

Beaumaris Hall



Senior Boarding Handbook for Pupils & Parents 2025 - 26

Boarding Statement

Boarding – a safe, caring, and considerate community where pupils and staff support each other in order to bring out the very best in the individual.

State boarding has been described as education's best kept secret. Yet at Haberdashers' Adams, it is by no means a secret that we believe boarding provides the best opportunity for pupils to reach their various aspirations. Our core purpose, "...to inspire academic excellence, nurture personal growth, and develop kind, principled individuals equipped to embrace the challenges and opportunities of the 21st century through a first-class, holistic education....." comes alive in the boarding community.

Within both prep time and free time boarders are expected, and encouraged, to engage fully with their individual academic responsibility. The boarding house provides support in this respect, through advice from staff of varying academic disciplines, but also through peer mentoring and the spirit of mutual support that enables our best pupils to share and advise others, and those needing support to receive it.

Our boarders are interesting people, growing in independence; the structure and routine enables them to prioritise sensibly and focus on academic excellence, but it also provides opportunities for them to use their own time in a useful way. Through their tutor groups, the activities they take part in and their positive relationships with staff, they develop friendships that last a lifetime. Whether it is calling in to chat to matron, or discussing sporting, artistic or academic matters with each other, our boarders are able to express their individuality and yet simultaneously understand the importance of operating within a co-operative, inclusive, community.

Daniel Biggins

Headteacher

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Welcome to Senior Boarding at Haberdashers' Adams and our home in Beaumaris Hall. For some of you Senior Boarding will be the next step in your journey through Adams and you will have experienced and benefited from your time in Junior Boarding at Longford. For others this will be your first experience of life at Adams and may indeed be your first experience of boarding. Whichever the case and wherever you come from we hope that you will enjoy your time with us and that you will take full advantage of everything that both the school and boarding has to offer you.

This booklet is intended for parents and students alike and contains all the relevant information you will need about life in Senior Boarding and what you can expect as you start your journey with us. Please take the time to read through it and familiarise yourself with the content so that you are better prepared for what will happen at the start of term and you are fully equipped with everything that you will need.

Senior Boarding is all about preparing and supporting our pupils for their GCSEs and A-levels and for life after secondary education, whether that is University, a career or apprenticeship. In order to do this, we encourage students to mature, develop a sense of responsibility and self-discipline, as well as learning key life skills which they will need when they leave us. We provide a safe, caring, and structured environment in which they can do this. Rules are there for their safety and protection and we hope that parents and pupils alike will recognise this.

As Head of Senior Boarding, my role is to be responsible for the academic, pastoral progress and safeguarding of every pupil under my care. I am supported by a team of Duty Tutors and Matrons and together we work very closely with the pupils to ensure they all have the support and encouragement to maximise opportunities, develop interests and abilities and enjoy their time with us.

I hope that you find this handbook useful and if I can be of any help, please feel free to contact me. I look forward to welcoming you to Senior Boarding in the near future.

Bhalraj Chima

Head of Senior Boarding (HOB / Housemaster) and Physics Teacher

Principles and Aims of Boarding at Adams

- You will learn to live in a community and respect everyone else in that community. We aim to live in a ***caring and considerate community***.
- You will be proud to be a member of that community.
- You will do your best to make academic progress.
- You will always be listened to and cared for.
- You will enjoy boarding and school life.
- You will develop strong life-long friendship groups.
- You will develop life skills.
- You will maximise the opportunities available to you both in school and in boarding.
- You will be self- disciplined, self- motivated, and responsible.
- You will have fun and enjoy your time with us, taking with you many happy memories.

Boarding staff

Head of Senior Boarding / Housemaster	Bhalraj Chima*	Physics teacher
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Residential Matron / housekeeper	Rebecca Roden*
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Boarding tutors	James Steel**	Head of Physics
	Eric Coyle**	Head of Art
	Neil Young*	Physics Teacher and Technician
	Joshua Barrow**	History teacher
	Ellie Delaney	School support team
	Rob Homden	Physics and Chemistry teacher
	Andy Garrett	School support team

Matrons	Julie Copsey
	Susan Dale
	Sarah Flanagan
	Sarah Moreton

Housekeeping staff	Wayne Coman
	Andrea Stevens
	Fah Brindley
	Grania Mythen
	Donna Vernon

*Residential

** Residential when on shift.

The Matron Team

We have four matrons in senior boarding. Mrs Roden is the Residential matron and lives next to the main school site. Mrs Copsey, Mrs Dale and Mrs Flanagan are on a rota and cover weekdays during the day and Mrs Flanagan is on duty during the day at weekends. All the matrons are fully qualified First Aiders.

The matrons will help with health and welfare issues such as daily medication, first aid treatment or appointments for the Doctor and/or Hospital. They also co-ordinate laundry requirements and look after the daily running of the house. All pupils are registered with our local Doctor's surgery. If a boarder needs to go to hospital, a matron will accompany them.

There is always a matron around the house from first thing in the morning until bedtime. The Residential Matron is also available overnight should a pupil become poorly during the night.

When you arrive at Senior Boarding it is important that you discuss any medication you require or are taking with the matron. They will keep a confidential record of any health issues in the sick bay. Medication must not be left lying around in rooms. Boarders are responsible for the safe storage of their medication and agree not to share it with others. Safe storage means keeping medication in a secure, personal space. Matrons are also there if a boarder would like a chat or are experiencing any problems.

