



# SEXEY'S BOARDING



# BOARDING HANDBOOK

2024/2025

## **A Welcome from the Director of Boarding**

I am delighted to welcome you to join us as part of Sexey's School's boarding community. You will be soon be part of a friendly, energetic and ambitious growing community. Boarding is a very special experience that will support and extend your development and give you opportunities to thrive. We work hard at getting the very best from ourselves and pride ourselves on being there for one another. Boarding is an adventure and as such comes with a fair level of challenges, which evolve as you move up through the years from initially getting used to being away from home through to taking a leadership role within the Boarding House. Facing these challenges, with the support of your new friends and the wider community of students and staff in your Boarding House, will help you build your character and resilience that will hold you in good stead throughout your adult lives.

Before starting at Sexey's and in boarding I am sure you will have lots of questions. I hope that many of them will be answered in this handbook, but if you have any worries or questions before the start of term please email or speak with any member of the boarding team and we will do our best to help. If you are returning to boarding then there will be some changes in this handbook compared to last year as we are always looking to build on existing practices.

Whether you are a new or returning boarder, when you arrive that first evening everything will feel both exciting and a little unnerving. I have no doubt that you will settle in quickly, but to help new boarders in the first week or so they will be allocated another boarder as a 'buddy.' Your buddy will ensure you know where to go and what you should be doing, everything from what kit you need for lessons and where to find the after-school snack.

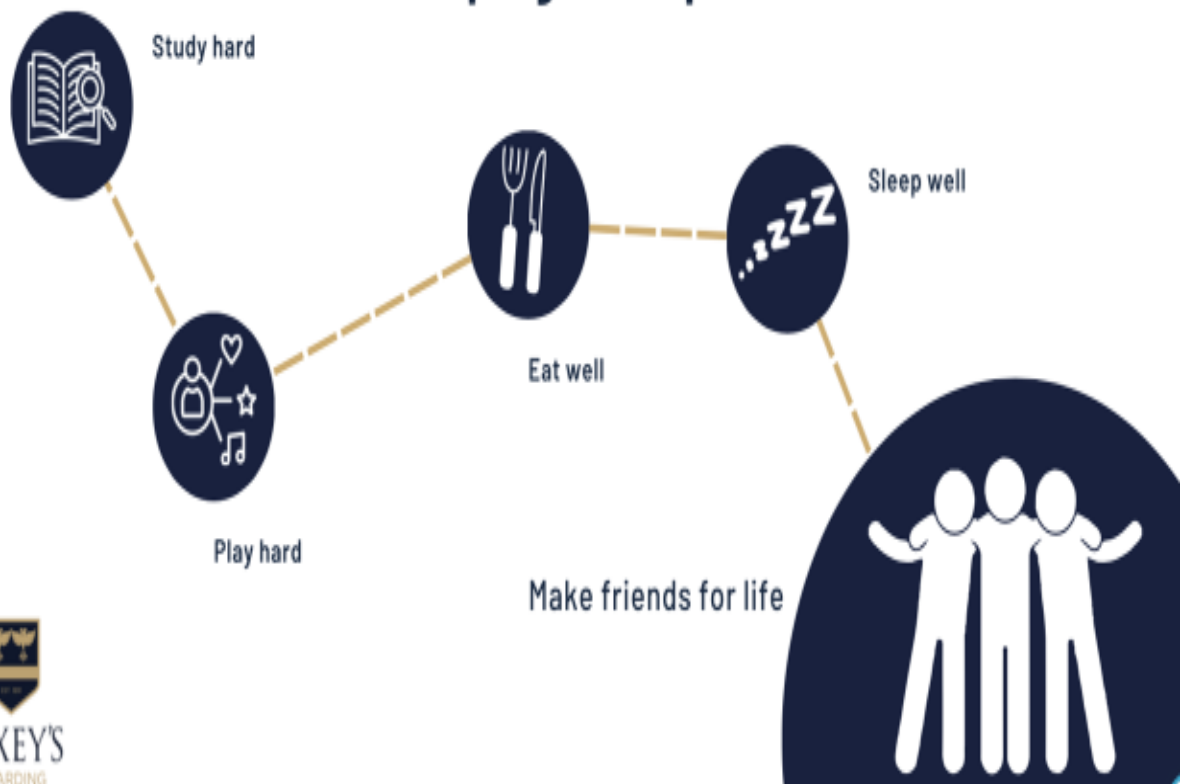
In no time, you will find your way around the house and to feel confident in routines. However, if you are ever unsure, there are always people around to help. You will have a team of House Parents, Assistant House Parents, Matron, Tutors and Gap Assistants all here to look after you and help you with anything. If you feel unwell or need to take regular medicines, there are staff in our School Health Centre who will support you. Perhaps most usefully, I am proud at how amazing our older boarders will be at welcoming you into our boarding community, as they understand what it feels like to be new and will go out of their way to make you part of our community as quickly as possible. The supportive and stimulating environment of boarding at Sexey's will ensure that any nerves will soon disappear.

