



Stoke College

— STOKE-BY-CLARE, SUFFOLK —

Boarders' Handbook

2021—2022



Introduction, Contents and Meet the Team

Introduction

The purpose of this manual is to make clear how the Boarding Houses operate. It is a source of information to newer boarders, parents and/or guardians and staff and a useful reference document for those who have been here for longer. It outlines standards to which the Boarding Houses should aspire. Of course, one cannot capture the communal life of all involved at Stoke College in a document and this manual does not try to do that; rather it aims to give those about to arrive, a flavour of what Boarding at Stoke is about, the newer boarders something to refer to, to help them through their first few weeks, and for all Boarders, a sense of consistency and predictability about the workings of the House.

May I emphasise, this is not designed to be a finished work and that revisions will be made over time, so that it continues to reflect real life in our Boarding Houses. I hope too that it will provoke discussion – with me and with the Boarding Staff at the prefect/captain meetings.

Mrs J Bailey
Head of Boarding



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Meet the Team



Dr R Chen, Deputy Head Academic



Ms C Coupland, Teacher of Spanish

Supported by our Graduate Assistants



Mr O Khan



Miss J Harder



Mr E Keeler

Year Group Tutors

Year Group	Tutor List
Sixth Form	Miss Davey, Mr Swain and Mr Dyer-Jones
Year 11	Miss Harder and Mrs Henson
Year 10	Mrs Connelly or Mr Burrige and Mrs Beatham-McDonald or Miss Coupland
Year 9	Mr Reeves and Mrs Jackson
Year 8	Miss Grace and Mr Khan or Mr Keeler
Year 7	Mr Metsel and Miss Ottoway

Useful Contact Details

Address

Stoke College
Stoke By Clare
Sudbury
Suffolk
CO10 8JE



Phone numbers

Mrs Bailey's Flat 01787 279409
Boarding Mobile 07588 160683

(The mobile signal can be poor so it is better to use WhatsApp to message or call).

Emergency Phone Numbers

Telephone (Day Time) 01787 278141

E-mail addresses

Most staff email addresses follow the same pattern; {initial}.{surname}@stokecollege.co.uk

For example:

j.bailey@stokecollege.co.uk

Other useful telephone numbers

Bursary Ext 322

Reception Ext 201

If you wish to talk to somebody outside school about any worries you may have, you can telephone

Independent Listener 07588 160676

Child Line 0800 1111

Suffolk Social Services 0845 606 6067

Suffolk Out of Hours 0808 800 4005

Children's Commissioner 0800 5280731

NSPCC 0800 8005000

Cruse Bereavement Care 0844 4779400

Drugs – Talk to Frank 0300 1236600

Samaritans 08457 909090

Rape and Sexual Abuse
Helpline Support Centre 0808 8029999



School Ethos

Stoke College, privately owned, is an independent school for children aged 11 to 18. We are inclusive and non-denominational but embrace Christian and traditional values such as effort, kindness and commitment as well as the importance of a caring community with a family feel.

We help children to achieve at the highest level of which they are capable, working with each child as an individual, maintaining small class sizes to support this and creatively adapting the curriculum for each child.

Stoke College aims to teach a number of values and skills to produce young people:

- who are well mannered and respectful of others, tolerant and understanding of differences
- who have a strong desire to learn and an ability to learn independently
- who are good communicators with anyone
- who are ready to accept responsibility
- who have a positive self-image
- who have the necessary skills for a fast-changing world

We teach these values by modelling them in everything we do and consistently rewarding instances where students display them.

We teach these skills by being aware of the individual learning needs of each of our students and tailoring our teaching to meet these needs. We believe we can raise the ability of any student, through teaching a curriculum which most fully addresses the aims of the school.

Boarding House Ethos

Each Boarding House should be a community in which:

- all members of the community are valued, wherever their talents lie
- all members of the House are encouraged in their individual endeavours; self-esteem and confidence are bred and supported by the corporate life of the House
- effort matters more than achievement; contribution matters more than success
- individual and collective achievement is appreciated and applauded by all
- all members of the House support House enterprises in whatever way they can, even if it is not their area of speciality
- young people learn to relax and have fun together, learning to develop sensitivity and respect for the differences in others
- the older members of the community present a good example to younger members reflecting the educational objectives of the school
- values such as honesty, trust, humility, and loyalty pervade daily life in the House and characterise all relationships within our community
- all individuals learn to respect people, property and privilege

In such a community, all students will grow in confidence, will contribute widely and will **care** about others. In as much, the community that we seek to foster within Stoke College will reflect exactly the aims and purposes of the ethos of the College.

Boarding Principles and Code of Conduct

Boarding in the 21st Century

There has been an evolution in boarding education over the past decade or so and emphasis is now firmly placed on the development of the whole individual. The advantages are often quoted and are convincing:

- Students learn how to utilise time effectively and manage commitments
- Students gain clear academic advantages, establishing good working habits in a structured environment, thus raising academic achievement
- Students experience a variety of extra-curricular activities after school and at weekends
- Students undergo an ideal preparation for university life in a multi-cultural environment.

But, most importantly, when students board at Stoke College they do not just join a school, they become part of an extended family where:

- they have a sense of belonging and know that they are accepted as individuals
- their problems will be shared and their triumphs celebrated
- they have a safe training ground within which to develop critical life skills, such as the importance of communication, consideration and compromise
- every child does indeed matter hugely.

Our Boarding Principles

All Boarding Staff work together to ensure that each and every student living with us, either as a full time, weekly or flexi boarder feels not only completely at home, but very much part of our large extended family.

