



TAUNTON
SCHOOL



BOARDING HANDBOOK

2023/24



Contents

Introduction from the Head of Boarding	<u>3</u>
Boarding Principles and Practice	<u>4</u>
Appearances	<u>5</u>
Uniform Policy	<u>6</u>
Equal Opportunities	<u>9</u>
Health Care	<u>10</u>
Language Policy	<u>11</u>
Lettings	<u>12</u>
Relationships, Smoking, Drugs & Alcohol	<u>12</u>
Routines	<u>15</u>
Safety & Security	<u>18</u>
Cars	<u>19</u>
Electrical Safety	<u>20</u>
'Screen' Policy (Pupils)	<u>23</u>
What to do if you are worried	<u>24</u>
What do I do if I just want to talk to someone	<u>25</u>
Independent Listeners	<u>26</u>
Useful Websites	<u>27</u>



Introduction from Head of Boarding

Taunton School has a busy thriving boarding community. Our boarders lead active, structured lives and every effort is made to encourage individuals to identify their interests and strengths so that they are able to make the best use of their time. Individuals benefit from many opportunities to broaden personal horizons. We encourage an opt-in mentality.

Our boarding community is happy, upbeat and flourishing. It is comprised of a fascinating mix of young people from many different countries and a wide range of backgrounds. Our boarders learn to be independent, flexible and tolerant and to play a fulsome part in school life.

Inevitably in a community there are rules and regulations which are essential for the good running of the School. In this booklet is information to help you with the rules and routines that are specifically related to boarders. It contains many useful phone numbers for you if you have any concerns and you need to speak to someone.

Please discuss any of this information with your House Staff and if you are unsure just ask.

You can find out more information on the school policies by looking on the school website or the intranet (firefly) or by looking in your school planner.



Emily Tait
Head of Boarding



Boarding Principles and Practice

Our boarding practice aims to:

1. promote the health and welfare of each individual and access to economic well being
2. encourage physical, spiritual, social and moral development
3. develop a sense of identity in a community through common practice and activity
4. embrace partnership with parents and guardians through effective communication

We want our pupils to be fulfilled and happy and, at the minimum, this means they must feel secure and properly cared for by well qualified and experienced people who are well disposed to children and continually updated through appropriate INSET.

A boarding education provides a wealth of opportunities to encourage the all round development of both the individual and the community. It is a fertile field for the transmission of values.

We recognise the need for privacy, countering the possibilities of bullying and the abuse of all sorts of power and transcending the narrower values of an essentially teenage culture.

Our aims are realised by, among other things:

- Clear communication of the principles to and by those with boarding responsibilities
- Acceptance and adoption of these principles by those with responsibilities
- Implementation of appropriate policies and processes in the areas of pupil welfare
- Monitoring policies and practice and measurement and evaluation of boarding standards
- Dissemination of good practice through effective teamwork and communication
- Development of a sound model of pastoral care, appropriately staffed
- Appropriate physical conditions of at least minimum care standards
- Training and induction of those responsible for boarding
- Providing an organised and rich programme of activities beyond the curriculum

The Model

- Taunton School prefers single sex boarding houses (3 boys, 2 girls)
- The composition of the Houses gives individuals opportunity to mix with a range of people of different talents, cultures and background
- Boarding houses are led by qualified and inducted resident House Staff
- Each house has a team of at least five tutors with academic and pastoral responsibility for pupils in one year group
- All houses have at least one resident tutor
- An ongoing programme of refurbishment and redecoration underlines our commitment to high quality boarding



Key Elements in our Practice

- Expectations and policies are agreed and understood
- Head of Boarding is part of the Senior Pastoral Team, coordinating elements of boarding life and practice through regular communication with boarding house staff and pupils
- The Deputy Head Pastoral (Mrs Lyndsay White) is the school's appointed Designated Safeguarding Lead
- Discussions between boarding House Staff are regular to discuss wide ranging issues and to promote consistency of practice
- Weekly Common Room meetings may be addressed by Head of Boarding about topical matters
- Policies on problem areas and permanent issues are constantly reviewed
- Houses have prefects with pastoral responsibility for younger pupils
- Parents are involved directly through events in school or House and also through school communications
- The Headmaster and the Deputy Headmaster are available every morning between 0800 and 0830 to any member of the community to discuss any matter of concern
- We employ five nurses (specialist Mental Health Nurses), two doctors, two Counsellors and a Chaplain
- Two independent listeners from outside the school are available for boarders to talk to
- There is a School Council and a Boarders' Forum for boarders to air their views – also achieved in weekly group tutorial time
- Prominence and investment in a full life throughout the working week and weekend
- There is a fortnightly Boarding Meeting (chaired by the Head of Boarding and attended by the Boarding House Staff from the Senior School, TSI and the Prep School)

Appearances

At all times clothing must be in a good repair, clean and smart, additionally students are expected to take pride in their general appearance.

Girls' jewellery should be discreet, business like and not attract undue attention. Body piercings and tattoos are not permitted. Boys may wear one bracelet and/or necklace but earrings, piercings and tattoos are not permitted. No jewellery is to be worn during games or PE.

Hair should be neat and of a natural colour (and off the collar of the shirt for boys): it should be neither shaved nor sculptured, and it should not impair vision. If hair attracts undue attention, that in itself will be judged to be inappropriate.

Students are not permitted to wear scarves in class or in the dining room. During cold weather, scarves may be worn in Chapel. Sixth Form students may wear a plain scarf of their choice.



Tracksuit bottoms must be worn to go into lunch when you are wearing games kit. Uniform or school sports kit must be worn for Saturday lunch.

