



The Royal School Wolverhampton

BOARDERS' HANDBOOK



2024/25



LIVE • WORK • PLAY

Friendship ♥



Willkommen

Namaste

歡迎

Bud' VITAN

Welcome

Voschata

Onzi etorri

BIENVENUE

Boalkhent!

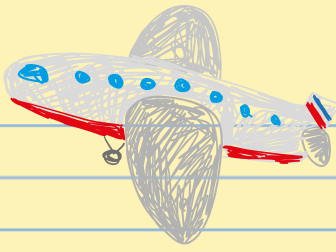
Bienvenido

WITAM CIĘ

Tervetuloa



Scan here with your phone to
translate to your first language



BOARDING PRINCIPLES

- Through the communication of shared values, we aim to develop the whole person.
- Through openness and trust we aim to develop a boarding community that has mutual respect for all members of the community. Within this boarding community we embrace every member of the boarding and school community.
- We aim to create a community in which each Boarder and Day Pupil is able to work, play and relax free from abuse, harassment, intimidation, teasing and bullying.
- Within our community, we aim to create equality of opportunity and respect for all Boarders and Day Pupils regardless of ethnicity, faith, culture, gender or disability.
- Within our community, we aim to create an atmosphere and ethos that will allow each Boarder, Day Pupil and individual member of staff to treat each other with dignity, respect and a mutual concern for the well being of each individual.
- We aim to provide the right to privacy that each member of our community will require when necessary.
- Within our community, we aim to create the necessary conditions that will be conducive for each individual to grow intellectually.
- Within our community, we aim to create the necessary conditions that will allow each Boarder and Day Pupil to develop spiritually, morally and socially during their time at the School.



BOARDERS' HANDBOOK



Welcome

Welcome to our boarding community. Whether you are new to boarding or have been boarding for some time, this book will be helpful to you and to your parents. The aim of this booklet is to provide a guide that will explain procedures, routines and policies for all boarding houses and it is strongly recommended that parents and pupils are familiar with its contents.

We wish to ensure that your time at the School is happy and productive. In order to achieve this you must expect to contribute by abiding by the regulations and adopting an honest and tolerant approach to others.

This booklet is not intended to be exhaustive and it will be subject to review and modification from time to time.

Head of Boarding (+44 (0)7795480876)

Mr A. Large al@theroyal.school

Dartmouth House (+ 44 (0)1902 349104)

Houseparent	Mr A Large	al@theroyal.school
Assistant Houseparent	Mrs H Compain-Holt	hch@theroyal.school
Boarding House Assistant	Mrs S Large	slarge@theroyal.school

Lichfield House (+ 44 (0)1902 349106 / (0)7795467773)

Houseparent	Miss Donna Holland	dholland@theroyal.school
Houseparent	Ms N Zhang	nz@theroyal.shool
Boarding House Assistant	Ms R Binning	rbinning1@theroyal.school
Boarding House Assistant	Mr K Uskov	kuskov@theroyal.school

Medical centre (+ 44 (0)1902 349117)

School Nurse	Ms Kealey Lyn-Kew	san@theroyal.school
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Boarding staff are fluent in the following: English, French, German, Russian, Punjabi, Cantonese and Mandarin. Staff at school also speak other languages such as Polish, Russian and Estonian.

Telephone Numbers and email

Reception

+ 44 (0) 1902 341230 info@theroyal.school

Help and Advice

Child Line	0800 11 11
Citizens Advice Bureau	01902 780719
Samaritans	0845 7909090
Drugs Helpline	0800 776 600
Childrens' Rights Director	0800 528 0731
Independent Person	07742 020246

Other Useful Numbers

Transport

Veezu	01902 717273
ABC Countdown	01902 333333
National Rail Enquiries	03457 484950
National Travel Line	0871 200 2233

www.nationalrail.co.uk

www.thetrainline.com

Driving Schools

BSM	0800 316 3064
Ashton	07973 618617

Police

Wolverhampton Police (Non-emergency)	101 or 0345 113 5000
Wolverhampton Police (Emergency only)	999

Library

Penn Library	01902 556281
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Banks/Building Societies

HSBC	0845 740 4404
Barclays	0345 734 5345
National Westminster	0845 788 8444
Lloyds	0845 300 0000



ARRANGEMENTS FOR THE BEGINNING OF TERM





On arrival at the School, please go directly to the main entrance of Senior School (under the clock tower) where you will be met by a member of the School staff and shown to your boarding house. The House Staff will be available to show you to your room so you can unpack your things and get settled.

