying out the Code of Conduct, under the supervision of a senior member of staff.
- **Three Boarder Detentions** = College Detention.
- **House Gating** = Boarder must stay in his/her house. Boarder may ask for permission to work in the King Room, but no other areas. Boarder must check in with Head of Boarding every two hours.
- **Corridor Gating** = Boarder must stay on his/her corridor. Boarder may ask for permission to work in the King Room, but no other areas. Boarder checks in with Head of Boarding every hour.
- **Room Gating** = Boarder must stay in his/her room, with no visitors allowed. Boarder checks in with Head of Boarding every half hour.

ACTION	CONSEQUENCES
Inappropriate Dress, including to Chapel (including ripped jeans, shorts, Uggs or slippers/slides to Mass)	<ul style="list-style-type: none"> - An Early on the next possible school day. Boarders will also be asked to change clothes. If that makes them late for Mass, that consequence will also be applied. - If at a weekend, the consequence is applied on the Monday morning.
Missing lanyard (lanyard in the pocket = missing)	<ul style="list-style-type: none"> - An Early on the next possible school day, unless acceptable reason given. - A second offence will result in a week of Earlies. - Any further offences will result in more severe consequences, which may include a week of Earlies, Boarding detention, community service or gating.
Late to Chapel or Registration	<ul style="list-style-type: none"> - An Early PLUS no return to Boarding in the morning. Boarder must wait outside Staff Room until registration / Chapel at 8.35am. - Further offences will lead directly to a meeting with SLT, as well as further consequences.
Late to Roll Call or evening corridor without permission	<ul style="list-style-type: none"> - An Early
Missing Roll Call without permission	<ul style="list-style-type: none"> - A week of Earlies. - Any further offences will result in more severe consequences, which may include Boarding detention, College detentions community service or gating.

Rudeness to Boarding Staff	<ul style="list-style-type: none"> - One warning, then consequence. - Depending on the severity, consequences will include gating for a fixed period, community service, Boarding detention/s, Boarding report. If deemed serious enough, it will be passed to SLT for potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding. - In all cases, the Boarder must have a formal meeting with a member of the Senior Boarding team before being allowed to attend future trips or events.
Failure to follow instructions from Staff	<ul style="list-style-type: none"> - House gating - Depending on the severity, consequences will include gating for a fixed period, community service, Boarding detention/s, Boarding report, and if deemed serious enough, it will be passed to SLT for potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding. - In all cases, the Boarder must have a formal meeting with a member of the Senior Boarding team before being allowed to attend future trips or events.
Disruption of Study, including messing around in ICT	<ul style="list-style-type: none"> - One warning, then removal from ICT, or move to junior year. Any further disruption on the same day leads to automatic Boarding detention that same evening. - Repeat offenders will have a meeting with a member of the Senior Boarding team and may be put on Boarding report. - A poor performance on the Boarding report may lead to an escalation to SLT and further sanctions, including potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding.
Misbehaviour on Trips	<ul style="list-style-type: none"> - Corridor gating. - Depending on the severity, consequences will include gating for a fixed period, community service, Boarding detention/s, Boarding report, and if deemed serious enough it will be passed to SLT for potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding. - In all cases, the Boarder must have a formal meeting with a member of the Senior Boarding team before being allowed to attend future trips or events.
Missing Night Prayers or Mass without permission	<ul style="list-style-type: none"> - Room gating. - Depending on the severity, consequences will include gating for a fixed period, community service, Boarding detention/s, Boarding report, and if deemed serious enough it will be passed to SLT for potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding.
Inappropriate behaviour in Chapel, including talking	<ul style="list-style-type: none"> - One warning, then consequence. - Depending on the severity, consequences will include gating for a fixed period, community service, Boarding detention/s, Boarding report, and if deemed serious enough it will be passed to SLT for potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding.
Ordering take-away at unauthorised times	<ul style="list-style-type: none"> - Food will be confiscated. - Failure to comply with this may result with the privilege being withdrawn for those concerned.
Failure to sign in or out	<ul style="list-style-type: none"> - Corridor gating. - Depending on the severity and frequency, consequences will include room gating for a fixed period, community service, Boarding detention/s, Boarding report, and if deemed serious enough it will be passed to SLT for potential exclusion from Boarding for a fixed period, or permanent exclusion from Boarding.
Intentional disruption of sleep of others	<ul style="list-style-type: none"> - A week of Earlies. - Depending on the severity, consequences will include room gating for a fixed period, community service, Boarding detention/s, Boarding report, and if deemed serious enough it will be passed to SLT for potential

