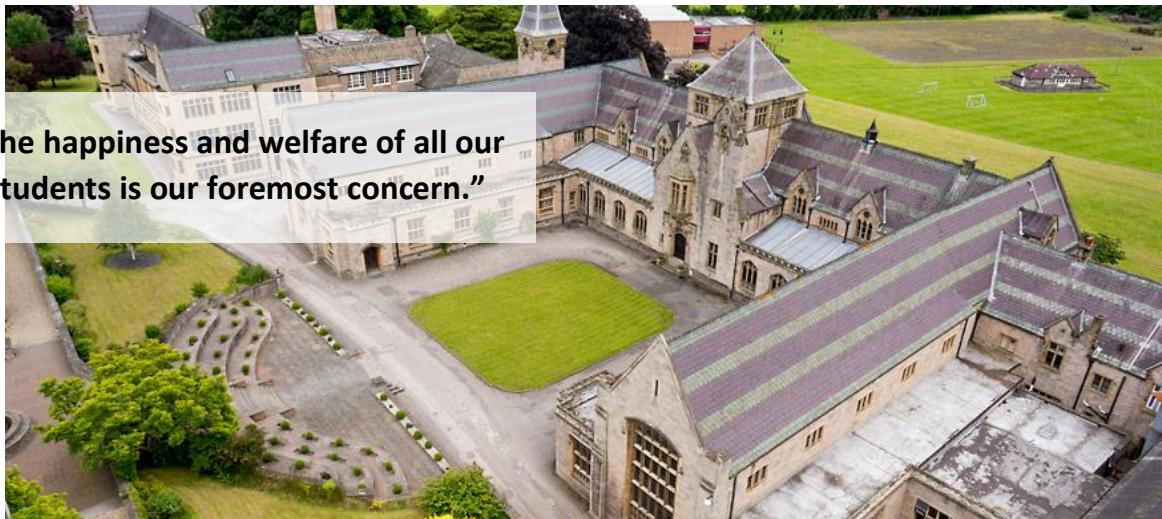




BOARDING HANDBOOK

MYDDELTON COLLEGE



Welcome to Myddelton College Boarding

"We are delighted that you have chosen to board at Myddelton College and look forward to meeting you upon your arrival. This boarding handbook aims to give you some information about boarding so that you know what to expect when you arrive.

For many of you this will be your first time away from home, and some of you will not have been in the UK or Wales before. We hope the information included will answer any questions you may have and make the transition from home life to boarding life as smooth as possible. For those who have experienced boarding before, let us walk you through the finer details at Myddelton so you too know what to expect."



Mr Andy Allman, Headmaster

AIMS

Myddelton College aims to provide a happy, stable, caring, and friendly environment where the contribution that a pupil makes to boarding life is valued and encouraged throughout their time in the School.

We encourage all pupils to maintain high standards in all that they do. Whilst the academic side of things is a high priority, we want all pupils to fully participate in a wide variety of sporting, cultural and leisure activities.

We encourage all students to make the most of their opportunities outside the classroom.

Myddelton College aims to be a lively busy and competitive place where pupils feel part of a community and show respect to one another, their staff, and their surroundings.

COMMUNITY

Boarders are part of a large family community and look out for each other. Boarding requires a good sense of humour, a strong sense of responsibility, patience, empathy, and above all a zest for life. We encourage a sense of belonging and personal fulfilment for all boarders. There are two boarding Houses at Myddelton College; St. George's for students aged 7 - 15 and Stanley's House for students aged 16-18.

Each House has a residential Houseparent supported by an assistant residential Houseparent who will look after your daily needs.

It is expected that all older students will be mindful of their responsibilities as role models, carrying out duties such as ensuring communal areas are left in a clean and tidy state. In addition, there are opportunities for older students to take a more active role in establishing a community atmosphere by taking on the role of House Monitor. If you wish to apply for such a position, please inform your Houseparent who will explain these duties in more detail.

BOARDING ROUTINES

WEEKDAY MORNINGS

7:00am Wakeup

Monitors will ensure that all students are up and prepared for the day.

7:45am – 8:15am Breakfast in the Main School Dining Hall. All students must attend for registration.

8:20am All students must be out of the boarding house, so please take everything you may need as access to the boarding areas during the academic day will not be permitted. If you need to change for sports activities, you must use the school's changing rooms and not your study bedroom, so please make sure you remember your kit in the morning if you need it later in the day.

8:30am School registration with Form Tutor.

WEEKDAY EVENINGS

5:00pm – 6:00pm Prep.

All students must attend for registration.

6:00pm Dinner

6:30pm Bedtime Activities

Any conversation should be conducted in English to ensure all students and staff are included. This is of great benefit for international boarders for whom English is an additional language as they will be able to practice their conversational English in an informal and relaxed setting.

WEEKDAY AFTERNOONS

Monday to Friday

4:10pm Academic lessons finish

4:30pm – 5:30pm Activities or Study.

