



Boarding Rules

Owner:	HoB	Date of last review:	06/24
Consulted:	DHP	Date of authorisation:	06/24
Authorised by:	DHP	Date of next review	06/25
Applicable to:	SPS		

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk.

The Boarding Rules supplement the St Paul's Behaviour, Rewards and Sanctions Policy, to which all boarders are subject at all times, and supports the key character traits that the School seeks to develop in all of its pupils: Kindness, Respect, Humility, Integrity, Resilience. The Boarding Rules, like the whole school policy, are intended to:

- Ensure every boarder is able to benefit from and make their full contribution to the life of the House and its community, and to develop individual character;*
- Promote good behaviour and respectful relations, between boarders and staff and boarders and each other;*
- Enable the Housemaster to fulfil his responsibilities and maintain order and good discipline in the House.*
- To ensure the boarding environment is a safe one for children and adults in it.*

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 Boarding Rules comprise four parts:

A – House Routine

B – House Rules

C – House Sanctions

D – Supporting Information We hope that these policies and protocols will help you deal with various situations that may arise during your time in boarding at St Paul's. All boarders are expected to have read them



St Paul's School

FOUNDED 1509

Part A – House Routine

Daily Routine			
Morning			
7.15am 7.30am onwards 8.00am	Intruder Alarm deactivated (or earlier on request) All boarders to be up and dressed for breakfast Breakfast. Registration at breakfast by 8.00am		
8.10-8.30am 8.30am	Matron's Surgery All Boarders to leave House to register with Tutors		
School Day			
8.30am – 12.35pm 12.35pm – 2.15pm 2.15pm - 4.15pm 4.15 - 5.50pm	House locked, no access for boarders House open to all boarders and day boy visitors House closed to all except L8th and U8th once finished for the day Free time: in house, or as agreed by House staff. See Exeat Policies		
Evening			
6.00pm 6.30-8.30pm 8.30pm 8.30pm – 10.00pm 8.30-10.00pm	Dinner. Register taken by Duty Master at 6pm Prep in the Kayton Library House Meeting Free Time: in house, or as agreed by Duty Master. 4 th , 5 th & 6 th form return to house by 9.30pm; all others by 10pm Matron's Surgery		
Night-time			
9.30pm/9.45pm	4 th form to get ready for bed / lights out for 4 th form		
9.45pm/10.00pm	5 th form to get ready for bed / lights out for 5 th form		
10.00pm/10.15pm	6 th form to get ready for bed / lights out for 6 th form		
10.15pm/10.30pm	L8 th form to get ready for bed / lights out for L8 th form		
10.30pm/10.45pm	U8 th form to get ready for bed / lights out for U8 th form		
10.45pm	House Locked and alarmed		
All devices of 4 th – 6 th Form and phones of L8 th should be locked in cabinets 15 minutes before lights out on Sunday - Thursday.			
Screens and computers of all boys should be turned off 15 minutes before lights out.			
Boarders seeking a work extension must ask the DM in advance.			
Saturday (and Friday night)		Sunday	
9.15am	Morning bell	10.45am	Morning bell
9.30am	Breakfast and register	11.00 am	Brunch and register
1.00pm	Lunch and register		
6.00pm	Dinner and register	6pm	Dinner and register
9.30pm	4 th , 5 th & 6 th form must be in House	6.30pm – 8.00pm 8.00pm	Quiet Time in the House House Meeting / activity
10.00pm/10.15pm	4 th form to rooms / lights out		
10.15pm/10.30pm	5 th form to rooms / lights out	9.30pm/9.45pm	4 th form to rooms / lights out
10.30pm/10.45pm	6 th form to rooms / lights out	9.45pm/10.00pm	5 th form to rooms / lights out
10.30pm	L8 th and U8 th must be in House	10.00pm/10.15pm	6 th form to rooms / lights out
10.45pm/11.00pm	L8 th form to rooms / lights out	10.15pm/10.30pm	L8 th form to rooms / lights out
11.00pm/11.15pm	U8 th form to rooms / lights out	10.30pm/10.45pm	U8 th form to rooms / lights out
Boarders should not seek work extensions at weekends.			

