



ASHVILLE
◆ COLLEGE ◆

**BOARDING HANDBOOK FOR
PARENTS AND STUDENTS**

SEPTEMBER 2011

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INTRODUCTION

Ashville College wishes to maintain its boarding tradition that goes back to its foundation in 1877.

Boarding education has a particular contribution to make to the life of the College and the educational experience of its students.

In particular:

- It fosters a sense of independence and confidence;
- It encourages students to learn the art of living together in a community;
- It provides opportunities for leadership both within boarding and the wider school community;
- It develops an understanding of pupils from other cultures;
- It provides opportunities to work closely with house staff and to develop a sense of both personal and community responsibilities;
- It can provide a secure base for those from single parent families or double income homes.

This is achieved through:

- The formal and informal structures of boarding life and routine;
- The high level of staff involvement in the boarding community;
- The range of activities available to students as part of the boarding community;
- The clear but sensitive handling of issues as they arise.

As a result, boarding education is of a high quality and a positive experience for those involved.

The following are examples of the factors which combine to help give a boarding ethos to the School as a whole:

- There is a sense that life at School carries on at the end of the working day and at the end of the working week; ie evenings and weekends are also important. This helps to prevent the feeling among day pupils (and day staff) that everything stops at 5.30 pm and we all go home.
- Better facilities (including social facilities) are needed for boarders than might be the case at a day school. There is a spin-off for day pupils too.
- More events, practices and rehearsals are arranged 'out of hours'. Day pupils often take part too.
- The atmosphere in the School is affected - School is 'home', it is not just a place of work
- People who live and work together all the time learn to be more tolerant. This helps the School to be a friendlier place.

It is intended that boarding will continue to be central to the School and it is therefore vital that the positive contribution that boarding gives to the ethos of the School as a whole should be maintained and enhanced.

ASHVILLE COLLEGE BOARDING COMMUNITY

Since the foundation of Ashville, boarding has played a vital role in the College's existence. Originally all pupils at Ashville were boarders and although they now represent a smaller proportion of the College's population, they are still an essential and significant body within Ashville.

Currently there are 120 boarders, a number that has remained almost constant for the past ten years despite the national decline in overall boarding numbers. There are four boarding houses although their names are not as they once were! The two senior (14-18 years) boys houses; Briggs and Mallinson, accommodate 65 pupils between them, Norfolk House; the senior girls house contains approximately 40 girls. Greenholme (formerly Lancaster), which has just being significantly refurbished, is home for up to 28 Junior(9-13 years) boys and girls.

There are approximately twenty staff living on site and they enjoy a thriving social environment.

The standards of accommodation are high; the houses are all fully carpeted, double-glazed, with cable TV, modern kitchen appliances, computers and other more traditional entertainments such as pool tables, table football and darts. Pupils have the opportunity to use the excellent Sports Centre in their spare time and a disproportionately large number of boarders represent School Sports Teams against other schools at the weekends. The boarding houses are all networked to the College's computer system and wi-fi facility is available; this means that the boarders have access to the internet when they are doing homework and they can also use email to make contact with family and friends.

Like any large community there are set routines and procedures to ensure smooth running on a day-to-day and long-term basis. A typical weekday starts with a wake-up call at 7.15 a.m. and then breakfast is served at school from 7.45 to 8.10 a.m. From then the boarders are no different to any other pupil and take their lessons with the others until the end of school at 4.00 p.m. They are free until 5.30 p.m. and in that time if they may be involved in a wide range of extra-curricular activities or just relax in their house. At 5.30 p.m. the boarders go back up to school for their evening meal before heading back down to house for prep at 6.30 p.m. The junior students may undertake their prep at an earlier time. After prep there is free time before bedtime; the youngest heading for bed at around 8.30 pm and the sixth form settling down by 11.00 p.m.

The weekend for a boarder is a combination of activities and relaxation. As well as the school fixtures there are a variety of trips perhaps to the theatre or the cinema, outings to York or possibly the Wet 'n Wild Water Park as well as a full programme of activities on Sunday afternoon. These include , horse riding, cookery, swimming, ten-pin bowling, soccer, fitness, golf, salsa dancing, basketball, badminton and paintballing. The weekend is always concluded with Chapel on Sunday evening and this helps to cement the sense of community among boarders.

Once a term each of the houses takes turns in hosting a theme evening. The idea is that everyone attends in appropriate fancy dress and then the meal and the entertainments are sympathetic to the theme. These have included Comic Book Heroes, I'm a celebrity get me out of the jungle, Olympic theme, and a salsa evening.

The Chinese New Year is always celebrated in style and an evening recognising the talent of the community is held. The social highlight of the year remains, however, The Boar's Head Feast. This magnificent tradition is hugely enjoyed by pupils and staff.

Boarding is a community within a community and in many ways it lies at the core of the college and embodies much of what is good about Ashville .A key aim of our Boarding Houses is to help our pupils learn the social skills and give them the sense of community and responsibility which will equip them well for the rest of their lives. To these ends we aim to create a secure and happy environment with an atmosphere which is relaxed and yet purposeful. Individuals are encouraged to take increasing responsibility for themselves during their time here, and as they become older to take on a certain amount of responsibility for others too. Our community is one where other people are treated with respect, sensitivity and consideration. We hope that our pupils will leave having gained the experience and confidence to be thoroughly independent tempered with a powerful awareness of the needs and sensitivities of other people

The boarding tradition is not only alive but positively thriving and faces an exciting and prosperous future.

THE AIMS OF BOARDING

The School places great emphasis on catering for the needs of the individual pupil, academic timetables and activity programmes are tailored very much to each individual's requirements. Just as important for each individual, is the ability to get on well with other people and be tolerant and understanding of the needs of others. The aim of our Boarding Community is to help our pupils learn the social skills and give them the sense of community and responsibility which will equip them well for the rest of their lives.

To these ends we aim;

- to create a secure and happy environment with an atmosphere which is relaxed and yet purposeful;
- to safeguard and promote the welfare of each boarder, by providing an environment that is as far as possible, free from physical hazards and dangers of any sort;
- to 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.
- to encourage individuals to take an increasing responsibility for themselves during their time at Ashville;
- to provide the structure for individuals to take on positions of responsibility that will support others;
- to provide a community where all people are treated with respect, sensitivity and consideration and where teasing, harassment and bullying would find great difficulty in developing;
- to provide a community where there is no inappropriate discrimination on the grounds of gender, disability, race, religion, cultural background, linguistic background, sexual orientation or academic or sporting ability;
- to 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;
- that our pupils will leave the College having gained the experience and confidence to be thoroughly independent, tempered with a powerful awareness of the needs and sensitivities of other people

THE BOARDING HOUSES

Senior Boarding (Year 9 – 13)

Norfolk House

All senior girls live in this house which can accommodate fifty five students. All sixth form girls have either a single room or share with another student. Girls in year 11 and below will share with up to three other students. The staff to student ratio is extremely high; Ms Sally Ward is the Housemistress and she is supported by her partner Mr Greg Warren, three resident tutors and a resident matron.

Briggs House

One of the two senior boys houses, Briggs can accommodate 32 boys. All sixth form boys have either a single room or share with another student. Boys in Year 11 and below will share with up to three other students. Mr Damien Warren and his wife Cecilia are the Houseparents and they reside in an adjoining house with their two young children, Jack and Jessica. They are supported by two resident tutors and a non-resident matron.

Mallinson House

Mallinson can also accommodate 32 boys. All sixth form boys have either a single room or share with another student. Boys in Year 11 and below will share with up to three other students. Mr Neil Cornforth and his wife Anne are the Houseparents and they reside in an adjoining house with their daughter Georgina. They are supported by two resident tutors and a non-resident matron.

Junior Boarding (Year 5 – 8)

Greenholme House

Greenholme is a co-educational house and is home for up to 28 girls and boys. It has recently been refurbished to an extremely high standard and provides separate bedrooms and bathroom facilities for each gender, however all children share the kitchen, ICT, and leisure facilities. Mr James Dewhirst and his wife Liz are the Houseparents and they are supported by two resident tutors and a resident matron.

All boarding accommodation is on campus and is a short walk from the main school. Each house has; well furnished bedrooms, good bathroom provision, ICT facilities - including a networked Wi-fi system, a kitchen with the provision for making simple meals and a comfortable common room.

BOARDING STAFF ROLES

Senior Housemaster

The Senior Housemaster, Mr Neil Cornforth, works closely with the Deputy Head Pastoral, the Headmaster's PA and Registrar and the Director of Marketing to ensure the successful marketing of boarding, and the recruitment of high quality boarding pupils.

He is a member of the College Management Team (CMT) and has a key role in the strategic development of boarding provision and facilities, and has the overview of the day to day operation of the boarding houses, ensuring that best practice is followed and that there is consistency of provision and approach between houses.

He is in charge of the Boarders' Activity programme and chairs the Boarders council.

At all times, he is available to parents, pupils and staff who may wish to discuss any issues with regard to the boarding community, or more specifically in respect of pastoral, social or academic matters relating to an individual pupil.

Boarding Housemaster/Housemistress

The Housemasters/mistresses' overriding aim is to enable each pupil to achieve his or her full potential in all aspects of school life within a safe and harmonious setting; they are helped to do this by a dedicated team of tutors.

They have overall responsibility for the welfare of pupils in House, monitor the balance between academic and extracurricular activities and encourage all pupils to play a full part in the School community.

Academically, they identify areas that need action, as indicated by grades, reports and communications from teaching staff, and devise and implement strategies to address them, keeping parents informed of progress where appropriate.

They ensure that correct routines are followed in House and are very much 'in loco parentis', and focus on safeguarding the children under their care.

Resident House Tutors

Tutors play a vital role in encouraging and valuing the contribution of all pupils within the House and School community.

They assist and support the Housemaster/mistress in providing for the welfare of tutees and are a valuable link between Housemaster/mistress and parents.

Tutors support pupils with matters such as preps, disciplinary and social issues, and reviewing reports, and can be consulted where any problems are concerned. They will help tutees to compile a record of achievement in discussion with the Individual Welfare Plan (IWP) at the end of the each term, to encourage reflection.