Uniform Policy

Working Dress

- Students should arrive at school in working dress
- Working dress is worn within School every day until after the lunchtime callover or until the end of low tea, whichever is later.

Sixth Form Uniform (Years 12, 13)

- Members of the sixth form are required to wear formal tailored clothes appropriate for the work place.
- Suits may be plain, discreetly pin-striped, discreetly textured or discreetly patterned.
- Different coloured jackets and trouser are permitted (eg chinos) as long as they are smart and business like (bright colours are not permitted).
- All students must wear a jacket during the formal part of the academic day.

Trouser Uniform

- A collared shirt and tie must be worn. The shirt may be subtly striped or patterned but must not be ostentatious. A jumper may be worn as long as it is of a single colour and made of a lightweight knit. Shoes must be made of leather and smart in appearance. A smart, dark coat may be worn when appropriate
- Jewellery: no piercings. Other jewellery should be discrete and in keeping with the formality of the school day.
- Hair: Natural colour, neat and tidy and not ostentatious. Faces should be clean shaven.

Skirt Uniform

- A dress, trouser or skirt suit is permitted - it must not be tight-fitting. The skirt must knee length with no splits. A smart collar or collarless shirt is acceptable provided the arms are covered. A smart jumper of a lightweight knit may be worn (including turtle neck Jumpers). Over tight, over large, untidy or revealing clothing is inappropriate and unacceptable. Shoes/boots should be leather and suitable for the work place with extremes of fashion (stilettos, flip flops, over knee boots etc.) not allowed. A smart, dark coat may be worn when appropriate
- Jewellery: needs to be discrete and in keeping with the formality of the school day.
- Hair styles: Natural colour, neat and tidy and not ostentatious.
- Make up: if worn it should be natural and understated in appearance.

Above all a smart appearance is vital and any clothing that is deemed unsuitable by House Staff is unacceptable.



Acceptable Use of Digital Technology

Access to digital technology is a vital part of every student's education and wider life, especially boarders. The School will try to ensure that students have good access to Digital technology and will, in return, expect the students to be responsible users. The students sign a full Acceptable Use Policy agreement at the beginning of each year, a summary of which is provided:

Purpose

- Digital technology is an important part of everyone's life.
- At School the primary use of digital technology is to enhance learning but we want everyone to embrace and enjoy the wider benefits of digital technology in a responsible manner.
- To support this, students should load their school email and the Firefly App onto their devices

Personal safety

- Students must report anything that makes them feel uncomfortable online. This includes any behaviour they see towards someone else which they feel is unacceptable: we all look after one another.
- Students must not share their username and password with other students.

Behaviour

Students are responsible for their behaviour on-line and may face disciplinary action. The following is not an exhaustive list but give an idea as to the boundaries which frame responsible behaviour.

Students should not:

- Access other student's accounts
- Share or distribute images of other people which could cause offence
- Install or store programmes which undermine the integrity of the school network
- Use the original work of others without their written permission
- Download copyright materials (including music, videos and games)
- Access materials which are illegal or inappropriate or may cause harm or distress to others
- Use software that allows them to bypass the filtering and security systems The school will take action against students if they are involved in incidents of inappropriate behaviour, that are covered in this agreement, when they are inside and outside school.

Behaviour in Boarding Houses

Taunton School is a close-knit and friendly community. All the members of the school community should behave in a manner that promotes community cohesion and gives a positive impression to visitors and members of the public.

We encourage you to treat the boarding house as your home from home wherever possible and to observe the common sense rules of communal living which your parents might enforce:



1. Treat others with respect
2. Keep your possessions safe and tidy
3. Clear up your own mess
4. Respect the communal, shared areas
5. Look after the house - people and property

Houses have their own set of rules and routines - these should be quite clear to you. We also abide by the school rules and the law of the land.

It is important that every pupil, boarding or day, is treated equally and fairly, fairness and consistency are key aspects of our practice in boarding.

Houses will use broadly similar sanctions for misdemeanours. There will of course be local variations but the extent of the sanctions should be consistent. These will be recorded.

The school rules are clear about particular aspects of your behaviour and you should read these rules carefully.

People make mistakes, sometimes through poor judgement but sometimes also through not knowing the school's position vis a vis certain issues.

This has led to pupils being temporarily or permanently excluded. Please don't let it be you who makes such a mistake.

The rules are there for your protection and for the protection of the wider school community. Make sure you are aware of the rules.

Your house should be regarded as an oasis, a place of safety and security, a place where you can feel comfortable and confident.

Anti-social, immoral or illegal behaviour strikes at the heart of your homes and erodes the good relationships we are trying to foster.

If you see it happening or know it is going on tell someone: let them put a stop to it. Your House Staff, Tutors, Prefects, Head of House, the Chaplain, the Health Centre and teachers are all there to help you.

Taunton School is committed to safeguarding and promoting the welfare of children and young people. For more information on expected standards of behaviour, including the behaviour policy and Anti-Bullying (including cyber- bullying) policy please see the policy documents for students on the intranet (Firefly).

Years 9, 10, 11 and 12 pupils from other Houses are NOT permitted in each other's rooms. This is an Year 13 privilege and will be removed if abused.



House Prefects

Prefects have many responsibilities in the boarding house, these may vary slightly from one house to the next. Generally the Prefect team will generate a sense of purpose in the House and will be excellent role models.

Heads of School and Student Voice

The Heads of School and Student Voice Prefect are role models to the wider school community and work alongside the Headmaster and other senior members of staff. They will feedback messages from weekly meetings and are your point of call to bring up whole school issues.

