



Haberdashers'
Monmouth Schools



Haberdashers' Monmouth Schools

Boarders' Handbook 2021/22



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Welcome to boarding at Haberdashers' Monmouth Schools

The boarding community is an integral part of life for the Haberdashers' Monmouth family, with more than 300 boarders calling the schools home.

Our main priority is to create a nurturing environment where pupils feel comfortable, happy and inspired to aim high in everything they do.

Dedicated boarding houses for juniors, seniors and Sixth Formers offer all the advantages of single-sex education, with time and space planned for prep in each house. There is always a busy programme of joint activities, sports and excursions at the weekends.

Our boarders form lifelong friendships, lasting memories and a strong sense of community during their time with us.

For some of you, this may be your first time as part of our boarding community, whilst others will have been boarding with us for some time.

This booklet, which is not intended to be exhaustive, aims to explain the procedures, routines and policies of our boarding houses and we recommend that parents and pupils are familiar with its contents.

If you have any queries or concerns, please do not hesitate to get in touch with us.

Aims of boarding

In boarding we aim to:

- Develop the whole person, a desire for truth and a respect for others;
- Produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil), confident in the knowledge that they will be treated and respected as an individual;
- Create an atmosphere of tolerance, openness and trust;
- Provide the conditions for boarders to develop their intellectual talents through well-structured prep conditions, access to staff and other pupils, participation in activities and in an atmosphere which values effort;
- Provide a range of activities, hobbies and opportunities that will assist in the personal, social and cultural development of each boarder;
- Safeguard and promote the welfare of each boarder;
- Provide accommodation that is comfortable and suited to the needs of boarders;
- Develop each boarder's responsibility for self, for others and for their environment;
- Develop boarders' qualities of leadership and ability to work as part of a team;
- Provide suitable conditions in which boarders feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for advice, counselling and support.

Statement of principles for boarding at Haberdashers' Monmouth Schools

The following are the principles upon which boarding in our family of schools are based:

- The development of the whole person and the communication of values are vital;
- Being an open and trusting school, boarding is based upon mutual respect for all members;
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying;
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender, sexual orientation or disability;
- Each boarder and each member of staff is to be treated as an individual and with respect by other pupils and by staff;
- Although living together, staff and boarders acknowledge the right of each other to privacy;
- Each boarder has the right to extend their intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work;
- All boarders should be able to develop spiritually, culturally, morally and socially during their time in boarding;
- Despite the great distance sometimes separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders in our family of schools.

For information about boarding and boarders' activities, please visit: www.habsmonmouth.org/boarding

Who's who in boarding

Mr Alex Peace – Director of Boarding

Mrs Alex Hilu – Secretary to Boarding

Monmouth School for Boys

Buchanan House

Mr Ian Lawrence - Housemaster

Ms Louise Hart – Resident Tutor

Mr D Briggs - Non-Resident Tutor

Mr Andy Jones - Non-Resident Tutor

Mrs Louise Brown – Matron

Mrs Paula Hickey – Assistant Matron

New House

Mr Philip Vaughan-Smith – Housemaster

Mrs Linda Parr – Resident Tutor

Mr Patrick Daley - Non-Resident Tutor

Mr Callum Bassett-Jones - Non-Resident Tutor

Mrs Jenny James – Matron

Mrs Sarah George – Assistant Matron

School House

Mr Matthew Lewis – Housemaster

Mr Rob Picken – Resident Tutor

Dr Darren Ogborne - Non-Resident Tutor

Mr James Boiling - Non-Resident Tutor

Dr Tony Winter - Non-Resident Tutor

Mr Scott Rentell - Non-Resident Tutor

Mrs Lynn James – Matron

Mrs Hannah Meredith – Matron

Weirhead House

Mr David Hope – Housemaster

Mr Callum Stonier – Resident Tutor

Mrs Debbie Harding – Non-Resident Tutor

Mr Owen Williams - Non-Resident Tutor

Mrs Sally Tyler – Matron

Mrs Sue Powell - Matron

Chapel House

Ms Sheila Mone – Housemaster

Mr Kevin Shepherd – Resident Tutor

Mr Bruce Kennedy – Resident Assistant

Mrs Ingrid Evers-Jones - Non-Resident Tutor

Mr Kieran Fradd - Non-Resident Tutor

Mrs Cath Jones - Matron

Mrs Nuala O'Carroll – Matron

Mrs Laureen Mason - Matron

Who's who in boarding

Monmouth School for Girls

Augusta and Twiston Davies House

| | |
|---|---|
| Mrs Kate Lewis – Housemistress | Mrs Sarah Rossitor - Non-Resident Tutor |
| Miss Laura Watkins – Deputy Housemistress | Mrs Denise Gray - Non-Resident Tutor |
| Ms Jessica Griffiths - Resident Tutor | Mrs Michelle Lawson - Matron |
| Ms Briana Williams -Boarding Assistant (resident) | Mrs Helen Fawcett - Matron |
| Mrs Alison Hutchings - Non-Resident Tutor | Mrs Sharon Gale - Matron |
| Ms Marie Wilkes - Non-Resident Tutor | |

School House

| | |
|---------------------------------------|-------------------------------------|
| Mrs Kate Kirman – Housemistress | Ms Jenna Smith - Non-Resident Tutor |
| Mrs Anne Rees - Assistant Houseparent | Mrs Lauren Mason - Matron |
| Mr Kris Williams - Boarding Assistant | Mrs Paula Hickey – Matron |

Pastoral services and School Medical Centre

Pastoral services

| |
|--|
| Revd Clifford Swartz – Chaplain |
| Mr Richard Webb – School Counsellor (MB) |
| Mrs Sarah Rogers – School Counsellor (MG) |
| Mrs Nell Douglas-Miller - School Counsellor (MG) |
| Mrs Ali Murphy - School Counsellor (MG) |

School Medical Centre

| |
|--|
| Mrs Louise Goodwin – Senior School Nurse |
| Mrs Tracey Jones – School Nurse (MB) |
| Mrs Sarah Gwinnutt – School Nurse (MG) |
| Mrs Hollie Williams – Healthcare Assistant |
| Mrs Glynis Davies- Healthcare Assistant |