The Boarding tutors

There are 7 boarding tutors in senior boarding who are mostly teachers or work in the school. They each do one or two evenings per week plus a day at the weekend on a rota basis.

The duty tutors are in charge of the boarding house from 3:45pm (end of school) through to breakfast the following day. They must know where all the students are at any time, take registers at mealtimes, prep, and bedtime; they supervise prep and will supervise activities.

The housemaster and the boarding tutors will decide on suitable sanctions for common misdemeanours. These include, but not limited to, removing electronic devices, sending you to your own bedroom, gated (remain inside the boarding house after school and/or weekends), sixth form not allowed back to the house during school day and reflection period.

They can also assist with homework or extra mentoring in their subject. If leaving the boarding house for any reason after 6pm a student must sign out in person with the Duty Tutor and inform them of where they are going and when they will be back.

Like Matron they are also available to help with any problems or just to have a chat. Whenever they are on Duty, they will have with them the Duty Mobile. This number can be used by parents or students when needing to contact a person in charge.

The contact number is: **07947995455**.



**Haberdashers' Adams
SENIOR BOARDING FRONT TEAM
2025-2026**



<i>Neason Tai</i>	<i>Marcus Batra</i>	<i>Joshua Lawal</i>	<i>Evan Cheung</i>
School Owen	Roddam	Beaumaris	Picken
House Captain	House Captain	House Captain	House Captain
<i>John Baguley</i>	<i>Norton Mo</i>	<i>Mr B. Chima</i>	<i>Alistair Darnell</i>
Deputy Boarding Captain	Boarding Captain	Boarding House Master	Deputy Boarding Captain

Senior Boarding Prefects

Prefects are selected at the end of the spring term whilst the boys are in lower sixth and will begin their roles following the summer half term.

The aim of the prefect system is two-fold: initially it's used to encourage the sixth form boys to develop responsibility and a sense of involvement and real input into the running of the boarding house. Secondly, prefects should aid the smooth running of the house by fulfilling their responsibilities and helping the duty tutor where appropriate.

Prefects have a number of responsibilities. Above all, they set the tone in the house. They need to be prepared to lead by example.

The **criteria** used for selecting those prefects are listed below - prefects should be role models in every respect:

- * Academic: you should be working to your full potential.
- * Behaviour: impeccable.
- * Be able to treat other boarders with respect.
- * Have excellent manners when interacting with staff and peers.
- * Be able to stop and report any damage being done to the House.
- * Display pride in belonging to the boarding community.

Prefects have no right to issue punishments. If they feel someone is behaving inappropriately, they should report it to a member of staff.

Although there are a limited number of key prefect roles, all the other Upper sixth are expected to act as role models as well.

Your accommodation



All pupils (except for the boarding captain) will be sharing a room. Most rooms have double occupancy and there are a few triple occupancy rooms.

Each person in the room will have a single bed, bedside cabinet, chest of drawers, wardrobe, shoe rack and under-bed storage. They will also have a desk with bookshelves and drawers.



A lockable draw is provided for each boy to put away any valuables. Please note that there is a £10 deposit for the key to the lockable draw.

Every room is ensuite, so they have their own toilet, sink and shower. These are cleaned every day during the weekdays, but **it is the responsibility of each boy to take his dirty laundry down to the designated laundry areas/hampers**. Please notify matron if you have dirty and wet items to wash.

Hot food and drinks, apart from water, are not allowed in the rooms.

Balls and fitness equipment should not be in or used in bedrooms or corridors.

The boarders are expected to keep their rooms tidy and their items stored away neatly. For example, in the wardrobe, we expect the layout to resemble something similar to the picture displayed on the left. Regular inspections of their bedrooms will take place

Any damage to the room, furniture or bathroom will be split between the pupils sharing the room and charged to parents. An inventory will be issued and signed upon arrival to the hall and any missing items at the end of your stay, will be charged to parents.

Laundry



All items for laundry should be sorted and put into the appropriate bags at the bottom of the stairwells. Laundry is collected from the boarding house on a Monday, Wednesday and Friday morning and returned to us on the next pick-up day i.e., laundry is picked up on a Monday and returned on a Wednesday, picked up on a Wednesday and returned on a Friday etc. Any emergency laundry can be done in-house such as PE kit.... etc. Clean items should be picked up from the laundry room and put away in your rooms.

Illness – what to do when unwell?

If you become unwell, matron may arrange for you to see the GP in Newport. You may also be moved to sick bay depending on the nature of your illness, or in another isolated room. For example, if you are deemed too ill to go to school or you have a sickness bug or mobility issues that mean you can't easily use the stairs.

When a matron is on duty, you will usually find them in the sick bay office during the daytime. After 10.30pm, **if you are unwell during the night**, you can contact the Duty phone number, House master or Residential Matron on their boarding numbers located on the last page of this booklet. The house master can also be reached by knocking on his front door of his flat, inside the house. The residential matron or the house master will attend to you during the night. In addition to this, on a Friday and Saturday night, this may also be another member of boarding staff.

What to Bring

You will have received information about what uniform and PE kit you would need to bring. However, please make sure you have at least 5 white shirts, a spare pair of black trousers, underwear and socks and shoes. In the winter you may also want a jumper and rainproof outer garment.

