



SHEBBEAR
COLLEGE



BOARDING HANDBOOK

2023-24



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WELCOME TO BOARDING AT SHEBBEAR COLLEGE!

My name is Stuart Clewley and I am the Head of Boarding. My role is to support and guide you through your boarding experience. Shebbear College is a welcoming, friendly place, and as a boarder you are a key part of our community. Living at school opens up a whole new dimension to your friendships, and boarding also allows you structure and support for your academic studies as well as access to numerous co-curricular experiences and activities, I strongly urge you to take on as many varied challenges as possible. And if there is something you would like to do that isn't on offer, please let me know.



As well as being the Head of Boarding, I am also a teacher of physics. I love teaching physics and the fact that there are still endless mysteries and unanswered questions in the Universe. I have worked at Shebbear College now for 15 years (except for 1 year working at the British School of Paris). I have four children: 3 boys (Ben, Tom and James) and 1 girl (Emma), who you will most likely see around the site and two older boys who have finished education and are currently working. I also have a completely crazy spaniel, who will try to make friends with everyone and demands lots of belly rubs. Outside of school I enjoy walking the crazy spaniel and cycling in the amazing countryside we are so fortunate to have around here. I also thoroughly enjoy various watersports, at the numerous lakes or beaches in the area, I am not very good at any of these but part of the fun is falling in - lots. I enjoy watching rugby, and support England and Exeter Chiefs (obviously), I am also a Spurs supporter, which can be challenging at times!

We are fortunate to have two recently refurbished boarding houses; Ruddle completed last year and Pollard which will be finished by September '23. Both are to a very high specification, and marry modern, fresh space with a homely feel.

I hope you have a fantastic time boarding at Shebbear College, and make the most of your time here.

Remember, look out for each other, talk to each other and most of all, have fun whenever you can!

Mr S Clewley

Head of Boarding

sclewley@shebbearcollege.co.uk



INTRODUCTION TO BOARDING

We hope you will find all you need within this handbook to make your time as part of the boarding community at Shebbear College as straightforward and enjoyable as possible. It is important that you, your parents and the teams within each boarding house know what to expect from each other in order to build the strongest possible relationships and work together to make the boarding experience a good one – that is why familiarising yourself with the information in this handbook is so important.

Boarding life at Shebbear is busy and a lot of fun, but our main aim is for you to feel safe, relaxed and at home in your boarding house. Ensuring you understand the information within this handbook will go a long way towards making that happen and you can then concentrate on making friends and enjoying your time as a boarder.

The boarding team is here to help you and, when you arrive in Ruddle or Pollard at the beginning of term, please make sure you ask if you have anything you are unsure about – no one expects you to know everything straightaway but boarding is a brilliant way to get to know the school very quickly.

Wishing you all the best while boarding at Shebbear!

DAILY ROUTINE

Monday - Friday

7am	Wake up
7.45 - 8.00am	Breakfast
8.15am	Roll Call in House Common Room. Leave for school day - Boarding Houses locked (Prep school boarders escorted to school)
8.20am	School day begins - Registration with Tutor
4.30pm	School day ends - Boarding Houses open

Boarding Staff

Mr Stuart Clewley - Head of Boarding

Miss Charlie Woods - Senior Matron

Ms Shauna Vetch - Residential Tutor

Mrs Amanda Kingsland - Residential Tutor

Mr Finlay Mackinnon - Residential Tutor

Miss Lauren Messenger - Residential Tutor

Mrs Judith Aliberti - Tutor

Independent Person - Steve Innes is a local independent person that can help if you have any worries or concerns. Contact details are available at Reception.



4.45pm - 6pm	Roll call and Enrichment (music, drama, art, sport)
6pm - 6.30pm	Tea
6.30pm	Roll Call and House Meeting
7pm - 8pm	Prep for all pupils (F1 – F5 in the Saltmarsh Centre) followed by free time (F1 - F4)
8.15pm - 9pm	Private study for F5 - U6
9pm	All boarders back in house
10pm	House lights out and houses secured.

Friday (evening) and Saturday routine

8.30am	Wake up
9am	Roll Call in House
9 – 9.30am	Breakfast
	Saturday trips and activities
1pm	Lunch
6pm	Tea
6.30pm	Roll Call and House Meeting
	Free Time
	Lights out on a Friday and Saturday night are 30mins later than in the week (at boarding staff discretion)
10.30pm	House lights out and houses secured.

Sunday

9.30am	Wake Up
10am	Brunch
11am	Sunday trips and activities
6pm	Tea
6.45pm	Roll call and house meeting (in house)
7pm - 8pm	Prep for all pupils in bedrooms
10pm	House lights out and houses secured.

Note: All weekend homestays need to be confirmed with Mr Clewley in advance.



Bedtimes

Boarders are expected to be showered and in their rooms preparing for bed half an hour before lights out. Laptops and other personal communication devices including phones are not to be used during this time unless you have permission from the duty member of staff.

Sun - Thurs lights out:

- Prep school boarders - A time will be agreed with your Houseparent.
- Form 1 and 2 - 9pm
- Form 3 and 4 - 9.30pm
- Form 5 - 10pm
- Sixth Form - in own rooms at 10pm

House lights out and houses secured by 10pm

After lights out all boarders are expected to:

- **Stay in their own room** unless they have to visit the bathroom or need to see a member of staff because they feel unwell.
- **Be quiet**, settle and sleep.
- It is an expectation that Sixth Form boarders take a mature and sensible approach to lights out to ensure that they have sufficient rest each night. Staff will enforce lights out if a boarder is deemed to be adopting an inappropriate approach.

Friday/Saturday bedtimes are at the discretion of the boarding staff but are usually extended by 30 minutes.





Fire

All of the Boarding Houses operate under the direction of the Shebbear College Fire Policy, details of which can be found on the website.

If you discover a fire:

Sound the alarm **IMMEDIATELY** by pushing the nearest break glass box located throughout the boarding house or school.

