



# Reading School Boarding



Guidance for New Boarders and  
Parents 2019/20

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## **1. INTRODUCTION**

Welcoming to Boarding at Reading School. These notes are for new boarders and their parents and we hope they provide useful guidance. The contents may not answer all your questions, but hopefully cover some of the details that you may need to know.

If you do have any questions before arriving please do ring or email for advice, we want every new Boarder to feel at home as soon as they arrive.

## **2. AIMS AND PRINCIPLES OF BOARDING**

For your reference, the aims of Boarding at Reading School are:

1. To ensure that every boarder feels confident and secure in his surroundings and relationships so that boarders are able to flourish personally, socially and academically.
2. To engender a sense of community so that the best values of family life may be enjoyed enabling all boarders to develop self-awareness, respect for others and open-mindedness.
3. To provide an environment and routine in which boarders may aim for excellence in all they undertake, embrace new challenges and strive to be the best they can.
4. To model and to expect exceptional standards of inclusivity, care and personal conduct so that boarders develop a sense of moral awareness, self-discipline and integrity.
5. To provide opportunities for responsibility and independence, so that boarders develop as individuals, team players and leaders within the Boarding community and the school.

These aims are underpinned by principles and values considered integral to Boarding at Reading School:

1. Mutual respect and trust, which promotes equality for all boarders, regardless of ethnicity, culture, background or disability.
2. The importance of well-being and provision of routine, boundaries and a safe environment so that the happiness, welfare and safety of boarders is never compromised.
3. The right to privacy and individuality and to accommodation and facilities that are comfortable and suited to the needs of boarders, according to age and maturity.
4. Freedom from abuse, intimidation, harassment, teasing and bullying.
5. The significance and value of the whole person – spiritual, cultural, moral, intellectual, physical and social and the development of conditions in which individual personality and interests can flourish.

## **3. INDUCTION**

You will have already received details of the first day of the Michaelmas term in the welcome pack. The first few days in Boarding are very important and include an induction period focused on team building, health and safety, rules and relationships.

Topics include: People to Trust, House Rules, Bullying, Complaints, Routine, School Day, Laundry, Medication, Sanctions and Rewards, Possessions, IT, Site safety and Fire safety.

#### 4. BOARDING STAFF

Boarding Housemasters and Deputies live on site in accommodation adjacent to the boarders. Please feel free to contact Boarding Staff as and when necessary – in particular both Housemasters and Matrons expect to be in touch frequently.

**South House:** Mr Paul Teixeira – Housemaster  
Miss Amy Cash – Deputy Housemistress  
Mr Alun Lloyd – House Tutor  
Ms Jayne Pickering – House Tutor  
Mr Joe Gunson – House Tutor  
Mrs Karen Andrews – Matron

**East Wing:** Mr Jesus Escribano Sánchez – Housemaster  
Miss Elise Fondu – Deputy Housemaster  
Ms Esther Garcia – House Tutor  
Mr Liam Green – House Tutor  
Ms Nikki Emmott – Matron

**Both Houses:** Mr Robbie Jackson – Medical Centre First Aider  
Mr Alex Goldstein – GAP student  
Mrs Kathy Roberts – Housekeeper  
Ms Eva Delgado - Laundress  
Mrs Penny Hickman – Boarding and Admissions Administrator

#### 5. IMPORTANT CONTACTS

To contact staff use the following phone numbers or email:

**Housemaster's number:**

|             |                |
|-------------|----------------|
| South House | (0118) 9871812 |
| East Wing   | (0118) 9261678 |

**Duty Mobile phones:**

|                   |              |
|-------------------|--------------|
| East Wing Duty:   | 07827 966470 |
| South House Duty: | 07827 968225 |

|                           |              |
|---------------------------|--------------|
| Nikki's (EW matron) Duty: | 07827 965401 |
| Karen's (SH matron) Duty: | 07827 965083 |

|                               |              |
|-------------------------------|--------------|
| Jesus Escribano Sánchez Duty: | 07827 967635 |
| Paul Teixeira's Duty:         | 07827 961096 |

**Email:**

|             |  |
|-------------|--|
| South House | <a href="mailto:pteixeira@reading-school.co.uk">pteixeira@reading-school.co.uk</a> |
| East Wing   | <a href="mailto:jsanchez@reading-school.co.uk">jsanchez@reading-school.co.uk</a>   |

## 6. STAYING IN TOUCH

### Personal mail:

Post should be addressed to the relevant Boarding House with the following post codes:

|                |                |
|----------------|----------------|
| South House    | East Wing      |
| Reading School | Reading School |
| Erleigh Road   | Erleigh Road   |
| Reading        | Reading        |
| Berks RG1 5LL  | Berks RG1 5LJ  |

### Mobile phones:

Almost all boarders have a mobile phone. We do encourage parents not to provide their sons with the most expensive smart phones and, most importantly, that parents check regularly on usage - particularly if the phone has internet access.