Peer Mentors

A Peer Mentor is a student, who has received counselling training in order to provide help, support and advice to another student. They can provide help when you do not necessarily want to ask an adult. Peer Mentors are easily recognisable by their dark red 'Mentor' badges; there will also be a list on a notice board in your house of the names of students specific to your house who are trained. They will keep what you tell them confidential, unless of course you are in danger and then they will have to speak to an adult.

Equal Opportunities

Taunton School is an Equal Opportunities School and is committed to ensuring that it provides equality of educational opportunities that are free from unlawful or unfair discrimination, victimisation or harassment and in particular on the grounds of race, colour, nationality, ethnic origin, cultural background, religious beliefs, linguistic background, gender, sexual orientation, gender reassignment, pregnancy/maternity, disability, special educational needs and academic or sporting ability.

As a result each student shall be regarded as an individual of equal worth and importance. Good relations between all students with or without shared characteristics will be fostered.

We shall strive to ensure that Equal Opportunities are evident in

1. the formal curriculum of the school e.g. lessons
2. the informal curriculum of the school e.g. extra curricular events.
3. the 'hidden' curriculum of the school e.g. the ethos of the school.

We shall ensure that the students of the school are made aware of and understand this policy. It should be read in conjunction with the Anti Bullying Policy and Behaviour Policy.



Health Care

Health Centre

There is a registered nurse on duty in the Health Centre between 8.00am and 7.00pm Monday to Saturday. At all other times there is a matron on duty who is first aid trained, and a nurse on call for telephone support if required. Students may attend the Health Centre at any time during the above hours providing they are not missing lessons (unless in the case of an emergency or for a pre-arranged appointment with the Doctor). The doors of the Health Centre will be locked after 10.00pm. After 10.00pm, you must contact a member of house staff (usually your Housemaster or Housemistress) who will phone the overnight matron who will be happy to see you in the Health Centre.

All boarders are automatically registered with the School's Health Care Officers, Dr Tim Howes, Dr Sarah Carnell or Dr Susannah Gant who are based at French Weir Health Centre. The doctors hold 4 clinics a week at school and boarders can make an appointment by visiting the Health Centre.

The Health Centre team consists of registered nurses, overnight matrons, a health care assistant, mental health nurses, a health care assistant, a counsellor and a physiotherapist.

Boarders may not have in their possession any medicines without the approval of Health Centre staff. It is the responsibility of pupils to bring their medicines to the Health Centre. Medicines include homeopathic remedies, vitamins and any other dietary supplement as well as prescription medication. If you are on prescription medication, please also bring a covering letter from the prescribing doctor, in English.

Dental & Optician Appointments

It is preferable that you visit your own optician and dentist for regular check ups in the holidays. Any emergency appointments can be booked through the health centre. Should you need emergency treatment during term time an adult will be available to accompany you.

Physiotherapy Appointments

All physiotherapy appointments are booked through the Health Centre. Timings vary according to need, but generally clinics are held as follows:

Monday	8.00 - 9.00am
Tuesday	3.30 - 5.30pm
Wednesday	2.00 - 4.00pm
Friday	8.00 - 9.00am

No Medicines Policy

The school has no a medicines policy i.e. pupils cannot self-medicate unless they have been deemed competent to do so by the health centre. If a pupil comes into school with any form of medication (prescribed or otherwise) they must take it to the health centre and consult with a nurse.



Language Policy

There are three guiding principles:

- That all languages are equal and deserve equal respect;
- In general, students should have the freedom to speak their native language without unreasonable restrictions unless this excludes other people;
- As Taunton School operates in the medium of English, it is necessary for international students to make determined efforts to attain a high level of English as swiftly as possible; and that it is the expectation of both their parents and the staff that they should do so.

The Language Policy described here attempts to keep a balance between the rights of the individual and the requirements of the School.

The purposes of the Policy are:

- To allow and encourage international students to develop their command of English, both academic and informal;
- To encourage integration and mutual respect between all members of the School community;
- To encourage all students to develop language sensitivity and good manners.

The following are our **codes of conduct**:

- All students should speak English at all times during all lessons as this is the medium of instruction. If there is a strong reason to use their own language (e.g. to explain something to a friend) they should first ask the teacher's permission;
- When entering or leaving classes, in the corridors, buildings, boarding houses, queues for meals and the dining-room, students are strongly encouraged to use English. However, other first languages are not prohibited so long as they are not used in a way that excludes others;
- Shouting, screaming and swearing should be avoided around School buildings, in any language. However, everyone should be aware that cultural norms and attitudes towards what is considered to be acceptable volume of speech in conversation will vary, so staff should always explain rather than reprimand if it is felt that this is overly loud.
- All members of the school should be aware of the power of language to either exclude or include people, and they should aim to include others. For example, if a group of students is speaking Chinese or Russian and an English speaking person approaches the group, they should switch to English. Similarly, if a group of students is speaking English and an international student approaches the group, they should be welcoming and try to make sure that their English is comprehensible to that person;
- English-speaking students should realise that they too are speaking a foreign language, when seen from the point of view of an international student. English-speaking students should be welcoming and inclusive towards others and may need to moderate their language and explain things to help others to join in with their activities.



Lettings

The boarding houses are often let during the Easter and summer holidays. There is a storage facility for boarders to leave their belongings and all rooms must be cleared for these periods.

Relationships, Smoking, Drugs & Alcohol

The School seeks to educate pupils to live a healthy life through its PSHEE curriculum and an extensive Horizons programme.

Relationships

The School encourages positive and friendly relationships between all pupils. But it has a responsibility to draw the line at sexual relationships between the pupils in its care.

The law does not permit sexual intercourse in which one, or both partners, is under the age of 16.

The School rules go further. Any sexual activity between pupils of whatever age, either on school premises or at times when the school has the prime responsibility for the pupils concerned, will be treated as a serious offence. It is likely that the parents of those involved will be invited to find an alternative school for their son/daughter.

