



RGS ESTD 1562
HIGH WYCOMBE

BOARDING



BERLIN

Information for Parents

Fraser Youens House

ROYAL GRAMMAR SCHOOL HIGH WYCOMBE

Introduction

Boarding at the Royal Grammar School can be traced back to the 1800s and as your son enters Fraser Youens House, he follows in the footsteps of many old boarders. This includes students who have gone on to become famous pop artists, professional rugby players and leading academics and practitioners in various fields. We are proud that the boarding house is named after two Old Boys of the school who were awarded The Victoria Cross: Lieutenant Ian Fraser VC and Lieutenant Frederick Youens VC.

Past boarders have achieved outstanding results academically, with two recent boarders gaining 6A* grades each at A level and most have gone to the very top Universities, both in England and indeed in the USA. Past and present boarders have achieved recognition nationally in diverse fields such as Music, Public Speaking and Sport.

Life as a boarder at RGS is about being part of a real community or an extended family, where each member has responsibilities and duties. There is also a dedicated group of staff who are there to support you at all times. If you speak to parents of current or former pupils (if you ask we will put you in touch with someone), they will all talk about the family atmosphere as one of the reasons why they were so successful. In fact, boarding students regularly outperform the day student in terms of academic, music and sporting success.

This booklet is designed to help you and should be used as a reference guide, reminding you of what is on offer, who to turn to if you want to talk to someone and how to get the best out of your son's time at RGS and in particular living as a boarder in Fraser Youens.

For extra information on boarding, visit the boarding website at **www.rgshw.com**

Follow us on Twitter **@rgshwboarding** and Instagram **rgshw_boarding** which keeps you up to date with events in the house.

The latest OFSTED report from 2023 rated boarding provision as 'outstanding' in every way.

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Parental advice from past and present boarders and their parents

'During the first few weeks' boarders need to bond. Solitary electronic games and equipment can get in the way of the process. Introducing them later is not a bad idea.'

'Have a copy of your son's daily boarding routine with you at home so that you can call him at an appropriate time of day. Don't call after bedtime or during prep, as this will only create problems.'

'Encourage your son to speak to the boarding staff rather than phoning home when he has a problem. A phone call home can sometimes exacerbate the situation and make both you and your son more upset.'

'Do contact your son's boarding tutor. The better the communication between home and boarding staff, the more your son is cared for in the best possible way.'

'Our son was a bit homesick at first, but it did not last long. Actually, the more we rang and the longer the conversation, the worse it seemed to make it. Once we talked to the boarding staff and encouraged him to do the same, he seemed to relish boarding life.'

'Settling in may take a while, but it will happen. You may think that your son is the only one, but other boarders will have felt the same. Let the boarding staff know; they are very experienced and help is always at hand.'

Comments from Boarders: -

'Boarding has helped me develop into a more balanced person, where the chance of living with my friends is something I enjoy a lot.'

'Get organised! Use your private study periods wisely and if you need help, always ask.'

'Try to complete homework on the day it is set, it helps me to stay on top of things.'

'Try to make friends with everyone. It is a great community to talk and hang out with.'

'Feels like a second home.'

'If you really like a dish ask the chefs to make it again, normally they will and the food is pretty good.'

'Get involved in everything you can, both in school and in boarding. Things like sport and music will help make lots of new friends.'

We hope that you will find this handbook useful. It has been compiled following detailed discussions with boarding staff, students and parents. The National Minimum Standards for Boarding have been taken closely into account, but above all, we want this resource to help you. If you have any comments regarding this handbook, including suggestions for improvement or inclusion, please address them to Mr Jon Scourfield, email: boarding@rgshw.com.

Our aim is to work closely with parents and students to provide the best possible care for all boarders. Please do not hesitate to let us know of anything that could benefit the RGS boarding experience.

Principles for Fraser Youens House

- Each member of the boarding community is treated with respect and as an individual.
- Each boarder has access to a wide range of opportunities that enables them to develop spiritually, culturally, morally, socially and intellectually.
- The boarding community ensures that there is a positive environment in which students are encouraged to participate in a varied programme of enrichment.
- All members of Fraser Youens House feel comfortable approaching others for support and guidance.
- Each member of the boarding community is able to raise concerns free from embarrassment or intimidation.

Aims for Fraser Youens House

- To create an environment where boarders can engage with each other in an enjoyable and active setting.
- To ensure that every boarder is comfortable and relaxed in a place they feel they belong.
- To facilitate the development of boarders as individuals in all aspects of life to prepare them for their future.
- To ensure that boarders care and show respect for one another.
- To create a safe and nurturing environment where boarders feel healthy, happy and safe.



