



Boarders' Handbook 2025/2026



Introduction

Welcome to Beechen House! Beechen Cliff Boarding House holds up to 32 full time boarders. With strong links to the Bath Rugby ACE scheme we are also highly popular with budding rugby players.

Those who live with us here at Beechen House are Beechen Cliff pupils and therefore the School Vision and Behaviour Policy apply to boarding pupils as they do to all pupils at Beechen Cliff. In line with the day school, there is a zero tolerance approach to bullying and harassment of any kind. This is also in line with our Boarding Principles and Boarding House expectations.



Our Boarding Principles

Boarders are expected to uphold the Core Values of the School at all times. 'Our Boarding Principles' document is signed by all boarding pupils and staff, and is in line with our School Vision.

Our school vision is to enable our pupils and students to achieve their aspirations and become well-rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society.

Core Value	Related behaviour
Independence	Be Ready
Aspiration	Be your best
Compassion	Be kind
Respect	Show respect

Boarding House Expectations

Positive behaviour is promoted amongst boarders as it is for all pupils in the school. In addition, the Boarding House Expectations document is reviewed annually and identifies key behaviours that pupils agree to uphold in the boarding house to ensure every boarder feels respected whilst boarding at the school.

We want everyone to feel safe and secure, to do so we ask each boarder to:

- Be kind
- Ensure every voice is heard
- Take an interest in others
- Celebrate our differences
- Call it out - speak to a member of staff

All boarding pupils will sign the Pledge of Respect as part of the tutor programme. A copy of the Pledge Of Respect is displayed in the boarding house and features on the Values Wall.

Evening and weekend discipline

When boarding pupils are in Beechen House, they are at 'home'. It is important that boarding pupils interact with staff and other boarding pupils appropriately. Every student should endeavour to embody the Core Values in how they engage with others. Where behaviour is not appropriate, Boarding staff will sanction behaviour according to the behaviour policy.



Anti-Bullying

The school has a zero tolerance approach to bullying and follows the Trust Anti-Bullying Policy. Given boarders live on the school site additional procedures are in place as referred to in the policy.

These are:

- Additional victim support from House Parents/Head of Boarding as in loco parentis - this may involve use of mentoring.
- Sanctions for perpetrator - likely to involve removing of the rewards outlined above.
- If victim and perpetrator both in boarding complete restorative work in the boarding house.

Support

We want to ensure all Boarding pupils feel supported in the house. We have a Pastoral Wall in the house that displays important information. Boarding pupils can also seek support from the following sources in school:

- Tutor in school
- Houseparents outside of school
- Solution focussed councillors
- Off the record - listening service in school
- Independent person (visits three times per year)
- Childline
- Children's Commissioner
- **There is also information there of who to call if the Houseparent falls ill.**
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Meet the Boarding Team

			
Miss Moorhead Head Of Boarding	Mr Morris SLT Boarding Link	Ms Adams Boarding Housekeeper	Mrs Savidge Boarding Administrator

			
Mr Hill Houseparent	Ms Fitzpatrick Houseparent	Miss Garland Houseparent	Mr Dawson- Shepherd Houseparent

What a week in Beechen House looks like:

Monday - Friday

7.15am First wake up
7.30 - 8.15am Breakfast in the refectory
8.00am Morning briefing in the common room
8.25am - 3.15pm School day
3.30pm Activities, clubs and sports
5.45pm Evening briefing and Dinner
6.30pm Prep starts
7.45pm (onwards) Free time
Bedtimes dependent on age

Saturday

10.00am Brunch in the refectory
11.00am House reset
Saturday is more relaxed due to fixtures, meeting friends, etc.
5.45pm Evening briefing and Dinner
Evening - games, movie nights, sleepovers etc

Sunday

Lie in
10.00am Brunch in the refectory
11.00am - 1.00pm Sports or other activities
Afternoon - activities / 8 whole house trips per year.
5.45pm Evening briefing and Dinner

During meals we ask that all boarding pupils keep their phones away. We as a boarding house want to encourage conversations between all members of our boarding family and meal times are the perfect opportunities to check in with each other.

We also ask that you wait until everyone at your table has finished their meal before you leave the table.



Roomings

Boarding accommodation is purpose built – all rooms have self-contained toilet and washing facilities. All boarders share rooms (provided they do not pose a known risk) and pairings are carefully considered. Boarders are encouraged to discuss rooming issues with members of staff and rooming combinations are adjusted as necessary throughout the year.

