There are two boarding houses at the Royal High School. School House for boarders in Year 7 to 11 and Gloucester House for Years 12 and 13.

Havelock Kitchen in School House.

The Common Room in Gloucester
Welcome to Boarding Life

At The Royal High School you will be part of a warm and caring community offering all the support you need to feel at home, to feel that you belong and to help you achieve your personal best in school. In this handbook we have tried to cover all the important information you need to know during your stay in boarding. As a Royal High boarder, we hope you will feel part of a close knit community and quickly form strong friendships which will last all the way through the Senior School and beyond. Both School House and Gloucester House are run on respect and trust and the House Staff are available for support and guidance. Your happiness, health and wellbeing are our number one priority. We can’t wait to meet you and hope you will be happy as part of our boarding community.

Emma Custodio
Head of Boarding

Friendship, Responsibility and Citizenship

Being a boarder at The Royal High School means being part of a community in which you are happy and achieve high standards in your academic, personal and social life. You can expect to have fun, to enjoy creative leisure time and to make lasting friendships.

You will learn to get on with a wide range of people, to respect those whose views are different from your own and from time to time to compromise on your own preferences, as well as stand up for your own beliefs. These are all skills that will be useful in later life. You will also be expected (with help) to take responsibility for yourself, your behaviour and your belongings. The level of responsibility will increase as you progress through the school, so that eventually you are ready to take on life as an independent and confident adult when you leave and to appreciate the values of global citizenship.
own room. Almost all rooms have their own wash basin.

You will need to bring your own bed linen but duvets, pillows and under blankets are provided. You are free to decorate your room with posters and photos and cherished items from home - teddies are welcome! Rooms are cleaned regularly, but everyone is responsible for their own area within the rooms and you are expected to take responsibility for the tidying of your clothes and personal belongings. You may bring hairdryers, straighteners, docking stations for iPhones or iPods for example, but kettles or cooking appliances are only allowed in the main kitchen. At the start of the year all the electrical items will be tested to ensure they are safe. You will be asked to complete a form listing all of your electrical items and this will be updated throughout the year where necessary. Many girls bring their belongings to school in large suitcases. After you have unpacked, these are kept in safe storage areas.
And facilities

The heart of boarding – the kitchen!

We have well-equipped kitchens in the Boarding Houses for you to make drinks, snacks or complete meals. As a Yr 7-11 boarder, you are required to attend all meals in the dining room, but cereals, bread, spreads, fruit and hot drinks are always provided in the Havelock Kitchen.

Everyone takes a turn on kitchen duty which includes loading/unloading the dishwasher and tidying at the end of the day. In School House the main cooking and baking takes place in Havelock Kitchen whilst in Clive Common Room you can make hot drinks.

As a Sixth - former (Yr 12 - 13) there are various places to eat at different times of the day: in the main school dining room, the Sixth Form Café or you can cook for yourself. You can also buy any other food you would like and keep it in the fridge and freezer.

In Gloucester House there is one kitchen and there are also two kitchenettes on each floor with a kettle and a mini-fridge for you to use. It is your responsibility to wash up and keep these areas tidy and clear please.

Getting the washing done

As a boarder, you can have your washing done by the school laundry free of charge. There is a laundry timetable advertised in each house. Gloucester House has a laundry room with two washing machines, two dryers, an iron and ironing board and boarders here can do their own laundry in house. School blazers (for Yr 7 - 11) are taken for dry cleaning each half term and the charge is added to the bill.

Phones, mobiles and wireless access

There is one pay phone in each house which is available in a private area for you to use. There are also spaces, such as the Skype room in School House, for video calls.

We have WiFi everywhere. Each room in the Boarding Houses has a computer network point and the school as a whole is connected wirelessly to the school network and internet. As a Sixth Former, you will be provided with a laptop to use whilst you are with us, which will be set up on the system; additional personal laptops may also be set up with the help of the ICT team. All School House boarders are encouraged to bring their own laptops.
COMMON ROOM, WORK/PREP ROOM

In each house there is a common room fitted with TV, DVD player and Wii where you can relax after school and during the weekend.