Please note: - ALL clothing, uniform and bedding MUST be named, otherwise your items will get lost in the off-site laundry and it may be difficult to retrieve.

Other items you will need to bring:

- Casual clothes for the evenings and weekends.
- Equipment for activities such as swimming trunks, suitable hiking shoes or boots, waterproof jacket, walking daysack, water bottle...etc.
- Any musical instruments if you are having music lessons. (There are 2 pianos in the house to practice on).
- Any laptops or tablets, but only **one** mobile phone device. You are responsible for your electronic devices. **Any additional (more than one) mobile phone devices will be confiscated and returned to you at the end of the year.**
NB: you are not permitted to use a gaming console in your room. However, you can use this with the communal TVs in the common room.
- Posters, pictures, or personal belongings to personalise your space.
NB: Please speak to housemaster or matron, before placing anything on the wall (including blu-tac and sticky tape) and any damage made to the wall will be charged to you.
- Toiletries including toothpaste, toothbrush, soap, shampoo and shower gel, deodorant, and shaving kit.
- Any medication you take in its correct box with prescription label. This should be discussed with the housemaster and matron when you arrive.
- Nightwear, slippers, and dressing gown.
- Towels – 2x bath towels, 2x hand towels and 2x face cloths.
- Bedding to include 1x **single** duvet, 2x duvet covers, 1 or 2 Pillows, 2 pillowcases, 2x fitted **single** sheets.
*NB: **Please do not bring double duvets.** We do have a stock of brand-new hotel quality bedding sets available for purchase if you prefer. Cost £50 for a duvet, one sets of bed linen, pillow and 2 fitted sheets. Please contact us in advance, if you require one of these and we will have them ready for you on arrival.*
- Shoe polishing kit.
- **Personal kitchen appliances are not permitted in bedrooms;** however, if you do bring them, these will be stored in the communal kitchen or pantry.

Weekday Routine

0805 - 0820	Leave the house, ready for school and breakfast. Year 10 arrive by 0810, Year 11 arrive by 0815 and Sixth form by 0820, in the canteen.	Pupils are to get themselves up and dressed ready for school and to attend the canteen for breakfast. <i><u>NB: If you are unwell in the morning, you must send a message to the duty phone before 8am. Then see the matron at 8am.</u></i>
0855 - 1545	The school day	Morning registration in the school is at 8:55am. The matrons and housekeepers will be performing their duties in the morning. Therefore, boarders are not allowed to return until 11:20am.
1545 - 1715	Free time (only sixth form are allowed to use the kitchen)	Boarders return to house, change out of uniform, and have free time until announcements.
1715 - 1730	Announcements	Daily briefing by the duty tutor and housemaster.
1730 - 1805	Teatime	Served in the canteen.
1815 – 2015	Prep time	Sixth form are to do prep in their own rooms. Year 10 and 11 attend the prep rooms, which is in the Maths block classrooms, in school. Both areas are supervised by duty tutors. For anyone on this sanction, in the prep room.
After Prep	Reflection period	
2015 - 2230	Free time	Supper is served from 2030 – 2145. The sports hall in the school is available for use. Pupils must speak to the duty tutor or housemaster if they wish to leave the house for town and use the SISO system as appropriate. On school nights, pupils are to be back in the house by 2130 and no later.
2115	Sports hall is closed.	
2130	Year 10 hand in their phones to the duty office. No more cooking allowed in the kitchen.	
2145	Kitchen duty takes place. There is a kitchen duty rota that all students must follow.	
2200	Year 10 get ready for bed. The use of the kitchen will be restricted. Year 11 must hand in their phones to the duty office.	
2215	Year 10 – Lights out. Year 11 get ready for bed.	
2230 (School nights, which includes Sunday night)	Year 11 – Lights out. Sixth form – in their own rooms.	

Weekend Routine

0930	Breakfast	All meals on the weekend are served in the canteen and attendance is compulsory.
1030 - 1230	Prep time (Sunday only)	
1330	Lunch	Between mealtimes, students have free time and may visit the town depending on their status.
1730	Teatime	
2100	Sports hall is closed	You must ask permission from the duty tutor or housemaster each time you leave the house.
2300	Year 10 and 11 get ready for bed.	
2315 (Friday and Saturday nights only).	Year 10 and 11 – Lights out. Sixth form – in their own rooms.	Prep time is on Sunday only.
		There will be a variety of activities and trips on offer for you to take part in.



Other general routines and leave arrangements

Senior boarders enjoy a great deal of freedom and privilege so long as they adhere to a few simple rules:

- Always sign in and out (SISO) of the building correctly.
- Tell the Duty Tutor where they are going and for how long.
- Make sure they have the Duty mobile number on their phones so that they can contact us in case of emergencies.
- Be respectful and helpful towards staff.
- Make sure your bed is made and your clothes are stored away and tidy.
- Work hard and place a lot of effort during your lessons.

We need to know for safety, staffing, and catering reasons what and who we will have in boarding at any one time. Some pupils are full-time boarders, and some are here on school days but go home during the weekend. This can make things a little difficult when trying to plan activities ...etc.

