

Boarding Handbook

Roberts House 2020/21

RH

Frensham Heights

This handbook contains relevant information for boarding students and parents. It is designed to run alongside the New Parents' Information at www.frensham.org/new-students-sixth-form

Welcome to Roberts House

Your Boarding Team:

Richard Arthur

House Master

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01252 797494

Dan Pullen

Deputy House Master

danielpullen@frensham.org

Sarah Dedman

House Parent

01252 797490

Matt Burns

Resident Boarding Tutor

Flic Bains

Resident Boarding Tutor

Amy Lee

Resident Boarding Tutor

Linn Kathenes-McGuigan

Visiting Boarding Tutor

Rich Jones

Visiting Boarding Tutor

Becks Scullion

Deputy Head

In charge of Boarding

deputy-head@frensham.org



General Organisation of Boarding at Frensham Heights

Boarders live in one of the three boarding houses:

- Hamilton House (HH)
coeducational house
Year 7 to Year 9
- Main House (MH)
coeducational house
Year 10 and 11
- Roberts House (RH)
co-educational house
Sixth Form students.
Shared by boarders
and day students

The House is led by a House Master supported by a Boarding Team including a daytime House Parent.

Ultimately, the Headmaster is responsible for all school matters, including boarding. However, on a day-to-day basis, the House Master reports to the Deputy Head, who is responsible for pastoral care matters.

The telephone number for the House is as follows:

- Roberts House: 01252 797490

Boarding principles and practice

Boarding Aims

The boarding community at Frensham Heights aims to provide and nurture an environment that is secure and safe, where students feel they are cared for and stimulated and where relationships with their peers and members of staff are open, positive and long-lasting. We aim to provide a safe and comfortable environment that allows boarders the right balance of controlled freedom, responsibility and opportunity.

Boarding Principles

Frensham Heights is a distinctive school environment and our care of boarders adheres to the principles set out below:

Values

The school is a community where liberal values are expressed and put into practice. Rational thinking and an open mind are seen as essential for the development of true understanding.

Coeducation

Frensham Heights was founded as a co-educational school and has always believed in the equality of the sexes. We believe it is natural for boys and girls to be educated together in the same community, to give them the capacity to relate to and understand the other gender on equal terms.

Personal Development

Every person is an individual and has a right to be regarded as an individual; the school aims to develop fully that individual's personality and self-esteem

Community

Great emphasis is placed on the creation of a caring community which shares a philosophy based on mutual respect, enthusiasm and enjoyment of each other's company and achievements. We aim to develop tolerant, friendly attitudes and good

personal relationships. We try to minimise the distinction between boarding and day students and we welcome students from different cultural, national or racial backgrounds.

Moral and Aesthetic Awareness

The school actively opposes all forms of prejudice and tries to develop in its students a sensitivity to the needs, dignity and rights of others, an awareness of the strengths and weaknesses of human nature and a consciousness of both beauty and ugliness in the environment.

Discipline

Freedom and responsibility are seen as interdependent. The school believes that good academic results and good discipline will be achieved against a background of good human relationships. The inculcation of self-discipline is our ultimate aim.

Parents

Education is seen as a collaborative process. Co-operation between parents, their children, teachers and house staff is essential. Both formal and informal contact is encouraged.

Boarding Philosophy

Vision for Boarding

Boarders should experience flexible, positive and supportive care in order to appreciate the joy and completeness that comes from living with others. Each Boarding House is a place that fosters mutual respect; where all are treated as individuals within an organic community.

Boarders' living is enhanced in an environment where they feel safe, cared for and respected; where they can make errors of judgement and be guided to learn from these. Boarders should look after themselves and have a shared ownership of their surroundings.

We seek to develop confident, autonomous and independent people who have a sense of controlling their own destiny.

Boarding Expectations

What a boarder can expect from the boarding team:

- That you will be treated with respect at all times
- That boarding staff will act as a 'caring parent' would act
- That there will be a member of the team you can contact 24/7

What the boarding team can expect from boarders:

- That you will treat them (and others) with respect at all times
- That you will follow the guidelines in the Boarding Handbook

- That you will talk to a member of your boarding team about any issues affecting your boarding life

Trust is essential and fundamental to boarding life – we all need to trust in one another. Happiness is our aim – life is enriched through happiness and fulfilment.

Rules and sanctions

At the heart of our community, the basic rule must be mutual respect. Each person has the right to go about their day knowing that they are unthreatened and that their possessions are secure.

