At home in the heart of Esperance

LIVE, LEARN AND PLAY
At home in the heart of Esperance
It gives us pleasure to welcome you to the new boarding community at Esperance Anglican Community School. We wish to create an environment that creates a feeling of homeliness within the School community. EACS boarders will benefit from exceptional facilities to rival those of the nation’s best boarding schools. Our experienced and enthusiastic team encourage and inspire students to reach their full academic potential and to be the best they can be. We hope to develop a House spirit which reflects the essence of a real and functioning community within the context of the Anglican Christian tradition. This can be expressed through the following values:

FAITH  Living by Gospel values
EXCELLENCE  Pursuing high standards in all things
JUSTICE  Demonstrating fairness, compassion and conviction, advocating for the educationally disadvantaged
RESPECT  Respecting self, others and our planet
INTEGRITY  Acting with honesty and openness
DIVERSITY  Promoting social inclusion and celebrating difference

We hope that our boarders will enshrine these values in their daily lives here, developing a common purpose which they will work towards through collaborative effort, respecting each other as unique individuals with God-given talents. It is our hope that our boarders will grow and develop in this nurturing environment so that when they eventually leave they will have achieved more than they or their parents might have dreamt of and taken significant steps down the path of developing their talents to the full. We hope they will leave as well-developed, balanced and caring young men and women ready to take their place in society and contribute effectively to it.

Of course such a journey is best taken in the company of others and we hope that parents and carers will wish to work closely with us as far as circumstances allow. We value regular contact with all members of the EACS community and this handbook provides details of how to get in touch with us. Equally we hope parents and carers will be able to join us for social, sporting and cultural events which form a vital part of the life of the School and House.

We like to believe that the House will become the home of our boarding students whilst they reside here. We want them to feel safe, comfortable and happy here and our staff will do all they can to support students. Equally students have a responsibility to play their part within this community and we hope that this handbook will provide sufficient information to give an understanding of the part boarders can play within the House to ensure we achieve all to which we aspire. The handbook warrants careful reading and it is commended to students and their parents/carers.

The School seeks to at least meet - and in many cases exceed - the national standards for boarding developed by the Australian Boarding Schools Association of which it is a member. Best practice has also been developed by considering the National Boarding Standards from the United Kingdom.
Values - The School Mission and Goals

The boarding house at EACS is at the heart of the School community both literally and philosophically. The School’s values as enshrined in our Mission and Goals are also a fundamental part of the values of boarding and it is important that all boarders understand them and how they relate to their lives at the School.

Our Mission

‘At Esperance Anglican Community School we aim to educate the whole person – in mind, body and spirit – as a unique individual each with their own talents and capabilities.’

This mission is expressed in more specific goals which provide the basis for the detailed strategies which allow the School to provide the education it espouses.

Our Goals

At Esperance Anglican Community School we believe that:

Our School should be a safe place where people can grow and develop without fear or ridicule.

We should nurture spiritual growth in all members of our community through the development of Christian belief as enshrined in the traditions of the Anglican Communion.

All activities must be pursued to the highest possible standard to allow for the fulfillment of the talents with which we have been blessed.

Our students should be encouraged to develop an appreciation of the need to understand, respect, serve and care for others and for our environment.

Students should be encouraged to adopt a healthy lifestyle to promote their well-being through their participation in a range of activities.

A commitment to high standards of behaviour, self-discipline and resilience will contribute to the quality of life in the School community.

Students will learn most effectively when a love of learning is promoted and where creative, critical and reflective learning is encouraged.

All students should be able to leave the School with the highest level of academic achievement consistent with their capabilities.

Staff appointed to the School should be well-qualified and trained, and committed fully to the philosophy of the education provided here.

Our facilities should be of the highest quality and developed with environmental sustainability as a key feature.

