

BOARDING



The Boarders' Handbook Fraser Youens House

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1) Introduction

Boarding at RGS High Wycombe can be traced back to the early 1800s and so as you enter Fraser Youens you follow in the footsteps of many old boarders. Pop stars, international sportsmen and Oxbridge graduates have all boarded at RGS and sat in the very dorms and common rooms you now use.

Old Boys have achieved outstanding results academically outstripping the School's results by between 5-15% each year over the last decade. Many have gone on to the very top universities both in England and indeed the US. Boarders have achieved recognition nationally in fields such as Music, Public Speaking and Sport.

We hope that you enjoy your time at Fraser Youens, the purpose-built boarding facility that was opened in 1999. Boarding creates a unique environment, one in which we want all to flourish, to gain lifelong friends and a place where above all we want you to be happy.

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 time at RGS and particularly Fraser Youens. It should help you to ensure that you get the very best out of boarding and includes a section with some friendly advice from boarders, both past and present.

AIMS

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

PRINCIPLES

- 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 of embarrassment or intimidation.

BOARDERS' ADVICE (PAST & PRESENT)

'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.'

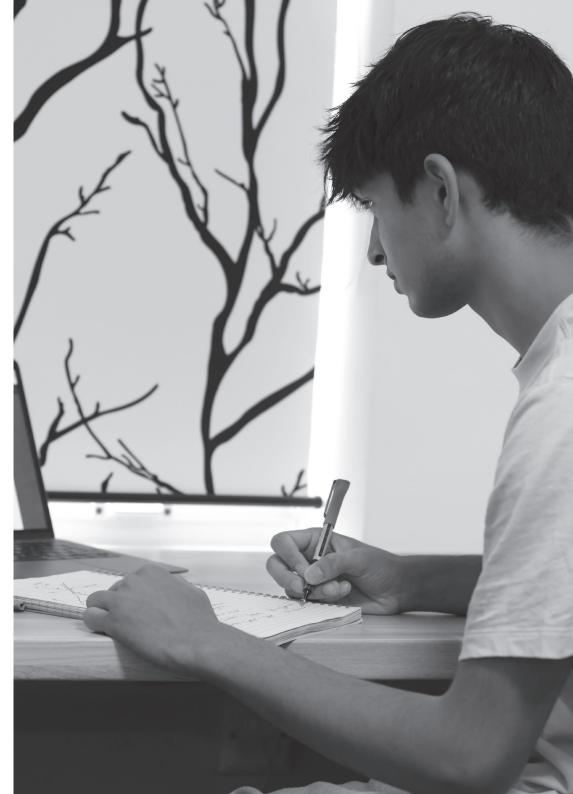
'Use your pupil planner; it actually helped me get on top of things.'

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

'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.'





2) Academic

STUDY GROUPS

To help with your academic progress you will be placed in an appropriate study group.

GROUP A: is for sixth form boarders who have shown the ability to work independently and are making excellent progress.

If you are in this group your work will be monitored by your Tutor and you will be allowed in the boarding house during private study periods. It is expected that boarders in this group can organise their own study time.

GROUP B: is for boarders who are progressing well but who benefit from a set study time after supper each evening (7.30 to 9.00pm). If you are in this group you are supervised by the Boarding Tutor on duty and a prefect.

GROUP C: is for boarders who need the help of a supervised study session after supper each evening (7.30 to 9.00pm). If you are in this group your work will be checked each evening by the duty Housemaster.

GROUP C+: is for boarders who are not quite ready for B group. Fully supervised by a prefect and checked by the duty Tutor.

PROGRESS

Each Housemaster and House Tutor has a group of up to 10 boarders drawn from all year groups within the boarding house. He/she will not only take personal responsibility for your academic progress but also your well being within the house.

If you have any worries about work or friendships you should talk to your Tutor. He or she is there to help you.

HOMEWORK & PREP SUPPORT

You should always feel that you can turn to someone for support with academic work. Housemasters, Boarding Tutors, fellow students and our Academic Mentoring system are all there to support you in addition to any support that may be gained within the School setting.

Prep for Day Boarders takes place between 6.00pm and 7.00pm. If you have lots of homework we advise you that you use the two work rooms within boarding before your 6.00pm slot or after supper. Prep between 6.00pm and 7.00pm is fully supervised by a member of staff and support from a prefect.

3) Leaving The Premises

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

If you want to leave the premises you must sign out and get authorisation from the member of staff on duty, who will want to know where you are going and, if appropriate, a contact name, address and telephone number. Prefects can authorise their own short off-site visits.

