



Scarborough
College

Boarding Staff Handbook 2019 – 2020



AIMS AND ETHOS

Our boarding students will spend more time each year in the house than they will do with their parents. As boarding staff we are acting *in loco parentis*. Therefore, the house should be regarded as an extended family. When going about our duty as a member of staff we should adopt the care and concern of good parents for each of the students in our charge.

Different staff will relate better to different students, this is human nature and the house team should work together to best serve the differing needs of their students, but in general good communication between all members of staff and students is the key to a successful house. In addition, if students know that staff have high expectations of them, then they will keep to them.

It is vitally important that the duty members of staff are constantly seen around the house, although of course this does not mean that resident staff cannot pop back to their own accommodation to answer the call of nature or make a cup of tea!

Staff should be seen as 'approachable people' by the students in their house, and this will involve an important element of trust that staff will be discreet when necessary. The house staff should work together as a team to ensure that each of the boarding houses has an ethos of trust, tolerance and mutual respect. Students are expected to treat all staff respectfully - the same is true of the way staff treat the students. You will all be living under the same roof for extended periods of time, and must learn to live together harmoniously.

House staff are also 'on the front line' in terms of liaising with parents. You will often be the first port of call for a parent who has worries or concerns, or simply needs to pass on information about their son or daughter. Once again trust, and good communication, is the key to success here. It may take time to build good working relationships with all of the parents and guardians of the pupils in your house, but it is well worth the time and effort.

When things are busy and stressful and you are under pressure, as you undoubtedly will be from time to time, try if at all possible to keep things in perspective. Being a Housemaster / Housemistress, or member of the house team, is a huge responsibility and it is often a very demanding job - but it should also be an extremely rewarding and enjoyable one! Remember that you are never on your own. There is plenty of support from other members of the staff any time you may need it.

I am always very happy to answer any questions, however small, at any time. Please feel free to contact me whatever the issue on, **07487 828403** (work mobile).

Thank you for all you are doing to help boarding at Scarborough College. It is very much appreciated. Good luck and best wishes for the year ahead.

Tim Cashell
Deputy Head – Pastoral Care & Boarding
Head of Boarding
June 2019

BOARDING PRINCIPLES

To safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.

To provide an environment in which all students feel valued and where equality of opportunity exists.

To provide a boarding experience that will be complementary to the home experience and wherever possible to nurture a warm, caring, family environment.

To promote an atmosphere of tolerance, trust and mutual respect.

To provide opportunities for responsibility and leadership.

To provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy.

To establish and maintain supportive links with parents and guardians.

To encourage boarders to achieve a healthy lifestyle.



SCARBOROUGH COLLEGE BOARDING

Headmaster Mr Guy Emmett
Business Manager Miss Alison Higgins
Head of Boarding Mr Tim Cashell
Boarding Administrator Mrs Janet Thomas

Denys Crews House

House Parents
Assistant House Parent
House Tutors

Mr Phil Wilson & Mrs Sarah Grice
Dr Rui Chen
Mrs Andrea Cashell
Mrs Pascale Rigley
Mr Patrick Roberts
Mrs Janet Thomas
Mrs Julie Walsh

Weaponness House

House Parents

House Tutors

Mr Simon Harvey & Mrs Marianne Harvey (Girls)
Mr Mike Jackson & Mrs Katie Jackson (Boys)
Mrs Fleur Corich-Hewson
Mrs Sarah Ellis
Miss Heather Ramsay

Willersley House

House Parents
Assistant House Parent
House Tutors

Mr Peter White & Mrs Sharon White
Ms Tara Reid
Mrs Rebecca Leeson
Dr Anne Kehrli
Ms Emma Speake

Heads of Houses for 2019 - 2020

Denys Crews
Weaponness
Willersley

TBC
Ivan Chan (Boys)/Francesca Meraviglia Mantegazza (Girls)
Palm Kanthaulis

ADDRESSES

Denys Crews House 40 Filey Road Scarborough North Yorkshire YO11 2TU	Weaponness House 35 Filey Road Scarborough North Yorkshire YO11 2TS	Willersley House 29 Filey Road Scarborough North Yorkshire YO11 2TP
--	---	---

TELEPHONE NUMBERS & E-MAIL

Denys Crews House Parents	01723 353338	
Denys Crews Duty Mobile Number	07376 120771	
Denys Crews Housemaster Mobile Telephone	07525 660137	
Denys Crews Housemistress Mobile Telephone	07450 012322	
Denys Crews Housemaster Email	phil.wilson@scarboroughcollege.co.uk	
Denys Crews Housemistress Email	sarah.grice@scarboroughcollege.co.uk	
Denys Crews House General Email	crewshouse@scarboroughcollege.co.uk	
Weaponness House Parents	01723 365057	
Weaponness House Duty Mobile Number	07376 120775	
Weaponness Housemaster (Girls) Mobile Phone	07931 305298	
Weaponness Housemistress (Girls) Mobile	07931 305305	
Weaponness Housemaster (Boys) Mobile Telephone	07854 330831	
Weaponness Housemistress (Boys) Mobile Telephone	07854 330831	
Weaponness House Students (pay phone)	01723 352905	
Weaponness Housemaster (Girls) Email	simon.harvey@scarboroughcollege.co.uk	
Weaponness Housemistress (Girls) Email	marianne.harvey@scarboroughcollege.co.uk	
Weaponness Housemaster (Boys) Email	mike.jackson@scarboroughcollege.co.uk	
Weaponness Housemistress (Boys) Email	katie.jackson@scarboroughcollege.co.uk	
Weaponness House General Email	weaponnesshouse@scarboroughcollege.co.uk	
Willersley House Parents	01723 366241	
Willersley House Duty Mobile Number	07376 120774	
Willersley Housemaster Mobile Telephone	07742 745538	
Willersley House Students (pay phone)	01723 363451	
Willersley HousemastersEmail	peter.white@scarboroughcollege.co.uk	
Willersley House General Email	willersleyhouse@scarboroughcollege.co.uk	
Mrs Janet Thomas, Boarding Administrator	07774 597 660	07376 120770 (Personal)
	janet.thomas@scarboroughcollege.co.uk	
Mr Tim Cashell, Head of Boarding	07487 828403	
	tim.cashell@scarboroughcollege.co.uk	
Duty Telephone (on-call maintenance)	07837 526 908	
College Catering Department	01723 380 605	catering@scarboroughcollege.co.uk
Scarborough College Senior School	01723 360620	admin@scarboroughcollege.co.uk
Scarborough College Prep School	01723 380606	
Scarborough College Fax number	01723 377265	
Scarborough College Prep School Fax number	01723 380607	
Scarborough College Medical Centre	Ext 212/ 01723 380604	
Health Care Practitioner – Linda Pinkney	07764 612567	
Health Care Practitioner – Gabrielle Askew	07904 561767	
NHS – Non-emergency Medical Advice	111	
Scarborough Hospital	01723 368111	
Falsgrave Surgery (Doctors Surgery)	01723 369440/ 360835	
Ace Taxis	01723 361898/ 500405	
Nippy Taxis	01723 370888/ 377377	

ACTIVITIES

House staff are encouraged to discuss with students the type of activities that they would like and then to put them forward for discussion at the regular boarding staff meetings. Students also have the opportunity to raise this at the Boarding Council Meetings. The boarding houses have a minibus available to them during the evenings and at the weekend, although these buses must still be booked out in the usual manner. A list of the terms activities will be distributed to all houses.

ALCOHOL

**Students in Year 11 and below are NOT permitted to consume alcohol.
The College's Alcohol Policy applies to the boarding community outside of the formal school day.**

Students in the Sixth Form may enjoy a beer or glass of wine at weekends, if supervised by a member of staff and provided that parental permission has been given.

Students who are attending functions outside the boarding community should be advised that it is against the College rules to return to the boarding house inebriated and such behaviour will be treated very seriously. Should a student return inebriated, the Head of Boarding or Head MUST be contacted **IMMEDIATELY**.

BEDDING

The college now provides Bedding Packages for those students not wishing to purchase before arrival. The bedding will be placed in the rooms before arrival by the Boarding Administrator.

