

FINBOROUGH SCHOOL



BOARDING HANDBOOK (for Parents and Pupils)

2023/2024

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ETHOS

Our Aims

At Finborough School we are committed to providing each pupil with the best preparation for life. We are clear that this will be delivered through a number of different strategies.

Recruiting and retaining the best teachers

We have an eclectic group of teachers who bring different life experiences, are from a wide range of countries and are a mix of age groups. Our teachers are involved in wider school life and therefore get a chance to see our pupils in and outside of the classroom. We are investing heavily in their personal development and have introduced an up-to-the-minute performance management system where the pupils also get an opportunity to review their teachers.

Providing the best environment

When we say environment we not only mean the location and facilities but also the day-to-day workings of the school. We are continually investing in our facilities: to date they include boarding accommodation upgrades, a purpose-built art & science facility, outdoor all-weather pitch (astro), netball and tennis courts, new pre-prep building and a performing arts centre.

A commitment to excellence

Our school motto is 'best preparation for life' and we follow the ethos better never stops. This ethos is in everything we do, from a piece of art work to math's homework, to playing for the rugby and netball team or singing in the school choir our pupils are encouraged to give it their all. We have clear standards of dress for all our pupils and we want them to take pride in their appearance. We have an outstanding track record of providing value added education, which simply means enabling your child to perform above expectations.

Our culture (also see Finborough Culture Charter)

Our culture is defined by our school values of honesty, respect and results. These values underpin how we treat each other. They form part of our code of conduct and are key considerations when recruiting teachers and pupils. We assist each pupil to develop confidence, self-esteem and a sense of identity. At Finborough we want our pupils to be themselves and be proud of who they are.

Business Principles

We are committed to seeing the school continue to grow. We never want to become complacent so we are always observing our competitors with a view to staying one step ahead. We have a sound financial plan which will enable us to continue the school's development. The school is family owned and family run therefore we are not accountable financially to any other external bodies and do not have to use paying parents' revenue to subsidise others.

At Finborough School we provide a holistic approach to education, encouraging our pupils to achieve excellence and to become lifelong learners.

WE AIM TO PROVIDE:

- a broad, balanced, differentiated and creative curriculum based upon the School's ethos and core values and the National Curriculum
- equal opportunities for all regardless of sex, race, colour, age, sexual orientation, creed or disability
- high quality teaching
- a stimulating, challenging, positive and enjoyable atmosphere conducive to learning where everyone is valued and achievements are celebrated
- opportunities for parents to support their children's education and the life of the School.

WE ENABLE EACH PUPIL TO:

- develop morally, socially, culturally and spiritually embracing the School's ethos and core values of leadership and to be forward thinking and become worthy global citizens
- value learning and to be reliable, honest, resourceful, flexible and responsible
- develop a positive self-image with the ability to express himself or herself confidently
- become increasingly aware of the needs of others, developing a caring and responsible attitude
- be proud of Finborough School and help to make it a happy place in which to work
- work hard and always try your best
- talk to your teacher if you need help
- be kind, patient and reliable, always treating others with respect and consideration.

In addition, all staff should aim "to safeguard so far as is reasonably practical the health, safety and welfare of all children."

STATEMENT OF BOARDING PRINCIPLES

The development of the whole person and the communication of values are vital.

- Being an open and trusting school, boarding is based upon mutual respect for all its members.
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- Each boarder and each member of staff is to be treated as an individual and with respect and consideration by other pupils and by staff.
- Although living together, staff and boarders acknowledge the right of each other to privacy.
- Each boarder has the right to extend his or her intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to learning.
- All boarders should be able to develop physically, spiritually, intellectually, morally and socially.
- Despite the distance separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders. A termly email is sent to parents by the Head of Boarding at regular intervals and all boarding staff maintain frequent communication with parents via email and telephone. Parents are provided with opportunities to support their children and their education and attend various school events during the academic year. In addition, parents have access by email and telephone to their sons and daughters on a daily basis during leisure time period.
- Pupils may only board at Finborough School, if certain criteria are met as set out in the School Prospectus under admissions. Pupils are offered a place at Finborough School following an interview, an assessment and/or after a satisfactory school report has been received. This is to ensure that Finborough School can cater well for any pupil admitted.