We strive to ensure our boarding family is fully inclusive, and so we have a zero tolerance

approach to any form of bullying.

We aim to foster close contact with parents and guardians who are able, with the regular exchange of information, to facilitate us to give the right academic, social and emotional support to their children.

Stoke College Boarding Code of Conduct

Contribute positively

Help
Share
Join in

Do the right thing

Only age appropriate films/games/
conversations/magazines
Do not swear
Dress correctly

Be where you should be

Be on time
Sign in and out
Only enter other bedrooms if invited

Use communal areas sensibly

Tidy up after yourself
Be considerate of other people
Do not misuse equipment

Keep your room tidy

Make your bed each morning
Put your belongings away
Hang and put clothes away

Expectations

What you should expect of Stoke Boarding Staff

Passion – a desire to see all boarders happy and successful at Stoke College

Fairness – all boarders should be treated in a fair and measured way, and with consistency

Approachability – we would like to hear of your problems from you rather than from others

Time – that all boarders feel that they are treated as individuals and not processed; that we will listen to you in the first instance when you come to see us

Humility – to back down and accept that sometimes we may be wrong

Encouragement – we will encourage you and not criticise unjustly

A kind sense of humour.

What we expect of you

Honesty – this is an essential ingredient to maintaining a working relationship with your Head of Boarding

If you break something, do let us know.

If you get it wrong, as everyone does from time to time, put your hand up to admit it. Take what comes, and move on.

Respect – this is an essential ingredient of living in a community of others. You should respect:

Property – Theft undermines house trust. So does borrowing without permission. Look after house fabric.

People – Bullying in any shape or form has no place in our house community.

Knock on doors, respect the right to privacy of

others, and do not borrow from another boarder without prior consent of the Head of Boarding.

Privilege – Make the most of the opportunities that you have and beware of the danger of conceit.

Contribution - this is an essential ingredient to making the most of your education at Stoke.

Contribute to all house endeavours – eg house sport, activities, competitions

Experiment and have a ‘give it a go’ attitude – we expect you to try things, and accept our prompts to do so too. Everything is worth at least one go (societies, concerts, trips, games). Always be prepared to try something new.

Be reflective about your own personal development.

Pursue breadth and excellence in equal measure.

Commitment and Effort – this is an essential ingredient to building character.

Sometimes you will be asked to do things you do not want to do. Commitment to such causes creates character and wins respect. Resolve to go the extra mile in that open-ended prep, determine to finish the cross country when you’re exhausted, show positivity when trudging through the pouring rain on camp for the third day in a row – these can be the defining moments of your Stoke career.

Daily Routine & Weekends

Daily Routine

House meetings take place on a weekly basis.

Study/Prep time is subject to change depending on the term e.g. in the Summer term it may be slightly later, to make the most of the weather.

	Monday	Tuesday	Wednesday	Thursday	Friday
Wake Up 	7.30 – 7.55 am				
Breakfast 	8.00 – 8.40 am	8.00 – 8.40 am	8.00 – 8.40 am	8.00 – 8.40 am	8.00 – 8.40 am
School Registrati 	8.50 - 9.20 am	8.50 - 9.20 am	8.50 - 9.20 am	8.50 - 9.20 am	8.50 - 9.20 am
Morning Lessons 	9.20 am	9.20 am	9.20 am	9.20 am	9.20 am
Lunchtime & Registration 	12.50–2.05 pm	12.50–2.05 pm	12.50–2.05 pm	12.50–2.05 pm	12.50–2.05 pm
Afternoon Lessons 	2.05 pm	2.05 pm	2.05 pm	2.05 pm	2.05 pm
After School Clubs 	4.15 – 5.00 pm	4.15 – 5.00 pm	4.15 – 5.00 pm	4.15 – 5.00 pm	4.15 – 5.00 pm
Free Time 	5:00 – 5.30 pm	5:00 – 5.30 pm	5:00 – 5.30 pm	5:00– 5.30 pm	5:00 – 5.30 pm
Supper 	5.30 – 6.00 pm	5.30 – 6.00 pm	5.30 – 6.00 pm	5.30 – 6.00 pm	5.30 – 6.00 pm
Prep—Juniors 	6.00 – 7.00 pm	6.00 – 7.00 pm	6.00 – 7.00 pm	6.00 – 7.00 pm	No Prep
Prep—Seniors	6.00 – 7.30 pm	6.00 – 7.30 pm	6.00 – 7.30 pm	6.00 – 7.30 pm	
Years 7 and 8 			To rooms 8.50 pm Lights out 9.00 pm		
Year 9 			To rooms 9.20 pm Lights out 9.30 pm		
Years 10 and 11 			To rooms 9.50 pm Lights out 10.00 pm		
Year 12 and 13 			To rooms 10.20 pm Lights out 10.30 pm		

Weekends

At weekends, full boarders will have the opportunity for structured study, including prep. There is a trip, cultural or sporting activity on Saturday or Sunday afternoons. Supervised prep will take place on Sunday as per weekdays.

Boarders are allowed out at the weekend to visit friends with the written permission of their parents' or guardians. This must be received no later than the Tuesday prior, for the following weekend.

Sundays (Weekly Boarders)

Boarders must return by 7.00 pm and sign into their House. (Later returns should be either requested in writing or emailed to the Head of Boarding by Thursday evening prior to the weekend concerned.)

A-Z of Boarding House Life

A

Accidents

All accidents and injuries in School, whether in the buildings, sports field or anywhere else on the School campus, must be reported to a member of staff.

