



RATCLIFFE
COLLEGE

PARENTS' INFORMATION
HANDBOOK

Boarding
2011 - 2012



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Ratcliffe College Mission Statement

“Learning and Growing in the Light of the Gospel”

Our vision at Ratcliffe College is to educate young people in the spirit of the Gospel and the traditions of the Catholic Church, seeking to nurture the God-given talents and potential of each individual in order that each one may become a confident, responsible and useful member of society. While we operate as a Catholic school, we welcome children of other denominations and faiths whose parents feel that they can share in and benefit from the ideals and environment of our school.

Ratcliffe College Aims

- To create a community which recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth and fosters supportive and caring relationships.
- To help our pupils develop their God-given gifts and talents:
spiritual and social;
intellectual and emotional;
aesthetic and physical
through the provision of a broad and balanced curriculum which is responsive to and supportive of their needs and aspirations, fosters intellectual curiosity and academic achievement, and encourages them to grow to their full potential.
- To provide, as far as it is humanly possible, a staff which is aware of the aims and ideals of the school, and to give them the fullest support and encouragement to carry out their educational duties and responsibilities with pride and commitment.



Section One – General Information

Welcome to the Boarding Houses

Introduction

The boarding staff have compiled this Information Handbook for parents of pupils who board at Ratcliffe College. The handbook outlines the daily running of the house and gives other general information that you may find useful. All parents also receive a separate Parents' Information Handbook, which gives a lot of detailed information about whole school matters.

The Heart of the School

The boarding community is firmly at the 'heart' of Ratcliffe College. The accommodation is on the first and second floors of the school building which means that the boarders have access to all the facilities, both academic and leisure, that the school has to offer. The boarders themselves play a full part in the life of the school and their presence in the evenings and at weekends provides an important continuity on the campus.

Contact Details for Permanent Residential Boarding Staff

Hopefully, most of the information you require is contained within either the boarding or parents' information handbooks we produce, but if you have any queries, please do not hesitate to get in touch.

Girls' Boarding		Boys' Boarding	
Mrs Jo Leite Resident Senior Housemistress Girls' Boarding		Mr Paul Michel Resident Senior Housemaster Boys' Boarding	
Duty Mobile	07850 709 881	Duty Mobile	07850 709 882
Email	Girlsboarding@ratcliffe.leics.sch.uk	Email	Boysboarding@ratcliffe.leics.sch.uk

Mrs Helen Grant Resident Assistant Housemistress Travel Co-ordinator for Boys & Girls		Mr Dave Turner Resident Assistant Housemaster	
Duty Mobile	07850 709 881	Duty Mobile	07850 709 882
Email	hgrant@ratcliffe.leics.sch.uk		

Miss Daria Dzierbicka Resident Assistant Housemistress		Mr Mike Sleath Resident Assistant Housemaster	
Duty Mobile	07850 709 881	Duty Mobile	07850 709 882

Mr Graham Sharpe Head of Boarding/Assistant Head	Email	gsharp@ratcliffe.leics.sch.uk:	
	Mobile	07850 709883	

Main Switchboard	01509 817000	Medical Centre	01509 817016
School Fax	01509 817004	Medical Mobile Phone	07913 017280



We work as a team, with at least two of us on duty each evening and at weekends. Other staff in Boarding are:-

	Girls' Boarding	Boys' Boarding
Non Residential Boarding Assistants	Mrs Tracey Nightingale Miss Tiffany Spencer Miss Danielle Dempsey	Mr Adam Chorley Mr Edward Woodcock Mr Martin Kaye
Graduate Assistants	Miss Rosemary Streater Miss Emma Schofield	Mr Ian Glenn Mr Jack Wildsmith
Language Assistants	Miss Marina Santi	Mr Friedr Sigloch

Making Contact

We encourage as much contact as possible between parents and pupils and between parents and staff. The information on this page will help you to make contact quickly, both with your child and the boarding staff.

Contact with Pupils

Mail:



(Pupil's Name)
Girls'/Boys' Boarding,
Ratcliffe College,
Fosse Way,
Leicester,
LE7 4SG.

Pupil e-mail:

Pupil@ratcliffe.leics.sch.uk
e.g. jleite@ratcliffe.leics.sch.uk

Payphones in the boarding house:

Girls' Boarding	St. Aloysius'	01509 817037
	St. Gerrard's	01509 817058
Boys' Boarding	St Joseph's	01509 817040
	Shower Block	01509 817036

* The duty mobile is held during the evenings and at the weekend either by the Housemistress/Housemaster or by one of Assistant Housemistresses/Assistant Housemasters and so it is the easiest point of contact at these times.