Our aim is to provide high quality, affordable boarding where individuals can develop socially, emotionally and academically as part of a caring learning community. Boarding is structured to support the aim of the school: "Together, we are striving to be exceptional in all we do".

I have no doubt you will thrive and challenge yourselves whilst boarding at Sexey's and I and the boarding team look forward to supporting you.

Mr Tim Allen

## Sexey's boarding - Keeping it simple





## Statement of Boarding Principles and Practices September 2024/25

At Sexey's School, we have an unrelenting determination to be exceptional in all that we do. We provide high quality, affordable boarding where young people can develop socially, emotionally and academically as part of an exceptional caring learning community. Boarding encourages students to achieve academically and become well rounded, and forward-looking young people, well equipped to achieve in an ever-changing modern world.

### **Character**

We believe in developing all aspects of a young person by providing them with a wide range of opportunities and challenges to develop their personality, independence, leadership and life skills. Our 7 Core Values are the building blocks of character; these are empathy, respect, courage, honesty, kindness, forgiveness and resilience. We work with parents to help develop the young person's character and confidence.

### **Coeducational Community**

Our mixed age boarding houses are coeducational, girls and boys mixing socially in a family style environment although the dormitory areas are very separate. Students develop a strong sense of belonging to their community and lifelong friendships develop.

### **Care, support and safety**

The accommodation, routines and staff provide a very safe and supportive environment in which the students can relax and feel safe. The safeguarding and welfare of all members of our community are of paramount importance. Caring staff get to know the students well, celebrate their successes and support them through any challenges that they face. There is an onsite Health Centre staffed by a team who are able to provide high quality social, emotional, physical and medical support as needed. High quality pastoral support is provided across school and boarding with specific support around emotional wellbeing.

### **Respect and Diversity**

We celebrate the diverse skills and cultures that our students bring to the community and learn from each other. Students and staff have mutual respect for each other. We have high expectations of student behaviour creating a calm working atmosphere in which students can work effectively.

### **Opportunities**

Vast ranges of sporting and interest activities are on offer for students to develop their wider interests and many social trips and activities are on offer to the vibrant weekend community. Students play a key role in co-construction and the development of the school and boarding community with regular 'House Council' and 'Food Forum' meetings.

### **Spiritual**

Spirituality is an important part of life for many of our students and as a Church of England School; the school has strong links with St Marys' Church in Bruton, where students attend once a month. Students of other faiths are welcomed and opportunities for them to practise their religion are provided

## Useful Contact Details:

Director of Boarding	Mr Tim Allen	+44 (0)1749 814108 <a href="mailto:tallen@sexeyes.somerset.sch.uk">tallen@sexeyes.somerset.sch.uk</a>
School Health Centre	01749 814146 (direct line)	<a href="mailto:healthcentre@sexeyes.somerset.sch.uk">healthcentre@sexeyes.somerset.sch.uk</a>
School Reception:		+44 (0)1749 813393 - for enquiries
Headteacher's PA	Mrs Gemma Beale	+44 (0)1749 813393
Attendance officer	Mrs Sandra Lewis	+44 (0)1749 814141 – absence from School

### Boarding Houses

Lisbury Duty Office  
Lisbury E-mail:  
Lisbury House Mobile:  
Senior Houseparent  
Matron

+44 (0)1749 814132 with answer phone  
[lisburyhouse@sexeyes.somerset.sch.uk](mailto:lisburyhouse@sexeyes.somerset.sch.uk)  
+44 (0)7525 595934 / 07496 770219  
Laura Turnbull  
Stacie Hole

Macmillan Duty Office  
Macmillan House E-mail:  
Macmillan House Mobile:  
Senior Houseparent  
Matron

+44 (0)1749 814138 with answer phone  
[macmillanhouse@sexeyes.somerset.sch.uk](mailto:macmillanhouse@sexeyes.somerset.sch.uk)  
+44 (0)7738 678025  
Chris Waring  
Lisa Hole

Coombe Duty Office  
Coombe House E-mail:  
Coombe House Mobile:  
Senior Houseparent  
Matron

[coombehouse@sexeyes.somerset.sch.uk](mailto:coombehouse@sexeyes.somerset.sch.uk)  
+44 (0)7496 770260  
Lucy O'Donnell  
Stacie Hole

### Enquiries about Academic Progress or Behaviour in school

Assistant Head Pastoral	Mr Clackson	<a href="mailto:pclackson@sexeyes.somerset.sch.uk">pclackson@sexeyes.somerset.sch.uk</a>
Assistant Head Curriculum	Mr Dalzell	<a href="mailto:rdalzell@sexeyes.somerset.sch.uk">rdalzell@sexeyes.somerset.sch.uk</a>

### Numbers Boarders should save to their phones:

Sexey's School Reception: +44 (0)1749 813393

NSPCC Helpline: 0808 800 5000

Safeguarding (Somerset) – worried about a child or young person in danger? 0300 123 2224

Clare Wilson – Independent listener – 07871 999494

## **Autumn Term 2024**

All boarders will return on Wednesday 4<sup>th</sup> September from 4pm, ready for the start of the School term. Boarders do not need to arrive in school uniform and will be shown to their dormitories. Senior House Parents will formally welcome you and introduce the other staff. They will organise registration, collect pocket money, medication and answer any queries. There will only be a light supper provided in the evening and so I recommend that boarders eat dinner before they return or have a more substantive lunch earlier in the day.