Generosity is encouraged; borrowing without asking is very strongly discouraged. In addition, it is important for everyone to act with tolerance and to support each other. At Frensham Heights it is expected that duty staff have a detailed knowledge of the students in their houses and provide them with pastoral care of the highest quality. Boarders are all issued with a copy of the School Rules and are expected to be familiar with them.

Staff on duty can, if needed, impose minor sanctions for House-related issues. For example late for sign in/ prep is likely to equate to losing some free time; anti-social behaviour that offends the community is likely to equate to giving something back to the community. Any sanction will be recorded in the Duty Log and shared with the Head of School and Deputy Head to see if there is a bigger issue that is causing this negative behaviour.

This does not supersede or replace the regular

sanctions that can be found in the School Rules document (available via tutors, boarding

house notice boards, Parent Portal and website - a hard copy is also available from the school office on request).

Boarding at Frensham

As a small, caring, liberal and co-educational school, Frensham Heights aims to be flexible about our boarding arrangements and, whenever bed spaces allow, to take in temporary boarders for a night or two, or longer, on request.

As young people become more independent, they learn to take responsibility for themselves. As they grow older, the school allows them the opportunity to take some responsibility for others. Many students have learned a good deal about the difficulties of acting in an adult way by becoming involved in this area of school life.

The school's extra-curricular activities (ECA) programme is varied and aims to allow students to take advantage of the wide range of opportunities across all areas of Frensham life: academic, sporting, cultural or general interest.

Moral education in the curriculum is covered through the school's PSME programme (Personal Social & Moral Education) and is supported in houses by informal discussions. These discussions can include: relationships, rights

and wrongs, politics, gender and current affairs. The conversations arising from the inevitable social mix when groups of students are gathered together are wide-ranging, fascinating and valuable.

At a boarding school, it is important that boarders feel they know there is always somebody around who is both keeping a discreet eye on them and is available in a time of need.

In addition to the staff attached to each boarding house, the Head and Deputy Head both live on-site. There is also a Health Centre run by the Senior School Nurse supported by two part-time nurses.

Most young people have a large selection of easily portable and valuable personal items, including laptops. The more homely a House atmosphere, the more likely that students will behave as they might do at home, where they can leave belongings anywhere and easily find them again. However, every boarding student at Frensham Heights has a lockable area where valuables should be stored. Students are also strongly advised to name/label their property and lock away any valuable items when not in use.

Roberts House Information

Living with others requires tolerance, patience and understanding; honesty and trust are important aspects of respect for others.

Roberts House thrives when we care for each other, empathise with each other and live in a mutually respectful environment where individuals and the infrastructure of the house are valued.

Boarding staff are responsible for the care of boarders and, as such, there is a need for knowledge of the whereabouts of boarders; equally boarders need the security of knowing that they can speak to a member of the boarding team at any time. The following guidelines are given to aid all members of Roberts House to live and work together happily and safely.

Guidelines for living together in Roberts House:

- Boarders should sign in and out with the duty member of staff in the Roberts House office (“the Goldfish Bowl”), when going off-site at lunchtime and when leaving the building in the evening and at the weekend, other than for school meals in the dining hall
- Signage displaying the name of the staff member on duty (and the member of staff on overnight on call) is located in the window of the Goldfish Bowl
- Boarding staff are available (24/7) by dialling

170, using the internal phones located outside the Goldfish Bowl and at the head of each corridor, or, alternatively, by dialling 01252 797 490

- All students are expected to be on-site during the normal working day; students may however go off site at lunchtime after informing duty staff of their whereabouts
- If a boarder wishes to leave the school premises after 4.10pm on a school day and at weekends, they should let the duty member of staff know where they are going and an approximate time of return

Any boarder wishing to stay out overnight must have permission from the House Master, who, in turn, will need parental permission and, in some instances, a written invitation from the host.

General Information for Roberts House boarders

Absences

There are times when a boarder needs to go home unexpectedly during term time. During the normal working week, parental/ guardian permission for the absence should be requested by emailing Richard at least 24 hours in advance, so that duty staff can be informed and any commitments the boarder may have can be discussed with teaching and boarding staff.

Plans for the weekend are normally collated by duty staff on a Wednesday evening so that appropriate staffing, activities and catering can be organised. Weekly boarders who intend to go home on Friday evening and return on Sunday evening need not communicate any further.

