



ST EDMUND'S COLLEGE



Boarding Student Handbook

Academic Year 2026/27

WELCOME TO BOARDING AT ST EDMUND'S COLLEGE

Welcome to St Edmund's College! It is a great pleasure to welcome you as one of the members of the College Boarding Community. As members of the boarding community, you are very special members of St Edmund's. The College becomes your home from home for many weeks of the year, and we aim to make your time here as pleasant and comfortable as we can. We hope that you will be happy and your experience is enriching for you and everyone else.

This booklet has information that will be useful for you as you prepare for life at St Edmund's, but please let your parents also read it, as it contains information that will be useful to them as well.

We appreciate that for some of you this will be the first time that you have been a boarder. We would like to take this opportunity to reassure you that we will do everything we can to ensure you settle in quickly, feel safe and, most importantly, enjoy your experience at the College.

In boarding we form a genuine community based on our Catholic faith and practice. You will undoubtedly know that St Edmund's is England's oldest Catholic school and we are very proud of this. Catholic faith is at the heart of all that we do, and we know you will become involved in the religious life of the College, whether or not you are a Catholic yourself. Our motto is 'Avita Pro Fide', which means 'For the Faith of our Fathers'.

Mr James Adams
Head of Boarding

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STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

The College aims:

- to provide boarding facilities for all students whose parents have requested it and who are in sympathy with the aims and objectives of the College as a Catholic school
- to foster the spiritual, intellectual, physical and emotional development of each person within the boarding community
- to provide a happy and secure community for all our boarding students, ensuring that all relationships promote the Gospel maxim to “love thy neighbour as thy self”
- to work in partnership with parents and/or guardians to support students in their boarding experience

The College Boarding Community will:

- provide the experience of a living and worshipping Catholic community, particularly through its liturgical and prayer life
- ensure a welcoming and safe atmosphere that focusses on the wellbeing for each student and member of staff
- implement and develop a strong pastoral system through its Head of Boarding, Housemaster, Housemistress, Assistants and regular contact with boarding tutors; Heads of House/Year; Form tutors; Health Centre; Chaplaincy
- maintain close links with parents, guardians and other agencies as appropriate
- provide accommodation and a structure within boarding appropriate to the age and maturity of the students
- in addition to regular contact with boarding staff, encourage students to make known their needs and views through student Heads of House and a Boarding Council
- provide health and welfare care through the provision of Boarding staff and the Health Centre
- provide, through the Head of Boarding and boarding staff, an appropriate activities programme for students
- give clear guidance on all boarding routines to students, parents, guardians and staff
- provide suitable support and guidance so that students have a range of adults whom they can approach with confidence if they are experiencing difficulties
- be vigilant in implementing all issues concerning Child Protection
- provide, where possible, temporary accommodation during term time for day students when College activities make their return home difficult

HOUSE STAFF AND SENIOR STUDENTS

During Boarding time at the College you will be cared for by a number of different staff who you will get to know very well.

The main people you will meet are:

Mr Robinson: Housemaster of Boys' and Girls' Boarding

Mr Wilson: Assistant Housemaster of Boys Boarding

Mrs Penfold: Assistant Housemistress of Girls Boarding

Miss Allwork: Matron of Boys and Girls Boarding

Mr James Adams: Head of Boarding

Everyone in the Boarding Team wants you to feel as happy as you can be while you are boarding at St Edmund's. Mr Robinson will be in regular contact with you. Day Housemaster/Housemistress to check that you are settling in well and to help you with any concerns.

Mr Wilson and Mrs Penfold are on duty whenever Mr Robinson is off duty and they will be able to answer any questions that you may have.

Miss Allwork is on duty during the School Day (Monday-Thursday) and you will also see her one evening a fortnight and on some weekends. She is happy to help you with queries.

Mr Adams is often at mealtimes and around in the Boarding House. He is also available to answer your questions.

There are also several resident Boarding staff who assist the Housemaster/Housemistress and Assistant Housemaster/Housemistress in caring for you. These staff will supervise many of the study periods and help with a lot of the evening and weekend activities. You will get to know them all very well over the first few weeks.

Fr Peter is the College priest. He takes a lead in the spiritual development of the students. You will see him mostly in the Chapel at evening prayers and also on Sunday mornings when he will preside over Mass at 10am.