Possessions

Boarders' laundry is carried out by the boarding housekeeper. The boarding house has a designated laundry facility where all laundry is carried out. Boarders may use this facility if requested. Boarders' laundry is issued back to the correct boarder after laundry by the boarding housekeeper.

Boarders are able to purchase personal items from local shops located close to the school. We are a short 10 minute walk into Bath main city centre where boys may wish to purchase things they may need. The school library sells items of stationery during the day.

Beechen House is very secure and can only be accessed by boarding students and staff. Doors to the boarding house and wing doors are automatically locked when shut and require a PIN code/entry card to get into. Each boarder has their own 'locker' in their bedroom which is fixed to the wall. Such lockers are key operated.



Meal Times

Breakfast during the school week is available between 7.30am - 8.15am.

Breakfast on a Saturday is available at 10am.

Breakfast on a Sunday is available at 10am.

Lunch during the school week is served based on the school timetable and therefore different depending on your year group.

Lunch at the weekend is available in house at any time.

Our evening dinner is served at 5.45pm every evening.

In our boarding house meals are provided by the staff in our refectory. These are all freshly prepared in house and we aim to offer a wide range of meals over the course of our 4 week menu.

Breakfast on weekdays and Sundays consists of a selection of cereals as well as a cooked breakfast.

On a Saturday we offer a continental breakfast with pastries, meats, cheeses and fruit.

Lunch during the week will be available to all boarding pupils the same as day school pupils. Each boarding pupil will be provided with a main meal or panini, a drink and a dessert. Any extras can be purchased separately. The school refectory is also open during break times for all pupils to use during their designated time.

Lunch at the weekend is cooked in house. The house parent on duty will assist with this. We commonly use this time to encourage Boarding pupils to help with cooking new recipes and working together to feed those in house.

Evening meals work on a 4 week menu created by our school chef. Our menu choices are reviewed regularly throughout the school year and Boarding students are encouraged to vote for the items they wish to take off the menu as well as suggestions for new choices to add to the menu.

Kitchen Rules

We have our own kitchen inside the boarding house. All Boarding pupils are expected to ask the member of staff on duty to use the kitchen. We ask that Boarding pupils leave the kitchen Clean and tidy.

We have several fridges and freezers for Boarding pupils to store their food. Those who wish to buy/bring their own food can label these items before storing in the kitchen.

Left fridge - Communal Boarding. Middle fridge - Year 7-11. Right fridge - Sixth Form.



Prep Time

Prep for Years 7-11 **starts** at 6.30pm. This takes place in the Sixth Form common room and lasts at least one hour and 15 minutes. All boarding pupils (Year 7-11) must have a reading book in line with the school Book in Bag Policy. It is important that all boarding pupils are ready and prepared for prep sessions - laptops charged, planners out (Years 7, 8 and 9). (chromebooks are available for times when students do not have access to their own laptop)

Years 12 and 13 are also asked to complete prep from 6.30 -7.45pm on Tuesdays, Wednesdays and Thursdays.

- For A Levels, all students are given 4 hours of study per subject outside of lessons. Teachers should help direct you on how to best use this time.
- For Level 3 - be proactive, ask your teachers what you can do to get ahead outside of lessons.

'Prep+' tasks will be set on Boarding House Google Classroom. These tasks often include watching interesting and relevant documentaries, discussing current affairs and encouraging boarding pupils to voice their views on a range of different topics. This Prep+ work will be set by the House parent on duty in the evening. These topics will commonly be related to the theme of the week which will be shared during tutor time during day school.

For sporting fixtures 'be ready' - Consider what work are you going to miss? Can you ask for work to be put on Google Classroom? Always consider how you can be your best and ensure you do not fall behind in other studies.

Mentoring

Mentoring is an opportunity to reflect on what is going well both in day school and in the boarding house. Having a mentoring session is a great opportunity to identify areas to develop and decide on how you can do this. You can speak to any member of staff at Beechen Cliff if something is worrying you.

As a boarding team we have a wealth of knowledge from dealing with homesickness to health and fitness, UCAS applications to how to write a great CV. Boarding pupils will be able to choose which member of staff they wish to have their mentoring session with.

