



MOUNT

ST MARY'S | BARLBOROUGH HALL

Mount St Mary's College Boarding Handbook









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Boarding Handbook

Information for students boarding at Mount St Mary's College

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Welcome to Mount St Mary's College



Home Away From Home

Welcome to Mount St Mary's College. As a member of our boarding community we are delighted you are with us. The Mount is a family, and you are now a part of that family. We take care of each other in the true spirit of a Jesuit institution. The spirit of Jesuit education informs all that we do here at Mount St Mary's College, with the care of the individual at the heart of that philosophy.

We know it will be a wonderful year, full of opportunities and challenges of which every member of our school can take advantage. As a Boarder, students have a fantastic chance to be at the heart of our school and to experience all that is available here at Mount St Mary's College.

This booklet tells you all you need to know about boarding life at Mount St Mary's College. We also set out the guidelines and expectations we have for students whilst they are studying and living here.

Living away from home is a time full of excitement and opportunity. But it is also a new experience for many and we hope that the information in this guide helps alleviate some of the understandable anxieties you may have. Our team of dedicated House Parents are here to guide and support our boarders and you will find in this guide all the information you need on how to contact them. We look forward to working with you as parents during the time your child is with us. We very much value the partnership that we foster with our parent body.

On behalf of the Boarding House staff, we look forward to welcoming you and your child to the Mount – their new home away from home.

General Information



Boarding Options

There are three main ways to board at Mount St Mary's College:

Full Boarding

Students live with us throughout the week and weekend and usually return home or visit their guardian during the school holidays. A full programme of activities is on offer throughout the weekend allowing students to take full advantage of all of the clubs, sport and music on offer.

Weekly Boarding

Like full boarders, students live at school throughout the week, arriving on Monday morning and usually returning home on Friday night or Saturday morning. Weekly boarding may be available for short periods of time.

Flexi Boarding

This offers day students the opportunity to board on a short term basis, whether for a short number of nights, subject to availability. Many of our students take advantage of this during exam periods, allowing concentrated study time and additional access to staff for support.

Flexible boarding can also offer those involved in extra-curricular activities the chance to remain at school rather than return home late in the evening.

Parents would need to contact the Head of Boarding for availability, and we ask for 24 hours' notice. The costs for full, weekly and flexible boarding can be found in the 'Fees' section on the Mount St Mary's College website.

The Head of Boarding, in communication with the House Parents, oversees the allocation of rooms for students in all year groups. We encourage students to make their rooms feel as homely as possible and noticeboards are available in each room for posters and photos from home to be displayed. We expect all students to respect and value the accommodation that they have and take care to maintain a tidy and well-presented room.



Accommodation

Boarders live in one of three Boarding Houses under the overall care of the Head of Boarding. Each of the Boarding Houses is led by a House Parent who is assisted by a Deputy House Parent and a team of resident Boarding Tutors. They are responsible for ensuring students settle into the House, make friends and find happiness and fulfilment whilst at Mount St Mary's.

In our Houses, we try to maintain a relaxed, warm but purposeful atmosphere so that our young people can grow up in a happy and fulfilling environment.

There are Common Rooms in each House with a television, DVD player, additional laundry facilities and a kitchen area for preparing food, should students choose to do some of their own cooking. Snacks can also be prepared between mealtimes.

Loyola

The boy's Boarding House.

Loyola offers en-suite bedrooms throughout, either shared by younger students in twos or threes, or in individual study bedrooms for older students.

With wonderful views over the Derbyshire countryside, Loyola is set in a tranquil location offering a calm and peaceful place to study and relax.

Loyola House is named for St. Ignatius of Loyola, the principal founder of the Jesuits.



Hopkins

The girl's Boarding House.

Hopkins is a warm, welcoming and vibrant environment. With large en-suite bedrooms, many offering high ceilings and big windows, Hopkins is a homely place that our students love to call home.

The House is named after Gerard Manley Hopkins SJ, the Jesuit priest, who taught at Mount St. Mary's College in the 19th century.

Colliston

The junior boy's Boarding House.

Colliston House has 24 bedrooms, divided into 2 groups of 12 by a communal kitchen and social area.

All rooms are again en-suite and offer, comfortable study bedrooms. Colliston is named after Fr. James Colliston SJ, an Old Mountaineer and the Headmaster of the College 1952-68.



Communication



Colliston House:

+44 7833 051 484

colliston@msmcollege.com

Hopkins House:

+44 7833 051 476

hopkins@msmcollege.com

Loyola House:

+44 7833 051 478

loyola@msmcollege.com

The Boarding Team are keen to ensure parents are able to communicate easily with their children whilst at the same time ensuring they are settling well and not becoming too homesick. Each House has a duty telephone number which can be called directly by parents. In the event that the House Parent on duty cannot take the call, please leave a message and they will come back to you as soon as possible.

We encourage all Boarders to stay in regular communication with home. When first settling in it is good to receive news and reassurance from home. However long calls can have the opposite effect and generate more of a sense of homesickness. Please try to ensure that you only contact your son or daughter outside of lesson time and before their designated bed time ('lights out'). In the event of an emergency, you should contact a member of the Boarding Team.

In today's age of mobile communication it is always a special treat to receive a letter in the mail. If you would like to write to your child, please post any correspondence to: Mount St. Mary's College, College Road, Spinkhill, Sheffield, S21 3YL including the name of the Boarding House.

The use of mobile telephones is permitted within reason and outside of lesson time however we have a number of policies regarding the use of technology. For more information on this, please see the Technology Information in the section detailing Guidelines and Rules.