Part B - House Rules

1. RESPECT FOR OTHERS

All boarders must act in a way that ensures Boarding 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

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 Orah and **must take a charged mobile phone with them.** *More detailed guidance about 'Exeats' (permission to leave the site) can be found 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, and to ensure you do so safely.*

3. MORNING

- a. You should be dressed and ready for School and arrive at breakfast **no later than 8.00am.**
- b. You must make your bed and leave your room tidy for cleaning before leaving for School. House Staff 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.

4. SCHOOL DAY

- a. School House
 - i. School House is locked from 8.30am – 12.35pm. No access is available to pupils.
 - ii. Lunch break - all years may return to the house.
 - iii. L8th attend Private Study periods and U8th work in school during free periods.
 - iv. U8th may return to the House at the end of their lessons for the day. No one should use the common room during lesson time.
 - v. L8th may return to the house for P8 if they have a free period.
- b. West House
 - i. West House is locked from 8.30am – 4:15pm. No access is available to pupils.

5. MEALS, FOOD & TAKEAWAYS

- a. Breakfast, lunch and dinner are compulsory. The Duty Master will register boarders at 8am for breakfast and 6pm for dinner. Late arrival will result in a warning. Two warnings in a week or arriving after 8:05am will lead to an early rise. Hot breakfast is served until 8.15am after which only cold options will be available.
- b. Boarders are expected to sit down for all meals and may not simply register and leave.
- c. Trays must be cleared before leaving the dining hall.
- d. Boarders should come to dinner prepared to begin prep in the Kayton Library at 6.30pm.
- e. Boarders are not allowed to take dietary supplements (e.g. protein shakes). The Head of Strength and Conditioning is available to give boarders advice on how to achieve a balanced diet.
- f. You must ask the Duty Master's permission **before** ordering takeaway. They must never replace eating main meals provided by the School, nor interfere with prep. On weekdays, takeaways may only be delivered between 8.30pm and 9.30pm. At weekends, takeaways may be ordered at other times, in agreement with the Duty Master.

6. PREP TIME: 6.30pm - 8.30pm

- a. During prep time you must work in the Library. At the Housemaster's discretion, boarders may be allowed to work in the breakout areas.
- b. All phones should be handed in during prep but can be used (e.g. to submit work) with the Duty Master's permission.
- c. You should not disturb others and may only seek help from another boy with permission from the Duty Master.
- 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.
- e. Sunday prep is broken up into two sessions.
 - i. 6:30-7:30pm – You must be quiet, in your own room and doing something productive. This is time to complete any homework, tidy your room, put on laundry etc.
 - ii. 7:30-8:30 – House Competition. All pupils should represent or support their Club in the weekly House Competition.

7. MUSIC SYSTEMS, COMPUTERS, MOBILE PHONES AND OTHER APPLIANCES

- a. Boarders are allowed to listen to music during prep with headphones. The volume should not disturb others.
- b. Boarders must complete the ICT Induction and agree to the ICT AUP before connecting to the school network.
- c. Mobile phones are permitted, but excessive use is discouraged.
- d. Phones are handed in during prep (all years). *Laptops may be removed during prep-time by the Duty Master if they are distracting from academic progress.*
- e. All boarders in 4th, 5th, 6th must hand in all devices (e.g. mobile phones, laptops, ipads) 15 minutes before lights out on Sunday to Thursday nights and collected the following morning.
- f. All boarders in L8th must hand in their mobile phones 15 minutes before lights out on Sunday to Thursday nights and collected the following morning. Each boarder will have a small locker with its own key and charging point. In the unlikely event an emergency arises overnight, knock on the Duty Master's door who will help or give you access to a phone if you need to call a parent.
- g. We encourage all boarders to keep in regular contact with their family and friends amongst others. We ask all such calls to happen outside of lesson and prep time and before lights out. Please do speak with the Duty Master if time differences or an emergency necessitates a call.
- h. Use of electronic devices after lights out is not permitted. Inappropriate use of electronic devices may result in the pupil being required to hand in their device(s) for a period of time designated by the Housemaster. Computer screens should be turned off at least 15 minutes before each boy's bedtime.
- i. Excessive computer gaming is discouraged and persistent excessive gaming will lead to the Housemaster 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 basic laptop rather than a desktop computer, or a phone contract with limited data (e.g. 2GB).* The School wifi is turned off overnight.
- j. Pupils should ask permission from the House Master for any electrical appliance in their rooms other than music systems, computers, and phones. Pupils are not allowed heaters, air conditioning units, kettles, toasters, fridges or any other cooking appliances. All appliances brought in to school will be PAT tested for safety by our Estates team.

