



RIKKYO SCHOOL  
BOARDING HANDBOOK  
April 2026

## Information for Boarding Staff & Students

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## BOARDING AT RIKKYO SCHOOL

### STATEMENT OF BOARDING PRINCIPLES

#### **The aims of Boarding at Rikkyo School are to:**

- Safeguarding and promote the welfare of each student
- Enable students to grow into independent, disciplined and self-reliant adults
- Enable students to develop good relationships with all sectors of the community
- Enable students to develop their own moral, spiritual and social values
- Enable students to fulfil their intellectual, academic, sporting and creative potential
- Enable the students to have opportunities for leadership and responsibility

#### **We fulfil these aims by:**

- Providing an atmosphere of mutual trust, kindness and respect within the Houses.
- Creating an enjoyable environment and community where all can live and work together in a spirit of harmony and tolerance.
- Providing time within the structure of the houses programme for students to discuss issues with a variety of adults.
- Encouraging the students to take care of those within the houses and outside of the broader community.
- Providing a framework which will allow the students to achieve a high standard in their interests and academic pursuits.
- Arranging varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings.
- Acknowledging the provision of space for privacy as vital
- Providing accommodation which is comfortable, well maintained and appropriate to the needs of the students.
- Providing opportunities for pupils to contribute their views in order to play an active role in shaping and developing the boarding provision.
- Boarding and pastoral staff at Rikkyo school work to ensure that all students in their care are safe and supported, that their needs are met and that together they all form and feel part of the community that is Rikkyo school.

## BOARDING LEADERSHIP & MANAGEMENT



**Director of Pastoral Care  
Jennifer Overton**

A warm welcome to our Boarding community. I hope this handbook helps you to learn more about Boarding at Rikkyo School and explains how the houses work as well as some of our key policies and procedures.

Mrs Jennifer Overton is Director for Pastoral Care and leads the Boarding provision and team at Rikkyo School. Mrs Overton has been on school leadership teams for 20 years, working in 6 UK Boarding schools, 4 of them HMC. This experience includes the roles of Senior Deputy Head (Pastoral) at Windermere School, Head of Boarding at ACS International School and Assistant Head in a state school. Mrs Overton has a PGCE from the University of Oxford, is an experienced Designated Safeguarding Lead (DSL) has completed both the BSA Advanced Certificate in Pastoral Care and Boarding Management and an MA (Education) with the BSA. Mrs Overton is a Teams Inspector with the ISI inspectorate.

# GARDEN HOUSE



Garden House is a beautiful boarding house for girls aged 10-18. The house has sweeping views across the gardens and onto the woods below. The house accommodates 76 girls in rooms of 4. The rooms are well equipped, with bedroom furniture and individual study desks with lamps. Each floor has bathrooms with toilets and showers.

Garden House has a common room where students socialise together, it is the heart of the home, cosy and warm with beautiful views. The common room has a kitchen area, TV, games, books and sofas. This room is used for social events which bring the girls together, from hot chocolate and board games evenings to karaoke and movie nights.

Garden House has a Boarding Office where the member of staff on duty is based. This room is a space for pupils to come to if they have any worries or concerns.

The house aims to offer a home from home to girls at Rikkyo school. It helps students to feel safe and supported during their time at the school, ensuring girls are well rested and happy and ready to do their best in their studies.

The Housemistress of Garden House is Ms Cooper who lives in Garden House. Ms Cooper is supported in her work by a Deputy Housemistresses Ms Tamai, Assistant Ms Pearce, Matron, Ms Andrews and a team of Academic teachers.



Ms Cooper (HP)



Ms Tamai (DHP)



Ms Andrews (Matron)



Ms Pearce (Assistant)

## OAK HOUSE



In April 2026, Oak House will change to be the boarding house for junior boys at Rikkyo School, for boys in P5-H1. The house is based in the original heart of the school and has sweeping views across the gardens and onto the woods below. Room sizes are for either 4 or 6 students. The rooms are well equipped, with bedroom furniture and individual study desks with lamps. Each floor has bathrooms with toilets and showers.

Oak House has a common room where students socialise together, at the heart of the home. The common room has a TV, books and games. It a fun and sociable space for the boys to spend time together.

The house has two study rooms, one on the ground floor and one on the third floor which is reserved for H1 pupils. These spaces are quiet, focussed space for academic study.

Oak House has a Boarding Office where the member of staff on duty is based. Students can come to the room if they have any worries or concerns and the office provides a quiet meeting space to support students.

Mrs Wooldridge is the Housemistress of Oak House, leading the house and completing evening and weekend duties. Mrs Wooldridge is supported in the running of the House by two Deputy Houseparents, Mr and Ms Tanioka, who live in the Boarding House with their young children, and a team of Academic teachers.