Guardians

All overseas Boarders must have a Guardian resident in the UK and this arrangement must be organised by parents. We would ask parents to read carefully the requirements for Guardians and urge them to ensure that they can be fulfilled. We require that Guardians live fairly close to the school (no more than two hours' drive), are able to attend meetings at short notice (about 24 hours) and can accommodate your child in case of emergency. We strongly recommend that all Guardians should be registered with AEGIS (the Association of Educational Guardians in Independent Schools).

It is the responsibility of parents to make arrangements for Boarders during the holidays, including the half term weeks. Many long distance, overseas students stay with their Guardians for some of the short school holidays. Parents are asked to inform the House Staff of the arrangements for the holidays well in advance.

Please note that the College **does not** have exeat weekends.

For overseas parents without their own contacts in the UK there are a number of Guardianship Agencies that will provide guardianship services for a fee.

A list of reputable agencies can be obtained from the Association of Educational Guardians for International Students, AEGIS. Their address is:

AEGIS
66 Humphrey's Close
Randwick,
Stroud
GL5 4NY

Tel/Fax: 0044 1453 755 160
www.aegisuk.net

If you are making your own arrangements for a Guardian through a relative or friend, please bear in mind the following guidelines:

The Guardian has legal responsibility for a child in his/her care and therefore must be a responsible adult with the time to carry out this function. For example, we do not recommend a friend or relative in student accommodation as a suitable Guardian.

Where Guardians are unable to perform their duties, the school reserves the right to use an 'emergency Guardian' for which a charge will be made.

Guardians should be able to provide:

- accommodation at short notice in emergencies
- accommodation in case of illness which requires isolation
- transportation when public transport is not a possibility e.g. in case of illness
- transport outside the school's formal arrangements in case of emergencies or in case of the need for early/late departure from the College
- accommodation in single rooms or shared room with another of the same gender and age; there should be suitable bedding, storage, heating and lighting with access to toilet and washing facilities that guarantees privacy
- adequate, suitable and regular meals should be provided in hygienic conditions
- access to a telephone to receive and make calls in private, charged at no more than cost
- adequate provision for laundry of personal items and bedding on a regular basis
- Guardians should be able to provide the usual means of relaxation and recreation both inside (e.g. appropriate access to television/video) and outside (e.g. facilitating visits to places of interest/shopping)

'Mount Speak'

There are a number of terms or words that are used at the College that reflect the history and heritage we cherish. The following is a very brief guide to some of the most common names and phrases you may come across:



Our Year Groups:

Upper Elements: 11-12 year olds (Year 7)

Figures: 12-13 year olds (Year 8)

Rudiments: 13-14 year olds (Year 9)

Grammar: 14-15 year olds (Year 10)

Syntax: 15-16 year olds (Year 11)

Poetry: 16-17 year olds (Year 12 – Lower Sixth)

Rhetoric: 17-18 year olds (Year 13 – Upper Sixth)



Academy

Our annual prize giving celebrations which take place during a weekend in the Summer Term. Sports Day is also a feature of this event. All parents are warmly invited to attend.

A.M.D.G

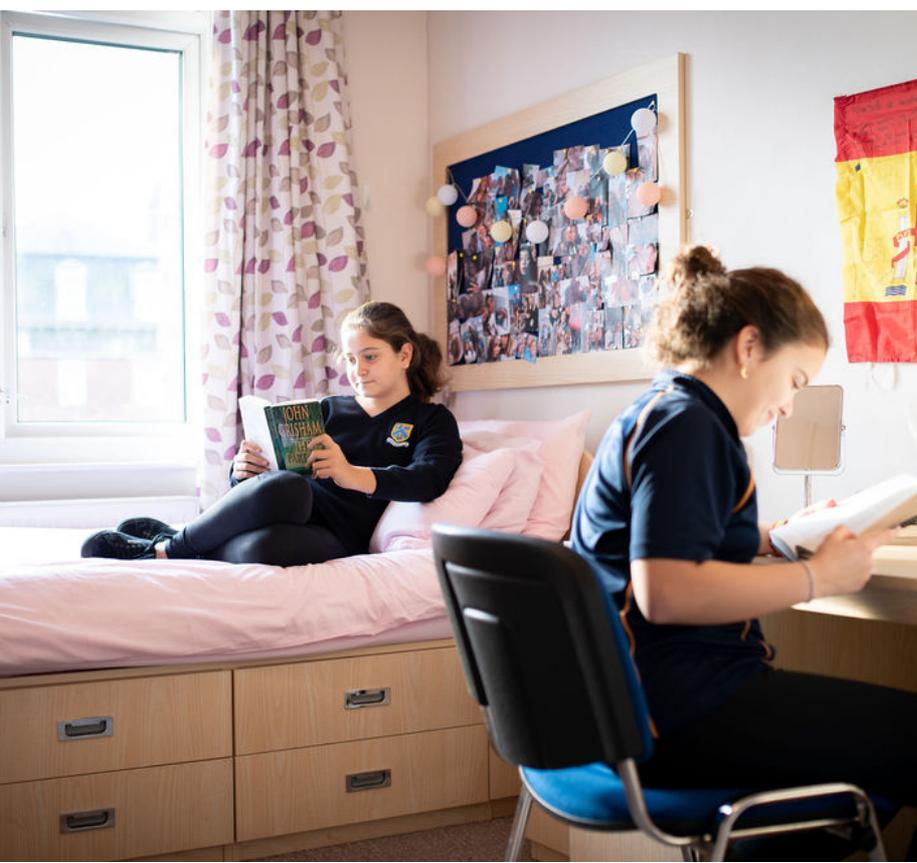
Translated as “For the greater glory of God”, this is the Latin motto of the Society of Jesus (the Jesuits) and is at the heart of all we do at the Mount.



Old Mountaineer

Anyone who has been a student of Mount St Mary’s College or Barlborough Hall School (our preparatory school) is known as an OM or Old Mountaineer. If you attend the Mount, you are an OM for life - part of a community that spans every continent over many generations. Welcome to the fold!

