

**BOARDING FAMILY
HANDBOOK
2011-12**

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BOARDING AT MOUNT ST MARY'S

This handbook is designed for the use of pupils and parents at the 'Mount' and all those who live and work in the boarding community at this College.

We hope that this handbook will provide information about the principles, values and beliefs of the College and includes details of policies and procedures to give a clear and comprehensive picture of our boarding life.

The aims of Mount St Mary's are set out in our Vision Statement. In particular we aim that the experience of boarding contributes to:

- the spiritual, intellectual, emotional, artistic and physical development of the whole person, recognising that each is individual in the eyes of God.
- a knowledge of self which leads to sensitivity and understanding towards others.
- an increasing maturity in the exercise of responsibility for self and others.

Boarders live in one of two Boarding Houses under the care of a resident Housemaster/mistress and an Assistant Housemaster/mistress or House Tutors. Their responsibility is to ensure that pupils settle into the House, make friends and find happiness and fulfilment whilst at Mount St Mary's.

In our Houses, we try to maintain a relaxed and informal atmosphere, a 'home from home', in which young people can grow up in a happy and fulfilling environment.

I wish you a happy and successful time as members of our boarding community at Mount St Mary's.

Laurence McKell
Headmaster

From The Head of Boarding

Having been involved in boarding for more than fifteen years, I see it as a privilege to be in charge of this very important area of school life. I believe this is where a teacher can really make a difference by serving the pupils under their care.

I am also a passionate teacher of Geography and a rugby coach apart from other experience in teaching in an executive capacity.

I believe one of the most important challenges is to achieve growth and a new consciousness with regard to the spiritual, intellectual, emotional, artistic and physical development of the whole person and, in short, to ensure that pupils are happy of their own accord. Finding the balance between creating a disciplined environment where each of the pupils can develop to his or her full potential in all the above spheres and making sure that he or she is happy and constructive in relationship to others is what we aim to achieve.

The aim is furthermore to create a boarding community that can get as close as possible to achieving and experiencing the advantages a boarder would have in an ideal family. I mention an environment of love, care, safety and structure to allow the pupils to develop to their full potential without losing their individuality.

The community consists of me as Head of Boarding, a Housemaster and Housemistress with their assistants, tutors, the language assistants and gap students. The Director of Chaplaincy, Nurse and Housekeeper are also much more involved than just doing their duties. All the staff and pupils represent an integral part of this community and we do almost everything together. The outings on Sundays and other fun activities such as the cultural evenings which celebrate the heritage of our boarders are just two examples.

As Head of Boarding, it is my duty to make sure that we achieve these goals, and that it is all done in a safe and secure environment. For routine issues please contact the Housemaster or Housemistress but for more direct and personal contact do not hesitate to share your views or concerns with me at any time.

Wessel du Randt

LOYOLA HOUSE

Loyola House is the Boarding House for boys. It was refurbished and the boys moved into the House in Easter 2009. **Saint Ignatius of Loyola** (Spanish: *Ignacio López de Loyola*) (1491 – July 31, 1556) was the principal founder and first Superior General of the Society of Jesus.^[1]

The Housemaster is **Mr Matthew Powell**. As Housemaster, Mr Powell has overall responsibility for the care and welfare of the boys in Loyola House and is assisted by Mr Jack Murphy, who is also Head of English and Drama. Mrs Ruth Powell, the head of girl's games is married to Mr Matthew Powell and is also a house resident. Mr Madigan and Mr Leadbetter also assist Mr Powell in the care of the boys resident in the Colliston / Chichester wing.

Loyola is a state of the art modern boarding house, totally refurbished in 2009 with individual en-suite rooms for seniors and sharing accommodation for juniors. There are single and twin rooms, all with new heating and electrics as well as the latest Wi-Fi features.

The House common room is furnished with easy chairs, a large, flat-screen television and video equipment. There is also a kitchenette with drinks and snack-making facilities based in a conservatory which leads onto Loyola lawn. This is a private garden for boarders and a popular venue for house barbecues in the summer.

HOPKINS HOUSE

Hopkins House, which accommodates girls aged 11-18, is situated in the oldest part of the College and has been completely refurbished in the last four years to provide accommodation for forty girls in shared and single rooms with en-suite facilities. The House is named after Gerald Manley Hopkins, the Jesuit priest, who stayed at Mount St Mary's for some years and is well known for his poetry published at the end of the 19th century.

The Housemistress in Hopkins House is **Mrs Julie Gabbitas** who also coaches Games. Mrs Gabbitas lives in a flat in the heart of the House along with her family. Ms Szalai is the assistant housemistress and Mrs Isabel Garbett also helps with duties and individual studies.

Hopkins House is located on three floors and all year groups have their own areas of the House but share lots of common space. Most rooms are double glazed and appropriately furnished with beds, bedside tables, wardrobes and a notice board. Senior girls often have their own single room, whilst younger girls share in two's or three's depending on the size of the room. The House common room provides comfortable seating, a television and DVD as well as kitchenette facilities, a microwave oven, refrigerator and kettle.

'New Hopkins' currently provides single accommodation for sixth form girls. This was completed and refurbished in Easter 2009 and provides single rooms with en-suite facilities.

BOARDING ROUTINE: MONDAY – FRIDAY

HOPKINS		LOYOLA	
SIXTH FORM GIRLS	MIDDLE/LOWER SCHOOL GIRLS	SIXTH FORM BOYS	MIDDLE/LOWER SCHOOL BOYS
7.30 am: RISE	7.00 am: RISE	7.30 am: RISE	7.00 am: RISE
7.45 am: BREAKFAST/reg	7.30am: BREAKFAST/reg	7.45 am: BREAKFAST/reg	7.30 am: BREAKFAST/reg
ROOM CHECKS/REGISTRATION – 7:30 - 8.00 am		Morning electronic registration until 8:30 am	
8.35 am: SCHOOL REGISTRATION IN FORMS/ SCHOOL ASSEMBLIES			
9.00 am: SCHOOL IN SESSION Classes- periods 1, 2			
10.10 am: MORNING BREAK – TUCK SHOP			
11.15 am - 1.00 pm: SCHOOL IN SESSION Classes 4, 5 and 6 / GAMES			
1.00 pm-1:55 pm : LUNCH			
1:30 - 1.55 pm: Afternoon electronic registration time. 1:55-2:00 pm movement time for afternoon lessons			
2.00 – 3.10 pm: SCHOOL IN SESSION: Classes 7 and 8 / GAMES			
3.10 pm: AFTERNOON BREAK			
3.20 – 4.30 pm: SCHOOL IN SESSION Classes: periods 9 and 10 / GAMES			
4.45 – 5.40 pm: SCHOOL ACTIVITIES/BOARDERS FREE TIME			
5.45 pm: SUPPER			
6.45 – 9.00 pm: EVENING STUDIES: SYNTAX and GRAMMAR until 9.00 pm, Rudiments and below until 8.30 pm			
9.15 pm: HOUSE PRAYERS (One evening per week)			
10.30 pm: IN HOUSE	Rudiments and below 9.30 pm, Grammar and Syntax 10.00 pm: IN HOUSE	10.30 pm: IN HOUSE	Rudiments and below 9.30 pm, Grammar and Syntax 10.00 pm: IN HOUSE
10.50 pm: LIGHTS OUT	Rudiments and below 9.45 pm, Grammar and Syntax 10.15 pm: LIGHTS OUT	11.00 pm: LIGHTS OUT	Rudiments and below 9.45 pm Grammar and Syntax 10.15 pm: LIGHTS OUT