STATEMENT OF BOARDING AIMS AND PRACTICE

- Develop the whole person, a desire for truth and a respect for others;
- Produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil), confident in the knowledge that he or she will be treated and respected as an individual;
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing;
- Provide a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each boarder;
- Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort;
- Provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy;
- Develop boarders' responsibility for self, for others and for the environment;
- Develop boarders' qualities of leadership and ability to work as part of a team;
- Encourage boarders to contribute to the needs and welfare of others in the house and school, as well as those in the wider community;
- Provide suitable conditions for boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.

PASTORAL CARE

There are two boarding houses at Finborough housing weekly, full and occasional boarders from 7 to 18. Wollaston houses the boys and Pettiward houses the girls. The boarding houses can be contacted as detailed below.

Head of Boarding

Karen Williams

Email: kwilliams@finboroughschool.co.uk

Boarding Mobile: 07753 220025

School Office

Email: admin@finboroughschool.co.uk

Telephone: 01449 773600

Staffing Out of Hours

Our residential house tutors provide 24hr cover for the children. If a child should need the assistance of a member of staff overnight they can knock on the door to the staff accommodation.

In case of an emergency such as a fire the duty staff will ensure that all children are quickly evacuated out of their rooms and accounted for at the assembly point. To achieve safe and controlled emergency procedures there will be a night time fire alarm practice each term organised by facilities manager.

Useful numbers

Independent Listener

Mrs Kate Simpson

Tel: 07805 310665

Childline

- **0800 1111** (to speak to someone in confidence)

The Office of the Children's Commissioner

Tel: 0800 528 0731

Email: [help.team](mailto:help.team@childrenscommissioner.gov.uk)@childrenscommissioner.gov.uk

ISI (Independent School Inspectorate)

- **02076000100** (General Information) info@isi.net
- **02076000100** (Concerns) concerns@isi.net

Ofsted

- **08456 404045** about education or adult skills
- **08456 014772** if you want to make a complaint or have a concern about any service Ofsted inspects or regulates (08.00 to 18.00)
- **08456 404040** about children's services or any other aspect of our work

Please also see the leaflet 'Who can help me' found in the boarding office.

GUARDIANS

All boarders whose parents are not resident in the UK must have a guardian appointed acting in 'loco parentis' within the United Kingdom. The School must have the address, email and telephone number of this guardian, who is nominated in writing by the parents.

Pupils should have someone that they can stay with during school holidays. This would normally be the guardian but the guardian/parent can authorize someone else to look after his or her child/children. Such authorization must be in writing. Guardians should also be available to accommodate and supervise boarders during the term-time should there be a need to exclude pupils as a result of a serious breach of School rules.

ACTIVITIES FOR BOARDERS

Boarding evenings and weekends

All boarding pupils will have an organised trip or activity each weekend. The Head of Boarding ensures that a wide range of weekend trips and activities are offered over the year. A list is published at the start of each term and details are on the school website.

Clubs and activities

A variety of evening activities are offered to boarders throughout the week. These include Art Club, cookery and a range of sports. Boarders may use the Sports Hall and gym facilities providing they are accompanied by a member of staff.

We actively encourage our boarding pupils to join local clubs and groups to enhance their experiences out of school and become involved in the wider community. Examples of this are local sports teams, Scouts and Guides. Transport can be arranged if required.

USE OF SCHOOL COMPUTERS AND ELECTRICAL EQUIPMENT

Digital Safety and Civility Agreement

Click [here](#) to view our 'Digital Safety and Civility Agreement' (part of our Culture Charter)

School computers

Pupils may not load or attempt to load any application software on any computer owned by Finborough School. Should a pupil need an application loaded for his or her studies, the student should consult Mrs Catherine Osborne, Head of Computer Science. The software will only be loaded if appropriate licensing conditions for that piece of software are met. Pupils must make themselves aware of the I.C.T. code of practice which also applies to P.C.s. They may not be used after bed time. Random checks will be made to check that P.C.s do not contain unacceptable material. Separate hard drives are not to be bought into school.

Electrical equipment

Boarders are allowed to use a limited number of electrical appliances, which must be safety checked and P.A.T. tested by the facilities manager.

Mobile Phones, Computers and Electronics

Computers/Games console

- No games after dorm time
- No TV/ Computer games marked as suitable only for 18s and over – all games should be age appropriate
- House staff to have full discretion to confiscate a game if they feel it is too violent or offensive in nature
- Any child who in the opinion of the house staff is indulging in an unhealthy quantity of game play is to be prohibited from playing for more than one hour at a stretch. Note that the games industry recommends that no person should play video games for a period in excess of four hours in any single day

Any pupil found on inappropriate sites will be referred to SLT and parents.