Boarding Life



Boarding Routines

The School Day

Morning

7am	All students rise
7:30am	Breakfast in the Refectory
8:15am	Boarder registration

School

9am	Lessons Begin
4:30pm	Lessons Finish

Evening

4:45-5:40pm	After School Activities (Boarders select a minimum of 3 per week)
5:45-6:30pm	Supper
6:40pm	Registration in Houses
6:45-8:30pm	Evening Studies: Upper Elements to Rudiments
6:45-9pm	Evening Studies: Grammar to Rhetoric

Bedtimes

9:15pm	Upper Elements to Rudiments
10pm	Grammar and Syntax
10:30pm	Poetry and Rhetoric

All students must be in their rooms for bedtime. 'Lights out' is 30 minutes after bedtime.



Saturday

Morning

7:30am	All students rise
8am	Breakfast in the Refectory
8:50am	Boarder registration

Daytime

AM	Sports fixtures and studies
PM	Activities in the Boarding House. Older students permitted time off site at discretion of house parent

Evening

6:10pm	Supper
7-9:30pm	House social time: studies, games, sport and films are all optional activities

Bedtimes

10:15pm	Upper Elements to Rudiments
11pm	Grammar and Syntax
11:30pm	Poetry and Rhetoric

Sunday

Morning

8:30am	All students rise
9am	Breakfast in the Refectory

Daytime

10:30am	Mass
11:30am	Brunch
12:30pm	Boarders outing (departure times will vary)
6pm	Supper
7pm	Studies

Bedtimes

9:15pm	Upper Elements to Rudiments
10pm	Grammar and Syntax
10:30pm	Poetry and Rhetoric

Beyond The Classroom

Life for a boarder is busy but balanced, with lessons, activities, study and free time scheduled in to the day. Weekends are more relaxed, and are spent participating in sports fixtures, cheering on your peers, and weekly excursions to local tourist spots.

After school activities range from strategy games to sports, so there's plenty to try out and maybe even find a new passion for!

Studies

We believe boarding life instils in our students a mature approach to independent learning and thus provides an excellent platform for meeting the challenges and demands of University and Higher Education. Despite the importance we attach to sport, recreation, and extracurricular development, our commitment to a culture of serious 'study' has always been, and remains, a priority.

Each weekday and on Sunday evenings all Boarders are expected to study formally. During Studies pupils will complete the homework set by their teachers, recorded previously in each pupil's planner. Sixth Form students use Studies for private study and research. All students from Upper Elements to Rudiments study with supervision and ICT facilities are available. Older pupils may work under supervision in classrooms or in their own room depending upon their grades and reports. This will be at the discretion of the Head of Boarding.

Free Time

Boarders must partake in three after school activities each week. On the remaining two days they may choose to do more activities or may have some free time. There are televisions in all common rooms and some sports facilities are available at these times.

After evening Studies, Boarders have some free time until they are due to go to bed. The Boarding 'hub', located in the chaplaincy rooms is open. This area has a common room, with television, comfortable seating and kitchen area as well as a quiet room with newspapers and magazines. The Boarding office is also located here so that Boarders can easily find and chat with the staff on duty. During the evening it is forbidden for Boarders to go off-site without specific permission from the member of staff on duty in their House.

Older Boarders are allowed as much freedom as possible. However, all excursions are at the discretion of the Head of Boarding.



Activities

Our extracurricular activity programme is extensive. We have a range of different hobbies for each student to try, and our Boarders get lots of enjoyment from these sessions. Pupils can take full use of our on-site, fully equipped gym and swimming pool, and enjoy group sessions ranging from strategy games to gardening! You can choose a minimum of three activities at least three times a week. Options typically on offer include;

- Games
- Study
- Swimming
- Gardening
- Chaplaincy
- Music
- Drama



Outings and Excursions

Each weekend the Boarding students are taken on an organised visit. These excursions vary from places of local interest, sports venues, museums, water and winter sport centres, to the cinema and opportunities to go shopping. At the start of each term we take many ideas from the students on where they would like to visit, and build these choices into the schedule.



What You Will Need

Wearing a uniform is a badge of pride, it is an integral part of our school identity and gives a sense of how we belong to the same community. During the school day, uniform must be worn by all students from Upper Elements to Syntax. In Sixth Form, a smart business suit is worn by both boys and girls.

The following is the list of minimum clothing required for students. If you feel your child needs more, then please add to the list. The items marked with '*' must be bought through the school shop.

Please email shopone@logoleisurewear.com to arrange your appointment.



Uniform

(Upper Elements - Syntax)

Items which can be purchased from School Shop	Items which are not available from School Shop
* Blazer	1 Pair black laced polishable shoes (not matt)
* Plaid skirt or mid-grey trousers	Dark overcoat
* V-neck navy pullover (optional)	Nightwear and underwear
* College tie	Towels
Blue shirts/blouses (long sleeved winter)	Dressing gown
Blue shirts/blouses (short sleeved summer)	Pair of slippers
White shirts/blouses (long sleeved)	Suitable casual clothes for evening and weekend wear
Navy knee socks (summer term)	
Navy blue or barely black nylon tights	
Dark socks for trousers	



On special occasions, students will be asked to wear 'best dress' which means their suit and white shirt/blouse.

Skirts should be no shorter than knee length and trousers should be straight leg or regular fit.

Poetry and Rhetoric

The Head of Sixth Form and Boarding staff will determine what is not suitable or appropriate clothing for Sixth Form students. If unsure, please contact the Head of Sixth Form or Head of Boarding before purchasing.