Boarding Information

Head of Boarding and Senior Housemaster

Academic Housemaster

Jon Scourfield BEd
jis@rgshw.com

Pastoral Housemaster

Christopher Richardson BA
csr@rgshw.com

Boarding Tutors

Sam Clark BSc
szc@rgshw.com

Sarah Scourfield BSc
Lee Rowe-Elliot BSc
Fergus Butler BSc
Olivia Caesar BSc MSc MRES
Bhavin Thakkar BSc, MSc
Meera Carr MA
Sam Connor BA

Matron

Gina Barry RCN

Boarding Co-ordinators

Emma Boyle/Sarah Scourfield

Address

Fraser Youens House
Ridgeway
High Wycombe
Buckinghamshire HP13 5LH
See Housemasters

Email Contacts: General Admin /

Enquiries Telephone manned

boarding@rgshw.com Main

0800-2300

number 01494 551405
Duty Mobile 07908 185417
Duty Mobile 07908 185416

The main number is first point of contact (not mobiles, used predominantly for trips) please avoid mealtimes 0730-0815, 1135-1205, 1900-1930.

Boarding Staff

Housemasters and Tutors

The boarders are in the care of a team of boarding staff comprising of three resident Housemaster/Mistress and five Boarding Tutors. Each boarder will be assigned to a Personal Tutor who will be responsible for his well-being in boarding.

Boarding Administrator

The Administrator is responsible for the day-to-day running of the House. This includes the supervision of cleaning, laundry, maintenance and all other aspects of administration.

Matron

School Matron holds a surgery in the boarding house three times a day. She makes doctor's appointments, emergency dental appointments and can arrange orthodontic work as well as for the collection of repeat prescriptions.

Catering

The Chef is responsible for all food provision within the boarding facility. She/he takes into account dietary requirements, including those based upon religious belief, when planning the daily menu.

Domestic Staff

The domestic staff are responsible for cleaning, laundry and maintenance in the house.



Boarding Staff

Tutor Groups

Each Housemaster and Boarding Tutor has a tutor group of up to 10 boarders drawn from all year groups within the boarding house. Not only does he/she take personal responsibility for their academic progress but also for their well-being within the boarding community.

Academic progress is regularly monitored by the boarding house staff. The Housemaster (Academic) acts as liaison with the school academic staff, ensuring that any difficulties with work are addressed promptly. If progress is unsatisfactory the Boarding Tutor, Academic Housemaster or the Head of Boarding will contact the parents directly.

Housemasters and Boarding Tutors meet regularly with boarders in their tutor group to monitor personal and social development. They also provide support with any academic, behavioural, social or emotional difficulties. Boarders will receive two written reports a year from their Boarding Tutor. The Housemasters and Tutors also meet with students to discuss their progress grades and reports.

Study Groups

To help with their academic progress, the boarders are placed in an appropriate study group.

Group A

These boarders have shown the ability to work independently and are making impressive progress. They do not have a set study time. Their work is monitored by their Tutor.

Group B

These boarders are progressing well but benefit from a set study time after supper each evening (7.30pm – 9.00pm). They work in the house in their rooms. The Tutor on duty and Prefect on duty check to ensure that homework is being completed.

Group C

These boarders have a supervised study session from 6.00-7.00pm or 7.30pm – 9.00pm in a computer room in school. Their work is checked each session by the Duty Housemaster.

Group C +

These boarders are almost ready for B group and work fully supervised by a Prefect in the dining room extension and a duty Tutor checks on the group regularly.

Fraser Youens has a very active peer mentoring system overseen by the Academic Housemaster. Mentoring takes place every week as a one-off “drop-in” help or as weekly half-hour sessions. The majority of our sixth form students, plus some of our GCSE students, are involved as subject specialist mentors for younger years.

Accommodation

The boarding accommodation has been specifically designed to meet the changing needs of maturing young men. Boarders start by sharing with other boarders in small dormitories and progress to single study bedrooms with en-suite facilities by the time they reach the Sixth Form.

Dormitories

The six dormitories are named after the 6 Royal Grammar Schools still in existence in England. Newcastle and High Wycombe originally were 7 man dorms but are now subdivided into smaller rooms accommodating 4 boarders and 3 boarders each. Lancaster, Worcester, Guildford and Colchester can cater for up to 4 boarders. Toilets and showers are provided in blocks on each floor.

