

Brighton College



Boarding Handbook

2011 – 12

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SECTION 1: Introduction

1.1 School Aims

If you were to ask current parents why they chose Brighton College for their son or daughter, they would tell you that the children here are cheerful, balanced, at ease with themselves and each other - yet excited and enthused by the challenges before them. They might add that Brighton College succeeds in combining academic excellence with a wealth of extra-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of each child. Every boarder at Brighton College is valued for his or her own sake, encouraged to develop his or her talents to the full in a boarding community where there are no stereotypes and where every achievement, however small, is noticed.

Boarding Principles and Practice – Brighton College

Boarding at Brighton College – the general structure of pastoral care

Brighton College has a long history of boarding and believes that the community atmosphere of the school is greatly enhanced by the presence of boarders. Boarding is offered to those pupils (from the UK or overseas) who wish to board either weekly (4 or 5 nights per week) or as full boarders. The ethos of the school is one of inclusion and support for boarders, with high quality pastoral care being provided by specialist boarding staff who themselves are an integral part of the school community: the boarders are housed in 4 boarding houses (2 for boys, Abraham and School) and 2 for girls (Fenwick and Head's). Each house has a dedicated live in Housemaster or mistress, a deputy Housemaster or mistress and a team of tutors, whose pastoral work is essential to maintain the smooth running of the boarding community and to enhance the quality of life of the pupils whilst they are in school.

Admissions into boarding

Pupils may apply for boarding places at 13+ (Y9) or 16+ (for 6th form), though on occasion we have spaces available for pupils to enter in other year groups. The pupils are assessed for admission along the same lines as all other pupils in the school; by entry test and (in some cases) by interview. Admissions to the dyslexia centre for pupils with specific learning needs are dealt with, as for the day pupils, by the Director of the Dyslexia Centre. Some scholarships (sports, academic and under other categories) are also available for boarders. The admissions office, under the direction of the Registrar, handles all registrations and admissions to the school (whether boarding or day pupils).

Facilities

The boarding houses have recently all been enhanced by refurbishments, starting with a major refurbishment some 5 years ago. This has been followed by extensions and refurbishments to provide more (and better) accommodation for both girls and boys. All houses have their own separate recreation spaces, with separate common room facilities being available for 6th form girls in Fenwick House. Each house also has kitchen facilities for boarders to use and ICT facilities. The boarding staff provide a programme of activities for evenings and weekends which allows boarders to have access to sports and recreation facilities within the main school campus and also allows them to visit cultural and other facilities off site (the cinema or shopping for example). From January 2012 the new Smith Building, accessible direct from Abraham House, provides for the first time, dedicated social facilities for boys and girls of all four Houses.

Welfare

Pupils are provided with 3 hot meals a day when boarding and also have access to the informal environment of the school's café. Welfare support is provided through the pastoral teams in the houses, the medical care offered by the Health Centre and spiritual guidance by the Chaplain. Boarding at Brighton College is overseen by the Director of Boarding, Ken Grocott, who is also Housemaster of Abraham House. Ken is also the Child Protection Designated Person for the school.

Boarding ethos

The life of a boarder at Brighton College seeks to develop the whole pupil, by addressing what we consider to be the important facets of a rounded education which prepare pupils for life after school. In line with the whole school aims and ethos, we offer activities for pupils which stretch and challenge their academic life, and which enhance and add quality to the extra-curricular. We provide an environment for pupils in which they can achieve at the highest level academically and otherwise, where the differences between pupils are celebrated and where the aim is to ensure that no pupil is disadvantaged. Personal pastoral care and positive staff and pupil relationships provide the support and care to nurture and enhance this, and the physical facilities provide access for pupils to explore their interests and enthusiasms. Boarders have access to sports facilities in the evening for example, enjoy cultural activities such as celebrations of the Chinese New Year and organise and attend their own quiz and curry nights. Boarders are an integral part of the way that the school works and, whilst they number just over a quarter of the total pupil population, they have a bigger impact on the school than their numbers suggest. Being close together within at the centre of a compact campus, the school belongs to the boarders from 5pm and they contribute much to what is at the very heart and soul of the school.

Brighton College seeks to impart or provide:

- a love of learning for its own sake;
- a foundation of knowledge and body of skills with which to understand and question the world we live in and to prepare us, through an innovative approach to education, for the world we are likely to inhabit in the future;
- an awareness of, and appreciation of, the spiritual dimension in our lives;
- an enthusiasm for the world beyond the classroom - in particular, sport, music and the performing arts;
- a respect for difference in others and a recognition that the efforts and achievements of every individual in our community are valued equally.

In short, we strive to turn out well-educated, tolerant and intellectually curious men and women who are ready to take a full, active and positive role in the life of our country and of our world.

Boarding at Brighton College

Brighton College has always been a boarding school since its foundation in 1845. As early as 1850, 105 boarders were registered at the school, and the number had risen to 138 by 1887. By 1927, the college housed a record 488 boarders, and although this number declined through the war years, 178 boarders were on the roll in 1949, climbing to 208 by 1963, a figure that still represented over half of the college pupil numbers at that time. By the late twentieth century, the college day pupil numbers had grown to overtake the boarding numbers, which fell to 101 pupils in the three boarding houses on campus. Having become fully co-educational in 1987, the college boarding numbers rose to 230 in 2011-12, with a new junior Girls' boarding house, the Head's House, opening in 2010. Approximately one in four pupils at the college is now a boarder, and plans are being made to expand boarding capacity still further in 2012. There are two types of boarding offered by the college:

- Full Boarders are here 7 days per week, though there are exeat weekends each term when pupils can spend time with their guardians or host families.
- Weekly Boarders board for 5 nights per week (either Sunday to Friday or Monday to Saturday) returning before 21.30 registration. Some may want to stay on occasional Saturdays if there are early matches and this must be with through prior arrangement with the HMM. Parents must let the HMM know if the arrangements for weekly boarders are going to differ from this routine.
- Since demand for full and weekly boarding is so high, the college does not offer flexi boarding.

1.2 The purpose of this handbook

This boarding handbook has been compiled to help pupils, parents and staff to understand how boarding operates within Brighton College. It has been written to demonstrate compliance with the National Minimum Standards for Boarding Schools (updated September 2011)

http://www.boarding.org.uk/file_uploads/297-National%20Minimum%20Boarding%20Standards%20-%20Sept%202011.pdf and also the Independent Schools Standards Regulations inspected under the Integrated Inspection Framework <http://www.isi.net/home/> We intend it to be read by pupils, parents and staff involved with boarding, to give them an overview of how the community works.

As parents or prospective parents of a boarding pupil, you may have a wish to keep abreast of policies and procedures in the school. Whilst this handbook has most of the everyday procedures laid out in summary form, there are many whole school policies that are referenced in this document for further information. Please refer to the Pupil, Parent or Staff Handbook depending on your needs.

Finally, please note that this handbook is intended as a guide for parents and is updated at least annually. It does not form a part of the school's contract with parents. Please do pass back ideas for improvement of this Handbook to the Director of Boarding Ken Grocott on kgrocott@brightoncollege.net

1.3 Boarding and Equal opportunities

We believe that every person has the same rights and is entitled to the same opportunities, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability. Brighton College does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic or national origin. We expect everyone involved throughout the schools of Brighton College to:

1. respect and promote equal opportunities for all people
2. encourage harmony and understanding in society
3. recognise and oppose all forms of prejudice and discrimination
4. remove both outward and hidden discrimination
5. enable differences to become positive and enriching attributes
6. develop each person's skills to the highest possible level
7. promote an environment where all can share equally in the opportunities offered
8. help pupils to learn acceptance and tolerance
9. enable pupils to communicate confidently without fear or prejudice

Any member of the school (staff or pupil) who is found to discriminate or favour any other based on any group that they may be perceived to belong to may be disciplined for their actions.

SECTION 2: Boarding pastoral care

Boarding induction and support

2.1 Welcoming the new boarder

Before arrival

When a boarding pupil is offered a place by the college, they are allocated to the relevant house according to their gender and age. The Housemaster / Housemistress will then write to them in advance of their arrival inviting the pupil and parents to an informal social event where they can meet house staff, have a tour of the house, and find out more about how boarding at Brighton operates. This first meeting is usually held in the summer term prior to the boarder joining, and offers boarders and parents or guardians to ask about boarding life.

In addition, existing boarders are allocated to new boarders before the summer holidays to write a letter of introduction explaining that they will be acting as a shepherd or mentor to the new boarder. This is particularly valuable for overseas pupils unable to make the initial induction meeting.

What to bring

The joining information provided to each boarder before they arrive outlines the uniform requirements for each boarder, and these can be purchased in advance at the College Tailor, 98, St. George's Road, Kemp Town, Brighton. (see map on page 22) in advance of the start of term. The shop is a two minute walk south of the college, and an appointment with the tailor can be made by calling 01273 604011. In addition, below is a list of the essentials that the boarders need:

Bedding and clothing

1 single duvet	2 single duvet covers
2 bottom sheets (3ft wide)	2 laundry nets with zip top (purchased from Uniform Shop)
2 pillows	1 dressing gown
3 pyjamas	3 pillow cases
1 pair slippers or house shoes	5 towels (loops sewn halfway down)
1 brush, comb, sponge, facecloth, toothbrush and toothpaste, and toiletries.	
Casual clothes for evenings and weekends (sweatshirts, tee shirts, training shoes, jeans)	

For your first lessons, we recommend that you also bring along the following at the start of term.

Pencil Case:

1x ink pen	1 x 30cm ruler
5 x biro (blue or black)	1 x scissors
2 x pencils	1 x compass, set square etc)
1 x rubber	
1 x pencil sharpener	

Files and Paper

10x A4 ringer binder folders
1 x hole puncher
30 coloured file dividers
1 x pad of A4 lined paper
1 x pad of blank paper

For your desk / room area

Laptop/tablet if you have one (but computers are available in each house)	
1 x dictionary (if no laptop)	1 x pack of notelets
1 x Thesaurus (if no laptop)	Glue stick
2 x USB memory sticks	Sellotape
Padlock	Desk tidy
Stapler and staples	Alarm clock
Drawing pins	Wall posters/photos from home
Blue tac	Envelopes, writing paper, stamps



Do Not Buy

A calculator until advised by the Maths Department, or a diary or planner (provided by the school). Items such as televisions, mini cookers, refrigerators etc are not allowed in individual rooms. Small electrical items will be checked by the college electrician for safety.

On arrival

On arrival at the college, the boarders participate in the pre-term induction day for new pupils, designed to explain how the college operates and allowing new boarders to become familiar with procedures. This induction takes a day and a half, consisting of the afternoon of arrival and the subsequent evening when boarders will be:

- shown to their room, and given their room key.
- introduced to the house tutor team at the introductory boarding barbecue, and told who their year group tutor will be. This tutor may be the first port of call in future should a boarder need any guidance or wish to be helped with a personal problem; though the Housemaster / Housemistress is always available to help in this respect. The barbecue also offers the chance for parents to meet existing parents and pupils, and meet the tutors and health centre staff socially.
- made aware of the location and operating hours of the health centre by the college nurse.
- toured around the campus with a map and shown the location of different teaching departments.

After arrival

The following day, when boarders join the other new pupils and are:

- photographed by the ICT department for the School Information Management System SIMS
- inducted as to how to use the college library.
- given a college email address and a user account on the college computer network. Those boarders who wish to use their laptops on the college wi-fi system can return later to have their computers adjusted for this.
- spoken to by the Head of Section (Head of Lower school years 7-9, Middle School years 10 – 11, or Sixth form years 12 – 13) as to what is required of them academically during their time here.
- provided with their lesson timetable, and a key of how to interpret it by their tutor, in readiness for the start of school.
- made aware of domestic laundry arrangements by the house matrons.
- shown where the house telephone is, and the Childline number shown next to it.
- given a tour of the house so that they know where the nearest bathroom, kitchen, social and computing areas may be found.

Thereafter, the college holds a variety of social events over the first few days of term to help new boarders socialise and settle in. These range from tea and scones over a game of croquet on the front lawns, pizza and bowling evenings at Brighton Marina, and beach volleyball at Yellowave on Brighton beach. The mentors and shepherds allocated to each new boarder remain with their charges through this initial induction period to ensure that by the end of the first weekly cycle of lessons, they feel that they know their way around, and have a sense of where they can find further information.

2.2 The House system

Boarding is organised into 4 houses. There are 2 girls' houses (Fenwick is for Senior Girls and Head's for Junior girls) and 2 boys' houses, (Abraham for Senior Boys and School for Junior Boys) Each has its own building and facilities, identity and ethos - but with a common framework for discipline and pastoral support running through it. Other pupils and adults are not allowed in to the boarding house without the permission of a member of the duty staff.

Each house is run by a Housemaster or Housemistress (HMM) who organises tutor groups for each year group. Boarding houses have a team of staff (House tutors) allocated to run each of the year groups. They work to deliver pastoral care through house and tutor time. This involves developing excellent relationships with parents, dealing with day to day discipline and academic matters. In addition, HMMs keep records of their tutees in the house office, and the Director of Boarding liaises with the Senior Management Team (SMT) over more serious matters concerning boarding, and discusses pupils' progress at the publication of interim grades throughout the term.