Duty staff should ensure that all bed linen is changed and put in bags for washing on the correct days.

BEHAVIOUR/DISCIPLINE

Rules and guidelines are kept to a minimum within the Boarding Houses, but usual school rules do apply at all times.

A number of duties are allocated to students on a weekly basis in order to ensure the smooth running of the House and they are expected to carry these out sensibly.

If pupils break any of the rules and guidelines then a number of sanctions may be taken which may include the temporary withdrawal of privileges within the House. For more serious breaches of discipline staff must involve the Head of Boarding or the Head.

All sanctions must be logged in the pupil file on the 'Sanctions' sheet.

A list of possible sanctions is given in the 'Boarding Handbook' issued to pupils and parents so that they are aware of the possible consequences of any breaches of discipline.

In the event of a serious breach of discipline or anti-social behaviour parents must also be contacted. More serious breaches of discipline should also be logged on the MIS.

BOARDERS IN STAFF ACCOMMODATION

If one of the boarding pupils comes to visit your son/daughter in your flat they must be treated as a boarder at the College, rather than just a friend of your child, and the following rule needs to be applied:

Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.

In practical terms this means that you must be present in your flat to supervise the entire visit, and ideally should not provide treats etc. that could be viewed as 'favouritism', or spend time alone with the boarder giving the opportunity for allegations of inappropriate one-to-one contact. My advice would be to avoid this situation, and the possible problems that it raises, by allowing your child to visit their boarding friends in that friend's boarding house, and not invite the boarders into your own accommodation – thus eliminating this issue.

In addition any requests for boarders to 'sleep-over' in your flat must be refused.

Staff, staff family and visitors' sleeping accommodation is separate from boarders' sleeping accommodation.

Clearly inviting groups of boarders from your own house in for a cup of tea and a biscuit, to drink beer and watch a movie or football match, or to bake a cake, can be a valuable thing to do from time to time and I would not wish to stop you from doing this. I would ask, however, that if/when you do this you clear this with the Housemaster / Housemistress in advance, or in the case of the Housemasters and Housemistresses themselves you clear this with the Head of Boarding.

BOARDING HOUSE BUDGETS

The House budget is intended to cover buying snacks for the house and other sundry items.

Houseparents must submit, via email, a request for the following term's funds to the accounts department. This should happen 5 working days before the start of a new term. Adjustments will of course be allowed if new boarding pupils are added to the houses following the submission of the request.

Houses receive £1 per day per student for the house budgets, calculated from the first day of the academic term. The exception to this is following the Easter break when students come back early for revision days. Those houses which open early should request money to cover the Thurs - Sun expenditure before the official start of term date.

Houses should calculate the full time equivalent of their Flexi borders and part time boarders and build this into their budget request. (One additional boarder equates to 7 nights, therefore, add up all overnight stays from all flexi and part time boarders for that term and divide by 7 to calculate the full time equivalent).

The accounts department will send an email at the start of each half term to each Houseparent detailing how much money is left in the budget.

If students organise with house parents to stay extra nights to take part in school activities, either before the start of after the end of term, e.g to take part in DoE, the payment must be made to the accounts department for auditing purposes. In recompense for the staff time involved in this the house budgets will be credited with half of the fee paid for the overnight stay.

On a rare occasion, former students do make requests to stay at the houses, e.g. around prize giving. This cannot normally be accommodated due to insurance issues. Please speak to the Business Manager if you receive a request and we will treat it on a case by case basis.

BULLYING

It is the responsibility of all house staff to be constantly vigilant for any signs of bullying. All instances of bullying should be recorded in the pupil file, on the College MIS, and reported to the Deputy Head.

The MIS is used to maintain a central record of all bullying incidents as required by law.

CATERING

Please complete a catering request form on Wednesday evening each week, and hand in or email this to the Catering Manager on Thursday morning, outlining the numbers of pupils expected to attend each of the weekend meals in College. Please make these details as accurate as possible and inform the Catering Manager of any last minute changes, which should be kept to an absolute minimum.

Pupils are allowed to 'opt out' of some meals at the weekends (see the **Boarding Handbook** for full details) but must not be allowed to remain in the house unsupervised during meal times.

Boarding staff should collect meals for any pupils who are unwell or unable to attend a meal at College due to a sporting fixture or other event.

A budget exists to provide a snack facility in house for all students. In order to provide the maximum flexibility for houses to provide items to suit their students, it is left to the Housemaster / Housemistress to purchase the items they require.

There is a legal requirement to provide a supply of fruit to students, and staff are asked to ensure that this is met.

Housemasters/mistresses can either collect the cash in advance, or claim back any personal funds spent in this way, from the bursary. Full and detailed accounts, along with receipts for all purchases, must be kept by the Housemaster/Housemistress and submitted to the bursary at the end of each half term. Alternatively, each residential member of staff will be issued with a debit card that can be used for house related purchases. Its normal use is restricted to the purchase of fresh fruit (an NMS) and food for the kitchen(s) in the house, and small items for the houses such as cutlery, mugs and tea-towels. It can also be used to purchase food, drink and sundry items for house events. Receipts are to be submitted to Gary Mortimer within a month of the purchase being made.

If House Staff wish to organise one-off events at the house that involve a catering element, these should be discussed in advance with the Head of Boarding and Boarding Administrator and all necessary arrangements made with the Catering Department.

CHILD PROTECTION

The College Child Protection Policy, which is available on the College website and in the staff W drive on the College network, should be understood and endorsed by all staff working in the boarding house. At no time should any adult who has not been CRB/DBS cleared be given unsupervised access to students. If in doubt always err on the side of caution and ensure that unknown adults do not have unsupervised access to children or premises.

If at any point you feel the student is in need of early help, is at risk of harm or has been the victim of child abuse then you have a legal obligation to inform the DSL immediately. It is imperative when discussing sensitive issues with students that staff should never promise confidentiality. A written record of all conversations, which should be signed and dated, should be passed on to the DSL and a copy kept in the student's confidential file.

CLEANING

Each of the houses has a cleaner or team of cleaners, and the Housemaster / Housemistress should work closely with them to help keep the house in good order. Students should be asked to keep rooms tidy at all times with floors cleared and beds made and cutlery returned to the kitchen every day as a minimum. Students who have constantly untidy rooms should be spoken to and if necessary sanctions imposed.

If there are ever any problems, concerns or queries relating to the cleaning of the house these should be discussed with the cleaning supervisor and/or the business manager.

COMPUTERS

The houses are fitted with a wi-fi system and software to monitor sites that student may access. However good such software may be, however, there are always some students who will try to abuse the system. The duty member of staff should be vigilant for students who might be accessing unsuitable sites.

Computers may only be used for work during the prep sessions and this should apply for the full session, not just until the student claims to have completed their prep. Any student not abiding by this rule should have their computer facility withdrawn for the remainder of the evening.

Duty staff should also be vigilant for students using computers after 'lights out'. If students are found to be using Chromebooks, laptop computers, smartphones or other devices after lights out they should have them confiscated until the following day. If expensive equipment is confiscated it must be kept safely and securely in the staff office.

Students should have full access to computers for email contact with parents and friends. If there are problems either with the computers or the wi-fi system, students should not attempt to fix it themselves. The problem should be reported directly to the IT department. For problems in the evenings, or at the weekends, House staff should contact the Head of Boarding immediately who will then liaise with the IT department to fix the problem as soon as possible. House staff must not call the IT department 'out of hours' - this must be done by the Head of Boarding.

Boarding staff may arrange to have their laptop computers connected to the wi-fi network in the house, by arrangement with the College IT department.

CURFEW TIMES

Although discretion can be shown by house staff, and these guidelines 'flexed' a little from time to time, it is advisable to stick to these times to avoid complaints of preferential / discriminatory treatment in different boarding houses.

All staff are requested to check that pupils are in bed and lights are switched off 15 to 30 minutes after pupils have to be in their rooms.

It is also advisable on Friday and Saturday nights to ensure all pupils are in their rooms around 45 minutes after their curfew times, with lights-out shortly afterwards.

The houses should all be 'dark' by 11.30 – 11.45 – even at weekends – if only to preserve house staff sanity and sleep patterns!