BOARDING ROUTINE: SATURDAY

HOPKINS		LOYOLA	
SIXTH FORM GIRLS	MIDDLE/LOWER SCHOOL GIRLS	SIXTH FORM BOYS	MIDDLE/LOWER SCHOOL BOYS
7.45 am: RISE	7.30 am: RISE	7.45 am: RISE	7.30 am: RISE
8.15 am: BREAKFAST	8.00 am: BREAKFAST	8.15 am: BREAKFAST	8.00 am: BREAKFAST
8.40 am: MEETINGS IN COMMON ROOMS/ REGISTRATION			
9.00 am: SCHOOL ACTIVITIES; electronic registration session 1: 8:30 am - 9:00 am, & session 2: 10:15 - 10:45 am			
12.00 noon: LUNCH			
4.00 – 4.30 pm: TEA IN REFECTORY FOR TEAM PLAYERS			
4.30 – 6.00 pm: BOARDERS' FREE TIME			
6.00 pm: VISIT TO THE SHRINE OF OUR LADY OF THE MOUNT/REGISTRATION			
6.10 pm: SUPPER			
7.00 – 9.30 pm: House Social Arrangements: Movies in Common Rooms, Take-Away food orders by arrangement with House Staff.			
11.00 pm: IN HOUSE	Rudiments and below 10.00 pm, Syntax and Grammar 10.30 pm: IN HOUSE	11.00 pm: IN HOUSE	Rudiments and below 10.00 pm, Syntax and Grammar 10.30 pm: IN HOUSE
11.30 pm: LIGHTS OUT	Rudiments and below 10.15 pm, Syntax and Grammar 10.45 pm: LIGHTS OUT	11.30 pm: LIGHTS OUT	Rudiments and below 10.15 pm, Syntax and Grammar 10.45 pm: LIGHTS OUT

BOARDING ROUTINE: SUNDAY

HOPKINS		LOYOLA	
SIXTH FORM GIRLS	MIDDLE/LOWER SCHOOL GIRLS	SIXTH FORM BOYS	MIDDLE/LOWER SCHOOL BOYS
8.45 am: RISE	8.30 am: RISE	8.45 am: RISE	8.30 am: RISE
9.15 am: BREAKFAST	9.00 am: BREAKFAST	9.15 am: BREAKFAST	9.00 am: BREAKFAST
9.40 – 10.15 am: MEETINGS IN COMMON ROOMS/ REGISTRATION/ROOM CHECKS			
10.15 am: SINGING PRACTICE			
10.30 am: MASS IN MEMORIAL CHAPEL			
11.30 am: TEA/COFFEE IN MIDDLETON (CHOIR, READERS and SERVERS)			
12.00 noon: LUNCH			
1.00 – 4.30 pm: BOARDERS OUTINGS/ ACTIVITIES ON CAMPUS/FREE TIME			
4.30 – 6.00 pm: BOARDERS' FREE TIME			
6.00 pm: Boarding Family Supper			
6.45 – 8.00 pm: EVENING STUDIES/REGISTRATION			
7.30 – 9.30 pm: House Social Arrangements: Movies in Common Rooms			
10.30 pm: IN HOUSE	Rudiments and below 9.30 pm, Syntax and Grammar 10.00 pm.: IN HOUSE	10.30 pm: IN HOUSE	Rudiments and below 9.30 pm, Syntax and Grammar 10.00 pm: IN HOUSE
10.50: LIGHTS OUT	Rudiments and below 9.45 pm, Syntax and Grammar 10.15 pm: LIGHTS OUT	11.00 pm: LIGHTS OUT	Rudiments and below 9.45 pm, Syntax and Grammar 10.15 pm: LIGHTS OUT

Studies

Central to the College ethos is the belief that boarding life instils in our pupils a mature approach to independent learning and thus provides an excellent platform for meeting the challenges and demands of University and Higher Education. Despite the importance we attach to sport, recreation and extra curricular development, the College's commitment to a culture of serious 'study' has always been, and remains, a priority.

Each weekday and on Sunday evenings all boarders are expected to study formally. During 'Studies' pupils will complete the homework set by their teachers, recorded previously in each pupil's 'planner'. Sixth Form students use 'Studies' for private study and research.

Syntax and Sixth Form pupils study in their rooms and Elements – Grammar pupils study or in one of the main communal study areas. The House Staff and Tutors supervise studies. Older students who required more direct supervision to study successfully have supervised studies with the junior pupils.

Pupils may not eat, drink or listen to music during Studies and mobile telephones should be switched off. Pupils who study in their rooms do so with the door ajar and must maintain a quiet, studious atmosphere. Particularly for those taking public examinations, the time provided for Studies is the minimum amount that should be devoted to independent work each day.

Free time

Much of the boarders' day is taken up with lessons, activities or 'Studies', but there is also some 'free' time.

On weekdays after school, between 4.45 and 5.40 pm, boarders must take part in activities three times each week. On the remaining two days they may choose to do more activities or may have some free time. There are televisions in all common rooms and some sports facilities are available at these times.

After evening 'Studies' boarders have some free time until they are due to go to bed. A popular area for meeting with other boarders, especially from other Houses, is the Tuck Shop, which is located within the Refectory. Pupils can buy many useful supplies from here and post mail home, as well as buying snacks and drinks. During the evening it is forbidden for boarders to go off-site without specific permission from the member of staff on duty in their House.

On a Tuesday and Thursday pupils are allowed to go to the Athletics Club, with permission from House Staff. On Tuesdays and Fridays Syntax and Sixth form are allowed to use the swimming pool and gym facilities, again with permission from House Staff. This can only happen after a thorough gym induction. No swimming can take place without a qualified supervisor. All homework must be completed before going to any of the above.

Boarders in Rhetoric are allowed to go to the village pub after 'Studies' on Thursday and Saturday nights; Poetry boarders may go on Saturday nights though

only those over 18 may consume beer or wine. No student is permitted to drink spirits. They must provide an ID card to prove their age to the pub and sign out and back in to the House. They must be back by 11.00 pm. Boarders who wish to take advantage of this privilege must act in accordance with the demands of the law and exercise good common sense.

Facilities

Boarders have access, at various times, to the following facilities in addition to the facilities provided by their individual Houses:

- Kitchen: Coffee, tea, bread will always be available with all the other normal kitchen facilities.
- Each house has cooking facilities
- ICT suite
- Library
- Swimming pool
- Indoor gym
- Gym for fitness training
- A floodlit outdoor all weather playing surface
- School grounds and pitches
- School common rooms
- Tuck shop
- Music practice rooms
- 2 DASH Athletics Club

WEEKENDS

Saturdays

Wake up and breakfast are slightly later on Saturdays (breakfast 8.00-8.30 am). This breakfast is not compulsory and they could have some coffee and toast in the house. Electronic registration should be done before 9 am. Boarders who have an afternoon sports fixture can opt for morning activities or have free time in the house. Boarders not doing afternoon sport should follow the whole school activities programme in the morning. Activities include ICT, Music, Art and Craft, Drama, Fencing, Duke of Edinburgh Award, Outdoor Pursuits. Sixth Form students may use some of the time on Saturday morning for private study by prior arrangement. Many day pupils come into school on Saturday mornings to join in the activities programme.

Lunch is at 12.00 noon.

On Saturday afternoons many boarders play for one of the College teams, sometimes travelling for a match at another school. Other boarders, having taken part in morning activities will be free in the afternoons. Boarders wishing to leave the college grounds must have the prior permission of the Housemaster or Housemistress.

On Saturday evenings, unless a cinema trip has been arranged, films appropriate to the different age groups may be shown in the Houses.

Sundays

Breakfast is served between 9.00 am and 9.30 am. At 10.30 am Mass takes place in the College Memorial Chapel preceded by a singing practice at 10.15 am. All boarders attend Mass and may wear smart casual clothes in Chapel. Visiting parents are always welcome to join us for Mass.

Lunch is at 12.00 noon.