Ms Wooldridge  
(HP/Matron)



Mr Tanioka  
(DHP)



Ms Tanioka  
(DHP)



Ms Marshall  
(Matron)

# SYCAMORE HOUSE



Sycamore House is the new Boarding house at Rikkyo School, which opened in April 2026. The House is for senior boys in H2 and H3. Sycamore House can sleep 56 boys in rooms of 4.

Sycamore House has a large common room with bifold doors which will open, giving access to the grounds. The common room is the central space where the House can gather together for meetings, social events and spending time together.

The house also has an academic study room, a Boarding Office and a reception area designed by renown designer

Mr Shimazu is the Housemaster of Sycamore House, he lives in the house with his wife and young children. Mr Shimazu is supported by Deputy Houseparents Mr Lack and Ms Maris, Matron Mrs Croft and a team of Academic teachers.



Mr Shimazu (HP)



Mr Lack (DHP)



Ms Mairs (DHP)



Mrs Croft (Matron)



## BOARDING STATEMENT OF INCLUSION

Inclusion, Equality and Diversity is very important at Rikkyo School and is essential to the day-to-day life in Boarding. Our Boarding Houses are a wonderful diverse community of different beliefs, backgrounds and cultures. Individuals are encouraged to recognise the benefits this brings to enriching the life of the school.

Members of the community value each other, respect individuality and treat one another fairly and with kindness.

The Boarding Houses do not discriminate on the grounds of protected characteristics which are defined in the Equality Act (2010). These include

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

If you feel that Boarding is not meeting this requirement, please report this to the Director of Pastoral Care, Mrs Overton.

# BEDROOMS



## **Personalising your space**

The Boarding House is your term time home and you are welcome to bring items from home to make it feel like home! Each bed area is provided with a noticeboard, you are welcome to bring items such as posters or photographs to decorate the noticeboard. You may also personalise your area, for example with a blanket or other possessions. Teddy bears and soft toys are also welcome!

## **Privacy and Personal Space**

Bedrooms are private only to the pupils that are allocated to that rooms. Other pupils may not enter unless they have the permission of the member of staff on duty. All House members, including staff, will knock before entering students' rooms. No visitors from other Houses are allowed into student bedrooms at any time unless given the exceptional permission of the Houseparent.

## THE DOMESTIC TEAM



Caroline Gorman

The Domestic team work to support Boarders in providing a safe and clean home. The names of the team working in Boarding are below. Please keep your room tidy and get to know the domestic staff. A thankyou goes a long way in Boarding! If you have any concerns or questions, please speak to your Matron or the Domestic Manager, Mrs Gorman.



Tara Tester (Syc)



Steph Cooley (Syc)



Belinda Boxall (Oak)



Lorena Butler (Oak)



Kim Unwin (School)



Mel Clark (School)



Beverly Oliver (School)



Amy Hedges (School)



Karen Burch (Garden)



Clair Beacher (Garden)



Sarah Peacock (School)

## THE LAUNDRY TEAM



Lorna Osgood    Katie Hedges

Each student will be given one allocated laundry day a week. On this day, the laundry must be placed in the laundry bags and brought down to the laundry drop off and collection point which is found in each Boarding house.

The Laundry team will wash and dry the clothes and return them to the laundry drop off and collection point.

New coloured clothing can stain other clothing. Please make sure you wash clothes thoroughly before bringing to the school.

Please bring clothes that are easy to care for, for example, clothes that will not shrink in the dryer. Avoid clothing that shrinks easily, such as 100% wool.

Irons are available in the dormitory.

The Laundry drop off and collection area also has an area for the collection of clothes for dry cleaning. The cost for this can be added to the student's school bill.

### Naming of clothes.

All items must be named in roman letters. Please sew the Roman name tape provided by the school.

Name tape is ordered at school and we mail it to you as soon as possible.

The Name tape fee will be repaid from your personal account after you move into the dormitory. 24 dozen is about £15.

Jackets and Shirt – inside back of neck  
Pants – front upper right side  
Sock and Slacks – upper inside.