Full boarders can be granted 'general permission' by their parent/guardian. This gives them the same status as weekly boarders with regards to parental communication and responsibility - namely that boarders are the responsibility of the parent/ guardian from Friday evening until Sunday evening.

In order to receive general permission, a parent should email Richard requesting that their child has this status. Full boarders without general permission who wish to be absent overnight at the weekend need to ensure that Richard receives an email from a parent/guardian by the Wednesday night prior to the weekend in question.

Any absence involving a full boarder staying at another student's house requires permission from both sets of parents to be received by Richard.

The purpose and timings of these communications are not for the sake of bureaucracy but have the

safety and well-being of students at heart. We make no apology for ensuring that while we give students freedom to make choices, we do all we can to ensure we know they will be safe.

Alcohol policy

There is a separate school alcohol policy which is available on request. Boarders should be aware that students found consuming spirits or in the possession of spirits are likely to be externally suspended.

Boarders should not consume alcoholic drinks within Roberts House unless alcohol is provided as part of a Social Event night or other school-sanctioned activity. During such events, alcohol should not be taken into the wings of the building and must remain within the central common areas.

No more than two drinks are normally provided by the school at such events and students should not top-up with alcohol brought in from outside the school.

With the diverse nature of modern public houses, boarders are allowed to visit pubs or restaurants etc in the evening but it should be emphasised that the law of the land and common sense apply.

Appearance

Defining a long list of items that are allowed or otherwise in a school that has no uniform would be cumbersome, requiring a bewildering rate of change to keep pace with fashion. Instead, we offer guidelines. We rely on students' growing maturity and sense to dress in a way that respects individuality but does not set a bad example for

the rest of the school. Clothes must be clean, well-fitting and in good repair. Students wearing inappropriate clothing may be challenged on their choice and asked to change.

We do ask that boarders bring in a smart outfit (e.g. jacket and trousers for boys) for special events such as the Christmas Dinner Dances and Concerts.

Bags, luggage and trunks Boarders should all have a suitable bag in which to carry their books to and from lessons. Boarders should expect to take all their belongings home or to their guardians at the end of each term. Luggage and trunks can be stored during term. The school premises, including the boarding houses, are often in use over the holidays and sometimes at half term.

There is limited storage space, reserved for overseas students who are unable to take bags home over the holidays. Trunks can be sent home by Securicor if House staff are asked in plenty of time and advance payment made.

Bedroom Decoration

Boarders are encouraged to decorate their rooms with posters and pictures to give them an individual appearance. Boarders are asked to use only Blu Tack or the equivalent and never adhesive tape, or any other substance that pulls paint off when removed, to avoid a charge being made for redecorating. It is hoped that common sense will prevail when it comes to the choice of material used to decorate rooms; however anything offensive, disrespectful or dangerous will be challenged and removed.

Beginning and end of term/half term

The beginning of terms and half terms have a stated time in the school calendar (eg when boarding houses are open). If there is a need for a boarder to arrive earlier than the stated time, parents must contact Richard prior to the start of

term/half term and request such. In most cases, if enough notice is given, we can accommodate early arrivals. However, if requests are made too close to the opening of the boarding house or not at all then it is likely that the building will be locked.

Boarders are not allowed to enter the boarding houses unless there is a member of staff on duty. The same process is required at the end of terms/half terms; if a boarder needs to stay beyond the stated closing time then Richard requires an email from parents. We try to accommodate late leavers but this does need to be planned in advance.

Knowing the importance, and often financial gain of planning ahead, draft terms dates for the following academic year are available through the school calendar or School Secretary. If there is a need for a boarder to leave school a day or more early, or arrive a day or more later, then permission should be sought from the Headmaster.

Bicycles

Bikes, similar to other valuable items, should be insured privately. Any student who wishes to have a bike in school should sign a Bike Contract (available from the Deputy Head) which states basic expectations on safe and considerate use of bikes in and around school.

Students in the Sixth Form are expected to be able to make sensible and safe choices when it comes to the use of helmets. If they go off site they must let the duty member of staff know where they are going and wear a helmet. Failure to adhere to our basic expectations on reasonable and safe use of a bike in school will result in the bicycle being confiscated.

There is a Bike Maintenance ECA which students can sign up to if they would like support and help in maintaining their bike.

Cars and motorbikes

Students are allowed to bring their vehicles into school as long as they have completed the appropriate paperwork in advance. This can be obtained from the Deputy Head.