There are times when you are going to need very quiet study, so in School House there is a prep room with computers and in Gloucester House a quiet workroom, both with desks, which can be used for private or supervised study.

BATHROOMS

There are bathrooms on each accommodation floor which provide both showers and baths as well as sink areas.

TAKE NOTICE!

All the latest information and things you need to know (such as policies, medical information, organised weekend activities, duty rotas and so on) will be pinned up on the noticeboards around the Boarding House. There is also a large whiteboard where the ‘news of the day’ will be written up (fixtures, cancellations, birthdays) so it’s a good idea to check this on a daily basis.

THE SIXTH FORM CAFÉ JIMMY B’S

This is a modern, light, airy and sociable space attached to Gloucester House. The Café serves late breakfast at break time as well as lunch and the Sixth Form students can choose to eat lunch here rather than in the main school dining room. The Café can also be used in free periods for group study or to relax.

Allenby Prep Room in School House

Gloucester House Common Room

Wii Games in Clive Common Room in School House
# Your daily routine

## Meal Times

<table>
<thead>
<tr>
<th><strong>Breakfast</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>07:45 - 08:15</td>
</tr>
<tr>
<td>Saturday</td>
<td>08:30 - 09:00</td>
</tr>
<tr>
<td>Sunday Brunch</td>
<td>11:30 - 13:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Lunch</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>12:40 - 13:40</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:30 - 13:00</td>
</tr>
<tr>
<td>Sunday Brunch</td>
<td>11:30 - 13:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supper</strong></th>
<th>Served daily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17:45 - 18:15</td>
</tr>
</tbody>
</table>

## Your 6th Form Day

<table>
<thead>
<tr>
<th><strong>To your tutor base</strong></th>
<th>08:15 - 08:30 in House Office</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Leave Boarding House ready for lessons</strong></th>
<th>09:00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Lesson 1</strong></th>
<th>09:10 - 10:10</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Break</strong></th>
<th>10:10 - 10:35</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Lesson 2</strong></th>
<th>10:35 - 11:35</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Lesson 3</strong></th>
<th>11:40 - 12:40</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Lunch</strong></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Lesson 4</strong></th>
<th>13:55 - 14:55</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Lesson 5</strong></th>
<th>15:00 - 16:00</th>
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</table>

<table>
<thead>
<tr>
<th><strong>School day ends</strong></th>
<th>16:00</th>
</tr>
</thead>
</table>
A 6th Form Bedroom and study space

PREP / STUDY

<table>
<thead>
<tr>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 - 8</td>
<td>17:15 - 17:45 &amp; 18:30 - 19:30</td>
</tr>
<tr>
<td>Year 9</td>
<td>18:30 - 20:00</td>
</tr>
</tbody>
</table>

Prep is supervised for younger girls.

Year 7 to 9 girls do prep in Allenby Prep room.

Year 10 to 13 girls do their prep in their own rooms with Housemistresses monitoring work habits.

FREE TIME DURING THE WEEK

If you are not doing supervised prep, this is the time when you have the opportunity to join in the clubs, go to gym (Yr11 - 13), Yr 12 - 13 can explore Bath, if you want to.

There are different times when you need to be back in your House depending on your age and the time of the year. We will explain these times in your first week; however everyone is expected to be in their own Boarding House after 22:30 (and well before for younger girls).
On Saturdays breakfast is served a little later than usual at 08:30. The girls are allowed to walk into town and get some shopping time in, as well as participate in the activities on offer.

Sundays are relaxed. Breakfast is at 09:00 in House and Brunch 11:30 to 13:30. The morning is usually spent catching up on prep, tidying rooms and generally preparing for the week to come.

Over the weekend there is usually an activity booked in on both days but these activities are different every weekend and every term, so keep an eye on the noticeboards! This year we have been to see “War Horse” and “Legally Blonde: The Musical” in Bristol; painted pottery in Larkhall; visited Longleat Light Festival; toured The Cadbury Factory and Harry Potter World - to name but a few.

