



St Paul's School  
FOUNDED 1509

## School House Rules

Author: NGDW

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*The School House Rules supplement the St Paul's School Rules, to which all boarders are subject at all times. The School House Rules, like the whole school policy, are intended to:*

- *As far as possible, to ensure that every pupil in the House is able to benefit from and make his full contribution to the life of the House and its community;*
- *To promote good behaviour and respectful relations, between boarders and staff and boarders and each other;*
- *To enable the Housemaster to fulfil his responsibilities and maintain order and good discipline in the House.*

*These rules, and all St Paul's School rules and policies, can be accessed on the school intranet. A copy of the rules will be provided to all boarders, their parents and any nominated guardians before the start of each Autumn term.*

### **The School House Rules comprise three parts:**

#### **A – House Routine**

#### **B – House Rules**

#### **C – House Sanctions**

**D – Supporting Information** There are various situations that might arise in your time in School House. We hope that these policies and protocols will help you deal with them, should they arise. All boarders are expected to have read them:

- Fire Safety Procedure
- Boarding Complaints Procedure
- Prefect Documentation
- Quick Information Guides – Medical and Access to Sports Facilities

## Part A – House Routine

Daily Routine			
Morning			
7.15 am 7.55 am <b>8 am</b>	Intruder Alarm deactivated. Bell – all boarders to be up and dressed for breakfast Breakfast. Registration at breakfast by 8.00am.		
8.15-8.25 am. <b>8.25am</b>	Matron's Surgery Open All Boarders to leave House to register with Tutors.		
School Day			
08.30am – 12.35pm 12.35 – 2.10pm 2.10pm – 4.15pm 4.15-5.50pm	House locked, no access for boarders.  Lunch. Boarders may return to the House. House Open to U8th boarders with no lessons. L8th should be in supervised study Free Time. See Exeat Policies.		
Evening			
5.55pm 6.00pm 6.30-8.30pm 8.30pm 8.30pm – 10.00pm 8.30-10.00pm	Dinner Bell Dinner. Register taken by Duty Master at 6pm. Prep in the Library House Meeting. Free Time. 4 <sup>th</sup> and 5 <sup>th</sup> form return to house by 9.30pm; all others by 10pm. Matron's Surgery		
Night-time			
9.30 pm/9.45pm	4 <sup>th</sup> /5 <sup>th</sup> form to get ready for bed.		
9.45pm/10.00 pm	Lights out 4 <sup>th</sup> /5 <sup>th</sup> Form.		
10.15 pm	6 <sup>th</sup> form to get ready for bed.		
10.30 pm	Lights out for all 6th form. L8ths to get ready for bed.		
10.45 pm	Lights out L8ths. U8th to get ready for bed.		
11.00 pm	Lights out for U8th. <b>House Locked and alarmed</b>		
<i>Phones should handed to the DM and screens and computers should be turned off 15 minutes before a boy's bedtime. Boarders seeking work extension must ask DM in advance.</i>			
Saturday (and Friday night)		Sunday	
9.15am	Bell	10.45am	Bell
9.30am	Breakfast for all boarders in House	11.00 am	Brunch for all boarders in House
1.00pm	Lunch		
6pm	Dinner	6pm	Dinner
9.30pm	4 <sup>th</sup> & 5 <sup>th</sup> form must be in House	7pm – 8.30pm	Quiet Time in the House
10.00pm/10.15pm	4 <sup>th</sup> & 5 <sup>th</sup> form to rooms.	8.30pm	House Assembly
10.15pm/10.30pm	Lights out 4 <sup>th</sup> & 5 <sup>th</sup> form. 6 <sup>th</sup> form must be in House and in rooms.	9.30/9.45/10pm	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> form boarders to get ready for bed.
11 pm	All boarders in House. Lights out 6 <sup>th</sup> . Seniors to rooms. House Locked.	9.45pm/10/10.15pm	Lights out 4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> form.
11.30pm	Lights out L8th / U8th.	10.15/10.30	L8th / U8th boarders to get ready for bed.
		10.30/10.45pm	Lights out L8th / U8th
<i>Phones should handed to the DM and screens and computers should be turned off 15 minutes before a boy's bedtime. Boarders should not be seeking work extensions at weekends.</i>			

