



Sacred Heart School

Service Before Self



Handbook for Parents and Boarders

SACRED HEART SCHOOL

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MISSION STATEMENT

The Sacred Heart is a community committed to the education of its pupils within a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

AIMS

- To foster growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To stimulate generous service of others

Welcome to the Boarding House at Sacred Heart School

Pupils have been boarding here since the foundation of the school in 1914. The Daughters of Divine Charity run a small, weekly boarding school, in which most of the boarders live within thirty miles of the school. We are unusual in that the pupils live in the Convent with the Sisters.

It has been said that our weekly boarders are able to enjoy the best of both worlds with friendship and fun in the Boarding House and family life at the weekends. They have a structured day that includes Prep, which is a quiet time, as well as activities and socializing. Boarding has always given young people a sense of independence and self-discipline. This experience develops their confidence in themselves and a sense of community identity.

Although there are some timetabled activities, pupils enjoy and organise special activities and trips, which have included a puppet workshop in Norwich, barbecues, theatre and cinema trips and other Arts events as well as chartering a train. Much of the time, pupils prefer to simply “do their own thing” – such as chatting, watching television or playing games. Younger pupils revel in amateur dramatics!

We hope that you will be happy in the Boarding House.



BOARDING PRINCIPLES AND AIMS

Provide a small friendly Boarding House where boarders feel at home.

- Foster a real sense of loyalty, closeness and family belonging;
- Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as is possible, free from physical hazards and dangers of any sort;
- Provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy;
- Create an atmosphere of tolerance, openness and trust in which bullying or harassment would find great difficulty in developing;
- Provide suitable conditions for boarders to feel able to turn to members of Staff to share the good things in their lives as well as seeking advice, counselling and support during times of difficulty, and where all comments will be treated with utmost respect and confidentiality.



Educate children socially, emotionally, physically and academically, achieving excellent GCSE results for each individual pupil.

- Provide the conditions for boarders to develop their intellectual talents through well-structured homework conditions, access to staff and other pupils, participation in activities and in an atmosphere which values effort.

Stimulate a sense of curiosity about the world and encourages a search for truth and meaning.

- Develop boarders' responsibility for self, for others and for the environment.
- Encourage pupils to have confidence in themselves and try out new ventures.

Foster in pupils a concern for the wider world and enables them to take decisions based on a thoughtful conscience.

- Encourage boarders to contribute to the needs and welfare of others in the house and school, as well as those in the wider community.

Develop a personal relationship with God so that pupils are spiritually alive.

- Help pupils to understand God's real love for each of them so that they feel special.
- Provide opportunities and examples for prayer and quiet reflection within a Catholic religious community.

Encourages pupils to enjoy school activities, working with others so maturing into responsible serving adults.

- Provide a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each boarder;
- Develop boarders' qualities of leadership and ability to work as part of a team.

PASTORAL CARE OF PUPILS

1. A structure for day to day living which provides security, safety, clear boundaries and a place to belong, and which reflects the ages and needs of pupils.
2. A good-quality physical environment, with appropriate attention paid to health and safety issues.
3. Attention to the emotional welfare and development of pupils as individuals; personal and psychological space, a helpful environment which encourages pupils to talk about their concerns, appropriate adult contact, and encouragement to pupils to provide care and attention for each other as an integral part of community living.
4. A focus on the promotion of healthy self-esteem in pupils through positive opportunities for the development of all-round potential.
5. Active attention to good co-operation and communication between parents and staff, and to ready access for pupils to parents and family.
6. The capacity within the school to help pupils solve problems and manage crises such as bereavement, parental divorce etc.
7. Provision for the social, moral and health education of pupils.
8. Staff support and professional development aimed at equipping staff to meet the changing and increasingly intensive demands of pastoral care roles in boarding schools.
9. We ensure that all boarders of whatever religion or culture are integrated into the life of the Boarding House.
10. A choice of menu means that all tastes are catered for. Anyone with a particular dietary requirement will be catered for on request.
11. In our multinational Community there is always someone who can aid communication in most languages to enable boarders and students to feel understood.