Student Heads of House

The Head of House and Deputy Head of House are senior boys and girls appointed to serve the Boarding House. We try to ensure that the young men and women who fill these senior positions in the House are chosen for their good character and common sense. These two qualities matter much more than whether they are sporting heroes or superb academics. Their job has a bit to do with organising things in the House and making sure that younger students do as they are asked, but this is not the most important part of their task. We expect them to set an example of good behaviour and kindness, and we hope that they will be young people you can turn to for advice or help if there is a problem in your life here, which you do not think needs the immediate help of the staff.

We will also have several other senior students who will support our student Heads of House, ensuring that things run well and all are happy.

One of the primary roles of the senior students is to assist in the integration of new students and to make sure that all of you make a positive start to your time at St Edmund's.

We hope that you will find all the students welcoming and friendly. You may be worried about things at times and this is very normal, especially when you are new to boarding, but remember that the senior students are now young adults on the threshold of university and they will be there to help you. We all show some respect to those who are older and more experienced than ourselves, and this usually leads to a good and helpful relationship of mutual respect. This is the relationship you should seek.

ARRIVAL AT THE COLLEGE

We look forward to welcoming you at the college.

Please arrive at the Elephant entrance, on the left as you face the College, which is at the west end of the front of the main College building. Here you will be welcomed by the boarding staff who will help you find your room and get your luggage up the stairs.

When you arrive please could you have the following items in an easy to reach place so that you can show them to the staff who are signing you in:

- **PASSPORT** (AND VISA DOCUMENTATION IF REQUIRED)
- **POCKET MONEY** (ANY POCKET MONEY THAT YOU WOULD LIKE US TO STORE SECURELY FOR YOU)

If you have any **medication** then this will also need to be handed into staff so that it can be checked by our Health Centre. Please ensure that all medications (including Vitamins and minerals) have an English translation with them.

This first day will provide time for the beginning of your induction into the school, supper and unpacking your belongings before prayers and bed.

The second day will begin with organised activities for different year groups and then we begin to settle down to academic life. You will receive your timetable from your tutor and discover who will teach you and where their classroom is.

The ordinary routine will be established very quickly, and there will be an opportunity for you to log on to the College's computer system and sign up for any Activities. We hope that day by day you will find life more and more straightforward and enjoyable so that the first term passes as quickly as you would like!

At the weekend, we have organised games in which all boarders will take part. This provides a fantastic opportunity to get to know everybody a little better.

PACKING LIST

We know that it can be very difficult to work out what you will need to bring when you are moving to a boarding school for the first time. Below is a list of items that you may find it useful to pack:

Essential clothing

- School Uniform can be ordered from Stevenson's www.stevensons.co.uk. All boys need to know how to tie the neckties which are worn every day. If you are in joining us in Rhetoric 1 you will require the College PE Kit.
- Rhetoric Students will need a selection of smart business style outfits to wear during the College day including a blazer or suit jacket.
- Everyday/casual clothes to wear in the evenings and at weekends (laundry facilities are available, clothes are washed once a week)
- Slippers, dressing gown, two sets of pyjamas
- Warm coat, hat, gloves and scarf (late Autumn/Winter/early Spring)

Essential practical items

- Stationery
- School bag
- Phone chargers and adapter
- Pictures, posters, photos, blue tack to decorate your room
- Alarm clock (students in Y7-9 hand in their mobile phones overnight so need another way to wake themselves up in the morning)
- Sports footwear [trainers/football boots], own sports clothes
- Pocket money (for trips, tuck shop, activities)
- Toiletries – No aerosol deodorant
- Towels
- Flip flops for the shower
- Hairbrush
- Hairdryer (optional)

The school provides pillows, pillowcases and sheets. We don't expect students to bring their own duvets but if they would like to that is perfectly fine.

It is also important to purchase a small padlock to secure your lockable cupboard. I would recommend a padlock with a combination lock rather than a key. If you have two keys it is sensible to leave one with the boarding staff in case you lose the other!

The House provides plates, bowls and cutlery, but we never seem to have enough mugs – so you might find it useful to bring your own distinctive mug if you enjoy a regular cup of tea.