Telephone numbers and emails

| Monmouth School for Boys Boarding Houses | Housemaster | Contact Numbers |
|---|--|--|
| Buchanan House (Sixth Form) | lawrence.ian@habsmonmouth.org buchananhouse@habsmonmouth.org | +44 (0) 1600 710458 / 7 +44 (0) 7736 297233 |
| Chapel House (Prep to Year 8) | mone.sheila@habsmonmouth.org chapelhouse@habsmonmouth.org | +44 (0) 1600 713927 +44 (0) 7736 297235 |
| New House (Years 9 to 12) | vaughan-smith.philip@habsmonmouth.org newhouse@habsmonmouth.org | +44 (0) 1600 710404 +44 (0) 7970 293491 |
| School House (Years 9 to 12) | lewis.matthew@habsmonmouth.org schoolhouse@habsmonmouth.org | +44 (0) 1600 710405 +44 (0) 7970 293486 |
| Weirhead House (Years 9 to 12) | hope.david@habsmonmouth.org weirheadhouse@habsmonmouth.org | +44 (0) 1600 710403 +44 (0) 7970 293501 |

| Monmouth School for Girls Boarding Houses | Housemistress/Deputy Housemistress | Contact Numbers |
|--|--|--|
| School House (Prep to Year 8) | kirman.kate@habsmonmouth.org | +44 (0) 1600 711125 +44 (0) 7947 603795 |
| Twiston Davies House (Years 9 to 11) | lewis.kate@habsmonmouth.org watkins.laura@habsmonmouth.org | +44 (0) 1600 711153 +44 (0) 7970 293482 |
| Augusta House (Sixth Form) | lewis.kate@habsmonmouth.org watkins.laura@habsmonmouth.org | +44 (0) 1600 711242 +44 (0) 7736 808771 |

School contacts

Monmouth School for Boys

| | |
|----------------------|--|
| Reception | +44 (0) 1600 713143 boys.enquiries@habsmonmouth.org |
| Headmaster | Mr Simon Dorman +44 (0) 1600 710420 boys.headspa@habsmonmouth.org |
| Admissions Registrar | +44 (0) 1600 710433 boys.admissions@habsmonmouth.org |
| School Shop | +44 (0) 1600 710410 boys.shop@habsmonmouth.org |

Monmouth School for Girls

| | |
|----------------------|--|
| Reception | +44 (0) 1600 711100 girls.enquiries@habsmonmouth.org |
| Headmistress | Mrs Jessica Miles +44 (0) 1600 711101 girls.headspa@habsmonmouth.org |
| Admissions Registrar | +44 (0) 1600 711104 girls.admissions@habsmonmouth.org |
| School Shop | +44 (0) 1600 711225 girls.shop@habsmonmouth.org |

Other schools' contacts

| | |
|--|--|
| Principal | Mr James Murphy-O'Connor principal@habsmonmouth.org |
| Foundation Bursar | Mrs Tessa Norgrove bursar@habsmonmouth.org |
| Principal and Foundation Bursar's PA | +44 (0) 1600 710401 bursec@habsmonmouth.org |
| School Nurse | +44 (0) 1600 711250 +44 (0) 7523 865924 (Mobile) thenurse@habsmonmouth.org |
| Monmouth Schools Sports Club Hadnock Road | +44 (0) 1600 714381 sportsclub@habsmonmouth.org Website: www.habsmonmouth.org/sportsclub |

Places to stay and eat in and around Monmouth

The following may be useful when visiting Monmouth.

Creates Monmouth

Café, bistro and boutique rooms. Close to school.

www.createsmonmouth.com

Church Street, Monmouth, NP25 3BX

Tel: +44 (0)1600 460492 Email: info@createsgallery.com

La Piccola Italia

Family run restaurant specialising in traditional Italian Food.

lapiccolaitalia.net

100 Monnow Street, Monmouth, NP25 3EQ

Tel: +44 (0)1600 712527 Email: Lapiccolabooking@gmail.com

Punch House

Ensuite rooms, good standard, family rooms. Pub underneath so may be a bit noisy.

sabrainpubs.com/pubs-and-hotels/south-wales/monmouthshire/punch-house

4 Agincourt Square, Monmouth, NP25 3BT

Tel: +44 (0)1600 713855

Email: PunchHouse.Monmouth@marstons.co.uk

Estero Lounge

Family friendly modern pub offering a menu all day.

thelounges.co.uk/estero

95-97 Monnow Street, Monmouth, NP25 3PS

Tel: +44 (0)1600 714164 Email: estero@thelounges.co.uk

Premier Inn

On the town's outskirts, modern, budget hotel.

www.premierinn.com/gb/en/hotels/wales/monmouthshire/monmouth/monmouth.html

Portal Road, Monmouth, NP25 5FP

Tel: +44 (0)871 5279636

Full House Chinese Takeaway

Popular with the boarders. No delivery.

Priory Street, Monmouth, NP25 3XA

Tel: +44 (0)1600 712888

Weatherspoon Lodge

Good, basic pub/café/restaurant. No music, good value, close to school.

www.jdwetherspoon.com/hotels/wales/monmouthshire/the-kings-head

8 Agincourt Square, Monmouth, NP25 3DY

Tel: +44 (0)1600 710500

King Kebab Takeaway

Popular with the boarders, free delivery over £10 – reasonable prices.

kingkebabmonmouth.co.uk

30 Monnow Street, Monmouth, NP25 3EE

Tel: +44 (0)1600 772217

The Stonemill Restaurant

Fine country restaurant and holiday cottage accommodation.

www.thestonemill.co.uk

Rockfield, Monmouth, NP25 5SW

Tel: +44 (0)1600 716273

Email: bookings@thestonemill.co.uk

Misbah Tandoori

Family run Bangladeshi restaurant and takeaway. Awarded top 100 in UK

www.themisbah.com

9 Priory Street, Monmouth, NP25 3BR

Tel: +44 (0)1600 714940

The Old Court Hotel

Elizabethan Manor – luxury hotel rooms. 5 minutes by car.

www.oldcourthotel.co.uk

Symonds Yat, Whitchurch, HR9 6DA

Tel: +44 (0)600 890367 Email: reception@oldcourthotel.co.uk

Pizza Express

Very popular, good value with discount codes (available online).

www.pizzaexpress.com/monmouth

136 Monnow Street, Monmouth, NP25 3EN

Tel: +44 (0)1600 719720

The Beaufort Arms

Good rooms, restaurant and brasserie. 15 minutes by car.

www.beaufortraglan.co.uk

Raglan, NP15 2DY

Tel: +44 (0)1291 690412

Email: enquiries@beaufortraglan.co.uk

Aslan's Fish Bar

Small fish and chip bar and restaurant.

aslansfishbar.com

1-2 Priory Street, Monmouth, NP25 3BR

Tel: +44 (0)1600 775622

The Celtic Manor Resort

Luxurious hotel with swimming pools, spa and golf. 25 minutes by car.

www.celtic-manor.com

Newport, NP18 1HQ

Tel: +44 (0)1633 413000

Boarders' activities

Scheduled weekend activities

School plans a programme of activities for boarders a term in advance, details can be found on the School Calendar. These activities usually take place on a Sunday and are normally off site. The school benefits from beautiful surroundings and a central location affording boarders a wealth of experiences including canoeing and SUP boarding on the River Wye, mountain biking through local forest trails, shopping in Cardiff and Bristol, paintballing, excursions to the seaside and days out at theme parks.