All soundings of the Fire Alarm must be taken seriously and the following instructions must be followed:

- If the fire alarm sounds: Wake up / help room mates. **LEAVE THE BUILDING.**
- **DO NOT RUN.**
- Line up outside your boarding house in silence and wait for the boarding staff. (At night, you should wear a coat or dressing gown and something on your feet.)
- Answer clearly and raise your hand.
- Remain **SILENT** throughout.
- Follow all staff instructions. Once safe you will be allowed to return to House.

HOW YOU CAN HAVE YOUR SAY

If you are ever unsure of anything, please speak to one of the boarding team. We also value your feedback on your boarding experience and there are a number of ways that you can have an input into the way that the boarding house is run:

- Speak with any of the Boarding staff
- Speak with one of your House Tutors or Houseparents.
- Speak with your Head of House or any of the School Sanctuary team.
- At house roll calls held every day.
- Speak with your Boarders' Council representative who will voice your comments at the regular Meetings – see notice board for details.



Complaints and concerns



Recommendations
and suggestions



PREP (HOMEWORK)

The educational benefits of homework are well documented and the boarding houses have the following expectations and guidelines relating to the completion of homework.

For prep times see evening routines.

During prep:

- All boarders are supervised by a member of teaching staff. Pupils should have all the necessary books to complete their homework. Prep diaries will be checked by boarding staff.
- If you like to listen to music while you work you may do this but please use earphones so that you do not disturb other pupils.
- The use of computer games, TV, social media etc. is not allowed during prep time.
- Please observe that we have quiet during prep, please respect this quiet environment even if you have finished your prep time so that our older boarders can get their work finished.
- If you have finished all of your set work, you should continue to study, by either reading a book or some other educational material.
- If you have not finished a piece of work and need to carry on after bedtime – seek the permission from the boarding staff.
- Prep in rooms is supervised by the boarding staff, pupils are expected to be quiet and sat at their desks working in their rooms.
- If you need help – ask the Duty member of staff.

BOARDING HOUSE RULES

1. Always contact the boarding staff before leaving the Boarding House and remember to sign out and in and inform the boarding staff upon your return.
2. Roll calls are important to check everyone is in house. All boarders must turn up at designated roll call times unless permission by boarding staff has been given.
3. The times after prep for free time are agreed by the boarding staff and must be closely adhered to.
4. Absolutely no cooking appliances including kettles are to be used in bedroom areas.
5. Always leave the communal areas including the kitchen and bathrooms clean and tidy ready for the next person to use. Please seek the permission of the boarding staff before using cooking facilities.
6. All meals are provided by the school and you should attend all meal times unless you have specific permission from boarding staff. Snacks are provided.
7. Do not return to your Boarding House during the school day, unless you have permission.
8. No mobile phones or electrical devices may be used after 'lights-out'.
9. Respect each others privacy and space.



BOARDERS' RESPONSIBILITIES & DUTIES

The boarding houses are run by the Head of Boarding with assistance from the Boarding staff but ample opportunity is given to pupils to have their say on the routine and rules within the House.

The Head of Boarding appoints Boarding House Captains to lead within the boarding community. These House Captains will be responsible for liaising with boarding staff and assisting in the running of the boarding house.

In addition to this, the Head appoints Heads of Houses for all 4 day houses within the school. They join the School Sanctuary (prefect) Team. These Heads of Houses will be responsible for liaising with the boarding staff regarding everyday school matters, they act as House representatives and promote active participation in school House Competitions and house trips and excursions.

In order to promote leadership skills and responsibility amongst the pupils, all boarders are expected to carry out minor duties to ensure the smooth running of the boarding houses.

A description of these roles is displayed on the notice boards in the boarding houses.

All boarders will be expected to play their part in assisting the smooth running of the boarding house in the following ways, that the common areas are tidied including the kitchen, and that all the boarders kitchen duties are carried out.

- These duties are allocated appropriately across age groups for all boarders.
- There is always a member of staff to supervise and support pupils when performing their duty.
- Duty tasks offer pupils an appropriate level of responsibility
- Duty rotas are displayed around each of the boarding houses – please ensure you know your day to complete duties.

IT SHOULD BE REMEMBERED BY ALL PUPILS THAT THEY ARE RESPONSIBLE FOR TIDYING UP FOR THEMSELVES AND THEY SHOULD NOT LEAVE MESS AROUND THE BOARDING HOUSE.

ESPECIALLY IN THE KITCHEN!



SOCIAL WEEKENDS / OVERNIGHT STAYS & SCHOOL HOLIDAYS

It is the responsibility of the Head of Boarding to know the whereabouts of the boarders in their charge and it is essential that all boarders adopt a sensible approach to informing staff of their whereabouts.

Boarder safety is of upmost importance and the Head of Boarding takes all requests to stay overnight away from the boarding house extremely seriously. The arrangements for all requests will be thoroughly checked and the following rules will apply without exception. The School reserve the right to deny permission for overnight stays.

- Boarders **MUST** be in the care of a responsible adult over the age of 25 years when staying overnight away from the boarding house. The school expects overseas boarders to stay with their guardian for short holidays if they are not travelling home or remaining at school.
- Boarders are not permitted to stay in hotel accommodation which is unsupervised by a responsible adult.
- Boarders are not permitted to stay with siblings or family members under the age of 25 years and /or living in University accommodation unless under the supervision of their guardian or a responsible adult nominated by the parents who are over 25 years of age and based in the UK.
- The School ceases responsibility for boarders once they leave the School premises having signed out to either return home or stay with their guardian or designated responsible adult.
- For all school holidays boarders are required to inform the Head of Boarding, providing details of whether they are returning home or to their guardian. The boarders will need to give details of the mode of travel and the address and the full name and contact telephone number of the responsible adult over the age of 25 years who will be responsible for them in the event of not returning home.
- If desired, boarders may go home or to their guardian for the weekend from the end of school on Friday. If, due to exceptional reasons you are going to be later than the planned time then you should contact the Head of Boarding.
- After the major holidays and half-terms, return should be between 2pm & 8pm on the afternoon/evening prior to the start of term. The boarding house will **NOT** be open before 2pm and this should be taken into consideration when making travel arrangements. If flight times dictate that pupils will arrive before 2pm then appropriate arrangements should be made with their Guardian to ensure they are cared for until the boarding house opens.
- There are exceptional occasions when boarders (particularly from overseas) have to either leave school early or arrive back late. Bearing in mind that the holiday dates are known at least a year in advance it should be possible, in most cases, to avoid this happening. The Head of Boarding and Senior Deputy Head (Pastoral) can give permission for absences involving no more than 24 hours. Boarders who require leaving early or returning later than within 24 hours outside of set school dates should seek the permission of the Head in advance and parents should be aware that permission may be declined.