Therefore, we ask parents and pupils to tell us what they plan to be their “normal” schedule. For example, Pupil A will go home normally on a Friday evening after school and return Sunday evening after 6pm; Pupil B will go home on a Friday but come back on a Monday morning in time for school; Pupil C will go home on a Friday come back on a Sunday but with special permission, go home on a Wednesday evening and return on the Thursday morning. If we know the “normal” then we only need to be informed of any changes to that rather than telling us the schedule every week. Changes and alterations to plans should be **notified to the Housemaster at least 48 hours in advance**.

Every half-term there is an EXEAT weekend. This is to ensure boarders spend some time with their own families and for weekend staff to have a break. Therefore, during the EXEAT weekend the house will be closed from 6pm on the Friday evening and open again on Sunday from 6pm. On the rare occasion the EXEAT may coincide with a bank holiday Monday and the house will open from 6pm on the bank holiday Monday. On the last day of a half-term and the last day of a term, the house will close at 6pm on that evening. In any scenario, upon returning back to the house, we will open at 6pm on the day before school starts and boarders are expected to arrive by 9pm, to ensure they are settled for school on the next day.

Absences from the house **for more than an hour**, require a Boarding Absence Permission (BAP) form to be **completed and submitted 48 hours in advance to the HOB**. This can be given 24 hours in advance, if you are going to Newport or Telford for more than an hour, somewhere where staff can drive to within 20 minutes of the house, and you are returning back to Beaumaris Hall by the end of the day.

Parents are welcome to visit anytime and take their son out for a meal, or an outing but again we ask that you let us know **at least 48 hours in advance** that this is going to happen.

Students sometimes ask to go and stay with friends from school or other boarders for the weekend or overnight. This is allowed on the following conditions:

- We receive an email from your parents, **48 hours in advance** consenting that they accept full responsibility for you during the night and that they have the contact details and address of the host parents for which you will be staying at.
- We receive an email from the hosting family consenting that they accept full responsibility of hosting the pupil, picking him up from boarding and returning him to boarding at the prearranged time. Again, this should be **48 hours in advance**. We would also need contact details for the host family.
- Fully complete a BAP form and submit to the housemaster **48 hours in advance**.

The hosting family needs to be fully aware of the responsibility they are taking on by hosting the student. They should make sure they know of any medical conditions/allergies or other special arrangements required (we cannot give out that information) and they need to know all the relevant emergency contact numbers. They should also be aware of any cultural, religious, or dietary requirements of the student.

PLEASE NOTE: WHEN PUPILS SIGN OUT FOR HOME THEY ARE NO LONGER UNDER OUR CARE. PARENTS AND GUARDIANS ARE RESPONSIBLE FOR THE COLLECTION AND TRANSPORT OF BOARDERS (INCLUDING ARRANGEMENTS FOR INTERNATIONAL PUPILS) AT THE START AND END OF THE SCHOOL TERM AND WHERE THERE IS ANY TEMPORARY ABSENCE FROM BOARDING, SUCH AS THE EXEAT WEEKEND.



Prep

- Prep is a time when homework and additional work to help you make progress is done.
- In Beaumaris this happens between **6.15pm and 8.15pm** each evening.
- Year 10 and 11 do their prep in the designated prep room, which is a classroom on the school site. Except for weekends, where prep is carried out in their own rooms.
*NB: It is the responsibility of the students in the prep room to be ready with all of their books, paper, stationary, electronic devices, chargers... etc, **at the start of announcements.** With at least **a minimum of one textbook** in their possession when they leave the house for the canteen, which follows into prep time in the classroom.*
- Sixth formers do prep in their own rooms and the duty tutors circulates to ensure work is being done. Any abuse of this will mean that the person will be moved to the prep room.
- Academic concerns sent through from school about work not being done will be picked up by their boarding tutor and discussed with the student.
- The duty tutors and housemaster are available in the evenings to help with any problems regarding homework. There may also be additional mentoring sessions available in certain subjects.
- Additionally, we will set up a mentoring programme whereby sixth form boarders will volunteer to help other boarders with their work.

Mobile phones during prep time:

- During prep time, **all phones must be put away**, consistent with classroom rules in school. These may be collected in by the duty tutor at the start of prep.
- If a phone is used without permission, it will be confiscated for the remainder of prep.
- If a boarder has their phone confiscated twice in one week, it will not be returned until the next morning.
- Taking phones to the toilet will result in confiscation.



House and Rewards system

When you join Senior Boarding, you will be allocated to one of three houses:

- Beaumaris
- Roddam
- Picken

These houses are separate from the houses in school and are unique to the boarding house only.

They will form the basis of where you sit at mealtimes, enable us to run inter-house competitions and reward the winning house term. Each house has a House Captain, a deputy house captain and is comprised of a mix of sixth form and lower year groups, so everyone has the opportunity to participate and contribute towards the House's success.

Inter-house competitions are run regularly throughout the terms and both individual and house points are won. You receive points for taking part, coming second or third as well as winning and coming first place. Awarding points for these house competitions will vary between competitions and in some cases, the further you get in the competition will result in more points being awarded.

Additionally, points can also be gained on an individual basis and for the house for a number of other things such as taking save teas and supper back from the canteen, wiping down tables in the canteen, helping out with a task etc.

All the points you earn will contribute to the total points for your house.

At the end of each half-term the winning house is announced, and they receive a free reward. Rewards vary between a takeaway meal, dessert shop, restaurant meal out, a trip. In some cases, individual winners from each house also receive a prize. Anyone from any year can win.

