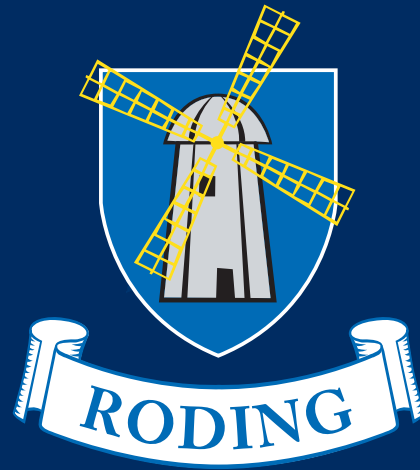


Hockerill Anglo-European College

**B O A R D I N G**



A G U I D E T O

**BOARDING**

for Students and Parents

2011-2012

**Hockerill** Anglo-European College

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A G U I D E T O

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**BOARDING**

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for Students and Parents

2011-2012



“I love it - boarding life is perfect...”



“We have a great, international community...”



“My years in boarding have been the best of my life because of the people and staff and the facilities Hockerill provides...”

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## BOARDING AT HOCKERILL COLLEGE

Boarders at the College are constantly provided with stimulating and challenging experiences. They may choose to play and practise music, research in the Library, use the latest multi-media facilities within the Language College, rehearse a play for public performance, play Rugby or Hockey for the College or local team, participate in one of our many exchange programmes, help others through Interact, join a theatre or concert trip to London, learn to fly a glider as part of the CCF activities, participate in a talent competition or just relax and drink coffee with friends in the House kitchen. These are just a few of the activities that represent the diversity and richness of boarding at Hockerill and it is this, coupled with high academic standards and the availability of the International Baccalaureate, that attracts young people from all over the world. They join a boarding community that celebrates traditional values, while embracing a tolerance and understanding.

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

Junior boarders flourish in the homely atmosphere of Canterbury and Winchester Houses, receiving all the individual attention they need. Senior boarders live in Thames or Roding, where they mature rapidly, form close friendships, take on responsibilities and discover new talents.

Although each of the two junior and two senior boarding Houses is unique in character, they all share certain aspects. A caring and secure environment is maintained by resident House staff and all boarders have their own personal House Tutor to whom they are able to turn for guidance and support. Each House also offers modern amenities, kitchens for snacks and drinks, well-appointed bedrooms and relaxing common rooms. All sixth form boarders have either double or single rooms, whilst younger boarders are happier sharing larger rooms.

Weekend boarding activities are organised for younger students, whilst sixth form boarders are given greater freedom to make their own weekend plans, although these must be approved and monitored by staff. There are a number of designated exeat weekends when boarders are encouraged to spend the weekend visiting parents, friends or guardians in the UK. Visitors and overseas parents are always welcome at the College.

The health, safety and welfare of all boarders are an absolute priority. The College has its own Health Centre providing medical care for boarders, who may visit the local doctor when necessary. Boarders are provided with a suggested list of people they may contact if they need help and they are also introduced to the College's Independent Listener. Ofsted regularly inspects the College's boarding provision against a set of carefully defined welfare standards and in November 2009 we were awarded the highest grade of 'Outstanding'.

All boarding Houses share a busy timetable. After a morning call at 07:00 hrs, all boarders meet for breakfast in the College Refectory between 07:30 and 08:15 hrs. This is followed by individual House routines and then boarders join day students in the College for registration and lessons. After the working day, there are drinks and snacks available in Houses, followed by the option of participating in a wide range of extra-curricular activities, visiting friends in other Houses, booking out into the local town, socialising in the House Common Rooms or simply relaxing. Varied social events are held for boarders on Saturday evenings, such as formal dinners, discos, film nights, talent shows, concerts and a special event at Christmas. Older students may spend the afternoon and early evening in London or Cambridge or they may choose to visit the local town for a meal.

For many students the structure of boarding life is especially helpful for studying. After supper each weekday evening and for a short period of time on Sunday mornings, each House has a designated prep period that is supervised by a member of the boarding staff. The College Library and IT facilities are available to boarders during the evening on a rotational basis.

The international dimension is a central characteristic of boarding life at the College. Many of our boarders come from within the European Union, including France, Germany, Spain, Greece and Italy, but we also welcome boarders from much further afield, such as Hong Kong, the Caribbean, Africa, America and the Middle East. Living in close proximity with different nationalities promotes a tolerance, understanding and respect for other people's views, cultures and traditions.

The spiritual side of College life plays a very important role. Hockerill welcomes all religious denominations and encourages tolerance as well as personal faith. Boarders are free to attend any of the local churches and a group go each Sunday to the Catholic Church for Mass. There is a synagogue in a nearby town. Related documentation can be found in the College's Admissions Policy.

The approximate number of boarders accommodated in the four high quality, clean and well-maintained Houses, are as follows:

|                   |                                    |
|-------------------|------------------------------------|
| <b>Winchester</b> | 68 Junior Girls aged 11 – 15 years |
| <b>Canterbury</b> | 65 Junior Boys aged 11 - 15 years  |
| <b>Roding</b>     | 75 Senior Girls aged 16 – 18 years |
| <b>Thames</b>     | 70 Senior Boys aged 16 - 18 years  |

All Houses appoint a House Captain and the students themselves have an important role in running and organising the Houses.

## BOARDING AIMS AND PRINCIPLES

### Boarders at Hockerill should be able to:

- Enjoy the adventure of living away from home in a multi-cultural society in which students learn to be compassionate and considerate to those from different backgrounds.
- Acquire knowledge of the world around them and participate with pleasure in cultural and sporting pursuits.
- Learn to live in harmony with others, to meet confidently the challenges and responsibilities of the society in which they find themselves and to contribute positively within it.
- Know and understand their own strengths and weaknesses, without arrogance or shame of either, and to be respectful and tolerant of the strengths and weaknesses of others, without being envious or scornful.