**Returning boarders that have student leadership responsibilities, e.g. Prefects, will be asked to return at 4pm as well, to help support any new boarder.**

**All returning boarders need to arrive at the usual time - between 6-8pm.** All boarders should all be in the House before 8pm – if you are arriving in the evening please ensure that you have added some contingency into your travel plans, especially if you are using trains, and that you have arranged any transfers using taxis etc as the House staff will be busier than usual helping the new boarders to settle in and so will have less capacity than normal. Boarding provide a minibus collection from Castle Cary and Bruton station for the 18.15pm arrival into Castle Cary and the 18.57pm arrival into Bruton. Any other arrival times boarders are expected to make their own travel arrangements.

Medication can only be kept in the boarding houses following risk assessment by an appropriately qualified member of staff. Older students may be risk assessed to decide whether they are able to take responsibility for administering their own medication. If this is the case, medicine will be kept in a locked drawer in the dormitory. Regular checks will be made by staff to ensure compliance with both the safe storage and taking of the medication.

### **Boarders who start mid-year**

If you are joining us at a time other than the start of the Autumn Term then the arrangements will be slightly different. Please ensure that the House Parents or Director of Boarding are aware of the time and date that you are going to arrive to ensure that there is someone available to meet you and welcome you into the Boarding House. All new boarders will undergo the same high quality induction regardless of when you start.

Depending on the day and time, it may be possible to arrange a tour of the school and common areas of the Boarding House for parents; however, our safeguarding processes will prevent parents from accessing dorm rooms.

If you have any medication that will need to be administered whilst at school, we will arrange for one of the Health Centre Team to be available.

**Fun, Friends and Achievement**

Most importantly, we want our boarders to have fun, achieve, feel comfortable and form friendships that will last a lifetime. To help everyone to settle in to the new school year, and the inevitable staff and student changes that this brings, it is advised that all boarders spend the first weekend at school when a variety of activities and trips will be taking place.

We like the students to be busy and get as much as they can out of a boarding lifestyle. We strongly encourage participation in House and School Activities to build confidence and self-esteem. There are so many things going on and we find that the students who put the most in get the most out in terms of enjoyment, personal development and exam results. We encourage self-responsibility and the skills associated with becoming independent young people.

We look to Sixth Formers to set an example and develop leadership skills by helping to lead activities.

At the start of each term a full schedule of boarding and School activities is produced, with some 'down time' scheduled in to provide balance. Trips can include major sports fixtures, theatre and musicals, shopping trips, water parks, theme parks, barbeques and community service opportunities. Please speak with the boarding team to find out more about activities on offer in School and boarding.

We will support boarders to attend our local church, St Mary's, on Sundays on a voluntary basis, except once every month when all boarders are required to attend to join the local community in an act of worship. If a boarder is in for the weekend, they are expected to attend Church.

## WHAT SHOULD I BRING WITH ME?

### Essential Basic Equipment for School

The first few days of term are probably the most important days in the life of a new boarder. Patterns of work and play are established and every student looks for the security of a well-ordered routine.

Here is a list of basic school equipment that boarders will need from the first day in the classroom:

1 x bag for school books (with padlock)	1 x ruler
1 x bag for PE Kit (with padlock)	1 x pocket dictionary
Several ball point pens (blue or black)	1 x rubber
Several coloured pencils	1 x pencil sharpener
4 x HB pencils	1 x notepad (for rough work)
Maths equipment (such as compass and protractor)	2 x highlighter pens
1 x green, 1 x red and 1 x blue biro	1 x lunch card

**Solvent-based correction fluids ARE NOT ALLOWED in school**  
**Aerosols of any type are NOT permitted in the boarding house**

The Resources shop is open most break times to provide children with pencils, pens etc. Any valuable items **MUST** be marked with the owner's name or initials.

### Calculators

The Maths Department will have scientific calculators available for purchase during the first few weeks of term at reasonable cost. It would be appreciated if parents could delay purchasing a calculator until then as uniformity helps in teaching how to use a calculator properly.

Please see next page for essential basic equipment for boarding.