Returning Forms

There will also be times during the school year that you are sent additional forms, usually by email at the same time the mailings that are sent out at the end of each term. **Please ensure that you complete all the relevant forms and return them by email to the relevant staff at the start of each term and as required thereafter.** If this important paperwork is not returned to us when we ask for it, there may be times when we cannot discharge our legal and moral responsibilities towards your child as fully as we would wish.

Community Life

We want your child's time at Ratcliffe to be memorable, for all the right reasons. We try hard not to simply reel off lists of rules and regulations, but everyone in the boarding community must appreciate the importance of respecting others at all times. Inevitably, some rules must be in place to define the boundaries of community life. However, the key to success for the pupils is simple, in our opinion:

'If it is likely to upset other people, don't do it' and 'If in doubt, ask first.'

The Start of Term

The first few weeks in boarding can sometimes prove very daunting for both pupils and parents alike! During these early weeks new boarders will be given a 'buddy' to help them settle in, and boarding house staff are always on hand to ask about any matters. There are regular house meetings throughout the year, but particularly at the start of a new school year we will do our best to ensure that your child is given as much help and support as possible to help them to settle in to the routines of the boarding community.

We look forward to meeting you and your child at the start of term, to introducing ourselves to new parents and pupils, and to renewing friendships with those of you who are already associated with Ratcliffe boarding. As always, please do not hesitate to get in touch with us over any matter at any time during the school year.



A Statement of Boarding Principles and Practice at Ratcliffe College

Introduction

The school has drawn up a statement of boarding principles and practice which summarises our aims for the boarding community and the ways in which we try to implement these aims. We believe that this Boarding Policy provides a clear summary of the way we provide pastoral care for our boarders, both boys and girls.

Boarding offers the benefits of a fully rounded education – academically, socially, emotionally and spiritually – and contributes to the development of important transferable skills such as personal responsibility, communication, teamwork, self-motivation and adaptability. All pupils are encouraged to participate in boarding during their years at school, as full, weekly or occasional boarders.

The school's Mission Statement provides the guiding vision for the education provided at Ratcliffe College. This statement of boarding principles highlights those areas of pastoral care that relate specifically to the school's boarding community and the ways in which the school seeks to safeguard and promote the welfare, health and safety of boarding pupils.

Aims of Boarding

- To provide a secure, caring environment where each boarder receives the attention and support he/she needs
- To create an open and trusting atmosphere where each boarder learns to value truth and respect for others
- To make boarders feel the same confidence and comfort, as far as possible, as they do at home
- To provide the opportunities for each boarder to develop his/her intellectual talents
- To provide opportunities for each boarder to develop physically, socially, culturally, morally and spiritually
- To develop boarders' qualities of leadership, ability to work as part of a team and self-responsibility
- To encourage boarders to integrate fully with day pupils in the life of the school
- To safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers
- To provide accommodation which is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy
- To encourage links with parents in the support and development of their son/daughter as a boarder.



Implementation

- The school adheres to the regulations set out in the National Minimum Standards for Boarding Schools, under the inspection framework of the Office for Standards in Education (Ofsted).
- The school's Pastoral Care Policy (as outlined in School Parents' Information Handbook) details the provision of pastoral care given to all boarding and day pupils.
- Boarding staff are suitably experienced and qualified to carry out their duties and receive appropriate staff training. They are suitably deployed to provide unobtrusive but friendly supervision of boarding pupils.
- Expectations regarding standards of behaviour and co-operation with others are reinforced through the structure of boarding time, for example at regular boarding house meetings, Night Prayers, community meals and activities.
- There are well-structured homework conditions, access to learning resources such as the Rosmini Sixth Form Centre (Years 12-13), the school library and the ICT facilities in the evenings and at weekends, and support from staff if required. Sixth Form pupils can work either in the Sixth Form Study Centre or in their rooms during private study periods in the daily timetable.
- Access is provided to a wide range of extra-curricular activities – sporting, intellectual, and cultural – through a well balanced and extensive trips and activities programme at lunchtimes, in the evenings and at weekends. The participation of boarding pupils in activities is monitored and every effort is made to encourage pupils to take part.
- The spiritual development of boarders is fostered through the RE curriculum and daily acts of worship (in which all pupils participate). Boarders also attend Sunday Mass and Night Prayers, where pupil contributions are encouraged and welcomed.
- Boarders are given opportunities to show leadership in the boarding houses as prefects and monitors. Living away from home encourages teamwork and self-responsibility and, in a boarding community, pupils learn the need for compromise and co-operation.
- The integration of boarders with day pupils is promoted by boarders being allocated with day pupils to a Form Tutor group, as set out in the Pastoral Care Policy. Boarders are taught alongside day pupils in lessons and they take full part in the school's extra-curricular programme. Boarders also share common room facilities with day pupils. All Sixth Formers use the Rosmini Sixth Form Centre during the day, in the evenings and at weekends.
- Boarders can put forward their views at meetings of the School Council and Boarding Council, where representatives chosen by their peers are invited to submit items to the agendas. Each group meets once per month.



