



RATCLIFFE COLLEGE
PARENTS' INFORMATION HANDBOOK



Ratcliffe College – Boarding Community 2008/2009

Boarding Girls
2009 - 2010

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Ratcliffe College Mission Statement

“Learning and Growing in the Light of the Gospel”

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

Ratcliffe College Aims

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

Section One – General Information

Welcome to the Girls' Boarding House

Introduction

The boarding staff have compiled this Information Handbook for parents of girls who board at Ratcliffe College. It is intended not only to help those parents who are new to the school by providing as much information as possible about our boarding routines, activities and expectations, but also to help parents of current boarders by providing a useful source of reference about what goes on in the boarding house. The handbook outlines the daily running of the house and gives other general information that you may find useful.

All parents also receive a separate Parents' Information Handbook, either for the Junior Department or the Senior School, which gives a lot of detailed information about whole school matters. We have tried hard to avoid too much repetition in this handbook and we ask you to refer to both handbooks as necessary.

Please note that all boarding students will be given their own version of this handbook, adapted appropriately, when they return to school in September. In this way, we hope that everyone in boarding will feel that they are well informed about what it means to be part of our boarding community.

The Heart of the School

The boarding community is firmly at the 'heart' of Ratcliffe College. The accommodation is on the first and second floors of the school building which means that the boarders have access to all the facilities, both academic and leisure, that the school has to offer. The boarders themselves play a full part in the life of the school and their presence in the evenings and at weekends provides an important continuity on the campus. We are very proud to be associated with the Girls' Boarding House and we are confident that you will feel the same way.

Staff

All boarding staff act directly '*in loco parentis*' for the girls in the boarding house. The staff in the girls' boarding house are as follows: Mr and Mrs Sharpe (Houseparents), Mrs Grant (Senior Girls' Boarding Assistant), Mrs Nightingale, Dr Scrivens and Mrs Carmichael (Boarding Assistants). In addition, the French and German Language Assistants, both do boarding duties, as do Miss Carla Halvardi and Miss Sarah Wyn, Australian GAP students. Finally, Mr Reddin, the Second Deputy Head, also lives on the school campus.

We work as a team, with at least two of us on duty each evening and at weekends. We hope that both you and your daughter will feel able to come and talk with us whenever you wish. We are fully aware that there will be matters which arise throughout the school year. Please do not hesitate to get in touch with any member of the boarding staff if there is anything at all you wish to discuss.

Making Contact

Hopefully, most of the information you require is contained within the handbooks we produce, but if you have any queries, please do not hesitate to get in touch. There is a full list of contact details printed later in the handbook (on page nine), with telephone numbers, fax numbers and e-mail addresses.

After you have had time to digest all the information, if you have any ideas or suggestions that you feel might help us to help you further then please let us know. We are well aware that there is always room for improvement!

Returning Forms

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

Community Life

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

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

The Start of Term

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

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

Pat and Graham Sharpe
Houseparents
July 2008

A Statement of Boarding Principles and Practice at Ratcliffe College

Introduction

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

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

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

Aims of Boarding

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

Implementation

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

- The school's boarding arrangements are flexible, with an exeat system that offers boarders opportunities to go home at weekends once school commitments have been completed.
- The school encourages all students to participate as full, weekly or occasional boarders during their time at school; 'Boarding Taster' weekends are organised to enable day students to sample boarding.
- The school's Health and Safety Policy and security procedures ensure that the boarding environment is safe and secure.
- Boarding accommodation is well maintained and appropriate for the needs of boarding students.
- There is close liaison with parents and guardians. Parents' Information Handbooks for Boarding Boys and Boarding Girls contain full contact details, together with other information relevant to boarding life.

Complaints Procedures

The Senior School and Junior Department Parents' Information Handbooks give details about complaints procedures for both parents and students. In addition, they outline the structure of the school's committees and councils, where students are given opportunities to express their views on school matters.

