



# A Guide to Boarding for Pupils and Parents

2024/2025



## Brodwell House & Miller House Handbook

## Contents Page

A Message from Mr King - Assistant Head (Boarding & Compliance)	3
Boarding Principles and Pastoral Policy & The Philosophy of Boarding at Woodhouse Grove	5
Pastoral Care, Communication & Monitoring	5
Welcome to Brodwell & Miller House	6
The Boarding Staff	8
Communication	10
Settling in	12
Day in the Life of a Boarder	13
Privileges, Behaviour, and Sanctions	16
Health, Safety, and Security	18
Personal Standards	20
Boarders' Welfare	22
Appendices	29
<b>Appendices</b>	<b>23-40</b>

**(This contains example documents. The most up to date are displayed on the Head of Boarding noticeboard in each boarding house):**

1. Anti-bullying Policy
2. Attendance Policy
3. Behaviour Policy
4. Boarding Rules
5. Complaints and Worries Policy
6. Independent Listener
7. Dress Code Policy
8. Medical Care Policy
9. Rewards, Privileges, and Sanctions Policy
10. Routines and Timings
11. School Site Map

## A Message from Mr King - Assistant Head (Boarding & Compliance)

Boarders at the Grove are constantly provided with stimulating and challenging experiences. They may choose to play and practise music; research in the library; rehearse a play or play Sport for the School or a local team. Boarders also have the opportunity to participate in one of our many exchange programmes; work out in the recently refurbished fitness suite; swim lengths in the Jubilee pool or just relax and drink hot chocolate with friends in the House kitchen. These are just a few activities that represent the diversity and richness of boarding at Woodhouse Grove School, and it is this, coupled with the strong academic standards that attract people from all over the world. They join a boarding community that celebrates traditional values, while embracing a tolerance and understanding and learning from each other's cultures and customs.



Young people today face increasing pressures to compete at top universities and rewarding careers. Academic qualifications alone are not sufficient to guarantee success in the wider world. Maturity, confidence, versatility, self-discipline and self-motivation are all qualities needed to achieve their full potential and boarding at WGS can provide a unique environment in which to develop these qualities. If you walk around the school, you will meet confident, motivated boarders, studying hard, expressing their opinion and taking an active part in School life and a keen interest in the wider world.

Boarders flourish in the homely atmosphere of Brodwell (Boys) and Miller (Girls) receiving all the individual attention they need whilst being given enough space to mature rapidly, form close friendships, take on responsibilities and discover new talents.

Although each of the Houses is unique in character, they share certain values. A caring and secure environment is maintained by resident House staff and all boarders have their own personal House Tutor to whom they are able to turn for guidance and support. Each House also offers modern amenities, kitchens for snacks and drinks, well-appointed and recently refurbished bedrooms and relaxing common rooms. All boarders have either double or single rooms. Our single bedrooms are prioritised for year 13's but there is no guarantee that each year 13 will have a bedroom to themselves as we are a popular boarding school, and a number of our community might want to share even in their final year of school.

A full and varied weekend boarding activities programme is organised for all pupils, whilst senior boarders are given greater freedom to make their own weekend plans, although these must be approved and monitored by staff. Boarders can arrange leave to visit parents or friends with the Houseparent during any weekend. Visitors and overseas parents are always welcome at the Grove.

The health, safety and welfare of all boarders are an absolute priority. The school has its own Medical Centre. The School Nurse oversees the medical care and pupils may visit the local doctor when necessary. Boarders are provided with a suggested list of people to whom they can turn if they need help, and they are also

introduced to the Schools Independent Listener. ISI regularly inspects the school's boarding provision against a set of carefully defined welfare standards.

All boarding Houses share a busy timetable. After a morning call all boarders meet for breakfast in the School Dining Hall between 07:30 - 08:00. This is followed by individual House routines and then boarders join day pupils in the school for registration and lessons. After the working day, there are drinks and snacks available in Houses, followed by the option of participating in a wide range of co-curricular activities, visiting friends, booking out to the local shops, watching television or simply relaxing.

For many pupils the structure of boarding life is especially helpful for studying. After supper every evening there is a designated prep period that is supervised by a member of boarding staff. The School IT facilities and library are available to boarders during the evening along with a small group of boarders working alongside a member of staff.

The international dimension is a central characteristic of boarding life at the school. Many of the boarders come from within the European Union but we also welcome boarders from much further afield such as China, Fiji, Barbados and Hong Kong. Living in close proximity with different nationalities promotes a tolerance, understanding and respect for other people's views, cultures and traditions.

The spiritual side of School life plays a very important role as we work together to bring about a happy and caring school community. Woodhouse Grove welcomes all religious dominations and encourages tolerance as well as personal faith. The school has a weekly chapel service, and boarders are free to attend any of the local churches.

## **Boarding Principles and Pastoral Policy**

The aim of the pastoral system in the boarding community is to provide each individual pupil with a stable environment within which they can develop academically, socially and physically.

For this to be achieved we believe that a caring, consistent and tolerant environment must be sustained, so that all pupils will be able to express themselves freely.

We also aim to ensure that each individual pupil is actively encouraged to be involved as positively as possible in the school community, academically and outside the classroom.

## **The Philosophy of Boarding at Woodhouse Grove School**

### **Identity, Equality & Fairness**

All pupils are encouraged to be individuals and their contributions are seen to be valued. An open and inclusive attitude by all boarders is expected and any comment that suggests otherwise is challenged. All punishments and disciplinary measures are designed to be consistent and to show no favour.

### **Monitoring & Supporting**

The combination of tutors and resident staff provides for proper monitoring of each individual's progress academically and socially. Support is given both academically and socially within the formal framework of the house system and informally by the contact with duty staff.

### **Development of Positive Attitudes & Social Skills**

Each member of each house has a clear responsibility for promoting a positive attitude to our school and the wider community. All pupils and staff are encouraged to be as active as possible in promoting positive attitudes from academic work to co-curricular activities to community service. A polite and caring attitude is expected of both pupils and staff alike. Mutual respect and tolerance are positively fostered.

### **Involving Parents in Learning and in the Life of the House**

There should be contact with parents on a formal basis each academic term. The letters/emails written, where necessary, would be followed up with telephone conversations about difficulties/ successes. Parents should be encouraged to come into the house and chat with staff. Parents should be actively involved in all subject choices and problems will be discussed with them by phone/email or in person before any written communication is entered into.

### **Provision for Emotional, Physical and Social Needs**

We aim to provide clear guidance and help to all pupils regarding their needs whilst with us. The use of tutors and assistants in addition to house parents is designed to give all pupils someone they feel able to talk to over emotional issues.

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share our commitment.

## **Pastoral Care, Communication and Monitoring Progress**

The boarding Houses are each staffed by a Houseparent and House tutors who are academic staff. Although pupils should consider their boarding House to be their 'home' during term time, regular contact with parents and guardians is encouraged by the school, and House staff are always prepared to make appointments to see parents and guardians. We are flexible in our arrangements for parents to visit the House and they are always assured of a warm welcome.

## Welcome to the Houses

This handbook is intended to be a useful reference document to help you settle into the school and also to answer some of the many questions you will no doubt have. Much of this information is also in the “Welcome to the World of Woodhouse Grove School” and the “Rough Guide to Boarding” booklets you will have received previously.

Of course, should you not find the answer to questions you may have, then do not hesitate to ask somebody. All the House Staff and other pupils will be very willing to help you wherever possible and your Houseparent will have written to you before you arrived to ensure that you have all the contact email and telephone numbers.

### Brodwell House



Brodwell House is the Boys house, and 44 pupils can live in the house along with up to 20 in Brodwell Annexe (the majority in twins with some singles if space is available). The Brodwell bedrooms are twin rooms, and each room has its own en-suite shower room. There are three floors to the house.

The ground Floor has the social areas including WIFI, two television rooms (one with Satellite TV and X-Box), a games room, a kitchen and the staff office. The Houseparent also lives on this floor. The 1st Floor has 11 bedrooms, a kitchen, a games area with X-Box and table tennis, the housekeeper’s room and a boarding tutor’s flat. The 2nd Floor has 11 bedrooms, a kitchen with washing/drying machines, a communal study room, a bathroom and a boarding tutor’s flat.

### Head of Boys Boarding (Mr Dobson)



Brodwell House has been my home ever since I started working at The Grove in September 2017. Over the past 7 years, I have learnt first-hand about how special and rewarding living in and amongst a boarding community can be. It is fantastic to see young people from all over the world, with such diverse cultures and life experiences, come together to live under one roof and take learning well beyond the classroom. I have been Head of Boys' Boarding and running Brodwell House since 2022.