En-suite Rooms

Accommodation for 40 students is in twin bedded rooms (4 rooms) or single rooms (32 rooms). Students from year 11 upwards are offered these rooms with sixth formers being offered single rooms wherever possible. All twin and single rooms have en-suite facilities.

Dormitories and Bedrooms

It is the responsibility of each boarder to ensure that his dormitory or bedroom is kept clean and tidy.

Before going to school each day students have to ensure the following:

- Their bed is made i.e. the duvet is turned back and the bottom sheet is straightened and tucked in.
- Clothes are all put away and not left on the floor/ desk or bed.
- Dirty clothing is taken to the laundry room.
- The desk area is tidy.
- Rubbish is put in the bins provided.
- The floor around their bed/desk is clear so that the domestic staff can vacuum and dust.



The Boarding Day

7.00 a.m. onwards	Rise
7.30 – 8.15 am	Breakfast – Any boarder arriving after 8.00am must be in full school uniform
8.40 am 11.35 a.m. –	School registration, Assembly and morning school
12.05 pm 1.20 – 2.10	Break time snack
pm 2.10 pm 3.30 pm	Lunch
3.45 – 5.15 pm 5.15 –	Afternoon registration followed by afternoon school
6.00 pm 6.00 pm –	End of school and tea-time snack
7.00 pm 6.00 pm –	Free time or school activities
7.00 pm 7.00pm - 7.30	Junior activities
pm 7.30pm - 9.00pm	Study time – day boarders & year 7 (Monday & Thursday)
	Senior Activities & swimming (Tuesday & Thursday)
	Evening Meal
	Study time (year 7 finish earlier on Monday and Thursday)
9.30 pm	Year 7 bedtime (9.15 - Organisation Time)
9.45 pm	Year 8 bedtime (9.30 - Organisation Time)
10.00 pm	Year 9 bedtime (9.45 - Organisation Time)
10.15 pm	Year 10 bedtime
10.30 pm	Year 11 bedtime
10.45 pm	Year 12 bedtime
11.00 pm	Year 13 bedtime



A Summary of Boarding House Routines

Meals

Boarders are expected to attend all meals in the house. Students wishing to be absent from breakfast and dinner must obtain permission from the member of staff on duty.

Packed, early or late meals can be arranged with 24 hours notice. There are themed meals each month and a birthday cake made to celebrate a student's' birthday.

Personal Organisation Time

This is a set 15 minute period before lights-out time for all boarders in year 7, 8 and 9.

Boarders are expected to pack their school bags during this time, tidy up their personal area and shower and clean their teeth before going to bed.

Leaving the Premises

Students are expected to stay on site during the week unless special arrangements have been made with the duty member of staff.

If they leave the premises they must sign out and get authorisation from the member of staff on duty. Students wanting to stay out overnight must have advanced approval from the "host" family and, where appropriate, authorisation from their parents/guardians.



Weekends, Exeat week-ends, End of Term and Half-Term Holidays

At weekends, for weekly boarders the boarding house will close at 1.00 pm on Saturday and re-open at 7.00 pm on Sunday. Boarders are expected to have returned to the house by 9.30 pm on Sunday.

There will be one Exeat per term, when the boarding house will be closed for all boarders from Friday 7:00 pm until either Sunday or Monday 7:00 pm.

Dates for Exeat will be set and confirmed at the beginning of each academic year.

Boarders are expected to return to the boarding house no earlier than 7:00 pm on the evening before the start of each half term/term and are expected to leave the boarding house no later than 7.00 pm on the last day of each half term/term. (Times for end of term may be earlier)

Parents of boarders who are travelling to and from overseas should ensure they make appropriate arrangements to comply with the boarding opening/closing times and confirm arrangements via email to boarding@rgshw.com.

Pocket Money

A pocket money account is available. Boarders are strongly advised not to keep large sums of money on the premises but to hand such monies to the Academic Housemaster for safe keeping. Loss of money cannot be made good by the boarding staff or the School.

Cheques for the pocket money account should be made payable to “Fraser Youens Pocket Money Account”. It is also possible to pay into the account electronically – please contact the Academic Housemaster for details (csr@rgshw.com)

Senior students are encouraged to organise their own accounts.

Mobile Phones, Laptops, Games Consoles

The school accepts no responsibility and has no insurance policy for loss of property from the boarding house. It is therefore strongly advised that boarders either keep their valuables under lock and key at all times or give them to a Housemaster for safe keeping.

