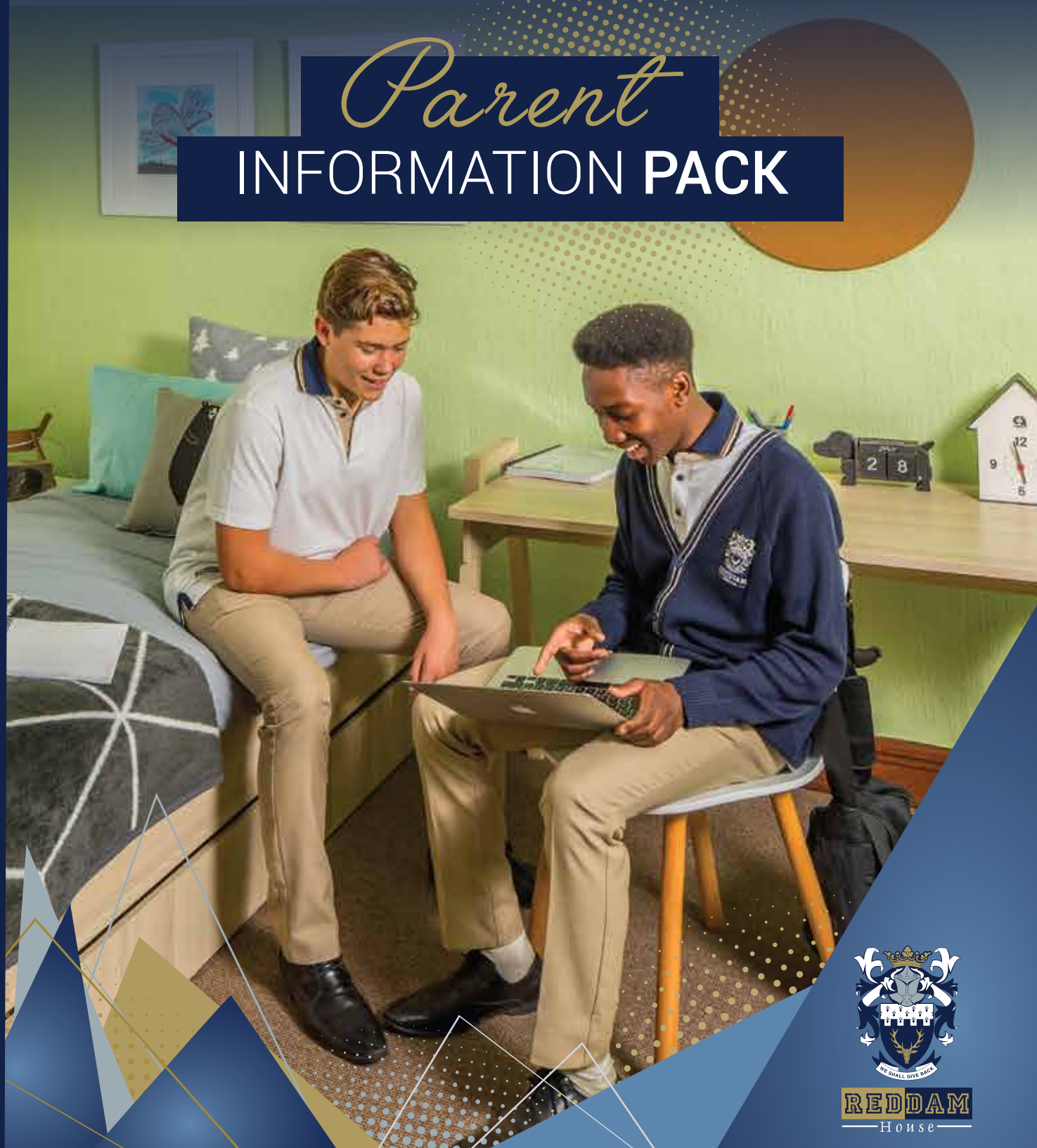


# REDDAM HOUSE RESIDENCE

REDDAM HOUSE BOARDING INFORMATION PACK

## *Parent* INFORMATION PACK



**REDDAM**  
House

# Parent INFORMATION PACK

## WELCOME TO BOARDING AT REDDAM HOUSE

Dear Parents:

We find that students embrace the boarding experience because we strive to create a "home away from home" feeling while providing outstanding opportunities for your child. These include: cultural, environmental, academic, careers-orientated and technological opportunities.