On Sundays, after lunch, boarders in Syntax and above are able to walk off campus and visit the local surrounding area with the permission of House Staff, provided that they are in groups and have agreed the details of the trip with their Housemaster/mistress.

Each weekend there is an opportunity to participate in a structured boarders' outing. These are scheduled as part of the boarders' calendar in advance and are designed to embrace a broad spectrum of interest and activity; all boarders are encouraged to take part as fully as possible in these. Members of the academic staff come into College each Sunday to accompany and supervise boarders on these outings, often alongside the resident House Staff, and this provides an opportunity for teacher-pupil relationships in the broader extra-curricular context to be nurtured and developed. At least once a term there is a Boarding Community Outing which all boarders who are resident that weekend are expected to attend and on occasions, House Staff ask all members of their House to participate in a particular activity or outing. However, for the most part, weekend outings are optional. Sixth Form boarders who wish to leave the College must have permission from their House Staff. They must operate strictly within the agreed schedule concerning time and destination and may not go out alone. Weekend outings are designed primarily for relaxation and recreation; nonetheless, all trips are carefully managed and 'risk assessed' to ensure not only that boarders enjoy themselves and each other's company, but also that they are fully accounted for, safe and appropriately registered. No specific permission from parents or guardians will be sought for Sunday activities. The costs associated with each outing, including transportation, will be added to bills at the end of the term when the trip was arranged. For some trips, tickets must be bought in advance. In such cases, if a ticket was bought but the pupil then did not join the trip, they will still be charged the relevant cost.

Pupils may choose to stay in College on Sunday to use some of the facilities. They can also make use of nearby facilities for cycling, canoeing and sailing. A cycle track through the College leads to the Rother Valley Country Park and the College has a number of mountain bikes for the pupils' use, under staff supervision. Boarders in the Sixth Form have the opportunity to visit the local shopping mall, Meadowhall. Boarders in the Sixth Form will only be allowed to leave the campus and travel by public transport alone if written parental consent has been received by the Housemaster/mistress at least 24 hours in advance. For boarders in Syntax and below, structured trips to Meadowhall and other local shopping malls are interspersed with outings of a more cultural interest to create balance

and variety. Some boarders may choose to relax with friends in their rooms or spend the afternoon in the extensive grounds, especially in the summer months. Boarders are always expected to represent themselves, and the College, to the highest standards when off site, either individually or as part of an organised trip.

On Sunday we have a formal supper at 6pm where staff and pupils are seated differently to encourage wider interaction during the meal to develop social skills. We also have themed evenings when different national groups can introduce their culture to the community. Following supper, there is a studies session for pupils, which is mainly focused on preparation for the week ahead. After Studies on Sundays, films are often shown in the Boarding Houses.

Parish Days

Once per half term there is a 'Parish Day' Breakfast is at 9am. On 'Parish days' Mass is celebrated in the late afternoon in College, at Barlborough Hall School or at the local parish church and there is no formal study session. In attending the local parish, boarders have the opportunity to worship with the local community.

Exeats

Exeats are allowed at any time after the first weekend back at school following a holiday. Written permission is required for this at least three days in advance. Permission for an exeat may be declined by House Staff if the necessary letters have not been received in good time. Permission from the boarder's and the host's families must be received by the Housemaster or Mistress by the Thursday prior to the intended weekend exeat.

Parents are asked that if their son/daughter is required to represent the College in any sporting event, then this must take priority. Such is the importance attached at the College to team responsibility and collective obligation that we ask particularly that parents avoid making requests which might undermine the efforts of all those, coaches and players alike, preparing for important fixtures.

Parents are welcome to visit their children for a day or weekend and may wish to take them out for a meal or overnight. We ask that parents give Housemaster/mistress at least one weeks notice in advance.

Boarders may be given permission to spend a weekend with the family of a local day pupil providing written permission from both sets of parents has been received. A discussion, perhaps by telephone, should have taken place between the two parental parties before the Housemaster/mistress receives the request. Clearly, the understanding in such an instance is that a boarder visiting a local family will be under the supervision of the hosting parents throughout the visit; parents of boarders are strongly advised to check the suitability of the proposed supervisory arrangements and to proceed with requests only when they are satisfied with the details of these. Once granted, provided that Exeats have been arranged through the correct channels and procedures, the College cannot be held responsible for boarders' safety and behaviour during the time away from the House.

BOARDING HOUSE GUIDELINES AND REGULATIONS

All boarders should firstly remember that they are living in a community and therefore respect the House rules in order to maintain a pleasant and harmonious atmosphere for all.

The main requirements are set out below, but boarders who are unsure about what is permitted or acceptable should feel able to ask their Housemaster/mistress for guidance.

Property, possessions, and personal organisation

Boarders will need the following equipment:

- Alarm clock
- Padlock
- 2 Laundry bags with name tapes sewn in

Please note that duvets/sheets and pillows are provided by the College. But to enhance the home from home feeling, boarders may bring in their own duvet covers etc.

Boarders' rooms are expected to be tidy at all times. In a shared room this is a collective responsibility. Boarders should not use another's possessions without permission. Respect for others and their property must at all times be of primary importance to all members of the boarding community. This includes any personal property or the Boarding House property, fabric and furnishings.

It is forbidden to borrow money from any other student, even with permission, as it can lead to misunderstandings. Students who need money urgently should see their Housemaster/mistress.

Graffiti in all forms is strictly forbidden. Students will be liable for the cost of removing graffiti.

Any damage, accidental or not, should be reported to a member of House Staff as soon as possible by those responsible for the damage.

Televisions are not permitted in rooms. Although any boarder may have a computer, these may not be used, other than by Sixth Formers for watching motion pictures. Pupils may only watch DVDs appropriate to their age, and House Staff will monitor the suitability of these.

Kettles, grills and toasters etc are not allowed in rooms, boarders are asked to use the snack-making facilities provided in their common rooms.

Separate insurance for valuables is strongly recommended, as the College cannot accept responsibility for loss or damage. Boarders also have a lockable box or cupboard. Pocket money should be given to the Housemaster/mistress who will issue it when required. Pupils are expected to hand in any amount bigger than £10 pounds to the Housemaster or Housemistress for safe keeping.

Community values

All pupils should be *courteous*. Boarders should treat others as they would wish to be treated themselves. Noise should be kept to a reasonable level and in shared rooms boarders should use headphones.

It is most important that everyone *looks after those around them*, most particularly those who are new, home-sick or unhappy or for whatever reason do not seem to fit in. Showing friendship and including people in groups and activities is always welcomed.

The boarding community works best when there *is mutual trust* based upon openness and honesty between all working and living here. Consequently, everyone has a right to be told the truth at all times.

It is entirely appropriate to *talk to a member of boarding staff* about a fellow student who seems unhappy in the long-term. In such cases, it is a member of House Staff who is best placed to help.

Students should *avoid creating any mess* and, above all, the attitude *'that it is up to'* the domestic or kitchen staff to clear up is not acceptable.

Litter makes residential areas dirty and unpleasant. While students have the right to live and work in a regularly cleaned environment, everyone has a responsibility towards the tidiness of the Boarding House. If there is litter around the House, it should be picked up and disposed of in a litter bin.

All have a right in the community to be *addressed in a respectful manner*. Students are encouraged to address each other by their first or Christian names. Only those nicknames, which are acceptable to fellow students, should be used.

Friendly, but courteous and respectful relations should exist between boarders and the domestic staff. All members of the boarding community, staff and pupils alike, should recognise that the well-being of the House is dependent to a large degree, on the professionalism and good-will of the domestic staff. Consequently, staff should be addressed by using *'Miss', 'Ms' or 'Sir'*. Students should be friendly and courteous towards visitors. Any instance of dismissive or disrespectful behaviour towards domestic staff or visitors will be treated as a serious disciplinary matter, for such conduct undermines and degrades the sense of community spirit, central to any happy boarding unit.