## KIT LIST

1	Blazer	Navy blue, double breasted
2	Trousers or Skirt	Plain grey. Skirts not shorter than one fist above the knee.
8	Shirt	Long sleeved, white or blue, one must be white.
2	Shirt	Short sleeved, optional for summer days.
2	Tie	This will be given to you when you move into the dormitory.
8	Sock or Tights	Formal socks, no ankle sport socks. Plain, white, gray or navy. Girls may wear knee socks or black/flesh coloured tights.
8	Underwear	
2	Shoes	Black shoes made of leather
2	Jumper	V-Neck Jumper
1	Coat	For outdoor winter use
1	PE Kit	Buy from the manufacturers website
1	Athletic Shoe	For running etc
1	Gym Shoe	For indoor sport eg. basketball
1	Soccer Shoe	With spike, for second semester
8	Sports Socks	
	Racket	Optional – for table tennis, tennis, badminton
1	Swimkit/Goggles	For elementary students and Friday Sports
1	Pyjamas	
1	Dressing Gown	
2	Bedroom Slippers	
1	School Bag	Rucksack or cloth shoulder bag, for carrying items between lessons and for shopping and trips out.
	Personal Clothes	For weekend afternoons, social time and home stay
1	White clothes Lab Coat	Used in science class. All students below 1 <sup>st</sup> year of high school must bring their own. For second and third year, those choosing science must bring their own.

Bedlinen	Provided by the school
Bath towel	Provided by the school or you may bring your own
Hand towel	Provided by the school or you may bring your own
Toilet utensils	Combs, brushes, toothbrush, toothpaste, soap, razors for older boys, shampoo etc
Basket for Shower	Approx. 25cm long x 20cm wide x 10cm high
Shoe shine Tools	On Saturday afternoon, we have shoe shine time
Nail clippers	
Laundry bag	A bag for storing laundry, 60cmx90cm in size, with a string closure
Laundry net	The size is 45cmx45cm
Mug	Please bring your own mug for drinking tea in the dormitory. Please be sure to write your name.
Umbrella	
Name Tape	10 spare sheets
Sewing	For the sewing of badges, repairs and home economics
Eco Bag	In 2015 in the UK, the free distribution of plastic bags at supermarkets was abolished and customers now pay if they want a plastic bag. Prepare an eco bag. It is also convenient for visiting the school shop.
Hangers	Hangers are provided but if you need your own hangers for blazers or skirts, please bring them accordingly.
Divider Box	Having compartment boxes in your dormitory locker drawers to categorise and store socks and underwear keeps things organised. Folding type is convenient.
Water bottle	
Boot Bag	If you have two or more leather shoes, please prepare a shoe bag.
Wheat Bag	

# PERSONAL POSSESSIONS

## **Pocket Money**

We encourage all Boarders to open a bank account and to use cashless payment systems. Boarders are asked to hand their bank card into the Boarding House for safe keeping, this will be stored in a fireproof filing cabinet. The amount of pocket is a matter for parents and their children but should not be excessive.

## **Lockable Space**

Students all have access to lockable drawer in their rooms.

## **Passports**

Boarders are asked to hand in their passports at the start of each term. These will be kept in the Boarding Office in a fireproof locked cabinet. There is a signing in an out system for passports.

## **School Shop**

The Finance Department run a school shop which opens each week. Boarders are welcome to get their bank card from the Boarding Office and purchase items. The school shop is held every Thursday. Here you can purchase daily necessities such as shampoo and tissue paper as well as stationary. You can also purchase snacks within a set amount. Snacks are limited to those that can be purchased on campus.

# FOOD AND DRINK



Chef Manager – Simon Wheatland

## **School Meals**

School meals are served in the Dining Hall and are compulsory for all years, who must attend unless prior arrangements have been made with the Houseparent. If you have any compliments, comments or concerns about the food, please pass them to the Head Chef or to Matron who can help share this information.

## **Snacks and Drinks**

House kitchens are available to Boarders during their free time. They can be used to prepare snacks such as cereal and toast as well as hot drinks. Hot chocolate pods are available from the school shop to be used in the hot drinks machine. The kitchens should not be used to prepare snacks prior to the evening meal to ensure you are able to eat the meal provided. Exact times will be provided by your Housemaster or Housemistress.

You are asked to tidy up after use, place items in the dishwasher or wash them up. If the kitchens are not left tidy, the Housemaster or Housemistress may close them.

## **Allergies**

A list of pupils with known allergies is available in the Boarding House kitchen. Please be aware of this when bringing food items into the kitchens. Rikkyo School is nut free and items with nuts in should not be bought into the school or prepared in the Boarding kitchen.

## **Drinking Water**

Any sinks in the Boarding Houses that has a 'Drinking Water' label is safe to drink from. Bottled water is also available in the common rooms.

# HEALTH AND WELLBEING



Melanie Brown  
Head of Health and Wellbeing

Ms Brown is Head of Health and Wellbeing at Rikkyo School. Ms Brown is a trained paramedic and experienced in responding to medical emergencies and supporting international Boarding pupils. Ms Brown closely works with Dr McKenzie, GP of Rudgwick surgery who advises and supports the school with medical matters.

The Health and Wellbeing centre is found in North Stables and has a consultation room, wellbeing room, isolation beds and 'wards' where you will be asked to stay if you are unwell.