- If a boarder wishes to spend the weekend or to stay overnight with someone other than their parents or guardian then the Head of Boarding needs to have all the relevant details before the Wednesday morning roll call leading up to the weekend in question. Before permission is granted for such a visit, the Head of Boarding will seek confirmation of acceptance of the arrangements from a parent or guardian of the boarder as well as from the host family. Note: Permission may not be granted for a particular visit if an adult is not guaranteed to be present at the venue.
- When leaving the boarding house for overnight stays or holidays it is advisable that Prep School – Form 5 boarders be collected from the boarding house by their parent, guardian, host parent or travel on the school transport where possible.
- Permission to leave the School premises at any time must be sought from the Head of Boarding or duty member of staff. Once permission has been granted and verified by the Boarder's Parents or Guardians then the boarder must inform the Head of Boarding or boarding staff so that it can be recorded on the Roll Call sheets. All boarders should report back to the Head of Boarding upon their return. For trips out in the evening and at weekends, all boarders should tell the boarding staff when they are about to leave, and also report back immediately upon their return.
- At the end of term and at half term, boarders will be expected to leave the House as soon as is convenient after school finishes on the last day but no later than 9am the following day. There is no facility in the boarding houses for the boarders to stay longer. There is also no facility to look after boarders who arrive before the final day of the holiday. It is the responsibility of your parents or guardians, not the school, to arrange for transport to and from school on these days. If you wish the school to arrange travel for you then this information needs to be given to the Head of Boarding in good time.
- Pupils in Form 5 and Upper Sixth who are on study or exam leave must still conform to the rules of the boarding house. Their school time activities will be outlined by the Deputy Head (Academic) and Head of Boardings.
- During the main summer holiday (July/August) boarders must remove all their belongings from the house as maintenance and redecorating is carried out to the rooms and facilities during this period. Suitable secure storage facilities available within the house are very limited. School uniform and school books may be stored in the boarding house with prior permission of the Head of Boarding.

STAY SAFE

THE boarding staff NEED TO KNOW WHERE YOU ARE AT ALL TIMES



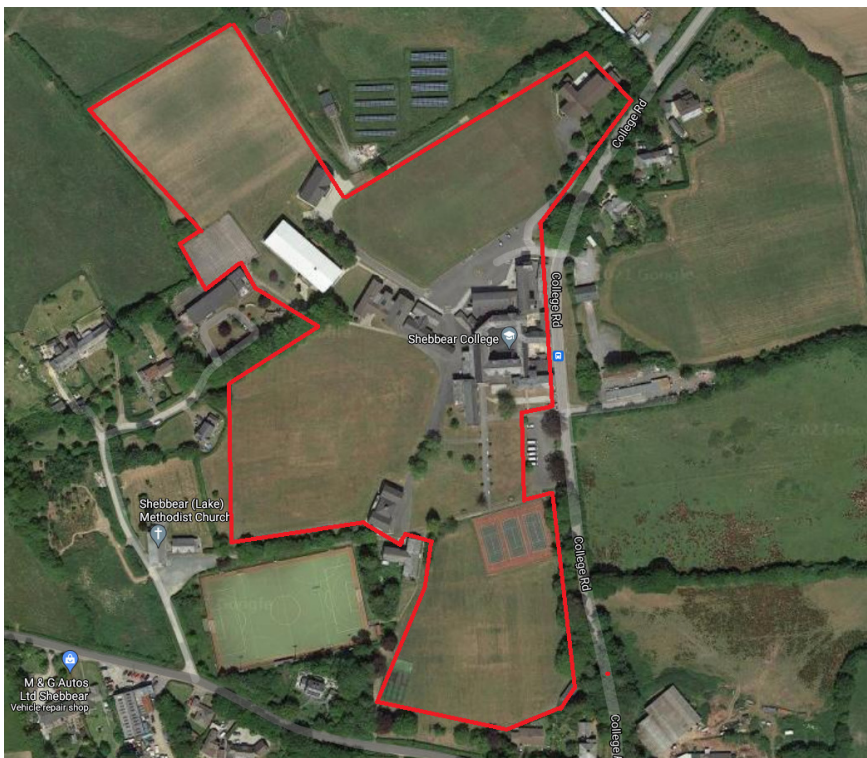
YOUR BOARDING BOUNDARIES & SIGNING IN AND OUT

Within boarding, if you go anywhere on site you must first get permission from the boarding staff on duty, then you must sign out. When returning back into your House you must sign back in and let the boarding staff on duty know you have returned.

If you are going to another boarding house you must still seek permission from the boarding staff on duty and then sign out. You must then go and find the boarding staff on duty in the Boarding House you would like to go into to obtain permissions. You then need to sign into their Boarding House. Upon departure you must follow the same procedure informing the boarding staff on duty and signing out and back in to your own Boarding House and informing the boarding staff on duty in your own boarding house.

Whilst in another boarding house you must respect other boarders' privacy at all times and only stay in communal areas unless you have specific permission from the boarding staff on duty.

Please note that the Head's house, chapel and the surrounding areas are out of bounds.