- Appropriate induction is given to new boarders. An information handbook is given to each boarder at the start of the school year. On arrival, new boarders are allocated a 'buddy' to help them to settle in to the boarding routines.
- The school's boarding arrangements are flexible, with an exeat system that offers boarders' opportunities to go home at weekends once school commitments have been completed and permission has been granted.
- The school encourages all pupils to participate as full, weekly or occasional boarders during their time at school; 'Boarding Taster' sessions are organised to enable day pupils to sample boarding.
- The school's Health and Safety Policy and security procedures ensure that the boarding environment is safe and secure.
- Boarding accommodation is well maintained and appropriate for the needs of boarding pupils.
- There is close liaison with parents and guardians. This Information Handbook for Boarding contains full contact details, together with other information relevant to boarding life.

Complaints Procedures

The Parents' Information Handbook gives details about complaints procedures for both parents and pupils. In addition, they outline the structure of the school's committees and councils, where pupils are given opportunities to express their views on school matters.

In the unlikely event that a complaint by a parent or a pupil cannot be resolved through the school's published procedures, the Office for Standards in Education (Ofsted) can be contacted directly.

The address, telephone number and e-mail address are as follows:

Office for Standards In Education
Children's Services & Skills
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Tel: 08456 404040

Email: enquiries@ofsted.gov.uk



The Responsibilities and Role of the Guardian

Standard of care – Acting in the best interests of their son/daughter, the Parents are responsible for choosing a Guardian who is able to reliably provide a standard of pastoral care that will ensure the well-being of their son/daughter and who meet the requirements mentioned in this document.

To ensure these standards are maintained, we strongly recommend that all Guardians should be registered with AEGIS (the Association of Educational Guardians in Independent Schools). In order that they are able to effectively carry out their responsibilities, we also require that they should live fairly close to the school (within a 1 hour drive to the school: perhaps 40 miles / 65 kilometres).

[A list of AEGIS-registered Guardians is available from the School on request.]

Travel arrangements – Pupils are not allowed to make or to change their travel arrangements for the start or end of a school holiday. In consultation with the Parents, the Guardian is required to inform the School of all travel arrangements. A travel form will be e-mailed to the Guardian by the School; this must be completed and returned by the requested date. Travel arrangements must strictly adhere to the arrival/departure times stated on the travel form.

Accommodation – The Guardian is responsible for providing suitable accommodation (including a separate bedroom) and an appropriate degree of care and supervision for the pupil during all holidays if he/she is not returning home, and at any other time deemed necessary by the Parents or the School.

Visiting the School – The Guardian is required to visit the pupil for whom he/she is responsible at the School on the following occasions:

- To attend, each year, one of the three “Guardian Social” occasions, the first of which will take place early in the autumn term. This will allow the Guardian to see the School and its facilities and to meet with the Boarding staff. We would also strongly encourage you to attend any whole school or Year group events such as concerts, drama productions or sports fixtures in which the pupil is participating.
- To attend, each year, at least one Parent-Teacher Meeting at which academic progress and targets will be discussed. These meetings take place in the evening, starting at 6.30pm and finishing at approximately 9.00 pm. They are advertised on the website and in the termly calendar.
- To attend any meetings of a disciplinary nature, supporting the pupil and subsequently looking after him/her if a suspension or other sanction is imposed by the School.
- Boarders who are unwell are usually looked after at School. On occasions, it may be necessary for the Guardian to visit the School in order to take the pupil home and look after him/her until he/she is recovered sufficiently to return to School. Similarly, in case of the pupil requiring treatment as a hospital in-patient, the Guardian is responsible for visiting the hospital on a frequent basis, to provide support for him/her



Contact between School and Guardian – Unless otherwise instructed by the Parents, the Guardian will be the first person we will contact to discuss any matter relating to the pupil, including permission to spend time away from school at weekends. Similarly, the Guardian is responsible for contacting the School with any information relevant to the pupil, or to ask any questions on behalf of the Parents.

Change of Circumstances – The Guardian is required to inform the School of any change of address or contact details (phone / e-mail), or if you will no longer be the pupil's Guardian.

Change of Guardian – Should Parents feel it is necessary to change the Guardian, we ask that this is discussed with Mrs Leite or Mr Michel before the change takes place. Should Parents then wish to choose a different Guardian, they must inform the School of this decision and provide the details of the new Guardian *before* the change takes place. The new Guardian must also be registered with AEGIS and be subject to the conditions set out in this declaration form, a copy of which they must complete and return to the school as soon as possible.

Please ensure that you complete the Parent/Guardian Declaration Form which has been forwarded to you by the Registrar.



