

# BOARDING AT BISHOPS



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## **1. Introduction to Boarding at Bishops (College)**

Boarding at Bishops has been an important part of this community for many decades and, although the relative numbers of boarders have decreased as the College opened up new Day Houses, it has remains popular with around 200 boarders enjoying the additional educational benefits of living in community with easy access to facilities and extra-mural activities.

Over the last few years Bishops pastoral staff have worked hard to provide an environment which is welcoming, friendly, fun, safe, tolerant and conducive to effective learning. The result of this has been an increased interest in boarding at the College. Most boys are weekly-boarders and this combination of boarding during the week and going home at weekends has proved to be popular. However, we do have a few long-distance boarders and run some weekend activities to accommodate them.

We understand that for some boys coming boarding will be rather nerve-wracking but our experience tells us that the vast majority settle in quickly and we are there to help those who find it a bit harder to make friends or to adjust to living in community.

This booklet has been designed both for families of new boarders and to help those who are considering boarding for their son. Please do not hesitate to contact us if you need any other information or would like to discuss anything about boarding and your son.

Peter Westwood

Deputy Principal and Head of Pastoral

## **2. Boarding Community**

At the College there are three Houses; Founders, School and White. The first two were not built primarily as boarding Houses but were converted as new classrooms were built in the area around the chapel. White House is the only purpose-built boarding House and was named after the first Principal of Bishops. All three Houses can take about 70 boys each.

Boys are allocated to Houses using certain guidelines which seek to balance talent and diversity. Boys joining boarding after grade 8 can request a certain House but the College reserves the right to allocate places taking pastoral needs into account.

Each House has a House Director and a Housemother who live attached to or in the House. Other House staff include an Assistant House Director, Boarding Supervisors, tutors and cleaning and catering staff. Other staff also live on campus including the Principal, Deputy-Principal, three deputy Heads, the Chaplain and Nursing Sister. Altogether about 50 adults live on campus.

### **3. Boarding Community contacts**

Some consistent internal numbers:

Founders House Director	0216591041
Founders Housemother	0216591064
School House Director	0216591040
School Housemother	0216591977
White House Director	0216591016
White Housemother	0216591960
Chaplain	0216591061
San Sister	0216591021
Receptionist (week days 08:00 to 16:30)	0216591000

### **4. Boarding Staff Roles:**

#### **4.1 Deputy in charge of Pastoral**

The Deputy in charge of Pastoral has overall responsibility for the effective administration of all matters relating to boarding. He works in conjunction with the Business Manager and Principal to provide professional care on all levels.

#### **4.2 House Directors / Assistant House Directors**

The House Director has overall responsibility for the welfare of boys in his House. Given the size of each House, the House Director works closely with his Assistant House Director, Housemother and other House staff to provide personal care for each boy.

#### **4.3 Boarding Supervisors**

Supervisors in the boarding house are primarily university students and teaching interns whom are accommodated on the campus. Their role is to help ensure the orderly control of the House and they do this as assistants to a teacher or Housemother who is on duty.

#### **4.4 Housemothers**

The Housemother has a broad and complex role which mirrors that of many mothers in their homes. She works with the cleaning and catering staff, assists boys with their laundry arrangements and keeps an eye on lost property. In addition she provides emotional support where needed – especially for younger boys.

## 5. Leave from the Boarding House

It is the student's responsibility to ensure that he never breaks House or School bounds. Breaking bounds is a very serious matter and may have implications for his position as a boarder at Bishops.

The leave system at Bishops is underpinned by a fundamental trust that boys will provide accurate information as to their leave details, and will act in an appropriate and safe manner whilst on leave. A breach of this trust puts the boarding staff in a position where they are unable to guarantee a boy's well-being. Consequently, this puts the boy's position in the boarding community in great jeopardy. To avoid this situation, boarders must make sure they understand the rules governing bounds and leave and adhere to them

### 5.1 House Bounds

Boys may not be out of the House between 10 pm and 6 am each day unless they have the specific permission of the House Director or the Assistant House Director. From 6:30 pm until 10 pm boys may visit other venues on campus but they must sign out and then sign in when they return.

### 5.2 Types of leave

There are three types of leave that boys or their parents are able to apply for:

#### Silwood leave (College boys only)

The Silwood shops are just outside the gates of the College. Boys may visit these shops after lessons on weekdays until 6:15 pm and over the weekends from after breakfast until supper. They need to sign out before going and sign in on return. Boys may not go to Silwood after 6:15 pm unless accompanied by a staff member.