The House is home for the boarders at Brighton College. It allows the pupils to develop 'vertical' friendships across year groups and provides a sound platform for a wide (and highly contested!) variety of competitions. These include house sport and music, as well as a wide variety of inter-house competitions such as debating and public speaking. Tutors monitor the overall demands on boarders' time and will help pupils to manage and/or reduce the demands accordingly.

The boarding staff at Brighton College are led by:

Ken Grocott	Director of Boarding, Housemaster of Abraham, Geography Department	01273 704334
Michelle Murphy	Housemistress of Fenwick, English Department	01273 704244
Jenny Scopes	Housemistress of Head's, Head of Psychology	01273 704249
Matthew Godfrey	Housemaster of School, English department	01273 704221

In addition, the house tutor teams are:

Senior Houses

<u>Abraham</u>	58 boys	<u>Fenwick</u>	73 girls
Jon Pass	Deputy Housemaster L6th	Clair Linzey	Deputy Housemistress U6th
Cecile Mayanobe	L6th tutor	Elizabeth Freeman	U5th tutor,
Oliver Peck	U6th tutor	Jose Bernabeu	U5th tutor
Martin Denyer	U5th tutor	Jenna Duffield	L6th tutor
Nick Featherstone	L6th tutor	Paul Wilson	L6th tutor
Kim Tomlinson	L6th tutor	Hugh Birling	U6th tutor
Jack Emmerson	L6th tutor	Rachel Crowe	L6th tutor

Junior Houses

<u>Head's</u>	43 girls	<u>School</u>	57 boys
Georgina Dore	Deputy Housemistress L6th	Andy Debney	Deputy Housemaster 4th
Katie Playfair	4 th tutor	Nat Harding	U6th tutor
Katie Jones	4 th tutor	Richard Grice	U5th tutor
Catherine Sides	L5th tutor	Clare Trafford	4 th tutor
Jessica Elsom	L5th tutor	Ben Hansford	L5th tutor
		Joe Graves	4 th tutor

We also have two domestic matrons, Miss Sodhy and Mrs Pavis and, in total, 31 staff caring for 230 boarders this year gives a ratio of 1 member of staff per 7.4 boarders

2.3 Contact with parents, guardians and carers

Boarders can contact their parents, guardians or carers during break times and relaxation time during the school day should they need to. Each boarding house has a telephone for this purpose, though most boarders these days prefer to use mobile phones, texting, and email. Each house also has Skype facilities in the computer rooms to enable pupils and parents to talk face to face on the internet, and all boarders can email home from the start of term using the college network. Boarders can also post items from the front desk of the college through the day, and every boarder has a pigeonhole in the boarding house for receiving mail from home.

Boarders are not allowed to use phones or other communication devices during lesson times, and all boarders must adhere to the college ICT Acceptable Usage Policy which they sign on arrival. This policy commits boarders to using the technology for communication sensibly, and alerts them to the fact that their use of the college network is monitored to ensure the fact.

For parents, the HMM is the first point of contact with the college should they have any queries or information to impart. If a message is left with the HMM on the telephone or by email, he or she will endeavour to acknowledge it and reply within 24 hours wherever possible. If the HMM is off site and unable to take a message, the deputy HMM will do so instead, and contact parents directly. Parents are also provided with a password to the college School Information Management System (SIMS) at the start of each year, so if they wish to, they can access information about their son or daughters' academic progress periodically through the year.



2.4 Health Centre Provision for Boarders

Health Centre Staff

Brighton College Schools have a centralised Health Centre situated in the Smith Building, run by Sister Kirsteen Vernon with the help of Sister Helen Herbert and Sister Susie Barnard. It is usual for all boarders to register with the Health Centre on arrival in the college; and is compulsory for all overseas boarders. Boarders can also be put in touch with dentists and opticians locally should the need arise.

Records of medical treatment for boarders are held in the Health Centre, and it is crucial that the college is alerted to any medical condition a boarder may have as soon as they arrive; the Health Centre will then alert teaching staff of any issue via the confidential file held on the staff computer network. The Confidential File is stored centrally for ease of access, is regularly updated and, for boarders, gives the welfare strategy to be adopted. Likewise, the Health Centre need to know of any medication being taken by a pupil when they arrive at the college, so this can be monitored. The Health Centre staff adhere to the Health Centre policy, the Health and Safety procedures at the college, and speak to the common rooms of each school at the start of each year with regards to health matters at the college.

Teaching and support staff refer all medical issues to the Health Centre, and boarding staff will only administer paracetamol to pupils requiring it under Health Centre instructions.

Health Centre Facilities

The Health Centre contains rest rooms, surgeries, washing and toilet facilities and a kitchen. The rest rooms are gender specific. All problems that cannot be dealt with at a First Aid level in the individual schools will be looked after here. Routine health checks for the schools are also carried out at intervals during a child's education in the Health Centre.

The School Medical Officers run a surgery twice a week on Monday from 8.00 – 9.30 and Thursday from 13.00 – 14.30, and are available at other times. On a daily basis, there is always someone on duty in the Health Centre for medical emergencies, but for routine ailments pupils should attend pre-school, during break or lunchtime (see times below) Nurses are on call every day during term time (including 24hrs, for emergencies – and boarding staff are first aid trained to provide medical cover). If no-one is manning the Health Centre then a nurse can be contacted via Security.

Surgery Opening:

Monday - Friday: 0800-0835 1055-1115 1300-1400 1600-2100 (1730 on Fridays)
Saturday and Sunday 09.00 – 20.00

In terms of accessing the health centre staff during the day, the procedures are as follows:

1. During the day 0800-1800

Fifth Form and below go to Health Centre via main gate, where they sign out and collect a "pass". This ensures that the school records where pupils are (according to the school's Supervision Policy), allows a member of security to make a judgement on whether that pupil needs assistance going round to Walpole Rd and to call ahead to the Health Centre. All Third and Fourth Formers will be escorted round. The pass validates the absence and should be returned to Security when the pupil signs back in to school via main gate. Nurse will escort – or call Security to assist – if pupil needs help returning to campus. A pupil can return to campus via Walpole Gate but must sign back in and return the pass at Security.

Sixth Form are *not* required to follow this procedure and can use Walpole Gate. Teachers will check any absence from class directly with the Health Centre (who keep records of all visits) and the HMM.

2. Early evening 1800-2000

A temporary Health Centre surgery will be in room MD in the main building. This allows boarders to drop in or touch base ahead of dinner. If necessary a visit to the GP on call at the county hospital can be arranged.

3. Twilight 2000-2100

Nurse will rotate through the four boarding Houses, checking that all is well, that medicines have been administered etc.

4. Through the night 2100-0800

Boarders who may require medical services should first raise the issue with the resident tutor on duty, who will make a judgement call on the seriousness of the situation. All resident staff are first aid trained but, if necessary, the tutor will arrange for a member of staff to escort the pupil to the A&E unit at the county hospital on Eastern Road.

Nurses are on call every day during term time (including 24hrs, for emergencies – and boarding staff are first aid trained to provide medical cover). If no-one is manning the Health Centre (usually from 9pm) then a nurse can be contacted via Security.

5. Visiting the college counsellor

If boarders wish to speak to a counsellor about a personal matter, they are able to sign in to see the college counsellor Caroline Harrison, who visits the Health Centre on Tuesday, Wednesday and Thursday from 13.00 – 16.00. The role of the counsellor is to:

- a) Act as a support group in an emergency: answering telephones, dealing with anxious parents and pupils, and being available to talk to individual pupils.
- b) Be available for Housemasters, Housemistresses and other members of staff to refer a pupil to if there is a particular problem which requires further advice and help.

Pupils can sign in for the counsellor themselves via the Health Centre, or may be referred to the counsellor (if for example they have been bereaved) by house staff. Caroline provides someone other than a parent, outside the boarding and teaching staff of the school, who boarders may contact directly about any personal problems or concerns at school. She can be contacted via Brighton Youth Advisory Centre on 01272 898292 or <http://www.brighton-hove.gov.uk/index.cfm?request=c1137142>

The Childline telephone number 0800 1111 is also displayed in each house should boarders feel the need to use it. Boarders are also made aware of the Children's Rights Director phone number 0800 528 0731, and the website for Roger Morgan the Children's Rights Director for England (CRD), which is <https://www.rights4me.org/>

2.5 House Domestic arrangements

The boarding house is home to the boarders during the week or for the whole term other than exeat weekends, so it is important that they feel comfortable in their houses and know how the domestic arrangements operate. The college requires boarders to vacate their rooms over the summer holidays, but otherwise, they are free to leave their possessions in their rooms over the Christmas and Easter holiday breaks. Items which need to be stored elsewhere, such as cases and trunks which are not needed other than at the start and end of each term, can be stored in the trunk rooms of each boarding house.

Security

Each boarder is responsible for the security of their own possessions, and to assist with this, the college provides five levels of security

1. On entry to the **college**, the security team operate from the front archway lodge with CCTV in place to monitor movement on and off site.
2. Each boarding **house** then operates a coded touch lock system on the front door so that only boarders in that house may gain entry. The codes for these touch locks are changed periodically to ensure they do not become widely known beyond the boarding community.
3. Each boarder is then given their own **room** key on arrival at the college, and encouraged to lock their room when they are not in it. If a key is lost, it needs to be reported to the HMM, who will issue a replacement until the key can be found.
4. Each boarder has within their room their own lockable **cupboard**, for which they should provide their own padlock and key, or combination padlock.
5. Each boarder also has a **safe** of their own in their room, secured by a four digit code that they decide upon when they are allocated their room.

All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

Child Protection and safeguarding

The boarding community adheres to the college Child Protection Policy and the college Recruitment policy. The Director of Boarding is the Child Protection Officer at the college, and is supported by a deputy CPO and the SMT. All Child Protection matters at the college, for boarders or for day pupils, are dealt with in the first instance by the CPO, who keeps a central record of issues in his office.

All teaching and support staff are trained annually in child protection (safe guarding) procedures, and are familiar with the procedures to be followed in the event of an actual or alleged case of child abuse. The Child Protection (safeguarding) Policy is available on the school website.

Serious Incidents

If boarders, guardians or parents become aware of a serious incident on-site, please report it straight to Security. Information regarding off-site incidents should be phoned through to Main Reception (01273 704200) or Security (01273 704241); every day out of term time there is a duty member of the Senior Management Team who will be informed.

Fire Safety

The boarding community has received considerable investment over the last five years to upgrade the fire safety requirements in each house to meet with regulatory requirements. All boarders are told on arrival what to do in the case of a fire bell ringing on campus, and at the start of each term, all houses hold a fire drill before the school day starts.

If the fire alarm rings during the school day, the boarding houses muster with the rest of the college on the Home Ground to the north of the college main building, and wait to be dismissed on the all clear.

Before or after the college day, or overnight, if the fire bell rings, the boarding houses must be registered in the front quad to the south of the college main building before being allowed to return to their house. If boarders are off site during a fire drill, they are required to report to their HMM immediately on their return to the campus.

Should any member of the boarding community come across a fire

- Shout “fire” and activate the nearest fire alarm.
- Follow the above instructions.

Boarders’ Possessions

HMMs are prepared to look after items such as passports in their office if boarders prefer. Likewise, it is sensible for boarders to ask HMMs to keep large sums of money (if, for example they have been given the whole term’s pocket money as cash) in the HMMs office until they need to use it. If boarders wish to have valuable items in their rooms, (laptops, iPads, cameras) then parents are advised to participate in the college insurance scheme, details of which are in the joining instruction pack. We believe in respect of one another and of each others’ property and hence we consider theft to be a very serious matter indeed.

Pupils who are found to steal the property of others may be expelled.

The college provides access to personal and stationery items through the college tailor in Kemp Town, and through the front desk of the main building. Items can be signed for by the boarder concerned, and the cost is then put on their college bill.

House matrons

The boys’ and girls’ boarding houses are each overseen on a domestic basis by the house matrons, who ensure that the house runs smoothly. With the team of cleaners, they ensure that the house is kept clean, and that the rooms and communal areas function properly. The house matrons ensure that the pupil laundry is taken over to the college laundry and returned the next day, and also ensure that bedding is washed weekly. Each boarder has their own area in the house laundry from which they can collect their items when they have been returned. It is vital that all items of clothing are named to ensure that they get back to their rightful owner.

Any house breakages or repairs are reported in the maintenance book to alert the maintenance team that work is needed, and the matrons conduct an inventory through the year to make sure that rooms have all they need. The boarders are encouraged to contact the matrons directly about any domestic matter concerning their room, their laundry, or any communal areas that require attention.

Accommodation

All the college boarding accommodation has been refurbished and upgraded in the last four years, to ensure that they meet the school premises regulations. Studies vary from the single study to shared studies for 2 – 4 boarders. Younger boarders can expect to share a room with others when they are in years 9 - 12. In year 13, full boarders may expect a single room but on occasions they may need to share with one other pupil. Pupils will usually only share with boarders of the same age. Within their rooms each pupil will have a bed, a desk with a shelf, a wardrobe, a bedside cabinet and a lockable cupboard and a desk lamp. Within the lockable cupboard is a safe for valuables. We welcome boarders personalising their space with appropriate posters, photographs and other family memorabilia. Pinboards are provided for this, and when these are full, pupils should use blu-tack on walls so as not to damage the paintwork. We expect each pupil to leave their room as they found it at the start of the year. Each boarding house has been refurbished in the last two years, including new washing and toilet facilities, and we aim to keep them at a high standard of décor.