Residents are exposed to a rich and balanced portfolio of experiences at Reddam House Boutique Boarding Residences. We arrange many recreational and educational school trips and outings on a weekly basis. We are at pains to instil meaningful values and good behaviour. Respect and consideration for others is the cornerstone of our philosophy.

Rest assured that your son/daughter will not only enjoy their time with us, but will thrive and blossom in this highly stimulating environment.

## BOARDING VALUES

Mutual regard for one another, honesty, fairness, humility, kindness, courtesy and compassion.

We value personal responsibility and consideration of the boarding community.

Boarding community values include self-improvement, discipline and hard work.

## INTRODUCTION

Our boarding community strives to create a homely yet structured atmosphere for our resident students. We believe this allows them to achieve their best in all spheres: academic, sporting and cultural. We try to create a feeling of home life by including small details such as baking homemade treats for the students to enjoy, or arranging special cultural evenings. On these occasions, dishes from a certain country are prepared and enjoyed by our residents. Organised movie nights after prep allow the students can relax and recharge. Every half term there are also scheduled recreational outings.



# RESIDENCE STUDENT HANDBOOK

The following handbook has been designed to give you a clear idea of your responsibilities and daily routines in your Residence. 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. IMPORTANT INFORMATION FOR RESIDENTS

## **POCKET MONEY**

Each student is encouraged to open a bank account with a debit card facility and parents are asked to provide a small sum of money to pay for sundry items and outings during the term, rather than allow students to have large sums of money on their person. The Boarding Staff cannot be held responsible should a student lose any cash whilst at school or in the residence.

## **SCHOOL PROPERTY**

Any breakages/damages must be reported to a member of staff. Parents are liable if a student damages school property.

## **RESPECT FOR OTHER STUDENTS**

We enforce respect and care for other students. Students who bully or distress other students may be expelled.

## **UNIFORM**

The proper sports kit must be worn for physical education lessons. No exceptions will be made.

## **ILLNESS OR ACCIDENT**

If students 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 the sick or injured student to the medical centre, (or directly to hospital should this be deemed necessary) and inform Residence parent(s). If taken ill in the evening, students 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.

## **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 Residences. 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 Residence, they remain the sole responsibility of the owner.
- It is recommended that the student bring a lockable tuck box and a separate, small padlock (for their desk cupboard) to the Residence with them.
- We recommend that they use your lockable tuck box to store items such as cosmetics, snacks etc.

# 2. INFORMATION & GUIDANCE

## **ACADEMIC**

During prep times students are monitored. Supervisors check work being done and whether assistance is required. All staff members are aware of when homework has been set and when it is due, so each individual is challenged (and supported) to achieve their best. The last hour of prep is dedicated to independent learning. This system teaches and trains the students how to study/conduct research by themselves. There are close links between the academic staff, subject teachers, sporting staff, cultural spheres and the boarding community to ensure effective communication. Overloading students is strictly avoided.

The Residence will have, per year group and per subject:

- A file of subject requirements
- Each student will also be provided with an empty research file to fill with extra research when they have completed their prep. This file is cleared and filed into the correct subject category each half term. This enables residence staff to know exactly where in the syllabus the student is in order to structure confined prep sessions going forward.

## **FULL-TIME RESIDENTS**

1. Students stay on the school campus seven days a week except during holidays (including half term).  
If you wish them to stay with a guardian during the holidays, you must contact them to arrange this well in advance.
2. If parents/guardians wish to take their son/daughter/ward 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 time residents should check that their parents or guardians have contacted their respective Residence parents and given them the following information:
  - Where they will be staying (full address and contact telephone number)
  - The adult who will be responsible for them 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 school should let their Residence parents know well in advance. Please give passports and tickets to your Residence parent for safekeeping. Parents' permission is sometimes also needed in writing (emails are accepted) before travel arrangements can be confirmed.
  - If they are staying with a friend, their Residence parents will need confirmation from both you and their friend's parents/guardians indicating that you and they are happy with the arrangements.