Curfew Times:

Summer

(Summer Term and first half of the Autumn Term)

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by :	In house by:	In rooms by:
7 & 8	8.45 p.m.	9.15 p.m.	9.30 p.m.	30 minutes after curfew – this may be varied at the discretion of the House Staff for special events
9	9.00 p.m.	9.30 p.m.	10.00 p.m.	
10 & 11	9.30 p.m.	10.00 p.m.	10.00 p.m.	
Sixth Form	10.00 p.m.	10.30 p.m.	11.00 p.m.	

Winter

(Second half of the Autumn Term and the Spring Term)

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by :	In house by:	In rooms by:
7 & 8	8.30 p.m.	9.15 p.m.	9.30 p.m.	30 minutes after curfew – this may be varied at the discretion of the House Staff for special events
9	8.45 p.m.	9.30 p.m.	10.00 p.m.	
10 & 11	9.00 p.m.	10.00 p.m.	10.00 p.m.	
Sixth Form	9.30 p.m.	10.30 p.m.	11.00 p.m.	

Times may be varied at house staff discretion

For pupils in Year 11 and below, House staff will turn out lights 15 minutes after the 'in rooms' times stated above (Sunday to Thursday) – and 30 minutes after the 'in rooms' times stated above (Friday & Saturday).

Weekly boarders who are coming back to the house on Sunday evening are asked to return to the house either before or after the prep session and by 9 pm at the latest.

Weekly boarders who wish to return on a Monday morning should go directly to College before 8.30 am.

DAILY DUTIES

Morning

The duty member of staff should arrange to give each room a morning call at an appropriate time and ensure that students are awake. In some cases it may be necessary to give a second call. This responsibility might be delegated to a senior student at the discretion of the Housemaster/Housemistress.

The duty member of staff should then make sure that students are out of the building, or very nearly ready to leave by 8 am. If the duty member of staff is also on breakfast duty it may be necessary to ask another member of house staff to chase up any late risers!

The duty member of staff should check that students leave the boarding house correctly dressed. This means full College uniform. Sweatshirts and hoodies must not be worn, even for the journeys to and from College.

In cold weather students should be encouraged to wear coats, gloves, hats and scarves as needed. House staff should then supervise the pupils in breakfast until 8.25 am.

During the Day

There is no requirement to staff the house during the day as it is assumed that most resident staff will be working.

On Tuesday & Thursday mornings there are staff briefings at 8.15 am in the staff common room, and there should be at least one representative from each house present at these meetings each week.

Students are not allowed to return to the houses during the day and house staff should arrange to lock the buildings to prevent this from happening. Students (and College reception) should be aware of how to contact a member of the house staff during the school day in case there is a problem.

After Lessons

The duty member of staff should arrange to be at the house as soon as possible after the College day has ended. All students who are not attending an ECP should report back to the boarding house after lessons. At the discretion of the member of staff, students may then be given permission to visit other houses or the Ramshill shops but they must arrange to be back in time for dinner at the College.

Only in exceptional circumstances should students be given permission to go into Scarborough town centre after lessons.

The duty member of staff should then arrange for any students in the house to leave in time to arrive at the College for dinner at 5.30 pm. (Pupils should all leave their houses by 5.15 pm).

The duty member of staff should attend dinner with the students and supervise them for the duration of the meal.

Evening

Following dinner, all students should return directly to their own house. The duty member of staff should then arrange a brief house meeting at 6.15 pm to register students and to pass on any notices. On a Wednesday the duty member of staff should collect details of weekend plans. Following this meeting, students should complete their prep. (*Please see prep arrangements for further details*)

After prep, students may visit other houses or the shops at Ramshill. Students in Year 7 – 11 may visit the shops at Ramshill between the end of school and 5.15 pm, and during the evenings between 8 pm and 8.30 pm, but must be in groups of 2 or more. Students in the Sixth Form may visit the shops at Ramshill between the end of school and 5.15 pm, and between 8 pm and 9 pm, but should be in groups of 2 or more. In all cases students must seek permission from the duty member of staff and sign out from the house. These times can also be 'flexed' a little for good reasons at house staff discretion, but this 'flexing' must not become the norm.

There are sometimes organised activities at 8 pm such as football, swimming etc. House staff are encouraged to organise activities to take place between 8 pm and 9 pm and any ideas should be discussed with the other house staff so that details of the activities on offer can be passed on to the students in all of the boarding houses.

All students should be back in the house by their set curfew times, unless they are on a supervised activity or have made prior arrangements with the duty member of staff.

The duty member of staff should then arrange for students to be in their own rooms by the required time and should monitor these rooms to ensure that students have settled to sleep. The duty member of staff should ensure that the house is tidy at the end of the evening.

By 10.30 pm on weekdays (11.45 pm on Friday 7 Saturday) the house should be quiet and all students except the sixth form should be asleep. Staff will need to arrange to patrol the house as required to ensure that there are no disturbances and that students are asleep.

At the end of the evening the duty member of staff should be satisfied that every student is in their room and lights are out. A tour of the building should be undertaken to make sure that everywhere is secure and all the lights have been turned out. Computers and kitchen appliances should be checked to make sure that they are turned off.

The main doors should be locked and the alarm set.

DAILY ROUTINE

Monday to Friday:

Between 7.00 a.m. & 7.40 a.m.	Wake up calls
7.40 -7.50 a.m.	Leave House
8.00 am onwards	Breakfast in the Dining Hall
8.15 a.m.	All students must be at the College
8.25 a.m.	Breakfast ends
8.30 a.m.	Registration
4.15 p.m.	Return from School – If not involved with an after school activity.
5.15 p.m.	All pupils to leave the houses to go up to College
5.30 p.m.	Dinner in the Dining Hall – compulsory for all students.
6.00 p.m. (approx)	Students may leave the dining hall to return to houses once all tables are cleared.
6.15 p.m.	House Meeting
6.30 p.m – 8.00 p.m.	Supervised Prep. (No Prep session on a Friday evening)

CURFEW TIMES – *see separate section on this*

DISCIPLINE

All staff should seek to create an atmosphere of tolerance, trust, mutual respect and courtesy in the house.

Consistency is important and students will respond well to a fair and reasoned approach. However, there cannot be a 'one size fits all' approach towards every incident. Staff must remember that sometimes you need to use a measure of discretion.

- When problems arise try to get hold of all the facts.
- Speak **calmly** to the students involved and find out what has happened.
- Wherever possible in a disciplinary situation, **delay before acting** and seek advice from other colleagues.
- **Staff should never act in haste or anger.**
- It often does no harm for a student to reflect on their misdemeanours overnight.

Living together with students for extended periods of times can be stressful and staff should always remember to keep things in proportion and also be able to drop and move on from issues.

Professionalism is expected in all of your dealings with the students, regardless of the circumstances and provocation.

In all disciplinary matters the facts must be recorded either on the duty sheet or on a separate piece of paper. A copy of these details must then be put in the student file.

When a student has caused a problem, or there has been a dispute, there are a number of sanctions that can be applied. These include, but are not limited to:

- Removal of privileges
- Writing a letter of apology
- Additional house duties (e.g. cleaning the kitchen)
- Additional dining room duties (e.g. wiping tables for a week)
- Extra prep time
- Removal of laptop and/or mobile phone for a fixed period of time
- Gating (not being allowed to leave the house)
- Study gating (not being allowed to leave your room)
- Fines (e.g. for smoking, the money will then be given to a cancer charity)
- Being excluded from trips, house activities and events

More serious sanctions can be given by the Head of Boarding and / or Head and include, but are not limited to, the following:

- Weekend detentions
- Removal from boarding
- Suspension
- Exclusion/expulsion

In the case of more serious problems the matter must be referred to the Head of Boarding. If appropriate, the Head may be involved and the parents and/or guardians informed.

DINING HALL DUTIES

At each meal there should be a member of staff present from each of the houses. There is then a rota for staff supervision of all boarding meals.

Breakfast

The duty member of staff is required to be in the dining hall between 8.00 a.m. and 8.30 a.m.

Please supervise the breakfast arrangements and monitor students coming into and out of breakfast. All students should be in the dining hall by 8.15 a.m. and any students arriving after this time should be asked the reason for their late arrival. Persistent latecomers should be mentioned to the Head of Boarding who will impose and appropriate sanction.