	exclusion from Boarding for a fixed period, or permanent exclusion from Boarding.
Allowing unauthorised people onto corridors, for example day pupils and younger Boarders at lunchtimes. Only Rhetoric II Boarders may access Boarding during the school day	<ul style="list-style-type: none"> - CCTV is checked. - If a Rhetoric I student is in Boarding during lunchtime, they may lose this privilege during the Michaelmas term of Rhetoric II. - If a Rhetoric II is responsible for letting in younger Boarders, they may be banned for a period of time. - Any Rhetoric II student letting a Non-Boarder into Boarding will receive the same Saturday detention as the Non-Boarder.
Allowing a Non-Boarder into Boarding at any time.	<ul style="list-style-type: none"> - Any Boarding student letting a Non-Boarder into Boarding will receive the same Saturday detention as the Non-Boarder.
Relationships between students in Boarding	<ul style="list-style-type: none"> - Students must not engage in any form of sexual behaviour on College grounds or trips. Such incidents will be referred to SLT. Punishments may include potential exclusion from Boarding or College for a fixed period, or permanent exclusion from Boarding or College. - There should be no public displays of affection.

All Boarding sanctions and rules run alongside those of the College and are designed to work within the framework of the College discipline structure.

Alcohol, smoking paraphernalia, illegal drugs, offensive material and dangerous items must not be brought in to the College or Boarding. Any such incident will be dealt with by College discipline structure.

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 College 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 are listed later in the booklet.

Infirmary

Surgery	01920 824234
Mobile	07850 273103

Important Outside Numbers (see also p.33):

- Independent Listener 01920 824316
- College Doctor 01920 823860
- Catholic Children's Society 020 8969 5305
- Independent Schools Inspectorate 020 7600 0100
- Childline 0800 1111
- Help at Hand – Children's Commissioner 0800 528 0731
- Samaritans 116 123

College 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:

Head of Boarding

Mr Smerdon: asmerdon@stedmundscollege.org

Allen Hall

- General (accessed by Head of Boarding/Head of Boys' Boarding/Matron): boysboarding@stedmundscollege.org
- Head of Allen Hall: arobinson@stedmundscollege.org
- Matron: dparry@stedmundscollege.org

Garvey's

- General (accessed by Head of Boarding/ Head of Girl's Boarding/Matron): girlsboarding@stedmundscollege.org
- Head of Garvey's: snicholson@stedmundscollege.org
- Matron: cbrown@stedmundscollege.org

The email address of any member of staff is their initial followed by their surname@stedmundscollege.org, e.g. Alan Robinson is arobinson@stedmundscollege.org

Social Media

Access to social media is permitted but you are reminded that your usage is monitored. The College insists that social media sites are used properly. **Offensive and/or bullying messages and conversations will lead to disciplinary sanctions.**

Wireless Internet

Free wireless Internet connection is available to all students and is 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

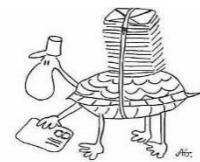


You are welcome to bring a mobile phone to the College. Please give the number to your Head of Boarding or Matron when you arrive. For your safety mobile phone chargers **must not** be left in sockets after charging. Mobile phones must not be used in the Chapel or Refectory.

Post and Parcels

Ask your family and friends to address postal items with your name, Allen Hall or Garvey's and then the College address e.g.

Your Name
Garvey's / Allen Hall
St Edmund's College
WARE
Hertfordshire
SG11 1DS
U.K



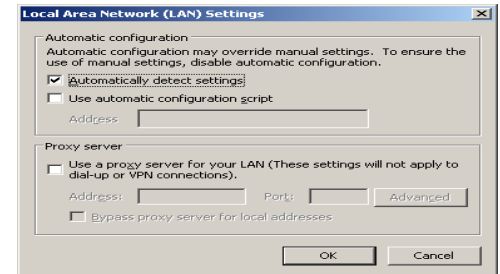
The post is brought up to the Boarding areas every day. In Girls' Boarding the mail is left in St Therese duty office. In Allen Hall it is left in Mr Robinson's office.

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

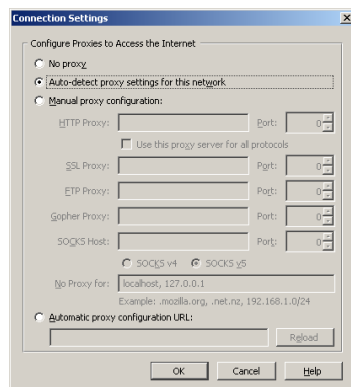
1. Open Internet Explorer.
2. Go to "Tools" and select "Internet Options".
3. Click on the "Connections" tab at the top of the window.
4. Click on the "Lan Settings" button.
5. Ensure you have a tick in the box labelled "Automatically detect settings".
6. Click on OK and OK.
7. Restart Internet Explorer.