## **Part B - House Rules**

### **1. RESPECT FOR OTHERS**

It is the first duty of all boarders to act in a way that ensures School House is a positive, respectful and safe community; they must treat other boarders, the House Staff and the fabric of the House with decency and respect. Boarders are to respect the decisions and direction of the Duty Master at all times. *A boarding complaints procedure lays out the steps a boarder should take if they are unhappy about an action of the House Staff.*

### **2. LEAVING THE SCHOOL SITE**

With the exception of local trip between 4.15 and 6pm as defined in Section 20 below, boarders may not leave the school site without permission from the Duty Master. Any boarder granted permission to leave the site must write key details of their movements into the Exeat book and must take a charged mobile phone with them. This also applies to movement around the school site in the evenings. *More detailed guidance about 'Exeats' (permission to leave the site) can be found at Rule 20 below. We wish to help you use London to its fullest, but it is our absolute legal duty to know where you are at all times.*

### **3. MORNING**

- a. Boarders are expected to be up by 7.45, dressed for school and in breakfast to register with the duty master **no later than 8.00am.**
- b. You must make your bed and leave your room tidy for cleaning before leaving the House by 8.25am. The Housemaster, Assistant Housemasters or Matron may instruct boarders to tidy their rooms following prep.
- c. **You must be present at your Tutor's classroom by 8.30am for morning registration.** You will go from your Tutor's room to any Assemblies and will not have time to return to the House to collect books.

### **4. SCHOOL DAY**

- a. **During the Day**
  - i. School House is locked from 08.30 – 12.30. No access is available to pupils.
  - ii. **Lunch.** You may return to the House during break and lunch, but must not leave the school grounds. Day boys may visit lunch but not in teaching periods, in accordance with Visitor Rules.
  - iii. U8ths may work in their rooms during free periods. L8ths attend study periods in school. U8ths working in the House in period 6 must sign the attendance list in Porters' Lodge. This also applies to boarders who have music lessons in period 6. Any senior boy with an official Private Study must attend it. Study periods must be spent working in your room. Use of the Day Room or TV Room is not permitted except after 3.30pm on a Games Half.
  - iv. Once your afternoon lessons for the day are complete, you may return to the House.

### **5. BREAKFAST, LUNCH, DINNER & TAKEAWAYS**

- a. Breakfast, lunch and dinner are compulsory. Breakfast is available from 7.45am and dinner from 17.45pm. The Duty Master will register boarders at 8am for breakfast and 6pm for dinner after which latecomers will be reported to the Housemaster. Our

practise is to exercise discretion to those arriving after 8am but before 8.05am. Between 8.05am and 8.10am will result in a warning. Two warnings in a week or arriving after 8.10am will be lead to an early rise. Hot breakfast is served until 8.15am after which only cold options will be available.

- b. Tables must be cleared before leaving the dining hall.
- c. Boarders should come to dinner prepared for prep and be ready to begin prep in the Library at 6.30pm.
- d. Takeaways are allowed however should never replace eating main meals provided by the School, nor interfere with prep. The Division of Sleep Medicine at Harvard University recommends avoiding eating heavy meals close to bed time hence the earlier cut of time. Please abide by the following timings. Any deviation from the below will result in food being confiscated.
  - i. Takeaways must not be delivered before 4.15pm in line with School Regulations. There should be no exceptions to this.
  - ii. Takeaways must not be delivered between 5.45pm and 8.30pm when they would interfere with dinner and prep.
  - iii. Takeaways must not be delivered after 9.30pm to allow your body time to digest food in time for bed.

#### **6. PREP TIME: 6.30pm - 8.30pm (7pm – 8.30pm on Sundays)**

- a. During prep time you must be in the library working. At the Housemaster's discretion, boarders may be allowed to work in the breakout areas.
- b. You may not wander about or disturb others. You may only seek help from another boy with permission from the master on duty.
- c. Grocery and takeaway deliveries are not allowed during prep.
- d. We encourage you to tidy your room at least once a week. Rooms will be inspected on Sundays during quiet in the house for tidiness.