Lap tops, Mobile Phones & Electronic Equipment

- Electronic Equipment is not to be used after lights out and will be confiscated if found being used.
- Up to and including Year 10 are to hand in all laptops, mobile phones and electronic entertainment equipment at lights out.
- If a 3G phone is provided for a pupil it is the person who signed the device contract that is responsible for the use of the phone. The School cannot be held responsible for sites accessed. (Filters can be included in the contract)
- If boarding or maintenance staff feel an electrical item is deemed unsafe or unfit for example a loose or exposed wire, they have the right to confiscate the item. If an electrical item fails a pat test, again the item will be confiscated.

All boarders may use the house phones to contact their parents with permission from staff, so do not need to take their phones to school or to have them on after lights out

Please also refer to the school policy on the use of mobile phones & other devices with internet capabilities policy

GENERAL HOUSE INFORMATION

All laundry must be clearly named. Unnamed clothing will be retained in the Laundry until the end of term. There will be occasions during the term when lost property can be identified and reclaimed. However, unclaimed and unnamed clothing left at the end of summer term will be distributed to charities. After the final term all possessions must be removed from the school premises on or before departure. All boarders are expected to have laundry bags. It is not possible to hand wash clothing and low temperature wash items must be handed personally to the laundry operative. A washing machine is available to the boarders.

The Music Department may be used by pupils practising piano or other instruments. This area can only be used under the supervision of a member of staff.

Suitcases and large bags must be left in storage during term time and not in rooms.

Personal clothing/possessions must be limited to a sensible proportion due to limited storage facilities in each boarding room. Excessive quantities of clothing/possessions returned to school will be stored in the trunk room until they can be taken home. Each boarder will have a personal wardrobe and each will have a chest of draws for their personal use.

Unruly behaviour, rudeness and damage to property will not be accepted and will lead to sanctions. Any associated costs will be placed on the school account.

Passports and travel tickets/documents must be handed in to the school office on arrival for safekeeping. All medicines and monies should be handed to boarding staff and never left in rooms.

The School cannot be held responsible for lost monies, phones, electronic games and machines.

Incoming post can be collected from the boarding staff after school from Monday to Friday. Stamps are available from the school office.

Pocket money will be handed to pupils on Fridays.

Pupils are able to use the boarding house telephone to contact parents out of school hours. Calls to numbers outside the UK can be made from the school office.

Pupils in Year 10 and above have their own desk and desk light for homework. The school ICT facilities are available for use with the agreement of the staff. At certain times designated year groups will be given priority use.

Please remember to notify the School Office of any changes of address or contact numbers or any change in circumstances affecting the school records at the earliest possible opportunity.

LEAVING SCHOOL PREMISES

All pupils must sign in and out with the school office during school hours and with boarding staff at all other times if leaving the school grounds. Permission must be given by a relevant member of staff.

All taxis must arrive at/depart from the car park in front of the school office.

The Head Teacher must authorise early departures or late arrivals at the end and beginning of term and half term. These requests should be for exceptional circumstances only.

Any boarders wishing to arrive or leave the school between 10pm and 7.30am will need to obtain prior agreement with boarding staff.

Boarders wishing to visit a friend or relative for the weekend will need written permission from the Parent/Guardian and from the friend's parents or relative.

Weekend arrangements must be made in advance and the Head of Boarding must be informed prior to the weekend. Sufficient time will be needed to confirm these arrangements, usually by Wednesday evening prior to the weekend.

Boarders away for the weekend should return in time for the evening meal and by 6pm on Sunday unless arrangements have been confirmed with House Staff. Weekly boarders may return on Monday morning.

Special permission must be obtained for boarders to go out during the week.

All boarders are expected to arrive between 14.00 and 17.00 on the Sunday preceding the start of a new term. Any boarders wishing to arrive outside of this time will need to obtain prior agreement with boarding staff.

The boarding houses are locked between 22.00 and 07.00 for pupil security; children are not to be dropped off or picked up between these times without prior permission from house parents.

Please also refer to the school signing in and out procedure.