In conjunction with its academic programme and a rich provision of extra-curricular activities, Hockerill College offers students the opportunity of experiencing life within a boarding community. College boarding Houses are run on the following basic principles.

- The aim is to provide an environment that will safeguard and promote the welfare, happiness and proper physical, intellectual, emotional, social and behavioural development of students, as well as protecting them from the risk of suffering significant harm or neglect.
- Rigorous monitoring and assessment of our Welfare Standards within boarding to ensure that we exceed the five key outcomes of 'Every Child Matters' - being healthy, staying safe, enjoying and achieving, making a positive contribution and economic well-being.
- Boarding focuses on developing the skills of students to live harmoniously within a community, whatever their

cultural backgrounds, religious beliefs, gender or disability. Despite individual differences, each boarder should feel valued and safe, and be able to work, play and relax free from abuse, intimidation, harassment and bullying.

- We believe that, although the individual is important and initiative is encouraged, students develop more successfully by living and working within a clearly structured, disciplined community that values respect, cooperation, trust and tolerance.
- Whilst clear guidelines on behaviour and responsibilities are in place and are known to all students, debate and discussion on all aspects of boarding life are valued and students are encouraged to develop a pride in their environment and a sense of loyalty to their community.
- Boarders are taught to value their time, to appreciate the need for personal organisation, to develop a sense of purpose and to be self-motivated. Success in the boarding community is acknowledged through the status system, which awards privileges and allocates responsibilities.
- Participation in social activities is encouraged but a student's right to privacy is respected by both boarders and staff.
- Healthy living is promoted through a partnership between boarding, catering and medical staff. Also, the College runs educational programmes on such topics as smoking, alcohol abuse, drug abuse, sex education, healthy eating and physical and emotional development.
- Students' links with home and family are seen as an indispensable part of the support and development of boarders and a good working relationship between the boarder, their parents and boarding staff is considered essential.

## CATEGORIES OF BOARDERS

Students may be full, weekly or day boarders and, although there are obvious differences between the categories, all boarders are given full right of access to the facilities within their boarding House.

### FULL BOARDERS

Full boarders reside at College for the whole term, except for designated holidays, and they have the option to stay at College during non-compulsory exeat weekends. Full laundry facilities for uniform and casual clothes are provided.

### WEEKLY BOARDERS

Weekly boarders reside at College during the week and have the same structure to their day as full boarders. However, they leave College to go home at 12:20 hrs after lessons on Saturday and return between 18:00 hrs and 20:00 hrs on Sunday. Due to the increase in the number of day boarders, the return of weekly boarders on a Monday morning is to be discouraged unless discussed with the Head of House. They are invited to participate in specified weekend activities and stay for weekends, for which there will be an additional charge. Laundry facilities for uniform and PE kit are provided but casual clothes should be taken home and washed at weekends.

### DAY BOARDERS

The College aims to provide day boarders with an experience of the College similar to that enjoyed by full and weekly boarders, despite obvious time limitations and the fact that day boarders will not be at College after lunch on Saturdays or sleep in their boarding Houses. In real terms, this means that the day boarder will be given access to all facilities within their allocated boarding House, which include:

- Storage provision for clothes and personal possessions.
- Study facilities and opportunities.
- Facilities for changing clothes, washing and showering, etc.
- Breakfast, lunch, supper and afternoon tea.
- Clubs, sports and organised social activities during the afternoons and early evenings.
- Invitations to specified weekend activities for which an additional payment will be required.
- Access to own boarding Houses at lunchtimes.
- House tutorial support system.
- Two pastoral reports per year written by the appointed House tutor.

The House cannot provide laundry facilities and PE kit should be taken home.

Although each boarding House has its own procedures, the following is a guide to the structure of the day.

#### 07:10 – 08:30 hrs

Arrival and signing in/registration procedures in the boarding House.

Breakfast in the College Refectory. (Day boarders arriving after 08:10 hrs will miss the last breakfast sitting.)

House duties/room inspections.

House staff check that students are prepared for the College Day, that they have the correct books and PE equipment and that their possessions are secure and in good order.

#### 08:45 – 12:35 hrs

Morning lessons in College

#### 12:35 – 13:30 hrs

Lunch in the Refectory. Access to boarding House common rooms. Sixth Form boarders only allowed in own rooms..

#### 13:30 – 15:40 hrs

Afternoon lessons in College

#### 15:40 – 17:30 hrs

Houses open. Clubs programme and booking out into Bishop's Stortford, following same guidelines as for full boarders.

#### 17:30 – 18:30 hrs

Supper in the Refectory

#### 18:30 – 20:50 hrs

Supervised Prep sessions will be taken in designated classrooms with other boarders and there is rotated access to College Library and IT facilities.

Boarders' sport (optional) on designated nights only.

#### After prep and no later than 21:00 hrs

Collection/departure from College – signing out procedures within the boarding House

Our expectations are as follows:

- Day boarders will show a commitment and a responsibility to the community they are joining.
- Parents will commit themselves to a regular daily pattern that allows the Head of House to set up workable procedures to ensure the safety and well-being of the day boarder. This will involve a commitment to ensure that the day boarder arrives and departs at the agreed times.
- Parents are respectfully reminded that, due to our stringent child protection procedures and to protect the privacy of our students, they must not access boarders' private areas, including bedrooms and bathrooms.
- Most boarding Houses have drop-off areas for day boarders' parents and we would ask that cars do not block access to Houses in the event of an emergency.
- Parents should ensure that students arrive wearing full College uniform, as staff cannot provide any missing articles of clothing, but, depending on Status, they may change into casuals at the end of the College day.