As the tutors reside in the boarding house, they can be woken at night in case of emergency, as can take responsibility for procedure in the event of a fire or other emergency when the Housemaster/mistress is absent.

Resident Matron (Norfolk and Greenholme Houses)

The Matron is there as the students' first point of contact in a wide range of important areas, which directly affect their welfare. Pupils consult their Matron when feeling unwell and she treats any minor illnesses and injuries, or administers repeat prescriptions as required. In turn she will refer pupils to the Medical Centre where necessary.

Pupils will be able to refer to Matron over any concerns over laundry, bedding, uniform or cleaning of rooms.

Above all the Matron plays an essential role in the pastoral life of the House and keeps a close eye on the emotional as well as the physical well-being of the pupils', liaising regularly with the Housemaster/Mistress and the Senior Housemaster over any concerns which may arise.

Non-Resident Matron (Briggs and Mallinson Houses)

The matron works on a part-time basis and is on duty one night a week to manage the laundry and discuss any domestic issues with the students.

BOARDING COMMUNITY CONTACT DETAILS

Boarding House or Department	Contact	Address	Tel Contact	Email Contact
Norfolk House	Ms Sally Ward Housemistress	Norfolk House Yew Tree Lane Harrogate HG2 9JS	01423 724842 07794633536	sw@ashville.co.uk
Briggs House	Mr Damien Warren Housemaster	Briggs House Yew Tree Lane Harrogate HG2 9JX	01423 724847 07544416561	dw@ashville.co.uk
Mallinson House	Mr Neil Cornforth Housemaster	Mallinson House Yew Tree Lane Harrogate HG2 9JX	01423 724843 07544416563	nc@ashville.co.uk
Greenholme House	Mr James Dewhirst Housemaster	Greenholme House Green Lane Harrogate HG2 9LN	01423 724855 07794633570	j4d@ashville.co.uk
Medical Centre	Miss Josie Tate Senior Nurse	The Medical Centre Ashville College Green Lane Harrogate HG2 9JP	01423 724804	m.centre@ashville.co.uk
Ashville College and Senior School	Mr Mark Lauder Headmaster Mrs Cathie Butcher College Registrar	Ashville College Green Lane Harrogate HG2 9JP	01423 566358	dm.lauder@ashville.co.uk c.butcher@ashville.co.uk
Ashville College Junior School	Mr Jonathan Dolman Head of Junior School	Ashville College Green Lane Harrogate HG2 9JP	01423 566358	jdd@ashville.co.uk
Finance Department	Mrs Emma Sanderson Financial Bursar Finance Department	Ashville College Green Lane Harrogate HG2 9JP	01423 566358	e.sanderson@ashville.co.uk

Communication with staff:

Please feel free to contact the relevant House staff at any time on the numbers above; they will be happy to take your call. If staff are unavailable, please leave a message and your call will be returned as soon as possible.

Alternatively you may prefer to use email as a method of communication and this is also acceptable; emails will normally receive a response within 24 hours of receipt.

Communication with students:

By telephone:

- Parents are welcome to ring the boarding Houses, but please do not ring during prep or after bedtime; late phone calls later disturb students and cause problems in settling people down for sleep. The optimum times are between 16:15 and 17:30, and 20:45 until bedtime. Where there is a significant variation in time zones, then calls in the morning between 07:00 and 07:45 may be more suitable.

By mobile phone:

- A high proportion of pupils, have their own mobile telephones. Their numbers have to be registered with the Housemaster/mistress for use in an emergency or as otherwise required.
- It is very important that any changes to mobile numbers are passed on to the relevant Housemaster/mistress.
- Phones should not be used after bedtime in a bedroom.
- Students are not allowed to have their phones switched on during lessons and other school events.
- Parents should understand that we reserve the right to confiscate mobile phones if they are found to be in use at inappropriate times. We will also intervene and apply school sanctions in cases of inappropriate text messaging.

By e-mail:

- An Internet facility is available in each House. All students are given an e-mail address which they can use at designated times in term time. They are expected to agree to the School's published code of conduct if they wish to enjoy this facility. The school system filters out certain types of large attachments. There is a printer in the study area of each House.

By mail:

- Please use the relevant boarding House address when mailing your children.
- Mail is distributed at breakfast in the dining hall or delivered to the appropriate boarding house.
- To help us take every possible care of mail, please see that no cash is sent through the mail. Housemasters/mistresses will keep any parcels sent, or items which have been signed for, in a secure place and deliver personally to the pupil concerned.
- If a parcel is sent to a pupil via the School Office, a message will be passed to the pupil through the relevant Housemaster/mistress.

HOUSE ACCOMMODATION

Boarding Housemasters/mistresses in conjunction with the Senior Housemaster and Estates Manager, will seek to ensure that in Study Bedrooms all pupils have their own bed, wardrobe and desk.

Sharing:

- In Year 11 and below, students will share a room with at least one other student of their year group.
- On entering the Sixth Form they will share with no more than one other student. Members of the Upper Sixth, wherever possible, will have a single room, although this cannot be guaranteed.
- Wherever possible pupils' wishes are taken into account in the allocation of rooms to pupils, but it is the ultimate responsibility of the Housemaster/mistress to allocate rooms; allocations may be changed, in exceptional circumstances, during the course of the year.

Privacy and personal space

It is important that all pupils understand and follow the guidance and regulations stated below;

- Pupils do not have authority to enter other pupils' study bedrooms without either the express permission of the pupil concerned or that of the Housemaster/mistress.
- All House members, including staff, will knock before entering pupils' rooms.
- No visitors from other Houses are allowed into pupil bedrooms at any time unless given the exceptional permission of the Housemaster/mistress.
- Boys and girls may socialise together in Common Room areas, but are not allowed to visit each others' dorm areas without exception.
- Each pupil is responsible for keeping his/her bed area and study tidy. It is the collective responsibility of pupils to keep shared areas tidy, so that cleaners can maintain high standards of cleanliness and hygiene.
- Floor space, including areas under beds and on window sills, should be clear of clothing etc and these and other possessions including books, should be stored away as far as possible in desks, cupboard space and on shelves.
- Beds must be made each morning before leaving the House for breakfast.
- Perishable foods and drink (such as milk) must not be kept in study bedrooms for reasons of hygiene and cooked meals (including takeaways) should not be taken into bedrooms.
- No kitchen equipment, such as kettles, rice-cookers, refrigerators, coolers, toasters, is allowed in rooms for Health and Safety reasons.
- Matrons complete a daily room check in the morning and she reports any concerns to the Housemaster/mistress. Where repeated warnings are given for failings in tidiness, tidying duties may be given.
- All furniture, fixtures and fittings are regularly inspected and replacements/repairs requested as appropriate.
- Window locks and limiters are checked weekly by the housemaster/mistress and/or Matron and any deficiencies reported to the Estates Manager.
- Any deliberate damage or breakage of furniture or fittings by pupils is reported to the Senior Housemaster and Estates Manager and parents are billed for replacement items.

DAILY ROUTINES

Although daily routines may appear restrictive, it is important to provide a structure for all the community to follow, so as to ensure a fair and consistent approach to the supervision, welfare and care of every individual student.

Typical Daily Routine (Senior House) - Monday to Friday:

- 07.15 Students are awakened in preparation for breakfast (07:45) and the beginning of the school day.
- 08.00 All students should have registered at the dining hall and be taking breakfast.
- 08:30 All students should be at their tutor base to register and begin the school day.
- 16:00 The formal school day ends and boarders are able to return to their boarding House. However many students are likely to be involved in extra-curricular Activities. All students must be accounted for by 16:30 by the MOD in each House.
On a Wednesday afternoon Year9 students and above are allowed to visit Harrogate Seeking permission from their Housemaster/mistress. All students must return for Supper in the dining hall and no later than 18:00.
- 17:30 Students walk to the dining hall to take supper
- 18.25 All students should have returned to their house after supper and be ready to begin the supervised Prep session.
- 19.30 Snack break.
- 19.45 Supervised second prep.
- 20.15 End of Year 9 prep. A check and signing prep books takes place. This also provides an opportunity to monitor and discuss academic progress with students.
- 20.45 End of prep for all other students. Students are now free to go to the other boarding houses and/or visit the Sports Centre adjacent to the houses.
All students should return to the boarding houses by the designated times.
The table below outlines the key times for all students.

Year Group	Latest time to return to house		Bed time	
	Mon-Th and Sun	Fri and Sat	Mon-Th and Sun	Fri and Sat
3	19.45	21:00	20:15	21:15
4	20:00	21:00	20:30	21:30
5	20:15	21:00	20:45	21:45
6	20:30	21:00	21:00	22:00
7	20:45	21:00	21:15	22:15
8	21:00	21:00	21:45	22:45
9	21:45	22:30	22:00	23:00
10	22:00	22:30	22:15	23:15
11	22:00	22:30	22:30	23:30
12	22:00	22:45	23:00	24:00
13	22:00	23:00	23:00	24:00

All sixth form students are allowed in the social areas and kitchens until 22:45. The kitchens will be accessible throughout the night should a student require Emergency access to food and water.

23.00 All students should be accounted for and the house is secured.

Weekends

Only sixth formers (aged 16 and above) are allowed into town on an evening and only on a Saturday night. Prefects are given special permission to visit town on a Friday evening should they wish to do so. All students are expected to return in a good state - the school cannot condone the breaking of the law and that includes the licensing laws. Year 12 students must return by 10.45pm and Year 13 students by 11.00pm. They must all report to the MOD personally.

On a Sunday, students are awakened at 10am in preparation for 'Brunch' at 11am. Following brunch, students return to house and begin their prep session until 2pm. After prep is completed, students are then involved in the activity programme. Supper is taken at 17:45 and then all students attend the Chapel service at 18:30. After Chapel, students return to house and a 'house meeting' is normally held. This provides an opportunity for all members of the house to discuss; issues arising from the previous week, to recognise successes, achievements and positive behaviour and to plan ahead.

