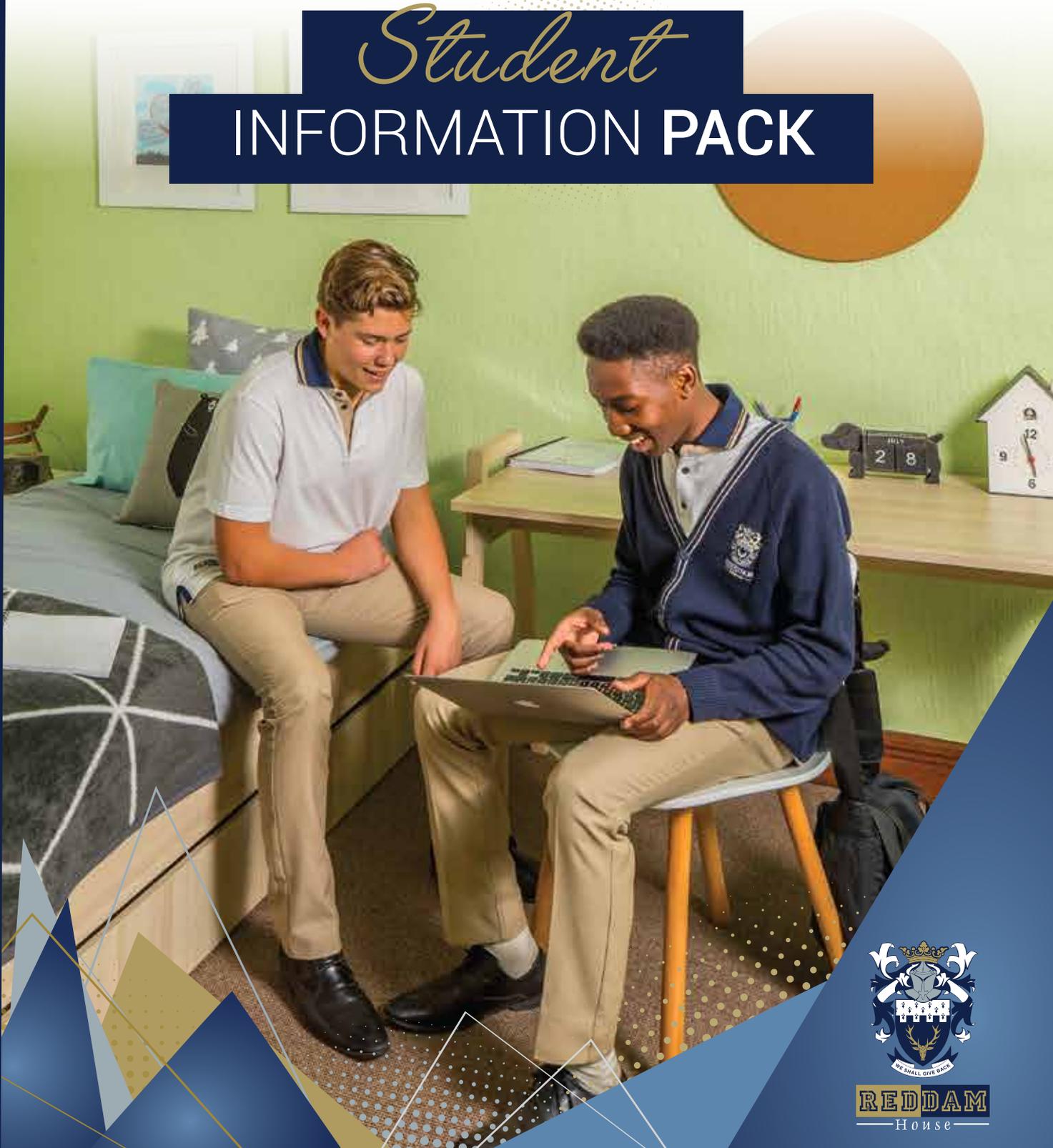


REDDAM HOUSE RESIDENCE

Student INFORMATION PACK

REDDAM HOUSE BOARDING INFORMATION PACK



Student INFORMATION PACK

WELCOME TO BOARDING AT REDDAM HOUSE

Dear Students:

We're thrilled that you have chosen to come and board with us. Starting at a new school and / or being away from home can be a bit daunting as everything is new to you, but it can also be inspiring and full of new opportunities. Hopefully, this guide will help you feel ready to tackle the daily routine and give you some idea of what to expect.