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

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

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

Tel: 08456 404040

Email: enquiries@ofsted.gov.uk

Girls' Boarding Staff List and Responsibilities

Mrs Pat Sharpe	Houseparent, Accounts
Mr Graham Sharpe	Houseparent, Head of Sixth Form, Chemistry teacher
Mrs Helen Grant	Senior Girls' Boarding Assistant, Sixth Form Centre Supervisor
Mrs Tracey Nightingale	Boarding Assistant, Management Secretary
Mrs Charlotte Carmichael	Boarding Assistant, Swimming Coach
Dr Michelle Scrivens	Boarding Assistant, Science Teacher
Mrs Sue Hampson	Matron
Miss Claire Ravot	Boarding Assistant, French Language Assistant
Miss Daniela Glahn	Boarding Assistant, German Language Assistant
Miss Carla Halvardi	GAP Student from January 2010
Miss Sarah Wyn	GAP Student from January 2010

Making Contact

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

Contact with Students

Mail: (Student's Name)
Girls' Boarding,
Ratcliffe College,
Fosse Way,
Leicester
LE7 4SG

Student e-mail: Student@Ratcliffe.leics.sch.uk
e.g. PSharpe@Ratcliffe.leics.sch.uk

Payphones in the boarding house: St. Aloysius' 01509 817037
St. Gerrard's 01509 817058

Contact with Staff

Title	Name	Telephone Number
Housemistress	Mrs P Sharpe Flat Duty Mobile* e-mail	01509 817020 07850 709 881 PSharpe@ratcliffe.leics.sch.uk
Senior Girls' Boarding Assistant	Mrs H Grant Mobile	01509 817097 07852 117832
Main Switchboard School Fax		01509 817000 01509 817004
Medical Centre Medical Department Mobile Phone		01509 817016 07913 017280

* The duty mobile is held during the evenings and at the weekend either by the Housemistress or the Senior Girls' Boarding Assistant and so it is the easiest point of contact at these times.

Educational Guardians

All parents of boarders at Ratcliffe are required to nominate a guardian for their children. For many this is a formality; a contact if you are away for a short time on business or a holiday. However, for parents working or living overseas, the selection of an appropriate UK relative or family friend is essential.

It is important to take the time required to choose the best person. An ideal guardian is someone whom your son/daughter has known for some time and feels comfortable with. The minimum requirement from the school is that he/she is a responsible adult who is at least 21 years old and who has a permanent home in the United Kingdom, where accommodation can be offered to the student.

Whilst educational guardians do not have any formal legal status, everyone needs to be clear about the responsibilities. From the school's viewpoint either a parent or a guardian must be available to look after your son/daughter during all school holiday times and on other occasions when it is felt necessary, for example during illness or if disciplinary measures are imposed by the school.

The school expects guardians, at your discretion, to:

- Exercise the powers given thoughtfully and seriously and to take all steps to ensure your son's/daughter's well being.
- Be sympathetic to the requirements of a youngster living away from his/her parents.
- Take an active part in your son's/daughter's school life.
- Attend school functions and meetings, to supervise progress and report back to you.
- Help with and advise over subject choices and courses.
- Be a telephone call away, a regular point of contact with you, your child and the school.
- Provide or arrange transport to and from school during holiday periods.

In order to clarify the situation, all parents are asked to complete the Educational Guardian Form at the back of this handbook, giving contact details for a student's guardian and indicating where specific responsibilities lie.

In addition, parents who reside outside the UK must be aware that the school will ask their son's/daughter's guardian to sign a Guardian Declaration Form and return it to the school. This form, a copy of which is printed on the next page, clarifies the areas of responsibility for guardians. It is emphasised that the responsibilities outlined try to cover all eventualities. We are not asking guardians to take over responsibilities carried out by parents unless parents wish this to happen. In many cases, parents will continue to exercise many or all of the responsibilities listed. However, some parents may prefer the guardian to do more than others. The key point is that a guardian is prepared to act 'in loco parentis', with parental consent, if required.

If you have any concerns about these arrangements, please do not hesitate to contact Mr Sharpe, the Assistant Head.