Cinema and sound system Roberts House has its own cinema and sound system located in the Common Room. Boarders wishing to use this system (at appropriate times) should enquire with the staff member on duty as to availability (staff supervision is required); if possible, duty staff will then unlock the cabinet housing the system. Boarders should inform the member of staff on duty when they have finished using the system so that it can be secured.

Cleaning

All boarders are expected to keep their rooms reasonably clean and tidy. All bins will be emptied every weekday by Housekeeping. All boarders are expected to make their beds each day, open curtains, air the room, keep the floor reasonably clear and turn off the light and electrical appliances (e.g. hair straighteners) on exit.

Co-education: living together

One of Frensham's strengths is the value we place on tolerance and living together harmoniously. Having co-educational boarding houses does require a sensible respect for the basic rules of the House. Students are allowed to visit each others' rooms until 10.30pm, at which point they are expected to return to their own wing, or common areas until 11pm, through to 8am the following morning. Any boarder found in the wrong part of the boarding house will be challenged and, if appropriate, sanctioned (which could be anything from a week's gating to suspension).

Confidentiality, privacy and child protection

The school recognises a possible conflict of interest between a young person's right to confidentiality and privacy, the spirit of trust and mutual respect which should exist in a school community between staff and students, and the school's responsibility for the protection, safety and welfare of all its students. The school offers its own guidelines and these can be found in the Confidentiality and Child Protection Policy available via the school's website or through the School Secretary.

Contacting duty staff

Roberts House has a member of staff on duty 24/7. When the lights of Roberts House are on, for the most part, duty staff will be found in the Goldfish Bowl. If the member of staff on duty is not in the office please dial 170 on the internal phone, located outside the office. Please wait for a response (this may take some time as the call is transferred to various phone systems); if a response does not come please leave a message so that the member of staff on duty knows you have called. You can also contact duty staff by phoning 01252 797 490.

When the lights of Roberts House are off the internal alarm of the building has been set. In this instance, you can alert the duty member of staff by calling 170 or 01252 797 490 and your call will be diverted to the member of staff on duty.

Daily post

The post is sorted by the Bursar's Office staff and given to House staff for distribution.

Daily routine

A typical day would look like this:

7am Roberts House de-alarmed and unlocked; day students welcome

7.30am Breakfast

8am Students are now allowed in the opposite gender wing

8.30am Morning Registration – at the Goldfish Bowl if no lesson during Period 1

8.30am Lessons begin

10.25am-10.50am Break

12.45pm Lunch

1.55pm Afternoon registration

4.10pm Lessons end – ECAs, meetings, study time or free time

Day students are welcome to remain in Roberts House if they wish, but should sign in after school and out when they leave (for home), normally no later than 10.00pm.

6.30pm Supper - early sign-in with duty staff (at supper) is available

7.15pm Sign-in with duty staff begins and Quiet Time begins

Any day students in Roberts House must sign in with duty staff

7.30pm Sign-in ends

8.30pm Quiet Time ends and stores are issued

From 10pm Sign-in

10.30pm Last chance to sign-in. Boarders on their own wing, or in the common areas until 11pm.

NB Students should not be in the opposite gender wing between 10.30pm and 8am the following morning

Dental Treatment

Parents are responsible for all routine dental treatment and boarders should arrange for their routine check-ups to take place during school holidays.

Dental Emergency

In a dental emergency during term time, the school nurses will contact the Surrey Dental Helpline, which will direct us to the nearest dental practice with an available appointment or to a dental hospital for treatment. The school will then communicate with parents and House staff to arrange logistics and the most appropriate support.

Orthodontist emergency

There is no NHS provision for emergency orthodontic care for students at boarding schools in England. Most parents arrange for orthodontist work to take place near to home during the holidays. However, in an orthodontic emergency such as a broken brace, the school will ask the parent to make an urgent appointment at their home surgery or, if necessary, request parental permission for the student to attend a local orthodontist (including payment, as there will be a charge for this private service).

The local orthodontist is:

West Street Orthodontic Surgery, West Street, Farnham, Surrey GU9 7EH Tel 01252 715341

Surrey Dental Helpline: 0845 271 2040

Drugs

All forms of substance misuse and abuse are totally forbidden.

Possession or misuse of any drugs, prescribed or non-prescribed, at any time, in or out of school,

during term time or vacation, may result in expulsion. This rule includes the use of legally-prescribed drugs, mood-altering substances including 'legal highs', solvents and the like. Further details of the school's misuse of substance policy can be received on request and are available on the Parent Portal.