Boarders' Clothing List

Parents are asked to contact the Housemistress/Housemaster if they have any queries about boarders' clothing. Full details of the school's guidelines and expectations about uniform are contained in the Parents' Information Handbook. A copy is issued to all new parents and it can also be accessed on line at www.ratcliffe-college.co.uk.

Boarders should bring appropriate casual clothing. This should be limited to a sensible amount, should be neat and tidy, and should not include extremes of fashion.

'Smart Casuals' Dress Code

Smart casuals are required for events at which formal school uniform is not required, but at which very casual or 'scruffy' clothing is not appropriate.

Such events would include some school trips and visits, church services and social events.

There are many acceptable options, and the following notes simply focus on what is **not** considered suitable:-

BOYS

Smart casuals do **NOT** include:

- Tracksuit trousers
- Denim trousers or jeans that are patched or faded
- Three-quarter length trousers or shorts
- Shirts without a collar
- Flip-flops or trainers

GIRLS

Smart casuals do **NOT** include:

- Tracksuit trousers
- Denim trousers or jeans that are patched or faded
- Three-quarter length trousers or shorts
- Skirts or dresses that are considered too short
- Shirts or blouses without a collar or sleeves
- Flip-flops or trainers
- High heels or stilettos









Pupils and parents are welcome to discuss any aspect of these guidelines with boarding or other staff at the school.

As with our other guidelines on uniform and appearance, we reserve the right to decide whether or not any pupil's clothing is acceptable as smart casual wear.

Every item must be clearly marked with the pupil's name and Ratcliffe College (RC) number. Name labels must be clearly visible on all clothing.



Essential Boarding Items

	Small padlock and keys or small lockable box	1
	Laundry bag (supplied by school)	1
	Wash bag (soap/shampoo/flannel/toothbrush & toothpaste etc)	1
	Mug or Cup	1
	Duvet (provided by school)	1
	Duvet covers & pillow cases	2
	Pyjamas/nightwear	2 pairs
	Towels	3



Section Two – Boarding House Routines

House Routine – During the School Day

7.15 am	-	8.15 am	Breakfast	Years 6-11 must be in breakfast before 8.00 am. Years 12 & 13 must in breakfast before 8.15 am. All pupils must attend breakfast.
8.15 am	-	8.30 am	Morning Inspection	Boarders in Years 6-11 must be available for the duty staff to inspect their rooms and their school uniform at 8.15 am. Sixth Form Boarders will be inspected, as required.
8.45 am			Tutor Group Registration	Boarders go to their respective Form Tutor groups where they are registered along with day pupils.
8.55 am			Assembly/ Year meeting/ Tutor time	Programme varies each day. After assembly, boarders collect their prepared books from their rooms and go immediately to lessons.
9.10 am	-	10.15 am	Lesson 1	
10.15 am	-	10.35 am	Break	Boarders may go to their rooms to change their books.
10.35 am	-	11.40 am	Lesson 2	
11.45 am	-	12.50 pm	Lesson 3	Boarders must not return to their rooms between lessons 2 & 3.
12.50 pm	-	2.00 pm	Lunch	Boarders may be in House, but they must behave in a sensible manner. (No day pupils are allowed in House.)
2.00 pm			Tutor Group Registration	Boarders again join day pupils with their Form Tutor.
2.05 pm	-	3.10 pm	Lesson 4	
3.15 pm	-	4.20 pm	Lesson 5	Boarders must not return to their rooms between lessons 4 & 5.
4.20 pm	-	4.50 pm	Tea	A drink and a snack are served in the Refectory. Years 7-11 must register in Tea.
4.50 pm	-	6.20 pm	Prep & Activities	Year 6 go to the Junior School for Prep. Years 7-9 go to the Prep centre. Years 10-13 may choose to do Prep in house. Boarders may be involved in after school activities. This, however, does not replace Prep; therefore boarders will be expected to complete their Prep during quiet time.



House Routine – Weekday Evenings

6.20 pm	-	6.45 pm	Supper	All boarders go to Supper.
6.20 pm	-	6.45 pm	Laundry	All boarders collect their laundry bags and clean laundry daily.
6.50 pm			Registration	Boarders' Lounge (Boys) Common Room (Girls)
7.00 pm	-	8.00 pm	Quiet Time	In House, computer rooms, library or Sixth Form Centre
8.00 pm		9.00 pm	Free Time & Evening Activities	Organised activities will vary depending on the day and staff available. Activities include football, swimming, fitness suite, cooking, tag rugby, art, music, walking and boarders' choir.
9.00 pm	-	9.10 pm	Night Prayers	A time to reflect on the day.
9.15 pm	-	11.00 pm	Bedtimes	