Ratcliffe College
Guardian Declaration Form (sample)

Student's Name:

Guardian's Address:

Guardian's Contact Numbers:

Home:

Mobile:

Facsimile:

Email:

I understand the duties of a guardian to include the following responsibilities:

1. **Visits** – To take an interest in [Name's] progress and to attend school activities in which [he/she] is participating, where possible and practical to do so.
 2. **Parents' evenings** – To be ready to attend parents' evenings or any other important meetings at the school, if [Name's] parents are unable to attend.
 3. **Making contact** – To be ready to liaise with the appropriate Housemaster/Housemistress on the parents' behalf in any matters relating to [Name's] welfare and progress.
 4. **Holidays** – To provide suitable accommodation and an appropriate degree of care and supervision for [Name] during half-term or longer holidays if [he/she] is not returning home. To make suitable alternative arrangements, in consultation with the parents, if unable to accommodate [Name] and to inform the appropriate Housemaster/Housemistress of any such arrangements.
 5. **Travel arrangements** – To inform the school in writing about all travel arrangements and to provide all the necessary details prior to [Name] leaving the school, if the parents have not already done this. To provide temporary accommodation and care if travel arrangements do not coincide with the start/end of term dates.
 6. **Exeat (leave) weekends** – To provide suitable accommodation and an appropriate degree of care and supervision for [Name] during exeat (leave) weekends. To offer to accommodate [Name] from time to time and/or to visit [him/her], where possible and practical to do so.
 7. **Emergencies** – To provide a point of contact throughout the school term and to be ready to accommodate [Name] at short notice in case of an emergency. To give authorisation to school staff to provide appropriate help to [Name] if parents cannot be contacted in an emergency.
 8. **Substitutes** – To nominate a substitute in writing, after consultation with the parents, if I am unable to carry out my responsibilities, for example if I am away from home.
 9. **Change of address/contact details** – To inform the school immediately of any change of address or contact details, to ensure that I can be contacted at all times.
 10. **Sanctions** – To represent [Name] in any meetings of a disciplinary nature and to look after [him/her] if a suspension or other sanction is imposed, if the parents are unable to attend the school.
- I confirm that as the appointed guardian of the above named student I undertake the responsibilities listed above.
 - I am over 21 years of age and I reside in the UK. I am not a full-time student living in accommodation provided by another educational institution.
 - I hereby accept the school's terms and conditions regarding my appointment as Guardian.

Full Name: _____

Signature: _____ Date: _____

Boarders' Clothing List

The following list is the school's recommendation for boarding students' school clothing. It is not practical for the school to check every item on arrival and departure. Parents are asked to contact the Housemistress if they have any queries about boarders' clothing. Full details of the school's guidelines and expectations about uniform are contained in the Senior School and Junior Department Parents' Information Handbooks.

Boarders should also bring appropriate casual clothing. This should be limited to a sensible amount, should be neat and tidy, and should not include extremes of fashion. 'Smart casual' is sometimes used as the dress code for school events, so boarders should be prepared accordingly.

All items of clothing, both for school and for casual wear, must be labelled with sew-in nametapes.

Uniform	Recommended Number
School blazer with badge*	1
School tie*	1
Navy blue V-neck pullover	2
White blouses (shirt style)	5
Mid-grey skirts – knee length (within 2 inches above or below the knee)*	2
Tights – natural, grey, navy or black (plain not patterned)	5 pairs
Shoes – black leather (not suede or patent), with low heels (maximum 2 inches) on the grounds of safety	2 pairs
Underwear	7 pairs

Uniform Options – Sixth Form Only

Shoes - black leather (not suede or patent), with low heels (maximum 2 inches) on the grounds of safety	2 pairs
Suit - formal style, with either skirt or trousers - black, grey or navy blue; either plain or with a subtle pinstripe.	
Waistcoats should not be worn.	2
Skirts must be knee-length or mid-calf	2
Shirt - plain white or light blue (not denim, striped or check pattern) with a collar	5
Jumper – optional, V-neck navy blue or black. Prefects may wear a burgundy V-neck jumper.	1
Scarves - plain dark blue. These can be worn outside and not in the school buildings.	
Bobble hats - plain dark blue. These can be worn outside and not in the school buildings.	