Saturday evening trips to the cinema are also a regular occurrence for boarders.

Where an outing cost is over £30, we will contact parents for permission, as stated in the parent contract.

Joint social evenings

These run throughout the term for Years 9 and 10, hosted alternatively between MG and MB.

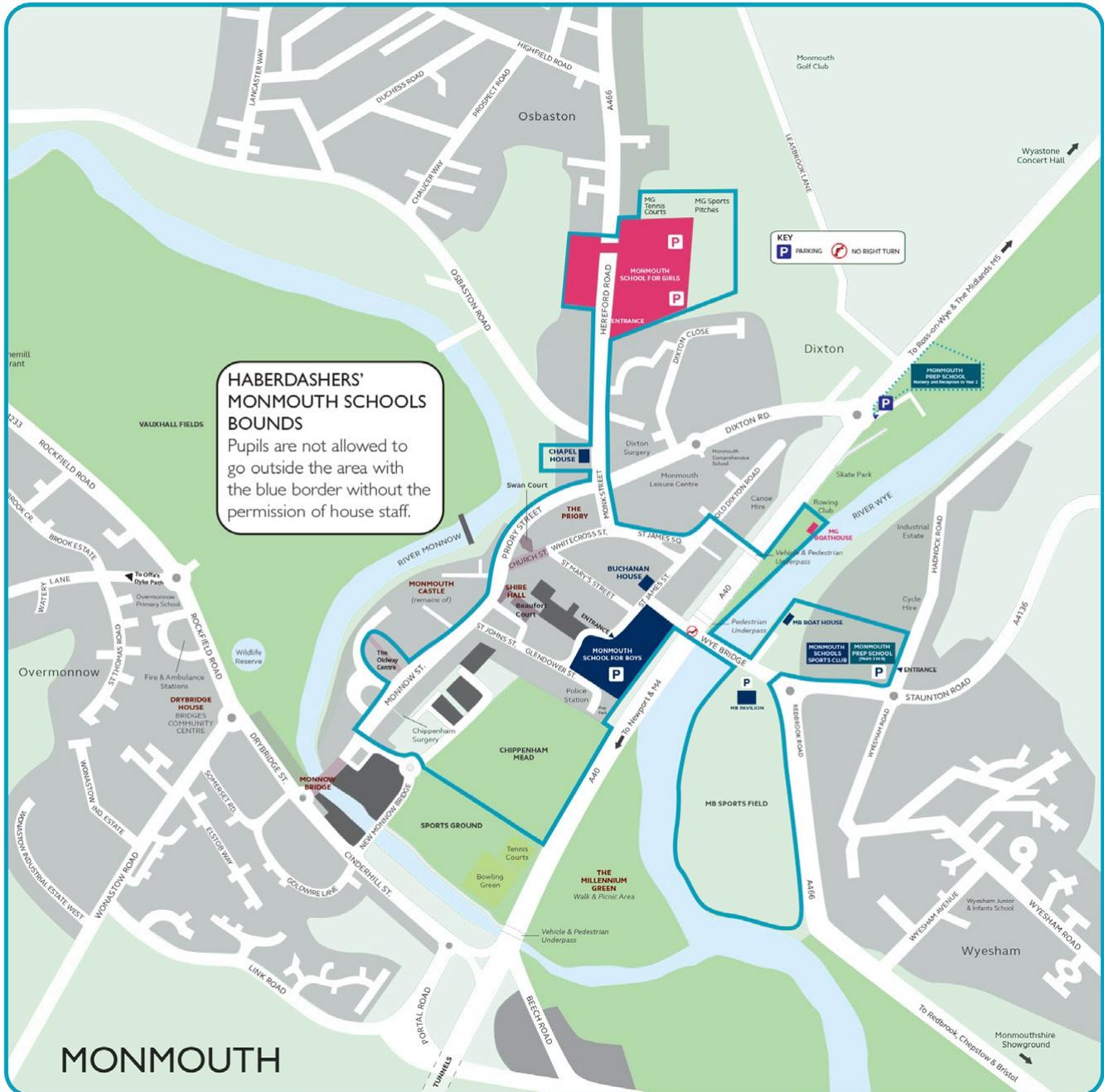
Swimming pool fun sessions with inflatables

These are available on the first Thursday of every month.

Use of the schools' libraries

The libraries remain open until 6.00pm for boarders to access and work quietly.

Bounds map for boarders



Please note:

1. Chippenhamgate Fields are out of bounds after dark, including as a route into town.
2. The passageway between school and the A40 is out of bounds.
3. Due to the distance from their houses, girls should seek permission for crossing the Wye Bridge.
4. Always sign out clearly.

Cars

Boarders who are eligible to drive and who wish to bring a car to school should refer to the Sixth Form school rules. Some additional guidance:

- A permission form must be completed in advance and signed by a parent and Housemaster/Housemistress.
- The Director of Sixth Form, Director of Boarding and Deputy Head Pastoral will also receive a copy of the permission form. Permission forms may be withdrawn at any time.
- Cars may be used to travel to and from home only.
- Pupils may not take friends in their car.
- Car keys must be handed to the Housemaster/Housemistress on arrival.
- Free car parking is only available at the Sports Complex and students are not permitted to park on the main school sites.

Cycling

School has strict safety guidelines and some storage should boarders wish to bring their bicycle:

- Bicycle helmets must be worn at all times.
- Permission to keep a bicycle in school should be obtained from boarding staff, by email confirming parents/guardians and pupils are aware of this policy.
- The bike must be clearly named and must be kept locked when not in use.
- Parents should insure bikes against loss or damage.
- Boarders must have permission from the Housemaster/Housemistress on duty to go:
 - Outside the 30 mph town limits
 - On a ride after 5.30pm
- Boarders going on a ride should sign out, stating in brief an outline of their planned route.
- All bicycles are expected to be roadworthy and if a member of staff felt that a bicycle was not, then permission to go cycling would be refused.
- When borrowing a bike boarders must:
 - Have written permission from the owner of the bike.
 - Give this permission to the Housemaster/Housemistress on duty before they go on the bike ride.
 - Report to the Housemaster/Housemistress on duty when they return.
 - Either lock it up or return to the owner.
- Clothing and footwear must be appropriate for cycling.