House Kitchen & Common Areas

All meals are compulsory and take place in the School Dining Hall.

It is expected that all boarders will treat the boarding house kitchen and common areas of the house with respect and everyone is responsible for keeping these areas tidy.



Kitchen

- The kitchen should be used for the preparation of snacks and it is not intended that boarders replace school meals with food prepared in the boarding house. All boarders are expected to attend meal times in the Main School Dining Hall.
- When boarders use the kitchen they will be expected to leave the kitchen as they have found it. They should not expect anyone else to tidy away dirty dishes or pans.
- All food should be stored away in the cupboards or fridge as appropriate.
- The kitchens are equipped with a sink, fridge, microwave, toaster and cooker or hob.
- The boarding staff will provide basic provisions in the kitchen such as milk, bread, butter/margarine, crisps, biscuits, spreads. Squash is also provided together with tea, hot chocolate and sugar. Snacks are provided after school; these are made in the main school kitchen and brought back to the boarding houses.
- The use of the kitchen will be withdrawn from those boarders who do not adopt courteous behaviour.

Common Areas

- The Common Rooms vary in each house. They are all equipped with Smart TV's and WiFi. Other equipment throughout the houses include pool tables, table tennis and table football.
- There are various seating areas for socialising in all the houses.
- Boarders are permitted to visit other boarding house common areas during free time at weekends with permission.
- All pupils are expected to use the equipment with respect.

CLOTHING & LAUNDRY

All laundry is sent to the School Laundry. Laundry should be taken to and collected from the Laundry Room daily. Pupils are not expected to wash their own clothing, if any emergency washing is needed then it is to be given to the Houseparent.

To facilitate laundry arrangements it is essential that all clothing (both school uniform and casual clothing) is clearly named before being brought back to school. Please see the uniform list in the House Handbook for items of school uniform which are required.

All clothing is washed at 40°C and is then tumble-dried. Boarders should avoid bringing items of clothing which cannot be laundered in this way. The School cannot hand wash items and takes no responsibility if colours fade or run.



Casual clothes are worn during all out of school hours and an adequate supply should be provided. However, please ensure that your child does not arrive at School with an unnecessary amount of clothing as storage space is limited. We recommend that boarders bring 4 sets of clothes for casual wear and a sensible amount of underwear and nightwear. Please ensure this includes colder weather clothing and a warm coat in the winter. They should also have suitable footwear to join in with the many activities on offer along with school shoes and trainers.

BOARDERS' EQUIPMENT AND CLOTHING

We recommend that boarders bring in the following as a minimum:

Uniform:

- 3 x formal shirts
- 2 x skirts/pairs of trousers
- 5 x pairs of school socks or tights

Casual Clothes:

- 3 x Trousers, shorts, skirts
- 3 x t-shirts
- 3 x hoodies/jumpers
- 1 x swim wear
- 2 x towels
- 7 x sets of underwear
- Toiletries
- Coat
- Casual shoes/trainers

(note - most boarders wear cros or sliders in House as casual indoor footwear)

Bedding:

All bedding is supplied by the College but boarders are more than welcome to bring their own if they prefer. All bedding is changed on a rota. It is your responsibility to strip your bed and then remake it with new bedding. The boarding staff will help the Prep School boarders if required.



Games Kit should be put into wash on the day it is used.

Please note, the laundry give 48 hours to turn around your clothes, although the turnaround is often much quicker than this.

LOST PROPERTY

Occasionally pupils misplace items. Boarders are advised to check their rooms and common areas and then to report to the boarding staff.

For all lost clothing the boarder must go to the Laundry in the main school to enquire if the item has turned up there. Often an item of clothing will turn up at the laundry a week or so after it has gone missing.

The Head of Boarding must be informed of all other lost items and they will keep a log.

If it is suspected that a theft has taken place then a theft report will be carried out and the Senior Deputy Head will also be involved.

WEEKEND & SOCIAL ACTIVITIES

On Saturday many of the boarders will have a school sport which they are involved in. Pupils are responsible for their sport arrangements.

There are no academic lessons in school at the weekends. The boarding houses are open and an activities and trips programme is in place over the weekend.

Weekend lists are completed in the week during roll call to confirm the activities you wish to take part in for the following weekend.

All boarders are encouraged to participate in a wide variety of extra-curricular House Competitions and activities.

A few examples of the activities on offer include:

- Music
- Surfing
- Swimming
- Golf
- Debating
- Chess



- Annual Sports Day
- Squash
- Badminton
- Netball
- Hockey
- Rugby
- Cricket
- Football
- Athletics
- Rounders
- Tennis
- Cross Country

Various trips/excursions are organised throughout the year which all boarders are encouraged to attend. This may be for all of the boarders or in smaller groups. Typically we offer the following, but other ideas from pupils are most welcome:

- Theatre Trips
- Day trips to a Theme Park
- Weekend multi-activity trips
- Eden Project
- Go Karting
- Cinema
- Shopping
- Bowling
- Wake Park
- Camping
- Surfing
- Sailing
- Kayaking
- SUP

Throughout the year we have various formal social events which will be communicated by your Housemaster/ Housemistress.

Guests

These guidelines are designed to protect the property, privacy and the facilities that the boarders enjoy within the boarding houses.

- No guests are allowed in the house during the day without permission from your Head of Boarding and all must leave by 9pm – an extension to the time the guests must leave may be granted by the Head of Boarding on a Friday and Saturday evening.
- Guests may not visit during prep time except by special arrangement with the boarding staff.
- Pupils are not allowed in Staff accommodation.
- There should be no more than 2 guests per person.
- All guests and visitors (except parents and guardians) are restricted to the Common Room and Kitchen unless invited elsewhere by the Head of Boarding.
- All guests should sign in on the appropriate sheet in the Visitors Book giving their time of arrival and whom they are visiting. The boarder who signs them in should also make the boarding staff aware of their presence.