Parents are free to contact their son in their 'free time' but are requested not to contact them during the school day (08.20 - 15.25), during Prep (18.30 - 20.00) or after their bedtime (21.00 for Year 7 etc.).

### House phones:

In addition to their personal mobile phones you may contact your son via the duty mobile (between 15.45 and 23.00) or through the Housemasters.

### Frequency of contact:

It is advised that you try to establish a regular pattern of contact - some boys want to speak to parents every day and some less often. We have noticed in the past few years that junior boys who speak on the phone very regularly may struggle with home sickness more than those whose contact is kept to a maximum of once a day. We would consequently suggest that it is possible to speak too often!

Equally, if you need to get in touch with your son or are worried because 'he hasn't rung in days,' please do ring the Housemaster or the duty staff.

### Twitter:

The Boarding twitter account (@RSBoarding) is a useful way of finding out updates of daily Boarding life. We will include photos of boarding events and trips as well as some information about what the boys are up to. This is available to any boarder's relatives who wish to follow us.

## 7. PASTORAL SUPPORT

Every boarder has access to the following for support:

1. Housemaster – living on site and available almost 24/7, Mr Teixeira and Mr Sanchez expect to be regularly involved on a daily basis with the boarders. In particular, boarders with any concerns during the night time should knock on the Housemaster/Deputy's door.
2. Academic Tutor – each year group have an Academic Tutor assigned to them from their Boarding House. This member of staff is involved on a regular basis and will provide particular care for the year group assigned to them.

3. Mentor – each new boarder is assigned a student mentor from an older year group. This boarder will be particularly involved in helping their mentee settle in and providing advice during their first year as a boarder.
4. Buddy – new boarders will also be assigned a buddy who will help them to settle in to boarding life by showing them around and answering any questions they may have.
5. Matron – on a daily basis, Matron is responsible for monitoring the health, wellbeing, happiness, diet and cleanliness of the boarders in her care. Matrons try to play an active role in supporting each boarder – though sometimes some individuals need extra support at some times of year.
6. Day School Tutor – the boarders are divided into the five day Houses and are supported by their tutor in whatever class they are in. They see their tutor every morning at 08.20. The day school tutor should be the first port of call for any issues arising in the day school.
7. House Captain – the House Captains in both houses are senior boarders in whom we place a great deal of trust. They are elected annually by the other boarders and expect to offer support when needed.
8. Boarding Prefects – Boarding prefects are involved on a daily basis in helping to supervise and support junior boarders. Each prefect is allocated a specific leadership role within the house which is agreed in advance and overseen by the House Captain.
9. Other support available - Boarders can phone the Day First Aider, (0118) 942 7127, book an appointment with a connexions worker or a counsellor, or have a confidential appointment with the doctor (0118) 935 2121 should this be required. In addition, there are a number of ‘independent listeners’ who aren’t employed by the School but who come in to eat with the boarding family on a regular basis and are willing to chat with boarders and offer guidance as it is required. There are posters around both boarding houses which provide details of all the support on offer to the boarders.

## **8. COMPLAINTS AND CONCERNS**

If our support mechanisms and processes fail to resolve any problems for the boarders they also have the opportunity to talk to a wide range of people during the day. In particular, the Headmaster aims to eat breakfast with the boarders every day, and as Director of Boarding, is available should a boarder need to speak to him directly.

If boarders or parents have specific concerns or a complaint they should communicate the matter with the Housemaster in the first instance. Both houses maintain a complaints log which is reviewed every term by the Headmaster. If the Housemaster is unable to resolve a complaint it should be escalated to the Headmaster.

## 9. ROUTINE

### Duty Staff:

Each day a member of the Boarding staff is on duty in both East Wing and South House. Housemasters or Deputy Housemasters wake the boys up in the morning and supervise breakfast, then after school the duty staff member supervises two Boarding clubs, eats with the boys, supervises Prep and is on duty until 23.00. In addition to this they also act as academic mentors and administer first aid and medication.