Within the day school, I teach PE & Maths - taking a netball, football, and cricket team in each of the 3 terms. I also run the school’s basketball club and can often be found helping with Duke of Edinburgh. Highlights of my time here at the school have been the trips to Costa Rica, Uganda and Iceland, all of which were truly unforgettable experiences.

Outside of school, I enjoy playing padel and mixed netball, however hockey is my main sport, having coached Leeds Hockey Club in the National League. I like to travel in the school holidays and explore as many parts of the world as possible. I love learning about other people’s cultures, hopelessly trying to understand new languages, and most of all – trying new cuisines. I have been known to undertake a couple of crazy fundraising challenges, including cycling from Leeds to Paris, and running 5 marathons in 5 days!

I live at school with Miss Dudley, and our cockapoo Ernie. We love being a part of this truly wonderful boarding community and seeing the young people at our school develop during their time here.

## **Miller House**



Miller House is a 41-bed Girl's house. It is split into 3 corridors – South, Macreanor and Warburton. South has a common room with a Satellite TV and a kitchen along with a mixture of single, twin bedrooms and a triple room. The bathroom has shower cubicles, a bath, toilet facilities and wash basins. One of the resident tutor's lives on this floor. The main entrance corridor is part of the South and is also used as a communal space with sofas, a bookcase for reference and fiction books, noticeboards and boarders' artwork.

Macreanor Floor has the largest common room and has access to Satellite TV. The kitchen area has a breakfast bar and also a communal table and chairs. There are twin bedrooms and a bathroom with shower cubicles, toilets and wash basins, plus laundry facilities on this floor. A boarder's tutor flat is within Macreanor along with a kitchen for the boarders to use.

Warburton Floor has a boarding tutor's flat, large twin bedrooms with wash basins and there is a bathroom with shower cubicles, toilet facilities, a separate bath and wash basins. Miller girls are generally in twin bedrooms with the occasional triple bedroom.

## **Head of Girls Boarding (Mrs Bradburne)**

I began teaching in 2002 in a large state school. I became Head of PE after 3 years, before moving on to Shrewsbury School as Head of Girls' Games in 2007. This is where I got my first experience of boarding and I soon realised this was the area I wanted to be in. I spent 13 years at Shrewsbury and was involved in boarding throughout that time, becoming Assistant Housemistress and taking charge of 60 senior pupils. From here I got a Housemistress position at Ashville College, running the junior boarding house. It's such a privilege to be part of a boarding community and I love the variety it brings, from weekend trips to impromptu fashion shows; quiet chill time to house plays, there is always something going on and I can't wait to experience all that Miller House has to offer.

I am married to Dominic, who is the Director of Sport at Woodhouse Grove, and we have two children, Noah and Darcie. We love anything to do with the outdoors, with sport playing quite a large part as you can imagine!



## The Boarding Staff



**Mr D King**

Lives on-site, Assistant Head (Boarding & Compliance).



**Mr M Dobson**

Lives in Brodwell House,  
Head of Boys' Boarding (Brodwell Houseparent)



**Mrs N Bradburne**

Lives in Elam Cottage,  
Head of Girls' Boarding (Miller Houseparent)



**Miss J Wood**

Lives off-site,  
Boarding Administrator & Travel Co-ordinator.



**Rev R Drost**

Lives on-site,  
School Chaplain



**Mr O Tennant**

Lives in Brodwell,  
Resident Boarding Tutor



**Mr T Hicks**

Lives on-site,  
Boarding Tutor



**Mr C Jackson**

Lives on-site,  
Boarding Tutor



**Mr T Walker**

Lives in Brodwell,  
Resident Boarding Tutor



**Miss P Winks**

Lives in Miller,  
Senior Boarding Tutor



**Miss J Myers**

Lives in Miller,  
Resident Boarding Tutor



**Miss S Crawford**

Lives on-site,  
Boarding Tutor



**Ms L Evers**

Lives on-site,  
Boarding Tutor



**Miss R Munro**

Lives in Miller,  
Resident Boarding Tutor

## **Heads of Year**

The academic progress of pupils is monitored by Heads of Year, who have an overview of all academic matters. They should be the first point of enquiry if a parent requires clarification or explanation. Head of Year and School teachers liaise with House Staff who support their tutees appointed in the boarding house.

## **House Tutors**

Each boarder has a House Tutor who oversees the social development of the pupil and monitors their progress. House reports are prepared by the House Tutor and sent to parents for their retention at the end of each term. Through daily contact and regular tutorials, the House Tutor builds up a relationship with each tutee and provides help, encouragement and support whenever necessary.

## **Pupil Problems**

If pupils have any problems, they wish to discuss they should contact their Houseparent, their House or Form tutor or indeed any member of staff. Each pupil is advised to read the pamphlet which details the names of suggested people they may wish to contact when in need of help or guidance, including the contact details of an Independent Listener. This is displayed on the Head of Boarding Notice board in each House.

## **Pupil Complaints**

If a boarder wishes to make a complaint the procedure is explained fully in the information sheet 'Worries and Complaints – A Guide for Boarders', which is displayed on the Head of Boarding Notice Board at all times (See Appendix 5).

## **House Meetings**

These are regular informal House meetings during which boarders may raise points of issue or ask questions. There is a weekly official house meeting every week in each of our two boarding houses. This is an important point of information for you and an opportunity for you to raise any issues and go through arrangements for the weekend. Meetings are compulsory for all who are staying in the boarding house.

## **Pupil Voice in Boarding**

There are many committees set up to hear boarders' opinions:

- The House Committee – to represent the views of the House members to their Houseparent.
- Catering Committee – to represent boarders views in discussion with Mr King and the Catering Manager.
- Boarders Council – to represent boarders views on all Boarding matters and boarding developments to Mr King who will discuss these with the boarding team.
- Equality, Diversity and Inclusion Committee – to represent boarders views on boarding and whole school equality, diversity and inclusion led by Miss P Winks

Meetings notes are taken at all committee meetings. Notes are then fed back to the relevant people and then outcomes are to be typed up and displayed in House and read out in the next available House meeting.

## Communication

The school telephone number is 01132502477 and the e-mail address is [enquiries@woodhousegrove.co.uk](mailto:enquiries@woodhousegrove.co.uk)

### **Mr King Assistant Head (Boarding and Compliance)**

[King.d@woodhousegrove.co.uk](mailto:King.d@woodhousegrove.co.uk)

### **Miss Wood (Travel Co-ordinator)**

[Wood.j@woodhousegrove.co.uk](mailto:Wood.j@woodhousegrove.co.uk)

**Mr Dobson's** and the House contact details are as follows: [dobson.m@woodhousegrove.co.uk](mailto:dobson.m@woodhousegrove.co.uk)

Brodwell House, Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NR

Brodwell Study Telephone Number (Duty Staff)	Duty Staff Mobile Phone Number
0113 2386090	07809 603644

**Mrs Bradburne's** and the House contact details are as follows: [bradburne.n@woodhousegrove.co.uk](mailto:bradburne.n@woodhousegrove.co.uk)

Miller House, Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NR

Miller Study Telephone Number (Duty Staff)	Duty Staff Mobile Phone Number
0113 2386091	07809 603647

In addition to House staff the following people are also available for support and guidance.

- The School Chaplain: Reverend Rob Drost
- The School Doctor: Yeadon Medical Centre
- The Medical Centre: Nurse Oxenham, Nurse Lord and HCA Murphy
- Independent Listener: Details on the Head of Boarding Notice Board
- Childline: 0800 1111
- NSPCC: 0800 8005

## **Family Visits**

Family members may take boarders out for lunch and/or tea or for the weekend if they have no school commitments. Requests should be made in advance to the Houseparent please. We welcome as much contact as possible from parents as the happiness of your child is central to us and the teamwork between boarding and home can greatly contribute to this.

## **Mobile Phones, Personal Computers and Securing Belongings**

All boarders may bring mobile phones to School, but they may not be used at the following times:

- During Prep
- After 'lights out'
- In the School Dining Hall
- During lessons or around school when not in communal social areas

During our house meetings we educate our boarders as we believe it is important that our boarders understand how to keep safe while using their mobile. We would strongly advise that all parents only allow their children to access the school WIFI on their devices and avoid purchasing additional data which circumnavigates our school firewall etc. Dependent upon your school year and age will be if you hand in your phone at night or not. However, we do discuss in house meetings that there is a need to take time off from your device, therefore, any boarder may hand their device in at any time.

All boarders sign the IT agreement at the start of their time with us. However, please understand that the majority of boarders share bedrooms and the use of devices to video call must be done in consideration to roommates. Therefore, the use of video calls or social video sites are better used in common rooms, photos must not be taken of any other boarders without their consent.