- No guests (including ex-boarders and pupils) over the age of 18 years are allowed to stay overnight in the boarding houses.
- No guests under the age of 18 years are permitted to stay in the boarding houses overnight unless they are registered as a pupil at Shebbear College or on a 'taster'.

Please note that guests are not permitted to wander freely and are not permitted in any boarder's room without boarding staff permission.

Individual boarders are responsible for ensuring that their guests behave appropriately whilst they are in the house and that the rules relating to guests are followed precisely. If the guests do not behave or do not follow the correct rules then they will not be allowed to visit again and the boarder in question may be prevented from inviting in further guests.

Security

- On entering the house all visitors (including parents, relatives and friends) should report to the boarding staff. All guests should enter the House by the main door. Guests intending to remain for a time in the house (rather than simply dropping off or collecting boarders) should sign the visitor book giving their time of arrival and ensure that boarding staff are aware of their presence. On departure, guests should sign out with their time of departure, if visiting other areas of the school visitor badges should be issued and worn visibly.
- All the exit doors in houses are alarmed between 10pm and 7am. Boarders are advised not to leave the boarding house between these times except in an emergency as it will trigger the alarms to sound.
- There is a key card entry system which allows boarders access into the boarding houses. Boarders may have different access due to responsibilities or age and you should only use your own card.
- Whilst visiting the house all guests must respect the right to privacy of the boarders living in the house.
- You should only enter & leave the boarding houses via the main doors. The fire exits must never be used except when the fire alarm is sounding.
- Be vigilant. Do not provide any opportunity for unwanted visitors to gain access to the house.
- Any security codes around site for the door locks must not be revealed to anyone. This includes friends, parents, relatives, etc. If you become aware that anyone outside the house knows the code for the door then you must inform the boarding staff at once.
- Do not allow anyone you do not know to enter the building. If a person unknown to you enters the house or you see anyone in or around the house that you think does not belong - inform the Head of Boarding or boarding staff immediately.
- You are responsible for ensuring that ALL guests, including friends, parents and relatives, report to the boarding staff on arrival. Remember, this is your home, and in the interests of your privacy and safety, no visitor has the right to enter this house without first having gained the permission of the Head of Boarding.



POSSESSIONS

Boarders are responsible for their own possessions. Each boarder has a locker in their bedroom which they can add a padlock to if they wish.

A UK USB adaptor can be provided if needed to international boarders. Electrical items that do not connect through a USB need to be purchased in the UK. Cooking devices are to be stored in kitchens and not to be used in rooms. Extension leads can be used on the condition that they have the kite mark on them, they are used for the correct voltage and they are not plugged into another extension lead. All electrical items will have a PAT (Portable Appliance Test) performed on them before use to ensure they are safe. If in doubt, check with the boarding staff.

Boarders are responsible for their own personal belongings and anything of special value should be insured and/or given to the Head of Boarding for safekeeping. This includes any large sums of money.

Should there be any suspicion whatsoever concerning the disappearance of anything of value, the Head of Boarding or the boarding staff should be informed immediately. Failure to take appropriate care of valuables or money (i.e. not keeping them in the lockable cupboard), or any delay in reporting the disappearance of an item, will not always be treated sympathetically.

Important note

The School insurance does not cover pupils' personal possessions or cash. It is advisable, therefore, to ensure that any valuable items are either covered on your own personal household insurance policy or special insurance cover is taken out specifically for the purpose. Details of an appropriate scheme can be obtained from the School Finance Office.

Right to Search Property

If at any time, the Head of Boarding or boarding staff have reasonable grounds to suspect that a boarder may have in their possession illegal drugs, the paraphernalia of drugs, substances intended to resemble drugs, substances for abuse, pornography, firearms and ammunition, stolen property, or other items contrary to the law or school discipline, then the Head of Boarding or boarding staff has the right to search the room, clothing and property (including computer software and hardware) of that boarder.

Such a search would, under normal circumstances, be conducted in the presence of another member of staff and the boarder concerned.



Money

Many members of the boarding houses have their own bank accounts with one of the High Street Banks or Building Societies. The Head of Boarding will assist in providing the appropriate letters to enable a boarder to open a bank account if they wish.

For those who do not have an official bank account, the boarding houses operate a system whereby boarders can deposit cash to be kept locked away safe in the boarding house office. Boarders may deposit or withdraw funds, as they require. Parents/Guardians wishing to deposit pocket money for their children should send the appropriate amount of cash with their son/daughter on the first day of term and this will be kept locked away in the boarding house office. All deposits and withdrawals are recorded.

Items such as passports, travel tickets etc. should be deposited with the Head of Boarding for safe keeping and kept locked in the boarding house office.

Lockable cupboards are provided in all bedrooms and boarders are instructed to keep everyday valuables locked away, including cash. Boarders will need to provide their own padlocks for this. We do not accept responsibility for cash left in bedrooms/common areas - all cash should be locked away in your locker or stored in the boarding House office.

Please inform the HsM immediately if your locker is damaged or broken.

HEALTH & WELLBEING

The Health and Wellbeing Centre (HAWC) is open Monday to Friday during the school day. This is available to any pupil who is unwell or needs wellbeing support.

Out of school hours - if you don't feel well, have an injury or need medical advice, you should go immediately to the Boarding staff on duty. They will either call for advice/assistance from NHS 111 or use medication contained in the boarding house First Aid Cupboard in the case of minor ailments, headaches, colds etc.

Fully completed and signed medical forms must be received by the School before the pupil's arrival. Failure to provide in advance such information will lead to the pupil being refused entry to the Boarding House.

In the event that a boarder becomes ill and is either infectious or needs medical supervision then the boarder will either be looked after in HAWC or supervised in their boarding house until a decision is reached with parents and/ or guardians about their further care and treatment.



All full boarders are registered as patients of the School Doctor, Dr Kylan Stray, located at Blake House Surgery, Black Torrington. If a boarder needs to see the doctor at any time then an appointment will be made by the HAWC staff.