#### **7. MUSIC SYSTEMS, COMPUTERS AND MOBILE PHONES**

- a. Boarders are allowed to listen to music systems during prep but headphones must be used in communal prep areas. At no time should the volume be at such a level that others are disturbed.
- b. Computers must be checked by the Computer Manager before connection to the school network.
- c. Mobile phones are permitted for all boarders, but excessive use is discouraged. Phones should be switched off during prep time. *Both phones and laptops may be removed during prep-time by the Duty Master if they are distracting from academic progress.*
- d. All devices (i.e. phones, tablets, laptops) for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> formers should be handed in 30 minutes before lights out and collected from 7.45am the following morning.
- e. Use of electronic devices by L8th and U8th after lights out is not permitted. Inappropriate use of electronic devices may result in the pupil being required to hand in their device 30 minutes before lights out for a period of time designated by the Housemaster. Computer screens should be turned off at least half an hour before each boy's bedtime.
- f. Excessive computer gaming is discouraged and persistent excessive gaming will lead to the House Master intervening to control access to devices. *Parents are encouraged to choose electronic devices for their child that do not facilitate excessive gaming – for instance a laptop rather than a desktop computer, or a phone contract with limited data (e.g. 2GB).* The School wifi is turned off overnight.

## **8. KITCHEN**

- a. The kitchen may not be used for cooking of any kind before 3.30pm. Drinks and toast may be prepared in kitchens before this time.
- b. Anyone who uses the kitchen is responsible for his own washing up and overall hygiene. All cups and plates must be brought down each day and washed up. No food or drink is to be taken to the laundry area. Failure to keep the kitchen clean may result in the kitchen remaining locked for a period of time.
- c. The kitchen will be locked at 10.30pm by which time it must be clean and tidy. The washing machines and tumble driers must be empty and all washing removed from the laundry.

## **9. VISITORS**

- a. All visitors must be introduced to the Duty Master present who may, at his discretion prohibit a visitor from entering School House – such discretion will normally only be exercised on safeguarding or safety grounds.
- b. Visitors must be signed in by the host in the Visitors' Book in the hall. The host must escort that visitor at all times while they continue to be in the House. Visitors may enter their host's room, but not those of other boarders. Visitors may use the communal areas when accompanied by their host.
- c. Female visitors are permitted, but only in the communal areas of the House.
- d. Adult visitors should not spend extended periods on the upper floors of the House.

## **10. BEDTIMES**

- a. Bedtimes are detailed in the Daily Routine and must be respected by all boarders.
- b. Boarders may request an extension to their bed-time if they have pressing work; this will be at the discretion of the Duty Master, whose decision on the matter is to be respected. Boarders who seek to work late repeatedly may be required to meet with the Housemaster to discuss amendments to their work habits.
- c. There should be no noise in the House after lights out.

## **11. SICKNESS**

- a. If you feel unwell before school you must see Matron or send a message to her via another boy.
- b. Between 8.30am and 4.15pm if you are unwell or injured go straight to the school nurse in the Medical Room who decides whether you should return to the House. You must not discharge yourself from lessons or return to the house unless the nurse has given permission.
- c. If you have been sent back to the House and subsequently recover and decide to return to school, you must inform Matron, or in her absence the supervising nurse.
- d. If you are taken ill in the night, you should Inform the Duty Master, by knocking on the Duty Flat door or calling them on the Duty Phone. If you cannot contact the Duty Master, contact Matron.

## **12. MEDICATION**

Most boarders deposit any medication (prescription or otherwise) with Matron for safe-keeping. Any boy who desires to administer his own medication, and who is assessed as competent to do so, must keep any medication in the locked drawer of his bedroom. Failure to keep any personal medication locked away will result in the medication being moved to Matron's keeping. Any Controlled Drug (e.g. Ritalin) MUST be submitted to Matron for storage in the House Controlled

Drugs safe. It is against the law for Controlled Drugs to be present in a shared residence and not stored in this way.

