



St. Michael's School

Senior & Sixth Form • Prep & Pre-Prep

A PRACTICAL SUMMARY FOR BOARDERS & PARENTS

2023-2024



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INTRODUCTION

The following guide should be helpful to parents who are often unsure of practices and routines as they affect the boarding house.

Hopefully, it will act as a quick reference and also give you an understanding of the organisation within our community. It is not, however, intended as a replacement for the personal contact that is so necessary between parents and staff in order to provide the friendly and supportive structure that allows your children to develop and mature.

Statement of St. Michael's School Boarding principles and practice

“To provide a homely and caring environment where Boarders are able to grow into responsible and confident, happy young adults.”

The boarding environment at St. Michael's School aims to provide a welcoming and supportive environment where boarders can flourish and develop within a safe environment while having the opportunity to explore their surrounding area.

Boarders are given opportunities to develop a positive attitude to study, and also to be aware of how important it is to contribute to the community they belong to.

Support of other boarders is strongly encouraged and boarders develop strong bonds not only with each other but also the boarding staff, these friendships can last for many years after they leave St Michael's School.

Boarding house meetings are held regularly and boarders are involved and engaged with the decision making process with regard to any issues that affect their day-to-day living. This does not mean that boarders get everything they ask for, however Houseparents will always consider the needs of boarders as a top priority whenever they are deliberating an issue that affects the running of the house.

The aim of a boarding education at St. Michael's is to develop a rounded individual who is able to communicate easily with others, has an independent attitude and is able to organise themselves to fulfil their personal aims in life - a person that is thoughtful, caring and supportive, who has all the skills necessary to lead a happy and fulfilling life.

The procedures and policies contained within this handbook are subject to change throughout the year as and when a situation arises.

The views of boarding staff and boarders will usually be sought when significant adjustments or additions are made. Boarders are invited to comment on the updated handbook before publication at the end of each academic year.



Welcome from the Head of Boarding and family

Dear Parents and Students,

Mrs Dorrington and I are excited to be starting our fourth year at St. Michael's School. Between us we have over 30 years of teaching experience and 15 years' experience of managing pastoral and boarding teams in the UK, Bermuda, and more recently working for Dulwich College and King's College Wimbledon in China.

We are confident that you have made the right choice in choosing boarding for your child. Research proves that boarding school students are better prepared for university than their peers and are more likely to earn more advanced degrees and advance to more prominent roles in their careers and communities. Our boarders will arrive at university prepared to succeed, with the ability to manage their own lives. They will become strong individuals capable of leadership and have self-initiative.

We will ensure that a close link is maintained with the school's academic and pastoral teams to ensure that all students reach their potential. Supervised evening study every evening ensures that our boarders have the opportunity to complete homework and consolidate their day's learning.

As well as providing a safe, settled and happy environment that enables students to work and study with full concentration and efficiency, the boarding team in consultation with students, plan a comprehensive evening and weekend activity schedule.

I am confident that your child will enjoy his or her time with us and thrive as part of our boarding community at St. Michael's. You will have regular updates from our boarding team over the year, but if you have any questions or concerns, please do not hesitate to get in touch.

Mrs Dorrington, Sophie and I look forward to welcoming returning students and meeting new students in early September,

Mr. Dan Dorrington

Head of Boarding





Term Dates for Academic Year 2023-2024

Autumn Term 2023

Monday	04 September	New boarders: arrival & registration from 09:00am
Tuesday	05 September	Existing boarders: arrival from 12:00pm
Wednesday	06 September	Term starts for all students
Monday	30 October	Half Term starts
Friday	3 November	Half Term ends
Thursday	07 December	End of Term

Spring Term 2024

Sunday	07 January	Boarding opens 09:00am
Monday	08 January	Term starts
Monday	12 February	Half Term starts
Friday	16 February	Half Term ends
Friday	22 March	End of Term

Summer Term 2024

Sunday	7 April	Boarding opens 09:00am
Monday	8 April	Term starts
Monday	27 May	Half Term starts
Friday	31 May	Half Term ends
Thursday	11 July	End of Term

Public Holidays

Friday: 29 March 2024	Good Friday
Monday: 01 April 2024	Easter Monday
Monday: 06 May 2024	May Day
Monday: 27 May 2024	Spring Bank Holiday

Staff Inset Professional Training Days

Monday 4 th September 2023
Tuesday 5 th September 2023
Friday 8 th December 2023
Friday 12 th July 2024

Please note this calendar is subject to changes that may arise as a result of government policy decisions. St Michael's School does not accept liability for any losses in respect of altered holiday arrangements following such changes. In the Summer Term students in Year 11, and Year 13 may depart after completion of their final exam.

Like all schools, some days at the end of term (the summer term in particular) are given over to year group and whole school activities (sports day, school trips etc). These are important days in the school calendar and boarders are expected to be part of them. Any early leave requests must be approved by the Headmaster before the Head of Boarding will arrange transport.

Parental responsibilities

Electronic device access is controlled in Parc House and relaxed in Tenby House as our boarders age and demonstrate sufficient maturity and work ethic to be trusted to balance their time effectively (see relevant pages in this handbook). Our Wi-Fi network has the filters and restrictions that you would find in any school to protect our students from harmful online content. To protect your children further, we ask you as parents and guardians to be fully involved in managing any mobile data, video subscription, and parcel delivery services.



Both boarding houses have subscriptions to Netflix, Amazon Prime, and Disney Plus. These accounts have the relevant filters enabled to ensure that only suitable content can be accessed. **It is not therefore necessary for students to have their own video streaming accounts.** If they do, it is strongly advised that you as parents are the password holders and set your own account limits on what can be watched.

For shopping and parcel delivery services like Amazon, again we strongly advise you to have access to and limit what your child is buying online. All boarders are required to open parcels delivered to the school in the presence of boarding staff. If however, they are determined to bring into boarding unsuitable products, they will find a way around this.

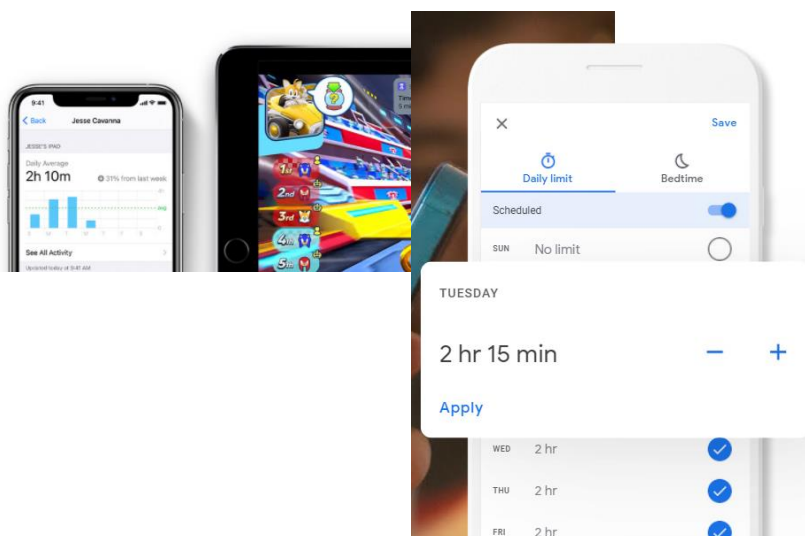
It is strongly recommended that parents of all boarders make use of Apple and Android features that allow you to limit screen time across all devices and prevent your children accessing unsuitable content.

<https://support.apple.com/en-gb/HT208982>

<https://families.google.com/familylink/>

Use Screen Time on your iPhone, iPad or iPod touch

With Screen Time, you can access real-time reports about how much time you spend on your iPhone, iPad or iPod touch, and set limits for what you want to manage.



Keep an eye on screen time

Set limits

It's up to you to decide the right amount of screen time for your child. Family Link lets you set time limits and a bedtime for their device, so you can help them find a good balance.

Lock their device

Daily routines

Tenby House:

(subject to change)

Morning

07:45-08:00 Wake up - students to get ready for school. Staff will knock on doors if needed. **Doors must not be locked** in case of emergency.

08:15-08:30 Registration and breakfast (until 8:45). Students have breakfast in the dining hall

08:55 All students to have left for school. Room doors to be left open please.

09:00 Boarding staff will check that all rooms are empty, tidy, lights off and beds are made.

No one can return to the building once they have left for breakfast.

Students must move their magnet on the signing in and signing out board to show when they are in or out of the house or off site.

Afternoon

15:30 Students return to the boarding house if they do not have any afterschool activities. **Please change into your home clothes and indoor shoes/slippers/flip flops in the house.**

15:50 Bus pick up – for those who have signed up for an activity with Mr. Jenkins or are visiting the gym/going shopping.