Year 11 and below have Prep in the main school building.

Year 12 & 13 are permitted to use the study rooms in the main school.

Years 4 - 11 Have the option to take part in a wide selection of activities but may not return to the boarding house at this time.



TOWN TIME & CURFEWS

Town Time

Students will be given the opportunity to visit Denbigh town approximately 200 yards away from the College.

Curfew

All students should return to their house by the times mentioned below unless special permission has been granted by the Houseparent to attend an event:

Year Group	Sunday to Thursday	Friday to Saturday
Prep	Sun (A)*	
7 & 8	Sun (A)*	8.00pm (A)*
9	8.00pm	8.30pm
10 & 11	8.00pm	9.00pm
12 & 13	9.00pm	9.30pm

(A)* - Accompanied by Adult

Please note these times may vary during the Autumn Term.

Please see bounds section for more details.

Year 9 -11 are not permitted to exit alone (i.e. when requesting to visit town) and must be with at least one other boarder and contactable by duty staff in case of an emergency or if you are unavoidably delayed in returning.

During the evening, students are restricted to the well-lit areas in front of the college buildings, and no further than the science block without adult supervision.

Failure to arrive on time will result in the temporary removal of the privilege. You must ensure you are appropriately dressed (no school uniform) and be mindful that you represent the college to the wider community. As such the highest standards of behaviour must always be adhered to.

BEDTIME ROUTINE

The boarding school day is very long indeed and hopefully fun-packed so it is vital that you get enough rest which is why your lights out may be earlier than at your own home.

Room times take place 30 minutes before lights out to ensure all boarders have sufficient time to prepare for the school day, tidy rooms and clean teeth before settling for bed. Room and lights out times are set as appropriate for the year group of each Boarder.

Year	Room Time	Lights Out
Prep	To be discussed with parents	
7 & 8	8.30pm	9.00pm
9	9.00pm	9.30pm
10 & 11	10.00pm	10.45pm
12 & 13	10.30pm	10.45pm

MOBILE PHONES

Weekday Evenings:

Prep-11 - All mobile phones are collected.

Weekend Evenings:

At houseparent discretion, and if correct use guidelines are adhered to, you may be allowed to keep the phones.



WEEKEND ROUTINE

The weekend list is completed at the start of the week and weekly Boarders will be asked to inform Houseparent/Assistant Houseparent whether you are staying in the boarding house at the weekend – all exeats must go to the Houseparent by Thursday 9pm.

It is best practice for new boarders to stay for weekends in the first half term to allow you to experience a range of different activities which include team-building activities to help you settle and forge stronger bonds with other boarding students.

Saturdays will have a varied activities programme which will involve all boarders and is an optional extra for those Day students wishing to participate.

- Broughton Shopping
- Glan Llyn Outdoor Centre
- Caernarfon Castle & Llandudno
- Chester Shopping
- Llanberis Slate Museum & Bala Water Sports
- Manchester - Old Trafford Tour
- Beddgelert - Sygun Copper Mine
- Laser Tag
- Arcade Club
- Liverpool World Museum & Liverpool Shopping
- Wrexham Bowling
- Broughton Shopping
- Deeside - Ice Skating

The cost of trips will be charged to students' accounts and will total approximately £300 a Term.

Packed lunches are provided for all trips, but students do have the option of withdrawing funds from their pocket money account should they wish to purchase food in a public restaurant or Café.

Sundays are rest days. Boarders will remain on school site and may use this time for catching up on any work missed or preparing for upcoming tests.

A Continental breakfast is offered at the weekends to reflect a more relaxed atmosphere for students.

Those going off on Saturday trips need to get up and out earlier, but on Sundays students are free to get up later.

8:00am – 10:00am Saturday trips departure time will be varying dependent on distance.

5pm – 5:30pm Trips return to Main School site

MEALTIMES

A register will be taken at breakfast and evening meal for all boarders. Boarders must check in with the duty member of staff even if they have eaten. Latecomers will be noted and if they are frequently late will lose their privilege to go offsite. Day students who are making use of the Flexi-Boarding facilities must also attend all meals. For the duration of their stay they will be treated as a Boarder and must follow all rules accordingly.

WEEKDAYS

Monday to Friday

7:45am – 8:15am	Breakfast
12:50pm – 1:45pm	Lunch
6:00pm	Dinner

WEEKENDS

Saturday

8:00am – 10:00am	Breakfast (times vary depending on trips)
12:30pm – 1:00pm	Lunch
5:30pm – 6:00pm	Dinner

Sunday

8:00am – 10:00am	Breakfast (times vary depending on trips)
11:00am – 12:30pm	Brunch
5:00pm – 5:30pm	Dinner

KITCHENS IN THE BOARDING HOUSE

Each side of the boarding house (male and female) has a kitchen area for students to make their own drinks and snacks. Clear rules on hygiene are displayed in the kitchens to ensure safety for every user. Students who do not respect the kitchen area will not have access to this area for a set period.