- Day boarders must ensure they sign in and out of their respective Houses.
- With the prior agreement of the Head of House, it may be possible for Day Boarders to leave earlier in the evening but Junior boarders should be collected from the House and not be expected to travel home by public transport. Heads of House will make every effort to be as flexible as possible when dealing with special requests but parents are asked to be mindful of the demands placed upon them and their staff.
- Unfortunately, as boarding spaces are usually fully allocated, overnight boarding accommodation cannot be provided.
- Boarding staff take their responsibility for the welfare of all students very seriously and it is essential that they be kept informed of the whereabouts of day boarders at all times.
- Health Centre facilities will be available but, if any Day Boarder needs to be admitted, it will not be possible for them to stay overnight.

Day Boarders will be encouraged to participate in all House activities, sports and social events, and will be expected to join after-school clubs. They will also participate in the House Status system and will be able to apply for positions of honour, such as House Prefect.

Effective communication between parents and staff is essential but parents should be aware that House staff are very busy in the mornings and early evenings dealing with boarding routines. E-mails and telephone messages are checked regularly and parents may use these media for routine messages. If parents wish to speak with a member of the House staff, it is advisable to arrange a meeting, preferably between 16:00 and 17:30 hrs when Houses are relatively quiet.

The College aims to protect students from anyone who is not known to be checked through the Criminal Records Bureau and, if parents, family members or friends of boarders need to enter the House, we respectfully request that they check in with the duty member of staff on arrival.

All our boarding procedures and routines are subject to detailed scrutiny under the National Standards for Boarding.

## **SIXTH FORM BOARDERS**

Sixth form students are integrated into the senior boys' and senior girls' Houses and can be called upon to take on leadership responsibilities as Prefects. They will be expected to help towards ensuring the smooth running of the community and to influence, in a caring manner, the behaviour and attitudes of the juniors by setting a good example.

### **Accommodation and Uniform**

They will either have a single room or share a double study bedroom with another sixth form boarder. Boys may wear a conventionally styled, plain, dark suit (dark grey, navy blue or black), with the appropriate House tie. Girls wear an open necked white blouse and may wear trouser suits if preferred. See the Uniform List for further details.

## **House Status**

When joining the sixth form, all boarders are awarded Senior House Status, which is regularly reviewed at meetings between the student and his or her House Tutor. All sixth form boarders are encouraged to show the high degree of self-discipline and reliability required to obtain the highest possible status, Advanced House Status (Prefect).

## **House Honours**

Colours are awarded by the Head of House to students, usually sixth formers, who have made a major contribution to House life and their names are added to the House Honours Board. This accolade is something every boarder should aim to achieve.

## **Sixth Form Centre**

This is run by a sixth form committee and is usually open for socials on Friday evenings. All students in years 12 and 13 are encouraged to use the common room and to support the aims of the Committee by behaving in a mature and sensible manner, so that sixth formers can relax and socialize in a civilized environment. Hot and cold drinks and snacks are available and the committee regularly organizes events and publishes opening times.

## **Special Weekend and Lunchtime Exeats**

Students with Advanced House Status and above may request lunchtime exeats on Saturdays and Sundays. Weekend exeats to Cambridge, London and other local towns/areas may also be arranged with the Head of House in advance, giving full details. Requests involving overnight absences (Exeat Weekends only) must be with the written approval of parents and all the other parties concerned, and at the discretion of the Head of House.

## **Evening Exeats**

Prefects with AHS(P) status are allowed one evening exeat per week after Prep (Monday – Friday) and must be back in House by 22:30 hrs. Members of the Sixth Form holding Advanced House Status may also request permission to go into the town on Saturday evenings between 20:00 and 22:30 hrs, providing this does not conflict with other social activities involving the whole House. No Sixth Form student under the age of 18 is permitted to drink alcohol in a public house.

## **Private Study Lessons**

Sixth Formers must use their private study lessons for work. These lessons may be taken in the College library, a departmental library, Sixth Form Common Room or other designated area.

## **University Open Days**

It is important that Sixth Form students visit universities but a balance must be struck between the amount of College time lost and the benefits of these visits. A limit of two such visits in the Lower Sixth and two in the Upper Sixth is considered

to be a sensible compromise. Additional visits should be arranged in holiday time.

### Employment

Boarders must restrict part-time job employment to holiday periods. Leave of absence for work experience, whether paid or unpaid, is not permitted unless it is arranged through the College as part of our planned provision.

## PASTORAL CARE, COMMUNICATION AND MONITORING PROGRESS

The four boarding Houses are each staffed by a Head of House and assistant House Tutors. Although students should consider their boarding House to be their 'home' during term time, regular contact with parents and guardians is encouraged by the College, and House staff are always prepared to make appointments to see parents and guardians at any mutually convenient time. We are flexible in our arrangements for parents to visit the House and they are always assured of a warm welcome.

| House      | Age Group    | Head of House    | Telephone                          |
|------------|--------------|------------------|------------------------------------|
| Winchester | Junior Girls | Mrs N Pierrejean | +44 (0) 1279 658451 then 2, then 5 |
| Canterbury | Junior Boys  | Mr. S Jacobs     | +44 (0) 1279 713960                |
| Roding     | Senior Girls | Mrs J Kheng      | +44 (0) 1279 713961                |
| Thames     | Senior Boys  | Mr C R Wright    | +44 (0) 1279 713962                |

### FORM TUTORS

The academic progress of students is monitored by Form Tutors, who have an overview of all academic matters. They should be the first point of enquiry if a parent requires clarification or explanation. Forms meet for registration and discussion on a daily basis.