You will quickly become a part of our close community, and you will make lots of friends in the Residence (Res). Residents of all ages enjoy spending time together as a family, with older students offering help and support to those new to our reddam home.

We, the staff team love being part of the Res family and you will always find us willing to lend a listening ear or to help you as you settle in and as you grow through the school. We look forward to warmly welcoming you to our Residence family, and we are sure you will love your time with us.

This brochure explains our unique boarding system to you in detail.

RESIDENCE STUDENT HANDBOOK

The following handbook has been designed to give you a clear idea of your responsibilities and daily routines in our home. Please make sure you are familiar with the contents, as it conveys important information which will give you a good head start.

Please note that these guidelines may change/be adapted by specific campuses over time.



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1. MORNINGS & MEALTIMES - RISE AND SHINE

6:15	Wake up & roll call
6:45	Breakfast
7:30	Return to Res and tidy up / get ready for school
7:45	Go to school (Time dependant on campus)
	Return to Res for lunch (Time depends on school timetable)
	End of school
16:00 - 17:00	Roll call & 1st Prep
18:00	Supper
19:00 - 20:00	2nd Prep / Independent learning
21:00	Get ready for bed
21:30	8 & 9 Bedtime
22:00	10 Bedtime
22:15	11 Bedtime
22:30	12 Bedtime

Once woken up, get dressed and ready to go to the dining hall for breakfast. Res staff are on hand to give any medicines you need just before breakfast and to talk through any last minute arrangements before school.

All the residents eat breakfast together in the dining room.

The choice of food is terrific and varied; favourites are the pastries and eggs and bacon.

Breakfast is served from 6:45.

Back to the Res for roll call and to pick up all you need for your day at school; this is a good time to straighten up too as your room will be cleaned and vacuumed three times a week. If you look after your space and keep it tidy, the cleaners will be able to keep it clean!

OTHER MEALS

We eat most of our meals in the dining room. It is a great place to catch up with friends and find out about their day so far. There is a good choice at lunchtime; a full cooked meal if you want, as well as soup and salads, freshly baked bread, fruit and always a tasty pudding. The lunch menu is on a three-week rotation and is seasonal but if there are any days where you are struggling to find something you like to eat, speak to the kitchen or let your Res staff know so that they can help you. We take pride in listening to student's opinions on food and have a termly food committee meeting to help shape the next term's menu and our General Services Manager is very responsive to your suggestions and concerns. You can always pass your comments directly to the GSM or through your Res Food Committee. Supper is served for residents after 1st Prep from 18:00 in the dining room. Supper is a simpler option with two courses offered with accompaniments and a salad bowl. Res staff join students for supper so we can have a chat about your day before going back to the Res for 2nd Prep.

SNACKS

Sliced fruit is available at morning break from the dining hall at 11 am, and a cake or cookie is served at 15:30 before 1st Prep.

We also have hot and cold drinks, cereal and toast with a variety of toppings available so that you can have something to eat before bed if you are hungry.

2. PREP TIME

During the Prep times students assemble in the Res communal area to study together in a calm and relaxed way. Just as it would be at home, this session is supervised. Prep is a quiet time so that you can concentrate and work on your own, although there is always a staff member who can help you if you need it. Spare textbooks and exam specifications are available so when you have completed your set tasks you can research your upcoming lessons and learn how to work independently. We will support you as you learn how to study and revise yourself.

There are close links between the academic staff, subject teachers, sporting staff, cultural spheres and the Res community to ensure effective communication. In this way, we can make sure that you can balance your academic and other commitments. You also have time to do extra prep later in the evening or at weekends if you want to too.

3. EVENING FREE TIME

The facilities of the school are open to you after Prep, and you may enjoy playing Street Football, Basketball, Swimming etc. Staff often open the dance studio and the music rooms too. On some evenings, we watch movies in the theatre or go on local trips. Of course, sometimes you may want to stay in your Res and watch TV or play games or socialise with friends, or perhaps even just read a book and relax in your room.

4. WEEKEND FUN

There is always a plan for the weekends that you can be involved in. On Saturday you have matches or activity in the morning, and also have time to do your own thing. Some Saturday afternoons you can go to the local cinema and sometimes after supper, you go back to the Res to watch a movie on Netflix or play games. On Sundays, you can spend some time relaxing or doing activity. Weekends are also suitable for spending time with your friends too. We also work closely with you to develop new ideas for trips that you might like.