Activities

Extra-curricular activities are an essential and integral part of the education we offer. In Boarding, we organise a busy and varied programme to ensure that everyone has a balance of academic, artistic, physical and recreational activities. The full programme of weekend activities is open to pupils in all years.

Boarders in Years 7-10 are expected attend an after-school activity every day.

Boarders in Years 11-Sixth Form are encouraged to join the Boarding outings and may choose as many activities as they wish during the week – remembering that it is important to take time out from studying! However, boarders will not have access to the Boarding House until 5.00 pm so should use this time to study, or they may leave the site with permission from Boarding Staff ensuring they return by 5.30 pm for Dinner.

Academic Support

From time-to-time individual pupils will need additional support measures to help them with their studies. Rarely are these enforced; more often they are implemented by mutual agreement following discussion. Sometimes pupils themselves will initiate the discussion, when they perceive a need for such support, and this is to be encouraged.

Alcohol

The consumption of alcohol is strictly prohibited at any point while on the school site or if you are intending to return to the school site.

B

Birthdays

Birthdays are celebrated in style with a choice of sweet or savoury snacks; shared with all boarders on the day, or as close to the day of the actual birthday.

Bathrooms

Boarders may use the showers from 5.00 pm until 30 minutes before bedtime but not during Prep (homework). The bathrooms should be empty by bedtime and everyone should be quiet in their room.

Please remember to use a dressing gown when going to and from the showers. As the facilities are communal, everyone should leave them in the condition in which they would like to find them; good personal hygiene is of utmost importance.

Behaviour

The School's Behaviour Policy applies and will be followed at all times.

Ball games

No ball games are permitted in, or immediately outside the house, other than on the sports field.

Bedrooms

A student's room is his/her own private space. By its very nature, a boarding school provides relatively little privacy compared with the life of a day student at home, so students should expect their House Parent to fiercely protect a student's right to privacy in his or her own room. No student should be in another student's room without the host present and students are always asked to knock before entering another's room.

Students are expected to keep their bed area tidy and to take care of the furniture and fittings. Posters etc. should only be fixed to the pinboards provided, although it may also be possible to stick items to woodwork with 'white blue tac'. Pins must not be placed into any woodwork and no marks

should be made anywhere.

Beds must be made every morning and desks should be tidy so they can be cleaned. Floors should be clear they can be vacuumed and in case of fire, for easy evacuation.

Students are encouraged to personalise their bedrooms as much as possible; for instance with posters, rugs and plants. Pictures must, however, be decent; any potentially offensive posters will be removed by the House Parent. See later section for guidance on the electrical items which can be brought into school.

Bedrooms are allocated each term by the Head of Boarding; the criteria for prioritising bedrooms will be by year group.

Beginning and end of term/year arrangements

Travel arrangements must be shared with the Head of Boarding in good time. Please refer to the school calendar for arrival and departure dates and times, which must be strictly adhered to.

Each student will be supplied with a key at the beginning of each academic year (or upon arrival if mid-year) by the Head of Boarding, which must be signed for. These must be returned to the Head of Boarding at the end of the year or a replacement will be charged for.

Rooms must be completely cleared at the end of each term. The Boarding Staff will specify what can be left, if anything, before the end of each term. Arrangements will be made for overseas students to leave items in other storage areas, although their security cannot be guaranteed.

At the beginning and end of each term all rooms will be carefully inspected for damage or graffiti. Damage occurring during the term will be charged to the occupant of that room during that term.

Bicycles

Bicycles are welcome at Stoke College. Students can keep their bike in the bike shed at their own risk, and subject to a discussion with the Head of Boarding about the regulations for cycling.

“Borrowing”

Senior students should be aware that any request they make of a junior student to ‘borrow’ personal possessions may be complied with because of a fear of the consequences by the younger student. Therefore, no student may “borrow” any personal possession from another member of the house in any year, except with the specific permission of the Head of Boarding. Also, senior students should not scrounge food or other sundries from younger students, for the same reasons.

C

Candles

Candles must not be brought into a Boarding House as they pose a serious fire risk. Combustible items put the community at risk. The following items are therefore NOT permitted: matches, lighters, candles, joss-sticks, electric fires or fan heaters.

Cleaning

You are expected to keep your own rooms tidy. Rooms are lightly cleaned every day and given a thorough clean once a week when all surfaces should be cleared.

The Head of Boarding will receive a daily report of rooms that are not up to the standards of cleanliness and tidiness we require from the cleaning team.

Communication

Boarders should check the boarding noticeboards and their post box for messages on a daily basis. They must also attend the weekly boarding meetings where important information is often passed on. Informal communication is essential to foster good relationships; boarders are encouraged to talk to staff, develop a relationship with them to ensure they have a healthy support network.

We cannot help with problems if we do not know anything about them!

C

Concerns

However trivial your complaint may seem to you, there is always someone you can talk to:

The Student Council meets at least once a term and is chaired by Senior Pupils. The Form Representative for each form attends. Concerns and suggestions can be given to the Form Representatives who will raise them at the Council Meeting. Minutes are kept of the meeting and then taken to the Principal who will discuss all matters arising with the relevant senior staff.

Boarders have a say in the election of Captains, Prefects, Head Boy and Head Girl and their Deputies who will listen to any complaints and suggestions and inform the Principal if there is something they need to pass on.

Your Form Tutor will listen to any complaints and suggestions during the daily registration period or when your form meets for PSHE.

The Head of Boarding is always available to boarders and will listen to any individual complaints and suggestions as well as those discussed at the weekly boarding meetings.

If you have concerns about an adult you may speak to any member of staff within the College: they have the responsibility of passing your views onto someone senior so that action can be taken. Academic concerns should be shared with the Deputy Head Academic, pastoral matters with the Head of Boarding. If the complaint is about either of these people then the Principal should be contacted.