Boarders may also bring a personal computer to School. The school reserves the right to confiscate boarders' personal computers, phones, etc., if equipment is found to have been used inappropriately, e.g., for downloading or viewing illegal or inappropriate material, cyberbullying, or taking images and recordings of fellow pupils without staff permission and supervision.

Boarders are advised not to lend their equipment to other pupils and all valuable possessions must be insured. Each bedroom has a safe that you can keep valuables in, and Houseparent's operate a bank system where money can be handed in for safe keeping.

## **Settling In**

Our boarding staff are very experienced at looking after and supporting the pupils in their care. Each pupil is allocated a tutor who oversees their academic progress, while Houseparent's are responsible for all other aspects of a boarder's life, but both work together to ensure excellent pastoral care.

Senior prefects act as role models and mentors, and friends act as a support network for each other. Staff understand that it's perfectly natural for boarders to become homesick from time to time and do all they can to ensure that boarders feel happy, settled and supported.

Below is an outline of the procedures that are in place to help new boarders successfully join the boarding community at Woodhouse Grove School.

### **Before you Arrive**

A welcome letter, arrival procedures and a Boarding house handbook will be sent electronically for you to familiarise yourself with. The link to the @WGSBoarding twitter will also be communicated.

### **Upon Arrival in September**

All new boarders will be met at 1600 in the dining hall on the boarders return date in September. Staff, House Captains and Prefects will be there to welcome you. Hot drinks and a range of refreshments are provided giving you the chance to chat with other new boarders and their parents. Each new boarder will be escorted to their house and shown to their bedroom with a brief house tour and have time to settle in and talk with their new roommate.

That evening each house will have a house meeting with the Houseparent's and new boarders will be given time to ask any questions and start to make friends. They will meet their allocated buddy who will guide them through the first few weeks of boarding and help them in the day school by taking them to and from each of their lessons along with introducing you to your day pupil buddy. We use an induction checklist to ensure we cover all the particulars that our new pupils need to know, and your buddies will help you along the way. We use this process at other times of the year too as we could receive applications for January or April starters.

### **First Few Weeks**

Houseparents and tutors will meet new boarders regularly to make sure they have settled in well and will also contact parents during and after the first two weeks have been completed. We have a number of organised buddy evenings; a buddy and new boarders trip out to Alton Towers and the induction process culminates in a meal together with the Houseparent's.

Boarders are encouraged to keep in touch with home. Pupils have access to telephones and online platforms to contact family and friends. WGS also provide pupils with their own e-mail address, and post is collected daily. Pupils are also allowed access to their mobile phones and the house phones to be able to keep in touch with friends and family outside of school.

The nurses in the medical centre will also take international boarders to be registered with a local medical centre and doctor.

On arrival Miss Wood will take copies of overseas students documents for immigration controls. This may include passports, visas and boarding passes; documentation required will depend on individual circumstances.

## Day in the Life of a Boarder

### Morning Routines (*please see appendix 10*)

Boarders are woken up by house staff at 0715 each weekday. Before breakfast you should make your bed, pick up any belongings from the floor and open your curtains. Boarders leave for school after breakfast at 0825. Devises to be collected enroute to school at 0825.

### Meals

All boarders take their meals in the school dining room and/or HLG and enjoy socialising with friends from boarding and the day school. Pupils are given guidance on nutrition during their first few weeks in the boarding house. Drinks and snacks are available in the afternoon after lessons and in the evening after prep from house kitchens.

### Lunchtime

After lunch in the dining room the social lockers rooms are open to boarders so you can make Friends. IT rooms and the library are open often and many of our boarders will join clubs or informal activities around the school campus.

### After-School

All boarders are expected to return to House after lessons where they can have drinks and biscuits and chat with a house tutor. If you have a co-curricular club, we would prefer if you could 'sign-out' of house before attending. Pupils may also 'sign out' from the House on a number of occasions during the week to go to local shops or external clubs. During weekday afternoons Brodwell and Miller House common rooms are open for visits from boarding friends when a member of staff is present. It is recommended that boarders take part in at least 2 co-curricular clubs a week, after the school day.

### PREP (From 18:30 hrs onwards – Monday to Friday)

The amount of set work will vary slightly from day to day, and this will inevitably increase as pupils move up the School towards the GCSE examinations and eventually A levels. Normally three preps will be set each day, including some to be completed over the weekend. Year 7 to 9 boarders can expect to work for one hour each weekday evening, Year 10 and 11 pupils one and half hours and in Years 12 &13, two hours. Boarders can work in their rooms, in communal study rooms with a member of staff or within the computer rooms/library with staff supervision. Where they work for prep is dependent upon their school year.

### After Prep

Boarders can relax in each other's houses and join in with the weekday activities programme. Each evening a number of recreational activities are held by staff for boarders such as art, swimming, dodge ball, basketball, football, squash, fitness suite, board games, baking and yoga. All boarders will also be invited to join the Life Skills programme that will be launched in September each year which will focusing on developing mental, social and physical wellbeing as well as preparing boarders for life outside of the school community e.g., cookery, budgeting and finance.

### Bed Times

Year 7 - 21:15

Year 9 - 21:45

Year 11 - 22:00

Year 8 - 21:30

Year 10 - 22:00

Years 12 and 13 must be in their own rooms by 22:00 hrs for lights out at 2230 hrs. But if they are working

on academic studies at their desk, they may turn out their own lights by 23:00 hrs on the agreement of the duty member of staff. These times can be extended on Friday and Saturday evenings at the discretion of the member of staff on duty.

## **Trips and Activities Programme**

The school actively encourages the social development of all boarders and, with this aim in mind, provides a varied and interesting selection of weekday afternoon, evening and weekend activities. Each year the website is updated with a list of trips and activities, the transport costs are covered by the school. However, extra charges incurred such as ticket price etc will be billed to parent's accounts via Evolve. To participate in these activities, it is essential that all parents complete, sign and return an Annual Consent Form.

## **Sport**

Sport plays a major part in our co-curricular, offering a broad spectrum of opportunities, to represent the School at Rugby, Basketball, Football, Badminton, Swimming, Cricket and Squash. Boarders can go to the fitness suite at the allocated times or enjoy a jog around the schools' extensive grounds.

## **Clubs**

Boarders are advised to attend as many clubs as possible each week. Sixth formers should also get involved with Community Service Programme offered. Clubs are advertised at the beginning of each term on notice boards and the school website.

## **Weekend Activities Programme**

This is published during the week to enable pupils to decide in which activities they wish to participate and to organise teams etc. Activities may include outings to Leeds, York, Alton Towers, Paintballing, Go-Karting, the coast, sports tournaments, swimming, climbing, squash or discos and movie nights to name a few.

Special events include Boarders Fresher's Weekend with Team building Activities., Boarders Christmas Dinner followed by fair ride and disco, Boarders Easter Celebrations with Egg Hunt and Boarders Sports Day and BBQ.

## **Holidays**

Boarders returning from all holidays should plan to arrive no earlier than 18:00 hrs and in good time for lights out on the day before the school academic timetable begins.

The school dining hall closes at lunchtime on the day of half term and end-of-term holidays. At the beginning of terms and half terms, supper is normally provided in houses between 18:00-18:30 hrs.

When a boarder is not travelling to his/her home address for holidays, details should be given to the Houseparent & Miss Wood. Also, any boarder who wishes to stay at the home of another boarder/friend must have the written permission of their own and their friend's parents and this must be received by the Houseparent's no later than one week before the intended visit. The Houseparent reserves the right to refuse permission. Boarders may travel to and from School in casual clothes.

Parents are notified of holiday dates well in advance and it is their responsibility to ensure that adequate travel arrangements are made on the last day of term and that early departures and late returns are avoided wherever possible. If parents are not able to arrange travel at the appropriate times, they should write to Mr King (refer to P.13) before booking any flights that would entail a loss of academic time. Should boarders

be unexpectedly delayed in returning to School, the Houseparent should be advised at the earliest opportunity.

Overseas pupils are asked to complete a travel form detailing their travel details well in advance, all travel information will be made available from Miss Wood. While boarders are in transit to and from school for the start and end of half terms and holidays, they are the responsibility of their parents. Once the boarder comes into the boarding house and reports to a duty member of staff, they become the responsibility of the school. As an example of best practice, we ask that the parents of overseas pupil's email Miss Wood & the appropriate Houseparent to confirm that your son/daughter has been safely received at home after travelling for holidays. Likewise, the Houseparent will endeavour to email parents when the overseas boarder is received into the boarding house on the return from holidays.

Miss Wood is able to book taxis/train tickets to transfer pupils to and from airports to connect with their inward and outward flights. The cost of taxi/train transfers may be added to your boarding bill.