At 8.20 a.m. please inform the students that breakfast is about to end and ask them to start clearing their tables. The dining hall should be cleared by 8.25 a.m. and then, in conjunction with the duty prefect, please ensure that it is left clean and tidy. The duty member of staff should check that students leaving the dining hall are correctly dressed.

Lunch/Brunch (Weekends)

On Saturday brunch will be taken in the houses via the 'Brunch boxes'. Orders must be taken in the preceding Wednesday evening and passed on to the catering manager. On Sunday lunch/brunch is at 12 noon. The duty member of staff should aim to arrive just before this time. Please arrange for students to take a seat at one of the tables when they arrive and then send a table at a time up for their meal. Any students arriving late for their lunch should be asked the reason for their late arrival. Persistent latecomers should be mentioned to the Head of Boarding.

In conjunction with the duty prefect, please ensure that all tables are cleaned and that the dining hall is left in a tidy state at the end of the sitting.

Dinner

The duty member of staff should arrive by 5.25 pm to supervise students arriving for dinner. All day students who are not staying to eat should be asked to leave the dining hall by this time.

Please ask students to take a seat when they arrive and arrange to send a table at a time up for their meal. Any students arriving late for their dinner should be asked the reason for their late arrival. Persistent latecomers should be mentioned to the Head of Boarding.

In conjunction with the duty prefect, please ensure that all tables are cleaned and that the dining hall is left in a tidy state at the end of the sitting.

Boarding students may not leave the dining hall to return to houses until 5.50 pm.

Any day students who have arranged an evening meal should be sent for their meal along with the boarders, not made to wait until the end. Occasionally some day students may arrange to eat before the boarding students at 5 pm.

If there are more than a dozen day students attending for an evening meal then there should be a member of staff from that activity with them who will be responsible for their supervision.

During the weekend the College buildings are out of bounds to all students and the duty member of staff should ensure that students do not enter the main College building.

DRUGS

Students are not permitted to possess, manufacture or use any harmful substance or illegal or controlled drug.

Any student found to have taken drugs, or to be in possession of drugs, will be immediately suspended and the police informed. A decision on re-admission to the College will depend on the circumstances of the case.

If house staff suspect that a student may be using drugs the Head of Boarding or Head should be contacted IMMEDIATELY.

ELECTRICAL EQUIPMENT

If students choose to bring electrical equipment to the Boarding Houses then it must have the relevant up-to-date safety checks (PAT test certificate or a means of proof that it is less than 12 months old.) If the relevant documentation cannot be presented to the Housemaster / Housemistress, then a Portable Appliance Test will be arranged at a cost of £4 per item.

The Business Manager will arrange for PAT testing to take place in September each year. A sheet will be distributed to each house and the Housemaster / Housemistress should list on this the details of all electrical appliances. This list should also include electrical items that belong to the College and to resident staff. Resident staff are not responsible for paying for their personal items to be PAT tested.

At all times house staff are asked to be vigilant for unsuitable electrical equipment such as TVs, kettles, rice cookers, mini-fridges, heaters or other high rated electrical items. If these items are found they should be confiscated and returned to parents.

END OF TERM

The Business Manager will advise house staff if the house is to be let during a holiday period. If so, all belongings must be cleared from rooms and either taken home or stored in the appropriate area at the house. It is the responsibility of house staff to ensure that all rooms are cleared.

The Housemaster / Housemistress should make a note of any damage in rooms and report this to the Business Manager, this is particularly important if the house is being let.

Houses should be vacated by 6 pm. If there are students who need to be collected after this time, then please discuss this in advance with the Head of Boarding and/or Boarding Administrator who will make arrangements for one of the houses to be open later and students should be directed there.

It may sometimes be necessary to leave a house open overnight for students who are leaving the next day. These arrangements should be discussed on a case-by-case basis with the Head of Boarding.

The Housemaster/Housemistress is then responsible for securing the building. All bedrooms and internal doors should be locked, all lights turned out and electrical appliances unplugged.

The Business Manager should be informed if there will be nobody resident in the house for any part of the holiday period.

FILEY ROAD

This is a busy road and house staff are asked to regularly remind students to use only the designated areas when crossing this road.

FIRE

All students should be aware of the appropriate routes of escape and where to assemble in the case of an emergency. In the case of an alarm activation the building must be evacuated. The duty member of staff should collect the signing in/out sheet and then register the students at the evacuation point.

If it is safe to do so, the duty member of staff should then check the fire alarm panel and locate the area where an activation has occurred. If it is safe to do so, this area should be checked to find which sensor has been activated. Provided it is clear that the activation is a false alarm, then the system can be reset and students allowed back into the building.

If there is any danger of a fire the duty member of staff should call the fire brigade immediately and move the pupils to the other boarding house.

The Housemaster/Housemistress is responsible for conducting at least one fire drill per term. In the case of a false alarm or fire drill, the appropriate form must be completed and returned to the Health & Safety Officer as soon as possible. A copy of this form should also be filed at the house.

FOOD

Most special diets can be catered for but advance notice is required in writing to the catering manager. Food is also available in the houses in the evenings and at weekends. Make sure that the pupils are aware that they can request specific food from the House Staff, and that a termly Catering Committee meets to discuss the central catering arrangements and to make suggestions and requests.

GUARDIANS

All non-European overseas students are required to have a UK guardian and the Housemaster/Housemistress should have full contact details for all guardians. If it is not possible to contact parents then house staff should make contact with the guardian. A full list of requirements for a guardian is listed in the student handbook.

It is very important that the College does not engage in arranging guardians for students. Resident staff must not arrange for students to stay with them during the holiday periods either in College or private accommodation. Whilst this may seem unsympathetic, it is necessary in order to comply with boarding legislation.

If a student is having difficulty finding a guardian, or has a poor relationship with their guardian, then house staff should raise this with the Head of Boarding.

HEALTH AND SAFETY

The Head of Boarding will act as the boarding representative at the regular meetings of the Health and Safety Committee. If there are any health and safety issues they should be passed on to the Head of Boarding and the Health & Safety Officer at the earliest possible opportunity.

HOUSE FUNDS

In addition to the food and sundries budget managed by the Housemasters and Housemistresses, other house budgets are available to pay for the evening and weekend boarding activities, and transport for boarders at the start and end of terms.

House staff may request payment for items from this account via the College accounts department, but the forms must be signed by the Head of Boarding.

INDUCTION

Your induction will vary depending on your role in the house and levels of prior involvement. All staff new to Boarding at Scarborough College will complete the self assessment and your House parent/Head of Boarding will tailor your induction programme accordingly. Progress will be recorded on the 'New staff Boarding induction CPD' form.

https://docs.google.com/document/d/1MQi_G3WWL8i09zG32sXc9gD2L4cTejn3GtGejMNRp9o/edit?usp=sharing
<https://docs.google.com/document/d/1MXDoG0jfd2ozsPVU9h5S8rsulNxCf4rsgwHcENG60Y8/edit?usp=sharing>

INSURANCE

Staff must arrange their own personal contents insurance. Further details can be obtained from the Business Manager.

LAUNDRY

Each student is issued with a pair of laundry bags and these should be filled and put out on the appropriate days (full details are in the student handbook). The Laundry staff will liaise with house staff to determine the best system for the collection and return of laundry. Duty staff should ensure that all bed linen is changed on the correct days and put in bags for washing.

The duty staff on the evening that laundry is returned should ensure that each of the bags is returned to the students. If there are problems with missing laundry and the item is named please ask the other students in the house to check their laundry. Ask the student to check the house and College lost property. If it is still lost then please take the details from the student and pass them on to the Cleaning Supervisor who will liaise with the main laundry.

House staff should encourage all students to name their clothes and should use a laundry pen to help students mark any new or unnamed items.

Each of the houses has access to washing and drying facilities. Students should only use these facilities in case of genuine need, e.g. sports kit.

Boarders with routine medical problems should attend the Medical Centre at College during the school day, i.e. 8.30 a.m. - 4.15 p.m.