All mobile phones and tablets for Years 7-11 are collected 15 minutes before bedtimes and returned at breakfast.

Digital Technology Guidance

Internet access is available via the School filtered network. Boarders must be aware that if they have internet access via a phone or other device they must only visit age appropriate material. This responsibility lies solely with the parent and individual student. Our recommendation is that no boarder should spend longer than 2 hours using any form of digital technology outside of schoolwork. Boarders should not be accessing the internet using a VPN (Virtual Private Network); this is a clear breach of the school IT policy.

All electrical appliances brought into boarding must be PAT tested.

Common Rooms

These rooms are for the benefit of all and should not be used selfishly. The common rooms should be left in a clean and tidy state. Any dirty dishes etc. must be washed up before bedtime. Each boarder is expected to take his turn to wash up on a rota basis.

All losses and breakages must be reported to the member of staff on duty immediately.

Boarders' Activities

Activities run on a two week timetable, staffed by the Housemasters and Boarding Tutors.

There is a daily activity Monday - Thursday 5.15-6.00pm for Year 7 and 8 and they are expected to participate fully.

Years 9-11 have activity on Monday - Wednesday 6.00pm-7.00pm, whilst 6th formers and other senior students have use of the sports hall for two one hour sessions per week.

There are two optional swimming pool sessions per week, open to all year groups from 6.00pm-6.45pm.

All students in year 10 upwards have access to the Fitness Suite at designated times once they have completed a full gym induction with a member of staff.

We have a range of house competitions, tournaments and debates taking place regularly throughout the year.



Smoking, Drinking Alcohol and Legal/Illegal Highs

Smoking, drinking alcohol and the use of legal and illegal highs are strictly prohibited. No items linked with the above must be brought into the boarding house or on school premises.

If students are found breaking this rule this will be reported to the Head of Boarding, Headmaster and School Governors and students will be at risk of losing a boarding place.

Damages

All damages deliberate or accidental must be paid for by the student or students responsible for the damage being caused. We do expect students to report any damages or maintenance issues so that they can be resolved quickly.



Clothing and Laundry

SCHOOL WEAR

(Minimum requirement)

RGS School Blazer*

Grey Trousers x 2*

School Tie

White Shirts x 5

Navy blue “V” Neck Jumper

Plain Dark Socks x 5

Dark Shoes

*Sixth Form students do not need a school Blazer but should wear a dark suit.

GAMES WEAR

School Rugby Shirt

School Blue Shorts

School Rugby Socks

Rugby/Football Boots

Tracksuit (optional)

School PE kit (T-shirt & shorts)

Trainers

Swimming Trunks

Boarders who play for school teams may need extra games kit for practice sessions.

Sixth Form students do not require specific games kit unless they are representing a School team. They do require appropriate sportswear

All of the above can be obtained from Hawkinsport (Bourne End). These can be collected during term time from boarding.

On-line purchases via the school website. For more information and to make on-line purchases please visit the school website at **www.rgshw.com**

GENERAL CLOTHING

Underpants x 7

Socks x 7

Casual Shoes/Slippers

Casual Clothes

Coat

Night-clothes

LINEN

Duvet and Pillow

Duvet Covers x 2 (flame retardant)

Pillowcases x 2

Hand towel

Large Towels x 3

Mattress topper if desired

MISCELL ANEOUS

- Wash Bag with Flannel, Soap or Shower gel, Toothbrush, Toothpaste, Shampoo, Deodorant, etc.
- Hairbrush/Comb
- Padlock and key for locker (please provide 1 spare key in an envelope with your son's name on it and leave with the Boarding Administrator)
- Shoe Cleaning Equipment
- Laundry basket for dirty laundry
- Zipped washnets for socks and underwear
- Alarm Clock
- Posters/Pictures and pins for decorating noticeboard
- Clothes hangers

LAUNDRY

A full in-house laundry service is provided. Boarders are asked to observe the following in order to help the laundry staff:

All dirty washing should be taken to the laundry room during personal organisation time in the evening or before they go to lessons in the morning.

Their socks and underwear should be turned out and separated into light and dark and if possible put into separate wash nets before taken to the laundry.

Their shirts should be turned the right way out, sleeves should be rolled down and buttons should be done up.

Clean clothing should be collected from the laundry room when students return from lessons in the afternoon and put away promptly into their wardrobe or drawers.