Smoking/Vaping

The School seeks to educate pupils to live a healthy life through its PSHEE programme. Part of this programme emphasises the dangers and consequences of smoking and vaping.

The School is a non-smoking/non-vaping environment. Pupils may not smoke or vape or have smoking materials/e-cigarettes in their possession. This applies on or off school premises.

Pupils caught smoking will receive a Headmasters' detention on each occasion and be referred to the Health Centre to receive help to quit. Their parents will be informed and the offence will be logged. For the fourth offence within a term, the pupil will be referred to the Deputy Head and will probably receive a suspension. If pupils are found in the company of smokers, they will also be required to attend detention. Their parents will be informed.

Pupils caught vaping or in possession of vaping paraphernalia will receive an internal suspension for a first offence and will be referred to the Health Centre for help and support to quit. If pupils are found in the company of others who are vaping then they will likely be suspended.

Pupils who are found in possession of large numbers of cigarettes/vaping devices or a large amount of other smoking materials are liable to receive a more serious punishment, especially if they are supplying them to other pupils.



Drugs

It is a criminal offence to supply or to be in possession of a controlled drug, and it is illegal to allow premises to be used for the consumption of a banned substance.

Any infringement of the law is automatically against School rules. Anyone who brings drugs or substances into school, either to use or to supply (that is to sell or to give), can expect to lose the right to be in the School.

Drugs and substances: These expressions refer to the possession, use and supply of controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or “legal” drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. They also refer to possession, use and supply of a substance taken specifically to change mood and/or behaviour including “legal highs”.

Sanction for supplying: **ANYONE SUPPLYING DRUGS MUST EXPECT TO BE EXPELLED IMMEDIATELY** even if she/he is about to sit public examinations.

Sanction for possession or use: Anyone possessing or using drugs **MUST ALSO EXPECT TO BE EXPELLED** but in exceptional cases a supportive regime may be offered as an alternative to expulsion. The Headmaster is not obliged to offer a supportive regime.

Drug Testing Policy

There will be no random tests of pupils for drug abuse. However, if the School has reason to suspect that a particular pupil may have been misusing drugs, the Headmaster has the right to require that a test be carried out.

Alcohol

- Any student who brings alcohol onto the School site (boarding house, day house or any part of the site) is likely to be suspended.
- Any student who procures alcohol for another pupil, is liable to receive a suspension.
- Alcohol brought on to the site as a gift (or as a prize etc) should be declared and passed on to house staff for safe keeping.
- Any student who consumes alcohol on the School site (outside of a recognised School event where alcohol is being served to Sixth Form students in a controlled fashion) will be suspended.
- Any student who is drinking alcohol in a public place whilst under the authority of the School will be suspended.
- Any student, whilst under the authority of the School, who visits a public house or consumes alcohol in a licensed premises without permission of house staff is likely to receive a suspension.



- Any Sixth Former who abuses any of the strict regulations of Sixth Form socials (drinking alcohol 'purchased' by another/using another's ticket to 'purchase' alcohol, consuming any alcohol before a social etc.) will be banned from Sixth Form socials for a term and may receive a suspension depending on the severity of the incident. In the case of a Year 13 student abusing these regulations during his/her last term, they may not be permitted to attend the Leavers' Ball.
- Any student whose action requires the intervention of the Health Centre is likely to be suspended.

Parents of boarders (6th Form) give permission for their sons/daughters to go to town on a Saturday evening. If a student abuses these rules or breaks the law of the land, they may be suspended.

Alcohol on Trips: Any student who breaks the guidelines on alcohol, as published to students prior to departure, might be sent home at the expense of parents (other sanctions will be in place at the discretion of the member of staff running the trip). The Deputy Head and House Staff concerned must be informed on return to School; permission to go on future trips may be denied. A student may be suspended on their return to School at the discretion of the Headmaster.

Banned Products

There are products which legally pupils are allowed to buy but the school bans (unless agreed within the 'no medicines' policy). The following list is not exhaustive but gives guidance. If a pupil is not sure they should ask their House Staff.

- Cannabis confectionary eg cannabis chocolate
- Stimulant drinks eg cannabis drinks, taurine and caffeine based drinks such as 'Red Bull' and 'Monster'
- Food supplements or food replacement products eg protein based shakes, creatine based supplements, slimming pills
- High caffeine based supplements eg Pro Plus
- Chewing gum



Routines

These are the agreed arrangements for evenings:

Monday to Friday

5.30pm	Supper starts
5.30pm	Years 9-11 return from town
6.00pm	Sixth Form return from town
6.30pm	House callover - followed by prep in houses
8.15pm	End of prep and free time
9.15pm	Callover for Years 9-11
9.45pm	Callover for 6th Form
9.45pm	Year 9 lights out
10.00pm	Year 10 lights
10.15pm	Year 11 lights out
10.30pm	Sixth Form lights out

Sixth Form boarders may request permission to work in the Library or 6th Form Centre when these venues are available. This is a privilege which may be removed.

Saturday evening

7.00pm	House callover for all boarders not on exeat
9.30pm	Callover for Years 9-11
10.00pm	Callover for 6th Form

Sunday

12.00pm	House callover
6.20pm	House callover
6.30-7.30pm	House quiet time
9.00pm	House Assembly



Chapel

All students attend Chapel and Heads Assembly each week. On occasions such as Remembrance there will be a Sunday Chapel service that boarders who are in school are expected to attend.

Each House takes a service approximately twice yearly and there is often the opportunity to listen to choral, orchestral and solo performances during the service. Students are expected to attend Chapel unless the Board of Governors has granted permission for an individual to be exempted.