### **13. MONEY, PASSPORTS, AIRLINE TICKETS & OTHER VALUABLES**

It is recommended that you have a bank account and bank card. Boarders are welcome to deposit pocket money with the Housemaster at the start of term or beginning of the week and withdraw it as you need it. It is also recommended that you leave passports, airline tickets and any other valuables with the Housemaster. You should not keep large amounts of money in your room.

### **14. BICYCLES/CARS**

Boarders are permitted to have a bicycle in school with written parental permission provided in advance to the Housemaster. These must be housed at the main cycle stalls and cannot be stored within School House. A good quality D-Lock is required. Boarders must wear a helmet at all times and lights must be used when it is dark.

Boarders are not allowed to have cars. Boarders are not allowed to travel in a car driven by another boy without written parental permission to the Housemaster.

### **15. INSURANCE**

Your property is not covered by any House insurance policy from the school. You should therefore insure your own property whilst in residence here. Many home insurance policies can be extended to cover "students living away from home".

### **16. SCHOOL FACILITIES (AND BALL GAMES)**

You may use the School facilities (sporting, music) in line with the Access to School Facilities guidance in Section D. There must be no unauthorised use of the facilities. Apart from table football, pool and table tennis no ball games are allowed in the House. You are welcome to use the House sports equipment.

### **17. SMOKING/ALCOHOL/DRUGS**

The normal School Rules and Policies apply to all boarders and can be found in full on the intranet. No smoking or drinking is permitted in School House, and the taking of drugs is absolutely prohibited for any boarder. Boarders who wish to drink alcohol at an event (whether at a School event or when off the school site) must first inform the Duty Master and gain his permission. The Duty Master will exercise their discretion with due regard to national laws, School policy and boarder safety.

Boarders aged 18 and over will be permitted to drink alcohol in moderation only if the Duty Master agrees it can be accomplished responsibly and safely; those aged 16 or 17 will only be granted permission to consume a small amount of alcohol (beer or wine) when it is to be consumed with a meal and purchased by an approved supervising adult (and the Duty Master will seek confirmation from that supervising adult). No boarder under the age of 16 may consume alcohol.

Drinking alcohol without the Duty Master's permission, or failing to behave responsibly when drinking alcohol, will be treated very seriously and all instances will be reported to the Surmaster. Infractions of major school rules may lead to your position in School House being withdrawn. Involvement with drugs may result in immediate expulsion from school. *Ongoing pastoral guidance and support will be offered to any boy who has difficulties with alcohol or other substances.*

### **18. PRIVACY & ROOMS**

There will be as a matter of course times each day when House Staff will need to see into pupil rooms: to check the room is tidy, that work is being done during prep, that each boy has turned in for the night. House Staff will always do so with due care and respect for privacy. When House Staff knock at pupil doors, pupils must answer appropriately. Should you be in a state of undress, do not tell staff to enter: clearly state that you are changing, so that staff can return at an appropriate time. Boarders are expected to keep rooms tidy and may personalise their rooms, with posters, pictures pinned to the pin-boards etc. The Housemaster may require these to be removed if they are of an inappropriate nature.

### **19. SEARCHING OF ROOMS**

The School's Behaviour, Rewards and Sanctions Policy permits the searching of *individuals* if there is due cause (Clause 10.3.3). The possible causes for such a search are detailed in its Clause 10.2 and include:

- Possession of drugs... or alcohol or tobacco;
- Severe or persistent Cyberbullying;
- Misconduct of a sexual nature... possession of pornography;
- Other serious misconduct which affects the welfare of a member of the school community.

The Behaviour, Rewards and Sanctions Policy states: *As part of the investigation the pupil may be questioned and the pupil's private space, belongings and clothing may be searched in appropriate circumstances. Clothing will only be searched if the pupil removes it voluntarily. No intimate search or physical compulsion of a pupil to remove clothing will be undertaken. Only outer clothing will be searched. If necessary, the police will be called. All reasonable care will be undertaken to protect the pupil's human rights and freedoms."*

Any decision regarding a search, and the subsequent search itself, will be taken in accordance with School policy and the law.