Each house has an accident book into which details of any accident that happens at the boarding house or during a boarding activity should be recorded. A copy of the accident sheet should be placed in the pupil file, and the original should then be given to the Health Care Practitioner.

Boarders must hand in all medication, both prescribed medicines and those available across the counter, to House staff, and they should pass them on to the Health Care Practitioner, so that administration can be strictly controlled. In some circumstances, the Health Care Practitioner may give medication to the House staff to give to Boarders in an evening.

Boarders must not keep any medication in their own rooms. The only exception to this is those medicines that need to be carried on their person e.g. inhalers. House staff should be vigilant on this matter. A written record must be kept of all medication issued to students.

MEDICAL EMERGENCIES

During the school day the College's Health Care Practitioner will take students to hospital as needed. There may be times during the evening or at weekends, when the Health Care Practitioner is not on duty, when a student needs to be taken to hospital. Whenever possible this should be done by the member of staff on duty in the house. If necessary call a taxi or an ambulance so that you can concentrate on caring for the child. Parking at the hospital can sometimes be problematic.

If there is an **emergency** medical situation, staff should dial 999 first. The priority is caring for the sick/injured child in these circumstances. If possible the member of staff should then contact the Housemaster / Housemistress, the Head of Boarding, or the Headmaster. In the interim, or if there is no time/opportunity to call other staff for help and there is no other adult is available in the house, the other boarders may need to be sent to another boarding house until another adult arrives.

The member of staff should ensure that the relevant medical details (kept in a file in each house) are taken with the child to hospital. No child should go to hospital without an adult with them.

Once the child is being cared for by medical professionals the member of staff must contact other staff at the College to ensure that the house is being covered in their absence.

The boarding house can then be covered by another member of staff. If none of the other adults resident in the house are able to cover, then the house will be covered by the Head of Boarding or the Headmaster for the duration of the absence.

A set of keys, door codes and alarm codes should be prepared for this purpose and be available in house.

A copy of this handbook will also be given to each member of SMT.

MEETINGS

There are half-termly Boarding Staff Meetings. The Head of Boarding will chair these meetings and the Boarding Administrator will distribute the agenda and minutes. The Boarding Governor, Health Care Practitioner, the Head and Business Manager will be invited to attend these meetings. Any items for inclusion in the agenda for these meetings should be given in writing to the Boarding Administrator in advance. All boarding staff are encouraged to attend these meetings. These start at 6pm and rotate between the four houses, and take place on different days of the week each time. It is expected that there will be at least one representative from each house present - this will normally be the Housemaster / Housemistress.

From 8.15 – 8.30 on a Tuesday & Thursday morning there is a staff briefing at the College in the staff common room, and there should be at least one representative from each house present at these meetings each week.

In addition, there is a Wednesday morning meeting once a fortnight for the Housemasters / Housemistresses with the Headmaster and the Head of Boarding. This takes place in the Headmaster's Office.

MISSING STUDENTS

Duty staff should check all students are present on the following occasions:

- Morning Call
- Breakfast at the College
- Dinner at the College
- Evening House meeting
- Bed time

If at any stage students are found unexpectedly missing the following procedures should be applied

- The house in / out board and signing in / out list should be checked.
- All areas of the house and grounds should be checked.
- Checks should be made with the Medical Centre and with other staff.
- If not already alerted the Housemaster / Housemistress should be alerted and a search instigated.
- The student's friends should be consulted without causing alarm.
- If the pupil remains unaccounted for, the Head of Boarding must be alerted.
- Parents may be contacted and consulted for possible destinations.
- If no clues are gathered, or there is concern for the welfare of the student, the police should be alerted. At this point the Head should also be informed.

NEWSPAPERS

Daily newspapers are delivered to the College Library, along with a copy of the 'Scarborough News'.

PAPERWORK

Absence

There are various forms that should be used to obtain permission for students to be absent from the house. A 'request for absence' form should be completed by parents/guardians and a 'host' form should be completed by the adult who will be responsible for the student during their time away from the house.

Any student wishing to be absent from the house overnight must ensure that the correct form is completed by parents/guardians. If boarders wish to stay overnight or for the weekend with people other than parents/guardians then they should ensure that their hosts and parents/guardians have completed the appropriate forms. Under no circumstance must a student be allowed to be away from the house overnight without the correct paperwork in place. To do so would leave the College in an extremely vulnerable position should a problem arise.

All requests for absence from the house must be completed and returned to the Housemaster/Housemistress by the preceding Thursday evening. Forms can be emailed or faxed to those requiring them. House staff are asked to keep a supply of permission forms in the house for students. All boarding permission forms are also available on the College Website under the 'Boarding' section. Forms may be returned by fax, email, post or in person.

Pre-signed forms cannot be accepted under any circumstance and House staff should be vigilant about this. We must be sure that the parent/guardian is aware of any events that take the student out of our care.

If a student is attending an event that takes them away from the house for the day, the request for day absence form should be completed by parents/guardians.

If a student has a regular weekly activity, the request for absence regular activity form should be completed by parents/guardians once a term.

In the case of some students whose parents have language difficulties it is often best to complete the form for them and fax/email it out and ask them to check it and return it. Whilst signatures cannot be given on emails, the return of a form from a **RECOGNISED** parent/guardian's email address is sufficient.

If staff are in any doubt as to the authenticity of a permission form then they should contact the person who has been asked to complete it and/or the parent/guardian by telephone to verify the request.

Half term/End of term arrangements.

Parents/Guardians should be reminded to complete the 'Half Term / End of Term Arrangements' form no later than three weeks before the end of term. This has often proved to be difficult, especially with overseas parents. House staff are advised to secure these details as soon as possible. Once these forms have been collected, a full set should be passed to the Boarding Administrator. Travel arrangements will then be put in place for those students travelling by air/train. House staff will be provided with a full list of travel arrangements for their students.

Transport to and from the airport is included in the overseas boarding fee, but this will not be provided free of charge for students who leave early, or return late. This will also not be provided free of charge if the travel request is submitted after the deadline.

Weekly Boarders

Parents/Guardians of weekly boarders should be asked to complete the 'weekly boarding' permission form at the start of each term. It is important to remind weekly boarders that if they are not returning home at the weekend then the normal absence procedures still apply.

Weekly/Occasional boarders who choose to opt-in for any of the weekend activities will need to be charged for these. Please ensure that the Boarding Administrator is informed of this.

Student Files

Each student should have a file which must contain the following items:

- Full contact details for the student, including mobile telephone number.
- Full contact details for Parents/Guardians.
- Details of any medical conditions.
- A welfare sheet, which should be used to record any pastoral matters concerning the student.
- A sanctions sheet, which should be used to record any sanctions given to that student.
- Permission forms etc.
- Any other documents relating to the student.

These files should be kept in the staff office and available to all duty staff. If there are any confidential items that are not suitable for sharing with all staff, then these should be retained by the Housemaster / Housemistress in a separate file.

Duty Sheets

Each day a duty sheet should be prepared and given to the duty member of staff. This sheet is used to record attendance at the house meeting, notices for students, weekend arrangements and details of any activities.

At the bottom of this sheet there is a space for the duty member of staff to record any incidents that take place during the day. These sheets must be fully completed and any details regarding students (e.g. welfare issues or sanctions) should then be written up into their individual files. All duty sheets must then be filed and kept in the staff office.

Signing In/Out

The duty member of staff should ensure that students sign in and out of the house each time they ask permission to leave. Duty staff should check this on a regular basis to determine the whereabouts of students.

Students who fail to sign in/out correctly should be spoken to and, if necessary, 'gated' for a short period.

All visitors to the house should sign in and out in the books provided.

PLAYING FIELDS

Boarding students may use the playing fields at Bramcote and Deepdale, the main College playing field, and the tennis courts during light evenings after prep and at the weekends provided that there is not a fixture taking place. If students wish to visit Bramcote, Deepdale, the main College field or the tennis courts they must go in groups of three or more and they must have a member of the sixth form or a member of staff with them at all times.

If a member of sixth form is supervising students in this way they should have a mobile telephone with them. Where possible the duty member of staff should arrange with other house staff to pay an occasional visit to the activity to check that all is in order.