Boarders who have been granted an exeat must at all times be able to contact a member of staff within the school. They should contact School Office (0113 250 2477) during the academic day and their own House during boarding time.

## **Guardians**

Each overseas boarder must have a registered guardian resident in this country in order to be able to study at the school. A guardian is a responsible adult (ideally over 25) to whom parental responsibility has been delegated by the parent and must be permanently resident in England. The school would prefer it if you could appoint Aegis/BSA approved guardians where possible. The school does not appoint guardians and it is the parent's responsibility to ensure the guardianship arrangements are satisfactory to both themselves and the school. Parents should be fully aware that any guardians they appoint are responsible for the welfare of their children whilst they are staying with them. The school maintains a record of where all boarders are for holidays, and we ask that the information provided by the parents/guardian is exact and accurate. Miss Wood will contact all or a cross section of details provided to ensure that they are accurate and confirm your whereabouts at all times. We have a duty of care to our pupils and our visa sponsorship is dependent upon our knowledge of your whereabouts at approved venues. Mr King through Miss Wood reserves the right to deny any arrangements that the school do not feel are appropriately in line with Aegis legislation or the school's perception of suitable and safe guardianship.

**The School's guardianship policy can be found on our school website - <https://woodhousegrove.co.uk/boarding/>**

## **Travel**

In order to comply with UKVI visa regulations boarders will be asked to complete a travel request form in collaboration with parents and/or guardians. We must have written parental consent for boarders to travel and where they are travelling to. Miss Wood needs all travel information no later than 2 weeks prior to departure.

For all information and help with travel arrangements please contact:

Miss Wood: Boarding Administrator & Travel Co-ordinator [wood.j@woodhousegrove.co.uk](mailto:wood.j@woodhousegrove.co.uk)

## Privileges, Behaviour and Sanctions

### **Rewards and Sanctions (Appendix 9)**

Each member of the House is treated as an individual, and as such, Boarders earn rewards or can be sanctioned due to unsuitable behaviour. We use a system of Positive Contributions; and depending on how many Positive Contributions you earn in a term; you will receive a different reward. House Staff may also choose to sanction you for behaviour, and again, depending on the number of sanctions you receive the consequences are greater.

### **House Captain, Deputy House Captain and Prefects**

House Captains and their Deputies and prefects are positions of great honour but also carry with them added responsibilities. They are appointed by the Houseparent and undertake a full induction programme prior to taking up their posts. They are expected to lead by example and share in the responsibility for the welfare of all members of the House.

### **Duties**

All boarders are responsible for keeping their own rooms tidy and organised at all times and, on a rota basis, pupils will be expected to carry out a number of duties, including kitchen and laundry duty and tidying communal areas of the House.

### **Bullying**

All House staff are vigilant and regularly circulate the boarding house and adopt an open policy of counselling both the bullied and the bully. All boarders are asked to report immediately any teasing or bullying that becomes evident. By being open and honest in our approach, we hope to help pupils to respect each other and live to work together in a cooperative manner.

To help make everyone's life comfortable and happy there are strict guidelines for all pupils:

- Do not torment or tease, anybody, it may happen to you.
- Speak to somebody if you feel that you are being teased or bullied.
- Tell someone immediately if you think someone is unhappy.

All suspicious incidents are logged, and staff are constantly on the alert for pupils whose behaviour patterns have altered. (Appendix 1 sets out our Anti-bullying Policy in more detail.)

The Grove seeks to nurture a culture in which pupils are valued as people. When bullying is identified it is dealt with firmly and sensitively. If, once tackled, bullying problems persist the school will reserve the right to exclude the bully from School.

### **Co-Educational Behaviour (Appendix 3)**

Boarders are expected to follow an appropriate code of conduct with ALL members of the boarding community and avoid any compromising situations. Failure to do so may lead to suspension and, in some circumstances, permanent exclusion.

### **House Rules (Appendix 4)**

As you would expect, there have to be rules to make life enjoyable and worthwhile for everyone in our community. House rules help us to organise our daily life together and are based on the important principle that we must respect each other and our surroundings. Rules are displayed in individual House Notice Boards.

## **Sanctions**

Sanctions are incurred for repeated breaches of School or House rules and are always taken in the context of a pupil's previous record at School. Every member of the House is responsible for ensuring they are acquainted with the rules, for exercising common sense and showing courtesy towards others.

Offences that constitute a significant health and safety risk, have an adverse effect on the school community or a flagrant challenge to the school's authority, will be treated most severely. (See Appendix 9 for our full boarding policy on rewards and sanctions). Boarders are constantly reminded of serious issues that may lead them to lose the opportunity to study at the school.

## **Combustible Materials**

Boarders are strictly forbidden to have in their possession any form of combustible materials, e.g., matches, cigarette lighter, Joss sticks, candles, fireworks, e-cigarettes etc.

## **Smoking/Vaping**

The school disapproves of smoking and vaping. Smoking damages health is a fire hazard and is a form of drug addiction. Sanctions for those who offend will be a Saturday Detention, in the first instance, and, for repeated offences the school reserves the right to suspend the pupils concerned. Woodhouse Grove School is a smoke free site.

## **Drinking**

In inexperienced hands, alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use alcohol in School, include suspension.

## **Drug Abuse**

Solvent abuse or the use or possession of illegal drugs will be regarded very seriously, particularly with regard to the possible influence on others. We will act strongly, and expulsion will be likely for actions involving the use or possession of drugs. Any pupil who brings illegal drugs into the school with the intention of supplying others can expect to be expelled.

## **Theft**

Prevention is clearly the best policy and parents and pupils are asked to consider carefully what is and what is not appropriate to bring to School. All Clothing and Equipment should be clearly named, and care should be taken to lock away valuables in the safes provided. If theft is detected, the sanctions may involve suspension or expulsion.

## **Absence without leave.**

Boarding staff, have a duty of care for every boarder at the school. Pupils are therefore expected to account for their whereabouts at all times and there are clear procedures and protocols in place to facilitate this. If a boarder leaves their House without permission, this inevitably prevents us from exercising our duty of care and this is likely to result in the pupil's permanent exclusion from School.

The Headmaster reserves the right to suspend pupils from attendance, or, in the last resort, to exclude them for persistent idleness, antagonism towards authority, or any serious breach of discipline

## Health, Safety and Security

### **Fire and Fire Alarms**

Prevention of fire is the responsibility of everyone. Electrical apparatus must not be left unattended, and you must ensure that they are made available to the school for PAT testing. In particular pupils should be aware that it is a criminal offence to interfere or damage any piece of safety equipment such as smoke detectors or fire extinguishers. Special instructions for individual buildings and rooms are posted throughout the school and it is the duty of every boarder to know the following:

- Where to assemble if the fire alarm sounds
- The exit routes from study bedrooms
- The position of the nearest 'Break Glass' alarm.

Anyone discovering a fire should immediately raise the alarm, inform a member of staff and quickly leave the building.

### **Electrical Equipment**

To ensure that the school complies with the "Electricity at Work Regulations 1989" it is necessary for all pupils' personal electrical equipment to be checked and recorded (PAT testing) at the beginning of each school year. However, any new equipment brought into School during the year must be submitted for testing too. The equipment will be tagged in such a way to ensure that it can be readily seen that the equipment has been checked and is suitable for use on School premises. Boarders electrical cooking equipment is only to be used in the House kitchens but can be stored when clean in bedrooms.

### **Security**

Boarders must take responsibility for ensuring their possessions are safe and secure. They are provided with a lockable safe for storing cash, travel documents, passports, iPods and mobile phones. Passports can also be given to Miss Wood for safe keeping.

### **Money**

Boarders are encouraged to be responsible for their own money and we would recommend that boarding pupils open a bank account which provides a cash card. Money can then be withdrawn at the ATMs at Greengates (Sainsbury's store). All money, cheque books and bank cards should be kept locked away in boarders' safes.

Boarders are strongly advised to restrict the amount of cash in their possession. For younger boarders up to a sum of £10 per week is recommended for pocket money. Larger sums of money may be given to the Houseparent for safekeeping. Wallets or purses should be not left lying around or in pockets of clothes left in the changing rooms. Cash must be never left unattended. Parents are advised that the school does not accept liability for loss of money whilst at school.

## **Leavers Luggage**

Storage and delivery companies online will pickup, store and deliver to forwarding school or university. Items cannot be left on the school site after the last day of the term in which the student has left.