### HOUSE TUTORS

Each boarder has a House Tutor who oversees the social development of the student and monitors their progress. House reports are prepared by the House Tutor and sent to parents for their retention at the following times:

#### All students new to boarding and those transferred from other Houses

During their first term

#### Remaining established boarders

End of the Michaelmas Term

#### Years 11 and 13

End of the Lent Term

#### Years 7, 8, 9, 10 and 12

End of the Summer Term

Through daily contact and regular tutorials, the House Tutor

### Motor Vehicles

Boarders are not allowed to have cars or motorbikes at the College at any time. Driving lessons may be arranged during term time providing permission is obtained from the Head of House. Lessons must not clash with any College or House commitment, although it is quite possible that College time may be lost for a driving test. If this is the case, permission must be obtained from the Principal.

builds up a relationship with each tutee and provides help, encouragement and support whenever necessary.

### STUDENT PROBLEMS

If students have any problems they wish to discuss, they should contact their Head of House, their House or Form Tutor, or indeed any member of staff. Each student is given their own copy of a pamphlet which details the names of suggested people they may wish to contact when in need of help or guidance, including the contact details of an Independent Listener. This pamphlet is also posted on each House notice board.

### STUDENT COMPLAINTS

If a boarder wishes to make a complaint, the procedure is explained fully in the information sheet 'Worries and Complaints – A Guide for Boarders', which is displayed on the House notice boards at all times.

### HOUSE MEETINGS

There are regular formal and informal House meetings during which boarders may raise points of issue or ask questions.

### HOUSE COMMITTEES

House committees are elected and serve as a forum for discussion and debate about matters relating to boarders. Junior Boarding Committees operate in Canterbury and Winchester House, whilst Thames House has an elected Star Committee that is chaired by the House Captain. The Roding Committee comprises two representatives from each year group and meets regularly with the Head of House.

### BOARDERS' CLUB CARDS

Boarders in years 7 - 11 are issued with cards to record their attendance at the required number of clubs and activities. These cards must be kept up to date and shown to House staff before students may book out to Bishop's Stortford.

### COMMUNICATION

The **College Telephone Number** is **+44 (0) 1279 658451**, the **Fax Number** is **+44 (0) 1279 755918** and the **E-mail** address is **admin@hockerill.herts.sch.uk**.

House contact details are as follows and telephone calls may be made or received at any time, except before breakfast and

during prep, and no later than fifteen minutes before the designated 'lights out' times. However, Heads of House would be grateful if incoming calls could be kept to a minimum.

### **Roding House**

**+44 (0)1279 713961** - Direct line to contact duty House staff only

**+44 (0)1279 713971** - Fax number

**+44 (0)1279 508713** - Call box 1

**+44 (0)1279 659779** - Call box 2

**E-mail address** (for communication with Roding staff only – not for students) – khengj@hockerill.herts.sch.uk.

### **Winchester**

**+44 (0)1279 658451**, then select 2, then 5 - Direct line to contact duty House staff only

**+44 (0)1279 508972** - Call box 1

**+44 (0)1279 501889** - Call box 2

**E-mail address** (for communication with Winchester staff only – not for students): pierrejeann@hockerill.herts.sch.uk.

### **Thames House**

**+44 (0)1279 713962** - Direct line to contact duty House staff only

**+44 (0)1279 713972** - Fax number

**+44 (0)1279 466895** - Call box 1 (Windsor area)

**+44 (0)1279 653247** - Call box 2 (Greenwich area)

**E-mail address** (for communication with Thames staff only – not for students): thameshouse@hockerill.herts.sch.uk.

### **Canterbury**

#### **Upper**

**+44 (0)1279 713963** - Direct line to contact duty House staff only

**+44 (0)1279 713973** - Fax number

**+44 (0)1279 467468** - Call box

#### **Lower**

**+44 (0)1279 713960** - Direct line to contact duty House staff only

**+44 (0)1279 713970** - Fax number

**+44 (0)1279 505374** - Call Box

**E-mail address** (for communication with Canterbury staff only – not for students) – canterburyhouse@hockerill.herts.sch.uk.

### **POST**

Post is delivered to the College during the morning and is normally available for collection from the House Study by lunchtime. For outgoing mail, there is a post box located

adjacent to the College in Dunmow Road, as well as a student post box in Reception. For incoming mail, boarders should ask for their letters and parcels to be addressed to their respective Houses.

### **ABSENCE FROM COLLEGE**

Parents are advised that requests for their sons or daughters to be absent from College and which involve loss of academic time should be made in writing as far in advance as possible and directly to the Principal. Such requests should be kept to an absolute minimum.

Requests for absence from boarding not involving academic time should be made in writing to the Head of House.

### **FAMILY VISITS**

Family members may take boarders out for lunch and/or tea at the weekends if they have no College commitments. Requests should be made in advance to the Head of House for exeats between 12:30 and 17:30 hrs on Saturdays and between 11:00 and 17:30 hrs on Sundays. Requests must be lodged with the Head of House by the Wednesday preceding the weekend in question.

### **MOBILE PHONES AND PERSONAL COMPUTERS**

All boarders with Junior status and above may bring mobile phones to College but they may not be used at the following times:

- During the College working day
- Before 07:00 hrs
- After normal 'lights out' times
- In the College Refectory
- During Prep.

From Year 8, boarders with the appropriate status may also bring a personal computer to College. These must be of the 'lap top' variety, as space is limited, and should be used to aid academic study.

The College reserves the right to confiscate boarders' personal computers, phones, etc. or, in extreme cases, permanently exclude students, if equipment is found to have been used inappropriately, e.g. for downloading or viewing illegal or inappropriate material, cyberbullying, or taking images and recordings of fellow students without staff permission and supervision.

