

Boarding Handbook

Advice & Information

ST PAUL'S



Prior Park
College



WELCOME FROM ST PAUL'S HOUSE PARENTS

Dear New Parents, Guardians and Pupils of St Paul's,

Hello! We are very excited about welcoming all our new and returning students to St Paul's Boarding House. Firstly, let us introduce ourselves. We are Carrie and Tony Jenkins, St Paul's House Parent's at Prior Park College. We live in a flat within the heart of the boarding house and have lived and breathed the life of boys' boarding at Prior for the last eight years.

Whilst you are away from your family home and living with us here at Prior, we will act in Loco Parentis, 'in place of a parent'. You will see us in the morning, making sure you are prepared for your school day, and will meet you each evening when you return.

Within St Paul's, we have created a place where you will be comfortable, relaxed and happy. We think of boarding as a real opportunity to become part of an extended and diverse family, and a family where we are sure you will grow.

In St Paul's, you will find it is hugely helpful to have so many 'older brothers'. Our Sixth Form students have a wealth of knowledge and experience and are always on hand to help. You will find that St Paul's feels like home very quickly; you will be joining a great group of boys, who all remember only too well how it felt to be 'the new pupil' and will be keen to help you settle into both school and boarding life.

At the end of each school day, you will have access to the school co-curricular activities. This is another opportunity to try something new or continue a hobby. There is also additional time for study and completing assignments.

Evenings and weekends as a St Paul's boarder are as busy or as relaxed as you want them to be. During the week boys will come together and play non-competitive sports using our many facilities - you can get involved with badminton, basketball, table tennis, tennis, hockey, football or just utilise the fitness suite. Whole-house activities include having supper with us, quizzes, karaoke, taskmaster, baking, or even a serious game of scrabble or monopoly (which always gets very competitive!) Alternatively, you might just want to relax, catch up with friends or watch a film or a Champions League fixture in the common rooms. There is something for everyone!

If you feel nervous, please be reassured that you are going to have a fantastic time. Do feel free to contact us before your arrival if you have any concerns or questions.

Have a great summer and we look forward to welcoming you in September.

Carrie and Tony Jenkins

Email: stpaulsboarding@priorparkschools

INTRODUCTION

Prior Park is a school with strong community, which is welcoming, positive and cheerful. We place great emphasis on pastoral care and mutual support.

ST MARY'S HOUSE

House Parent
Mel Gittins
E: stmarysboarding@priorparkschools.com

ST PAUL'S HOUSE

House Parent
Tony & Carrie Jenkins
E: stpaulsboarding@priorparkschools.com

BOARDING LIFE

BOARDING AND PASTORAL CARE AT PRIOR

Prior Park boarding has existed since 1830 and we believe that the family atmosphere of the school is enhanced greatly by its boarding community. Boarding is mainly either full or weekly, but we offer flexi and some occasional boarding if we have availability.

Please do contact
flexiboarding@priorparkschools.com
for enquiries.

The ethos of the school is one of inclusion, nurture and challenge, based firmly on the principles of a Catholic Christian education, with boarders given high quality pastoral care in defined House units run by specialist boarding staff. Each House has a dedicated live-in House Parent and a team of resident tutors to ensure the pastoral care and organisation essential to the community and to every individual.

ADMISSIONS TO BOARDING

Normal entry points are at 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12), involving interview, tests and school reports. Many international boarders also join in Lower 5 (Year 10) to access our GCSE programme. Provision is made for students with language development needs through our EAL (English as an additional

Language) and Language Support programmes. A range of awards are available. All registrations and admissions occur through the Registrar.

ENGLISH AS AN ADDITIONAL LANGUAGE

Students whose first language is not English sit the Prior Park College entrance test in English. Parents will be advised about how much EAL support the pupil will need. There is a charge for this help. In 10-11 international students study IGCSE in EAL and no charge is levied for this course. EAL workshops are also given as an activity, in the Michaelmas Term, for international students which include debating, role-play, tasks and quizzes.

THE HOUSES

There are two boarding Houses; St. Mary's (girls) and St. Paul's (boys), each with their own dedicated space and facilities. Both houses have their own kitchens but all meals are taken in the school's dining room. The wider facilities of the campus are also available to all boarders, including sports and music resources.

The school has a rich programme of co-curricular activities and there are frequent concerts and drama productions. The local shops of Combe Down village give easy access to any necessary

provisions, whilst Bath offers sightseeing shopping, cinema, theatre and sport.

BOARDING ETHOS AND PRINCIPLES

Boarding Houses provide a term-time home for students and give a tremendous opportunity for positive development.