## **Insurance**

Every pupil is covered for personal accident insurance, details of which can be obtained from the Admissions Manager. However, parents are advised that the school does not accept liability for loss or damage to the property of pupils while at the school. If pupils come to school with expensive personal equipment e.g., electrical equipment, musical instruments, sporting equipment as well as personal clothing, parents should ensure that appropriate insurance is taken out. Similarly, the School does not accept any liability arising from the theft of, or damage to, motor vehicles or the contents thereof whilst parked on the school grounds. However, if your child is a boarder, his or her personal property is covered by insurance (sum insurance £3,000) which will be added to Fee Bills on a termly basis. Details of all school insurances are available from the Admissions Manager.

## **Illness**

In the event of the non-return of a boarder through illness, the Houseparent must be informed. A written note of explanation is usually required when the pupil returns. If a boarder becomes ill at any time of the day, they will be seen by a member of the School's Medical Centre and, where appropriate, parents will be contacted by telephone.

## **Medical Centre (Appendix 8)**

Qualified nursing sisters are in school Monday to Friday, from 8.00 am to 4pm.

All boarders, whether full or weekly, are registered with the school doctor who has their medical records. Should medical help be required during the school holidays your own General Practitioner can treat your child as a "Temporary Resident". This does not require the child to be re-registered with your own doctor and to do so causes administrative problems.

Please complete the confidential medical consent form and immunisation history form and return it to the school together with your child's Medical Record Card so that he or she may be registered with the school doctor.

If the school doctor feels that a child should be referred to a specialist, he will try to contact either the parents or guardian to seek their approval before doing so. The doctor or nursing sisters can be contacted via the school to discuss any medical problems affecting your child. A local dentist is available for emergencies as we expect pupils to have dentist appointments at home during the holidays. Simple remedies such as cough linctus and paracetamol, are available from Houseparent's and Tutors and the School Nurses who will also administer all medicines. The school should be notified on the relevant form of any medical condition affecting a boarding pupil. The school's Medical GP is located at the Yeadon Medical Centre.

## Personal Standards

### **Manners**

Pupils are expected to uphold the school's tradition of courteous and good manners at all times and to contribute to the friendly and harmonious atmosphere in the House.

### **Uniform, Sports clothing and Casual wear (Appendix 7)**

Pupils should maintain a smart and clean appearance, both on School uniform and casuals.

All school uniform and sports clothing must comply with the School Uniform Regulations and should be obtained by the improved supplier who has a shop on the school site.

Name tapes should be sewn into all articles of clothing to ensure their safe return after laundering.

Casual clothes must be named and able to be washed and tumble dried. It is inadvisable for pupils to bring expensive designer clothing to School.

### **Nightwear/Slippers**

All boarders should wear appropriate nightwear for bed, and they can wear a dressing gown over these in the evenings after showering and in the mornings before changing. It is preferred that dirty outdoor shoes are not to be worn in the houses and pupils should wear slippers or clean footwear indoors.

### **Hygiene**

Pupils are expected to shower every day, wash their hair regularly and keep clothes and shoes clean. Each boarder should have in their possession a supply of shower, gel, shampoo, deodorant, hairbrush, comb, toothbrush and toothpaste, and a shoe cleaning kit. Where necessary, boarders should have appropriate shaving equipment.

An excellent laundry service is provided for all boarders, who should change their shirts/blouses and underwear each day. Uniform and other articles of washable clothing should be regularly laundered, and baskets are placed in designated areas in all Houses for this purpose. Dry cleaning services are available too.

### **Bed Linen**

Duvet, duvet covers, pillow, pillowcases and sheets are provided by the school. Bed linen is laundered regularly, and pupils are expected to make their own beds. Boarders can bring their own duvet covers and pillowcases (2 sets required) if they wish.

## **Fabric of the House and Facilities**

### **Damages and Breaks**

Every boarder is expected to take great care of the House. Any damage or breakages must be reported immediately to the member of staff on duty, who will ask pupils to fill out a Pupil incident form. Boarders may be charged if the damage is caused by thoughtlessness, but the cost will be kept as low as possible if the damage is reported immediately.

### **Repairs**

Pupils should notify the duty member of staff if they notice that any House fixture or fitting needs repairing.

### **Television and Games Consoles**

All houses are equipped with televisions and game consoles, which should be used with care and concern for the wishes of all those in the boarding community. Boarders don't bring televisions or games consoles into their bedrooms.

### **Music**

In bedrooms, music should be played at a volume that allows personal enjoyment and should not be intrusive or disturb other members of the House.

### **Kitchens**

House Kitchens are for the enjoyment of all boarders. Any equipment, crockery or utensils used by pupils must be washed, dried and put away after use please.

### **Food**

Boarders should restrict the amount of tuck they bring to School and all perishable foods should be kept in airtight containers. Ingredients for making snacks should be stored in House fridges and all food and drinks should be consumed in House kitchens/social areas and not in pupils' bedrooms.

Takeaways are only to be ordered with permission from House Staff on Friday, Saturday or Sunday.

Tuck is available to buy in each House as part of our charity fundraising scheme.

### **Access to news and current affairs**

Internet access and newspapers (if requested) are available in both Houses.

## Boarders' Welfare – Child Protection and ISI

### Child Protection

The school has a detailed Child Protection Policy (<https://www.woodhousegrove.co.uk/school-info/policies-handbooks/>) which aims to protect boarders from any form of abuse. Our designated Senior Persons for child protection are Mr Anthony Cadman (Deputy Head Pastoral) and Mr Dan King (Assistant Head Boarding and Compliance) and parents may contact them at the school at any time. Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share our commitment.

### Boarders Welfare and ISI

All boarders will be allocated a personal Boarding Tutor with whom they will work closely with throughout the academic year and will be their first port of call regarding academic, co-curricular or pastoral questions or support. Houseparents of both houses will also be available for support as will the Assistant Head (Boarding and Compliance).

Boarders also are provided with the opportunity to speak to someone separate from the school known as an Independent Listener. Further information is available in *appendix 6*.

ISI are responsible for inspecting all boarding schools to ensure that a series of minimum standards are met. Copies of the standards, which cover all aspects of boarders' welfare are available for parents to view at the school.

You may wish to visit the school's website at [www.woodhousegrove.co.uk](http://www.woodhousegrove.co.uk)

### Bounds (map of boundaries) – Appendix 11

Make yourself aware of the bounds of the school. No pupil may go outside the boundary of the school, during the school day without the permission of their Head of Year. They must sign out at Reception and sign in again when they return to the school.

- Form Rooms and Locker Rooms areas are out of bounds during lessons, except immediately before and after class. Pupils are allowed into the Locker areas at both break and lunchtime. House Locker Rooms and Common Rooms are out of bounds except for pupils in that particular House group.
- Unless special permission has been given, pupils may not leave the school estate before the end of the school day (including lunchtime).
- The railway line and railway property are out of bounds at all times.
- All roofs and Fire Escapes are out of bounds.
- The Mound is out of bounds at all times. The back Mound footpath (next to Brodwell House) may be used on route to the medical centre and at the beginning and end of the school day to enter and exit the school.
- The Estates Compound, kitchen and staff areas, including the staff car park, are out of bounds. Pupils' cars cannot be parked near Brodwell House unless you are a boarder.
- Except for lessons and matches the school playing fields are out of bounds from October half-term to the end of the Spring term. During the Summer term and the beginning of the Autumn term, if the weather is favourable, pupils may use the fields. Pupils are not allowed to go beyond the 4G pitch to the pond, under the railway bridge, or to the footpath that runs along the river, or beyond the wall leading to the pylon field.
- The Hastings-Long Gallery and Sports Centre balcony are out of bounds at all times unless supervised by a member of staff.
- The facilities of the sports centre are out of bounds and may not be used without specific permission and/or staff supervision.

## Appendices

### APPENDIX ONE:

## ANTI-BULLYING POLICY

### Relevant to whole school policies: ANTI-BULLYING POLICY

Everyone has the right to live their lives without feeling bullied, threatened or unsafe. Bullying, although unfortunate and wrong does happen and we, at Woodhouse Grove, are committed to minimising its occurrence and dealing with it effectively when it arises. It is important however, to distinguish between 'What is bullying' and 'What is not' and be aware that certain incidents depending on their nature will be dealt with differently.

**Part of our school's ethos is to value individuals, and this is a culture we seek to nurture which has been commended by a recent Inspection Report marking the school as Excellent.**

We believe that every boarder has the right to enjoy their time here and to be able to learn and grow in an atmosphere of mutual respect. Our aim is to provide a boarding environment in which individual differences are appreciated, understood and accepted. We do not tolerate bullying, harassment or any form racial discrimination, which have no place whatsoever within the kind of international community that exists at the school.

The aims of this anti-bullying policy are.