Please note that VPNs, and other devices designed to circumvent the security settings on the network are strictly forbidden, as they pose a risk to young people.

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

- 7.25am Mass for those who wish to go in the College Chapel (Monday, Thursday & Friday).
- 7.30am Rising Bell followed by Breakfast (until 8.15am)

Boarders' Roll Calls and Morning Prayers:

- 7.55am Elements to Poetry outside the Griffiths Room
- 8.20am Rhetoric I and II outside the Griffiths Room,
- 8.40am Registration with Tutors for the start of the school day.

EVENING AND NIGHTS

After school until bedtimes:

- 4.30pm Elements to Poetry register in the Refectory. All students may change into own clothes
- 5.00pm Night Prayers in Chapel, attended by all Boarders. After Night Prayers:
- 5.15-6.25pm **First Study Period for all students:**
Elements & Rudiments in the Library, until 6.15 when they go to supper.
Grammar & Syntax in the RE department.
Poetry & Rhetoric I in the King Room.
Rhetoric II in the King Room or their own rooms.
- 6.15pm Elements – Grammar Supper in the Refectory
- 6.20pm Rhetoric Supper in the Refectory
- 6.25pm Syntax & Poetry Supper in Refectory
- 7.00-7.45pm **Second Study Period for students in Grammar to Rhetoric II:**
Grammar & Syntax in the RE department
Poetry in the King Room
Rhetoric in the King Room or their own rooms.
Elements & Rudiments: Activities between 7.00pm and 8pm, then 'free time'.
- 8pm Elements - Poetry return to Boarding areas.

Afterwards: Tuck Shop open. Start of 'free time' which lasts until 10pm. Boarders' Common Room opens at 8.00pm until 10pm.

BEDTIMES

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

Elements and Rudiments:

9.15-9.25pm Elements and Rudiments shower and get ready for bed. **'Lights-out' at 9.30pm**

Grammar and Syntax:

9.45pm Grammar and Syntax must be on their own Boarding corridor.

10.00pm Duty Staff to check Grammar and Syntax before 'Lights Out'.

Poetry:

10.00pm Poetry must be on their own Boarding corridor.

10.15pm Duty Staff to check Poetry before 'Lights Out'.

Rhetoric:

10.30pm Rhetoric must be on their own Boarding corridor.

10.45pm Rhetoric I and II in their own rooms. Staff are to check all Rhetoricians are in their own rooms after this.

WEEKENDS

There is a different 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

7.45-9.30am	Breakfast in the Refectory
1.00pm	Lunch in the Refectory
6.10pm	Bell rings for Night Prayers in the Ambulacrum at 6.10pm This is followed by Supper in the Refectory Activities Programme and Boarders' Common Room
Bedtimes:	As announced on the Weekend Timetable (usually half an hour after the weekday times)

SUNDAY

9.00-10.00am	Breakfast in the Refectory
10.45am	Elements – Poetry Roll Calls. Boys' Roll Call takes place outside the Myers Room Girls' Roll Call takes place in the St Therese Girls' Boarding Common Room All must attend except those in the Choir or with Sacristy or Servers' duties
10.45am	Bell: All students must go to the Chapel
10.50am	All Rhetoricians to be in Chapel
11.00am	High Mass
1.00pm	Lunch in the Refectory
As announced:	Activities programme
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	Voluntary Night Prayers
As announced:	Activities programme

Students who have been absent from the College for the weekend must return by 9pm. They should report in to the Duty Staff of their Boarding area immediately upon return and before going to their rooms.

Bedtimes: Arrangements are as for weekdays.

Important Telephone Numbers

Infirmary: 01920 824234 (or 4234 from the corridor phone)

Mr Smerdon: 07712395025

Mrs Nicholson: 01920 824205 (or 4205 from the corridor phone)

Girls' Boarding Mobile: 07590440633

Boys' Boarding Mobile: 07845485401

Mr Robinson: 01920 824223 (private flat) (or 4223 from the corridor phone)

Mr Robinson: 01920 824300 (office) (or 4300 from the corridor phone)

Mrs Parry: 01920 824257 (or 4257 from corridor phone)

Mrs Brown: 01920 824269 (or 4269 from corridor phone)

Independent Listener: 01920 824316 (or 4316 from corridor phone)

Samaritans: 116 123

Childline: 0800 1111

The Catholic Children's Society: 0208 9695305

Help at Hand – Children's Commissioner: 0800 528 0731

(Website: <http://www.childrenscommissioner.gov.uk>)

Office of the Children's Commissioner: 020 7783 8330

Who Can I Talk To?