Evening

18:00 Dinner – **all students** to go for dinner in the dining hall. **Phones and headphones must not be used during this time.** Quick daily meeting at the end of dinner.

18:30 Students return to Tenby House

18:55 All students to go to bedrooms/prep room – phones to be placed outside of rooms, doors open.

19:00 Prep time/Evening study

- Until 20:30 for Year 11
- Until 21:00 for Year 12 and 13

21:00 Common room time

22:30 Bedtime for all – Years 11-13

23:00 No noise should be heard in corridors.



Parc House:

(subject to change)

Morning

- 07:45 Wake up - Students to get ready for school. Staff will knock on doors if needed.
- 08:15-08:25 Registration - Students to register in the common room with boarding staff before going for breakfast at school.
- 8:20 Room doors open for quick room inspection. All students to be downstairs by 8:25.
- 08:35-8:40 Transport from Parc House to the main school yard for breakfast on weekdays.
- 08:45-09:00 Breakfast in the school dining hall.

Afternoon

- 15:30 Students on Monday, Wednesday and Thursday to meet in the school Prep yard/Tenby House for afterschool activities. After activities, students will return to Tenby House to await transport to Parc House (16:35). Bus and taxis leave the Prep yard for Parc House at 15:35 on Tuesday and Friday.
- 15:45/16:45 Students return to Parc House and change into their indoor shoes as they enter the building and out of their school uniform as soon as possible.

Evening

Please see detailed information on the following page.

Students must move their magnet on the signing in and signing out board to show when they are in or out of the house or off site.



Parc House evening routine:

(subject to change)

18:00 Evening meal

- Sit at assigned tables until called up by staff
- Tables line up to choose their meal on rotation
- Phones stored away (phone storage box)
- 30 minutes for eating/chatting
- Clear and clean tables at 18:30 (boarders on rotation)
- Phones can be collected at 18:30
- Quick meeting if required at 18:30

19:00 Evening study begins for Year 9 and 10

- Phones stored away by 19:00 (phone storage box)
- Everyone seated by 19:00 and ready to work
- Laptops permitted but no phones allowed
- There may be a seating plan in operation

19:30 Evening study begins for Year 7 and 8

20:30 Evening study ends for all

21:00-21:30 All phones/laptops/tablets handed into the boarding office (staff should be able to ring them and they should ring)

- 21:00 for Year 7 & 8
- 21:15 for Year 9
- 21:30 for Year 10

21:30 Year 7/8/9 - In rooms and quiet (last shower time is 21:15)

22:00 Year 10 - In rooms and quiet (last shower time is 21:45)

Students may study in their own rooms on Sunday nights only (with devices). This privilege may be removed from students who are not using this time effectively. Room doors must be open during the study period.

In the interests of health and safety, headphones must not be worn and phones should not be used when moving around the house.

House behaviour expectations

This is your home and we want you to feel comfortable here. There are however certain expectations to ensure that all can live in harmony and to help keep pests away.

1. Your room needs to be tidy with beds made and blinds open before leaving for school in the morning or before the end of morning registration at the weekend/holiday. Please keep your desk tidy and your floor clear so that cleaning can take place.
2. Only dry food (small quantities of crisps/chocolate etc) can be consumed in rooms. Under no circumstances must hot food be eaten or prepared in your rooms. **Please do not eat or dispose of fruit in your rooms.**
3. There must be no cutlery (knives/spoons/forks/chopsticks) or crockery (bowls, plates etc) in your room at any time.
4. You are responsible for washing your own clothes (in Parc House, the housekeeper will wash and iron four school shirts per week). Please ensure that your clothes are clean and that you have uniform for the following day early each evening. You must use the washing machine/dryer signup sheet and stick to allotted times – set a timer on your phone, clothes may be removed from machines if you are late collecting them.
5. Please change out of your uniform upon returning from school (before 16:00 non-activity days/17:00). PE hoodies are permitted out of school hours, but you should change out of the rest of your PE uniform.
6. Sunday-Thursday bedtimes are 21:30 for Year 7-9, 22:00 for Year 10, and 22:30 for Years 11-13. You must not be out of your rooms after this time. Bedtimes are 30 minutes later at the weekend and during the half-term holidays. In Parc House, please use the bathroom before your bedtime to avoid disturbing others.
7. In Parc House, showers must be taken no later than 15 minutes before bedtime (21:15 for Year 7-9 and 21:45 for Year 10) – 30 minutes later at weekends/holiday times. Tenby House showers must be finished by 23:00.
8. If in the room of another boarder, the room door must be left open (males only in male rooms/areas, females on in female rooms/areas).
9. Staff should not be able to hear you from the corridor after bedtime (21:30 for Yr 7-9, 22:00 for Yr 10 and 23:00 for Yr11-13). You are welcome to read/work etc, but noise must be kept to a minimum and the main room light should be switched off. **Please ensure that you are getting enough sleep.**
10. It is important that you keep to registration times, device handing in times, and mealtimes. This applies at the weekend and holiday times also.
11. You are expected to eat three meals a day provided by the catering staff. Hot food (noodles etc) can only be cooked and consumed between the following times:
 - 18:30-19:00 (after dinner and before prep Sunday – Thursday)
 - 20:30-21:15 (after prep and before bedtime Sunday – Thursday) (20:30-22:00 in Tenby House)
 - 8:30-11:00 (during weekend/holiday breakfast time)
 - 13:00-16:30 (after lunch and before dinner during weekends/holiday)
 - 18:30-21:30 (after dinner and before bedtime during weekends/holiday) (18:30-22:00 in Tenby House)
12. **Phones, headphones, and other electronic devices are not to be used or seen during mealtimes. Hats and hoodies must be removed during this time.** Water only permitted during lunch and dinnertimes.
13. Please keep good levels of personal hygiene. Shower once a day, brush teeth at breakfast time and before bed, floss, and wear antiperspirant. Staff will speak to you if they think you are not keeping clean and making it uncomfortable for others.
14. Students at St. Michael's are articulate and have no reason to swear in their own language or in English. Speak respectfully to your friends and staff at all times.
15. Sleep in your teenage years is very important and that is why device time is restricted in the evenings. Please hand your devices in at the required time (21:00 for Years 7-9 and 21:30 for Year 10 Sunday - Thursday). You and your parents must tell the boarding staff what electronic devices you have. Tenby House students have more access to devices, but this privilege will be removed for those struggling academically, causing disturbance, or other behavioural issues.
16. Students in Year 9 and above can keep devices in their rooms overnight at the weekend (Friday/Saturday) provided their school report effort scores are high. Any instances of loud late-night gaming will result in this privilege being removed for the rest of the half-term.
17. All parcels must be opened in front of boarding staff please.
18. Prep (evening study) starts promptly at 19:00 (19:30 for Year 7/8). You must be seated and ready to work in silence at this time. It ends at 20:30 for Years 7-11, and 21:00 for Years 12 and 13. You are of course welcome to work for longer, but silence will only be maintained in common areas until 20:30.
19. Please wear appropriate clothing in common areas. This is a mixed house and no-one should feel uncomfortable with what you are wearing.
20. Please greet people when they arrive and say goodbye when they leave. It's just a nice thing to do 😊

General rules

Respect:

- Boarders should display good manners and a courteous attitude, to both staff and other boarders at all times.
- Boarders must not engage in any boisterous or dangerous activity, which could harm or endanger others, set off the fire alarm or break property belonging to the school or other boarders.
- Any boarder who causes damage as a result of any boisterous activity will be billed for the full cost of any repairs or replacements that may be needed. If boarders damage any furniture etc., they must inform staff immediately.
- Good time keeping is an essential element of the daily routine in boarding and times must be adhered to.
- Boarders should appreciate that policies and procedures are in place for the benefit of the whole house, not individuals.

Health and Safety:

- **All forms of medication must be handed to Houseparents and only taken from the boarding office when a member of staff has given permission and is present. Under no circumstances, are boarders to store or take any medication without the knowledge of the duty staff.**
- Any change to medication or its dosage, MUST be made clear to the Head of Boarding by e-mail or letter.
- **Electronic devices must be PAT tested, usually on an annual basis.** Non tested/failed items will be removed from rooms.
- Students must report any health and safety concerns to staff as soon as possible.

Money:

- Pocket money in Parc House which has been agreed and authorised by parents/guardians will be issued to boarders by a member of staff. Additional requests above and beyond that previously agreed will only be funded when written confirmation is received.
- Tenby House boarders will be required to open a bank account on arrival (for students who are 16 years of age this can be arranged through banks in Llanelli). You will require a letter from the school and your passport/BRP – an appointment must be made in advance with the bank. Parc House boarders who wish to open an account must have either their parent or guardian present, the school can no longer do this on your behalf.