Dark coloured formal tailored suits (with skirt or trousers)	Dark overcoat
Plain shirts/blouses	Nightwear and underwear
V-neck dark coloured pullover (optional)	Suitable casual clothes for evening and weekend wear
Ties (Boys)	Towels
Dark socks	Dressing gown
Navy/Black tights	Slippers
Black laced polishable shoes (heel 1½ inch max)	



Games kit for PE

The full year sports kit	Autumn/Winter kit	Spring/Summer kit
Pair of training shoes suitable for indoor/outdoor use	Rugby/football boots (Boys)	Cricket trousers/shirt/slipover/cap
White ankle sport socks	Hockey stick	Tennis racquet (optional)
*White House polo shirts	Shin guards	
*School navy blue sweatshirt	*Navy blue rugby shorts (Boys)	
*School navy blue tracksuit bottoms	*School/House reversible rugby jersey (Boys)	
*School waterproof		
*Navy games skort (Girls)		
*School navy games shirt (Girls)		
*Navy/Gold/Sky socks (knee length)		
Navy blue swimming costume/shorts		
Gum shield (arranged through PE department)		

Bags

Students will need a strong kit bag and school bag of their choice (dark colour). These can be purchased from the Uniform Shop.



Your Wardrobe

All items of clothing must be marked by sewn in nametapes for all Boarding pupils showing laundry number and name. An extra supply of nametapes is recommended for marking additional items. Purchase clothes that can be safely machine washed and are colour-fast dyed.

For evenings and weekends (when not at sports fixtures or Mass), students may wear their own casual clothes. Clothing and footwear should be suitable for the weather conditions and be modest in style. Untidy and inappropriate clothing will not be allowed.

Smart casual clothes would be defined as a collared shirt and trousers or skirts.

Casual clothes would be defined as relaxed clothing. Clothing worn in common areas must be modest in style.

Laundry

The laundry service is provided only for full boarders.

Each full Boarder needs a minimum of two laundry bags that along with all items of clothing, should be clearly labelled with the student's name and laundry number. It is the responsibility of boarders to ensure that their clothes are clean and the school laundry should be used each week. Weekly and flexi Boarders do not use the school laundry – their laundry needs are the responsibility of parents/guardians.

Luggage

Students should bring their belongings to school in one large suitcase which will then be stored during the term time in a separate storage room.

Equipment

The school has a stationery shop on site where basic school provisions such as pens, pencils, rulers, calculators and so forth can be purchased. However it is advisable to come at the start of term with the equipment that will be needed.

Students should therefore bring:

- A well stocked pencil case: pencils, pens (blue ink), ruler, erasers
- Geometry set
- Calculator
- School bag

Please note that exercise books and textbooks will be provided.

Pocket Money

The school provides a service where parents can pay money into the school account to be made available to their child. Any physical money must be kept with the House Parents. A limit of £20 per week is in place. Students may access more money with parental permission.

On trips to the cinema and the local shopping centre staff will usually pay for all costs of the outing and then these charges are placed on your account. Students buy their own refreshments and might need pocket money for this purpose.

Students must not keep more than £20 on their person or in their room. The College cannot be held responsible for large sums of money kept by a pupil without the knowledge of House Staff. We cannot accept responsibility for electronic payments made by students e.g. via apple pay, or paying by phone.

Travel Arrangements and the Holidays

To allow the start and end of terms to work effectively it is important that students and parents check the dates and times for arrival and departure.

Please do not hesitate to contact the boarding team if you need any assistance or further information.

Parents are reminded that holidays are not allowed during term time except where there are mitigating circumstances. Permission for absence in such case must be sought from the Headmaster.



Arriving at and leaving school

When Boarders first arrive at Mount St Mary's College they will be welcomed by a member of the boarding team and taken to their House to settle in. Appointments can be made in advance of arriving at school to be seen at the school uniform shop where your order will be delivered to you and any necessary changes organised.

Parents wishing to bring their son or daughter to school in person are very welcome and we actively encourage parents to come and meet with members of the Boarding Team. If you would like details of local hotels or guesthouses, please contact the School Office.

The academic dates are published a year in advance in order to facilitate travel arrangements for students who live overseas. Convenient air flights on the days prior to the end of term are not considered a reason for asking to leave school early. In such cases, Boarders who depart on the set day and stay with their Guardian until the next convenient flight. This also applies to return flights. We are unable to provide accommodation outside of the published term dates.

If Headmasters' permission is granted to miss school for any good reason, a document must be signed by all staff who might be impacted by this absence. The full cost of travel outside of the defined arrival and departure times must be borne by the boarder's family.

Hours of Travel

Students must not arrive to the boarding house or depart at night between the hours of 9:30pm – 7:30am.

Guardians

Where students are arriving into the UK before the start of term, or leaving after the close of school for the holidays, arrangements must be made for staying with Guardians. Please note, the school cannot accommodate students before the start of term or after we close, except in the case of an emergency situation.

Transport

Mount St Mary's is conveniently located for air, rail and travel by road. We are situated 3 minutes from junction 30 of the M1 motorway, giving access to central London and all of the southern airports in 2 – 3 hours.

Rail

The nearest mainline station is Chesterfield. There are hourly trains from London St Pancras International to Chesterfield, which is a 15 minute car journey from the school. Sheffield station is around 25 minutes' drive away and provides direct links to Manchester Airport railway station.

Air

For those arriving on international flights, the closet airports are:

East Midlands (28 miles 45 minutes)
Manchester (45 miles 1.5 hours)
Luton (123 miles 2 hours)
London Heathrow (165 miles 2.5 hours)
London Gatwick (191 miles 3.3 hours)

For more information about transport to and from school, please contact our Transport Department by emailing hopkins@msmcollege.com

Health Information

The health and well-being of all our students is of paramount importance. Working as an integral part of our boarding team, our school nurses are available for all health concerns and often a listening ear.