Systems, including information technology, must be efficient and effective to facilitate the smooth operation of the School.
House Staff

Our House staff will be both experienced and committed to our ethos and style. The Principal, Mr. Kerr Fulton-Peebles, takes a close personal interest in the boarding side of the School as a natural development of his considerable experience in boarding schools across the world. His first teaching appointment was to the prestigious Scottish boarding school, Fettes College in Edinburgh, where he was a boarding tutor and later became a boarding housemaster. Kerr then went on to head two British boarding schools accumulating some 14 years’ experience in the role and presided over a resurgence in boarding in the competitive environment of south-east England. As Principal of an international school in Singapore he was involved in the welfare of boarding students from across south east Asia. He is therefore well-placed to ensure that boarding works effectively at Esperance Anglican Community School as an integral part of the School.

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Parent</td>
<td>In charge of the House – responsible for the welfare of boarders and routines</td>
</tr>
<tr>
<td>House Tutor</td>
<td>Assist the House Parent. Will act as HP when on duty</td>
</tr>
<tr>
<td>House Tutor</td>
<td>Assist the House Parent. Will act as HP when on duty</td>
</tr>
<tr>
<td>Matron</td>
<td>Deals with domestic aspects such as laundry and minor ailments/injuries</td>
</tr>
</tbody>
</table>

Each member of staff has a clear job description (see appendix) for their role and receives regular training and professional development to hone their skills. Each boarding student will be assigned to a member of the boarding staff who will act in the role of Tutor and oversee the pastoral needs of their students, guiding them in their lives and studies. Matron plays a vital role in looking after the health of students, domestic routines and facilities provided for their comfort.

The Prefectorial Team

Our House Prefects assist the staff in the running of the House. They are selected after a careful interview process and receive training to assist them in their role which also encompasses the mentoring of younger students. Prefects are supervised closely by staff and are expected to exhibit the highest standards of care, setting a good example to others and providing leadership to the House.

“The Principal, Mr. Kerr Fulton-Peebles, takes a close personal interest in the boarding side of the School as a natural development of his considerable experience in boarding schools across the world.”
Daily Routine

The success of the House is also grounded in practical matters and the daily routine is an important part of the successful functioning of the House.

**Monday to Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00am</td>
<td>Rise, shower, dress, make bed and tidy rooms</td>
</tr>
<tr>
<td>7.30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8.00am</td>
<td>Roll call</td>
</tr>
<tr>
<td>8.15am</td>
<td>Room inspection</td>
</tr>
<tr>
<td>8.30am</td>
<td>Move to school. House closed until 3.15pm</td>
</tr>
<tr>
<td>3.15pm</td>
<td>Return from school - tea</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Co-curricular activities</td>
</tr>
<tr>
<td>4.30pm</td>
<td>Activities end - shower</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Evening meal</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Roll call</td>
</tr>
<tr>
<td>6.15pm</td>
<td>Prep in rooms or classroom</td>
</tr>
<tr>
<td>8.15pm</td>
<td>Prep ends – House prayers followed by supper</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Bed time for Years 7 and 8</td>
</tr>
<tr>
<td>9.15pm</td>
<td>Bed time for Years 9 and 10</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Bed time for Years 11 and 12</td>
</tr>
</tbody>
</table>

**Saturday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00am</td>
<td>Rise, shower, dress, make bed and tidy rooms</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9.00am</td>
<td>Roll call</td>
</tr>
<tr>
<td>9.15am</td>
<td>Room inspection</td>
</tr>
<tr>
<td>9.30am</td>
<td>Morning activity</td>
</tr>
<tr>
<td>11.00am</td>
<td>Morning tea</td>
</tr>
<tr>
<td>11.30am</td>
<td>Town leave</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Lunch for those signing-up</td>
</tr>
<tr>
<td>4.30pm</td>
<td>Roll call</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.00pm</td>
<td>House Outing</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Roll Call</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Bed time for Years 7-10</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Bed time for Year 11 and 12</td>
</tr>
</tbody>
</table>