Email and the Internet

All students in the school will have a school email address created by the IT department and should be able to access this on the House computers or on their own laptop through the wireless system. Everyone needs to be aware of the need to use ICT and electronic devices safely and appropriately and should refer to the Use of Technology Policy.

Emergency evacuation procedures and drills

On hearing the fire alarm, all students, visitors and staff are to vacate the building immediately and go directly to their fire assembly point for a roll call. The evacuation should be quick, smooth and orderly.

Roberts House is a modern building with a sophisticated fire alarm. On hearing the alarm, everyone should evacuate the building using the nearest exit and assemble in front of the Music School. There are four emergency evacuation exits and these should be used if possible. The front doors to Roberts House are closed when an alarm is raised and, although they can be pushed open, these doors should only be used if this exit is the nearest. The doors at the rear of the Common Room can also be used as emergency exits.

Apart from the very first fire practice of the academic year, when boarders are being re-familiarised with the procedure, all fire practices should come as a surprise to all boarders. A formal fire practice will always be carried out during the first week of each term. All rooms in Roberts House have a clear instructional notice pinned

to the wall in a prominent place. All students and visitors must be aware of all the possible exits from the House and the preferred way of escape from their particular room.

The Fire Warden tests the functionality of the alarm system each week. The information is logged and any fault reported for immediate attention. It is illegal to discharge an extinguisher except for the purpose of firefighting.

All students must be familiar with the Fire Regulations. No flame of any kind or flame-making equipment is allowed. This includes matches, lighters, joss sticks and candles. Any student found using these should expect to be suspended. A repeat offence may result in being asked to leave.

Electrical goods

All electrical devices brought in by boarders that use electricity must, by law, be electrical safety checked. The Facilities and Maintenance Unit (FMU) will undertake these checks. Failure to cooperate will result in the item being confiscated.

Food: stores and kitchens

Students are provided with 'stores' at morning break (Monday to Friday) and boarders in the evenings (Monday to Saturday, except Thursday/Social Events night).

Morning stores are available in the Dining Hall. Evening stores are issued by duty staff at 8.30pm. Stores will not be issued unless both Roberts House kitchens are clean and tidy. Stores may be cancelled under certain circumstances – please see the Keeping the Kitchens Clean policy displayed in each kitchen.

Stores are treats and are not intended to be a replacement for meals. Boarders are advised to attend all meals available in the Dining Hall.

There is a separate policy relating to the Roberts House kitchens which is on display in both

kitchens. In essence, each individual is responsible for cleaning and putting away any kitchenware they use. Boarders may have tuck which should be kept in sealed containers.

House meetings

The purpose of House meetings is to give boarders the opportunity to raise concerns, for boarding staff to disseminate information and for discussion and debate on issues affecting boarders to take place in an inclusive forum. House meetings usually take place on Tuesday evenings; they do not happen every week – the frequency of meetings is determined by Richard. Any boarder can make a request for a House meeting directly to Richard. House meetings begin with student notices, requests or questions and then boarding staff will make announcements or raise questions.

Holiday lets

The boarding houses are often hired to external bodies, called 'Lets', during the school holidays. For these holiday periods, boarders may be asked to empty their rooms completely. Overseas boarders may be able to store belongings in the attic. When emptying a room, boarders will need to take everything out including removing any posters from the walls. Rooms left in a poor decorative order may need to be redecorated, for which there may be a charge.

Laundry

There is a laundry room in Roberts House containing both washing machines and driers for boarders' use. Boarders need to provide their own washing powder. There are several laundry baskets which are for everyone's use; these should not be kept in a boarder's bedroom but returned to the laundry after use.

The school also has its own laundry, which is located within the undercroft of Roberts House.

Boarders can have their washing laundered by Housekeeping by placing articles in a bag in the foyer of Roberts House first thing in the morning; all items must be individually named as they may be washed with other clothing. Clean laundry is usually available for collection at the end of the same day or the following morning.

Lost property

The school has a lost property office located in Flottage. Opening times vary; boarders should see the noticeboard for details, as required. Student belongings should not be left in the common areas of Roberts House overnight. Periodically, staff will remove any items left overnight and place them in the Roberts House lost property, which is based in the attic.

Students wishing to retrieve any such items must ask Richard for access to the attic; no other member of staff (other than in exceptional circumstances) can give students access to the Roberts House lost property.