Contact information:

Email: nurse@msmcollege.com

Medical Attention On Site

All our Boarding staff are first aid trained. Mount St Mary's College also has its own on-site Health Centre which is staffed by qualified nurses from 8:00am – 5:00pm Monday to Friday.

If a student becomes ill during the day they must report to the nurse on duty after they have sought permission from the teacher supervising them. Students are requested to attend the Health Centre only during break times except in emergencies.

Medical Cover from Doctors

The school is covered by Barlborough Medical Practice, located just 5 minutes' drive from the school. The doctors only provide a service to Boarders. All Boarders will be registered with the practice. Access to the doctor is via the school nurse who will arrange appointments as necessary. Students can choose to see a male or female doctor.

Appointments for Boarders will, wherever possible, be arranged during normal school hours. Where necessary, a chaperone will be arranged.

Health Screening

All new Boarders will have a medical screening examination within 2 weeks of starting at Mount St. Mary's. These will not take place during lesson times. It is essential that all medical forms are completed fully and accurately so we are fully informed of all and any medical conditions your child may have.

Chronic Conditions

The staff encourage independence and self-management for students with chronic conditions such as asthma, diabetes, epilepsy etc. If a student has a chronic condition which may affect their participation in school activities, an individual health care plan will be drawn up. This will include details of the condition, medication, emergency procedures and emergency contacts.

Students in Grammar and above are able to keep and administer their own medication if they are deemed safe to do so. The School Nurse will carry out a risk assessment for this purpose.

Medication belonging to younger students will be given to boarding staff along with full instructions.

Further details of the school's Health Policy including the administration of medications, confidentiality and information the Health Centre can be found in the policy section on the School Website.

Guidelines and Rules

All boarders should remember that they are living in a community and therefore respect the House rules to maintain a pleasant and harmonious atmosphere for all.

The main requirements are set out in this section, but boarders who are unsure about what is permitted or acceptable should feel able to ask the Head of Boarding or a member of the Boarding Team for guidance.



Property and personal possessions

Boarders will need the following equipment:

- Alarm clock (please note that phones cannot be used as alarm clocks)
- Plug adapter
- Padlock
- 2 Laundry bags with name tapes sewn in

Please note that duvets/sheets and pillows are provided by the College, but to enhance the home from home feeling, Boarders may bring in their own duvet covers etc.

It is essential that the following rules are understood by all students:

- Deodorant and hairspray in spray form are forbidden. Roll on or pump action options must be used.
- Make up and nail varnish are forbidden
- Jewellery must be restricted to one pair of simple stud earrings. No other jewellery is allowed and piercings are strictly prohibited.

Bedrooms

Boarders' rooms should be kept tidy at all times. In a shared room this is a collective responsibility. Boarders should not use another's possessions without permission. Respect for others and their property must at all times be of primary importance to all members of the Boarding community. This includes any personal property or the Boarding House property, fabric and furnishings. It is forbidden to enter the room of another student if the person living in that room is not present.

Finances

It is forbidden to borrow money from any other student, even with permission, as it can lead to misunderstandings. Students who need money urgently should see the Boarding staff on duty.

Responsibilities

Graffiti in all forms is strictly forbidden. Students will be liable for the cost of removing graffiti.

Any damage, accidental or not, should be reported to a member of House Staff as soon as possible by those responsible for the damage.

Kettles, grills and toasters etc. are not allowed in rooms. Boarders are provided with snack-making facilities in their common rooms.

Separate insurance for valuables is strongly recommended, as the College cannot accept responsibility for loss or damage. Boarders also have a lockable box or cupboard. Pocket money should be kept with the House Parents. Boarders should have no more than £20 in their possession or in their rooms.

Smoking and substance abuse

Smoking is not permitted on the College site indoors or outdoors. Anyone caught smoking will be firmly dealt with. It is illegal in the UK to smoke in a public building. (Smoking indoors is a fire risk and will lead to immediate suspension from school). Boarders may not smoke when they are out of school, or on any school activity or trip.

Drinking alcohol is also expressly forbidden, except where alcohol is provided in a controlled environment for Sixth Form Boarders at supervised school social events. Only those over the age of 18 may purchase or consume alcoholic drinks (only beer and wine) and this must be only in moderation. Alcohol may only be purchased and consumed with the express permission of the Head of Boarding, or the Headmaster.

Boarders may not have alcohol or cigarettes in their possession in school. It is forbidden to bring alcoholic drinks back from the pub or shop, even if the visit was with permission.

The possession of herbal tobacco or e-cigarettes is also not permitted. The School Nurse is able to provide information, support and advice to individuals regarding the risks associated with smoking.

The possession and use of drugs is strictly prohibited. It is so serious that it will lead to expulsion. Similarly, the possession of aerosols and solvents for inhaling is a very serious breach of rules. Should any Boarder feel that they are under any pressure to experiment with drugs or other substances, or feel that they are at risk from other less direct influences, they should contact their House Staff, or another appropriate adult immediately. We do have a policy of drugs testing which is set out clearly in a separate document on the school's website.

Technology

The College recognises that students will bring a number of electronic devices both to support their studies and to keep in touch with their friends and family back home. The use of such devices, including mobile telephones, tablets and laptop computers is permitted but in moderation. Mobile phones must not be used or switched on during lesson time.

For those students in Upper Elements to Syntax, all technology must be handed in to a member of the Boarding Team at bedtime. These devices will be kept securely overnight and returned once breakfast has been completed the following morning.

Pupils are only permitted to have one mobile telephone. All technology must be registered with House Parents and will be logged on a technology register. Phones are not permitted in the Refectory.

Televisions are not permitted in rooms. We would also ask parents to try and ensure pupils do not bring into school films or other materials which is not age appropriate.