### **OVERSEAS STUDENTS**

Please note that if your flights arrive early, 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**

- Residents 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 they have to be ready for school on Monday morning.

### **MANNERS**

Please treat others with respect at all times. In particular they 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
- 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

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

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

### **DRESS GUIDELINES – BOYS AND GIRLS**

- School uniform as per school guidelines

### **GAMES**

All students are expected to attend games sessions wearing their full games kit. Their work rotas is determined by the staff member in charge. The Residence is out of bounds at this time.

### **CARS**

Written permission must be given to Residence parents in advance by both parents / guardians before any student will be allowed to travel as a passenger with another student driving. Car keys will be stored (kept safe) by Residence parents.

### **MOBILE PHONES**

There are strict rules that apply to the use of mobile phones.

NB: Personal mobile phones should only be used outside scheduled lesson times. It is recommended that during the day phone should be kept in a secure place, i.e. in your study/room/Residence parents lock-up tech.

### **LOST PROPERTY**

If they have lost something, they should first conduct a thorough search of the missing item. Then they should contact the Residence parents and/or the tutor on duty for assistance. (Items that are left lying around are sometimes removed and find their way to e.g. the laundry). The staff will be able to help determine whether this has happened or not.

## **3. RESIDENCE RULES**

### **YOUR STUDY/DORM**

They need to complete an inventory to record the condition of their room at the start of each term. The study will be checked periodically and any damage will be charged for.

### **CLEANING**

The expectation is that study/rooms should be clean and tidy at all times. The study will be cleaned and vacuumed at least once a week. They are to please assist the cleaners by making their job as easy as possible. If They look after their room and keep it TIDY the cleaners will be able to keep it CLEAN!

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

- The floor should be clear of clothes/litter, etc.
- The bed should be made and kept clear throughout the day.
- The curtains should be left open.
- Hang up clothes in their wardrobe or put them away tidily in drawers.
- Litter: in the litter bin and nowhere else.
- Keep cups, plates etc. in the Residence kitchen not in the room.
- Switch off your lights, stereo etc. whenever they 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.
- Lounges are a recreational area for ALL to enjoy – Please make sure that the last to leave turns off the TV, 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**

Use of the Residence kitchen area is at the Residence parents' 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 their responsibility to clear up after themselves – 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 Residence Leaders to organise and monitor cleaning rotas for their Residence kitchen. This is usually displayed on the notice board or kitchen door.

### **SCHOOL LAUNDRY SERVICE**

The laundry trolley's location will be indicated to them on their arrival.

- It is their responsibility to ensure that they have enough clean clothing to always appear presentable.
- Also ensure that their dirty clothes (uniform and mufti/casual clothes) are put in a labelled laundry bag and left in a laundry trolley on the specified day each week. Collect clean laundry the next evening (see list published on Residence notice boards).
- Label all items clearly and collect the clean laundry promptly. Any item which is not named will have a nametape sewn on while at the laundry and a charge will be added to your bill.

- Any student without a laundry bag should ask their Residence parent for a new one and it will be provided at a charge.
- At the start of each term, please give the school laundry a supply of spare nametapes for their clothes.
- Dirty socks must be pinned together (pins provided).
- Please separate white and coloured socks.

All Residents may use the laundry service for their games kit twice a week. Games kits should be placed in the smaller white laundry trolleys (see Residence notice board for days and times). They can collect it at lunchtime on the following day. This is designed to ensure that they always have CLEAN KIT for match days - no excuses!

Residents are to please remember to put their sheets and duvet/pillow covers into their normal laundry bag (ideally every week – they should have 2 sets!)

Dry Cleaning - there is no facility for dry cleaning within the school laundry. Please consult Residence staff if such a service is required.