Boarding School Association Recommendations

THE DAILY ROUTINE



7.15	Wake up call. Children are left to wash and dress.
7.45	Morning Prayers are held in the Chapel.
7.50	Breakfast in the Dining Room – this is not a formal meal.
8.00 - 8.30	Pupils return to their dormitories, clean their teeth, tidy their hair, make beds and tidy up the room. The Dormitories are checked by the Boarding House Mistress or another member of Staff
8.30 - 15.45	Pupils collect their bags and coats. They have to take everything they need for the day. Pupils follow the school routine.
15.45	Pupils return from school and change into clothes.
16.00	Tea
15.45 - 16.20	Time for out-of-school activities, matches etc. Years 10 & 11 may go to town, with prior permission, until 16.20.
16.20 – 18.00	Supervised Prep which is held in silence in the Prep Room. Juniors may leave at 5pm if they have completed their studies
17.10 – 18.00	Activities for the Juniors, which includes supervised free play.
18.00 – 18.30	Tuesday – Mass in the Chapel.
18.00 – 18.30	Supper
18.30 - 20.30	Free and organised activities.
20.30	Junior pupils go to bed. Night prayers & Lights out 21.00.
21.00	Senior pupils go to bed. Night prayers & Lights out 21.45.
22.00	Silence in the House



ARRIVAL AND DEPARTURE

- Boarders must arrive before 8.30am on Mondays and leave after 4.00pm on Fridays
- It is essential for the safety of everyone that the drive and car park area are kept clear from 8.30am (Monday) and before 4.00pm on (Friday.)
- **Boarders need to be signed out by the adult collecting them on Fridays.**

BOARDERS' COMMUNICATION WITH HOME

Communication with parents, when the opportunity arises, can be helpful to both parents and staff alike.

Boarders Phone (Incoming Calls only) 01760 726360
Convent Phone – 01760 724577



Most pupils have their own mobile phones. If needed, they can use the Convent phone at any time other than during meals or Prep.

Whilst the Boarding House recognises that mobile phones can be a useful form of communication, our policy is that the Boarding House Mistress will retain ALL phones in a secure location and these may be used by the pupil between 6.30pm and bedtime only.

Abuse of this privilege will lead to confiscation for the duration of a fortnight.

PARENTS' VISITS

Children must have permission to leave the premises. They must sign 'in' and 'out' (The Signing In/ Out Book is in the Junior Common Room).

Parents may visit their own children and take them out but please ask the Boarding Mistress in advance as there may be special activities planned.

To leave the site with the parents of another pupil, permission must be given in writing by both sets of parents.

LOCAL STUDENTS & FRIENDS ON THE PREMISES

Visitors are welcome to call provided permission has been granted and authorisation from parents has been received.

ENVIRONMENT AND ACTIVITIES

- There are many areas for the pupils to use:
- The Junior Common Room;
- The Senior Common Room upstairs;
- The Drama Room upstairs with dressing up box and some staging where Y4 –7 spend most of their time;
- RE Room is used for Senior and Junior Prep.
- The Chapel is a place of quiet reflection.
- The dormitories are not play areas but places where pupils can go when they feel tired or ill.
- Y11 have study bedrooms.
- The school facilities such as the Gym, Sports Hall and He Room can be used on occasion.
- The Cloister, playground and all weather court are used depending on weather conditions.
- In the summer, pupils may use the Swimming Pool as well as the Field.

The importance of the pupils getting some fresh air is not underestimated. Even in bad weather the Boarders have a quick session 'to let off steam' and are encouraged to participate in group and team activities as well as to keep physically fit.



SWIMMING

Swimming is only allowed when a qualified life-saver is present or if there are 8 or less people swimming, supervised by 2 adults. The School rules and regulations have to be kept.

All wet towels and swimwear are hung up to dry on the line outside the laundry.

BOARDERS' OUTINGS

There are two mini buses that may be used to take boarders on short trips, providing there are qualified drivers available. Castle Acre is close at hand and provides a wonderful place to run free or dabble in the stream.

Trips are planned by the Boarders and advantage is taken of local events such as Bonfire Night at RAF Marham. Picnics in the summer are popular. Ideas are welcome from anyone.

TELEVISION

Staff decide on appropriate viewing in accordance with suitability to age and understanding. Activities are arranged each evening so other than film nights little use is made of the television in the Junior or Senior Common Room.

PREP

Each class has a set homework timetable. If work has not been set for any reason, the pupil studies the set homework subjects.

Children must remember to bring everything they need for their homework each day, including a suitable reading book, to the Prep Room.

Prep is done in silence, but children may ask for help and advice from Staff.