General hygiene rules displayed in the kitchens will include:

- Wash up and put away and items after use.
- Rubbish must be put in bins provided.
- No equipment to be removed from the kitchen.
- Food kept in the fridge and cupboard must be labelled with the boarder's name.
- No perishable food should be kept in your room.

Perishable items placed in the fridge must additionally be labelled with your name. Items which have spoiled or have gone mouldy will be placed into the bin without the boarder's agreement in order to maintain a safe and healthy environment for all boarders.

Year 5 - 6 will be supervised by an adult when using the kitchen.

Year 7 - 8 will be supervised by either an adult or a Year 12/13 student or Monitor when using the kitchen.

LAUNDRY

The Boarding Houses have several washers/dryers available for students to use. Please follow the laundry rota displayed for each year group. The staff members on duty will advise you on your arrival.

Prep - 9 Staff will do all washing on behalf of the students.

Years 10 - 11 We will support students with washing but will have scheduled times for students to use the laundry.

Years 12 - 13 Students will be given a schedule of times to complete their own laundry.

To keep items separate we recommend you have at least two laundry bags labelled clearly with your name.

There will be a weekly inspection of rooms and staff will encourage boarders to change their bed linen on Friday before Dinner.

Please leave dirty linen in the designated areas in each house. Fresh bed linen will be placed in each room.

We would strongly advise that all items of clothing are labelled.



FIRE SAFETY

Every boarder must know what to do in the case of a fire and so we will have regular fire drill practices both as part of the academic day and the boarding community. If you hear the fire alarm, immediately leave in an orderly fashion by the nearest fire exit.

SCHOOL DAY

Monday to Friday – 8:30am – 6.00pm

Please head towards the tennis courts. You line up by year group in a horizontal line along the steps and wait patiently until your name is called by a teacher. Make sure you call out your response clearly and that you are heard so that staff can make sure you are safe. You must wait until you are told by a teacher or the school's fire safety officer that it is safe for you to return to the classroom.

EVENINGS & WEEKENDS

Monday to Sunday – 5:30pm – 8:30am

Stanley's House & St. George's House - please head towards to the quad area at the front of the main entrance of the school.

There you must congregate on the steps,
NOT ON THE ROAD.

At night-time, please make sure you put on shoes and a dressing gown or some clothing in case it is cold or wet but make sure that you exit quickly and in a safe and orderly fashion.

You must wait until you are told by house staff that it is safe for you to re-enter the boarding areas.

If the fire brigade takes longer than expected to investigate or you would be outside for prolonged periods, then you will be instructed by staff to go to the sports hall.



OFFSITE ACTIVITIES

If you wish to attend a religious service or an activity such as football training for a local club off site, you are free to do so, provided you have parental permission and use the signing in and out book. This is so house staff are aware of your whereabouts and time we expect you to be back on site.

Students aged 16 or over can apply for membership at the local Gym.

4:10pm – 5:00pm Year 12 & 13 are permitted to attend the gym NOT go into town. You must inform boarding staff before leaving site and state clearly where you are going in the signing in & out book and return for registration at 5:30pm.

Triathlon and Sporting Training

If you have early morning training, or do training offsite during the day/evenings, full details must be given to the Houseparent.

You must always gain permission before going off site.



FLEXIBOARDING

Day students may stay overnight in the boarding accommodation at the request of their parents and will be charged at nightly rate.

Permission should be sort from the Houseparent as early as possible but at least 3 days in advance to ensure there is a suitable space available. As this is arranged on an ad-hoc basis spaces cannot be guaranteed until payment has been made.

During their stay in the boarding house day students will share with a boarder of similar Year Group and will be expected to adhere to the appropriate bedtime routine.

SAFEGUARDING POLICY AND PROCEDURES

Full policy available here:



This document should be read in conjunction with Myddelton College's Anti-bullying Policy, Promoting Good Behaviour Policy and Whistle Blowing Policy.

All concerns are to be reported to the College's Designated Safeguarding Lead:

Safeguarding Personnel

and Contact Numbers

The designated safeguarding lead is:

Mrs Nikki Pritchard (Assistant Headmistress)

n.pritchard@myddeltoncollege.co.uk

Duty telephone: 01745 472212

The Deputy Designated Safeguarding Leads are:

Mr Andrew Allman (Headmaster also residential for Boarders)

a.allman@myddeltoncollege.co.uk

Telephone: 01745 472201

Miss Alicia Davies (Deputy Headmistress)

a.davies@myddeltoncollege.co.uk

Telephone: 01745 472201

**Other identified Level 3 persons at the school
(contactable through 01745 472201):**

Mrs Becki Jones, Student Welfare and Pastoral Manager

External Safeguarding Officer at Denbighshire County Council:

Mr. Wayne Wheatley

Myddelton College

Policies and Procedures:



Anti-Bullying Policy



Behaviour Policy



Whistleblowing Policy



Safeguarding Concern Form

CONTACT DETAILS

Upon arrival at Myddelton College, you will complete a student contact form so that boarding staff are able to contact you if needed.