Maintenance

Items of machinery, furniture and parts of the infrastructure of Roberts House can from time to time develop faults. Boarders should notify House Staff as soon as possible of any faulty equipment etc. and they can then arrange for the item(s) to be repaired or replaced.

Medical matters

The Health Centre is located in Main House and is open between 8.05am and 5.30pm. The drop-in clinic times are:

8.05am – 8.30am

10.25am – 10.50am

12.20pm – 1.55pm

4.15pm – 5.00pm

Frensham Heights has 24/7 medical cover. If a boarder is feeling unwell outside these times, they must tell the member of staff on duty so that they can contact the Health Centre or keep a close eye on them.

In situations where the nursing staff consider that a boarder is unlikely to be able to return to the classroom, they will keep them in the Health Centre for the remainder of the school day. If they are too unwell to return to the boarding house, the boarder will be kept overnight at the Health Centre and looked after by the school nurse on duty. Parents/Guardians are contacted and kept informed of the student's condition.

If a boarder contracts a highly contagious illness such as mumps, they will need to be kept away from school in the care of their Parent/Guardian for a period of quarantine specific to that illness. The school will do all it can to help with logistics to facilitate this and appreciates that in these very rare circumstances these last-minute arrangements are often difficult to organise. However, it is hoped that parents appreciate

the issues surrounding a boarding school if a contagious illness does enter the boarding community.

Medication

All medications, including over-the-counter drugs, should be given to the Health Centre and any found in a student's possession will usually be confiscated. Duty staff and Health Centre Staff can issue a range of medications as necessary.

Missing person procedure Frensham Heights takes seriously the care of the boarders under its charge. If any boarder misses a formal sign-in and hasn't given prior notice of this, we may

need to instigate the missing person procedure. Ultimately, if a boarder remains unaccounted for, this may end in us contacting the police, informing them that we have a missing person. Please make sure that any sign-in that is likely to be missed is communicated in advance to the duty member of staff with details and an explanation.

Music

Music, via a laptop, stereo, radio or instrument, is allowed. All students who are using or resident in Roberts House are to show respect for each other. If substantiated complaints are made, then the item may be confiscated for a period of time determined by duty staff and recorded in the Duty Log.

Opticians

Parents are responsible for all routine optician appointments and should arrange for routine check-ups to take place during school holidays.

In an emergency, such as broken glasses, the school will seek parental permission for the student to have an appointment with a local optician. There will usually be a charge for an optician's services.

The local optician is:

Leighton's Optician, Clarendon House, 63 Downing Street, Farnham, Surrey GU9 7PN. Tel 01252 412392.

Passports

Passports need to be kept securely in students' personal lockable storage areas in their study-bedrooms.

Printers

Roberts House has two printers, one black and white and one colour, for student use. The black and white printer can be used wirelessly. The colour printer is located in the Goldfish Bowl and should be used via the cable supplied.

Personal belongings

Each boarder has a lockable space, a working area, hanging space and drawers in which they can keep their belongings. There is no definite kit list for a typical Frensham student but there are some sensible recommendations:

- The school provides appropriate and adequate bedding but a few students still prefer to bring their own duvet
- a couple of towels
- a 'smart' outfit - for concerts performances, dinners etc.
- a warm jacket and clothes suitable for outdoor education
- sensible footwear (waterproof or walking boots as well as everyday shoes)
- sports kit
- wash kit
- avoid bringing in expensive items that are easy to lose or misplace/ difficult to take care of
- a padlock for their lockable area (number combinations are often best)

Please ensure that all clothing is clearly named.

Prep

As a Sixth Form boarder, it is expected that prep and commitment to the extra-curricular programme can be managed independently.

Boarders are expected to be able to listen to the advice of their tutor, teachers and House staff when it comes to time management and organisation. However, if a boarder is struggling with this, then the tutor, Head of School and Richard will work with them to guide and support them. Parents will be informed if there are any concerns, so that we can create a triangle of support: student, parents and school.

Quiet Time

Quiet Time was historically requested by boarders. It happens between evening sign-in and stores on Monday, Tuesday and Wednesday, and on Thursday when there is not a Social Event. All residents of Roberts House are asked to be in their own wings during Quiet Time and to be respectful of those wishing to work prior to a Social Event. The aim of Quiet Time is to give boarders, and any day students still in Roberts House, the opportunity to work on academic study or have some time for quiet reflection, content in the knowledge that others are similarly occupied. Students should move to their rooms promptly after signing in. Students can be in another person's room providing they are quiet and not socialising. A group of boarders could use the common room or the mezzanine during this time but this must be agreed with the member of staff on duty. Duty staff will wander through the building during Quiet Time to help the process and to lock the day studies and any other unoccupied rooms.