Prep is often checked to see if it is complete and Staff encourage Pupils to persevere.

The remainder of the time is used for silent reading or visiting educational websites (e.g. BBC - Bitesize), as this is the only quiet time for Boarders in a busy day. Pupils should finish their prep after supper if they have been involved in matches and activities.



MUSIC PRACTICE

There is a piano available in the Junior Common Room for practising music. It is lovely to hear the boarders playing their pieces particularly the high standard achieved by the GCSE pupils. It is good to organise mini concerts, and practise in public.

BOARDING HOUSE PREFECTS

The Prefects are elected by the staff and required to liaise between staff and pupils.

Responsibilities:

Giving a good example to the younger pupils.

Watching over the group, like an elder sister, for example, protecting the younger ones and speaking up for them.

Bringing to the attention of the staff, problems and worries that the senior pupils cannot sort out.

Organising and supporting events in the Boarding House such as the Christmas Party, visits from groups, trips and other activities.

NEW BOARDERS

The Boarding House is like a small, friendly family where special care is taken of any new members. New boarders are invited to come for a tester day. They are shown around the Boarding House by the Housemistress and/or another boarder, and given a copy of the Handbook. The Housemistress and the boarders talk to them about the life in the Boarding House. In case of any queries or concerns, do not hesitate to ask!

MEALS



We are very well aware how important food is to our Boarders. Nutritious, well-balanced meals are planned with the cook on a four weekly cycle. The menu is reviewed and suggestions are welcome from pupils.

Meals are not really formal but grace is said before and after meals. All meals are supervised. Children are encouraged to eat a sensible meal. Staff are on the lookout for any signs of pupils not eating a proper meal.

Good manners are expected at all times and they are expected to co-operate with the kitchen and domestic staff.

Pupils are not expected to waste food, but should eat whatever they have taken on their plate.

They are allowed to bring a small amount of their own jam / sauces and drinks, which they keep in a fridge in the Dining Room.

Supper: A changing menu offering a variety throughout the week of hot and cold light meals with choice of dessert or fruit



Trips/ Outings: Occasionally tea parties are arranged so that early evening trips can take place if a minibus driver is available.

School Outings: Boarders must tell the kitchen staff if they are going on an outing and need a packed lunch. Packed lunches are collected on the morning of the trip.

MONITOR DUTIES

All boarders have dining room/ kitchen monitor duties, based on a rota system.

- Breakfast – washing up and cleaning the Dining Room
- Supper – washing up and cleaning the Dining Room, setting tables for breakfast.

The dishwasher to be started by a member of Staff before each meal and switched off afterwards.

No more than two monitors in the kitchen to wash and dry the dishes. The monitors are responsible for wiping tables and sweeping the floor after each meal.

POSSESSIONS

'Everything has a home' and this is the boarders' home for a week so they need some personal items with them – but not too much!'

- **Food** – cookery items are stored in the fridge or taken straight to the HE Room.
- **Musical instruments** are kept in the lobby near the Prep Room for safety.
- **Satchels**, cookery baskets and sewing boxes go into the satchel locker.
- **Sport** – tennis rackets and hockey sticks are kept in the container in the Porch.
- **Tuck** goes into named tuck tins in the Common Room tidy boxes. We have to remember not to place temptation before others.

Pocket Money and Valuable Items – Valuable items and purses with pocket money (£5 is the limit) should be put into the security lockers next to the Junior Common Room. A deposit of £5 is required for a locker key. Money other than pocket money should be handed to a member of staff for safe keeping.

LOST PROPERTY

Lost Property is placed in a Lost Property Box in the Junior Common Room.

REPAIRS AND BREAKAGES

Please report anything that you find needs repairing to the Housemistress on the day that it is discovered.

Breakages of any kind have to be recorded in the diary with details of who and how.

FIRE PROCEDURE

Fire Practice is carried out at least twice a term by the designated Fire Officer (Sister Kasjana), who keeps a record of practice drills and alarm tests.

Staff and pupils are not given advance notice of the drills.

At least one fire drill can be expected at night. Boarders must have a warm dressing gown and slippers readily to hand so that they can proceed as quickly as possible to the designated area under the Cloister, outside the Middle School.