Meal times:

- Good table manners should be observed at all times.
- NO mobile phones or electronic devices are to be used at the dinner table.
- Boarders must be appropriately dressed for mealtimes with no hats or hoodies up.
- All boarders must attend each meal sitting.

Night time:

- Lights out means that there should be no room lights on and no electronic devices (computers, phones, hairdryers etc.) being used. It means time to settle down and try to go to sleep. Getting a good night's sleep will be encouraged at all times.

Personal Space:

- Rooms are allocated to individual students. Any student wishing to visit another student room must have the permission of the member of staff on duty. **Males must not be in female rooms/areas/houses and vice versa.**

Relationships:

- Relationships between pupils should be of an appropriate nature.
- We understand that it is natural for close relationships to develop between students but ask that boarders do all they can to avoid forming intimate relationships with each other in either house.
- Adolescent relationships rarely last the duration of the time in school and a break-up can have serious repercussions for the individuals concerned and their housemates.
- Boarders deemed to be in a relationship must not at any time be together unsupervised in either house. We also insist that they:
 - do not have any physical contact in the house
 - do not sit together on sofas or out of sight of staff
 - do not make others around them feel uncomfortable

The rules above may seem draconian, but it is important to realise that it is a constant challenge to maintain healthy relationships between boarders themselves and between boarders and staff.

Guidelines of medication/supplements within student accommodation:

- Things that students **CAN** have in their room:
 - Multivitamins (only one pot – hand any extra into boarding staff for storage)
 - Cod liver oil capsules
 - Prescribed creams
 - Nasal spray
 - Eye drops
 - Antacids
 - Vapour rub
 - Plasters
- Things that students **CAN NOT** have in their rooms:
 - Over the counter medications (e.g. Paracetamol, Lemsip, Ibuprofen, Antihistamines, Sleep aids)
 - Protein supplements
 - Weight loss supplements
 - Medication that has not been obtained in the UK (must be translated and handed in)
 - Alcohol/cigarettes/vape pens
 - Energy drinks
 - Stimulant/ caffeine tablets (e.g. ProPlus)
 - Throat lozenges/spray that contain anaesthetising properties (e.g. Strepsils)

Other points to note:

- Please ensure that you have left Tenby House before the school bell rings on weekday mornings. In Parc House, please ensure that you are downstairs and ready to leave by 8:25. The consequence for being late is your phone/devices being confiscated from 15:30 until the following morning.
- Mealtimes are device free times. We do not expect to see devices on tables or headphones in or on ears. Again, breaking this rule will result in your phone/devices being confiscated until following morning.
- Please leave room doors open in the morning. Turn all lights off and turn radiator down. Blinds must be open, and the floor and desk clear and tidy, and your bed made.
- Ramadan – we will do all we can to accommodate your needs during Ramadan. Takeout meals from the dining hall can be collected before everyone else eats and we can supply snacks for an early morning breakfast in rooms.

Boarders' rights and responsibilities



We attempt to keep the rules the minimum necessary for order and discipline. Boarders are given rights and all are expected to accept responsibilities.

Any community that wishes to promote an ordered and civil approach to life will need to operate within clearly defined parameters that guide members of that community, whilst still allowing the individual room for personal growth and development.

At St Michael's, boarders are invited to consider their rights and also their responsibilities to others within the community. It is within this context that the boarders' rules are drawn up. They are not intended to dominate every aspect of a boarder's life - this is not desirable or healthy for the student concerned. Rather they are intended to provide guidelines that will hopefully give boarders an opportunity to consider their behaviour within the context of community living.

- | | |
|-----------------------|---|
| Right | Every student has the right to privacy. |
| Responsibility | No student should pry into any other pupil's drawers or personal belongings. Boarders have their own storage boxes for locking away valuables. |
| Right | Every student has the right to a full night's sleep. |
| Responsibility | No student should create noise or any other disturbance after lights out to prevent others from sleeping. |
| Right | Every student has the right to use the telephone. |
| Responsibility | Telephone calls should not be made just before bedtime. Boarders have the right to use their mobile phones, but not during prep, during the school day or evening mealtime. All mobile devices are handed into house parents at bedtime (Year 7 to 10). |
| Right | Every student has the right to expect their bedding to be cleaned regularly. |
| Responsibility | Boarders will be provided with a laundry rota but expected to be responsible for making up their own bed when provided with clean linen (bedding is washed and changed by the housekeeper in Parc House). |
| Right | Boarders have the right to decorate their personal areas. |
| Responsibility | Boarders are responsible for keeping their personal area clean and tidy. The pin boards in each room can be decorated with suitable posters, family photographs, etc. Please do not use pins, blu tack or glue tack directly on the wall. |



Procedure for students raising issues of concern

In the event of a student wishing to raise an issue of concern about anything that may affect him or her within the boarding house, he or she has several channels that are available to use.

They are as follows:

1. Direct Communication with Houseparent on duty.

These members of staff will be a pupil's first point of contact during the evenings and weekends and therefore, they will be available to discuss any concerns a student may have.

2. Direct to the Head of Boarding

Mr Dorrington is available at most times if students need to see him.

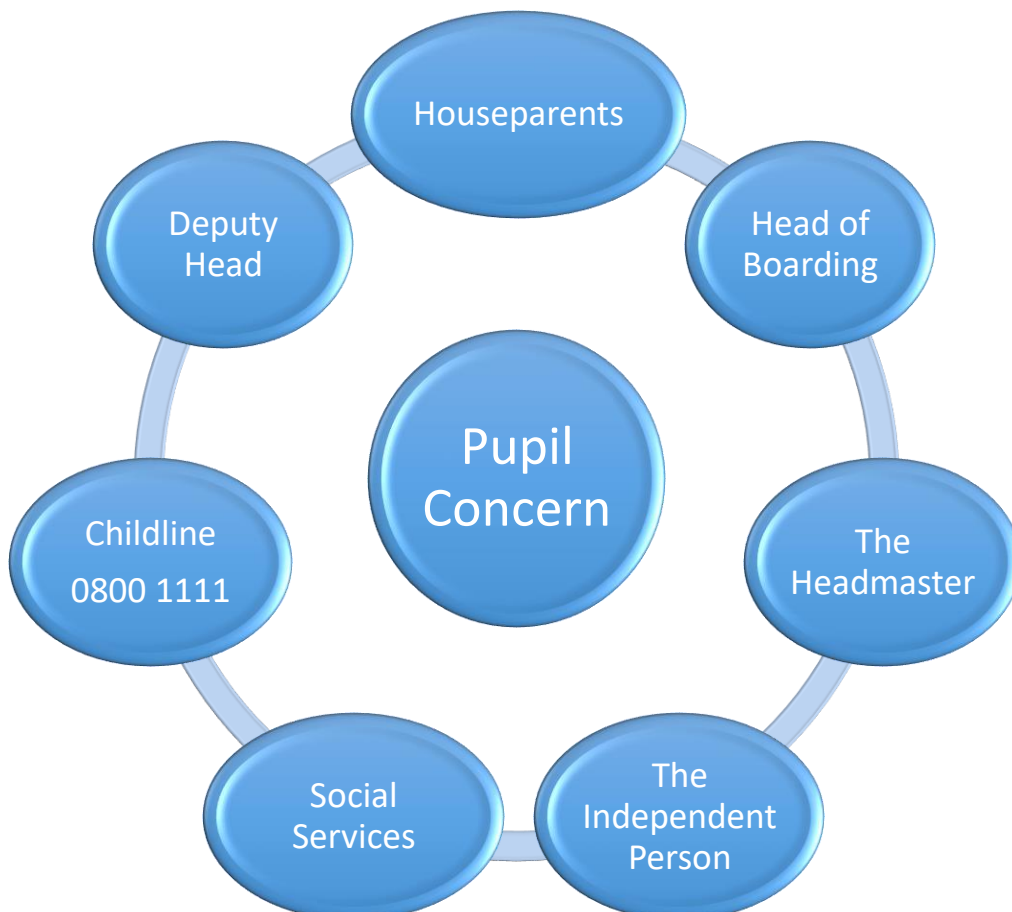
3. Direct to the Deputy Head

Mrs Francis is available throughout the school day and will see students who have genuine concerns to raise.

4. To an Independent Person (Linda White - College Counsellor)

If a student's concern or complaint is of a very confidential nature, and they feel that they are unable to speak to their parents or a member of the staff, then the student should ask to speak to the Independent Person. Appointments to see Linda can be made via the reception desk in the main school.

Parents should raise minor or domestic issues with the duty Houseparent using the phone numbers on page 23. If there are more serious issues they should make contact with either the Head of Boarding, or the Headmaster.