If your contact details change, please inform the Houseparent as soon as possible.

Should you wish to contact members of staff urgently please call or email.

We would request that boarding enquiries are directed in the first instance to the duty telephone which is monitored by the boarding staff 24 hours a day.

EMERGENCY CONTACT

During the academic day it is expected that parents would initially contact the school's main number if they need to get in touch with their child as a matter of urgency:

+44 1745 472 201 (Reception)

After 5pm, the first point of contact should be the duty member of staff, followed by the Houseparent.

Staff will endeavour to pass on the message as soon as possible.

This allows the school or staff to support the student if needed, or to be aware of any potential implications.

STAFFING

Houseparent's Role

The role of the Houseparent is to lead the smooth day to day running of the House, liaising with staff, monitors and parents to ensure that the students are happy, settled and actively involved in School life.

Duty Staff

Myddelton College duty staff are present in the House each evening.

In conjunction with the Houseparent, and the School duty staff, they supervise prep, offer advice and promote a productive atmosphere.

A formal House meeting is held each Sunday evening at 7:00pm.

After prep, staff remain in the boarding area, mix with the students and ensure a relaxed, familiar atmosphere until bedtime. They check rooms after lights out and go off duty when they are sure that the whole House is settled and asleep.

Myddelton College staff undertake activities after dinner.

House Monitors

The Houseparents invite applications for Head Monitor for:

- Eleanor House (Stanley's Girls);
- Morton House (Stanley's Boys);
- St George's House (Boy and Girl)
- and up to two Deputies each;

and each of these is given a specific responsibility. Their roles are clearly defined by job descriptions.

The Houseparents and staff will meet the Head of House and their Deputies every week to discuss the previous week and requirements for the week ahead. The roles and responsibilities of monitors are discussed in these sessions but include rooms, meals and Prep duties.

Overall, the monitors are seen as vital in setting the right example to younger pupils throughout the school day. They may also report problems and any infrequent poor behaviour to staff either verbally or by using the 'booking log'.

The monitor system is vital to the smooth running of Myddelton College; good monitors invariably mean a good boarding house.





WHAT IF I HAVE A PROBLEM?

What can I do?

We can all have worries, problems and difficulties from time to time, which may be major or minor. If you feel you need some help to sort things out, there are a number of people to whom you might turn. Most young people would talk first to their parents or another relative, but sometimes this is not possible. During the school day your Form Tutor will always be ready to listen and to discuss things with you or you may feel you would rather talk to your Houseparent or any member of staff you feel comfortable with.

Headmaster contact: a.allman@myddeltoncollege.co.uk 01745 472 202

Any of the Safeguarding Team are available to see you on any occasion if you feel it is appropriate (see separate notice). You may also prefer to speak to a Prefect/Monitor.

Remember...

It is important to remember that you may choose the person with whom you would like to speak, and that you are welcome to approach any member of staff with whom you feel comfortable. You do not have to tell anyone else what you are doing.

But what if.....

If you have tried one of these approaches and are not happy that the problem has been dealt with satisfactorily, or if you feel the need to talk to someone who is not involved in the running of the **Mrs Gaenor Loftus is the School's 'Independent Listener' and can be contacted by 'phoning 07595 632290** and can be contacted by 'phoning.

Alternatively you may choose to get in touch with:

- **Childline (Tel: 0800 1111),**
- **NSPCC (0800 800 5000)**

In the event of an Emergency please dial 999 for the Emergency Services.

Some problems are best dealt with by individual contact with one person, but others may need to be tackled by several people. In any event, the important thing is to ensure that your problem is dealt with and that you are satisfied with the action that has been taken. We are here to help you if you need us. So if you have a problem which is making you unhappy come and talk!

If you have a suggestion which you would like to make about any aspect of School life there is a **School and House Council** which has elected representatives from all ages and sections of the School. If you want to make a complaint, the School operates a Complaints Procedure which can be found on the website.



UNIFORM

Uniform will be subject to regular checks by house staff, teachers, personal tutors, and the headmaster so please ensure you get it right before you leave the boarding house.

School uniform details are specified for Years 7 - 13 and should be adhered to. If you have a reason why you cannot wear the correct uniform, please let boarding staff/personal tutor know so that other staff can also be informed and prevent you from receiving any punishment for failure to comply with the uniform rules.

School uniform is to be worn throughout the academic working day. Students must wear the appropriate attire for activities, the evening meal, and study time. Hair should be appropriately worn.

Shorts, games kit, wet or dirty clothes must not be worn in the dining room.

POST

Personal post is placed in the post room until dinner time for students to collect. There is no delivery at the weekend. You may post your letters in Denbigh Post Office or leave them in the office with an appropriate stamp.