Usually, the member of staff will talk you through the situation and make a summary of the basic points in writing. They will give you a copy and then pass the information onto the relevant senior member of staff. One of the Deputy Heads may then see you and outline what action will be taken.

The senior member of staff will not raise vague generalities with other staff as it is not fair to criticise without giving details of specific incidents. However, the senior member of staff has a

responsibility to ensure that students are not put in a difficult position just because they have raised a concern.

There may be times when you feel you cannot talk to any of the above people. In this case you could contact the school's Independent Listener, Jayne Mitchell (07588 160676), Child Line (0800 1111), the NSPCC (0800 8005000) or any of the other contacts listed on page 3.

Confidentiality

If you tell a member of staff something that is critical to your own health and welfare, the community or others, that person may have to pass this information on to a more senior member of the Safeguarding Team. See below under 'S'.

Correspondence

All correspondence concerning boarding matters, including change of contact details, should be addressed to the Head of Boarding. Whether you are UK based or from overseas, if your parents or guardians are away from home whilst you are at the College, the Head of Boarding must have a contact telephone number and details of an alternative carer/guardian.

Cars (Pupil)

Under normal circumstances cars are NOT permitted at Stoke College, however, Sixth Formers may take time out of the school day to take driving lessons where parental permission is in place and their timetable allows. We strongly discourage students from missing academic lessons.

Sixth Formers who have passed their driving test and have written permission from their parents and the Head of Sixth Form, may drive their cars to school so long as they maintain a clean driving license. Boarders who drive to school MUST surrender their keys to the Head of Boarding on arrival and only leave school grounds with the express written permission of their parents/guardian and the Head of Boarding.

When driving to school, Sixth Formers are asked to park in the bays closest to the Church.

They **must not** take other students in their cars as passengers without the express written consent of both sets of parents.

Driving to school is a privilege, not a right. We take all aspects of student safety extremely seriously.

Charity

The Boarding Houses support the school charities chosen by all pupils.

Clothing

During the day, when out and about, students should maintain the highest standards of dress. Pride in one's appearance speaks of high personal aspirations, and nothing less is expected of students of Stoke College.

All clothes must be labelled. Parents are advised to consider what they allow to be brought in. Particularly valuable or delicate items should not be brought into School due to the risk of loss or damage. Any items that need to be repaired should be given to the Head of Boarding.

Common Room (Games Room) and Public Areas

The houses have a TV/Games room and a kitchen area. Students are expected to keep these areas clean and tidy; to take care of the furniture and electrical equipment. Student duty rotas operate to ensure this occurs.

Computers/Internet Access/Laptops

Students are expected to comply with school IT policies and contracts at all times. In particular, profligate printing from websites should be avoided. Moreover, if you send something to print and it does not appear, do not simply send it again and again – this will only make the problem worse. If you discover a problem with the house IT provision, let the Head of Boarding know. Under no circumstances should pupils play with the hardware provision or remove any of the wiring.

All students are allowed to have laptops or desktops in their own rooms but must not use them to play games during private study time. All screens used in pupils' rooms must face the doorway.

D

Doctor

Any boarder who needs to see a Doctor, you must see a member of the Boarding Staff who will arrange a Surgery appointment.

Dining Room

Boarders should not wear pyjamas or nightwear into the Dining Room. This is a public area: boarders are reminded the use of mobile phones or other personal devices requiring headphones is not permitted - this is for safety as well as social reasons.

Dress Guidelines

Different occasions/weather require different styles of dress and it is important to understand the distinction between dressing for the working day and dressing for leisure time. In school, as later in paid employment, you are expected to be well groomed and appropriately dressed. Slovenly or torn items of dress give neither you, nor the school any credit. As standards in all respects are very high at Stoke College, it is expected that each students' appearance reflect this fact at all times.

Years 7 -13

School Uniform: Boarders should ensure they wear correct uniform on weekdays from breakfast onwards. Uniform is also worn on all formal occasions.

Home Clothes: Boarders may change out of uniform after school into home clothes at 5.00 pm. Wardrobe space is limited so only a few items of clothing should be brought to school. These should include an outfit appropriate for school outings and functions. High heeled, platform or other inappropriate or unsuitable styles of footwear are not permitted and are liable to confiscation.

All clothing, uniform and home clothes, should be clearly named. Name tapes are available from the school outfitters.

Boarders may not wear a mixture of home clothes and uniform.

D-F

Jewellery: Earrings should be in the form of a simple stud and only one earring is allowed in each ear lobe. Multiple earrings are not permitted and this applies whether wearing school uniform or home clothes. The only other item of jewellery permitted is a simple wristwatch, which should have your name engraved on the back.

Hairstyle: Hairstyles should be conventional, neat and tidy. Only black hair bands should be worn with school uniform. Dyeing/bleaching of hair is not permitted. Coloured streaks are not allowed. Shaved heads and facial hair are not permitted.

Make-up and nail varnish are prohibited for students in Year 9 and below.

Damage, Loss and Theft

Any damage to the fabric of the house should be reported to staff as soon as possible so it can be repaired. Those responsible for the damage will be charged for it.

Any loss should be reported to the Head of Boarding immediately. The loss will be publicised in the first possible house meeting and, if it seems likely the item has been stolen, a 'Theft Report' compiled which will be forwarded to the Bursar. The theft of valuable items will also be reported to the police.

Please be in the habit of locking away valuable possessions in the cupboard in the bedside table (for which you are provided with a key). The more everyone expects cupboards to be locked, the less likely we, as a community, are to become victims of theft.