Catering

All pupils are expected to attend the three main meals in the school dining hall. They should try to eat a balanced diet i.e. fruit and vegetables and regard it as a social occasion. There is always a choice of more than one hot meal, as well as an extensive cold buffet, fresh fruit, cheese and biscuits, baked potatoes and freshly baked bread rolls.

A sample daily menu

BREAKFAST

Fruit juice
Daily selection of four cereals
Hot food; either egg, bacon and tomato or baked beans.
Toast, preserves & tea
Full cooked brunch on Sunday

LUNCH

Soup of the Day with fresh bread
Two main serveries (hot meat and/or fish dish and a vegetarian option)
Roast beef & Yorkshire Pudding, roast & new potatoes, carrots and cauliflower cheese
Sweet & Sour Chicken with Egg Fried Rice, stir-fried vegetables with noodles, prawn crackers
Vegetable of the day, chipped, new & baked potatoes
Vegetable curry, pilau rice, Bombay Potatoes, naan bread
Salad bar selection
Selection of desserts
Apple pie & custard, fresh fruit, yogurt, jelly
Cheese and biscuits

SUPPER

Main servery
Chicken Kiev
Vegetarian choice
Macaroni Cheese
Salad bar selection
Selection of desserts and fruit
Cheese and biscuits

Freshly made tea and cakes are provided every day after school.

Tea, coffee, squash, hot chocolate and basic cooking ingredients are all supplied in the boarding kitchens. Pupils must not cook food in bedrooms or remove food from the dining room.

Clothing and personal items

Clothing

Smart, clean, school uniform should be worn at all times during the school day and on chapel/church visits. There will be mufti days during each term where pupils are allowed to wear non-uniform.

If pupils do not have the correct uniform for school, or if it is not worn correctly, they will be asked to go to the school shop to purchase a replacement item. This includes uniform that is too small or unsuitable for school wear.

Mufti is normally worn outside of school hours.

Pupils always need to dress appropriately, especially in the communal areas and outside the house. Pyjamas or dirty games clothes may not be worn to meals. Casual clothes are acceptable for breakfast and supper.

Boarders should discuss house laundry procedures with their House Matron.

Personal items

These should be clearly labelled and a record should be kept of serial numbers etc. of anything valuable. Pupils are welcome to bring favourite games, books etc., but should be mindful of space restrictions.

Electrical appliances

Portable appliances, extension leads and plugs can be the cause of fires, serious or fatal injuries. It is therefore vital that items brought to school are safe, in good repair and comply with the relevant British Standards. School maintenance staff will check appliances during September each year using portable appliance test equipment. If an electrical item fails the PAT test it will then be kept by boarding staff until the end of term. New electrical items brought in after the main PAT testing session must also be handed in for testing.

Electrical appliances - permitted

Computers, chargers, hairdryers, electrical toothbrushes, lens sterilizers, shavers, portable audio equipment.

Electrical appliances - not permitted

Kettles, fridges, toasters, heaters, microwaves, TV sets, irons, fans. Cooking in rooms is not permitted and may only be done in boarding house kitchens.

These lists are not exhaustive and pupils should ask their Housemaster/Housemistress for advice.

Communications

Mobile phones

Mobile phones must be switched off during all school lessons and functions.

Phones must be handed in to duty staff at bedtime for:

- Up to Yr 10 (all terms).
- Yr 11 and over may retain their phone.

Pupils should adhere to school mobile phone rules during the day.

Landlines

Pupils may ask to use the duty room phone to make external calls and the boarding staff will help. Calls may also be received on the office phones.

Post/deliveries

Pupils may send and receive post and packages whilst in the boarding house. Letters and packages are delivered to the boarding houses daily.

To send a letter pupils should leave a pre-stamped letter (the school shop sells stamps) with the boarding staff who will post it during the day. Alternatively, letters can be taken to a post box or the Post Office in Monmouth Town. Packages will need to be taken to the Post Office in Monmouth Town.

Pupils must **not** arrange to meet or have access to delivery drivers without staff supervision. E.g. in relation to Amazon deliveries.

Computing facilities

The schools have an extensive computer network with fast broadband and WIFI. There are computers and printers in all of the boarding houses for communal use. There are also computer network sockets for pupils' use in most of the studies and pupils may bring their own laptops or PCs if they wish. The school uses a range of software, both general purpose and subject specific. It is part of school policy that you have up-to-date anti-virus software installed and running on your computer when it is connected to the school system. Every pupil in school has a school e-mail address. The school internet service is actively monitored and automatically filtered to try to prevent access to undesirable materials.

Suspicious Internet searches will be flagged to the Deputy Head Pastoral.

Pupils receive an induction on network usage.

For any problems regarding IT please contact helpdesk@habsmonmouth.org

Daily routine and prep (homework)

Please see below for details of a typical daily boarding routine:

| Weekdays | Boarding routine |
|---|---|
| 7.00am onwards | Wake up and get dressed |
| 7.30am - 8.00am | Breakfast in dining rooms (including roll call) |
| 8.00am - 8.35am | Tidy bedroom and prepare for school |
| 8.35am – 4.05pm | School |
| 4.05pm – 5.30pm | Tea and cakes in boarding houses Clubs/activities/free time (including town visits) |
| 5.30pm | Roll call in house |
| 5.30pm – 8.00pm | Supper in dining rooms (including roll call) /prep – times vary between boarding houses |
| 8.00pm onwards | Lights out – timings vary depending on year group |
| Saturday | Boarding routine |
| 7.30am (Monmouth Boys) 8.00am (Monmouth Girls) | Breakfast in dining rooms (including roll call) |
| 8.35am (Monmouth Boys) 9.00am (Monmouth Girls) | Saturday school Morning activities/sports matches |
| 12.30pm | Lunch in dining rooms |
| 1.00pm – 5.15pm | Sports matches/free time/town visits |
| 5.15pm | Supper in dining rooms (including roll call) |
| 6.30pm | Evening activities including cinema trips |
| Sunday | Boarding routine |
| 8.45am – 9.30am | Breakfast (optional) |
| 10.15am | Chapel (see school calendar) |
| 11.15am | Brunch |
| Afternoon | Pre-booked activities – see boarding house notice boards and school calendar |
| 5.15pm | Supper in dining rooms (including roll call) |

Times and routines may vary slightly between boarding houses.