Study facilities

Each boarding study has space for the boarders in it to work, whether individually or co-operatively in groups. All four boarding houses have wi-fi systems in them so that boarders can go online through the day until 10.30pm. In addition, each boarding house has communal areas for study outside the individual bedrooms, such as a common room or computer room, where boys and girls can work together. Beyond

the boarding houses, the school library is open until 6.30pm each evening before boarders' supper, and pupils wishing to use this have to request permission to go to the library from the duty tutor in each house. Computing facilities are also available in the sixth form centre for the senior boarders, and the Smith Building for all, if pupils need to work outside the house during prep time.

Mentoring

Each boarding house operates a mentor system to help pupils study; not only can boarders ask the duty staff, who are themselves classroom teachers, when they need assistance, but each house also allocates senior pupils to be a specialist in each subject. Boarders needing guidance in Mathematics, for example, can ask an older pupil who is doing the subject at A level for advice with their homework.

Off site boarding accommodation

The college has no off site boarding houses, and does not operate a system whereby boarders can board with families beyond the college campus. The only exception to this is a pupil staying in his final year with a prep school teacher and former college parent who lives nearby. The college permitted this one off situation in order to give the boy concerned a chance to complete his time at the college as a boarder, and all the necessary checks were applied to this case.

The only other occasion when a boarder may board temporarily off site during term time is when they are staying with their guardians or host families at exeat weekends, half term holidays, or when they are ill and have been sent "home". (see page 32 in the parent section for guardianship details)

Food

The boarding community is provided with hot meals four times per day by the college caterers. Mealtimes are as follows:

Weekday Mealtimes

- Breakfast 7.30 – 8.10
- Lunch 12.30 – 13.30 (depending on year group)
- Low tea 17.00 – 17.25
- Supper 18.30 – 19.25 (18.00 – 18.45 on Friday)

Weekend Mealtimes

- Breakfast 9.00 – 9.45
- Lunch 13.00 – 13.45
- Sports tea (Sat) 16.30 – 17.00
- Supper 18.00 – 18.45

The caterers provide a choice of hot and cold food, and provide for specific needs such as vegetarian, vegan, and halal food. Each day one year group has a baguette lunch, served in the Café de Paris or Smith Building. The menus are published in advance so that boarders know what to expect for each meal, and the boarding council, which represents the boarding community, speak to the catering manager each term to suggest changes to the menu. The college PSHE programme advises pupils on the benefits of a healthy diet, and boarding staff supervise meal times to see that pupils are getting enough to eat.

The Café de Paris in the centre of the campus is open daily from 8.30am until 5:30pm. It is a place where parents, staff, guardians and pupils can meet and enjoy light refreshments during the day. It is also where baguette lunches on certain days for each year group are collected

In addition, each boarding house receives food from the catering department each day to go in to house kitchens, so that boarders can prepare snacks of their own, for example after sports sessions, or after evening prep time. These provisions consist of bread, spreads, cheese, fruit, milk and fruit juice, and boarders will often buy in food of their own to prepare in the house kitchens, particularly at weekends. The boarding house kitchens contain cookers, microwaves, kettles and fridges so that food can be stored and prepared safely, and at the start of each year, the head chef gives a presentation on how to prepare

food properly and hygienically. The cleaners and the prefect teams in each house ensure that the kitchens are kept clean throughout the day, and crockery and cutlery are provided in each house kitchen. Boarders are discouraged from keeping food in their studies, but should use the kitchen cupboards instead. Any issue regarding food at meal times or in houses can be raised with the boarding council to be relayed to the catering department, who work very hard to ensure that they meet our requirements.



Storage

Boarders can store all their possessions during the school term in their own studies using the storage space provided. In addition, each boarding house has a trunk room where cases and trunks can be stored once they have been emptied at the start of term. Bags, cases and trunks are locked away in the trunk room during term time until they are needed on exeat weekends or the end of term, and can be accessed again by boarders by asking the HMM or the matron to open the trunk room. Similarly, bags and trunks are locked securely in the trunk rooms during holiday times if boarders need to leave possessions in the house over the summer. Boarders leaving to go to university at the end of their year 13 may arrange to keep their bags and cases at college for collection when they return to the country after the summer holidays. Arrangements for this should be made in advance with the HMM.



SECTION 3: Boarding Organisation and Routine

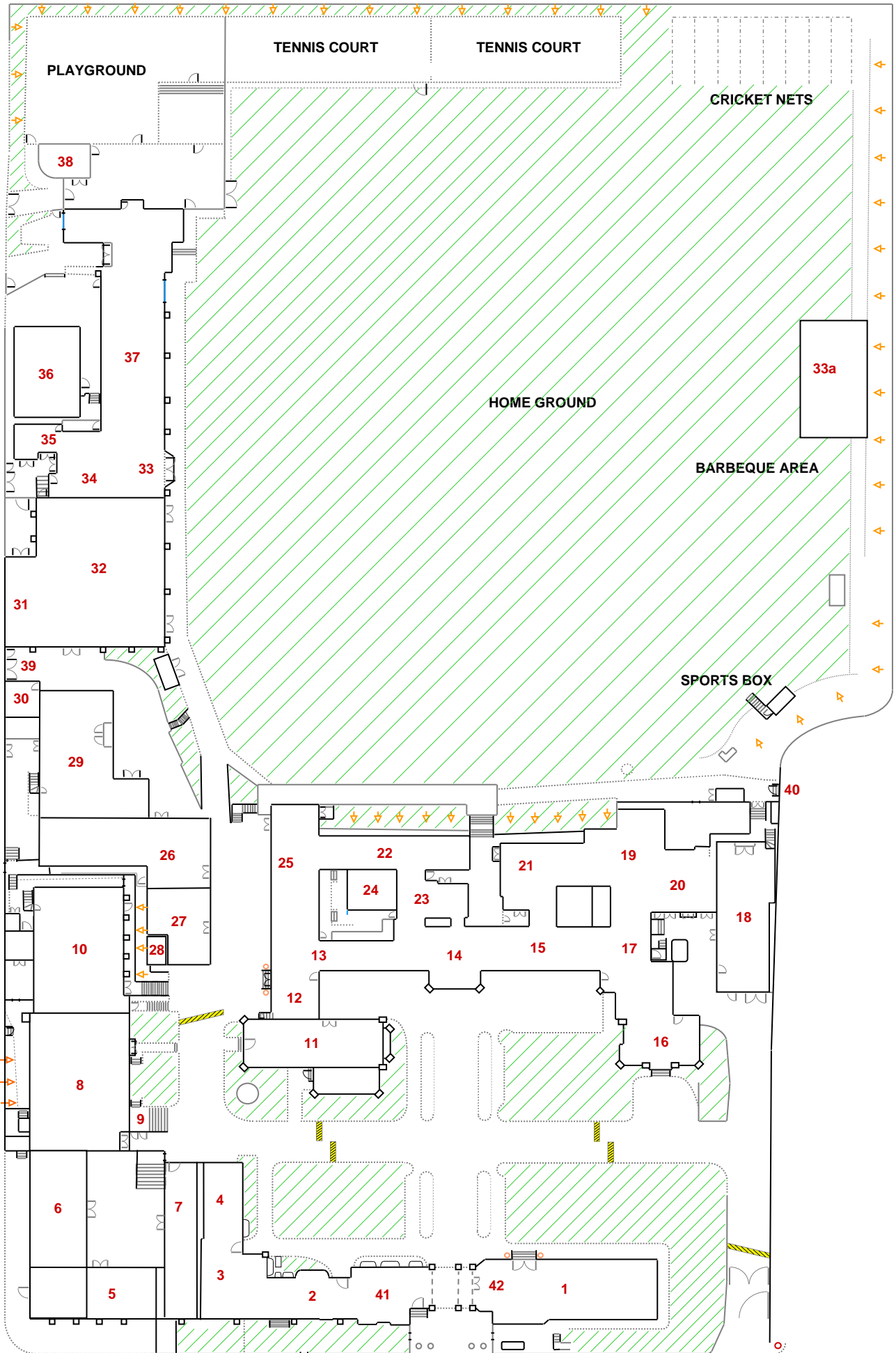
3.1 Campus Layout (see map on page 22) and Teaching Locations (pages 20 – 22)

code	Name	Specific Location	Housing
1	Dawson Building	Ground floor	Reception and Admissions
1 2 + 41	Ryle House	Second floor	Boys' day house
	Head Master	First floor, over archway	Headmaster's study and secretariat
	Chichester House	First and Third floors	Girls' day house
	School House		Boys' boarding house
3	Abraham House	Ground floor	HMM's flat
3 4		LG, 1 st , 2 nd & 3rd floors	Boys' boarding house
4	Abraham House	Ground floor	Boys' boarding house
5	Rose Lecture Theatre		Lecture theatre
6	Woolton Building	Ground floor	Modern languages department
6 7		First floor	History and Politics department
	Alexander Visual Arts Centre	Second floor	Art department
	Simon Smith Building	Lower Ground Floor	Café, Health Centre
7		1 st Floor	SMT studies, Health Centre
		2 nd Floor	Senior School Staff Common Room
8	Great Hall	Lower Ground floor	
9	Armoury, Reprographics	Lower Ground floor	CCF, D of E store, Reprographics
10	Swimming Pool		Swimming Pool
11	Chapel		Chapel, vestry
12	Hordern Room		Music rehearsal and performance space
13	Main Building	Ground floor	Classics and RS departments
13 14		First floor	6th form centre & Dimpleby Lecture Room
14	Main Building	Ground floor	Clocktower reception, SMT studies
14		First floor	Library
15	Main Building	Ground floor	Seldon House
15 16		First floor	Williams House
	Head's House	Ground, 1 st & 2 nd floors	Girls' boarding house
17	Head's staff flat	Ground floor	House mistresses' accommodation
	Fenwick House	1 st , 2 nd & 3rd floors	Girls' boarding house
18	John Leach Building	First and Second floors	6 th form girls boarding house
19	Dining Hall		
20	Fenwick House		House mistresses' residence
21	Old Squash court		
22	Science Department	Ground floor First floor Second floor	Chemistry department Physics department Biology department
22 23	Science Lobby	Ground floor	toilets

24	Performing Arts Centre	Ground floor	Café de Paris
23		First floor	Music practice rooms, Dance office
24		Second floor	Dance studio
25	Lester Building	Ground floor	Science laboratories
25		First floor	Geography department, Physics classrooms
25a		Second floor	ICT department and support
	Head of Music Office	Ground Floor	Head of Music Office
26	Skidelsky Building	Ground floor	DT department
		First floor	English department
		Second floor	Third Form Common Room and Lower School office
27	Old Music School		Economics department
28	Porterage storage		storage facility
29	Aldrich House	Lower Ground floor	Boys' day house
29	Durnford House	Ground floor	Boys' day house
	Hampden House	First floor	Boys' day house
30	Leconfield House	Second floor	Boys' day house
	Storage area		storage facility
31	Maintenance		maintenance department
32	Sports Hall		Sports Hall
33	Pavilion	Ground floor	changing rooms, gym, toilets
33a		First floor	PE classroom, Director of Sport, PE office
	Sammy Woods Pavilion		Cricket Pavilion
34	Sports department		changing rooms, toilets
35	Blackshaw Building	Ground floor	Strength and Conditioning room
36	Chowen Building	Ground and 1 st floors	Business Studies and Psychology
37	Blackshaw Building	Ground and 1 st floors	Maths department, EAL
39	Sutherland Road entrance		
40	Walpole Road entrance		
41 (& 2)	School House	Lower Ground floor	Pupils' recreation space
41 (& 2)		Ground floor	HMM's flat, Common Rooms, Parcel store
		First & second floors	Boys' boarding house
42	Security Department		Main entrance and Security Lodge

Teaching rooms: codes, locations and subjects

Room codes	Location	Main subject(s) taught
MB, MC, MD	Main building, ground floor	Classics & RS
DLR	6 th form centre	Lecture room
C1, C2, C4	Science block, ground floor	Chemistry
APL, EPL, PLR,	Science block, first floor	Physics
B1, B2, B3	Science block, second floor	Biology
L01, L02	Lester block, ground floor	Science (Physics and Chemistry)
L11, L12, L13, L14, L21	Lester Block, 1 st & 2 nd floors	Geography and Physics
L22, L23, L25	Lester Block, second floor	ICT
RLT	Woolton Building	Lecture room
W01, W02, W03, W04, W05	Woolton Building, ground floor	Modern Foreign Languages
W11, W12, W13, W21, W22, W41	Woolton Building, first floor	History and Politics
AV1, AV2, W31	Woolton Building, top floor	Art and Photography
DT1 – DT3	Skidelsky Building (ground floor)	Design Technology
SK1 – SK6	Skidelsky Building (middle floor)	English
OMS1 – OMS2	Old Music School	Economics
BL01 – BL06	Blackshaw Building	Maths, EAL
BL107 – BL113	Blackshaw Building	Maths, PE
CH01, CH02, CH11, CH12	Chowen Building	Business Studies, Psychology, Maths
PAV, SH	Pavilion Classroom, Sports hall	Sports Science, PE & Games
DA	Top floor of PAC	Dance
<i>Off-site classrooms:</i>		
DR1, DR2	Montague Centre (Kemp Town)	Drama
MU1, MU2, MU3	Montague Centre (Kemp Town)	Music
DC1, DC2, DC3, DC7, DC8	Dyslexia centre, 2 Belle Vue Gardens, 145 Eastern Road	Dyslexia and Special Needs



Going off campus - College Bounds and being safe.