The postal address of the college is:

Myddelton College,
Peakes Lane,
Denbigh,
Denbighshire,
North Wales
LL16 3EN
UK

INTERNET ACCESS AND PHONE CALLS

Internet access at the school is always monitored, so students need to be aware that there could be consequences arising from undesirable internet usage. There will be content filtering in place to prevent students' access to such sites. The use of any other methods designed to avoid the school's monitoring systems are banned. Cyberbullying will not be tolerated. The use of mobile phones is not permitted during the school day.

Boarding students should not need to use their mobile phones during the daytime and will be encouraged to leave them in their study bedrooms. Students can make or receive phone calls from their own mobile devices during their free time in the boarding house, from 7.30pm to room time.

We would respectfully ask parents and students to contact their child during these times except in case of emergency.

Prep -11 Mobile phones will be collected at night-time to ensure you are receiving an appropriate amount of good quality sleep. Phones and devices will be returned the following morning.

Year 12 & 13 students are permitted to keep their electronic devices overnight provided they maintain a good standard of academic work and adhere to their agreed bedtimes.

THE BOARDING HOUSE

All rooms are allocated by boarding staff prior to the arrival of the students.

St. George's House.

Prep - 10 students will reside in St. George's House. Boy's accommodation is based on the first floor and girls on the second floor.

Rooms are generally shared rooms. Boarding staff accommodation is based at the rear and top floor of the boarding house.

Stanley's House

Years 11 - 12 students reside in Stanley's House and a majority are double rooms.

Year 13 are also in Stanley's House and given priority to have their own study bedroom.

Students are allocated rooms based on their age and only share rooms with students at the same stage of schooling.

There are shared toilets and showers, located at the end of each corridor and each bedroom contains appropriate washing facilities.

Your bedroom is your own personal space and you may bring posters, pictures and photos for the pin board. You may bring with you any personal items to help make your bedroom feel more personal.

There are electric sockets in each room for your personal use.

On arrival your electronic items will need to be tested by the maintenance team to ensure they comply with safety standards. Should you purchase additional electronic items during term time you must inform the boarding staff who will arrange for them to be tested.

Any items that fail to meet the safety standards will be confiscated immediately.

For health and safety reasons, kettles and cooking appliances are NOT allowed in the rooms.

If you wish, you may bring your own bedlinen, but this is provided.

Each house has its own common room within the boarding house where you may relax, play games, watch TV or read.

All meals are served in the main dining hall and there is also a kitchen area in the boarding house where students may prepare snacks. Drinking water is available in the boarding house.

STORAGE

As there is limited secure storage space in the house, it is expected that all UK boarders will take everything home at the end of the summer term. Overseas boarders who are returning the next academic year may leave the following items which must be clearly marked with the student's name.

- A trunk or large suitcase
- A lockable box
- A duvet
- Neatly packed box(es) of books

This can be left in a secure lockable area within the school, under the supervision of maintenance staff.



HALF-TERM & FLIGHT ARRANGEMENTS

International and UK students are welcome to stay at Myddelton College during the half term holidays.

During those times there will be a specific structured, staff supervised programme for students which will have a non-academic focus.

Programmes may include trips out, staff organised activities, overnight visits or camping, and the boarding areas will remain open and supervised as normal.

We would request that you notify the House parents as soon as you can if you are planning to stay over the half-term period.

Please ensure that if you are returning home for the holiday that details of your flights are communicated well in advance to ensure that transport to and from airports can be arranged.

Please contact us for more information:

MONEY

Pocket money should be brought at the start of term. This should be immediately deposited with boarding staff responsible for each house, who will then bank this cash with the Finance Office, to be drawn out when needed.

We recommend you limit the amount to approximately £200-£500 (to cover purchases on Sunday trips, trips into Denbigh for essentials, etc.) and this should be placed in an envelope showing the name of the student on the outside.

If you need to send money for a special occasion during the term, please dispatch it by a secure means to the Finance Office who will ensure the amount is credited to their pocket money account. Records will be kept of the pocket money for each boarder and the boarder must sign to say they have received that money.

The weekly limit is £50; however, parents may send a permission email to the House parents should students require a larger amount to the Houseparent.

Boarding staff will distribute funds on the Friday of each week.

Alternatively, we would actively encourage parents of older students to allow their children to have their own bank account with cards. Cash withdrawal facilities are available in the nearby Denbigh town. Boarding staff will help students to set up accounts if required.

BACS transfer for Pocket Money

Pocket money can be wired directly to the school account:

Account Name: Myddelton College

Sort Code: 40-43-28

Account Number: 31892010

IBAN: GB17MIDL40432831892010

Swift ID: MIDLGB22

Bank Address: HSBC, 67 The Parade, Sutton Coldfield B72 1PD

VAT Reg no: 219947175

Please ensure any transfers are labelled “Pocket Money, Pupil Name”.



WHAT DO I NEED TO BRING?

Uniform and sports kit will be ordered and ready for you on arrival.

You will need to bring your own black shoes.

For UK students please order your uniform online before your arrival.

For international students please ensure you send your sizes to the international office.