FIRE DRILLS (PROCEDURES DURING BOARDING HOURS)

- Boarding hours are:
- Weekdays between 17.30 and 08.30.
- Weekends from 16.30 on Friday to 08.30 Monday morning.
- Roll calls.
- In the event of the fire alarm sounding boarders living on both ground and first floor corridors must report for roll call at the far side of the Boarding House Car Park, as far away from the Boarding House as directed by a Boarding House staff member or Boarding Prefect.
- All Boarders are to line up in year groups in silence.
- Boarders must leave the Boarding House by the quickest and safest route.
- Footwear must be worn.
- During Boarding hours all boarders leaving site must sign in or out from the Boarding House Office.

Please also refer to the school Fire Procedure.

ROUTINES

Daily routine

PREP PUPILS

7.00 am	Wake up and get dressed
7.45 am	Breakfast
8.15 am	Brush teeth
8.20 am	Leave for school
4.30 pm	Late Stay
5.30 pm	Dorm time – change for tea
5.45 pm	Tea
6.30 pm	Activity
7.00 pm	Dorm time – tidy room and shower

SENIOR PUPILS

7.00 am	Wake up and get dressed
8.00 am	Breakfast
8.20 am	Brush teeth
8.25 am	Leave for school
5.30 pm	Dorm time – change for tea
5.45 pm	Tea
6.30 pm	Prep (finish time dependent on year group)
7.30 pm	Dorm Time Year 7 & 8
8.30 pm	Dorm Time Year 9 to 11
9.00 pm	Dorm Time Sixth Form
9.30 pm	Final Curfew all boarders back in respective boarding house

Weekend Routine

Saturday

Wake up 9.00 am
Breakfast 9.30 am
Prep 10.00 am
Lunch 1 pm
Tea 5 pm
Curfew 30 mins later than during week
Bedtime 1 hour later than during week.

Sunday

Wake up 10.00 am
Brunch 10.30 am
Lunch 1 pm
Tea 5 pm
Curfew and bed times same as during the week.

Curfews and lights out

Unless it is an emergency please do not phone your child after their dorm time as this is disruptive not only to your child, but may be upsetting for others in their room. The boarding staff are happy to take messages and pass them on

YEAR GROUP	CURFEW	DORM TIME	LIGHTS OUT
Prep School	7.00 pm	7.30 pm	8.30pm Room 13 8.45pm
Year 7/8	7.30 pm	8.00 pm	9.00 pm
Year 9 – 11	8.30 pm	9.00 pm	10.00 pm
Sixth	9.30 pm	10.00 pm	10.30 pm

MONEY AND OTHER PERSONAL BELONGINGS

Money

There is a pocket money scheme in place for the boarders which we would encourage parents to sign up to. Money can be very divisive and experience shows that children develop a better attitude to money when the amount is restricted and universal. It also encourages them to work out how to budget and plan when they want to spend their money (like saving for a special activity.) You can of course give extra money to the bursar should your child require money for trips, toiletries etc. which they can sign for directly from the bursar. This also ensures that pupils do not have large amounts of money in their lockers or on their person.

If you do have to send a large amount of money into school with your child please hand it to the boarding house staff to be locked away safely.

Personal Belongings

All children's belongings should be clearly marked for ease of identification. We would advise that expensive goods are not sent in with your children and that if they are they are insured. Lockers have the facility to be locked so you may bring a padlock, however experience shows it is advisable to hand a key to the house parents as when keys get lost it can cause difficulties.

We do advise all children to hand in valuables at lights out for the staff to lock away safely until required.

In general the children only have 1 locker, so please limit the amount of clothing to that listed on your joining instructions, as again experience shows us that they don't always wear all the clothes they are sent with and therefore grow out of them before any real value has been gained from them.

CLOTHING AND LAUNDRY

Clothing

A full kit list for pupils is provided and available from the school office or our website. Boarders should have enough clothes to ensure full school uniform can always be worn. Casual clothes can be worn by boarders, after activities from (17.30 each day and, at the weekends. Boarders have their own wardrobes and a chest of drawers for personal possessions. Any excess clothing will be placed in storage. Clothing not taken home at the end of the summer term or left in the laundry will be recycled or given to charity shops.

All casual clothing should be appropriate for being worn around school. No revealing clothes or clothes with inappropriate slogans will be permitted to be worn.

Laundry

Laundry services are carried out by the school house keeping staff on the following days, the clean laundry is returned at the end of each day.

Laundry is to be placed in individual laundry bags and be ready to go to laundry by 08:00
Monday – Friday.

