



# KIRKHAM

## GRAMMAR SCHOOL

BOARDING HOUSE  
GUIDANCE FOR PUPILS  
MAY 2022



# HOUSE STAFF LIST

|  |   |
|--|---|
| House Parent (Academic):                             | Mr A E Trenhaile*   |
| House Parent (Pastoral):<br>House Parent (Pastoral): | Mrs J Dinsley**<br>To be confirmed  |
| House Graduates:                                     | To be confirmed<br>To be confirmed  |
| Sessional Staff:                                     | Mr J R Lyon<br>Mr G S Partington<br>Mr M J Percy<br>Miss G R Reddy<br>Mrs A Sutcliffe |
| Boarding House Staff:                                | Mr J Robinson<br>Mr J Madill  |
| Housekeeper:   | Mrs A Brough  |
| Laundry Manager:                                     | Mrs J Campbell  |
| Cleaning Staff:                                      | Mrs A Brough<br>Mr J Scoular<br>Ms S Manning<br>Mrs F J Stalker                       |
| Catering Manager:                                    | Mr I S Vevers   |
| Assistant Catering Manager:                          | Mrs D Lawson  |
| Emergency Cover:                                     | Mr D H Berry** /Senior Leadership Team  |

\*Denotes resident member of staff

\*\*Denotes resident member of staff whilst on duty



# SCHOOL HOUSE ROUTINES

## Roll Call & Meal Times

Boarders must attend all Roll Calls and Meal Times.

It is expected that all Boarders will have had breakfast, showered and left the House by 8.40 am. Boarders must attend Registration and at no stage are they allowed to remain in rooms in any state of undress.

## Meal Times

Seconds will be available twenty minutes after the evening meal has begun regardless of whether all Boarders have attended.

If you are going to miss any meals, it is your responsibility to inform the kitchen that you require food to be kept aside. You must inform the House Parents no later than 8.30 pm on Thursday if you will be away for mealtimes over the weekend.

## MEALS

### Monday - Friday

|                 |                            |
|-----------------|----------------------------|
| Breakfast       | 7.45 am – 8.25 am          |
| Lunch           | In Main School Dining Hall |
| Afternoon snack | 4.00 pm – 4.30 pm          |
| Evening meal    | 5.15 pm – 6.00 pm          |
| Prep            | 6.45 pm                    |
| Roll Call       | 8.35 pm                    |
| Supper          | 8.45 pm                    |

### Saturday – Sunday

|   |                              |
|---|------------------------------|
| Breakfast – Saturday                                | 7.45 am – 8.25 am            |
| Breakfast – Sunday                                  | 10.30 am – 11.30 am          |
| Lunch – Saturday                                    | 12.30 pm – 1.00 pm           |
| Evening meal – Saturday                             | 5.30 pm – 6.00 pm            |
| Evening meal – Sunday<br>Supper – Saturday & Sunday | 5.00 pm – 5.30 pm<br>8.30 pm |
| Roll Call   | 8.35 pm                      |



### **Packed Lunch**

Packed lunches can be ordered via the House Parents as required, however 24 hours' notice must be given for this.

### **Bedtimes**

Boarders must adhere to bedtimes set by the Boarding House Parents in accordance to school year group. The privilege of an extended bedtime on weekends may be granted at the House Parents' discretion.

During the school week senior Boarders must be in their own rooms by 10.30 pm with lights out at 10.45 pm in order to gain the required amount of sleep to enable them to meet the demands of busy school life.

Please be mindful of other Boarders with an earlier bedtime than you and keep noise in rooms to a minimum after 9.15 pm.

## **BEDTIMES**

### **Sunday to Thursday**

| Years      | In Room  | Lights Out |
|------------|----------|------------|
| 1          | 9.00 pm  | 9.15 pm    |
| 2          | 9.15 pm  | 9.30 pm    |
| 3          | 9.30 pm  | 9.45 pm    |
| 4          | 9.45 pm  | 10.00 pm   |
| 5          | 10.00 pm | 10.15 pm   |
| Sixth Form | 10.30 pm | 10.45 pm   |

### **Friday and Saturday**

|            |          |          |
|------------|----------|----------|
| 1          | 9.30 pm  | 9.45 pm  |
| 2          | 9.45 pm  | 10.00 pm |
| 3          | 10.00 pm | 10.15 pm |
| 4          | 10.15 pm | 10.30 pm |
| 5          | 10.30 pm | 10.45 pm |
| Sixth Form | 11.00 pm | 11.15 pm |



## Prep

Prep is the time for you to complete your homework in the Boarding House or library with sessional staff available to help, should you require it.