Boarders are advised not to lend their equipment to other students and all valuable possessions must be insured (see section on Insurance under Health, Safety and Security).

## ROUTINES - THE COLLEGE DAY

**Routine timings for individual Houses may be subject to change.**

### MORNING ROUTINES

Boarders are called by resident House staff between 07:00 and 07:15 hrs each weekday and on Saturday morning. Before breakfast, beds should be made and shoes cleaned. All students are expected to carry out basic morning duties and rooms are inspected by House staff before students leave for lessons.

### MEALS

All boarders take their meals in the College Refectory. The exact times vary according to the meal, the day of the week and, at lunchtime, the year group. As a guide, see the table at the bottom of this page.

Weekend meals are subject to the Boarding Weekend Programme and may vary from the times stated below.

Boarders are expected to behave sensibly in the Refectory and to display good table manners. Students are given guidance on nutrition during their first few weeks in the boarding House and are expected to eat proper meals at breakfast, lunch and supper. Drinks and snacks are available in the afternoon after lessons and in the evening after Prep from House kitchens.

### LUNCHTIME

After lunch in the Refectory, the House common rooms are open to boarders.

### AFTER COLLEGE

All boarders are expected to return to House at the end of the College day, after which students are free to participate in club activities. Students may also 'sign out' from the House on a number of occasions during the week to Bishop's Stortford or to the local shop, on their own or in pairs, in uniform or casuals, according to status. They must behave in a sensible manner in the local town and should not eat or drink in the streets or loiter in large groups.

During weekday afternoons and at weekends, there is a reciprocal agreement between Thames and Roding Houses whereby day rooms are open for social visits by boarders in years 11 – 13. A register is kept in each House in which visiting students are required to sign in and out. Boarders are expected to be in their own study bedrooms/dormitories ten minutes before registration and room inspection.

### Meal Times

|                   | Monday – Friday |       |        | Saturday   |       |        | Sunday     |       |        |
|-------------------|-----------------|-------|--------|------------|-------|--------|------------|-------|--------|
|                   | B'fast          | Lunch | Supper | B'fast     | Lunch | Supper | B'fast     | Lunch | Supper |
|                   | From (hrs)      |       |        | From (hrs) |       |        | From (hrs) |       |        |
| <b>Canterbury</b> | 07:35           | 12:35 | 17:30  | 07:30      | 12:40 | 17:50  | 09:25      | 13:00 | 17:30  |
| <b>Thames</b>     | 07:45           | 12:35 | 18:00  | 07:45      | 12:30 | 18:00  | 09:35      | 13:05 | 17:40  |
| <b>Winchester</b> | 07:55           | 12:35 | 17:40  | 07:55      | 12:45 | 17:50  | 09:25      | 13:00 | 17:30  |
| <b>Roding</b>     | 08:05           | 12:35 | 17:50  | 08:05      | 12:35 | 18:00  | 09:30      | 13:05 | 17:35  |

### PREP

(From 18:30 hrs onwards - Monday to Friday)

The amount of set work will vary slightly from day to day and this will inevitably increase as students move up the College towards the GCSE examinations and eventually the IB. Normally three preps will be set each day, including some to be completed over the weekend.

Year 7 and 8 boarders can expect to work for one hour each weekday evening, Year 9 students for one and a half hours and students in Years 10 - 13, two hours. Boarders with Senior and Advanced status work in House and boarders with lower status work in designated classrooms under staff supervision. Each House has access to the Library and IT facilities during prep on a rotational basis.

### AFTER PREP

Boarders return to their Houses to shower and change. During the second half of the summer term students are granted a 'field extension' subject to status and weather permitting.

### BED TIMES

| Year Group | Lights Out |
|------------|------------|
| 7          | 21:15 hrs  |
| 8          | 21:30 hrs  |
| 9          | 21:45 hrs  |
| 10         | 22:00 hrs  |
| 11         | 22:15 hrs  |
| 12         | 22:25 hrs  |

Year 13 students must be in their own rooms by 22:30 hrs but may work until midnight (subject to Status).

These times are extended on a Saturday evening.

### SATURDAY AFTERNOON AND SUNDAY

A full programme of activities is organised for students, who are expected to participate fully in this very important part of the House curriculum. (See Extra-Curricular Activities below.) On Sunday mornings after breakfast there is a 'quiet hour' when students may read, write letters or finish any outstanding Prep for the following week.

## EXTRA-CURRICULAR ACTIVITIES

The College actively encourages the social development of all boarders and, with this aim in mind, provides a varied and interesting selection of weekday afternoon and weekend activities. Each year parents and students are sent a list of trips and activities, the costs of which are usually covered by the College. However, sometimes there may be extra charges incurred and these will be billed to parents' accounts. To participate in these activities it is essential that all parents complete, sign and return an Annual Consent Form – Level 1 Trips and Activities, otherwise their children will not be able to participate.

### Sport

Sport plays a major part in our extra-curricular activities, offering a broad spectrum of opportunities, both for participating in teams and for senior students to referee or umpire sport for younger students. Boarders may go to the local gym, play tennis, football or golf, or go for early morning jogs if they wish, subject to status. They also have the opportunity to participate in post-Prep activities, such as football, mixed martial arts and aerobics.

### Clubs

Boarders in Years 7 and 8 must attend and support three clubs each week, students in Years 9 and 10, two clubs per week and students in Year 11, one club per week. These are the minimum requirements. Sixth formers use their afternoons to continue with their CAS activities, which are an integral part of the IB programme. Clubs are advertised at the beginning of each term and a small number involve a fee that must be paid in advance.