DVD Library

The boarding house has a small but ever growing DVD library. The DVD library only stocks DVDs with a certified viewing restriction of age 15 years or under. A DVD may only be watched if the age is appropriate for everyone in the room.

E

English

English must be spoken at all times in the boarding houses, during the school day and at meal times.

Electrical Items

Your electrical items must be PAT Tested and cleared by the Head of Boarding before use. You must have your own insurance for all personal electrical items as the school will not cover any faults or damages.

The following are permitted in bedrooms once tested and approved:

- desk lamps
- battery chargers
- mobile phone chargers
- hairdryers/straighteners
- CD players/radios
- computers/laptops
- battery operated fairy lights

The following are NOT permitted in bedrooms:

- mains powered fairy lights
- cooking equipment
- electrical adapters
- kettles
- mini fridges
- televisions
- electric fires/fan heaters
- unauthorised appliances
- trailing lead.

F

Facebook

Stoke College runs a Facebook page to keep current and former house students and their parents up-to-date with happenings at the school. A Google search for 'Stoke College Facebook' should find us.

If you have a story you would like shared on our Facebook page, please send it to the [Head of Marketing](#). The story may also be shared on the Stoke Instagram and Twitter pages, if appropriate.

Fire

When the fire alarm sounds, everyone must leave the building by the closest fire stairs. Please hurry without running. Wait in silence on the hard standing/Netball Courts during the day, or outside the senior teaching block if outside school hours. A staff member will read out the house list (or tutor groups during the day). Answer loudly. You must remain outside until you are informed by a member of senior staff it is safe to re-enter the building. The evacuation must take no more than 2 minutes.

Under no circumstances should anyone ever play with the fire safety measures around the house.

This includes extinguishers, signage, fire doors and alarms etc.

Safety Precautions/Prohibited Items

The following are STRICTLY PROHIBITED on school premises:

- Candles
- Lighters and fuel
- Matches
- Joss sticks and cones
- Aromatherapy lamps/burners
- Cigarettes
- E-Cigarettes

or anything of a similar nature requiring the presence of a NAKED FLAME.

Remember - any of these things could cause a fire!

Food

The following are available in common rooms: bread, butter, spread, fruit, milk, tea, coffee and hot chocolate. Please help yourself whenever you want and be sure to inform the Head of House when supplies are running low. You must not eat or keep food in your bedrooms (apart from small dry snacks or sweets).

Nuts and Energy Drinks are banned. They must not be brought into the boarding house or school.

All meals are taken in the Dining Hall and attendance is compulsory. At the end of breakfast

and dinner no-one is permitted to leave the Dining Hall until everyone has taken their plates, crockery and cups to the top end where they are neatly stacked for the kitchen staff to clear away. The duty staff member will dismiss you, at which point, you may leave.

Due to a possible health and safety risk, no raw or cooked meats from home will be allowed into the boarding houses.

G

Guardians

Students whose parents live overseas are required to have a guardian who is resident in this country. The role of the guardian is to act on behalf of the parents when they cannot be present. A guardian may be a close friend or relative over the age of 25 but cannot be a university or college student.

AEGIS www.aegisuk.net provides a list of approved and accredited Guardianship Organisations.

All overseas boarders require guardians to ensure:

- They have somewhere in the UK they can stay if they are not returning home for weekends or holidays
- There is someone they can stay with if they are unable to remain at school for medical or disciplinary reasons
- There is a contact in the UK to whom the school may refer in the event of an emergency.
- Guardians are encouraged to attend school events, parents' evenings, concerts and matches.

Games Room/Common Room

The boarding house has two common rooms strictly for the sole use of boarders.

H

Health

If you are ill during the school day you must report to a teacher (or to Reception) who will then ask a first aider to assist you. The member of staff will decide whether to send you to the medical centre, ask parents to collect you or send you back to class. Stoke Boarding also has a first aider who is able to deal with minor ailments outside of school hours and has access to standard medication.

Haircuts

Anyone needing, or deemed to need, a haircut while at school should contact the Head of Boarding, who will make arrangements for it to be cut in Clare or Haverhill. Boarders must never cut their own or each other's hair.

J

Jewellery

Earrings should be in the form of a simple stud and only one earring is allowed in each ear lobe. The only other item of jewellery permitted is a simple wrist watch.

K

Kitchen Area/Common Room

The houses have a kitchen area, which includes a fridge, microwave, oven and kettle. Bread and milk are brought to the Houses each day by the prefects and a selection of spreads, drinking chocolate, tea, coffee and sugar are also provided. Please be considerate in your use of these items and do not remove them from the kitchen area. Return the milk to the fridge after use. You can store your own chilled food in the fridge but please keep it bagged up and clearly marked with your name. Some crockery is provided in each kitchen, but students may also use their own (clearly marked). Doors must never be wedged open.

The combination of heat, electricity and water make the kitchen areas the most hazardous zones in the house so students must take good care to

ensure safety. Safety Rules for the boarding common rooms are displayed and are shown below.

- Keep electrical equipment away from water
- Do not operate electrical equipment with wet hands
- Do not remove electrical equipment from the kitchen
- Do not allow power leads to cross over any heat source
- Report any malfunction to the Head of Boarding immediately
- Clean up any spillages on or near appliances, remembering to switch appliances off at the mains first
- If the appliances are being used, go away and return later to use them
- No raw or cooked meats from home will be allowed into the boarding houses. This is due to a possible health and safety risk.