## Essential Basic Equipment for Boarding

Essential
Full Uniform as detailed by Admissions. Suppliers: Stevensons
A few changes of Casual Clothes
2 sets of Pyjamas
A Dressing Gown
1 pair of Slippers
2 pairs Trainers/Casual shoes (1 pair for Sports – 1 pair for casual)
1 Winter Coat (dark colour)
1 pair of School Shoes
4 Towels (2 for Sport 2 for House)
Wash Kit
Teddies – as many as you like!
N.B. In prior years, some students have not brought a dressing gown despite it being an essential item. Please ensure that this is rectified this year. Dressing gowns are compulsory for all shared areas, including corridors when boarders are not fully clothed or wearing bedwear.
Prohibited
<i>This is not an exhaustive list. Any items that are potentially harmful to any member of the school community should not be brought to school. If there are any doubts about an item, students or parents/guardians can check with the Director of Boarding.</i>
x Drugs
x Alcohol
x Cigarettes
x e-cigarettes, shisha pens or liquids for these
x Lighters / Matches
x Weapons
x Chewing Gum
x high energy drinks
x Excessive amounts of money
x Fireworks or "snaps" containing gunpowder
x Plug in fairy lights (due to fire risk)
x Any items which are illegal to possess or carry, or inappropriate for the age of the child or the school environment

## **Bedding**

The boarding house supplies sheets, duvet and cover, pillows etc. However if you wish to bring their own duvet and/or duvet cover you are most welcome to do so. The Domestic Team will launder them. Please ensure items are clearly marked with your name so they can be easily distinguished from school bedding. If any other personal bedding is brought into the house, i.e. small blankets please note the Domestic Team will not launder these.

## **Uniform and Possessions**

Boarders are expected to take pride in the way they wear their school uniform - no added jewellery or make-up can be worn during the school day. Several times a term we have an activity in boarding that requires smart wear – nothing too formal but please make sure that you have something suitable (no denim).

Space in dormitories is limited and all possessions must be taken home at the end of each term so it is best not to bring too much. (We can find storage over the holidays for overseas boarders who are flying home in our trunk rooms). Each boarder is provided with a lockable box/drawer, which may require a padlock. These are available to buy from the school shop. We do not recommend combination locks as students are inclined to tell others their combination. Please leave a spare key with the house staff in case keys get lost.

Students are advised to lock away any valuable items and parents should make sure that they are covered on their own insurance, as the school is not insured against loss. Possessions that go missing usually turn up having been left carelessly around the school by the owner. However, some things never re-appear and the school cannot accept responsibility for this. The House Staff fully investigate such occurrences but are sometimes unsuccessful. It is especially difficult to locate lost money and it is advised for students in the lower school to use the pocket money system.

Balls, skateboards etc. should not to be kept in the dorm. These can be stored for you elsewhere.

## **Laundry**

Most of your laundry is done by the Domestic Team, and is normally returned within one working day. A list of which items are needed for washing and on which days are displayed in the boarding houses. Whilst as much care as possible is taken with the student's laundry, we cannot be held responsible for items which should either be dry cleaned or are not appropriate to go in a tumble drier. We ask that items that require a special or delicate wash treatment are not brought to school.

Net washing bags, which keep laundry together and make it less likely that things will get lost, can be purchased from the school shop. Each boarder must have two - a small one for pants and socks - a large one for other clothes.

After a PE lesson or sports club, boarders should ensure that their kit is put in to be washed. PE kit bags should never be left in school overnight.

With so many people to keep organised and so many items of clothing being washed and returned to the right person, we cannot stress enough the need to label everything. Sewn on nametapes are by far the most effective way of naming clothes. Any new clothes brought in after the beginning of term must be named. Parents should check at all times, particularly when returning after exeat weekends, that any new items of clothing etc. are clearly marked with their son/daughter's name.

If your son/daughter loses any item of clothing etc, please ensure they check with House Parents, who will liaise with the Domestic Team to see if they have been misplaced before agreeing for them to purchase new. All items of clothing etc., which are not named, are kept by the Domestic Team to be claimed later. After a reasonable period of time if these unnamed items are not claimed, they are given to local charity shops. Watches, calculators, mobiles and other such personal belongings should be clearly marked with your son/daughter's name. Shoes/Trainers should be clearly marked preferably with indelible ink. Parents are reminded that such valuable items are not covered for loss or damage by

school and therefore should be included within your home contents insurance. This applies particularly to musical instruments.

## **Laptops**

Students in years 7-10 are not allowed to have a laptop in school or in the boarding house unless the Special Needs Department has requested it. If that is the case, the laptop must be registered with the House Staff and handed in each evening. Any laptop, which is used inappropriately, will be confiscated and parents will be asked to keep it at home.

## **Mobile Phones**

Students in years 7-10 cannot take their mobile phone to school during the day. They must be registered with the house staff and should be clearly named. This includes the chargers.

Mobile phones are available to boarders every evening from the end of school until bedtime. All mobile phones for years 7-10 must be handed in at the end of the evening - failure to do so can mean the phone will be confiscated for a period of time. We ask that parents do not try to call their children in any year group during prep, mealtimes or after lights out.

At weekend, boarders in Year 10 can earn the privilege of keeping their mobile Phone on a Friday and Saturday (this is done on an individual basis with boarding staff discretion)

## **Pocket Money**

Please deposit pocket money to House staff at the beginning of each term. You may of course add money to your son/daughter's account at any time during the term. The amount of pocket money per week is at the parents' discretion. As a guideline we suggest £5.00-£8.00 per week for Year 7. This may rise, as they get older. Boarders in Year 7 and 8 have the opportunity of going down to Town after school once a week with more regular visits for older students. We ask parents to set a weekly allowance and will enforce this.

