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# **RULES OF RESIDENCE**

**SCHOOL YEAR 2019/2020**

## **RULES OF RESIDENCE**

The following rules apply exclusively to boarders and day students using residential facilities. They should be read in conjunction with the school rules. In particular, additional attention should be given to the following School Rules, as they equally apply to Residency.

### General Rules - Bullying

- 1 Good Manners and Behaviour
- 3 Language
- 7 Out of Bounds and Restricted Areas
- 8 Health and Hygiene
- 9 Smoking, Drinking and Other Substances
- 10 Theft and Vandalism
- 12 Personal Relationships
- 14 Fire Precautions
- 15 Notice Boards
- 16 Offensive Instruments
- 19 Lockers
- 20 Motor Vehicles
- 21 Bringing the School into Disrepute
- 25 Sports Building
- 27 Detention

These rules, and the general requirement to be of good behaviour, will lead to sanctions in the event of a breach thereof.

### **1. Uniform and Appearance**

Appropriate non-Uniform items may be worn at weekends and after class time during the week. Such items must be clean and free of unacceptable slogans. Un-conventional and extravagant clothing is not permitted.

### **2. School Hours**

- (a) Chapel attendance on Sunday evening is compulsory. Those who wish to attend Mass in Multyfarnham Church or Friary on Saturday night/Sunday morning, may do so by arrangement.
- (b) Students may go home at weekends from 4 pm. on Friday. 7-Day Boarders who wish to return home must have written permission from parents/guardians by 6.00 pm on the Thursday of the week concerned. Students must return between 6 pm and 8.30 pm on Sunday evening. A student may visit the home of another student at weekends, provided that permission has been given by the parent/guardian of the visiting student and the parent/guardian of the student extending the invitation, and provided that such permissions are received in written form by 6.00 pm on the Thursday of the week concerned. Students who go out at weekends may not return to the school during the weekend. On Bank Holiday weekends, students may not come back before the Monday evening at 6 pm.

- (c) Students may not visit public houses on their way back to the school, nor may they visit any such after checking-out, unless accompanied by parents/guardians. The school reserves the right to refuse to accept a student who returns, having recently consumed alcohol, or who is under the influence of any substance.
- (d) Students who stay at weekends must partake in the activities provided.

### **3. Study and Prep**

- (a) Students must bring all books required.
- (b) Rooms must be tidied before prep. is dismissed. Furniture must be put in order as directed by Staff.
- (c) Mobile phones or other devices must not be switched on in Prep. or in Chapel.
- (d) Non-prescription audio devices may not be worn to prep.
- (e) Use of Library and Computer Room resources for research during prep. is allowed, only in accordance with the Library Regulations, as displayed from time to time.

### **4. Health and Hygiene**

Students who are not classified as overseas students and who are unable to resume class after 48 hours of illness should be taken home by parents/guardians unless Matron advises to the contrary.

### **5. Meals**

- (a) Students must attend all meals unless excused through illness.
- (b) All students must fill in the meal forms provided, to facilitate weekend catering.
- (c) Cutlery and crockery must not be removed from the dining-room.
- (d) Food and drink may not be removed from the dining-room
- (e) Students must sit where directed by the duty-persons.
- (f) Orderly queues should be formed at all meal times and queue-jumping is an offence. At lunch time the order of entry is Years 4, 1, 6, 5, 3, 2.
- (g) Food or drink must not be consumed in the classrooms, chapel, computer room or library. Tuck must be left only in the lockers provided. Lockers must be cleaned regularly and emptied at the end of each term.
- (h) The Catering and Matron's areas may only be accessed via the Link Corridor, during the day. In the evening and at weekends, access may be from Common Room Corridor at the discretion of the Matron on duty.

### **6. Pocket Money**

All monies must be banked with Housepersons and (monies will be distributed at Houseperson's discretion).

## 7. Dormitories

- a) Dormitories must be kept neat and tidy. Beds must be made before breakfast. Posters may only be displayed on perspex sheeting and with the prior permission of the Houseperson. Students must play their part in the hoovering rota.
- b) Hair-dryers and electrical razors may be operated at appropriate times. All other electrical appliances are forbidden, including kettles and blankets.
- c) All students must be present for dormitory inspections.
- d) Battery-operated personal audio equipment only may be used in dorms and only until lights out. No other types are allowed. DVD Players, Portable TVs and image and sound recording, or playing devices, are prohibited. Mobile phones must be registered with Housepersons and **must be left in lockers each evening before going to bed at night**. Students are only permitted to possess one mobile phone. It is an offence to possess any additional mobile phone. Chargers may not be left plugged in. Chargers that are left plugged in, in dorms will be confiscated. Failure to cooperate with this rule will result in confiscation of phone for 24 hours for first offence, and one week for any subsequent offence thereafter.
- e) A boy may not enter girls' dormitories and a girl may not enter boys' dormitories at any time. A student who breaks this rule will be removed from the boarding establishment, under Section 10 below.
- f) Students may be refused access to dormitories at notified times.
- g) Food or drink may be kept in the dormitories, however **must** be stored in a suitable plastic container. Failure to store food correctly will result in its confiscation.
- h) A student may only enter a dorm, other than their own, with the Houseperson's permission. However, no junior students are allowed to enter the senior dorms and no senior students are allowed to enter the junior dorms. Senior students are not to engage with junior students who break this rule or an automatic 2 day suspension will apply.