Sanctions and rewards

As the boarding house is a student's home away from home we try to keep the number of rules to a minimum. The rules we do have are for the safety and for the good of the community. It is important that individuals are respected and that the community can function. It is student's responsibility to be in the right place at the correct time, having done everything they need to. Few sanctions exist in the boarding house – the emphasis is on the individual being empowered to monitor their own behaviour within certain restrictions laid down by the school. It is important however, that students know the boundaries and understand that all actions have consequences. There are a number of sanctions that are in place for antisocial and disruptive behaviour in particular within the House.

Both houses will follow a similar sanction structure to the pastoral system employed at school.

If a rule is broken or negative behaviour or attitude is shown by a student, then the consequences will include:

C1 – Warning

This is for the first time a rule is broken, e.g. late for registration or excessive noise after bedtime. A record is kept of these to identify patterns. Multiple C1's are relayed to parents if a pattern develops and consequences below may be applied.

C2 – Reported and sanction

If the same rule is broken again within a set period of time, or in the case of a more serious incident, then parents will be informed. We will endeavour to be consistent when issuing sanctions and these will include but are not limited to:

- Early bedtime or early wake up
- Loss of devices over the weekend/evening
- Change of room/house
- Grounding – unable to leave boarding for a set period of time
- Compulsory common room time at the weekend/prep time
- Extra duties such as table cleaning after meals

C3 – Meeting with Head of Boarding and Deputy Head

Serious incidents or continued poor behaviour will result in a discussion with the Head of Boarding and Deputy Head regarding their suitability to live in a boarding environment.

Incidents and sanctions are recorded by boarding staff on Engage, therefore it will feature on the student's school file and parents are usually notified.



Weekends

Breakfast in both houses is continental in style on Saturday and Sunday morning and out from 8:30-10:30. Students must register during this time. Lunch is 12:30 and dinner is served at 18:00.



All Parc House boarders have a compulsory activity most weekends. School transport will leave Parc House to go to Swansea Tennis & Athletic Centre or the local leisure centre for example.

Tenby House boarders can use the private gym at Trostre during the weekend. Transport may be provided occasionally, but students are able to walk down or arrange a group taxi at their own cost. If space allows, Tenby House students are welcome to join Parc House students for Saturday activities.



There are a number of activities arranged further afield throughout the year. These include shopping trips to Cardiff, trips to local places of interest, and activity centres. These activities are in most cases compulsory for Parc House boarders, and where possible space will be made available for interested Tenby House boarders.

In the evenings, boarders have the opportunity to watch suitable films and television or to relax and play games. At the weekend (Friday & Saturday night), bedtimes are more flexible.

There are of course opportunities for boarders to complete homework during the weekend. We do not mandate a set time for weekend study, but in the unlikely event that a boarder falls behind with school work, compulsory weekend supervised study time can be enforced. A benefit of boarding is that students are able to work with and learn from each other; weekend study is a perfect time to do this.

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Medical information

All boarders are registered at Llangennech Health Centre. Once registered, students will be sent a letter with a National Health Number – **please keep this letter safe as in the future you may need this number.**

Boarding staff are normally available throughout the day and boarders are taken to the doctor when required. A one-off charge of £25 will be invoiced in most cases to cover transport and staff costs. Senior students can visit the doctors independently but will be accompanied if they want an adult present. All boarders are taken to any hospital appointments deemed necessary by the doctor – transport and staff costs will in most cases be charged to parents. We ask that all dental check-ups and eye tests are managed under your home dentist/optician and boarders will not be registered with these services.

Any staffing and transport costs due to self-inflicted injuries and illnesses, cosmetic, emergency dental and vision appointments will be charged to student accounts.

Medication

All medication should be administered by the Houseparent, or one of our qualified first aiders.

If you do send your son/daughter back to school with any medication, then **the item(s) must be given directly to the Houseparent for safe keeping and administration.** An e-mail to the Head of Boarding to confirm these arrangements would be appreciated so that our boarding records are kept up to date. Please do not send medication from your home country unless it is supplied with a full English translation by a medical professional.

We are bound by strict protocols with regards to medication and its administration in both boarding houses and we are obliged to follow best practice at all times. You will appreciate that there are serious reasons for insisting on all medication being dispensed by staff. Please ensure that you comply with the above rules at all times. Thank you.

Any changes to dosage in medication must be made clear to our boarding staff via email or when boarders are returned to school. NO MEDICATION CAN BE KEPT IN STUDENT ROOMS

Food

Students are permitted to store a small quantity of snacks in the common room cupboards and student fridge. They are reminded to keep an eye on use-by dates as expired food will be disposed during our daily checks. All students are expected to eat their meals in the dining hall and are encouraged to offer menu suggestions to our catering team. In the unlikely event that a student is still hungry after a meal, then snacks can be prepared in the common room **at designated times.**

Students are not permitted to bring onto campus any pre-cooked meals for storage in our fridge/freezer. Electronic devices (phones etc) and headphones of any kind are not permitted around food preparation areas or in the dining hall.

With the exception of long-life foods (which must be labelled with the student's name), all opened food that requires refrigeration must be labelled with a day sticker for **three days after it was opened.** Any food found in the student fridge that has been opened for longer than 3 days will be disposed of without consultation.

Boarders' family time and off-site arrangements

Parents and guardians are welcome to visit at any time and to take their children out for evenings and weekends at short notice. Please e-mail or phone the school beforehand to inform the Head of Boarding.

Arrangements for boarders to spend time off site with day students or a family friend/relative must be made to the Head of Boarding in writing. In order to ensure that school policies comply with good practice, the school will require notice of all exeats at least two days before the invite. Thank you for your understanding in this matter.

Visiting family and friends on and off-campus

School friends often get together and make arrangements to invite each other out - this is perfectly normal. However, messages sometimes do not get back to parents, who are then not aware of the plans being made by their children. This can cause problems and use up a significant amount of office time in chasing up invites and replies.

There are in essence only three responsibilities for boarders and parents once an invite has been made.

- 1. The boarder must relay this information to his/her parents.**
- 2. Parents must contact the Head of Boarding giving consent via e-mail.**
- 3. The boarder must complete and submit an Exeat Leave Form.**

To avoid any disappointment please stress to your child the importance of passing information to you as parents or guardians at the earliest possible convenience, in order that you have the time to deal with the invite.

Teenage parties

We are all aware of the potential for problems to arise from teenage parties, and therefore outlined below are the specific duties of parents and hosts in organising parties or giving permission for their child to attend.

- The responsibility for granting permission for attendance at the party lies with the parent or guardian who must give the school permission for their child to attend.
- The parent or guardian must be satisfied with the arrangements in place for the supervision of their child when attending the party. The school would strongly recommend that parents or guardians make contact with the host directly and receive details of the invitation from them. It is not recommended that parents or guardians rely on conversations with their children to make a decision, as this can sometimes lead to confusion or misunderstanding.
- The school cannot take responsibility for any accidents or mishaps that might occur whilst a student is invited out. In the event of an emergency the hosts and parents will need to have appropriate action plans in place.
- Students must stay either overnight at their friend's house, or return to the school by 23:00.

The Head of Boarding will reserve the right to refuse any invitations considered to be improper or suspect, and we ask parents to check details of any invitations before they give their agreement.

Boarder's Leisure Guidelines – Off-campus travel

(subject to change)

The following table sets out standard guidelines for boarders who wish to visit various destinations locally, regionally, and nationally, along with the procedures for staying safe whilst away. It is important that all boarders ensure that their most up to date contact details are registered on the departure sheet and that they sign in and out appropriately.

Parents are asked to complete and return the Activity Consent Form each year to sanction most off-campus activities/overnight stay with friends etc.

	11-13 years old typically Y7/8	14-15 years old Y9	Y10	16-17 years old Y11/12	18+ Y13
Furthest you may travel on a school weeknight	As a privilege, younger Parc House boarders may earn the right to request from their houseparent, permission to sign-out and walk to the nearest shops in Llangennech. The visit must be no longer than 30 minutes and you can only do this once you have had an induction and specifically told that you have permission each time. Boarders must be in pairs or more.			Llanelli Trostre Local	Llanelli Trostre Local
How can I travel?	School will decide for you			Taxi – Trish Taxi's	Taxi – Trish Taxi's
Who must I be with?	You must be with your houseparent and housemates			You can travel alone	You can travel alone
Furthest you may travel on a weekend	Weekend activities arranged by boarding staff		Llanelli Trostre Local (When not on a weekend activity)	Swansea Cardiff	UK for family/guardian visits/shopping University interviews
How can I travel?	School will decide for you		Taxi – Trish Taxi's	Walk/Taxi Bus/Train but not in another student vehicle (unless you have parental permission)	Walk/Taxi Bus/Train but not in another student vehicle (unless you have parental permission)
Who must I be with?	You must be with your houseparent and housemates		At least one other housemate	You can travel alone, however we recommend pairs or small groups	You can travel alone
Furthest you may travel during half-term holidays	Parental permission required for all independent off-campus travel			Nationally, with parent permission granted for this trip	
How can I travel?				Walk/Taxi Bus/Train but not in another student vehicle	Walk/Taxi Bus/Train but not in another student vehicle (unless you have parental permission)
Who must I be with?				You can travel alone, however we recommend pairs or small groups	You can travel alone

Start of term drop-off and holiday arrangements

Leaving school at half term and end of term.