The services are inclusive and people of all faiths are welcome.

Exeats/Weekend Arrangements

'Exeats' are permissions to be away from School on a Saturday evening or all day on a Sunday. Boarders may, except on the first and last weekend of the academic year, ask their House Staff for this permission. It will be given if parents or guardians have agreed, and the student is staying either with parents, guardians, relations or a friend approved by the House Staff. There must be a responsible adult over the age of 25 present.

Boarders must return by 9.00pm on Sunday or, by special arrangement with the House Staff, by 8.20am on Monday. Leave from School at any other time requires the Headmaster's permission.

Boarders should arrange an exeat in accordance with their House policy and practice. Exeat arrangements, including transport, should be confirmed by 10.00pm on a Thursday. An email is ideal.

If a boarder is staying with a host family (e.g. a friend's house) confirmation of the arrangements should be provided by the boarder's parent/guardian AND the host (a responsible adult).

Boarding house staff take their duty of care very seriously. They retain the highest expectations of the hosts who kindly offer to take in boarders at the weekends and who should provide suitable arrangements for travel, food, sleeping and activities. We strongly recommend that hosts return boarders directly to school, other arrangements do not ensure continuity of care.

House Staff do not consider themselves to be in loco parentis during taxi journeys for example.

If exeat arrangements change, House Staff should be informed immediately.

We do not allow boarders to take weekends away in hotels or bed and breakfasts without the presence of an acceptable, responsible adult over the age of 25..

Boarders should ensure they have contact details for their House Staff. If plans change or if they are unhappy about events or arrangements they should contact duty staff to make arrangements to return to school. We would rather this than a boarder feeling at risk during an exeat.

Public transport is notoriously unreliable on a Sunday. Boarders and their hosts should check that trains or buses are running and adequate time should be left for comfortable return to school. It is helpful for House Staff to be informed of late arrivals or changes in plans.



Meals

All pupils are expected to eat three meals a day in the school dining room and all boarding houses have facilities to prepare food and drink outside of these times. If pupils have any specific dietary needs then they must inform their Housemaster or Housemistress who will inform the Catering Manager. Boarders with commitments that take place at mealtimes can request a packed meal to eat in their boarding houses.

Parties

If every student celebrated their birthday with large parties during the school year we would struggle to function! We are not opposed to parties, celebrations or socialising but hope to work with parents to ensure that the school is able to function and deliver a top class education for your sons and daughters. Ideally....

- Key milestones and birthdays are celebrated together with students combining parties.
- Parties are in holiday time.
- If parties or celebrations occur they take place in term time they occur on Saturday night.
- Boarders below the Sixth Form are not normally given permission to attend parties. This applies to boarders who are in residence; those on exeat are thereby in the charge of parents or guardians.
- The school will not support boarders attending parties or celebrations during the week Monday to Friday.
- Your son or daughter should wake up in their own bed: avoid overnight parties where possible; those tempted to overdo things may be encouraged if they do not have to present themselves back at home or school on the same evening. Also, failing to get a good night's sleep on Saturday will mean the rest of the week is a struggle.
- Parents who propose to invite boarders to a weekend party are asked in the first instance to write to the Head of Boarding (Emily Tait emily.tait@tauntonschool.co.uk) with details, including a list of invitees, timings and transport arrangements. Adult supervision is required. These arrangements apply to boarders who are in residence; those on exeat are the responsibility of their parents or guardians.
- Be wary of social media: we have had to deal with the fall-out from parties where the invite has gone viral and property has been damaged and students have been assaulted by outsiders. Chat through how your son or daughter is inviting people and with them, check their privacy settings.
- Before invitations go out, establish the ground rules with your son/daughter, including the fact that there will be an adult presence; bags will be searched on arrival; what the rules are around alcohol and around sleeping etc



- Ensure that a good ratio of adults is present and be a frequent and visible presence. Do not try to cope entirely on your own: have some friends in to help. Supervision is needed; do not let the party take place in a totally shut-away part of the premises.
- Tell your son/daughter that you expect all guests to introduce themselves to you or to be introduced. This isn't over-formality: it helps for the guests to have a sense of welcome, an awareness that you're there, and an understanding of whose territory it is! It will also give you the chance to check the state people are in on arrival: 'pre-loading' (heavy drinking before going out) is increasing.
- Alcohol: This needs careful consideration and supervision. You may find that there are attempts to smuggle in alcohol to a party and parents need to be vigilant to this. If you decide to provide alcohol then it would be wise to choose drinks like beer or cider rather than spirits. It would also be sensible to provide plenty of soft drinks as an alternative.
- Drinking alcohol has become polarized with many teenagers not interested and some only interested in spirits. Please ensure the availability of plenty of soft drinks and plenty of food.
- However trusting we wish to be, we have to accept there is a risk that drugs will be brought. It is most likely to be cannabis as distinguished by the 'sweet' smell.
- If things go wrong, you may need to terminate the party. Don't hesitate, or struggle gamely on in hope. Once events are out of control they are only likely to get worse. If school boarders are involved, don't hesitate to ring the staff on duty. Numbers can be provided when you contact Emily Tait.
- The school is here to support. If you are unsure then please do call the Deputy Head (01823 703703) and they will happily chat through any issues or concerns.

Safety & Security

Please do not keep large sums of money in your rooms. Use the House Bank or your own personal bank account to avoid problems. Do not share your pin code or any other bank or card details. House Staff can assist with opening a UK bank account during the first days of term.

Please lock your door and keep personal possessions safe. Use the safe you have access to in your bedroom. Ensure your property is named.

You should not go into another house without permission and you should always be accompanied by a member of that house and must sign in. Most houses have rules about where you are allowed to visit. Girls (& vice versa) are welcome in boys houses only on a Saturday night and only in Rec Rooms.