### Daily Routine:

Both houses follow the same routine and, whilst we try and be as flexible as possible, we expect every boy to be punctual to breakfast, dinner, prayers and to be ready for bed on time.

|               |  |
|---------------|--|
| 7.00          | First Bell                                       |
| 7.15          | Second Bell                                      |
| 7.25          | 5 Pips   |
| 7.30          | Breakfast service commences                      |
| 7.45          | Grace and notices                                |
| 8.20          | Registration, tutor period, assembly and chapel. |
| 8.50 – 9.40   | Period 1   |
| 9.45 – 10.35  | Period 2   |
| 10.35 – 11.00 | Break-time – return to house for snacks          |
| 11.05 – 11.55 | Period 3   |
| 12.00 – 12.50 | Period 4   |
| 12.50 – 13.40 | Lunch – in refectory                             |
| 13.40 – 14.30 | Period 5   |
| 14.35 – 15.25 | Period 6   |
| 15.25 – 16.00 | Free time  |
| 16.00 – 17.30 | Boarding Clubs/ Free time                        |
| 17.45         | Tea  |
| 18.30         | Prep   |
| 20.00         | House Meeting (known as 'Prayers')               |
| 20.15 – 21.00 | Boarding Clubs                                   |
| 21.00         | Year 7 Lights Out                                |
| 21.30         | Year 8 Lights Out                                |
| 21.45         | Year 9 Lights Out                                |
| 22.15         | Year 10 Lights Out                               |
| 22.45         | Year 11 Lights Out                               |
| 23.00         | Sixth Form in their own rooms                    |

If you are late for breakfast (i.e. after notices begin) you will be expected to hand in all electronic devices at 9pm that evening (or on Sunday/Monday if on a Friday) or be asked to undertake early report or community service, depending on the sanction the Housemaster considers most likely to be effective.

If you are late more than once in a week, you will be expected to hand in your devices and have early report. Any further lates will require a more formal conversation with your Housemaster.

## **10. VISITS HOME, WEEKENDS, HOLIDAYS AND EXEATS**

### **Visits home during the week:**

In order to preserve and enhance the boarding family, boys are expected to remain in boarding every night during the week. We understand that some boys may have external commitments such as extra music or sports training in which case it might be easier if they go home, however, this will be limited to one night per week unless there are exceptional circumstances. The Director of Boarding (Headmaster) will use his discretion on whether a circumstance is deemed to be exceptional.

### **Thursday:**

In preparation for the weekend we ask all boys to inform staff of their intentions for Friday night and Sunday night by Thursday at 20.00. If you intend your son to stay in school on Friday night, he must let us know by Thursday. This ensures the kitchen knows how many boarders to cater for on the Friday evening or Saturday morning.

### **Friday:**

Boarders should be picked up between 15.25 and 17.30, alternatively between 18.30 and 20.00 is possible. If these are difficult then special arrangements can be made with staff in advance. For those boarders who remain at school, there is an evening meal provided at the normal time. There is prep time in rooms after school and, on most Fridays, the boys staying overnight walk with staff to the local shops to rent a DVD.

Many boarders get the train home. Please do let us know if you would like your son to be accompanied by an older boarder for the journey to the station. This is easy to arrange and the older boarders are happy to help in these circumstances. Nevertheless, boarding staff cannot be responsible for these arrangements once boarders have left the site.

### **Saturday:**

Boarders are able to stay over on a Friday night in certain circumstances. These include when they are representing the school, participating in a trip or other welfare reasons which have been agreed in advance with their Housemaster. In all instances, the boarding houses will close at 10am on Saturday mornings and all boarders must have departed by this time. Cereal and toast are available in the Boarding houses for breakfast.

### **Sunday:**

Boarders returning on Sunday must do so between 18.00 and 20.00. The Boarding House is not open before this time, and the evening meeting ('Prayers') is at 20.15. Boys are allowed to return on Monday morning if this is more convenient for you but no earlier than 7.00 am and no later than 8.20 am.

### **Holidays:**

It is possible that the school will use the Boarding houses for residential revision courses during the Christmas and Easter Holidays. If this is the case all of your son's belongings must be taken home. We will inform you in advance.

Some bulky items may be locked away and stored at school, but this will be at your own risk. All boarders must return home for holidays and there is normally no evening meal served on the last day of term (e.g. Friday after school has finished for the holidays.)