8. KITCHEN

- a. Aside from drinks and toast, the kitchen may not be used for cooking before 4.30pm. Boarders may not cook meals to replace breakfast, lunch or dinner.
- b. Anyone who uses the kitchen is responsible for his own washing up and overall hygiene.

- 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. SCHOOL HOUSE LAUNDRY

- a. All boarders must provide their own duvet and pillow.
- b. Sheets, duvet covers and pillow cases are provided by the School. Matron will collect and wash all school linen once a fortnight.
- c. With the approval of Matron, boarders may use their own sheet, duvet cover and pillow case. In this case they will be expected to wash their own linen at least once a fortnight.
- d. Boarders are expected to complete their own personal laundry. Matron will support those who need help learning how to do this.

10. WEST HOUSE LAUNDRY

- a. All flexi boarders must provide their own duvet and pillow.
- b. Flexi boarders must use the school provided linen. This will be washed between stays.
- c. It is not anticipated that flexi boarders will need to do any personal laundry however there are laundry facilities in West House which may be used in an emergency.

11. VISITORS

- a. All visitors must be introduced to the Duty Master present who may, at his discretion prohibit a visitor from entering School House or West 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 are in the House. SPS day boy visitors may visit the common room and enter their host's room, but not those of other boarders.
- c. Female visitors are permitted, but only in the Common Room.
- d. Adult visitors should not visit the upper floors of the House other than to make a brief visit to their son's / ward's room to drop off / collect belongings. They should not spend extended periods upstairs nor visit any other pupil's room.

12. 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. 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.

13. SICKNESS

- a. If you feel unwell before school you should contact Matron or the Duty Master by phone or in person.
- b. Between 8.30am and 4.15pm if you are unwell or injured go straight to the Medical Room who will decide 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 ill during the night, you should Inform the Duty Master, by calling them on the Duty Phone or ringing the bell to the Duty Flat. If you cannot contact the Duty Master, contact Matron by phone.

14. MEDICATION

All medications must be brought to Matron who will log them accordingly.

Most boarders leave medications (prescription or otherwise) with Matron for safe-keeping and dispensing. Upon approval by the School Nurse and Housemaster, pupils may administer their

own medication; all medications must be stored in the lockable area of his bedroom. Failure to do this 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 not be stored in this way.**

15. MONEY, PASSPORTS, AIRLINE TICKETS & OTHER VALUABLES

We recommend you have a bank account and bank card. Each room has a lockable drawer however we recommend you leave passports and any other valuables with the Housemaster who will store them in the House safe

16. BICYCLES/SCOOTERS/CARS

Privately owned bikes and scooters - Boarders are permitted to have a personal bicycle or scooter in school with written parental permission provided in advance to the Housemaster. These must be housed at the main cycle stalls, a lock is required and they are stored at the student's own risk. Boarders must wear a helmet at all times and use lights when it is dark. It is illegal to ride privately owned electric scooters on public roads and as such these will not be permitted at any time.

Rental bikes and scooters – Boarders are permitted to use rental bikes and scooters with written parental permission provided in advance to the Housemaster. Boarders must wear a helmet at all times.

Boarders are not allowed to have cars and are not allowed to travel in a car driven by another SPS pupil without parental permission.

17. INSURANCE

Your personal belongings are not covered by the School's insurance policy. 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".

18. 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. You are welcome to use the House sports equipment. 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.

19. SEXUAL RELATIONS AND PORNOGRAPHY

In accordance with the School's Behaviour, Rewards and Sanctions Policy, pupils are not permitted to have sexual relations (sexual intercourse, or other forms of sexual activity) in School House, West House or any other location on the School site. Pupils will be educated about sexual relations as part of the School's PSHE programme.