- To ensure that pupils live and learn in a supportive, caring and safe environment without fear of being bullied. The school acknowledges that bullying can lead to psychological damage and even suicide (See Mental Health Policy).
- To develop and maintain a culture in school based upon respect and good manners.
- To maintain a culture of vigilance through regular monitoring, review and evaluation of anti-bullying measures.
- To promote that pupils should care for each other.
- To ensure that bullying is clearly defined, and different kinds of bullying are recognised by the community.
- To ensure signs of bullying are understood by all members of the community and that all members of the community know how to respond to, report and record incidents of bullying. To ensure the school works effectively with pupils and parents whether victim or bully, to manage, support and improve behaviour.

Bullying can be defined as deliberate behaviour intended to hurt, injure, threaten or frighten carried out over a period of time and includes:

- **Physical:** a child can be physically punched, kicked, hit, spat at etc.
- **Intimidation:** this can include gesturing, miming, signals, tone and physical proximity, aggressive or threatening looks.

- **Verbal:** verbal abuse can take the form of name calling. It may be directed towards gender, transgender, culture, sexuality, ethnic origin, creed, physical/social/learning disability or personality etc.
- **NB Verbal abuse cannot hide behind the labelling as “banter”.**
- **Exclusion:** a child can be bullied simply by being excluded from discussions/activities; with those they believe to be their friends.
- **Damage to or hiding of property or theft:** a child may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil hands over property to them.
- **Cyber-Bullying:** is the use of technology to harass, threaten, embarrass, or target another person.
- **Sexual Violence & Sexual Harassment:** Sexual violence refers to sexual offences under the Sexual Offences Act 2003 and sexual harassment refers to unwanted conduct of a sexual nature.

We expect high standards of behaviour at all times and believe that boarders have a responsibility to support the policy on bullying and to protect themselves and others from deliberate unkindness, intimidation or aggression in any form. They are encouraged to report bullying as soon as possible whether it happens to them or someone else, as early intervention can often prevent escalation.

We expect both staff and boarders to work hard to create a pleasant boarding environment for all to promote an atmosphere in which pupils feel able to discuss their problems.

Staff are expected to be vigilant and to adopt an open policy of counselling both the bullied and the bully and their response to all reported or discovered incidents should be to:

- Investigate thoroughly and decide on the best course of action.
- Prioritise their workload to deal with the incident as soon as possible.
- Take statements as and when considered appropriate.
- Consult with Houseparent’s.
- Ensure all necessary Incident reports are completed and passed to Houseparent, who will make an entry in the House Incident Record.
- Set up a monitoring procedure to ensure there is no further bullying, harassment or retaliation.
- Use CPOMs or email Mr Cadman to make an entry in the Schools Central Bullying Incident Record that he keeps.

## **APPENDIX TWO:**

### **ATTENDANCE POLICY**

Attendance to school is compulsory unless pupils are ill or have official justification sanctioned by the school. We have always promoted the importance of regular attendance and detailed monitoring systems involving House Parents, Boarding Tutors, Heads of Year and the school reception. Co-operation is therefore requested in restricting, as far as possible, medical appointments to out of school hours. Our school provides a calendar for the year for parents to organise their holiday or other events out of school days.

#### **Local Leave & Day Leave**

All leave must be recorded in the sign-out/sign-in book. Local leave to places which lie within the close vicinity of the school can be granted/taken between 4.00pm and tea, or after lunch/brunch at the weekend. Pupils below the sixth form are not allowed to take leave alone and must report to the appropriate member of staff on their return for the meal. Day leave can only be authorised by your Houseparent prior to the weekend and those below 18 years of age must have parental consent recorded with the Houseparent. The latest return time from day leave is 1900, however, "one off" extensions for particular reasons to this return time can only be granted by the Houseparent. All meals (bar the one per weekend day agreed with you by your Houseparent) must be taken in school. This is a time of registration.

#### **Weekends**

Boarders may go home, visit guardians or go to friends on any weekend provided that:

- a) they have fulfilled any school commitments (including fixtures).
- b) an appropriate leave form/details record has been completed several days before the weekend concerned and all necessary permissions from parents and/or guardians are in place and they return to school as arranged with the Houseparent. Boarders must report to the member of boarding staff on duty on their return.

#### **School/Parental Responsibilities**

The Children Act places responsibility for boarders with the school during the whole term. This situation of 'loco parentis' remains with the school unless a pupil spends the weekend with parents or a legal guardian. Thus:

- a) Parents should inform the Houseparent, in writing, if they wish their child to stay elsewhere than at home for any weekend leave.
- b) The parents of day pupils wishing to invite a boarding pupil home for the weekend must also give written notice and obtain the permission of the appropriate Houseparent in agreement with the boarder's parent.
- c) All leave must be sanctioned by Houseparent's in collaboration with Mr King

## **APPENDIX THREE:**

### **BEHAVIOUR POLICY**

#### **Relevant to whole school policies: BEHAVIOUR POLICY**

A Woodhouse Grove Pupil should be expected to:

- Adopt high standards of social responsibility.
- Be polite and helpful to all members of the school community.
- Move about the school in a quiet and orderly manner.
- Make every effort to keep the premises tidy.
- Wear school uniform smartly each day.
- Be mindful of good timekeeping.
- Complete work to the best of their ability and according to deadlines set.
- Uphold the reputation of the school at all times.
- Participate positively in as many areas of school life as possible, including House and School events.  
Respect the property and feelings of others.

#### **Behaviour of Tolerance, Acceptance and Respect**

In a boarding school with a diverse international community, it is important to recognise the community values of living and learning together, where respect, tolerance and acceptance of others' beliefs and opinions are evident. Self-discipline, honesty and sincerity are encouraged. While cultural differences are appreciated and accepted and mother tongue languages are supported in the boarding environment, English is the expected language of communication. To facilitate a respectful attitude toward one another and school property, particular attention is drawn to the following:

#### **Behaviour and Language**

Pupils should remain conscious of the impact of behaviour and language on others. In a learning environment, offensive behaviour and/or profane language is not acceptable.

#### **Theft**

Pupils should respect other students' property at all times and theft will not be tolerated. Every pupil has access to a lockable safe.

#### **Violence**

Violence has no place in our boarding community and such behaviour is not tolerated. Whilst every effort is made to find a solution, such behaviour may result in suspension or expulsion.

#### **Bullying (see also Anti-bullying policy)**

Bullying is a particular type of violence and will not be tolerated in our school. Bullying occurs when a student or group of students is the target of repeated intentional hurtful and negative actions from an individual or a group. This includes cyber-bullying and such negative use of internet, phones, chats and social networking sites.

## **Electronic Equipment**

Educational use of such devices is accepted in classrooms only under teachers' instruction. They may be used outside classrooms but only for educational purposes; playing games, listening to music, talking on the phone or social networking is not acceptable in the school buildings (they can be used in the boarding houses for these purposes during free time). Disruption of the learning environment with these items will also result in confiscation. For reasons of security, students may collect their confiscated mobile phone at the end of the school day.

## **Classrooms/Bedrooms**

Desks and other classroom resources are for the use of many in the learning community. They are to be respected and all forms of deliberate damage must be avoided. Corridors and doorways are to remain free from obstructions at all times. Student book bags, coats etc must be stored appropriately in lockers and not left on floors. Litter is to be placed in appropriate bins. Behaviour which disturbs classes inside buildings is not deemed appropriate. All furniture within the boarding house is to be respected and any damage is too reported straight away to a member of staff on duty.

## **Attendance (see also the Attendance Policy)**

School attendance is mandatory throughout each term unless students are ill or have had official justification recognised by the school. Effective learning demands that students arrive on time and attend all scheduled lessons.

## **Absence (see also the Attendance Policy)**

Parents and/or Guardians must inform the school of a pupil's absence by phoning school reception (01132502477) or emailing to [absence@woodhousegrove.co.uk](mailto:absence@woodhousegrove.co.uk). Parents and/or guardians should also contact the Houseparent to let them know of the situation.

## **Food and Drink**

Food and drink are not permitted inside class buildings and classrooms, other than bottles of water. Owing to undesirable health effects, high energy drinks (with high sugar and/or caffeine content) are not to be brought to the school at all. All pupils will receive breakfast, lunch and evening meal at school. There is a tuck shop available for purchases during break-time.

## **Smoking**

For all employees, pupils, parents and visitors, the school site is a non-smoking environment – a policy that extends to all school properties and the immediate locality of the school. Incidents of smoking in these areas will be treated as offenses and dealt with by rising Levels of Concern. E-cigarettes are considered as cigarettes-prohibited on school site.