### Birthdays

A student may invite up to ten sixth form boarders to celebrate an 18th birthday. If the birthday falls on a weekday, they may request a post prep exeat from 21:00 to 22:30 hrs from their Head of House in advance, following the normal exeat procedures. However, House Captains may request up to three other year 13s to accompany them on a longer exeat from 19:00 to 22:30 hrs.

Students celebrating other birthdays in Roding and Thames Houses may invite up to ten boarders to go out with them between 15:45 and 18:45 hrs, missing supper if they wish. However, Club commitments should be honoured and the arrangements must be made well in advance and approved by their Head of House.

### Weekend Activities Programme

This is published during the week to enable students to decide in which activities they wish to participate and to organise sports teams. Activities may include outings to London, Cambridge, Alton Towers, the Suffolk coast, etc., sports tournaments (such as football, basketball, pool) or discos, plays and concerts performed by members of the boarding communities. Special events include:

### Freshers' Barbecue and Disco

(First Saturday of the Michaelmas Term)

### Major Christmas Event

(Last weekend of the Michaelmas Term – formal dress may be required)

### Invitation Dinner

(Lent Term – formal dress may be required)

### Boarders' Formal Dinner and Easter Ball

(Last Saturday of the Lent Term – formal dress (black tie))

### Restricted Activities and College Bounds

Students may use radio controlled vehicles, roller skates and skateboards but only with the permission of the Head of House and in certain areas of the College. The playing of recreational ball games is also restricted to Thames and Winchester lawns. Some areas of the College are out of bounds and boarders should familiarise themselves with the map delineating these areas, which can be found on House notice boards.

### Bicycles

Boarders must hold Senior House Status or above and have permission from their parents and their Head of House to use their bicycle at College. Full protective equipment, including a cycle helmet, must be worn at all times. The College is unable to provide secure storage and bicycles are left on site at the owner's own risk.

## EXEATS/HOLIDAYS

Some weekends are designated as Exeats, which usually start at 16:00 hrs on Friday. Most boarders go home but some overseas students spend the weekend in House. Occasionally, exeat weekends are compulsory and all students must go home.

At half terms, boarders are free to leave from 15:40 hrs (Houses close at 18:00 hrs) and at the end of terms, boarders are free to leave from 12:30 hrs (Houses close at 16:00 hrs).

During half-term holidays the College is closed. Boarders returning from all holidays/exeat weekends should plan to arrive no earlier than 18:00 hrs and no later than 20:00 hrs on the day before the College academic timetable begins.

The College refectory closes at lunch time on the day that half term and end of term holidays begin. At the beginning of term, supper is normally provided between 18:00 and 18:30 hrs only. However, meals are not served to returning boarders at the end of exeat weekends or half term holidays and, therefore, parents should ensure that adequate arrangements are made.

When a boarder is not travelling to his home address at exeats or for holidays, details should be advised to the Head of House. Also, any boarder who wishes to stay at the home of

another boarder/friend must have the written permission of their own and their friend's parents and this must be received and approved by the Head of House no later than five days before the intended visit. **The Head of House reserves the right to refuse permission.** Boarders may travel to and from College in casual clothes.

Parents are respectfully reminded that flights to and from College must be booked in advance and in full compliance with the published holiday dates and times. It is not acceptable for flights to be selected on the basis of the best price resulting in an inappropriate arrival or departure time. Applications to leave earlier or to arrive later than the published times must be made to the Principal, two weeks in advance but the Principal is not prepared to facilitate departures prior to the end of College for all exeat weekends. Should boarders be unexpectedly delayed in returning to College, the Head of House should be advised as soon as possible.

Due to stringent House security and alarm systems, boarders cannot depart prior to 07:00 hrs or be admitted into the house after 22:30 hrs. With approximately 70 boarders in each House, parents are requested to consider the significant disruption and burden to residential staff if requests are made outside of these times.

Overseas students are asked to complete a travel form detailing their travel arrangements ten days before departing for exeat or holidays and parents should ensure that their sons and daughters are in possession of their travel details well in advance.

### Transport to and from airports

A complimentary mini-bus service taking students to Stansted airport at exeat, half term and the end of term is being trialled for 2011/12. The College is also able to book taxis to

other airports but these are chargeable. In compliance with National Boarding Standards, the driver of the mini-bus and the drivers employed by taxi companies used by the College have been police checked.

### Staying in Contact

Boarders who have been granted an exeat must at all times be able to contact a member of staff within the College. They should contact the College Office (01279 658451) during the academic day and their own House during boarding time. For approved exeat involving overnight stays, for example when attending a University interview, a member of the boarding staff (usually the Head of House) will establish a communication link and provide a mobile phone number for emergency contact.

### GUARDIANS

Each overseas boarder must have a registered guardian resident in this country in order to be able to study at the College. A guardian is a responsible adult to whom parental responsibility has been delegated by the parent and must be permanently resident in England. The College does not appoint guardians and it is the parents' responsibility to ensure that the guardianship arrangements are satisfactory to both themselves and the College. Parents should be aware that any guardians they appoint are responsible for the welfare of their children whilst they are staying with them. This also applies to any arrangements parents make for exeat weekends.

## PRIVILEGES, BEHAVIOUR AND SANCTIONS

### STATUS

Each member of the House community is awarded a specific House Status. The higher the status, the more privileges and responsibilities students are given. There are criteria checklists to help students review their status and they may apply to their House Tutor for a status increase if they feel this is merited. If the Tutor is in agreement, a recommendation will be put through to the Head of House. New boarders in Years 7 - 11 are awarded Basic House Status and boarders new to the Sixth Form are awarded Senior House Status.