## If you feel unwell or have a worry or concern

If you are not well enough to attend lessons, you should attend the health centre at 08.05 and the nurses will assess you. If you are unwell in the evening or weekends you should inform your Houseparent and visit the health centre if you need to. Students who are assessed to be medically unwell by the nurses will be cared for in the Health centre.

## New Boarders

New students to Rikkyo school will have an online interview with one of the nurses before joining the school. On arrival at the school the student will have a medical assessment with the Dr McKenzie (GP of Rudgwick Surgery) and the nurses.

## Doctors and Dentists

All Boarders are registered at Rudgwick Medical Centre which is an NHS surgery. Dentist care is arranged as required.

# MEDICATION

This information is taken from a letter sent by the Head of Health and Wellbeing to all families. Rikkyo School has a Medical Policy which gives further information and detail on medical care and medication.

Rikkyo we understand that many students may have ongoing health conditions that require regular prescribed medication. It is essential that all medications are handled with care, safety, and in compliance with regulatory standards. To maintain the highest level of care, we adhere to the following protocols:

## Prescribed Medications

All medications should only be prescribed by a healthcare professional. We encourage you to ensure that all prescribed medications provided to be administered in school, are in the original container, clearly labelled with the name of the child, date of birth, name of medication, correct dose, and expiry date.

## Non-UK Medications

If your child requires medication that has been prescribed outside of the UK, our nursing team will arrange for a prescription of the same medication or equivalent from our General Practitioner (GP) at Rudgwick Surgery. This process ensures your child's medication is suitable and safe for use and administration within UK guidelines.

## Storage and Administration

All medications must be handed over to our designated staff upon arrival at the school. They will be stored securely in the surgery and administered in accordance with NMS guidelines. Students are not permitted to have their own supply of 'over the counter remedies' including (paracetamol and ibuprofen). Any homeopathic medication such as vitamins must be kept securely in their bedroom in a locked cupboard. Non-prescribed medication handed to the surgery on arrival may be returned to the child if they are deemed as Gillick competent following a risk assessment. The decision is made "at the discretion of" the Head of Health.

## Record Keeping

We will ensure that all medications are recorded and monitored closely. All medications will be administered by a trained member of staff and recorded on ISAMS.

## Parental Responsibility

We ask parents and guardians to complete a consent form giving parental agreement to administer the medication(s) this should include the dosage, and any specific instructions. This form must be the bag accompanying the children medication on arrival at school.

## Emergency Considerations

In the event of an emergency, it is vital that we have your child's updated medical details. Parents are encouraged to notify the school of any changes to your child's health status or medication requirements. We ask that you complete a consent form to give us permission to provide emergency medical care. All consent forms will be included in the Medical Information email

## WELLBEING

Teenage life can be challenging and life in a busy boarding house can be both fun and at times, hard work. Rikkyo School has a committed team of staff who are available to talk to children to discuss any problems, concerns or worries. In particular, we know that our new Boarders will need time to adjust to their new life. Even when settled in, teenage life can be difficult.



Melanie Brown

Head of Health and Wellbeing



Masakazu Shimamura

School Counsellor

The Health and Wellbeing Centre has a room dedicated to mental health and you can ask the nurses if you wish to sit in the room to have a quiet space or a space to talk.

In the weekly Pastoral and Boarding meeting, the names of any pupil who needs extra support is noted and an individual plan written to ensure they are supported.

## WHO YOU CAN TALK TO

If you are feeling sad or worried, you can talk to any member of staff in the school. Your tutor, houseparents and matrons are there to help you. There is always a member of staff on duty in the Boarding house and the board by the office tells Boarders who is on duty and how to contact them. Never be afraid of asking a member of the house staff for help about anything. The team below have a specific responsibility for wellbeing in the school. Ms Brown is based in the Health and Wellbeing Centre and is available to chat things through.

## SCHOOL COUNSELLOR

Ms Brown can also arrange for you to meet with the school counsellor Mr Shimamura if you would like this. Mr Shimamura visits the school each Thursday.

# SAFEGUARDING

## **Designated Safeguarding Leads**

Rikkyo School has a Designated Safeguarding Lead and a Deputy DSL's (DDSL). This team and how to contact them are shown on the next page. The team have a special responsibility for child protection and safeguarding.

## **Safeguarding**

The Boarding Houses have an open culture of Safeguarding and encourages both children and staff to report any concerns to the Designated Safeguarding Lead (DSL). Safeguarding and Child Protection is central to all policies and procedures in Boarding. The Boarding Houses follows Rikkyo School policies on Safeguarding which include Keeping Children Safe in Education (KCSIE), Safeguarding Policy, the Staff Handbook and the Staff Code of Conduct, Anti-Bullying Policy and an AUP and Online Safety Policy.