Community Values

We look after each other at Mount St Mary's College. We are men and women for others.

It is most important that everyone looks after those around them, most particularly those who are new, home-sick or unhappy for whatever reason. Showing friendship and including people in groups and activities is always welcomed. The boarding community works best when there is mutual trust based upon openness and honesty between all working and living here. Everyone has a right to be told the truth at all times.

All pupils are expected to be fully inclusive of others. Groups that exclude other members of the boarding community are not allowed. All pupils are expected to speak in English at all times whilst in the common areas.

It is entirely appropriate to talk to a member of boarding staff about a fellow student who seems unhappy in the long-term. In such cases, it is a member of House Staff who is best placed to help.

All pupils should be courteous. Boarders should treat others as they would wish to be treated themselves. Noise should be kept to a reasonable level and in shared rooms boarders should use headphones.

Students should avoid creating any mess and it is not acceptable to expect the domestic staff to clear up after them. Litter makes residential areas dirty and unpleasant. While students have the right to live and work in a regularly cleaned environment, everyone has a responsibility towards the tidiness of the Boarding House. If there is litter around the House, it should be picked up and disposed of in a litter bin.

All have a right in the community to be addressed in a respectful manner. Students are encouraged to address each other by their first or Christian names. Only those nicknames which are acceptable to fellow students should be used.

Friendly, but courteous and respectful relations should exist between boarders and the domestic staff. Staff should be addressed by using 'Miss', 'Ms' or 'Sir'. Students should be friendly and courteous towards visitors. Any instance of dismissive or disrespectful behaviour towards domestic staff or visitors will be treated as a serious disciplinary matter, for such conduct undermines and degrades the sense of community spirit, central to any happy boarding community. Everyone has a right to be treated respectfully by other students, regardless of age, sex, race or religion. Remarks which are racist or sexist or which disparage another's faith are entirely unacceptable.

Any form of physical violence is strictly forbidden.

Privacy

Boarders are asked to visit friends' rooms in their House by invitation only. They should knock on the door and wait for an answer. Staff will respect their privacy and will usually knock before entering a pupil's room. During Studies, pupils who work in their rooms must have the door open.

Pupils are issued a key to their rooms and should lock their room when they are not present. Lost keys should be reported to a member of the House and are billed at £10.

Driving

Weekly Boarders who have passed all parts of the relevant driving test may bring a vehicle to school. These are parked at their own risk in the places allocated.

This is a privilege, and only afforded to students with the written permission of the Head of Sixth Form and Head of Boarding. The Head of Sixth Form will issue a parking permit. Vehicles are only to be used for journeys to and from school, and not during the school day. We must stress that passengers may only be carried, subject to a student's insurance arrangements, with the express written permission of all concerned: parents, Head of Boarding and Head of Sixth Form as well as passengers. This privilege will be withdrawn, for the safety of all, if at any time vehicles are driven recklessly or outside of these clear parameters.

Relationships

Boarders from one House may not visit another without the express permission of the House Staff. Girls may not visit the bedrooms reserved for boys, and vice versa. Any visitor to the House must acquire the permission from the staff member on duty to enter the House.

It is entirely compatible with Boarding life that individual boys and girls become good friends and begin to discover the happiness and fulfilment that comes from enjoying each other's company and House Staff acknowledge that Boarders have a right to privacy and the opportunity to develop in relationships appropriate to their age group in a healthy and open way.

With this in mind, the following situations are not recommended, either for the benefit of individual students or the Boarding community as a whole:

- The formation of strong relationships between students where there is an age gap of more than two years.
- The formation of relationships which are exclusive of others.
- Relationships of such depth that they distract individuals from their study or other school commitments.
- Physical contact and other public displays of affection.

Relationships of a sexual nature are not appropriate either in the context of the Christian teaching which is central to the College ethos or between young people of school age. Those who engage in such behaviour can expect the most serious consequences leading to suspension and exclusion from school.

Signs of affection should not make other students feel awkward or embarrassed.

Bullying

No school can claim that bullying is never an issue. Wherever and whenever young people and teenagers live and work together in close communities, pressures exist and do occasionally materialise in negative ways. However, we are confident that at Mount St Mary's when such situations arise, they can be effectively dealt with and ultimately overcome. This is underpinned by our strong Christian ethos, the expertise and experience of trained and qualified boarding staff and their spouses, and by carefully written policies which are sensitively but firmly applied.

The College has an anti-bullying policy written and applied to safeguard all our pupils. This policy, is made available in printed form to all Boarders. This policy outlines the zero tolerance which the College exercises regarding verbal, physical, emotional or any other form of bullying. Parents may request a copy from a House Parent.

Leave of Absence

Time off school is not allowed during the term except where there are mitigating circumstances. A request for absence in such cases must be sought from the Head of Boarding.

Sanctions

Where Boarders do not follow the rules a Tutor may apply sanctions depending on the rule that has been broken. Sanctions include:

- Early rising
- Not being allowed to the tuck shop
- Appropriate written task
- Community service – e.g. tidying up in the House, helping in the House garden
- Gating – the pupil is not permitted to go out at weekends and/or is confined to the House during the week.

For more serious misdemeanours boarders may be seen by the Head of Boarding or the Headmaster. Ultimately, a boarder may be asked to leave temporarily or permanently if their presence is a threat to the wellbeing of the others in the House.

Parents of Boarders will be informed of serious or repeated disciplinary difficulties. House Staff record details of all significant breaches of rules and sanctions in their House records. These records are checked at regular intervals by the Head of Boarding, reporting to the Headmaster, who maintains a disciplinary overview. Particular importance is attached to disciplinary parity and consistency between the genders, ethnic groups and across the Boarding community. The Head of Boarding manages discipline within the Boarding community. When more serious matters arise they are referred to the Headmaster, who keeps formal records in respect of these, and provides verbal and written feedback (including copies of written communication with parents if necessary) to the Head of Boarding.