MEDICAL CARE

- Minor accidents and illnesses are dealt with by the designated School First Aider.
- Appropriate medical care is available to Boarders as deemed necessary.
- All accidents are recorded in the Accident Book following the correct procedure.
- Medicines are kept in a locked cupboard and dispensed as required.
- All children are registered with local doctors and appointments are made by the Housemistress. Children are required to take a Doctor's response slip with them to the doctor and, on their return to school, hand it to the Housemistress if she did not accompany them to the surgery.
- If pupils are ill and the Housemistress regard it as necessary, and if it is convenient, they go home. Pupils should not ring and make their own arrangements; this will be done by the Housemistress.
- It is vital for the school to keep up to date records of health, welfare and development on all boarders. Parents must up-date and send in a Boarders Health Form each year.

PERSONAL HYGIENE

Junior pupils should have a daily wash and their showers are discretely monitored. The Staff check that pupils are conscientious about having a shower.

Used linen and clothes are to be put in the laundry bag each night.

Hair must be neatly arranged and faces washed before Morning Prayer.



In the interests of Health & Safety aerosol sprays may not be brought into the Boarding House.

- **Hair washing and grooming**

Pupils like to bring hair dryers but it is very important that parents ensure that such items are checked and that, they comply with Health and Safety regulations and have a green H&S sticker. **No other electrical items**, e.g. hair straighteners, are allowed.

Junior pupils will be helped in grooming their hair.

It is essential that all pupils keep their long hair tied back during school hours.

- **Nails**

- Children should have clean, suitably short nails. Long nails can be a safety hazard. Occasional checks are made.

- **Make-up and earrings**

- Make-up is definitely not allowed in school and is not really necessary in the boarding house. Earrings may be worn in the Boarding House as long as they are not too hazardous (not for any sporting activities).

CLOTHING

All clothing and bed linen must be clearly named preferably with woven name tapes. Forms for ordering name tapes are available from the 2nd Hand Uniform Cupboard.

Two changes of non-school clothing may be brought each week (see Boarding Requirements List); extensive wardrobes of clothing and footwear are not necessary.

All clothes must be put tidily into the drawers, lockers and wardrobes in the dormitories.

Uniform checks are made on a random basis to ensure that the pupils are tidy and in good repair. If items are missing or incorrect a reminder slip will be sent to parents.

LAUNDRY

Pupils take all their laundry home each weekend. They need a laundry bag for all dirty clothing and linen.

A second set of bed linen and towels is to be kept in the Boarding House so that linen can be changed at regular intervals.

In an emergency, soiled items are washed in the laundry by one of the Sisters. Any accidents are to be reported to a member of staff as soon as possible. **Staff need to know of any problems or potential problems.**

EMOTIONAL WELFARE AND DEVELOPMENT



The pupils are encouraged to talk to each other, older pupils and members of staff if they have problems and worries. There is a family like atmosphere in the Boarding House and the older girls have always taken care of the younger ones.

Staff listen and offer support and encouragement; at the same time the pupils have to take responsibility for their own actions and seek help/advice from staff or the Independent Listener (see also Boarders Complaints Policy, p. 23).

The staff give guidance to help the children make personal decisions with some ease.

Group activities and discussions do help the staff to spot problems and are used as a means of enabling the pupils to solve and confront problems.

BULLYING

There is a strict Anti-Bullying policy within the school. It is expected that anyone who witnesses real bullying would tell an adult immediately.

CRISIS AND EMERGENCY SITUATIONS

Parents should inform a member of staff of any home problems and must understand that this information has to be passed on to all relevant members of staff, concerned with the care of the child.

Parents may be sure that such information will be treated with care and that every effort will be made to comfort and console your daughter as necessary.

PERSONAL GROWTH

All children are encouraged to participate in suitable activities so that they broaden their skills. They are allowed to go to Brownies, Guides or RAF/ Army Cadets.

Everyone should participate in some community service, but this need not be a regular commitment, occasionally the opportunity arises to be helpful to others.

Pupils do not have to partake in every activity but it is noted if someone does not try to broaden her outlook and have a go at new ventures. The evening activities are arranged to allow a choice of physical exertion and pastime interests to encourage participation by everyone.

Staff try to find and praise the good in each pupil and problems in school during the day are not carried over into the Boarding House. Each individual is made to feel important and needed for their special talents, character and skills in the community.

A personal file is kept on each child to discourage unacceptable behaviour such as bad language. It is used as a constructive deterrent. Rewards for exceptional behaviour are recorded and a small gift is given.