Sixth formers can spend their day relaxing, shopping or visiting friends. They can also join in all these activities in addition to some extra ones organised for Sixth Form only e.g. golf lessons and wine tasting.
Visitors are very welcome in the communal rooms during evening free times and at weekends, including other boarders and day girls. All guests should be brought to the Boarding House Office to be introduced to the member of the staff on duty and accompanied at all times by their host. All guests should be signed in and out by the staff member on duty. Female visitors are allowed upstairs in the bedrooms only with permission of roommates and the member of staff on duty. Male visitors are not allowed to go up to bedrooms with the exception of parents helping with luggage at key times as agreed by House Staff.

Note that, for your safety, all the doors into boarding accommodation have a coded keypad, which boarders must not share with others.

Weekends, Exeats, Half Term and End of Term

We have two Exeats in the Autumn and Spring terms, one either side of Half Term, and one Exeat in the first half of the Summer Term. Exeats run from 16:00 on a Friday to 17:30 on a Sunday evening and all the girls leave the school and stay with their parents, guardians or friends. Girls return on a Sunday from 10:00 after Half Term breaks.

Before Exeats, Half Terms and at the end of term, the House Staff will need confirmation from parents and your host as to where you will be staying and how you will be getting there. At the beginning of term, boarders can arrive from 10:00 onwards. For further arrivals, please contact the House Staff directly.

In the information pack your parents receive there will be a Boarders’ Travel Arrangements Form which your parents should complete and return to the main school office before term commences.

All overseas boarders must have a UK guardian.
Permissions

Enclosed in your information pack is a “permissions form” which will cover pocket money allowance, additions to your bill for taxis and excursions, such as weekend activities, and for Yr 12 & 13 travelling in other students’ cars. We will always require permission from parents and hosts by email for weekend overnight stays. Additional permission will be required for overnight absences during the week, which are generally discouraged for anything other than exceptional circumstances.

Parents are also required to confirm flight details with the House Staff at both ends of the term. The School has an association with taxi drivers Ed Lane and Nick Kingwell of Bath and the House Staff can organise transport to and from the airport if needed. Flights should always be arranged within official term dates. Any requests to miss lessons must be put in writing to the Head (and Housemistress) and are strongly frowned upon, as it is in your best interests not to miss any school work. Travel Arrangement Forms will be included in your pack and we ask that these are completed by parents and returned to House Staff in good time for the next term.

Guardianships and Medical Information.

Your parents will have received forms regarding guardianship/host family and medical information. It is imperative that these documents reach the school by the end of July, before your arrival. Without these details the school will be unable to admit you.

Pocket Money and Valuables

If you would like weekly pocket money and have the appropriate permissions in place, you can request the amount you want by Tuesday with House Staff. The request will be submitted to the school office and your money will be ready to collect from the House Staff from Thursday after school. There is a lockable cupboard available for every girl in the bedrooms; please bring a padlock with you so you can keep your valuable items securely. We would discourage you from keeping large sums of cash in your room. House Staff will be happy to store this, along with passports and flight tickets, locked safely in the office for you.

Taxis

The school has an account with a reputable taxi firm - V Cars. If your parents have agreed to you travelling in a taxi to and from appointments and have agreed for the cost to be added to the end of term account, the taxi will be booked and you will be issued with the appropriate taxi slips by a member of the House Staff.

Post and Newspapers

These will be taken from the School Office and brought back to the Boarding House, where you will be able to sign for them and collect them. Food is not to be ordered online and delivered to school.

Sanctions

The Boarding Houses are run on trust and allow you independence and, as appropriate, freedom. However, if at any time this trust is broken either by girls not following signing out procedures, returning late to the House without informing House Staff, missing lessons, assemblies or tutorials or not keeping up with their work, one or all of the following sanctions may be applied:

- Withdrawing permission to go to town for a set time or an earlier curfew for Sixth Formers.
- Supervised prep for Yr 10 - 13.
- Being held back in school after the school day for a supervised study session.