All have a right to be treated respectfully by other students, regardless of age, sex, race or religion. Remarks which are racist or sexist or which disparage another's faith are entirely unacceptable.

Any form of *physical violence* is forbidden.

Uniform, personal wardrobe and games kit

All boarders should be in full possession of a sports kit as set out in the separate clothing list; sports kit should be clean. College kit should be worn for all formal games sessions, including Boarders' Games on Saturday afternoons.

All items of clothing should be *clearly labelled* with the name and, where appropriate, the boarder's number. Full boarders have the responsibility to ensure that their clothes are clean and the school laundry should be used each week.

After 4.30 pm, Sixth Form boarders, girls and boys may wear *discrete jewellery* (rings and necklaces). Girls may wear earrings. This is, of course, subject to the discretion of members of boarding staff and in the interests of students' safety.

Bounds

The House Staff are responsible for all boarders. Consequently they need to know where students are at all times, and have a responsibility to ensure that everyone remains within a safe distance and that the privacy of all working here is protected.

The *College grounds* are defined as the area within the perimeter hedges of the sports fields. The sports fields are out of bounds during the school day except during Games or other supervised activities. Boarders have access to the grounds including the sports' fields *from 4.30 pm until supper*. However, in the winter months these grounds are *out of bounds* once it is dark and the light-sensitive lights are on. Boarders should not be outside in the dark unless they are between buildings or have permission.

Boarders are not allowed *access to boarding areas* other than their own except with the express permission of the House Staff concerned. Day pupils do not have access to boarding areas. Staff quarters and offices are out of bounds except with the permission of a member of the House Staff.

Leave of absence

Time off school is not allowed during the term except where there are mitigating circumstances. A request for absence in such cases must be sought from the Head of Boarding. The academic dates are published a year in advance in order to facilitate travel arrangements for students who live overseas. *Convenient air flights* on the days prior to the end of term are not considered a reason for asking to leave school early. In such cases, boarders should depart on the day set and stay with their guardian until the next convenient flight. This also applies to return flights. If permission is granted to miss school for any good reason, a document must be signed by all staff who might be impacted by this absence. This document will be available from the Housemaster or Housemistress. The full cost of travel outside the defined arrival and departure times must be born by a boarder's family.

Boarders' relationships

All pupils should be courteous. Boarders should treat others as they would wish to be treated themselves. Noise should be kept to a reasonable level and in shared rooms, boarders should use headphones rather than force their room mates to listen to their music.

Boarders from one House may not visit another without the express permission of the House Staff. Girls may not visit the bedrooms reserved for boys, and vice versa. Any visitor to the House must acquire the permission from the staff member on duty to enter the House.

It is entirely compatible with boarding life that individual boys and girls become good friends and begin to discover the happiness and fulfilment that comes from enjoying each other's company and House Staff acknowledge that boarders have a right to privacy and the opportunity to develop in relationships appropriate to their age group in a healthy and open way.

With this in mind, the experience of conducting a co-educational boarding environment suggests that the following are generally not helpful either to individuals or the community:

- The formation of strong relationships between students where there is an *age gap* of more than two years.
- The formation of relationships, which are *exclusive* of others.
- Relationships *of such depth* that they distract individuals from their study or other school commitments.
- *Physical contact* and other public displays of affection.

Relationships of a sexual nature are not appropriate either in the context of the Christian teaching which is central to the College ethos or between young people of school age. Those who engage in such behaviour can expect the most serious consequences leading to suspension and exclusion from school.

Signs of affection should not make other students feel awkward or embarrassed. Such signs of affection should be reserved for time outside the normal school teaching day.

No school can claim that *bullying* is never an issue. To do so would be to deny that wherever and whenever young people and teenagers live and work together in close communities, pressures exist and do occasionally materialise in negative ways. However, we are confident that at Mount St Mary's, in view of our strong Christian ethos, the expertise and experience of trained and qualified boarding staff and their spouses, and supported by carefully written policies which are sensitively but firmly applied, such pressures, when they do arise, can be effectively dealt with and ultimately overcome. In the conviction that bullying is potentially the single most undermining factor of happy and successful boarding

life, the College has a policy especially written and applied to safeguard all its pupils in this respect. This policy, available in printed form for all members of the boarding community, and for parents by request from Housemasters/mistress, outlines the zero tolerance which the College exercises regarding verbal, physical, emotional or any other form of bullying.

Privacy

Boarders are asked to visit friends' rooms in their House by invitation only. They should knock on the door and wait for an answer. Staff will respect their privacy and will usually knock before entering a pupil's room. During 'Studies', pupils who work in their rooms must have the door open.

Smoking, alcohol and substance abuse

Smoking is not permitted on the College site indoors or outdoors. Anyone caught smoking will be firmly dealt with. It is now illegal in the UK to smoke in a public building. (Smoking indoors is a fire risk and will lead to immediate suspension from school). Boarders may not smoke when they are out of school on exeat, nor on any school activity or trip.

The consumption of alcohol is also expressly forbidden, except where alcohol is provided in a controlled context for Sixth Form boarders at recognised school social events. Rhetoric boarders are allowed to go to the local pub on Thursday and Saturday evenings, those who are aged 18 in Poetry may also attend on Saturday evenings. Only those over the age of 18 may purchase or consume alcoholic drinks (only beer and wine) there and this must be only in moderation. Alcohol may be purchased and consumed nowhere else except with the express permission of Head of Boarding, the Deputy Headmaster or the Headmaster.

Boarders may not have alcohol or cigarettes in their possession in school; e.g. it is forbidden to bring alcoholic drinks back from the pub or shop, even if the visit was with permission.

The possession of herbal tobacco is similarly not permitted. Any pupil who feels that they are in danger of falling into a smoking habit should approach their Housemaster/mistress or another appropriate member of staff immediately. The School Nurse is able to provide information, support and advise individuals regarding the risks associated with smoking.

The possession and use of drugs threatens the well-being and quality of life of individuals and the community as a whole and is strictly prohibited. It is so serious that it will lead to expulsion. Similarly, the possession of aerosols and solvents for inhaling is a very serious breach of rules. Should any boarder feel that they are under any pressure regarding experimentation with drugs or other substances, or feel that they are at risk from other less direct influences, they should contact their House Staff, or another appropriate adult immediately.

Sanctions

Where boarders do not follow the rules their Housemaster/mistress may apply sanctions depending on the nature of the misdemeanour. Sanctions include:

- Early rising
- Community service – e.g. tidying up in the House
- Gating – the pupil is not permitted to go out at weekends and/or is confined to the house during the week.

For more serious misdemeanours boarders may be seen by the Head of Boarding, Deputy Head or the Headmaster. Ultimately, a boarder may be asked to leave temporarily or permanently if his/her presence is a threat to the well being of the others in the House.

Parents of boarders will be informed of serious or repeated disciplinary difficulties. House Staff record details of all significant breaches of rules and sanctions in their House records. These records are checked at regular intervals by the Head of Boarding, reporting to the Deputy Headmaster, who maintains a disciplinary overview of all the Boarding Houses. Particular importance is attached to disciplinary parity and consistency between the genders, ethnic groups and across the two respective Boarding Houses. The Head of Boarding manages discipline within the boarding community. When more serious matters arise they are referred to the Deputy Headmaster, who keeps formal records in respect of these, and provides verbal and written feedback (including copies of written communication with parents if necessary) to the Head of Boarding and Housemaster/mistress.

The Representation of Concerns or Complaints

For boarders

Any boarder who has a concern about any aspect of boarding or school life is encouraged to voice that concern. Boarders retain the right at all times to be listened to fully and to receive an answer to their concern.