If parents of boarders have any concerns over their child's medical needs, they can contact the Head of Boarding. In the event of an emergency the boarding staff will contact 999 and escort the pupil to hospital if needed.

Access to dental, optometric and other specialist services will be provided in an emergency.

Confidentiality

With all medical and nursing matters, the boarding staff and HAWC staff will respect a boarder's confidentiality unless there is a concern regarding Child Protection.

The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for their own treatment.

Medication and Treatment

Any medication that is brought to school by a boarder should be accompanied by a doctor's verification letter and shown immediately to the Head of Boarding. The HAWC staff can then log and monitor the use of that medication. Prescribed medicines are given only to the boarder to whom they are prescribed. In the event that a boarder becomes ill and requires medication, the School Doctor will prescribe the medicine needed.

In certain circumstances, such as on-going medical needs, older pupils are deemed competent to self-administer medication under the instruction of the Health and Wellbeing Centre staff and with the knowledge of the Head of Boarding.

Some over-the-counter medicines are available for boarding staff to administer when they consider it necessary or when a pupil requests it. Such medication might include painkillers such as paracetamol.

A confidential record is kept on our school database, iSAMS, of administration of all medication.



POLICIES

Shebbear College maintains policies consistent with the legal requirements for all schools and in keeping with its Christian beliefs. We are also sensitive to the needs of other cultures, religions and practices. Our overseas boarders are an invaluable asset to the college, bringing with them different ideas, beliefs, and lessons, for all pupils and staff.

We believe in tolerance and understanding of all people and our policies are designed to support this. We aim to ensure that our pupils leave the college with these beliefs instilled in their personality. We feel that the community based and multi-cultural nature of the college helps to prepare them for the real world that they will find outside, enabling them to mix easily with sensitivity and respect, wherever they may find themselves.

Many of our Policies can be found on the school website. All policies are available in the boarding houses and available as hard copies on request at no extra charge. Please speak to the Head of Boarding if you wish to see any policies.

DISCIPLINARY SANCTIONS & REWARDS

It should be noted that such matters as theft, bullying, dishonesty, racial prejudice etc. will be treated with the utmost severity.

The School's Behaviour Management Policy is available to all boarders and is available to parents upon request.

Sanctions issued for misdemeanours in the Boarding House usually involve withdrawal of privileges and in more serious circumstances would involve suspension or expulsion from the Boarding House and ultimately the school.

No unacceptable, excessive or idiosyncratic sanctions are used by boarders or staff. All sanctions are cleared by the Head of Boarding before taking place.

Routine rewards and sanctions

The boarding houses have a 'Warning and Reward' system in place - a record of incidents is recorded and boarders are reminded of house rules and expectations. All boarding staff are encouraged to use this system for minor indiscretions.



More serious offences

For more serious offences such as alcohol, smoking, bullying, misuse of drugs, theft and sexual matters they will be dealt with by the Head of Boarding, Senior Deputy Head (Pastoral) and Head on an individual incident basis.

Substance Abuse

Vaping, Alcohol, Tobacco and Solvents

Whilst the School recognises that alcohol, tobacco and solvents are legal substances in certain circumstances, it has, nevertheless an established policy that prohibits smoking and the misuse of alcohol and solvents by pupils on the premises or in the school grounds at all times. The School will also seek to discourage pupils from smoking (including vapes/vaping) because of the widely accepted medical evidence that the practice is profoundly damaging to health. The School will seek to make pupils aware of the dangers of the misuse of alcohol. The School has a clear policy that pupils knowingly in the presence of those using or intending to use tobacco and alcohol are punished with fines of increasing magnitude to reflect continued defiance of a school rule. This policy applies to all pupils across the whole school, including the boarding community. Any Pupils caught abusing these substances will be offered assistance in identifying sources of appropriate personal support.

Misuse of Legal Drugs

The School accepts that pupils may require to take prescription drugs during the course of the school day. Medication required by boarding pupils will be kept in the Health and Wellbeing Centre unless the staff feel that it is appropriate for the pupil to keep their own medication. It is strictly against school rules to share prescription drugs with other members of the School community or to try to sell such drugs to others within the School premises, including the grounds.

There are a number of other substances which are available legally (for example, ibuprofen). Due to the potential for misuse, these products should only be consumed within the School community under staff supervision.

The supply or sharing these with others within the School community in an inappropriate manner will constitute a breach of school rules and disciplinary sanctions may be imposed. Energy drinks and Creatine should not be consumed within the School community. Over the counter medication such as Paracetamol should not be brought in or purchased. If this type of medication is needed, please ask the boarding staff or go to the Health and Wellbeing Centre.



The School is aware that a number of substances (known as psychoactive substances*) are available on the market for purchase by pupils over the age of 18. Within the School community these substances are not permitted, for example, Salvia, MDAI, and Fly Agaric Mushrooms. The use, sharing or selling of such substances will be treated seriously and disciplinary sanctions will be imposed.

(*Psychoactive substances are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act).

Illegal Drugs

Illegal drugs are drugs which have controls on them by a government and are illegal in certain situations (a person is not allowed to have them).

It is strictly against School rules to:

- Bring illegal drugs onto the School premises, including the grounds;
- Handle illegal drugs on the School premises, including the grounds;
- Use illegal drugs whilst on School premises, including the grounds;
- Give or sell illegal drugs to other members of the School community, whether on or off the School premises.

These rules apply on any occasion when a pupil is a recognisable member of the school community, such as during all school trips, outings and expeditions. However if the School become aware that a member of the school community is bringing the School into disrepute by their involvement with drugs outside of school then it will act. In view of the policies set out by the School regarding the use and abuse of any illegal drugs, on its premises, or, within its grounds, it follows that the use or abuse of these substances by pupils will lead to disciplinary sanctions being imposed which, in the case of a pupil who contravenes these clear rules, will forfeit their right to be at the School and could lead to him or her being suspended and/or expelled from school.