If you want to stay out overnight, your 'host' family must contact the boarding house in advance and, where appropriate, your parents/guardians will have to give approval. Contact can be via phone or email.

If you want to leave the premises, but stay on site, e.g. to go to the sports hall, you must sign out.

In all cases, you will be expected to sign back in and when appropriate report to the member of staff on duty when you return to the boarding house.

Please don't forget to sign out for the weekend to go home and you need to have a conversation with a staff member letting them know you have are leaving for the weekend.

EXEATS, WEEKENDS, END OF TERM & HALF TERM HOLIDAYS

If you are a weekly boarder the boarding house will normally close at 1.00pm on Saturday and reopen on Sunday at 7.00pm. You should be back in the house by 9.30pm.

At holiday times you will be expected to return to the boarding house on the evening before the start of each half term and you are expected to leave the boarding house by 7.00pm on Exeats, or half term holiday. There will be one Exeat weekend per term published in the school calendar.

If you are returning from overseas your parents may have to make arrangements for you to be met by a relation/guardian who can take you home until the appropriate time comes to return to the boarding house. Any other arrangements must be authorised in advance by the Head of Boarding or appropriate Housemaster.

TRAVELLING IN STUDENT CARS

If you want to travel in a car driven by another student, you must have written permission from your parents/guardians prior to undertaking the journey.

OUT OF BOUNDS

All parts of the boarding facility, including the grounds, are out of bounds to day boarders and visitors unless the member of staff on duty gives specific permission.

The following areas are out of bounds to boarders unless a member of staff gives permission:

- the Housemasters' private rooms
- the kitchen and domestic offices
- the swimming pool
- the School buildings
- the area around the back of the cricket pavilion

AWARENESS OF VISITORS ON SITE

Please be aware that there could be visitors on the School site both throughout the day and at weekends.

If you are unsure of who someone is or see anyone acting suspiciously please report this immediately to the duty member of staff. **DO NOT APPROACH THEM DIRECTLY.**

Please ensure all visitors that you invite into the boarding house are signed in 'The Visitors Book' and countersigned by a member of staff.

4) Valuables

VALUABLES GUIDANCE

The School accepts no responsibility and has no insurance policy for loss of property from the boarding house. You are strongly advised to keep your valuables locked in your cupboard at all times or give them to a Housemaster for safe keeping.

MOBILE PHONES

Whilst the use of mobile phones is allowed in Fraser Youens boarders must be aware of the School policy on mobile phones.

It is totally forbidden for a student to record any video or photographic images (involving students within the boarding house) on the internet without the express permission of the Director of Boarding.

Mobile telephones are allowed but boarders are expected to use their phones sensibly.

Phones should not be used after lights out and before breakfast. Students who have mobiles with internet access or camera/video functions must realise that any behaviour deemed unacceptable by the duty member of staff will result in their phone being confiscated.

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 MUST be PAT tested before being used.

POCKET MONEY

A pocket money account is available. You are strongly advised to be wise about the way you handle your finances. If you have a large sum of money you must deposit it immediately into the pocket money account run by the Housemaster (Academic) for safe keeping. Smaller sums of money should either be locked away in your cupboard or kept on person. Senior boarders are encouraged to organise their own accounts with local banks in High Wycombe.

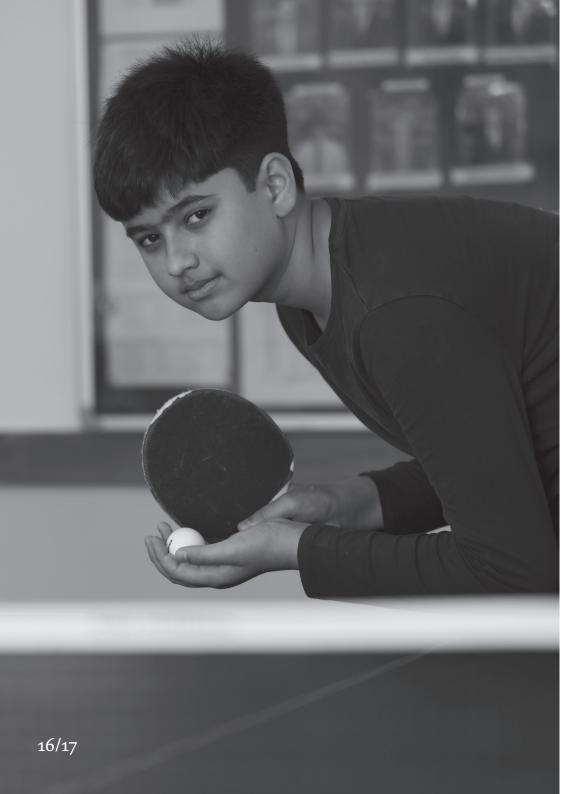
Loss of money cannot be made good by the boarding staff or the School. **Do not borrow money from other boarders; please ask a Housemaster if you need money.**

DEPOSITING & WITHDRAWING MONEY

The procedure for depositing and withdrawing money from your Fraser Youens Pocket Money Account is as follows:

- See the Housemaster (Academic) to access your account; opening times are published on the Housemaster's front door.
- Your account sheet will be updated with the date, the amount going in/out and the updated balance. You will check and sign to confirm those details.
- The Housemaster (Academic) will then take or give you the money. A few days' notice should be given if you need to withdraw a large sum of money.