**Exeats:**

For weekends labelled as 'Exeats' all boys are required to leave the house on Friday after school. Boarders will receive reminders, but this is also clearly labelled in the school calendar. No evening meal is provided on Friday of Exeat weekends. There are very few such weekends, normally only Bank holiday weekends or those with staff training days.

**11. ABSENCE FROM SCHOOL**

Should your son be unable to return to school after a weekend or holiday for any reason, please do let the Housemaster or duty member of staff know either by phone or by email. It is also extremely helpful if you copy the school office directly into any email, so that they are made immediately aware of any absence. Please email [reception@reading-school.co.uk](mailto:reception@reading-school.co.uk). Please also do let staff know if your son is coming back late or changes plans for returning on a Sunday evening.

Housemasters are unable to grant permission for absence from school. If your son is unable to attend for any non-medical reason you should in the first instance seek permission from the Headmaster via his assistant ([cmole@reading-school.co.uk](mailto:cmole@reading-school.co.uk)) and copy Mr Teixeira or Mr Sánchez into any correspondence for reference.

Arrangements for the end of terms are important times for the Boarding community. Boarders are dismissed immediately after the day school finishes (normally at 15.25 for half term holidays and around midday for the end of a full term). It is very difficult to accommodate multiple requests for pick-up times and parents are discouraged from requesting that their sons be picked up a day early for holiday reasons etc.

**Examinations:**

Boarders in Years 11 and 13 will be undertaking external exams during the year and will be granted exam leave for these in accordance with the school arrangements. Boarders are able to choose when to stay in boarding during this time period. Many opt to remain in school for the majority of time in order to revise with other boys, however, there may be times when they have gaps in their exam timetable and would rather be at home. If this is the case, can we ask that you inform us of these intentions so that we are aware of who is due to stay in the house at any time.

Once external examinations are completed for Years 11 and 13, boarders have officially finished term and are therefore expected to commence their holidays. Students are required to arrange a check out date with their Housemaster for them to remove all items from boarding. Any damage to the furniture or room will be noted at this time and appropriate bills issued. Ideally check out should be within 3 days of their final exam.

## 12. ILLNESS

One of Matron's tasks in boarding is to administer medication and First Aid. Boys are requested to bring any medication from home to Matron, who manages prescriptions and keeps records of the stocks. Boys may self-medicate if deemed competent and organised enough to do so.

If a boy is ill during the week, Matron will assess his symptoms and arrange a visit to the GP if necessary. All parents sign permission for household medication to be given out and Matrons manage this.

Occasionally a boy may need to be sent home and Matron will organise this with parents if necessary. If a boarder is unwell at the weekend we would ask parents to think carefully about whether his symptoms have cleared before returning him to school.

We also have a Day Matron who provides medical support to all students during the school day via the school's Medical Centre.

## 13. ACTIVITIES AND CLUBS

### **Boarders Clubs:**

Clubs are run for the boarders after school and in the evening after the boys have finished their homework. These clubs are organised and supervised by the Boarding staff. We ask all Year 7 boarders to undertake at least four clubs a week, but other than this attendance is voluntary.

Please do check with your son which clubs he has been attending and ask if there are any activities that you think your son would like to see running. Please let us know if you have any suggestions for clubs that might be popular!

### **Off Site Activities:**

Boarders are welcome to attend off site activities, such as rugby clubs, Duke of Edinburgh or drama groups, but it is impossible for Boarding staff to transport boys to or from these activities. Instead, we either need your written consent allowing your son to make his own way to and from the activity from the Boarding house, or alternatively you are welcome to provide your own transport arrangements.

### **Inter House Competitions:**

These competitions are organised by the senior boys and run with the help of the Boarding staff. They encourage participation, team work and group cohesion and range from sporting activities to general knowledge. At the Summer BBQ a trophy is awarded to the winning house. All boys in the house are encouraged to participate in one or other activity and merits are awarded for excellent participation.

### **Boarders Trips:**

Periodically there are trips arranged for all boarders. Some of these will be advertised in the school calendar. For example the annual Boarding Theatre trip when all the boys and staff from both houses take in one of a West End shows, or the end of year summer trip (for example to Thorpe Park or Paintballing). These trips are included in the Boarding fee and there is no extra cost. There is a minimum of one trip per half term including such activities as 10 Pin Bowling, Water-skiing and Ice Skating. Additional parental consent will not be requested for these activities unless they are deemed 'high risk.'