Each individual will be assigned to a house group with a member of staff. This member of staff will write a termly report which will be sent home to parents.



Role Models

A role model system operates in the boarding house.

Those who consistently exemplifying the school Core Values will receive points. The winning room at the end of each term will be allowed a takeaway of their choice as a reward.

Other benefits include:

Reward
• May keep electronics overnight on a Saturday. • May have weekend 'sleepovers'. • Additional curfew for Years 9-11 on Saturdays (with parental agreement). • Extended curfew for Years 12-13 (with parental agreement). • May have the occasional takeaway delivered to the boarding house.



Electronics

Boarding pupils are welcome to bring phones and laptops to the boarding house. Laptops are essential for prep work for all year groups.

Beechen House pupils in Years 7-13 will hand in electronics before their room time. Boarding pupils in Years 7-13 can use their electronics after school and after prep time until their designated phone hand in time.

It is really important that you can contact home and speak to family and friends when you need to. With this in mind, plan for handing your phone in 30 minutes before room time. If you are missing home, speak to a member of staff, they will help you.

Role models will be allowed to keep their phones on Saturday night as a reward for showing the core values throughout the week.

In line with whole school rules Boarding pupils need to ask permission to use your phone in school.

Curfews

Year	Weekday	Weekend (Friday and Saturday)
7 + 8	N/A	Dinner time (5:45pm) (staff permission needed)
9 + 10	Dinner time (5:45pm) (staff permission needed)	7.30pm (Fri, Sat & Sun)
11	Discuss with staff	7.30pm 8.00pm if role model
12	Dinner time 9.30pm if role model	10.00pm

13	Dinner time 10.30pm if role model	11.00pm
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There may be exceptions to the above - these must be discussed with Miss Moorhead in advance.

Timings

Year	Electronic Hand in	Room time	Lights out
7	8:30	9.00	9.30
8, 9	9:00	9.30	10.00
10 + 11	10:00	10.00	10.30
12	10:30	10.30	-
13	11.00	11.00	-

Free Time Activities

During allocated free time Boarding pupils will have access to the school grounds and therefore access to the rugby pitch (weather depending), the 3G and Astro Pitches (when not in use by internal or external bookings) and the football court. Boarding pupils will also have access to the TV, books and a selection of board games all located in the common room. Boarding pupils are also welcome to use their electronics during these free time periods. **There is an expectation that boarder's conduct is impeccable around the school site.**



Securing Boarders Views

Boarders take a boarding questionnaire two or three times per year. The questionnaire allows boarding staff to capture the positive experiences that boarders have and identify areas which can be improved. Following questionnaire feedback, students meet to discuss ideas to improve their boarding experience. The meeting is led by boarders. A Google Form is used to help structure and record the meeting and to provide instant feedback to the boarding team. Student voice leaders then present their ideas to the boarding team. Boarders are reminded at briefings that they can speak to the members of staff present should they wish to. Concerns raised at morning or evening briefing are taken seriously and acted on where possible.

Complaints

If a Boarding pupil has a concern they should speak to a member of the boarding team. If the Boarding pupil feels dissatisfied with the outcome within a relevant timeframe they may wish to email Mr Markall at:

Headteacher@beechencliff.org.uk

Lockdown Procedure

If the boarding house enters a lockdown situation a claxon will be sounded. On hearing this claxon all boarders must barricade themselves safely in their room. They should close their windows and draw their curtains closed. If in the event of a lockdown and a boarding pupil is not in the house they must either enter the boarding house if safe and close enough to do so or Run, Tell, Hide in line with the government advice.

Fire Alarm

When a fire alarm is heard in the boarding house all pupils must vacate the building via the nearest exit. All Pupils must make their way to the football court, line up along the back and have a register taken by the House parent on duty. Leave all possessions behind. In the instance that an alarm sounds in poor weather conditions pupils will then be taken into the sixth form silent study area to await further instruction from the Fire Brigade.

Security and repairs

All boarding doors are pin coded or can be opened using a security card. There is an expectation that you do not share codes or cards outside of our boarding community. You should take care not to be overseen entering

the code into the boarding house doors. If you suspect there is an intruder on the school site or feel unsafe for any reason, you should tell a member of staff immediately.

If something in your room is broken or needs repairing, report it to the member of staff on duty immediately.

