

## **Boarding Code of Conduct and Rules**

This Code of Conduct applies to all boarders and 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. Boarders must also refer to the Sixth Form Rules and Code of Conduct.

### **Meals**

- Boarders are encouraged to take the majority of meals in Kirbys.
- Take-away food deliveries are only allowed on Friday evening/all day Saturday and MUST be eaten in the common room.
- Boarders are NOT allowed to eat food (other than snacks such as biscuits/fruit) in bedrooms.
- Boarders are not allowed to cook in bedrooms.
- No raw, uncooked meat/fish may be brought into the boarding houses.
- In accordance with our Managing Nut and Other Allergies Policy, tree nuts, peanuts and any products containing them are forbidden in the boarding houses.
- In the event of any further restrictions on food items permitted in the boarding houses (for example, where a member of the boarding community has a severe allergy), boarders will be informed in advance and must follow the instructions of the boarding house staff.

### **Curfew**

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

### **Forbidden Activities**

- Smoking, including e-cigarettes and vaporisers, is prohibited throughout the boarding premises, including the outdoor areas. 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.
- Boarders must follow any health and safety guidelines they are given and must not tamper with fire/safety equipment such as smoke detectors in rooms.

### **Prohibited and Banned Items**

Students may not bring onto any of the boarding premises (or any of the Foundation's sites) or possess whilst in the care of the Foundation the following prohibited Items (as specified in paragraph 3.1 of the Foundation's policy on Searching and the Retention and Disposal of Confiscated Items):

- knives or weapons
- alcohol
- illegal drugs
- stolen items

- tobacco and cigarette papers
- fireworks
- pornographic images
- 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).

In addition to the above Prohibited Items, students may not bring onto any Foundation site or possess whilst in the care of the Foundation the following items (the “**Banned Items**”):

- Chemicals
- Aerosol sprays (excluding deodorant)
- Correction fluid
- Laser pens
- Matches or lighters
- Toy/replica weapons
- E-cigarettes or vaporisers
- Illegal drugs paraphernalia

Prohibited and Banned items may be searched for without the agreement of the student in accordance with the Foundation’s policy on Searching and the Retention and Disposal of Confiscated Items.

### **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.
- Generally, all prescription medicines will be administered by the boarding staff. However, decisions will be made in consultation with the student on a case by case basis, taking the type of medicine, the student’s needs and any other relevant factors into consideration.
- Boarders 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**

- Boarders 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.
- Boarders should not keep large sums of money in their possession.
- Boarders must not enter the rooms of other boarders, where permitted, without knocking and gaining permission first.
- Unwanted attention from one or more boarders towards another student will not be tolerated. If you feel you have been receiving unwanted attention, please report it to the Boarding house staff.
- 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 07.15/08.45/10.00 and 22.00/23.00.

### **Personal relations**

- Sexual relationships between boarders whilst in the care of the Foundation are forbidden, regardless of what may be considered acceptable behaviour in other social environments. Breaches of this policy will be considered a disciplinary matter.

### **Use of Computers and Wifi**

- Wi-Fi is available in all the houses and boarders must log on using their SPF accounts. If equipment is misused, then it will be confiscated, although boarding staff will always ensure that boarders are able to maintain reasonable access to their families and/or carers. All boarders receive an IT induction at the beginning of term when they are issued with their iPads.

- Boarding staff are mindful that some boarders will have parents, carers or family members in different time zones and will help make arrangements for boarders to contact them in private, at a time that is suitable for all parties wherever necessary.

### **Online Safety**

- Our computer network is monitored centrally and boarders must accept and adhere to our Technology Acceptable Use Policy. Boarders must use appropriate language in all their communications, including when using our network. This includes emails between boarders 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). Boarders must not have any messaging services, social networking sites or personal emails 'open' during study unless necessary for study purposes. If any boarder 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 boarding staff. Please also refer to our Online Safety Policy.

### **Visitors**

- Visitors are restricted to family members, legal or education guardians and students enrolled at the Foundation.
- Boarders 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.
- Day students enrolled at Stephen Perse are not allowed into the boarding houses on weekday mornings, before 10am at weekends and after 6pm at any time.
- Boarders, family members, legal or educational guardians are allowed to visit the boarding houses, accompanied by their boarding student between 10am and 9.45pm on any day of the week.
- Visitors are restricted to the common rooms unless they are family members or legal or education guardians.

### **Working environment**

- All boarders are expected to keep noise levels within acceptable limits.
- Study time for all boarders is 19.00 – 21.00 Monday to Thursday. Boarders must study in their rooms.
- Boarders are expected to attend all house meetings.

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

- Boarders who wish to make visits or attend interviews of further education institutions - or for other significant educational opportunities which may be permissible during teaching hours - must seek permission through the Head of Boarding who will liaise with the Head of Sixth Form, and these will be assessed on a case by case basis.
- Boarders who wish to take a weekend exeat during term must complete an online exeat form for approval before 21.00 on Wednesday (prior to the weekend).
- Parents/guardians of all boarders (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 boarders not being allowed to sign out.
- Independent weekend travel out of Cambridge will only be allowed if permission has been given by the student's parent or legal/education guardian and is 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 boarders' rooms.
- Only small amounts of snacks may be stored in bedrooms.
- Boarders must keep their rooms tidy. There will be a weekly room check and parents will be charged for any damage to rooms. Boarders must immediately report any damage or deficiencies to boarding staff.
- Glasses or mugs must be returned to the common room at the end of each day.

- Boarders must remove bed linen for collection every Monday morning and ensure they make their beds before going to bed on Monday evening.
- Boarders must ensure that floors and surfaces in their room are as clear as possible on the day allocated for cleaning to ensure that their room can be thoroughly cleaned.

### Personal Possessions

- During School holidays when the boarding houses are closed boarding students must take their passports, BRPs and any money that is normally stored in the safe with them.
- All personal possessions must be removed from the boarding houses when boarders leave the School at the end of their time with us. The School will remove and store any personal possessions which are left in the boarding houses after the boarder's permanent departure for a maximum of 14 days and will take reasonable steps to notify the boarder and/or their parents using their last known contact details. If the items are not collected within 14 days, the School may dispose of them. Parents will be responsible for meeting all reasonable removal, storage and/or disposal charges.

### **Related policies:**

- Anti-Bullying Policy
- Behaviour, Rewards and Sanctions Policy
- Code of Conduct and Rules for the Sixth Form
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Searching and Retention and Disposal of Confiscated Items Policy
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Technology Acceptable Use Policy for Pupils

### **Version Control**

Date of adoption of this policy	18 October 2024
Date of last review of this policy	October 2024
Date for next review of this policy	Summer Term 2025
Policy owner	Head of Boarding
Authorised by	The Boarding Management Committee