



ST PETER'S
PREPARATORY SCHOOL



Boarding at St Peter's Prep School
Pupil Handbook

Welcome to Rhys Jones House



We are really excited that you will be joining the boarding community at St Peter's and we hope that you will make the most of what is on offer in Rhys Jones House. As a boarder, you are entering a new and exciting world and at first many things may well feel strange, but you will find that the boarding community at the school is a very friendly one where we do all we can to help you settle in quickly.

This handbook aims to provide you with all the information you need to know about boarding at the school, but even after reading this handbook, I am sure you will have a number of other questions to ask, and you will get that chance. You will find all of the House Staff very friendly and supportive as they will do everything they can to help you feel at home.

Those who board in the house a lot really do enjoy it and you will too!

We look forward to seeing you soon!

Mr Parker (Houseparent)
Mrs Parker (Houseparent)



What should you bring with you to the boarding house and when should you drop off your belongings?

In the boarding section of the school website, you will be able to download the 'Rhys Jones House Handbook'. In this handbook there is a list of items that we suggest you bring with you to the house. Please make sure that you pack your bags carefully, checking that you have everything that you are supposed to bring with you.

Full weekly boarders will drop off their belongings when they return to school on a Monday morning and flexi-boarders should drop off their belongings in the relevant dorm before school on the morning of the first nights stay. A member of the House Staff team will usually be in the boarding house to greet you from 8.10am. If you arrive before that time then House Staff can be found at breakfast in the school dining hall.

Where is your dorm and which bed will you be sleeping in?

As a flexi-boarder, you will either sleep in the large girls dorm or the large boys dorm. The boys dorm sleeps six boarders and the girls dorm can sleep up to seven boarders. You will be allocated a bed by a member of the House Staff team on the evening you arrive in the house. Full weekly boarders will be allocated a bed, which will remain for the duration of the term.

Where can you store your belongings and valuables while you are staying in the house?

In each dorm, there are wardrobes in which to hang your clothes and also several chests of drawers to put other belongings. Valuables should be given to a member of the House Staff team, who will store these safely in a locked cupboard in Matron's room. Boarders who are just staying overnight in the boarding house are not required to unpack their boarding bag if they do not wish, but if you are staying for more than one night then House Staff will suggest that you unpack.



What is the daily routine for boarders?

In the boarding section of the school website, you will be able to download the 'Rhys Jones House Handbook'. Here you will find a copy of the daily routine for boarders. If you are in the boarding house and want to be reminded of the daily routine for boarders, then it can be found on the main blackboard in the boarding house.

How will I be able to find my way around the boarding house on my first night?

Before your first night in the boarding house, you should be given a tour of the house. On your first night, you can ask the House Staff or any other member of the boarding community if you have any questions, all of whom will be pleased to help. A map of the boarding house is also pinned to the noticeboard in each dorm and on the noticeboard in the 'Boarders' Snug'.

What are the names of the House Staff and will I get to meet them?

Mr Parker (Houseparent)
Mrs Parker (Houseparent)
Miss Scott (Assistant Houseparent)
Mr Budgett (House Duty Staff)
Ros Astbury (Matron)
Sarah Jackson (House Cook)

You will certainly meet the majority of the House Staff team during your first nights stay in the boarding house.



Who can you speak to at St Peter's if you have anything that is worrying you while you are staying in the boarding house?

Most people settle into the boarding house very quickly, but if there is a time while you are boarding when you feel homesick, feel lonely or are worried about something in particular, then there are a number of people at the school who you can turn to for support. On the noticeboard of each dorm you will find an information sheet called 'Who can I talk to if something is worrying me?', which tells you that House Staff and other boarders are always on hand to support you.

Who can you speak to outside of the school if you have anything that is worrying you while you are staying in the boarding house?

If you do not feel comfortable speaking about a particular worry or concern to somebody at the school, then there are people from outside of the school, whom you can speak to at any time. On the noticeboard of each dorm you will find an information sheet called 'Who can I talk to if something is worrying me?', which tells you that you can contact an Independent Listener and organisations such as Child Line, if you have any concerns.