Bed linen will be washed fortnightly on a rotating system. Boarders will need to strip their bed in the morning on the designated bedding day and they are expected to make their beds up again with the clean bed linen provided.

Every single item of clothing and linen must be clearly marked with the boarder's full name. We would ask parents to mark clothes in such a place that the name can be easily found by the laundry staff, i.e. the collar or waistband. We would advise against using iron-on labels or using a marker pen and recommend woven labels that are stitched in, as they have proved to be the most durable and reliable method. We would also like to advise parents and their sons that we do not take responsibility for any unmarked clothes handed in to the laundry and we will dispose of anything that remains 'unclaimed' at the end of each half-term/term.

As we are unable to check individual care labels we would also ask to you to ensure that your son's clothes are machine washable (min of 40°C) and tumble dryable. We do not take responsibility for any shrinkage or any damage that may occur due to care restrictions.

To help your son and our laundry staff, we would recommend you provide your son with a number of zipped wash nets. They are very useful for keeping socks and underwear together in one place and can be loaded straight into washing machines and dryers. They are available from various retailer outlets, but we found the ones available from John Lewis the most durable ones.

We would also advise you to mark your son's trainers and sport shoes and sports bags and equipment. Inevitably, things do get lost or misplaced and this makes it much easier to find the right owner.



Rewards

The whole house system works on students and staff trusting one another. If boarders are trustworthy and make sensible decisions then staff will be inclined to use their professional judgement and discretion on allowing students to visit local shops, cinema etc.

If boarders show maturing attitudes and leadership qualities they will be given responsibilities within the house and extra privileges to acknowledge their supportive role. If boarders show particular leadership qualities they may be selected to become the Head of House or a Senior Prefect. Many sixth formers will become Prefects and assist the House staff in the smooth running of the house.

Fraser Youens House Merit System

In order that Staff and prefects are able to reward good and helpful behaviour we have a merit system for Years 7 - 11. Merits are marked clearly on the sheet placed on the notice board by the dining room by a Housemaster.

Merits will be awarded for Year 7 - 11 students under four categories:

Boarding Community

This is for contributions to the house community e.g. undertaking extra duties, helping other students. It could be involvement in House Councils or House activities and it relates to a student's general helpfulness and input into boarding life.

Academic

This is for academic progress and conspicuous effort for school and homework. It could be rewarded for a significant piece of work, continued progress grades and can relate to both effort and excellence. Attitude towards prep will obviously be taken into account. It may relate to significant improvement over a period of time.

Extra Curricular

This is for noteworthy participation in school events, clubs or activities, or in activities outside of school. It could be related to music, sport, drama or a hobby taken at RGS. We are hopeful that boarders will participate in a variety of activities offered at RGS.

Domestic

This is for the ability to be organised and tidy in dorms and common rooms. For Years 7 and 8 Prefects in particular may be involved in the award of these merit marks.

Rewards for Merits

The Year group that receives the most merits per student in one half term, will be eligible for either:

- DVD with either Pop Corn or Pizza.
- Cinema/ Bowling trip to town.

This reward will usually be offered in the final week of the half term and the student in that year group with the most merits will be able to choose which reward he would like. The year group winning the prize will be accompanied by a Housemaster or Tutor if they are visiting town.

Sanctions

The discipline of the house evolves from the use of appropriate sanctions and rewards. Most sanctions will involve the withdrawal of privileges that, hopefully, will be reinstated when his behaviour becomes acceptable again.

If a boarder does not respond to advice and encouragement, he will be given appropriate restrictions on his movements and use of time.

Any sanctions given should be fair, appropriate and recorded on Reach.

If a boarder is not working satisfactorily, he may be given an additional allocated study time and be supported through a variety of methods.



Pupil Voice

It is imperative that students living at Fraser Youens have regular input into the daily routines of the house.

This is facilitated via weekly meetings, informal discussion, tutor meetings, student surveys and both Boarding, Food and Digital Councils.

Boarding Council

The Boarding Council is a representative body which seeks to improve conditions within the boarding community. It meets at least termly and has a specific budget.

Each year group within the boarding community selects a responsible representative to sit on the Boarding Council. The Council meets with the Senior Prefect and Head of Boarding to discuss boarding issues and possible solutions.

Food Council

The Food Council is an elected body that will discuss catering matters and ensures that all boarders have a 'voice' in terms of catering issues.

Each year group selects a representative and meets once per term to discuss catering issues with the Chef and the Head of Boarding.