Typical Daily Routine (Junior House) - Monday to Friday:

- 07.00 Students are awakened in preparation for breakfast (07:45) and the beginning of the school day.
- 07.35 All pupils should be in the common room and their uniform smart. The MOD will judge the weather and ensure that all children are suitably dressed.
- 08.00 All students should have registered at the dining hall and be taking breakfast.
- 08:30 All students should be at their tutor base to register and begin the school day.
- 16.00 Either Matron or the MOD will pick up Junior School and Year 7 pupils and walk them back to the boarding house. This is a time where the children should be having a snack after; they have changed, put dirty washing in their laundry bag and emptied their sports bag. Pupils of the opposite sex are not allowed in each others bedrooms and they must close curtains and bedroom doors when they are getting changed.
- 16.45 Prep time. The MOD is in charge of prep. Matron and sixth formers will be available to help. Those pupils who have a school activity after 4pm, may require a period of time later in the evening to complete their prep. The MOD or Matron will make sure all prep diaries/reading records/music sheets are signed after prep.
- 17.30 Bell rung for tea. The MOD or Matron WILL supervise children walking up to tea and then check that all children in their care are eating a healthy meal. All pupils must wait until everyone has finished.
- 18.15 The MOD or Matron will walk the students back to house.

18.30 Children prepare their school bag, uniform, etc for the following day.
Children can use the house phone or mobile to contact family or friends.

18.45 Supervised activity or free time.

20:00 Bed routine begins. ALL mobile phones are collected in silent for the reading. Older children still have activities room and lounge available.

21:00 The MOD will check that; all students are accounted for, all ground floor windows are properly closed, external doors are secure and alarms activated where appropriate.

Ensure all pupils are in on time or at the latest by 9pm. The table below outlines the key times for all students.

Year Group	Latest time to return to house			Bed time	
	Mon-Th and Sun	Fri	Sat	Mon-Th and Sun	Fri and Sat
3	19.45	21:00	21:00	20:15	21:15
4	20:00	21:00	21:00	20:30	21:30
5	20:15	21:00	21:00	20:45	21:45
6	20:30	21:00	21:00	21:00	22:00
7	20:45	21:00	21:00	21:15	22:15
8	21:00	21:00	21:00	21:45	22:45
9	21:45	22:30	22:30	22:00	23:00
10	22:00	22:30	22:30	22:15	23:15
11	22:00	22:30	22:30	22:30	23:30
12	22:00	22:30	22:45	23:00	24:00
13	22:00	22:30	23:00	23:00	24:00

Supervision at school and the boarding houses

Timetabled Taught Lessons

During timetabled lessons pupils are supervised by the teachers taking their classes. When a teacher is absent, staff cover is arranged for those lessons up to and including the Year 11. Cover for Sixth Form lessons is only arranged where a staff presence is required to enable pupils to continue with their work and when there is a Health and Safety issue. In most cases, Sixth Form pupils study in the library or Sixth form centre if a teacher is absent from a lesson.

Private Study Periods

All Sixth Form pupils have private study periods and this time should be spent productively. Students are not allowed to return to house during private study periods or at any other time during the school day unless they have been specifically directed to do so by the Medical Centre, or their Housemaster/mistress.

In the Boarding Houses

Boarding Housemasters/mistresses are responsible for arranging appropriate levels of supervision in House at all times. The Housemaster/mistress, together with the Resident Tutors, Resident Matrons and House Prefects make up the team which provides appropriate levels of supervision. Duty rotas are published in House.

Roll Calls

- Housemaster/mistresses/tutors take a roll each evening in their House. Except for those pupils on a recognised school activity or who have been given prior permission by the Housemaster/mistress to be absent, all pupils are expected to be at House meetings/evening registration. This is normally at 18.25, after supper and before the start of evening prep.
- A second check is made at the start of second prep and a final check is made at the end of the evening duty, to ensure all pupils are present in the House, prior to the alarms being activated.
- If a duty tutor is aware that a pupil's absence from the House is unexplained, the Housemaster/mistress is notified immediately.
- In the case of unexplained absence, a 'missing pupil protocol' is followed and the Senior Housemaster, the Headmaster and parents are involved at various stages of the process.

Prep

- All senior (Year 9 to 13) pupils will do a first prep of 1 hour in silence. First Prep usually runs from 18:30 to 19:30. There should be minimal movement between rooms, noise or disturbances (such as use of telephones) during this time. No student may leave the House during prep without specific permission from the member of staff on duty. Students in year 10 and above will complete a second prep of one hour, while those in Year 9 will work for an extra 30 minutes. Baths and showers should not be taken during prep unless someone has come into House late from a match or a practice.
- Students are able to access the internet during prep time, however they must not access social networking sites or email during this time. Access to the internet during prep, must be for research purposes only. Abuse of this may result in a ban from accessing the school network system.

Prep Supervision

- Preps in all Houses are supervised by a member of staff on duty, as well as responsible House Prefects who are on duty. Arrangements for the grouping of different years vary slightly from House to House.

Boarders' Meetings

- A number of meetings take place within the boarding community on a regular basis, so that any issues and concerns can be raised, discussed, monitored or reported, depending upon circumstances.

- Heads of House meet their tutor teams once per week to improve teamspirit/management and to give an open platform for prefects to explore pupil issues, problems or frustrations, minimising potential for acting inappropriately and increasing support
- Heads of House have a weekly meeting with their Housemaster/mistress, usually in the evening.
- Boarding House Prefects meet with their Housemaster/mistress at least 3 times during the term at the start, middle and end. Times and dates are decided by individual Housemasters/mistresses. Minutes are taken by the Housemaster/mistress, or Head of House and checked by Housemaster/mistress and a copy is held in the house log book. Copies of the minutes also go to the Senior Housemaster.
- Boarders' Council meetings take place at least twice per half term and are generally preceded by House Council meetings to ensure full feedback. **The council generate the agenda, however there are standard items including; health and safety issues, achieving equality and diversity and anti-bullying issues.** A nominated member of the council takes the minutes and sends them to the Senior Housemaster for correction/addition before distribution. Copies are sent to all boarding Housemasters/mistresses and displayed in each House. An overview of the meeting and its findings are presented at the College Management Team meeting by the Senior Housemaster. Representatives of the governing body attend a council meeting and report their findings to the full governing body for comment and action where necessary. This is to ensure that the governing body are able to assure boarding welfare.
- The Food Council meet at least twice a term with the catering manager. They discuss the quality and variety of food on the menu and are able to make requests for changes or additions to the menu choice. This has been a successful council and positive changes have been made.

FOOD AND CATERING PROVISION

School Meals:

Attendance at all school meals in the Dining Hall is compulsory for all students. Breakfast takes place between 07:45 -08:00, lunch between 12:45 and 13:40 depending on year group and supper at 17:45. all students are registered at breakfast and supper.

The food council meet twice a term with the Catering manager to discuss the quality and choice of food available. The minutes are then posted in house.

Pupil kitchens:

The House kitchen is available to pupils to prepare snacks. However students should not prepare and consume food that is seen as an alternative to eating the set meals in the dining hall.

Snacks

In the evenings a variety of snacks are provided for boarders. This is arranged, and the distribution supervised by, the member of staff on duty.

Take-aways:

School meals should not be substituted by; 'take-aways', bought food, or visits to restaurants during the week. Some exceptions may be made at the staff's discretion; for example in the case of a fixture overrunning and supper therefore being unavailable.

On weekend nights, take-away food may be ordered by the whole House. Food must never be ordered or eaten during prep time by any year group.

VISITING AND SIGNING OUT PROCEDURES

The House signing in and out system must be used on every occasion that the pupils leave and return to the House/School site.

Visitors to Houses:

Visitors are welcome provided that the following conditions are observed:

- All visitors must be referred to the member of Staff on duty, as a matter of House security, and in case of fire or other emergency.
- Uninvited visitors will be banned from further visits for a period of time specified by the Housemaster/mistress. Hosts are responsible for the behaviour of their guests and must not leave them unattended.
- Guests to the House will not be allowed access to pupils' study bedrooms or upstairs in Boarding Houses without the special permission of the Housemaster/mistress.
- No visiting of girls' study bedrooms by boys or vice versa is allowed at any time.
- Visitors from outside Ashville College (unless Parents or Guardians) must be referred to the Housemaster/mistress before they are allowed access to the Boarding House.
- Parents should always make the Housemaster/mistress aware of their presence if visiting during the School day or evening, preferably telephoning first to arrange a visit; they should not use the House codes to let themselves in and out of the House.

Evening visits and Signing Out:

- Pupils will be allowed to sign out between 20:45 and 22:00 (or 22:30 on a Friday or Saturday evening) only at the discretion of the Housemaster/mistress or member of staff on duty, if wishing to visit a friend in another House or for approved games purposes (for example, in the Sports Hall,
- They must record their movements in the signing out book, even if they have received verbal permission to leave the House.
- No pupil may visit another boarding House after prep without the permission of their Housemaster/mistress and the agreement of the member of staff on duty in that house, to whom they must report in directly on arrival.

Boarders at Weekends

Staying on site at the weekend:

- Boarders staying at School are under the supervision of their Housemaster/mistress and normal weekday rules generally apply.
- It is expected that pupils who are given permission to leave the School site at any time remain in contact with the Housemaster/mistress or Tutor on duty. **Mobile telephones should be kept charged and left switched on so that pupils can be reached with urgent messages.**
- On Saturday evening, Sixth form pupils are allowed out with the permission of their Housemaster/mistress and if accompanied by other pupils, but must return to House by 23:00 at the latest and report in directly and personally to the staff member on duty.
- **Junior pupils are not allowed out on a Saturday unless accompanied by parents/guardian/responsible adult known to the School and after correct permission and signing out procedures have taken place.**
- Senior and junior pupils are allowed to visit other boarding Houses in the School grounds by arrangement and through the member of staff on Duty in their House.