Students may not use a hard ball (e.g. hockey ball, rounders or cricket ball) unless a member of staff is present and during the hockey/cricket /rounders seasons staff are asked to be extremely vigilant on this point.

Students should be reminded that they may not go off elsewhere and that they must return back to their house when the activity is finished.

For Health and Safety reasons students **MUST NOT** use the Bramcote sports hall, the Lisvane Hall, the cricket nets or the astro areas without a member of staff supervising the session.

As usual, students must sign out of the houses.

POCKET MONEY

Parents and Guardians can arrange for the College to give pocket money to students. If they wish to use this facility, they should send in a cheque for the appropriate amount each term, or send in a written request for an amount to be added to the school bill, and advise the Housemaster / Housemistress how much their son or daughter is allowed per week.

Pocket money should then be collected from the College accounts department and handed to students after College - usually on a Friday. Ensure that students sign to indicate that they have received the money.

Students should be advised to open bank accounts in Scarborough Town Centre. Overseas students should see the Boarding Administrator for advice on how to go about this. A cash machine is available at the local shop situated about five minutes' walk from the boarding houses.

PREP ARRANGEMENTS

The duty member of staff should directly supervise the prep session – this runs from 6.30 pm to 8 pm Sunday to Thursday.

Evening prep for pupils can end early at the discretion of house staff, provided that all work has been completed and prep diaries/planners have been checked by the duty member of staff, rooms are tidy, laundry has been sorted and all other matters attended to. The house must remain quiet until 8 pm, however, to provide a suitable work environment for the other pupils in the house.

The following should be used as a guide for the EARLIEST finish time for the prep:

Sessions: Year 7 to 9	7.15 pm
Year 10 & 11	7.30 pm
Sixth Form	No set time

Pupils who are released from prep before 8.00 p.m. may call for friends in the other houses to go to the shops at Ramshill, BUT must not be in the other houses until after 8.00 p.m.

Students in year 9 and below should complete their prep under the direct supervision of the duty member of staff. In Willersley prep takes place in the large games room. In Weaponness prep takes place in the area outside the staff office or in the computer room. In Denys Crews House the duty member of staff should base themselves on the first floor during the prep session. In the second half of the spring term, or during the summer term, it is advisable to allow year 9 students to begin to work in their own study bedrooms on a trial basis – but this transition should be carefully monitored and the process reversed if there are any problems.

Students in year 10 and above have permission to complete their prep in their study bedrooms.

The duty member of staff should visit these rooms on a regular basis to ensure that students are working sensibly. If there is any doubt about a student misusing this privilege, then they should be sent to work directly under the supervision of the duty member of staff.

It is most important that the duty member of staff maintains a quiet and studious environment in the house throughout the prep session. Students who say they have 'no prep' or who appear to have completed their work satisfactorily before the end of the prep session should be advised to read or occupy themselves with a suitable and quiet activity.

At the end of the prep session, the duty member of staff should arrange to see all students with their planner and work. The duty member of staff should check that the work has been done to a satisfactory level and if they are happy with this the planner should be signed. If there is a problem with prep, please arrange for the student to carry on working until it is completed to a satisfactory standard.

If a student repeatedly claims to have 'no prep', or seems to have too much prep, please inform their tutor.

Permission to be absent from prep should only be given in exceptional circumstances. Arrangements should be made for such students to complete their prep either before or after their activity. If for any reason a student cannot complete their prep for a legitimate reason, then the duty member of staff should arrange to inform the student's tutor the next morning, or write this into their planner.

When supervising prep, the duty member of staff is asked to behave as a parent would at home. Clearly staff cannot know all the answers but they should help and encourage the students as a parent would. Some students will let prep build up by leaving work that is not required for the next day. Where possible staff should try to encourage students to complete their work the evening that it is set.

Computers may be used during the prep session, but staff should be vigilant that they are being used for study purposes only. MSN, Facebook, Skype and other chat facilities should be blocked by the surf control system, but students sometimes find ways around this. Students who abuse this privilege should have their access to computer facilities withdrawn. Mobile telephones may not be used at all during prep.

Students may listen to music during prep but they should be asked to use headphones so as not to disturb other students in the house.

Parents and Guardians have been asked not to telephone students during prep. This has been a problem in the past. If parents do telephone enquire if it is an emergency and if not ask them to call back after the prep session has ended.

If you have concerns regarding a student and their prep then please remember to discuss this with their tutor in the first instance. If there is a persistent problem this should be raised with the relevant Head of Tier and/or the Head of Boarding.

RISK ASSESSMENTS

The Housemaster/Housemistress is responsible for maintaining an up to date risk assessment for their house. Each year this should be reviewed and any revisions made. There should be a copy of the risk assessment kept in each house and a copy sent to the Health & Safety Officer.

The Health & Safety Officer and Business Manager are available to help with risk assessment if required.

The Boarding Administrator, in conjunction with the Head of Boarding, will prepare the risk assessments for all boarding trips. Staff taking these trips must sign the paperwork, and a copy must be given to the Head of Boarding.

All boarding activities must be risk assessed – some on an annual basis, others on an ad hoc basis. All boarding staff are required to read these risk assessments, and to carry out individual 'dynamic' risk assessments for any activities that the boarders participate in. If you have any questions about this, please talk to the Health & Safety Officer and/or the Head of Boarding.

All trips and activities for boarders must be risk assessed and appropriate paperwork completed. Please speak to the Head of Boarding and/or the Boarding Administrator for help with this.

SEARCHING A STUDENT'S ROOM & POSSESSIONS

House staff are asked not to search any student rooms without first gaining advice from the Head of Boarding or Head. There are strict rules about the searching of student's rooms and possessions and these must be adhered to.

House staff will not normally search student rooms without first informing the student and their parents/guardians. Such searches will usually be conducted by two members of staff in the presence of the pupil concerned.

In exceptional circumstances, however, approval for a search in the absence of the pupil may be given by the Head or the Head of Boarding - in these circumstances the pupil (and their parents, should anything untoward be discovered during the search) will be informed at the earliest possible opportunity following the search.

SECURITY

Each of the houses is equipped with CCTV and an intruder alarm. These facilities are there to ensure the safety of students in our care. If staff see anyone in the house who they do not recognise they should enquire as to their business.

Instruction will be given by the Business Manager on how to use the Intruder Alarm. The Alarm must be set at all times when the house is left unoccupied, and overnight when the house is occupied.

If staff wish to use the CCTV system please consult the Business Manager who will be able to advise.

SENIOR STUDENTS

All students in the sixth form and year 11 are required to help with the supervision and smooth running of the boarding houses. Senior students will be given appropriate and specific duties, but the duty member of staff will help and assist you to carry out any duties. All students may be asked to help the running of the house by taking responsibility for certain jobs within the house, or representing the house on the Boarding Council or Catering Committees.

All students in the sixth form and year 11 are required to help with dining hall duties. The Boarding Administrator will publish a rota for prefects each term.

All can be used to help the running of the house by taking responsibility for certain jobs within the house. These students should be given appropriate and specific duties and the duty member of staff should monitor their work.

It is important to be vigilant for any senior students abusing their position. If this is the case they should be spoken to immediately and if necessary temporarily removed from their position.

Each house should select a 'Head of House' to act as a representative and role model. It may also be advisable to select a Deputy Head of House as well.

SMOKING

The College has a clear smoking policy. Breaches of this policy are treated very seriously, and pupils may face sanctions as a result.

It is illegal in the UK for anyone under the age of 18 to purchase cigarettes and other tobacco products. It is also illegal for 18 year olds to purchase cigarettes and tobacco for younger people. This includes e-cigarettes and other similar devices.

Students are not permitted to bring cigarettes or cigarette lighters into the Boarding House or College or to smoke on the College premises. Any student found smoking or in possession of cigarettes should be reported to the Head of Boarding who together with the Housemaster / Housemistress will deal with the situation. The smoking cessation plan outlined in the Smoking policy will be followed.

Smoking in the boarding house in particular is very serious - any pupil found to be doing this may lose their boarding place.

STAFF ABSENCE/ILLNESS

Where house staff know that they will be unable to complete a duty they must first discuss the matter with their Housemaster/Housemistress and try to arrange to swap duties with another member of the house team. If this is not possible they must give at least a week's notice in writing to the Head of Boarding who will attempt to cover the duty.