Students in older years often have a bankcard and organise their own finances. There is a cash point machine in Bruton.

## **Trips and Activities Account**

For most house trips, the school provides the transport i.e. using the school minibuses and the House Parents pay for the entrance fee to any attraction (cinema etc.) but claim this back from you by adding the cost to your Account, the bill for which you receive at the end of term. For any activity costing more than £25 we will get direct permission from you in the form of a consent letter with returnable slip – the payment may be debited to your account or you may pay separately. Trips involving an adventurous activity will always require a consent letter. At the start of term, parents may complete a generic consent letter that covers all trips. If completed then permissions for individual activities may then be given by email or phone call.

## WHAT ARE THE DAILY ROUTINES?

### An overview of a lower school Boarder's day

(There may be adaptations for age related responsibilities)

7.00am	Wake up
7.45am	Meeting for year 7-10 to check uniform
7.50 – 8.20am	Breakfast
8.40am	Registration for the school day and collective reading
9.05am	Period 1
10.05am	Period 2
11.05 – 11.25am	Break
11.25am	Period 3
12.25-1.20pm	Lunch
1.20-1.40pm	Assembly
1.40pm	Period 4
2.40pm	Period 5
3.40pm	End of the school day
3.40pm – 5.20pm	Extended Day Activities in school
5.30pm – 7.30pm	Prep / Tea - Each boarding house has tea at a different time
7.30pm – 8.45pm	Boarding Activities
7.30pm – 8.45pm	Social Time
8.45pm	House meeting and bed routines
9.15pm	House meeting for 6 <sup>th</sup> form

### Bedtimes

<u>Year</u>	<u>In dorms</u>	<u>Ready for bed</u>	<u>Lights out</u>
7	After meeting	9.00pm	9.15pm
8	After meeting	9.15pm	9.30pm
9	After meeting	9.30pm	9.45pm
10	9.30pm	9.45pm	10.00pm
11	9.45pm	10.00pm	10.15pm

Years 12 and 13 are expected to be in their dorms and quiet by 10.30pm

Boarders should not leave their dorms after the 'ready for bed time' listed except in emergencies. Boarders should plan their timing of showers etc to ensure these times are met. Students that need regular reminders of this may then have their 'in dorm' time brought earlier to support them.

### Dorm Personalisation

It is important that boarders personalise their personal areas of the dorm room. Each boarder has a pin board near to their bed to display photos of friends and families. The use of blue tack/tape on painted walls causes damage and so is not permitted, as is the use of any other adhesives. Fairy lights are very popular but must be battery powered due to the fire risk of plug in versions. If you wish to bring your own lamp, please make sure it is also battery powered.

### Birthday Parties

We really enjoy celebrating birthdays in boarding. You can expect a cake to share with your friends and an evening of fun. Years 9 and above can have dinner out at a local restaurant with a group of friends (not funded by the school). For Year 9's a member of staff will need to stay in the building, for Year 10 and above a member of staff will be in a nearby building. The party will need to be pre-booked and a staff member will speak to the venue to ensure no alcohol is served to boarders. Last minute plans cannot be supported due to the need to ensure staff supervision is appropriate across the boarding Houses.

## **Prep (Homework)**

Prep is a vital part of school life and we use it to encourage students to take responsibility for their own learning and develop their Independent Learning skills.

All students in Years 7-10 do their prep either in-house or in a classroom, under the supervision of boarding staff. Students in Years 11-13 also do supervised prep unless they have earned the privilege of doing it in their dormitory. Where Year 11-13 boarders are not making the expected academic progress they can expect to join supervised prep to support them.

Years 7, 8 & 9 do up to one hour of supervised prep each evening from Monday to Thursday.  
Years 10-13 do up to one hour and a half of compulsory prep each evening from Monday to Thursday, followed by independent study time for as long as it takes to complete homework.

Staff will support students with their work wherever possible.

## **Town Leave**

### Years 7 and 8

Boarders may visit Bruton town on a Monday or between 3.40pm – 5.00pm. They must sign in and out of the Boarding House and must be back on site for 5.00pm. Students may not go into town in groups of less than two. Boarders may also visit town on a Saturday and Sunday 2pm – 4pm

### Years 9 and 10

As above, but Boarders may also visit Bruton on a Friday.

### Year 11

Boarders may visit town any day between 3.40pm and 5.00pm. They must sign in and out of the Boarding House and must be back on site for 5.00pm. Students may not go into town in groups of less than two. Boarders may also visit town on a Saturday and Sunday with agreement from their House Parent.

### Sixth Form

Boarders may visit town any evening after school and at a weekend but this must be prearranged with their House Parent and they are required to sign in and out with their House Parent. Boarders may not go into town in groups of less than two.

## **HOW DO I CONTACT HOME?**

Most families use video calling apps on smartphones to talk regularly with each other, staff can provide a quiet space if required.