**Sunday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00am</td>
<td>Rise, shower, dress, make bed and tidy rooms</td>
</tr>
<tr>
<td>8.30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9.00am</td>
<td>Church</td>
</tr>
<tr>
<td>10.30am</td>
<td>Room inspection</td>
</tr>
<tr>
<td>11.00am</td>
<td>Free time or town leave</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Lunch for those signing-up</td>
</tr>
<tr>
<td>1.30pm</td>
<td>House outing</td>
</tr>
<tr>
<td>4.30pm</td>
<td>Roll call</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Quiet time – reading, prep etc.</td>
</tr>
<tr>
<td>8.15pm</td>
<td>Roll call</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Bed time for Years 7 and 8</td>
</tr>
<tr>
<td>9.15pm</td>
<td>Bed time for Years 9 and 10</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Bed time for Years 11 and 12</td>
</tr>
</tbody>
</table>
Prep

Prep is an abbreviation for ‘preparatory work’ and is the term used in the House to describe the time when homework is to be done. Silence must be maintained during this time although students may be permitted to listen to music on headphones. If there is no formal homework students are still expected to be at their desk during Prep - completing reading, making notes or organising their notes.

Prep represents an important foundation to the work that students do in class, and it is very important that good Prep habits are established early. Prep will need to be completed on most evenings and students will need to organise their time efficiently. The House staff will take a very dim view of those who are not working as hard as they ought during Prep. Significant sanctions will be taken against those who are caught emailing or gaming during Prep.

During Prep, no phone calls are to be made or received. There must be no movement from the place of study, except to collect printed material from the House printer. There can be no justification for disturbing others.

Monday to Friday:
Prep runs from 6.15pm to 8.15pm every weekday. All students must return to House before 6.15pm to get ready for Prep. All preparations, including asking any relevant questions of others concerning the evening’s Prep, must be completed by 6.15pm.

Saturday and Sunday
Although there are no set times for Prep at the weekends there is ample time for students to catch up on work; they should use their time wisely in this respect.

Working Late
Members of Years 11 and 12 may work late at their own discretion, but it is expected that their evening ablutions will have been completed beforehand and that they will remain silent in their studies so as not to disturb others who may be asleep.

Other members of the House may work late provided permission is first obtained from the Duty Tutor immediately after the end of formal Prep. This will not usually be granted on more than two occasions each week.

Start and end of Terms and leave

Students are expected to arrive in House after 5.00pm on the day before each term starts. They may leave at the end of term at the conclusion of activities on the final day, usually at 3.00pm. Students may not stay on in the House after the final day of term as the House closes at 5.00pm on the final day.

Where boarders intend to return home at the weekend, parents or carers should inform the House Parent by 8.30am the preceding Thursday. Students are free to leave for the weekend after the conclusion of formal lessons at 3.00pm; they can return on Sunday evening by 6.00pm or may return by 8.30am on the Monday morning.

Boarders may also visit family or friends at the weekend during term time. A leave form must be completed by parents or carers and the host by 8.30am on the preceding Thursday. Students are free to leave for the weekend after the conclusion of formal lessons at 3.00pm; they can return on Sunday evening by 6.00pm or may return by 8.30am on the Monday morning.

The purpose of leave is to allow boarders the opportunity of time away from school and within the context of a family: it is not a licence to evade parental responsibility or to break the School rules and expectations. Once a student has departed for leave with an approved adult or family, the School ceases to have responsibility for the student and the host adult or family takes on this responsibility.

‘Exeat weekends’ are weekends when the boarding house is closed and students must return home or stay with an approved adult or host family. The dates of these are posted on the School calendar and usually coincide with a long weekend e.g. Foundation Day

"Prep represents an important foundation to the work that students do in class, and it is very important that good prep habits are established early. "
Signing-in and signing-out

The House uses a signing-in and -out system. When a boarder leaves the House for an approved trip, visit or leave they should sign-out; when they return they sign-in. This is very important as the House staff must know where all students are at any time, especially if there is a lock-down or fire evacuation.

Evacuation and lock-down

Boarders will follow the normal School procedures for evacuation and lock-down. Specific guidelines for boarders are additional to these procedures.