#### Local leave

Local leave is granted for activities such as visits to a specialist, extra lessons, clothes shopping etc. Boys usually go out with a relative or other responsible adult to do this. However, more senior boys may be given permission to ride or walk if the appointment is close by. Boys need to get permission from their House Director or Assistant House Director – even if it is their parent taking them.

#### Weekend (overnight) leave

Weekend leave is usually from Friday after lunch until Monday morning. Boys are allowed to go for all or part of this time. If they come back on Sunday evening they must be in by 9 pm. If they come in on Monday morning they must be in for breakfast in uniform at 7:15 am.

Most boys are weekly boarders but all boys are assumed to be full-time and must get permission to go out for one or more nights at the weekend. Arrangements for this are sorted out in the House during the week. The details are then emailed to the parents ahead of the weekend. A boy will only be allowed to visit people when his parents or guardian have given permission for him to do so. Most boys go home or go to relatives.

### 5.3 Early departure at end of term

In all but the most unique of circumstances, boys should remain at school until the end of the term. Whilst travel arrangements may preclude this, the timing of the departure should be as close to the end of the term as possible. In all instances, early departures must be discussed with the House Director. Requests for departures more than one week prior to the end of term must be sent to the Principal. It is hoped that boarding parents support the School in emphasising the importance of attendance to the very end of the each academic term.

## **6. Behavioural Expectations**

All behaviour in the boarding community should be governed by the principles of common sense, mutual consideration, and a respect for the rights and welfare of others. The safety and security of all residents underpins all rules and expectations.

When a student's behaviour does not meet the School's expectations, reasonable consequences will result. These consequences will be applied and tailored to encourage good behaviour and discourage inappropriate behaviour. There will be specific consequences set for some transgressions, but no set of rules can cover every situation. The House Director will examine each situation in order to determine the best process for making boarding safe and appropriate for all. This may involve a formal disciplinary hearing under the chairmanship of the Deputy Headmaster Discipline.

Temporary or permanent exclusion from boarding may result as a consequence of the following; the use or possession of drugs or alcohol, bullying, theft, bunking out. Bunking off campus at night will result in exclusion for boarding for a time. Students who do this are putting themselves in great danger and this is not acceptable.

## **7. Boarding Life**

### 7.1 Ball games

Boarders have outstanding playing fields literally at their doorstep. Boys may not play with balls within any rooms or passages of the House.

### 7.2 Bedding

Mattresses are provided for each bed but all bedding, including pillows, should be brought by the boy. Most boys use duvets. Sheets and pillow cases should be cleaned regularly. Long-distance boarders should bring a spare set of sheets and pillow cases.

### 7.3 Bicycles

If a student keeps a bicycle at School we recommend it is engraved and it must be locked when not in use. An approved helmet must be worn when using the bicycle. Each House has limited space for locking up bicycles and we do not recommend boys bring them.

#### 7.4 Buddy and Mentoring system

The Buddy System is used for new boarders in Grades other than Grade 8. These boys are allocated a Buddy from their own House and Grade group. The Buddy's role is to assist the new boy in settling into the Boarding House and School in general. He helps with learning the rules and routines that apply in the Boarding House and also with how the School runs. Each matric is given a grade 8 boy to mentor. He acts as a big brother in the House helping the grade 8 to settle in and make the most of his new school and House.

#### 7.5 Chapel services (College)

Short chapel services are held at the start of school on Monday, Thursday and Friday with a hymn singing practice on Wednesday. Other whole-school services happen periodically. Boarders who sleep in on Saturday nights are required to attend chapel on Sunday Evenings at 6:30 pm in the Brooke Chapel.

#### 7.6 Clothing

Clothes should be neatly folded on shelves, hanging in the wardrobe or in a laundry bag. All clothes coming into the Boarding House should have a name-tag or the name written clearly with indelible ink. Minor repairs to clothes will be organised by the Housemother.

#### 7.7 Clubs and Societies

There are many clubs and societies based at the School. Boarders are encouraged to become involved and as many happen in the evening they are uniquely placed to make the most of the many opportunities.