House Routines – Weekends

Saturday				
8.15 am			Continental Breakfast	Optional
10.00 am			Morning Call	
10.30 am	-	11.30 am	Brunch	All boarders register in Brunch.
3.00 pm			Tea	All boarders register in Tea.
6.00 pm			Supper	All boarders register in Supper.
7.00 pm	-	9.00 pm	Free Time & Evening Activities	
10.00 pm			Start of Bedtimes	

Sunday				
8.15 am		9.15 am	Breakfast	
10.10 am			Registration & Inspection	Respective Boarding common Rooms.
10.30 am			Mass	All boarders attend Mass in Church.
12.30 pm			Lunch	All boarders register in Lunch
4.00 pm			Tea	All boarders register in Tea.
7.00 pm			Registration	All boarders register in their respective common rooms.
7.00 pm	-	8.00 pm	Quiet Hour	
8.00 pm	-	9.00 pm	Free Time & Activities	
9.00 pm	-	9.10 pm	Night Prayers	A time to reflect on the day.
9.15 pm	onwards		Room Inspection	
9.15 pm	-	11.00 pm	Bedtimes	



Day to Day Information & Guidelines

Introduction

The following pages outline the main requirements that we place on our boarding pupils. Whilst we try hard to be as flexible as possible within our systems, nevertheless we must insist that all the basic routines and guidelines are adhered to so that the boarding community can function as smoothly as possible.

Room Inspection

Rooms for Years 6-11 are inspected between 8.15 am and 8.30 am on weekdays and at 9.00 pm on Sunday evening. All rooms must be clean and tidy, i.e. bed made, carpet visible, surfaces tidy, curtains open. All pupils must be in attendance. On a week day morning staff will also check, if pupils are wearing the correct school uniform and following the school guidelines on appearance. Staff will ensure that pupils have their laundry and school bags ready. Sixth Form students will have room inspection, if this is considered necessary.

Prep

All pupils in Years 7-11 must register with the duty member of staff in Tea. Years 7-9 attend prep in the Mathematics Block with day pupils. Years 10-13 complete prep in their rooms or in the Rosmini Sixth Form Centre (Sixth Form only) or the Emery Library (Year 11 only). They may use a stereo system with headphones as long as it does not disturb others. Computers may also be used, but not for playing games. Boarders in Year 6 complete prep in the Junior School.

Evening Registration

Monday to Friday: All pupils must attend for registration and announcements in their respective Common Rooms at 6.50 pm.

Saturday & Sunday: All pupils must attend for registration and announcements in their respective Common Rooms at 6.30 pm on Saturday and 7.00 pm on Sunday.

Quiet Time

Between 7.00 pm - 8.00 pm pupils must be doing quiet work in house, or in the library, computer room or Sixth Form Centre. After 8.00 pm, pupils may continue studying, or they may participate in the various evening activities. Skype is available after 8.00 pm in the computer rooms. Pupils with consistently good effort study grades will have the flexibility to choose where they would like to study. Some pupils may be asked to study in specific areas, in order that their effort out of class can be monitored.



Night Prayers

Pupils in Years 7-11 must attend at 9.00 pm.

Night-time Routine

Sunday to Thursday

Year	In House	Lights Out
8 and younger	After Night Prayers	9.30 pm
9	9.15 pm	9.45 pm
10	9.30 pm	10.00 pm
11	10.00 pm	10.30 pm
12-13	10.30 pm	11.00 pm

Friday & Saturday

Year	In House	Lights Out
8 and younger	9.30 pm	10.00 pm
9	9.45 pm	10.15 pm
10	10.00 pm	10.30 pm
11	10.30 pm	11.00 pm
12-13	11.00 pm	11.30 pm

Lights Out

Once lights have been switched out, pupils **must** stay in their room. Lights must remain switched off and there must be no noise.

Mobile phones

Boarders do not need to have a mobile phone. There is easy access to payphones in the boarding houses and to others around the school. However, they are allowed to have them in school in accordance with the school's mobile phone guidelines, as outlined in the Parents' Information Handbook. Boarders are responsible for the security of their mobile phone and it is strongly recommended that they leave their phone locked in their rooms during the academic day. Calls should be restricted, as much as possible, to parents and family friends. **Phones must be turned off at lights out.** Under no circumstances should pupils lend their phones to anyone else. Failure to observe these rules will result in the loss of the privilege. The Housemistress/Housemaster must also be informed of any change in mobile phone numbers.



Computers and related technology

Guidelines about the use of the computer rooms, about laptop computers and about the use of the Internet are in the Parents' Information Handbook.

Boarders have access to the school computer suites in the evenings and at weekends. All pupils have Internet use and their own e-mail addresses. During timetabled study times, Laptops and stand-alone computers may be used only for schoolwork.

Many boarders enjoy watching DVDs on their computers. This is acceptable so long as it occurs during their free time and not during study times or after lights out. Pupils must only watch DVDs that are appropriate to their age.