### HOUSE CAPTAIN, DEPUTY HOUSE CAPTAIN AND PREFECTS

House Captains and their Deputies are elected by members of each of the boarding Houses in secret ballots. These are positions of great honour but also carry with them added responsibilities. Prefects are appointed by the Head of House and undertake a full induction programme prior to taking up their posts. They are expected to lead by example and share in the responsibility for the welfare of all members of the

House. In Senior Houses, the Captain, Deputy and Prefects automatically hold Advanced Status but with added privileges.

### DUTIES

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

### BULLYING

This can be a problem in all communities and must be addressed. Bullying is not permitted and students who make life difficult for others are likely to be sent home. All House staff are vigilant and adopt an open policy of counselling both the bullied and the bully. All boarders are asked to report immediately any teasing or bullying that becomes evident. By being open and honest in our approach, we hope to help students to respect each other and to live and work together in a cooperative manner.

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

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

All suspicious incidents are logged and staff are constantly on the alert for students whose behaviour patterns have altered.

## **COEDUCATIONAL BEHAVIOUR**

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

## **HOUSE RULES**

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

## **SANCTIONS**

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

Offences that constitute a significant health and safety risk, have an adverse effect on the College community or are a flagrant challenge to the College's authority, will be treated most severely and may result in temporary or permanent exclusion. Boarders are constantly reminded of serious issues that may lead them to lose the opportunity to study at the College. At the beginning of each academic year a formal meeting is held during which the consequences of serious offences are explained.

### **Combustible Materials**

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

### **Smoking**

Students found to be in possession of cigarettes or other tobacco products in College or whilst in the care of the

College may expect the following actions to be taken:

#### **First offence -**

Confiscation, House report and gating (one week), lowering of status

#### **Second offence -**

Letter to parents, House report and gating (one week), lowering of status

#### **Third offence -**

Meeting with parents at College and counselling (with agreement on future conduct)

Students smoking within a boarding House may be excluded permanently.

## **Alcohol**

In the event of an incident involving alcohol, the Principal and parents will be involved. In the event of any student being drunk, parents will be contacted immediately and asked to take the student home. International students will be admitted immediately to the Health Centre. Punishment is determined by the gravity of the incident and would normally involve a fixed period of exclusion. Repeated breaches of College regulations may lead to permanent exclusion.

## **Bullying, Drugs and Solvents**

Students involved in a bullying incident or drug related offences can expect to be excluded permanently.

## **Theft**

The College will not tolerate theft of any kind and Police involvement may be necessary. Any student involved in stealing can expect to be excluded permanently. Prevention is clearly the best policy and parents and students are asked to consider carefully what is and what is not appropriate to bring to College. All valuable possessions must be insured (see section on Insurance under Health, Safety and Security).

## **Absence without leave**

Boarding staff have a duty of care for every boarder at the College. Students are therefore expected to account for their whereabouts at all times and there are clear procedures and protocols in place to facilitate this. If a boarder leaves their House without permission, this inevitably prevents us from exercising our duty of care and this is likely to result in the student being excluded permanently from the College.

## HEALTH, SAFETY AND SECURITY

### FIRE AND FIRE ALARMS

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

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

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

If the alarm sounds, all students who are in the House must leave immediately in a quiet and orderly fashion and assemble in designated areas, depending on time zone. A roll call will be taken. At night, boarders should make sure their neighbours are awake. No one is allowed to return to their House until the alarm has stopped ringing and then only when told to do so.

Fire fighting equipment is located at vantage points in all areas of the boarding Houses. Extinguishers are labelled to indicate their contents, e.g. foam, CO<sub>2</sub> or powder, and should be used appropriately. Fire doors should always be kept closed.

### ELECTRICAL EQUIPMENT AND SAFETY

To satisfy the Electricity at Work Regulations, all personal electrical equipment must be inspected and tested to ensure it is in working order before it may be used in College. The task of testing is completed by a specialist employed by the College at the beginning of each academic year.

High wattage items, such as toasters, personal fridges, heaters, electric blankets, kettles, etc., are strictly forbidden. Students are not allowed to have large sound systems or personal televisions in their rooms.

All plug adapters, multi-blocks, etc. connected to personal appliances must be fitted with a 5 amp rated fuse. All plugs must be correctly wired, with cord grips properly fitted and cables must be in an undamaged condition. No repairs or wiring joints are permitted, other than the normal plug and socket of an extension cable. Only one cable may be fitted to any one plug. All equipment must be clearly marked with the owner's name so that it may be readily identified. Boarders should restrict the amount of electrical equipment brought to College to essential items only.

### SECURITY

Boarders must take responsibility for ensuring their possessions are safe and secure. They are provided with a lockable wardrobe and a safe for storing cash, travel documents,

passports, iPods and mobile telephones. Boarders need to provide their own padlock for their wardrobes and replacement batteries for their safes, which they can set with their own security number.

### MONEY

Boarders are encouraged to be responsible for their own money and parents should arrange to open a bank account for their sons or daughters before joining the House. Most High Street Banks are represented in Bishop's Stortford and offer sensible banking arrangements for boarders at the College. All money, cheque books and bank cards should be kept locked away in boarders' safes.

Boarders are strongly advised to restrict the amount of cash in their possession. For younger boarders a sum of £10 per week is recommended for pocket money. Larger sums of money may be given to the Head of House for safekeeping. Wallets or purses should not be left lying around or in pockets of clothes left in the changing rooms. **Cash must never be left unattended.**

Boarders who stay in College for exeat weekends will need an extra pocket money allowance for trips and visits outside College.

### LEAVERS' LUGGAGE

At boarders' own risk, the College will provide storage facilities for leavers' luggage at the end of the academic year but arrangements will be made to dispose of any items remaining by Easter of the following year.