Sunday Activities:

- For those boarders who remain on site for the whole weekend, there is a programme of supervised activities which runs throughout the year. Activities such as ten-pin bowling; ice skating; theatre and cinema trips; museum and art gallery trips; top football matches and attractions such as Thorpe Park, provide something for all boarders.
- The cost of such trips can be put on the School bill although personal expenses should be provided by the boarders. Any activity exceeding the cost of £25 will firstly be cleared with parents/guardians.
- Pupils should sign up a minimum of 48 hours in advance if they wish to participate in an off-site activity. Each House will have an opportunity to propose suitable activities through their House Council and the Boarders' Council.
- As the School site is the Boarders' home, they can continue to make full use of the estate and the facilities.
- A full programme of events and activities is organised for each term. The Boarding Council and staff liaise together to produce a varied and appropriate activity programme.

Boarders not remaining on site:

- The Housemaster/mistress will normally complete the absit sheet on a Thursday evening, recording pupil plans for the weekend. If, under exceptional circumstances, a tutor undertakes the task, the book must be checked by the Housemaster/mistress afterwards to ensure that there are no anomalies.
- Boarders who choose not to remain on site at the weekend are expected to stay with their parents or designated guardian who should complete give full details of the visit by email by Thursday during the week of the proposed visit. Occasionally, alternative arrangements will be requested. In such cases, the Housemaster/mistress must be contacted in writing by parents/guardians, and in writing by the intended host parents at least 48 hours before the proposed visit, or else permission to stay out may not be granted.
- Boarders leaving on absit must travel directly home, having had their travel arrangements confirmed by their parents or guardian with their Housemaster/mistress (if they are not being collected) and return directly to School and to their House following the absit, where they must report in immediately to the person on Duty.

HOUSE FACILITIES

Laundry

The House Matron will oversee the laundry process in conjunction with the Head of House. Pupils' washing is sent off to the School Laundry once a week on a stipulated day. The following points are worth noting:

- All laundry must be placed in the laundry bags provided during the previous evening as directed by the House Matron.
- **Items must be clearly named to avoid loss (laundry marker pen is sufficient)**
- Items are returned cleaned and pressed the following day after sending and are unpacked and distributed by the House Matron.
- Parents of local boarders may request that their son's/daughter's laundry is largely dealt with at the family home during the weekend; this is of course permissible, although all pupils are expected to change their sheets and duvet cover whilst at School.
- There is a washing machine and tumble dryer in all houses, which is available to all pupils. This is not a substitute for the School Laundry, but is there to accommodate any unforeseen supplementary laundry, which may have built up outside the normal time frame for School laundry e.g. sports kit. Similarly there is an iron and ironing board available to pupils.
- Items can also be left with the House Matron for dry cleaning. The cost for this is added to the School bill.
- **Pupils are required to bring two duvet covers, two pillow slips and two bed sheets. They do not have to bring a duvet or blankets**

Money and Budgets

An annual budget is agreed each year with the Headmaster, and this is provided to allow a heavily subsidised and extensive boarders' activities programme. Students are encouraged to feed back their thoughts to their Housemaster/mistress on possible items for expenditure.

Pupils need enough pocket money to cover normal expenses and are strongly encouraged not to lend or borrow, so it is important that they receive a regular allowance. This is a matter for negotiation between parents and their children, but should not be excessive. The recommended amount of pocket money depends on the usual weekend travel and social arrangements of boarders. Those remaining in school are likely to require more. Suggested guidelines are up to £150 per term for overseas or full boarders.

Senior boarders tend to have their own bank account with a debit card facility (see below under Banking)

When pocket money is deposited with the school, it will be held securely by the Housemaster/mistress who will operate a House Banking system, enabling pupils to withdraw money at set times. Any deposits or withdrawals will be entered into a House banking book. Senior pupils are encouraged to open their own bank or building society accounts. Where overseas boarders are concerned, a letter of introduction is usually required from the School Office for them to be able to open an account. During the boarding induction programme, representatives from the HSBC bank are invited into the school to help new students open an account quickly and efficiently.

There will be occasions when charges may be placed on the school bill and these may occur without communication with parents, such as; taxi fares, house party charges, additional

charges for activities and minor school excursion costs. Significant additional charges will always be discussed with parents in advance.

Pupil telephones

There is a public telephone in each House for pupils, in a private space which allows confidentiality. These phones will also accept incoming calls. If pupils do need to make an urgent phone call and for some reasons do not have access to this telephone or their mobile, the Housemaster/mistress will always fund such a call. Similarly if there is a fault of any sort on the public phone, the main phone is always made available to pupils, without exception.

Services Offered to Boarding Pupils through the School Office

- Visa letters – the School Office will provide a letter stating that the student is a pupil at Ashville College to extend their visas.
- Bank letters – the School Office will provide a similar letter to the above so that the student may open a bank account.
- Any mail received will be distributed to students at breakfast or via their Housemaster/mistress.
- If a parcel is received the Housemaster/mistress will receive a note and the pupil can come to the school reception, sign for and collect their parcel.

GUARDIANS

All boarding pupils at Ashville College, whose parents live overseas, are required to have a guardian, who is resident in the UK. Guardians will be appointed by the parents to act in “loco parentis” and must be able to respond readily to an urgent call to be at the school on behalf of their charges.

Boarding Housemaster/mistresses also act in “loco parentis” and it is important that the role of the Guardian is complementary to that of the Housemaster/mistress.

Listed below is a set of guidelines developed by the school for appointed Guardians, to ensure that Pastoral partnership between the Guardian and the School is effective. A separate letter for parents to complete with guardian details is included in the welcome pack.

Guardianship regulations

Communication

- The first contact for all Guardians is the Housemaster/mistress of the boarding House in which their pupil has been placed. Newly appointed Guardians are encouraged to attend the welcome BBQ during the induction programme.
- Guardians should ideally have a fluent knowledge of English, to be able to communicate with the Housemaster/mistress and other relevant parties at the school. They should also be able to speak and write to a high level in the pupil's mother tongue.
- The information that the Guardian provides to the school should be accurate, especially in the case of contact numbers; any changes should be forwarded to the School Office, with a copy to the Housemaster/mistress. Guardians should always inform the Housemaster/mistress if they are away from home on holiday or business, and provide alternative contact numbers.
- A Guardian should keep in regular contact with the Housemaster/mistress of his/her pupil at Ashville College and should always inform the Housemaster/mistress if the student has revealed a concern of which we should be aware; in such cases, a copy should also be sent to the Senior Housemaster who has the overview of all boarding issues and pupils.
- We expect Guardians to maintain regular contact with the pupil. This can be by telephone, letter or by Guardian visits to the pupil at school.
- If families are used by Guardianship agencies in order to accommodate pupils, then they must confirm in writing to the relevant Housemaster/Mistress that all such host families are subject to, and have satisfactorily passed, a CRB check, and from October, that the primary carer in each family is ISA registered. This checking must be implemented by, and is the responsibility of, the Guardianship agency who should hold a copy of all relevant documentation.
- After any main holiday period, the Guardian/primary carer in the host family (as appropriate) must complete the School holiday feedback form, which will be available for downloading from the School website in September; this will provide useful information that will enable us to support the Guardian and/or pupil where necessary.
- There are other special occasions when Guardians may wish to support their charge; whilst at the School he/she may participate in School concerts, productions or fixtures. It is important to remember birthdays in term time, so that students feel cared for when away from home.

Academic issues

- It is very important that pupils are represented by their Guardians at Parents' Meetings in cases where parents are unable to be present. Discussions with teachers, tutors and Housemasters/mistresses on these occasions raise awareness of any problems at an early stage, and can help in advising and encouraging the pupil, as well as keeping the parents informed of their child's academic progress. Guardians should always report back to parents as soon as possible after parents' meetings. For a full list of parents' meetings for 2010-2011 see Appendix .
- Guardians who provide accommodation for pupils over holiday periods should contact the Housemaster/mistress to discuss academic work that might have been set for the pupil over the holiday period, particularly if progress has been sporadic. A guardian is expected to ensure that there is always appropriate adult supervision in place.

Weekend arrangements

- Guardians should be aware of the wishes of parents with regard to the arrangements that are made for the care of their children over the weekend period. The Housemaster/mistress will normally refuse an overnight stay unless the parent or guardian has provided written permission. Written permission must also be received by the Housemaster/mistress from the host family, confirming that a responsible adult will be present who will care for the pupil during any overnight visit.
- We also encourage pupils to visit their Guardians at least once per half term for a weekend, to maintain a well-informed relationship, and give the pupil a break from the School environment should they require it.

Guardian accommodation provision

In case of illness:

- There are three full time qualified nurses at the school Medical Centre to attend to pupils when they are unwell. However, if a pupil is too ill to attend lessons he/she will usually be sent home. Guardians must therefore be prepared to accommodate their charges in these circumstances.

In the event of a pandemic such as Avian or Swine Flu:

- In the case of an outbreak of a pandemic such as "Swine 'Flu" the School may be closed and all services suspended. It is therefore important that all overseas boarding pupils are able to be accommodated in the first instance - within the first 12 to 24 hours – by their Guardian.

In the case of a student being Suspended:

- On rare occasions a pupil may be suspended for a period of time for serious misbehaviour. If the pupil is from overseas, it will usually be necessary for him or her to serve the period of suspension at the appointed Guardian's home. It may be necessary in these cases for the parents or Guardian to visit the School to discuss the circumstances of the suspension.

Holiday accommodation:

- If for any reason a pupil cannot be accommodated by their Guardian, Guardians must, unless the pupil is returning to his/her parents, inform the Housemaster/mistress of this fact, giving the reasons for, and full contact details of, the pupil's alternative arrangements; parents must also give their written agreement to any changes.

Medical issues

- Guardians should have knowledge of any special medical conditions or medical history relating to their pupil, from the parents or from the school Medical Centre and ensure that the School are made aware of problem areas. All medical information forms **MUST** be returned to the Medical Centre.
- Guardians would normally act for parents in granting permission for urgent medical treatment, unless we are advised otherwise.