You will need to hand in your passport, flight tickets, medical forms and any pocket money for safe keeping to your House Parents. Later on you will have the chance to meet other members of your House. The first day is dedicated to helping you settle in before school starts.

Tuesday, 3 September, 2024

When?

10.00
13.30
18.30
19.15
21.00

What?

Pupils return
Principal's tea
Dinner
Boarding meeting
Registration

Where?

Victoria Hall
Victoria Hall
Dining Hall
In boarding houses
In boarding houses

Typical school day:

When?

07.30
07.35
08.20
15.25/16.25
17.00
18.00
19.00
21.00-22.30

What?

Check out of boarding house
Breakfast
School day
Return to boarding house (depending on year group)
First Prep
Evening meal
House Meeting followed by Second Prep (if required)
Evening Registration and lights out according to age group



PERSONAL ITEMS

These should be clearly marked and a record of the serial numbers should be kept in a safe place and added to the electronic valuables form, which your houseparent will direct you to. You are welcome to bring your favourite games and books, etc. but your storage space will be limited and valuable items will need to fit into a locker or the personal safe in your bedroom. The School cannot take responsibility for loss or damage of personal items.

You will be provided with a key to your room and you should ensure your room is locked every time you leave it in order to keep your belongings safe.

CLOTHING AND BED LINEN

You should have received a clothing list with your 'Joining Instructions.' If there are any items you cannot purchase before you join the School, Emma Conninglae, who is in charge of the Laundry, will assist you to purchase them when you arrive at the School.

You will need two duvet covers for your bed and you can either choose to bring some with you or you can purchase them when you arrive. These items are not expensive to purchase in the UK. The School will supply you with sheets and pillow cases.

ELECTRICAL APPLIANCES

Portable electrical appliances can be the cause of fires and serious or fatal injuries. Any appliances brought into a boarding house should be in a safe and good condition and will be subject to regular P.A.T. Testing. Any new items also need to be tested.

Certain appliances are permitted:

Computers, chargers, hairdryers, electrical toothbrushes, shavers and portable audio equipment.

*All are subject to a UK safety test and the cost of this will be added to your fee account.

We do not permit:

Kettles, fridges, toasters, heaters, microwaves, TV sets, irons or fans.

All Boarding Houses have a fully equipped kitchen where drinks and snacks can be prepared. For the safety and comfort of others, cooking in rooms is not permitted and rice cookers etc., may only be used in the House Kitchen.

Mobile Phones

Students are permitted to bring mobile phones to the school. Phones are not permitted between 08:20 and 15:25/16/25; they are to be switched off. They should be switched OFF during prep times, house meetings and quiet time. In order to keep your phone safe it should be kept locked away or on your person.

All phones, laptops and tablets are to be handed in at evening registration and can be collected the next morning. This is to ensure all students get a good night's sleep. In an emergency please contact the duty boarding house parent.

Students should inform their House Parents of their mobile phone number at the start of the year and let them know if the number changes so they can then contact you in an emergency.

It must be noted that mobile phones are not covered on the Boarders' Insurance Scheme and pupils are advised to take out private insurance to cover against loss/damage whilst at School.

POCKET MONEY



Parents must ensure that students have sufficient money for their personal needs such as toiletries and travel, etc. Money can be paid into a 'School Pocket Money' account and parents can say how much money they wish their child to be allowed each week. Students are allowed £5 per day unless special permission is requested from their House Parents for additional amounts. Additional amounts can also be requested for week-ends as long as the amount does not exceed limits imposed by parents.

During the pandemic, as a school we have tried to move away from handling any cash. Our advice is for students to use a pre-loaded travel card, or if staying in the UK for a few years, to open their own bank account.

PETS

Pets are not permitted at the School.

GUARDIANSHIP

All students studying in the UK whose parents live overseas must have a guardian in the UK.

Some pupils have relatives or friends willing to take on this responsibility.

Catering

The School's dining room offers a varied and healthy diet and can cater for students with special requirements. If you have not told us of any dietary needs then please do so as soon as possible.

Each term the boarders have the chance to discuss the menus as part of the boarding council.