WEEKEND MEALS

Saturday suppers are always a social affair and sometimes offer a different option to supper in the dining room, for example, braai's in the summer or "subway" style meal brought to the Residence.

WEEKENDS AT HOME OR WITH FRIENDS

We have planned exeat weekends but you may sometimes wish to spend time at home with family or could be asked to stay with a school friend. For the exeats (like the ends of term) you leave on Friday at around 4.00pm and come back on Sunday between 5.00pm and 8.00pm. If you are away from the Res on the weekend, other than an exeat, your Residence Parents will need to know a couple of days in advance so any catering or other arrangements can be made. You may also be invited to stay with a friend, and your Residence Parents will confirm with both your and your friend's parents that they are happy with the arrangements.

WEEKEND ROUTINE

SATURDAY

8:30	Breakfast & register taken
9:00 – 12:00	Activities
12:40	Lunch
14:00	When scheduled, sports matches start (transport will be arranged for away matches)
13:00	Bus departs for various trips
17:40	Supper
19:30	Recreation: Usually a DVD or Video in House.
22:00	all students back into Res
22:30	Room roll call

BEDTIMES

Saturday bedtimes may be altered at Residence Parent's / weekend duty staff's discretion.

SUNDAY

The following times may change depending on the event planned each weekend.

11:30 Brunch – Roll call / Duty staff

SUNDAY ACTIVITY

Events/outings are arranged regularly – all residents attend
(Times vary depending on event).

12.00-17:00 Activities / trips / free time
17:40 Supper
20:00 Roll call

Please note: Sunday bedtimes follow the weekly routine.

At the start of term you should return to the Res between 17:00 and 20:30 on Sunday nights. If you are going away for a weekend make sure to notify your Residence Parents.

5. INFORMATION & GUIDANCE

FULL-TIME RESIDENTS

1. Students stay on the school campus seven days a week except during holidays (including half term). If you wish to stay with a guardian during the holidays, you must contact them to arrange this well in advance.
2. If your parents/guardians wish to take you out on weekends, your Residence Parents must be notified at least 24 hours in advance.
3. By the Monday before each holiday or weekend break, full residents should check that their parents or guardians have contacted their respective Residence Parents and given them the following information:
 - Where you will be staying (full address and contact telephone number)
 - The adult who will be responsible for you while you are away (name and telephone number)
 - Confirmation that adequate transport arrangements have been made
 - Taxis and flights: Residents requiring taxis and/or flights when leaving or returning to the Res should let their Residence Parents know well in advance. Please give passports and tickets to your Residence Parents for safekeeping. Parents' permission is sometimes also needed in writing (emails are accepted) before travel arrangements can be confirmed.
 - If you are staying with a friend, your Residence Parents will need confirmation from both you and your friend's parents/guardians indicating that they are happy with the arrangements.

OVERSEAS STUDENTS

Please note that if your flights arrive you can contact your guardians for collection. They should bring you to the school (not before 5.00 pm please), unless you have an induction afternoon. In this event, please ensure that all parties are informed of your whereabouts.

SUNDAY EVENINGS

- You should return between the hours of 6.00 pm and 8.30 pm. If you are going away for a weekend you must first notify your Residence Parents.
- Please remember that you have to be ready for school on Monday morning.

MANNERS

Please treat others with respect at all times. In particular you are expected to:

- Open the door for someone before being asked.
- Stand up when staff or visitors come into the room.
- Turn off the television or your music when visitors, staff or parents come into your room.
- Stand up while talking to a member of staff or visitor until asked to sit down.

APPEARANCE

Please check the following:

- Clean shoes
- Clean, tidy clothes
- Shirt tucked in (boys)
- Top button done up (boys)
- Tie done up properly (boys)
- Neat hair – no dyed hair/extreme styles permitted
- Neat hair – Tied back (girls)
- No torn clothing
- No jewellery (except for a wrist watch). All clothes must be labelled with your own name
- The proper sports kit must be worn for PE/Games lessons

You may change into casual clothes after 5.30 pm for their evening meal.

Note: if you are going anywhere out of the school grounds you **MUST** be smartly dressed.

DRESS GUIDELINES – BOYS AND GIRLS

- School uniform as per school guidelines

RESIDENCE OUTINGS

During the last week of each term, you will go on a Residence outing. Everyone in your Res has a vote on some options, and you go on the most popular activity. Sometimes you'll have a treat afterwards and go to a restaurant or have pizza for supper.