Sports Uniform

- 1 Navy games skirt
- 1 Pair Trinity navy tracksuit bottoms with badge
- 1 Venus white polo shirt with badge
- 1 Venus navy polo shirt with badge
- 1 Pair Response navy PE shorts with badge
- 1 Zambezi half zip jacket with badge

2 Pairs navy blue games socks with vertical lettering on the sides

2 Pairs white ankle socks*

Either

Icon half zip sweatshirt with badge

Or

Sprint 'Hoodie' with badge

1 navy one piece swimming costume*

Other Items

Outdoor trainers	1 pair
Astro trainers (team players must have them)	1 pair
Indoor trainers (not baseball/basketball boots)	1 pair
Hockey stick	1
Tennis racket (summer term)	1
Plain navy blue tracksuit bottoms (no stripes or poppers)	1 pair
School bag (max length 18")	1
Sports bag	1
Shin pads	1 pair
Mouth guard (hockey & rugby) – all students must have a mouth guard; the school recommends O-Pro	1
Swimming cap (available from the School Shop)	1
Swimming goggles (available from the Director of Sport)	1
Tennis whites (team players)	1 set

Optional Items

House tie	1
School tracksuit	1
Ratcliffe fleece (available from the Director of Sport)	1
School training top	1
School sweatshirt	1

Boarding Items

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

*** These items can be purchased from any outfitters.**

Section Two – Boarding House Routines

House Routine – Weekdays

7.15 – 8.15am	Breakfast	Girls should be in full uniform every weekday by the time of bedroom inspection. Years 7-11 must be in breakfast before 8.00am. All students must attend breakfast.
8.15 – 8.30am	Bedroom Inspection	All girls must be available for the duty staff to inspect their rooms.
8.45am	Tutor Group Registration	Girls go to their respective Form Tutor groups where they are registered along with day students.
8.55am	Assembly/ Year meeting/ Tutor time	Programme varies each day. After assembly, boarders collect their prepared books from their rooms and go immediately to lessons.
9.10 – 10.15am	Lesson 1	
10.15 – 10.35am	Break	Boarders may go to their rooms to change their books.
10.35 – 11.40am	Lesson 2	
11.45am – 12.50pm	Lesson 3	Boarders must not return to their rooms between lessons 2 & 3.
12.50 – 2.00pm	Lunch	Boarders may be in House, but they must behave in a sensible manner. (No day students are allowed in House.)
2.00pm	Tutor Group Registration	Boarders again join day students with their Form Tutor.
2.05 – 3.10pm	Lesson 4	
3.15 – 4.20pm	Lesson 5	Boarders must not return to their rooms between lessons 4 & 5.
4.20 – 4.50pm	Tea	A drink and a snack are served in the Refectory. Years 7-11 must register in Tea.
4.50 – 6.20pm	Prep & Activities	
6.20-6.45pm	Supper	All students must go to Supper.
6.45pm	Laundry	All students must collect their laundry bags and clean laundry daily.
6.50pm	Registration	All students register in Girls' Common Room.
7.00 – 8.00pm	Quiet Hour	See separate arrangements.
8.00 – 9.00pm	Free Time & Evening Activities	See separate arrangements.
9.00 – 9.10pm	Night Prayers	A time to reflect on the day.
9.15 - 11.00pm	Bedtimes	See separate arrangements.

House Routines – Weekends

Saturday		
8.15am	Continental Breakfast	
10.00am	Morning Call	
10.30 – 11.30am	Brunch	All girls register in Brunch.
4.00pm	Tea	All girls register in Tea.
6.00pm	Supper	
6.30pm	Registration	All girls register in the Girls' Common Room.
8.00-9.00pm	Free Time & Evening Activities	See separate arrangements.
10.00pm	Bedtimes	See separate arrangements.

Sunday		
8.30 – 9.15am	Breakfast	
10.10am	Registration & Inspection	Girls' Common Room.
10.30am	Mass	All girls attend Mass in Church.
12.30pm	Lunch	All girls register in Lunch.
4.00pm	Tea	All girls register in Tea.
6.30pm	Supper	
7.00pm	Registration	All girls register in the Girls' Common Room.
7.00 – 8.00pm	Quiet Hour	See separate arrangements.
8.00 – 9.00pm	Free Time & Activities	See separate arrangements.
9.00 – 9.10pm	Night Prayers	A time to reflect on the day.
9.15pm onwards	Room Inspection	
9.15 - 11.00pm	Bedtimes	See separate arrangements.