You or your parents may pay money into your account with cash, a cheque (made payable to Fraser Youens Pocket Money Account) or by electronic transfer. Please see the Housemaster (Academic) for the account details for electronic transfer. If you require payment for a School trip, examination fees, music lessons etc. then a School transfer can be arranged. Please see the Housemaster (Academic) to arrange this.



5) Keeping The House Neat & Tidy

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 crockery used should be washed up before bedtime. Every student is expected to take his turn to wash up on a rota basis. A common room prefect should help remind boarders to clean the common rooms. All losses and breakages must be reported to the member of staff on duty immediately.



DORMITORIES

It is your responsibility to ensure that your dormitory or bedroom is kept clean and tidy.

Before you go to School each day you should ensure that:

- your bed is made i.e. the duvet is turned back and the bottom sheet is straightened and tucked in
- your clothes are all put away
- all your dirty clothing is taken to the laundry room and put into the laundry basket
- your books are tidy
- all rubbish is put in the bin
- the floor around your bed/desk is clear so that the domestic staff can hoover and dust

NB. Posters can be put onto notice boards but they must be appropriate; games such as football and other activities which could cause damage must NOT be played indoors.

All losses and breakages must be reported to the member of staff on duty immediately. For Health and Safety reasons no refrigerators are allowed in dormitories or bedrooms.

LAUNDRY

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

- All dirty washing must be put in the trolleys in the laundry room.
- Socks and underwear should be sorted and put in wash nets. Please do not overfill the nets and if possible separate dark and light items.
- Shirts should be turned the right way out, sleeves rolled down and buttons done up.
- Collect all clean clothing from the shelves in the laundry room after School and put away promptly in your drawers and wardrobes.
- Bed linen will be washed on a two-week rotation and must be stripped in the morning on the day designated as bedding day. On bedding day, bedding takes priority over any other personal laundry.
- Rugby boots and dirty trainers should not go up to the dormitories and must be kept in the boot rooms.
- School uniform should be taken home half termly for cleaning. Unfortunately, it is not always possible to wash blazers and jackets.

- All belongings must be clearly marked with your name, including footwear. Any unmarked items of clothing will be kept in the laundry room until they are claimed. Once claimed they should not be worn again until they are named. Any unmarked items of clothing left unclaimed at the last day of term will be disposed of.
- Any items which are unsuitable to be either machinewashed or tumble dried should not be sent to the laundry, as we do not take responsibility for damage or shrinkage.