You should sign in using the visitor sign in book in each boarding house.



Cars

In general boarders are not encouraged to keep cars in school.

Our rules concerning boarders' cars aims to reduce the risk of accidents involving our students and reduce the parking burden on the school site.

We recognise that access to amenities in Taunton from school is easy for boarders and so resist the need for them to keep and use a car.

The premise that boarders may not have cars in school may be relaxed to reduce the travel burden on parents.

Boarders may have a car under special circumstances with permission of the school. They may not have a car in school until such permission is granted. School regards having a car in school as holding the keys of a vehicle which is accessible from school and which may be used during term time. A car parked on a local highway will be regarded as a car held in school.

Keys must be held by House Staff at all times when the car is not being used for journeys permitted by our rules.

They may only have a car in school for the purposes of travelling home on exeat or at the start and end of a school holiday.

In the summer term, a car may be permitted to support boarders who necessarily travel home more often during exam leave.

There may be such occasions where parents request the car be used for special circumstances e.g. to and from a regular commitment which forms an integral part of the boarder's life (music, sport, DofE service).

Boarders should not permit lifts for other students without written permission from the driver's parent/guardian and the passenger's parent/guardian.

Before a student is entitled to drive to and from School, a Sixth Form Vehicle Permission Form should be completed. This can be collected from the School Secretary and should be returned to House Staff on completion.

Cars in school grounds should be parked in the designated areas.

If these conditions are infringed, the school may withdraw this permission from the individual concerned.



Electrical Safety

In recent years there has been a significant increase in the range of portable electrical equipment which is available for boarders to bring to school.

The school carries out Portable Appliance Testing (PAT) several times a year and all items will need to conform to British Safety Standard and display the CE safety marking

Items allowed in Pupils' Personal Rooms	Items NOT allowed in Pupils' Personal Rooms
Mini fridges,	Kettles
Cooling fans only (NO electric blower type cold or hot fans)	Coffee/Drinks machines
Games consoles	Rice cookers
Laptops / Tablets	Toasters
Hair dryers	Sandwich makers
Hair Straighteners	Irons
Mobile phones, Phone/ Tablet chargers	Portable electric heaters (either oil filled convectors or fan heaters)
	Electric blankets
	Plug in air fresheners
	Segways / hoverboards
	E-Cigarettes
	Candles
	Fairy Lights (unless battery operated)

Students may have in their rooms low power equipment which includes the following:

Music equipment such as speakers (though these should not be overly powerful)

- Laptops
- Desk lamps (max 60 watt bulbs)



High consumption appliances included those listed below are not allowed in students' rooms but may be used in kitchen areas:

- Kettles
- Toasters
- Rice cookers
- Sandwich makers

Portable electric heaters are not permitted in students' rooms. The use of any appliance not listed above must be cleared with House Staff beforehand.

Fuses of the correct loading must be fitted to appliance plugs and with the exception of electronic razors designed to operate from approved razor points, all equipment must be fitted with standard 3 rectangular pins. Where extension leads are used these must be of an approved pattern and those fitted with fuse sockets are preferred. The use of multi way adaptors or international travel adaptors is not permitted.

All equipment must be electronically safe and it is the responsibility of parents/ guardians to ensure that this is the case. House Staff will inspect equipment and extension leads on a regular basis and will remove for safekeeping any that are thought to be unsafe or outside the approved list.

Under no circumstances may pupils tamper with any electrical equipment or installation in rooms or public places in Houses. Any faults must be reported immediately.

Fire and Fire Drills

- Pupils may not have any naked flames in their room (matches, candles, lighters, etc) because of the risk of fire.
- Fire drills are carried out on a regular basis.
- Details of action to take are displayed around boarding houses and in rooms.

School Bounds

In the interest of your security we ask you to respect the school rules about 'out of bounds'. You should apply common sense when moving in and out of school. Your safety is most important and we expect you to do the utmost to safeguard it.

The site has obvious boundaries, access roads and entrances. Taunton School boarders should only use these when moving on or off site.

1. You should avoid the Prep School grounds unless you are visiting the sports facilities (at an agreed time) or visiting a brother or sister with permission of TPS House Staff.
2. You should leave the sports fields (Foxcombe, Lower and Uppers) returning to the main school site by 5.30pm.
3. The sports fields and their access roads are out of bounds after 5.30pm.



4. Town leave times and arrangements should be respected. You are not allowed to go into town before lunch unless permission has been granted by House Staff. You should return to school by 5.30pm for Years 9-11 and 6.00pm for Sixth Form.
5. You may not leave the school site after 5.30pm without the permission of House Staff.

Betting shops and amusement arcades are out of bounds. Public Houses and licensed premises may be visited only by Sixth Form students who are legally entitled to do so, and who have House Staff permission.

Within School, students must not visit the TPS buildings, workshops, the Science laboratories or the Theatre and lighting gallery, except when authorised. The road to Taunton Vale Sports Club (Gipsy Lane) should only be used when going to matches and practices.

Students must not use Chip Lane as a route into town and not walk to town on their own if this can be avoided. It is strictly forbidden to climb over fences or gates around the School site.

Greenway Road and Staplegrove Road - Because of the traffic these are not easy roads to cross. Students should use the pedestrian crossings and should expect to receive a sanction if they do not. When visiting town you should wear 'home' clothes and go in groups of two or more unless you have permission from House Staff to go alone. You must remember to sign out in your house and sign back in on return, and keep your mobile phone on and fully charged.

Safety and Sense

There are certain areas of the School where special safety rules apply – for example laboratories, workshops, the Sports Hall, the Swimming Pool, the Theatre and the Library. These rules are prominently displayed in each particular area. Please make sure that you know what they are.