#### 7.8 Dangerous items

Any items that are considered dangerous (e.g. knives, fireworks, cigarette lighters, matches) are not to be brought into the Boarding House. Boarding staff will confiscate any items they consider dangerous. In addition no guns of any sort may be brought into the House – including toy guns.

#### 7.9 Desks

All boys have ample room to store books, files and personal gear. Desktops must be left clean and well organised to ensure that homework and study can be undertaken in an efficient manner.

#### 7.10 Dormitories / Studies

All boys are issued with a Room/Cubicle Condition Report, which details the condition their room is in at the commencement of the occupancy, and will be completed again at its conclusion. Boys will be held responsible for any damage not considered part of normal wear and tear. Any damage to rooms should be reported to the Housemother as soon as it occurs.

### 7.11 Electronic Items

Boys should bring as few electronic items as possible. A laptop computer and cell phone should suffice. TVs are not allowed. There is one in the Recreation room which has DSTV.

Cellphones must be on silent during Prep time and may not be used. No electronic items may be used after lights out. The House Director may decide to take cellphones away from junior grades at lights out.

### 7.12 Food and drink

No fatty foods (fast foods) are allowed in the dormitories or studies. In addition it is incumbent on each boy to be careful with any food and drink so that his living space is clean. Chewing gum is forbidden in all areas of the School and Boarding House. Food (other than fruit) may not be taken out the dining hall into studies, dormitories or recreation rooms.

### 7.13 Fridges

Some studies can accommodate small bar fridges. The House Director will let the boy know if he can bring one.

### 7.14 Hygiene

Boarders must accept responsibility for their own hygiene. Boys should shower each day and especially after sport. They must ensure that they have an adequate supply of basic toiletries (e.g. soap, deodorants, shampoo, toothpaste, toothbrush and shaving items). These can be purchased at nearby shops. Sleeping areas are to be kept free of dirty clothing, rubbish and food. Please note that aerosol sprays are not allowed as they may set off smoke alarms and boys must choose other deodorant delivery systems.

### 7.15 Meals

Whilst on campus, boarders are expected to attend all meals offered in the dining hall. Boarders are provided with the following meals: Breakfast, morning tea, lunch, afternoon tea and supper. Each House has its own dining room and these are all used during the week. Over the weekend all meals for College boys are usually served in White House.

Please note that our kitchens are not Halal certified and so the food produced is not halal. We do offer a non-pork option when pork or pork products are on the menu.

### 7.16 Pocket money

Boys should have their own bank accounts. ATMs can be found at the local shops. We strongly advise that pocket money is limited so that boys cannot spend too much money on fast foods. In addition boys with too much cash are more likely to be tempted to spend it on alcohol etc.

### 7.17 Privacy

Communal living carries an inherent loss of personal privacy. Whilst great efforts are made to provide boarders with the appropriate degree of privacy, it must be accepted as a condition of enrolment that ensuring the safety and security of all residents may occasionally countermand this. From time to time rooms and possessions may be subject to inspection.

### 7.18 Room decorations

Posters of an acceptable nature may be put on noticeboards provided and other designated surfaces. Staff will ask boys to remove posters deemed unacceptable. No posters may be put on walls.

### 7.19 Vehicles

Boarders may not have a vehicle at the Boarding House under any circumstance. They may not ride in any vehicle without specific permission being given through the leave system. They may not accept a lift in a car driven by any fellow pupil.

### 7.20 Visitors

No visitors are allowed into dormitories or studies unless they are boys from other Houses or immediate family members. This is to protect the boys and their possessions. Most especially no girls may go into dormitories or studies.

## **8. House Duties and Routines**

All boys will need to complete allocated duties to ensure that the boarding community runs smoothly. The boarding staff allocate these duties and all boys are expected to complete them to the best of their ability to guarantee the comfort and well-being of their fellow residents.

### 8.1 Daily routine

College weekday routines are similar to those outlined below

6.50am	Rise, shower and dress	3:45 pm	Sport practices
7.15am	Breakfast	6:00 pm	Showers
7:45	Chapel	6.30pm	Supper
8:00	Tutor period	7:00pm	Prep time starts
8.25am	Period 1	9.00pm	Prep ends
10:35 am	Morning tea	9:45 – 10:30 pm	Lights out at varying times dependent upon the grade.
12:25 am	Lunch		

## 8.2 Homework (prep)

Homework or prep time is a crucial part of the routine in the Boarding House. The right of others to study uninterrupted is taken very seriously. Boys should be organised and ready to commence prep at the correct time. There should be no need to visit lockers or other boys' rooms during prep. Movement in the Boarding House should be at an absolute minimum. Parents should avoid contacting their sons during this time.