RELIGIOUS LIFE OF BOARDING

Our Chapel is a holy and special place; we meet each day for prayer, worship, silence, reflection, adoration and thinking. If you are a Catholic, you will know that our Lord is present there in a special and real way in the Sacrament. If you are not a Catholic you must treat it as a special place for your own thoughts, prayers and worship.

To get the most out of the experience of the religious life of the College, you should be prepared to take part as much as you can.

- Catholic students are reminded that the law of the Church asks us to fast from food for one hour before receiving **Holy Communion**. Remember that it is a Catholic custom to genuflect before the Blessed Sacrament as a sign of adoration.
- Non-Catholic students may not receive Holy Communion but are very welcome to receive a blessing from the priest. You should show that you wish to do this by bowing your head and placing your arms in a cross across your chest.
- If you do not understand any of this or want to ask about the Chapel and Catholic worship, please feel free to speak to: Fr Lyness, our Priest, Mrs Peirce, or your Housemaster or Housemistress.
- The Chapel is the College's most important building, and worship is its most important activity. It is often open during the day for private prayer.

As the Chapel is such a special place, there are certain things we ask of you:

- come into the Chapel and sit down in complete SILENCE and behave very thoughtfully and quietly.
- there are to be no mobile phones in the Chapel
- do nothing to distract yourself or anyone else whilst you are in Chapel
- follow the correct posture during the service, i.e. by standing, kneeling or sitting as appropriate
- join in the prayers and singing in a respectful manner

You will be using the Chapel every day. All students must attend:

- Night Prayers every weekday evening (1640)
- Mass on Sunday (1000)

Each day will have a different format for prayers:

- Monday: Compline
- Tuesday: STUDENTS LEAD OUR PRAYERS
- Wednesday: Housemaster or Housemistress
- Thursday: Head of Boarding
- Friday: Hymn Practice
- Saturday: Short prayers led by Staff
- Sunday: Mass: 10am

The **Sacrament of Reconciliation** ('Confession') is available for Catholics when announced after Night Prayers, and at any other time on request. Any non-Catholic who wishes to speak to the Chaplain at any time is welcome to do so.

Ultimately, an important part of our religious life includes the 'love of thy neighbour as we would wish to be loved ourselves' and you will have many opportunities as a boarder to get involved with helping others both within the school and outside it.

THE HEALTH CENTRE AND WHAT DO TO IF YOU ARE FEELING UNWELL

While you are boarding there are likely to be times when you do not feel completely well.

The College has a team of nurses available during the School day and you can drop in and visit them before school starts, at break time, lunch time or after school in the Health Centre. Where necessary Matron can make an appointment to see them during the school day and she will assist with any external medical appointments, for instance with a dentist or the local doctor's surgery.

If you need medical attention during Boarding hours you should speak to a member of the Boarding staff on duty who will be able to assist you and ensure you receive the correct care.

Before you arrive at the school it is essential that your parents have completed the required medical form. This gives permission for treatment and allows the Health Centre to give you the best possible care by supplying them with important medical knowledge about you. For instance, it is very important that we know about any allergies or existing medical conditions so that we can share this information with any staff who need to be informed such as the Catering team if you have a specific dietary requirement.

The nurses can deal with all minor illnesses and injuries. Anything needing further assessment or treatment is referred to the local GP (doctor) or hospital as appropriate. All full boarding students are registered with the local GP when they arrive.

Any medication which students bring with them must be given to the Housemaster of Boy's & Girl's Boarding or Matron, who will give it to the Health Centre for safe-keeping. Apart from asthma inhalers, medicines may not be kept in boarding rooms unless a self-medication agreement has been completed with our nurse and a lockable place is provided; in all other cases medication is administered at the discretion of the designated lead staff on duty.

All medication from abroad must be accompanied by a Doctor's letter translated into English and in the original packaging with a full translation into English. Medication which is not licensed for use in the UK will not be administered.

If you feel unwell overnight you will be able to contact the member of Boarding Staff who is on duty who will be able to assist you and ensure you receive the correct care.

During the School day if you are too unwell to go to lessons you will be able to rest in the Health Centre until you feel better. The decision regarding whether you attend lessons or rest always lies with the nurse on duty at that time.