Electronics, such as mobile telephones and laptops, should only be used to help with your homework. If you are found to be using your electronics during prep for any other reason, they may be taken off you and returned afterwards.

## PREP

### Monday to Friday

| Years      | Time              | Room          |
|------------|-------------------|---------------|
| 1          | 6.45 pm – 8.00 pm | Library       |
| 2          | 6.45 pm – 8.00 pm | Library       |
| 3          | 6.45 pm – 8.15 pm | Library       |
| 4          | 6.45 pm – 8.30 pm | Library       |
| 5          | 6.45 pm – 8.30 pm | Library       |
| Sixth Form | 6.45 pm – 8.30 pm | Study/Library |

### Saturday and Sunday

|           |             |  |
|-----------|-------------|--|
| All Years | As required |  |
|-----------|-------------|--|

## Duties

All Boarders are required to complete evening duties during their allocated evening.

These duties include:

- Cleaning the kitchen after supper time.
- Check the Anteroom and Sky Room for any bowls, plates, mugs etc.
- Check the Boarders' fridge is clean.
- Take rubbish out and replace bin bags.
- Wipe down dining tables.
- Sweep kitchen floor.

## SIGNING OUT

### During The School Day

If you are leaving school during the school day for any reason, you must sign out at Reception.

### After School and Weekends

Boarders must sign out of the Boarding House using the signing out/in book. You must provide details of the time you are leaving and where you are travelling to. This allows staff to know at a glance if you are in or out of the House and is an essential requirement for fire regulations.

Please never:

1. Go out alone.
2. Sign out for a friend.
3. Forget to sign out.

Always remember to inform duty staff where you are going, who you are with and how long you will be. Furthermore, always take your emergency telephone card with you and sign back in upon your return.

It is very important that Boarders follow the above procedures. Failure to comply with the above could lead to sanctions and put staff at risk in the event of a fire.

## SIGNING OUT

### Monday to Friday

|           |   |
|-----------|---|
| All Years | 4.00 pm - 5.30 pm<br>Any other times by arrangement with the Boarding House Parents |
|-----------|---|

### Saturday - Sunday

|           |  |
|-----------|--|
| All Years | By arrangement with the Boarding House Parents |
|-----------|--|

Parental permission may be required

## LAUNDRY

Every Boarder is provided with two net bags and a laundry bag.

### Laundry Night

Boarders must adhere to their allocated wash night (with the exception of sports kit, which is encouraged to be washed every evening). Boarders must bring all laundry down to the Laundry Room by 9.30 pm on the evening allocated to them. Bedding, towels and net bags must be

handed into the Laundry Room before 8.30 am on the morning allocated. For example, if your wash night is Sunday:

**Sunday Evening:** Put all clothes into the Laundry Room in the correct boxes.

**Monday Morning:** Place towel and bedding (pillow cases, duvet cover and bottom sheet) in the correct box in the Laundry Room.

**Monday Evening:** Collect clean washing from the laundry. Please return your box to the laundry. Keep laundry bag for dirty washing and make your bed.

## Underwear

Place all underwear in net bags. Keep dark underwear in one bag and light underwear in the other bag. Put sports socks in the net bags also. Please do not overfill the bags as they will not wash properly.

## Net Bags

Boarders can put their net bags into the wash at any time and as regular as they wish. Net bags must contain underwear and socks (no t-shirts). If net bags are overfilled the contents will not clean or dry properly.

## Sportswear

Sportswear should be put into the wash as it is worn. Dirty or wet kit should not be left in rooms.

## Notes

All items of clothing must be clearly named. If a laundry pen is needed, please ask either a House Parent or a member of the laundry staff.

