



ST GEORGE'S SCHOOL HARPENDEN

A non-denominational Christian day and boarding school



BOARDING HANDBOOK

A HANDBOOK FOR BOARDERS' AND THEIR PARENTS

2023-2024



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Introduction

This handbook is designed for parents and guardians of boarders at St George's, Harpenden, actual and prospective. It does not cover every possible detail of boarding life, but we have tried to gather together the most important policies and information for you. All boarders themselves will receive separate information in various formats, and all parents will receive other information from time to time, but this handbook is a vital part of the understanding between boarding parents and the school.

If you do have any questions please do not hesitate to ask for explanations or reminders. One increasingly important fact that we sometimes have to remind parents of is the need for there always to be someone available to come to the school in an emergency. This means that if parents do not live in the country - or indeed if they go abroad on holiday or business - there must be a mature person, with accommodation and transport, willing to take charge of their son or daughter should the need arise. This could be with health or hospitalisation, or it could be in case of travel delays and cancellations, but it might be a disciplinary matter.

Another important piece of information in connection with this is the school calendar, which is published on the school website. This tells you when to bring your son or daughter to school and when you need to collect them or expect them home. Please make sure you keep a check on these dates, and do not deprive your children of their education by bringing them back late or taking them out early. Very often missing the beginning or end of term can have negative effects on a boarder's integration and may lead to unhappiness and disorientation, and can of course have serious implications for academic progress.

We all hope that every boarder will be fulfilled and happy at St George's and we try to work closely with parents to ensure this. Please trust us, however, and understand that St George's is a comprehensive school and therefore we have a variety of characters, all with different strengths and weaknesses, and learning to get on with others is part of the boarding experience. We will keep in touch with you and so do let us know of any changes in circumstances or information that may help us care for your children.

Boarding Staff

DIRECTOR OF BOARDING – Mrs Nicola Borland-Peel

CROSTHWAITE HOUSE (Boys Y7-Y12)

HEAD OF CROSTHWAITE HOUSE - Mr John Pickard

DEPUTY HEAD OF CROSTHWAITE HOUSE – Mr Roland Fairclough

HOUSEPARENT – Mr Gray Sibanda

HOUSEPARENT – Mrs Charlie Macrowan-Williams

NON-RESIDENT BOARDING TUTOR – Mrs Lucy Loughlin & Mrs Louise Taylor

NON-RESIDENT ACADEMIC SUPPORT TUTOR – Mrs Jackie Jones

KESWICK HOUSE (Girls Y7-Y12)

HEAD OF KESWICK HOUSE - Miss Jackie Watts

DEPUTY HEAD OF KESWICK HOUSE – Miss Kathryn Batty

HOUSEPARENT – Miss Olivia Lockwood

HOUSEPARENT – Mrs Helen Hinde

NON-RESIDENT BOARDING TUTORS - Mrs Lucy Loughlin/Mrs Danielle Richards/ Mrs Louise Taylor

SKIDDAW HOUSE (Girls & Boys Y13)

HEAD OF SKIDDAW HOUSE - Mrs Laura Masters

NON-RESIDENT – Mrs Melanie Cornell, Mrs Gisela Michaels, Mrs McCarney-Redford Mrs Pauline Ellinor

MEDICAL STAFF

DAY MATRON - Miss Jan Rimmington

CLEANING & LAUNDRY STAFF

CLEANING SUPERVISOR – Mr Blas Pappaterra

CLEANING TEAM - Mrs Claire Gatier, Mr Brian Lawrence, Mr Muhibur Rahman, Mrs Kay Tynan

LAUNDRESS – Mrs Sue Foley

CATERING STAFF

CATERING MANAGER – Mr Simon Blackwood

CATERING TEAM - Joseph Tachie, Alex Camissa, Victoria Ciuffa, Janice Hullat, Claire Crowther, Irene Gillan, Kulap Owen, Kathy Hilton, Janice Hulatt, Jonathon Hill, Zahra Oukhellou, Susan Parrish, Mohitur Rahman, Lisa Russell, & Violet Shortiss

Contacting the School

If we can be of any help regarding boarding at St George's, please do not hesitate to contact the Director of Boarding. The School is always pleased to hear from parents, although it must be understood that it is not always possible to respond to enquiries immediately. Contact numbers for boarding are:

House	Email	Office	Mobiles
Director of Boarding	nborland@stgeorges.herts.sch.uk	01582 716230	07496 671947
Crosthwaite	crosthwaite@stgeorges.herts.sch.uk	01582 716263	07506 805665
Keswick	keswick@stgeorges.herts.sch.uk	01582 716249	07506 803936
Skiddaw	skiddaw@stgeorges.herts.sch.uk	01582 716282	07794 054939
Day Matron	boardingmedical@stgeorges.herts.sch.uk	01582 716282	07583 413237 07974 867864

Parents or Guardians with concerns or anxieties about their child's welfare should usually in the first instance raise these with the Boarding House staff.

All boarders belong to one of the four Day Houses and have a tutor who will oversee their academic progress and deal with day-to-day matters within the school. If parents have concerns involving academic or day pastoral matters, and they feel it more appropriate to speak with day staff, they can contact their child's Tutor. The telephone number of the main school Reception (8am to 5pm or 4pm on Friday) is 01582 765477.

A child's Head of Day House can also be contacted through Reception. Many parents prefer to speak to the boarding staff first about general academic matters and this is fine. Prep issues should be discussed with boarding staff. Whichever route is taken both day and boarding staff should be kept informed of the issues raised, as both can be mutually supportive of the child and parents.

Matters taken up with senior staff such as the Director of Boarding, Heads of Day Houses, Deputies and the Headmistress will usually, except in cases of Child Protection issues, be discussed and shared with

boarding and teaching staff. Parents will appreciate that investigating matters raised with senior staff will take time and may be delegated to a responsible member of the team - such as a Head of Day House or the Head of the Boarding House. In a large secondary school there are various managers who deal with pupil issues at different levels.

Domestic issues are dealt with by the Heads of the Boarding Houses and the Director of Boarding.

Fees issues and financial matters are dealt with by the Finance Manager, Mrs Christine Ironton by emailing cironton@stgeorges.herts.sch.uk or telephoning 01582 716232.

For issues relating to Sixth Form and A-levels please contact the Director of Sixth Form, Ms Lou Morris at lmorris@stgeorges.herts.sch.uk.

For issues relating to GCSEs please contact Assistant Head, Mr Ben Cullis at bcullis@stgeorges.herts.sch.uk.

For issues relating to GCSE and A-level Examinations please contact the Exams Office at examsoffice@stgeorges.herts.sch.uk.

Boarding Principles, Aims & Practice

A statement of the School's boarding principles and practice is available to boarders, parents and staff. It is clearly displayed in Boarding Houses and also appears in the Boarding Handbook for Boarders and their Parents. The statement is as follows and includes the words of ex-Headmaster, Dr Watts:

The following states the principles upon which boarding at St George's is based. It also states the qualities in young people that we aim to instill and promote:

RESPECT FOR SELF

Physical wellbeing ~ mental wellbeing ~ openness ~ honesty ~ intellectual growth ~ spiritual growth ~ cultural growth ~ moral growth ~ social growth ~ responsibility ~ independence ~ leadership ~ determination ~ good conduct ~ healthy and informed decision making ~ resilience.

RESPECT FOR OTHERS

Mutual respect ~ positive relationships ~ friendship ~ empathy ~ tolerance ~ acceptance ~ an environment free from abuse, harassment and bullying ~ listening to others ~ Christian values ~ respect and appreciation of other religions and beliefs ~ trust ~ equality ~ individuality ~ generosity.

RESPECT FOR THE COMMUNITY

Comfort ~ security ~ safety ~ structure and routine ~ privacy ~ contribution to the community ~ respect for one's house ~ respect for others' property ~ respect for school property ~ recognition & reduction of the risks of teenage living.

"A school does not exist to send out men and women solely to play a part in life whereby they achieve a competence and honourable life of useful work and even a modicum of fame, but exists to send out for posterity and for their own generation, men and women who by their character shall leave the society in which they live the better for their presence and hence the world much nearer the Kingdom"

Dr A. H. Watts, Headmaster 1936-1947

General Boarding Expectations

BEHAVIOUR

Boarders are expected to show CARE, CONSIDERATION and COURTESY to others at all times.

Boarders are expected to be POLITE, PROMPT and COMPLIANT in the way that they respond to direction and guidance given by staff.

Boarders should use their COMMON SENSE at all times!

Boarders must behave in an orderly fashion and must not run in corridors or on the stairs and landings. They should not make undue noise.