Pupils must not supply, view or be in possession of pornography in any form, including on electronic devices.

20. SMOKING/ALCOHOL/DRUGS

The normal School Rules and Policies apply to all boarders and can be found in full on the intranet. Smoking, drinking and the taking of drugs are absolutely prohibited for any boarder. Boarders may not drink alcohol at any school organised event or trip, regardless of whether it is on or off site.

Boarders may request permission from the Duty Master to drink alcohol at an event outside of School and not organised by School. At all times, boarders must never consume in excess of the safe and moderate amount agreed.

- Boarders under 16 will not be given permission to consume alcohol at any time.
- Boarders who are 16 and 17 may consume alcohol in limited quantity with a meal bought by an adult. Parental permission must be received before the Duty Master

considers the application (any they will do so in liaison with the Housemaster). The Duty Master will liaise with the appropriate purchasing adult who must be present at all times. The Duty Master may impose certain conditions (e.g. return time and transport or a requirement to contact the Duty Master during the day etc).

- Boarders aged 18 may be permitted to drink a moderate amount of alcohol at an event outside of school with both parental and Duty Master permission. The Duty Master may impose certain conditions (e.g. return time and transport or a requirement to contact the Duty Master during the day etc) and will take into account factors such as nature of event, location, time, adults present, past conduct, other attendees etc when making a decision.

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 Deputy Head Pastoral. Infractions of major school rules may lead to your position in Boarding 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.*

21. ROOMS AND PRIVACY

House Staff will at times need to see into pupil rooms, for instance to check the room is tidy, that work is being done, or 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 knock on others' rooms in a similar fashion and respect the privacy of their peers.

When in the corridors, boarders should be dressed. It is not appropriate for a boarder to walk around in only a towel or without a shirt.

Boarders should 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.

22. SEARCHING OF ROOMS

The School's Behaviour, Rewards and Sanctions Policy permits the searching of individuals and their private spaces (for instance locker, or boarding room) if there is due cause.

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

23. VIRTUAL TUTORING / US UNIVERSITY INTERVIEWS / OTHER SESSIONS WITH AN ADULT

All tutoring arranged by parents for boarders should take into consideration the safeguarding guidance issued to all parents regarding private tutoring. Any session booked for boarders must be booked by / with the full knowledge of the boarder's parents who should be copied in on all correspondence with the provider. Parents must remain aware of all sessions and where appropriate make a habit of "dropping in" on any virtual sessions which take place. **All sessions should be booked to finish before 6pm on weekdays and before 8pm on weekends. No sessions should be booked during or after boarding prep time.**

The parent and boarder must inform the Housemaster of any organised sessions. The house staff will periodically check that sessions are being conducted appropriately, but primary responsibility for this rests on parents.

All sessions should take place in a classroom or School break-out space. If this is not possible and the session takes place in a boarder bedroom, the student must follow the safe remote learning procedures listed in the Code of Conduct and as outlined to them by the Housemaster. Any in-person tutoring requires Housemaster permission.

24. USE OF ORAH

Every time you leave the boarding house, you must indicate you have left using Orah. Every time you leave the School site you must get permission from the Duty Master (see below).

	On site	Off site
During the school day	Permission not required Record on Orah	Undermaster & Housemaster permission required Inform Duty Master Record in Orah
4.15-6.00pm	Permission not required Record on Orah.	DM permission required Record in Orah
After 6.00pm	DM permission required Record in Orah	DM permission required Record in Orah

Boarders must write key details of their movements into Orah, 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 Orah.

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, cc-ing the Housemaster. Once that permission has been granted, please inform the Housemaster of your intended movements and write these into Orah on your departure.

2. 4.15 – 6.00pm: Afternoon

- **Around the School Site**

Sign out on Orah as soon as you leave the house. You should return in time for dinner at 6.00pm. You do not need permission to be around the school site between 4.15pm and 6.00pm, although should ensure the Duty Master is aware.