Often in the evenings if you are not feeling well you will be able to return to the Boarding House to rest in your own room, however, if you have any illness which is highly contagious to others such as vomiting and diarrhoea you may need to spend the night at the Health Centre to help to keep everyone in the Boarding Community well. A member of staff/ nurse will stay with you in the Health Centre while you are there.

We also understand that sometimes you may be physically well but may feel that you just need someone to talk to. In these instances, you can always speak to any member of the Boarding Team during boarding hours. During the School day you will have your tutor and Day Housemaster/Housemistress and our Mental Health Lead and the Wellbeing hub are also available.

MEAL TIMES, COOKING, ALLERGY MANAGEMENT AND ENERGY DRINKS

Meal times

We are committed to ensuring that pupils have a healthy and nutritious diet and that meal times are an enjoyable and social experience. If you have any allergies or dietary requirements please ensure that your parents have highlighted these on the medical forms before you arrive.

Every effort is made to ensure that the menus are varied and provide a range of options are provided. It is not always easy to ensure that every meal is always to everyone's liking and if you are finding that there is nothing that you feel you can eat at a given meal or on a regular basis please speak to the Boarding staff so we can make arrangements with the Catering team.

Feedback on any food related issues, including suggestions and recommendations, is encouraged at regular Boarding Student Council meetings which can then be taken to the Catering team.

Allergies and bringing food into Boarding

We have pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing food into the Boarding House and pupils preparing their own food.

We take reasonable and proportionate steps to minimise these risks through allergen awareness, supervision, risk assessment, safe food storage and preparation procedures, and effective communication between pupils, parents, boarding staff, catering staff, and the Health Centre, while promoting pupils' independence and responsibility within a safe environment.

- Any food brought in should be for the individual's own consumption and must not share food, drinks, cooking ingredients with other students;
- Pupils must declare any food brought onto site that contains one of the 14 major allergens where this may present a risk to other pupils;
- The school reserves the right to prohibit or restrict specific food items where these present a significant risk to individuals with diagnosed allergies;
- Unlabelled food items or food items identified as presenting a significant allergy risk may be removed and disposed of by boarding staff;
- Pupils must follow food hygiene as instructed and ensure any utensils, crockery, or cutlery are thoroughly cleaned after use;
- Food brought onto site must be stored in designated areas and clearly labelled with the pupil's name;
- Boarding staff will communicate any specific allergen restrictions to pupils, parents, and house teams where necessary to safeguard identified individuals.

Energy Drink and Supplements

Like many boarding schools, St Edmund's College maintains restrictions on both energy drinks and dietary supplements to ensure student health, academic performance, and safety. The rationale for this approach is based on our concern that high caffeine intake is linked to poor sleep, anxiety, and heart palpitations in adolescents; stimulant crashes can lead to poor concentration and irritability during lessons and supplements can be contaminated with unregulated substances, posing a risk to young athletes.

Energy Drink Protocol

St Edmund's have a ban on high-caffeine energy drinks (e.g., Red Bull, Monster, Prime) due to their high sugar content and stimulant effects. In England, the government has moved to ban the sale of high-caffeine energy drinks to children under 16.

Energy drinks can pose serious health risks to young people. Because of their high caffeine and stimulant content, they have been linked to severe, and in rare cases potentially fatal, heart-related problems, including arrhythmias, sudden cardiac arrest, and heart failure. They can trigger dangerous heart rhythms, especially in those with underlying or undiagnosed heart conditions, and the risks may be higher with heavy use or when combined with exercise.

Students should not bring these drinks to school or purchase for delivery. Any such items will be confiscated and disposed of or returned directly to parents.

We do allow some sports drinks such as Lucozade and Powerade that are low in caffeine. Nevertheless, we do not encourage these as they can have a high sugar content.

Dietary Supplement Protocol

Supplements like protein powders, creatine, and pre-workouts are forbidden for younger students (under 16).

For older students (typically 16+), we do allow specific supplements like **Whey Protein** if they have written permission from parents, along with a letter from an appropriate healthcare professional (e.g. family doctor or dietitian).

Creatine, HMB, and most "performance-enhancing" pills or powders are banned regardless of age due to potential health risks and lack of regulation.

We believe that students should be able to gain all the necessary nutrition and goodness from their dietary choices. If you feel that this is not sufficient, for whatever reason, please do speak with a member of the Boarding Team or Health Centre.