## **20. USE OF THE EXEAT BOOK**

Every time you leave the boarding house, you must indicate you have left using the name-board. . . With the exception of local trips between 4.15 and 6pm, boarders may not leave the school site without permission from the Duty Master (see below).

	<b>On site</b>	<b>Off site</b>
<b>During the school day</b>	Permission not required Record on name board	Undermaster permission required Inform Duty Master (by text) Record in Boardingware
<b>4.15-6</b>	Permission not required Record on nameboard.	Local trip: Permission not required Further afield: DM permission required Record both in Boardingware
<b>After 6</b>	DM permission required Record in Boardingware	DM permission required Record in Boardingware

Boarders must write key details of their movements into Boardingware, must comply with any conditions set by the Duty Master and must take a charged mobile phone with them.

**It is absolutely vital that you comply with these rules – it is the Housemaster’s legal duty to know where you are and to be able to contact you at all times. Boarders who prove unable to comply with these simple rules will face sanctions and have their privileges to leave the site heavily reduced.**

### **Further details**

#### **1. During the School Day**

You don’t need permission to head into school, or to come and go from the house during the school day. However, you should indicate whether you are in or out of the house on the Name Board.

*Missing any time away from School* (perhaps for a dentist appointment, or a university visit) will require Undermaster permission. Your parent must email your Undermaster. Once that permission has been granted, please inform the Housemaster of your intended movements and write these into the Exeat Book on your departure.

#### **2. 4.15 – 6pm: Afternoon**

As with all trips you need to record all movements away from the house in the signing out book, regardless of destination. If you want to go from school into e.g. Hammersmith at 4.30pm, you should return to the house to amend your Boardingware destination.

##### **a. Around the School Site, or Castelnau**

Sign out in Boardingware as soon as you leave the house, even if you remain on-site. You should return in time for dinner at 6pm. You do not need permission for these local trips.

##### **b. Off-site, beyond Castelnau**



You must seek permission from the Duty Master, especially if you might be late for dinner. In this limited time you should not be seeking to travel far. You should return in time for dinner at 6pm.

### 3. 6pm onwards: Evening Exeats

#### a. **Might be late for dinner?**

This is a formal registration, so you should ask the Duty Master permission beforehand. He could save dinner for you, if you would like.

#### b. **Any absence from the House during prep time**

Will need advance permission from Duty Master. If it is off the school site, you might be asked for written permission from parents (e.g. volunteering), or from the school master organising (if it is a school trip) before the DM will approve. Missing prep is the same as missing school – you need permission!

#### c. **After Prep: 8.30pm – 10.00pm**

You must ask permission for *all* movements outside the house after prep time, even heading off to Tesco, play football etc – this is because there is a greater risks to your safety once night has fallen. Permission for exeats will generally not be given after 9.30pm. 4<sup>th</sup> and 5<sup>th</sup> Form boarders must be back in the House by 9.30pm (and must travel in pairs if outside the local area); Seniors to return by 10.00pm. If you are requesting an exeat to return after 10pm, the DM may wish to see permission/details from a parent/staff before agreeing.

### 4. Weekends

#### a. **Staying away on Friday & Saturday Evenings**

Boarders wishing to stay elsewhere on a Friday or Saturday evening must ensure the Housemaster has received written parental permission via Boardingware by Thursday night. Failure to meet this deadline will result in a house sanction. You should correctly complete the Weekend list and submit a request on Boardingware – all to be completed by the Thursday evening. Regardless of age, we will not approve requests to stay out overnight unless there is a responsible adult present and who is willing to take charge of the Boarder. A responsible adult must be at least 25 years of age and should not be a full-time student. **Boarders must never approve Boardingware exeats themselves using their parents' log in details. Doing so will result in a sanction. On Sundays, all boarders are to return to the house for Quiet in the House at 7pm, unless otherwise arranged.**