RELIGIOUS, SOCIAL, MORAL and HEALTH EDUCATION

Boarders are encouraged to have a strong faith in God. This belief is reflected in a positive attitude towards themselves and others, and ensures that a happy family atmosphere prevails.

Everyone participates in Morning and Evening communal prayers.

The children are invited to use the Chapel at any time, for quiet reflection.

Telling the truth and owning up to offences committed, is a mark of a Christian and the girls show a respect for oneself and others.

Boarding School life is a training ground for community living, an ideal environment to help the person's social development. Opportunities are taken to involve children in open discussion on moral and health issues.

Staff are aware that the pupil's knowledge of issues may not be as broad as they say it is. Sometimes peer pressure is the cause of apparent knowingness.

Older pupils have a discreet eye kept on them so that any potential personal problems can be dealt with, without too much fuss.

Children should be free to discuss with Staff any worries about their physical development.



There now follow the appendices with further specific information.

If you have further questions please do ask one of the Staff.

BOARDERS REQUIREMENTS

LINEN

Continental Quilt / Duvet
 2 Quilt Covers
 2 sheets
 2 pillow cases
 1 under blanket to protect the mattress
 1 over blanket when required
 2 towels with loops

CLOTHING

2 sets of clothes for after school (e.g. Jeans / jumper, T-shirt / shorts). Trailing trousers & short tops showing midriffs are not allowed
 Going out clothes for theatre visits – skirt or trouser suit
 Pyjamas or decent nightdress
 1 Dressing Gown
 1 pair of soft bedroom slippers (not mules)
 Spare underwear for each day
 Spare socks for each day
 1 pair of Wellingtons (for Autumn & Spring)
 1 waterproof coat

SCHOOL UNIFORM (see uniform list)

Boarders are required to have a change of uniform in School in case of accidents.

All pupils must arrive and leave the premises in full school uniform.

Coats / blazers must be on site

OTHER REQUIREMENTS

1 Laundry bag (not plastic)
 1 sponge bag with contents
 2 flannels (with loops)
 1 medium suitcase/ holdall. 2 suitcases may be necessary for beginning and end of term
 (No plastic bags)
 Pocket money in a named purse (£5 is the limit)

NON ESSENTIALS

2 soft toys per bed
 1 Hair Dryer which meets the Health & Safety requirements (green sticker)
 Limited number of games / activities
 MP3 / disc players with earphones and batteries
NO valuables to be brought to School.

MEDICAL CARDS are required for each child so that they can be registered with the Local Doctor. Regular dental and ophthalmic check-ups should be organised by parents in the holidays.

ALL items of clothing / linen etc., must be clearly marked with sew on, woven name tapes. All other items must be marked with a permanent pen.

GOVERNANCE

The Trustees: **The Daughters of Divine Charity (FDC)**

Sister Jacinta Cirko FDC	Superior (Chesterfield)
Sister Catherine Maguire FDC	
Sister Thomas More FDC	Provincial Superior
Sister Francis Ridler FDC	Head teacher

The Chairman of the Trustees is Sr. Thomas More FDC

Provincial Superior, Sacred Heart Convent, 17 Mangate Street, Swaffham Norfolk PE37 7QN

The Community at the Sacred Heart:

Sister Thomas More FDC	Provincial Superior, School Administrator
Sister Francis Ridler FDC	Head teacher
Sister Emilia Birck FDC	German & Portuguese Teacher
Sister Danuta Wloczka FDC	Boarding House Mistress, Form Teacher, Learning Support
Sister Kasjana Ziembinska FDC	Fire Officer, Learning Support
Sister Linda Pergegaj FDC	Form Teacher, RE Teacher Years 3 – 6, Learning Support

The School Governors:

Chairman:	Mr R. Gregory
Chaplain:	Fr Gordon Williams
Clerk:	Mrs H. Howard

Mr T. Bedingfeld
 Mrs J. Bell
 Mr E. Doran
 Mr R. Dale
 Mr S. Fowler
 Mr E. McGovern
 Mrs M. Mansfield
 Mr R. Payne
 Rev R. Sparks
 Mr M. Wright

Sr Thomas More Prentice FDC – Provincial Superior (Finance and Premises)