## **Alcohol, Drugs and behaviour altering substances.**

For all pupils, the school site is an alcohol and drug free environment – a policy that extends to all school properties and the immediate locality of the school. Incidents of breaking these rules in these areas will be treated as offenses and dealt with by rising Levels of Concern.

## **Dangerous Objects**

Any dangerous object which could harm others such as knives, pellet guns and lasers must not be brought onto school site. Likewise, fake or toy objects looking like weapons (such as toy pistols, rifles etc) are prohibited.

If suspicion is raised of this rule being abused the school reserves the right to:

- Conduct a reasonable search of clothing, bags, lockers and bedrooms following the schools 'Search Policy'.

Senior members of staff will deal with any of these offences and may need to involve external agencies e.g., police. Any pupils found to have broken these rules will be dealt with by the Headmaster and the school reserves the right to expel the student in the interests of the wider community.

## **Transportation**

Owing to limited parking, traffic congestion and concerns for safety, students should not drive to school. Parking in the campus car parks is not permitted. However, if day students (with valid driving license) need to come to school by car, they must obtain parental permission and have this permission validated by the Director of Sixth Form. Boarders are not permitted to have a car either on the school site or in the surrounding areas and are not allowed to accept lifts in friends' cars without the express permission of the Boarding Management team (in addition to the written permission from their parents).

## **APPENDIX FOUR:**

# **BOARDING RULES**

In addition to the rules above, the following also apply to boarders: Privacy Living within a close community, each student is entitled to privacy; Pupils are not allowed to enter another student's room without obtaining permission first. Pupils are not to enter Houses other than their own without speaking to the House Parent first.

## **Signing Out**

We have a responsibility to parents to ensure the security of pupils in our care. For this reason, no student should leave the House without signing out with the Boarding Tutor on duty.

## **School Site**

Students are not allowed out of the school site except during free time, with permission from their House Parent or member of boarding staff on duty and written consent from parents/guardians.

## **Computers**

Computer use in the House is subject to the Acceptable Use Policy for School Computers stated in The School Rules & Disciplinary Section.

## **Decorations**

Pupils may decorate their rooms within the bounds set by decency and good taste. Decorations should not damage or deface the room in any way. Pupils will be billed for the cost of repairs for any damage incurred during the year.

## **House Hours**

Boarding pupils are expected to observe the lights-out times. Pupils out of their Houses after check-in times are liable to severe disciplinary action, including the possibility of suspension or dismissal from school.

## **Electrical Appliances**

Heaters, cooking appliances, refrigerators, televisions etc. are not permitted in the rooms.

## **Access to Houses**

The Houses are closed during the school day. Year 13 may return to Houses in the afternoon subject to permission from the House Parent and good academic standings.

## **Prep**

Pupils in years 7 to 9 can expect to work for one hour each weekday evening, Year 10 and 11 pupils for one and half hours, and in Years 12 &13, two hours. Boarders in years 7 to 11 will work under staff supervision within the computer rooms/library. Boarders in years 12 and 13 can work independently in their rooms or attend the library/computer rooms.

## **Common Areas**

All kitchen and common rooms must be taken care by all pupils. Any issues should be reported immediately to the member of staff on duty.

## **Bedrooms**

Pupils are expected to keep their rooms neat and tidy at all times. As rooms are shared it is important to respect your roommate at all times. Pupils should not be entering other pupils' rooms without consent or permission.

## **TVs/Music/Games**

Pupils are allowed to have and play music as long as this does not interfere with the comfort and interest of other members of the community. During prep hours, students with independent study privileges may only play music in their rooms with the use of headphones. TVs and game consoles are prohibited in bedrooms.

## **Telephones**

Pupils may not make or receive phone calls during meals, prep periods or after lights out. Unauthorised use of mobiles phones will result in disciplinary action.

## **Vehicles**

Boarding pupils are allowed to have and ride bicycles in accordance with their off-campus permissions. Bikes must be parked in designated areas. Pupils are not allowed mopeds, motorcycles, or cars unless sanctioned by the appropriate staff in school. Boarding students are never to ride in cars driven by other students unless permission is granted by parents and signed off by Houseparent.

## **Weekday and Weekend Registration**

All boarding pupils are required to meet various weekday and weekend check-ins unless they have permission to be off-site for longer. This is to ensure a student's welfare and to establish his or her whereabouts.

- Weekday registration takes place at 7.40am, 5.30pm and 10pm
- Weekend registration takes place at 12pm, 6pm and 10pm

On the weekends and after holidays pupils must check in with the duty team on return to school site.

## **Punctuality**

All pupils should endeavour to be punctual. It is a general expectation that students will understand the need to be in the right place at the right time, not just for class but also in the House.

## **Curfew Times**

All boarders must be back into their boarding house and in their rooms 15 minutes before their bedtime which are outlined below. Year 12 and 13 pupils must be back in house by 10pm.

## **Bed Times**

- Year 7 – 21.15
- Year 8 – 21.30
- Year 9 – 21.45
- Years 10&11 – 22.00
- Years 12&13 – 22.30

## **COMPLAINTS AND WORRIES – A GUIDE FOR BOARDERS**

Relevant to whole school policy: Senior School Complaints Procedure - <https://www.woodhousegrove.co.uk/school-info/policies-handbooks/>

Woodhouse Grove School (the school) has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the school in accordance with this Procedure. This policy applies to all pupils at The Grove.

We have created an open and transparent boarding community where we hope pupils feel safe to come and speak to members of the boarding team when on duty. If boarders are worried about something or wish to make a complaint they can follow some simple steps. Parents who have concerns that pupils are not being properly cared for or have been treated unfairly are free to contact any member of the School staff by telephone or in writing.

### **Things which might upset you or cause you to make a complaint:**

- You find it difficult to make friends.
- Someone is making fun of you.
- Someone is making suggestions that you do not think are right.
- You feel that nobody understands the difficulties you are having with some of your work.
- You feel that you have been treated unfairly or spoken to in an unreasonable way by a member of staff.
- A prefect or senior pupil has treated you unkindly.
- You feel that there is not sufficient respect for your privacy.
- Someone has hurt you.
- You have taken drugs and don't know what to do next.
- You think you are being treated differently and unfairly because of your colour or religion.
- You do not feel safe.

### **IF YOU WANT TO MAKE A COMPLAINT ABOUT SOMETHING OR SOMEONE**

If you feel you would like to complain about how you are being treated or about something that is upsetting or worrying you, the first thing you could do is to speak to any member of staff you trust. If you think it will help, take a friend with you.

If the matter cannot be dealt with easily to your satisfaction, then you can make a formal statement. The procedure for this is outlined below.

- Write or talk directly with your Houseparent, Head of Boarding, Chaplain, Deputy Head, or Headmaster stating that you wish to take the matter further.
- The complaint will then be recorded online and passed to Deputy Head
- You will receive written confirmation that your complaint has been received and recorded and that it will be dealt with.
- You will then be asked to talk the matter through (you may have a friend or adult with you).
- You will be advised of the course of action to be taken. After this advice, you will then need to make a decision.

All pupils should be aware that there is a parental complaint procedure.

- Stage 1 - Informal Resolution (Staff),
- Stage 2 – Formal Resolution (Headmaster)
- Stage 3 – Panel Hearing (Governors)

#### Other Contacts

- The Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH Tel: 0300 061 0614 or 0845 602 1983 - Fax: 024 7682 0001 - Email: [advice@lgo.org.uk](mailto:advice@lgo.org.uk)
- Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD – Telephone: 0300 123 4234 Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) – Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London, EC1A 9HA – Telephone: 020 7600 0100

**REMEMBER: IT IS YOUR RIGHT TO BE TREATED PROPERLY AND WITH RESPECT**

## **INDEPENDENT LISTENER POLICY**

### **If you wish to talk to somebody**

Remember, you may have close friends who could help, possibly an older boy or girl to whom you feel you can turn. Also, you may think about talking to your Form Tutor, House Tutor, Houseparent or indeed any member of staff you know and with whom you feel comfortable.

There may be times when you feel you want to talk to somebody not directly connected with the school or boarding, such as:

- Your parents or guardians
- The General Practitioner at the Medical Centre or Reverend Drost.
- Independent Listener
- Office of the Children's Commissioner for England 02077838330 & [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)
- ChildLine – Freephone 0800 1111
- NSPCC Helpline – Freephone 0800 800 500

### **Independent Listener Information**

Woodhouse Grove School has an Independent Listener allocated for the boarding community. It is a fundamental value of the School that we can help our pupils remain healthy, and we are committed to ensuring our pupils are safe and that you have someone to talk to when the need arises outside of the School Staff.

You can contact the Independent Person at any time and if no one answers, you should leave a voicemail with your name and number, and they will get back to you at the earliest opportunity.