Within boarding we recognise:

- The development of the whole person and the communication of values are vital
- Being an open and trusting school, boarding is based upon mutual respect for all its members
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability
- Each boarder and each member of staff is to be treated as an individual and with respect by other students and by staff
- Each boarder has a right to privacy. Boarders and staff acknowledge the right of each other to privacy
- Each boarder has the right to extend his or her intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to learning
- All boarders should be able to develop physically, spiritually, intellectually, morally and socially
- Despite the distance separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders

The House is a vital unit in fostering the development of the whole person and communicating positive values, creating attitudes and behaviour that allows every member of the community to flourish and feel safe and at ease. High expectations will be set and all students will be encouraged to

strive for excellence in whatever they do.

PASTORAL CARE

WELCOME AND INDUCTION

New boarders are welcomed to the College ahead of the start of term and before existing boarders return. House Parents are on hand to help introduce students and their families to boarding life at Prior Park. Details of the House systems, from activities to laundry, are explained to ensure all students know their way around.

HOUSE PARENTS

St. Paul's and St. Mary's are run by House Parents. These staff are the key school figure for boarders and their role is to ensure boarders are happy and safe. House Parents provide students with a caring, comfortable and exciting 'home' at school.

CONTACT AND INFORMATION

Students can easily contact parents using Microsoft Teams, email or mobile phones.

The House Parents should be the main point of contact for boarding parents. They will liaise with Tutors and Housemasters / Housemistresses (HsMs) as appropriate.

HALF-TERMS AND QUIET WEEKENDS

We recognise that for many boarders it is very helpful to stay in school for all weekends (we have no exeat weekends) and remain at school for Half-Terms. Our House Parents will supervise houses for Michaelmas, Lent and Summer Half-Terms.

HEALTH PROVISION

Prior Park College has a central Health and Wellbeing Centre. All boarders are required to register with the Centre and parents must alert us to any medical conditions and need for medication. All medication and treatment plans are

coordinate necessary visits to the local surgery, dentists, hospital and to counsellors as required.

DOMESTIC ARRANGEMENTS

SECURITY

Students should keep all possessions neatly and tidily in their rooms, taking responsibility for the security of their own possessions.

The College augments personal responsibility with the following measures:

- CCTV monitoring of entrances to the school
- Monitoring of the premises by a site security manager
- Travel documents or passports should be lodged securely with the House Parent for ready access when end of term or half term comes
- Provision of lockable boxes or cupboards to secure possessions when out of the House (please provide your own padlock)
- Deposit of larger sums of money with the House banks (and locking in the House safe)
- Constant supervision by House duty staff
- Duty staff ensure a security and locking procedure is completed at the end of duty
- Valuable items such as personal computers, cameras, iPads, etc, will be covered under your personal home insurance unless you opt to participate in the College insurance scheme (explained in the Community Handbook and /or Joining Instructions)

FIRE SAFETY

Houses are equipped with extensive fire safety equipment, including smoke detectors and fire retardant doors. If a fire bell rings students must evacuate buildings. During the school day everyone gathers on the Mansion bank. Before or after the school day, people gather immediately outside their House in the specified area. Two fire drills are held every term to ensure safe compliance. Any pupil discovering a fire should shout "FIRE", activate the nearest fire alarm and leave the building.

ACCOMMODATION AND STUDY

All areas have a bed, a wardrobe, desk space, bedside cupboard (including a lockable element), with extensive communal desk space or study facilities on the ground floor.

Younger students share rooms and senior students tend to have single study bedrooms. Students are invited to personalise and customise their space, but must give due regard to College standards (avoiding offensive material) and avoid damage to paintwork. Students are expected to take an active part in keeping rooms tidy and clean. Access to the internet is available in all Houses.

All travel and accommodation arrangements must be confirmed with House Parents by completing a Form.

LAUNDRY

We have a fantastic domestic team who operate our laundry facilities, these are available Monday-Friday. We endeavour to return personal laundry to students the following day. Student bedding is changed once a week.

Sixth Form students can do their own washing in the boarding houses, however, this is not compulsory, they are more than welcome to use the School laundry system

should they wish.

Please ensure all clothing is labelled to ensure it is returned safely to students.

GOING OFF-SITE

- No boarding student should leave the site without permission and all are expected to be in school or within school bounds throughout the school day
- All students will register in the morning and afternoon, Monday to Friday, and attend roll calls during the weekends
- Boarding students may seek permission to visit Bath on Saturday or Sunday afternoons. They need to request for this from the duty staff and sign out
- Mid week visits to Bath should be agreed with the House Parent

In general, students never go out alone and always go with a few friends. All must be aware of the public and personal safety; and aware of traffic, using pedestrian crossings when available.