BULLYING, SWEARING, VANDALISM, GRAFFITI and RUDENESS are all strictly forbidden.

Punctuality in all matters of routine is compulsory, especially house meetings, curfew, prep and bedtimes.

Dress and appearance must be reasonable at all times. Extremes of clothing, make-up, jewellery, shoes and hairstyles are not allowed.

When changed out of their clothes for bath or bed, boarders should wear their dressing gowns and slippers if out of their dorms.

SMOKING, ALCOHOL, SOLVENT ABUSE, USE OF ILLEGAL SUBSTANCES are all strictly forbidden.

Overt displays of physical affection which may cause embarrassment to others are inappropriate and boarders should be mindful of this. Close relationships between boarders of widely differing ages may also be inappropriate and boarders must be aware of the school rules and the law in respect of this.

PROPERTY

All property should be clearly marked with the owner's name. Clothing **MUST** be identified with woven name tapes, firmly sewn in. Day school requirements must also be adhered to.

Boarders should not bring very valuable or expensive items into the House. We like to think that personal possessions are safe and that all have respect for other people's property, but this cannot be guaranteed. Insurance responsibility lies solely with parents for any loss or damage.

Damage to property, furniture or the building must be reported to the duty staff immediately. In the case of vandalism or misbehaviour the cost of the repair will be charged to the pupil.

The laundry rota must be followed. Bedding, towels, P.E. kit, school uniform, socks and underwear must be washed every week.

VEHICLES

Boarders may not under any circumstance bring a car or motorcycle onto the school premises. Local boarders who have a driving licence and who

choose to drive to and from school at, for example, weekends must make their own parking arrangements offsite and they must inform the Director of Boarding of their plans to drive to and from school.

Boarders may have bicycles if the Boarding Staff and parents have given permission, but these are ridden at their own risk and must not be lent to others.

Boarders (other than 6th formers with parental permission) are not allowed to accept lifts from other students.

FORBIDDEN ARTICLES

All smoking equipment (including e-cigarettes), alcoholic liquors and drugs (other than prescribed medicines) come into this category.

All medication should be handed in to House Staff (though for older boarders there are some exceptions to this. If in doubt, please speak to House Staff).

Firearms, knives, penknives and any kind of offensive weapon are not allowed.

Offensive media such as violent or pornographic DVDs, videos, digital or printed materials are all forbidden, whether stored on a laptop or portable digital device or in any form. (The age guidelines given on films and computer games etc. must be respected.)

Boarder pets are not permitted.

Any boarder with a Forbidden Article in his or her possession will be dealt with severely and may be sent home.

FOOD IN BOARDING HOUSES

Unless agreed with a duty staff member, cooked food that has been purchased offsite is not permitted in Boarding Houses nor is it permitted anywhere onsite. Boarders should expect to be challenged and have this food removed and disposed of. Tuck, whether purchased at the House tuck shop or elsewhere, should only be stored downstairs and not upstairs in dorms. For reasons of hygiene, as well as good eating habits, boarders are strongly encouraged to only eat tuck downstairs.

Carbonated drinks exceeding 500ml, energy drinks, multipacks of crisps, sweets and chocolate and protein bars or shakes are not permitted onsite or into Boarding Houses.

CHAPEL

All boarders must attend at least three designated services per term and may need to be resident for certain weekends to achieve this. For Sixth Formers this is optional.

Boarders must sign out whenever they leave the House even if only to grounds. REACH must be completed fully with signing in completed

WEEKEND LEAVE AND EXEAT WEEKENDS

immediately upon return.

Each house has specific rules about town visits for each age group, the frequency increasing with maturity (this is a privilege which can be removed if guidance is not adhered to).

Boarders wishing to go out for a longer period of time must gain permission in advance from a member of staff as well as signing out in the usual way.

All boarders must apply for Weekend Leave by Thursday mornings using REACH, giving details of their plans for the coming weekend. If staying with anyone other than a parent or guardian, then communication with a member of staff is required both from the parent or guardian and from the host. The School will only give permission for weekend leave to someone other than the parent/guardian if we have confidence that arrangements are appropriate. In addition, boarders must sign out / in using REACH. (It is helpful if the collecting adult makes himself or herself known to the House).

Boarders should return to the Houses between 6pm and 8pm after Exeat Weekends and between 4pm and 8pm after a holiday or half term holiday. They must not arrive before - the Houses will not be open and there are no catering facilities.

CURFEW

Curfew times are displayed on the notice boards and these take account of the age of the boarders and the amount of light (time of year). Boarders must stay within the grounds (except for agreed visits off site). Boarders must always be in House by the beginning of 1st prep which is at 5.30pm.

Boarders are not allowed out of the House after curfew time unless with permission for a specific reason. (This would be a serious offence.) Curfew in winter is normally at 8.30pm for Years 7 - 9 and 9pm for Years 10 - 13. Times are slightly later in summer months.

ROUTINE

Boarders may only get up before the wake up call if they are very quiet and do not disturb others.

Attendance at House meetings, prep and meal times is compulsory unless prior permission has been obtained otherwise. The only exception to this is that breakfast attendance for Year 13 is optional.

Boarders may not return to the House during the school day - except for Year 13s and Year 12 who are prefects who may return during study periods to work in their study-bedrooms or to use the House computers. Special arrangements are made for Years 10, 11, 12 and 13 during study leave periods.

Boarders are expected to have organised all personal care in the time BEFORE Lights Out. All should have a daily bath or shower.

Boarders are expected to remain in bed, quiet and well behaved after Lights Out. They may only leave their dorm in cases of genuine necessity.

Boarders may not go into other dorms other than their own.

Boarders may only visit boarders in another House on the ground floor of the building using the main common room. They should sign in and they should make themselves known to duty staff. Frequency of such visits should be discussed with staff so that study

and work is not affected.

Fire Regulations must be followed exactly. These are published on the notice boards and in all rooms. Boarders must read the instructions for Fire Alarms and know where the fire doors are etc.

Boarders are expected to be clean and tidy in appearance and habits. They are required to look after their belongings and the House, leaving dorms, bathrooms and public rooms impeccably clean and tidy at all times.

VALUABLES

Large sums of MONEY, VALUABLES, TICKETS AND PASSPORTS should be handed in to staff for safe keeping.

SANCTIONS & SUPPORT

Discipline within the Houses is firm but fair. Boarders who break the rules or fail to meet basic expectations can expect at least to be challenged about their actions and at most face severe sanctions. This usually takes the form of restriction of freedom or removal of privileges.

A removal of privileges may include surrendering mobile devices and phones earlier than usual of an evening especially if it is seen to be a hindrance or a distraction from adhering to basic routine or to settling at bedtime.

Consequences or sanctions may include:

- Extra work or 'community service' around the House or School
- Written assignments e.g. a letter of apology
- Refusal of permission to go out, attend social functions or trips.
- Restorative Justice
- A mediated conversation with other relevant parties
- Confinement, which involves reporting to House Staff at regular intervals
- House Report, which also involves reporting to House Staff at regular intervals.
- Compulsory attendance at a supervised Sunday prep support session (for work/prep related offences)
- Boarding detention (Thursday) or School detention (Friday)
- In the case of serious offences or repeated infringements of the rules, boarders may be excluded, either for a fixed term or permanently (in line with the Standard Terms and Conditions of Boarding).

Anti-bullying policy

This is the whole school policy, not a boarding version. In a boarding situation we might not involve Heads of Day House, tutors etc in the first instance, and our sanctions might be "in-house," though information will be shared with others on a need-to-know basis. We are now under an obligation to use standard YELLOW HERTFORDSHIRE COUNTY COUNCIL VIOLENT INCIDENT REPORT FORM for any act of assault resulting in injury. We send the original to the County Health and Safety Adviser, Personnel Dept., County Hall, Hertford SG13 8DE.

Bullying of any kind is unacceptable. The School is a Christian community in which we aim to serve others with whatever skills we have. We have a duty to protect ourselves and others from deliberate unkindness, intimidation or aggression in any form. Our school rules, Behaviour and Equal Opportunities policies affirm that we expect high standards of behaviour and consideration, and that we will challenge and seek to eliminate all forms of discrimination and anti-social behaviour. In 2007 Ofsted reported the school's pastoral care to be Outstanding and reported: "Students note that on the limited occasions minor bullying had taken place, staff or older students in their house dealt with it quickly and effectively."