#### b. **In the House over the weekend**

Boarders in the House over the weekend may leave the school site. Permission is required for all but trips to Castelnau. 4ths and 5ths should travel in pairs unless otherwise permitted. Return-to-the-House times must be agreed in advance with the Duty Master, but generally will not be permitted to be later than the published 'routine' times. **Sunday**

**bedtimes are the same as a weeknight for 4ths and 5ths and 15 minutes earlier for 6ths, 18th and U8th. All must be back in the house by 7pm.**

**c. International flights over the weekend**

Any weekend trip home which requires an absence from school, which includes School Saturday commitments, will require permission from the Undermaster; this will only be granted under exceptional circumstances. The normal return time on Sunday is 7pm however with the House Master's permission this can be extended to 9pm. Boarders returning after this time may be asked to stay with a guardian overnight.

**5. Seeking Permission**

- Planning ahead, and seeing the Duty Master in person, in advance of the event, is the best way.
- If you have not managed to see a staff member, then you must call or email or text the Duty Phone to ask permission. If it is a short notice, off-site trip you must be prepared for a 'no'.
- Matron cannot give exeats, so don't pester her about them!
- If you have a regular event, let one of the Duty Staff know so we can add it to our 'Regular' list.
- If you think you will need parental permission (essentially, for weekends out, or regular off-site evening trips like volunteering) then think ahead and ask them to do so in advance – don't miss out due to bad organisation!

**6. Finally....**

Living in London is one of the brilliant things about boarding at St Paul's, and we hope you will take full advantage of living in this great city, whether seeing sights, attending University lectures, Faith groups, socialising or meeting families, or taking part in any of the myriad school activities. If you run your trip past the Duty Master, they will almost always say yes, and probably help you with planning the trip! **But following the Exeat rules is absolutely vital; help us ensure your safety by following them, and treating the House Staff with courtesy.**

**21. STUDY LEAVE AFTER EXAMS**

Boys usually move out of boarding after their exams are finished. Once exams are over, boys understandably wish to enjoy London and celebrate the end of exams with their friends however we are unable to act as a base for this. As a result, it is our expectation that most U8th and 6<sup>th</sup> Form boarders will move out shortly after their final exams.

Boys that do choose to remain in School House must arrange to do so with the Housemaster and will need to comply with our usual expectations, including attending breakfast, remaining on the school site unless agreed otherwise with the Duty Master (usually until 12.35pm), and being back in the house by 9.30pm on a weeknight and 10pm on a Weekend.

Our usual School House rules apply, especially around drinking alcohol.

**Part C – Sanctions**

**1. School Rules**

The sanctions for a breach of the School Rules are clearly laid out in the Behaviour, Rewards and Sanctions Policy, available on the intranet. Should a boarder breach the School Rules, they will be sanctioned according to the School's disciplinary procedures. A House-based sanction may also be applied, should a breach of the School House Rules have occurred. The Duty Master will select and apply the appropriate sanction, making a contextual judgement as to which is most appropriate, acting with consistency and impartiality in the treatment of all boarders. All sanctions will be recorded in House records, and serious breaches of the School's rules may be retained on a boarder's permanent school record. For the more serious sanctions, the Duty Master will always consult with the Housemaster (and, if appropriate, The Surmaster) before the sanction is awarded.

## 2. House Rules

The purpose of the House Rules is:

- As far as possible, to ensure that every pupil in the House is able to benefit from and make his full contribution to the life of the House and its community;
- To promote good behaviour and respectful relations, between boarders and staff and boarders and each other;
- To enable the Housemaster to fulfil his responsibilities and maintain order and good discipline in the House.

The common sanctions utilised by the House Staff will include those tabled below. Staff will apply these in context, with reference to the nature of the incident, the track record of the transgressor, any relevant circumstances and the need for any sanction to be timely and fitting.