Sr Francis Ridler FDC – Head teacher

Mr E. Howard – Bursar

Boarding House Staff & Areas of Responsibility

Sister Thomas More	Provincial Superior and House Superior Administration & Finance
Sister Francis Ridler	Head teacher Overall responsibility for the Boarders
Sister Danuta Wloczka	Boarding Housemistress Responsible for the Boarders & their Medical Care Liaises between School, Sisters and Staff Arranges Activities, Outings and Visits Boarding Duties Responsible for dormitories in the Drama Wing
Sister Emilia Birck	Morning Duty
Sister Linda Pergegaj	Boarding Duties
Sister Kasjana Ziembinska	Fire Officer Boarding Duties
Mrs K Smith	Catering Manager / Cook
Mrs H Howard	Independent Listener
Miss S Wookey	Lifeguard Boarding Duties
Miss Liridona Laska	Boarding Duties Prepares suppers
Miss Lea Sixtl	Boarding Duties
<i>Candidates:</i>	
Miss Graziella Gonçalves	Boarding Duties
Miss Anna Yeo Chai Luan	Boarding Duties

APPENDIX 2 – Policies

PERSONAL RELATIONS and DISCIPLINE POLICY

To promote good behaviour in the Boarding House it is important to provide and develop a family-like atmosphere where children are able to interact freely with adults and each other and know that they are loved and supported by every member of that community. Generally **we have a positive approach**.

Good discipline maintains a secure, happy and caring atmosphere in which pupils can grow and express themselves and develop their God-given talents.

Pupils should:

1. Have respect for themselves, other boarders both younger and older, as well as members of Staff.
2. Share and help one another and be kind and considerate amongst themselves and to Staff.
3. Take responsibility for their own actions and know the consequences of silly behaviour to themselves and the community.
4. To tell the truth, ask forgiveness, make reparation and accept their punishment
5. Be prepared to report to Staff serious incidents or dangerous behaviour.
6. Notice when others are upset, behaving badly and need extra support and understanding.
7. Make decisions for themselves based on the good of the community.
8. Create a peaceful, happy community where each person feels secure and at home.

REWARDS

Praise and encouragement and a sense of belonging are adequate rewards for good behaviour. At boarders' meetings a choice of small rewards e.g. pens, hair bobbles, sweets etc. are awarded to any boarders who have been particularly helpful. However, occasional treats will be given, i.e. a special activity arranged, a barbecue organised, a fun evening or an extra swim etc. Commendation for good behaviour and general helpfulness is recorded in a Rewards / Sanctions Book.

REPRIMANDS need be no more than a look or verbal reprimand by Staff on duty. For more serious offences another member of Staff or a Sister in charge may be asked to add to the verbal warning and a comment entered in the diary and Rewards / Sanctions Book. The Boarding House operates a series of stepped sanctions as follows:

SANCTIONS:

1. Extra household duties, e.g. monitor work in tidying up.
2. Withdrawal of privileges, e.g. restricted leisure etc.
3. Separation from problem, e.g. source of annoyance – parents informed verbally.
4. Go on report. Report card issued; Parents will receive formal letter from the Boarding House Mistress.

If problems continue and parents have been informed the following actions will be taken. These are rarely used but will be enforced in the case of serious breaking of the School Rules:

1. Parents called in to remove the boarder, initially one night, possibly more (further notice given).
2. Suspended from boarding – continuing at day school (written notice given).
3. Asked to leave the Boarding House.
4. Asked to leave the School.

The Headmistress or Senior Sister reserve the right and make the final decision to exclude temporarily or permanently any pupil, if in her opinion it is necessary in the interests of the School or if the student is putting at risk the reputation of the School or is persistently failing to co-operate in its life and work. This will also be implemented if any action endangers or harms pupils, staff or property.

No remission of fees will be granted in consequence of suspension or exclusion.

All incidents of significance are recorded in the Day Book and on each Boarder's personal file. Rewards and sanctions are thus noted.

Out of Bounds areas:

Sisters' garden

Back stairs leading to the top of the House

The Sisters' Refectory and Enclosure areas

The Kitchen (apart from washing up duties)

Candidates'/Postulants' Common Room

Any area of maintenance or building work

Visitors to the Boarding House / School

It is a serious offence to invite or encourage visitors to the Boarding House or School premises without authorisation from Sr Thomas More, Sr Francis or the Boarding House Mistress.

Visitors from other schools or organisations are not permitted in bedrooms, public rooms only.

Leaving school premises

Pupils are not permitted to leave the school premises without permission.

Year 10 and 11 students, in pairs, are allowed a short visit to town before prep on a Wednesday.