Obviously, there are times when children need to have laundry done due to weekend sports fixtures, mucky activities, sickness etc. and this will be arranged by duty house staff.

Please remember that washing is done in industrial washing machines and tumble driers so please only send clothes with your children that are suitable for this type of cleaning.

At the end of every term and half term, all clothing and personal bedding should be taken home. Rooms must be left clean and tidy and the floor clear. Check behind draws wardrobes cupboards etc. and remove any rubbish. Do not leave possessions under the bed or on the floor.

At the end of the academic year ALL personal belongings should be taken home. Pupils returning to the school in the Autumn term from overseas may, at their own risk, store their possessions in a locked case in the store room, or other designated storage areas with permission from boarding staff.

All clothing left in the laundry or in rooms at the end of the academic year will be sent to charity shops or recycled. Items left in plastic bags or bedrooms will be thrown away. No loose boxes or bags should be left, as these will be thrown away. Rooms should be left clean and tidy. The School cannot be held responsible for your possessions once you leave school.

AREAS THAT ARE OUT OF BOUNDS

In general, the pupils are able to make use of most of the school grounds during daylight hours, so long as they act reasonably.

The following areas are out of bounds

The Woods around the School Grounds.

The Performing Arts Studio

The School Catering Delivery Area.

The rear Car Park and area around the skips.

The Sports Field and Sports Hall unless with prior permission.

Any areas not visible from the boarding house or main school building.

CONDUCT AND BEHAVIOUR

All boarding pupils are expected to follow these guidelines for conduct and behaviour.

Excellent behaviour is all about a great culture that inspires students to always be their best in all aspects of boarding school life.

We should always be polite to each other.

We should behave in a way that is not aggressive, deliberately annoying or provocative.

We should accept that we are all different but of equal importance.

We should avoid using language or behaviour, which might offend.

We should allow others to work without disruption.

We should care for our environment and respect each other's property.

We should respond positively when someone needs our help.

When these expectations are not met the pupils will be informed of this in the first instance after which sanctions such as missing activities and early bedtimes will follow. Should inappropriate behaviour continue pupil will be dealt with in accordance with the school discipline policy.

Positive Behaviour Management in Boarding

Within our residential setting boarding students are expected to follow rules, standards and expectations of being a boarding student as well as the whole school behavioural policy. Students are encouraged to demonstrate the 'Finborough Way' in all they do.

Positive praise and rewards are encouraged within our boarding setting, house points are awarded to students for low level praise such as helping with a task, good commitments to studies or supporting peers. We also show recognition by creating a 'star of the week' which is presented on the noticeboard within the boarding hub. Head teacher awards and Deputy Head awards are presented to students for outstanding contribution. Any outstanding students are discussed weekly at our SLT meeting and are recognised in assemblies.

Positive praise including house points are logged through iSAMS allowing day staff to view all positive contributions.

Parents are made aware of positive reports from house staff and success is celebrated within our boarding community.

Students will be issued sanctions for inappropriate behaviour within the boarding house, staff will ensure this sanction is appropriate to the issue when considering a constructive outcome, this may include;

Minor Sanctions -

- Early bedtime for students

- Early wake up for students
 - Restrictions of activities such as weekend trips or evening activities
 - Compulsory study session/s
 - 15-minute reporting
- Major Sanctions
- Isolation within the boarding setting
 - Exclusion from school/boarding
 - Withdrawal from school/boarding

Parental communication will be made where repeated 'minor sanctions' are issued to reoccurring students.

Major sanctions will be overseen by Head of School, Steven Clark and will result in immediate communication with parents/guardians.

Staff will use our iSAMS system to record minor and major sanctions. Staff will also use this system to highlight any students with sanctions from the school day. iSAMS allows for a joint up approach between both the school day and boarding where staff can gain a clear picture on rewards/sanctions given for each individual student.

Behavioural concerns will be fully investigated and where appropriate boarding students following on from a behaviour or disciplinary incident may then be asked to provide a written statement of events and may be interviewed by a member of the boarding house team or the Head of School. All statements are then kept on each students boarding file.

Students are expected to follow basic standards and expectations around wake up and evening routines which are clearly indicated in each room.

Students who fail to meet these expectations will result in being given a minor sanction which with persistent failure to get right may then result in a major sanction being issued.