Taxis

The school primarily uses two taxi firms – Alan Collins Taxis and Sapphire Taxis. Alan Collins usually undertakes the longer journeys, for example to and from airports; Sapphire usually cover the smaller, local journeys including any medical appointments. Taxis for medical reasons or transfers at the beginning and end of terms can

be added to a boarder's school account; in order to be added to accounts, they must be booked by staff.

- Reception staff usually make transfer bookings on behalf of boarders
- Taxis for medical appointments organised through the Health Centre are made by the Duty Nurse and can also be charged to a boarder's account
- Taxis for social purposes cannot be added to school accounts and boarders should book and pay for these themselves. If a boarder needs a taxi in an emergency, these can be booked by Roberts House duty staff; boarders should call the Goldfish Bowl (01252 797 490) if this situation arises

Valuables

We strongly discourage students from bringing valuable items to school. They are not covered by school insurance. Each boarder is provided with a lockable drawer/ compartment in the wardrobe in their room. If a boarder feels that they must bring valuables, parents are advised to arrange an 'All Risks' insurance policy first. All items must be marked with the owner's name or have some easily identifiable mark of ownership.

However, laptops and mobile phones are not discouraged and are generally expected items that a boarder may choose to have. Insuring and clearly marking these devices is a very good idea. With today's 'upgrade mentality', we ask parents to think carefully before rushing out and buying the latest gadgets, upgraded phones or laptops. MacBooks, iPhones etc. are lovely to own but very expensive to replace.

Sometimes less popular brands are more than adequate for a student's needs.

With the privilege of having a mobile phone at school, boarders are expected to give Richard their mobile phone number which will then be

available in the office for duty staff to access. All boarders will have the duty phone numbers for their boarding house. It is not expected that duty staff will use a boarder's mobile number for anything other than logistical or school-related matters and we expect boarders to use duty numbers on the same principle.

Weekend routines

For those boarders wishing to leave school for the weekend, and who have the correct 'permissions' recorded by Richard, there are two buses that may help facilitate their journey:

- a minibus to Farnham station leaving school at 4.30pm on Friday
- a bus that takes students to London Waterloo, via Guildford, again departing at 4.30pm on the Friday afternoon. The Waterloo bus also can return boarders to school on Sunday, departing London Waterloo at 6.30pm. Exact timings and drop off/ pick up stops can be obtained by contacting the Bursar's Secretary.

For those who are in for the weekend:

The weekend for most young people is a time for relaxing, following interests, more relaxing, being with friends followed probably by some relaxing! Since not all of our boarders either wish to or are able to go home at weekends, as a community we do our best to ensure there are opportunities to engage in simple/regular weekend activities to which most young people would have access if they were at home, while giving them the space to make choices about how to use their time. Organised trips, academic enrichment sessions and Outdoor Education-based trips are offered throughout the term (see calendar).

Members of staff who are on duty also organise ad hoc and homespun entertainments and opportunities (eg movie nights, sports sessions, open art studio time, car and bike maintenance, cooking and shopping opportunities). These

events are often spontaneous and harder to advertise in the calendar but we try to ensure they are promoted through the Parent Portal.

An average weekend may look like:

Saturday

9.30-10am

Breakfast available in the Dining Hall

11am

Sign-in for all students - unless in a planned activity (plans for the day discussed)

1.30-2pm

Lunch available in the Dining Hall

6.30-7pm

Supper in the Dining Hall

7.15pm

Evening sign-in for all students in boarding houses

10.30pm

Finish sign-in

Sunday

10-10.30am

Breakfast available in the Dining Hall

11am

Sign-in for all students - unless in a planned activity (plans for the day discussed)

1.30-2pm

Lunch in the Dining Hall

6.30-7pm

Sunday roast/supper in the Dining Hall

7.15pm

Evening sign-in for all students in boarding houses

circa 8pm

Waterloo bus arrives back at Frensham Heights

10.30pm

Sixth Form boarders expected to be back in school (or to have communicated with Richard in writing with absence notification/ explanation and parental permission)

Frensham Heights,
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