PHONE CALLS, SKYPE AND FACETIME

You can call their family from the Res on you mobile phones, and we also have a landline. Each Res also has Skype, or you can use the FaceTime app on your iPad. There are plenty of rooms in which you can find a quiet place to call home, and for interviews or conversations where you would like privacy, there is a computer set up in the Head of Residence's office from which you can call. You can call home every day if you want, although when you first start, your Residence Parents may advise on how often they think is enough - to make sure you have enough time to get involved in all the various things going on.

EMAILS AND POST

You are encouraged to write emails and postcards to family and friends. Your friends and family are welcome to send letters and parcels to you too. It's a brilliant surprise to come home from school and find that a special treat has arrived for you!

BIRTHDAYS

Birthdays are always a special occasion for residents. Even if you are missing home on your special day, everyone will make sure you are having fun and enjoying yourself. The whole Res wishes you a happy birthday in the morning meeting and that evening a birthday cake and some special treats are ready for you to celebrate with your friends. Some pupils choose to celebrate by going to a movie with day pupils and fellow residents and we can help you organise that.

COMMUNAL AREAS AND KITCHENS

We enjoy spending time together as a community and maintain warm and welcoming communal spaces. We expect you to be respectful of others at all times, when using headphones and moving sensibly around the areas.

Our cleaning staff work hard to keep our environment pleasant for us to enjoy so we help them by keeping dirty shoes, sports kit or clothing away from furnishings.

Each Res has a kitchen area available to make hot drinks, and snacks. You are welcome to help yourself but please wash up your crockery and leave the area clean and tidy for your housemates.

LAUNDRY

Your laundry will be done in the school laundry if you board on a full or weekly basis. Washing is collected daily and returned clean and pressed ready for you to collect and put away. If you only board for part of the week, then you will take your laundry home with you. Bedding is done once a week, and you will need to change your bed.

It is essential that all your clothes can be both machine-washed and tumble-dried. We cannot do dry cleaning at school although you can drop your things off at the local dry cleaners and pick it up the following week if you wish to. All clothing, bedding and uniform must also be named; this makes life much easier for all of us.

LOST PROPERTY

In a busy Res community, sometimes items will go missing – don't panic! Sometimes clothing will turn up in the laundry or mixed with another student's things. Staff will help you look for anything you have lost, and we have a lost-property box.

FIRE DRILLS

Fire drills happen every term and are good practice in case there is ever a real one. If you hear a fire alarm and you're in bed, or in the shower, put on your dressing gown and slippers and then move sensibly out of the Res as soon as you can. If other people are asleep in your room, then you wake them up before leaving. After you leave the Res, you go and meet everybody outside and line up with your Res mates in the assembly area. Staff will always check that everyone is out of bed and safe before they leave the house. Each room is fitted with a smoke detector, and re extinguishers are positioned around the House. Please get to know all the fire exits in your Res, and remember these should never be blocked by furniture or any other item, including litter bins, bags etc. as these could prevent a quick exit.

POCKET MONEY

You will probably want to bring some pocket money with you to buy toiletries and treats etc. You are encouraged to open a bank account with a debit card facility and ask your parents to provide a small sum of money to pay for sundry items and outings during the term, this is safer than having large sums of money on your person. The Residence Staff cannot be held responsible should you lose any cash whilst at school or in the Res.

VALUABLES

You will hand in your phones and other electrical devices overnight so they can be charged. It also prevents the temptation to be looking at them when you should be getting some well-earned rest. All electrical items should be labelled to stop them getting lost, and we ask your parents to give us a list of all of your devices so we can keep track of them as we take them in and give them back. Your passport will be kept safe by the houseparents.

CLOTHING

If you bring with you sufficient amounts of both uniform and non-uniform clothing, this helps to alleviate stress on a morning! We are sure you are going to be proud of your school, and when wearing your uniform, we ask that you follow the appearance code of the school at all time. The proper sports kit must be worn for physical education lessons. No exceptions will be made.

WEEKENDS AT HOME AND EXEATS

Our full-time residents stay on the school campus seven days a week except during holidays and exeats when they will either return home to parents or stay with their guardians. If you need transport to and from the airport then we are happy to help you with taxis with enough notice or your parents can book these for you directly.

CARS

If you bring a car to school, then we must have written permission from your parents or guardians. Sometimes, another student may offer to give you a lift, but we must always have permission from your parents or guardians to travel as a passenger with another student driving. We'll keep your car keys safe, so please hand them into the Residence Parents.