Digital Council

The Digital Council is an elected body that will discuss digital matters such as internet use and ICT within Fraser Youens.

We would like everyone to have input into the House Councils. It is vital that all within our community have a voice.

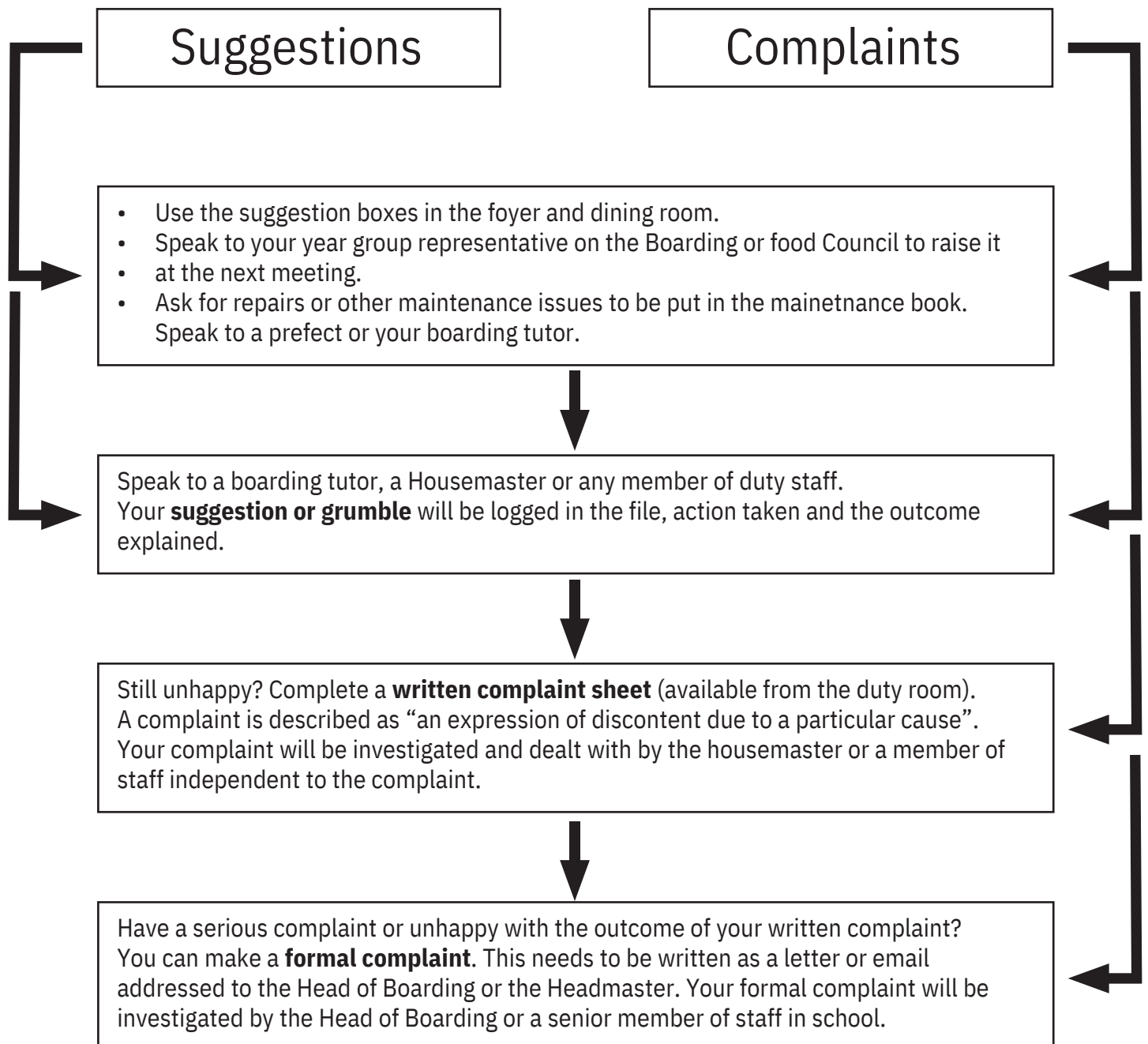


Suggestions and Improvements

Have a suggestion to change or improve something about boarding?

Unhappy with something?

Here's what you can do about it:



Support /Concerns /Grumbles /Complaints

It has always been recognised that children living away from home may need extra support and guidance or have worries which they need to discuss with others in order to receive help or advice. There are plenty of people at the Royal Grammar School to assist boarders and many lines of communication to the outside world if they feel that the people in school cannot help them.