A member of staff accompany boarders shopping after supper on a convenient day.

All Boarders **MUST** sign out and in when leaving or returning to the premises.

The following are all strictly forbidden

- Smoking,
- Drinking alcohol,
- Possession of, dealing in or taking narcotics, dangerous substances or objects,
- Gambling,
- Bullying or intimidating behaviour.

See also: School Child Protection Policy

New and creative ideas from Staff and children working together foster a caring, loving atmosphere.

MISSING PUPIL POLICY

- Boarding Staff keep registers with Boarders clearly indicated.
- During normal lesson time Boarders' absence is the teacher's responsibility. At all other times absence will be noted by Boarding Staff.

Procedure for locating absent pupils:

1. Talk to other boarders
2. Notify staff to search site and convey information to Sr Danuta/ Sr Francis
3. Call the child's mobile number if possible
4. Ring the fire bell to make sure that the pupil is not on the premises
5. If child's whereabouts are still unknown; call parents and notify the police with all relevant details.

BOARDERS COMPLAINTS POLICY

If you are worried or unhappy or have a complaint to do with school or you need to talk to someone then contact any of the people listed below who will listen and try to help you.

- **BOARDERS PREFECT: SCHOOL PREFECTS: HOUSE CAPTAINS etc.**
Perhaps your problem can easily be sorted out by one of the older girls. Choose someone you can trust and ask her to listen to you.
- **SCHOOL STAFF in Lower or Upper School or Boarding House.**
Talk to the person who you feel will understand your situation best. It need not be one of your Form Teachers. Ask for a suitable time to speak privately. If it is urgent say so.
- **CHILD PROTECTION OFFICER**
If you need to talk to someone about a Child Protection issue because someone – either another pupil or a member of staff, or someone outside of school – is abusing, bullying or generally being very unkind to you then ask to speak to Miss Gooderson. If she is not on site then Sr Danuta, Sr Francis or Mrs Kenny will listen to you.
- **AN INDEPENDENT LISTENER**
It may be that you cannot reveal your problem to anyone in school, nor to your parents. If this is the case either contact:

CHILDLINE Tel. 0800 1111 (Freephone)

CHILDREN'S COMMISSIONER Tel. 0800 528 0731 (Freephone)

www.childrenscommissioner.gov.uk

Or ring the school's special person:

Mrs Helen Howard Tel. (01362) 696371

Remember it is better to sort out problems or complaints as soon as possible. If you know someone else is really unhappy or upset try to persuade them to talk to someone, but if they won't you will have to confide in someone yourself.

This information is posted in the Boarding House.

POLICY FOR COMPLAINTS FROM PARENTS OF BOARDERS

The school is committed to taking all complaints seriously.

On receiving a complaint we will investigate the matter thoroughly.

The investigation will be done by a senior member of staff such as the Boarding Mistress.

Process:

Interview with relevant staff / witnesses

Interview pupil if appropriate

Make appointment to respond to parents

Report to Head teacher

Follow the School Complaints Procedure

The address for **serious and major** complaints is given below:

I.S.I.
Independent Schools Inspectorate,
Ground Floor CAP House,
9-12 Long Lane, London EC1A 9HA

Tel: 020 7600 0100

*Complaints relating to Child **Protection** will be dealt with in line with the policy on Child Protection.

This information is posted in the Boarding House.

Use of Computers, Electronic Games and Music Players

Computers are increasingly becoming a major part of our lives. They can be employed productively or misused.

Boarders have access to computers in the Prep Room to assist with homework, research and for recreation at appointed times.

Boarders are not permitted to interfere with the system or the work of others.

They are expected to use this facility responsibly. Bullying, threatening or dishonest use, creating, downloading or transmitting offensive material is not acceptable and will be dealt with as a serious misdeed.

Staff oversee computer usage during Prep to confirm educational sites are visited.

The school monitors computer use to ensure that it is being operated appropriately (ICT Manager).

MP3 players, iPods and other electronic music and game devices are not permitted during Prep but can be securely stored until requested during the evening.

All electronic devices, including lap top computers, iPods, MP3 players, Nintendo games & instruments are the responsibility of the owner.

All devices / equipment that are brought into school **should be insured by the parent**. The School cannot be held responsible for loss / damage to such items.

Pupils sign 'Acceptable Use Contract' which is held in the ICT Department.