For more information email:

info@myddeltoncollege.com

1 large suitcase and 1 weekend case

Nightwear: Pyjamas, dressing gown, slippers.

Clothing: A quantity of underwear, 5x casual socks (separate to school uniform), 4x T-shirts or similar items, 3x jumpers/cardigans, 3x trousers/slacks, 1x skirt/dress/shorts, 1x smart outfit for occasions, 1x warm coat (not compulsory, dependent on weather), 1x rain coat, 1x swimming costume – please only one piece suits.

Please note that raincoats or overcoats should be plain navy blue or black, the same length or longer than the blazer and should not carry conspicuous logos or colours.

Toiletries: Toothbrush, toothpaste, soap/body wash, shampoo/ conditioner, 2x towels, 1x hand towel, flannel, hairbrush/comb, hair ties. We recommend a small plastic basket to put items into to carry to and from the shower room.

Other Shoes: Trainers (for sports kit), flip flops, other shoes x2 max, shoe cleaning material. There should be a maximum of 2 pairs of shoes including school shoes (shoes for sport, horse riding etc. are permitted as extra items).

Bedding: All bedding is provided by the Boarding House. However, if you wish to bring your own duvet, mattress protector and pillow you are welcome. Please make sure they are clearly labelled. All students are permitted to bring personal duvet covers and sheets which must also be named.

We also recommend: Small torch, small sewing kit, extra spare tights and socks, winter thermals for those who feel the cold, wellington boots.

Personal items such as photos and posters to personalise their bed space are welcome along with a throw/quilt for their bed.

As one of Myddelton College's main focus is Outdoor learning we ask all students to bring the following:

- Walking Boots (Ankle Support, Waterproof with Vibram sole or equivalent)
- Waterproof trousers
- Day Sack (30l or similar)
- Warm hat & gloves
- Compass

NAMING CLOTHING AND PERSONAL ITEMS

All clothing is to be named (including underwear and socks). All items to be laundered need to be machine washable, colourfast and suitable for tumble dryers.

MEDICINES

Please do not bring any medicines without a prescription, otherwise they will be confiscated.

KITCHENWARE

We actively encourage pupils to cook and prepare dishes, but we must insist that any items that are deemed dangerous may be subject to confiscation.



ELECTRONICS

Please send a complete itemised list of electrical items you will be bringing to give to the boarding staff. Please make sure that all items are labelled.

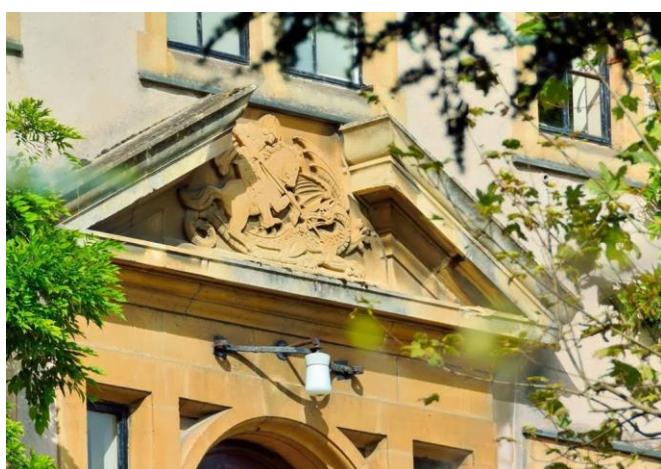
Boarders are advised that the school insurance does not cover personal loss or damage to the equipment; therefore, they are requested not to bring expensive items into the school. It would be recommended for items to be insured prior to arrival at school for students in case of loss or damage.

Students are responsible for ensuring that all electrical equipment introduced by them into school boarding accommodation is safe, free from defect and complies with all relevant electrical safety regulations and standards applicable in the United Kingdom and European Union.

Authority for the use of specific items of electrical equipment, other than domestic-type audio-visual items, computer equipment or calculators, must be sought from the Estates Department via your Houseparent. All items must be tested for electrical safety before use.

Please note:

- The use of electrical appliances with a heating element or compressor is forbidden in study bedrooms. This rules out the use of irons, heaters, kettles, toasters, electric blankets, refrigerators, microwave ovens, sandwich-makers, rice cookers etc. in your study bedrooms. Please see list below (The use of hair dryers in study bedrooms is allowed.)
- Multi-way adaptors are not permitted in study bedrooms. If additional sockets are required, trailing socket boards fused to 13 amps and fitted with an appropriately sized lead cable should be used.
- The electrical load on a single wall socket must not exceed 13 amps.



Electrical and electronic equipment and appliances that are not permitted in their bedrooms:

- Appliances with exposed heating elements. Among other things this includes the “George Foreman Grill” and all similar devices
- Electric blankets
- Hot plates, toasters and toaster ovens
- Air conditioners
- Quartz halogen lights
- Portable heaters
- Extension cords
- Multi-plug adapters

All electrical items brought into the boarding house will be PAT tested (electrical safety tests) by the college estates staff or a qualified electrician. Any items found to be faulty or unsafe to use will be confiscated and kept until the end of term when it will be returned the student so they can return it or them items back to their homes. If any electrical equipment is brought into the boarding house during term time the houseparent must be informed so they can request for it to be tested.