As a healthy eating school, we discourage boarders from eating at local fast food establishments. We have introduced quota system for signing out. Boarders should also be aware that all meals are compulsory with the exception of Saturday evening where boarders are allowed to order a takeaway.

Medical Centre

The School has a fully equipped Medical Centre with a qualified Nursing Sister on call during the school day. The Centre can arrange dental and opticians appointments for boarders and provides first class medical care and a Counselling Service.

If you are ill, please inform a member of staff who will then decide if you should go to the Medical Centre. You will not be able to stay in the House during lessons or activities.

Medicines:

- Students are not allowed to keep medicines in the Boarding house.
- Students must not self-prescribe or self medicate.
- Students must not prescribe for other pupils.
- Students must not give anyone medicines of any kind.

All medication is given out by either trained house staff or our school nurse.

The School Nurse is always available for a friendly chat or to discuss any problems such as home-sickness or any other difficulties you may be experiencing.



Laundry

All your clothing will be washed and ironed for you and should be taken to the laundry in the bags provided by the School. These bags should be marked with your name along with all items of clothing so that you do not lose your belongings. Name tapes will be purchased from the laundry and the staff will also sew them onto your clothes.

Laundry days are Mondays and Thursday. The laundry day for your bedding is on Tuesdays and you will need to take your laundry to the laundry staff before School begins.

If you have any clothes that require a delicate wash or dry cleaning, please tell the laundry staff when you take them in.

If anything is missing from your laundry, usually because items are not named, please check in the lost property in the laundry room.

Sixth Formers should bring a smart formal suit with them, although these can be purchased upon arrival if necessary. Students in other school years can order uniform when they arrive. Any uniform costs can be placed on your next school bill or paid for at the time of purchase. For the full Sixth Form uniform guidance see the last page of this booklet.



Admin

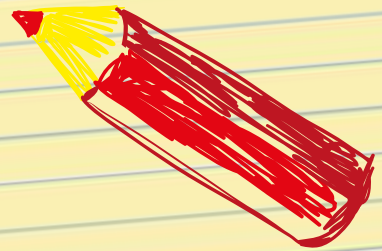
The house parents look after passport and travel tickets. All travel arrangements can be made through the House Parent including end of term and half term travel. If you are unable to travel home for the half term holidays, please check with the school as the boarding houses may stay open and arrangements can be made for you to remain in a boarding house. The cost of these arrangements will be added to your fee account at the end of each term, if not already organised and paid for.

If you require a taxi, this can be arranged and the cost added to your fee account or paid directly by the pupil at the time.

If a pupil requires their passport during term time they must seek permission from their House Parent and Head of Boarding.

If it is necessary for overseas pupils to miss any part of the academic term then parents should contact the Principal beforehand.

Your passport is very important and may be difficult to replace. Please make sure you hand it in to your House Parents so that it can be kept during term time.



A day in the life of a student at The Royal School

08.20 – 08.57 Registration, assembly
and tutor time

09.00 – 09.57 Lesson 1

10.00 – 11.00 Lesson 2

11.00 – 11.12 Break

11.15 – 12.12 Lesson 3

12.15 – 13.15 Lesson 4

13.15 – 14.12 Lunch

14.15 – 14.22 PM Registration

14.25 – 15.25 Lesson 5

15.30 – 16.25 Lesson 6

15.25 is the finish time on a Monday and Friday
unless you are staying for the optional homework
club on a Monday.



BOARDING ROUTINE



The evening routines for boarders can be dependent upon academic progress and behaviour in general. There may be slight differences in routine between Houses but the general timings are as follows.

Routine for all years

15.25/16:25	Return to boarding house to change / shower
17.00	First prep
18:00	Dinner
19.00	House Meeting
19:15	Second prep (if required)
21.00	Check ins
22.30	House quiet

All members of the House attend prep. Year 11 and Sixth Form may have additional prep sessions scheduled. The timing of first prep is flexible but will last for around one hour. If any boarder falls behind their target, they will have extra monitored prep sessions. This will allow your House Parents to adjust first prep timings around opportunities to play sport and key events in the School calendar.

Computer games, mobile phones or chat rooms should not be used during prep time.

If you have to miss prep (for example because of a school activity), please notify the member of staff on duty in advance. Make sure you sign out!

Meals are compulsory for all to attend.