Students are expected to respect their surroundings within boarding at all times, any damage to boarding communal areas or bedrooms will be fully investigated and will incur a charge agreed by the facilities manager. Parents will be aware of any damage caused by their child/children.

Students are aware of the signing in and out procedure and know they must indicate where within the school grounds they are attending as well as informing a staff member. Students are familiar with school boundaries and know they are not to leave site without prior staff and parental permission. Students are reminded that the curfew for boarding is 10pm and that they should return back to boarding at the time indicated when agreeing the absence from school.

Students are asked to ensure their tables are cleared after meal times prior to leaving the dining hall and are not permitted to take food to their dormitories unless agreed with the Head of Boarding. Snacks and supplies are available within the common rooms of both the male and female boarding houses and students are asked to keep these areas clean and tidy at all times, taking responsibility for doing their own washing up and clearing any mess made.

Students will follow our Digital Civility programme when using devices appropriately within boarding. All full policy can be found titled 'Digital Civility'. Any misuse of devices and social media will be reported to Head of Boarding and where appropriate, reported to the DSL.

SMOKING AND ALCOHOL

Pupils are not allowed to smoke or consume alcohol within the School. Anyone found illicitly consuming or in possession of tobacco products, alcohol or their containers/packaging anywhere on the school grounds will be temporarily excluded with immediate effect.

Boarders who have been drinking outside of school will be dealt with in a similar manner. Further offences may well result in a permanent exclusion.

Please also refer to the schools Substance use and abuse policy.

BULLYING

The school recognises that bullying is unacceptable behaviour that results in somebody feeling hurt, threatened or frightened. This can be physical or verbal and includes hitting, teasing, intimidation, ostracising, damaging another person's property as well as racial, sexual, homophobic and disability harassment – including the harassment of those with special educational needs - or discrimination. In the boarding environment we make it plain that any form of initiation ceremony is unacceptable and a form of bullying. Bullying is defined by the DFE as:

Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally and is often motivated by prejudice against particular groups eg on grounds of race, religion, culture, sex, gender, homophobic, special educational needs and disability, or because a child is adopted or is a carer – it may occur directly or through cyber technology (social website, mobile phones, text messages, photographs and email)

Bullying occurs in a wide variety of different forms against children of different ages and backgrounds. Bullying can also take place between staff and pupils, between pupils and staff and between staff and other staff. It may be defined broadly as aggression or interference that causes undue stress. It may occasionally be conducted on a physical level, but more often occurs as intimidation, interference with property, or deliberate exclusion. Increasingly it may be carried out via the use of e-mail, texting, social networking websites and other electronic 'cyber' means.

Bullying is an extremely serious issue as it can leave deep physical and psychological scars. It can undermine confidence; it can create misery and lead to serious declines in performance in school, attendance and participation in social events. In extreme cases it may have a very damaging impact on physical and/or mental health.

Bullying is totally against the values and ethos of Finborough School. Most particularly it is an offence against our key value of 'Respect'. These values are defined with the aid and full involvement of our pupils and the core aspects of the 'Respect' Value – treating each other as we would wish to be treated, respecting the rights of others to hold their own beliefs and views, accepting and respecting the culture and religious identity of others and refraining from all forms of discrimination (race, gender, sexual) – were based on the definitions produced by our own students.

It is essential that all pupils, parents and staff in the school have a zero tolerance attitude to bullying. It is the duty of all members of the school community to ensure that they do not engage in bullying behaviour or support such behaviour in any way. Further it is the responsibility of all not to tolerate or ignore bullying if they are aware it is going on.

Please also see the school Anti-bullying policy.

TRANSPORT

All boarders must have their parent or guardian's permission to travel in cars driven by parents of friends or by other pupils. Permission to keep a car and its use must be sought in writing from the Principal. Seat belts must be worn at all times whilst travelling in a vehicle. Please inform the school nurse if your son or daughter suffers severely from travel sickness.

The School can on written request, organise taxis for leaving school but we do expect travel arrangements to be organised by parents and/or guardians. Boarders must leave school between 7.30 and 22.00. If it is necessary for them to travel outside these times they must stay at guardians. The Headmaster must authorise early departures before the end of term and late arrivals after the start of term – these should be exceptional and time missed from lessons will need to be made up at the weekends.

Boarders are expected to return to school between 14.00 and 17.00 at beginning of term and on Sundays after a home visit. If this is not possible please consult with the Boarding House Staff.