Once boarders register in the morning, the following bounds stand for the duration of the school day.

On the West Side of the campus

1. No exit/entrance through Sutherland Gate unless on an organised school activity such as Games
2. Sutherland Road out of bounds, including the snack van and Clifford's newsagents

On the East side

3. Exit through Walpole Gate only to go across to the Health Centre in 8 Walpole Road, the Dyslexia Centre in Bellevue Gardens or, for Sixth Form, down to 145 / 161 Eastern Road for lessons
4. Pupils are not to walk further uphill along Walpole Road, ie should not turn left out of the gate

On the South side

5. Only use the Main Gate. Do not use the trades / exit gate; this is for vehicle access only
6. Do not go further east than Walpole Road unless attending lessons at 145/161 Eastern Road or walking to the New Ground
7. Only cross Eastern Road via the zebra crossing. Keep your wits about you when crossing
8. Access Kemp Town only via College Road or College Terrace
9. The first road running left-right (east-west) in Kemp Town is St George's Road:
 - (a) Do not go further south towards the sea via side roads eg Burlington Street or the alley by Forfars
 - (b) Do not go further west than the dry cleaners by Montague
 - (c) Do not go further east than the last shop (Pizza Face...)
10. Pubs, bars, off licences and betting shops are out of bounds.

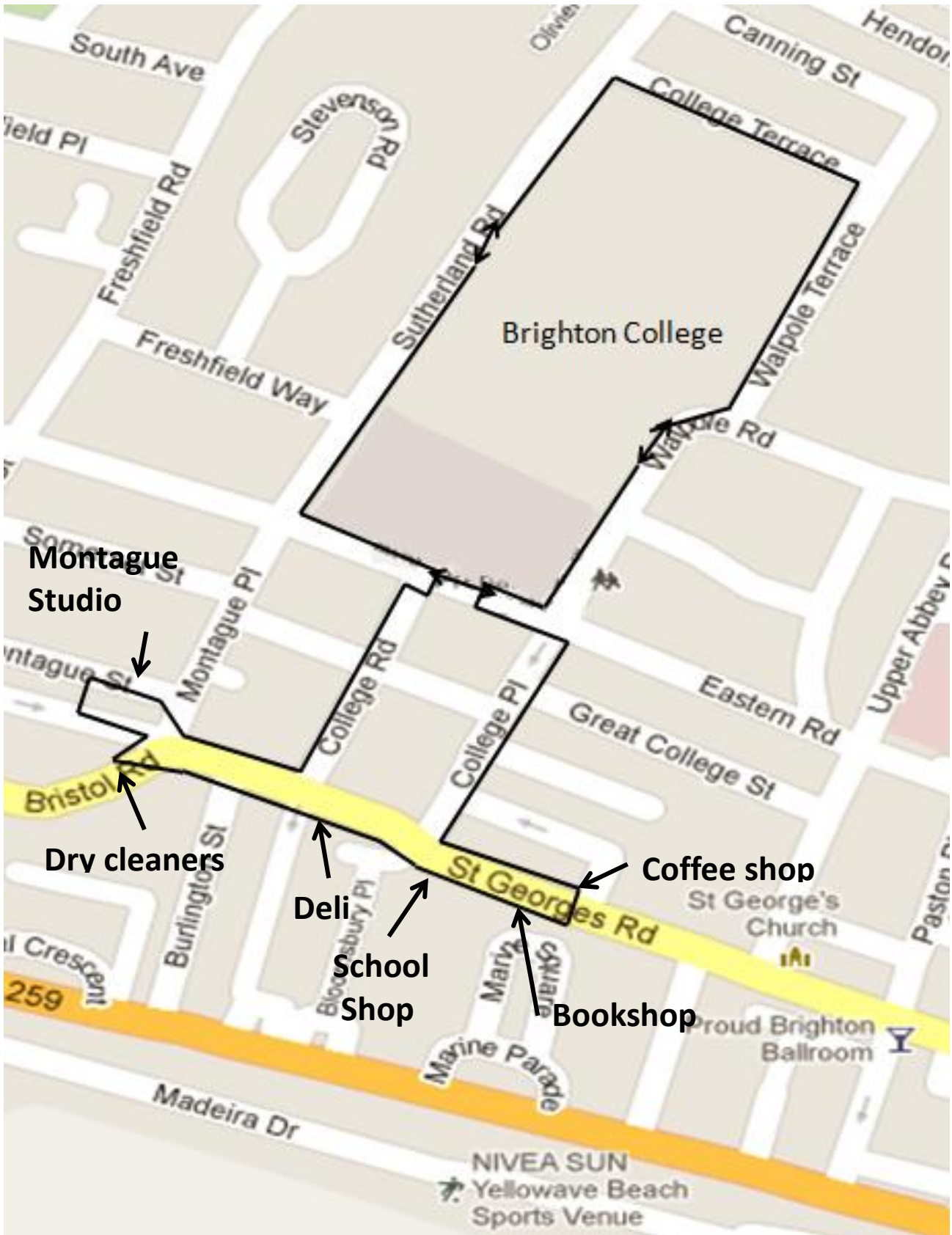
Remember:

- Sixth Form boarders may visit Kemp Town during break, lunch and free periods and sign out when they do so. In the evenings after school is over, any boarder leaving campus must ask permission from the duty tutor and sign out in the book once permission is granted.
- Year 11 may only visit Kemp Town in Lent and Summer during break and lunch providing (a) their parents have given written permission and (b) they sign out and back in in the house books at the front entrance of each boarding house.
- Years 9 and 10 may only leave campus in the company of older pupils, having requested permission of the duty tutor or HMM.

Be Careful

Hopefully, members of the public will be polite and happily co-exist alongside you. Unfortunately, not all are decent members of society and you need to be aware of your surroundings and those around you. It is always helpful to report any suspicions or incidents to Security, your HMM and your parents ASAP:

Map of College Bounds



Pupils' Personal Safety

a. Going to and from the New Ground

For reasons of personal safety, pupils must follow the route described below when going to the New Ground, and the same returning:

- Go along Eastern Road to the T-junction at the end and turn left by 'Lidl's' into Arundel Rd.
- Take the first right into Roedean Road and at the traffic lights turn left into Wilson Avenue.
- Take the first right into East Brighton Park.

You must wear College regulation games kit with your shirt tucked in. You should wear trainers and carry boots. You should travel in groups of 4 - 6 but show consideration for others using the pavement.

b. Going to Montague Place

Follow the prescribed route:

- Cross Eastern Road by the zebra crossing
- Walk on the pavement down College Road, crossing at the southern end by Lloyds Bank
- Walk on the pavement west on St George's Road to Montague Place
- Walk in 2s or 3s on the pavement, do not engage with members of the public any more than is necessary, and always politely.
- Do not enter any shops and do not eat in the street. Walk quickly and sensibly

c. Going to 2 Belle Vue Place and 145 Eastern Road

- Leave the campus by the main exit
- Turn left and walk east towards the post box on the corner of Walpole Road and Eastern Road
- Cross Walpole Road safely
- Proceed to 2 Belle Vue Place, 145 Eastern Road or 161 Eastern Road

d. Crossing Eastern Road outside the College

Pupils must use the zebra crossing; it is important to stop at the crossing to give motorists the opportunity to see you in good time and come to a stop. As a matter of courtesy acknowledge the motorists who stop for you.

When travelling around between areas of the school and off campus during the school day, pupils should remember they are judged by the public and not do anything negative which may prompt them to contact the school! They should be courteous, polite and sensible.

Pupils' Guide to being Ambassadors of the College

Pupils, parents, staff and Old Brightonians are proud to be part of the Brighton College community, and rightly so: Inevitably, independent schools are under constant scrutiny by their local residents, the public generally and the press: and some people take pleasure in finding fault: This guide is designed to help you when you are in public places in school uniform or on school business:

Be Considerate

Be mindful and sensitive of other people, behaving towards others as you would want them to behave towards you, e:g:

- give way to the elderly or to pushchairs; avoid grouping together and blocking the pavement
- queue in orderly fashion at bus stops and offer your seat to others on public transport
- maintain your smart look – e:g: shirts tucked in, ties done up
- mind your language

3.2 Weekly routine: the shape of the week

Single lessons are 35 or 40 minutes long (no breaks between lessons), there are 8 academic lessons and 2 activity periods per day except Tuesdays and Thursdays (when we have period zero) and Wednesdays (when we have a Tutor Period).

- There is a staggered lunch time, with the 3rd, 4th and L5th form having lunch at 1235, during P6A. They return to PB6 at 1310.
- All pupils register (in houses) twice a day, 0820 and 1350.
- Most days start with some form of worship or an assembly. This is organised by year group or house and uses the Great Hall and Chapel as the main venues.
- All pupils have two games sessions per week; Sports fixtures are also held on Saturdays
- Pupils are expected to opt into as many period 7 and 10 activities as possible, under the guidance of their tutors. Pupils not involved in an activity may leave at 4pm or do supervised prep at that time.
- School buses leave at 1700.
- There are no bells to indicate lesson changes. 5 minute warning bells are rung as follows:
0830 to chapel (chapel bell); 0853 to period 1 (chapel bell followed by school bell)
1110 to period 4 (school bell); 1345 to registration (school bell)
1440 to period 8 (school bell); then 1650 end of period 10 (school bell)

Shape of the Week 2011/12											activities		activities				
House	0	1	2	3	4	5	6A	6B			7	8	9	10			
					BREAK		Lesson 6 for U5th & 6th Form	Lesson 6 for 3rd, 4th & L5th Form									
start	8:20am	8:25am	9:00am	9:40am	10:20am	10:55am	11:15am	11:55am	12:35pm	1:10pm	1:50pm	1:55pm	2:45pm	3:25pm	4:00pm		
end	8:25am	9:00am	9:40am	10:20am	10:55am	11:15am	11:55am	12:35am	1:10pm	1:45pm	2:40pm	3:25pm	4:00pm	4:50pm			
M	REGISTRATION	3rd, 4th, 6th form Assembly, Chapel				BREAK					REGISTRATION	L3rd & U3rd Games		Protected Music			
		5th Form Assembly, Great Hall											Lesson 8		Lesson 9		
T		8.25am 6th Form period 0					Senior games					Junior Games					
		8.35am 3rd, 4th & 5th Chapel															
W		Whole School Chapel			Tutor period									Lessons (2pm start)	L3rd & U3rd Games		
														4th Form Lessons	4th Form Activities		
T	8.25am 3rd, 4th & 5th Form period 0				Junior Games				Senior Games								
	8.35am 6th form Assembly										Lesson 8	5th & 6th Form Service					
F	House Assembly										Protected Music	Lesson 8	Lesson 9				

Period Zero Summary

Period 0 on either a Tuesday or Thursday, depending on which year group a pupil is in, enables a variety of additions to both our curricular and co-curricular provision, including:

- better positioning of Third Form Games in the timetable
- an expressive arts carousel of shared themes in Physical Education, Sports Science Theory, Dance and Choreography, Drama, Art and Music for the Fourth Form
- an extra Maths lesson for the Fifth Form
- the Entrepreneurial Programme for the Lower Sixth Year 12
- an extra Study Period for the Upper Sixth Year 13

3.3 Daily Boarding Routine – shape of the day

Monday –Friday (inclusive)

- 07.30 Wake up bell
- 07.30 - 08.10 Breakfast
- 08.20 Morning registration in House Common Room.
- 08.30 Assembly, chapel or house assembly (Period 0 Tuesday and Thursday)
- 09.00 -10.55 Lessons 1, 2, and 3.
- 10.55 - 11.15 Morning break
- 11.15 - 13.10 Lessons 4, 5, and 6 (4th and Lower 5th some have lunch early at 12.30pm)
- 13.40 Afternoon registration in House Common Room
- 13.45 - 14.30 Afternoon activities and clubs (Lesson 7)
- 14.45 - 16.00 Lessons 8 and 9
- 16.05 -16.50 Afternoon lessons and clubs (Lesson 10)
- 17.00 -17.25 Low tea, served in the Blackshaw Room. School uniform need not be worn.
- 17.30 - 18.30 1st Prep – boarders work in studies, library, IT labs, Art School
- 18.30 – 19.25 Supper in the dining room
- 19.30 - 20.30 2nd Prep
- 20.30 Evening registration and notices in House Common Room
- 20.35 - 21.45 Free time (Sports Hall / Swimming Pool / Gym / Home Field/Evening clubs)
- 21.00 Boarder’s swim in the college pool (Mon – Fri excepting alternate Thursdays)
- 22.15 All doors are locked. Upper 5th bedtime with lights out, quiet time in the house
- 22.30 Sixth form must be in their rooms and all lights out.

3.4 Daily Registration, attendance and boarder absence.

The boarding school day effectively runs from 7.30am, when the morning bell rings, to 10.15pm, when the boarding houses are locked. Morning registration is at 8.20am after boarders have been to breakfast. The teaching day ends at 4pm but pupils are expected to be involved in activities most afternoons until 5pm. The library is available for supervised prep between 5.30pm and 6.30pm for pupils who wish to be at school but are not involved in an activity.