What are the rules of the boarding house?

It is important for boarders to understand and follow the rules of the boarding house so that all boarders can feel part of a safe and happy community. In the boarding section of the school website, you will be able to download the 'Rhys Jones House Handbook'. Here you will find a copy of the boarding house rules.



Which members of the House Staff team will be on duty in the boarding house?

You will be able to find out which members of the House Staff team are on duty at any time in the week by looking at the House Staff Weekly Duty Rota, which can be found on the main blackboard in the boarding house.

What should you do if you are feeling unwell at anytime during your stay in the boarding house?

A member of the House Staff team are always on duty, no matter what time of the day, and they will be able to help you if you are feeling unwell. Before you go to bed, you should be told which member of the House Staff team are on 'Night Duty', and if you feel unwell during the night then you must always knock on that person's door. House Staff will never be angry with you for waking them up as they will want to make sure that you feel better as quickly as possible.

Who else will be staying in the boarding house while you are?

When your parents make a booking for you to board with Matron, she will often be able to tell them who else is boarding on the nights that you will be. On the morning you arrive in the boarding house, Matron will be able to tell you exactly who else is boarding in the house that evening.

If you do not know the other boarders particularly well, then you will have plenty of opportunity to get to know them during your stay. All those in the boarding community are extremely friendly and boarding is particularly fun as you get to make new friends across all year groups.



What are the boarding house 'Statement of Aims'?

The boarding house 'Statement of Aims' are important at St Peter's and are written out to show that we want to make the boarding experience a really positive one. The 'Statement of Aims' can be found on the main House Noticeboard. Also, in the boarding section of the school website, you will be able to download the 'Rhys Jones House Handbook'. Here you will find a copy of the 'Statement of Aims'.

What should you do if the fire alarm goes off while you are staying in the boarding house?

If the fire alarm goes off while you are in the boarding house, you will be prompted by House Staff to leave the main building as quickly as possible. You must leave at the nearest exit and meet at the flagpole outside of the main building, lining up quietly with those in your dorm. There is a green fire notice in each dorm reminding you of these instructions. There is also a torch that is hung up next to the door in each dorm so that boarders can leave the building safely if the fire alarm goes off during the night. Before going to sleep, you should make sure that you have a dressing gown/jumper and a pair of slippers/shoes next to your bed so that you can leave the building quickly.

If the fire alarm goes off whilst you are participating in 'Boarders' Activities' elsewhere on the school campus, then you must stop what you are doing and move quickly but safely to the flagpole, lining up quietly with those in your dorm.

What is the difference between the fire alarm and the intruder alarm?

The fire alarm will generally be heard a lot more loudly in the boarding house itself than the intruder alarm but you can always ask to hear recordings of each as audio files of these alarms are kept on Matron's computer.



What should you do if the intruder alarm goes off while you are staying in the boarding house?

If the intruder alarm goes off then a member of the House Staff will gather all of the boarders together outside of Matron's room and issue instructions until the problem has been fixed and the alarm is reset.

Which areas of the main school building are alarmed at night?

After bed time, House Staff will complete a final lock up of the main building and set the intruder alarm. The downstairs area of the main building and all of the staircases are alarmed and boarders must therefore remain upstairs at all times, unless they hear the fire alarm going off.

How is good behaviour rewarded in the boarding house?

The safety and happiness of everyone who stays in the boarding house relies on the positive actions of the boarders and as a result House Staff feel that it is really important to reward good behaviour. The boarding house runs a merit system and boarders can earn individual merits for good behaviour within the community. Boarders receive a Hot Chocolate for every 5 merits achieved and even bigger rewards are given for every 25 merits achieved. The number of merits that have been awarded to each boarder are recorded on the main House Noticeboard and House Staff keep detailed records of why these merits have been awarded.



How is poor behaviour dealt with in the boarding house?

The boarding house has a set of rules to make sure that all boarders are safe and happy. House Staff are disappointed when these rules are broken and will think carefully about what sanction is handed out to a particular boarder, to ensure the fair treatment of all boarders. The different sanctions that are applied can be found in the boarding section of the school website in the downloadable, 'Rhys Jones House Handbook.'