Remember that we require medical oversight of vitamins or medically required supplements to assess how and where they are stored. It may be that these are administered by the Health Centre and not kept in your room. A student needs to seek clarification from the Health Centre on these matters for all medication, vitamins and supplements.

Daily Routine (Monday-Friday)

A typical weekday (Monday-Friday) runs as outlined in the table below:

Time	Activity
07:30-08:10	Breakfast is served in the refectory and is followed by prayers. Everyone must register in the refectory by 08:10 and stay for prayers.
08:40-10:40	Registration and Period 1 and 2 lessons in the main College.
10:40-11:00	Breaktime in the Main College.
11:00-12:40	Period 3 and 4 lessons
12:40-13:40	Lunchtime in the main College.
13:40-16:30	Period 5 and 6 lessons and Period 7 activities
16:30-16:40	Register at Chapel ready for evening prayers
16:40-17:00	Prayers in Chapel
17:00-18:00	Free Time. Butler Hall (the Sports Hall and Gym) are open at this time for you to use.
17:50-18:30	Supper in the Refectory. Everyone must come and register with boarding staff.
18:30-20:00 (19:30 for students in Form 6 to Rudiments)	Study Time. Students in Elements, Rudiments, Grammar and Syntax work in the Library under the supervision of staff. Students in Poetry and Rhetoric may work in their rooms. This is a quiet working time, and it is important that everyone is using this time productively to complete homework and revision tasks.
20:00	Registration in the King Room for everyone. Tuck shop is open once registration has been completed and this is also the time you will be able to go and collect your clean laundry if it is your laundry day.
20:00-21:20	Free time (Butler Hall is open)
21:20 onwards	Bedtime routine begins. Lights out: 21:15 Form 6 and Elements 21:30 Rudiments 21:45 Grammar 22:00 Syntax 22:15 Poetry 22:15 Rhetoric students should be on their own corridors and quiet

Daily Routine (Weekends)

At the weekends there is a different schedule which allows you to have more time to rest and relax or choose to join in with trips and activities.

Saturday

Time	Activity
07:45-09:00	Breakfast is served. You can choose to have a lie in if you do not want breakfast.
08:30-13:00	Sports fixtures for those who have been selected to play on the College Teams. You will be notified in advance if you have been chosen to play.
13:00-13:30	Lunch in the Refectory. Everyone must come to lunch so that you can register with the boarding staff on duty.
13:30-15:00	Free time Trips that are departing on a Saturday afternoon usually leave at around 14:00. Posters outside the Boarding Office will display what is happening and you will have been asked to sign up earlier in the week.
15:00	Registration for all students on site in the Boarding Office.
15:15-16:15	Free Time
16:15-18:00	Continued free time
18:00-19:00	Prayers in the Ambulacrum (everyone to attend) followed by supper in the refectory
19:00-20:00	Free Time
20:00	Registration for everyone.
20:15-21:15	Free Time
21:15 onwards	Bedtime Routine begins (same as weekdays)

Sunday

Time	Activity
08:00-09:00	Breakfast in the Refectory
09:40	Everyone to register in the Refectory ready for Mass. Everyone to wear school clothes (either uniform or smart dress for Rhetoric students)
10:00-11:00	Mass
11:00-13:00	Free Time. Trips may depart during this time. The timings for these will be displayed outside the Boarding Office
13:00-13:30	Lunch. Everyone on site must come the register with the boarding staff on duty.
13:30-15:00	Free Time / Trip

15:00	Registration. Everyone must come and register with the boarding staff on duty.
15:15-17:50	Free Time / Trip
17:50-18:30	Supper. Everyone must come and register with the boarding staff on duty.
18:30-20:00	Free Time
20:00	Registration. Everyone must come and register with the boarding staff on duty.
20:15-21:15	Free Time
21:15 onwards	Bedtime routine begins. Same as weekdays.

LAUNDRY ARRANGEMENTS

Each week you there will be a set day for you to have your clothing and bedding washed by the onsite Laundry team.

You will be provided with a coloured bag to put all of your clothing into. You will also be given a smaller netbag to put your underwear in.

There will also be a day when the bedding will be washed. There is a different day for Girls and Boys.