Note also that, in a close community like Stoke, a food 'bug' can spread very easily. Failure to understand the basic rules of hygiene could lead to you giving yourself food poisoning, which then spreads. Please read the hygiene rules below carefully.

Food Hygiene Rules

Nuts and Energy Drinks are banned from the boarding house and must not be brought into school

Wash your hands before preparing or eating food

Keep all perishable foods in the fridge

Return the milk to the fridge after use

Do not bring cooked meat or fish, or products containing them to school

Do not keep milk, spreads or other perishable foods in your room

Throw away food not consumed by its 'sell by' date

Carry food on a clean plate or napkin, not in your hands

If you are cooking, ensure the food to be cooked is fresh and cooked thoroughly. Do not reheat food

Food must be eaten in the common room and NOT in your room

Wipe clean all work surfaces after use

Place all rubbish in the lined bins provided

Clear up spillages yourself

L

Lockable Space

You are provided with a lockable space in your bedroom in which to keep your money and personal possessions. These lockable spaces should be used at all times to keep your valuables or money safe. Care should be taken to ensure that keys are not lost or misplaced, but kept in a secure place about your person. Lost keys should be reported at once to the Head of Boarding who will arrange for a replacement. Large sums of money should be handed in to staff for safe keeping until the money can be placed in the Bank. Do not leave money in your bedroom unless it is safely locked away.

Lockdown

All boarders will be inducted in how to respond to a lockdown and drills are arranged to practice.

Lost Property

All unnamed items left around the House will be brought to the Common Room.

Laundry/Linen

Students should bring any dirty clothing to the kitchen area using the laundry bags provided on their allocated day. Once processed it will be returned to the kitchen area ready for collection. Items that require dry-cleaning (suits and uniform jackets/trousers) should be given to the Head of Boarding. The additional charges for this service will be added to your termly bill.

Bed linen is washed weekly on the same day as

your clothing.

M

Maintenance

If you notice a maintenance issue either in the Boarding House or around school, you should report it to the Boarding Staff as soon as possible

Medication/Medical Room

Students are not permitted to keep personal medication in their rooms, including cold remedies, acne medication or hay fever relief. All medication kept at school must be handed in immediately to your House Parent.

Mobile Media, Mobile Phones and other similar devices

Most boarders have their own mobile phone. The numbers of all pupils' mobiles are recorded by the Head of Boarding at the start of each term.

Mobile phones, laptops, iPads and other similar devices are useful tools in life, but can also constitute a serious threat to independent study when allowed to distract. Before Light Out, all electrical devices will be removed for safe keeping by House Staff (except Sixth Form) and returned at morning registration.

During Prep you must have authorisation to use any electrical items and the use of such items for non-work purposes is strictly forbidden during private study. Recreational use of such items is limited to the times when students are allowed free time in the house. Improper use of devices can lead to up to a week's ban or confiscation, although in such instances the students would be allowed to retrieve phones specifically to make calls home.

Boarders also have access to a landline to make a private phone call, should they need to. Simply speak to the member of staff on duty to arrange to do this.

Please see the Mobile Phone Policy for usage in school.

M-P

Meals

Meals and attendance in the Dining Hall at meal times is compulsory for all boarders.

Money (Pocket Money)

No money should be kept in rooms unless it is secure in your lockable space and has been recorded with the Head of Boarding. A bank account can be set up for International students at the request of their parents/guardians for which they will receive a debit card for the account.

Music

Music may be played during free time and activities but at all times the volume levels should show respect for the community in which we live. During Prep, music must not be played by students in Years 7-10; however, Year 11 and Sixth Form may use headphones if they wish to listen to music whilst completing their Prep.

N

Night Check (Lights Out)

Night Check is the time at which Boarding Staff check all boarders are in their rooms. After this the House should be quiet, no music should be playing, visiting or telephone calls taking place.

Noticeboards

There are noticeboards in the House, covering a wide range of school and house information e.g. activities, birthdays, routines, policies etc. The most important notices are generally announced at the weekly House Meeting, but please check the noticeboards regularly for anything that may concern you.

Netflix

Netflix is available in the Boarding House. This is only used under supervision of the House Parent. All content watched should be appropriate for the age of the youngest viewer.

O

Open Door Policy

The Boarding Staff operate an 'open door' policy, which we believe is an essential ingredient in creating a welcoming, homely atmosphere where students and parents immediately feel comfortable. The member of staff on duty at any given time will be clearly indicated and is available to all boarders.

Outings

Outings, escorted by Boarding Staff are organised for Boarders every weekend and all boarders are encouraged to participate. Students in Year 8 and below are divided into smaller groups and accompanied by a member of staff (unless special permission has been arranged with parents).

Destinations vary from week to week and are often suggested by boarders - please speak to one of the Boarding Staff if there is somewhere you would particularly like to go whether it be ice skating, a theme park, a museum, shopping, ceramics painting, the cinema or a day by the sea!

P

Post and Messages

Letters and small items of post for students should be addressed to

Stoke College,
Stoke By Clare,
Sudbury,
Suffolk, CO10 8JE
United Kingdom.

Prefect Team

Each year students will nominate a Prefect Team including the House Prefects, Food Captain and Entertainment Captain. The prefect team is key to the smooth running of the Houses. Prefects are expected to fully promote the House ethos, lead through a sense of service to the community, and act as role models to the younger members of the House. They meet regularly as a team with the

Head of Boarding and/or House Parent and play an integral part in the running of the House. Likewise, they play a specific role in representing the views and sentiments of the boarders. A team of hard-working prefects, willing to give of themselves to the House of which they are a part, is potentially one of the most influential factors in shaping a positive House community. They benefit from additional privileges in recognition of their role within, and their contribution to, the House community.