## **Phoning from Abroad/UK**

Parents living outside the UK may arrange with the House Staff a convenient time when they can phone in and speak to their son/daughter. Please speak to the House Staff to arrange this.  
All boarding houses have the facility for Teams/Zoom/Skype.

## **Letters**

Please address your letters to the appropriate boarding house i.e. Macmillan or Lisbury, and NOT to the school office.

## WHAT HAPPENS AT EXEAT AND THE END OF TERM?

An exeat is where boarders leave for the weekend.

### Voluntary Boarding Exeats

House Staff collect details on a Wednesday of those students who will be out for the weekend. If boarders wish to change the normal weekend routine, please ensure that the House Parents are aware by this time, as they have to inform the catering team. Boarders should only return on Sundays after 6pm, any early returns need to be pre-approved with house staff so any catering requirements can be arranged. (Weekend leave forms to be completed)

### Fixed Boarding Exeats

The Boarding House closes for all fixed exeats – these are shown on the term dates calendar. Boarders must be picked up from the boarding house between 4.00pm and 6.00pm on Friday afternoon. If you are going to be later than 6pm please liaise with the Senior House Staff as alternative arrangements may have to be made. If boarders are being collected by anyone other than a parent or guardian, please notify the House Parents. After the exeat weekend, please return your son/daughter from 6.00pm but no later than 8.00pm on the Sunday. Please note the boarding houses do not open before 6.00pm.

### Travel Arrangements

Even though it is the parents' responsibility to get students to and from school, the school assists in making travel arrangements to airports and train stations so that students may share transport where possible. However, this normally applies only at the  $\frac{1}{4}$  term,  $\frac{1}{2}$  term,  $\frac{3}{4}$  term breaks and at the end of term. It does not apply to travel to appointments (however if the appointment has been made by the Health Centre travel will be arranged, any appointment outside of Bruton will incur mileage costs unless it's an emergency) or to weekly boarders' travel, other than at the official exeats. Any travel arrangements not made by the school are the responsibility of the parent and payments for such arrangements must be made direct to the travel company.

It is expected that parents try to arrange travel times after the normal school day i.e. 3.40pm to avoid unauthorised absences, but if this is not possible, then any student leaving or arriving outside of the accepted times should go to their guardian so as not to disrupt the boarding house.

### Trains

We will provide a minibus service to the various local train stations. These are Bruton (towards Bristol, Weymouth and London Paddington with a change at Westbury), Castle Cary (towards Penzance) and Templecombe (towards London Waterloo and Exeter). The school will only meet specific trains, which will be notified to parents. The school can arrange tickets for these trains provided enough notice is given.

The students will need to let us know, **at least 3 days before the day of travel**, which train station they need to be taken to and collected from. This information should be given to the boarding houses using the current "green-slip" system. The houses will then forward the requirements to Reception. Timings of pick up from various houses (or coach lay-by) will go up in the boarding houses and students are expected to be ready at these times. Similarly, if transport from a station is booked, it is expected that students will be there for collection. If, for whatever reason, a student is not returning when expected, please leave a message with the relevant boarding house. If your child does not arrive as expected and no messages have been left, the normal transport charge will be levied, and it will be the parents' responsibility to arrange travel to school if required.

## Flight/Bus/Coach Tickets

The school does not purchase these.

## Airports

We can arrange taxis to the airports if parents wish. Should more than one student be travelling at the same time, the school tries to arrange for students to travel together, thus sharing the cost of the taxi between the students. However, it is not the school's responsibility to arrange travel back from airports, the reason being that should there be any difficulties or delays with flights the office is not manned to inform the relevant taxi firms. However, if we know details of return flights we do make the taxi bookings, but parents must be aware it is their responsibility to contact the taxi firm direct if there are any problems. Transport to airports will only normally be arranged on the last school day to minimise unauthorised absences.

## Taxis

We use a number of taxi firms. The cost of travel may only be put on account at exeat weekends, you must pay direct to the taxi firm for travel at other times. These firms are as follows:-

Chinnock Taxis Taxis 07703 068878	Elite Taxis 07566 855007	Destination Travel 01963 34441	Bruton & Mendip 07984 465864
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## General

Cost of travel (school transport and/or taxis) will appear on students' activities account at the end of term.

Should you have any queries, please contact our your house staff

## Part-time Boarding & Occasional Boarding

Parents may collect students on Friday between 4pm and 5pm. On non-exeat weekends, students cannot return to the boarding house until after 6pm but no later than 8pm on Sunday. Senior House Staff attend all meals with the children and are not always back at the house prior to the above time.

If boarders return on Monday morning, they must arrive at the boarding house between 7.00am and 7.30am or go straight to school in time for registration at 8.40am. They must be in school uniform.