Daily routine and prep (homework)

Prep

There is an expectation that prep will be carried out in the boarding house each evening and on weekends. Prep will be supervised by boarding staff and older pupils will be on hand to help younger pupils when required.

Length of prep is as follows:

- Prep School – 45 minutes
- Junior boarding houses – one hour
- Senior boarding houses – two hours

Sixth Form are expected to be in their rooms for set study times however, they are also encouraged to continue studies outside these times when required.

General information

Lost Property and Insurance

Any lost property within the boarding house will be stored for one term by staff, after which it will be taken to the charity shop. Pupils should report lost property to boarding staff immediately.

The school cannot accept responsibility for any losses incurred on the premises. All pupils are covered by the Pupils' Personal Effects Insurance, please see the Parent Guide for further details. However, pupils are also advised to arrange for valuable items to be covered by a parental, personal insurance policy.

Pupils should NOT LEAVE MONEY AND VALUABLES lying around. Lockers are provided for books in school. Pupils have their own safe or locker in the boarding house.

Packing and storage

There is limited space in boarding houses therefore at the end of every term UK boarders must take all of their belongings home. As a guide, international boarders may leave three large suitcases and duvet/pillows.

When pupils finish school (Yr 13 or early leavers) they must take all of their belongings as these cannot be stored on the premises. If pupils are unable to take their belongings home they can engage the services of a recommended third party who will collect, store and deliver to university or a given address in the UK or overseas.

Pets

There is no provision for pets of any type to be kept by boarders at the school.

Pocket money

Parents must ensure that pupils have sufficient money for personal needs (e.g. toiletries) and for travel at end of term. However, we strongly advise pupils **do not** keep large amounts of money in school. It is advisable for pupils to have their own cash-cards or account to withdraw money, which may be controlled by parents paying in a certain amount each month. Alternatively, the boarding staff can bank and distribute each pupil's pocket money, thereby trying to keep spending under supervision.

Guidelines for visitors

Visitors are welcome to visit the boarding houses, but should observe the following guidelines:

- Sign in and out in the booklet provided in reception area.
- All visitors must be guests of a member of the boarding house.
- Parents/guardians and other adults must not walk freely through the house without permission from the house staff. This is to show consideration for the privacy of other students, particularly when visiting dormitories. This aspect will be strictly controlled and supervised by duty staff.
- There are designated washroom facilities for visitors in each boarding house.

Girls/Boys visiting the boarding houses

Boarders may invite girls/boys into the house, but it is requested that the following guidelines are observed:

- Visitors should be accompanied by a member of the house.
- Visitors are permitted in downstairs public rooms only. Boarders must not take them into private areas, such as study bedrooms and dormitories.
- The first time a guest is brought into the house, they must be introduced to the member of staff on duty.
- Guests must sign the visitors' book in reception in the normal way.

With Housemaster/Housemistress' permission pupils from other houses may visit the public rooms at specified times:

| | |
|----------|--------------------------------------|
| Weekdays | 4.30pm - 5.30pm and 8.30pm - 10.00pm |
| Saturday | 1.00pm - 10.30pm |
| Sunday | 11.00am - 6.30pm |

Pupils to sign visitors' book/register at the relevant house.

Medical

Under the National Health scheme, all boarders must be registered with the school doctors, which will be done by the School Nurse/house staff.

If boarders are ill or injured they must report to the House Matron, member of staff on duty or the Health and Wellbeing Centre at either Monmouth Boys or Monmouth Girls. If a boarder is unable to participate in a school activity they will need an absence note from the nurse or House Matron.

Minor ailments are dealt with in-house, more troublesome ones by the school nurses and the school doctors who visit weekly.

Routine medical and dental appointments should be made during the school holidays, so that they do not disrupt academic work during term time.

Parents should make certain their child's House Matron/Housemaster/Housemistress is informed of any medical treatment or course of drug that a child might have received during the holidays, and even more importantly, if it is continuing during term time.

Pupils should hand over all medicines to house staff for safe-keeping; in the case of certain emergency treatments for example inhalers, epipens or diabetic treatments, please discuss these with boarding staff or the school nurse.

House surgeries

Each house has specific time for routine medical matter or concerns/medication arrangements for surgery as shown on the house notice board.

School surgery

The school doctors are Dr J Watson (Boys) and Dr Elizabeth Masters (Girls). They are based at Castle Gate Medical Practice - 01600 713811 and visit the medical centres weekly to see any pupils who need an appointment.

School nurses

School nurses are available in the schools' Health and Wellbeing Centres during school hours;

| | |
|------------------|--|
| Monday – Friday: | 9.00am – 5.00pm |
| Saturday: | 9.00am – 1.00pm (MB only) |
| Tel: | 01600 710407 (MB) 01600 711250 (MG) |
| Mobile: | 07702 001774 (MB) 07523 865924 (MG) |

Medical care is available 24 hours a day. Pupils requiring overnight care are looked after by on-call/overnight matrons at the appropriate school Health and Wellbeing Centre.

House staff must be made aware of all visits, treatments or prescribed medication (and we ask parents to communicate clearly about any changes during holidays).

PUPILS MUST NEVER SHARE PRESCRIBED MEDICINE WITH ANYONE.

All boarders should hand over all medicines to house staff for safe-keeping (unless routine medication is retained by prior arrangement e.g. Ventolin). House staff must be aware of all medicines that pupils are taking.

International students

Parents and/or guardians are responsible for the booking of tickets for their child to travel on public transport e.g. coach, train or airline, and the school assists pupils with their transfer.

Parents are also responsible for booking their child the appropriate Covid tests where required for travel. Details of the booking should be provided to school and transport to and from the test centre can be arranged.

For full details on all travel procedures please visit our website and click [travel guidance](#).

Please contact boarderstransport@habsmonmouth.org with any travel enquiries.

Guardianship for pupils

Parents who do not reside in the UK or who may be abroad for a period of time on business or holiday, and who have children in British boarding schools, are required to appoint a guardian. This person must be available at all times to act on their behalf and respond to the needs of both the child and the school. This is someone with whom the pupil can stay during quiet weekends and half-term holidays, if they do not return home, and provide the necessary support in case of an emergency.