Please note that the house points and rewards system is independent and separate from the status system. The status system determines the privileges that you can have in the house and is based on a completely different set of criteria which measures your own individual performance.

The aim of the house points and rewards system is to promote positive behaviours and attitudes as well as responsibility and team spirit.



Senior Boarding House - Status system

There are many privileges available to you in Senior Boarding. The status system determines the privileges pupils have based on the following criteria:

- **Attitude to learning grade** in school.
- Using the reach app to **sign in and sign out** correctly.
- **Lateness to meals.**
- **Lateness to school.**
- **Bedtime routines**, whether you are in your own room at the right time...etc.
- **Incidents.**
- **Respecting staff and being helpful.**
- **Respecting other students** in the house.
- **Your environment**, for example making your bed, any cups left in rooms and not brought down to the kitchen, clothes folded away neatly in your wardrobe.... etc.
- Any **extra-curricular** activities that you pursue.

These are all monitored by Mr. Chima and staff in the house.

In September, year 10 and year 12 start on the silver status. Year 11 and 13 have already completed at least one year in Beaumaris Hall. Therefore, there will be on a status that reflects the last status review of the previous academic year.

Silver, gold, and platinum is reviewed every half-term.

Bronze and Diamond are reviewed weekly.

Diamond is only available for upper sixth and you must excel in all areas to be considered for this status.

After every review period, you would either stay on the status you are currently on or move up and down by a status level. In extreme cases, you may end up moving down two statuses.

Your boarding tutor will discuss each category with you during your pastoral interviews with them.



Bronze Status – the HOB will review this weekly

- Allowed to leave the house for two hours in total on the weekend, with **prior** agreement with the HOB **and** the duty tutor on shift on that day.
- Friday and Saturday night curfew time is **8:30pm** (you must be in the house).
- Not allowed to submit a BAP form.
- Not allowed to use the sports hall (except for authorised house competitions) but is allowed to use the other house facilities.
- Must return to House at 3:45pm unless involved in organised School/House activities. These need to be confirmed in advance with the HOB.
- Sixth form do prep in the prep room from Monday to Thursday.
- Sixth form hand in mobile phone and any other electronic devices between 10:30pm and 7am on school nights.
- Sixth form are not allowed to return back to the boarding house from breakfast until 3:45pm.

Silver Status

- Allowed to leave the house for 6 hours in total on the weekend, with **prior** agreement with the HOB **and** the duty tutor on shift on that day. Year 10 and 11 will be subject to checking in with staff every two hours.
- Friday and Saturday night curfew time is **9:30pm** (you must be in the house).
- May sign out for town any time after school and before announcements on weekdays.
- Allowed to use the sports hall.
- Sixth form are only allowed to come back to the house during lunchtime on weekdays and after PM registration on Friday afternoon (if you have study periods).

Gold Status

- Allowed to leave the house for 8 hours in total on the weekend, with **prior** agreement with the HOB **and** the duty tutor on shift on that day. Year 10 and 11 will be subject to checking in with staff every two hours.
- Friday and Saturday night curfew time is **9:45pm** (you must be in the house).
- Sixth Form may return to the boarding house after 11:20am on weekdays.
- May sign out to stay the night at a friend's house once a weekend (not both Friday and Saturday) with **prior** agreement with the HOB. You must also have the relevant consent from your parents and the host parents.

Platinum Status

- May sign out for longer than 8 hours at weekends with **prior** agreement with the HOB **and** the duty tutor on shift on that day. Year 10 and 11 will be subject to checking in with staff every two hours.
- Friday and Saturday night curfew time is **10pm** (you must be in the house).
- Year 11 students may work in their own rooms during prep - **depending** on their academic performance in most recent half-term grades and a discussion with the HOB.
- May sign out to stay the night at a friend's house on both Friday and Saturday with **prior** agreement with the HOB. You must also have the relevant consent from your parents and the host parents.
- Once a week, able to miss prep and attend a mid-week cinema trip, meet friends in town or watch special matches on TV with **prior** agreement with the HOB. You must be back in the house by **9:30pm**.

Diamond Status – Only available to Upper Sixth– the HOB will review this weekly

- May sign out for longer than eight hours at weekends with **prior** agreement with the HOB **and** the duty tutor on shift on that day.
- Friday and Saturday night curfew time is **10pm** (you must be in the house).
- Attendance for canteen at the weekend is not compulsory with **prior** agreement with the duty tutor / HOB (for breakfast this must be arranged the night before).
- You can decide when to do your prep in the evening and weekends, however you must not disturb others during the standard prep times.
- Allowed to use the common room until 11pm each night.
- Twice a week, able to miss prep and attend a mid-week cinema trip, meet friends in town or watch special matches on TV with **prior** agreement with the HOB. You must be back in the house by **10pm**.