'Safeguarding.'

Boarding Staff at Mount St Mary's College are aware of their responsibilities in the area of Child Protection. A carefully written Safeguarding Policy is made available to all members of the College community. This policy is in line with national guidelines and upto- date documentation from local authorities in Derbyshire and has been formulated to ensure the highest standards of security and wellbeing for all our pupils. The Headmaster acts as Child Protection Officer for the College, this responsibility is also exercised for the Trust by Mr Keeton, Head Teacher of Barlborough Hall School.

The principle of 'cura personalis' (care of the individual person) is central to the ethos of Jesuit education. Boarding Staff share a fundamental commitment to the individual happiness and well-being of each member of their Houses. The Safeguarding Policy is available, with a number of other school policies, on the school website.

Independent Listeners

As part of the College pastoral service, an Independent Listener is connected to the community. As with all College staff, Independent Listeners are subject to DBS clearance tests. Boarders are introduced personally to the Independent Listener early during each academic year, in order to learn a little about them and to get to know them. This person will have the appropriate professional status and experience and is a friendly and approachable member of the local community.

The Independent Listeners are sometimes invited to Boarders' social events, and receive bulletins periodically from the College regarding Boarding issues and concerns. Their telephone numbers, along with those of national 'Child help' lines are published to all pupils and are easily visible on House notice boards.

Contact Numbers for Independent Listeners are available in the Boarding Houses and around the school (including the Health Centre).

Should a boarder be troubled or anxious about some specific issue, or have some difficulty of a personal nature which they might not otherwise be willing or comfortable to discuss with staff within the routine channels, they are able to contact our Independent Listener, for advice and guidance.

Fire arrangements

Day time and night time fire drills are conducted periodically to ensure that practical safety and security measures are in place and maintained. During the day, this forms part of the whole College procedures. At night the Boarding Staff are responsible for checking, operating and monitoring procedures. Members of the Boarding Staff who are on duty register and account for all pupils and staff attached to their own residential areas.

At night, Boarders should leave their House building immediately upon hearing the alarm, covered in a blanket or a duvet, and with appropriate footwear. They should assemble in silence between Pineapple Tower and the barrier by the Church of the Immaculate Conception. A 'buddy' system operates in the Boarding Houses, which ensures that each individual takes responsibility for waking their neighbours. Boarding Staff treat any behaviour or attitude which compromises Boarders' safety as a matter of serious discipline.

Boarding Staff remind Boarders frequently and formally of the escape routes from their accommodation, which are always posted and clearly visible (and alternative routes, should the main route be blocked). Boarders are regularly reminded of the risks associated with listening to a loud personal stereo in bed.

Complaints and Concerns

Any Boarder, or their parent, who has a concern about any aspect of Boarding or school life is encouraged to voice that concern. Boarders retain the right at all times to be listened to fully and to receive an answer to their concern.

Full details of the College's complaints procedure can be found in the policy section on the school's website.

Communication and Student Engagement

One of the most meaningful parts of Boarding is the opportunity to live as part of a community.



At Mount St Mary's College we truly value the ideas and views of our boarders and provide as many opportunities as possible for students and the Boarding staff to come together to share these, both informally and formally.

Once or twice a term a full Boarding Community Assembly is held, chaired by the Head of Boarding or house parent. There will be regular meetings of Boarders in smaller groups, usually organised by gender or by age, formally chaired by the Head of Boarding. An agenda is posted in advance and Boarders have an opportunity add to this. Regular issues discussed include weekend outings and activities, differentiation between 'school' and 'home' time. Policies regarding discipline and sanctions, bullying, equal opportunities, and daily routine are also regularly discussed. The forums allow everyone involved to air their thoughts and suggestions openly. The minutes are circulated across the Boarding community, to the Headmaster, the School Nurse and posted on House Notice Boards for Boarders to see.

Boarders in each House meet regularly with their House Staff on a less formal basis to discuss house issues and plan social events. Every Boarder is valued and we work hard to make sure everyone feels they can join in these discussions. House Staff welcome the views of parents, and take these into consideration when discussing and formulating policies and procedures.

In addition there is a Council chosen by the Boarders who meet formally with the Head of Boarding. This provides boarders with an opportunity to represent their concerns to Boarding Staff through other Boarders should they find this easier.

The School Council

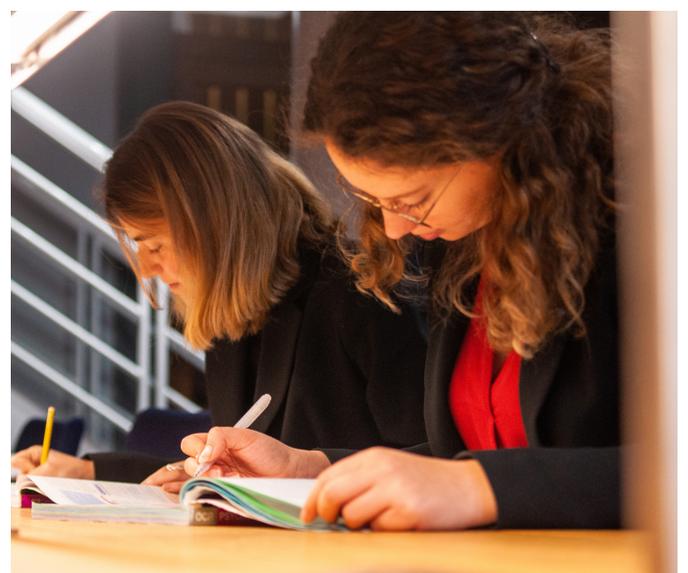
The School Council, which also represents all students, meets once a term with the Headmaster to discuss items raised by the students themselves.