Furthermore

- Ball games on the Parade Ground and on Densham Green are forbidden.
- Mountain biking, roller-blading and skate boarding are forbidden on the school site.
- Use the pedestrian crossings which are clearly marked

Taxis

As boarders you are more likely to use taxis in your daily business. You are stepping into the care of the taxi driver and the company he/she works for.

It is important that you request the following guidelines for their safe use:

The taxi should carry a plate on the rear of the vehicle that shows the vehicle registration number, the number of passengers permitted and the date of licence expiry.

There should be a small identification sticker on the inside of the windscreen or partition, similar to the plate on the back of the vehicle.

The driver's badge must be issued by Somerset West and Taunton Council and it should show his/her photo, name and date of expiry.



Taxis should show a printed fare tariff and have a taxi meter which you can see. The meter should not be started until the journey starts. The charge may be start if the driver has been asked to wait or while luggage is being loaded.

If the items above are not visible then we would recommend that you do not enter the vehicle.

You can contact the Somerset West and Taunton Council Licensing unit on 01823 356343 if you have any concern or complaint.

We recommend you use a major, recognised taxi company. Share fares if you can to save costs and increase safety. Note the name of the company used, the colour of the car, vehicle registration and the name of the driver in case you lose something. Ask your house staff if you are unsure.

Our recommended taxi service is Al Ace Taxis 01823 332211

Signing Out

It is very important that all pupils follow these rules - for their own safety.

All Sixth Formers may visit town from lunchtime onwards when they do not have a School commitment. Sixth Form pupils should sign out in their houses, and sign back in on their return.

Boarders in Year 11 have permission to visit Town at the end of the School day on Wednesdays (4.00pm or whenever co-curricular commitments have finished). This permission may be removed as a general sanction or in cases when this privilege is abused. They should sign out and in again in their houses and must return to School by 5.30pm for Years 9-11 and by 6.00pm for Sixth form. On Saturdays boarders without other commitments may be given town leave between 1.00pm and supper.

Behaviour in town should always be that which will bring credit to the individual and the School. School uniform is not required for town visits, but pupils should be tidily and respectably dressed. In any event, School uniform should not be mixed with home clothes. (Pupils are advised to go into town in groups of at least two).

'Screen' Policy (Pupils)

IB Psychology students carried out a research project into screen use and outcomes. They looked at number of different areas which impacted on individuals but also the wider Taunton School Community. Based on this research the following guidelines apply within the wider Schools 'Acceptable Use Policy'.

'Screens' refer to a broad range of inter-active technologies from mobile phones through to 'Fit-Bits' and Smart-pens.

Education

'Screens' can form a key part of learning. Students respond well when digital learning is placed at the heart of lessons and teachers discuss with them how to boost interactive learning by using on-line resources and apps.



Addiction

Addictive behaviour can result from excessive use of 'screens' which affects concentration, relationships and learning. Students are encouraged to load Apps like 'Moments' as this will help them track their usage.

Mental Health

'Screens' and social media can lead to upset, anxiety and isolation. We want people to respect one another, show tolerance and kindness.

Physical Health

'Screens' can help support a healthy and rounded lifestyle, for example, by monitoring sleep and diet.

Community

To help foster relationships and an open community, 'screens' are not allowed to be used in public places during the formal part of the school day unless students are instructed to by a member of staff (for example in lessons) or if the students are in houses.

Sleep

Open access to the internet can disrupt sleep patterns and affect people's ability to get into a balanced routine. Internet shut down is at the discretion of House staff, likely to be in line with bed times.

Students in Years 9-11 will hand their phones in at bed time. Sixth Form students have the opportunity to hand their phones in overnight for sound sleep. Some pupils might lose the privilege to keep their phones overnight if they are misused.

Evening and Weekend Activities

There are various activities every evening between 8:15 - 9:45pm and on weekends, such as the use of the fitness suite, swimming pool and sports hall with various activities. Posters are displayed in houses with details of these and emailed to students each week.

What to do if you are worried

This guide explains what you should do if you feel worried about something and what you may do if you wish to complain about how you are, or have been, treated. Much of what follows may seem obvious to you, but it is important for you to realise that the School will want to help you if you have a problem which is making you unhappy. You may just wish to talk to someone or you may wish to make a complaint. Either way this advice will assist you to decide what to do.



What do I do if I just want to talk to someone

Remember you have close friends who may be able to help, or perhaps a senior boy or girl to whom you feel you can turn. Your Housemaster or Housemistress or Tutor is always ready to help, or any other members of staff (including domestic staff) you know and to whom you feel you can comfortably talk.

There may be times when you feel you cannot talk with a member of staff. Talk, telephone or write to any of the following:-

- Your Parents
- The School Health Centre Sister in Charge (or any of the nursing staff)
- The School Doctors
- The School Chaplain
- A Peer Mentor
- Somerset Direct, Somerset County Council - 0300 123 2224
- Local Area Designated Officer - 01823 357823
- Child Abuse Investigation Team (CAIT) - 01823 363003
- Care Quality Commission - 0300 061 6161
- Ofsted - 08456 40 40 45
- Independent Schools' Inspectorate - 020 7600 0100
- Child Line - FREEPHONE 0800 1111
- NSPCC Child Protection Helpline - FREEPHONE 0808 800 5000 - FREE TEXTPHONE 0800 056 0566
- Independent Persons - James Penny 01984 641748 and Jo Davey 07974201167
- Drink Line - 0300 123 1110
- Frank - National Drugs Helpline - 0300 123 6600
- Smoking Quitline - 0800 085 2219
- NHS Smoking Helpline - 0300 123 1044
- Somerset Eating Disorders - 01749 343344
- Victim Supportline - 0808 168 9111
- Samaritans - 0330 094 5717
- NHS Direct – 111
- Office of the Children's Commissioner- 0800 224 453



Complaints

Sometimes you may feel that you would like to complain about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff you trust (e.g. your Housemaster, Housemistress, or Tutor); you can take a friend with you if you wish - another pupil, an older pupil or another member of staff.