*Regardless of status, absences from the house for more than an hour, require a Boarding Absence Permission (BAP) form to be completed and submitted **48 hours in advance to the HOB**. This can be given 24 hours in advance, if you are going to Newport or Telford for more than an hour, somewhere where staff can drive to within 20 minutes of the house, and you are returning back to Beaumaris Hall by the end of the day.*

Discipline and Sanctions

Misdemeanour	Sanction
<p>Not signing in and out (SISO) correctly for any occasion on weekday or weekend.</p> <p>Note: It is your responsibility to inform a member of staff if your phone is not working and approach the housemaster if your Reach app does not work.</p>	<p>Boarder will have a period of reflection in the prep room, at the end of prep for 15 minutes. This may be extended for repeated offences on the same day or the weekend.</p> <p>During the period of reflection, no electronic devices are permitted. On the weekend, this will be rolled over to the next time the prep room is open.</p>
<p>Late for Breakfast on weekday: Early Breakfast at 0805 Year 10 arrive by 0810 Year 11 arrive by 0815 Sixth form arrive by 0820</p> <p>Not reporting to duty phone or matron if you are ill in the morning. You must message the duty phone between 0745-0800 and see matron between 0800-0815.</p> <p>Repeated offences (more than once in a week) who are late for breakfast.</p>	<p>Sixth Form late for breakfast: Early breakfast (0805) the next day and cannot return to the house during the day.</p> <p>Year 10 and 11 late for breakfast: Early breakfast (0805) the next day and must hand their phone in after school.</p> <p>Housemaster and matron's word are final, if you are deemed to be well you must go into school or risk getting an unauthorised absence and/or a late for breakfast sanction.</p> <p>Boarding staff will review whether you are sleeping during the night, and this could result in a confiscation of electronic devices and connecting leads between 2200 to 0800.</p>
<p>Late for Tea or announcements on weekday: Everyone arrives in the common room for announcements by the time the register is taken by the duty tutor (approximately a couple of minutes after 1715). Everyone arrives in the canteen for tea by 1735.</p> <p>You must see a member of staff or message the duty phone 15 minutes before the mealtime if you are unwell.</p>	<p>Last person to eat, sits on the late table during the meal and then cleans and wipes all tables in the canteen, no points awarded.</p> <p>For repeated offences, phones are collected and returned at 9:30pm, in addition to the above.</p> <p>Housemaster and matron's word is final, if you are deemed to be well you must go into canteen for your meal or risk receiving a late for tea sanction.</p>
<p>Late for any mealtime on weekend: Breakfast 0930 - 0945 Lunch 1330 - 1345 Tea 1730 – 1745</p> <p>You must see a member of staff or message the duty phone 15 minutes before the mealtime if you are unwell.</p>	<p>Last person to eat, sits on the late table during the meal and then cleans and wipes all tables in the canteen, no points awarded.</p> <p>For repeated offences, phones are collected and returned at the next mealtime, in addition to the above. Late for teatime, phone is returned at 9:30pm.</p> <p>Housemaster and matron's word is final, if you are deemed to be well you must go into canteen for your meal or risk receiving a late for tea sanction.</p>
<p>Not ready or late for prep, spending more than 10 minutes in the bathroom during prep time.</p>	<p>Year 10 and 11 extended prep* in the prep room.</p> <p>Sixth form will be asked to go to the prep room with an additional time of 15 minutes when they enter the prep room.</p> <p>*Extended prep for however long you were not ready in the prep room.</p>

Year 10 not in their own rooms by 2200 Year 11 not in their own rooms by 2215 Sixth form not in their own rooms by 2230 Year 10 and 11 not ready for bed and/or with any lights on in their room, after lights out.	In their own rooms by 2030 the next day. Boarding staff will review whether you are sleeping during the night, and this could result in a confiscation of electronic devices and connecting leads between 2030 to 0800.
No phones and headphones out during mealtimes. No hats of any type and hoods over your head during mealtimes. Phone not handed over to staff.	Phone/headphones is confiscated and returned to you at the end of the meal. If you are rude, ridiculing and arguing with a member of staff, then phone is confiscated and returned to you at the end of prep. Housemaster will inform your parents resulting in further sanctions. Phone will be handed in and this will be given back when a letter of apology and verbal apology is received from student.
Any form of rudeness, intimidation and ridiculing to staff.	Letter of apology and verbal apology from student. Phone confiscated and placed in prep room for that day. If no letter or verbal apology is received, then parents and SLT will be informed. Phone returned once written letter and verbal apology has been received.
Room not tidy (your personal space, wardrobe, and bed area)	Boarder is not allowed to leave their bedroom until this has been tidied. Except for school, mealtimes and prep room.
Food (takeaway and hot food in bedroom)	Not allowed to use the kitchen and bring takeaway back to the house for 3 days. For repeated offences this will extend for a week.
IF ANY OF THE ABOVE SANCTIONS ARE NOT CARRIED OUT. IF REPEATED OFFENCES ARE STILL NOT COMPLETED	You will be gated (confined to your own bedroom, except school, prep and canteen) for the next day plus carrying out the original sanction until completion. Parents will be informed, and you are gated for a week. In some cases, this may result in a suspension from boarding.
Deliberate or negligent damage to the hall and/or another boarder's property.	It is Beaumaris Hall policy that if a boy deliberately damages/breaks another boy's property or a property of the hall, then it would be the responsibility of parents of the boy who caused the damage to replace the damaged item.
Misuse of mobile phone or another electronic device for any scenario.	Phone or electronic device confiscated, and parents informed. Depending on the seriousness of the incident, house master and SLT will decide on a suitable sanction.
Alcohol, drugs and vapes on premises. Theft and Vandalism. Any form of bullying.	Housemaster and SLT to decide, this is covered under the same rules as stated in the school policy, this will lead to serious consequences for you such as suspension and possibly a permanent exclusion.