*Between 08.00 and 16.25, Monday through Friday, you should be wearing your school uniform or sports kit when appropriate. Other times you can wear your own clothes.

BOARDING ROUTINE

Weekends

Exeats are not compulsory, but any boarder wishing to request a weekend exeat must inform their houseparent. The houseparent will add a leave request to our boarding system which will then be approved by the Head of Boarding and the boarders' parent/guardian. Exeats can be taken from 15:25 on Friday and be back by 17:00 on Sunday. Sixth Formers have access to our boarding app and can request their own exeats. No boarders will be allowed to leave for their exeat until it is approved by BOTH the Head of Boarding and the parents/guardians.

Friday

Normal routine is followed on Fridays, although changes to routine may be made at House Parent's discretion.

Saturday

Breakfast - in house from 07:30

Brunch - 12.00

Dinner - 18.00

Between lunch and 18.00, pupils may go to other areas of the School, Tesco (the local supermarket), Penn Fields (Area of shops near the School), or McDonalds/ Sainsbury's (Years 7-9 need written parental permission to go to McDonalds). All Y7-11 must be back from the shops before 17.30 and Sixth Form must return from Birmingham before 17.30.

Years 10 and above may go to Wolverhampton. Sixth Form only may go to Birmingham.

Please make sure you sign out.

House meeting is at 19.00 on Fridays and Saturdays.



Sunday

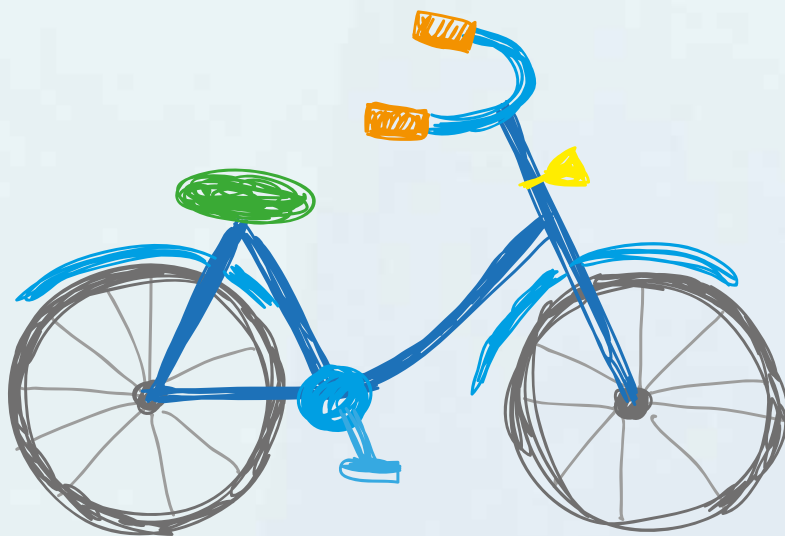
Breakfast is optional. There will be breakfast provided in the house including toast, cereals, fruit and pastries or boarders can stay in bed and have a lie in.

Between lunch 12.30 and 17.15, pupils may go to other areas of the School, Waitrose, Penn Fields and McDonalds (Years 7-9 need written parental permission to go to McDonalds).

Signing Out

You must sign out with your houseparents who will use the boarding software system. Sixth formers can sign themselves in and out themselves via the app. It is still polite and good practice to let houseparents know where you are going and a likely return time.

If allowed, you must let your houseparent know where you are going and how likely you are going to be offsite for.



Weekly Boarding Assembly

The boarding assembly is each Sunday at 19:00. It will either take place in the school theatre, chapel or online.

If asked to attend a service or assembly in the chapel, please remember that Chapel is a place of worship. Even if it is not your religion, you are expected to behave with respect. On occasion we will have a chapel service and sermons read out in Chapel are almost always equally applicable to a number of religions. It is also important to remember that whilst you personally may not agree with everything you hear in Chapel, others may not always agree with all of your views or beliefs. As part of a community, it is important that we all respect each other's beliefs and allow those who wish to participate more fully to do so.

Chapel services include hymns, prayers, readings and a sermon. All pupils are welcome to join in and those wishing to take a more active role (for example, reading in Chapel) should see your House Staff.

The School remains sensitive to the needs of all faiths and worship arrangements can be made accordingly through House-Staff.