If this is not possible then the Housemaster/Housemistress, or the on-call member of SMT, will be required to take on the duty. In general the absent member of staff is then expected to 'pay back' the duty and provide cover at another time in return.

If a member of house staff is ill then the Housemaster/Housemistress should attempt to arrange cover within their house team. If this is not possible they should contact the Head of Boarding as soon as possible to arrange alternative staff to cover in the house.

STAFF DUTY ROTA

At the start of a term the Housemaster / Housemistress should prepare a duty rota in consultation with the rest of their house team. This rota should then be copied to the Head of Boarding and the Boarding Administrator and a copy displayed on the house notice board.

Copies should also be given to each of the other boarding houses - so that all staff know who is on duty in the other houses each day.

START OF TERM

Resident House Staff should be available before the start of term to allow parents to contact them to discuss concerns or arrangements. Exact requirements are detailed in the job descriptions for boarding staff.

The Housemaster / Housemistress should check the building before students arrive. Any work that needs doing should be mentioned to the Business Manager. Particular attention should be paid to washing facilities, lighting and heating to make sure that it is all working.

Houses should be staffed from 6 pm at the start of terms, other than in September when houses should be open from 10 am.

It is sometimes necessary to make arrangements for students who are arriving early and these should be discussed in advance with the Boarding Administrator and Head of Boarding who will make arrangements for one of the houses to be open earlier and students should be directed there until their house is open.

Staff are asked not to make 'special arrangements' for individual students as this can cause problems.

Students should return having had a meal, but it is always advisable to have some snack items available, especially for those who have travelled a long way.

The duty member of staff should be available to meet all returning students and parents/guardians.

At the start of the new academic year new pupils and their parents should be able to meet with the Housemaster and/or Housemistress and so the duty rota should be planned with this in mind.

It is expected that ALL house tutors will be present in the house to welcome the boarders and their parents on the first Saturday of the Autumn Term.

STUDENTS' CARS

Boarding students may keep cars at school during term time with the permission of their Housemaster/Housemistress.

Parents/Guardians are asked to write to the Housemaster/Housemistress to ask for permission for their son/daughter to keep a car at school. A copy of the insurance details, MOT and Tax disc for the car, and the students' driving licence, should be forwarded with this letter. These should then be passed on to the Business Manager.

All student cars must be kept in the designated sixth form parking spaces at the College as there is insufficient room at the boarding houses for students to park cars. Parents should be asked to ensure that their insurance companies are aware that cars will be parked on an unsupervised car park at night.

Students should be reminded that cars may only be used to travel from and to home at weekends and at the start and end of each half term and may not be used at any other time.

Students should hand their car keys to the Housemaster / Housemistress on arrival at the house. Student cars must be parked at the College in the sixth form parking area and not at the boarding house.

On no account should students be allowed to transport other students unless written permission has been received in advance from the parents of both the driver and passengers.

Students should ask permission in advance from the duty member of staff before any journey is made by car.

TELEPHONES

The Housemaster/Housemistress should collect the mobile telephone number for all students in their house so that students may be contacted if required. It is recommended that this be repeated at the start of each half term as pupils frequently change phones and numbers.

Mobile phones may not be used during prep time or after lights out. Students found using their phones during this time should have them confiscated for 24 hours.

Cameras and camera phones should not be used by students to take photographs without the permission of the person/persons being photographed. Students must not use their phone or other equipment to take inappropriate images.

Sometimes students may receive texts or calls which upset them. They should be advised not to reply, keep the text and inform a member of staff as soon as possible. House staff should consult the Head of Boarding in these circumstances. It is possible that the Police will need to be involved.

TELEVISIONS

Each of the common rooms is equipped with a television linked to a satellite service. If there is a problem with this service this should be reported to the Business Manager who will arrange for an engineer to visit.

Students are not permitted to have individual televisions in their rooms, and this includes television cards fitted to their laptops.

Resident staff are responsible for obtaining and paying for a Television licence for their flat.

TERM DATES

It is expected that all boarding students, including overseas students, will keep to the term dates. If, for some exceptional reason, a student has to leave before the end of a term or to return to school late then the Head's permission must be sought by the parents/guardians in writing. House staff should urge parents to keep such requests to a minimum and to exceptional circumstances.

In certain situations it may be necessary to keep one of the boarding houses open after the end of term or before term starts - this must be discussed on a case-by-case basis with the Head of Boarding.

Transport to and from the airport is included in the overseas boarding fee, but this will not be provided free of charge for students who leave early, or return late.

TRAVEL ARRANGEMENTS

When coming to school at the **beginning of a new school year** pupils should arrive between **6 p.m. and 8 p.m. on Friday evening, or between 10 a.m. and 12 noon on Saturday**. If they know that you will be arriving outside these times they must let the House staff know well in advance so that special arrangements can be made.

At all other times, such as the beginning of term and the end of half-term breaks, you pupils will return to houses **between 6 p.m. and 8 p.m.** Boarding Houses will not normally be open before these times BUT earlier arrival times can be arranged by House Staff if needed.

The half term/end of term arrangements form must be completed by Parents/Guardians and returned to House staff or the Boarding Administrator at least three weeks before the end of each term/half term.

The Boarding Administrator will organise airport transfers for students needing travel by air. Transfers to Manchester and Leeds Bradford airports are arranged for students and a copy of all the relevant details will be given directly to Houses. Transport to and from the airport is included in the overseas boarding fee, but this will only be provided free of charge for students who fly at set times at the start and end of each half term, and submit their transport requests at least three weeks before the end of each term / half term.

UNIFORM

House staff are asked to ensure that boarding students wear the appropriate uniform when going to the College in the morning. During the winter pupils should wear coats – it is not acceptable for them to go to school wearing a hoody or similar. If students damage their uniform please help them to get it repaired. Please ensure that all uniform is clearly and visibly named.

House staff are advised to keep a supply of second-hand uniform in the houses for short-term visitors to borrow, or for boarders to borrow should their uniform become dirty or damaged.

VALUABLES

Students should be advised not to carry too much money around with them and not to leave money and other valuables or locker keys lying around. They should keep all valuables locked away in their lockers for safekeeping. Travel documents, passports etc. should be handed to the Housemaster / Housemistress. The College cannot be responsible for any losses of money or valuables if they have not been securely locked away.

House staff are asked to make a list of 'valuable' items at the start of each term. The item, make, a brief description, model number and approximate value should be recorded.

VISITORS

Day students and guests are allowed into the Boarding Houses, but contact must be made with house staff on their arrival. For the most part visitors should only be allowed into the house social areas.

Under no circumstances should visitors of the opposite sex visit bedrooms. If anyone is caught breaking this rule the Housemaster / Housemistress should be informed.

Visitors are not allowed during prep times.

If students wish to invite day students to stay overnight this is quite in order for an occasional evening. Please remember to include them in any catering requests.

Parents and Guardians are very welcome to visit the house at any time. The duty member of staff should politely ask parents not to disturb the weekday prep sessions.

Male visitors should not be allowed into bedroom or bathroom areas in girls' accommodation without a female member of staff and vice versa.

WEEKENDS

The number of students in the house at a weekend will vary and as such so will the activities that are on offer. Most weekends there will be sports fixtures and events at the College and boarding staff are encouraged where possible to support students taking part in these events. Other activities will be arranged during the term. House staff are encouraged to discuss with students the sort of activities that they would like and then to discuss these at the regular boarding meetings. The boarding houses have a minibus available to them during the weekend but this, and any other buses, must be booked out in the usual manner.

Students are often very happy to simply relax at the weekend and staff should not pressure students to be constantly involved in something. Equally staff should be vigilant for the student who constantly remains in their room all weekend and encourage them to get involved in something. There are often very simple activities such as a walk or helping in the garden which students will enjoy.

No charge is made for most of the weekend activities and students are expected to do a minimum of two activities each half term, although most will do significantly more than this.