Boarders' Catering Committee

The Boarders' Catering committee meets regularly. Boys and girls from all year groups and each of the Boarding Houses meet with Catering Staff and House Staff in order to share ideas and views concerning College catering services. Like with the other forums, feedback is recorded in Minutes and made available to all those concerned.

House Prayers

On one evening per week, in each of the Boarding Houses, the School Chaplain conducts a short evening prayer for the Boarders. These reflective and spiritual moments in the week are equally important for everyone, regardless of their own beliefs. They allow each Boarder to show concern for the well-being of their boarding friends as well as absent (and often distant) family and friends, and consider issues and problems in the world today.



Keeping in touch

If a parent has any concerns for their child's welfare they are asked to contact the Head of Boarding. We ask that parents keep the school informed of any important family developments which may affect the happiness and wellbeing of their child. The school treats all information with sensitivity and in strict confidence where appropriate.

Parents and pupils can keep in touch during free time by telephone or e-mail. In an emergency, parents should contact the Head of Boarding directly. Pupils are allowed to have a mobile phone but must use this sensibly, within the rules laid down.

Incoming letters are collected by the House Staff each day and brought back to the House. Outgoing letters can be posted at the Tuck Shop.

Each pupil at Mount St Mary's has an e-mail address and parents and pupils can keep in contact this way. Boarders may use apps such as Facebook and Zoom at certain times each day to keep in touch with family and friends.

The Internet and e-mail

Access to the school's computers is provided for all Boarders as long as the rules and good practice as set out in this code of conduct are followed. A carefully written and strictly applied policy regarding the College's ICT code of conduct is available to all pupils and their parents. All Boarders have to be familiar with this policy before they may use the ICT facilities. Included here are principles and guidelines contained in the full school policy, which are particularly relevant to the needs of Boarders.

The Internet is available during morning and afternoon breaks and at lunchtime from personal devices or in the ICT suites. There is also access in the College ICT suites as part of the programme of activities at the end of the school day. There is Wi-Fi access in the Boarding Houses during the day time and evenings. The College rules on appropriate internet usage apply equally in the Houses as the rest of the school.

The Internet is provided for pupils to conduct research and communicate with others. Access is a privilege, not a right, and pupils must be responsible at all times for its proper use. There is a log of all the sites pupils visit on the academic network's server.



The Internet and e-mail system is filtered to stop distasteful sites from being accessed. If pupils accidentally access a web page which is offensive, they should immediately inform a member of staff who can then prevent further access to the site. Pupils must not, under any circumstances, send, display, access or try to access any obscene or offensive material.

Pupils must not use obscene or offensive language in e-mails, nor harass or insult others through electronic media. This is considered to be bullying and will be dealt with as such. Entry into chat rooms is forbidden. However, there is a time set aside each day when Boarders can use the internet or zoom to contact family and friends.

The school does not guarantee to offer a secure Internet connection for financial transactions. As a result you are not permitted, without specific permission and supervision by a member of staff, to undertake any form of secure or financial transaction. The school will not accept responsibility for any loss or damage caused by attempting to do so.

Pupils should check with a member of staff before opening unidentified e-mail attachments or completing questionnaires or subscription forms. For the most serious misdemeanours, such as transmitting offensive material or hacking, parents will be informed. The school reserves the right to suspend or expel students in such cases. If a criminal offence has been committed, the school may refer the matter to local police.



Additional Useful Information

Insurance

Boarders' personal effects are not covered by the College's insurance. Pupils and their parents are advised to arrange insurance for personal belongings, particularly those that are very valuable. The College can arrange a separate personal belongings policy and parents are asked to contact the finance office if they wish to make such an arrangement. It is strongly recommended that Boarders bringing expensive equipment back to College, particularly laptop computers, ensure that copies of serial numbers and other important details are logged with the Boarding Staff.



Visiting

Parents are very welcome to arrange a visit to the College during term time. Please ensure you give the Head of Boarding at least a week's notice of this if possible. We would ask that parents do not take their child out of lessons. If you would like information about locally available accommodation, please do not hesitate to ask.



Visas

For those students who require a visa to study in the UK, our Admissions Team will work closely with parents to ensure all the relevant paperwork is completed in good time. To allow this to happen we ask that parents return all of the required information as swiftly as possible to prevent delays. If you and your child decide they would like to stay longer than originally planned, please contact the Admissions Department as soon as possible to find out if we have availability and what is required.



FAQs

Do you have an ATM on site or close by?

Mount St Mary's College is in a rural location and there is no ATM within easy walking distance. Students should bring spending money with them at the start of term and deposit this with the finance office. Parents may transfer funds to the finance office if the need arises.

Does my child need a laptop?

The College has ICT facilities so we do not require students to bring their own computer. However many students do bring their own laptop computer or tablet and those in the more senior years will find these helpful in their work.

What sports are on offer at the Mount?

Sport is an important part of life at the College and a wide range of sports are available. These include (but are not limited to) Rugby, Cricket, Hockey, Netball, Football, Athletics (both track and field events), Swimming, Fencing, Gym and Fitness sessions in our superb Fitness Suite, Tennis. Basketball is played socially but not competitively against other schools. If you play a sport not listed, please get in touch to discuss.

Can musical instruments be rented?

Yes. Instruments can be rented on a termly basis. For information about costs, please contact us for full details. Singing and instrumental lessons are also offered.

Is wifi available at the College?

Yes, there is a free wifi connection throughout the school site. Students are not able to access the school wifi after midnight.



If you would like to discuss any further questions you might have, please do not hesitate to contact us and we will get back to you as soon as possible.





MOUNT

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