

**Woodbridge School**  
**SCHOOL HOUSE BOARDING RULES AND REGULATIONS**

**1. Policy statement**

In order to promote good behaviour and common courtesy within the close community, these rules are to be adhered to by the Students of School House

**2. Procedure**

**General**

- a) Civilised behaviour, courtesy and good manners are expected at all times. Running in house, bad language, shouting and coarseness are unacceptable.
- b) A pupil receiving any commendation or gaining a notable achievement outside the house should inform the House Master.
- c) Any punishment imposed by the school is to be reported to the House Master as soon as possible by the pupil concerned.
- d) Pupils should not hold large sums of money or valuables. Money should be deposited in the House Bank, or in a bank account in one of the town's banks, building societies or in the post office.
- e) Any damage is to be reported immediately.
- f) Pupils are not allowed to possess knives or any offensive weapons, nor matches, lighters or any ignition device.
- g) Pupils may not get lifts in cars unless specific permission is given by parents.

**Dormitories & Studies**

- a) Dormitories and studies are to be kept tidy at all times. Beds are to be made properly in the morning.
- b) Pictures and posters, provided that they are not offensive, may be put up on the boards provided, where possible.
- c) Members of the house are to be in their own rooms after lights out.
- d) Only boys are allowed on the 1<sup>st</sup> floor and back stairs to the top floor. Girls are allowed only on the 2<sup>nd</sup> floor.

- e) Free lessons are to be used for schoolwork. Upper sixth may work in rooms, while lower sixth are only allowed back to rooms after October half-term (dependant on achievement of good grades).

### **Mealtimes**

- a) Meals may not be missed without permission from the House Master or Mistress

### **Clothes**

- a) Non-uniform clothes i.e. clean and respectable casual clothes, may be worn on weekdays after school. They may be worn on Saturdays and Sundays in the house, school grounds and for going out into town.
- b) Games kit is to be worn for the appropriate sport, but not at other times.

### **Exeats**

- a) Pupils are allowed out on weekends from the end of Friday school until Sunday 9.00pm or 8.30am Monday morning provided they have no School commitments. Parents and hosts, if different, must contact the House Master by the preceding Thursday to confirm arrangements.
- b) Pupils going out for the weekend must use the Signing Out/In book provided before leaving. Pupils must inform The House Master immediately upon their return to School House.

### **Off Grounds**

- a) Senior pupils are allowed into Woodbridge when afternoon School has finished on weekdays and weekends provided they have no other commitment.
- b) All pupils leaving the house must sign out in the book provided, stating the date, time and destination, and immediately upon their return.
- c) After supper, everyone must be in house except:
- i. Those in school grounds within sight of the house on light evenings
  - ii. Those with specific permission from Duty Staff e.g. those practicing at the music school, sports fixtures etc.
- d) Any pupils wishing to venture further than Woodbridge e.g. Ipswich, need to ask permission from the House Master. Pupils wishing to travel further afield than Ipswich, e.g. London, must gain permission from parents or guardian, who in turn must inform the House Master.
- e) Each pupil will have two weekday nights out per term, which may be used in consultation with the House Master. These may be forfeited if a pupil leaves early or arrives more than one date for term. They will also be forfeited if a pupil is repeatedly late or fails to register for School, and if the continuously break the School House Rules.

## **Visitors**

- a) Pupils of the School are welcome in the house at the invitation of members of the house. Individuals who are not members of the School are not normally allowed in the house, the only exception being if permission has been granted by the House Master/Duty staff – such permission should be sought in advance.
- b) Members of the house should sign *each* visitor in the book provided, stating date, name, visitor's name, time in and time out.
- c) Visitors are not allowed in the house during normal school working periods or house prep periods, nor between the hours of 10pm and 8.30am.
- d) Visitors are restricted to the ground floor common rooms.
- e) A host/hostess is responsible for their guests throughout their visit.

## **Health & Safety**

- a) Woodbridge School has a legal obligation to ensure that all electrical appliances brought into School House are tested annually by a competent electrician and labelled accordingly. Any equipment found not displaying a valid test label will be tested by the School. The cost for this service (£1.50 per appliance) will be treated as a chargeable item and charged to the pupils account.
- b) All cooking and making of hot drinks is prohibited in bedrooms. Separate facilities are provided for this purpose. Any kettle or cooking utensil found being used in bedrooms will be confiscated and only returned at the end of term.
- c) Pupils are not allowed to order taxis, but must ask duty staff to make these arrangements. Only M&R Cars taxi service may be used, as their drivers have been police checked.
- d) Pupils are not allowed to ride in another student's car. If they wish to ride in a friend's parent's car. The relevant permissions must be sought.

## **Television, CD players, Computers etc.**

- a) Television may not be watched during normal school working hours.
- b) The Video Recorder, DVD player found in the TV Lounge may be used to watch films provided they are suitable for the age of the viewers. No 18 rated films are allowed in house.
- c) Radios, CD players and Ipad stations may be played in house provided the volume is kept to a minimum and does not cause a nuisance or disturb others.

- d) Computers and TV's are allowed in rooms, but no TV or computer games are allowed during prep. These items will be disallowed if grades appear to suffer as a result of misuse.

**Telephone**

- a) The pay phone (and mobile phones) is not to be used during prep.

**Chewing, Drinking & Smoking**

- a) Chewing gum and bubble gum are forbidden.
- b) Smoking is injurious to health and is forbidden.
- c) Alcohol is forbidden. Pupils may not visit public houses unless accompanied by parents or, in the case of senior pupils in the Sixth Form over the age of 16, have written consent from their parents/guardian and have in each instance obtained permission from the House Master.

**Illness**

- a) If a pupil is ill, he or she needs to inform the School House Matron ASAP so that the School office is informed. Ill pupils are to remain in their own room or sick bay, and will have meals brought to them.
- b) If a pupil is off games due to injury, they must use the time to do school work in the appropriate houseroom, library or sixth-form centre.

**English Language**

- a) English is the only language to be spoken in the common areas of the Boarding House, at meal times, and within the School, including the School grounds.

Author(s):	AGL
Date:	MAY 2008
Review Frequency:	EVERY 2 YEARS
Review Date:	MAY 2010
References:	
Governor Agreement	

Checked by M R Streat 10/10/09