Provided that the correct permissions are in place in advance, students may go away for the day with friends or parents etc. Only in exceptional circumstances should last minute plans be allowed and even then permission forms must be completed. Whilst we want to allow boarding students to enjoy wide and varied pursuits, we must be mindful that ultimately we are responsible for them. If we do not have the correct paperwork in place we are ultimately liable should a problem arise.

Students may visit the shops in Ramshill and Scarborough Town Centre, provided that they are in a groups (depending on age - please see the pupil handbook for full details.)

During daylight at the weekends, Sixth Form pupils may walk alone between the boarding houses, to the gym, or to the Ramshill shops. In the dark, or further away, they must be in groups (a minimum of 2).

Younger pupils must ALWAYS be in groups and must not walk between the houses alone. If there is no one to accompany a younger boarder, it may be necessary to call another house to send pupils to escort them.

Students must seek permission from the duty member of staff, giving them an approximate time of return and a mobile telephone contact numbers. All students should then sign out from the house. Lunch and Dinner are useful occasions on which to quickly check that students are back from their visit into town. Only in exceptional circumstances may they miss lunch or dinner at College to visit Scarborough Town Centre.

When staff give permission for a student to go out at the weekend they should ensure that the following points are followed:

- Know what time the student will be back at the house. Never accept vague times.
- Ensure that the student is with other people.
- Make sure you have a mobile telephone number on which you can contact the student.
- Set a realistic time for them to be out of the house.

Students are free to visit the other boarding house at any time during the weekend. The duty member of staff should always be aware which students are visiting. When they leave the house they should be reminded to go back to their own house first before going on anywhere else.

In the evening and during dark nights house staff are asked to telephone each other to check that students have arrived back safely. Students returning to another house late in the evening should be escorted either by a member of staff or sixth form student.

Students in Year 7 – 11 are free to visit other houses in the evenings but may not attend other events without staff or adult supervision, or parental consent.

Students are permitted to attend the cinemas, theatres, restaurants etc. in Scarborough on Friday nights and at the weekends with parental consent - please consult the list circulated by the Head of Boarding to ensure that consent is in place before allowing pupils to go out.

Permission for pupils to attend parties on Friday and Saturday nights should be given only with permission from parents and the adult responsible for the event. Students in the sixth form are free to attend events in the evenings but again permission should be sought in advance from both parents and the adult responsible for the event. In all cases staff should give students an age appropriate time (*See Curfew Times*) for them to be back at the boarding house. House staff are free to use their discretion as to what events students attend but if they are in any doubt they should check with the

Head of Boarding. In all cases students must be back at the boarding houses by 11 pm, unless they are with a member of staff on an activity.

Bedtimes on a Friday and Saturday are at the discretion of the duty member of staff BUT please see the guidance given in the 'Curfew Times' section.

WEEKEND ROUTINE

Saturday:

8.30 a.m. – 9.45 a.m.	Breakfast in the House
12.00 noon	Brunch in the Dining Hall
5.30 p.m.	Dinner in the Dining Hall
6.15 p.m.	House Meeting

Sunday:

9.00 a.m. – 10.15 a.m.	Breakfast in the House
12.00 noon	Brunch in the Dining Hall
5.30 p.m.	Dinner in the Dining Hall
6.15 p.m.	House Meeting
6.30 p.m. – 8.00 p.m.	Supervised Prep

CURFEW TIMES – see section on this

Weekly boarders are asked to return to the house either before or after the prep session and by 9 pm at the latest.

WELFARE FILES

Please record any relevant information from the pupil, parents or guardians on the 'Welfare' sheets in the pupil files. This may include details of difficult family circumstances (illnesses, bereavements, divorce etc), friendship problems etc.

You can also record positive matters on the welfare sheets.

WORSHIP

Useful Addresses:

Madhyamaka Buddhist Centre, Kilnwick Percy, Near Pocklington	Telephone: 01759 304832
York Madhyamaka Centre, 9 St. Clements Grove, York	Telephone: 01904 613071
Leeds Islamic Centre, 1a The Crescent, Adel, Leeds	Telephone: 0113 230 0835
Sikh Temple, 281a Chapeltown Road, Leeds	Telephone: 0113 2629073
Leeds Jewish Representative Council, 151 Shadwell Lane, Leeds	Telephone: 0113 2697520
Hindu Temple, 36 Alexandra Road, Leeds	Telephone: 0113 2757024
St Marys & Holy Apostles Church, Castle Road, Scarborough	Telephone: 01723 500541
South Cliff Methodist Church, Filey Road, Scarborough	Telephone: 01723 372 266
St. Peter's Rectory (Catholic Church), Castle Road, Scarborough	Telephone: 01723 360 358

AND FINALLY ...

This booklet is intended to give you a broad outline of the boarding houses. If there is something more that you would like to know, do not hesitate to ask me.

If you have any ideas for further improving this Handbook please do let me know.

Tim Cashell

Deputy Head (Pastoral Care)

Head of Boarding

June 2019

STUDENT CONCERNS, PROBLEMS & COMPLAINTS

Do you have any suggestions, concerns, problems or complaints? If so, the College would like to hear. You can raise concerns with your tutor, or any member of staff with whom you feel comfortable.

What do I do if I have something that concerns or troubles me?

The answer is, talk to someone, no matter how big or small the problem appears to be. You may have close friends who are able to help, or older students in the House or school to whom you can turn (perhaps a Sixth Former, a Senior Prefect, a Peer Mentor the Head of your house).

We hope that you are able to find at least one adult on the staff (teaching or non-teaching) with whom you feel comfortable to talk, should there ever be a problem. Your tutor, your housemaster or housemistress, the Head of Boarding, the College Healthcare Practitioners, and all other staff are here to help you.

If you feel you cannot talk with someone at the school, try and talk instead with one of the following:

- Your parents
- Your Doctor or the School Doctor 01723 369440 / 360835
- The School Counselor - Mrs Julia Huby 07771 592 228 julia.huby@scarboroughcollege.co.uk
- Independent Listener - Mrs Becky Canning 01723 259 497 or Neil979@icloud.com
- Childline – 24 hrs. Counselling and advice 0800 1111 www.childline.org.uk
- NSPCC Child Protection Helpline (24hrs) 0808 800500 www.nspcc.org.uk
- The Samaritans (local) 01723 368888
- Or the Samaritans (24hrs) 08457 909090 www.samaritans.org.uk
- 'The Line' 0800 884444
- The Office of the Children's Commissioner www.childrenscommissioner.gov.uk/

Kidscape (www.kidscape.org.uk) offers excellent advice on making friends, changing schools, protecting yourself, what to do if you feel you are being bullied, etc.

As a student, do I have the right to make a complaint?

Yes. Do not be afraid to raise a concern or to make a complaint. It is your right as a student to be treated properly. And it is your right to complain if you think you are not being treated fairly.

How do I make a complaint about something which concerns, upsets or troubles me?

By talking about it with any member of staff you feel you can trust. Or by writing it down if you find that easier. You can take a friend, an older pupil, or a member of staff with you if you wish to talk to a senior member of staff.

Does it matter what the issue is?

No, it can be a big concern or a small problem. By discussing it, you may come up with some positive ideas.

What will happen next?

The member of staff will deal with the matter in person, if possible. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

You do not have to inform staff or anyone else that you are complaining. Tell the member of staff about your worries: he or she will understand and will try to help you deal with them. Please recognise that in a serious situation, which needs confronting not ignoring, the College cannot promise confidentiality. An example of a serious situation would be if you or another student were being 'abused' in a physical or sexual manner. If someone tells you they are being abused in this way, or even if you suspect it might be happening, you must tell someone. Concerns about the safety and well-being of students take precedence over **every other** consideration. Even if you find the issue hurtful or embarrassing, try not to worry. The person you contact will do his or her best to assist you to follow the appropriate course of action. Rest assured we will be considerate of your position and will do all that we can to safeguard your interests and welfare. Miss Kate Tipton is the DSL at the College and, in the first instance, deals with all matters of abuse, or allegations of abuse. Students are free to contact her directly should they choose to.

What happens if I am not satisfied with the outcome?

You should make a formal complaint. Write to The Head, saying that you wish to make a formal complaint. The formal 'Complaints Policy' is available on the College website. Alternatively, you should contact one of the agencies mentioned earlier.