Some pupils have relatives/friends in the UK to take on this responsibility. However, other international students will have no suitable contacts in the UK and will need to nominate a local guardian whom they feel they can trust. Whilst the schools can provide the attached list of guardianship organisations, it is the parent's responsibility to arrange a guardian for their child. International pupils will not be allowed to join the schools unless they have a reliable guardian.

AEGIS – Association of Educational Guardians for International Students.

AEGIS aims to promote high standards and best practice in guardianship in order to safeguard the welfare of international students in Britain. Visit www.aegisuk.net for further information.

Below are the names of independent AEGIS accredited Guardianship organisations that have looked after our pupils and will be able to place pupils with a host family close to the Monmouth area.

Pippa's Guardians (40 minutes from Monmouth)

www.pippasguardians.co.uk

Ben Hughes

5 Grosvenor House, 127 Church St, Malvern, WR14 2BA

Tel: +44 (0) 1684 252757 / +44 (0) 7714 034749

Email: info@pippasguardians.co.uk

Quest Consultancy Ltd

www.questguardians.co.uk

Chris Mitchelmore

Quest, Fortescue, Sidmouth, Devon, EX10 9QF

Tel: +44 (0) 1395 513112

Email: questcon@globalnet.co.uk

Connexcel Guardians (30 minutes from Monmouth)

www.connexcel.co.uk

Katie Nie

Newport/ Shanghai/Beijing

Tel UK: +44 (0) 1633 386800 (Katie Nie)

Tel China: +86 (0) 21 6135 7277 (Rebecca Wang)

Wechat: Connexcel_enquiry

Email: info@connexcel.co.uk

Oxford Guardians Ltd

www.oxfordguardians.co.uk

Sarah Bacon

The HIF, Blisworth Road, Gayton, Northampton, NN7 3EY

Tel: +44 (0) 1604 857655 / +44 (0) 7800 804041

Email: sarah@oxfordguardians.com

White House Guardianships

www.whg.eu.com

Duncan & Jane Hume

711-715 Wimborne Road, Bournemouth, Dorset, BH9 2AU

Tel: +44 (0) 345 868 6688

Email: info@whg.eu.com

Crown Guardians (not currently AEGIS accredited)

www.crownguardians.co.uk

Mark & Tricia Stricklin

32 West Street, Axbridge, Somerset, BS26 2AD

Tel: +44 (0) 1934 733182

Email: office@crownguardians.co.uk

Full details of our Guardianship Policy can be found on our [website](#).

Permissions

Pupils should request permission to leave the boarding house if they are leaving site for an activity that has not been arranged by school or is not a standard, authorised, day to day activity e.g. town leave.

Driving

If pupils plan to travel in a vehicle with anyone other than their parents/guardians/school, written permission is required from:

- Parent/guardian
- Parents of the driver (if he/she is under 21 years of age).

Permission must be sought for each individual trip and should be emailed to the Housemaster/Housemistress in advance.

Meals

If a pupil has been invited out for an evening meal by a friend they must obtain permission from their Housemaster/Housemistress and parents/guardians must confirm they are happy with the arrangements. A phone call or email is needed from the pupil's parents and friend's parents. Boarding staff must be informed of exact plans and must agree return times according to the pupil's year group/bed time.

On weekends if pupils are going out for lunch with friends or other boarders and will be longer than the allocated town time, then an email from the pupil's parents is needed. Pupils should remember to ask the boarding staff for permission to miss school meals.

Public houses (Sixth Form only)

Boarders in Year 13 may visit public houses in Monmouth on Friday or Saturday evenings, providing that permission has been emailed to boarding houses by parents. Pupils in Year 12 may visit public houses in Monmouth in the summer term on Friday or Saturday nights, again only with written permission from their parents. Pupils under the age of 18 may not buy alcohol or have it bought for them.

Housemasters/Housemistresses may use a breathalyzer test if a breach of alcohol rules is suspected.

Should a pupil require overnight care from medical staff due to alcohol consumption a charge will be incurred.

For further information relating to Sixth Form please go to [page 31](#).

School trips

Housemasters/Housemistresses will sign all school trip forms, provided pupils have checked with parents/guardians beforehand that the cost of the trip can be added to the school bill.

Permissions

Parties (Sixth Form)

- Where possible, we hope that these are arranged during holidays to minimise term time disruption.
- We ask that the usual procedures for weekend leave are followed.
- It can be challenging for parents, and therefore boarding staff to confirm adequate supervision arrangements are in place when their child arranges to attend a party. We ask parents to take full responsibility to investigate and confirm arrangements are suitable, before writing to houses to request leave and confirm they are satisfied with the arrangements in place.
- Once officially signed out by parents/guardians, pupils become the responsibility of their parents/guardians from departure until return to the house.
- Arrangements must be made early and both parents and hosts should contact the Housemaster/ Housemistress in writing or by email at least two days before the event.
- Failure to make satisfactory arrangements or to inform the Housemaster/Housemistress will result in withdrawal of permission to attend parties.
- House staff will not give permission to attend parties if they have concerns about the pupil attending the party or their arrangements. Parents under such circumstance may wish to collect their child and directly supervise
- Boarders with sporting commitments on Saturday should not attend Friday night parties.
- Boarders should be returned by 12 noon on Sunday at the **earliest**. The rationale behind this is that house staff cannot be in loco parentis for pupils attending off site parties, which do not end until the early hours of Saturday/Sunday morning.

Below Sixth Form

- Permission will only be considered for Saturday evenings and the rules set out in the Sixth Form policy will apply.
- Younger pupils will only occasionally (or on special occasions) be permitted to attend parties during the term.

Policies

All school policies can be found on our [website](#), including:

- Admissions Policy
- Anti Bullying Policy
- Curriculum Policy
- Data Protection Policy
- English as an Additional Language Policy
- Health and Safety Policy
- Learning Support Policy
- Parental Complaints Policy
- Pastoral Care Policy
- Safeguarding and Child Protection Policy

Privacy and restrictions

Pupils should always respect the need for privacy in the boarding houses.

House staff will always knock the door before entering a pupil's room. However, there are times when this is not practical. For example in an emergency when rooms have to be checked quickly or when pupils are making a noise after 'lights out'.

House and support staff will need to go into rooms when pupils are out of house, for example, to clean, do repairs, check the room is tidy, to deliver items or when showing visitors around the house.

