

## Boarding Routine & Rules 2019-20

Monday-Friday		
Time	Activity	Location
0645 - 0715	Wake up and wash/dress	In Houses
0715 - 0800	Breakfast - All students must attend	Dining Hall
0810	Morning Registration	In Houses
0820 - 0835	House/College/Key Stage assembly or Tutor Period	Various
0840 - 14.00	Morning lessons and Lunch	Various
1400	Afternoon Registration	In Houses
1410 -1545	Afternoon lessons	Various
1545- 1610	Afternoon snack. Day pupils free to leave at 4.00 pm if they have a pre- arranged termly agreement from HMM to have no CCA that day - pupils must sign out at House)	Various
1615 - 1730	CCA Day pupils exit College post CCA - sign out at House	Various
1745 - 18.40	Dinner	In Houses
1845	House Registration	In Houses
1845 - 2030	Prep time (1930 finish for Y6, 19:45 for Y7-8, 20:00 for Y9, 20:30 Y10 upwards)	In Houses
2000 - 2130	Social and relaxation time within permitted areas. (20:00 curfew for Y6, 20:45 for Y7-8, 21:00 for Y9, 21:30 for Y10-13	Various
2100	Y6 lights out Transition Duty Tutors check all students back in House.	In Houses
2115	Y7 lights out	In Houses
2130	Y8 lights out Senior Duty Tutors check all students back in House.	In Houses
2145	Y9 lights out	In Houses
2200	Transition House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place.	In Houses
2215	Y10 lights out	
2230	Y11 lights out. 6 <sup>th</sup> Form quiet in rooms. Senior House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place.	In Houses

Saturday		
0645 - 0725	Wake up and wash/dress	In Houses
0730 - 0845	Breakfast - All students must attend	Dining Room
0850	Morning Registration	In Houses
0900 - 0940	Tutor period	In classrooms
0945 - 1120	Morning lessons	Various
1230 - 1500	Lunch and sports fixtures/activities/House competitions. Weekly boarders not involved in the above, may leave at 1230.	Various
1600	Weekend Boarders register with staff member on weekend duty. Any Weekly Boarders still on site at this time, must report for registration.	In Houses
1600 - 1800	Free time for Weekend Boarders in Houses or in permitted outside social areas. Students may also seek permission to go to Art/Music/Drama (this must be agreed by the department staff). Boarders must remain on site unless they have permission from HMM to leave. Staff on weekend duty may grant permission to go to Mercato.	In Houses (unless permission granted otherwise)
1800 - 1840	Dinner	Dining Hall
1845	House registration	In Houses

<b>19:00 - 22:00/22:30</b>	Free time in Houses/House activities/Coffee shop/permitted outside social areas. Same curfews apply as per Monday-Friday. Transition House bedtimes as per Monday-Friday. Senior House, quiet in rooms by 22:30.	In Houses
<b>22.00/22.30</b>	Final room checks Transition House /Final room checks Senior House.	In Houses
<b>22.45</b>	Final House security checks	In Houses
<b>Sunday</b>		
<b>8.30 - 9.30</b>	Registration	Houses/Dining Hall
<b>0830 - 10.30</b>	Late breakfast - All students must attend	Dining Hall
<b>1030 - 1700</b>	Sunday trip. Boarders may remain in the House if they do not wish to go on the trip. For those boarders who remain on site, or if there is no trip, lunch will be served between 1.00 and 2.00 pm.	Various
<b>1400</b>	Registration for those boarders not on the trip.	In Houses
<b>1400 - 1800</b>	Free time in Houses or in permitted outside social areas. Students may seek permission to go to Art/Music/Drama (this must be agreed and attended by the department staff). Mercato trips may be granted by weekend staff on duty.	In Houses
<b>1800</b>	Dinner	Dining Hall
<b>1845</b>	Registration	In Houses
<b>1900 - 2030</b>	Quiet time in Houses	In Houses
<b>2030 - 2130</b>	Relaxation and social time in permitted outside areas (same curfews apply as Mon-Fri).	In Houses
<b>2100 - 2145</b>	Bedtime routines in Transition House (same bedtime routines as Mon-Fri). Final room and House checks.	In Houses
<b>2130</b>	House registration in Senior Houses.	In Houses
<b>2200 - 2230</b>	Bedtime routines in Senior Houses (same timings as Mon-Fri). Final room and House checks.	In houses

### Signing in and out of Houses

Boarders must sign out of Houses if attending any morning activities before breakfast, after 6.45pm registration on a weekday and after 4pm registration of a weekend. Boarders should also sign out if returning home for the weekend or during the week (HMM should know beforehand).

Boarders should always remember to sign back in when returning the House.

### Permission to leave Houses during weekday evenings

All boarding pupils are expected to be in their Houses for Registration at 1845 and then from 1900 they should be doing Prep in the House. They may leave their House to visit other parts of the site during Prep, provided permission has been given by HMM or Tutor on duty, on the following basis:

- They are a Sixth Form student who is going to work in the Grayling Centre on a Tuesday or Thursday.
- They are attending a College organised activity (e.g. a workshop, music lesson, the Library etc).
- They have permission from the Music or Drama department to attend private practice sessions.
- They are visiting another House, with the specific permission of their HMM and the HMM of the House that they are visiting;
- They are leaving campus on an organised trip, accompanied by a member of staff (e.g on a theatre trip, playing in a fixture, on a tutor trip etc.);
- They are out with parents for a special occasion and this has been agreed by the HMM.

### **Boarders' free time on weeknights after prep and during weekends**

Pupils should only be in permitted social areas (see 'Guidance for Pupils' and the 'Out of Bounds' map) or attending activities organised and attended by staff. All pupils must adhere to the relevant curfew for their year group.

### **Bedtimes**

Boarders in the same year group, regardless of their House, should have the same bedtimes. One caveat being, if a room contain boarders in different year groups (Year 10 and 11 for example), the later bedtime may be applied at the Housemasters' discretion.

### **Weekend Boarders' free time on Saturday afternoon and Sunday**

Weekend Boarders must attend all Registrations on Saturday afternoon and Sunday unless they have the prior permission of the HMM to be absent, or they are on the Sunday trip.

Weekend Boarders may go to Mercato with permission from the weekend staff on duty, but they must have a permission slip and they must sign-out. Please see 'Guidance for Pupils: Section 7'.

If they are likely to be out of their own House and elsewhere on site for a College organised activity, they should sign out and inform the weekend staff on duty. If visiting another House, pupils are required to sign in to the House they are visiting, and seek the permission of that HMM/weekend staff on duty.

### **Home Leave for Boarders**

Boarders must seek written permission from their HMM to return home during the week or at weekends, if they would normally stay on-site. This must be supported by an e-mail or telephone call from parents. In the cases where these home visits occur regularly during the week, the HMM will bring all such requests to the attention of the Deputy Head Pastoral / Assistant Head (Boarding)

### **For all leave off site HMMs are expected to know the following:**

- Where the pupil is going?
- What time is the pupil going to return?
- Does this comply with the respective curfew deadline?
- How is the pupil travelling to and from the destination?
- If they are visiting another the home of another pupil, are the parents of this pupil aware of the visit?
- Is the pupil going alone, or with other pupils, and if so which other pupils?
- Do they have their mobile on them and do they have the House number?
- Has the requisite permission been given by the parents or guardian?
- Where appropriate, are they aware of the necessary requirements for signing out/signing back in?

IJS

September 2019