Travel arrangements

- Guardians often undertake the responsibility for travel arrangements for pupils to and from school, and should always notify the Housemaster/mistress of these arrangements. In the case of unaccompanied travel to and from airports, the School will recommend taxi services that the school has used over a long period of time and where all the drivers have undergone a CRB check.
- Please ensure that air tickets are booked well in advance so that pupils are not missing important lessons, meetings and social events at the beginning and the end of each term. **If the period of leave required exceeds 24 hours, then permission must be sought directly from the Headmaster.**

EMERGENCY, SAFETY AND SECURITY PROCEDURES

Emergencies

- In case of an emergency, pupils should contact a member of staff in their Boarding House, preferably in the following order: Housemaster/mistress, House Tutor or Matron. Their numbers are given in the appropriate House Handbook. They should be carried with pupils at all times and/or stored on their mobile telephone. Messages can be left on voicemails on all Housemaster/mistresses numbers.
- In the event of an emergency during evening or night in the Boarding Houses e.g. accident, illness or attempted intrusion the following action should be taken. The Housemaster/mistress will call the emergency services for advice and telephone the Headmaster at home to verify the nature of the incident and to discuss any further actions that may need to be taken.
- If it is deemed necessary, all boarding staff and pupils will assemble in House, a roll will be taken, and the situation explained.
- In the case of fire, normal procedures as laid out in the handbook will be followed.
- If the House is under threat from external influences and evacuation to the Sports Hall is required, Housemasters/mistresses will ensure that all pupils have sufficient clothing/bedding and will escort them to the Sports Hall.
- If there is a widespread threat that becomes apparent overnight, parents will be contacted where possible and details will be posted on the School website. If appropriate, the Headmaster will address the school at an agreed time.
- In the event of a pandemic outbreak, such as Avian Flu or swine flu in the United Kingdom, it is expected that the school would close and that all UK boarders and day pupils will either go home or to their guardian.

Emergency involving injury of pupils

- The Headmaster will personally contact all those parents whose children have been injured. If there is a loss of life, he will consult with the police over who should inform the parents concerned. If a great many pupils are injured the Headmaster will decide who should contact the parents, almost certainly the Housemaster/mistresses. In an event such as a minibus crash, the parents of those not injured or killed will be informed as soon as possible. Again this will be done by the Headmaster or by the Housemasters/mistresses as instructed by him.

Updating of Addresses and Phone Numbers

- It is important that all Housemasters/mistresses and the central office are informed of any changes of address and phone numbers of parents and Guardians.

Counselling

- Obviously all members of staff can fulfil this role but none more so than the Chaplain. Once the initial crisis is over the Headmaster, the Senior Management Team, and the Chaplain will decide on how best to cope with the school as a whole.

Fire Procedures

- The School's fire safety strategy is directed at maintaining high levels of fire safety awareness in both pupils and staff, thus minimising the potential for fires to occur. Procedures are in place to ensure the safe evacuation of pupils, staff, and other persons who may be in the School, if a fire occurs. These procedures should be practised regularly.
- Details of fire evacuation procedures are explained to all pupils, resident tutors and visiting staff, and the fire exits and House assembly points are made known.
- Fire notices are displayed in each boarding House.
- **It is School policy to carry out at least one evacuation drill within the first two weeks of each term, for each Boarding House in the presence of all pupils and staff who do duties in the Boarding Houses. The object is to ensure that each pupil and member of staff has experience of what to do in the event of a real fire emergency.**
- A written record is maintained of all drills and copies sent to the Estates Manager.
- All incidents involving fire alarms are logged in the Fire Incident Book.
- The Housemaster/mistress ensures all staff are familiar with the fire panel zoning system

In The Event of a Fire

Raising the alarm

- It is critical that the discovery of a fire be immediately communicated to those persons in the building, or area, who might be at risk from the fire.
- Anyone discovering a fire will activate the nearest fire alarm.
- Any pupil discovering a fire will, in addition to activating the nearest fire alarm, inform the nearest member of staff.

Evacuating the area

- When the fire alarm sounds, boarding staff will instruct pupils to leave the building and proceed without running, in a quiet and orderly manner, to the designated assembly point
- Any persons with disabilities will be assisted to evacuate in accordance with pre-arranged procedures.

Assembly Points

- In the event of the fire alarm sounding please evacuate to the designated assembly point.

Assembly Point Roll Call

- Every person evacuated from a building or buildings because of a fire, or alarm of fire, will proceed to a nominated assembly point. The assembly point will initially be under the control of the senior person present. A designated staff member will take a roll of pupils present, whilst the Housemaster/mistress investigates the source of the alarm. The Housemaster/mistress will then proceed to the assembly point and ensure that all pupils are safe.

Calling the Fire Brigade

- It is general policy that the Fire Brigade is called to any fires or alarms of fire which occur and if there is any doubt, the Fire Brigade will be called. However, there will be occasions when the alarm is obviously false. Whether the Fire Brigade should be called will be a matter of judgement, which can be exercised by the staff member present at the time.

Security and Safety

Staff/Visitors to site:

- All staff working, living, or staying overnight in School boarding Houses, must have undergone a CRB check to confirm that there is no reason for them not to come into close contact with young people.
- Outside contractors who may be visiting the House for a short period of time must have a school pass and they must be accompanied by a member of the estates team.
- CRB records are kept centrally at school.
- **Members of the boarding community are not permitted to let strangers into the House at any time. If any concern is aroused by the presence of a stranger, pupils should secure any doors against the person immediately, and contact the Housemaster/mistress, or nearest member of staff available.**

Buildings:

- The Boarding Houses are secured so that pupils feel safe at all times.
- Pupil entrances all have coded locks. Any key codes for security doors into and out of the House and internal key codes should be changed regularly, at least once a year and more often if there is evidence that the code has become compromised.
- Doors must always be closed securely not left on the latch, or propped open. Pupils are instructed not to give the code combination to pupils from other Houses.
- All windows have security restrainers fitted, which give a maximum opening of approximately 150 millimetres.
- Intruder alarms are activated at the end of the evening and deactivated first thing in the morning before 07:00.
- The Emergency Services Procedure and number are displayed for all on House notice boards.

Theft:

- Theft erodes trust within a community. If ‘borrowing’ of items takes place without the permission of the owner, then this is deemed to be reckless borrowing, which is regarded by the School as theft.
- Theft is treated as a severe offence by the School and it could result in suspension, or permanent exclusion. Pupils have a responsibility to take good care of their belongings.

Safeguarding Valuables:

- Pupils are responsible for the security of personal property and valuables within their rooms.
- Lockable space is provided for all pupils, but if they wish to add further lockable space, they may equip themselves with their own tuck boxes.
- Large sums of money should never be held by pupils in House. Money, passports, tickets etc should be passed to the Housemaster/mistress for safe-keeping and these will be recorded in the House Bank Book.
- PIN numbers of cash cards should never be divulged even to friends.
- Items should be security marked with a UV invisible ink pen, an engraver, or a permanent marker.
- All valuables (e.g. electronic equipment) should be securely stored.
- When leaving the School, pupils are expected to take away all personal property with them, if not it may be disposed of by the Housemaster/mistress in an appropriate way.
- Pupils are expected to be strictly honest with regard to money and/or property that they find and which does not belong to them. They should hand in anything that they

find at the soonest possible opportunity either to their Housemaster/mistress or a senior member of staff.

On suspecting theft:

- Pupils should always check rigorously in case the item in question has simply been mislaid or lent to someone and then forgotten.
- If the item is not found after these steps have been taken, the matter should be reported to Housemaster/mistress within 24 hours.

Action:

- Full details will be taken and a theft report form completed. The Housemaster/mistress will investigate as appropriate and refer the findings to the Senior Housemaster.
- Sanctions will be applied where necessary in line with School policy

HEALTH AND SAFETY

Accident Book:

- An accident book should be held in each boarding house where any accident occurring in is recorded by a member of House staff; this is in addition to any records held in the Medical Centre.

PAT Testing:

- All electrical equipment brought into House by pupils must be tested centrally to ensure that items comply with standard safety regulations. This testing is organised by the Senior Housemaster and the Estates Manager and it takes place each September.
- Any new electrical items brought in subsequently must be handed initially to the Housemaster/Mistress for testing as a matter of routine, otherwise confiscation will ensue.
- Routine portable appliance testing (PAT testing) takes place each September and Housemaster/mistresses are given appropriate notice of this so that they can ensure that all pupils' appliances are laid out in readiness for the testing.
- A record is kept by the electricians of the appliances tested in each room and of those which have passed and failed the testing. Any item failing the test is removed and passed on to the Housemaster/mistress; any such items may be collected by parents or guardians at the end of term but will not be handed back directly to pupils. Any item not collected by the end of term will be passed to the Estates Manager and will be disposed of safely.
- Pupils are expected to declare any new electrical item to the Housemaster/mistress if brought into the House at any time and they are reminded of this, regularly in House meetings. **Any item found in House that has been brought in without the correct permission/testing, will be confiscated pending testing.**

Hazardous Items

There are some items which pupils are not allowed to keep in their rooms for Health and Safety reasons as they present a fire risk.

These are as follows:

- Fridge
- Kettle
- Irons
- Electric fans or heaters
- Toaster
- Rice cooker

If House staff see any of these items they will be removed immediately and stored safely until the end of term where they will be returned to either parents or guardians, not to pupils.

Health and Safety Checks

Although the Housemaster/mistress is constantly monitoring Health and Safety issues in House alongside House staff, they also make a formal weekly check of critical areas such as trailing wires, window blocks, fire extinguishers and adaptor plugs.

THE MEDICAL CENTRE

The Medical Centre is situated on the school campus and provides a professional medical service for all pupils from 07:30 to 19:30, Monday to Saturday and an on call service at all other times.

It is staffed by three qualified nurses, one of whom will be on duty during the published times.

The School Doctor also operates a surgery for boarding pupils at the Medical Centre on Monday from 13.30, Wednesday and Friday at designated times.

Services Provided include:

- Assessment and care for illness, accidents and injuries
- Admission medicals
- Management of sports injuries
- GP and immunisation service
- Hospital and Dental appointments
- Travel vaccinations
- Health Education
- Emergency Contraceptive advice

The School Nursing Staff and the School Doctor

- The School Nurse(s) are registered with the nursing and midwifery council (NMC). Each nurse ensures that his / her registration is kept up to date and renewed every three years as necessary.
- Similarly the School Doctor must be a registered General Practitioner. All boarding pupils register with the practice and have access to a doctor of the same gender if they so wish.
- The School Doctors are Dr S Fowley (Male) and Dr C Wright (Female)
- The School Nurses and the School Doctors are bound by their own professional codes of conduct.