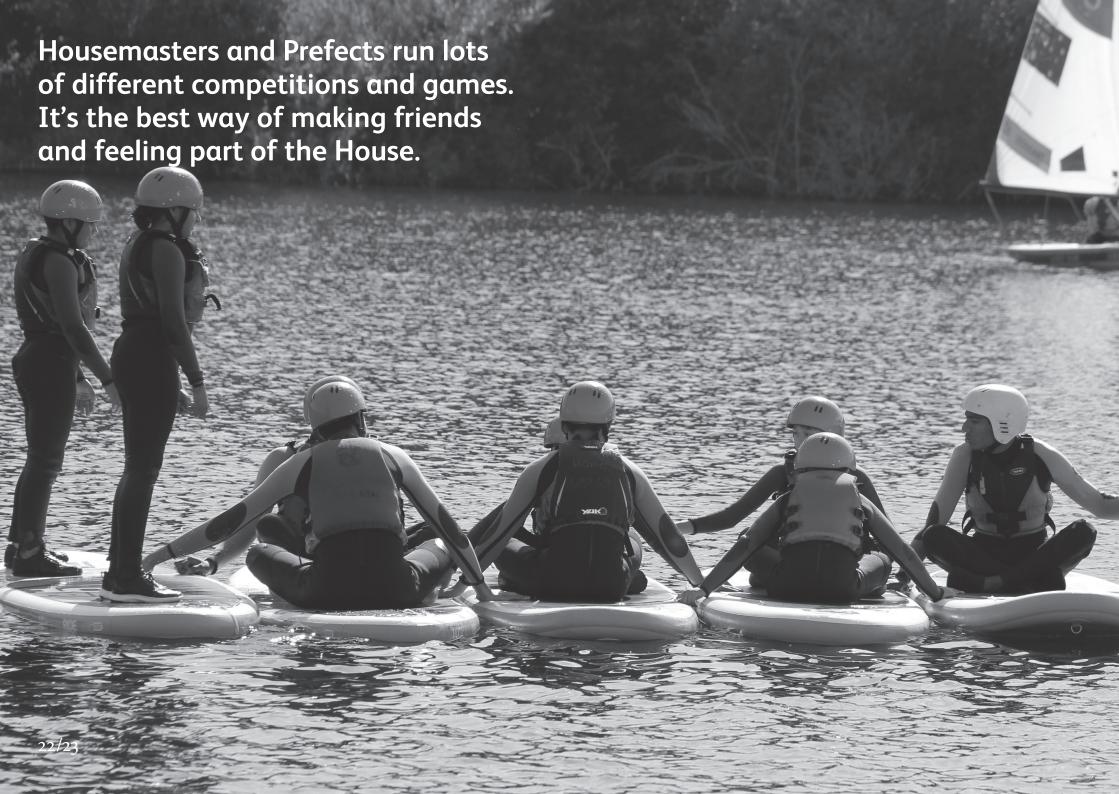
6) Boarders' Activities

There is a daily activity on Monday to Thursday for Years 7 to 11. There is the option to do quiet in house activities if boarders don't want to join in the main activity they can do an Inhouse activity as there are lots of board games, table tennis, pool, cards and an Occulus.

6th formers and other senior boarders have use of the sports hall for two one hour sessions per week.

All boarders 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.





7) House Rules & Guidance

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.

SANCTIONS

The discipline of the house evolves from the use of appropriate rewards and sanctions. Most sanctions will involve the withdrawal of privileges that, hopefully, will be reinstated relatively quickly.

If a student 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.

BEHAVIOUR

You should be conscious of your use of language and ensure that it is never offensive. You will be expected, at all times, to behave considerately and responsibly.

PLEASE NOTE: The guiding principle of Fraser Youens House is respect for all members of the boarding community, regardless of ethnicity, culture, background or disability.

SMOKING, VAPING, DRINKING ALCOHOL & LEGAL/ILLEGAL HIGHS

Smoking, vaping, 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 to the school premises.

If you are found breaking this rule you will be reported to the Director of Boarding, Headmaster and School Governors and you risk losing your boarding place.

BULLYING

It is your right and responsibility to report bullying, whether it happens to you or to someone else. You will be given information by the school and within the boarding environment on Anti-bullying strategies and how to deal with bullying. Please take this seriously and you should be aware of who to talk to if you are unhappy. Talk to a friend, prefect or any member of staff for help.

CYBER BULLYING

Cyber bullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, mobile phones, pagers and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means.

Students must be aware that any form of Cyber bullying would be seen as a severe breach of both boarding rules and school rules. **REMEMBER - SOMEONE CAN AND WILL ALWAYS HELP YOU.** All of the House staff will be happy to talk to you at any time if you have any concerns.

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. Staff issue merits by recording the merit and reason. Merits will be awarded for Years 7 to 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. 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 for years.



REWARDS FOR MERITS

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

A movie with either popcorn or pizza or cinema/bowling. This reward will be offered in the final week of the half term (except Christmas and Summer when it will be the penultimate week) 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.

If a student 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 everyone living at Fraser Youens has regular input into the daily running of the house. This is facilitated via weekly meetings, informal discussion, student surveys and both Boarding and Food Councils.

Boarders' Council

The Boarders' Council is an elected body, which seeks to improve conditions within the boarding community. The Council meets regularly with the Director of Boarding to discuss boarding issues. The meeting is chaired by a Senior Boarding Prefect.

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. The Council meets once per term with the Catering Manager and a Housemaster to discuss catering issues.

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 up to you to help ensure that all within our community have a voice.

7) Concerns & Complaints

We understand that children living away from home may have worries or complaints that they need to discuss with others in order to receive help or advice. There are plenty of people at School to assist you and many lines of communication to the outside world if you feel that the people in School cannot help you.

The following information has been put together to ensure that you are aware of all the help available and to advise you on your rights emphasised by the law. Do not be afraid to complain. It is your right to be treated properly and it is your right to complain if you think you are not being treated fairly. Do not hesitate to ask if you simply want someone to talk to or some advice from a friendly face.