Full attendance on every school day is expected, along with specific weekend requirements such as Chapel, Speech Day, Open Mornings and Fixtures. Registration is required by law at the beginning of each morning session and at some point during the afternoon session. Registration is combined with house time, which allows tutors and HMMs to spend pastoral time with their pupils.

Registration in Houses is at **0820** and **1340** (the only exception being those pupils attending Holy Communion when the Chaplain will register them direct in Chapel.

- Evening registration takes place at 2030 in the week, and 2130 at weekends. Registration at weekends takes place at mealtimes in the dining hall; pupils not registering at mealtimes must report to the duty tutor separately.
- Registration is supervised by a member of staff each morning, lunchtime and evening. House registers for each year group are kept in the HMMs office.
- **Registration is done online with the schools information management system, SIMS.**
- **Weekly boarders arriving late to school (after 8.30am on Monday) should sign in at reception** and then report to their Tutor or HMM in House. If they arrive after 8:55am they should go straight to class after signing in.
- Any pupil absent from registration for any reason but who is on site must register with house staff as soon as possible, or can do so via reception.
- Any 5th Former or below leaving the campus during the school day (except to go to an off site teaching area) should sign out in the signing out book in each boarding house hallway. Pupils must sign back in when they return to the campus.

Absence - What parents and boarders should do

- a. Parents/guardians should contact the HMM on the morning of the first day of absence and keep in regular contact thereafter.
- b. A note / phone message / email should be given to the HMM if part of a school day is to be missed due to an appointment.
- c. Pupils leaving school in an emergency during the school day should notify their HMM and/or reception staff.
- d. Weekly boarders arriving late to school on Monday (after 8.30am) should sign in at reception.
- e. Pupils who know in advance that they will need to miss a lesson or other school commitment, should see the member of staff involved to explain the circumstances, as far in advance as possible, and inform HMMs.
- f. Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should write to the Deputy Headmaster requesting permission to do so. **It is not normal to sanction absence for holidays in term time.** If parents remove their child without the permission of the school the absence is unauthorised and the pupil's place in the school may not be secure.

Absence to visit universities

Pupils wishing to attend university open days may do so according to school policy; they may visit 3 institutions in the L6th Year 12 and a further 3 in the U6th Year 13(as an absolute maximum). Pupils should fill in a proforma requesting this absence and return it to their HMM. Where university open days are published in the calendar pupils may not choose to visit that institution on another date. The Head of Sixth Form oversees this scheme.

Attendance at games

All boarders are expected to attend games sessions, as per the shape of the week, twice a week. Boarding pupils will be issued with a green 'off games' slip by house or health centre staff. Pupils who are off games should, where possible, register with the member of staff in charge of their session- normally there is an area where they can do some work.



3.5 Chapel and assemblies

Brighton College is based on an Anglican Foundation and hence has the Chapel at its very heart. It is important for the school to meet as a community and enjoy the opportunity to share religious experience, for quiet time, reflection and contemplation, to acknowledge the achievements of others and to share important festivals and celebrations. Boarders who do not wish to attend chapel, but wish to explore their own faith further will arrange a time to do this with Father Robert Easton, the college chaplain.

Pupils sit in House groups (except for the Choir), enter quietly and remain silent. College and House prefects will supervise general behaviour. Afterwards pupils must sit in silence as all staff leave, then wait quietly until they are told to leave under the direction of House prefects. School prefects should be the last to leave Chapel ensuring that all is tidy. Once each term, the boarders have a Sunday chapel service at 10.30, to which all family member and guardians are invited. Dates for these are given in the pupil planners at the start of each term.

All pupils attend assemblies each morning as per the Shape of the Week. but, in summary:

Monday : Assembly: 5th in Great Hall, rest in Chapel

Tuesday: Junior Chapel: Years 7 - 11– chapel/hymn practice alternate with Holy Communion
Period 0: 6th Form lesson

Wednesday: Whole School Chapel: 3rd Form plus 6 Houses (alternating) with Chapel Choir

Thursday: 6th Form assembly: mix of speakers, entrepreneurship alternating with HC
Period 0: 3rd, 4th, 5th Form lesson

Friday: House Assembly

Sunday Chapel

The College has maintained a tradition of Sunday services, which we believe to be an important part of the College's life and pupils' general curriculum. These services are relatively formal and traditional, in line with mainstream Church of England practice. We expect pupils to attend a minimum of three Sunday chapels per year (one in each term, by House as indicated in the Blue Book). Those in the choir, of course, attend more frequently. Parents and guardians too, are encouraged to accompany their children and support our Chaplain, Robert Easton.

Exceptions are only made on religious grounds for those who actively follow a different faith and parents of such children should write to their Housemaster/mistress in the first instance. Parents of children who are not of other faiths who feel strongly about Chapel are asked to write to the Headmaster, explaining the request for non-attendance.



3.6 Evenings and weekends

After the end of evening registration and messages, boarders have free time during which they can relax and participate in a variety of activities both in the house and beyond.

In the boarding houses

- Each house has social areas where boarders can meet to relax. These areas have TV and DVD facilities, as well as newspapers, books and magazines where pupils can read. The houses also have pool tables, table tennis, computer games, chess sets and a variety of other board games for those who enjoy playing games. Boarders can ask permission to visit other boarding houses to mix with their peers in the evening, but must be back in their own house by 22.15.

Boarding facilities

The boarders have access to lots of on-site facilities at the college every evening.

- The swimming pool is available to boarders at 21.00 on four days per week and is supervised by a lifeguard.
- The sports hall is available to boarders in the evenings and at weekends for indoor sports such as football, basketball and badminton.
- The college multigym provides the chance to use state of the art gym equipment to keep fit. Boarders are coached how to use the equipment. In the summer boarders use the playing fields, the tennis courts and cricket nets, and play beach volleyball on Brighton beach at the Yellowwave centre.
- The Sixth Form Centre. This comprises a suite of rooms, including a computer work room, a university reference room, the prefect's room, a lecture theatre and a recreational area with newspapers, TV and pool table.
- The new Smith Building, opened in January 2012 adjacent to Abraham house, provides an internet café facility and a central area for boarders to use in the evenings for whole boarding social events such as music evenings and debates.
- The Music School and practice rooms / Dance Centre / Art Department can all be used for practice in the evenings when staff are available to supervise.

Boarding Council

The boarders' council meets once per term to suggest improvements to the boarding experience. This group consists of members of each boarding house, and is supervised by the Director of Boarding, who takes forward their ideas to the caterers and other staff, and reports back to the council afterwards.

Boarding events

The staff and pupils organise a variety of events for boarders in the evening and at weekends; it simply requires the boys and girls to select which activity they wish to do, and then turn up. Apart from college concerts, all these activities are free to boarders.

- Evening Autograph concerts in the Great Hall – monthly performances by professional musicians.
- Boarders' plays, college concerts and musicals.
- Boarding house debates in the PAC
- The boarders' book club operating on Monday evenings
- Boarder's dance classes in the PAC, including Zumba classes.
- Pizza and Pictionary evenings
- House "at home" events – involving music, food entertainments.
- Sixth form social events – masked ball, battle of the bands
- House debating .
- Curry and quiz nights
- Yoga classes
- Desert Island discs
- Boxercise and judo.
- House suppers
- Film nights

Weekend activities

At weekends, many of the boarders have fixtures on Saturday, or take the opportunity to sign out of their house to go in to Brighton to go shopping or have a meal. Each weekend boarders and staff also arrange trips to the cinema, bowling, and special local events such as the London to Brighton vintage car rally, or the Brighton marathon. In addition there is a programme of events and outings including walking on the Downs and trips to London. We have a variety of other trips for the rest of the year to include: go-karting, crazy golf, rock climbing at K2 in Crawley, paintballing, Brighton Pavilion, beach volleyball, and local theatre trips. Boarders sign up for these in advance and put any cost that they incur on to their bill. We encourage the boarders themselves to suggest further outings that they would like, and we endeavour to make them happen! The weekend tutor will also open up the sports hall and the swimming pool for boarders to use.

House Competitions

There are a large number of competitions in which boys participate. Below are just a few. Every member of the House should aim to be involved in two or more House competitions in a year. Prefects organise teams for these competitions under the guidance of the HMM and tutors.

The House Music Competition – where the whole house perform to the school in the Great Hall

Rugby	Chess	Edgar Lucas Reading Competition
Football	Debating	Singing and Instrumental Music
Hockey	Entrepreneurship	Tug of War Cross Country
House charity	General Knowledge Quiz	Tennis Golf
Swimming	Public Speaking	Water polo

In the Michaelmas term, each boarding house contributes to MADD (Make a Difference Day) where each pupil goes in to the local community to offer their services and make a difference.

In the Summer term, there is the house sports day at the Withdean Stadium in Brighton, where all boarders either compete for, or support, their house in track and field athletics.

Boarding evening activities 2011 - 12

	Swimming Pool	Sports Hall	Home Ground (terms 1 and 2)	Tennis Courts	PAC music rehearsal rooms	Dance Centre	Multigym	Book Club	Yoga Club	Zumba Club
Monday	9pm - 10pm	9pm - 10pm	After 5pm (not prep time)	After 5pm (not prep time)	After 5pm (not prep time)	8pm - 9pm Street dance	After 5pm (not prep time)	9pm - 10pm Miss Linzey		
Tuesday	9pm - 10pm	9pm - 10pm	After 5pm (not prep time)	After 5pm (not prep time)	After 5pm (not prep time)	8pm - 9pm Jazz dance	After 5pm (not prep time)		8.45pm Williams	
Wednesday	9pm - 10pm	9pm - 10pm	After 5pm (not prep time)	After 5pm (not prep time)	After 5pm (not prep time)		After 5pm (not prep time)			8.45pm Williams
Thursday		9pm - 10pm	After 5pm (not prep time)	After 5pm (not prep time)	After 5pm (not prep time)		After 5pm (not prep time)			
Friday	9pm - 10pm	9pm - 10pm	After 5pm (not prep time)	After 5pm (not prep time)	After 5pm (not prep time)		After 5pm (not prep time)			
Saturday	6pm - 10pm by request	10am - 10pm by request	Free before and after fixtures	Free before and after fixtures	All day		All day			
Sunday	6pm - 10pm by request	10am - 10pm by request	Free before and after fixtures	Free before and after fixtures	All day		All day			

Please remember that if you wish to play on the lawns, we use the Bursar's lawn south of the Head's House. Please do not kick or throw balls or frisbees on the School House or Chapel lawn because of the stained glass windows. Pre school sessions in the strength and conditioning room may be available by demand.

SECTION 4: Boarding Parent Information

See also NMS 4 on page 10

4.1 Contacting the school

In addition to the contact with the boarding houses outlined on page 8 of this handbook, there are many other ways of getting in touch with the college

Office

The College office switchboard is open from 8.00am to 6.00pm each weekday during term time (9.00am to 5.00pm in the school holidays) and Saturday: 9am to 12 noon. Before and after these times, messages can be left on the answerphone on 704200, and these will be relayed to the houses.

E-mail

Email is often the easiest way to contact school. As a general rule, school staff email addresses are initialsurname@brightoncollege.net. Eg mgodfrey@brightoncollege.net. All pupils also have an email account at school, which they are encouraged to use. We send communications home electronically too (newsletters and other information) and ask you to keep us informed if your email address changes.

Addresses

Please inform the Director of Admissions immediately, in writing, of any change of address, phone number or email so that our records can be constantly kept up to date. It is of utmost importance that we have both daytime and evening contact numbers, fax and e-mail details in case of emergency.

The Director of Admissions can be contacted on Admissions@brightoncollege.net

Parents' evenings and meetings

Academic Parents' evenings are held for each year group at least once every year. These provide an opportunity for teaching and House staff to discuss pupils' progress and to meet with parents. Parents' evenings are generally from 5pm in the Sports Hall and usually on Fridays, partly to facilitate logistics for weekly boarders' parents. An appointment system applies and your son or daughter is responsible for making appointments with staff for you. The Head Master addresses parents mid way through the evening. If boarding parents are unable to attend parent meetings, we encourage the guardian to attend in their place and relay the information back home.

Parents are often invited to the College for other events throughout the year (information evenings on university admissions, chapel services, recitals, plays and sports fixtures for example). We hope such meetings allow the development of positive, friendly contact with parents and maintain the supportive links between home and school.

Parents' Forum

This is an organisation of parents (2 representatives of each year group) who meet with the Headmaster and Deputy Headmaster to answer questions posed by other parents about any matter associated with school. Meetings are held once a term, in the library, and minutes are circulated to the whole parent body. The Parents' Forum can be contacted through the Headmaster's office.

Parents' Association

The College Parents' Association aims to raise money through the organisation of fund raising events which involved senior school pupils and their families. The Parents' Association Committee can be contacted through the Headmaster's office.

Family Society

The Brighton College Family Society (BCFS) exists as a social and supportive network of parents and the wider school community, across pre-prep, prep and senior school parents. The events held by BCFS aim to foster relationships between all members of the Brighton College Family and to raise money for specific purchases that can be directly enjoyed by the pupils.