Prep (see Study)

R

Registration

There are six principal registration sessions each day, and boarders must be present at each. If a student cannot make one of the registration sessions, they must sign out and seek out the member of staff on duty as soon as they are back in House.

Registration times are:

8.00 am	Boarding house
8.50-9.20 am	Form Tutor
2.00-2.05 pm	Form Tutor
4.10pm	After school activity
5.00pm	Boarding house.
9.00-10.30 pm	Bedtime

S

Smoking

Smoking (including vaping) is not allowed on the College premises and in the immediate vicinity. You will be punished if you are seen smoking, if you cause concern to the local community/our neighbours or bring the good name of the College into disrepute.

Safety and Security

The prime responsibility of the boarding team is to ensure the safety of the students in their care, but

all students also have a duty to act responsibly to protect themselves and others. Therefore, any potential hazards should be reported to the boarding team immediately. Particular care should be taken in the kitchen and with any electrical items.

Regarding security, students should lock their bedside table cupboard whenever they leave it and keep their key with them. Valuables such as passports, airline tickets and foreign currency should be given to the Head of Boarding for safekeeping until needed. Significant amounts of cash should not be kept in rooms. Only a maximum of £100 may be kept in cash and given to the Head of Boarding to look after in the House bank for safekeeping. It is possible to lock away items of sentimental value in rooms with the keys provided.

All staff members and visitors who have signed in at Reception wear lanyards or name badges. Please report anyone you see not wearing a lanyard (red for visitors) or a name badge to the office as they may be strangers who should not be on site.

School Shop

The school shop stocks a wide range of items including uniform, sports clothing and equipment. Items can be obtained using your student deposit cash balance.

Boarding also stock toiletries and stationery. Any item required will be charged to your termly bill.

Storage

Space in boarding is limited and you should therefore restrict the number of possessions you bring.

Study Leave

Senior students, during the public exam season, take study leave. Boarders are expected to follow the same day time routine as day pupils. Boarding routines remain the same.

Study (Prep)

From Monday to Thursday there is Boarders' Study/Prep from the end of Dinner 6.30 pm - until 7.30 pm. Students in Years 7 to 11 study in the Boarding House common room and students in Years 12 to 13 study in the Sixth Form study room in The Dovecote. All Study sessions are supervised by a member of staff.

Years 7-8	6.30 – 7.30pm
Year 9	6.30 – 7.45pm
Years 10-11	6.30 – 8.00pm
Years 12-13	6.30 – 8.30pm

Students with any other commitments during Study, such as music lessons or a need to use any of the other school facilities, should be discussed this with the member of staff supervising that Study session- it is vitally important they know where you are at all times.

Remember: Study is a vital part of your education. Do not waste time or distract others during study. In the long run the only loser will be you.

Signing Out

Life in a busy boarding school can mean that students are often out on activities. Students must also realise that the school has a duty of care for its students, and their whereabouts should be known to the College at all times. This means that signing in and out of the House is an essential part of House routine and a primary responsibility of every student in the House. Breach of the signing out regulations will, by necessity, be considered a very serious offense. Students must always sign out and in themselves, legibly, with their surname, at the following times:

- Entering the boarding house
- Whenever they are to miss a house meeting or registration (see above)
- Whenever they are to leave the College grounds

Boarders must not ask another student to sign in or out on their behalf.

Sports Hall Use

The sports hall is available for use in the evenings after private study time according to a programme of availability published in house.

Stationery

Text and exercise books are provided by the school, however, students need to have their own pens, pencils, etc. Requests for additional/replacement items should go through the Head of Boarding. Unusual requests may well require the specific written request of parents.

T

Travel

Students (and/or their parents/guardians) must share their travel arrangements to/from school with the Boarding Staff as soon as they are confirmed. Students without permission from their parents/guardians will not be able to leave the College.

Takeaways

Students may order take away meals after consultation with the Boarding Staff.

As a matter of courtesy, no one should bring a takeaway meal into the Dining Hall during meal times.

Transport

Beginning and end of term transport is arranged in agreement with parents/guardians and arrangements must be shared with the Head of Boarding well in advance. Taxis must be booked through the College, which only uses approved firms.

Airport drop offs may require your driver to remain for a period of time after your flight has departed. Individual airlines have different arrangements for children of different ages so booking flights well in advance is essential to ensure the correct transport arrangements can be put in place.

Theft

We recommend that you do not bring valuable items to school. Please do not go into another student's room without their permission. If you think you have had something stolen, please report it immediately to the Head of Boarding.

Television and TV Room

Students are only permitted to watch television and use the house games in the Common Room during free time.

Trips

During the term there are frequent outings provided by the school and the Boarding Houses, usually at weekends plus some additional academic trips. Students involved in a school trip must tell the Boarding Team if they are likely to miss registration and must also sign out and in again on return.

U

Uniform

In school, as later in paid employment, you are expected to be well groomed and appropriately dressed. Slovenly or torn items of dress do neither you nor the school any credit. Correct uniform is to be worn on weekdays from breakfast onwards. Uniform is worn on all formal occasions.

V

Valuables and Personal Belongings

All passports, tickets and any large quantities of money should be deposited in the Boarding Office for safekeeping. It is not advisable to bring valuable items, especially jewellery and expensive watches, into school as these can easily be mislaid.

Students are advised not to borrow money from each other and we also ask students not to buy and sell items amongst themselves as this can cause problems. If you urgently need money for any reason you should speak to the Head of Boarding. All boarders are provided with a lockable space and smaller quantities of money and valuables should

be locked away in these. It is your responsibility to take care of the locker keys.