SCHOOL PROPERTY

Any breakages/damages must be reported to a member of staff. You are liable if you damage school property.

WELLBEING

As this is your home in term time, we want to create an environment where everyone can achieve their best in a nurturing and supportive atmosphere. We expect everyone to show respect and care for other students and staff members. We enforce respect and care for other students. Students who bully or distress other students may be expelled.

MEDICAL NEEDS

We have a medical staff on the campus with access to dentists, doctors and hospitals in the vicinity.

If you are injured or taken ill during the day, a member of the school staff will help you. If you are unwell in the evening, then the member of Res staff will come and help. If you are injured or taken sick during the day, they should tell any available member of staff that they are unwell. The teacher in charge will send you to the medical centre, (or directly to hospital should this be deemed necessary) and inform you Res parent(s). If taken ill in the evening, you should let the member of staff on duty know immediately. If this occurs after 11 pm, a resident member of staff must be contacted/made aware of the situation immediately. We have private rooms available in the Res if you are unwell overnight, and we'll contact your parents or guardians to come and collect you if you do not feel better the next day or have something which may infect the rest of the Res family.

SOMEONE TO TALK TO

There are lots of people you can talk to: friends, peers, prefects, your matron, your Res parents, or any other member of staff you like and trust. We recommend speaking to your Res parents or a tutor as they have lots of experience and may be able to solve your problem very quickly. Our teachers and Res staff are always available to support you when you are in need and are happy to spend time talking through any difficulties. Res staff frequently communicate with your tutors and teachers so we can have a holistic overview of your life, in school and out. When more specialist advice is needed, our school counsellor, or local counselling service, can offer support and out of hours we have an independent listener who is available for you if you are in distress. All of the contacts are listed on your house noticeboard, or the house staff will help you make contact. If there is anything that worries you before your arrival or during your stay in the Res, please let us know. Sometimes just talking about things can make them less of a worry, and often others will be able to help, or at least be some comfort!

NOT ALLOWED

We do not allow chewing gum, aerosols (use roll-on deodorant), weapons (knives, firearms, catapults, BB guns, knuckle-dusters and martial arts equipment), fireworks, bangers, stink bombs, and X-rated movies and games in the houses. Items including digital TV decoders, kettles, toasters, fridges (and any other heating or cooking equipment) are not allowed in your rooms.

SECURITY OF POSSESSIONS

- If valuable items such as iPods, laptops etc., or large sums of cash are brought into the house, they remain the sole responsibility of the owner.
- It is recommended that you bring a lockable tuck box and a separate, small padlock (for your desk cupboard) to the Res with you.
- We recommend that you use your lockable tuck box to store items such as cosmetics, snacks etc.

SAFEGUARDING

Every member of staff that works at Reddam House is committed to safeguarding and promoting the welfare of children and young people. This means that we will take steps to protect you from maltreatment, look after your health and development, provide safe and effective care and take action to enable you to have the best outcomes. We are a listening school and we will always help you if you are worried about a situation or a person. If you want to talk to our designated safeguarding lead you can do so at any time.

YOUR STUDY/DORM

You complete an inventory to record the condition of your room at the start of each term. Your study will be checked periodically and any damage will be charged for.

CLEANING

You are expected to maintain a clean and tidy study/room at all times. Your study will be cleaned and vacuumed at least once a week. Please assist the cleaners by making their job as easy as possible. If you look after your room and keep it TIDY the cleaners will be able to keep it CLEAN!

This means that before lessons start you need to ensure the following:

- The floor should be clear of clothes/litter, etc.
- Your bed should be made and kept clear throughout the day.
- Your curtains should be left open.
- Hang up clothes in your wardrobe or put them away tidily in drawers.
- Litter: in your litter bin and nowhere else.
- Keep cups, plates etc. in your house kitchen not in the room.
- Switch off your lights, stereo etc. whenever you leave your room.
- Hair straighteners, hair dryers etc. should be UNPLUGGED when not in use.
- Hair straighteners should be placed on a heat-proof mat, so they do not damage surfaces.
- Common rooms are a recreational area for ALL to enjoy – Please make sure that if you are the last to leave, the TV is turned off, chairs are left neatly and that the room is clear of litter. Duty lists and rotas will be published by the Head of Residence.

KITCHENS

You may use your house kitchen area at your Res parent's discretion to make hot drinks, snacks etc. There are very strict health and safety regulations which dictate that kitchens MUST be kept neat and clean at all times. It is your responsibility to clear up after yourself – the Health and Safety Committee has the power to close any unhygienic kitchen!