## **Monitoring**

Regular Wellbeing and Safeguarding meetings take place to identify and children who make require early help and support or referral to relevant agencies. The meetings are also an opportunity for staff to review safeguarding procedures.

## **Boarding**

Boarding staff have additional training at the start of each academic year to ensure:

- They are aware of the increased responsibilities for caring for and the vulnerability of Boarding pupils.
- They are alert to the signs of all areas of safeguarding and in particular, abuse, bullying and mental health concerns.
- Know the procedures for recording and referring any concerns in Boarding.
- The Whistleblowing policy and how to use it.
- Aware of their responsibilities in contextual safeguarding and how to report any areas of concern.



### Safeguarding at Rikkyo School

If you are worried about the Safeguarding of a child, please report this to the DSL who is shown below. You must report any concerns immediately. Information should be entered on CPOMS or you can talk to any of the Safeguarding team. Any concerns about a member of staff should be reported directly to the Headmaster.

#### The Safeguarding Team

Telephone: Main Office 01403 822107 and ask to speak to the DSL

Out of Hours: 07378 977704

Email: [jenniferoverton@rikkyo.co.uk](mailto:jenniferoverton@rikkyo.co.uk)



DSL

Mrs J Overton

### Emergencies

If you think a child is at immediate risk of harm, call 999.

Any member of staff can also contact West Sussex Children Services:

01403 229900 (Office Hours) or 033 022 26664 (Out of Hrs)

### Support for Young People

If you are worried about something, you can talk to any member of staff.

The Safeguarding team have a special role to support children and will

listen to any problem you may have. There is also advice online at:



kooth.com: Online mental wellbeing community.



0800 1111 or  
[www.childline.org.uk](http://www.childline.org.uk)  
Advice on any problem.

# ONLINE SAFETY AND DEVICES

## Online Safety and use of VPN

Rikkyo School has an Online Safety Policy and an AUP (Acceptable Use Policy). As part of this, WI-FI is filtered and monitored in line with our duty to protect pupils from harm and to prevent access to inappropriate content. A report is sent to the DSL of any concerns identified in this monitoring. Pupils at Rikkyo School are educated on how to use the Internet safely. We do not allow Boarders to use a private VPN as in doing so, they are able to avoid the monitoring and filtering systems.

The school recognises both the benefits and the challenges presented by modern technology for the education of students. The school has an Online Safety Policy available on the school website and in school and all students are expected to read the 'Acceptable Use Policy' annually and sign a declaration confirming that this has been accepted by the student. The existence of digital equipment in any environment raises issues of security and personal responsibility, not only in terms of its appropriate use but also for its safe keeping. In this context the school does not accept responsibility for, nor is it insured against the theft, loss or damage of any student's personal property, including electronic devices.

## Mobile Phones and Devices

We define 'devices' as any item that can be used to access the internet. This ever-growing list includes laptops, I-pads, 'dongles', Game Console, Desk top computers, Smart Watches and Routers.

After school, in the Boarding House, devices can be used during periods of free time, to the discretion of the member of staff on duty. Devices may not be used during Prep, dinner times or during the school day.

Boarders must hand in all devices before bedtime.

The school has a separate mobile phone policy. Mobiles are handed in on arrival to the boarding house at the start of term and only returned for school trips, with the permission of the trip leaders and Houseparent. When not in use, mobile phones are stored in a locked filing cabinet.

## Devices and Sleep

A study by Digital Awareness UK explored the use of mobile devices overnight and the impact this has on the health and wellbeing of teenagers. The survey found 45% of students checked their mobile device after going to bed. Students reported to the survey that they are often exhausted due to their mobile devices flashing, buzzing and pinging throughout the night telling them what they've been tagged in, invited to or who's messaged them. In line with most other Boarding schools, we will therefore expect students to hand in their devices overnight to ensure they are well rested for their studies the following day.

# SAFETY

Rikkyo School offers a safe and secure place for Boarders to be. This includes;

## **Duty Staff**

There is always a member of staff on duty 24 hrs/day in Boarding that can help and support pupils. All staff live in private flats which pupils are not permitted to enter. All staff who work in Boarding have undergone a police, (DBS), check and receive training in looking after boarders. A Senior Member of Staff is always available on call to support Boarding staff if required.

## **Face Recognition and Alarms**

Entrances to the Boarding house are protected by face recognition to prevent unauthorised access. External doors must always be closed securely not left on the latch or propped open. External doors are locked overnight and checked by the member of staff on duty. The duty member of staff sets the alarm at the end of the evening and deactivates it first thing in the morning.