School Comms

This is a system by which groups of parents can be contacted via email and mobile phone (the latter only when important and immediate information needs to be sent, such as early school closure due to snow). A limited number of staff have access to this software and teaching staff should email the Common Room Secretary with the pre-formatted information they want sent, stating clearly which parent body should receive the email. **To avoid plaguing parents with information (!), School Comms messages are generally only sent once a week, ie every Tuesday during term time.**

Parents' Gateway

The school's data management system, SIMS, has a remote access link which parents can access from their home computer. This allows parents to see their son or daughter's assessments, attendance and other information from home. Please contact Mr Raphael Ruz, Director of ICT, for more information on how to use this valuable link with school: you should receive logon details from him before the first set of interims in Michaelmas Term.

Website

The website is a great resource for finding out about the school's events, its personnel or for contacting us. Please visit at www.brightoncollege.net.

If parents wish to make a complaint about any aspect of boarding, they can do so using the standard college complaints procedure, which is available on the website.

4.2 Guardianship arrangements

The college does not make direct arrangements for guardians for boarding pupils, but it is a requirement for all boarders at the college to have a guardian available to represent them and host them on exeat weekends, half terms, and when they need to spend time away from the college through illness.

Parents are responsible for providing a guardian for their child either through family friends or relatives, or through the guardianship agencies that offer guardianship services in London and the south east of England. The contact details of the guardian, who should be an adult over the age of 23 living ideally within 90 minutes of the college for ease of access, should be forwarded to the admissions office on the joining forms in advance of the pupil commencing boarding. If the guardianship arrangements put in place fail at any stage, for example through sudden change in guardian circumstance, the college will require parents to resolve the issue immediately in order to preserve the boarding status of their child.

4.3 Planning Ahead

Term dates

Provisional term dates are decided at least one year in advance and published in a variety of places (web site, Blue Book, Headmaster's letters) to assist parents in forward planning for holidays. We try, where possible, to confirm dates as early as possible and to make half term holidays coincident with the local state schools. Please remember that it is not school policy to grant absence during term time for holidays. In addition, we expect all boarders to be present at school for the start and end of each term.

Exeat Weekends

Twice a year the boarding houses close for an exeat weekend. These start at 5pm on Friday (until 6pm on Sunday) or after games on Saturday afternoons. All boarders are required to return home, or to guardians' homes for the duration of the exeat weekend. Supper is provided for boarders on their return at 6pm.

Boarders visiting other pupils at home

If boarders are invited to another pupil's home at weekends:

1. The default position is that the school presumes boarders are going from school straight home to their parents or guardian.
2. If boarders are staying with friends or other members of family then it is the responsibility of the parent/guardian to inform the school that this is the case, giving 48 hours' notice wherever possible.
3. For weekly boarders, if the pupil wants to stay at school for some or all of the weekend (except exeats) then the parents must inform the school.
4. Please can all such communications be confirmed as soon as possible, preferably by the Thursday before the relevant weekend.
5. Boarding staff will check the expected movements of boarders by Thursday evening and compare this with the information from parents/guardians.
6. Following these steps helps both boarding staff and parents confirm the whereabouts of every boarder; it does, however, rely on parents/guardians communicating with the children.

The Blue Book and Pupil Planners

This is a termly calendar sent home to all parents for the start of each new term. As well as listing virtually all events planned for the term ahead, it also gives advance warning of key dates such as Open Days, Sunday Chapel and Speech Day. Pupils receive the Blue Book information as part of their Pupil Planners.

Open mornings and evenings

These termly events are exceptionally important days for the whole school community. Your son or daughter should expect to be available to attend and assist at such events as required. Please also encourage friends and family who may have sons and daughters who are interested in the school to come along and see what the College is up to.

Theatre Royal event

Each Lent term, the college hosts a celebration of the performing arts with an evening of entertainment at the Theatre Royal in Brighton. The boarders contribute to this event in lots of areas, and parents and guardians are most welcome to come along.

Boarding house “At Home” events

Each year, boarding houses host parents and guardians with an At Home event, where the pupils entertain their guests with refreshments, music and sketches at a college venue. This is an informal occasion which allows parents and guardians to visit the houses and meet with the pupils and staff without academic matters necessarily being on the menu!

Speech Day

This is usually held on the last Saturday of June in the Brighton Dome. All pupils are expected to attend this very inclusive prize giving and celebration of the academic year. Parents and extended family are very warmly invited to come and to stay for drinks and nibbles afterwards.

The document “Key Dates” is sent to parents at the start of each academic year and attempts to be a further way of confirming and reminding families of those few but critical occasions when pupil attendance is compulsory.



SECTION 5: Boarding Pupil Information

The boarding community endeavours to engender trust between the pupils and staff, and make sure that the behaviour of any one individual does not have a negative effect on any boarder. As such, we adhere to DfE guided college policies on bullying, behaviour, restraint, supervision of boarders, and searching boarding accommodation to ensure positive behaviour and relationships within each house.

Beyond the usual college sanctions for antisocial behaviour, boarding specific sanctions, such as gating a pupil to campus, are deployed from time to time. These sanctions are agreed by the HMM and tutor team, and are proportionate to the misbehaviour involved; records of the sanctions are kept in the house book in the HMMs office

5.1 Pupil welfare, conduct and appearance

Bullying

The College has in place a strict anti-bullying code based on mutual respect and which underscores the unacceptability of any form of bullying. Brighton College does not tolerate bullying: pupils who are found to be bullying may be expelled. Please ask if you wish to see a copy of the Anti-bullying Code or the Anti-bullying Policy.

Alcohol, Smoking and Drugs

Alcohol is a powerful drug and pupils are forbidden to drink alcohol at all during the school day. Any pupil caught bringing alcohol to school or on a school trip, or found under the influence of alcohol during these times, may be suspended. School events are governed by licensing laws which restrict the serving of alcohol to underage pupils. The School has a policy covering alcohol licensing which is available on request.

In summary, no pupil is allowed to drink alcohol at school events or on school organised activities if they are below the 6th form. 6th formers may, in certain circumstances, be given limited amounts of alcohol with a plated meal, under staff supervision.

It is a breach of the College Code of Conduct for pupils to smoke, and illegal for any person to smoke on school premises. The aim is to deal with offenders in a simple and direct manner, which does not become a barrier to normal relationships and which offers positive help for those who are addicted to the habit.

- a) **For the first offence in any term** - £5 donation to a relevant charity via the HMM plus one hour Saturday detention and phone call to parents/guardians
- b) **For the second offence in any term** - £10 donation to a relevant charity via the HMM, half day Saturday detention and parents informed by letter from Head of Section.
- c) **For the third offence in any term** - one day's suspension; parents informed by letter from the Deputy Headmaster of the pupil's persistent problem and their co-operation sought in developing a strategy for overcoming the problem.

The College has a strict drugs policy (available to parents on request). Drug education forms part of the PSHE programme. Any pupil caught bringing illegal drugs on to the campus, or found under the influence of them, will be asked to leave the school. Before embarking on school trips pupils are required to sign a contract with regard to their compliance with the code of conduct on drug and alcohol use. Staff who suspect that a pupil may be under the influence of drugs will report this to a member of SMT as

soon as possible. Steps will then be taken to investigate. The school may search a pupil's belongings or room and may arrange for a drugs test to be taken.

We do not tolerate drug taking. The school may expel pupils who use drugs, bring them to school or are found to be under the influence of drugs whilst engaged in a school activity, on or off site, during term-time or holidays.

Sexual relationships and behaviour

Sex and relationships are considered important areas of knowledge. The curriculum for sex education is developed by PSHE and the Head of Biology and is delivered through the teaching of Religion and Philosophy, Science and PSHE.

Any pupils found engaging in any form of sexual behaviour must expect to forfeit their right to be members of the College. There must also be no public displays of affection, which may give rise to embarrassment or the feeling of awkwardness in others.

Boys visiting girls' houses and girls visiting boys' houses must have prior permission from the 'hosting' HMM and remain in the public rooms.

Expectations of boarding pupil conduct matches that of the college as a whole

Code of conduct:

Show respect for yourself and for the school community

Be courteous and polite to everyone, kind and helpful to one another

Respect one another's property, the school buildings and furniture

Arrive at school on time and fully prepared

Do your best in class and complete prep as well as possible and on time

Take pride in your uniform and dress correctly

Walk sensibly, safely and quietly around the school and to and from games

Behave safely at all times, observing safety rules (eg fire procedures). Do not put others' safety at risk

Look after your own possessions and leave valuables at home

Use mobile phones with discretion and never in class or in public

Do not indulge in sexual relationships, act modestly in public

Be healthy – do not take or have in your possession tobacco, alcohol, or non prescribed drugs in any form, at any time or in any place

Stay within the published bounds of the school

Look after the school, do not drop litter

Play ball games only in designated areas at approved times and dressed appropriately

Do not eat in public places, do not chew gum

5.2 Pupil Rewards and sanctions

Boarders can be rewarded in a variety of ways for their contribution to this community. We are strongly committed to a policy of encouragement and endeavour. Much of this is communicated by praise and appreciation, in writing and orally. Rewards include:

Academic Awards

- Distinctions (see box on the right)
- Commendations (awarded at presentation assembly)
- Form prizes (for academic excellence)
- Special prizes (for contribution)
- Effort certificates (book tokens)
- Commendations (presentation assembly)

Other awards

- Sports Colours (representative/full) – badge, tie
- Arts colours (music, drama, dance and art)
- External achievement - trophies, medals, certificates
- Internal competitions – cups
- Posts – captain, vice-captain, secretary
- Combined Cadet Force awards
- Duke of Edinburgh Award certificates

Houses Awards

- Colours
- Trophies – achievement and effort
- Team captains
- Posts – activity leaders, prefects, Head of House
-

Positions of responsibility

Brighton College is strongly committed to a policy of encouragement of all types of endeavour and the reward of both success and commitment. Much of this is communicated by praise and appreciation, in writing and orally. In addition to the ongoing appreciation of pupil effort, a system of formal rewards and responsibilities is in place to publicly celebrate pupil achievement including prizes awarded at the end of each term, on Speech Day and as part of the weekly routine in chapel or assembly.

NCOs: Senior pupils in the CCF can become NCOs, with the responsibility of training and looking after younger cadets.

Distinctions

Any boarding pupil who submits particularly good work may be awarded a 'Distinction'. Pupils may qualify for a 'Distinction' as acknowledgement of their personal progress or effort. Pupils may then make an appointment with the Headmaster's secretary as the Head Master will wish to see and congratulate them. When pupils receive certain numbers of distinctions they will earn Bronze, Silver, Gold, Diamond or Platinum award certificates. These are presented in Presentation Assembly at the end of each term.

Sanctions for pupils – causes for concern

A detention is an imposition applied by teaching staff on a pupil. It is a way of finding time for pupils to catch up with work missed, or of reinforcing the need to follow the code of conduct. The Detentions system is run by the Proctor (Mr Radojic). After school detentions may be given for incidents of bad behaviour or poor work. These take place on Thursday between 4 and 5pm and are taken by the prefects. Saturday Detentions run for up to 8 hours, starting at 9am each Saturday. These are given for more serious poor behaviour or serious lack of work and are supervised by staff.

Detention slips are sent home by the Proctor to inform parents of a Saturday detention. The school believes in constructive punishment – detentions are an opportunity for pupils to catch up on work missed or to redo work which could be of a higher standard. More serious incidents may be punished by the imposition of a suspension. These are usually imposed by a Head of Section or the Deputy Headmaster.

Summary of sanctions

The summary table below of escalating sanctions is aimed to be a useful guide: the crucial factor in maintaining a sound work ethic and good behaviour is the judgement of staff, so that the appropriate sanction is applied to fit the crime and the individual.

		ACADEMIC		BEHAVIOURAL	
	Initiator	Action	Offence	Action	Offence
1	all staff	briefly detained by teacher or department	work or attitude unsatisfactory	Briefly detained by teacher or department	minor episode of unsatisfactory or anti-social behaviour in class
2	all staff	Note in Pupil Planner (HMMs informed)	Repeat of level 1 poor work / attitude	Thursday detention, (4:30 – 5:10)	repeats of level 1: offences out of the classroom (dress, yobbishness etc.)
3	all staff (rec by Proctor)	Saturday detention (9-10) HMMs Informed	3 notes in pupil planners behind with work after levels 1 & 2	Saturday detention (9-10)	repeats / more serious episodes of level 1 or 2 missed class/games/service 1st smoking offence
4	Proctor, HMM, HOD, HOS	Half day suspension (Saturday 9-1)	Repeats of level 3 Seriously behind with coursework	Half day suspension (Saturday 9-1),	repeats of level 3 serious anti-social behaviour 2nd smoking offence
5	HMMs HoDs SMTwith DHM	1 day suspension (9-4:30) (free time suspended - holiday, weekend)	Repeats of level 4	1 day suspension (9-4:30) (free time suspended - holiday, weekend)	repeats of level 4 bullying 3rd smoking offence **see below
6	DHM with HM	3 day suspension (holidays suspended)	Level 5 having no marked effect	3 day suspension (holidays suspended)	repeats of level 5 **see below for reference to thieving, drugs, alcohol, bullying
7	HM with chair gvs	Exclusion	Lack of effort or achievement is such that it is having serious detrimental effect on progress of other pupils	Exclusion	a risk to others in the school, placing in jeopardy the well being of fellow pupils **see below

**NB – levels 5, 6 & 7 include possession of substances (drugs, alcohol), bullying, and thieving. The seriousness of these offences will be judged by HMMs and SMT, and the pupils will be punished at the appropriate level. It could involve progression through levels or straight to level 7.