TECHNOLOGY IN THE BOARDING HOUSE

Boarder owned Laptops, PCs and tablets (devices)

The boarding house is equipped with Wi-Fi. Information and guidance on its use is provided separately. All boarders are welcome to bring a laptop/tablet to school.

The IT Support Department is available to assist pupils who are having problems registering their laptops on the school network. However they will not be responsible for, nor be able to repair hardware or software faults or recover data lost on a PC, laptop or USB. These areas are the responsibility of the pupil.

ALL PERSONAL COMPUTERS MUST HAVE AN ANTI-VIRUS PROGRAMME SET UP. BOARDERS ARE RESPONSIBLE FOR THEIR OWN ONLINE SECURITY.

There are various issues relating to computers belonging to boarders within the boarding house. Failure to heed the rules and guidance given below could lead to sanctions being imposed and / or the confiscation of the device. These issues include:

Use at inappropriate times:

It is important that boarders do not cause annoyance to the boarders in adjacent rooms by the use of their devices at unreasonable times. It is also important that all boarders are given the opportunity for an appropriate amount of rest and sleep, and that this is not hindered through themselves, or someone else, using or leaving switched on a device at night time.

The following rules therefore apply:

- Boarders do not share login details with anyone. Failure to comply with this rule will result in a ban from the school network.
- The use of devices is not permitted between lights out and 7am.
- Devices must be switched off between lights out and 7am.
- Any noise generated by a device must not be of a level that causes annoyance to any other boarder.
- At weekends younger boarders have their device time limited. They can ask permission from boarding staff to use if required for study.

Use in an inappropriate way:

A vast quantity of material is available online. It is important that unsuitable material is not viewed in the boarding house. Whilst the age of a pupil may have some bearing upon what is considered unsuitable, the following rules and guidelines will apply:



- Any material, which is deemed by a member of staff to be pornographic, racist, unacceptably violent or unsuitable in any other way, is not permitted to be brought into the house, viewed/shared in the house, nor stored on any media (including social media) within the house.
- If found, any offending removable media will be confiscated.
- If material is found to be stored on a hard disk, then the entire hard disk will be reformatted.
- Any repeat offences of the same nature will result in the device being confiscated.

Theft & damage:

All boarders have at their disposal a secure lockable place in which to store valuable items. It is the responsibility of the individual boarder to look after his or her belongings and to lock them away securely when not in use. The following points should be noted.

- The School takes no responsibility for the loss or damage to a boarder's personal items of equipment if they are not secured appropriately when left unattended.
- Boarders and their parents should be aware that the school does not provide insurance cover for personal possessions and the parents should therefore arrange appropriate cover.

School owned devices and computer equipment:

All boarders have access to computers on the School Network. The boarders are bound by the Whole School Policy on the use of the Network AT ALL TIMES; however, appropriate restrictions are relaxed for boarders outside of school hours.

Mobile phones:

All boarders are expected to have a mobile phone that can receive and make calls and texts in the UK. The following rules and guidelines should be followed for the use of mobile phones. Mobile phones are not needed to be taken into school, however exceptions can be made by the Head of Boarding. Please see the House Handbook for rules on mobile phones during the school day.

- All pupils in Form 4 and below will be expected to hand their phone and other devices in every night, 30 minutes before 'lights out'.
- Outgoing calls should not be made between lights out and 7am except in exceptional circumstances where permission will need to be sought from the Head of Boarding. Calls should not be made during Prep Time. Disregard of this rule could lead to the confiscation of the mobile phone.
- Family, relatives and friends should be informed that except in an emergency, they should not call boarders between lights out and 7am, nor during Prep Time. Exceptions can be made (especially where there is a large time difference between countries). This is to be discussed with the Head of Boarding.



- The use of mobile phones should not inconvenience or annoy others, and users should ensure that such annoyance is minimised as much as possible.
- As with other personal possessions, the School takes no responsibility for the loss or damage to boarder's personal items of equipment if they are not secured appropriately when left unattended, nor does the School insurance cover these items.
- Mobile phones should not be lent to, nor borrowed from other boarders.
- Any boarder found using their mobile phone as a means to intimidate or bully another person (this includes taking photos of others) or to access inappropriate or illegal material will have their phone confiscated and appropriate action will be taken.
- All mobile phones should be switched off at bedtime and will be confiscated if found in use after lights out. Younger boarders will hand their phones in overnight.

SAFEGUARDING & CHILD PROTECTION

The safety and well-being of all our pupils is our highest priority. Each pupil is a valued individual for whom we aim to provide a secure and caring environment so that they can learn in safety. We recognise that child abuse can take place within and/or outside the school environment and that accordingly we must raise our awareness of the signs in order to assure an effective protection policy that meets our statutory obligations. We also recognise that abuse can be committed by one or more pupils against another pupil. In all cases it is vital that you come forward with any concerns you might have. There will be immunity from retribution or disciplinary action if these are brought to attention of the school or other relevant agencies in good faith.

If you ever feel that you, or any other pupil, are being abused or at risk of being abused you must talk to the Head of Boarding or the Senior Deputy Head (Pastoral) immediately. If you do not feel able to talk to a member of staff you can contact ChildLine (0800 1111). Where the School becomes aware of suspected abuse, this will be dealt with immediately.

A copy of the School's Safeguarding and Child Protection Policy is available in the boarding houses.

If you are informed about or witness any form of child abuse either directly, or indirectly, you should, where appropriate, follow the following guidelines.

- Listen to what the person tells you. Write down what they say as soon as you are able to do so.
- Do not ask leading questions.
- Do not promise to keep anything secret (it may not be in the best interests of you or the child to do so). If asked to keep anything secret you should reply that you have a duty to pass on information relating to matters of abuse of any kind to the Housemaster/Housemistress or other senior member of staff.
- Under no circumstances should you disclose any information to anyone other than the appropriate member of staff.



WORRIES & COMPLAINTS

We don't want you to be worried about anything and you should always speak with the Head of Boarding or one of the boarding staff if you have any concerns.