Activities

There is a wide variety of optional activities arranged for all boarders. Several of these are day visits which are usually subsidised by the School. Visits to Alton Towers, the Birmingham Christmas Market and events are arranged for the boarders. There are also coach trips to major cities in the UK such as London, Liverpool, Manchester and Oxford where boarders can explore new places and do some shopping for souvenirs.

On Wednesdays and at the weekends, there are activities which are organised and these are compulsory. This is to bring the house together for a common goal. Some of the activities will be team building, community service and all will link to British values.

There are also additional activities that boarders can sign up for (sometimes for a small fee which can be added to the school invoice). In recent months boarders have enjoyed go-karting, Laser Quest, bowling, cinema, local restaurants, Waterworld, Snowdome and paint balling. If parents do not wish their pupils to sign up for such activities then they should contact their House Parent and advise them accordingly. These activities and skills are captured in the boarding passport.



HOUSE FACILITIES

Dartmouth House

The students in Dartmouth House are usually boys Y7-Y13. Our values are confidence, character and honesty. The House has three communal spaces complete with TVs and games consoles. The House regularly holds competitions on the games consoles to see who is the best and can be crowned champion. There is also a small gym for 16 years and above, musical instruments and quiet reading spaces. In the large common room, there is a table-tennis table and table football table which are used daily by a number of students.

Outside, we have access to a large playing field with football posts and access to a full size basketball court and four tennis courts for use in the summer.

Dartmouth is also home to eight fish and the boys take responsibility to feed them and clean their tank.

Lichfield House

Lichfield House is situated in the heart of the main school building. Its sloping roof makes it very distinctive from all the other structures in school and usually houses girls Y7-13.

The Common Room is the focal point of the house where our daily house meetings are held and where a number of our activities and parties take place. The House has a very warm and friendly atmosphere and girls soon settle in and infuse their characters into the House by playing music, practising on our electronic piano, watching TV, playing table tennis and having film nights-with the boarders from Dartmouth House, very much as they would in their own homes.

Beginning with our 'Getting to Know You' activity on the first night, we host a range of activities during the week that encourage the girls to develop other skills or perhaps try out activities for the first time, including indoor hockey, chocolate bingo, face painting, basketball and many more. On the weekend, we take advantage of the free time to invest in cultural enrichment opportunities by visiting several U.K. cities like London, Manchester, Liverpool, Cambridge, Bath and a trip to the seaside, if our lovely English weather permits.

All staff are very committed to helping and encouraging every girl to reach their full potential and we take pride in making their time at The Royal a positive and memorable experience that moulds the leaders of tomorrow.

Common to all Houses

Dirty boots/footwear should be put on and taken off in the appropriate place for your House.

Please help to keep your House tidy, both in your private space and shared areas of the House.

Boarders are allowed to visit other houses and will be told on what days they can visit and the time that this will be allowed. We have also purchased benches for boys and girls to meet and chat outside – when the weather allows!

Students are also provided with an electronic safe in their bedrooms for them to store small valuable items and cash. These only open to the correct combination number and only the House Parent has a key that can override the keypad. These safes are screwed into the wardrobes within each room and cannot be moved. Do not leave valuables in your room unless you lock it in the safe provided. The School cannot be responsible for any losses.

Each student will have a key to their bedroom/study area and it is the students' responsibility not to lose their room key. This enables the student to lock (at all times) their own room and to keep their possessions safe.

Both boarding houses have very diverse staff hailing from different cultures and backgrounds, and as such, we emphasise the importance of embracing diversity amongst other boarders, while also fostering an environment that promotes independence, confidence, thoughtfulness and honesty amongst all the boarders. The boarders also get to learn more about each other as they share communal living spaces and spend time together in the evenings and at weekends.

Boarding staff are fluent in the following: English, French, German, Russian, Punjabi, Cantonese and Mandarin. Staff at school also speak other languages such as Polish, Russian and Estonian.



Fire Procedure

Every student must respond immediately to a fire alarm. The fire alarm is a very loud continuous siren. You cannot miss it!

At the beginning of the school year, students are shown an emergency action plan specific to their Boarding House. In the event of a fire alarm being sounded, you must proceed quickly and quietly out of the building and report to the appropriate assembly point (Chapel if in the main site or the car park at the rear of Dartmouth House).