Many pupils also enjoy using the Internet for leisure. The same time-restrictions apply as with DVDs. We recommend that pupils access the Internet only via school computers, which have filters to reduce the chances of accessing inappropriate sites. Equally, we recognise that pupils will increasingly own mobile phones and other devices that allow unrestricted access to the Internet; indeed, wi-fi is available in some parts of the school buildings. Pupils are allowed to use this technology on the understanding that they must do so responsibly and in accordance with the school's policy on cyber-bullying. They must not access any age-restricted, legally or morally inappropriate website.

Several school computers are equipped with SKYPE software which pupils may access using their own headphones. Pupils are not allowed to use webcams at school. This is because of the potential for their inappropriate use and its possible serious consequences.

In addition to these rules pupils are subject to the law of the land, including the Computer Misuse Act which includes prohibition of posting or sending offensive material, and the regulations concerning illegal downloads.

We reserve the right to have pupils' computers and other items checked to ensure that they are being used appropriately.

Pupils who fail to observe these rules will lose the privilege of using their own computer or mobile phone/device. All pupils, both day and boarding, are issued with clear guidelines for using the Internet, which have been drawn up by the Head of ICT.

Security

To ensure safety, all entrances/exits to the boarding houses are security coded and the code is changed on a regular basis. The Girls' House also has an intruder alarm which is switched on at night. Each boarder's room has a lock and a key to keep it secure. If a pupil loses a key, then a charge of £5 is made for a new one. Incidents of theft are rare at school, but all pupils **must** lock their rooms when they leave them and **must** ensure that all their possessions are as secure as possible. All boarders have a desk in their room with a lockable drawer. A small padlock is required to secure this. Parents are asked to purchase a suitable padlock before the start of term.



Pocket Money

Pupils are discouraged from keeping large sums of money in their rooms. Pocket money should be handed in to Housemistress/Housemaster on arrival. The school office holds pocket money and this can be collected at any time during office hours using a simple 'chit' system.

Passports and Tickets

These must be handed **immediately** on arrival and will be locked away by Mrs Grant until needed.

Medicines

All medicines, prescription and non-prescription, **must** be handed in on arrival and these will be kept in the Medical Centre for safekeeping. If medication is needed at any time, pupils see the Sister on duty (8.30am – 7.30 pm weekday) or the boarding staff. Further details about the school's medical procedures are outlined in the Parents' Information Handbooks.

Valuables

Pupils are responsible for their belongings, all of which should be clearly named and, wherever possible, security coded. **It is inadvisable to bring expensive items to school. They are not covered under Ratcliffe's insurance and we cannot be held responsible for loss, damage or theft.**

Laundry

All items of clothing **must** be clearly named, with a sew-in nametape. Clothing which is unnamed is much more difficult to recover if it goes missing.

Laundry Bags

- All boarding pupils are provided with an opaque laundry bag, blue for boys and red for girls.
- The opaque bags mean that private items are not left in either see-through bags or baskets.
- These bags are named, either by a sew-in nametape provided by parents or by a label written in indelible ink and sewn on by laundry staff.
- The school pays for the first set of bags but any replacements for lost bags are billed to parents.

Laundry Delivery Arrangements

- All boarders take their washing to the laundry after room inspection at 8.15 am each day.
- The laundry is unlocked and staffed by 8.15 am each morning to receive the laundry bags.
- No laundry is left in the corridor outside the laundry.



Laundry Collection Arrangements

- Boys' and girls' laundry is washed as soon as possible after it has been delivered.
- Clean laundry is stored upstairs in the laundry on separate shelving.
- Opaque laundry bags are placed in each pupil's laundry shelf. Clean items can then be placed in the opaque bags, so that no one can see private items.
- The laundry is opened and supervised by boarding staff each evening after supper to allow pupils to collect their clothes.
- Both boys and girls have further designated time slots when they can collect their laundry – 10.15 am - 10.35 am for boys and 1.15 pm - 1.45 pm for girls. These times are clearly signposted on the laundry door.
- No pupil is to enter the laundry unaccompanied.
- No pupil is to interfere with any possessions that do not belong to him/her.

The Matron, Mrs Sue Hampson, can help pupils with any laundry/clothing issues as required. There is a separate leaflet for the boarders which explain the role of Matron.

Electrical Items

All electrical appliances in the school are annually tested for electrical safety. Inevitably pupils bring their own appliances such as laptop computers into school and use the mains electricity supply. In order to fulfil our safety regulations, all appliances brought into school must either carry a PAT certificate or appliances must have a circuit breaker placed between them and the mains power outlet. Circuit breakers can be obtained from any DIY outlet or electrical supplier.