## 8. Matron's Surgery

Except in an emergency, students may attend the surgery at specified times (listed below) only:

SURGERY TIMES:

7.30 am - 8.45 am
11.00 am - 11.15 am
1.15 pm - 1.55 pm
After class daily, until 5.30 pm
6.00 pm -6.30 pm / 6.40 pm
8.30 pm – 9.30 pm
10.00 pm – 10.30 pm

During the school day, students enter via the new glass corridor. Outside of school time they enter via the Prep/Common Room corridor.

Medicines, prescription or otherwise, must be kept by Matron and dispensed by her.

## 9. Residential Sports Facilities

This Rule applies to boarders and day students availing of residential sports facilities.

- (a) **Swimming Pool:** The Swimming Pool may only be used under supervision. Horse-play is a serious offence. Diving from the pump-house is not allowed. Throwing items, including stones, into the Pool is a serious offence.
- (b) **Climbing Tower:** The Climbing Tower may only be used under the direction of the Staff Instructor. All safety instructions must be strictly adhered to or use of the facility will be withdrawn. It is not permitted to enter the Climbing Tower enclosure unless in the presence of the Staff Instructor.
- (c) **All-Weather Grassed Pitches:** The all-weather Soccer and Rugby pitches may only be used under the instruction of the relevant Coach or Staff member.
- (d) **Outside Sports Facilities:** Students using outside sports facilities, including Canoeing at Rivers or Lakes, Woodland Adventure or other external facilities, may only do so in accordance with the instruction of the relevant Coach and with the necessary safety equipment in place where relevant.
- (e) **Sports' Adventure Area:** The Sports' Adventure area on the Back Drive may only be used by those approved for particular activities and in the presence of a Sport's Coach.

10. **Overseas Students** Passports must be handed over to the designated Liaison Staff Member, or a member of duty staff acting on his/her behalf.

## 11. Visitors

- (a) Students who wish to be taken out by parents during the week must supply prior written permission to the Warden.
- (b) Students will not be permitted to leave school before the end of term, except at weekends, or before the start of half-term, without a written request/email from parents. Telephone requests are not a valid substitute. Students are not permitted to go to other students' homes during the week.

## 12. Motor Vehicles

**Students who bring motor vehicles must surrender keys to their Houseperson. The vehicle concerned may not be used during the week. It must be parked where directed.**

## 13. Removal of Boarding Facilities.

A student who proves unsuited to boarding by reason of his/her behaviour, or any other reason, may have the facility suspended or removed. The suspension of residency will be dealt with under the School's Residency Suspension Policy. The removal of residency will be dealt with under the School's Removal of Residency Policy.

A boarder who has had residency suspended or removed will be permitted to attend the School as a day student while residing with a parent/guardian at the parent's/guardian's residence, subject to the misbehaviour in residency not being such that it would impact adversely on expected behaviour as a day student. In the event of an adverse impact being likely to arise in the day school, the case may be referred for consideration under School Rule 27.

## APPENDICES

(Boarders only)

### Appendix 1

- (A) School Hours - Monday to Friday
- |              |  |
|--------------|--|
| 7.15 am      | Morning Call. Wash, Dress, Make Beds. (Showers will be available from 7.00 am) |
| 8.00 am      | Breakfast  |
| 8.30 am      | Uniform and Dormitory Inspection   |
| 4.00-4.15 pm | Dorms open   |
| 4.15 pm      | Games Begin  |
| 5.30 pm      | Games End  |
| 5.30 pm      | Dinner   |
| 6.15 pm      | Dinner Ends  |
| 6.30 pm      | Senior Prep Begins   |
| 6.45 pm      | Junior Prep. Begins  |
| 8.30 pm      | Senior Prep Ends   |
| 8.45 pm      | Prep. Ends for Juniors (Years 1, 2, and 3)                                     |
| 9.00 pm      | Prep. Resumes for Seniors  |
| 9.30 pm      | Junior Bedtime   |
| 10.00 pm     | Junior Lights-Out  |
| 10.00 pm     | Senior Prep. Ends  |
| 10.30 pm     | Senior Bedtime   |
| 11.00 pm     | Lights Out   |
- (B) On Fridays, there is no second Prep for Seniors
- (C) Weekends: Morning Bell is at 8.30 am.  
Breakfast 9.30 am  
Lunch 1.30 pm.  
Sunday Dinner is at 1.00 pm  
Tea at 5.45 pm

### Appendix 2

Access to Book Lockers available at the following times for boarders only:

8.00 am-	8.45 am
4.00 pm –	4.30 pm
6.00 pm-	6.45 pm
8.30 pm-	9.15 pm
10.00 pm-	10.30 pm