Term will usually end at 15:30 for half term and end of term holidays.

For our overseas students, flight times need to be organised with this in mind and flights arranged for either the day school finishes or within 24 hours of the school closing time. If term ends on a Friday at 15:30, the boarding staff will close the accommodation on Saturday at 15:30. On the final night of school an evening meal is prepared and a continental breakfast is available the following morning. Should you have a problem in booking suitable flight times, please make arrangements for any additional accommodation to be provided by your appointed guardian.

Can parents please ensure that the Head of Boarding is given/sent the details of all travel arrangements. Please contact the boarding team to arrange airport transfers - boarding@stmikes.co.uk. Please note that we can only arrange shared transfers if students are arriving at the same airport and at similar times, it is not the schools responsibility to ensure group travel is available. **We encourage students and parents from the same country to liaise with each other and agree to book the same flights.**

Returning to school after half term and start of terms.

Please note that following a school holiday, boarders should aim to arrive back at school between 12 and 24 hours before 9:00 on the first day of the new term.

The accommodation is always open the day before the start of term. If school starts on a Monday morning, for example, the boarding house will open Sunday morning from 09:00am. Should your children arrive in the UK before the accommodation is open, then your appointed guardian should make any necessary arrangements.

Luggage and packing up

In order to deep clean the rooms during the Christmas and Easter holidays, we ask that students leave their rooms in a tidy state with belongings packed into the wardrobe and drawers provided. Items should not be left on the bed or on the floor. Only at the end of the year do we ask that all belongings are packed into suitcases or storage boxes so that rooms can be thoroughly cleaned. Houseparent's, when required, will help Parc House students to pack at the end of each year. Senior students should be able to organise their own packing.

For those leaving the school, we will store a maximum of one reasonably sized box/suitcase and two smaller boxes over the summer holiday. We are happy to store these items until the end of September of the year that they leave in order to arrange shipping of their possessions. Any storage after this time will be charged at a rate equivalent to local storage companies.



Telephone/mobile/cell phones

Most of our boarders arrive with an array of mobile devices which makes contact with parents, guardians and friends much easier. You can speak to your son/daughter at any reasonable time; however, the best times during the week are before dinner and prep, after prep but before bedtime. At the weekends the students have far more time for communication but again we ask that parents discourage late night conversations.

Mobile phone and mobile internet policy

The school believes the use of mobile phones is a positive way for boarders to maintain contact with their parents, however ongoing concerns about the unfiltered use of mobile internet has prompted the school to introduce the following policy.

1. All boarders are responsible for ensuring that they use their mobile devices sensibly and appropriately at all times. **It is strongly suggested that parents set their own limits on their child's device (Screentime/Family time).**
2. If mobile phones/devices are used in an inappropriate way, or cause distress to any other members of the boarding/school community, then the school reserves the right to confiscate the phone and parents will be informed. The Head of Boarding will decide as and when mobile devices are returned.
3. **Year Groups 7-10 - All mobile phones/laptops/tablets must be handed in every evening (Sunday – Thursday) before bed.** Boarders in Year 9 and above can keep devices in rooms on Friday and Saturday night, but this is dependent on maintaining excellent effort scores and good behaviour.
4. Phone and other electronic devices including headphones are not permitted in dining areas during mealtimes.

It is important that parents are aware that some types of mobile phone misuse can constitute a criminal offence, resulting in involvement by the police. In the unlikely event this happens within the school grounds the school would co-operate fully with any external investigation.

We expect all parents to provide the school with a list of all electronic devices that their child brings to the school at the start of each academic year and update us immediately if there are any changes.

Deliveries and post

Students are permitted to have postal deliveries made to the school. However due to storage and staffing needs for the school post, boarders will have all post brought over to the boarding houses once a week. **All parcels must be opened in the presence of a member of boarding staff and we ask that you do not send boxes of snacks to your child.**

Room inspections

In order to maintain a good standard of cleanliness and organization, there will be a room inspection each week. Students must ensure that their desk is always suitable to work on, their beds are made each day and that window blinds are opened. There must be no hot food or fruit consumed in bedrooms and clothes must be stored neatly in the wardrobes provided.



Staff on duty

Staff will be on duty in the boarding house at all times when school is not in session. Staff can sometimes be contacted in the common room, but please be aware that when staff are supervising mealtimes, prep and bedtimes, it may be difficult to contact them. You can be assured that they are busy organising and supervising your children.

Alcohol, drugs and smoking policy

St Michael's School enforces a **NO ALCOHOL, NO DRUGS, AND NO SMOKING** policy throughout the whole school, which applies to both staff and students. **This includes e-cigarettes/vaping.**

Purchase or consumption of alcohol and/or illegal drugs will usually result in the student being permanently excluded from St. Michael's School (required to leave the school). The same consequences will apply irrespective of whether the alcohol is consumed off-campus or belongs to someone else. This is a clear, simple but serious rule for ensuring student safety.

If any student is found smoking/vaping in or around the boarding house (or there is evidence that they are involved in this), the matter will in most cases be dealt with as above.

Please refer to the school's policy on smoking and drugs.

Lending and borrowing

The practice of lending and borrowing can cause disruption and argument in any small community, therefore the school policy is that no student should lend or ask to borrow any clothes, personal items or money from any other student.

If items that are willingly lent out become damaged or lost, the responsibility lies with the students concerned.



No student should ever feel under pressure to lend and they should report any instances where they feel pressurised to do so to staff, who will then deal with it in the appropriate manner.

Laundry

Students can wash clothes in the laundry rooms of Tenby and Parc House. The industrial washing machines are robust and do not always cope with delicate fabrics or any items that require special washing instructions. Parc House boarders can have two shirts washed and ironed twice a week by our housekeeper. The school will not be responsible for any laundry problems caused by students' clothes if they are not compatible with our wash system.

We highly recommend that name labels are stitched/ironed on to all items of school uniform, in particular, blazers, ties and PE kit. Boarding staff can assist with this if needed (iron-on labels only).

Bedding is provided and washed by cleaning staff. Students are responsible for changing their own bedding (provided) in Tenby House and must do this at least once every two weeks.

See more information in A-Z section.

Student responsibilities

All boarding students have responsibilities commensurate with their age. They include ensuring that bedding is prepared for laundry each week and that students manage their personal laundry. All students have a personal responsibility for their appearance and hygiene and, for older students, a responsibility to ensure that the communal areas (and in particular the kitchen areas) of their houses are cleaned before bedtime every evening.

In this way all boarders develop independence whilst under the direction and supervision of our boarding staff.



Anti-bullying policy

Any bullying between students in the boarding house is always taken seriously.

Students are encouraged to report any incidents of bullying, even if it does not involve them, to a member of staff. Incidents are recorded in the Incident and Sanctions Book, and any students who are found to be responsible are punished in the first instance as per the consequences outlined earlier. If the problem is either serious or persistent then parents are informed. If the problem continues beyond that point then more formal school sanctions will be ultimately brought to bear on the offender.

We strongly believe in maintaining an atmosphere where all students respect the rights of others, and see the value of self-respect and discipline in all their actions. We give students opportunities to learn from their mistakes; however we will balance that against what we consider to be in the best interest of the boarding community as a whole.

It is worth highlighting here the importance of respecting the cultures and customs of housemates. We have a diverse mix of nationalities living under each roof, so students need to think carefully about what they post on social media and say in common areas if it is likely to cause offence to others.

Please also refer to our school Policy on Bullying.

Child protection

The school operates a policy on child protection in line with the recommendations and suggested good working practice laid out by Carmarthenshire Social Services.

The school has 3 appointed child protection officers who have a duty in law to act in the best interests of the child at all times.

Please also refer to our School Policy on Safeguarding - Child Protection.