The housemaster reserves the option of using his discretion to vary the sanction if the misdemeanour does not precisely match the described circumstance. This list is not exhaustive but provides you with an idea about what sanction you will expect.

If a boy loses his phone, it is his responsibility to inform his parents before the phone is handed in to boarding staff. If parents want to contact their son, they can ring the matron or housemaster office numbers or ring their son's phone, when it is returned back to them.

Measures to counter bullying

Bullying is any act or incident that repeatedly causes distress to an individual or a group of boys; be it verbal, psychological or physical. At Adams' we believe that it is every pupil's right to feel safe and respected, whether in the boarding house or on the main school site. If there is a reported instance of bullying the school and/or the boarding house will investigate thoroughly and take appropriate measures to counter it, in line with the school policy.

If any pupil thinks they are being bullied or have witnessed bullying – be it by a student or a member of staff – then it must be reported to a responsible adult. In the boarding house this could be the Housemaster, matron, a tutor, or a member of the ancillary staff. All incidents and/or concerns will be investigated fully.

Actions by boarders:

If a boarder feels he is being bullied, he should take the following steps:

- Tell the bully you will not accept his behaviour.
- Speak to the boarding captain or any of the deputy boarding captains.
- Inform the duty tutor or matron of your concerns.
- Speak with your boarding house tutor about strategies to stop the bullying.
- Inform Mr Chima the Head of Senior Boarding of the problem.
- Inform Mr Obeng-Asare (Assistant Head, i/c Boarding).
- Inform Mrs Moss the (Deputy Head, Pastoral).
- Inform Mr Biggins (Headteacher).

Senior Boarding Concern Procedure

If a senior boarder has an issue or concern regarding anything to do with boarding life, he has the following ways of raising the concern:

- He can talk to the boarding captain, deputy boarding captains and their house captain.
- He can talk to his boarding tutor or any member of the boarding staff.
- He can talk directly with Mr Chima (Head of Senior Boarding).
- He can talk directly with their form tutor and Heads of House in school.
- He can talk to Mr Obeng-Asare (Assistant Head, i/c Boarding).
- He can talk to Mrs Moss the (Deputy Head, Pastoral).
- He can talk to Mr Biggins (Headteacher).

If a boy would like to discuss a boarding issue privately with someone independent of the school, then you have the right to telephone any of the following independent adults.

They are “appropriately distanced from the school” and have agreed to hear your complaints:

- Your assigned GP who can be contacted through Wellington Road Surgery on **01952 811 677**.
- Mr. Ian Bussey, who can be contacted on **01952386470** or a5203@taw.org.uk.
- Dr. Joanne Bentham, who can be contacted on **07970970598**.
- Students may also, if they wish, contact the Children's Commissioner for England, Dame Rachel de Souza on **0800 528 0731** or Childline services on **0800 1111**.

Concerns and Complaints

Please make sure you are familiar with the school policy on complaints, below is an extract from this policy for your reference:

Definitions:

A concern is defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'.

A complaint is defined as 'an expression of dissatisfaction, however made, about actions taken or a lack of action' which is escalated under this policy.

Aims:

This policy has been written to support you and all staff of the trust in the handling of complaints. It exists to ensure that all staff understand the complaint handling process and have guidance in responding to you.

The majority of issues raised by parents, students or the community are concerns rather than complaints. They are handled in accordance with Stage 1 of the school complaints policy. The trust is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of complaints to a minimum. The primary aim of this policy is to resolve concerns and complaints as fairly and speedily as possible.

Complaints will be dealt with in a sensitive, impartial and confidential manner, in accordance with Stages 2 to 4 of the school complaints policy. Malicious or vexatious complaints may incur appropriate action by the school. Complaints about the conduct of staff will be handled in accordance with the school's internal disciplinary procedures and any investigation will attract appropriate confidentiality. Please see Appendix A of the school complaints policy for further information.

Responsibility for the application of this policy lies with the Local Governing Body and any disputes relating to its application will finally be determined by the Chair.



Safeguarding contacts



Safeguarding

At Haberdashers' Adams we are committed to the safety and wellbeing of all of our pupils. If you are concerned about a child (including yourself) you can speak to any member of staff in school.

Mrs Esther Moss is the Designated Safeguarding Lead for the school.

The Deputy Designated Safeguarding Leads are **Mr Daniel Biggins**, **Mrs Sara Bowater-Bickmore**, **Mr Samuel Obeng-Asare**, **Mr Bhalraj Chima** or **Mr Tom Hurst**.

Our school lead for Child Sexual Exploitation (CSE) and also a Deputy Designated Safeguarding Lead is **Mrs Charlotte Harman**.



Esther Moss—Deputy Head (Pastoral)

Based on the first floor of the admin block or in the Sports Department



Charlotte Harman—Deputy Head (Sixth Form and Girls)

Based in the Sixth Form Centre or Geography Department



Bhalraj Chima—Head of Senior Boarding

Based in the Physics Department or Beaumaris Hall



Tom Hurst—Inclusion Officer

Based in the Inclusion Office on the ground floor of the admin block

Daniel Biggins—Headteacher

Based in the Headteacher's office in the ground floor of the admin block



Samuel Obeng-Asare—Assistant Head (Head of Boarding)

Based in the Business Studies & Economics Department



Sara Bowater-Bickmore—Teacher of Religious Studies

Based in the Religious Studies Department



Guardians

All non-UK resident boarders must have appointed guardians in the UK. These can be family or friends of family or an official guardianship service. Contact details of the guardians must be communicated to the Boarding House so that in case of emergencies we know who to contact.