Sanction	Description	Example Application
Confiscation of Electronic Equipment	Boy to hand electronic devices to staff at bed-time/prep-time (as appropriate). Sanction to rise in increments if repeat offences – one week, two weeks, then submission of devices to potentially become default position.	Boy playing computer games after lights out (pass electronic devices to Duty Master at bedtime); boy on phone during prep time (pass phone to Duty Master during prep times)
Early Rise	Boy to rise early, dress for the day, present at the Housemaster's Office at 7.30am and work until 7.55am.	Late for meals; using kitchen before 3.30pm Minor Breach of Exeat rules / missing weekend exeat deadline. General misconduct.
Extra Duties	Complete tidying/washing up.	Light misconduct / messy room
House Detention	Silent work in the House Library, 4.30pm – 5.30pm.	Failure to work during prep. Repeated minor misconduct / serious misconduct Missing / being late for an early rise twice
Friday Behavioural Detention	Attendance at the Friday School Behavioural Detention	Unpleasant misconduct that exceeds the normal house sanctions.
Gating/Friday Behavioural Detention	Reporting to Duty Master at 4.30pm. Exeats for leaving the school site/house not be permitted for a fixed period	Significant or repeat breach of exeat rules, including dishonesty

Saturday Detention	Attendance at Official School Saturday morning detention.	Significant breach of School rules e.g. abuse of alcohol whether on or off site.
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## **Part D – Supplementary Information**

The following documents outline important protocols and procedures that may be operative at certain times during the year. You should read them, and be aware of them for reference. The House Staff will draw your attention to them at times.

- Prefect Documentation
- Fire Safety Procedure
- Boarding Complaints Procedure
- Pupil Privacy/Staff Access Protocol
- Quick Guidance: Access to School Facilities and Medical Information

### **Prefects**

Selected boarders in the Upper 8<sup>th</sup> act as House Prefects. They help House Staff to run the house smoothly and act as representatives for the boarders to the Housemaster. At House meetings, they will often canvas the opinion of boarders in the house (for instance on food – prefects meet with the catering manager every half term, to discuss menu choices). Boarders must feel free to speak to a prefect on any issue they would like prefects to raise with the Housemaster, or if they have any worries at all. Documentation on the role and duties of the House Prefects and House Captain can be found on the intranet. House Prefects receive child protection training, so that they can help the Housemaster to ensure the safe running of School House. **All boarders should be aware that Prefects cannot issue sanctions to another boy.**

### **Fire Safety Procedure**

If the Fire Alarm sounds, boarders must calmly and immediately make their way out of School House, using either of the main stair wells. They must gather in the designated area, which is on the Samuel Pepys Theatre steps (in boarding time) or Pitch 5 (in School hours). Every room in the House will be swept by a Fire Marshal, who will then take register of boarders present. It is ESSENTIAL that boarders do not return into the House until either (a) the Fire Brigade have attended, and given the all-clear; or the School's Fire Officer has attended and declared the event a drill/false alarm.

Fire Procedure Notices are posted around School House in prominent locations and boarders will have the procedure explained to them (and practised regularly).

### **Boarding Complaints Procedure**

This procedure is contained in a separate document. It details who you should speak to, if you have a concern about a fellow pupil, a member of staff, or any other issue. It is stored on the intranet and you will also receive a copy in your induction pack. A copy is also affixed to the noticeboard beside the Computer Games Room. You must read this, so that you know who to contact if you have trouble. **Separately, you will also find notices outlining the services of free helplines, our Independent Listener, the School Counsellor and the School's peer support network, and of whom you may wish to contact if you are feeling unhappy.**