DEFINITION OF BULLYING

Even the most pleasant young people are not always pleasant to each other: such conduct does not always fit the label "Bullying". The DCSF defines bullying as "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally". This might include:

Abuse of personal property intended to cause distress

Insults directed at a person or family on the grounds of race, religion, culture, Special Educational Need, disabilities, health conditions, gender, sexual orientation, home circumstance, belief, dress or appearance [see Equal Opportunities Policy]

Intentional exclusion or isolation of an individual - silent treatment

Physical assault intended to hurt and frighten

Physical threats and verbal intimidation

Pushing, tripping, spitting at any individual

Repeated and deliberate teasing, name calling, or mocking by an individual or group

Use of electronic or telephonic means to harass or hurt others, such as by e-mail, website, chat room, or text message. This can include sending or posting offensive or embarrassing images or comments

Writing, whispering and spreading rumours about a

person to cause hurt.

Clear intent to cause hurt is very serious. However,

students must also recognise that, even when they have simply been reckless about the feelings or welfare of others, they can still be seen as falling below what St George's expects of its students, and thus be liable to punishment.

The school reserves the right to take reasonable disciplinary action against students should bullying take place beyond the confines of the school day and the school premises. This may be particularly necessary where "cyber-bullying" is taking place. Any such misconduct is by definition likely to be harmful to the welfare of St. George's students and/or the good name of the school, and thus a matter of interest to the school.

PREVENTION AND IDENTIFICATION OF BULLYING

The school will use a variety of mechanisms to prevent bullying. These include delivery of appropriate messages through the curriculum (largely in PSHCEE and RE) and also through House Assemblies and Chapel. Tutors and Heads of House will guide students towards appropriate behaviour, and all Year 7 students are allocated a 6th form mentor to ensure problems are picked up as soon as possible. The Chaplain, Learning Support Dept., Counsellor, Nurse provide additional points of contact for children. Each Year 7 student completes after one term the "Quality of Life in School" questionnaire in an effort to identify bullying victims who have not made disclosures to staff. An adapted version of this questionnaire is used across all age groups in Keswick and Crosthwaite.

All secondary schools face a particular challenge in responding to homophobic language, which can be used casually and without thought for the hurt which it may cause. Staff will work to make sure students understand that such language is offensive and will not be tolerated; and will challenge any student who fails to take heed of such direction with sanctions as described below. The school reinforces the stance taken by the leaders of all branches of the Christian faith, and other faiths, that all forms of bullying are wrong.

Care will be taken to ensure students are aware of the inadvertent hurt that can be caused through thoughtless depictions of vulnerable groups in their curricular or

extra-curricular activity e.g. in House Drama improvisations or classroom role plays.

Management of Incidents

Any incident of bullying as identified, or the suspicion that someone may be suffering from it, should be reported (if necessary via a Prefect) to a member of staff, if possible someone on duty at the time, who will give whatever help and support is needed immediately [the daily duty rota is on display on House notice boards]. The member of staff will then:

Report it to the relevant Heads of House, that of the

victim as well as the bully

Both the people and/or group[s] involved should be seen when the incident is investigated, and accounts given from both 'sides'. These are to be reported on green statement sheets.

The teacher interviewing those involved, should consult Tutors and Heads of House about possible background factors, as soon as possible.

Heads of Houses and the relevant Tutors must be consulted. The Head Teacher or a member of the Leadership Group must be informed in cases of serious violence or injury.

It may be helpful for both victim and bully to be present when a course of punishment or a solution is explained/imposed, though this will very much depend on the personalities involved.

The sanctions imposed will depend upon the circumstances. Parents will be informed if a pupil is guilty of serious, sustained or violent bullying, and a special Friday detention will be given. In cases of serious physical or emotional abuse, a period of 'fixed-term exclusion' is likely. Any staff involved will undertake to monitor the situation, and check that there is no further antagonism or bad feeling, once an incident has been dealt with. It will be necessary formally to revisit the issue with victims and their families 2-3 months after a serious incident to check that it remains resolved.

Sanctions may apply not just to the person who takes the lead in any incident but also those who support and encourage. Students must be aware that giving positive feedback to the bully, such as by smiling or laughing, reinforces the problem. Students who stay silent when bullying is taking place in front of them must be aware that this adds to the isolation of the victim and will encourage the misconduct.

In some circumstances, such as where a student has been left feeling hurt by actions which seemed genuinely innocent to those who caused the hurt, it may be appropriate for a sanction to be suspended, and only implemented if there is the slightest suggestion that they have failed to amend their conduct.

It is to be remembered that the purpose of school action must be to impress on the perpetrators the unacceptability of their action; to deter them and others from behaving in that manner; to get them

to face up to the consequences of their actions; and to provide opportunity for them to make good the harm they caused.

ALL PUPILS should know that they must report any incident, anxiety about someone or concern to a teacher or Prefect/House Captain/6th Former who they trust. If we are to serve each other, we all have a duty to act and to follow up any reports. We must take appropriate action, and be seen to have done so, as this is part of our duty to parents, children and each other. Students and parents have a responsibility to help us to act by keeping us fully informed as to how the situation is developing. Without such help school action cannot be effective. Moreover parents are advised that parent to parent action, rather than through the mediation of the school, can make the situation far worse.

It is not for any student to feel they must change who they are in order to be safe from hurt and unpleasantness from others. Nevertheless, many bullying situations are complex; and staff are tasked to flag to students and parents any common sense steps they can take to help themselves and help school staff to sort the problem.

All incidents of racially aggravated bullying are logged by the Pastoral Deputy Head.

SUPPORT FOR FAMILIES FROM BEYOND THE SCHOOL

Parents who have children experiencing bullying problems can get support and advice from Parentline Plus 0808 800 2222 or www.parentlineplus.org.uk

STUDENTS LOOKING FOR ADDITIONAL SUPPORT FROM OUTSIDE SCHOOL MIGHT CONTACT

Childline at www.childline.org.uk or 0800 1111

Young Minds at www.youngminds.org.uk

The Mix at www.themix.org.uk or 0808 8084994

Bullying UK at www.bullying.co.uk or 0808 8002222

Exeats,Weekends & Signing Out

If a boarder is intending to go home for the weekend, they may only do so with written confirmation from their parents. If a boarder is invited to stay with a friend or relative for all or part of a weekend, they may only do so with written permission from parents and a written invitation from the hosts. This is done via REACH. It must be understood that while the School will require parental permission for each such visit the boarder is still the responsibility of the School and if boarding staff are in doubt about arrangements then they reserve the right to limit such occasions.

Under normal circumstances, when a student has taken weekend leave, they will return to their Boarding House by 8pm on Sunday evening. It is

essential that boarders are properly prepared for each and every school day. To this end, midweek leave is considered as being more exceptional than weekend leave. Weekend Leave should be taken as meaning leave on a Friday night and Saturday night. Parents will need to write to the relevant Head of boarding House should they require their son or daughter to be given leave on a Sunday night or any other night during the week.

An important aspect of being a boarder is that signing out procedures are strictly adhered to. With the exception of meal times and lessons, boarders must sign out of the boarding house whenever they leave and sign in as they return.

House opening and closing times at start and end of term

The times that pupils are required to be in School are published in the calendar and on the school website approximately one year in advance. The School expects all pupils to be present from the very beginning of term to the dismissal time after the last registration period. This applies to all pupils, wherever they live, and boarders are no exception.

The boarding houses will open at 4pm on the day that boarders are due back to school after a full holiday or half term break, and not before, and staff will be on duty from this time. This is to enable boarders to settle in, unpack and prepare for school the next day.

At the start of the school year in September, when houses open firstly only for new joiners, established students may not return 'early' and must wait for their allotted slot.

An evening meal will be provided at 6pm on the return day after holidays and half term breaks.

On Exeat weekends, the Houses will open at 6pm on the return date. No evening meal will be provided.

Boarders who travel back to Harpenden before these times will not be the responsibility of Boarding Staff until the opening times specified above.

At the end of term the houses are open until 1pm.

On the Saturday after open evening breakfast is served and then students need to leave the houses by 11.00am.

No meals other than breakfast will be served on end of term days when school finishes in the morning.

Tea and refreshments will be available if there is a Parents Evening on the day of an exeat.

Exceptional circumstances, such as snow days, will be dealt with ad hoc, and parents will be informed of any variation to the above.

It is our expectation that boarders who are in Year 11 and Year 13 depart from their Boarding Houses very shortly after their final exam is over. Skiddaw House traditionally closes after the 2nd summer term exeat weekend.

Transport to and from airports and Taxis

Boarders may be collected from Heathrow, Stansted or Luton airport at or after 3pm on the day that they are due to return to the Boarding Houses (as indicated on the school calendar) but this will only be by prior arrangement in liaison with the boarding houses.