Non-boarding day staff or non-duty staff will not be allowed into boarders' rooms. Boarding staff will arrange for day staff to meet pupils in the duty room.

Pupil privacy rules

- Pupils should always knock before entering a room
- Never touch or take another pupil's possessions without permission
- Do not open other pupils' drawers or cupboards

Sanctionable items

If alcohol or cigarettes are found on boarding premises the school takes the matter very seriously. Please refer to the [pastoral care policy](#) and substance misuse policy.

Recreational drugs are not allowed under any circumstances. Any pupils found with recreational drugs will be sanctioned according to the pastoral policy and permitted sanctions.

For a full list of permissible sanctions in boarding houses, please refer to [page 28](#).

Fire hazards

Candles, matches, cigarettes, lighters and joss sticks must not be brought back to boarding houses as the use of these items is likely to put the community at risk. Ceiling hangings are also a fire hazard and are not allowed. All fire doors must remain closed.

Searches

Boarders' rooms may be searched for the following reasons:

- Suspicion of theft.
- Suspicion a pupil is hiding illegal substances.
- When failure to search might put pupils' welfare at risk.

If a search is needed the following process is followed (authorisation sought by Director of Boarding):

- Pupils are told by a member of staff that it is necessary to search your room.
- Pupils can ask for a friend or advocate to be present.
- Two members of staff are present during the search.
- A record would be made of the search showing the date, time, who was present, how and why the search was carried out.
- This record would be signed by everybody present at the search.

Pupil forums

Joint School Council

School representatives from Monmouth School for Boys, Monmouth School for Girls and Monmouth Comprehensive meet and work on local initiatives, for example, Monmouth's Got Talent.

School Council

Each house has at least one representative through whom pupils may wish to raise any school matter. The group meets regularly each term and it is chaired by the Director of Boarding.

Boarders' Forum

This meets regularly every term and is chaired by the Director of Boarding. It consists of representatives from each house and gives boarders the opportunity to air views on boarding issues. A member of the catering staff is invited to answer questions on food. If pupils have any issues they would like discussed they should see their representatives or Mr Peace. Minutes are published and house representatives feedback in house meetings.

Food Forum

This is an opportunity for representatives from each house, day and boarding, to discuss menus with the Catering Manager.

Rewards and sanctions

The full details of this policy can be found within the whole school pastoral care policy on our [website](#). Here are some key points specific to boarding.

Rewards

All pupils should be given opportunities to succeed and their success should be celebrated. Verbal praise is core to this ethos and is to be used as often as merited. The display of good work via noticeboards is another way of noting achievements and thus increasing pupils' self-esteem. A simple thank-you for good behaviour is always valued. For excellent effort in any subject or for other reasons e.g. contribution to boarding, houses, co-curricular activities etc, a Merit may be awarded. These are worth a house point at MG and contribute towards the House Effort Points Cup and Headmaster's Commendations at MB. Staff members are asked to enter the details into the SIMS database. House assemblies may also be used to celebrate achievements.

Boarding sanctions

The Housemaster/Housemistress, Director of Boarding, Deputy Head or Head may choose to invoke a sanction for a behavioural issue that occurs in the boarding houses, or whilst under the duty of care of the boarding houses.

Sanctions may be given in house, by house staff which are appropriate and consistent with the behavioural concern. The sanctions will, as far as possible, fall in line with supporting the pupil to understand the impact their behaviour has had on the community. Pastoral guidance will be provided to pupils throughout the entire disciplinary process.

Please see below for the list of permitted sanctions for use in boarding houses:

1. Gating to house for a brief time, maximum three days.
2. Banned from specific recreational area of house for a maximum of one week.
3. Gating to the school grounds for a maximum of one week.
4. Withdrawal of permission to visit public houses for up to half a term.
5. Withdrawal of permission to attend recreational activities outside the House.
6. Letter of apology.
7. Face-to-face apology.
8. Extended prep (for incomplete work or failure to work during prep).
9. Charging parents for damage.
10. Letter or phone call to parents.
11. Confiscation of non-essential items if such items are misused or used inappropriately.
12. Reporting to Housemaster/Housemistress or Tutor in the morning if noisy late at night after warning. This should be no earlier than 30 minutes before normal time.
13. Repeating duties for failure to do duties.
14. Additional domestic duties for failure to clean up or tidy up.

Boarding sanctions continued on next page...

Rewards and sanctions

Boarding sanctions

All serious offences must be reported to the Housemaster/Housemistress.

Any significant sanction served to a pupil will be recorded in the House Punishments Book. This does not include every punishment, for example a minor apology. The House Punishments book is viewed and signed by the Housemaster/Housemistress on a regular basis. Pupils should be asked to sign or initial against the recorded sanction in the punishment book and should not be able to view sanctions recorded for other boarders.

No other sanctions should be used in the boarding houses without the permission of the Housemaster/Housemistress. Permission should be sought on each occasion that a new sanction is used until that sanction is added to the list above.

Certain offences will be covered by specific school disciplinary policies, for example, the substance abuse, alcohol and smoking policy.

Religious Services

There will be a weekly service, in the school chapel. In addition, there will be a number of Sunday services each term when school uniform must be worn.

Confirmation

Preparation classes will begin towards the end of the Michaelmas term. Boarders interested in considering confirmation should give their names to the Chaplain at the beginning of November. The next confirmation service will be held in the school chapel in the Lent term.

Church services in Monmouth

| | | |
|-----------------------------|------------------|-----------------|
| Baptist | Sunday services | 11am and 6.30pm |
| Methodist | Sunday services | 10.30am and 6pm |
| St Mary's: (Anglican) | Sunday services | 10am and 6pm |
| St Mary's: (Roman Catholic) | Saturday service | 6pm |
| | Sunday service | 9am |

Arrangements can be made for those of other denominations.

Muslim prayer times

If boarders wish to have a quiet place to pray at times during the day, please inform your child's Housemaster/Housemistress.

Ramadan

If boarders wish to observe Ramadan, we ask that parents contact house staff in advance. Housemasters/Housemistresses' will be happy to discuss individual support measures available, including catering arrangements.

Other faiths can be accommodated. Please liaise with your Housemaster/Housemistress.

Sixth Form

The Sixth Form handbook contains information about all matters relating to Sixth Form life, including but not limited to:

- Sixth Form expectations
- Academic & attendance
- Registration
- Assemblies
- Walking between the schools
- Personal safety
- Boarding boundaries
- Town privileges
- Lunch
- General rules in the Sixth Form centres
- Games and sport
- Sixth Form Dress Code
- Studying in the Sixth Form centres after the school day
- Lockers
- Emergency Procedures/Fire/Fire Practice
- Use of school network
- E-Safety
- Electronic devices
- Chewing gum
- Alcohol
- Smoking
- Substance abuse
- Driving
- Saturdays

The Sixth Form handbook can be found on our [website](#).