Doctor, Dentist and Optician Appointments

- The medical centre will organise appointments with the Doctor, Dentist and Optician when appropriate and will communicate with House staff and individual students.

Medical Centre procedures

- If a pupil is feeling ill in the morning, he/she should report immediately to their Housemaster/mistress who will assess the problem and refer the pupil to the Medical Centre if he/she deems this to be necessary and telephoning the duty Nurse to inform her of the problem.
- Pupils should be advised that the Housemaster/mistress will be informed of their attendance and time of departure.
- Pupils can visit the medical centre between 08:00 and 08:50

During normal lesson times;

- Pupils may only be seen if they have been sent by a member of the teaching staff. The Medical Centre will keep a record of all attendances without notes and pass this on to the Housemaster/mistress.
- During school lesson times, pupils should not be self-referring to the medical centre, except in the rare case of an emergency.

Opportunities for self-referral:

- Pupils who feel ill during break or lunch-time should visit the medical centre.. To discourage pupils who deliberately attend at the end of such break times to miss part or all of a lesson, medical staff will generally ask such pupils to return at a later time.
- Exceptions to this may be made if the pupil has an appointment to see the School Doctor and has not yet been attended to, or in the opinion of the Nurse, the pupil requires urgent medical treatment.

Confidentiality

- Of its nature, medical information is confidential and will be treated by the School medical staff and counsellors in accordance with the medical code by which they are bound. There is clear legal and ethical guidance for the professional staff, (Gillick and Fraser principles).
- Essentially there is an assumption of and a right to confidentiality for competent individuals which is not age related. It is unlikely that any Ashville College pupil would be judged to be incompetent under this criterion, Even so, the overriding principle is that of safeguarding and promoting the welfare of the child. In this regard, pupils will be asked to give their consent for relevant information to be passed on to the Housemaster/mistress
- However if a pupil refuses and requests that information should be kept confidential, the medical staff will then have to determine whether, in the context of the boarding environment, there are good reasons for any such request to be denied and information to be passed on. The medical staff will endeavour to persuade the pupil of the desirability of informing a responsible adult, (usually but not necessarily the Housemaster/mistress, parent or guardian). In the event of the pupil still refusing consent, confidentiality must be respected except under very limited circumstances. The only times when this confidentiality may be breached are if:
 - The child consents to disclosure in writing
 - A Court of Law requires disclosure
 - Disclosure is justified in the public interest or in the child's best interests, as in the case of child protection issues.

In such an eventuality, the pupil must be informed in advance of any such information being passed on to others and the member of staff must be prepared to justify such action to the appropriate professional body if called upon to do so.

As such it may be the case that information is passed on to the Housemaster/mistress on a 'need to know basis.' This does not imply that such information will necessarily be passed on to anyone else, including parents and / or guardians.

- Information on the following would normally be expected to be conveyed to the pupil's Housemaster/mistress in the first instance. Parents may be informed if deemed appropriate.
 - Medical emergencies and accidents
 - Illness requiring any necessary medication and further care
 - Serious and repeated Self-Harm
 - Anorexia, Bulimia and other eating disorders
 - Depression / Anxiety attacks / Compulsive disorders
 - Any medical condition that might affect the pupil's academic performance and appropriate School activities (e.g. heart murmur, asthma, diabetes, allergies)
 - Where it is felt that others may be at risk

Special Needs Information:

- The boarding staff are privy to confidential information regarding pupils' needs in the boarding Houses; given that they may be in contact with pupils from a House other than their own, during, for example, a weekend trip, they must therefore be fully familiar with any boarding pupil issues, which could affect pupil safety and welfare. As these records are highly sensitive, they are kept securely in a locked space.
- Parents are urged to keep staff updated of any important developments of which they need to be aware in order to protect pupil welfare as effectively as possible.

The Administration of Medicines**Pupil Self-Administration:**

- A pupil's ability to self-medicate both prescribed and 'household' medication will be assessed by the Medical Centre, Housemaster/mistress and parents.
- The relevant medication should be kept securely in the pupil's room ensuring no other pupils have access to it.
- Assessment should be made considering the pupil's age, maturity, level of understanding, level of responsibility and appropriateness of the storage facility.
- A form with the pupil's signature agreeing to the set conditions is completed for everyone who self-medicates and a copy of this kept centrally and in House. The Medical Centre, Housemaster/mistress and the children's parents must also sign the form indicating their awareness and approval.
- There may, however, be some instances when a pupil is prescribed medication by a Doctor and does not wish Nurses or boarding staff to know. In these situations, pupils must be made aware by the School Doctor that they should keep the medication securely as above, and the pupil and Doctor will sign the relevant form.
- Certain medicines, such as Ritalin, must be kept by the Medical Centre or Housemaster/mistress for safety reasons.

Storage of medicines:

- All medications (prescribed and 'Household') kept in House except those kept by pupils for self administration are kept in a secure locked cupboard. Housemasters/mistresses and House Tutors have access to the key for the purposes of administering medication.

Prescribed Medicines:

- The medicine is recorded in the House medical book when collected and entries made when these medicines are given to the pupils, returned to the Medical Centre for disposal, or taken home by the pupil; so an audit trail is present.
- Once the medication has been prescribed, it is administered by the boarding staff to the pupil taking into account the type of medication, frequency of administration, the difficulty or otherwise of taking the medication, the need to monitor administration and the availability of staff to administer it.
- The pupil's ability to self-medicate is also taken into account. For example, a course of antibiotics might be given on a daily basis with the pupil collecting the day's supply first thing in the morning; pain killers which would be taken 'as necessary' might be supplied in individual doses when needed; an asthma inhaler might be given to the pupil with some supervision initially to check that it was being used correctly.
- All prescribed medications come with an information sheet which the person administering the medication should read which gives information such as indications for use of the drug, contraindications, side effects, dosage, precautions regarding administration, clear reasons for not giving the drug and the duration of treatment before medical advice is again sought.

Special Diets

- Special medical diet programmes can be supported by the Catering Department in line with Doctors' and parents' advice.

'Household' Medicines

- All 'household' medicines used are similarly logged and handled.

Foreign Medicines

- Any student returning to school with medicines must declare these to the medical centre for checking and approval as soon as they return.

PUPIL WELFARE

Arrangements made for Boarders to meet special religious, cultural, racial and linguistic needs:

- The Senior Housemaster carries out the process of House allocations (where relevant) for new boarding pupils, examining each pupil's details and taking into account both the racial/linguistic/social needs of individuals and the gender and racial balance within Houses so as to avoid isolation and reduce vulnerability
- EAL provision is made for pupils whose second language is English. This may be in classes or, where necessary, on a 1:1 basis
- There is a carefully structured and ongoing programme of Induction for all boarding pupils at the start of the academic year, particularly for those coming from overseas, to aid in the process of integration into life at Ashville College.
- The School catering team are made aware of dietary needs and religious requirements for eating at appropriate times in the year e.g. changes to eating times during Ramadan.
- Pupils are able to take time off to observe Religious festivals, with the appropriate consent from the Senior Housemaster.
- Quiet space is available, when required, for pupils to pray e.g. during Ramadan

Child Protection Guidelines - Staff

- The School is committed to safeguarding and promoting the welfare of children and young people. Any fears or worries that children and young people bring into the classroom should not go unnoticed by staff. It is a guiding principle of the law and Child Protection procedures that the protection and welfare of the child must always be the first priority.
- The Deputy Head (Pastoral) is responsible for Child Protection and welfare issues.
- Under the Children Act the Head of a school has the right "to do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare".
- In the event of a member of staff becoming aware of any Child Protection and welfare issues, it is important that it is referred immediately to the designated Child Protection Coordinator (Elspeth Fisher) who will decide what action needs to be taken in accordance with the College's guidelines and those of NYSCB (North Yorkshire Safeguarding Children's Board).
- Staff are made aware of the importance of keeping detailed records of any information which becomes available in connection with a Child Protection and welfare issue.
- Child Protection training is given regularly to staff and students in a position of responsibility (prefects).

Confidentiality:

- There may be a clash between the wishes of a pupil and the needs of the school:
- Staff will not make promises – they will be honest about a situation and set clear limits to the discussion of it.
- They must not keep anything illegal, damaging or threatening covered up.
- Staff will make it clear that others may need to be consulted and will try to enlist the pupil's agreement.

Child Protection Guidelines – The Pupil

- Children and young people have a fundamental right to be protected from harm. The School is committed to safeguarding and promoting the welfare of children and young people. The Deputy Head (Pastoral) is responsible for Child Protection and welfare issues.

If pupils need help and advice they can turn to a number of people, such as:

- Parents
- Housemaster/mistress
- Guardian
- Close friends
- Mentor
- A senior pupil whom they trust or Liaison Prefect
- Tutor
- A teacher
- House Staff
- The Chaplain
- One of the staff at the Medical Centre
- One of the School doctors
- A school listener
- Headmaster, Deputy Heads or Senior Housemaster

There are also agencies whom they can telephone. For example:

- OFSTED: 0845 640 4040
- Childline: 0800 1111
- NSPCC: 0800 8005000
- Samaritans: 0845 790 9090
- Get Connected: 0808 808 5000

The school planner contains the contact details of a range of organisations that can offer support to students.

In Boarding Houses, all emergency numbers are placed next to the pupils' phone for easy access.

All pupils are given a 'Help' sheet to reinforce where the main channels of communication lie at School.

Confidentiality: Guidance for Students

- Sometimes a pupil may feel torn between telling a teacher about an issue they have come across and the idea that they are letting the pupil down by 'telling'. They must, however, try to look at the bigger picture and think about the safety of that pupil and that of others who may directly or indirectly be involved. By not telling, it may put a pupil at risk, especially in the case of an issue such as substance abuse, for example.