This means that boarders whose flight arrives before this time must be picked up and looked after by guardians, or will have to wait at the airport, or make their own way to Harpenden by public transport or taxi as arranged by parents or guardians.

It will almost certainly not be possible to help with last minute arrangements.

The only exceptions may be at the beginning of the Autumn Term, when the boarding houses are open for New Pupils' days before the official start of term for induction purposes, and in this period there may be more flexibility.

Transport to and from airports is provided by a local executive taxi company. There may be some restrictions on the service they can provide. A charge is made on the termly bill.

At the end of term, staff will only make arrangements to help boarders to travel to airports after term has officially ended.

Similarly, at the beginning of term, staff will not make

arrangements which will result in a pupil arriving after the official beginning of term.

Also at the end of any term, or half term, or on exeat weekends, the Houses will close early and parents or guardians are required to collect boarders before this time or to make alternative arrangements for them.

Please note also that this service is only for our boarders and their own personal luggage, and it is only a service for boarders who actually live with their families abroad. The service is not a convenience for boarders whose families wish to holiday abroad. The beginnings and ends of term are very busy times for boarding staff and we simply cannot meet all requests for transport, especially when this also involves young people flying accompanied to be escorted right through to the gate.

Transport to or from all flights will be the responsibility of guardians. We have to stress that the airport collection and delivery service is provided in good faith when staff can reasonably and safely manage it, and parents and boarders should not see it as an absolute right.

We have a contract with a local taxi company and utilize their services for local taxi runs to and from offsite activities, for example, as well as for longer airport runs. The charge of all such journeys are passed on to the parents.

Parents' Evenings

There is one (and only one) formal evening for parents in each year group every year, for consultations with subject teachers. While the school appreciates that parents who live at a distance from the school may find it difficult to attend these evenings, these occasions are vitally important parts of the education process, especially as students approach public examinations, and we urge parents, or delegated guardians or even an older brother or sister who is in the Sixth Form to make a point of attending whenever possible. It is practically impossible for duty boarding staff to escort more than one boarder to appointments on any evening and these events should be attended by a parent as a priority over anything else. The dates are published well in advance, and if you would like more information about them please do contact the

school.

Boarders in Year 10 and above are permitted to attend unaccompanied in the unlikely event that a parent or guardian cannot attend. Boarders in Year 9 and below may not attend unaccompanied.

Please also be aware that on the day of a Parents Evening, Houses warmly welcome you to drop in for tea.

Dates of each year group's Parents Evening appear on the calendar, which can be found on the School's website. **To book parents should enter the Parent Portal of the School's website and click on the parents Evening section. From here you will be able to create your account on the booking software and then book appointments with the relevant subject teachers.**

Private Tutors

Boarding students enjoy the same level of support from the School's academic staff as the day students. They also have access to informal help from the boarding staff and Sixth Form Prefects during prep time each weekday. They will also have help from the Learning Support Department and the English as an Additional Language Department as and when this is necessary.

The choice of private tuition for individuals in individual subjects is a decision for the parents or guardians of the student, with guidance from subject teachers and the boarding staff. The School may be able to help find suitable tutors, but they must have a current enhanced DBS disclosure which is acceptable to Hertfordshire rules. A copy of the DBS disclosure, as well as other relevant qualifications, will be held on file by the school. The following applies in all cases:

If a parent of a boarder wishes to engage a private tutor, this must be discussed in advance with the Head of the boarding house.

It is best if tuition can be arranged at the weekends or during the evening

It is our preference that parents do not make an arrangement independently of the School to employ a tutor at a secure off site location. By all means if you know of someone then please look to come to an arrangement in consultation with the appropriate Boarding House.

Transport to and from such sessions may be possible

but this will depend on timing (which should be discussed with the boarding house) and on staff availability.

It is also feasible for academic tutoring to take place on the school site. Should this be the case then the Head of the Boarding House should be informed so that a suitable venue in the relevant Boarding House can be determined. Should this be the case then we will carry out our own safeguarding checks as we would any other staff member. This will always include a DBS check.

The school reserves the right to refuse permission for a student/parent(s) to employ a private tutor unless the School is satisfied that procedures have been followed and agree to the working conditions and relationship with the school and house staff.

Parents are encouraged to discuss all matters regarding a private tutor with the School before taking any action. The Head of each boarding house and the Head of Learning Support will be pleased to advise.

If private tuition is arranged in an examined subject not offered by the School, then the School's examination officer, Mr P McGillivray (email pmcgillivray@stgeorges.herts.sch.uk) must be consulted well in advance. If the examination requires special arrangements then there may be significant difficulties or expense involved. In some case the School may not be able to administer the examination at all.

English as an additional language (EAL)

All students at St George's should be able to fully access all their subjects. With this in mind, an English as an Additional Language (EAL) Tutor works closely with those boarders who need extra support to help them to access the English language. Prior to the beginning of each academic year, the Director of Boarding works with the EAL Tutor to identify those students who may need extra support and an initial assessment is carried out as part of the student's induction. Subsequent to this test, should the student's English language acquisition be inadequate for the curriculum he or she will be required to have private weekly English tuition, administered by the School but paid for by the family. This tuition will usually take place in the student's free

periods or at another pre-arranged time. These are individual lessons which last one hour, each lesson currently costing £50.00. We review the need for such tuition at the end of each term, but many students will continue with private lessons for at least a full academic year. At the end of the academic year, students receive a full written EAL report. The need for EAL lessons will be assessed at the end of the first year and every subsequent term after this, parents will be informed whether their child ought to continue with lessons in writing. Should parents choose to cease the lessons a term's notice needs to be given in writing to the Director of Boarding.

Computers and the Internet

- We expect the school network and internet access to be used within sensible guidelines and in a way that is in keeping with the ethos of the school and boarding.
- Email and social networking sites are NOT allowed during prep time and many sites are filtered by Hertfordshire County Council which provides the school's internet.
- School and House printers are for work purposes. Requests for permission to print anything other than school work must be made to the House Staff.
- Boarders must not attempt to access the internet on school or boarding house computers other than through the standard filtering system (i.e. using proxy servers, VPNs or alternative languages is against the rules).
- Boarders are strongly advised against using phones and devices in such a way that it compromises their own, or anyone else's, personal safety and wellbeing.
- Boarders may have their own devices but it should be understood that they do not necessarily need them, and they are not covered in any way by school insurance.
- Parents must understand that if boarders have laptops, or any device which allows internet access, then the school may not be able to filter or control that access. Boarders must understand that any use must bear in mind both the school rules and the law, and the school reserves the right to limit or prohibit a boarder's use of personal computers of any kind.

Acceptable Use of the Computer Network

In the Boarding Houses, misuse of the system will result in the withdrawal of general Internet access and possibly of all computing facilities. The following code of practice is taken to be agreed as part of being a boarder at St George's:

- I will not visit websites that contain unsuitable material. If I am unsure if a site is unsuitable, I will ask a member of staff.
- I will not attempt to gain unauthorised access to the St. George's network or to any other computer system found on the Internet. I will not attempt to log on using another person's username and password with or without their permission. I will not attempt to access another person's files or view, alter or delete another person's files.
- I will not attempt to gain access to the internet or any websites by using a proxy server, VPN or by avoiding the standard school filtering service.
- I understand that I should not give out any personal information, including my address, when using the school network. I will not agree to meet anyone whom I have made contact with on the Internet.
- I will remember that anything that is sent out from St. George's school ICT network represents the school. I will be responsible in my use of email. I will not send in an e-mail any material that is inappropriate. I will not use offensive or threatening language in my emails or in any other communication on the Internet.
- I will not attempt to use the internet to circulate any offensive material or communicate with others in a way that could be interpreted as bullying.
- During prep I will only use the Internet for school work. If all prep is finished and no one is waiting to use the computer, I will ask the member of staff on duty before I use the Internet for other purposes.
- I will not take information from the Internet and pass it off as my own work.
- The Internet for boarders is primarily for educational use and for emailing family and friends. I will not use it for financial gain or for advertising.
- I will not add any software or any other media onto the school network, except through day school ICT staff.
- I will report any misuse, or malfunction, of the school computer system immediately to a member of staff.
- I will not tamper with, or attempt to repair, any school property.
- I will take care of the machines and ICT facility, e.g. I will not have any food or drink at any computer station.