Things that might make you unhappy or upset:

- You feel you have been treated unfairly or verbally abused by a member of staff in school or in class.
- You feel that a punishment is unjust or in some way not right.
- Another pupil has treated you unkindly.
- You are being bullied.
- You think you are being discriminated against because of your colour, religion or gender.
- 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.
- Someone is making fun of you.
- Someone has taken something of yours and has not returned it.
- Or anything else you think is wrong.

However, if you feel worried about something and wish to complain about how you are, or have been, treated, and don't want to talk to the boarding staff, please speak with your HsM or Mrs Lovett.

What do I do if I just want to talk to someone?

You can talk to:

- Any of the Boarding Staff
- Your Form Tutor
- Your HsM
- An older member of the House, or a Prefect
- Your friends
- HAWC
- Any other member of staff (including non-teaching staff) that you know and to whom you feel you can comfortably talk.



There may be times when you feel you can't talk with a member of staff - this is perfectly alright and natural. You can talk, telephone or write to any of the following:

- Your Parents
- The School Doctor (or any of the medical staff)
- The HAWC Team

In addition to this, if you would rather talk to someone who is not directly associated with the School, then the following people and services may be contacted.

- ChildLine – (0800 1111)
- Independent Person (Mr Steve Innes - see Reception.)
- The Children's Commissioner for England, Rachel de Souza (please see notice boards or phone 020 7783 8330)

What happens if I want to make a complaint about something?

Sometimes you may feel that you would like to complain about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff you trust (e.g. your HsM, Head of Boarding or one of the boarding staff). You can take a friend, another pupil, or a member of staff with you if you wish.

It is particularly important for you to realise that in the event you are in trouble over something you can have a member of staff or a friend with you when you are talking with your HsM, Houseparent or other person in authority.

If the matter can't be easily settled to your satisfaction then:

- i. You can ask to speak to the Senior Deputy Head (Pastoral). At this meeting you can have a friend or member of staff with you.
- ii. If, following this meeting, you have not had the matter satisfactorily sorted out you may contact any of the people whose names and telephone numbers are listed above. Whoever you contact will speak to you at the school and will advise you about what course seems sensible. Again, you can have a friend or member of staff with you at that meeting if you wish. Following this meeting it will be up to you to make a decision, acting on his or her advice and after discussion with your parent or guardian.



- iii. A written record is kept of any boarders' complaints and their outcome, for regular review by the Head or a senior member of staff.

Boarders can be assured that they will not be penalised for making a complaint in good faith.

Advice on how to make a formal complaint is set out in the School Complaints Procedure. A copy of the Complaints Procedure is sent to boarders and their parents and guardians on joining the school. Updated versions of the procedure are made available on the school website and are available on request from the school office. If Boarders' parents or guardians believe they have not achieved a satisfactory resolution to their complaint, they are advised that they may contact the Independent Schools Inspectorate as follows:

Independent Schools Inspectorate (ISI): Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA
Telephone: 0207 6000100 or info@ISI.net

YOU DO NOT HAVE TO INFORM STAFF OR ANYONE ELSE THAT YOU ARE COMPLAINING ABOUT THEM

TRAVEL INFORMATION 2023-24

For travel days, please check the attached boarders travel dates.

If travel is not possible on the days or times specified, individual transport will need to be arranged. Permission must be sought from the Head for travel on any other day than that specified.

All flight information should be sent to Mr Stuart Clewley by email at least 1 month prior to the travel date.
Return for the new school year travel information should be sent before the end of July.

Heathrow Airport - London

Shebbear College run a coach transfer service from London Heathrow Airport. Upon arrival, our travel team will be there to greet the pupils off their flights and escort them back to Shebbear College by coach. Shebbear College staff will take responsibility for pupils once they have come through passport control and arrived at the terminal arrival area, it is important we know which terminal the flight is arriving into so that we can ensure staff are at the correct terminal to greet pupils.



When departing, we will accompany the pupils to the airport and assist them with check in and luggage. Shebbear College staff will ensure pupils are taken to the correct terminal for their flight and will take responsibility of them until they are checked in for their flight.

We will also look after any pupils, booked in by parents or agents, who are travelling as an Unaccompanied Minor (UM), if the children are UM's please indicate this to ensure staff have an appropriate letter to collect them. We can also give you the name of the member of staff collecting them.

Arriving at the start of term and half term

Please book flights arriving **before** 10.30am

Departing at the end of term and half term

Please book flights departing **after** 4.30pm

The cost of the Heathrow transfer is approximately £85 per trip per person. The cost of this trip will be added to the school bill.

Bristol and Exeter Airports (or any taxi travel)

For prices, timings and booking of transfers or taxis please contact Mr Clewley as soon as possible. The cost of transfers and taxis will be added to the school bill.

Mr Stuart Clewley – Head of Boarding
sclwley@shebbearcollege.co.uk



BOARDERS' TRAVEL DATES 2023-2024

Michaelmas Term

Boarders arrive - Sunday 3rd September 2023

Boarders depart for half term - Wednesday 18th October 2023

Boarders return from half term - Sunday 29th October 2023

Boarders depart - Friday 15th December 2023

Lent Term

Boarders arrive - Sunday 7th January 2024

Boarders depart for half term - Friday 9th February 2024

Boarders return from half term - Sunday 18th February 2024

Boarders Depart - Friday 22nd March 2024

Trinity Term

Boarders arrive - Sunday 14th April 2024

Boarders depart for half term - Friday 24th May 2024

Boarders return from half term - Sunday 2nd June 2024

Boarders Depart - Friday 5th July 2024

On the day of travel to Shebbear College, Boarders may arrive into boarding houses from 2:00pm.

On the day of travelling home, Boarders should have departed from the boarding houses by 9:00am



Shebbear College, Shebbear, Devon EX21 5HJ

www.shebbearcollege.co.uk
head@shebbearcollege.co.uk
01409 282 009

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