## 8.3 Laundry: clothes and linen

Laundry is out-sourced and the company is responsible for washing, ironing and returning boarders' clothing. Washing is taken twice a week. Boys must familiarise themselves with the routines for submitting and collecting washing, as well as ensuring that all items of clothing are clearly named. Most boys simply take washing home at the weekends.

## **9. Use of School facilities**

Living on our campus means boarders have access to many of the School's facilities. These include the swimming pool (supervised by an adult), tennis courts, squash courts, basketball courts, weights room, the playing fields, the gymnasium and the Music rooms.

Boys need to adhere to stated policies for using all these facilities. Most especially no boy may go swimming without being supervised by a member of staff. Illegal use of the pool is a serious offence.

## **10. Boarding House Facilities**

### 10.1 Wi-Fi

The Houses have Wi-Fi facilities which are provided so that the boys can connect to the intranet and internet using their laptops. There are restrictions with respect to sites which may be visited by boys and the internet is switched off at 10 pm during the week. Boys are expected to exercise restraint and good judgement when using the internet. The school is able to see every site a boy visits. Misuse could result in the suspension of a boy's account and possible disciplinary action.

### 10.2 Recreation areas

Each House has at least one recreation room where boys can relax in comfortable chairs, watch TV or play pool.

## **11. Boarders' Recreation Activities**

A recreation programme is in place for boarders who stay in at weekends. There is an activity most weekends and all activities are supervised by Bishops boarding staff. Most activities are free but some may result in a charge.

## **12. General Matters**

### 12.1 Emergency procedures

Emergency evacuation procedures are clearly printed throughout the building and should be learnt by all boys. Emergency evacuations will be practised and boys should treat them seriously. Emergency exits are clearly identified and should be used only for the purpose intended. They should not be used for general coming and going and must be kept clear at all times.

### 12.2 Insurance

Boys should endeavour to bring as few valuable items as possible to the Boarding House. Items that are considered essential must be brought in the knowledge that the School does not have insurance cover for them.

### 12.3 Security

Bishops has a constant security presence on all campuses and the Houses have all got secure gates, burglar bars and cameras. However, the security of the House and each boy also depends upon each boy taking it seriously and not compromising his own situation or that of his peers. Poor choices in this regard will be responded to very firmly and could result in exclusion.

## **13. Health Matters**

### 13.1 Sanatorium

The school San Sister lives at the San. When a boy is feeling ill he must get permission from House staff to go down to the San where he will be assessed and treated. If he needed to go to bed then this can happen at the San (5 beds) but due to limited space we often ask local parents to take their son home until he is better.

### 13.2 Consulting doctor and hospitalization

A doctor conducts a surgery for boarders at 7.30 am each weekday morning (not Tuesdays) for 30 minutes. Boarders must get there at 7:30 am with a San slip which is issued by House staff. His/her practice is close by and boys can be taken there if needed at other times of the day. When a boy is very sick or badly injured he is taken to Vincent Palotti Hospital. The cost of this treatment is charged directly to the parents. The school requires the medical aid details for every boarder in order for boys to be admitted to hospital when required.

### 13.3 Community living

One of the down sides of living in community is that certain illnesses can spread quickly amongst the boys – most commonly tummy troubles and influenza. If your son is not feeling well at the end of a weekend, and you live close by, please keep him at home until he is better.

#### 13.4 Medical supplies

A boy may not be in possession of medicines which could endanger themselves or other boys in the House . It is usual for this medicine to be removed from a junior boy and its use controlled by the Housemother according to the doctor's prescription. It is illegal and dangerous for a boy to give any prescribed medicine to a fellow pupil. This is especially true of drugs prescribed for ADHD or ADD. Any boy who does this could face exclusion from boarding for a time for putting a fellow pupil at risk.

#### 13.5 Student details

Before arrival at Bishops boarders are required to have completed a medical form. Please bring to the urgent attention of the House Director and Housemother any life-threatening conditions such as asthma or allergies.

We do hope this booklet has been helpful and that boarding is a good experience for your son and that he in turn makes it a good experience for those around him.