Mobile phones and handheld devices

- Phones and devices must be named or marked clearly with an identifiable tag.
- Boarders may not have more than one mobile phone.
- To avoid delayed bedtimes and to prevent use overnight, staff will collect mobile phones before lights out, so parents are requested to make calls before those times. Should a student pass one phone to staff but retain another overnight surreptitiously, this will be treated as serious misconduct.
- Mobile phones must be switched off during meetings, prep, while in the dining room etc.
- All phones which have the facility must be given Personal Identity Numbers (PIN). These numbers should not be shared with other pupils.
- In the event of a lost phone, the owner must inform their parent/guardian immediately so that the number can be stopped with the supplier.
- Everyone must register the number of their mobile with the Boarding Staff and should store the boarding house mobile number on their phone.
- A boarder's mobile will not be used for staff contact with parents.
- iPods etc should be looked after and used with regard to these and general school rules.
- Camera and video phones should only be used with discretion and under no account should other pupils or members of staff be photographed without permission and no photos should be taken of other students in dorm spaces or bathrooms.

Online Platforms for Parents

In addition to computers and the internet forming an increasingly significant part of the lives of our children, we too rely more and more as a school on the use of a number of online platforms to communicate with you as parents and to help organise key elements of school life such as parents evenings. The main ones with which you will need to be familiar with and be able to access are EduLink, Parent Pay, Parents Evening Booking System and the website Parent Portal.

Personal property

Please be aware that all items of any value should be covered by personal insurance, as the school cannot offer cover for lost or damaged items. This applies especially to laptop computers, mobile phones, games consoles and iPods. It is very important that all such items are identifiable in some clear way, but also that boarders are always encouraged to be careful with their belongings. There have been distressing losses of money and valuables in the past, and it is practically impossible to recover lost property if the item is not marked.

Boarders should be aware that while every precaution possible is taken to instruct pupils of safe practice and facilities for safe storage are made available, no responsibility can be taken by the school for loss of or damage to property.

Should a boarder be found to have in his or her possession the personal property of another boarder or member of the community, the school may involve The Police in dealing with the matter and boarders need to be aware that police action can have a long-lasting effect.

Boarders should also be aware that the school does not approve of trading in any way between pupils and this is especially applicable to portable devices. Boarders should also be aware that the use and possession of inappropriate materials on portable digital devices is also against rules. In this regard the owner or possessor of the device will be held responsible for the contents of the device, and this could have serious consequences.

Provision for boarders with particular religious, dietary, language or cultural needs

RELIGIOUS NEEDS

St. George's is a school which has a Christian ethos. All children are expected to attend weekday Chapels, as well as Sunday Chapels at least three times a term; this must be agreed when children are offered a place at the school. Sunday Chapel attendance is optional for Sixth Form. Most chapel services are based on the Anglican tradition but varieties of Christian churches are represented amongst students, staff and parents.

Non-Christian boarders and their families accept the above when applying to the school. Arrangements can be made for non-Christians who also wish to attend their own place of worship. Any boarders who wish to follow their own religion's observations will be supported by staff, in consultation with parents, as far as it is practicable to do so. For example, Ramadan observation which requires eating at a certain time can be organised with the kitchen staff; Hindus who say regular uninterrupted prayers are respected when doing this, maybe in a corner of their room or in a quiet area; where a parent wishes to have a boarder home for a religious holiday or observance, this would be acceptable within guidelines provided by the DfES for all maintained schools. However, a boarder would not be allowed to take a religious holiday and simply remain within the boarding house. Dietary needs are provided for (see item below).

Any religious intolerance is handled either at a simple level involving adult input of discussion, education and encouragement of empathy and understanding, or, in serious cases, following the school Bullying Policy with the involvement of the Director of Boarding or Headmistress.

DIETARY NEEDS

There is a choice of food at all meals. In addition all boarders can state their particular dietary needs, whether it be for medical reasons, religious reasons, personal moral commitment or simply personal

preferences. Each House keeps a list, which is regularly updated, and the kitchen has a copy.

LANGUAGE NEEDS

St. George's Learning Support Department tests all pupils to ascertain their educational needs including English. Specialist teaching is provided within the budget allocated by the LEA for Learning Support and supplemented when possible by the school. There is never enough money to provide individual tuition for overseas students.

Boarding parents whose children need a great deal of specialist teaching on a one-to-one basis, will be advised upon entry to the school and will need to pay for private tuition, organised through the school, or privately with a tutor.

Students may be exempted from studying a Modern Foreign Language to allow them time to have extra English classes/study periods in the Library. It is sometimes possible to have private tuition arranged at this time.

EAL students may take GCSE and GCE A level exams in their mother tongue if this can be arranged privately and the exam syllabus is available and practicable. Other privately entered exams may also be advised by the Learning Support or Examinations department, especially for Sixth Formers hoping for UK University entrance, although the school will not be responsible for tuition arrangements nor for some of the costs involved (e.g. oral assessment).

CULTURAL NEEDS

Boarding Staff are appointed who have empathy for cultural differences and encourage both interest and respect among the different cultures. They will always endeavour to help children from another culture to cope with the differences they experience and to adjust to life in the UK.

Boarding Staff and Learning Support Staff liaise fully on matters which are relevant to boarders.

Policies on harmful substances

ILLEGAL SUBSTANCES

The boarding houses follow the school's policy (which is available to parents from the school or on the website) of treating any disregard of the 'no illegal substances' policy, either being in possession of or intending to use such substances, very seriously.

In all cases the matter will be referred immediately to the Headmistress; parents will be contacted and pupils are likely to be excluded, and this may be a permanent exclusion. Police may be informed of the matter.

MEDICAL DRUGS

No boarder in Years 7 to 11 inclusive may keep any form of medication in his or her room, with the exception of inhalers for asthmatics, EpiPens or insulin (and of course the Matron must be informed about these).

Any medication prescribed at home should be handed in immediately on returning to the Boarding Houses, but matrons will allow single doses to be carried into school. No boarder may give any other boarder medicine of any type. Sixth formers may be treated differently but the Matron must be informed of any medication that is kept in the House. This policy is to ensure that the necessary dosage is correctly taken and that regularity of dosage is monitored and recorded and also that other boarders do not have access to substances that might be dangerous if taken by them.

ALCOHOL

St. George's does not allow alcohol to be in a pupil's possession. Drinking or being in possession of any alcohol in the boarding houses is therefore against school and house rules. Under-age drinking in licensed premises is both against the law and against school and house rules. The purchase of alcohol while under boarding house jurisdiction is also forbidden. The consequences are not only those of health related problems but also the potential of accidents to the pupils concerned.

No boarder boy or girl is allowed to drink alcohol in the boarding houses unless with staff permission and presence, such as at the Senior Boarders' Dinner, or at a reception for sixth formers and adult guests.

No boarder boy or girl is allowed to be in possession of alcohol on the school premises.

In the event of any boarder found to be in breach of any of the above rules the following actions will be taken:-

If the incident is relatively minor, the boarder will be given an official warning and punishment by the Head of House. A letter will be sent to parents and both boarder and parents will be made aware of the seriousness with which the school takes this matter. The Director of Boarding will be made aware of the blatant disregard of rules.

In subsequent or grave situations, the boarder will be referred to the Director of Boarding and the incident may result in a period of fixed term exclusion from school and the boarding house. This means that the boarder will have to be collected and removed by either parents or guardians for the period of fixed term exclusion. This will begin when he or she is collected, until which time he or she may be additionally excluded from lessons and activities.

SMOKING TOBACCO & E-CIGARETTES

St. George's has a non-smoking policy which both boarding houses uphold and the site is now entirely a non-smoking area. This includes e-cigarettes and vaping. Smoking is therefore against both the school and boarding rules and may in fact be illegal. In the boarding houses the consequences are not only those of health related problems, but also the potential extremely dangerous fire risk to all the pupils and staff.

No boarder is allowed to smoke in the boarding houses, on school property or elsewhere while under the jurisdiction of the boarding staff.

No boarder is allowed to be in possession of smoking or vaping equipment (including e-cigarettes) while on school premises.

In the event of any boarder found to be in breach of any of the above rules the following actions will be taken:-

The boarder will be given an official warning and a suitable punishment by the Head of Boarding House. A letter will be sent to parents and both boarder and parents will be made aware of the seriousness with which the school takes this matter. The Director of Boarding will be made aware of the blatant disregard of safety rules.

If the offence is repeated, the boarder will be referred to the Director of Boarding and suitable punishment will be determined, bearing in mind the situation and age of the offender, but also taking into account that this will probably be a matter of defiance of school rules. This may result in a period of fixed term exclusion from school and the boarding house. This means that the boarder will have to be collected and removed by either parents or guardians for the period of fixed term exclusion.