Electronic Devices

The safety of you, our students, is always our first priority and, as mobile and laptop technology develops at an ever increasing rate, we recognise the importance of having a clear policy about the use of ICT within School. All communications using school equipment is monitored and centrally logged in accordance with GDST policy. For boarders who have access to 3G and 4G via mobile devices, this is not logged or monitored if on a mobile data network. We advise parents to have parental control added to your phone package. In School House we collect in all electronic devices for Years 7 to 9 when you go to bed for safe-keeping. When you start school you will receive the school ICT code of conduct; please read it carefully before signing it. Remember that if you misuse any of your devices they may be confiscated and your parents will be informed. If you or your parents have questions about ICT use in school, please contact the school’s network manager: persham.jones@rhsb.gdst.net.
**Medical matters**

**Medical Centre**

The School Medical Nurses, Sister Purchase and Sister Matthews, hold daily surgeries and times for these are on the noticeboards in the boarding house in school and also outside the Medical Centre. You can attend any of these sessions. If you are unwell during the school day, go to the School Office and they will contact Sister.

The School Doctor, Dr Kate Rees, visits the school and holds regular surgeries on a Thursday Morning. As boarders you are automatically registered with School Doctor and Sister can also arrange appointments for you at the Doctor’s practice in Bath.

**Medicines**

One of the Sisters must check all of your medicines and only necessary prescription items (for example asthma inhalers) can be kept in your bedroom. Other items will be looked after and administered by Sister or the House Staff or if appropriate the School Office Staff.

As a Sixth Former you can have prescribed and ‘over the counter’ medicines in your room, provided they are kept in a safe place and have been checked by Sister.

Appointments with the dentist, orthodontist, optician, chiropodist or physiotherapist can also be made if requested by your parents or in the event of an emergency. You will be accompanied to your appointment by a member of the House Staff. Appointments should be made outside lesson times whenever possible. Routine check-ups should normally be arranged during the holidays to prevent losing lesson time.
At the start of each term, members of the House Staff will take you on a ‘walk through fire practice’ to show you all of the available fire exit routes from your rooms, how to open the fire doors and also your assembly point. It is vital that you understand what you should do in case of a real fire. If the alarm bell rings, whatever the time, always assume it is a real emergency and evacuate the building as quickly as possible. Leave wherever you are in orderly way, making sure that you have something on your feet. Leave IN SILENCE by the nearest exit and assemble at the designated meeting point.

You will need to line up in alphabetical order in your year group. The Housemistress on duty will then register you before the student Head of House reports that everyone is accounted for with the Head of Boarding.

**There are fire notices in all the bedrooms, corridors and common rooms. They must NEVER be removed, defaced or covered up.**
Worries or Complaints

Everyone has the right to complain if they think that they are not being treated fairly, or to talk to someone if they feel worried about something. There are a number of people at school you can talk to; your House Staff, your tutor, your teachers or any member of staff with whom you feel comfortable. You can also talk to your parents and your friends.

If you would like to talk to someone totally independent, you will find several different telephone numbers on the ‘Where can I go for help?’ Notices around the school, including independent agencies such as ‘Off the Record’ and ‘Childline’.

If you would like to make an official complaint about something that has happened to you or that you feel worried about, the first thing to do is talk to a member of staff with whom you feel comfortable. You can take a friend with you if you wish.

If you are not able to resolve the matter and you still do not feel happy, then you can make a formal complaint. You will need to do this in writing to the Head or by telling a member of staff that you wish to make a formal complaint. The person you have told will write the complaint in the complaints book held by the Head. Within two days of receiving your written complaint you will receive a note from the Head saying that she has seen the complaint and that it is being attended to.

You will then be asked to talk the matter through with the Head and you can have a friend with you, who may be another pupil or a member of staff. If the matter is still not sorted out, you can talk to one the independent listeners named on the ‘Where can I get help?’ notice. Remember that you do not have to tell anyone that you are complaining about them. If you feel that your concerns are not being properly addressed in school, you can contact The Office of the Children’s Commissioner (0800 528 0731) at www.childrenscommissioner.gov.uk/
**Glossary**

**Assembly**: A regular meeting of pupils in Houses, Year Group or while school.

**House Angels**: This is the older RHS Boarder who will help you in your first few weeks at School.

**Curriculum**: The course of work that each year group follows.

**Dorms/Dormitory**: The bedrooms in the Boarding House where pupils sleep and older girls do their prep.

**Exeat**: A weekend, when Boarding pupils go home or to Guardians.

**Extra-curricular Activities (ECA)**: Activities taking place outside the formal curriculum, which are designed to encourage non-academic skills and experiences.