Boarders who have concerns should usually turn to their Housemaster/mistress or a member of boarding staff on duty. If they cannot resolve the matter the member of staff or boarder can turn to the Head of Boarding. Concerns related to boarding might be expressed to a senior pupil, House Tutors, Assistant Housemaster or Housemistress, Housemaster/mistress, the Head of Boarding, or a member of the School Council for discussion at the termly meeting with the Headmaster or another member of staff in whom the boarder has confidence and trust.

It may well be that at some time a boarder may have a personal concern that he/she does not feel they can talk over directly in any of the above ways. There are some situations where they may feel that they cannot cope unless they have another person's support. Examples of such situations might be:

- where a relationship is becoming too deep,

- when a boarder feels rejected or anxious about life at school or about study,
- when something has happened at home. Maybe there has been bereavement in the family; a rift between parents or a parent has lost a job,
- if a boarder feels discriminated against on account of sex, race, disability or religion,
- if a boarder feels picked on or bullied physically or verbally,
- if someone has made inappropriate suggestions, sexual or otherwise.

In such cases, boarders may need to seek out help. All boarders in the school are encouraged to identify one adult whom they know they can trust and whom they can go to and talk privately, for example, the Head of Boarding, the Director and Assistant of Chaplaincy, the Independent Listeners, the School Nurse, a boarder's Tutor or Head of School.

Boarders should not hesitate to make the first move. Adults in the school want to help. Should any boarder have a very serious complaint about the way that he/she has been treated or if he/she feels that a complaint or concern has not been heard by those who have been approached, he/she should see the Deputy Headmaster (with a friend if necessary). The Deputy Headmaster will deal with it within 24 hours and log the outcome in his records.

Boarders and their parents can also contact Ofsted regarding any complaint concerning their welfare. (telephone number: 08456 404040 or write to: Ofsted, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA)

For boarders' parents

Parents should refer a complaint to a boarder's Housemaster/mistress in the first instance. Many tensions can be avoided by encouraging the pupil to first use the correct channels before the parents take up an issue. Minor complaints may be dealt with through a meeting with the Housemaster/mistress or over the telephone. In the instance of receiving a written complaint, we shall respond in writing. When asked for an appointment with a parent to deal with a complaint, the Housemasters/mistress will endeavour to arrange the appointment promptly and at a mutually convenient time.

If the complaint is more serious (e.g. a complaint about a member of staff), or if the parent does not feel that a less serious complaint has been handled satisfactorily, he/she should raise the matter with the Head of Boarding who will deal with the matter in consultation with the Deputy Headmaster or the Headmaster. In this case it is preferable that the parent writes to the Headmaster outlining the nature of the complaint. The Headmaster will deal with the complaint promptly including a written response where appropriate. The Headmaster is always willing to meet parents by appointment to deal with complaints.

If a parent is not satisfied with the Headmaster's handling of a complaint, or if the complaint concerns the Headmaster himself, a parent is entitled to complain to the Chairman of Governors, who, in conjunction with at least one other Governor, will deal with the complaint. Parents should address a complaint in this instance in writing to the Chairman of Governors at the College. The Chairman of Governors will normally respond in writing to a complaint under this procedure. Complaints to the Governors will be dealt with as promptly as possible, but parents are asked to bear in mind that Governors are not in College on a day to day basis and their other commitments can sometimes result in a delay. The Governors' decision in any complaint referred to them is final.

The above complaints procedure is intended to provide a prompt and fair redress for any complaint parents may wish to make. Parents are assured that complaints will be dealt with in confidence, as far as is possible consistent with a thorough investigation of the complaint. If any parent is unsure how the above procedures apply in a particular case, the Headmaster will be happy to advise.

'Child Protection'

House Staff at Mount St Mary's are aware of their responsibilities in the area of Child Protection. A carefully written CHILD PROTECTION POLICY, available to all members of the College community, in line with national guidelines and up-to-date documentation from local authorities in Derbyshire has been formulated to ensure the highest standards of security and well being for all our pupils. **The Deputy Headmaster acts as Child Protection Officer for the College.**

In view of the closeness of our boarding communities, good staff-pupil ratios, and the principle of 'cura personalis' (care of the individual person) so traditionally central to the ethos of Jesuit schools, House Staff share a fundamental commitment to the individual happiness and well-being of each member of their Houses. The child protection policy is available, with a number of other school policies, on the school website.

Independent Listeners

As part of the pastoral service which the College provides, two Independent Listeners are connected to the community. As with all College staff who have access to boarders, Independent Listeners are subject to Criminal Records Bureau clearance tests. Boarders are introduced personally to the Independent Listeners early during each academic year, in order to learn a little about them and to get to know them. Both (one male, one female) have the appropriate professional status and experience and both are friendly and approachable members of the local community. The Independent Listeners are sometimes invited to boarders' social events, and receive bulletins periodically from the College regarding boarding issues and concerns. Their telephone numbers, along with those of national 'Child help' lines are published to all pupils and are easily visible on House notice boards.

Should a boarder be troubled or anxious about some specific issue, or have some difficulty of a personal nature which they might not otherwise be willing or comfortable to discuss with staff within the routine channels, they are able to contact one, or both, of our Independent Listeners, for advice and guidance.

Fire Arrangements

Day time and night time fire drills are conducted periodically to ensure that practical safety and security measures are in place and maintained. During the day, routines align with the whole College procedures. At night the House Staff are responsible for checking, operating and monitoring procedures. Members of House Staff who are formally on duty register or otherwise account for all pupils and staff attached to their respective residential areas. Details and reports regarding boarders' fire drills, or occasions when alarms have been inadvertently activated are recorded in the written minutes of weekly Pastoral Team meetings.

At night, boarders should leave the House building immediately upon hearing the alarm, covered in a blanket or a duvet, and with appropriate footwear. They should assemble in silence as for a daytime drill on the Jesuit lawn. A 'buddy' system operates in the Boarding Houses, which ensures that each individual takes responsibility for rousing his/her neighbours. In view of the seriousness of this aspect of boarding life, House Staff treat any behaviour or attitude which compromises boarders' safety as a matter of serious discipline.

House Staff remind boarders frequently and formally of the escape routes from their accommodation, which are always posted and clearly visible (and alternative routes, should the main route be blocked). Boarders are regularly reminded of the risks associated with listening to a loud personal stereo in bed.

Maintenance, risk assessment and 'health and safety' in boarding areas

Regular dialogue takes place between Boarding Housemasters/mistress, Head of Boarding and the Facilities Manager regarding the monitoring of these important aspects of boarding life. Regular maintenance and safety checks are carried out in each Boarding House by College Maintenance staff and written records of these are kept in the Bursary Department. Maintenance and 'Health and Safety' matters are formally monitored and minuted by means of a permanent agenda slot on the fortnightly Pastoral and Studies Management meeting, attended by Head of Boarding and the Facilities Director and further to discussions held and decisions made in this forum a schedule of work due for completion in each house is posted regularly by the Maintenance Team on House notice boards, in order to inform boarders of progress regarding issues they, or their House Staff, may have raised.

BOARDING ARRANGEMENTS

In recognition of the ever evolving needs and circumstances of our parents and pupils, there are three main categories of residential status for pupils at Mount St Mary's.

Full boarding

Most of our boarders are full boarders. This means that they are fully and permanently resident at the College, and the Boarding House is effectively their permanent home throughout the academic sessions of the school year, during the academic working week and during weekends. (All of our boarders return either to their family home or to a guardian during school holidays).

Weekly boarding

Weekly boarders are fully and permanently resident throughout the working week, but leave the premises at weekends in order to stay with their family at home. Parents of weekly boarders should notify the Housemaster/mistress in writing of their son/daughter's individual arrangements, including the precise details regarding pick-up from College on Saturday and subsequent return. In order to offer full security and accountability for our weekly boarders it is important that arrangements are formalised. The Housemaster/mistress requires notification in advance of any variation to the norm.