Guardians

- Every pupil whose parents live or travel abroad, even for short periods, must have a mature and responsible (preferably over the age of 25) Guardian in the UK who lives within reasonable reach (ideally not more than an hour's journey) of the school. This is a condition of entry as a boarder.
 - The School does not, and will not provide Guardians. It is the parents' responsibility to arrange this.
 - If parents wish to secure a professional guardian a good starting point is the AEGIS (the Association for the Education and Guardianship of International Students) website (www.aegisuk.net) or Gabbittas Guardianship (www.gabbittas.co.uk/international-guardianship-services/). Alternatively the Boarding Schools Association (www.boarding.org.uk) may provide information.
 - In addition, for families where there is a Guardian in place, but where that person is unable to perform certain duties, there are agencies that specialise in escorting boarding pupils to and from airports.
 - The name, address, telephone number, proof of address and photo ID of the Guardian must be provided by the parent before the child begins to board at St George's, or, in the case of a business trip or holiday, before departure. The relationship of the Guardian to the pupil must be made clear and the nominated Guardian must agree to act in this capacity for the duration of the boarders' time at St George's or for the duration of the trip.
 - Guardians are necessary to facilitate (for example)
 - Transport to and from ports/airport of entry at the start and end of holiday periods, especially before or after the hours when boarding house staff are off duty.
 - To take "minors," who are flying unaccompanied, to the airport and to collect them off return flights.
 - Providing convalescence during and after illness
- and this could extend to providing a home for a child during enforced closure of boarding in the case of an epidemic or pandemic. This has become particularly important in the light of recent developments concerning the Coronavirus.
- Providing a home in the UK should the child be excluded from the school for disciplinary matters.
 - A "family" contact for overseas pupils and a place to store clothes etc in the holidays.
 - A home for short holiday periods when the school is closed – e.g. half terms (9 days) and long weekends (3-5 days) as detailed in the school calendar.
 - Availability to attend Parent Consultation Evenings at the request of parents and/or the school.
 - Guardians may contact the house staff on behalf of families of boarders and the school encourages all Guardians to make themselves known to the Boarding House staff and to visit the school. Parents who provide the school with Guardians are encouraged to invite their nominated Guardians to St George's.
 - Guardians must be provided with the school telephone numbers and contact points by parents. Guardians and parents are responsible for informing St George's of any change in address, telephone number or circumstances.
 - Parents and not the school are responsible for the welfare of children whilst they are resident with the appointed Guardians, although should a boarder's behaviour reflect badly on the school this could be a matter for disciplinary action.
 - St George's will inform the parents if they have any concerns about the Guardian arrangements and will review individual Guardian provision if appropriate.
 - St George's may contact Guardians directly should the need arise.
 - Guardians are required to uphold the ethos of St George's school and boarding.

Fees

Boarding fees are £5200 per term as of September 2023 and are reviewed annually. They are fixed by the Governors' Boarding Committee and are the same whatever the length of term or whether a boarder is "Weekly" or "Full". There are no discounts or bursaries and no refunds in the case of absence for any reason.

As stated in the Standard Terms and Conditions fees are payable in advance at the beginning of each term. Invoices showing the amount payable (including disbursements and any extras) are issued at the end of the previous term or in advance of joining the school.

Parents will be required to remove their child from the school if the fees are not paid. It is completely unacceptable for a parent in default with fee payments to send their child back to school knowing that the school cannot and will not accept them back. This places the young person in an impossible position. If parents encounter difficulties in making the complete payment at the beginning of term, they must contact the Director of Boarding immediately and discuss the matter. If a boarder's fees are in arrears he or she may not be allowed to go on school

trips or to participate in activities until the arrears are settled.

Payment of a full term's fees plus arrears will be due if a pupil is withdrawn from the school roll without at least a full term's notice. The only acceptable time a student may opt to transfer from boarding student to day student is at the end of Year 11, but this is subject to conditions and there is no guarantee that a place will be offered. This transfer must be negotiated with the school in the winter preceding entrance to Year 12.

Deposits are held until after a boarder has left the School, at which time a final invoice will be issued together with a cheque to cover any refund.

The Company Bank details are:

Barclays Bank,
East and South East Region 1,
1 Churchill Place,
London E14 5HP.
Sort code : 20 03 62
Account number : 2314 4445
BIC : BARC GB22
IBAN : GB59 BARC 200362 2314 4445



What to do if you wish to ask questions or make a complaint

HOW TO COMMENT OR COMPLAIN

Each day we make many decisions and try hard to do our best for all our pupils. Your comments – either positive or negative – are helpful for future planning. You may want to talk to us about a particular aspect of St George's which is not a complaint. Many parents pass on their ideas and thoughts informally to staff and we value their support. There are many opportunities for you to do this.

However, if you are dissatisfied about the way your child is being treated, or any actions or lack of action by us, as explained in the school prospectus and information given to you when your child joined the school, you have the right to complain.

This procedure applies to all concerns and complaints other than

- Child protection issues
- Statutory assessments for special educational needs
- Complaints about services provided by other providers who may use school premises or facilities and
- Exclusions
- Public examination outcomes

where separate procedures apply.

These procedures meet the requirements set out in schedule 1, part 7 of the Education (Independent School Standards) Regulations 2014.

If you are concerned about a child protection safeguarding issue or that a child is at risk of being abused you should immediately contact the school by telephone and ask to speak with the school's Child Protection Officer or Designated Senior Person.

Timescales

We aim to resolve any complaints in a timely manner.

Timescales for each stage of the complaints procedure are set out below in the relevant paragraphs. For the purposes of this procedure, a "working day" is defined as a weekday during term time, when the academy is open. The definition of "working day" excludes weekends and holidays.

Procedure Aim and Statement

Aim

The aim of this procedure is to ensure that a concern or complaint by a parent is managed sympathetically, efficiently and at the appropriate level and resolved as soon as possible. Doing so is good practice, it is fair to those concerned and it helps to promote parents' and pupils' confidence in our ability to safeguard and promote welfare. We will try to resolve every concern or complaint in a positive way with the aim of resolving the issue in a transparent and appropriate manner. We also look to enable staff to progress their important responsibilities without burden of responding to unnecessary or disproportionate challenge.

The academy expects that most concerns can be resolved informally. All concerns will be taken seriously and kept confidential to those involved.

The full Complaints Procedure Policy can be found on the school website under 'Statutory Information'

BOARDERS WHO WISH TO MAKE A COMPLAINT (BUT NOT PARENTS) CAN CONTACT:

The Office of the Children's Rights Director for England (OCD). Free Phone: 0800 528 0731 or Office of the Children's Rights Director, OFSTED, 125Kingsway, London, WC2B 6SE

Term Dates 2023 - 2024

Autumn Term 2023

Sunday 3 rd September	New boarders arrive & Existing year 12 boarders arrive
Monday 4 th September	All other existing boarders return
Tuesday 5th September	Autumn Term begins
Saturday 30 th September	Exeat weekend begins (leave by 11am)
Monday 2 nd October	Boarders return 6-8pm
Wednesday 18 th October	Half term begins at 3:40pm (leave by 6pm)
Sunday 29 th October	Boarders return 4-8pm
Thursday 23 rd November	Exeat weekend begins at 3:40pm (leave by 6pm)
Sunday 26 th November	Boarders return 6-8pm
Wednesday 20 th December	Christmas holiday begins at 11am (leave by 1pm)

Spring Term 2024

Sunday 7 th January	Boarders return 4-8pm
Monday 8th January	Spring Term begins
Friday 16 th February	Half term begins at 2:55pm (leave by 5:30pm)
Sunday 25 th February	Boarders return 6-8pm
Thursday 28 th March	Easter holiday begins at 11am (leave by 1pm)

Summer Term 2024

Sunday 14 th April	Boarders return 4-8pm
Monday 15th April	Summer Term begins
Friday 3 rd May	Exeat weekend begins at 2:55pm (leave by 5:30pm)
Monday 6 th May	Boarders return 6-8pm
Friday 24 th May	Half term begins at 2:55pm (leave by 5:30pm)
Sunday 2 nd June	Boarders return 4-8pm
Thursday 4 th July	Exeat weekend begins at 2:55pm (leave by 5:30pm)
Sunday 7 th July	Boarders return 6-8pm
Friday 19 th July	Summer holiday begins at 11am (leave by 1pm)

Standard Terms & Conditions of Boarding

1. THE SCHOOL

- (a) **The School is St George's School, Harpenden Academy Trust acting by its Governing Body as presently constituted.**
- (b) **The Boarding Staff** (comprising the **Headteacher, the Director of Boarding** and **Boarding Residential Staff**) (and including anyone to whom any of the duties of the Boarding Staff have been delegated.) are the persons appointed by the Governors to be responsible for the students living in the Boarding Houses.
- (c) **The Student** is the person or persons named on the Acceptance Form and who has accepted a place in the Boarding House
- (d) **The Parents** are the person or persons who have notified the School that they have parental

responsibility for the Student and the Parents are bound by these Terms and Conditions individually and jointly. Parents are expected to comply with the terms of the Home School agreement and to give their support and encouragement to the aims of the School and to uphold and promote its good name; to continue the Student's education at home and to ensure that the Student maintains appropriate standards of punctuality, behaviour, diligence, language, discipline and dress. In the event that the Parents fail to respond reasonably to communications from the School in connection with their obligations under this paragraph or if they are in breach of any of their obligations under this paragraph then the School may in its absolute discretion terminate this agreement on giving one month's written notice to the parent.