The possession of fireworks, matches, lighters or candles is forbidden. The possession or smoking of cigarettes is contrary to the School Rules and is liable to a fine. It is a very serious offence to smoke anywhere in House or School.

Fire Drills - In House

Students are expected to be aware of the whereabouts of the fire-fighting equipment kept in House.

If you discover a fire, sound the alarm at once, then try to put it out if that seems sensible and there is no danger to you or anyone else.

“Exeat weekends are weekends when the boarding house is closed and students must return home or stay with an approved adult or host family.”

On hearing the Fire Alarm, those in double study-bedrooms should check the other bed, waking the occupant who is still asleep, and then leave the building by the nearest available safe route.

Those in the study-bedrooms should also check the studies on either side, waking anyone who is still asleep, then leave the building by the nearest available safe route.

The Fire Board should be collected from its peg outside the office by a Prefect.

All should assemble at the front of the House. Line up in year groups alphabetically.

Maintain silence until all names have been checked.

N.B. It is a very serious offence to play or tamper with any of the fire protection or fire-fighting equipment. Lives are put at risk if appliances are damaged or discharged and the matter not reported.

There will be a minimum of one House fire practice each term.

In the event of a lock down, students should remain in the room they are in until the all-clear is sounded.
Code of Behaviour

Normal School rules and expectations as published in the Student Handbook apply equally to boarders. There are additional rules which apply to the House setting to allow for the smooth and effective operation of the House as a home for boarders. These rules are designed to give clear parameters in determining what behaviour is acceptable and unacceptable.

Anything that contravenes safety, common sense, normal civilised behaviour and the law of the land is automatically forbidden.

The following are specifically not allowed:

1. Bullying in any form.
2. Possession/Use/Supply of drugs.
3. Sexual misconduct.
4. The unauthorised consumption and purchase of alcohol in accordance with the law.
5. Possession of fake ID.
7. Breaking bounds without permission.
8. The possession of any weapon (offensive or otherwise) without School authorisation.
10. Interference with fixed installations of the School, electrical or otherwise.
11. Driving a motor vehicle without the special permission of the Principal; including providing lifts to fellow pupils.
12. Interference with fixed installations of the School.
13. Any communication with the press or media other than with the express permission of the Principal.
14. Anything that contravenes the School’s IT Policy.
15. Public displays of affection.
16. Visiting a student of the opposite sex in a study bedroom either in School or away on any School activity.
17. Walking alone in College grounds after dark without permission.
18. Playing music outside studies or dayrooms, or at a volume which can be heard outside Houses.
19. Eating or drinking outside School buildings.
20. The possession and use of chewing gum.

Health

Matron has the qualifications and experience to assess the seriousness of any illness. She will visit each study bedroom every morning to ensure the welfare of students. In consultation with the House Parent, Matron is responsible for determining whether a student who is unwell needs to stay in bed in the study bedroom, stay in the sickroom, return home or attend the doctor or hospital for an immediate medical appointment. Matron will also arrange routine appointments with the dentist, doctor or other...
medical practitioner. Students will normally be accompanied to such appointments by a member of staff. Boarders who fall ill whilst at home should not return to School until they are better. No boarder should be in possession of any medication whether prescribed or over-the-counter. All medications should be given to Matron who will issue these to students at prearranged times.

Hygiene

It is expected that boarders will take responsibility for their own personal hygiene. They are expected to shower at least once per day (and after sport or activities) and have an adequate supply of toiletries such as soap, shampoo, deodorant, dental hygiene material etc. Aerosol sprays should be avoided as they can set-off the fire alarms.

Catering

Boarders have breakfast and an evening meal prepared for them in the School canteen and these meals are eaten in the designated dining area in the main School building. Lunch is available from the canteen as provided for all students. The School recognises the vital nature of healthy eating and follows the guidelines of the WA Schools Canteen Association e.g. the traffic-light system. Students may also prepare snacks in the Common Room pantries and consume there. Food is not permitted in study bedrooms.