## HOW WILL I BE KEPT SAFE?

### Personal development

Safety is not just about immediate wellbeing of young people, but also the development of strong positive characteristics and life skills. To support boarders to develop these boarders will have regular mentoring with one of their House Parents to discuss their academic progress and character development and also will participate in a social and emotional development program that will cover the following topics (and others requested through student voice):

- Inclusion and Diversity
- Developing Confidence
- Online Safety
- County Lines Explained
- Dealing with Stress and Anxiety
- Preventing Bullying
- Mental Health and Wellbeing
- Prevent Explained
- Developing Healthy Boundaries

# Health Matters & Sickness Procedure

We encourage a healthy lifestyle (and a great deal of fun) by providing a wide range of activities and promoting healthy eating. We work with the Health Centre to pay attention to the physical and emotional health of the children.

We support the work done in school on Health Education with age-appropriate informal discussion on topics such as alcohol, illegal substance abuse, smoking, sex education, sexually transmitted infections, and protecting oneself from abuse. Such issues are often brought up by students as a result of reading the newspaper, watching the television or topics they have covered in school. Discussion is sensitively handled and takes into account the age, prior experience and maturity of the students.

The NHS Nurse runs a clinic offering a range of health care services twice a month in boarding. This clinic provides a drop in service for all health related matters including sexual health issues. In addition, a local GP from Bruton Surgery provides an appointment service once a week for boarders. Boarders are invited to speak to welfare staff in the Health Centre who will arrange an appointment either at the clinic or with the GP. Appointments at the GP are a confidential service.

If a boarder is unwell, the usual procedure is that if someone is not well enough to stay in the boarding house we will arrange for them to go to the Health Centre for assessment. If the Health Centre staff feels it appropriate they will contact parents to arrange for collection. Any critical events such as accidents will be dealt with by Health Centre or boarding staff immediately.

It is important that ill boarders have a place they can go and stay longer term if they are likely to have more than a brief illness or incapacity. For example in the case of influenza. For overseas boarders this means ensuring contingency measures are in place with a guardian should the need arise. For non-overseas boarders this may mean the family home or closer relative will need to provide a haven during longer term illness. The Health Centre does not have capacity to hold unwell students for extended periods.

## Student Welfare and Safeguarding

At Sexey's we take our responsibility to the safety and welfare of our students very seriously. We are committed to safeguarding and promoting the welfare of all children with a comprehensive Safeguarding Policy and Child Protection procedures in place. All staff including support staff, supply staff, volunteers and governors are aware of this policy, procedures, and share in this commitment.

If you have any concerns regarding the safety and welfare of any child in school or boarding, do not hesitate to contact Mr Allen as Director of Boarding or Mr Carpenter, in his role as Designated Safety Lead.

A copy of our Safeguarding and Child Protection Policy can be found on our website.

Boarding Staff provide a safe, secure environment with clear boundaries in which all students can take a pride and feel a sense of belonging. We operate positive behavior management with students being rewarded for good behaviour. When students do come into conflict, restorative justice is used to help students learn to accept responsibility and understand the consequences of their actions.

We take incidents of unkindness or bullying, even at low levels, very seriously.

On occasion, the school has to share welfare concerns with other agencies and work with them to support children. We will ensure that our concerns are discussed with parents/carers first, unless we have reason to believe that doing so would not be in the interest of the child's welfare.

## Health & Safety

Health & Safety regulations require us to carry out a Portable Appliance Test (PAT) on all electrical equipment brought into school e.g. hairdryers, straighteners etc. (not phone chargers, iPods or low



voltage equipment). Items that pass the test will be marked with a “safety sticker”; any failed items will be handed back to parents for safety reasons.

Students will be informed on the first evening of the routine to follow when the Fire Alarm sounds. Fire drills are conducted at least once per term.

## **Dormitories**

All students in a dorm have collective responsibility for the tidiness of the dormitory. It is checked every morning and full dorm inspections are conducted weekly for each year group. If a dorm is consistently very untidy, it will have daily inspections and students will be expected to clean it themselves.

## **Sleep – Overs**

Should a boarder wish to attend a weekend ‘sleep over’ at a friend’s house, the parent or carer of that boarder must write an email of invitation to the House Parent by midday the Wednesday before the weekend of the sleepover and complete a host form. Permission must be given by both the boarder’s parents and the adult assuming responsibility for them. Full details of when and where the sleep over will take place should be given.

## **Dietary Requirements**

Please notify the House Staff of any special dietary requirements that boarders have. There is a wide variety of food on offer at breakfast, lunch and tea and the catering staff can provide specialist diets.

## **Communication and Visiting the House**

Parents/guardians are by far the biggest influence on young people but the boarding staff also have an important role to play. It is vital there is optimum communication between the boarding house and parents – please phone or email about any concerns or to ask about progress. We do not phone about every minor thing – we encourage students to stand on their own two feet – but will get in touch about anything important.

The use of mobile phones can result in parents being made aware of situations in the house before House staff. Please ask your child to tell staff if they ring you up about something you feel we should know about. If they feel ill and ask to come home please ring the House to check what the situation is. We are happy to receive occasional visits from parents/guardians but ask that you help in the smooth running of the Houses by contacting the House staff before coming to visit or pick up students.

When visiting a boarding house parents/carers are only allowed to go to a student’s dormitory on the first day of term up until 8pm and last day of term to help with luggage. At other times, parents/guardians are not allowed into dormitories for safeguarding reasons.