## **Vigilance**

The safety of students is ultimately ensured by the vigilance of the whole community. On Boarding Duties, the priority for all tutors and staff is the supervision and safety of students.

## **Hazardous Items and PAT Testing**

The Boarding rules section of the Handbook outlines what items are not acceptable in Boarding. Any item prohibited will be removed immediately and stored safely until the end of term where they will be returned to either parents or guardians, but not directly to students. All electrical equipment brought into House must be tested centrally to ensure that items comply with standard safety regulations. This testing is organised by the Maintenance Team. Any new electrical items brought in subsequently must be handed initially to the Houseparent for testing.

## **Health and Safety**

Health and Safety issues is a standard agenda item during the weekly Boarding meeting. All members of Boarding staff are asked to report any concerns immediately. The Boarding House has risk assessments in place to ensure the safety of Boarding pupils. In addition to this;

- Matron makes a regular check of critical areas
- All medication is kept in accordance to the Medical Policy.
- A First Aid kit and inhaler is easily accessible in each boarding house.
- A defibrillator is available in the main office and staff trained in the use.
- Rikkyo School has regular Health and Safety meetings

# SECURITY

## **Visitors to the Boarding House**

Any visitor to the Boarding House must immediately report to the Houseparent on arrival and sign the Visitors Log on arrival and departure. All visitors must be accompanied at all times and must not be left unattended. All visitors must use the designated staff/visitor toilet. As an exception to this rule, additional supervision is put in place at the start and end of terms to allow families to collect belongings and help settle their son or daughter into their room.

## **Visiting another Boarding House**

No student may visit another boarding House without the permission of their Houseparent and the agreement of the member of staff on duty in the destination House. The student must report directly on arrival and sign in to the House in the visitors' book.



## **CCTV**

The Boarding Houses are equipped with CCTV. To keep you safe, these cover areas such as the entrances and exits of the house and the main common rooms. There are no CCTV cameras in personal areas such as bedrooms or bathrooms. The Rikkyo School CCTV policy provides further information on how the school uses CCTV.

## **Boarding House access during the school day**

Boarding Houses are closed during the school day unless permission is given by the Nurse, Matron or Houseparent.

## LOCKDOWN (SHELTER IN PLACE)

An attack or terrorist incident is highly unlikely. However, if required, the following guidance is given.

- Remain in the building you are in at the time the alarm is triggered.
- Lock external doors, turn off lights and close blinds and curtains.
- Go to a safe space, ideally a place that can be locked and without windows.
- Be aware of your exits, try not to get trapped
- Put your mobile phone on silent and keep silent until the all clear.
  
- Student will remain in their respective building until they are notified of the all clear. If possible, a register will be taken on SIMS by the most senior member of staff in the relevant building at the time.
- If gunfire is heard in your building, general advice is to run if possible or if not, hide and tell.

# WHEREABOUTS

Whereabouts is knowing where people are!

## **Pupil Whereabouts**

As part of Boarding regulations, the member of staff on duty must know where each boarder in their care is at all times. This takes place in several ways.

When you leave the Boarding House, you need to sign in and out.

When you return, you should sign back in. The Boarding team are exploring the best ways for you to sign in and out in the quickest and safest way possible.

In addition to this, there are regular registers which are called 'Roll Call'. This is a way of ensuring every pupil in the Boarding House is safe and well, they are considered very important in the Boarding House.

Roll Call is taken by the member of staff on duty and are always 'eyes on' – you must attend the role call in person to check you are safe and well.

## **Whereabouts Checks**

- 08.00 - Sign out when you leave the Boarding House
- 16.00 - Sign in when you return back from school
- 18.00 - Dinner Time Register – QR code
- 19.30 - Notices and Register
- 22.00 - Heads on Beds – the member of duty staff will check you are safe and, in your room, when they do lights out.

In addition, Students are registered at School Reflection (08.30), In School (13.55) and on SIMS in each lesson. We also use QR codes sign ins at meal times.

## **Staff Whereabouts (NMS Standard 20 – Duty Noticeboard)**

20.4 – Boarders are at all times are under the responsibility of an identified member of staff

20.8 – Boarders are able to contact a member of staff easily in each building at night and know how to do this.

Next to each Boarding Office is a Duty Noticeboard. It is a requirement that the name of the lead member of staff on duty (normally the HM or DHM) is clearly shown on this board, plus how to contact them (eg. Mobile Phone number, Flat location etc)



## OUT OF BOUNDS

The following areas are out of bounds at all time:

- Staff accommodation
- Science Labs and Stores
- School Kitchens and Stores
- Sports Store
- Boiler and Maintenance rooms
- The pond

The Sports Hall and Gym are out of bounds unless supervised by staff.