We advise pupils as follows:

- Keeping secrets, when they are of a serious nature, can be dangerous.
- You should never promise to keep a secret if you don't know what you are promising.
- Before agreeing to keep secrets, consider whether it is right to do so and what the consequences may be for you and others.
- If you are worried about a friend, or yourself, you should talk to an adult in whom you have confidence. This may be a parent, a House Parent, a particular teacher, tutor, house tutor, Chaplain, or your Liaison Prefect.
- Confidentiality **DOES** mean that you do not pass around stories about other students or gossip about things you have been told.

Policy on the Restraint of Students

On some occasions it may be necessary to physically restrain a child, if for example they are in danger of hurting himself/herself or others.

Two legal principles are in conflict here:

- The child has the basic right not to be touched and
- The school has a responsibility to safeguard the welfare of all children.

Staff will therefore exercise careful judgements in these situations and physical restraint should always be the last option to be taken. All staff are familiar with the College's 'Policy on the Restraint of Students', which is available on the school website.

Issues of Bullying

It is unacceptable that any member of Ashville College should suffer either mentally or physically at the hands of any other member, or members, and the school is unequivocally committed to supporting this principle.

Bullying is a deliberate attempt by an individual or a group to hurt, tease, torment, threaten, frighten or exclude someone

Ashville College recognises that the well-being of each person is best fostered where it is established within the school ethos that we have a mutual respect for each other. It should therefore be acknowledged by all that the following activities are unacceptable.

- Persistent verbal or written intimidations such as the use of threats, derogator nicknames and personal comments – this includes the use of electronic and digital devices. **IT IS NECESSARY TO DISTINGUISH BETWEEN HARMLESS BANTER AND WHAT IS HURTFUL. THE PERSON RECEIVING THESE COMMENTS WILL NOT ALWAYS SHOW THEIR TRUE FEELINGS.**
- Unpleasant or aggressive actions which originate through racial, religious, cultural, sexual, sexist or homophobic motivation, or which arise from issues of disability. This includes verbal, physical, written actions, those involving use of communication technology and graffiti.
- Unwanted physical contact or sexually abusive comments because of, or focussing on, the issue of sexuality. This includes heterosexual and homosexual references.
- Deliberate exclusion of individuals or groups from the common social environment.
- Threatening demeanour towards others who are younger, smaller or more sensitive.
- Any physical harm caused by deliberate or reckless behaviour.

The digital age has seen the development of new ways to bully, slander and abuse. Cyber-bullying is the use of Information Communications Technology (ICT), particularly mobile phones and the internet, to upset someone else.

Raising Awareness:

- Pupils should be encouraged by adults to talk to someone if they are being bullied, or if they know that bullying is taking place elsewhere in the school. Advice and help can be gained if they talk to anyone from the list above (in the Child Protection section)

Where there is evidence of bullying staff will:

- Try to support the victim
- Find out as much information as possible
- Report the incident to the Housemaster/mistress and any serious bullying offence will be recorded by the Housemaster/mistress
- Extreme or persistent bullying will be referred to the Deputy Head Pastoral or the Headmaster.

Dealing with Bullying Incidents:

- The Housemaster/mistress will usually deal with incidents arising in House in the first instance. If pupils from other Houses are involved, their Housemaster/mistress plus the Senior Housemaster will be alerted.
- There is no set sanction applied for bullying although it is always treated as a serious matter.
- Education is the key factor rather than punishment. Time should be spent with both parties discussing the nature of the bullying. Pupils need to consider reasons for their involvement and to actively help in the formulation of strategies to overcome the problems. Bullying is learned behaviour and as such, can be unlearned.
- Dealing with these incidents is a complex learning experience and there is no single, successful solution to problems. Severe bullying or harassment, however, will always be referred directly to the Headmaster and varying types of possible action to be taken will be discussed.
- Parents will be informed of all instances concerning bullying behaviour and their help and support will be elicited as appropriate. A combination of action tends to bring about the most effective results.

COMPLAINTS

A full copy of the School's Complaints Procedure is easily available to all parents and can be requested from the School Office.

All new pupils are given a simplified copy of the complaints procedure at the start of the academic year and the Senior Housemaster and Housemasters/mistresses ensure that pupils understand how to make a complaint if necessary.

A copy is also placed on every House noticeboard.

Making Suggestions in House

In every Boarding House all pupils can bring suggestions to the attention of the Housemaster/mistress through various means including:

- The Boarding Council
- House meetings
- Via Head of House (senior prefect)
- House suggestion box

LEADERSHIP AND PUPIL INVOLVEMENT IN SCHOOL AND HOUSE

The School has a well established system of Leadership in the Sixth Form through the appointment of School Prefects (Red ties), Senior Head Prefect and Deputy Head Prefect, Boarding House Prefects and Boarding Heads of House.

Boarding pupil positions

- There are a number of important positions of responsibility for pupils within the boarding community. The traditional sense of hierarchy is replaced by a pattern in which seniority is linked to a progress in responsibility and understanding of values and needs within the community.
- Prefects are expected to understand the principles behind standards of behaviour that are encouraged, and to promote these as role models. The structures and systems that govern boarding life are impressed upon the pupils as indispensable in close community, the foundations of security, providing certainty, direction and protection from individual conflicts of interest.

House Prefects

- The House Prefect Team is an essential component in House life. Induction is thorough and ongoing, to ensure that prefects have a clear grasp of their role, its importance and its limits.
- All Prefects are given a copy of information regarding duties and discipline, which covers a variety of important issues regarding their responsibilities and the application of systems and sanctions. Also included in this, are clear guidelines regarding confidentiality and the handling of any situations involving child abuse, in line with government recommendations.
- All prefects are appointed based upon their suitability for the position.

The Boarding Prefect should always:

- act as a role model for pupils, especially Boarders and emphasise a positive attitude towards their work ethic, attitude, conduct around the school, appearance and commitment to extracurricular activities
- Provide pastoral support for other pupils across the House, reporting concerns to the Housemaster/mistress.
- Supervise Boarders' Duty Rota (breakfast/supper, incl. weekends)
- Carry out other supervision duties inc prep supervision and 'bedput'
- Play a prominent and ongoing role in the Induction/Mentoring process of new students
- Undertake Boarding Tours as requested
- Be willing to participate in or lead the Boarders' Council (which will include representatives from all 4 Boarding Houses) and identify problems and help frame proposals and action plans.
- Meet on a regular basis with their Housemaster/mistress
- Play a key role in a range of high profile school events such as Speech Day and provide a positive and exemplary public profile

Head of House

The Head of House is the senior prefect in each boarding house and is appointed at the end of Year 12 prior to taking up their post in September of Year 13. The head of House is expected to:

- Liaise with the Housemaster/mistress daily to ensure smooth running of House systems
- Support the Housemaster/mistress in the organisation and operation of the House
- Co-ordinate 6th form prefect duties, providing a rota and to ensure that the duties are carried out effectively
- Provide guidance to prefects on the nature of their duties and to resolve any minor conflicts as, when and if they occur.
- Provide input into House meetings
- Represent and support pupils in the House if required when problems arise
- Write the annual House report and monitor House News updates
- Hold, and minute, weekly House Prefect meetings
- Assist with the mentoring process

School Councils

- The structure and function of the various School Councils enables the school to maximise the participation and effectiveness of pupils who wish to contribute to life at Ashville. This includes supporting new pupils to settle into the school as quickly as possible.
- The School Council is at the heart of structure and draws its members from several groups within the school. Representatives are welcome to comment on matters in which pupils might reasonably expect to see changes made.
- The School council is well established and meets regularly each half term:

The Boarders' Council

- The Boarders' Council contains at least 2 representatives from each House,.
- There are a minimum of 3 meetings per term, where a variety of topics is discussed, ranging from activities and pastoral issues to proposals for refurbishment. Boarding students can feed through items for the agenda via their House representatives.
- Meetings are chaired by a nominated student and attended by the Senior Housemaster. Minutes are taken at all meetings and are distributed to each House.

The Boarders' Food Council

- The Boarders' Food Council contains a wide cross-section of representatives from each House to include a fair balance between race, age and gender. There is a minimum of 2 meetings per term which takes place in the Dining room with the Catering Manager. No-one is turned away from the meetings and lively debate about a range of food and healthy eating issues is actively encouraged and supported.
- The minutes of the meetings are produced and held in each house and the dining hall notice board.

Mentoring Scheme

The scheme aims:

- To ensure that each new pupil has a named pupil to oversee his or her induction into the School
- To enable each new pupil to seek advice and guidance from a named member of the pupil body
- To ensure that no new pupil becomes isolated or disorientated in the first few weeks after joining the School
- To oversee the integration of each new pupil into the School during the course of the year

Mentors:

- All new pupils will be assigned Mentors and will have met him / her before the start of their first day of school.
- Mentors are there to help new pupils settle in, and provide them with any practical information that assists in this, as he / she will usually have been at the school for at least a year, and will have the experience to help them deal with many of the problems or questions that may arise. If not, he / she will be able to introduce the pupils to somebody who can.
- All new pupils are contacted during the holiday prior to their start at Ashville.

Role of Mentors:

- To make contact with the new pupil on the in the summer term prior to arrival where possible.
- To make contact with the new pupil at the end of the summer holidays at home by email or telephone if possible.
- To make contact on the first day of term and ensure familiarise the new pupil with the structure of the school day and key locations.
- To stay in touch with the new pupil over the first week on a regular basis and observe their whereabouts to ensure:
 - they are coming into House
 - they are not isolated in House
 - they are in contact with other pupils in their own year group
 - they seem reasonably well organised and happy
 - they can ask questions of their mentor where helpful
- To maintain some contact through the first term and the rest of the year if necessary to ensure:
 - the successful social integration of the new pupil
 - the new pupil can turn to the mentor if difficulties arise
 - any bullying of the new pupil does not go undetected
 - any inappropriate behaviour by the new pupil is noticed and advice given

INDUCTION PROGRAMME FOR NEW BOARDERS

At the start of the school year all new boarding students follow an induction programme that is designed to help them quickly settle into Boarding life. The main objectives are, for all students to:

- become acquainted with all the boarding staff in their own house
- meet other new students and some who are already at the school
- become familiar with their accommodation and the rest of the school campus
- conduct any administrative tasks (health forms/tickets/school fees/pocket money/bank accounts etc)
- have the opportunity to obtain any clothing and equipment not already purchased

The programme is outlined below:

NEW BOARDERS' INDUCTION PROGRAMME

SEPTEMBER 5TH - SEPTEMBER 7TH 2011

Mon 5th September:

Airport collections: there will be transport provided for any students arriving at Manchester or Leeds/Bradford Airports. If you wish to be met, please ensure that you have forwarded the details to the school via the enclosed form or e-mail to nc@ashville.co.uk by Monday 16th August 2010.