### **MUD AND DIRTY SHOES/GAMES KIT**

All dirty shoes must be cleaned BEFORE being brought into the building (whether they 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 Residence – clean or not.

### **MUSIC AND GENERAL NOISE**

Residents 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**

Residents 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 Residence parent's discretion.
- The computer, laptop, games console and software will be removed permanently if they use 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 Residence 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 Residence – broken windows can be dangerous and expensive to replace.

### **BEHAVIOUR AND DISCIPLINE**

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

Sanctions NOT ALLOWED:

- Corporal Punishment / Deprivation of food, drink or sleep/intimate body searches. Staff must be familiar with guidance in the Physical Restraint Policy.

Sanctions ALLOWED:

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



## 4. FIRE PROTECTION

### FIRE ALARMS AND SMOKE DETECTORS

Residents are to read and note the fire instructions posted on the notice boards and study rooms carefully. They are to follow them quickly and calmly in the event of a fire alarm - their life could depend on it. Each room is fitted with a smoke detector and fire extinguishers are positioned around the Residence. 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 EXITS

Residents are to get to know all the fire exits in their Residence.

Fire exits should never be blocked by furniture or any other item, including litter bins, bags etc. as these could prevent a quick exit. Combustible materials could also spread the fire and cause a "fire trap", preventing escape so please remove these wherever possible.

### FIRE EXTINGUISHERS

These must remain in their emergency locations at all times. Residence 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.

## 5. DAILY RESIDENCE ROUTINE

### MORNINGS

All Residents are expected to attend breakfast every day. Residence electives are responsible for checking that all members of their Residence are correctly dressed at meal times and around the campus. They are also responsible for making sure that students keep the Residence neat and tidy during the day.

6:15	Wake up & Roll Call
6:45	Breakfast
7:30	Return to Residence and tidy up/get ready for school
7:45	Go to school (Time dependant on campus)
	Return to Residence 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

### EVENING ROUTINE/BEDTIMES

This is supervised by the Residence Leaders, Residence parents, and the Tutors/Assistants on duty.

### SIGNING OUT DURING FREE TIME IN THE EVENINGS

If residents leave the Residence at any time after evening prep, they must sign out on the signing-out/in sheets by the main entrance, indicating exactly where they are going. This is an essential legal requirement in case of a fire or other emergency. They must also sign in again on their return.

### PUNCTUALITY

Times are given for a reason. There will be no exceptions and punctuality is strictly enforced. Residents who arrive late will be sanctioned.

## TELEVISION

You may watch television in their Lounge after prep. They are to ensure that the television set is switched off if they are the last person to leave the room.

## OUTSIDE EMPLOYMENT

This will only be allowed at the Residence parents' discretion.

# 6. WEEKEND ROUTINE

## 6. 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 Residence.
22:00	all students back into the Residence
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
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### SUNDAY ACTIVITY

Church will be arranged for students who would like to attend services.

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 Residence between 17:00 and 20:30 on Sunday nights. If they are going away for a weekend they make sure to notify the Residence parents.

### EVENINGS AFTER PREP AT REDDAM BOARDING RESIDENCE

Volleyball  
Street Football  
Netball  
Table Tennis  
Various Trips  
Projector in Lounge (Extra Lessons/Motivational Videos etc)

## 7. ADVICE, SUPPORT AND COUNSELLING

If there is anything that worries them prior to their arrival or during their stay in the Residence, 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!

There are lots of people they can talk to: friends, peers, prefects, your matron, their Residence parents, or any other member of staff they like and trust. We recommend speaking to their Residence parents or a tutor as they have lots of experience and may be able to solve the problem very quickly.

### WHO'S WHO?

#### **RESIDENCE PARENTS**

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

#### **RESIDENT ASSISTANTS**

Our Residence tutors live and work in the Residence during periods that they are on duty. In addition, several other assistants visit the Residence once or twice per week to help with academic support.

#### **RESIDENCE LEADERS**

This group of responsible senior students report directly to the Residence parents and help to implement the smooth running of the Residence systems on a day-to-day basis. They can be turned to for assistance.

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