Casual boarding

Casual boarding is a strong feature of all Houses where day pupils can stay as many nights as they wish, subject to availability of space. Parents who wish their son/daughter to board in College on this basis should contact the respective Housemaster/mistress giving at least 48 hours clear notice or written notice of a regular arrangement.

Casual boarders are under the care of the House Staff from 9.00 am on the day on which they are boarding until the same time of the day on which they return home. During this time they are regarded as full boarders and enjoy all the benefits and facilities of boarding life. Similarly, they must observe all the House rules, especially those regarding permission to leave the school during this time.

Overseas boarders

One of the great strengths of the boarding community at this College is its cultural diversity. Not only do we have a sizeable resident community of UK based boarders, but we also welcome a number of overseas boarders of a variety of nationalities. The College is proud of its many international connections in this respect – Jesuit Colleges in the UK have traditionally attracted pupils from a number of countries associated with the early missionary work of our Jesuit

founders, such as Spain, Mexico and the Far East, and in recent times, as the College has evolved, strong connections have been made in respect of our closer European neighbours, such as France and Germany. This reality provides a great opportunity for all to learn about cultural differences. By being especially aware of the implications of this diversity, all those involved in boarding here are reminded on a daily basis of the challenges faced by overseas pupils arriving for the first time in a new school in a foreign country, where they are expected to operate in a second language.

Staff in all our Boarding Houses keep abreast of recommendations and advice issued by the Boarding Schools' Association in respect of the particular needs of overseas boarders, and attend courses run by this organisation designed to enhance understanding, awareness and our capacity to cater appropriately for this important and highly valued dimension of our community.

The College Anti-Bullying policy (published in full on the school website, in the Staff Handbook, Parent Handbook and on College and House Notice Boards and available to all members of the community) has a section which draws attention to issues concerning equality, race, disability and nationality - the international and multi-cultural nature of the boarding community at the College means that such issues have a particular poignancy and warrant an especial sensitivity on the part of all members of the community, staff and pupils alike.

By fostering a practical understanding of the problems encountered by overseas pupils within the College at large, and drawing attention to these in meetings, assemblies and in everyday dialogue with all pupils, our Boarding Staff at the Mount are better able to ensure the smooth settling and happy ongoing development of our overseas pupils.

The College employs a number of specialist linguists on the teaching staff. Overseas parents experiencing difficulty communicating in English should ask House Staff to refer them to an appropriate language specialist for interpretation. Senior pupils from the Far East are often able to help boarding staff translate and interpret important details for our most distant parents who may find communication in English difficult.

Guardians

All overseas boarders must have a guardian resident in the U.K. and this arrangement must be organised by parents. It is the responsibility of parents to make arrangements for boarders during the holidays, including the half-term week. Many long distance overseas students stay with their guardians for some of the short school holidays. Parents are asked to inform the House Staff of the arrangements for the holidays well in advance.

For overseas parents without their own contacts in the U.K. there are a number of guardianship agencies that will provide guardianship services for a fee. A list of reputable agencies can be obtained from the Association of Educational Guardians for International Students, AEGIS. Their address is:

AEGIS

66 Humphrey's Close

Randwick,

Stroud

GL5 4NY

Tel/Fax: 0044 1453 755 160

If you are making your own arrangements for a guardian through a relative or friend, please bear in mind the following guidelines:

The guardian has legal responsibility for a child in his/her care and therefore must be a responsible adult with the time to carry out this function. For example, we do not recommend a friend or relative in student accommodation as a full time student as a suitable guardian.

Guardians should be able to provide:

- provide accommodation at short notice in emergencies
- transport outside the school's formal arrangements in case of emergencies
- accommodation in single rooms or shared room with another of the same gender and age; there should be suitable bedding, storage, heating and lighting with access to toilet and washing facilities that guarantees privacy,
- adequate, suitable and regular meals should be provided in hygienic conditions,
- access to a telephone to receive and make calls in private, charged at no more than cost,
- adequate provision for laundry of personal items and bedding on a regular basis,

Sitting and studying space should be available with reasonable entry and exit times, as would apply in school.

Accommodation should be free of obvious health and safety hazards and an adult should always be present overnight when the pupil is sleeping there.

Guardians should be able to provide the usual means of relaxation and recreation both inside (e.g. appropriate access to television/video) and outside (e.g. facilitating visits to places of interest/shopping).

Travel

The College will assist with the travel arrangements for boarders at the start and end of term, and at the start and end of half term. This window is strictly as indicated on the school calendar. If pupils leave outside these times, the school will not take responsibility for the transport arrangements or any costs incurred. The House Staff help pupils to arrange transport to and from airports in the UK but parents/guardians are responsible for all other travel arrangements. The College arranges minibuses and coaches to pick up and deliver pupils to the main UK airports at the start and end of each term and half term. When booking tickets, parents are asked to consider departure, travel and check in times carefully. Leaving the College after midnight or before 6am is likely to cause disturbance to

other pupils and may necessitate additional charges for travel. Similar thought should be given to the time of return to the College. Where such departure or arrival times are unavoidable, it may be best for pupils to stay with guardians on leaving or before returning to the College.

Weekly boarders who have passed all parts of the relevant driving test may, as a privilege, and only with the written permission of the Head of Sixth Form and Head of Boarding, bring vehicles to school, parking them at their own risk in the places allocated. The Head of Sixth Form will issue a parking permit. Vehicles are only to be used for journeys to and from school, and not during the school day. We must stress that passengers may only be carried, subject to a student's insurance arrangements, with the express written permission of all concerned: parents, Housemaster/mistress, Head of Boarding, Head of Sixth Form as well as passengers. This privilege will be withdrawn, for the safety of all, if at any time vehicles are driven recklessly or outside of these clear parameters.

Laundry

The College takes care of the laundry needs of all full boarders. Each full boarder needs a minimum of two laundry bags that along with all items of clothing, should be clearly labelled with the pupil's name and school number. It is the responsibility of boarders to ensure that their clothes are clean and the school laundry should be used each week. Weekly and casual boarders do not use the school laundry – their laundry needs are the responsibility of parents/guardians.

Pocket money and banking facilities

The school will provide a service where parents can pay money into the school account to be made available to their children. Amounts over £100 must be drawn from the finance office. Amounts smaller than £50 can be drawn from the Housemaster and Housemistress. The finance office and House staff will keep the balance of the pupils and this reconciliation will be done as necessary.

A normal bank account can also be opened but this must be done by the parents or guardians. The pupils cannot get to a bank on a regular basis and this might not be the best option.

Pocket money: It is very difficult to recommend an amount as the pupils do not need any money specifically. It is suggested that Upper Elements and Figures boarders should have approximately £10 and Rudiments, Grammar and Syntax boarders approximately £20 pocket money per week. Boarders should deposit their termly pocket money with the finance office. The Housemaster/mistress will then provide them with pocket money as needed.

We do go to the cinema and to the local shopping centre from time to time as published in the school calendar. The staff normally pay for all costs on outings including cinema and then these costs are placed on your account. The parents will be informed in advance if an outing is going to cost more than £30. Pupils buy their own refreshments and might need pocket money for this purpose. The tuck shop is also open every evening and pupils will need some spending money to buy snacks there.

Pupils must not keep large sums of money on their person or in their rooms; it must be handed to House Staff or ideally to the finance office for safekeeping. Whilst House Staff do everything possible both to prevent and if necessary investigate losses of personal property, the College cannot ultimately be responsible for large sums of money kept by a pupil without the knowledge of House Staff.