GENERAL BOARDING GUIDELINES

- Pupils must attend all meals and food must not to be taken out of the Dining Hall. Drinks and light snacks are available in the boarding houses
- Boarders must be in their room at the correct time and be in bed by lights out. Anyone found out of bed after lights out will be sent home depending on where they are.
- Common rooms, leisure areas, study rooms and classrooms are to be left tidy.
- Pictures and posters can be put on wardrobes, notice boards or picture rails or on walls with Blu-Tac. Sellotape is not allowed.
- Consideration for others is paramount.
- Each member of the boarding house is responsible for keeping it tidy.
- Any grievance must be taken to the Boarding House Staff immediately.
- Personal belongings are not to be removed from other boarder's rooms without the necessary permission.
- Music must be played at a reasonable level so as not to inconvenience any other person.
- Showers may not be taken between 22.00 and 7.00.
- All pupils must sign out of the boarding house during boarding hours.
- Beds should be made and rooms left tidy. There can be no excuse for clothes left on the floor. Lights should be turned off and doors closed.
- Telephone calls should not be made in or out, during the school day, study time or after bedtime, except in emergency or special instances. (Pupils are expected to inform the relevant people of convenient times to phone). If people are waiting, ten minutes maximum call at one time is encouraged.
- All films and games are to be vetted by the Boarding House Staff before viewing/playing.
- Guests will only be allowed on campus with prior permission from the Boarding House Staff or the Head teacher.
- Visits to other pupils' homes may be made providing permission has been granted in advance by house staff, the pupils parent and the hosts parent:
- Weekend arrangements should be made before Wednesday evening.
- Complaints about the catering must always be reported directly to the Boarding House Staff.
- School planners must be taken to the study session in the evening.

MEDICAL INFORMATION

The care of our pupils is paramount. We endeavor with adequate information to help our pupils remain healthy and to enjoy a full education. To achieve this, it is important for parents, pupils and staff to work closely together.

Finborough School employs a Registered General Nurse on a full-time contract (Monday- Friday)

Medical Forms

Parents/guardians are asked to complete the Medical Form prior to their child's arrival at Finborough, giving full details of any past medical history, allergies, known medical conditions, treatments and details of their child's current immunisation status. Consent forms for treatment in school as needed, for authorisation regarding consent for anesthetic in the event of an emergency and for immunisation must be completed. Information regarding sleeping, diet, dental care, optician and emotional needs is also requested for boarders.

Medical Registration

All Boarders will routinely be registered with the School Doctors who will oversee their medical welfare whilst at Finborough.

Medicines in School

Medicines will be administered as needed from the "approved" list of medicines in accordance with Finborough's Administration of Medicines in School Policy.

All medicines are to be kept in the boarding house office or school office and will be administered there.

Medicines, other than prescribed medicines should not be brought to school.

Asthma inhalers, however, should be kept with pupils at all times. Individual management of asthma will be discussed with pupils on arrival.

Illness

Boarders who become unwell and are unable to attend lessons will be cared for with a member of staff responsible for their care and comfort.

Parents/guardians will be informed and updated regularly on their child's condition/treatment.

Infection control

Parents are requested to inform the school of any infectious illness/contact with regard to their child prior to their arrival at school.

If Boarders develop an infectious illness in school they will be nursed in isolation.

Vaccinations

No vaccination will be given in school without parental consent.

Dental care

Pupils can be registered with the local dental surgery if requested and arrangements will be made for checkup and treatments to take place.

Optician

Pupils can be registered with the local optician if requested and arrangements will be made for checkup and treatments to take place

Medical Records

It is important that any changes in medical conditions, treatments or illnesses that occur during the School holidays are reported to the school to ensure that pupils are cared for appropriately on their return.

If there are specific concerns regarding your Childs health please contact the school nurse via the school office.

Please also see the school First aid and medicines policy.

COMPLAINTS PROCEDURES

The school Complaints procedure fully applies within the boarding house and is available in a separate document.

CHILD PROTECTION

The school Child Protection and Safeguarding policy fully applies within the boarding house and is available in a separate document.

KIT LISTS

Uniform items marked * must be purchased from school shop.

Uniform Items for all pupils in Years 3 to 11

5 White school shirts long or short sleeved

* 1 Tie

* 2 Jumpers

3 Pairs mid-grey trousers (boys)

3 Pairs short grey trousers (optional for the summer term, prep school only)

* 2 Skirts (girls)

Plain black leather school shoes

8 pairs grey socks (boys)

* 8 pairs navy blue socks (girls)

* School coat (prep school only)

Coat

Senior School Years 7 to 11

* Blazer

From the Spring Term pupils in year 11 are permitted to wear smart office dress as detailed below.