Laundry

The School will provide sheets, pillow cases, doonas and covers; however, students can, if they wish, bring their own covers to add a personal touch to their study bedrooms. These will be laundered regularly by an external laundry. This facility will also be available on a weekly basis for personal laundry but machines are also available in the House for smaller, personal items of clothing.

Bullying

Bullying is one of the most reprehensible activities which can very rapidly destroy the calm and safe environment which we prize at EACS. Bullying will not be tolerated in any shape or form and procedures and sanctions will be consistent with the School’s policy on bullying. Any student who is being bullied, or suspects that someone else is being bullied, should report the matter immediately to the House staff. Students may also seek help from the School Counsellor. Staff have been trained to deal with such worries and will do all they can to protect the privacy of students, although confidentiality cannot be guaranteed.

Normal School rules and expectations as published in the Student Handbook apply equally to boarders.

There are notices posted in the House and School providing the contact details of a range of staff as well as help lines and organisations that offer advice and guidance.

Information Technology

All students agree to the acceptable use of the School’s IT network and facilities. Boarders have longer access to the network but on a timed and filtered basis. The systems provided are for the responsible use by students to assist their education and provide recreational opportunities for boarders. For example students may play games and use approved social networking but such use implies that it is consistent with the School’s values and the law of the land. Boarders must recognise that the use of the IT facilities is not a right but a privilege and abuse of the facilities may result in this privilege being removed.

Misuse of IT facilities

Some examples of unacceptable use might include but is not restricted to:

- Use of non-approved equipment and software that threatens the integrity of the School IT system.
- Deliberate access via the internet, or other sources, to unapproved sites or other resources.
- Deliberate attempts to get around the filtering systems in place for student and network safety.
- Interfering with wireless points installed around the House.
- Downloading excessive files of information thereby stopping or slowing access for others.
- Accessing pornographic, offensive or obscene sites.
- Any form of cyber bullying as described in the School’s anti-bullying policy.
- Bringing the School’s reputation into disrepute by any inappropriate use of the IT systems.
- Unacknowledged use of articles and other information, for example, using cut-and-paste techniques.
- Breach of copyright and plagiarism.
- Interfering with the hardware and accounts of others.
- The creation of unauthorised material through, for example, creation websites, blogs and chats.
- Using the network or IT facilities for unauthorised financial reward or gain.

The School reserves the right to withdraw the use of the IT system if a student abuses the facility. The School also reserves the right to monitor system usage and emails; it may also examine files if it believes abuse has taken place.
Activities

A broad education is one of the pillars of the School's philosophy and a varied programme of co-curricular activities is provided for all students. Boarders in particular benefit from full and wholesome participation in such activities after school, in the evenings and weekends. The School is fortunate in being located close to the centre of town and to the many beaches with which we are blessed. Students may take leave after school with the approval of House staff to access these opportunities and may walk or cycle to access them (with parental approval). Activities organised by the School such as cinema and theatre may be charged to the student account.

Vehicles, bicycles and skateboards may be used with parental and staff permission. They must:

- Be stored and locked in approved areas.
- Be roadworthy, licensed and insured as required by law.
- Helmets must be worn whilst cycling or using skateboards.
- Be used only by the owner unless specific permission has been given for others to use.

General Matters

Manners

Good manners are an important part of how we relate to each other - remember that high standards of courtesy towards all members of the community are required. For example greet people spontaneously and with a smile; seek permission to miss activities or lessons by speaking to the member of staff directly; thank people who assist you in some way; and write a text or email to anybody who has given you hospitality.

Bounds

Boarders may not leave the School site without permission. The map displayed in House shows the boundaries of the School and areas which should not be accessed on an unsupervised basis, such as scrubland and classrooms. Students may not retain keys to family property in town - these keys should be handed to House staff for security; students may not normally go to such properties without an approved adult being present.

Meals

Attendance at all school meals is compulsory for all boarders. Cooking of any sort may take place only in the common room areas. The Safety and Hygiene Rules must be followed.