Additional information for Sixth Form boarders visiting licensed premises and the consumption of alcohol can be found in the Permissions section on [page 23](#).

Town visits

| Year Group | After school/lessons 4-5.30pm inc Sat/Sun | After 5.30pm (inc Sun) |
|--|--|---|
| Yrs 3-5 (inc yr 6 MG due to distance from town) | <ul style="list-style-type: none"> Escorted visits only Groups of 3+ Only when accompanied by duty staff Sign out | N/A |
| Yrs 6, 7 and 8 | <ul style="list-style-type: none"> Groups of 3+ Permission from duty staff Sign out Yr 6 and Yr 7 girls escorted | N/A |
| Yr 9 | <ul style="list-style-type: none"> Pairs (could be a friend from another house) Permission required during term 1 only Sign out | N/A |
| Yrs 10 and 11 | <ul style="list-style-type: none"> In pairs (could be a friend from another house) Permission not required Sign out | <ul style="list-style-type: none"> With permission only Required by duty staff each time Only short visits e.g. to Iceland/newsagents or to collect a takeaway Max 15 minutes |
| Sixth Form | <ul style="list-style-type: none"> Sign out Can go individually Remain within bounds (see map on previous page) | <ul style="list-style-type: none"> In pairs Must seek permission from duty staff Must return to house 10.15pm latest Sign out |

Pupils may wear appropriate, casual clothes. when visiting town.

Pupils are representing the school. They should act responsibly, show consideration to others, always be polite and should not eat or drink in the street.

Where to get help

There may be times when boarders experience periods when they are unhappy, worried, feel that they have been unfairly treated, bullied or simply do not feel able to cope with the pressures of daily life. The problems may be caused by events inside or outside the school. On many occasions these feelings will pass quickly. However, there may be times when the issues are not resolved or they may be caused by factors outside personal control.

There are various ways in which pupils can obtain help. They all involve talking to a sympathetic person and sharing concerns. Discussing them openly with your parents or a close friend can ease most problems. It may also help to talk to any of the following:

- **A trusted teacher**; including Tutors, Housemasters/Houseparents/Heads of Year, boarding house staff or a member of the Chaplaincy.
- **The School Nurse** will discuss any matter that may be of concern.
- **The school's Designated Senior Person for Safeguarding (DSP)** is able to take action if it is necessary to protect a pupil, or someone they know, from harm. Please see the safeguarding poster for the names of the DSP and Deputy DSPs. The Director of Boarding is a Deputy DSP specifically for boarders.
- There is a **Counselling Service** and pupils can refer themselves by going to the Medical Centre, or asking a member of staff to make an appointment.
- **Independent Listener** If pupils wish to speak to an adult outside of the school community about any concerns, they can contact the Independent Listener. His name is Mr Kingsley Jones and his phone number is 07855 760593.
- **Peer Mentors** A number of Sixth Form students are trained and work as Peer Mentors. If pupils wish to speak to one, please see Housemasters/Housemistresses/Heads of Year or, Peer Mentors can be approached directly.

All of the above will treat what pupils say with respect and discretion and most issues will be dealt with confidentially. In order to help pupils better, it may be necessary to let other people know about a problem, but if this happens it will be discussed with the pupil at the time. Other useful agencies outside the school include:

- | | |
|--|---|
| • Childline: www.childline.org.uk | • Child Bereavement Trust: www.childbereavementuk.org |
| • Kidscape Bullying: www.kidscape.org.uk | • Samaritans: www.samaritans.org |
| • Talk To Frank (formerly National Drugs Helpline): www.talktofrank.com | • Self-harm: www.harmless.org.uk |
| • Drinkline: www.dan247.org.uk | • Online safety: www.childnet.com |
| • Gwent Healthcare NHS Trust: www.wales.nhs.uk | • Mental Health: www.mind.org.uk |
| • National Sexual Health Helpline: www.nhs.uk/oneyou/sexual-health | • BEAT (Eating disorder support): www.beateatingdisorders.org.uk |

Weekend leave / Quiet weekend

We have set out our usual protocols in this handbook. Please be aware that working within the current Covid-19 restrictions many of these guidelines have been amended to minimise any risk to our school communities.

All boys and girls may take weekend leave after school commitments on any weekend they wish with parental and Housemaster/Housemistress' consent, i.e. confirmed by email or telephone call to the Housemaster/Housemistress at least 48 hours in advance. This is particularly important if a boarder is planning to stay at a friend's house.

In the first and second half of each term there are fixed weekends when boarders are encouraged to leave school to visit family and guardians. However, pupils may remain in school for a quiet weekend if they so wish:

- Quiet weekends extend from Friday 4pm to Sunday evening (returning from 7pm onwards) or Monday morning. Except for the early May Bank holiday (summer term) where boarders return from 7pm Monday morning or Tuesday morning before school. Full details are in the School Calendar.

Whilst on any **weekend leave/quiet weekend** a student is **under parental/guardian responsibility** from the time that they leave the school premises.

Suitable accommodation arrangements for weekend leave checklist:

Housemasters/Housemistresses must have confidence in the arrangements made for weekend leave/quiet weekends before handing over their responsibility for a pupil, specifically that a responsible adult will accept the duty of care for students entrusted to them for the break from school.

Transport

Boarding staff must be aware of the transport arrangements made for weekend leave/quiet weekends. Parents/guardians should agree arrangements with their child's Housemaster/Housemistress.

Checklist for weekend leave:

- Pupils will stay with their parents or guardian, or host family.
- Other arrangements such as staying with a friend/day pupil are arranged in advance with Housemaster/Houseparent.
- Arrangements are confirmed 48 hours in advance of departure.
- Parents/guardians will always confirm (by email) who is collecting.
- Departure/approximate return time.
- Pupils must sign out and inform the duty member of staff.
- It has been made clear to school who has duty of care (adult over 21)

Examples of unsuitable arrangements:

- Accommodation where no responsible adult is present and able to accept the duty of care expected of a host.
- Staying with a friend/sibling at university.
- Staying with a friend where parents are not present.
- Unaccompanied by an adult in a hotel or B&B.

www.habsmonmouth.org/boarding



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