Lower and Upper Sixth

Wear smart office dress i.e. suit, shirt and tie or blazer/jacket, trousers, shirt and tie (boys) dress and jacket or skirt, blouse and jacket, trouser suits. (Skirts and dresses must be knee length for girls).

Games Kit

Winter Kit for rugby/football

* 2 Pairs navy rugby shorts (boys)

* 2 Navy blue skorts (girls)

* 1 Winter games top (October to March)

* 2 Red polo shirts

* 1 Sports Hoodie

* 1 Tracksuit

* 2 Pairs navy/red socks

1 pair trainers

1 pair football boots and shin pads

Mouthguard

1 pair plain black or navy swimming shorts Y3-6

Sports towel

(It is essential that support underwear for boys, i.e. navy cycling shorts are worn for games)

Summer Kit Boys (additional to above)

* 2 pairs PE shorts

2 pairs white sports socks

* Cricket trousers

* Cricket shirt

Box

General Items for all students

6 coat hangers

10 pairs underwear

5 x Bras (girls)

Casual socks

2 sets pyjamas

1 dressing gown

1 pair casual shoes/trainers

1 pair slippers

1 pair wellies (optional but recommended)

1 continental quilt and pillow

2 quilt covers and pillow cases

2 bath towels + 2 hand towels with loops

2 flannels

Toilet bag containing:- soap and soap box or shower gel, toothbrush, toothpaste, shampoo, deodorant. (+ stock of the above to last at least half a term)

Sanitary items for girls

Nit comb, hairbrush, nail clippers, sewing kit, laundry bag, shoe cleaning kit, spare named (sew in) name tapes.

1 mug (for drinks in boarding house) optional

1 padlock and keys

1 pair of flip-flops – to wear in showers

Phone and charger clearly named, headphones and a book.

Casual clothes for free time after school i.e. jeans, t-shirts, sweatshirts etc.

Hair and Jewellery (boys)

Hair should be free from thick layers of gel, and not unnaturally coloured or highlighted. Hair styles must not include steps or lines and the length should not be longer than the top of a shirt collar. Students may wear one ring. Boys must not wear earrings. Bracelets should not be worn during the school day. Boys must be clean shaven and shaven eyebrows are not permitted.

Hair and Jewelry – All girls including sixth form

We can take no responsibility for the safe-keeping of jewellery at school, and the only permitted items are plain studs or sleepers for girls with pierced ears – to be worn in the ear-lobe. Students may wear one ring. Bracelets should not be worn during the school day.

Girls with long hair must tie hair back for the school day (with the school scrunchie if Prep 6 or below). **Hair should not be unnaturally coloured or highlighted.**

Aerosols

- Aerosols are to be used responsibly because they can set off the fire alarms and are open to abuse by students.
- Alternatives to aerosol products are available (non-aerosol pressure containers, “roll on” deodorants etc.) and this should be encouraged.
- House staff and assistant house staff need to emphasise the possible hazards of setting off alarms and aerosol from time to time and to confiscate any aerosol products from students if they feel that they are be irresponsible in their use.
- Prep boarders are not allowed aerosol deodorant; if they are found to have these they will be confiscated and handed back to the parent/guardian at the next available meeting time. If deodorant is required please ensure it is roll-on deodorant.
- Senior boarders are allowed to have aerosol deodorant or hairspray, however if the boarders are found abusing this right boarding staff are allowed to confiscate the aerosol.

School Equipment

*Navy back pack for school books

* Water bottle

Pens (a good quality hand writing pen) pencils, coloured pencils, ruler and rubber

Scientific calculator – Y7 and above

Geometry set –

Concise Oxford English dictionary – Y7 and above

Spanish dictionary – Y7 and above

French dictionary – Y7 and above

LUGGAGE

Weekend case/holdall or sports bag

Large suitcase

Please note – all items of clothing must be machine washable and machine dryable – clothing requiring other types of laundering cannot be accepted and no responsibility will be taken for these items.

All items of clothing and personal kit must be clearly labelled using embroidery named, sew-in name tapes. We cannot guarantee the safe keeping of clothing which is not clearly labelled.