Additionally other smaller trips are sometimes run – such as cinema visits or trips into town. These are supervised by staff, very often with the year group that they tutor.

## 14. KIT AND PERSONAL BELONGINGS

The following is a recommended list for the equipment and kit needed by a boarder at Reading School. There is no formal kit list and we invite your discretion, particularly with footwear for example – where some boys need many more pairs of shoes than others.

### Casual Clothes

We do ask that you do not send your son with a surplus of casual clothes – laundry is undertaken daily and boys with too many clothes tend to be the least good at putting in washing. Whilst a weekly supply of fresh underwear and t-shirts is essential, too many jumpers or jeans often lead to wasteful washing or a build-up of dirty clothes.

| Item                      | Suggested Quantity |
|---------------------------|--------------------|
| Underpants/Boxers         | 6-8                |
| Non-school socks          | 6-8                |
| White Vests (if required) | 2-3                |
| Pairs of Pyjamas          | 2                  |
| Dressing Gown             | 1                  |
| T-shirts/Casual Shirts    | 5-6                |
| Tracksuit Bottoms/Shorts  | 2-3                |
| Sweatshirt/Jumper         | 2                  |
| Casual Trousers/Jeans     | 2                  |
| Trainers/Casual Shoes     | 2 minimum          |

### Bedding and toiletries

Bedding is washed fortnightly in boarding. This is called “Big Laundry” by the boys. We therefore ask that you provide two sets of bed linen. Please provide your son with as many pillows as he requires, two bath towels (in addition to a towel he may use for swimming) and any toiletries that you see fit.

| Item                     | Suggested Quantity |
|--------------------------|--------------------|
| Duvet Cover              | 2                  |
| Pillow Cases             | 2                  |
| Fitted Sheets            | 2                  |
| Duvet                    | 1                  |
| Pillow                   | 1                  |
| Bath Towels              | 2                  |
| Swimming Towel           | 1                  |
| Toiletries (no aerosols) | As required        |

## Miscellaneous

| Item  | Quantity                |
|---|-------------------------|
| Holdall/ Weekend Case                         | 1                       |
| Padlock (if required)                         | 1                       |
| Mesh Bags for washing machine                 | 1-3 (depending on size) |
| Laundry Bin                                   | 1                       |
| Posters and blue tack permitted (if required) |                         |

Please remember that all personal items must be labelled. For laundry purposes we request that parents only use sew-in labels or a 'tag' or 'button' style label which should be placed in an easily visible position. These can easily be found online, and we can recommend [www.snappytags.co.uk](http://www.snappytags.co.uk).

**Please do not use iron-on name tapes as these come off in the wash.**

A zipped or draw string mesh laundry bag is requested for placing smaller items of dirty washing in the laundry – this avoids socks being separated etc. Again these can easily be found online, for example on Amazon.

## 15. VALUABLES

### Pocket Money:

While there is no requirement for your son to have any additional money with them during the week, we know some boys are given pocket money to cover travel home at weekends or to buy some snacks from the hospital shop or the nearby Co-Op.

If you do intend to give your son some pocket money we strongly recommend you do so by giving cash to the Housemaster who manages the house safe and will act as a bank, allowing your son to withdraw money when he needs it. This will allow us to keep the money safe, help the Boarding staff monitor the boys' expenditure and help teach the boys about money management. **We request that boys in Years 7-9 are only given pocket money in this way.**

### Valuables:

Valuable items can be kept in the safe as and when necessary and a register is maintained. In particular any international students are advised to lock their passports away.

### House account:

Some credit can be extended to boarders on occasions, for example, for emergency travel costs. The issuing of this money is done at the Housemaster's discretion. Any such sums will be invoiced at the end of the term or sooner if necessary.

### Tuck boxes:

Historically boys have always been asked to bring snacks in tuck boxes. As 'tuck' is so easily available at local shops or in the refectory, very few boys now store a terms worth of sweets in the house. It is preferable for you not to furnish your son with excessive amounts of snacks! In the interest of hygiene we ask all boys who are provided with a supply of 'tuck' keep this food in a tuck box. These boxes should be sealable and small enough to be locked away when not used.

**Electrical appliances:**

All electrical items must be PAT tested for fire regulations and the school undertakes this process twice a year in September and January. Please notify us of any items brought in at other times of the year so that we can undertake individual safety checks.