All appliances used in boarders' rooms must therefore be PAT tested and labelled and any items that have not been tested and labelled by the school **must not** be used. The following items are specifically not permitted to be used in boarders' rooms: toasters, kettles, cooking appliances, televisions, fan heaters/convector heaters/oil filled radiators/bar radiators. One 4-gang extension lead may be used. However, it must contain a 13 amp fuse. **Multi-socket adapters must not be used at any time.**

The school reserves the right to confiscate any electrical items that pose a health and safety risk.

Emergency Procedures

Fire Alarms	The school has specific guidelines about what to do in the event of a fire. These guidelines change according to whether the alarm sounds during the day or at night. All pupils have the evacuation procedures clearly explained to them and there are regular fire drills, at different times of the day and night.
Intruders	If an intruder is seen by a boarder, they must not approach the intruder, but must inform a member of staff immediately.
Intruder Alarm	If this should sound, pupils are to stay in their room until it has been deactivated by a member of staff and the all-clear has been given.



Rooms and Facilities

Bedrooms

Boarders' rooms are situated on various corridors. All bedrooms have a bed, wardrobe, chest of drawers, desk, chair and a sink with a mirror.

All Sixth Form Boarders will have a single room. There is up to a maximum of three per bedroom for the younger boarders.

Supervision

There are several members of staff who are residential and live in school with their families including the Housemistress/Housemaster. Some of these flats are accessible from the boarding houses. Duty members of staff will stay in a duty room, during the course of the week. These members of staff are available throughout the night in case of any emergency. It is also possible to contact a member of the residential staff by calling the duty mobile number at any time.

Sixth Form Flat

The sixth form flat was first available 2009-10. It is a self-contained accommodation with three single study-bedrooms, a large lounge/dining room, bathroom and kitchen. There are facilities for cooking and laundry. Our aim in providing this facility is to give sixth form pupils experience of a more independent life-style, such as they are likely to encounter after leaving school. Groups of three boys or three girls can apply to live in the flat for two weeks during term time. They will have lunch and tea in the refectory but will prepare their own breakfast and evening meal. They will also be responsible for getting up on time in the morning, going to bed at a sensible hour in the evening, keeping up to date with their work, doing their laundry and for keeping the flat in good condition.

The flat is located in the newly refurbished St Hugh's area, outside the coded boys' boarding area. Daily checks on the flat are carried out by members of staff. At the end of the day, a member of staff checks the three pupils are present then sets an alarm that will sound if anyone opens the door to the flat. This is de-activated early the following morning.

Should the punctuality or academic work of pupils using the flat give cause for concern, this will be discussed with the pupils and, if necessary, their use of the flat will be cut short. However, it is our expectation that they will both enjoy and benefit greatly from the use of this facility



Common Room Facilities

The Boarders' Lounge – This is a co-educational common room which is available to all boarders during the day (but **not** during lessons or prep time) and at weekends. It consists of two rooms on the mezzanine level above the library corridor. It is the social centre of the boarding houses and is used for watching television, videos and DVDs, and for playing music, pool, table football and board games. The lounge also contains kitchenette facilities.

Girls' Common Room – This is the social centre of the Girls' House and it is used for watching television (with Sky TV), videos and DVDs, playing music and board games. The Common Room also contains kitchenette facilities.

The Senior Girls' Kitchenette – On St. Jude's corridor, kitchenette facilities are available to Year 13 girls.

The Boys' kitchenette – On St. Joseph's corridor, kitchenette facilities and a payphone are available to all boys.

The Boys' sitting room – On St. Joseph's corridor, this room contains a television, a video and comfortable chairs.

The Boys' Senior Common Room – On the top floor of the Shower Block, this room contains a television (with Sky TV), video/DVD, comfortable chairs and kitchenette facilities.

The Boys' Junior Common Room – On the first floor of the Shower Block, this room also contains a television (with Sky TV), video/DVD, comfortable chairs and kitchenette facilities.

Sixth Form Lounge – This is a quiet area where Years 12 & 13 can relax and listen to music.

Other Facilities

Rosmini Sixth Form Centre – Facilities in the Rosmini Sixth Form Centre include a lounge area with comfortable chairs, television and DVD, as well as a café area with a shop, stereo and pool tables. All Sixth Form pupils, both day and boarding, may use the café at break, lunchtime, after school (before prep starts) and in the evening. Pupils also have access to a staff supervised bar on Wednesday and Saturday evening in the Sixth Form café. Social events including speciality food nights take place throughout the year.

Library and computer rooms – Internet access is available in accordance with the school's guidelines for use of these facilities.

The Sports Hall and Astro turf - Available most evenings for sports activities, including the gym.

Swimming Pool – Open for boarders swim.

Square – a central play area, which can be floodlit in the evenings.

Music Department – Limited access to practice rooms.