BOARDERS' POCKET MONEY

Parents may provide pocket money to be held by the school's Finance Department

and managed / distributed by the House Parents as required by the pupil.

Transfers can be made to the College's Boarding House Pocket Money Account by Flywire using the following link:

priorpark.flywire.com or by bank transfer to the following account:

Barclays Bank Plc
4-5 Southgate Street
BATH BA1 1AQ

Sort code: 20-47-06
Account No: 80736627
Account Name: Prior Park Educational Trust
IBAN GB52BARC20470680736627
SWIFT CODE: BARCGB22

Reference: Please quote the pupil code on all payments preceded by PMA (for pocket money account)

We can also hold limited amounts of cash (provided by parents for their children's pocket money) stored securely either by Finance or on site and managed / distributed by the House Parents as required by the pupil.

FREQUENTLY ASKED QUESTIONS

HOW FAR ARE THE AIRPORTS FROM PRIOR PARK COLLEGE?

Bristol International is 40 minutes by road, Heathrow is 2 hours, Gatwick is 2 hours 30 minutes.

WHICH IS THE NEAREST TRAIN STATION?

Bath Spa is our nearest mainline train station, a 5 minute taxi or bus journey.

IF I FLY TO BRISTOL, HEATHROW, OR GATWICK, HOW DO I GET TO PRIOR PARK COLLEGE?

Prior Park provides escorted transport (at no extra cost) for boarders at the start of term from selected airports and railway stations at the start and end of each Term, provided journeys are made on the dates designated by the School for travel and on specified journeys by prior arrangement with the Transport Manager. Parents are welcome to arrange their own transport to or from Prior Park, but they will need to cover the cost.

HOW DO I FIND MY WAY AROUND WHEN I FIRST ARRIVE?

The site is beautiful and easy to manage for students. All Houses are within the grounds and conveniently located for on-site facilities. House Parents will ensure boarders are comfortable and happy in their school home. Each new boarder is given a 'Mentor' (an older pupil or a pupil from the same year group) to care for them, and show them around.

WHAT DO THE HOUSE PARENTS DO AND HOW OFTEN CAN I SEE HIM OR HER?

The House Parent is the head of the boarding house and manages the boarding staff and domestic team. Their role is to ensure Prior Park's boarders are happy and safe.

WHAT DOES MY HSM AND TUTOR DO?

Your Housemaster / Housemistress (HsM) and Tutor offer pastoral care and academic guidance. Every boarder will belong to a Day House where they will mix with other boarders and day students. The HsM and Tutor oversee your academic progress and personal development.

HOW OFTEN CAN I SEE MY PARENTS?

You can see your parents as often as you like, though most new boarders are encouraged to spend two to three weeks adjusting. Parents are welcome to visit at any time.

IF I WANT TO GO HOME AT THE WEEKENDS, WHEN CAN I GO HOME AND WHEN CAN I COME BACK?

On the first and last weekend of term we urge boarders to stay in school for the

purpose of establishing routines, to undertake House celebrations and simply to prepare for the beginning and end of term. There is a full programme of Saturday sport (those selected must play), chapel services and weekend events and activities.

CAN I STAY AT HALF-TERM?

Boarders can stay at Prior Park during the half-term holidays that take place in October (two weeks), February and June (one week). There is an additional cost of £70 per night, if booked and paid before the start of the relevant term. Please see the Fees Schedule for full details. House Parents supervise the students during half-terms and students will have access to on-site catering, facilities and a range of activities.

CAN I USE A MOBILE PHONE?

Yes, but not after bedtime – we ask students in L3 – U5 to hand phones in at 9.30pm. Mobiles have to be registered with the House Parent and used in line with agreed conditions.

WHEN CAN I GO OUT IF I AM BOARDING OVER THE WEEKEND?

Students have easy access to shops in Combe Down Village. In addition, the sites, shopping, cinemas, theatre and sport of the historic City of Bath are a short walk away. The school is located in beautiful parkland, which in itself offers wonderful recreation. Boarders can access Bath during the day at weekends.

WILL I MEET DAY STUDENTS SOCIALLY AROUND SCHOOL?

Yes – all boarders will join a Day House with day students. Integration of day and boarding boys and girls is an easy, natural feature of the school life.

WHAT ARE QUIET WEEKENDS?