### INSURANCE

The College has the following insurance arrangements in place:

- Public liability
- Employer's liability
- Buildings / Equipment / Resources / Materials
- College vehicles

The College and its boarding Houses accept no responsibility whatsoever for the theft, damage or loss of vehicles and personal effects brought onto the site other than as a direct result of negligence.

**It is essential that all boarders' possessions, especially valuable items such as mobile phones, iPods, cameras and computers, are insured against all risks. It is also advisable to clearly mark all valuables with the student's name.**

### ILLNESS

In the event of the non-return of a boarder through illness, the Head of House must be informed. A written note of explanation is usually required when the student returns. If a

boarder becomes ill at any time of the day, they will be seen by a member of the College's Health Centre staff and, where appropriate, parents will be contacted by telephone.

## HEALTH CENTRE

The College has its own Health Centre, manned by a team of registered nurses, who provide a link to more specialised medical and dental services when required, and all boarding students are registered with a GP to whom medical notes are transferred. Confidentiality is strictly observed according to the statutory requirements laid down in the Department of Health's terms of contract for Medical Practitioners. The Centre also provides beds for boarding students unable to attend classes.

Students may attend the regular Clinics run by the College medical team at the times advertised on notice boards. If

boarders feel ill during the day or night, they should inform the resident duty member of staff. If students are given a docket to miss games they must ensure that Games Staff are informed.

## MEDICINES

Medicines are strictly controlled and we have clear protocols for their storage and administration.

## RESPONSIBILITY FOR SELF

Boarders are expected to take adequate care of their physical well-being. They should not practise any form of self harm, ensure they eat a balanced and adequate diet, wash daily and change their clothes regularly. Any boarder who puts themselves at risk by failing to take good care of themselves may lose their boarding place.

# PERSONAL STANDARDS

## MANNERS

Students are expected to uphold the College tradition of courteous good manners at all times and to contribute to the friendly and harmonious atmosphere in the House.

## UNIFORM, SPORTS CLOTHING AND CASUAL WEAR

Students should maintain a smart and clean appearance, both in College uniform and in casuals. Casual clothes should avoid extremes of fashion, be in good repair and worn modestly, especially in the Refectory. Heads of House reserve the right to decide on the appropriateness of a boarder's dress. Track suits must be worn over sports kit in the Refectory.

All school uniform and sports clothing must comply with the College Uniform Regulations (see enclosed Uniform List) and should be obtained from the approved supplier. Girls must wear their House badge, whilst boys have their own individual House ties, which should be purchased from the College Office. **Name tapes should be sewn in to all articles of clothing to ensure their safe return after laundering.** Each boarder must have two large named net bags for laundering underwear and socks.

Due to space restrictions, the number of casual clothes must be kept to a minimum (no more than ten items please) and these may be worn after 16:00 hrs each evening and after 12:30 hrs on Saturday and throughout Sundays. Casual clothes must be able to be washed and tumble dried and it is inadvisable for students to bring expensive designer clothing to College.

## HAIR STYLES

Hair should be clean and tidy, avoid any extremes of fashion or colour, and be no shorter than 20mm for girls and 5mm for boys. Female students with long hair (shoulder length) must

tie it back with a navy or black hair band when in uniform and boys' hair should not be long enough to cover more than half of the ears and should not hang below the shirt collar at the back. The College reserves the right to require boarders to visit the hairdressers when necessary. Further guidance regarding acceptable hairstyles is available on request. Boys are expected to be clean-shaven.

## JEWELLERY AND MAKE-UP

During College hours all students may wear a watch and a small plain ring. Girls may also wear a pair of plain stud earrings. Make-up is not allowed to be worn with College uniform.

## NIGHTWEAR/SLIPPERS

All boarders should wear appropriate nightwear for bed and to wear a dressing gown over these in the evenings after showering and in the mornings before changing. Outdoor shoes may not be worn in the boarding Houses and students must wear slippers or similar footwear indoors.

## HYGIENE

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

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

## **BEDLINEN**

Duvets, duvet covers, pillows, pillow cases and sheets are provided by the College, although boarders may bring their

own bedding if they wish. Bed linen is laundered regularly and students are expected to make their own beds.

## **FABRIC OF THE HOUSE AND FACILITIES**

### **DAMAGES/BREAKAGES**

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

### **REPAIRS**

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

### **TELEVISION**

All Houses are equipped with televisions and DVD players, which should be used with care and a concern for the wishes of all those in the boarding community.

### **MUSIC**

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

### **KITCHENS**

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

### **FOOD**

Boarders should restrict the amount of tuck they bring to College and all perishable foods must be kept in an airtight container. Ingredients for making snacks must be stored in House fridges and all food and drinks should be consumed in House kitchens and not in students' bedrooms.

### **PETS**

No live pets of any kind are allowed to be kept in the boarding Houses.

### **ACCESS TO NEWS AND CURRENT AFFAIRS**

Internet access and newspapers are available in the College library.

## **BOARDERS' WELFARE - CHILD PROTECTION AND OFSTED**

### **CHILD PROTECTION**

The College has a detailed Child Protection Policy which aims to protect boarders from any form of abuse. Our Designated Senior Persons for Child Protection are Mr Gareth Roberts and Mrs Lynne Ketteridge and parents may contact them at the College at any time.

### **BOARDERS' WELFARE AND OFSTED**

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

You may wish to visit the College's website at [www.hockerill.herts.sch.uk](http://www.hockerill.herts.sch.uk)

“It’s a lot of fun in boarding because you are there with your friends...”

“Everything is just brilliant...”



“It is safe, warm, nice, welcoming and creative...”

**Hockerill** Anglo-European College

**B O A R D I N G**



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