Insurance

Boarders' personal effects are not covered by the College's insurance. Pupils and their parents are advised to arrange insurance for personal belongings, particularly those that are very valuable. The College can arrange a separate personal belongings policy and parents are asked to contact the Bursar's office if they wish to make such an arrangement. It is strongly recommended that boarders bringing expensive equipment back to College, particularly laptop computers, ensure that copies of serial numbers and other important details are logged with their Housemaster/mistress.

MEDICAL MATTERS

Policy on the administration of medication in the Boarding House

Only Paracetamol (500mg tablets), Ibuprofen (200mg tablets) and Calpol 6plus (if needed) will be kept in the boarding house as stock. All other medication will be prescription only medication.

Students in year 10 (Grammar) and above are able to keep and administer their own medication if they are deemed safe to do so. The School Nurse will carry out a risk assessment for this purpose. A copy of the risk assessment will be kept in the Boarding House and the Health Centre. The only exceptions will be in cases where the medicine is of a personal nature. In this case the Nurse will use her discretion.

Medication belonging to younger students will be given to the Boarding Parent in the original packaging with the information sheet enclosed and full instructions as to how and when to administer it.

Administration of all medication (prescription and stock) must be documented on the relevant form. Only the member of staff on duty for the boarding house should administer medication. This is to avoid the possibility of duplication. It is the responsibility of the boarding staff to ensure that prescription medication kept by them is given as required.

Procedure for administration of prescription medication in the boarding house.

The students name and date of birth will be checked against the medicine.

The dose and expiry date of the medication will be checked.

The record of previous administration will be checked.

The student will be given the medication at the appropriate time. Students will not be given medication to take away for later in the day.

A record of administration will be kept, signed and dated.

If there is any doubt about the medication the school nurse should be contacted immediately and the dose withheld until it can be verified.

If a student refuses to take medication the staff have no power of enforcement.

Refusal to take medication will be documented and the school nurse informed.

Procedure for the administration of stock medication in the boarding house.

The student's name and date of birth will be checked to ensure the appropriate dose of medication is given.

The email system will be checked to see whether the student has previously received medication at the health centre.

The dose and expiry date of the medication will be checked.

A record of administration will be kept, signed and dated.

Any medication given overnight in the Boarding House must be emailed to the Health Centre by 0800 the following morning.

If in doubt about the medication the school nurse should be contacted immediately and the dose withheld until advice is obtained.

If a student refuses medication the staff have no power of enforcement.

Doses of stock medication that may be given.

Paracetamol:

Age 12 and over. 1g every 4-6 hours. No more than 4 doses in 24 hours.
No more than 2 consecutive doses should be given in the boarding house without the student attending the Health Centre.

Age 11 and under 500mg every 4-6 hours. No more than 4 doses in 24 hours
No more than 2 consecutive doses should be given in the boarding house without the student attending the Health Centre.

Calpol:

Age 6 – 12 One to two 5ml spoons every 4-6 hours. No more than 4 doses in 24 hours.
No more than 2 consecutive doses should be given in the boarding house without the student attending the Health Centre.

Age 12 and over Two to four 5ml spoons every 4-6 hours. No more than 4 doses in 24 hours.

No more than 2 consecutive doses should be given in the boarding house without the student attending the Health Centre.

Ibuprofen:

Age 12 – adult 200mg – 400mg every 6-8 hours. No more than 3 doses in 24 hours.

No more than 2 consecutive doses should be given in the boarding house without the student attending the Health Centre.

Take with or after food.

DO NOT GIVE TO STUDENTS UNDER AGE OF 12.

Student Health Policy

Health Centre Staffing.

The Health Centre is staffed by qualified nurses from 0800 – 1900 Monday to Saturday. At all other times the nurse is on-call and can be contacted in an emergency.

If a student becomes ill during the day s/he must report to the nurse on duty having first obtained permission from the teacher whose class or activity s/he is attending at the time. Students are requested to attend the health centre only during break periods except in emergencies.

If the health centre is not staffed there will be a message left outlining where the nurse is and how she may be contacted.

During the rugby season the nurse will be based at the sports pavilion during Saturday fixtures.

Medical cover from school doctors.

The school is covered by Barlborough medical practice. The doctors only provide a service to borders. All borders will be registered with the practice. Access to the doctor is via the school nurse who will arrange appointments as necessary. Students can choose to see a male or female doctor.

Transport to medical, dental and other appointments.

Transport to see the doctor, dentist, physiotherapist etc will be arranged by the health centre. The school will cover the cost of travel to emergency appointments only. For routine appointments and any follow up appointments the cost of the travel will be added to the end of term bill. The school nurses will try, wherever

possible, to contact the parent/guardian beforehand to inform them of any costs that may be incurred.

Appointments for borders will, wherever possible, be arranged during normal school hours. Transport will be provided by a school driver. The cost of this will be added to the end of term bill. For students under the age of 16, a chaperone will be arranged.

Health Screening.

All new borders will have a medical screening examination within 2 weeks of starting at Mount St. Mary's. These will not take place during lesson times.

Chronic conditions.

The staff encourages independence and self management for students with chronic conditions such as asthma, diabetes, epilepsy etc. If a student has a chronic condition which may affect his/her participation in school activities, an individual health care plan will be drawn up. This will include details of the condition, medication, emergency procedures and emergency contacts. If consent is given by the student and his/her family, this will be made available for the relevant staff members. If consent is withheld this information will not be disclosed, however the parents or the student will be asked to sign a letter stating that the school will not be held accountable for any illness or injury resulting from such non-disclosure.

Confidentiality and Information.

The professional code of practice of doctors, nurses and other health professionals places a duty on them not to disclose information about individual patients (students) without their consent except in exceptional circumstances. The duty of confidentiality owed to a person less than 16 years of age is the same as that owed to any other person. However, where the professional believes that the health, safety or welfare of the patient (student) or others is at risk, there is a duty to share information between professionals, as laid down in the Child Protection Act.

Accidents.

In the event of an accident the school nurse should be summoned. The nurse will assess the situation and summon an ambulance should one be required. If the accident is serious, calling an ambulance should not be delayed while waiting for the nurse to attend.

If a student under the age of 16 is involved in an accident and requires emergency care, a member of staff will accompany them and remain until such time as parents are able to attend.

All accidents must be reported on an accident form. Copies should be passed to the school nurse, the Headmaster, The deputy Headmaster and the Head of facilities. It is the responsibility of the member of staff in whose activity the

accident occurred to complete the form. Accident forms should be completed as soon as possible after the accident.

There is a number of staff on site qualified in first aid. Courses will be arranged regularly in the school to ensure skills are up to date.

There are first aid boxes around the school. It is the responsibility of the school nurse to check these boxes yearly. The school nurse will advise what is needed in the boxes but it is the responsibility of each department to purchase the necessary supplies. If requested the school nurse will order the supplies and charge them to each department. Catering, CCF and PE self monitor their own 1st aid kits.

Concussion.

Most cases of concussion will be seen and assessed in hospital. No physical or contact sports should be played for at least 3 weeks after the injury. Students may be able to take part in light exercise and fitness work but this will be assessed on an individual basis.

Blue Bills (off games).

Any day student with a medical condition that will affect their ability to participate in games or PE must bring a signed and dated letter from home. This letter should include details of the condition and how long they may not participate. Students should bring their PE kit with them to school.

Students should bring their parental letter to the Health Centre either at the start of the school day or during morning break. Students with a valid parental letter will be issued with a blue bill. Students with Blue Bills must still get changed for sports and present their blue bill to the teacher at the beginning of the sports lesson. The Health Centre will only provide Blue Bills to day pupils without parental letter if they are taken ill or injured ON THAT DAY.

The health centre will assess borders that may need to be off games and advise the Games department appropriately. Again borders will need to present themselves to the lesson in the appropriate games kit and take part in alternative activities.