The following information and a copy is issued to all boarders to ensure they are aware of all the help available and to advise them on their rights emphasised by the law. Boarders should not be afraid to complain. It is their right to be treated properly and it is their right to complain if they think they are not being treated fairly. Students should not hesitate to ask if they simply want someone to talk to or have a “shoulder to cry on”.

- Things that might make a boarder unhappy or upset:
- He feels he has been treated unfairly by a member of staff in school or in the boarding house
- He feels that a sanction is unjust or in some way not right
- Another student has treated him unkindly
- He feels he is being bullied
- He finds it difficult to make friends
- He thinks he is being discriminated against in any way
- He feels that no one understands the difficulties he is having with some of his work
- Someone has hurt him or abused him or has made suggestions he thinks are not right
- He feels the food he is getting is not as good as it should be
- Someone is making fun of him
- He is homesick
- He feels that there is not enough respect of his privacy
- Someone has taken something of his and has not returned it
- He thinks he is being badly taught or is not getting a fair deal
- OR ANYTHING ELSE HE THINKS IS WRONG.
- A boarder may just want someone to talk to or he may want to make a formal complaint.
- Either way, this procedure should assist him in deciding what to do.
- What if a boarder just wants to talk to someone?
- He will probably have friends who may be able to help him or an older boarder to whom he feels he can turn. The Head of Boarding, Housemaster, Boarding Tutors or other members of staff always want to help. There is an independent listener who is not directly part of boarding who can be contacted.
- He should turn to anyone he feels he can talk to comfortably.

There may be times when a boarder feels he cannot talk to a member of staff – this is perfectly alright. He can talk, telephone or write to any of the following people:

Priory Doctors Surgery, 24 Priory Avenue, High Wycombe	01494 448132
Child Line	0800 1111
The Samaritans	116 123
Cruse Bereavement Care	0808 808 1677
Mr James Young – Independent Person	07749 854 918
Children’s Commissioner	0800 528 0731
LADO Buckinghamshire (Safe-guarding/Child Protection)	01296 382 070
Shout	85258 (text service)
CEOP (Child Exploitation and Online Protection)	www.ceop.police.uk

What if a boarder wants to make a formal complaint?

The first thing he should do is talk to any member of staff he can trust; he can take someone with him if he wishes – a friend or an older student. It is important for him to realise that, if he is in trouble, he can have someone with him when he talks to the Head of Boarding, the Housemaster, the Assistant Housemaster, the Boarding Tutors or any senior member of staff in the school.

If the matter cannot be settled to his satisfaction easily, then he can make a formal complaint. This is the procedure:

He can write to the Head of Boarding or the Headmaster to say that he would like to make a formal complaint. The complaint will be logged in the “Complaints Book” held in the boarding house. He will then be told that his letter has been received and is being attended to.

He will be asked to discuss the matter either with the Deputy Head with special responsibility for boarding or the Headmaster. He can have someone with him – either a fellow pupil or a member of staff. If, within a few days, the matter has not been satisfactorily sorted out, he may contact any of the people whose names, telephone numbers and addresses are listed above.

Whoever he may contact or speak to – again he may have someone with him – they will advise him about what course seems sensible. At this stage it will be up to the boarder to make a decision acting on this advice.

BOARDERS DO NOT NEED TO BE AFRAID TO COMPLAIN

We would like to help, whether the problem is in or out of school or the boarding house.

If a Parent/Guardian wishes to complain then initially please contact the Head of Boarding. If it is a formal complaint, we will follow the same procedure as outlined above.

Medical Matters

Matron holds a confidential mini surgery at breakfast, lunch and after school to deal with any medical problems. When Matron is unavailable, this provision is transferred to a designated trained first aider from amongst the boarding Tutors and Housemasters. At night, this will be one of the resident Housemasters. There is separate accommodation in the Boarding house for any Boarder who is ill or who needs to be isolated from other Boarders for whatever reason.

Matron will register boarders with a local GP surgery if parents wish. Alternatively, boarders will be seen if necessary as a temporary patient. Boarders may freely choose whether to be accompanied by Matron, another member of the Boarding community or not at all, when being seen by the doctor or dentist.