(e) **Our Aims:** the aims of the Boarding Community are described in the Prospectus. In addition the School and the Company aims to strike the balance between academic and practical work, physical education, moral and spiritual development and the pursuit of leisure activities. We are committed to high standards of teaching and care. The School is an environment in which students are encouraged to participate in work and leisure activities with enthusiasm and commitment and to behave with tolerance and understanding, respecting the needs of others.

(f) **Fee Levels** will be reviewed each year and there will be increases from time to time. If the ownership or legal status of the Boarding Houses or the School changes, the School's rights and obligations under these Terms and Conditions will be deemed assigned to the new entity. Parents will be consulted and/or given adequate notice of any significant proposals or change of policy likely to affect the School community as a whole.

(g) **The Standard Terms and Conditions:** We believe that these Terms and Conditions reflect the customs and practice of boarding Schools. Any alteration to these Terms and Conditions is effective only if given in writing by the Headteacher. The **List of Termly Charges** and the **School's Policy Documents**, as varied from time to time, are part of these Terms and Conditions. Nothing in these Terms and Conditions affects any statutory rights of parents.

(h) **If you do not understand, do not wish or no longer wish to be bound by the terms of the agreement, you should not proceed in accepting a place for your child or withdraw your child at the soonest convenient time.**

2. CARE AND GOOD DISCIPLINE

(a) **Parents' Authority:** The Parents authorise the Boarding House Staff while *in loco parentis* or acting on behalf of the Student if they have not reached the age of 16, to take and/or authorise in good faith all decisions that safeguard and promote the Student's welfare. Parents are deemed to authorise and consent to such physical contact as may be lawful, appropriate and proper to provide comfort to the Student if they are in distress or to maintain safety and good order but excluding any form of Corporal punishment. In case of a medical emergency where Parents cannot be contacted in sufficient time the Parents authorise and consent to the Boarding Staff making decisions relating to emergency medical treatment of the Student including blood transfusions within the United Kingdom, general anaesthetic and operations (where certified as necessary by a person who is appropriately qualified). The Headteacher may at any time when grounds for suspicion exist, require the Student to give a biological sample under medical supervision to test for the use of

illegal substances or substances reasonably believed to be damaging to health. Such a sample will not form any part of the Student's permanent medical record.

(b) **Conduct and Attendance:** We attach importance to courtesy, integrity, manners and good discipline. The Student is expected to take a full part in the activities of the School, to attend punctually on each School day, to work hard, to be well behaved and to comply with the School Rules and Policy Documents.

(c) **Late arrival or early withdrawal at the beginning or end of term:** Parents may not withdraw their child early at the end of term nor allow them to return late at the beginning of term, unless there are exceptional circumstances, or their child is too ill to attend School and the Director of Boarding has been advised of this. Parents will incur a financial penalty at the beginning and end of term if their child is absent without good reason or written permission **and** authorisation from the Director of Boarding. The penalty shall be £70 for the first day and £40 for any further days (or part days), which will be added to the Student's boarding account. In addition, and should the School feel it necessary, the local education authority will be notified if a child is regularly absent from the School without authorisation which may result in further action being taken. If late arrival or early departure is a regular occurrence for any individual, the School will need to review that Student's suitability to board.

(a) **The Student's Health:** The Headteacher or Boarding Staff may at any time require a medical opinion or certificate as to the Student's general health. The age of the Student will be calculated in accordance with UK custom. Parents must inform the Headteacher in writing if the Student has any known medical condition, health problem or allergy. Parents must also inform the Headteacher if the Student will be unable to take part in games or sporting activities or has been in contact with infectious diseases. There is an obligation on parents to comply with requirements that are imposed in relation to the quarantine of pupils, which may derive from external authorities or which may be a decision by the School in the light of advice from the government or health officials.

(b) **The Student's Emotional Wellbeing & Mental Health:** The Headteacher or Boarding Staff may at any time require specialist information about the Student's emotional wellbeing and mental health. Parents must inform the Headteacher in writing if the Student has any known mental health issues or if there are any mental health concerns. This includes any issues, concerns, significant trauma or interventions that there have been prior to the Student starting at the School.

- (c) **Conduct of the School:** The Headteacher is responsible for the care and good discipline of students while they are in the charge of the School or its staff and for the day to day running of the School and the curriculum. The Headteacher and the Governors are responsible for the imposition of any sanction including exclusion as a result of non-payment of fees, suspension during investigation or following a breach of School discipline. The Headteacher is not responsible, for the Student if they are absent from the School in breach of the School Rules but may take the appropriate action under the School's Discipline Policy.

3. ADMISSION AND ENTRY TO THE SCHOOL

- (a) **Admission:** Admissions and entry will be subject to the availability of a place and the Student satisfying the admission requirements at the time. The School operates an equal opportunities policy.
- (b) **Unpaid fees:** If fees remain unpaid by the last working day of the half term break of the term for which they are due, the Student must not be returned to the Boarding House until fees have been paid in full. If the Student is left at the Boarding House in breach of this Condition, no responsibility will be accepted for that Student who will be treated as abandoned and the Social Services department will be notified accordingly.
- (c) **Offer of a place and deposit:** If an offer of a place is made, an Acceptance Form will be issued for completion by the Parents and return with the Acceptance Deposit. The Acceptance Deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School on the Student leaving the Boarding House. Until credited it will form part of the general funds of the School. The School's Finance Department will issue an invoice to Parents at the end of each term in the amount spent by the Student during that Term. All cheques should be made payable to St George's School Harpenden Academy Trust.

4. FEES AND DISBURSEMENTS

- (a) **Items Covered: Fees** are for the provision of the boarding accommodation. Other items of expenditure incurred by the School or the Student may be charged as **Disbursements**. The Student is for these purposes the agent of the Parents. **Damage** done by the Student, other than fair wear and tear, may be separately invoiced and must be paid for as an extra.
- (b) **Tuition:** There is no general charge for tuition, except in certain circumstances (such as individual music lessons) which will be agreed, in writing, with Parents in advance. These will be

invoiced separately and must be paid in full within fourteen days otherwise the School reserves the right to terminate that tuition.

- (c) **Payment of fees and extras:** Each invoice must be paid before the first day of each term. If, under section 3(b), a student does not return after the half term break, they will be deemed withdrawn from boarding and the School without notice 28 days after the last working day of the half term break (in which case a term's fees in lieu of notice will be payable) The School is deemed to be only an agent of any third party supplier of any goods and services which are supplied by that third party via the School to Students or their parents. Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if the Student is allowed to return home after public examinations or otherwise before the normal end of term; or for any cause, except in the sole discretion of the Headteacher.
- (d) **Responsibility for payment:** Fees are the joint responsibility of the Parents. The School may withhold any information about the Student or property belonging to the Parents or in the possession of the Student whilst the Fees are unpaid.
- (e) **Payment of fees by a third party:** An offer to pay or a payment by a third party of the fees or any other sum due to the School does not release the Parents from any liability under these Terms and Conditions. The School reserves the right to refuse any payment from a third party.
- (f) **Late Payment:** The right is reserved to make late payment charges composed of (i) simple interest calculated on a daily basis at 8% above base rate, from the first day of each term, and (ii) all administration and legal costs in relation to any sums that are unpaid by the due date. Such charges will be recovered by legal action if necessary. Cheques will not be considered as payment until cleared through the School's bank account. Any sum tendered that is less than the sum due and payable will be treated as a sum paid on account.
- (g) **Disbursements:** Disbursements can only be made when fees have been paid in full. In the event of late payment, this means that the Student may not be able to participate in any weekend trips or receive any monies that would normally be paid for by disbursement until the balance for fees has been cleared.
- (h) **Withholding deposits:** The right is reserved to withhold part of the Student's deposit should there be any unreported damage to the dormitory in which they have resided or the furniture within it. The right is also reserved to withhold part of a deposit if significant amounts of personal property are left in the dormitory in which they have resided or any other part of the

Boarding House. The withheld amount will be used to pay for repair and/or clearance of belongings.