## **Security**

The houses have an electronic lock system on all doors for which students are issued with a code at the start of the year. Students are able to come back to Houses after breakfast to clean their teeth but cannot get back into the house later during the day so must ensure they have taken all books, bags and kit in the morning.

## **Personal Files**

Passports, tickets and other documents must not be left in dormitories. Please hand them to staff who will place them in your personal file, which is kept in a secure place in the office. Information of a sensitive nature is only passed on to staff who need to know in order to ensure effective pastoral care.

## Talking

Students have a number of people who they can confide in at school and we hope that all students will find someone who they can relate to. Every boarder will have a named mentor that they will meet regularly with to discuss life in boarding, school and more generally. Boarding staff are always around and are very open to listening to student ideas and concerns. There are also prefects and peer mentors within the student boarding community.

The Children's Commissioner for England promotes and protects children's rights in England. She does this by listening to what children and young people say about what matters to them and making sure adults in charge take their views and interests into account. We ensure that all students have the contact details of the Commissioner in case they feel they are being unfairly treated.

### **The Office of the Children's Commissioner**

Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT

Tel: 020 7783 8330 Email: [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

We also have an 'independent listener' called Zara Coulson who is available to listen to you when you need her. She is independent of the school and so it can be easier to talk to her if you have a problem that you might not want to share with a House Parent.

## WHAT IS EXPECTED OF ME?

In Boarding we share the whole school ethos 'to be exceptional in all that we do', being guided by the Seven Core Values: Kindness, Forgiveness, Empathy, Respect, Honesty, Resilience and Courage. We try to run a structured, well-ordered community in which individual freedom is exercised within the framework of simple, clear and universally applied rules; courtesy and common sense are valued qualities. Incidents of poor behavior are dealt with immediately by the duty staff; incidents that are more serious are passed to the Senior House Parents, Director of Boarding or Headteacher as appropriate.

Where possible we commend good behavior and reward by allowing more responsibility and privileges. When we have to, sanctions are imposed which usually involve greater supervision and loss of privileges. Minor offences are dealt with by a word of admonishment or the imposition of Community Service. Where a lack of responsibility is shown students may be 'Gated' whereby they are not allowed off the house site unless doing an activity supervised by a member of staff.

More serious incidents are dealt with according to the School's Behaviour Policy. We treat smoking as a serious issue - students and parents should be aware of the sanctions ladder that applies to smoking offences published in the School Smoke Free Policy. We have a zero tolerance approach to illegal drugs.

All conduct which tends to bring discredit upon the School, whether on the school premises or elsewhere, will be treated as a breach of the school rules. Boarders must be mindful of this during town visits. When a pupil's behaviour is causing particular concern, the school will seek to involve the parents at the earliest appropriate time. The behaviour and rewards policy can be found on the School's website.

## House Rules

Most of our rules are about being considerate of the rights, feelings and possessions of the people you are living with - if you manage that then you will not go far wrong. Others are for your safety.

The Governors of the school have adopted a No Smoking policy on the school campus, which applies to staff as well as students. The school is an equal opportunities employer - we will not tolerate behaviour that discriminates against any group – be that staff or students.

1. Signing out - If you leave the house in the evening or at the weekend to go anywhere off the house site then you must complete the signing-out form. Give details of where and when and sign in on your return. You may not go to other houses after 8pm on Sundays.
2. Bruton is out of bounds at all times except for times detailed in 'Town Leave.'. School uniform must be worn in town on weekdays.
3. Be considerate about the amount of noise that you make. Music is not to be played out of the windows.
4. You must attend all meals. Your clothes at meal times should be clean and suitable - don't come straight in from sport. Flip-flops, sliders or similar are not permitted on the main school site, only around your boarding house.
5. You must wear shoes/slippers in all communal areas of the house.
6. All damage and breakages must be reported to Staff straight away. Damage deemed deliberate or caused by a lack of reasonable care will be charged to a student's account.
7. Dorms are private places. You are not allowed in the dorms of others. You may not invite people into your dormitory. You may not sleep in other people's dormitories even if there are empty beds at the weekend.
8. Dormitories must be left tidy at all times. If a dorm is consistently very untidy, the Domestic Team will stop cleaning it and boarders will be expected to do this in their free time supervised by House Parents.
9. Posters on the poster boards only please. No blue tack or other adhesives on the walls.
10. Boys must not go onto the girl's side of the house and girls must not go onto the boy's side. This matter is treated very seriously.

## **Complaints**

If you have an area of concern please do not hesitate to contact the boarding team or Director of Boarding who will raise it as an 'emerging concern' and investigate. We are all human and mistakes can be made by anyone in our community, however we share the commitment to identify, apologise and learn lessons where necessary. To make a formal complaint please follow the schools complaint policy that is available on the website.

## **And finally...**

If we have forgotten anything then please ask when you visit the house or send us an email. We look forward to seeing you!

‘Working together with a determination  
to be exceptional in all that we do’



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