Boarding sanctions

Where a boarder is in breach of house procedures, an internal sanction will be issued in order to ensure that such behaviour is not repeated. These sanctions are issued by the HMM and tutors, not by the prefects. Typical sanctions for boarders might include:

Failing to make registration on time	-	cleaning the kitchen at the end of the evening
Failing to sign out to go to Kemp Town	-	gating the pupil to campus for the next day
Failing to keep the study tidy		sent to bed early / tidying the house common room
Using their laptop after lights out		confiscated lap top for a day or two.
Not telling the tutor on leaving the house to do prep	-	gating to the house for the next day
Late back from town at the weekend		gating to campus for the following weekend.

For other breaches of discipline, the HMMs and tutors refer to the sanctions used across the school. For example, cutting chapel is equivalent to missing a lesson and incurs a Thursday detention, which is what any pupil at the college would incur. The boarding sanctions are applied in the same way that a concerned parent might apply house rules at home – measured and in proportion with the behaviour of the pupil. The key is getting the pupil to understand that their actions have consequences.

Expulsion

If a pupil is expelled from the school by the Head Master the parents have the right to appeal against the expulsion. In this case the Governing body convenes an appeal hearing. Pupils may be expelled for involvement in theft, bullying, drugs or any other continuous or serious breach of conduct.

5.3 Boarding Prefects



Each House will have its own group of House Prefects. They will be appointed by the HMM and assist in a variety of House duties.

The role of all prefects is to set the highest possible standards within the community and act as acceptable role models. The prefect does not have the power to discipline pupils, but can refer misdemeanours to the HMM or tutor if they feel that behaviour has been unsatisfactory. The prefects and HMMs talk regularly to ensure that the house runs smoothly, and that all pupils are engaged.

The role of the boarding prefect is similar across each boarding house. They act as an older brother or sister to the younger pupils, and ensure that the house is a happy and supportive environment. The prefects share ideas and good practice between houses, and may sit on the boarding council that meets termly to discuss improvements to boarding.

The Role of the Boarding Prefects

The selection of prefects is rigorous. All the Lower Sixth are shown how to create CV's and letters of application and all submit these to the HMM in the Summer term in order to apply for the positions below. There is also a pupil vote, a boarding staff vote and some candidates are interviewed as well. All pupils are given induction training before starting their responsibilities.

Boarding Head of House (assisted by the Deputy)

1. Meet with HMM regularly to consider house improvements, and visit his office each morning before registration to collect notices to be read out.
2. Co-ordinate, oversee and assign jobs to the House Prefects and Lower Sixth (See below)
3. Attend all House events if possible
4. Deliver some House assemblies or with Deputy Heads of House
5. Decide with the HMM who should receive Cups, Colours and Prizes.
6. Encourage and nurture the younger members of the House and be as approachable as possible for all members of the House.
7. Ensure that Captains of House Teams deliver reports to the HMM after events.
8. Oversee the printing of the house magazine, and put forward items for the house website.
9. Keep the HMM informed about the atmosphere in the house and the attitude of the boys.

Boarding House Prefects

1. Help take the register.
2. Oversee internal House duties and tasks.
3. Organise House competitions and the House Supper.
4. Take some House Assemblies and read out notices in House Assembly.
5. Interact with HMM to ensure the smooth day to day running of house.
6. Help conduct room inspections from time to time with the HMM and tutors.
7. Attend regular prefects meetings to make decisions concerning the House.
8. Assist the cleaners and house matron in keeping the studies and communal areas tidy.
9. Set high standards of appearance and behaviour to help encourage a positive atmosphere and good house spirit.
10. To help ensure that all pupils are working at the start of prep and to report back to the duty tutor if this is not the case.
11. To support the duty tutors and Housemaster both in the week and at weekends to keep the house running smoothly.

5.4 Academic matters

The boarding environment provides a positive and supportive environment to help pupils succeed academically, using the facilities, the staff, and each other as resources.

Curriculum

The school curriculum is very varied! All pupils from 3rd Form to 6th Form are taught by specialist teachers for all of their subjects.

In Year 9 (4th form) pupils study Maths, English and the 3 Sciences, Mandarin for all, French and Spanish. In addition they can learn Latin, Greek, Design Technology, ICT, Music, Art, History, Geography and Religious Studies. During the 4th form, pupils opt for their GCSE subjects. They continue into the L5th with Maths, English (literature and language) and Science (dual or triple award, both taught as three discrete subjects by specialists), and can opt for further subjects from; History, Geography, Religious Studies, French, Spanish, German, Greek, Latin, Mandarin), Art, Design Technology, ICT, Drama, Dance and PE.

During the U5th pupils are asked to make choices for the subjects that they wish to study in the 6th form, subject to their gaining successful GCSE results. In the L6th, pupils study 4 AS levels from a choice of 30 subjects. This reduces for the majority of pupils to 3 A2 courses of study in the U6th year.

Examinations

Pupils are examined in most subjects during the course of an academic year. In the 4th Form, internal exams are held in the middle of the summer term. Both the L5th and U5th have GCSE module exams at various stages over the two years (some in November, January or March, depending on subject, and all subjects in the summer). GCSE courses starting in August 2012 will comprise of terminal examinations only in the summer term of each year. Both the L6th and U6th have AS and A2 modules in January and in June.

Coursework

Many, though not all, of the public examination courses offered in the College have a coursework requirement, which usually requires a written piece of project or practical work to be done in advance of the examination. **The deadlines for coursework are very important and must be observed.** A summary of these is published annually by the Deputy Headmistress, Mrs Jo-anne Riley, to enable pupils who have several pieces of coursework running concurrently to plan their time.

Any queries surrounding subject choices, examinations or coursework should be made to the HMM in the first instance. Information is provided by means of information evenings, parents' meetings and literature to help pupils and parents plot a successful course through the curriculum!

Assessments, monitoring and reporting to parents

Pupils are assessed by their subject teachers, both formally and informally, frequently throughout the school year. The formal assessment process is carried out by the issuing of interim grades approximately every 3 to 4 weeks and with end of term reports. Grading includes an effort grade (1 to 5) and an attainment grade (A* to E). Pupils whose effort is deemed to be under par (average of 3.0) are considered to be a cause for concern. These pupils are monitored closely by house staff and the Heads of Section. The dates for the issuing of all interim grades are published in the Blue Book.

On Report

A pupil whose academic progress is deemed to be unsatisfactory may be put 'On Report' by his/her House staff.

- A Short Report requires that each lesson is monitored, so that House staff and parents can check progress daily.
- A Weekly Report requires a comment about the preceding week, again to monitor progress, but on a less urgent basis.

A Head Master's Report also requires a signed comment about progress and the report will be taken personally by the pupil to the Head Master. This will be given in cases of especially poor progress. Parents need to be fully aware that repeated poor effort and attitude could lead to your child being excluded from the school.

Prep/homework, Quality time and Parties

A prep timetable is published for all pupils in the 5th Form and below. Boarding pupils have supervised prep each evening, and can work either in their studies, or in the other working environments on campus. Pupils are expected to spend approximately the following times on preps:

4 th form	1½ hours each evening
L5 th form	1¾ hours each evening
U5 th form	2 hours each evening
L6 th form	2½ hours outside lesson time daily
U6 th form	3 hours outside lesson time daily

During prep time, boarders are not allowed to use telephones, and we would ask parents and guardians to avoid calling boarders between 17.30 and 20.30 each evening when prep is happening. It is also very helpful if weekly boarding parents only allow socialising and parties to occur on Saturday nights during term time and indeed, wherever possible, to hold them in school holidays.

Private Study and Supervised Study in the Sixth Form

All 6th form pupils have some non-contact periods, study periods. These can be spent in the library or sixth form centre (studying!). The Sixth Form Centre is located at the western end of the main building on the ground and first floors. It is supervised and overseen by the Head of Sixth Form, whose office is located on the first floor. Sixth Formers may use the Centre as a place to socialise and study during the school day. The Prefects' room is located on the ground floor, adjacent to the Hordern Room. From January 2012, the boarders will have use of the new social facilities in the Smith Building adjacent to

Sixth Formers who are a cause for concern (whose effort grades are worse than an average of 3.0 for example) have their study time directed in the library. These supervised study sessions are supervised by a member of staff and should assist a boy or girl in getting back on track. Pupils' attendance is monitored and absences are treated in the same way as absence from classes. It is hoped that supervised study is only a short term measure and should act as an incentive to improve a pupil's effort.

Special Educational needs

The school has a specialist dyslexia centre, run for the Senior School, by Ms Bernadine Walsh, the SENCO, which provides the support needed by pupils with dyslexia in English and Mathematics. Ms Walsh can arrange assessments if you feel that your son or daughter has a learning difficulty. This is especially pertinent to provision of special circumstances for external examinations.

English as an Additional Language

The Head of EAL Department is Mrs Dynes. She co-ordinates the timetabling and teaching of English to overseas boarders, and enters pupils for their IELTS tests for university entrance. Teaching is tailor-made to suit individual pupil needs. If a boarder has English as their second language, they will be assessed before entry to see whether we feel they will cope with the demands of the curriculum. Thereafter, they will be entered for the International English Language Testing System (IELTS) by Mrs. Dynes to achieve the standard required for university entry in the UK.

Scholarships and Scholars' Programme

A wide range of academic and other scholarships are available for pupils entering the school. These are administered by the Director of Admissions and the Tutor of Admissions. More information on the variety of scholarships is available from the Admissions Office. The progress of academic scholars is monitored by the Deputy Headmistress and Scholarships may be removed if pupils persistently underperform without good reason.

The Scholars' programme is run by the Deputy Headmistress and is designed to stimulate, stretch and challenge the brightest pupils. Members of staff put on lectures, on a topic of their choice, for the pupils as part of the weekly programme. All Scholars are expected to attend a significant proportion of the lectures and their attendance is monitored. Each scholar is also expected to give a paper/lecture of their own at some time during the academic year. In addition to the Scholars' Programme, heads of department arrange and oversee departmental societies which allow senior pupils in their subject the opportunity to arrange visiting speakers/workshops /activities to provide greater academic breadth and challenge to all pupils in the department.

5.5 Pupil Organisation and Activities

Activities and sport

Sport and activities are an integral part of the provision of a rounded education for pupils at the college. Pupils are given opportunities to participate in a range of sporting, cultural, service and artistic activities. All pupils have two games sessions per week and have the opportunity to participate in matches at the weekends. Selection for teams is an honour and pupils are expected to participate. The Director of Co-curriculum is responsible for sport and activities in the College, assisted by Heads of Activities and of Service.

Pupils are given a degree of choice over which Sport they do for Games, depending on their year group. In general, the major sports have first call on all pupils if there is a clash of interests. An exception to this policy is made when a pupil has reached National or near-National standard in his/her sport and, by prior agreement, will pursue this sport instead of the major sports. Unless an arrangement has been made with the master or mistress i/c the sport concerned, school matches will come before county matches. At a higher level, representative matches will usually have priority. In the interests of smartness and uniformity, regulation games kit must be worn. Non-regulation kit may be confiscated. Please contact Mr Roger Nicholson, Director of Sport, if you have any questions.

Saturday Sporting Fixtures

On most Saturdays throughout the year, the College participates in a wide range of sporting fixtures which are an important part of school life. If selected for a particular team, a pupil is required to turn out for a Saturday fixture, for which he or she will be given at least 24 hours notice, in addition to being told the precise meeting and travelling arrangements. These take priority over other club commitments.

Loyalty and full commitment are expected, and if injury or illness cause last minute withdrawal, the team coach must be contacted AS SOON AS POSSIBLE.

If very special one-off family commitments or other special circumstances prevent a pupil from representing the school on a Saturday, parents should notify the HMM concerned well in advance and never less than one week before. **Whilst we encourage parental support, please note that dogs are not allowed on any school fields or pitches.**

Sports fixtures and games

An atmosphere of good sportsmanship must prevail at all times, both on and off the field of play. Boys and girls are to be aware that when playing for a school team, they are representing the College and should give their full commitment, remembering that their behaviour will reflect upon themselves and their school.

Games Sessions:

- Correct College Kit must be worn
- Start times for practices are published in the Blue Book, Shape of the Week and on the Sports' notice boards

Service activities, Combined Cadet Force, Duke of Edinburgh scheme.

On Wednesday afternoons pupils in the L5th and above participate in a service programme. All L5th are members of the CCF or do Duke of Edinburgh's Award activities at that time, but from U5th and above there are a number of other options. Mr Derek Roberts is Contingent Commander of the CCF and Mrs Sally Hart runs the D of E Scheme. One option for the 6th form is Community Service, run by Mr Jack Cornish. The Assistant Head (Co-curricular) oversees the activities programme, including service and CCF.

Field days

These are held for one day each in Michaelmas and Lent terms. They are non-teaching days when the CCF and DoE are able to hold adventurous training activities and when teaching departments may run academic and cultural visits. Full attendance is expected, since Field Days are an integral part of the education at Brighton College. **They are not to be considered as days off and we ask parents to support the College on this.**

Trips and Visits

These form part of the College's outward-looking policy. Visits can be local or further afield. Some are subject related, e.g. field trips and outing days and some are fun activities.