Things that might make you unhappy or upset:

- You feel you have been treated unfairly by a member of staff in School or in the boarding house
- You feel that a punishment is unjust or in some way not right
- Another student has treated you unkindly
- You are being bullied
- You find it difficult to make friends

- You think you are being discriminated against because of your nationality
- You feel that no one understands the difficulties you are having with some of your work
- Someone has hurt you or abused you or has made suggestions you think are not right
- You feel the food you get is not as good as it should be
- Someone is making fun of you
- You are homesick
- You feel that there is not enough respect of your privacy
- Someone has taken something of yours and has not returned it
- You think you are being badly taught and you are not getting a fair deal
- Or anything else you think is wrong

You may just want someone to talk to or you may want to make a formal complaint. Either way, this procedure (see pages 32-35) should assist you in deciding what to do.

Have a suggestion to change or improve something about Boarding? Unhappy with something?

Here's what you can do about it:

SUGGESTION or COMPLAINT

- Use the suggestion boxes in the foyer and dining room
- Speak to your year group representative on the Boarding or Food councils to raise it at the next meeting
- Ask for repairs or other maintenance issues to be put in the maintenance book
- Speak to a prefect or your boarding tutor

SUGGESTION or COMPLAINT

Speak to your boarding tutor, a Housemaster or any member of duty staff. Your suggestion or grumble will be logged in the file, action taken and the outcome explained.

STEP 02

STEP

01

COMPLAINT

Still unhappy? Complete a written complaint sheet (which is available from the duty room). A complaint is described as 'an expression of discontent due to a particular cause'. Your complaint will be investigated and dealt with by a member of staff independent to your complaint.

STEP 03

COMPLAINT

Have a serious complaint or unhappy with the outcome of your written complaint? You can make a formal complaint. This needs to be written as a letter or email and addressed to the Director of Boarding or the Headmaster. This complaint will be investigated by the Director of Boarding or a senior member of staff in School.

STEP 04

WHAT IF YOU WANT TO MAKE A FORMAL COMPLAINT?

The first thing you should do is talk to any member of staff you trust; you can take someone with you if you wish – a friend, an older student or another member of staff.

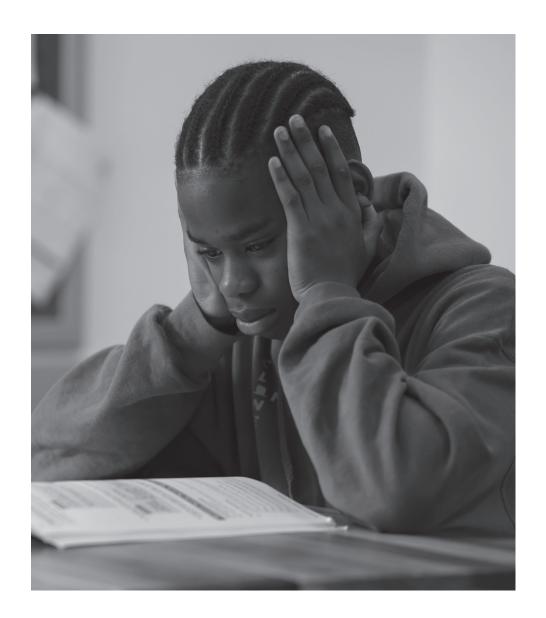
It is important for you to realise that, if you are in trouble, you can have someone with you when you talk to the Director of Boarding, the Housemaster, the Assistant Housemaster, the House Tutors or any senior member of staff in the School.

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

- Write to the Director of Boarding or the Headmaster to say you want to make a formal complaint.
- He will then write the complaint into the 'Complaints Book' held in the Duty Room.
- You will then be told that your letter has been received and is being attended to.
- You will be asked to discuss the matter either with the Deputy Head or the Headmaster. You can have someone with you – either a fellow pupil or a member of staff.
- If, within a few days, you have not had the matter satisfactorily sorted out you may contact any of the people whose names, telephone numbers and addresses are listed in 'Meet the Team'.

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

DO NOT BE AFRAID TO COMPLAIN!





9) In Case Of Fire

IN CASE OF FIRE (OR ON HEARING THE FIRE ALARM):

DURING THE NIGHT, put on a dressing gown or coat and shoes; **DO NOT** stop to dress fully. Ensure that others in your room are awake, and go to the place of assembly, shutting all doors behind you.

DURING THE DAY, go at once to the place of assembly (**see details below**).

AT ALL TIMES, act quietly. **DO NOT STOP** to collect your personal belongings and **DO NOT ATTEMPT** to pass others on your way to the place of assembly.

NB. The place of assembly is on the school field, directly in front of the Boarding House.