<b>Use of School Facilities</b>		
We try to grant boarders as much access as possible to the School's facilities throughout the week.		
<b>Wathen Hall (Music)</b> – available to boarders during its usual opening hours. The Duty Master can also grant access out-of-hours on request. For Boarders who use the Music School regularly, the Housemaster can grant fob access. For all visits to the Wathen Hall, boarders must sign out and take a phone		
<b>Art Schools</b> – no extended access for boarders.		
<b>Sports Facilities <i>Note!</i></b> <i>When using the Sports Facilities out of School hours, boarders should first inform the Sports Centre Front Desk that they are present before beginning their activity.</i>		
<b>Facilities</b>	<b>Weekdays</b>	<b>Weekends</b>
<b>MAXIMUM 3 WEIGHTS AND 3 CONDITIONING SESSIONS A WEEK WITH AT LEAST 24HRS BETWEEN WEIGHTS USERS SHOULD SEE MR BLAKE TO PUT TOGETHER A SUITABLE PROGRAM</b>		
<b>Gym – Conditioning area</b> DM can open out of hours. Must sign out, take a phone and check in after 30 mins and finish within 1hr	Open from 7.15am – Inform DM the night before, sign out and be at breakfast by 8.10am. Out of hours on request subject to rules in column 1	DM can open on request subject to rules in column 1
<b>Gym – Weights</b> Available whenever the gym is open, as per gym notices.  House Staff cannot grant extra access.	Open from 7.15am – Sign out and be at breakfast by 8.10am. 16.30-18.00 – Boarders have special dispensation to use the gym, but until 17.15 priority goes to teams if the gym is full. Boarders should introduce themselves to the session supervisor on entry to the gym.	No access
<b>Squash</b> Available whenever the gym is staffed, as per gym notices.	Available to boarders whenever the Sports Centre is open. After prep time, you will need Duty Master permission.	Open from 10-4pm, when the Sport Centre is open. Outside of these hours the Duty Master can open it for you, subject to certain guidelines.
<b>Sports Hall</b>	Available to boarders whenever the Sports Centre is open and staffed. After prep time, you will need Duty Master permission.	Open from 10-4pm, when the Sport Centre is open. Outside of these hours the Duty Master can open it for you subject to certain conditions.
<b>Swimming</b>	Lane swimming available every morning. There is no set 'boarding only' pool time, although this could be arranged to interest.	
<b>Pitches</b>	Generally available to boarders for casual games. Tell Duty Master after prep.	
<b>IMPORTANT! IF THE DUTY MASTER OPENS SPORTS FACILITIES AFTER-HOURS FOR YOU, YOU MUST TAKE A PHONE AND IMMEDIATELY CONTACT HIM SHOULD ANY OTHER PERSON APPEAR IN THE FACILITY. FAILURE TO DO THIS WILL RESULT IN IMMEDIATE REMOVAL OF THESE PRIVILEGES FOR ALL BOARDERS.</b>		

If there is any other facility of any kind that you are interested in accessing, then just ask the Duty Master, as we will try to arrange it.

### **School House - Access to School Facilities**

#### **School House Quick Information – Medical**

Full Information on the medical provision for boarders can be found at this link on the intranet:  
<http://intranet.stpaulsschool.org.uk/boarding/boarding-aims-and-policies>

A simple breakdown of what you should do if you are ill is:

<b>Ill before breakfast?</b>	See Matron.
<b>Ill during School Hours</b>	See the School Nurses. They will decide whether or not you should return to School House – <b>YOU ARE NOT TO DISCHARGE YOURSELF FROM SCHOOL.</b>
<b>Ill after 4.15pm</b>	See Matron or the Duty Master
<b>Ill overnight?</b>	Contact the Duty Master. Just knock on the flat door, or call the Duty Phone if there is no answer.
Note: Appointments can be made with the School Medical Officer, Dr Owen Evans.	
Note: If you are ill during the School day and sent back to School House to rest, you will be cared for by Matron, or in her absence the SPS Nurses (who have their surgery beside the dining room opposite the Pepys theatre). If you are ill at the weekend, the Duty staff will care for you. <b>All members of the House Staff are First Aid Trained.</b>	
Note: If you receive prescription medication, whether from the School or from home, please tell the House Staff straight away. Matron will then help you decide how best to manage it.	
<b>Opticians &amp; Dentists</b>	Generally, the School do not arrange these appointments for you. Dental problems are dealt with only as emergencies, and at the Castelnau Dentists, 200 Castelnau, SW13 9DW. A nearby optician is Boots Optician 1-15 KING STREET London Middlesex W6 9HR GB.
<b>Physiotherapy</b>	Can be booked through the School Nurses.
<b>Counselling</b>	Can be booked through the School Nurses, or without appointment on a drop-in basis.