Day to Day Information, Routines & Guidelines

Introduction

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

Morning Call

Monday to Friday – Years 7-11 are woken up at 7.15am. Years 12-13 must be up by 8.00am. Breakfast is served from 7.15am until 8.15am. Years 7-11 must be in breakfast before 8.00am.

Saturday – Continental breakfast is available at 8.15am. Morning Call is at 10.00am and Brunch is from 10.30-11.30am. All girls must register in Brunch.

Sunday – All girls are woken at 8.30am and breakfast is served from 8.30am until 9.15am. Registration and uniform inspection take place at 10.10am in the Girls' Common Room.

Room Inspection

Rooms are inspected between 8.15am and 8.30am on weekdays and at 9.00pm on Sunday evening. All rooms must be clean and tidy, i.e. bed made, carpet visible, surfaces tidy, curtains open. All girls must be in attendance.

Break and Lunch

Boarders are allowed back into the House. However, girls must not go to their rooms between lessons.

Prep

All girls in Years 7-11 must register with the duty member of staff in Tea. Years 7-9 attend prep in the Mathematics Block with day students. Years 10-13 complete prep in their rooms or in the Rosmini Sixth Form Centre (Sixth Form only). They may use a stereo system with headphones as long as it does not bother others. Computers may also be used, but not for playing games. All prep must be completed on the night set. Boarders in Year 6 complete prep in the Junior Department and return to the Senior School at 6.20pm.

Evening Registration

Monday to Friday: All girls must attend for registration and announcements in the Girls' Common Room at 6.50pm.

Saturday & Sunday: All girls must attend for registration and announcements in the Girls' Common Room at 6.30pm on Saturday and 7.00pm on Sunday.

Quiet Hour

Girls must be either in their own room between 7.00pm-8.00pm doing quiet work, or at an organised activity. All girls must sign out/in if they are going to use the library, computer room or sports hall.

Night Prayers

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

Night-time Routine

Sunday to Thursday

Year	In House	Lights Out
7-8	After Night Prayers	9.30pm
9	9.15pm	9.45pm
10	9.30pm	10.00pm
11	10.00pm	10.30pm
12-13	10.30pm	11.00pm

Friday & Saturday

Year	In House	Lights Out
7-8	9.30pm	10.00pm
9	9.45pm	10.15pm
10	10.00pm	10.30pm
11	10.30pm	11.00pm
12-13	11.00pm	11.30pm

Lights Out

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

Mobile phones

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

Computers and related technology

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

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

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

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

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

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

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

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

Security

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

Pocket Money

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

Passports and Tickets

These must be handed to Mrs Sharpe **immediately** on arrival and will be locked until needed.

Medicines

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

Valuables

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

Laundry

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

Laundry Bags

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

Laundry Delivery Arrangements

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

Laundry Collection Arrangements

- Boys' and girls' laundry is washed as soon as possible after it has been delivered.
- Clean laundry is stored upstairs in the laundry on separate shelving.
- Opaque laundry bags are placed in each student's laundry shelf. Clean items can then be placed in the opaque bags so that no one can see private items.
- The laundry is opened and supervised by boarding staff each evening after supper to allow students to collect their clothes.
- Both boys and girls have further designated time slots when they can collect their laundry – 10.15-10.35am for boys and 1.15-1.45pm for girls. These times are clearly signposted on the laundry door.
- No student is to enter the laundry unaccompanied.

- No student is to interfere with any possessions that do not belong to him/her.

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

Electrical Items

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

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

The following items are specifically not permitted to be used in boarders' rooms: toasters, kettles, cooking appliances, televisions, fan heaters/convector heaters/oil filled radiators/bar radiators.