5. EVENTS REQUIRING NOTICE IN WRITING

(a) Definitions

Notice means a Notice addressed to and received by the Headteacher. No other notice will suffice. Notices must be hand delivered or sent by recorded delivery post to the Headteacher at the School's address.

A Term's Notice means a notice given before the first day of a Term and expiring at the end of that Term.

Term means the period between and including the first and last days of each School Term.

Fees in lieu of notice means fees in full for the term of notice at the rate which would have applied had the Student attended that Term.

Address means in the case of the School, Sun Lane, Harpenden, Hertfordshire AL5 4TD and in the case of the Parents means the address given by the Parents on the Acceptance Form or any subsequent address notified to the Headteacher in writing by the Parents.

(b) Cancelling acceptance of a place at the School: the Acceptance Deposit will not be refunded if, for any reason Parents cancel their acceptance of a place or the Student does not join the School after a place has been accepted.

(c) Withdrawal from Boarding (and the School): A Term's Notice must be given before the Student is withdrawn from Boarding (and the School) or a Term's Fees in lieu of notice will be due and payable as a debt at the rate applicable on the date of the invoice whether or not the place can be filled. The Student's decision to withdraw from Boarding (and the School), for these purposes, be treated as a withdrawal by the Parents. The School Year is deemed to start on 1 September each year.

(d) Termination of this Agreement by the School: The School may terminate this agreement by a Term's Notice sent to the Parents by Recorded Delivery to the last address given by the Parents to the School. This includes notice being given where, on review, a child is no longer deemed suitable-to-board as defined by the Department for Education's School Admissions Code.

(e) Special Precautions: The Headteacher needs to be aware of any matters that are relevant to the Student's security and safety. The Headteacher must therefore be notified in writing immediately of any Court Orders or situations of risk in relation to the Student for whom any special precautions may be needed. Parents may be excluded from School premises if the Headteacher, acting in a proper manner, considers such exclusion to be in the best interests of the Student or the School.

6. REMOVAL AND EXCLUSION OF THE STUDENT

(a) Exclusion: The Student may be excluded at any time if the Headteacher is satisfied that the Student's conduct (whether on or off the School's premises or in or out of term time) represents serious breaches in the School's discipline policy; or as a result of circumstances which would mean that allowing the Student to remain in the Boarding House would seriously harm the education or welfare of that Student or of other Students in the Boarding House or at the School; it is expected that exclusion would normally only be imposed after other strategies for dealing with that Student have been exhausted. Examples of the behaviour that would lead to the Student's permanent exclusion (although not exhaustive) are serious actual or threatened violence against another Student or member of Staff; or sexual abuse; or presenting a significant risk to the health and safety of other Students by selling or using illegal drugs; or persistent and malicious disruptive behaviour, including open defiance or refusal to conform with agreed School policies on, for example, discipline or dress code.

(b) Consequences of Exclusion: If the Student is excluded or leaves the School Roll for any other reason this agreement is terminated immediately but without prejudice to the right of the Parents or the School to enforce any breaches of these Terms and Conditions existing prior to the date of termination. There will be no refund of fees following exclusion (and all unpaid fees must be paid). The Acceptance Deposit will not be refunded; but fees in lieu of notice will not be charged.

(c) Access: The Student who has been withdrawn, excluded, suspended, removed or excluded from the Boarding House or School has no right to enter the School's premises without the written permission of the Headteacher.

7. BOARDING

(a) Medical Matters: Each boarder, unless otherwise agreed by the Headteacher, will be registered on the National Health Service list of the School Doctor.

(b) Change from Boarding to Day: Transfer from boarding to day student is not possible under any circumstances except at the end of Year 11, but this is subject to conditions and there is no guarantee that a day place will be offered. Any such transfer must be negotiated with the school in the winter preceding entrance to Year 12.

(c) If the Student ceases to reside in a Boarding House for whatever reason, Parents must make arrangements for them to attend another School.

(d) Travel Arrangements: The right is reserved to charge all administration and other expenses including Staff supervision where the School has to make travel or other arrangements for the Student before, during or at the end of Term.

(e) Guardians: Where no Parent is currently living in the United Kingdom, parental responsibility must be delegated to a suitable adult who must have agreed to take full responsibility for the Student when not at School and who can, if necessary, be contacted by the School and can come to the School (if requested) at short notice.

8. GENERAL CONDITIONS

(a) Liability and Insurance: The School does not, unless negligent, accept responsibility for accidental injury or loss of property. The School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of the Parents including insurance of the Student's personal property whilst at School or on any sponsored activity away from the School. The School is not the agent of the Parents for any purpose relating to insurance. All communications in respect of fees and insurance should be addressed to the School's Finance Department-

(b) Students' Personal Property: Students are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name. If the Student brings any item of equipment on to School premises which runs off mains electricity they must have it electrically tested by the School's care-taking staff before use. Failure to do this may result in the item being confiscated.

(c) Confidentiality: The Parents are deemed to consent to the School Doctor and the School Matron, acting conscientiously and in a professional capacity, informing others and the Headteacher and the Parents in confidence of any matter concerning the Student which, in their opinion, is material to the safety and well-being of the Student and/or other persons. However, one area where the school retains the right to make a referral without seeking the prior permission of parents is in the matter of Child

Protection. The School has a duty, under the Children Act 1989, to follow the procedures laid down for Child Protection within the framework agreed by the Herts Children's Safeguarding Board and the DfE document 'Keeping Children Safe in Education'. These policies place a duty on schools to safeguard and promote a child's welfare and protect any young person against the risk of 'significant harm'. The Parents are deemed to consent to the School communicating in any form with any other School which the Student attends or which a Parent proposes the Student should attend about any matter concerning the Student. In all other respects, the School will take care to preserve the confidentiality of information concerning the Student and the Parents.

(d) Intellectual Property: The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of the Student in conjunction with any member of Staff of the School and/or other students at the School for a purpose associated with the School. Any use of any such intellectual property rights by the Student is subject to the terms of a licence to be agreed prior to the use between the Student, the Parents and the School.

(e) Consumer Protection: Care has been taken to use plain language in these terms and conditions and to explain the reasons for any of the terms which may appear one-sided. If any word/s, alone or in combination, infringe the Consumer Rights Act 2015 or any other provision of the law, they shall be treated as severable and shall be replaced with words which give as near the original meaning and purpose of these Terms and Conditions as is permissible by law.

(f) Interpretation: These terms and conditions supersede those in the School's Prospectus and elsewhere and will be construed as a whole. Unless required to make sense of the immediate context, headings are for ease of reading only and are not otherwise part of these Terms and Conditions.

(g) Jurisdiction: The Agreement to which these terms and conditions apply was made at the School and is governed exclusively by English Law.

Getting to St George's School

BY CAR

Harpenden is about 7 miles north of the M25 London Orbital Motorway and close to Junctions 9/10 off the M1. From Junction 9 follow the signage to Redbourn, then Harpenden.

From Junction 10, take the A1081 to Harpenden. Car parking is available for visitors at the school, though please allow time to find a space.

BY TRAIN

Harpenden has frequent trains from central London (London Bridge, Farringdon, St Pancras International) on the Brighton to Bedford line. The journey time is about 30 minutes and the station is a five minute walk away from the school.

See www.thameslink.co.uk for timetables or use www.nationalrail.co.uk

BY AIR

The closest international airports are Luton, Heathrow and Stansted. From Luton, take the coach to Luton Airport Parkway train station and take the train direct to Harpenden. From Heathrow take a Piccadilly line underground train to King's Cross/St Pancras International.

From Stansted, travel by train into London and then onto King's Cross/St Pancras International. Alternatively, take the coach from Stansted to Luton Airport; take the bus to Luton Airport Parkway train station, then take the train to Harpenden.

Gatwick airport is on the Brighton to Bedford railway line with trains direct to Harpenden in approximately one and a quarter hours.

Harpenden is a picturesque and lively Hertfordshire town situated 5 miles north of the historic town of St Albans. It has an abundance of character properties and good transport links, and it is easy to see why this attractive town is so popular with those who need to be close to the capital. The population is 35,000, and it is near to beautiful countryside, including the exciting project of Heartwood Forest, where the Woodland Trust are creating an 850 acre broadleaved woodland from open fields in just 12 years, and the Ashridge Estate, where 5,000 acres of woodlands, commons and chalk downland support a rich variety of wildlife and offer splendid walks through





ST GEORGE'S SCHOOL

HARPENDEN

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www.stgeorges.herts.sch.uk