Boys should not have expensive or bulky items in their rooms. Most boys should bring a reading lamp and an alarm clock and some choose to bring small stereo equipment. Only Years 10 and above are allowed to bring their own computers. Therefore unless he is in these year groups please, do not provide your son with a laptop, pc or tablet, as these cannot connect to the school internet and present a security risk for the network manager.

Other hand held devices such as Gameboys, Nintendo DS, PSPs etc. are permitted to be brought into the house with permission and consent of parents and the Housemaster. In Years 7-9 all mobile phones and hand held devices will be taken from the boys at lights out and returned to them in the morning. Boys should not rely on their phones as an alarm clock.

**Insurance of Personal Possessions:**

The school does not have an insurance policy that covers losses in the Boarding houses. Please check that your domestic policy covers loss or damage to such items.

**Damage:**

Any significant damage whether accidental or intentional caused within the Boarding house will incur a cost for the repair or replacement which will be added onto the invoice at the end of the term or year.

**Bicycles:**

Boys are not allowed to have bikes onsite unless they comply with the following conditions:

- They wear a helmet
- They have a bell fitted to the bike
- It is 'roadworthy' i.e. its brakes work etc.
- It is kept in the school bike rack not in the house
- The housemaster has received written or emailed consent from parents

Failure to adhere to the rules above may result in a bike being taken away. Boarders are requested not to lend their bike to another user unless this individual has also passed a cycling proficiency test and is wearing a helmet.

Unless we have written permission from parents, boys are not allowed to ride a bike off the school site. We would prefer a conversation with any parent about a bike being brought to school, before any such decision is made.

**16. RULES FOR GOING OFF SITE**

Boarders are allowed off the school site unsupervised – but there are two critical conditions for this:

1. No boarder may leave the site without first obtaining permission from the duty member of staff

2. Boarders must sign out upon departure and in again upon their return using the “Boardingware” app available on the House iPads.

In addition, please note the following conditions:

- Year 7 students are not allowed off site until they have been accompanied by staff and have proven themselves to be safe unsupervised – this is normally only after Easter approximately. They must then follow the normal rules for Years 7-9.
- Year 7-9 students must remain in a group of three and must be back before 17.30.
- Year 10 students may go in groups of two. They must be back before 17.30. They may also go after prep to the local shop, but must be back by 21.15.
- Year 11 students may go in a group of two or on their own if we have email permission from parents confirming this. They must be back before 17.30. They may also go after prep to the local shop, but must be back by 21.15.
- Year 12 and 13 students may go on their own and may go after tea. More flexibility is granted to Sixth Form students as long as the basic rules are adhered to.

Boarders should expect a call from the duty mobile when they are off site, and must be able to put any of the groups expected to be together on the phone. We expect all boarders who aren't in the sixth form to consider one visit to town a week as a maximum – unless parents email us to the contrary.

With parental permission it is very easy to allow boys off site on their own for special circumstances such as to get a haircut etc. Variation from the above rules is possible as long as parents email the Housemaster in advance.

Some boarders also need stricter rules, ensuring that they increase their study focus – please do let us know by email if you would like your son(s) to adhere to slightly different guidelines.

## **17. RULES FOR VISITORS**

All visitors, including parents, must sign in to the Boarding house ‘signing in book’ and let a member of staff know they are visiting. Parents are welcome to visit on occasions and to take their son out for an evening if there are special occasions (in the past, for example, parents have on occasion wanted to take their sons to football matches, birthday meals, concerts etc.) In the unlikely event that parents need to go upstairs in the house, they will be escorted by a member of staff. This is particularly important for boys sharing dorms where respecting privacy of the other boys in the room is paramount.

We do request that parents of new boarders avoid any interruptions in the middle of the week during the first term.

### Protocol for boarders who encounter visitors to boarding who they don't know

- Politely ask the person to wait outside
- Phone the duty mobile or Housemaster or Matron to ask them to come and check who the visitor is
- Wait until the staff member arrives
- Do not allow access to the boarding houses to anyone they don't know or recognise

## 18. IT RULES

We expect boarders to use IT appropriately and all boarders sign a comprehensive user agreement. Boarders in Year 10 and above may bring their own device for IT purposes, whether this is a tablet or laptop – and they may register with the network manager to gain access to the school's Wi-Fi using this.

We request that boys in Years 7-9 do not bring such devices to school and continue to encourage parents not to provide contracts with unlimited internet access via smartphones.