If you are in trouble over something you can have your Tutor or a friend with you when you are talking with your Housemaster, Housemistress, the Deputy Headmaster or Headmaster. If the matter cannot be easily settled to your satisfaction then you can make a formal complaint.

You will need to do this by:

- Either you or your parents writing to your Housemaster or Housemistress or the Headmaster, or telling your Housemaster or Housemistress that you wish to make a formal complaint.
- You will then be asked to talk the matter through with either the Deputy Head or the Headmaster. You can have a friend with you, who may be another pupil, your Tutor or any member of staff. If the matter is not satisfactorily sorted out within five days you may contact any of the other people whose names are listed above and whose addresses and telephone numbers are given.
- Whoever you contact will advise you about what course seems sensible. At that stage it will be up to you to make a decision acting on his or her advice.

Independent Persons

The following is an outline of the role of the Independent Persons:

- Taunton School is committed to safeguarding all pupils.
- It is vital for all pupils to know who they safely turn to if they have a problem no matter how small
- The Independent Person will be:
 - Easily accessible to the pupils
 - Known to the pupils
 - Appropriately trained
 - To be non-judgmental and to act in the best interests of the child or young person who reaches out to them
 - To act on behalf of the pupil in guiding the pupil to handle a situation or issue advice appropriately and safely. They can be advocates for pupils.
 - Whilst the Independent Person will be known to the management of the school and they will have a working knowledge of the school they are NOT employed by the school and their focus is on the needs of the pupil who reaches out to them.
 - The Independent Person will not guarantee anonymity or secrecy but will act in accordance with the Safeguarding and Child Protection Policy Guidelines of the school.



Useful websites

For general advice and support:

Childline www.childline.org.uk

Connections Direct www.connections-direct.com

The Samaritans www.samaritans.org.uk

Youth Access www.youthaccess.org.uk

Get Connected www.getconnected.org.uk

Kidscape www.kidscape.org.uk

Children's Commissioner www.chidlrenscommissioner.gov.uk

Health:

Eating disorders www.edauk.com

Health info for teenagers www.teenagehealthfreak.org.uk

Info on sex and contraception www.ruthinking.co.uk

Contraception and abortion advice www.mariestopes.org.uk

Sex and contraception www.brook.org.uk

Family planning and sexual health www.fpa.org.uk

Mind, body and soul www.mindbodysoul.gov.uk

Mental health www.youngminds.org.uk [saneline www.sane.org.uk](http://www.saneline.org.uk)

Drugs and alcohol:

Frank www.talktofrank.com

Dealing with someone else's drinking problem www.al-anonuk.org.uk

National drugs helpline www.ndh.org.uk [drugscope](http://www.drugscope.org.uk)



Site Map



- | | | | |
|--|---|--|-----------------------------------|
| 1. Theatre | 20. Guardians UK | 41. Durrant Car Park | 71. Woodyer Boarding House |
| 2. Theatre Foyer | 21. Dining Room | 42. The Durrant | 72. Sunningdale |
| 3. Besley & Goodland Day Houses | 22. TPS Pool | 43. Sports Classroom | 73. Foxcombe |
| 4. Car Park | 23. Red Cottage, ICT Services | 44. Squash Courts | 74. Lovers |
| 5. Careers | 24. Jenkin Day House | 45. Link Block | 75. Jowett |
| 6. Combined Cadet Force (CCF) | 25. Keeling Pool | 46. Nursery and Pre-Prep | 76. Uppers |
| 7. Centenary Hall | 26. Loveday | 47. International School (TSI) | 77. Babbingley/Headmaster's House |
| 8. Chapel | 27. Luttrell | 48. Greenham Tennis and Netball Courts | 78. The Ward Room |
| 9. Chapel Green | 28. Main Building | 49. The Cube | 79. TPS MFL |
| 10. Clark Building | 29. Maintenance | 50. The Front | 80. Health Centre |
| 11. Densham Building | 30. Marshall Day House | 51. Thone, TPS Reception and Prep Boarding House | 81. Prep School Reception |
| 12. Densham Green | 31. Music School | 52. Locker Room | 82. Fitness Suite |
| 13. Carrington Library & Sixth Form Centre | 32. New Pavilion | 53. TPS Sports Hall | 83. Greenham Pavillion |
| 14. Fairwater Boarding House | 33. Old Gym | 54. Sports Hall (TS) | 84. Lovers Pavillion |
| 15. Fairwater Green and Visitors Car Park | 34. Old Library | 55. Weirfield Boarding House | 85. Uppers Pavillion |
| 16. Car Park | 35. Laundry | 56. Weirfield Teaching Block | 86. Griffins Shop |
| 17. Greenham | 36. Parade Ground | 57. Whittaker | 87. Brigue, Site Services |
| 18. Greenham House | 37. SAT Building | 58. Wills East Boarding House | 88. 171 Greenway Road |
| 19. Grounds Team | 38. School Shop | 59. Wills Triangle | |
| | 39. Science Department | 60. Wills West Boarding House | |
| | 40. The Lodge, Senior Deputy Head and DSL | | |



TAUNTON

SCHOOL

Staplegrove Road, Taunton, Somerset, TA2 6AE
01823 703702

www.tauntonschool.co.uk