The electrical testing logbook will be kept in each office at the entrance of the building.

Faults in building services should be reported to the staff of duty.

If in doubt, please ask.

FREQUENTLY ASKED QUESTIONS

WHAT DO I DO WITH MY PASSPORT?

For overseas students, we would ask that important documents such as your passport and BRP are left with the boarding staff who will store them safely under lock and key.

IS THERE WI-FI?

Yes, we will provide you with the code on arrival.

WHAT IF I HAVE ALLERGIES OR DIETARY RESTRICTIONS?

Let the boarding staff know and we will pass the information on to the kitchen and all other relevant staff.

WHAT DO I DO IF MY WEEKEND ARRANGEMENTS CHANGE UNEXPECTEDLY?

Please get your parents to email the Houseparent as soon as possible. We rearrange transport/activities from the list of activities you have selected. We cannot amend this from Monday prior to the weekend unless it is unexpected.

WHO CAN I GET HELP FROM?

Lots of people. There are duty staff, prefects, personal tutors, academic staff or the Houseparent who are there and willing to help with any problems.

We also have a buddy system, and all new students will be assigned a buddy to help show you the ropes.

WILL TEACHERS BE THERE TO HELP ME WITH MY PREP?

Yes, during the supervised prep sessions in the evening within the school building itself.

Prep at Myddelton College is required to help you prepare for the lessons the next day. Your teachers will set a task which you must complete before the lesson – this could be background reading to prepare you for the taught topic, watching a video, or quiz questions to evaluate your prior learning and understanding.

WHAT HAPPENS IF I GET IN TROUBLE?

For minor infringements (lateness for room call, untidiness in kitchen area, very untidy bedroom, etc.) you would receive a sanction appropriate to the offense.

For intermediate offences (late back from town time with no reasonable excuse, poor behaviour outside of the school) you would lose privileges such as Town time for the following day, and in more serious cases for the week.

For severe offences (drinking, smoking on site, theft, drugs, threats of violence to students or staff) you will be interviewed by the Houseparent who, in conjunction with the Headmaster, will go through the varying stages of the school policy, to determine whether you should be sent home or to guardians for a set period.

Parents will be contacted at this point and informed of the reasons for the school's decision. If parents disagree with the decision, they have a right of immediate appeal to the Headmaster whose decision is final.

A boarding community relies on mutual trust between students and staff and incidents such as theft are particularly upsetting to boarders as it is an infringement of both their security and privacy.

At Myddelton College we feel it is important to own up to mistakes at the earliest possible opportunity. Please don't be tempted to go down the path of lying as this is a breach of trust and only serves to escalate the nature of the offence.

Everyone makes mistakes and everyone deserves a second chance – but a better person owns up to their mistakes and learns not to commit the same offence in the future.

CAN FRIENDS STAY OVER IN THE BOARDING HOUSE?

Yes, with permission of the Houseparent.

Weekends are more appropriate, but weekday stayovers can be allowed by negotiation with the Boarding Staff.

We do operate a flexi-boarding approach where day students can elect to stay in the boarding house when they choose, dependent upon room availability. These can be arranged through our UK Admissions Manager:

Ms Carly Gilmour

c.gilmour@myddletoncollege.co.uk

CAN I STAY OVER AT A FRIEND'S HOUSE?

Absolutely – we would need an email from both sets of parents to the Houseparent.

This ensures that boarding staff are fully aware of the arrangements. Communication must consist of an email to the Houseparent with pick-up and drop-off times by Thursday 9pm.

CAN I BRING A BIKE?

Yes, you can. The area around Denbigh has some fantastic flat areas perfect for riding. There is also a specialist track in nearby Rhyl, and of course the fantastic Snowdonia landscape for something a little more demanding. We will arrange for a secure area for storing bikes.

WHAT IF I AM HOMESICK?

It may take you some time to get familiar with the boarding environment and the regime – that is perfectly natural. Just about every person who has ever boarded goes through a period of readjustment and can sometimes feel upset, lonely or homesick. You may want to talk to an older student as they will have gone through very similar experiences.

House staff have years of experience of dealing with homesickness and are always there for you to talk to any time of day or night.

BOUNDS, LEAVE AND VISITORS

No student is to leave the College site without permission.

No student is to visit anyone outside the College, be taken out by them or receive visitors, without permission.

Boarding rooms, bedrooms and studies are out of bounds to all visitors except parents or guardians, unless specific permission has been obtained.

Boys are not allowed in the girls' boarding areas or common rooms. Girls are not allowed in the boys' boarding areas or common rooms.

Boys and girls are both allowed into selected communal areas within the boarding house only with the boarding staff's permission and under staff supervision.