Medication

- Matron keeps a stock of non-prescription medication to administer for minor illnesses such as headaches or sore throats.
- If parents wish Matron to administer prescribed medication, it must be provided in the original container as dispensed by a pharmacist, and include the prescriber's instructions (in English) for administration and dosage.
- Prescribed medication is only given to the pupil to whom it was prescribed. Such medication is not kept for general use or kept as 'stock'.
- Medication requiring refrigeration must be supplied in an airtight container and will be stored in a fridge in Matron's room.
- Older students deemed 'Gillick competent' may store prescribed medication, nutritional supplements (to help recovery after training) or a small amount of GSL (General Sales List) medication e.g. some cold preparations or small amounts of paracetamol. This is under the proviso that they complete the necessary documentation and the medication is kept in a secure lockable place within their room.
- It is our policy that unless they have been prescribed vitamins by a Medical doctor for a clear medical reason, boarders should not bring in vitamins and vitamin supplements to self-medicate. This would need clear documentation written in English by a Medical Doctor. Any such vitamins must comply with UK legislation.
- No boarder should bring in homeopathic remedies to Fraser Youens House.
- If a boarder is prescribed an Epipen or asthma inhaler, he must carry it with him at all times and parents are requested to provide a spare to be kept in Matron's room.

It is parental responsibility to ensure that medication remains in date.

Please see the boarding website for the full Medical Policy for Fraser Youens House.

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Prefects

Year 12 boarders are requested to apply to become boarding prefects in March. A boarding vote then forms the basis of the selection procedure. The prefect year runs from Easter to Easter. The Head and Deputy Heads of House are decided later after interviews with the Housemasters. The Head of House is co-opted onto the School Senior Prefect Team at the judgement of the Headmaster.

Boarding prefects are expected to set high standards of behaviour and academic studies for the rest of the boarding house. They have a varied and crucial role to play within the dynamic of the house.

Duty Expectations (2 prefects are on duty each night Mon-Thurs)

A boarding prefect will be expected to do one duty night each week. The following will be expected when on duty:

Breakfast, Break and Lunch - If required, the two prefects on duty should be available to help the member of staff on duty. This may involve ensuring that the dining room and common rooms are kept tidy. In addition, they may be required to ensure that junior students leave for lessons promptly.

5.15-6pm - Junior Activity - Duty prefects are expected to attend to assist the member of staff taking the activity or to join in the activity where appropriate.

7.30-9pm - Homework Session – The prefects should report to the duty tutor at 7.30pm, do two or three circuits of the junior dorms and report any issues to the duty tutor. Prefects have the authority to send any boarders who are not behaving appropriately to C group, informing the duty tutor immediately.

9.15-10pm - Bedtimes - The duty prefects will help put the year 7 (9.15pm for 9.30pm) and year 8 (9.30pm for 9.45pm) dormitories to bed, with the duty housemaster or tutor. The prefects should speak to the duty housemaster or tutor to see if there are any specific issues regarding bedtimes.

Child Protection

Each prefect is to attend the Child protection training arranged by the Pastoral Housemaster. This will be in addition to any training received in the main school. Prefects are to remind themselves regularly of the correct procedure when faced with a disclosure.

Mentoring

Each prefect is expected to mentor new boarders during the year. This process begins in September when mentors are assigned to the new boarders.

Sanctions

Sanctions are to be reasonable and appropriate. They are to be used sparingly and as a last resort. The incident is discussed with a duty member of staff who agrees a suitable sanction.

Tournaments

The prefects are expected to take a leading role in organising tournaments, competitions and activities for the boarding house. The emphasis of these events is to promote integration and a positive atmosphere among the boarders as well as being competitive arenas.

Rotas

The prefect team are to organise their own duty rota and place a copy in the duty room and one copy in the 6th form common room. The prefects will also organise the washing up rota for the 6th form common room.

Meetings

The prefects are expected to attend regular prefect meetings at the request of the Housemaster (Pastoral).

Prefect Roles

As well as Head and Deputy Head of House, each prefect is given an area of responsibility and are expected to liaise with and assist the appropriate staff with the following:

- Activities
- Social Media
- Common Rooms
- Community
- Council
- Sustainability
- Tours

Ambassadors

The prefects are ambassadors for the boarding house. They will be expected to speak to parents of prospective boarders and give tours of the boarding house when requested.

A black and white photograph of a large, multi-story stone building. The central feature is a large, arched window with intricate stained glass designs. The window is flanked by two smaller, rectangular windows. The building's facade is made of dark stone blocks. The foreground is filled with the dark, out-of-focus silhouettes of trees and foliage, creating a sense of depth and framing the building.

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