At the start of the term you will be informed of which day is your year groups laundry day.

Things to remember for the laundry

It is always best to have all of your clothing and items clearly labelled with your name so that they can easily be returned to you.

All clothing needs to be suitable to be washed in a regular wash and tumble dried. Any items which require special care such as hand washing should be left at home.

You can usually collect your laundry in the evening of the day it is completed but just in case there are any delays it is always a good idea to have a few spare items of clothing you can wear.

COMPUTERS AND ELECTRICAL EQUIPMENT

You will be expected to bring your own device (e.g. laptop or iPad) to use in all your academic lessons. The King Room (a study space available to boarders in the evening) provides a printer. There is also a wireless network, which is accessible in all parts of the House. If you try to access inappropriate sites, you will find your computer log-in blocked.

At bedtime mobile phones (and laptops) will be collected in from all students in Years 6,7, 8, 9 and 10. This will happen 15 minutes before your lights out time.

Depending on your year group the Wifi access will be restricted overnight.

You will be asked for your mobile phone number at the beginning of term. Remember that you will not have mobile phones in school, and you should not be using the phone after lights out or during prep. We also encourage you not to have your phone with you in Chapel and to talk to each other at mealtimes.

Many of you will undoubtedly arrive with multiple devices. It's important to remember that they can be broken, borrowed or misplaced. If this happens you must tell a member of staff as soon as possible. Remember to talk to your parents about the things you bring to school, because they will need to ensure that some items are insured.

It would be very helpful if airPods/headphones, mobile phones and similar items of equipment could be clearly named and appropriately insured.

Please remember that all electrical equipment in your room will be PAT tested at the start of the term. This is to check that everything is safe to be used in the Boarding House.

You should not try to "mend" any electrical equipment which is not working – bring it to the House staff and they will arrange for an electrician to examine it.

Please do not connect one extension cable to another as this is not safe and can pose a fire risk.

You are not permitted to have rice cookers, refrigerators (unless there is a medical need), kettles, electric fires, electric blankets, and other similar electrical equipment. If you are in any doubt whether something is permitted, please ask the boarding team.

OTHER EXPENSIVE ITEMS

These should be insured via individual personal insurance arrangements. In general, we recommend not to bring very expensive items, including clothing, as these can be difficult to look after.

POCKET MONEY

All students are strongly encouraged to hand in their pocket money at the beginning of each term or half term. It is very difficult to legislate for money you should have to spend at school. Since many of the expenses from being at school – stationery, pens, games kit and so on – find their way on to your school bill, nearly all the money you are given is spent on food. £1.50 per day for an Elements student would perhaps be a generous allowance, although some parents give more than this. If you run out of money you will not receive an advance of any money without your parents' specific consent given over the phone or by e-mail.

Pocket money that you have handed in will need to be requested in advance before you require it, this is so that your request can be given to the Accounts department, and the money can be collected for you.

SCHOOL ACCOUNTS

Expenses such as stationery, toiletries, and games kit can be purchased either on site or via regular trips to local stores at the weekends. The cost of school trips and other such events is charged directly to your parents' bill. Any damage which you may cause in your room is also charged to your parents' account, so it is best to make sure that your parents know what to expect before they receive the school bill.

POST AND PACKAGES

You are of course welcome to have post and packages delivered to you while you are at school.

The College address is:

St Edmund's College

Old Hall Green

Ware

Herts

SG11 1DS

Please make sure you use this address when ordering as other addresses are offered on the drop-down menus on websites and can mean that your parcel is delayed getting to you.

Packages are delivered to the Boarding Office throughout the morning but anything that arrives in the afternoon we usually have to wait until the next day to receive.

There is no post delivered to the College at the weekends so please bear this in mind when ordering.

It is important to remember that you will need to be able to carry your packages to your room so try not to order anything that is too heavy for you to lift.

COMMUNAL SPACES

Corridor Rules

Sports are to be played outside the House. There are many other people living in this community, and it is important to ensure an atmosphere where work is possible. Please keep music and other noise under control. If you don't, you can expect your devices to be removed.

Common Rooms

Common rooms are for the use of everyone who lives on that corridor or for everyone to use if they are in between the corridors. You must look after the common rooms and leave everything as you found it. Try not to move furniture around as this can lead to it becoming broken.