**Full boarding**: This is where pupils live at the school, including weekends apart from the Exeat weekends when all boarders go home or to their guardians.

**Guardian**: An individual who acts on behalf of a pupil’s parents and takes care of the pupil during term time and holidays. Students whose parents live abroad will require a UK guardian.

**Half Term**: A holiday in the middle of a term.

**Housemistress**: A Housemistress or Assistant Housemistress is resident in a Boarding House and is responsible for the pastoral support and supervision of the boarders in the house.

**Hudson Centre**: A large room found near the main entrance of the School. Meeting room for many of the events that occur during the year.

**Key Stage Coordinator (KSC)**: A member of staff who is responsible for specific year groups.

**Medical Centre**: The area in main school where the Sisters (nurses) work.

**Memorial Hall Theatre**: The Theatre in main school.

**Pocket Money**: A weekly allowance for a pupil to buy extras at the weekend.

**Prep**: Also known as Homework. This is work set by teachers and completed during a specific daily study period in the evenings.

**Set**: A class of pupils arranged by ability in a particular subject.

**Sixth Form**: The last two years of study, split into Years 12 and 13.

**Sister**: Medical Nurse who takes care of all medical issues, looking after the health of all the boarders.

**Sophie Cameron Centre**: The old chapel at the Richmond Road side of campus, where some assemblies are held, dance lessons are taught and PE lessons sometimes take place.

**Term**: A full academic year is divided into three terms.

**Autumn Term**: Early September - December.

**Spring Term**: January - March.

**Summer Term**: April - July.

**Tutor**: Each pupil has an individual tutor who takes an active interest in all aspects of her progress. Tutors are on hand to talk through and help to solve any problems pupils may have both academically or pastorally.

**Tutorial**: In Y12 & 13 each student has a meeting with her tutor once every two weeks but meetings can be arranged at other times too.
There are many people here to help you with all sorts of questions and problems at all times during the day and night. In School House, Mrs Custodio, Mrs Vidler and Ms Leipold and in Gloucester House, Mrs Pullen, Mrs Harris and Miss Eaton-Jones are there for advice and support and even, if they don’t have the answer straight away, they will listen to your worries and help you find the best way of resolving them.

You can always talk to… your parents, your tutor, one of your teachers, the Head your Key Stage Coordinator, Sister Purchase or another member of the Medical Centre team.

Here are the contact details of some of the people that you can talk to:

**School House** Mobile: 07788 185334
Mrs Custodio, Head of Boarding - e.custodio@rhsb.gdst.net
Ms Leipold, Deputy Housemistress - p.leipold@rhsb.gdst.net
Mrs Vidler, Assistant Housemistress - g.vidler@rhsb.gdst.net

**Gloucester House** Mobile: 07789 03812
Mrs Pullen, Gloucester House Housemistress - a.pullen@rhsb.gdst.net
Mrs Harris, Assistant Housemistress - k.harris@rhsb.gdst.net
Miss Eaton-Jones, Assistant Housemistress - o.eaton-jones@rhsb.gdst.net

**Heads of School**
The Head, Mrs Duncan - head@rhsb.gdst.net
Mrs Dellar, Deputy Head Pastoral - d.dellar@rhsb.gdst.net
Mr Hayward, Head of Sixth Form - n.hayward@rhsb.gdst.net

Listening support from ‘Off the Record’, an independent counselling service for young people can be accessed through the Medical Centre or directly on 01225 312481

Childline (0800 1111)

**Other useful contacts**
School House Office 01225 466861
Gloucester House Office 01225 314318
Senior School Office 01225 313877
Senior School Email royalhigh@rhsb.gdst.net
Medical Centre 01225 731007
Taxi Service - V Cars 01225 464646

We are all looking forward to welcoming you as you start your boarding adventure at The Royal High School. If you would like to ask questions or talk about a particular issue, or if you would just like to chat - please get in touch at any time...

With Best Wishes,

Mrs Custodio (School House) and Mrs Pullen (Gloucester House)