- **Off-site**

You must seek permission from the Duty Master. They will check you have all necessary safety provisions. In this limited time you should not travel far and should return in time for dinner at 6.00pm.

3. 6pm onwards: Evening Exeats

- **Might be late for dinner?**

This is a formal registration, so you should ask the Duty Master permission beforehand. They can save dinner for you.

- **Any absence from the House during prep time**

Missing prep is the same as missing school – you need permission from the Duty Master. If it is off the school site, you might be asked for written permission from parents.

- **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. 4th, 5th & 6th Form boarders must be back in the House by 9.30pm; Seniors to return by 10.00pm. Pupils will be asked to travel in pairs at night.

4. **Weekends (School House only)**

- **Staying away on Friday & Saturday Evenings**

All boarders must complete the Weekend Leave form on Orah by Thursday 8.30pm regardless of whether they plan to “stay in” or “sign out” of School House for the weekend.

Regardless of age, there must be a responsible adult (at least 25 years of age and not be a full-time student) present who is willing to take charge of the Boarder, as well as confirm that all arrangements (including intended socialising) will be completed in a responsible manner. **Boarders must never approve Orah exerts themselves using their parents’ log in details. Doing so will result in a sanction. Those returning on Sunday are to return to the house for Quiet in the House at 6.30pm.**

- **In the House over the weekend**

Boarders in the House over the weekend may leave the school site and permission is required for all visits off-site as per the above procedure. Friday and Saturday timings are 30 minutes later than during the week and all must be back by 6:30pm on Sunday. Pupils are discouraged from spending extended time in their rooms on weekends and will be encouraged out at regular intervals.

- **International flights over the weekend**

Any international flight during term time will require explicit permission from the Housemaster; this will only be granted under exceptional circumstances and late arrivals may require an overnight stay with a guardian. Any trips that involve missing school will also require permission from the pupil’s Undermaster, who should be written to directly.

5. **Transfers at the beginnings and ends of terms (School House only)**

In advance of remedy periods, the Housemaster will require pupils to submit details of their remedy care and travel arrangements on Orah. All stays should be with a parent, guardian or other approved adult (over the age of 25 not a student) who is present for the entire stay. It is not sufficient for boys to stay alone and be checked on intermittently. Pupils are required to input:

- Where and with whom they will be staying
- Their time of departure from and arrival back at St Paul’s
- Their method of transport, including flight times and numbers to and from St Paul’s

Parents (or guardians) are required to confirm the stated supervision and transport arrangements. If relevant, the Housemaster will take additional steps to confirm satisfactory arrangements have been made. If the Housemaster is not satisfied, alternative arrangements will have to be made.

The School does not make travel arrangements for pupils, instead these should be made by parents or guardians. All those under 16 and on a Child Student Visa must travel to and from the airport either with their parent / guardian or in a pre-booked taxi.

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 help you with planning the trip. **Nevertheless following the Exeat rules is absolutely vital; help us ensure your safety by following them, and treating the House Staff with courtesy.**

25. 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 6th Form boarders will move out shortly after their final exams.

Boys that do choose to remain in School House or West House must arrange to do so with the Housemaster and will need to comply with our usual expectations, including registering in the morning, following our exeat rules, and being back in the house by 9.30pm on a weeknight and 10.00pm on a Weekend.

Our usual Boarding 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. A breach of the Boarding Rules may result in a House-based sanction. The Duty Master will select 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 House 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 DHP) before the sanction is awarded.

2. House Rules

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	Pupil to hand electronic devices. Sanction to rise in increments if repeat offences	Playing computer games after lights out; on phone during prep time
Early Rise	Pupil to present at the Housemaster's Office in school uniform at 7.30am and work until 7.55am.	Late for meals; 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 DM Office, 4.30pm – 5.30pm.	Repeated minor misconduct / serious misconduct

Friday Behavioural Detention	Attendance at the Friday School Behavioural Detention	Unpleasant misconduct that exceeds the normal house sanctions, lying to House staff
Gating	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, bullying.

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 8th 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 Boarding.

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 or West House, using either of the main stair wells. They must gather in the designated area, which is Pitch 5 (in School hours) or in Boarding time is on the Dorfman Theatre steps (for School House) and the Bowl Car Park (for West House). 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 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.