Only in exceptional circumstances, following discussion with the School Nurse and the Head of Sport, will a student be allowed to miss sports and not go to the lesson.

If a student is off games 3 or more times during a term their parents/guardians will be contacted to see whether any special arrangements need to be put in place to allow the student to participate in sports.

Students resting in the Health Centre.

If a student becomes ill during the day s/he must report to the nurse on duty having first obtained permission from the teacher whose class or activity s/he is attending at the time. If the nurse assessing the student feels it is necessary the

student may rest for a short time in the Health Centre. The Nurse will check the student as often as clinically necessary and document all care given. School staff will be informed of any student resting in the Health Centre.

If the student's condition requires it, the parents will be contacted and asked to collect their child. This is especially important in cases of infectious conditions. It is the responsibility of the parents to ensure that a suitable person is available to collect their child in such a situation.

Boarding Students taken ill during the day should attend the health centre having obtained permission from the teacher whose class or activity s/he is attending. Should their condition require it, the student may rest in the Health Centre. School and Boarding staff will be informed of any student resting in the health centre. If possible parents and guardians will be contacted and informed of the situation. If possible the student may return to the boarding house at the end of the day. If this is not possible the student will remain in the health centre with the nurse on duty. For boarders taken ill overnight the nurse on call should be contacted in the first instance for advice. If necessary the student should be sent to the health centre to be cared for by the Nurse. If the student is able to remain in the boarding house they must still report to the Nurse in the morning.

Students in years 12 and 13 may rest in the boarding houses during the day only after they have been assessed by the nurse on duty. Students in years 7 to 11 will not be allowed to rest during the day in the boarding house.

Communication and exchange of ideas and opinions

House Assemblies

House Assemblies take place on a weekly basis. Once or twice a term, or at any time when there is a need to discuss or address a particular issue which affects the whole community, a full Boarding Community Assembly is held, chaired by the Head of Boarding. Weekly House Assemblies are otherwise formally chaired by Housemasters/mistress. Formal Agendas are posted in advance of House Assemblies and boarders themselves have an opportunity both to ask for matters to be added to this and to raise issues at the appropriate time during the Assembly. Regular items for the agenda include consultation regarding weekend outings and activities, differentiation between 'school' and 'home' time. Policies regarding discipline and sanctions, bullying, equal opportunities, the complaints procedure and daily routine etc are also regularly discussed and opportunities are provided for concerns in respect of these to be aired and considered openly. Housemasters/mistress provide minutes in respect of House Assemblies which are circulated across other boarding houses, to the Headmaster, Deputy Headmaster, the School Nurse and posted on House Notice Boards for boarders' own information.

House meetings

Boarders in each House meet regularly with their House Staff on a structured but less formal basis to discuss house issues and plan social events. It is important that every boarder feels that he/she has a voice in these discussions and the willingness of each member of the House to participate is an important part of his/her social development. Important issues like food should be a standing item on the agenda to be discussed weekly. House Staff welcome and are always ready to listen to the views of parents, and to take these into consideration when discussing and formulating policies and procedures

The School Council

The School Council, which also represents all students, meets once a term with the Headmaster to discuss items raised by the students themselves.

Boarders' Catering Committee

The Boarders' Catering committee meets regularly. Feedback from House meetings should be available during these meetings. Male and female representatives from all year groups and each of the Boarding Houses meet with Catering Staff and House Staff in order to share ideas and views concerning College catering services. Particular importance during these is attached to consultation between Catering Staff and boarders regarding the provision and maintenance of snacking facilities. Minutes which show feedback and action in respect of each meeting are circulated to the Headmaster, the Deputy Headmaster, Head of Boarding and all Boarding Houses and are posted on House notice boards for boarders' own information.

Boarding Staff meetings

Meetings are timetabled every week for the Head of Boarding, the boys' Housemaster, the girls' Housemistress, their assistants, College Chaplain, Senior Nurse and the Housekeeper. During these, issues which affect the well-being and interests of boarders are discussed in detail. Each week the Head of Boarding attends the Pastoral and Studies Management meeting; this gives the opportunity for the particular needs of boarders to be discussed within the broader pastoral context of whole school life. The House Staff in each House meet regularly but more informally, as well as sharing on details of any incidents or concerns when they come on duty.

House Prayers

On one evening per week, in each of the Boarding Houses, the Director or Assistant Director of Chaplaincy conducts a short evening prayer for the boarders. House Staff recognise and promote the value of a period of time for each House to come together in a reflective and spiritual context. These moments in the week are equally important for all, regardless of their own beliefs, and foster in our pupils, even those who claim no specific religious attachment, a concern both for the moral well-being of our own immediate community as well as for the broader context of absent (and often distant) family and friends, and issues and problems in the world today.

Keeping In Touch

If a parent has any concerns for their child's welfare they are asked to contact the Housemaster/mistress. It is also important that parents keep the school informed of any important family developments, which may affect the happiness and well being of their child. The school treats all information with sensitivity and in strict confidence where appropriate.

Parents and pupils can keep in touch by using the House telephone (payphone), though this should only be used during free time, except in an emergency. Pupils are allowed to have a mobile phone but must use this sensibly, within the rules laid down.

Incoming letters are collected by the House Staff each day and brought back to the House. Outgoing letters can be posted at the Tuck Shop.

Each pupil at Mount St Mary's has an e-mail address and parents and pupils can keep in contact by this means. In addition the boarders may use Facebook and Skype at certain times each day to keep in touch with family and friends.

A newspaper is purchased daily for each Boarding House.

Guest Accommodation

This service is no longer available as boarder numbers have gone up. The school will advise parents where they can find local accommodation.

The Internet and e-mail

Access to the school's computers is provided for all boarders on condition that the rules and good practice as set out in this code of conduct are followed. A carefully written and strictly applied policy regarding the College's ICT code of conduct is available to all pupils and their parents. House Staff can provide copies of this if necessary and all boarders have to be familiar with this policy before they may use the College's ICT facilities. Included here are principles and guidelines contained in the full school policy, which are particularly relevant to the needs of boarders.

The Internet is available in areas supervised by a member of staff. An e-mail facility is available during morning and afternoon breaks and at lunchtime in the College Library; there is also access in the College ICT suites as part of the programme of activities at the end of the school day. In addition there is Wi-Fi access in the boarding houses during the day time and evenings. The college rules on appropriate internet usage apply equally in the houses as the rest of the school.

The Internet is provided for pupils to conduct genuine research and communicate with others. Access is a privilege, not a right, and that access requires pupils to be responsible at all times for its proper use. There is a log of all the sites pupils visit on the academic network's server.

The Internet and e-mail system is filtered to stop distasteful sites from being accessed. If, however, pupils accidentally access a web page, which is offensive, they should immediately inform a member of staff who can take the necessary action to prevent further access to the site. Pupils must not, under any circumstances, ever send, display, access or try to access any obscene or offensive material.

Pupils must not use obscene or offensive language in e-mails, nor harass or insult others through electronic media. This is considered to be bullying and will be dealt with as such.

Entry into chat rooms is forbidden. However, there is a time set aside each day when boarders can use Facebook or Skype to contact family and friends.

The school does not guarantee to offer a secure Internet connection for financial transactions. As a result you are not permitted, without specific permission and supervision by a member of staff, to undertake any form of secure or financial transaction. The school will not accept responsibility for any loss or damage caused by attempting to do so.

Pupils should check with a member of staff before opening unidentified e-mail attachments or completing questionnaires or subscription forms. For the most serious misdemeanours, such as the transmission of offensive material or hacking, parents will be informed; the school reserves the right to suspend or expel students in such cases. Note that if a criminal offence has been committed, the school may refer the matter to local police.