How can you make suggestions about how the boarding house is organised?

House Staff will always be pleased to listen to any comments that you have on how to improve the boarding house. You could also choose to make your point to the Head of Boarding or the boarding representative on the student council. There is also a suggestion box in the main hallway of the boarding house.

Where should you not go while you are staying in the boarding house?

You must always ask the permission of a member of the House Staff team if you wish to leave the boarding house for any reason (e.g. collect your games kit from the Sports Hall, practice your instrument in a music room) and must not do so on any occasion when you have not received permission.

The whole school 'Out of Bounds' rules apply while you are staying in the boarding house. Also, it is important that boys and girls do not enter each others rooms/toilets at any time.



Where can you get a drink if you are thirsty in the boarding house?

You can always find some plastic drinking cups next to the sink in Matron's room. The taps provide drinking water and you can use this at any time during your stay in the boarding house. You should also find a bottle of squash next to the snacks in the hallway. You do not have to ask the permission of House Staff.

Where can you go if you want some quiet time in the boarding house?

Sometimes the boarding house can be very busy and you might just want time to yourself to read or think. Before bed time, your dorm is likely to be the most quiet area in the boarding house or you can also use the 'Grenville' room.

Where can you do your homework/music practice in the boarding house?

The best place to do your homework is in the 'Grenville' room. You should let House Staff know where you are going to work as they can look over your work and give you some useful advice. If you need to complete music practice then please inform House Staff and you are welcome to use a music room.



What do you do if you want to phone home while staying in the boarding house?

There is a phone that you can use at any time in Matron's room. All you need to do is dial 9 and then type in the number that you want to call. If you don't know the number you want, then please ask the House Staff, who can look it up for you.

What do you do if you are hungry away from set mealtimes?

There should always be a piece of fruit available for you to take outside of Matron's room if you are hungry at any time during your stay. If you wanted to eat something different then please ask a member of the House Staff team, who may be able to help. Often, there are breadsticks that are also kept outside of Matron's room. We do ask that you don't eat in your dorms but you may eat elsewhere in the boarding house.

Do you have a choice of what you can eat at mealtimes?

The main option for breakfast varies each day and is either a cooked breakfast or croissants. However, there is always cereal and toast available as well as fruit. In the evening, there is one main meal option and one main desert option, although if that is not to your liking then our chef can provide you with something else. However, they need to know this a few hours in advance so read the weekly menu carefully and if you do not like a particularly option inform Matron by lunchtime and she will tell the chef to prepare something else for you.

What are the Boarders' Activities while you are staying in the boarding house?

In the boarding section of the school website, you will be able to download the 'Boarders' Activities Schedule', which is published each half term. The schedule for each half term is also sent out to parents by letter or email and published around school.



Can I bring my own electronic items into the boarding house? Some boarders choose to bring their iPads and mobile phones into the boarding house so that they can play games on them, which is fine. iPads and mobile phones should never be used to access the internet as this can be done on the school computers. iPads or mobile phones must never be used to take photographs in the boarding house. Mobile phones are not really necessary to make or receive calls as you always have access to the phone in the boarding house. Please make House Staff aware if you have brought an electronic item into the boarding house.

What are you allowed to do between the end of Boarders' Activities and bedtime?

After Boarders' Activities have finished at around 7.45pm, then you will usually be asked to have a shower and get dressed ready for bed. You will then have some free time in which you can catch up on some homework, do some music practice, watch TV, or read. You may also wish to get out your own electronic items during this time but you must make sure that these are returned to House Staff before bed time.

What duties might be expected of you while staying in the boarding house?

All boarders may be asked to complete a duty while they are staying in the boarding house. Breakfast Duty and Dinner Duty require that you set up the table, wipe the table, sweep the floor and say Grace. A record is kept of all those who perform duties to make sure that duties are spread fairly across all boarders. This process is run by the Head of Boarding.

How can you find out if you have a daily duty in the boarding house?

It is the responsibility of the Head of Boarding to let you know if you have a daily duty to perform.

We can't wait to see you in the Boarding House!