A roll call is taken to check that everyone is out of the building. If you detect a fire, sound the alarm by breaking the glass and leave the building. Never attempt to fight a fire yourself. Regular fire drills ensure your safety. Never ignore an alarm. At night always have shoes and a warm coat ready in case you need them. You must not re-enter any building until a member of staff tells you it is safe to do so.

Safeguarding Children

Safeguarding Children is a very serious issue and is about protecting you from harm.

If anything at all is worrying you, every member of staff in the School has been trained in safeguarding children and everyone knows what to do if you need to speak to them.

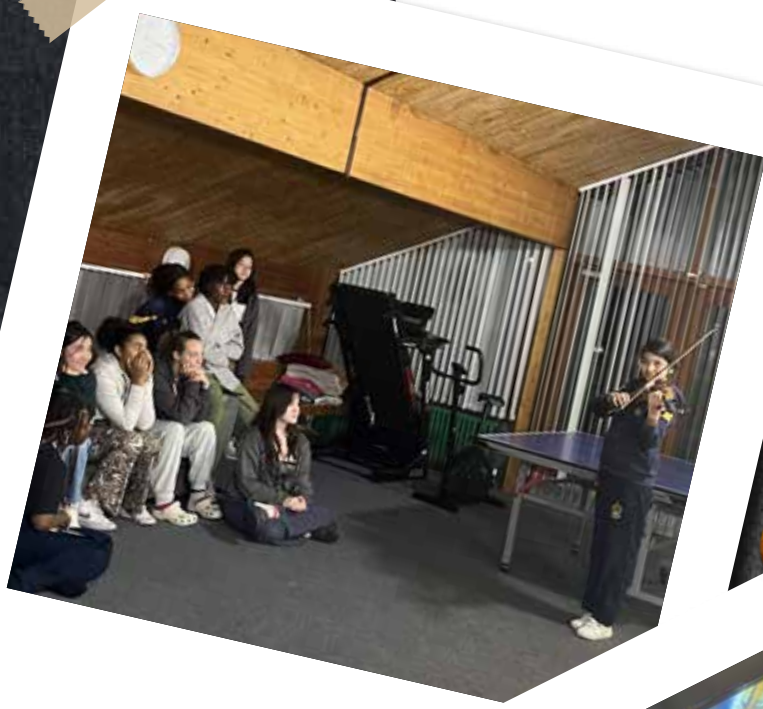
Anti-bullying Policy

At The Royal School Wolverhampton we take responsibility for helping students understand what bullying is and the harm it can do.

If you feel you are being bullied tell someone immediately. This could be your House Parent, Tutor, Head of Key Stage or the School Nurse in the Medical Centre, a friend or anyone else within the School. We will take the necessary action to stop it happening. You tell us, we will stop it.



COMPLAINTS/CONCERNS PROCEDURE



Who do I see?

House Parents, Head of House, Tutor, School Nurses, Independent Listeners or anyone at the School you feel comfortable talking with.

What will happen?

Whoever you see will listen to your complaint/concern and if they or you feel it is necessary, will pass the complaint/concern to someone who is able to deal with it.

What will happen next?

Whatever the complaint/concern is about, it will be looked into by those who are in the best position to deal with it and appropriate action will be taken.

What about me?

You will be informed of what is happening and how your complaint/concern is being dealt with. This will obviously include the outcome and what has happened as a result of the complaint/concern.

Do you need to talk?

Too difficult to tell someone you know?

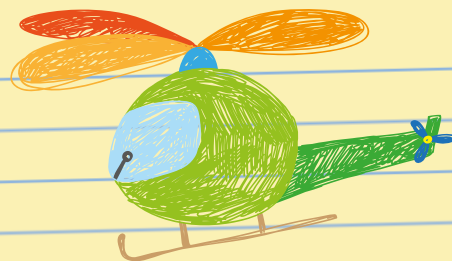
The following services are available. They are there to help and do not always have to tell your parents.