A fast food delivery may be allowed once or twice a week at the discretion of the House Staff.

The unsupervised use of fire pits or BBQs is not allowed anywhere on the site.

Mobile Devices

Boarders may bring mobile devices such as a mobile telephone, smartphone or tablet for their own personal use provided that the following rules are followed:

1. Mobile telephones may not be taken to class or to any School function.
2. They must be switched off during Prep.
3. They must be switched off after lights out.
4. Videos and photographs should not be taken with mobile phones if offence or hurt is caused. This is a form of bullying and will be treated as such.
5. Whilst on the School site they may only be used in the boarding house.
6. They must be kept in a secure place when not being used.
7. They should be covered under home insurance.
8. The number must be given to the House Staff.

House Staff may confiscate such devices for an agreed period if abuse occurs.

Television and Videos

Televsions and players are provided in Common Rooms and may be used to show films etc. provided they meet the certification acceptable for the age group watching the media.

Other Electrical Equipment

Toasters, electric irons, heaters, kettles, sun lamps, televisions and similar appliances may not be brought to School. All personal electrical equipment will be checked for safety at the start of the year. Any equipment brought to School after that time should be notified for checking at an agreed time. Failure to present items for checking may lead to such items being confiscated.

Money, Valuables and Property

The borrowing or lending of money is strictly forbidden. All large sums of money, passports, airline tickets and other valuables must be handed in to the House Parent on the first day of term and on return from holidays. All money, except very small sums, should be kept in House Bank.

The House will provide a lockable cupboard or drawer for the storage of valuables which must be locked when the room is left unattended.
All property must be clearly and indelibly named and the House Parent should be provided with a list of any valuables, including serial numbers where appropriate. The School has no insurance policy to cover articles of value against damage, theft or loss: separate arrangements should be made by parents for the insurance of any articles of value brought to the School.

House Bank
Students should keep their pocket money in the House Bank. This is run by the House Staff and at times advertised in advance.

It is recommended that students in Years 7 to 10 deposit **ALL** of their funds into House Bank and do not use a separate bank account to obtain cash during term time. Where it is absolutely necessary for such students to keep emergency funds in their own bank accounts, the House Parent should be informed and any cash cards should be handed in for safe keeping.

Cleaning
The School employs professional cleaners to keep the School and House neat and tidy. The cleaners are not responsible for making beds or tidying clothing and other possessions. Boarders are expected to keep their study bedroom clean, neat and tidy; there will be a daily inspection by Matron to ensure that this happens.

Strict standards of hygiene must be observed and no food or drink should be left lying around. Studies must be kept clean and tidy at all times and the cleanliness and tidiness of a study is ultimately the occupant’s responsibility.

Clothes must be hung up or folded, bins emptied and the floor cleaned each night. Beds must be made and the bed area tidied each morning by 8.15am, except weekends, ready for a later inspection by Matron. It is forbidden for anyone to interfere with electrical fittings, including the wall lights. In particular, clothing or fabric must never be draped over a light to shade it, as this represents a fire hazard.

Where there is pin-board on the walls, notices and suitable posters (posters of scantily-clad people are not acceptable) may be put on the pin-board area using drawing pins, not staples. No blu-tac may be used anywhere in the House. Posters must not be put on the painted walls as they damage the surface on removal. Writing or drawing on any surface is forbidden.

**Study bedrooms other than your own may not be entered except by invitation.**

“ The School is fortunate in being located close to the centre of town and to the many beaches with which we are blessed. ”
Clothing And Kit List

Boarders should bring the following to School and try to avoid bringing large amounts of non-essential items as storage space is at a premium. All items must be labelled clearly and indelibly. No items may be left in the House at the end of the term.