Visitors

Parents are not permitted to enter the Boarding Houses unless escorted by a member of Boarding Staff or by arrangement with the Head of Boarding.

W

Waking Up

All boarders will be woken by a member of the Boarding Staff or House Prefect at 7.30 am.

There is a pre- breakfast registration in the common room at 8.00 am.

Weekends

Weekends in boarding offer a variety of activities. The organised outings take place either on Saturday or Sunday afternoons and include trips to Cambridge, London and other towns and cities, cinema trips, bowling, woodland walks and local attractions.

Students planning to stay away from Boarding at the weekend will need to have parental permission. Anyone planning to stay with a friend's family must have a written invitation from them and permission from their parent/guardian before the Head of Boarding can give their permission.

A permission form can be signed by parents or guardians at the beginning of each year giving details of family and friends with whom students may spend weekends. Students will not be permitted to leave the College unless parental permission is granted. It is essential that we know exactly where students are and who is responsible for them when not on site.

Weekly Boarders

Weekly Boarders must sign out before leaving on Friday afternoon and if returning on Sunday evening should arrive by 7.00 pm. If plans change, parents must inform the Head of Boarding as soon as possible.

Other House Issues: Support and Bullying

There will be occasional weekends when all boarders will be required to stay in e.g. for Saturday 'Open Mornings'.

Weekly Boarders may stay at the weekend by arrangement with the Head of Boarding, additional fees will apply.

OTHER HOUSE ISSUES

Support

There may be times during a student's education at Stoke College when they face difficulties. These may be due to pressures of work or other commitments, the expectations of others, problems with staff or other students, or relationships with family. The most important thing in such circumstances is to seek support from others - it is almost never best to try to battle through on your own.

People students can talk to include: the Head of Boarding, a House Parent or the Boarding Assistants, their tutor, other senior students, or teachers.

Bullying

The most important thing to remember about bullying is that whether or not a particular action is considered to be bullying depends most on how it makes the victim feel, rather than on what the bully intended. Simply saying 'I didn't mean to cause any harm' is not a defence. The school's Anti-Bullying and Safeguarding Policies contain more information about bullying.

What it is... Bullying is hard to define but it usually includes:

Deliberate, or careless, hostility and aggression towards the victim

A victim who is weaker and less powerful than the bully or bullies

An outcome which is painful or distressing for the victim

Bullying can be:

Physical - pushing, kicking, hitting, pinching and

threats of violence

Verbal - name-calling, sarcasm, spreading rumour, persistent teasing

Emotional - excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation

Racist - racial taunts, graffiti, gestures

Sexual - unwanted physical contact or abusive comments.

The abuse of a dominant position in the house also constitutes bullying. For example, a senior pupil may use their size or seniority to extort food from a younger pupil. This would constitute bullying. Emotional bullying is more common than physical violence, but it can be more difficult to cope with or prove.

At Stoke College students may not seek to borrow or request items from students in any years below them.

Why bullying matters

Persistent school bullying can result in depression, low self-esteem, shyness, poor academic achievement, isolation and in the worst cases, threatened or attempted suicide. The effects can also last into adult life. Unchecked bullying also damages the bully who learns that he or she can get away with violence, aggression and/or threats; that this sort of behaviour gets them what they want. Some research suggests that teenage bullies find it difficult to work with others in their adult life and can be poor colleagues and managers in the work place.

Our policy towards bullying

The College strongly encourages students to behave in a friendly, considerate and respectful way towards others. It is, therefore, completely opposed to bullying in any form.

Every member of each House has a duty to take care to ensure they do not bully others. They should also act to ensure that bullying does not take place - a witness to bullying who does not act

is as guilty as the bully.

Anyone who is a victim of bullying or is aware of a bullying incident should discuss it with the Head of Boarding or another member of the Boarding Staff immediately. Serious or persistent offences may become disciplinary matters, but it is often possible to deal with issues by all parties discussing what has been happening and understanding how the victim has been made to feel.

Victims should not submit to the threat: 'If you tell, I will make it worse for you' as this is an extension of the bullying.

IN SHORT - SPEAK UP TO STOP BULLYING!

Rewards

There are many ways in which you can be rewarded in the Boarding Houses. These can be awarded for great behaviour in the Boarding House over all aspects, such as kind deeds and helping others.

Sanctions

Sanctions will be given for misbehaviour, not listening to a member of staff or disrespecting a member of staff in the Boarding House.

Sanctions will include early bedtimes or wakeups, confiscations of electronic devices and House detentions as well as informing parents.

EMERGENCY INSTRUCTIONS

IN THE EVENT OF A FIRE:

Call 999 and ask for the Fire Service

When transferred to the Fire Service, give them the address: Stoke College, Stoke by Clare, Sudbury, Suffolk CO10 8JE

IN THE EVENT OF A MEDICAL EMERGENCY:

Firstly, send for assistance from a First Aider. During school hours, a qualified first aider will come to the patient, if necessary.

Outside school hours, seek the assistance of the duty staff member (s) and/or call Reception on 01787 278141.

IN THE EVENT OF AN EMERGENCY 5.15 pm and 8.15am

Call the emergency hotline –external, or from a mobile: 01787 279406 or 01787 278141 ext 211

Alternatively, call the boarding mobile – 07588 160683.

...then make every effort to notify the Head of Boarding.

CHILD PROTECTION

Designated Safeguarding Lead

Miss R Watson

Deputy Safeguarding Leads

Mr Simon Quick and Mrs Joe Bailey



Stoke College

— STOKE-BY-CLARE, SUFFOLK —