## 19. REWARDS AND SANCTIONS

In both houses many more rewards than sanctions are given out – the following guidance explains some reasons for merits and sanctions. We hope every boarder is willing to be a part of the community and merits are intended as a small incentive to reward those who contribute the most.

### Merits:

Staff and prefects are able to reward good and helpful behaviour with merits. Merits will be awarded for students in Year 7-10 under four categories:

1. Academic progress and attitude towards prep
2. Noteworthy participation in house events, clubs or activities
3. Domestic organisation e.g. particularly tidy room
4. Contribution to the house community e.g. undertaking extra duties or helping other students.

### **Academic (Academic progress and attitude towards prep)**

Sometimes sitting quietly in prep isn't quite enough! Staff and prefects will award a merit to an individual or a year group who behave, study and learn exceptionally well during prep or for those who achieve outstanding reports, grades or comments in their prep diaries.

### **Extra-curricular (Noteworthy participation in house events, clubs or activities)**

We expect every boarder to participate fully in the events, activities and clubs on offer. Merits are awarded to those who add real value to these activities, who help to lead or to organise, who excel in house competitions or show great attitude in after school clubs.

### **Domestic (Tidiness, organisation and duties undertaken above and beyond normal standards)**

Staff and prefects award merits to those members of the house who are organised, tidy and well presented. Merits are also awarded to those whose duties are performed above and beyond normal expectations and who don't leave junk lying around!

### **Community (Giving exceptional support, care or help to other members of the house)**

Contribution to the house community, e.g. undertaking extra duties or helping other students is fundamental to the success of the boarding community. Members of the house who 'go the extra mile' to help peers, staff or senior boys may well find themselves given a merit by staff or prefects.

### Rewards:

The Year group that receives the most merits per student in one half term will be eligible for either a pizza and DVD rental or a cinema trip to town. This reward will be offered in the final week of the half term and the student in that year group with the most merits will be able to choose which

reward he would like. The year group winning the prize will be accompanied by their housemaster or academic tutor and by a senior of their choice.

In addition individuals who achieve ten merits will be awarded credit on their refectory account, those who reach 25 will be awarded a voucher (i-tunes/ amazon etc.) and those who achieve 50 will be awarded a large prize.

Year 11-13 are rewarded differently. Their leadership and example often merits praise and encouragement. Where appropriate they are rewarded through such activities as shared trips to local restaurants, take-away pizza or DVD rentals.

### **Room inspections:**

In addition to the merits and sanctions systems daily room inspections lead to weekly reward for the top three boarders in each house and sanction for the bottom three. The tidiest three receive £2 refectory credit and the bottom three are supervised in 15 minutes of community service – often related to tidying their own room and communal areas.

### **Contracts:**

In parallel with sanctions and rewards, boarders may be asked to sign additional contracts regarding their behaviour. This may add structure to their evenings and/or highlight particular behaviours that they must, or must not undertake. The purpose of a contract will always be to promote positive behaviour. Any boarder asked to agree to additional behavioural contracts will sign the contract showing their awareness and understanding of the conditions it contains, and their parents will be provided with a copy.

### **Sanctions:**

All sanctions are recorded in the pastoral contact log. In addition, major sanctions are reviewed by the Headmaster. Exclusions are only undertaken by the Headmaster. Members of staff may issue any other proportionate sanction as they and the Housemaster feel appropriate.

Prefects may issue minor sanctions after consultation with the member of staff on duty and only when they themselves are on duty or undertaking a task as a senior student within the house. The member of staff must discuss the sanction with the boarder involved and record appropriately.

### **Major Sanctions**

Major sanctions for boarders include:

- **Permanent Exclusion** (permanent removal from School roll)
- **External Exclusion** (fixed period of time under parental supervision with no access to School site)
- **Internal (Boarding) Exclusion** (fixed period of time under supervision of School SLT and exclusion from circulation during boarding time)
- **Extended House Gating** (confined to boarding house with reduced permission for any activities lasting more than two days)
- **Extended Gating** (confined to site with reduced permission for off-site activities lasting more than a week)



## Minor Sanctions

Minor sanctions for boarders include:

