

## Boarding Code of Conduct and Rules

This Code of Conduct should be read within the context that there is no wish to overregulate the boarding environment. If there is any doubt as to the intention, clarification should be sought from the Head of Boarding or the Principal. No regulatory list can be comprehensive and is bound to omit many issues which may be unacceptable under the spirit of fairness and justice of the boarding environment. Ignorance of any rule will not be considered an excuse. Students must also refer to the relevant school rules and Code of Conduct.

### Meals

- Students are expected to attend all meals in Kirbys.
- Food deliveries are only allowed on Friday evening/all day Saturday and MUST be eaten in the common room.
- Students are NOT allowed to eat food (other than snacks such as biscuits/fruit) in bedrooms.

### Curfew

- All boarders must observe the following curfew times:  
IGCSE students - 18.00 every day  
Year 12 students - 22.00 every day  
Year 13 students - 22.00 Sunday - Thursday and 23.00 on Fridays and Saturdays

### Electronic Equipment

- Students on the 1 Year IGCSE course are required to hand in all electronic equipment, (including phones) 15 minutes before the welfare check at 22.00. The equipment will be stored safely and returned at the 07.30/09.00 morning welfare check.

### Forbidden Activities

- Smoking, including e-cigarettes, is prohibited in boarding. Smoking is also prohibited within a 50m radius of all boarding houses.
- There is a complete ban on alcohol, illegal drugs (including equipment) and any other behaviour or mood influencing substance that has not been medically prescribed.
- Students must follow the health and safety guidelines and must not tamper with fire/safety equipment such as smoke detectors in rooms.

### Prohibited items

The Principal and staff authorised by the Principal may search for any prohibited items or any item banned by the school rules which has been identified in the rules as an item which may be searched for. The following items are prohibited for the safety and welfare of all students:

- knives or weapons

- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers; e-cigarettes
- fireworks
- pornographic images
- clothing or other adornments or equipment emblazoned with offensive or inappropriate images or slogans
- laser pens
- any article that a member of staff reasonably suspects has been, or is likely to be, used:
  - to commit an offence, or
  - to cause personal injury to, or damage to the property of, any person (including the student themselves).

Please see the Foundation's Searching and Retention and Disposal of Confiscated Items Policy for more information.

### **Illness and Medication**

- Any medication must be declared to the boarding staff on arrival at the start of the term and on an ongoing basis.
- Students who feel unwell must contact boarding staff immediately. If lessons are missed through illness the student must remain in their room that evening.

### **Safety, privacy and respect for others**

- Students must not lend keys or cards to others. If a key/card is lost there will be a charge to replace it.
- Rooms should be locked when not occupied and care should be taken with personal possessions.
- Students should not keep large sums of money in their possession.
- Students must not enter the rooms of other students, where permitted, without knocking and gaining permission first.
- Girls are not allowed into the boys' area of the house and vice versa.
- Boarding staff will always knock on a student's door before entering. Boarding staff must see each student at the welfare checks at 07.30/08.45 and 22.00/23.00.

### **Online Safety**

- Our computer network is monitored centrally and students must accept and adhere to our Technology Acceptable Use Policy. Students must use language appropriate for a place of work in all their communications using our network. This includes emails between students and communications with other people via email and messaging sites. Access to some internet sites on our computer network is automatically barred. The Foundation will not tolerate any form of bullying or cyberbullying (see Anti-Bullying Policy). Students must not have any messaging services, social networking sites or personal emails 'open' during study unless necessary for study purposes. If any student feels they are being bullied or is aware of the bullying of another student, they are strongly advised to speak up and tell a member of house staff.

### **Visitors**

- Visitors are restricted to family members and students enrolled at the Foundation.
- Students are responsible for their own visitors and must remain with them at all times.

- Visitors must be introduced to the boarding staff on arrival and sign in/out using the access system.
- Visitors are not allowed into the boarding houses before 10.00 and after 21.00.
- Visitors are restricted to the common rooms unless they are family members.

### **Working environment**

- All students are expected to keep noise levels within acceptable limits.
- Study time for all students is 19.00 – 21.00 Monday to Thursday. Students on the 1 Year IGCSE course are supervised in the dining room and Year 12 and Year 13 students must study in their rooms.
- Students are expected to attend all house meetings.

### **Travel away from the Boarding House**

- Students who wish to take a weekend exeat during term must complete an online exeat form before 21.00 on Wednesday (prior to the weekend).
- Parents/guardians of all students (including those over 18) must confirm and agree the exeat details by 19.00 on Thursday prior to the weekend. Failure to do so will result in students not being allowed to sign out.
- Independent weekend travel out of Cambridge (Sixth Form Students only) will only be allowed if parental/guardian permission has been received by the Head of Boarding by Thursday prior to the weekend.

### **Condition of rooms**

- Cooking devices (e.g. rice cookers), water heaters or kettles are not allowed in students' rooms.
- Only small amounts of snacks may be stored in bedrooms.
- Students must keep their rooms tidy. There will be a weekly room check and parents will be charged for any damage to rooms.
- Students must remove bed linen for collection every Monday morning and ensure they make their beds before going to bed on Monday evening.
- Glasses or mugs must be returned to the common room at the end of each day.

### **Related policies:**

- Anti-Bullying Policy - Foundation
- Behaviour, Rewards and Sanctions Policy - Foundation
- Code of Conduct and Rules for the Senior School/Sixth Form
- Searching and Retention and Disposal of Confiscated Items Policy
- Technology Acceptable Use Policy

**Reviewed:** March 2021