Please do not bring any hand wash or dry clean only items into school as the laundry

staff cannot be responsible for spoilt items of clothing.

## ILLNESS & MEDICATION

### During The Day

If you feel unwell during the school day, you should speak to your teacher or Form Tutor and they will help you. If you need to see the School Nurses, they are located in the Boarding House by the Quad.

### After School & Weekends

If you feel unwell in the Boarding House, speak to the House Parents who will be able to help you. The school stocks over the counter medication such as paracetamol, if needed.

### During The Night

If you feel unwell in the night, speak to the House Parents who will be able to help you. It is OK to wake up a member of staff in an emergency! If needed, you may go into sickbay overnight to stop other Boarders from becoming unwell.





## Using Your Own Medication

Boarders are **not permitted to have any medication in their rooms** with the exception of emergency medication such as Epipens or inhalers. If over the counter medication is required such as paracetamol, this may be obtained in doses from the House Parents or School Nurses.

If a Boarder is prescribed medication, they must report to the School Surgery at set times to receive the dose of prescribed medication until the course is complete.

If an overseas Boarder has had medication prescribed by a doctor from their home country, the UK equivalent medication must be obtained from the local surgery and prescribed to them, before they can continue with the medication.

Boarders may be permitted to self-medicate and keep medication locked away in their rooms, if agreed by the House Parents or School Nurses. In order to self-medicate, they must complete the 'Boarders Self-Medication Form' accepting responsibility for the medication. This is done on a case-by-case individual basis.

Any medication, with the exception of emergency medication, found in Boarders' bedrooms will be removed and held in the School Surgery.

### IN THE BOARDING HOUSE

## Valuable Items, Personal Belongings And Money

Boarders are permitted to have personal electronics and laptops but should be aware that the school cannot accept liability for loss or damage and therefore any valuable property should be privately insured and kept in the lockable facility in rooms. Personal belongings should be named appropriately.



All valuables, personal belongings and money are the responsibility of the owner unless handed into staff. Personal items and money should be kept in your lockable facility. Large sums of money (over £50.00) and passports should be handed in to the House Parents for safe keeping.

Pocket money will be distributed as requested. Your Guardian will be able to help you open a UK bank account.

## Dress

**Monday to Friday:** Boarders can change into casual clothes after school unless taking part in school activities.

**Saturday and Sunday:** Casual clothes.

## School Trips

If there is a school trip a Boarder would like to attend, permission slips can be obtained from House Parents and any trip costs can be added to the school bill.

## WIFI

The school and Boarding House has WiFi. To connect, ask a House Parent for the WiFi password and you will then be able to log in using your school network details.

To update your login details, you will need to complete this on a school computer.

## **Boarding Trips**

A range of free time activities will be available for you at weekends and sometimes during the week. These might include:

- Town/city visit, eg Preston, Manchester, Liverpool, etc
- Cinema/theatre trips
- Off site activities, eg ice skating, ten pin bowling, etc
- On site activities, eg sports, games, treasure hunts, etc
- After school activities, eg relaxation classes, arts, crafts, etc
- Whole House activities, eg pizza making, baking, Christmas party, celebrating Chinese New Year, Summer BBQ, etc

## **Code Of Conduct**

The aim of Boarding at KGS is to create a happy, caring family atmosphere within a disciplined environment to enable Boarders who do not live near the school to benefit from all that it has to offer. There are a number of important policies, requirements and expectations we ask boarders to follow in the Boarding House to promote safety, respect, honesty and consideration for others.

This code of conduct is not exhaustive and from time to time, rules will be altered. It is designed to be a guide to boarding life and is intended to encourage good behaviour and to foster a positive family atmosphere in the Boarding House.

## **Conduct**

To help develop a caring, understanding and family atmosphere for all, Boarders are encouraged to speak English in the communal areas of the Boarding House.

Boarders must behave sensibly at all times, including in the streets and public

places. They should show regard and consideration for others at all times and should address all members of staff who work in the Boarding House with courtesy and respect. All Boarders will accept the authority of staff at all times.