Boarding contact numbers:

Mr Dorrington
Head of Boarding

Office Tel: +44 (0)1554 823156
Email: boarding@stmikes.co.uk

Tenby House
Parc House

Duty Room: +44 (0) 1554 823159
Duty room: +44 (0) 1554 823155

Tenby House address:
Parc House address

Tenby House, St. Michael's School, Bryn, Llanelli, **SA14 9TU**
Parc House, Maes Ty Gwyn Estate, Llangennech, Llanelli, **SA14 8YA**

The Boarding Team:

Mr Dan Dorrington (Head of Boarding) - Resident in Tenby House

Mrs Rebecca Dorrington – Resident in Tenby House

Ms Angharad Greatrex

Mr Jon Jenkins - Activities Coordinator

Mr Denley Jones – Resident in Parc House

Ms Lynda Ross

Ms Judith Smith

Ms Nicole Thomas



An A to Z Guide to Boarding at St. Michael's

Academic Tutors

It is unlikely that you will need to use an outside tutor here at St. Michael's, but if you do, they must be DBS cleared and the School Office must have their records in our database. The boarding staff must know where and when tutoring is taking place to ensure your safety.

Online tutoring must not take place over mealtimes – arrange a 30-minute break or start/end sessions before or after.

Parents must send tutoring details (subject/times/duration) to the Head of Boarding for any tutoring that takes place over prep time (19:00-21:00)

Access control

Every Tenby House boarder is issued with an access control fob that gives you access to certain areas of Tenby House at predetermined times. **Boys are not permitted in female only areas and vice versa.** Any student found to be in an area they should not be in will be dealt with usually by the Headmaster. All consequences including being asked to leave the school could be applied.

Activities (see also section on 'Weekends')

There is always something on at the weekends, and frequently lots going on during the week. We work hard to put together a fantastic programme every term and are always happy for new ideas for things to do, so let us have your suggestions. Weekly boarders are always welcome to join in with the weekend activities, just let us know in advance and there may be a cost involved. There are educational and cultural visits to museums and exhibitions, trips to the cinema, adventurous activities, theatre productions and shopping trips to name a few. You can always organise other events, just let the boarding staff know.

Anti-perspirant/Deodorant

Such items may be used as long as their use is sensible and for the intended purpose. Inappropriate use of aerosols will lead to confiscation.

Bathrooms

All bathrooms must be kept clean and tidy and must not be used for cleaning Duke of Edinburgh equipment or PE kit. Newspapers, paper towels, sanitary towels, and large quantities of toilet paper must not be flushed down the toilet.

Bathrobes

As bathrooms in Parc House are shared and staff and other students can be in corridors, it is suggested that Parc House boarders have a bathrobe/dressing gown to move between bedrooms and the bathroom. These can be purchased once in the UK.

Banking

We will help as best we can, all Tenby House boarders to open a bank account. They will normally issue a debit card linked to the bank account. If opening an account is not possible (Parc House boarders), the school can hold onto money and issue it weekly/monthly as requested by parents.

Bicycles

Llanelli has many cycle routes and the surrounding area is great for bike rides. We organise occasional bike rides along the Llanelli Coastal Path (hired bikes), but unfortunately, we cannot store bikes (peddle or battery powered) on campus or in student rooms.



British Values

All boarding schools are required to promote British values, defined as: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. A caring and respectful boarding house is the very best model for future citizenship. A boarding school must assist in the preparation for a world that is larger and more complex than any child knows.

Bullying

A copy of the Countering Bullying policy is available for you to read on the school website. We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help you deal with conflict situations in a positive way. Please remember there is always someone to talk to – see ‘**Procedure for students raising issues of concern**’ section. Never suffer in silence.

Caffeine

Caffeine is limited to tea and coffee. Any additional sources of caffeine are not allowed in the House. This includes items such as Pro-Plus and energy drinks.

CCTV

We have CCTV cameras in common areas throughout all boarding houses. We also have portable motion activated cameras that can be placed in areas where problems have been identified. These cameras are regularly monitored and any interference with these systems will be treated very seriously by the school.



Chewing gum

This is forbidden in all boarding houses and in school. Please do not bring it in or buy it when here.

Child Protection

At St. Michael’s School, Safeguarding of Children is of paramount importance. Any visitors must be signed into school via the school reception. Any visitor on site should wear a visitor badge. Likewise in the Boarding House, all visitors should be signed in by an adult, AND accompanied at all times. If you see any ‘strangers’, please report them immediately to an adult on duty.

There are four areas of abuse:

- Physical
- Emotional
- Neglect
- Sexual

Any pupil who has concerns in any of these areas should speak to someone. A full copy of the ‘**Safeguarding and Child Protection Policy**’ can be found on the school’s website.

Communication with your Child

There is a postal delivery to the school each morning. Post will then be taken to each house at least once per week. Students will always be asked to open parcels and packages in front of boarding staff.

The school network can be used for messaging, video calls and emailing. Students who have agreed to the ‘Acceptable User Policy’ can access the school network. In emergencies, parents can get in touch with their child by calling the House directly.

Consideration for Others

It is important that students are considerate to those around them. Noise is forbidden at prep times and should always be kept to a level acceptable to those living close by. Personal property should never be interfered with without the owner's permission. Each pupil should have their own private space and this space should be respected.

Driving Instructors

If you are using a driving instructor to learn to drive whilst in the boarding house, they must be DBS cleared and the office must have their records in our database. The Head of Boarding must know when and where lessons take place if they originate from the boarding house.



Electrical items

With the exception of a hairdryer, straighteners and laptop, no electrical items can be kept in student rooms, in particular those with a **heating element – kettles, toasters, electric blankets/warmers, rice cookers, room heaters etc.** These items pose a significant fire risk. All electrical items are normally tested professionally at the start of each academic year.

End of Term

At the end of term it is important that you pack your personal items away as directed by the Head of Boarding so that deep cleaning can take place.

Holiday dates are published well in advance and you should make travel arrangements to coincide with these dates and inform the Head of Boarding of these details as soon as they are booked. Talk to each other and try where possible to get on the same flights to minimise your transport costs to and from the airport.

Permission must be obtained from the Headmaster if there is to be any change from the stated term times and dates given on the Calendar.

One reasonable sized box/suitcase and two small boxes can be stored in boarding as long as they are clearly named and neatly packed – see section on 'Luggage and packing'.

Please remember that your room may be used by others during the half-term holiday. It is important that you either store your personal possessions in your wardrobe, or if you want more security, in the locked storage room.

Exeats

There are no compulsory exeats at St. Michael's and students are welcome to stay on campus all term including the half-term holidays if they so wish. Students who do wish to travel off campus for the weekend or during a half-term holiday, must complete an 'Exeat Authorisation Request Form' (see copy in Appendix). Parents need to give permission for any overnight stays off-campus.



Extra-Curricular Activities

There is a programme of clubs on offer for you to participate in at lunchtimes and afterschool. An activities list is posted in each boarding house at the start of each term. It is expected that boarders make full use of the opportunities available to them.

Exercise

We encourage all boarders to exercise regularly. There are plenty of walks and running routes in the local area but we ask that students exercise in pairs where possible. This includes activities like basketball which may be unsupervised and offers a degree of protection if a student suffers an accident. Parents must give written permission for their child to exercise alone and to use a pedal bike on local roads.



Fire

It is strictly forbidden to use any product such as matches, lighters, candles, incense sticks or aromatherapy burners in any boarding house, which all involve naked flames, because of the potential danger of fire. Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm and we would prefer that you do not bring aerosols into school. Any tampering with or damage to the fire alarm system will be dealt with as a serious disciplinary matter. The person discovering a fire will operate the nearest alarm. On hearing the alarm:

At night

- Vacate your room immediately making sure everyone is awake.
- Take NOTHING but a pair of slippers or shoes and a dressing gown.
- Leave your room in silence, closing the door behind you.
- You should NOT run but walk quickly and in silence.
- Wait in silence at the assembly point (school field). You are NOT to talk and must remain in position until dismissed by a member of staff.

During the day

- DO NOT stop to collect personal belongings.
- Act quickly and quietly.
- DO NOT attempt to pass others on your way to the place of assembly.
- THE PLACE OF ASSEMBLY is on the school field (Tenby House) and the car park (Parc House) where you will see the 'Assembly Point' sign.

It is in your own best interest to familiarise yourself with the escape routes available from all locations within the House.

Flasks

For health and safety and hygiene reasons, flasks with lids must be used to take drinks into bedrooms. No open drinks permitted in any areas other than common rooms.

Friends

Boarders may not invite anyone who is not a member of the House into their boarding house unless they have permission from the House staff. Non-boarding friends must not enter individual rooms and may only use the common area with permission of the House staff. It goes without saying that members of the opposite sex should not be in an area not designated to them!

Food deliveries

Our catering team provide three nutritious meals per day and both Parc and Tenby House are well stocked with snacks that boarders are able to access throughout the day. You may want to pack some treats for your child when they return to boarding after each holiday, but there is no need to have large quantities of food delivered and we will request you to stop if we believe that volumes of personal snacks are becoming excessive.