- Full School Uniform
- School bag and all items for lessons
- Casual clothes, sports kit and appropriate pyjamas and dressing gowns
- Slippers/thongs/Ugg boots for wear indoors
- Outer jacket for inclement weather
- Two bath towels
- Small padlock
- Laundry bag
- Personal toiletries in a toilet bag
- Bathers, beach towel, sun hat, sunglasses
- Sunblock and insect repellant
- Shoe polish
- Sewing kit
- Food container

Appendices – Job Descriptions

Boarding House Parent

General

The position of House Parent (HP) in a school which offers boarding is pivotal for it involves dealing with every aspect of the lives of the young people in their care. The success or failure of this part of the School (and, arguably, of much of the School itself as boarding grows) rests ultimately with the HP - the position provides the scope to impart the mores by which the School stands, and allows direct and immediate influence on the young people for whom they have ultimate responsibility.

All HPs therefore attend regular meetings with the Principal and Deputy Principal and also have direct and regular contact on a day-to-day basis. Informal liaison with senior staff is vital to ensure good communication and the smooth running of the Boarding House.

To attempt to quantify every aspect of the role would be impossible, for it is as varied as the characters of the charges. Equally, however, a set of broad responsibilities will help to lay down the main parameters of the job and provide a sense of general direction.

Specific Responsibilities

The House Parent will:

- Establish routines and practices in the House that create a safe, disciplined and caring environment, fulfilling necessary health and safety requirements, fire regulations etc.
- Be familiar with and take a firm stand on key pastoral issues such as manners, inter-personal relationships, bullying, discipline etc.
- Ensure that the 'daily routine' is adhered to in the correct manner.
- Provide an example in setting the highest possible standards in the routines and practices in their House so that this expectation filters down throughout the team and to the students.
- Reinforce students' understanding of school rules, regulations etc. and the purpose behind them.
- Take a close interest, at all levels, in the students in their care; attending sporting, musical and other co-curricular activities throughout the year.
• Maintain well-organised records for each pupil.
• Write university and other references for students, to be passed to the Principal for final processing.
• Write House reports for all students in their House.
• Oversee and approve travel arrangements at weekends, ends of term and in other specific situations.
• Liaise with the Matron and Tutors regarding students staying in School at weekends.
• Do all they can to ensure that they know the whereabouts of students in their charge, paying particular attention to signing in and out of boarders at weekends.
• Help and advise students coming to terms with difficulties of any kind.
• Provide leadership for their House, attending Chapel, School functions etc. with their charges.
• Supervise meals when on duty.
• Attend and supervise a significant number of all roll calls.
• Be ‘on duty’ for approximately three days each week, one of which will usually be a weekend day. The HP will be significantly available and active within House and School on days when they are not formally ‘on duty’.
• Have an overview of the development of the House in the immediate and the longer term, producing yearly development plans.
• Familiarise themselves with National Boarding Standards and through them recognise and support the nature of the boarding ethos at EACS.
• Produce an ‘informal’ handbook to introduce new students to their House.
• Liaise with all members of staff as appropriate regarding students.
• Liaise with the Principal and Administration Officer to ensure that the fabric of the House is maintained to a high standard.
• Liaise with parents and guardians, maintaining brief written notes of important conversations.
• Lead the staff team in their Houses with a view to the effective day to day running of the House, working closely with the Assistant HP.
• Liaise with the House Matron to ensure that the domestic routine of the House runs smoothly.

• Carry out an effective ‘handover of duty’ each morning and at weekends, leaving information of emergency contacts and cover as necessary.
• Carry out a brief ‘wash up’ when taking over duty.
• Manage an effective Prefect team, providing support, training and job descriptions.
• Organise duty rosters that ensure sufficient adult presence in the House at all times.
• Ensure that new residential staff receive sufficient induction and training.
• Ensure that all members of their team are familiar with School and House rules, regulations and policies as identified in Handbook.
• Chair a weekly meeting of the tutor team.
• Work closely with the tutors to ensure that students are achieving their potential in all aspects of School life.
• Ensure that the tutorial programme is working effectively in their House.
• If acting as a year group tutor, carry out one to one tutorials and write academic reports for tutees.
• Attend training courses to update their skills as necessary.
Residential Tutor

General

The position of Resident Tutor (RT) is an important one within a boarding school, providing not only vital support for the House Parent (HP) but also giving students an initial and sometimes less formal point of contact with staff within the House.