Naturally, Boarders may not use foul language to each other or to anyone else in the Boarding House. Boarders have a responsibility to show patience, respect and understanding to all members of the boarding and wider school community.

Boarders are requested to keep Common Rooms tidy at all times and not to change the layout without permission.

## **Movement**

Movement through the school and Boarding House must at all times be orderly and sensible. For example, Boarders must not run in corridors or jump on the furniture. Please treat the Boarding House with respect.

## **Staying Out Overnight**

Permission must be obtained from the House Parent (Academic) and the Boarder's parents prior to staying out.

## **Bounds**

Boarders must stay in the school grounds at all times, unless given express permission by a member of staff. It is important (particularly during the evening and wintertime) that Boarders understand the safe parameters within which they must operate.

## **Bullying**

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. The school will not tolerate attempts by individuals or groups to

make life miserable for other Boarders, nor any form of harassment. It is a basic entitlement of all Boarders to receive their education free from humiliation, oppression, vindictiveness and personal abuse. Any incident of bullying witnessed or experienced, including 'cyber-bullying', should be brought to the attention of a member of staff.

### **Smoking, Drinking, Drugs And Harmful Substances**

Smoking or the possession of cigarettes is strictly forbidden, as is the purchase, possession or consumption of drugs, alcohol or harmful substances whilst a pupil is under the school supervision. Harmful substances can refer to any psychoactive or intoxicating agent, or substance that if taken inappropriately – like a prescribed drug – would be harmful to the person. In the case of drugs or alcohol, abuse could lead to exclusion of the pupil at the discretion of the Headmaster.

### **Offensive Weapons**

Laser pens, knives or other weapons may not be brought into school or the Boarding House.

### **Mobile Telephones & Electronics**

The use of mobile telephones and other personal electronics is permitted in the Boarding House. However, they are not to be used during meal times as this is to promote socialising amongst Boarders. Use of mobile telephones should not cause lack of attention during roll call.

If it is deemed that a Boarder's use of a mobile telephone or other electronics is affecting their sleep and ability in school, said Boarder will be required to hand in their personal electronics to a House Parent thirty minutes before lights out on a school night (Sunday to Thursday).

Boarders may collect their electronics in the morning once they are dressed and ready for school.

All Boarders must be mindful of their digital presence on other platforms and devices and not cause any discomfort to any member of the school community through their online, social media or other IT activity. Boarders are also reminded to practice safety and vigilance when online and to report anything worrying or unsettling to a House Parent.



### **Accommodation**

Room inspections are carried out regularly. All rooms must be kept presentable and tidy at all times, with particular consideration for one's room mate/s. If rooms are not tidy the cleaners will be unable to clean the rooms.

On no account should smoke sensors or fire alarms be interfered with. Candles, incense sticks, hot liquids, electric cooking utensils or toasters are strictly forbidden in bedrooms.

Boarders are not permitted to eat, store fresh food or cook in their rooms using devices such as kettles or rice cookers.

Please do not display material on walls that is offensive to other members of the Boarding House. Music should not be played loudly as this may cause annoyance to others.



Each Boarder's room and property is strictly private and must not be interfered with by another Boarder. Pupils must always knock and wait to be invited in if they wish to enter another Boarder's room. Bedrooms are out of bounds to day pupils and pupils of the opposite sex.

Only Sixth Form Boarders who are studying are allowed to occupy their rooms during school hours.

All windows are designed to open slightly but are not enabled to open fully as this poses a safety and security risk. Boarders must not force the windows or attempt to adjust the mechanism in order to change these settings.



Pupils must take responsibility for their own electrical goods. They should ensure that they meet stringent home safety standards and that plugs are fused correctly. Based on the recommendations of the Lancashire Fire Safety Officer electrical goods must be turned off and plugs removed whenever pupils leave their room for a substantial period of time. All electrical equipment will be tested according to PAT testing requirements.

## REWARDS & CONSEQUENCES

### Boarders Rewards - Positive

#### Email Home

- Positive comment from a teacher.
- Positive diary comment from a teacher.
- Positive report from co-curricular activity.
- Outstanding contribution to a school event.
- Care taken over duties.
- Positive contribution to a fellow boarder.