Health

The medical room is situated on the ground floor of Tenby House. Students who are unwell can use this room if they require isolation from the rest of the house or are unwell during the school day (if Tenby House is not staffed they will be sent to the Administration Office which also has a medical room). Parc House students who are unwell are transferred to Tenby House or the Administration Office if they need to be absent from school.

Students who are feeling unwell during the school day are usually not permitted to stay in their room - they must go to the medical room and only return when told to do so.

Bouts of vomiting and diarrhoea will result in a minimum 48-hour absence from school and due to the risk of infection in a boarding context, may result in 'quarantine' measures being put in place. Seasonal norovirus is on the rise and excellent hand washing and hygiene practice is encouraged to minimise the risk.

If you feel unwell outside of day school hours, you must inform the House staff on duty as soon as possible.

NO MEDICINE SHOULD BE KEPT BY PUPILS OR SELF ADMINISTERED

Heat pads

We ask that anyone using hairdryers and hair straighteners in particular purchase a protective heat pad to reduce the risk of scorching furniture and fire. These can be purchased once in the UK.

Homesickness

Although rare at St. Michael's, some students will suffer with homesickness. Homesickness occurs most frequently at the start of the academic year and in the weeks following the Christmas holidays. Fortunately, it is usually a short-term issue. Symptoms of homesickness include:

- a disturbed sleeping pattern
- feeling angry, nauseous, nervous or sad
- feeling isolated, lonely or withdrawn
- feeling overwhelmed, insecure, anxious or panicky
- feelings of low self-esteem or self-worth
- headaches
- a lack of appetite or concentration.

It is perfectly normal for students to miss familiar surroundings and struggle to adapt to new ones - feeling homesick isn't a weakness or something to be embarrassed about. The most effective way to beat homesickness is immersion in boarding life, even though this can be daunting at first. Exercising, eating well and regulating sleeping patterns are also essential. In addition, it is important that students manage their relationship with home. Regular contact with friends and family is important, but at the same time students need to give themselves space to focus on their new life. Constant phone calls or social media messaging will exacerbate negative feelings. Speak to staff if you are worried about homesickness.



House Meetings

In both Parc and Tenby House there is a daily briefing after dinner. Students living in the cottage and farm are expected to attend the Tenby House meetings on time.

Illegal Substances

The possession or use of illegal substances is forbidden at St. Michael's and parents and pupils are directed to the school policy on this matter.

Illness

Don't suffer in silence. Tell a member of staff if you feel ill.

Keys and key fobs (Tenby House)

These are expensive to replace and parents will be charged if they are misplaced. If you lose your keyfob, please report it immediately to a member of staff

Kitchens

The kitchen is a common area for all to use. There are microwaves, fridges, toasters and kettles for you to use. Pupils must tidy up the kitchens after themselves – it is not someone else's job. Students may have a small quantity of personal food but must still attend all meals.

Students must store food in the fridges (labelled and dated) and cupboards provided, only small quantities of dry snacks are permitted in student rooms.

Students must take into account food hygiene and health and safety when using the kitchen.

Laptops

These are allowed in boarding houses. If you are found to be abusing the privilege of having a laptop i.e. by watching unsuitable films or watching films/gaming at the wrong time, it can be confiscated by the House staff. Laptops should be used sensibly and appropriately.

- You must sign the Acceptable User Policy.
- You must take into account E-Safety.
- You must ensure you have adequate Anti-Virus protection.

Laundry

Students are allocated up to two washing pods per week or two tokens for the coin operated machines. There are tumble dryers in both houses and washing machines and tumble dryers in both the farm and cottage accommodation. Students are responsible for washing their own personal clothes and will receive guidance during the first week of term. Shoes and other large items must not be washed or dried in our machines.

See 'Laundry' section

Lights Out

No-one should leave their room after lights out, unless for a medical matter or emergency.



Meals

All meals are taken in the school dining room (Tenby House) and common room (Parc House) under supervision. Pupils must attend ALL meals as they also serve as a registration opportunity for staff. Snacks are available at certain times during the evening and over the weekend.

Courtesy to staff and good table manners are expected at all times. Electronic devices and headphones **must not** be used during mealtimes and we ask that all hats and hoodies are removed during this time.

Medicines

All parents and students **MUST** inform the Head of Boarding of any prescribed or over-the counter medication they may have in their possession (**this includes foreign medication – which must be translated**). This can then be recorded and a decision can be made on appropriate storage and method of administration. The active ingredients/substances of foreign medications would have to be identified by a GP before a decision could be made on their suitability to be used. Each house keeps stock of Paracetamol, Ibuprofen, cough sweets etc – please ask if you need some.

Missing students

Although highly unlikely, if a boarder suspects that a housemate has gone missing during the school day, evening, or weekend, they must inform any member of school or boarding staff immediately.

Mobile/Cell Phones

Mobile phones are allowed, but you should not disturb others. It is school policy for them not to be used during the teaching day unless permission is given. If you are found to be using them at inappropriate times or abusing the privilege your phone will be confiscated for a designated length of time.



Money

Pupils must take responsibility for looking after any money they have with them in school. They should hand in any significant amounts to the Head of Boarding for safe keeping. General spending money should be kept securely in your room safe.

Name Labels

ALL items of school uniform should be clearly named preferably using sew-on/iron on labels or stickers (for identification with regard to your laundry). **This is particularly important for shirts at Parc House.**

Netflix and appropriate content controls

The school has a Netflix, Amazon Prime, and Disney + account in both Parc and Tenby Houses. These accounts are limited to content aged 15 and below. We cannot monitor what students watch on their devices using their personal data packages in their own rooms, so parents are encouraged to add their own content restrictions to Apple/Android devices to limit what can be viewed. **This is particularly important for our younger students in Parc House and as a parent I strongly recommend apps such as 'Family Link' for Android devices or setting up parent controls through Screen Time on Apple devices.** Please ask for help if you are unsure how to do this.

Offensive Weapons

It is not permissible to bring offensive weapons of any sort to school, including firearms, fireworks and all forms of knives. Any such items required for the Duke of Edinburgh's Award must be handed to boarding staff for safe keeping.

Outdoors

Students are welcome to use the sports field and Prep yard (Tenby House) and outdoor space (Parc House) after school, during the evenings and weekends, if they are not being used by other clubs/staff. Students must ask for permission and use the sign-in/out sheets if leaving the school grounds for any reason.

Outdoors shoes

To keep our living area as clean as possible, we do not allow boarders to wear school/outdoor shoes and trainers in either boarding house. They are asked to take them off in the entrance and change into their 'indoor' shoes/slippers. Please ensure that your child has a pair of slippers or flipflops at the start of the year. **We do not allow students to walk around either house bare footed or in socks.**



Packing list

Pack light – personal clothes, toiletries, a few home comforts and a small quantity of snacks are all that you need to bring to boarding. School uniform will either be in your room on arrival or can be collected before school starts. You will need to bring with you or buy soon after arriving, **white school shirts and plain black leather school shoes**. It is strongly recommended that Parc House boarders bring with them or buy soon after arriving, a dressing gown that can be worn between the shower rooms and their bedroom. **Please refer to 'The Next Step' guide for more information.**

Passports and Tickets

Travel documents (passports and BRP cards) must be handed to the House staff when you first arrive and when you return to school after each holiday. Parents or guardians are responsible for the purchase of tickets and the organisation of visas and other travel documents, **including any visa required for overseas school trips.**

Personal Hygiene

You are expected to shower at least once per day. It is also an expectation that you clean your teeth twice daily as a minimum. Staff will intervene where appropriate to ensure that you practice a healthy lifestyle. You are expected to change out of your school uniform into casual clothes when you return from school.

Phone calls

Please keep in touch with parents, relatives and friends at home. Phone calls should not be made or taken late at night or early in the morning – be considerate to those living around you. Please also do not make phone calls in the common areas.

Pocket Money and Valuables

All pupils have a wardrobe safe. You can keep any expensive possessions and money in these although we strongly recommend that money and valuables be handed to the Head of Boarding for safe keeping (never keep more money with you than you are prepared to lose). You are encouraged to bring back as few valuable items as possible. You should not leave valuables/money lying around. Valuable items should be insured.

Prep (evening study)

Prep is held at 19:00 in both Parc and Tenby House. Prep is time for work and no leave requests are permitted during this time unless arranged with the Head of Boarding.

Prevent

A boarding school should protect children from the risk of radicalisation just as it protects children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. We also hope to build pupils' resilience to radicalisation by promoting fundamental British values and enabling pupils to challenge extremist views. Pupils are encouraged to debate controversial issues in a safe environment.



Protein shakes/supplements/bars

Individual shakes and bars can be consumed in small quantities, but supplements and powder to make up protein drinks are not permitted.