Boarders should take slippers / sliders and a dressing gown when showering so that should the alarm sound they are able to leave safely without returning to their rooms.

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

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 Person, the School Counsellor and the School's peer support network, and of whom you may wish to contact if you are feeling unhappy.**

Boarding - Access to School Facilities

REMEMBER TO ASK THE DM'S PERMISSION, GO IN A GROUP OF AT LEAST 2 AND ALWAYS TAKE A PHONE

We try to grant boarders as much access as possible to the School's facilities throughout the week.

If there is any other facility that you are interested in accessing, then just ask Mr Passmore, and we will try to arrange it.

Mr Passmore has a generous budget for sports equipment and games. Do let him know if there is anything you would like him to purchase.

Wathen Hall (Music) – available to boarders during its usual opening hours. The Duty Master can also grant access out-of-hours on request. For all visits to the Wathen Hall, boarders must inform the Duty Master, sign out, take a phone and the keys (if locked)

Art School and Dorfman Theatre – no extended access for boarders.

Sporting Facilities

Facility	Times
Sports Hall and Gymnasium Must get DM permission and take a mobile phone. Must be in a group of at least 2 Do not interact with external users Do not use any changing rooms or communal toilets In the gymnasium, only play basketball or table tennis while equipment is being stored. Never use the ropes or ladders	Open from 10am-4pm, when the Sport Centre is open. Outside of these hours the Duty Master can open it for you subject to certain conditions.
Performance and Health Centre Must complete the gym induction and follow the Centre rules Maximum 4 strength sessions a week Must be directly supervised by a member of staff	Mr Knox will run three sessions a week on Mon, Wed, Fri after prep. There are extra sessions before and after school supervised by RMB (please see timetable) We are looking into additional sessions at weekends.
Tennis – The MUGA Take your own (or SH) rackets and balls Must get DM permission and take a mobile phone. The MUGA is only for tennis. Must be in a group of at least 2	Weekdays – 4:30-6pm when free and 8:30 - 10pm Weekends – all day when not in use
Swimming Boarders must never enter the swimming pool outside a designated session	Lane swimming available every morning. There is no set 'boarding only' pool time, although this could be arranged to interest.
Pitches	Generally available to boarders for casual games after school and on weekends, although avoid the 1 st pitches.

IMPORTANT! IMMEDIATELY CONTACT THE DM IF THERE ARE ANY ISSUES OR IF ANY OTHER PERSON APPEARS IN THE FACILITY YOU ARE USING

Boarding Quick Information – Medical

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

Ill before breakfast (before 08:15)	Call Matron or the Duty Master.
Ill during School Hours	See the School Nurses. They will decide whether or not you should return to Boarding. You should not discharge yourself from School
Ill after 16:15	Call Matron or the Duty Master.
Ill overnight (after 22:00)	Call the Duty Master on the Duty Phone. If they do not answer, knock on the Duty flat door.
GP appointments – these can be made with the School Medical Officer, Dr Fhorkan Uddin, at School (via Matron or the SPS Nurses) or at his surgery, Chartfield Surgery (020 8788 3252)	
Note: If you are ill during the School day and sent back to boarding to rest, you will be cared for by Matron, or in her absence the School House Housekeeper (07557 953 605). If you are ill at the weekend, the House staff will care for you. All members of the House Staff are First Aid Trained.	
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.	
Opticians & Dentists Generally, parents are responsible for booking routine dental and optometric checkups, however we will be able to help in an emergency. A local dentist is Castelnau Dentists, 200 Castelnau, Barnes SW13 9DW. Tel: 020 8563 7177. A nearby optician is Focalpoint Opticians. 70 Church Road, Barnes SW13 0DQ, Tel: 020 8748 1666	
Physiotherapy The school physiotherapist is Nico Kirschstein-Smith and you can email him for an appointment. Your parents will need to also email him with approval as there is a charge. physio@stpaulsschool.org.uk	
Counselling Can be booked through the School Nurses either personally or by via https://stpaulscounselling.as.me/	