#### Opportunity to choose your favourite meal

- Five positive emails to parents.

### Boarders Rewards – Negative

#### Verbal Warning

All base level sanctions are to be dealt with through a verbal warning. If the students fulfil the criteria to be given a formal sanction, the student should be referred to the House Parent (Academic).

#### Extended Prep

- Homework left in room/Boarding House.
- No planner or planner not signed.
- Lack of equipment.
- Inappropriate use of ICT or mobile telephones during prep.
- Eating in prep.
- Poor behaviour in prep (persistent chat/shouting).
- Lack of respect towards Boarding Prefects/Sessional staff in prep.
- Inappropriate language in prep.

- Lack of effort in prep.
- Audio equipment distraction.
- Lateness to prep.

#### Boarders' Detention – Wednesday, 4.00 pm – 6.00 pm

- Accumulative five extended prep sessions.
- Persistent lack of homework completed in prep.
- Persistent lack of equipment in prep.
- Persistent poor behaviour in prep.
- Ordering a take-away without permission.
- Rudeness to Boarding staff.
- Foul language in the presence of Boarding staff.
- Not signing out.
- Off-site without permission during boarding hours.
- Sent out of prep.
- Missed Roll Call.
- Persistently untidy room.
- Disrespectful behaviour.
- Persistent lack of respect.
- Dangerous behaviour.
- Regularly out of bed after lights out.

#### Headmaster's Boarders' Detention – Saturday Morning

- Accumulative three Boarders' detentions.
- Swearing at Boarding staff.
- Persistent lack of respect towards other Boarders.
- Persistent disruptive behaviour after lights out.
- Sent out of prep repeatedly.

## YOUR RIGHT TO BE HEARD

It is our hope to create an atmosphere of trust and respect and to avoid any situation developing which would render a Boarder unhappy. If at any time a Boarder is being bullied, is unhappy or would like to suggest an improvement to their way of life, they may do so through any of the following channels:

1. Speak to an older Boarder, especially a Prefect or any member of the Sixth Form. Usually, they understand the problems better than most because they too have had them and dealt with them. There is also an opportunity at pastoral year group meetings or when the House get together to discuss various issues.
2. Speak to the House Parent (Academic) or any member of the House staff. An 'open door' policy is employed and Boarders are always welcomed.
3. If a Boarder feels uncomfortable about speaking to anyone involved in the House, then there are several options open to them. Talk, telephone or write to any of the following:
  - Parents.
  - Kirkham Health Centre (Telephone: 01772 683420).
  - Kirkham Social Services Department (Telephone: 01772 683246).
  - Childline (Telephone: 0800 1111).

### Safeguarding

In line with KCSIE (2021), the school will follow a clear safeguarding policy in terms of recruitment, training and practice.

All staff have full enhanced DBS checks, a careful check of references and induction procedures.

Bullying or abuse of any kind will not be tolerated in this Boarding House.

### Complaints Procedure

In the Boarding House we pride ourselves on the quality of our pastoral care provided for all Boarders and we hope that complaints and concerns can be addressed and resolved informally and as quickly as possible. Hopefully, by going through the 'Your Right to be Heard' procedure any problems or issues will be satisfactorily resolved. However, if a pupil feels that he or she needs to make a complaint they must feel assured that their complaint will be treated seriously.

A written record will be taken of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 14 days, or in the event that the House Parent (Academic) and the pupil fail to reach a satisfactory resolution, the pupil will be advised to contact the Chair of Governors.

If they are still not satisfied they should feel free to contact:

Independent Schools Inspectorate  
CAP House  
9-12 Long Lane  
LONDON  
EC1A 9HA  
Telephone: 020 7600 0100

### Children's Commissioner

A free telephone line is available for children who live away from home and need advice or assistance.

Telephone: 0800 528 0731

### Pastoral Support

Is available to all pupils through a combination of internal and external provision. Services can be accessed through the House Parent (Pastoral) or Deputy Head (Pastoral).



Visitors' Meeting Room Parking





# KIRKHAM GRAMMAR SCHOOL



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Wrea Green



Lytham