The School Shop – This is open for a short time after supper and at various times at weekends for boarders to purchase snacks and drinks.



Section Three – Exeat Procedures

Boarding pupils at Ratcliffe College have many opportunities to go on exeats. We are generally very happy for boarding pupils to have access to as many opportunities as possible in terms of where they go for their exeats.

Weekends at Home

If pupils intend to spend the weekend at home, parents/guardians **must** inform the Housemistress/Housemaster in advance, by either calling the duty mobile or emailing girls' or boys' boarding. These contact details can be found in the contact information at the beginning of this handbook.

Visiting Other Pupils at their Homes

If pupils intend to spend the weekend at the home of another pupil, the host family needs to complete an Exeat Form which needs to be handed in to the Housemaster/Housemistress before the end of Thursday evening for permission to be considered. Permission also needs to be given by the parents/guardians of the boarder wishing to go out on the visit, by either calling the duty mobile or emailing girls' or boys' boarding. This parental/guardian Permission also needs to be given by Thursday evening.

If boarding staff have any concerns regarding the Exeat that has been requested, they will clarify the details with both the parents/guardians and host families. We reserve the right, '*in loco parentis*', to make the final decision to give permission for the boarder to leave school.

Whilst we make every effort to ensure that all arrangements during an exeat are suitable for our boarding pupils, it is important that parents of boarding pupils realise that we cannot realistically be aware of exactly what activities may take place during an exeat, particularly with regard to social arrangements that might be made by older pupils, which might involve visits to local places such as Leicester and Loughborough.

Please note that the school cannot take responsibility for what happens during an exeat weekend. **It is therefore our strong recommendation that all parents of boarding pupils make contact with host families prior to permission being given for an exeat.** This will allow arrangements to be agreed in advance which should give additional peace of mind to all concerned.

Rules and Guidelines with Regard to Exeats

It is important to take account of the following rules and guidelines:-

- Full weekend exeats are allowed between **Friday 4.20pm – Monday 8.30am**, but pupils may go on exeat for shorter periods between these times.
- All school commitments must take precedence over exeat arrangements. School fixtures are published in the termly school calendar. Pupils with a Saturday commitment are strongly discouraged from going on exeat on Friday evening.

All boarders **must** sign out with the duty staff when leaving school and **must** report to duty staff on their return.



- Parents should note that exeats are designed to take place at weekends. Midweek exeats are not normally allowed and they will only be considered in exceptional circumstances, for example for a birthday meal.

Travel

At relevant points throughout the year you will be sent a Travel Arrangement Form from Mrs Grant. It is very important that these forms are completed, as accurately as possible and returned to her in good time. If the school does not have the information it requires then there may be times when we cannot fully discharge our legal and moral responsibilities towards your son/daughter.

Taxis

There may be times when it is necessary for a boarder to travel by taxi. A local company, Blueline Taxis, is used for all journeys by pupils that start from the school. Blueline's drivers have all undergone the appropriate police checks.

All requests for taxi bookings from parents or pupils must be made to Mrs Grant who will then contact Blueline. Taxis charges may be added to the school bill so long as parents have authorised this by email to Mrs Grant.

Parents should note that the school cannot guarantee that other taxi companies have completed these checks and we therefore recommend that pupils use Blueline wherever possible. We ask parents to reinforce this message to all pupils.

Trips

Boarders' Trips are now included in your school fee and therefore your child is encouraged to participate in these in order to integrate into boarding life. You will be sent a copy of this programme. If you would prefer your child not to participate in any of these trips, please advise the Housemistress/Housemaster.

Cars

The school rules about cars are set out in the Parents' Information Handbook. Our advice is that boarding pupils should not bring a car to school. In our experience, having a car at school can lead to the temptation to request unnecessary journeys during the week and/or pressure being put on the driver to give lifts to other pupils in inappropriate circumstances.

If a boarder is given permission to bring a car to school it is on the understanding that this is specifically for the purpose of travelling between home and school. Permission to use the car for other purposes will be given only in genuinely exceptional circumstances. The pupil will not be allowed to use the car for travel from school on an exeat weekend, unless they are going home, as it would be unreasonable to expect the 'host family' to place firm restrictions on the use of the car during this time.

The pupil must not keep any keys for the car – these are to be handed to Housemistress/Housemaster, from whom all permissions to use the car must be obtained.



Other Activities

The school runs an extensive programme of weekend activities. However, we recognise that some boarding pupils may from time to time wish to be involved with activities outside school; for example, playing in club or county sports teams or taking part in horse riding at a local stable.

If parents wish their child to take part in such an activity, we must have written permission for it. Parents must also be aware that while we will make every effort to arrange appropriate transport to and from these activities, usually by booking taxis, it is unreasonable to expect boarding staff to leave the campus to take pupils to outside activities.