When planning for an activity, the group's safety is paramount. If the school has concerns about the behaviour of a particular pupil and the effects this might have on others, it reserves the right to exclude him or her from the activity. All trips and visits are organised in adherence to the strict College code. Pupils who do not behave in an appropriate way may be sent home from a trip at the parents' cost. In such cases we expect the parents to fetch the child.

Parental permissions for a trip will be sought if: (a) there is a cost of £10 or more (b) it is full day or residential (c) the risk assessment deems it appropriate. Boarding HMMs may sign permission forms in loco parentis. Permission is not necessarily sought for activities such as school fixtures (sporting or otherwise), trips to Kemptown/Brighton and community service.

ICT for pupils

This is an essential aid for teaching and learning as well as communication. All pupils are given access to the internet and the school's own network, along with a school email address. Each boarding house operates a wi-fi network to which boarders laptops can be atuned. Pupils are expected to follow the ICT Acceptable Usage Policy and any pupil not doing so may lose the right to have access to the network in their own time. Boarders using computers excessively after lights out in the evening will have them confiscated and kept in the HMMs office out of temptations way.

'Cyber bullying' is a concern for both parents and pupils. Please be aware that the use of the internet and pupils' own websites can be hurtful and cause great distress. We ask that parents monitor their sons' and daughters' use of sites such as bebo, Facebook and MSN outside school time. If you have any queries over any aspects of ICT use in the school please contact the Director of ICT, Mr Raphael Ruz.

Personal, Social and Health Education

A curriculum of PSHE is devised by the Head of PSHE and implemented through workshops, held on full and half days for each year group throughout the year. This is delivered by specialists in each of the areas of focus, with tutors also present for the appropriate year group. Tutors and HMMs will continue aspects of the PSHE programme in House time. Dates for PSHE sessions appear in the termly Blue Book. Please contact the Head of PSHE should you wish to know more about the programme of study and the topics covered, or see the PSHE Newsletter published termly.

Careers

Careers information is held in the library (for general careers information) and the 6th form centre (university entrance and application material and information on Gap Year opportunities). Both sets of resources are available, to the appropriate year groups, throughout the school day. Various databases, including ISCOM, which can be used to help with careers and higher education choices are available on the Intranet. The Head of Careers is the Librarian, Miss Cecile Mayanobe; she is responsible for careers advice in the school. The Head of Sixth Form is responsible for UCAS and Higher Education applications.

Mobile phones for pupils

Whilst the College accepts that these are a useful means of communication, they are not be taken to lessons or used around the campus but only used in the privacy of the houses. Staff may confiscate phones which are used during lessons or inappropriately at other times, to be collected at the end of the day. HMMs will punish repeat offenders with further sanctions. Parents are asked to keep calls to their children to a minimum. The Anti-Bullying code considers text and phone bullying to be a serious issue. An electronic device can be confiscated under suspicion that it contains evidence of cyberbullying.

Pupils' planners – recording homework

Every pupil is issued with a planner at the start of each term. It also acts as a calendar, containing pupil related entries from the Blue Book. They should use this to record their prep work and any important notices. The planner also acts as a means of communication between tutors and parents.

Library

The library aims to support all areas of the curriculum, to foster an enjoyment of reading for leisure, and to provide a place where any member of the College can work or read in peace. The library is well stocked with a variety of electronic and paper resources and has a bank of computers for pupil use. Please contact

Miss Cecile Mayanobe, the school librarian, if you have any questions about the use of the library facilities. She is a boarding tutor in Abraham, and keeps the library open until 6.30pm each evening for first prep for boarders.

The library is open Monday to Thursday, 8:30am to 6.30pm and on Friday 8:30am to 5pm.

Music Lessons

A very large percentage of pupils receive individual music lessons from about 40 visiting music teachers to the College each week. If your son or daughter wishes to have instrumental or voice lessons, please contact Mr Sandy Chenery (Director of Music).

5.6 Other boarding procedures

School Buses

Parents of weekly boarders may wish to make use of one of the 8 daily bus services to and from the College which run from Billingshurst, Lindfield, Angmering, Crowborough, Horsham, Wivelsfield, Eastbourne and Pease Pottage. Details of routes and charges can be obtained from Kim Malins in the Bursary. Full school uniform should be worn on the bus and poor behaviour will be reported by the driver to House staff and dealt with following the school's sanctions code. Senior pupils on each route are asked to act as monitors on the buses to assist in keeping good order and assisting the younger pupils. Each driver is equipped with a mobile phone or radio and will contact Kim Malins or Reception if the bus is significantly delayed or if there has been any unruly behaviour.

Pupil Vehicles and bicycles

The College recognizes that it may be convenient and perhaps necessary for weekly boarders, once they have passed their driving test to drive themselves to school. In some cases pupils are also given leave to drive fellow pupils.

- No boarder may keep a car or motor bike at school or on school premises.
- No lifts are taken from other pupils without Parents' permission, application to HMM for permission and subsequent permission by the Head Master, Deputy Headmaster or Head of Sixth Form.

Procedures for boarders in the Sixth Form who are learning to drive

1. Pupils may not miss lessons, activities and other school commitments to attend a driving lesson.
2. Pupils may attend a driving lesson during a free period or lunchtime providing they sign out and back in again.
3. Whilst pupils do not have control of the timing of the driving theory or practical exams, they do get several days warning and must liaise with their teachers at least the day before they need to miss a lesson or activity. Pupils are expected to hand in any work due and to catch up fully as soon as possible afterwards.
4. Pupils who do not follow this procedure will be disciplined accordingly.

Heavy Snowfall

In the event of heavy snowfall, please always presume that the school will be **open**. The 230 boarders in the college continue school as usual! Those weekly boarders who use the School Bus company at the start and end of each week are advised to check with them as to the level of service running.

The main school phone number will be updated regularly with as much helpful information as possible and the school website will have up to date information on it and, in the very unlikely event that the school needs to be closed to non-boarders, then this decision will be posted on the website, emailed *and* texted to all parents. We aim to make any such decision as close to 7am as possible. *Please make sure that the school has your up to date contact details.*

If bad weather comes in or persists during the school day then a decision may be made to finish the day early and send pupils (and staff) home. As above, this decision will be posted on the website, emailed *and* texted to all parents. Please rest assured that pupils will only be allowed to leave the school early with your permission.

Bursary and Fees

The School's Director of Finance and Deputy Head (Bursar) is Mr Paul Westbrook, who can be contacted via his secretary, Jo Weller on 01273 704260. The Assistant Bursar is Cathy O'Reilly (tel: 01273 704256), the Head of Finance is Anne Riley (tel: 01273 704252), they will be happy to deal with any financial queries that you may have.

The Governors of Brighton College determine the fees for each academic year in the preceding summer. The Chairman of the Finance Committee will notify parents of changes. This notice will also contain details of methods of payment and other details necessary for parents. Any questions or problems relating to fees should be addressed in person to the Head of Finance.

Photography and Publications

From time to time pupils are photographed in school. This happens for a number of reasons; for the central data base, as a house, or individually when participating in school events such as matches, drama productions or musical presentations, or when receiving public exam results. At times we may wish to use some of these images in publications which go outside school. This may be for the front of the calendar for example, in local or national news papers, or on our website. It has become customary for schools to ask parents to inform school if they do **not** wish the use of photographs of their offspring in school publications, advertisements, on the website or in press articles; all new parents are contacted by the Deputy Headmaster accordingly.

All schools wish to let parents and others know about their activities. You can find out what is happening in school via the weekly newsletter (emailed each Friday or on the school website), the end of term letters from the Head Master, and the annual Brightonian, at the start of each new school year.

Old Brightonian Association

All pupils subscribe to life membership at the rate applicable at the time they join the College. This entitles former pupils to receive a twice-yearly newsletter and invitations to all functions, sporting and other events and keeps them in contact with their school friends throughout life. For more details please contact the Development and Alumni Office

SECTION 6: Boarding Staff Information

6.1 Staffing training and organisation

The boarding community is led by the Director of Boarding (DoB) who oversees the boarding HMM and tutor team. The DoB is responsible for ensuring that the boarding team receive adequate in service training on courses organised by the Boarding Schools Association (BSA) and the Headmasters' and Headmistresses' Conference (HMC) amongst others. The Director of Boarding, Head of Human Resources and Health Centre matrons also ensure that boarding staff first aid training is kept up to date and relevant.

Boarding staff have been on the following training courses over the last 5 years.

Staff	Title of Course	Date
		2012
MAM	BSA Annual HMM conference - Carry on Boarding	2 – 4.01.12
		2011
AS	Understanding Adolescence and promoting wellbeing	25.11.11
JLD	Meeting the needs of the overseas pupil	19.10.11
CSL	Essentials of boarding	15.09.11
KAG	St Johns Ambulance First Aid at Work refresher	22.06.11
MAG	Boarding Schools Association, E Safety & Cyberbullying	21.06.11
JAD & NTH	IATEFL Conference	21.04.11
JLD	Boarding Schools Association, Child protection course	01.03.11
MAM	BSA, Development HSMS course study days x 4	10.2.11 et seq
CSL	Boarding Schools Association, Meeting boarders needs	31.01.11
ETMJC	Creative Education, Child Protection	25.01.11
MAM	Boarding Schools Association, HSMS 2011	11.01.11
		2010
APS	BSA, Medical matters for non medical staff	18.11.10
BCW	ISC Educational Services Ltd SEN conference	9.11.10
RMR	Boarding Schools Association, staff esafety	30.09.10
KAG	Child protection in Education	16.09.10
MDB	BSA Day Seminar	29.06.10
MAG	BSA, Drugs&Alcohol - Managing the Risk	18.05.10
MAM	BSA, Development HSMS course study days x 4	15.2.10 et seq
MAM	BSA Administrator , Keeping the Balance - Annual Conference	2-4.01.10
		2009
KAG	BSA Administrator, Excellence - Annual Conference	27.12.09
MAM/ETMJC	Lighthouse Professional Development Ltd, Self Harm course	20.11.09
	Creative Education, Inspection of PHSE	20.11.09
MJB BWC	BSA Administrator , Keeping the Balance - Annual Conference	30.06.09
		2008
KAG	Optimus Education, Child protection and safeguarding handbook	04.11.08
KAG	Kidscape, Child Protection course	20.10.08
		2007
BCW	ISC Educational Services Ltd, 2007 SEN Conference	20.07.07
BWC	ISC Educational Services Ltd, ISC Conference	13.03.07

Staff supervision levels in houses

Each boarding house is run by a Housemaster or Housemistress with a team of tutors. The spouses of the HMMs, help their partners and help the boys and girls in a supportive and informal capacity. Each house has at least one boarding tutor on duty in the office each evening, with the HMM at the end of the phone should they be required. The duty rota is published so that the boys and girls know which member of staff is on duty each evening, and which tutors are overseeing activities such as the sports hall or the boarders' swim.

Each evening, boarders are registered and checked in the house before and after prep time. Tutors move around the house to make sure that work is being done, and any boarder wishing to work outside the boarding house (eg in the library or sixth form centre) has to request permission from the tutor first and sign out to say where they have gone. If a boarder cannot be located at the end of the evening when they should be in their bedrooms, then the tutor and HMM follow the AWOL procedure, which is held in each house register.

There is always an adult member of staff sleeping in the boarding houses each evening, and if there is an emergency in the night, such as a fire alarm, the resident staff will take charge. If a boarder needs to contact the HMM overnight, for example if they are unwell, they can either ring the doorbell to the HMM flat to raise them, or if they are too unwell to go to the flat, they may use their mobile phones to ring the HMM directly for assistance.

Where boarders are invited in to HMM or tutor accommodation for social occasions, such as drinks before the annual house supper, there are always several adults present. Resident staff are asked not to invite boarders in to their accommodation singly or in small groups for social events unless another adult is present.

Criminal Records Bureau

All members of staff, including parental volunteers, who have access to children and young people are required by law to have an enhanced CRB disclosure check. This system is overseen by the Assistant Bursar. Any parent wishing to engage in voluntary or paid help on an activity MUST discuss the need for a CRB check with the Deputy Headmaster (staff), Mr John Weeks.

CRB checks are also carried out on staff children over 16, and adults living in staff accommodation working elsewhere. They abide by a contract which governs their contact with boarders and their supervision of guests and visitors.

Boarding staff on duty through the day, evening and night are available to the boarders in their care all the time whilst on campus. Boarders have a contact number for boarding staff and access to a telephone if they need to contact the duty staff in an emergency, and the same is true if the duty staff needs to contact a boarder in a hurry.

Useful websites for those involved with boarding.

National Minimum Standards for Boarding

http://www.boarding.org.uk/file_uploads/297-National%20Minimum%20Boarding%20Standards%20-%20Sept%202011.pdf

Boarding Schools Association

<http://www.boarding.org.uk/>

Information about bullying

<http://www.bullyonline.org/>

Child Protection

<http://www.kidscape.org.uk/training/childprotection.html>

Independent Schools Inspectorate

<http://www.isi.net/home/>

Children's Rights Director

<https://www.rights4me.org/>

The Headmasters' and Headmistress' Conference

<http://www.hmc.org.uk/>

Independent Schools Council

http://www.isc.co.uk/ParentZone_DayorBoardingSchool.htm

Best UK schools

<http://www.best-schools.co.uk/league-tables/co-educational-boarding-schools.aspx>