Reading

We are a school that loves reading. Please ensure that you have a book ready for 15 minutes of reading before lights out daily – there is lots of research about the negative effects of screens before bedtime. Llanelli has a public library and visits can be arranged if students wish to borrow books. Students are encouraged to suggest titles for our small Tenby House/Parc House libraries.

Religious Observance

Please let the boarding house know if you would like information on local places of worship. These are displayed in each common room. Pupils are responsible for making their own journeys to and from places of worship (under the age-appropriate guidelines described earlier).

Rooms

Bedrooms must be tidied before school each day with nothing cluttering the floor. No beds or study furniture may be moved without permission and any damage must be reported immediately to the member of staff on duty. No furniture or electrical equipment may be put in rooms without permission, this is to ensure they pass safety checks. Damage to rooms is the responsibility of the occupier – your parents will be billed accordingly. Posters must not be indecent and may only be put up on the pin boards provided - no nails or tacks may be used except on the pin board. No pupil may enter another's room without the permission of the occupant.

Room Checks

There are daily and weekly room inspections. Keep your rooms tidy and please assist the cleaning staff to do their jobs effectively. Beds and rooms must be tidied before school each day.

Please remember that the Head of Boarding/houseparent's can also search your room if we believe that there are items in the room that shouldn't be there. These searches will normally be done with another member of staff present and where possible, the student involved.

Running

It is important to exercise and we encourage students to go for runs, but please follow these simple instructions:

- Run with someone else or in a group
- Take your mobile phone with you
- Sign out with your route destination (not just 'run') so we know where you have gone in case of accidents.
- Avoid crossing too many roads
- Run when it is light and wear 'visible' clothing especially during the winter months
-

Skateboards/scooters

These are not prohibited, but we insist that helmets as a minimum must be worn when using them. Ideally students should have elbow and knee protection also. Broken bones result in difficulties moving around campus, a significant loss of lesson time, and considerable expense travelling to and from hospital appointments.

Security

The boarding house is locked day and night for your safety and security. Entry is by key fob readers in Tenby House and as such no door should be wedged open overnight. Please close doors behind you. Please shut windows after use.

DO NOT LET STRANGERS INTO OUR HOUSE. This includes delivery drivers and potential parents whom you don't know. Alert a member of staff who will meet, greet and if permitted, let them in.

SIM cards for phones

We have SIM cards here in school when you arrive and there are various packages available from £6-25/month depending on how much data you require. SIM cards can also be purchased at the airport on arrival, but these packages are aimed mainly at tourists.

Shoes

Please remove and store your school and outdoor shoes neatly when entering Parc or Tenby House. All students on arrival to boarding must have some good quality slippers or indoor shoes for wearing around the house.

Signing Out and In

There is a signing out and in sheet in Tenby House. You must fill it in legibly, appropriately and in person, whenever you go off-campus and return - this lets the House Staff know where you are in case of an emergency, such as a fire. When leaving for lessons, please use the magnet board system and move your magnet to the appropriate place when leaving Tenby or Parc House.

Social Media

This is a complicated area of modern society and one in which teenagers need to access safely and then use appropriately. Be safe and think before you post.

Strangers

If you see someone acting odd who you don't know in and around the boarding house, please report it to a member of staff immediately. All visitors should wear a visitor badge for identification.

Study Leave

Study leave arrangements are given by the Head of Boarding before major exam sessions.

Television

There is a smart television in the common room of both boarding houses. We have a subscription to Netflix/Disney+/Prime, but ask that only age appropriate content is shown in the common areas. In Tenby House, content must be suitable for a 15-year-old to watch, in Parc House it must be suitable for an 11-year-old to watch.

Travel

All travel arrangements are the responsibility of parents/guardians. Trunks and suitcases must be stored in the storage room. You must not leave the school premises with anyone else apart from your parents. This means permission needs to be received if you are going to travel with another pupil or another family.

Walking



We are blessed to have beautiful areas to walk close to the school. There will be many opportunities throughout the school year and half-term holidays to get off-campus and experience the outdoors. It is recommended that you bring a pair of walking boots with you or buy some soon after you arrive.

Work

Obviously, work is a crucial part of your time at school. Although we want you to have fun and feel at home whilst you are in boarding it is very important that you feel relaxed here too. It is also important that you work hard and achieve the very best you can academically. We are very proud of our boarders' academic achievements and successes, and we work very hard as a boarding team to ensure that you do well academically. This includes: supervising your prep, liaising with teaching staff about any problems, concerns or issues you may have, keeping in close contact with your parents about your academic progress and, occasionally, imposing sanctions (like restricted device time), if we feel that you are not working hard enough. As with everything else, we really want you to do well and we want to work with you and your parents as a team, to ensure you do the very best you can. Your future is in your hands!



Appendix



St. Michael's School
Senior & Sixth Form • Prep & Pre-Prep

Exeat Authorisation Request Form

If you would like to leave boarding for an overnight stay, weekend away, or to attend a function, please complete this form and hand in to the Head of Boarding 72 hours (3 days) before your departure.

PLEASE WRITE CLEARLY AND FILL IN ALL SECTIONS FULLY

Your details:									
First name				Family name					
Date of birth				Age					
Phone number									
Details of exeat:									
Reason for exeat				Destination address					
Leaving date and time	D /M /2020			Return date	D /M /2020				
	Day	M	Tu		W	Th	F	Sa	Su
	Time (24h)				:	Time (24h)			:
Leaving transport type (bus/train/taxi)	Type				Return transport type (bus/train/taxi)	Type			
	Time	(24h)	:			Time	(24h)	:	
If taxi required (time/origin/destination)	From				If taxi required (time/origin/destination)	From			
	To					To			
Parent/Guardian Authorisation:									
Approved	Yes	No		By whom:					
Conditions				Staff/Parent/Guardian signature					
School Authorisation (for any leave that includes lesson time):									
Approved	Yes	No	NA	By whom:					
Conditions				Staff signature					
Head of Boarding Approval:									
Approved	Yes	No		Signed and date					
Recorded in logbook	Yes	No		Taxi's booked	Yes No NA				
Student declaration: I agree to abide by the exeat rules and regulations and will inform a member of boarding staff if any of these detail change throughout my absence:									
Student signature and date	Signed:			Date:					



St. Michael's School
Senior & Sixth Form • Prep & Pre-Prep

Day/Evening leave form

Please complete this form at least 24 hours before you need to leave. Thank you

Student name/s and year group			
Date and day leaving campus:			
Where are you going? Who will you be with? What will you be doing?			
Time you will leave (24h):			
Time you will be back (24h):			
Transport type (circle):	Walk	Private Car	Taxi Bus Train
Transport details:			
I will need a taxi booked from:	From:	At:	To:
I will need a taxi booked from:	From:	At:	To:
I will be having lunch in school	Yes		No
I will be having dinner in school	Yes		No
Request approved (staff):	Parent/Guardian permission/s		Staff signature and date
	Yes	No NA	
Recorded in logbook:	Taxi's booked:		
	Yes	No NA	Yes No NA

Any day/evening trips to Swansea or further afield will need parent/guardian permission. Please ask them to email boarding@stmikes.co.uk to approve this before submitting this form.

Please leave your phone on at all times and make sure that you have the Boarding Office phone number stored in your phone (01554 823 156)

Thank you



Activity Consent Form

Consent form for school trips and other off-site activities

The purpose of this form is to reduce the need for you as parents/guardians to give written approval each time your child is involved in a school/boarding activity. Please be aware that all activities are fully risk-assessed and adequately staffed. We will of course contact parents for activity approval if there are any additional costs involved.

Please sign and date the form below if you are happy for your child _____

- a) To take part in school trips and other activities that take place on and off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time (activities where a waiver would usually be signed by parents e.g. go-karting)
 - off-site sporting fixtures during and outside of the school day (including supervised swimming)
 - transportation to and from locations in school provided transport or staff cars (covered by school insurance)
 - For students over the age of 16, unaccompanied day visits/evenings in local towns/cities e.g. Swansea, Cardiff, Carmarthen. *Students recommended to travel in groups*
 - For students in Year 10 – occasional weekend visits unaccompanied to various locations within Llanelli. *Students recommended to travel in groups*

Please consent individually to the following (tick where applicable):

- Overnight stays with friends who are also students of St. Michael's School
- Permission to travel in cars belonging to friends who are also students of St. Michael's School

(The School does not collect information on day student eligibility to drive motor vehicles nor can we ensure that overnight stays with friends will not involve students from other schools.)

Written parental consent **will not** be requested from you for the majority of on-site and off-site activities or age appropriate unaccompanied evenings out or short exeat.

You have submitted medical information to the school as part of the application process, but please complete the medical information section below if there is any additional information that we should be aware of.

Medical information

Details of any medical condition that my child _____ suffers from and any medication my child should take during off-site visits:

Signed..... Date.....