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

Emergency Procedures

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

Rewards & Sanctions

'Perfect 10'

In addition to the whole school system for Rewards and Sanctions, we operate 'Perfect 10'. Points are awarded based upon the rules of the Boarding House and the system operates as follows:

Room Inspections

Rooms are inspected daily and points awarded as below, any students falling below the acceptable standard will have further checks

Years 7-11

Room at 8.15am	1 point	
Appearance	2 points	Hair tidy, correct uniform, tie on, blazer available
Laundry bag ready	1 point	
Room tidy	2 points	Bed made, surfaces & shelves tidy, clothes away
School bags ready	2 points	Bags packed, planners available
Room check	2 points	As per check list on boards – see below
Monday	Sink & floor clear	
Tuesday	Floor clear	
Wednesday	Work surfaces clear	
Thursday	Wardrobes and drawers checked	
Fridays	Sheet change	
10 out of 10 all 5 days	A general room check only during the following week	
8+	No action	
Under 8	Room check at the end of Quiet Hour	
Under 4	In room after Night Prayer until it is tidy	

Years 12 & 13

Room inspection will be a general ‘tidiness’ check at 8.25am.

Most importantly:

- In school uniform.
- Beds made.
- No clothes on surfaces or floors.
- Desks able to be worked on!

Any students regularly falling below required standards can be moved onto ‘Perfect 10’.

Other, additional rewards for boarders are as follows:

- Prefects – Prefects’ Social once a term.
- Monitors – Monitors’ Social once a term.
- Boarders’ Supper at the end of each term.
- Parties for girl boarders at the end of each term – e.g. Christmas party.

Pizza meals are organised for those boarders, both boys and girls, who achieve the best Studies Cards each term.

The following sanctions, beyond those used during the day for all students, may be used in the Boarding Houses: -

- Uniform Report
- Social Report
- Early Bedtime

Rooms and Facilities

Bedrooms

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

- **St. Aloysius'** Years 7–8 (Three bedded rooms)
- **St. Gerrard's** Years 9–12 (Single and twin rooms)
- **St. Teresa's** Year 12 (Single rooms only)
- **St. Jude's** Year 13 (Single rooms only)

Supervision

- **St. Aloysius'** – Mrs Grant's flat is located at the end of this corridor. Mrs Sharpe's flat is located just below St. Aloysius' corridor and there are two internal phones in the House, so that members of staff can be contacted at any time.
- **St. Jude's and St. Gerrard's** – Staff accommodation is located at the ends of these corridors.
- **St. Teresa's** – The overnight room is at the end of this corridor, where a duty member of staff sleeps at night.

Sixth Form Flat

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

The flat is located in the newly refurbished shower block, outside the coded boys' boarding area. There will be daily checks on the flat carried out by members of staff. At the end of the day, a member of staff will check the three students are present then set an alarm that will sound if anyone opens the door to the flat. This will be de-activated early the following morning.

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

Common Room Facilities

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

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

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

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

Other Facilities

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

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

The Sports Hall and Astro turf

Swimming Pool

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

Limited access to the Music Departments

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

Provisional Evening Activities – Autumn Term 2009

Day	Time	Activity	Location
Monday	6.45pm	Laundry	Boarders' Lounge (Boys) Common Room (Girls) Rooms/Library Computer Room Sixth Form Centre/Library Computer Room Astro Sports Hall Computer Room Library & Sixth Form Centre Church
	6.50pm	Registration (Years 6-13)	
	7.00pm	Quiet Hour ICT (Prep/Coursework) Study	
	8.00pm	Tuck Shop Boarding Website Senior Football (Years 11-13) Sports Hall Activities ICT (Internet) Quiet Study	
	9.00pm	Night Prayers	
Tuesday	6.45pm	Laundry	Boarders' Lounge (Boys) Common Room (Girls) Rooms/Library Computer Room Sixth Form Centre/Library HE Room Sports Hall Weights Room Computer Room Library & Sixth Form Centre Church
	6.50pm	Registration (Years 6-13)	
	7.00pm	Quiet Hour ICT (Prep/Coursework) Study	
	8.00pm	Tuck Shop Cooking Trampolining Fitness Suite ICT (Internet) Quiet Study	
	9.00pm	Night Prayers	
Wednesday	6.45pm	Laundry	Boarders' Lounge (Boys) Common Room (Girls) Rooms/Library Computer Room Sixth Form Centre/Library Sixth Form Centre/Rosmini Room Pool Astro Computer Room Library & Sixth Form Centre House
	6.50pm	Registration (Years 6-13)	
	7.00pm	Quiet Hour ICT (Prep/Coursework) Study	
	7.30pm	6 th Form Culture Club/Rosmini Society	
	8.00pm	Tuck Shop Swimming Football ICT (Internet) Quiet Study	
9.00pm	Night Prayers		
Thursday	6.45pm	Laundry	Boarders' Lounge (Boys) Common Room (Girls) Syston Rooms/Library Computer Room Sixth Form Centre/Library Sports Hall Computer Room Library & Sixth Form Centre Church
	6.50pm	Registration (Years 6-11)	
	7.00pm	Voluntary Service Quiet Hour ICT (Prep/Coursework) Study	
	8.00pm	Tuck Shop Sports Hall Activities ICT (Internet) Quiet Study	
	9.00pm	Night Prayers	
Friday		As per weekend diary	