As mentioned in the “Other general routines and leave arrangements” section of this handbook, there is an EXEAT weekend, once every half-term. On those weekends students must return to their parents or guardians after school on the Friday and not return to the boarding house until after 6pm on the Sunday.

The dates for the EXEAT weekends are published well in advance and communicated to parents. Similarly at half term and school holidays students return to parents or go to guardians.

Provision of Advocacy Services for boarders

What is advocacy?

Advocacy is about representing the views, wishes and needs of children and young people to professionals making decisions about their lives, and helping them to navigate the system, especially in times of transition. Advocacy services provide independent and confidential information, advice, representation, support and, advocacy for eligible children and young people. High quality advocacy is an important preventative measure to ensure practical problems do not escalate, that children and young people are protected from harm or risk of harm to their wellbeing and to ensure that potential system level failures are identified and tackled at the earliest opportunity (DfE, 2023).

How we meet NMSB standard 11.6

At Haberdashers' Adams School, it is assumed for the majority of boarders that their advocates would be their parents/carers and/or guardians. However, we understand that in some circumstances this may not be possible. In such circumstances the school would liaise with the Local Authority and relevant agencies to ensure that advocacy provision is in place.

Contact from school

There is a great deal of contact between teachers at the school and the boarding tutors. When a student is given a commendation for an outstanding piece of work, Mr Chima and the relevant tutor is informed by email.

On the other hand, if a student has underachieved - either in class or with his homework, then Mr Chima and the boy's tutor will also be informed, and the appropriate action will be taken to help the boy.

House Bank

In the senior boarding house, we encourage our students to obtain a debit card and then parents or guardians can easily transfer money into their debit card account. This is more efficient and easier than requesting money from our internal house bank. We operate a house bank system if you would find it useful. Money can be deposited in the account and drawn on during the term as and when required.

If you do not want to use it, then please make sure you lock away any money or valuable in your lockable drawer located in your bedroom.

Provision for religious, dietary, or cultural needs

We will endeavour to make provision for the religious, dietary, or cultural needs of students. Please inform the Housemaster and Matron what these needs are so that appropriate provision can be made. However, we cannot confirm that we will be able to drive boys to their religious or cultural grounds.

Quiet Space

If a student feels he needs some time on his own there are a few places he can use:

- Sick Bay
- Duty Office
- Common room when not in use

Just let the duty tutor know where you are going and why you will be allowed time on your own.

Misuse of electronic devices policy

Haberdashers' Adams seeks to promote a safe and welcoming working environment for all its stakeholders. We understand the need for our students to use mobile phones and other electronic devices for essential purposes such as communicating with family and friends, for social needs, as well as completing schoolwork. It is for these essential uses that we continue to allow our students to have access to electronic devices.

However, any misuse of such devices, including audio recording and filming of staff and pupils without their consent would be considered as a breach of the school's mobile phone/technology use policy. Any pupil at Beaumaris Hall who is found to have filmed, or audio recorded staff and other members of the boarding community without the consent of the person who have been filmed or audio recorded would face appropriate sanctions. The sanctions would be determined by the Housemaster, the Assistant Head i/c of Boarding, the Deputy Head (Pastoral) or indeed, by the Headteacher.

Remember: It is NEVER appropriate to record/film/take photos of staff or pupils without consent. It is important to also note that the school will not accept a non-consensual recording of any kind as evidence within a behavioural investigation (pupil or staff)

Bringing your vehicle to boarding

At the complete discretion of the housemaster, boarders may bring their personal vehicles, such as a car to the house. **This must be parked at the front of the house.** For any time when you are using your vehicle, while under our care and responsibility, you will need to communicate with the housemaster about when you are driving, where you are going and who you are going with. You will also need to follow the house procedures for absences, which is detailed in the "Other general routines and leave arrangements" section of this handbook.

It is extremely important that we are safe when driving and that the UK law and highway code is followed. While under our care and responsibility, **a boarder is not allowed to be a passenger in a vehicle that is driven by another Adams' student. Furthermore, a boarder is also not allowed to drive another Adams' student.** This applies as long as the boarder is resident in the boarding house, whether or not it is during day school hours or boarding hours. Failure to adhere to the housemaster's instructions on using your vehicle, will involve a suitable sanction such as confiscation of your vehicle keys.

Banned Substances

Alcohol, drugs, vapes, cigarettes, tobacco and related paraphernalia are completely banned from being brought into the boarding house. If any student is found to be in possession of any or all of these substances the appropriate sanctions will be imposed in line with school policy.

Important contact numbers

Mr Chima and the tutors will update parents on a pupil's progress.

Mr Chima – Head of
Senior Boarding

07947995101

bhalraj.chima@adamsgs.uk

Mrs Roden – Residential
matron

07947995095

rebecca.roden@adamsgs.uk

Duty tutor

07947995455

Matron on duty

07947995455

snrboarding.matron@adamsgs.uk