House Kitchens

Kitchen facilities are available within the Boarding House for students to prepare their own food if they wish.

- Anyone bringing in their own food or preparing their own food must do so in accordance with our allergy policy and guidance.
- Anyone who uses the kitchens is responsible for cleaning up after themselves plates, cutlery, saucepans and so on must be washed and put away after use. The person using the item is responsible for it.
- All cooking must be done in the House kitchens and students must not use electrical kettles and other electrical cooking items in their rooms or on the corridors.
- Any out-of-date food found in the fridges will be discarded.

Bathrooms

We all have a part to play in keeping the bathrooms clean and tidy. It is important to leave the showers clean, to ensure that the lavatory has been properly flushed, and the wash hand basin is clean after use. All of us appreciate a clean bathroom.

Bedrooms

It is your responsibility to keep your bedroom tidy. No items should be left on the floor so that you can easily enter and exit the room and to allow the housekeeping team to be able to vacuum for you.

Desks should be kept clear so that they can be cleaned.

If you have a sink in your room it is a good idea to take all the items you keep on it off once a week so that it can be thoroughly cleaned for you.

If there are two beds in your room these should remain in the position that you find them. Beds must not be pushed together to make a double bed as this makes it difficult for the housekeeping team to move around and can cause damage to the furniture.

Bedrooms are checked regularly by the Boarding Team and if your room is too untidy you will be asked to clean it up.

BEING AWAY OVERNIGHT AT THE WEEKEND

For full boarders to be absent for nights over a weekend, your parents or guardians must give their permission to the Housemaster of Boy's and Girl's Boarding, preferably by the Wednesday before the weekend. The permission must state: where you are going, time of departure and time of return to the College. Boarders are only able to stay overnight with parent/guardian or a family from the College with permission. The 'host family' must also give their permission to the Housemaster of Boy's and Girl's Boarding by the Wednesday before the weekend to confirm arrangements, giving a contact telephone number in case of emergency.

HOLIDAY ARRANGEMENTS

It is the responsibility of your parents and guardians to make all the necessary arrangements for you to travel home at half and full terms in plenty of time and inform the Housemaster of Boy's and Girl's Boarding of those arrangements at least 3 weeks in advance. Transport to the airport is either by a taxi organised by the College, or your parent/guardian. If for any reason you must leave early at the end of a term or return late at the beginning of a term then your parents or guardians must write to the Headmaster, to request permission.

BOARDERS CODE OF CONDUCT

As a member of the St. Edmund's community, and being mindful of the St Edmund's mission statement 'rooted in Christ through service and leadership', I shall conduct myself in boarding in the following ways:

- I will do everything I can to make the lives of others within the boarding community comfortable;
- I shall make every effort to keep the boarding environment pleasant for everyone. I will respect the notice boards and corridors, the common rooms, King Room, Butler Hall and all College facilities;
- I will carry out instructions given to me by boarding and activities staff, without fuss or argument;
- I shall arrive promptly and appropriately dressed for all services in the College Chapel. I will maintain a respectful silence once I am in the Chapel corridor and inside the Chapel. I will not bring my phone or electronic devices to Chapel;
- I understand that everyone has times when they need to be quiet or by themselves and I will not disturb them if they wish to be alone or quiet. I will not enter another boarder's room, unless I am invited to do so;
- I understand that there are to be no more than four students in a boarder's room, at any given time. If I want to meet with a larger group of friends, I will do so in a common room or other appropriate communal space;
- If I am in another boarder's room, I will respect their possessions and their roommate's possessions. I will not use or borrow possessions without explicit permission from the owner;
- I shall arrive promptly for all study sessions. If I am late, I shall excuse myself quietly and not disturb anyone. If I study in my room and need to go somewhere else, I shall tell the duty member of staff where I have gone and "sign out";
- I will bring all my books and materials I need to each study session. I will work silently, without disturbing others during study. If I need to talk, I will ask permission to do so from the study supervisor. I will not take a mobile phone to the study room;
- I will conduct myself properly and in accordance with the College rules on all boarding trips;
- If I think I have been unfairly treated, I will speak to the member of staff at an appropriate time. If I still do not feel the issue is resolved, I will speak to Mr Adams.