# FIRE SAFETY

## **Training**

Fire Safety is explained to all boarders as part of the induction process. Students who join mid-year will receive an individual safety briefing.

Boarding staff who are Adult 1 or Adult 2 receive training from the Fire Officer.

Fire notices are displayed in the Boarding Houses and are in the Boarding Handbook.

## **Fire Drills**

Each Boarding House has a fire drill once a term. Once a year this drill is during bedtime hours.

## **Fire Grab Bags**

Each Boarding House has a Fire Grab Bag. The Bag contains clipboards, torches, pens and fire marshal hi visibility vests.

## **Fire Alarms**

Rikkyo School has a single building evacuation policy. This means that if a fire alarm is sounded, only people in that building need to evacuate.

## **Fire Officer**

The Fire Officer for Rikkyo School is Neil Jones. Mr Jones and Mrs Overton complete regular surveys of the Boarding Houses to ensure high standards of fire safety.

## **Fire Prevention**

All staff in Boarding must be fire vigilant and correct errors, it is not just the role of the Fire Officer. Matrons will be asked to be vigilant for fire safety on their daily checks. Examples include:

- Fire Exits must not be blocked with furniture or other items
- Bedroom floors must be kept free of items to ensure there is a suitable escape route
- Electrical sockets must not be overloaded
- High hazard items such as hair straighteners should be turned off when not in use
- Fire doors should not be wedged open unless the occupant is in the room

# FIRE SAFETY LOGISTICS

## Boarding Fire Marshals

The role of the fire marshals is to ensure safe evacuation from the building and registration to ensure every person is accounted for. Each building has an allocated fire marshal.

Garden House Daytime	Ms Andrews
Garden House Out of Hours	Houseparent on duty
Oak House Daytime	Ms Wooldridge or Ms Marshall
Oak House Out of Hours	Houseparent on duty
Sycamore House Daytime	Ms Croft
Sycamore House Out of Hours	Houseparent on duty

## Boarding Muster Points

A muster point is an allocated space where those evacuated should report to. A muster point must be a reasonable distance from the building, away from the route of emergency vehicles and with suitable lighting and signage.

Garden House	Outside East/West House
Oak House	Outside Dining Hall
Sycamore House	Tennis Courts

## Boarding Fire Registers

The matron is responsible for ensuring the grab bag contains a suitable fire register on a clipboard or clipboards.



## FIRE EVACUATION IN BOARDING - STAFF

What to do if the fire alarm is sounded

### Person 1

*This is the lead person on duty, normally the Houseparent or Deputy Houseparent. This team have training in how to operate the alarm panel.*

**Main Role - Work out the cause of the alarm and respond accordingly.**

- Go to the fire panel and identify the location of the activation.
- Attend the location and decide if the fire is real or false alarm
- Attend the muster point and report to Person 2
- **If real:**
- Phone 999 for the Fire Brigade
- Inform Person 2 that no one can enter the building.
- If possible, move the children to a safe warm space
- Contact the Headmaster and Mrs Overton for assistance.
- **If not real:**
- If false alarm and all persons accounted for, allow people to re-enter the building.

### Person 2

*This is normally the Deputy Houseparent or Houseparent who lives in the building but is not on duty. However, it could also be other residential staff, the Boarding Assistant (Night Duty) or the Duty Teacher. If a second adult is not available, the House Captain can assist.*

**Main Role – Oversee the pupils/staff who leave the building.**

- Collect the Fire Registers and Fire Grab Bag
- Oversee the safe evacuation of the building, normally around the exit point, ensuring the evacuation is calm and assisting any person with a disability.
- When all persons have left the building, attend the marshal point;
- Complete the fire registers to check everyone is accounted for, senior pupils may help you.
- Wait until Person 1 confirms if you can or cannot return to the building.



## FIRE EVACUATION IN BOARDING – SCHOOL DAY

What to do if the fire alarm is sounded

### Lead Person

The lead person in the building is normally the matron during the school day when pupils are at school.

If the alarm is activated, leave the building and use a mobile phone or nearby building phone to alert the maintenance department. They will investigate and respond accordingly.

Confirm that all people in the building have been accounted for.

### Others

Those that are working in the building, for example, the domestic team, should leave the building via the nearest fire exit. Go without delay, walking in a calm and quiet manner. Walk to the muster point.