- **Community Service** (a 15, 30 or 45 minute tariff undertaking chores in the house to the benefit of the whole community – for example kitchen cleaning, vacuum cleaning or waking up the house)
- **Early Report** (report to the Housemaster at 7.00 am changed and ready for the school day and wait outside his door)
- **Early to Bed** (the time of bed will be stipulated by the member of staff and boys will be required to be in their room, in bed, quiet with the lights off by the time given)
- **House Gating** (confined to boarding house with reduced permission for any activities lasting no more than two days)
- **Gating** (confined to site with reduced permission for off-site activities lasting no more than a week)
- **Extra prep** (additional time for personal study instead of social or recreational time)
- **Loss of electronic devices** (required to hand in all electronic devices in the evening for an agreed period of time)

## Indicative guidance of misdemeanours and appropriate sanctions

The guidance below is the exclusive list of sanctions, but is only illustrative of the reasons why a sanction may be given.

| Minor Sanction    | Examples of Misdemeanour   |
|-------------------|--|
| Early to bed      | Not in school uniform at breakfast<br>In house during the day without permission<br>Repeatedly late to prep<br>Repeatedly late to prayers  |
| Early Report      | Repeatedly late to bed<br>Out of bed after lights out without permission<br>Failure to fulfil house duty by end of day   |
| Gated             | Late back from town<br>Off site without permission<br>Not signing out<br>Off site in a group less than three   |
| House gated       | Involved in altercation with another boy<br>Misbehaving during club or activity<br>Continuing to leave mess around the house despite warnings<br>Rude or unacceptable behaviour  |
| Community Service | Late to breakfast<br>Persistent misdemeanours or bad behaviour<br>Failure to complete duties<br>Causing nuisance, mess or inconvenience to others<br>Misbehaviour during clubs, trips or activities<br>Consistently messy room or social space |
| Extra Prep        | Not working properly in prep<br>Poor reports from academic staff<br>Distracting others from prep   |

|                               |   |
|-------------------------------|---|
| Loss of Electronic Devices    | Late to breakfast   |
| <b>Major Sanctions</b>        | <b>Examples of Misdemeanour</b>   |
| Extended Gating               | Repeated abuse of signing out and off-site rules, or significant misbehaviour off-site.   |
| Extended House gating         | Sustained/ serious misbehaviour in clubs or activities or repeated misbehaviour.  |
| Internal (Boarding) Exclusion | Bullying, physical altercation, behaviour that significantly affects the well-being or safety of another boarder or that repeatedly diminishes the experience of other boarders.                        |
| External Exclusion            | In addition to whole School policy any behaviour in boarding that substantially affects the well-being or safety of another boarder or continually and significantly diminishes the boarding community. |
| Permanent Exclusion           | As per whole school policy.   |

## 20. ACADEMIC PROGRESS

### Homework:

Preparation (Prep) is set by all departments according to the School's Prep Timetable and the recommended times for each year group. In the Boarding Houses we have one and a half hours Prep time each weekday evening. This is time we expect all boarders to engage in productively.

Prep time within the Boarding house should be sufficient for most boys in Key Stage 3 to complete all the tasks they are given, though some may need to do extra work on particularly difficult or interesting projects. There is opportunity for those who want it to continue studying quietly in the evening in both houses, and boys are welcome to take some work home with them at weekends.

Boys in Key Stage 4 will often have to do extra study in preparation for controlled assessment or as exam revision and those working towards AS and A levels at Key Stage 5 are expected to manage their work much more independently.

### Supervision:

We have a 3 tiered system ranging from full supervision for the younger members of the house and those who are not exceeding target grades, to a more limited supervision for some senior boys who are on track to achieve their target GCSE and A-Level grades.

The A group are supervised all the time in the prep room, the B group work in a classroom with access to laptops but less supervision and the C group can work in their own rooms. Boarders are able to move between prep groups depending on their reports and feedback from their academic tutor, mentor, day school tutor and parents.

**Homework planners:**

All the boys in Years 7-11 are mentored academically by a member of staff and will have to get their homework planners checked by this member of staff each week. It is also our expectation that every boy in Years 7-11 brings their homework planner home each weekend for a parent to check and comment on if appropriate.

**Parental responsibility:**

Most junior boarders will complete nearly all their homework in prep and need to bring only small amounts of work home at the weekends – nevertheless we ask parents to ensure that their son brings work home regularly so that it may be checked – this is the only way to ensure you are satisfied with the effort your son is putting into his work.

If your son does bring work home please make sure no books get left behind at the end of the weekend or holiday, as in the past this has been used as an excuse by boarders in the past for not completing work.

If there are any problems with prep or with progress in school both Housemasters are routinely in conversation with form tutors and reports are produced for each year group at least three times a year.



## READING SCHOOL

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