Students returning to College after a period of leave, e.g. holidays, must report to a boarding member of staff in their respective houses.

Students who take part in community groups (e.g. football teams, local swimming clubs etc.) must sign in and tell duty staff when they are back on site. A contact number for a person from the relevant club or society must be available to duty staff.

Students going out on leave must sign out indicating the time out, destination and sign back in when they return.

Boarders sleeping out or day students sleeping in must obtain permission from the Boarding staff or Head of Boarding who will require written confirmation from parents via email.

All visitors to the school who wish to enter the boarding environment must ensure they have signed in at reception, wear visitor badges and informed the Boarding staff of their arrival and departure.

During the evening, students are restricted to the well-lit areas in front of the college buildings, and no further than the science block without adult supervision.

*If you have any further questions,
please do not hesitate to get in touch.*

BEDROOMS

Furniture in bedrooms must not be removed or moved without permission.

Students are responsible for keeping their own bedroom clean and tidy.

Decorations, posters etc. should be of a suitable and age appropriate nature and should not cause offence to any visitors or staff. Only the noticeboards should be used for displaying posters or photographs.

Kitchen appliances are not allowed in study bedrooms for safety reasons. Any electrical equipment brought into the boarding environment by students will be subject to electrical safety testing as appropriate.

Students must not tamper with services to the bedrooms or cause wilful damage to any of the school's property.

All boarders should be courteous of those around them.

Window restrictors are attached to some windows to prevent full opening and therefore ensure students safety so must not be tampered with or removed by students.

No student or staff member can enter a student's bedroom without knocking first to ensure student privacy.

COMMUNAL AREAS

In communal areas, such as corridors or common rooms, all students must always be appropriately dressed.

Respect the communal areas – if you see a problem please report it to the staff on duty for action.

Outside each study bedroom students will be encouraged to personalise the communal walls. This could include pictures, artwork, photos, certificates or academic work completed by students. These can be put up at the discretion of the boarding staff in each house.

MEDICAL MATTERS

The College uses a Medical Centre which is based in Denbigh Town. There are daily surgeries when the Doctor or one of his partners can see boarders.

Appointments are also available with the Nurse after for boarders.

During the evening or night, students contact the Duty Staff member if they are unwell. A notice tells the students which staff member is on call during the night.

Routine medicines are dispensed by the Duty Staff as and when required.

All medical, dental and counselling appointments are made through the Houseparents who liaise with the students daily to inform of appointments.

FIRST AID

A qualified first aider is always available.

Denbigh infirmary is less than 5 minutes away for minor injuries.

Glan Clwyd Hospital is less than 30 minutes away for any other need.

DRUGS, ALCOHOL, TOBACCO, VAPING

The school does not tolerate drugs, drinking or smoking (including vaping) on site.

Any students found in possession of illegal drugs, alcohol or tobacco/vapes would face possible suspension from the School.

A meeting would be held with the Senior Deputy Head (Pastoral) and/or Headmaster, and school procedure would be followed.

Further information on the school's policy can be obtained by contacting the school office.

We hope you have many years of enjoyment boarding and leave with many happy memories. But first let us outline what we aim to do for you and what we would expect in return:

THE SCHOOL PLEDGES TO:

- develop the whole person and produce a person fit for the needs of the 21st century;
- produce an open and trusting ethos in which each boarder feels valued as an individual and feels able to approach any member of the boarding community (staff or students), confident in the knowledge that he or she will be treated with respect as an individual;
- create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing;
- provide conditions for boarders to develop their intellectual talents through supervised conditions for personal study and preparation with access to staff and other students;
- encourage participation in their activities in an atmosphere which values effort as well as attainment;
- provide a range of activities, hobbies and opportunities related to the age and maturity that will assist in the personal, social and cultural development of each of the students in the house and school as well as in the wider community;
- safeguard and promote the welfare of each boarder by providing an environment that is free from physical hazards and dangers;
- provide accommodation that is comfortable and suited to the needs of the boarding students, according to age, sex and maturity and which provides adequate levels of privacy;
- develop boarders' quality of leadership and the ability to work as part of a team;
- encourage boarders to contribute to the needs and welfare of others in the house and in school, as well as in the wider community;
- provide suitable conditions for boarders to feel able to turn to a member of staff and senior students to share the good and bad things in their lives, as well as seeking advice, counselling and support during times of difficulty;
- enable students to master independent living skills, ready for university life;
- teach and encourage a healthy way of life in which fitness, hygiene and a balanced diet are valued;
- generate opportunities for students to learn time management skills as they progress to higher years and greater levels of responsibility and self-discipline;

A BOARDER PLEDGES TO:

- ✓ demonstrate respect for themselves, others and the boarding environment;
- ✓ accept responsibility for yourself, your learning, your activities and behaviour within the boarding house;
- ✓ Live alongside others in a boarding house, demonstrating high standards of behaviour and relationships built on trust and respect, along with developing an empathy for other;





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