On Quiet weekends there will be no sport or Saturday activities. Students are encouraged to rest, socialise with friends and, if necessary, catch up with work.

WHAT ARRANGEMENTS ARE MADE IF I AM ILL AT SCHOOL AND WILL MY PARENTS BE CONSULTED OVER MEDICAL MATTERS?

There is an on-site Health and Wellbeing Centre. The Lead Nurse and Nurses can provide nursing care at the College and can refer students to the School Medical Officer, Out of Hours Doctor's Services or the Hospital, if necessary. Where appropriate, parents are consulted over medical matters.

WHAT PROPORTION OF BOARDING STUDENTS STAY IN SCHOOL AT THE WEEKEND?

Generally, approximately 70% of boarders are in residence over the weekend. Some weekends this figure is higher. All students are encouraged to stay on the first and last weekends of term. In addition there are generally some day students boarding for one night or longer.

WHAT WEEKEND ACTIVITIES ARE AVAILABLE TO BOARDING STUDENTS?

On Saturday morning there is quiet study time followed by a range of about 20 different activities in our Saturday Active programme which boarders can opt for. These may include basketball, football, badminton, drama, art club, sailing, street dance, golf, yoga, chess and much more. See the Saturday Active page on the website for more information.

On Saturday afternoons students may take part or watch school sports fixtures,

followed by a match tea. On Saturday evening there is always a house social. Sixth Form students may meet friends in Bath. All boarding students attend a weekend chapel service. On Sunday afternoon students take part in activities such as tournaments, trips to theme parks, the cinema, ten-pin bowling, ice-skating and go-karting or have some free time. Many chose to catch up on prep (especially public exam groups) and there are permissions to Bath for shopping and cinema if required and appropriate. The school's Fitness Centre is also open for boarders over the weekend.

WHAT DO I NEED TO BRING?

PERSONAL POSSESSIONS AND CASUAL CLOTHING-

Boarders will need the following (girls and boys):

1 Water bottle
1 Warm coat
1 Light waterproof coat
1 Pair of old trainers (for local walks)
1 Dressing gown
1 Pair of slippers
1 Pair flip flops (for showers)
3 Pairs of pyjamas
6 to 8 changes of underwear
2 Hand towels and flannels
2 Bath towels
A small number of casual clothes for free time – 4-5 outfits. Storage space is limited so boarders should not bring more than 2 suitcases.
1 smarter outfit is required for Sunday mass, e.g., non-ripped jeans and a shirt with shoes that are not trainers.
Students can bring their own duvet, but the College can supply (at no cost) if required. The College will supply a pillow, pillowcase, sheet, and duvet cover.

List continues overleaf

Shoe cleaning equipment
A hairbrush or comb
Nail clippers or scissors
A supply of name tapes
Adaptors – these must be EU/UK products
Spare chargers for phones and laptops (kettles and cooking devices are prohibited)
Alarm clock with batteries if needed (students below the sixth form do not have their phone overnight)
Headphones for listening to a phone call or music in private.
Pictures to decorate your room. Only battery-operated fairy lights are permitted.

SHOULD I LABEL MY POSSESSIONS?

Yes, please ensure all personal belongings, such as clothes, towels and bedding, that you bring with you have name-tags on them. You should also bring extra name labels with you for use by the laundry room staff.

IMPORTANT INFORMATION

GUARDIANS

Students from overseas must have a guardian resident in England, ideally within an hour of Prior Park College. The guardian should be readily available for consultation in the case of emergency. We advise that a guardian should not be a person of student age in the course of Higher Education.

The guardian must be appointed by the parents and any change of guardian notified immediately.

END OF TERM

Boarders are expected to go directly home at the end of term or at half-term. Exceptions to this rule must be sought by parents in writing to the Headmaster, at least one week in advance. Overseas boarders should note that all travel plans

should avoid disrupting the normal routines of the school.

THE COMMUNITY HANDBOOK

Further information about Prior Park College can be found in our Community Handbook. It can be accessed on the 'Admissions' section of the website www.priorparkcollege.com

WHERE CAN I FIND FURTHER INFORMATION?

You will find lots more information and news stories on our website – www.priorparkschools.com

If you have any further questions, please email the Admissions team, who will either answer your query, or put you in touch with the relevant person within the College – admissions.ppc@priorparkschools.com





**Prior Park
College**

Ralph Allen Drive, Bath BA2 5AH

Tel: +44 (0)1225 835 353

priorparkcollege.com

Information given in this document is believed to be correct at the time of printing (May 2023).

Part of the Prior Park Schools family