Childline	0800 11 11
Childrens' Rights Director	0800 528 0731
Independent Listener (Rev. Ben Whitmore)	07742 020246

NEW BOARDERS INDUCTION CHECK LIST

Registrar Office

- ✓ Handed in acceptance form
- ✓ Handed in insurance form
- ✓ Handed in music lesson form
- ✓ Handed in medical form
- ✓ Handed in other forms or documents



Please specify

Boarding House

- ✓ Received a copy of this boarders' handbook
- ✓ Received your room key
- ✓ Received your ID badge
- ✓ Received an internet cable or WIFI password
- ✓ Received your clean sheets/pillow cases/duvet/duvet cover where needed
- ✓ Handed in any medicine
- ✓ Handed in your passport and/or residence card to House Parent
- ✓ Handed in any Flight Tickets to House Parent
- ✓ Made aware of the closest fire exit and school fire assembly point
- ✓ Contacted home (e-mail or phone-call) to let them know you have arrived safely
- ✓ Informed how to use your room safe
- ✓ Exeat Procedure read and understood
- ✓ Valuables Sheet (RSW Form H31) completed and handed in to your House Parent
- ✓ Mobile Phone Number logged with your House Parent

Laundry Department

- ✓ Uniform borrowing or ordering
- ✓ Name tape ordering
- ✓ Having been given two laundry bags

Reception

- ✓ Handed in pocket money/School Fees

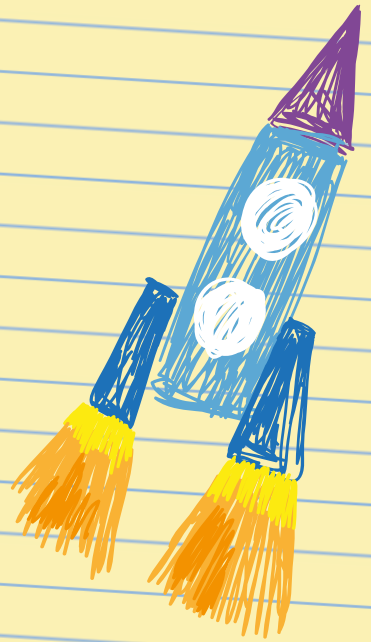
Others

- ✓ Joining the school tour
- ✓ Joining the town tour
- ✓ Introduced to your Boarding Buddy
- ✓ Photograph Taken for ID Card
- ✓ Academic Interview taken place
- ✓ Timetable Received

PUPIL END OF TERM CHECK LIST

REMEMBER TO CHECK ALL THESE PLACES FOR YOUR ITEMS. IT'S EASY TO MISS SOMETHING

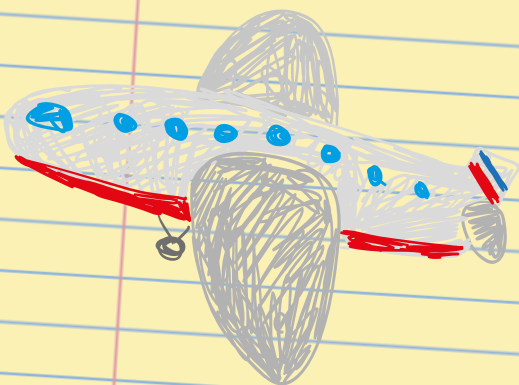
- ✓ Clean Room
- ✓ Checked drawers
- ✓ Checked wardrobe
- ✓ Checked under the bed
- ✓ Checked shelves and window sills
- ✓ Checked showers and washrooms
- ✓ Checked fridge and freezers and kitchen area
- ✓ Checked Common room
- ✓ Handed in all text books to teachers
- ✓ Handed in Library books
- ✓ Handed in all art equipment to Art Block
- ✓ Put all dirty laundry in Laundry
- ✓ Opened my curtains and windows
- ✓ Stripped my bed
- ✓ All luggage labelled clearly
- ✓ All luggage in trunk store
- ✓ Got my passport and necessary documents
- ✓ Taxi or Coach booked
- ✓ Handed in Room key and ID

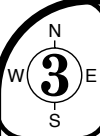


Students leaving permanently and leaving luggage behind

Make sure all bags suitcases etc.; are well labelled and that you have filled out form RSW H30 and returned to House Parent for checking.

If you are leaving permanently, all personal items must be taken with you.





- 1 Main Entrance & Visitors Car Parking
- 2 Main Reception
- 3 Rear Entrance & Theatre Car Parking
- 4 Theatre
- 5 Dining Hall
- 6 Sanatorium
- 7 Chapel
- 8 Lichfield Boarding House
- 11 Dartmouth Boarding House
- 13 Swimming Pool Complex Entrance
- 14 Primary School Entrance & Visitors Car Parking
- 15 Primary School