The position is part of the House team and the RT will be supported by the HP and, where appropriate, the Assistant HP. It is to be hoped that the role of the RT will prepare the tutor to take further pastoral responsibility whether as an Assistant HP or ultimately as HP.

Specific Responsibilities

The Resident Tutor will:

• Work closely with the HP and, where appropriate, the Assistant HP in running an effective Boarding House.
• Liaise with members of staff as appropriate with regard to students.
• Take a tutorial role with a specific year group.
• Carry out one-to-one tutoring on a weekly basis and write academic reports for students.
• Take a close interest at all levels in the students in their care, attending sporting, musical and other co-curricular activities throughout the year.
• Liaise with the HP or, where appropriate, Assistant HP and communicate any problems with them at the earliest opportunity.
• Attend the weekly meeting of tutors.
• Familiarise themselves with School and House rules, regulations and policies and their implications, made clear in the Handbook, through in-House training etc.
• Ensure that they are familiar with School policies concerning health and safety, fire regulations etc.
• Carry out two to three duties each week on average, one of which will usually be a weekend day.
• Start duty before morning roll call so that the HP or Assistant HP can carry out an effective ‘handover’.
• Ensure that the daily routine is adhered to in the correct manner.
• Attend and supervise all roll calls.
• Attend midweek chapel services, HP’s assembly etc.
• Supervise Prep time in a visible and active manner.
• Take an active responsibility and maintain a highly visible profile in ensuring that the House runs to a high standard whilst ‘on duty,’ adopting the routines and practices established by the HP.
• Conduct a ‘wash up’ with the HP at a convenient time after duty.
• Take a firm stand on and be familiar with key pastoral issues such as manners, inter personal relationships, bullying, discipline etc.
• Liaise with the Matron, the Head of House, Prefect team when doing duty.
• Reinforce students’ understanding of the School rules, regulations etc. and the purpose behind them.
• Supervise meal times as necessary.
• Log any information, issues etc. in House duty diary.
• Ensure that there is sufficient adult supervision of the House whilst on duty.
• Finish duty at 11.00pm.
• Attend training courses to develop their skills as necessary.
Matron

General

Matron plays a pivotal role in the day to day running of the House. It is vital that she has a close and complementary working relationship with her House Parent (HP) and that she can build up a good relationship with all those who live and work within the House.

This position allows Matrons to take a full and active part in the life of the School community and to reinforce the ethos of the School from a different, though equally valid, point of view.

Matron’s involvement with the House must be proactive and she must be able to use her own initiative as each new situation arises.

Specific Responsibilities

Matron is responsible for:

- Liaising with the HP, and where appropriate, the Assistant HP or Tutor and to work as a member of the House team.
- Have daily contact with each individual to build up a relationship and to consequently be able to spot any difficulties.
- Familiarise themselves with School and House rules, regulations and policies and their implications.
- Ensure that they are familiar with School policies concerning health and safety, fire regulations etc.
- Have contact with medical staff at the Hospital/Surgery as appropriate.
- Make regular checks on uniform and undertake any minor repairs.
- Have regular contact with Reception to arrange for replacement of uniforms as necessary.
- Liaise with the Principal and Administration Officer about repairs or damage.
- Establish a good working relationship with the House cleaners.
- Be responsible for the issuing and collecting of laundry.
- Liaise with the Laundry about the cleaning of clothes and the issuing of replacement sheets and towels.
- To wake students in the morning and unlock the House.
- To attend Chapel and assembly in order to be fully aware of the full life of the School.
- Be available at break time and lunch time and at the end of the academic day to establish a presence in the House.
- Check rooms daily for tidiness.
- Be present after Prep and make toast or hot drinks and converse with the students.
- Debrief each day with HP.
- Be familiar with the daily routine and the year planner.
- Take a firm stand about manners, interpersonal relationships, bullying and discipline.
- Finish duty at 11.00pm.