Further information about the Independent Person will be displayed on the House Information Boards in Miller and Brodwell.

**Rev David Barker is contactable on 07718584044.**



## APPENDIX SEVEN:

### DRESS CODE POLICY

#### **Hair**

No distracting extremes of facial hair, hairstyles and colouring are permitted.

#### **Piercing and Tattoos**

No piercings are permitted except for discreet earrings for girls. No tattoos may be visible.

#### **Uniform**

Please make reference to the Uniform policy with further information available here - <https://www.woodhousegrove.co.uk/the-grove/useful-information/uniform/>

It is important that all items of clothing are named to ensure they are returned to each pupil from the laundry.

#### **Boarders' Additional Clothing List**

In addition to the school uniform boarders will require the following items which should all be clearly marked:

- Casual clothes for evenings and weekends (limited amount) including leisure swimwear.
- Underwear and Nightwear / Personal toiletries
- Two large towels. Towels must have a loop in the middle of the long side for hanging up.
- One pair of slippers or shoes for indoor wear as well as outdoor footwear.
- Bedding is supplied: 1 single duvet, 2 single duvet covers, 1 pillow, pillowcases and bottom sheets.

(If you prefer, you can bring your own duvet covers & pillowcases (2 sets required)).

**IT SHOULD BE NOTED THAT ALL CLOTHING IS WASHED BY AUTOMATIC MACHINE. CLOTHING MADE OF PURE WOOL OR ANY OTHER FABRIC WHICH NEEDS TO BE HAND-WASHED SHOULD NOT BE BROUGHT TO SCHOOL.**

Other examples of such items that are not to be brought into boarding laundry are those which contain dyes which will run, items that need a low washing temperature or items with metal studs or fragile lettering.

**Parents will appreciate that laundry arrangements will be eased if the following rules are followed:**

1. ALL clothing brought to school must be **clearly named** - using labels, please. Footwear should also be clearly named (using glued-in labels or indelible marker).
2. All shirts, T-shirts, pullovers etc. should be named at the back of the neck.
3. All shorts, pants, jeans, trousers etc. should be named at the centre back of the waistband.
4. All socks should be named LONGWAYS at the TURNOVER.
5. Duvet covers to be named at the opening.
6. Boarders will need to ensure they have an adequate number of each item on the uniform list as they require a clean shirt daily as well as having spare PE & Games kit which may be in the laundry.

## **APPENDIX EIGHT:**

### **MEDICAL CARE**

- The school is in loco parentis for all children within its care, and this principle operates even where the child is over 16. The effect of this is to require the school authorities to use the care and skill appropriate to a parent in dealing with the child's needs as the situation arises.
- Where the children's ailments are clearly of a minor nature, Boarding House staff may administer simple remedies (e.g. plasters or paracetamol) as appropriate. Where these remedies are seen not to be effective (e.g., the headache persists after a single dose of paracetamol) the child is to be referred to the Medical Centre and if necessary, an appointment with a doctor will be organised. House staff are to check medical information before administering any medicine (to ensure there is no known allergy problem) and are not to administer more than one such dose of medicine without reference to the Medical Centre (in order that important symptoms may not be artificially suppressed).
- Where children bring a course of medicine to school with them, House staff are to store all medicines in a secure cabinet and the medicine is given out at their discretion to ensure that no overdoses can be taken. The nurse is to be informed of all medicines that are kept in the House for that purpose, and she has the right to hold and administer the medicine at the Medical Centre. No medicines where the instructions are not clearly written in English are allowed in School unless authorised by the nurse or local doctor.
- Any decision to call an ambulance or to take a child to hospital is to be taken by the school nurse during the normal operating hours of the Medical Centre. Children who are admitted to hospital for emergency treatment will always be accompanied by an adult, parents, or school nurse. Outside of these hours, the responsibility lies with the Houseparent.

### **Seeing the Nurse**

If a pupil needs to see a nurse during lessons, they must ask permission from their teacher to go to reception. Reception staff when they call medical and give permission to access the medical centre.

The medical centre is available for all boarders during term time on weekends from 08.00 to 17.00. It is not manned on the weekend.

### **Doctors' appointments**

All international boarders will be registered at a local doctor's surgery. Appointments should be made by the Medical Centre, who will advise House Parents who will then organise transportation.

### **Medical History**

All boarding pupils, upon entering the school, are required to fill in a Medical Questionnaire. Boarders should not be admitted to the school without this document as it lists medical history and medical issues.

### **Holiday Illness**

Any serious illness or accident during the holidays and any contact with infectious or contagious illnesses should be notified to Houseparents and the Medical Centre staff upon return to school.

## **Medicines**

All medicines and tablets should be communicated to the Houseparent and handed to the staff immediately on arrival. Centre Staff.

Only medicines which have been assessed by the Medical Centre to be safe are allowed into School. Medicines will be kept in a secure location in each House, medicines will be administered in the presence of staff and all medicines being administered will be recorded in the medical diary as wellbeing communicated to the Medical Centre.

## **Communication with parents**

The Boarding House will not, unless specifically requested to do so, inform parents if a child is admitted to the Medical Centre. The Medical Centre staff will of course make every effort to contact parents or guardians if the pupil requires further medical care or support.

## APPENDIX NINE:

### **REWARDS, PRIVILEGES AND SANCTIONS POLICY**

Relevant to whole school policies: School Policies and Standards, School Code (pupils) - <https://www.woodhousegrove.co.uk/school-info/policies-handbooks/>

The school aims to encourage and reward good behaviour and to follow a consistent policy on discipline, punishment and the use of restraint, and staff should be firm, fair and positive in their dealings with boarders.

The placing of a pupil on House report or restricting them to the school site are the only other punishments allowed in boarding and these sanctions may be applied to pupils who leave the school bounds without permission, who repeatedly flout House Rules or who are involved in incidents of inappropriate behaviour.

When dealing with serious misdemeanours, such as bullying or vandalism, both staff and pupils are required to make written statements, which are passed to the Houseparent for consideration and appropriate response. (NB. In the case of bullying, specific reference must be made to the school's anti-bullying policy.)

All serious disciplinary offences and punishments are recorded and reviewed each half term by the Head of Boarding.

The Schools Policies and Standards outlines the response to offences within the school as a whole and sets out those offences for which, on the Headmaster's authority only, a boarder may be temporarily or permanently excluded from boarding.

Where it is necessary to impose sanctions, they must be in accordance with the following principles All punishments should be fair and reasonable and take into account any special needs or circumstances that may apply to a particular pupil. Pupils should not be punished twice for the same offence.

- Pupils should not be humiliated or demeaned in front of their peers, or others, or deprived of any facilities necessary for leading a normal, civilised life.
- The Houseparent and House tutor responsible for the pupil who receives punishment should always be notified.
- Group punishments, where the majority of pupils are likely to be innocent of the offence, should not be used.
- All pupils have the right to make use of the school's complaints procedures (pupils).
- Ideally there should be no need for physical contact when dealing with disciplinary issues but there may be occasions when it becomes necessary, for safety reasons. (Please refer to the school's Positive Handling Policy)

House Captains and prefects are selected from sixth form boarders who have proven their ability to show maturity, responsibility and initiative. They are not endowed with any disciplinary powers and abuse of their role may result in loss of position.

# Rewards



**5 Positive Contributions** - an item from tuck

**10 Positive Contributions** - two items from tuck

**15 Positive Contributions** - an extended curfew on the weekend

**20 Positive Contributions**

Year 7 to 11

device for an extra 15 minutes for a week

Year 12 & 13

a midweek takeaway

**25 Positive Contributions** - a £10 Amazon voucher

*All rewards can be negotiated with House Parents*

# Punctuality

**5 Punctuality Marks** - Loss of privileges for a week

meaning all prep must be done under supervision, handing phone in during prep and all devices in at bedtime, attending all meals at the weekend, cannot go into Leeds, and being the first port of call for assistance with any additional duties.

## APPENDIX TEN:

### ROUTINE TIMINGS

Wake Up Calls	07.15am and 07.25am
Registration	07:40am
Cooked Breakfast	07.45am
All to have attended breakfast	08.00am
To leave house for lessons	08.25am
House secured	08.30am
Split Lunchtime	12.35pm and 13.55pm
School Finishes/Booking Out/ Co-curricular	16.00pm and 17.45pm
Registration at Supper	17.45pm
Supper	17:45pm – 18:25pm
Prep Starts	18.30pm
Prep Ends:	
Year 7 to 9	19.30pm
Year 10 & 11	20.00pm
Year 12 & 13	20.30pm
Evening Activities	20.00pm – 21.30pm

**APPENDIX ELEVEN:  
SCHOOL SITE MAP**