Laundry

It is important that you learn many life skills when boarding - laundry is one of them. Ask a member of staff to use the laundry room. The member of staff on duty will help if you need it - you may be unsure of the settings for example. Your bedding is sent off once per week to be hot washed, please strip your bed on a Wednesday morning. It is really important that you always have bedding on your bed. It is your responsibility. Feel free to ask for help making your bed if you need to.

Cars and Travel

Beechen House students should not have access to cars whilst they board at school. There is no parking provision on site for boarders and no permission to travel with others.

Deliveries

Beechen House Students may receive parcels delivered to the boarding house. We ask that all parcels are to be opened by the pupil in the presence of the member of staff on duty.



Following the Boarding House Expectations

These are outlined on the wall in the Boarding House. The consequences for not meeting expectations are given below.

Behaviour	Consequence/Sanction
Entering other boarders' bedrooms	1st Offence - Warning recorded 2nd Offence - Gated for seven days & Contact parents
Entering the kitchen without permission	1st Offence - Warning recorded 2nd Offence - Gated for seven days & Contact parents
Returning to Beechen House outside of allotted hours (during day) Year 7-11 boarders not permitted in the boarding house between 8.10am and 3.15pm. Year 12/13 boarders not permitted in the boarding house between 8.10am and 12.30pm.	Gated for seven days.
Late to morning Registration/breakfast	1 st Offence: Warning recorded 2 nd Offence: Fully dressed and ready for wake up duty for 7:15am 3 rd Offence: Break time detention with HoB at agreed location. Warning recorded.
Reported as incorrectly dressed/not prepared at registration/lessons	1 st Offence: Warning recorded. 2 nd Offence: Report to HoB 7:15am - Full uniform and equipment for day. Warning recorded.
Noise, lack of effort or general poor behaviour in Prep	1 st Offence: Warning recorded 2 nd Offence: Gated for seven days & Contact parents
Failure to sign in or out (on a weekday)	1 st Offence: Warning recorded. Tech handed in for the remainder of the day. To be collected the following morning. 2 nd Offence: Gated for seven days & Contact parents
Failure to sign out or in on Saturday or Sunday	Gated for seven days.
Arriving in House after designated time at night or late back after leave	Gated for seven days.

Late to hand in phone / laptop etc. before lights out. (Must be at least 30 mins before lights out.)	1 st Offence: Tech confiscated for 48 hours. 2 nd Offence: Gated for seven days & Contact parents
Failure to hand in phone/laptop or handing over alternative tech items etc.	Tech confiscated for 48 hours. Warning from staff (recorded) and contact parents.
Late to bed	Warning recorded
Up after lights out	1 st Offence: Tech confiscated for 48 hours. 2 nd Offence: Gated for seven days & Contact parents
Visitors brought into the Beechen House without permission.	Gated for seven days.
Persistent untidiness of room	3 x 3:15pm House work with Housekeeper
Anti-social behaviour	Sanctions will vary from warning to following the school's suspension process depending on severity and previous incidents.
Persistent and ongoing breaches of Boarding House Expectations	Meetings with parents. Consideration of whether the pupil is suitable for boarding.
Possession/consumption of alcohol in the boarding house or returning to the boarding house under the influence of alcohol.	Serious incident The school's suspension process will be followed according to the behaviour policy.
Inappropriate behaviour towards other boarders, their property or The House, either individual or collective.	Serious incident The school's suspension process will be followed according to the behaviour policy. This may result in the pupil's boarding place being removed.
Any behaviour that endangers or impact the wellbeing or welfare of themselves or another boarder	Serious incident The school's suspension process will be followed according to the behaviour policy. This may result in the pupil's boarding place being removed.

Notes:

- Definition of Gated - no leaving of the school site. This includes attending off site rugby training or fixtures.
- All warnings/incidents will be recorded on the boarding behaviour tracker which will feed into reports to parents.
- Bath Rugby are fully in support of these processes.

Essential behaviours that must not take place

These are specifically linked to the incidents that have taken place in last year and that are not specifically covered by the expectations above.

1. Failure to attend prep in the correct room and at the correct time
2. Continuing with the 'fining' system
3. Pranking other boarders
4. Initiations for new boarders
5. Discussions about/celebrations of incidents that took place last year.

These will all be taken seriously, considered as anti-social behaviour (or other) and dealt with following the sanctions above and the school behaviour policy.