



Villiers School

Information for Day Boarders

Welcome to day boarding in Villiers. This guide will help you to understand what your daily routine will be like as a day boarder.

Day boarders have almost exactly the same conditions in the School as residential boarders, except you do not sleep or have breakfast in School. You are expected to follow School rules and processes in the same way as residential boarders.

AFTERNOONS

Class-time ends at 3.35 pm. There is an extensive range of extra-curricular activities on offer to all students. Our Extra Curricular Policy outlines expectations in relation to this. There is also an afternoon study session from 4.00 pm – 5.15 pm. If you are not attending any of the afternoon study sessions you are required to notify the School of activities in which you intend to participate. Please see Appendix 1 at the end of this document.

Please be aware that while residential boarders in senior years have a limited 'sign out' facility this is not open to day boarders. This is because the purpose of 'sign out' is to allow residential boarders visit shops to pick up any essential items they need during the week. Day boarders should not need to do this.

TEA

Tea is at 5.30 pm every evening. A roll call will be taken, and all students, even if they have elected not to have teas provided by Villiers, must be present for this roll call.

Students are requested to be in full School uniform, or if given explicit permission due to late training, School activities uniform for tea (shorts and skorts are not permitted). Students must at all times be clean and well presented. Many students choose to change into casual clothing after tea. You may use the Changing Rooms beside the Sports Hall if you would like to change.

Note: Dormitories are out of bounds at all times to all non-residential students

PREP

Prep is compulsory for all boarding and day boarding students. Please familiarise yourself with the time of your prep.

Form I 6.45 - 8.15 pm

Form II and IV 6.45 – 9.00 pm

Form III and V 6.45 – 9.30 pm

Form VI 6.15 - 9.30 pm

Supper is served in the Dining Hall at 8.15 pm. You may avail of a fifteen minute break at this time. Students are requested to return to their prep rooms at 8.30 pm sharp, and are not permitted to leave the school grounds.

You must remember that while in prep you are studying with others and that it is essential that no one person causes any interruption to the work of others. All students are therefore required to do their homework and study in silence during their prep times. Any forgotten books or materials may be retrieved during the supper break. Similarly any questions re homework may be asked during this time.

You should, where possible, avoid arriving or leaving mid-way through a study session, so as to avoid disruption to others.

ACTIVITIES LOG

While it is not necessary, desirable or possible to ask you to be directly supervised by a Staff member during the entire course of your day, for accountability and safety reasons we do need to know where you intend to be throughout the day. Please fill in the table in Appendix I of this document to let us know what you will be participating in during the afternoons. You will need to sign this, have it countersigned by a parent/guardian, and then return it to the School Office for our records.

EXEATS

For accountability and safety reasons it is essential that no student leaves the School for any reason, without first signing out, in person, with the teacher on duty.

Students who have been granted **Standing Orders** and **Special Leave** must also sign out, in person, with the teacher on duty.

A **Standing Order** is a recurring permission to leave School at a specified time. If you wish to set up a standing order you must have a written request for the same from your

parent/guardian and you must have the Headmistress' or Deputy Headmistress' permission. Standing Orders are usually only given to attend activities not available in the School or to enhance activities available in School. They should not interfere with your involvement in school run extra curricular activities and may be refused or revoked if a student's conduct is deemed to be incompatible with a Standing Order.

A **Special Leave** is a once off exeat which you may need to attend something which is not part of your usual routine, such as a medical appointment, or a family event. A parent/guardian must contact the School office/teacher on duty to request a Special Leave.

Day boarders may not leave the School premises at any time during the School day (9 am – 9.30 pm) unless you

1. Have permission from parent/guardian to do so and this has been communicated to the School Office before 4.30 pm on the day, have collected your exeat slip and
2. Have reported out to the teacher on duty

If, in an unusual situation, you do not have an exeat slip, but wish to leave, the teacher on duty cannot give permission without him/her first having direct communication with a parent/guardian.

If no notice has been received regarding an absence parents/guardians should expect to receive a text message informing them of this absence.

“Your son/daughter is absent from study this evening. Please contact the School Office in the morning with details of the absence.”

Parents/Guardians

Please note: In the case of an emergency the teachers on duty/supervision will be on the school premises until 9.30pm each evening. During prep times they will be based in the Library, Dining Room and Room 26/27.

OVERVIEW

In becoming a day boarder it is implicit that you adhere to the School rules and to best practice for effective study. Failure to comply with this will result in School consultation with parents. Continued failure to comply or a serious breach of etiquette may result in withdrawal of the day boarder option for you.

We have found day boarding to be a very positive and beneficial experience for all students and adherence to these guidelines will ensure that it remains as such for you too.

Appendix I

Please complete the attached table to indicate the activities you will attend. Use a ➤ to indicate study and an X for the sessions that, you know in advance, you will not attend. If you are attending a sport, club or musical event, or have a Standing Order please indicate what these are.

	Monday	Tuesday	Wednesday	Thursday		Friday
Session 1					3.20 – 5.20	
Session 2						
6.15 – 6.45					6.15 – 8.15	
6.45 - 8.15						
8.30 - 9.30						

Note: Please complete Session 1 for all afternoon activities, **unless** you have been scheduled for late evening training sessions.

	Saturday
9.30 – 11.00	
11.30 – 1.00	
1.30 – 3.00	
3.30 – 5.00	

Signed (student) _____

(parent/guardian) _____

For office use: Received: _____

Appendix II

Please also see:

Code of Behaviour

Anti Bullying Policy

Uniform Policy

Extra Curricular Policy