14:00 - 17:00 The boarding houses will be open from 14:00 to welcome all new boarding students and their parents (if accompanied). All are asked to arrive by 17:00.

Students meet their Housemaster/mistress and unpack;

- Norfolk House – Ms Ward
- Greenholme House – Mr Dewhirst
- Briggs House – Mr Warren
- Mallinson House – Mr Cornforth

There will be an opportunity to meet a number of present students and mentors who are assisting on the induction course. All documentation (health certificates/return air ticket money/school fees and passports) will be collected in.

17:30 - 20:00 A barbeque will be held in the gardens of Norfolk House for all boarding students, house staff, accompanying parents and other guests.

Individual photographs will be taken by MR Johnson (Deputy Head).

20:00 – 22:00 Evening at leisure: swimming/tennis/volleyball/DVD etc
New students can visit the sports centre to obtain their membership cards.

Tue 6th September:

09:00 - 09:30 Breakfast in the dining room.

09:30 - 09:45 'Welcome to Ashville' from the Headmaster in the dining hall for all new students (accompanied by induction assistants)

09:45 - 12:15 Students will be based in the Library Resource Centre(LRC) and from there a range of activities/tasks will be undertaken, which will include the following;

- visit the used clothing shop
- tours of the school campus
- set up email accounts
- information on setting up bank accounts.
- Visit to town and Rawcliffes (school outfitters)

These will be lead by present members of the boarding community.

12:15 - 12:45 Lunch in the dining hall for all students

13:00 - 15:00 Meet year heads (academic/pastoral) for the induction of new students.

15:00 - 17:30 An activity session for all boarding students and staff to participate in.

17:45 Dinner will be held in the dining hall.

Wednesday 7th September

07:45 - 08:20 Breakfast in the dining hall

08:30 - Term begins

SANCTIONS AND REWARDS

It is of paramount importance that the pupils are aware that they live in a community and that each person's actions affect that community. Everyone needs to co-operate and the sixth form should lead by example. The atmosphere in a Boarding House needs to be as close as possible to that of home - relaxed yet disciplined. It would be unreasonable to expect in any home the same formal forms of behaviour and dress that are expected at work. It would be equally unreasonable if disciplinary matters were dealt with in the House in exactly the same way that they might be during the formal working day at School. The aim is to correct inappropriate behaviour; punishment is not necessarily required. On most occasions a reminder or direction is all that is needed.

However, sanctions are sometimes necessary. If so it is best if it happens quickly and does not go on for too long. Ongoing punishments, or things that hang around until, say, next weekend, can rankle, cause resentment and spoil the atmosphere around the house.

Sanctions:

The following guidance will be strictly adhered to when handing out any punishment:

- No unacceptable, excessive or idiosyncratic punishments are to be used by boarders or staff, including any punishment intending to cause pain, anxiety or humiliation, corporal punishment, deprivation of access to food or drink, enforced eating or drinking, prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline, requirement to wear distinctive clothing as a punishment (or night clothes by day as a punishment), use or withholding of medical or dental treatment, deprivation of sleep, fines exceeding two thirds of the boarder's available pocket money provision, or locking in a room or area of a building.
- The administration of major punishments must be recorded in writing in the log book, with the name of the boarder concerned, the reason for the punishment and the person administering the punishment. Examples of major punishments to be recorded are those used by the school only for particularly serious offences, any serious punishment which is not included in the school's written disciplinary policy, punishments for offences likely to be sufficiently serious to be quoted in future reports or references for the boarder concerned, and punishments for offences which would constitute criminal behaviour in the case of an adult.
- Where an incident requires the use of physical restraint, it must be by reasonable and non-injurious means, only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing. At all times, staff will adhere to the College's Policy on the Restraint of Students.

House Sanctions agreed by the Boarding Council

Inappropriate Behaviour	Sanction
Failure to sign out/in	1st Failure – reminder 2nd Failure – a warning 3rd Failure – House Gating for one evening
Late return from off campus	Dependent on length of time and communication level. Significantly late (i.e more than 30 mins) and no communication – or justifiable reason, then the student should be gated from a town visit the following week – relevant to the original visit.
Off campus without permission	Dependent on circumstances – 1 st occurrence will result in a warning. – 2 nd occurrence will result in a gating
Late for breakfast – midweek	If the student arrives late but checks in – a reminder. If this occurs on a regular basis and prevents the student from taking breakfast – then the Housemaster/mistress should be informed to discuss the matter, as the student’s welfare/diet is becoming an issue. Not arriving at breakfast without good reason – Housemaster/mistress to be informed and early bed by 30 mins
Late for breakfast – Saturday	If no justifiable reason then early bed by 30 mins
Failure to attend breakfast/tea	1 st time – a warning 2 nd time – early bed by 30 mins
Unauthorised use of mobile phones/laptops, etc after lights out or during prep	In prep – 1st time a warning 2nd time a confiscation After lights out – a confiscation
Travelling in another student’s car without written permission	Reminder that it is not permitted – contact parents
Inappropriate language used towards other students	Warning – ask language to be appropriate Repeated – asked to forward an apology
Theft	Reported to the Head of Boarding and the Headmaster

Rewards

Positive behaviour and achievements are to be recognised, celebrated and rewarded where appropriate. The boarding council will be meeting to recognise a new system of rewards and they will be provided with a budget to help finance an agreed reward system.

House Rewards agreed by the Boarding Council

Positive behaviour	Reward
When students go make a significant contribution within their house or the community on a specific occasion – examples may include; <ul style="list-style-type: none"> • organising an event • acting as a mentor/buddy • offering exceptional support to another student • representing the community in a positive light 	£5 Gift voucher of choice
When students regularly offer excellent support as above	Students nominated for awards at the end of term and receive a certificate and gift voucher. Students can be nominated by fellow students and staff.
For those students whose first language is not English and are recognised to be making a significant effort to communicate in English with all other students.	Students nominated for awards at the end of term and receive a certificate and gift voucher. Students can be nominated by fellow students and staff.
For those students who make a significant effort to integrate with students of other nationalities/ethnic background over the school year.	Those nominated will be able to visit a restaurant of their choice (together) and will have their meal paid for (up to £25/head)
Boarder of the Year Award – the ‘Summarsell Award’.	This award is made in memory of Gareth Summarsell a former boarding student who died tragically at the age of 26. All boarders have the opportunity to vote for a student who they feel fits the positive criteria that Gareth illustrated when he was at Ashville. The voting takes place in the final half term and the award is made during the end of year farewell diner

COMPUTERS, INTERNET ACCESS AND MOBILE PHONES

Internet Access

Each boarding house has its own ICT provision and has access to a school wireless network. This network is filtered to prevent inappropriate use and help to keep students safe. All students must sign the Acceptable Use Policy before accessing the school network. **Any inappropriate use may lead to prevention from using the system and further action depending upon the level of seriousness**

Students in Year 9 and above are permitted to access Facebook and MSN at specific times. Students receive advice on appropriate usage and are made aware of the potential dangers of using such sites. They must not be accessed during lessons.

Access to the internet must only be via the school network and students must not by pass this and gain access via external broadband.

Computers and laptops

Each boarding house has a provision of computers in a dedicated area, which are connected to the school network and internet. Pupils are also able to email using the school network. Each boarding house has a Wifi facility and senior students are allowed to have a laptop or PC in their bedrooms. However this facility is dependent upon appropriate usage. If a pupil contravenes the acceptable use policy, then this access may be removed temporarily or permanently where it is deemed necessary.

Mobile phones

All students are allowed to have mobile phones, however they are guided on appropriate usage. Where their use is considered to be inappropriate, then access may be restricted.

TRANSPORT

Bicycles

Students wishing to use bicycles at school may do so with the permission of the school and through written permission from their parents. Bicycles will be the responsibility of the individual student as will the safety of the bicycle. All cycles should be roadworthy and fitted with breaks in good working order. **The school recommends that students wear a protective helmet when riding the bicycle at all times.**

Cars

The school is very concerned about the use of cars by pupils and therefore no boarder is allowed to keep a car at school. We realise this may seem unfair when day pupils are allowed this privilege but the decision has not been made lightly.

Boarders are also forbidden to accept lifts in cars driven by day pupils. Permission may only be granted when the Parents of both parties concerned have given their approval and when the Housemaster/mistress is confident that all risk has been minimised.

Taxis

When pupils wish to use a taxi, we ask that they only use those operated by Blueline taxis. All drivers have undergone a CRB check and the school has a positive working relationship with the company.

Airport Transfers

The school will help to transfer students to and from Leeds and Manchester airports. It can be a complex logistical process when arrangements for up to eighty students have to be organised. Thus it is imperative that parents provide the Housemaster/mistress with flight details well in advance of arrival or departure and **not less than two weeks before the flight date.**

If students are travelling to the school, unaccompanied by parents or family, they will be met at the airport by a member of staff from the college.

The school will provide transport free of charge at the beginning and end of terms provided that they arrive or depart on the correct day.

However, if students are travelling on dates outside the term dates, or at half term, parents will be charged for transport arrangements which may involve taxis.

If a pupil is travelling as an unaccompanied minor, it is vital that parents provide details early so that we can try to confirm the member of staff who will travel with the pupil. If a pupil needs to travel outside the normal term dates, it may be necessary for the guardian to accompany the pupil to and from the airport.