

BOARDING ROUTINES

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 |
| 0840-1405 | Morning lessons and Lunch | Various |
| 1405 | Afternoon Registration | In Houses |
| 1415-1550 | Afternoon lessons | Various |
| 1550-1610 | Afternoon snack. Day pupils free to leave at 4.00pm if they have a pre-arranged termly agreement from HMM to have no CCA that day – pupils must sign out at House | Dining Hall |
| 1615-1730 | CCA Day pupils exit College post CCA – sign out at House | Various |
| 1745-1840 | 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 | Senior 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 th Form quiet in rooms. Senior House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place. | In Houses |

BOARDING ROUTINES

Saturday

| TIME | ACTIVITY | LOCATION |
|---------------------|--|--|
| 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). They must remain on site unless they have permission from HMM to leave. Staff on weekend duty may grant permission to go to Mercato. Students must sign out whenever leaving the House. | In Houses (unless permission granted otherwise) |
| 1800 - 1840 | Dinner | Dining Hall |
| 1845 | House registration | In Houses |
| 1900 2200 - 2230 | Freetime House / House activities / Coffe 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 2230. | In Houses |
| 2200 - 2300 | Final room checks Transition House / Final room checks Senior House | In Houses |
| 2245 | Final House security checks. | In Houses |

BOARDING ROUTINES

Sunday

| TIME | ACTIVITY | LOCATION |
|-------------|---|--------------------|
| 0830-0930 | Registration | Houses/Dining Hall |
| 0830-1030 | Late breakfast – All students must attend | Dining Hall |
| 1030 - 1700 | 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 1.00 and 2.00pm. | Various |
| 1400 | Registration for those boarders not on the trip. | In Houses |
| 1400 - 1800 | Free time in Houses or in permitted outside social areas. Students may seek permission to go to Art/Music/Drama (this must be agreed by the department staff). Mercato trips may be granted by weekend staff on duty. | In Houses |
| 1800 | Dinner | Dining Hall |
| 1845 | Registration | In Houses |
| 1900 - 2030 | Quiet time in Houses | In Houses |
| 2030 - 2130 | Relaxation and social time in permitted outside areas (same curfews apply as Mon-Fri) | In Houses |
| 2100 - 2145 | Bedtime routines in Transition House (same bedtime routines as Mon-Fri). Final room and House checks. | In Houses |
| 2130 | House registration in Senior Houses. | In Houses |
| 2200 - 2230 | Bedtime routines in Senior Houses (same timings as Mon-Fri). Final room and House checks. | In houses |

SIGNING IN AND OUT HOUSE

Boarders must sign out of House if attending any morning activities 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 HOUSE DURING WEEKDAY EVENINGS

All Boarding pupils are expected to be in their House 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 organized 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 organized 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 same bedtimes. Once 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 Registration 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 organized 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 this 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?