Section Three – Exeat Procedures

Exeat Requests

Home

- **Telephone** 01509 817032 or 07734 069184
- **E-mail** Addressed to PSharpe@Ratcliffe.leics.sch.uk
- **Letter** Sent to Mrs Sharpe or faxed to 01509 817032

To Other Boarding Students

- **Exeat Form** Completed by the host family, which may be posted or handed in when collecting students
- **Telephone** From parent/guardian, 01509 817032 or 07734 069184
- **E-mail** Addressed to PSharpe@Ratcliffe.leics.sch.uk
- **Letter** Sent to Mrs Sharpe or faxed to 01509 817032

To Day Students

- **Exeat Form** Completed by the host family, which **must** be received by 10.20am on Friday
- **E-mail** From parent/guardian by 10.20am on Friday, addressed to PSharpe@Ratcliffe.leics.sch.uk
- **Letter** Sent to Mrs Sharpe or faxed to 01509 817032 by 10.20am on Friday

Full weekend exeats are allowed between **Friday 4.20pm – Monday 8.30am**, but students may go on exeat for shorter periods between these times.

All school commitments must take precedence over exeat arrangements. School fixtures are published in the termly school calendar. Students with a Saturday commitment are strongly discouraged from going on exeat on Friday evening.

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

Guidelines with Regard to Exeats

Boarding students at Ratcliffe College have many opportunities to go on exeats, often more so than students at other boarding schools. We are generally very happy for boarding students to have access to as many opportunities as possible in terms of where they go for their exeats.

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

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

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

Permissions

As far as possible, boarding staff will seek parental permission for short trips out during the day. However, there may be times when permission is given '*in loco parentis*', for example for Saturday shopping trips.

Permissions for short trips out of school have to be sought from boarding staff and may be granted as follows:

Years 7-13	Local Shopping – Thurmaston or Syston (school minibus)
Years 7-9	One trip per half term to Leicester, accompanied by an older student or in small groups (transport organised by school)
Years 10-13	Leicester (transport organised by school)

Students who want to go to Leicester must only use transport organised by the school. The cost will be charged to the end of term bill. Parents must indicate permission for this on the termly trip form.

Cars

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

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

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

Weekend Activities

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

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

Taxis

There may be times when it is necessary for a boarder to travel by taxi. A local taxi company, Blueline Taxis, is used for all journeys by students that start from the school. Taxis are booked through the School. Blueline's drivers have all undergone the appropriate police checks. Parents wishing their children to return to school, for example from Leicester station, can pre-book a Blueline taxi with the School.

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

Section Four – Information Forms

Introduction

This section of the booklet contains copies of the forms that boarding parents are required to complete and return to the school. It is vitally important that these forms are completed as accurately as possible and returned in good time. If the school does not have the information it requires then there may be times when we cannot fully discharge our legal and moral responsibilities towards your daughter.

- **Mobile Phone and Valuables Registration Form**

Please arrange for your daughter to hand in this completed form on the first day of next term.

- **Boarders' Trip Form (Sample)**

- **Travel Arrangements Form (Sample)**

These will be emailed to you. Please complete and return them by email.

- **Exeat Form**

A form must be completed and handed in before each exeat. The form is to be completed by the adult who will be responsible for your daughter during his time away from school.

We also require parents or guardians to give permission – this can be done by email to Mr Sharpe.