Anyone using a kitchen should ensure:

- Care and attention at all times
- Appliances are used appropriately
- It is left clean and tidy
- Taps, lights, appliances etc. are turned off when not in use.

It is the responsibility of the Res Leaders to organise and monitor cleaning rotas for their Res kitchen. This is usually displayed on the notice board or kitchen door.

MUD AND DIRTY SHOES/GAMES KIT

All dirty shoes must be cleaned BEFORE being brought into the building (whether you are wearing them or not!). Dirty kit should be kept away from other clothes and put in the laundry as soon as possible. Studded boots are not to be worn in the Res – clean or not.

MUSIC AND GENERAL NOISE

You may listen to music etc. in your room / study during "free time" until lights-out as long as:

- It does not disturb anyone else (including staff).

- It contains no “offensive” lyrics.
- Headphones are used during preps (at staff discretion).

COMPUTERS/PHONES - HARDWARE AND SOFTWARE

You may have a PC, laptop in their room on the following understanding:

- It is a privilege that may be removed at any time, for any reason, at the Resparent's discretion.
 - Your computer, laptop, games console and software will be removed permanently if you are thought to be using it inappropriately, or if unsuitable material is found.
- NB: Computer games, laptops, games consoles, mobile phones and social networking or file sharing sites must not be used during prep time or after lights out. Persistent offenders will have their equipment confiscated until further notice.

BALL GAMES

Ball games in the Res are not allowed. This includes bouncing, kicking, hitting, rolling or passing balls around. Please also ensure that you do not play ball games close to the House – broken windows can be dangerous and expensive to replace.

BEHAVIOUR AND DISCIPLINE

Serious incidents will be recorded in your personal file and forwarded to the Head of Residence / Deputy Headmaster.

Sanctions NOT ALLOWED:

- Corporal Punishment / Deprivation of food, drink or sleep/intimate body searches.

Sanctions ALLOWED:

- Gating
- Withdrawal from house activities/outings
- House detention
- Confiscation of property – eg. mobiles/electronic games etc. (usually 24 hrs)
- Extra Res duties
- Temporary exclusion from Residence (Only the Deputy Head can authorise this.)

6. FIRE PROTECTION EQUIPMENT

FIRE ALARMS AND SMOKE DETECTORS

Please read and note the fire instructions posted on the notice boards and study rooms carefully. Follow them quickly and calmly in the event of a fire alarm - your life could depend on it. Each room is fitted with a smoke detector and fire extinguishers are positioned around the Res. It is both stupid and illegal to tamper with fire safety equipment. Anyone found tampering with any fire safety notices or equipment will be fined and may also be prosecuted.

FIRE EXTINGUISHERS

These must remain in their emergency locations at all times. Res Leaders should check that fire extinguishers are not removed or tampered with. It is everyone's responsibility to ensure that these are not tampered with unless there is a real fire.

Anyone who deliberately tampers with a FIRE EXTINGUISHER, FIRE EXIT or 'EXIT' sign will be fined and may be prosecuted.

WHO'S WHO?

RESIDENCE PARENTS

Your house parents are in charge of your overall welfare throughout your time at Reddam House. Their role involves checking that you are making good use of your time, and that you are generally well-behaved and happy. They will probably get to know you quite well during your time at Reddam and will inevitably be there if you get into trouble or hit a 'rough patch'!

RESIDENT ASSISTANTS

Our house tutors live and work in the Residence.

RESIDENCE LEADERS

This group of responsible senior students report directly to the houseparents and help to implement the smooth running of the House systems on a day-to-day basis. Please turn to them for assistance, should you need to.

Becoming a Residence leader yourself is a highly prestigious role in the Residence structure. Responsible and caring students will be rewarded by earning this title if houseparents deem they have earned it.

AND FINALLY... some helpful advice from our boarding family

"As a boarding community we try to create an environment that lets your best outcome, so you can leave Reddam House having had the opportunities allowing you to achieve your goals and be fully prepared and equipped for the next phase of your exciting life!"

"Get stuck into all of the activities and things that go on in the school and Residence.
The busier you are, the less homesick you will be."

"Don't be afraid to ask questions; we have all been new once!
Get to know everybody in your community, be brave and sit with a different person for lunch and supper each day. More faces that feel familiar will help it feel like home."

"Share your worries."

"Work hard and play hard. Make the most of every opportunity; there will be lots of them."

"Try something new while you are here."