### Muster Points

Garden House: Outside East-West House

Oak House: Outside Dining Room

Sycamore House: Tennis Courts



## FIRE EVACUATION IN BOARDING - PUPILS

What to do if the fire alarm is sounded

Leave the building via your nearest fire exit

If you can without delay, get something on your feet (shoes/slippers)

If in nightwear and you can without delay, grab a dressing gown/coat

Walk in a calm and quiet manner

Walk to the Muster Point

Line up in year group order (M1, M2 etc)

Be Silent

Answer your name when called

Do not go until the teacher tells you

### **Muster Points**

Garden House: Outside East-West House

Oak House: Outside Dining Room

Sycamore House: Tennis Courts

# BOARDING INDUCTION

All new Boarders follow an induction programme to ensure they know how things work in Boarding and how to keep themselves safe. A checklist is provided to the new Boarder to ensure all topics are covered. A copy of the checklist is below.

Name:

	Tick	Date
<b>Boarding House Tour</b>		
Bedrooms		
Common Rooms		
Kitchen		
Laundry drop off/collection point		
How to find an adult at night – staff accommodation		
Key fire exits		
The Boarding Office		
<b>How things work in Boarding</b>		
What to do in the event of a fire		
The Boarding Team		
Who is on duty – the duty noticeboard		
Who you can talk to		
The Safeguarding poster and how to contact a DSL		
How to raise a complaint		
Role of the Boarding Council		
Spiritual Needs		
Rules in Boarding		
Roll Calls		
Evening Meetings		
Towels and Showering		
Bells		
<b>School site tour</b>		
Chapel		
Classrooms		
Sports Centre		
Running Track, Tennis Courts and Football Field		
Health and Wellbeing Centre (North Stables)		
Laundry (South Stables)		
Front Office / Reception		
Dining Hall		
Note areas which are out of bounds		
<b>Kitchen Safety and Hygiene</b>		
Toaster		
Kettle		
Microwave		
Dishwasher		
Food Hygiene and Cleanliness		
<b>Laundry</b>		
Drop off and pick up		
How the laundry system works		



## INDEPENDENT LISTENER & ONLINE SUPPORT

### The Independent Listener



Photo: Japanese Olympic Committee / Team Japan, Tokyo 2020 (2021)

The Boarding House has an Independent Person called **Mr Oiwa**.

Mr Oiwa is not connected to the Boarding House or the school and can be contacted with any worries or concerns that you feel you cannot raise at school. To contact Mr Oiwa please find the contact number below;

Independent Person: 07477 051071

### Online Support

#### **Internet and Telephone Advice**

There are lots of resources available online for young people. Some examples are listed below:

**kooth.com**: An online mental wellbeing community. Provides free, anonymous, confidential online counselling as well as articles and discussion boards.

**The Hub of Hope**: An app that gives details of local support and advice on areas such as depression, anxiety, eating disorders and self-harm.

**NSPCC (for advice regarding child abuse)**: 0808 800 5000 or [www.NSPCC.org.uk](http://www.NSPCC.org.uk)

**NSPCC (for victims of sexual abuse in schools)**: 0800 136 663

**Childline (for advice on any issue or problem)**: 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk)

**Children's Commissioner (responsible for children's rights)**: 020 7783 83

**Papyrus**: <http://papyrus-uk.org>

## CONTACT WITH HOME

Most pupils own a mobile phone but if required, pupils can use the telephone privately in the Boarding Office.



To phone the school or the Boarding Houses, please use the following phone numbers. If phoning from abroad, remove the 0 and add +44.

For example +441403822 107

Contact	Number	Internal Extension
School Reception	01403 822 107	
Oak house	01403 907 200	346
Sycamore House	01403 907 221	347
Garden House	01403 907 222	348
Medical Centre	01403 907 223	349



### Postal Address

Rikkyo School. Guilford Road. Rudgwick, West Sussex  
RH12 3BE

# BOARDERS VIEWS AND COMPLAINTS

## Informal Suggestions

Houseparents like to hear your view, from what you are enjoying or what is going well, to what you think we can improve on. Houseparents always welcome ideas from Boarders, you could make an appointment to meet with the Houseparent or Matron or you could send an email if you prefer. Being able to raise concerns in a polite manner is a life skill, try to give suggestions of how you would like

## The Boarding Council

In each Boarding House a team of students take positions of responsibility to assist the students and Boarding team in the smooth running of the boarding community. Roles and responsibilities are clearly established in job descriptions and they join in a full induction. The Boarding Council represent student views and suggestions and work alongside Senior Management to improve the school and student engagement. The Council meets regularly with the Housemistress and Housemasters, with views fed back to the Senior Leadership Team.

## Room Allocation

Students' wishes are taken into account in the allocation of rooms to students with the Houseparents using their professional judgement to make a final allocation.

## Complaints

For Boarding matters, complaints or concerns should be raised in the first instance, with the Houseparent who are always willing to listen to feedback, suggestions for improvement and concerns. If a parent or student feels this does not resolve their concerns, complaints can be passed to Mrs Overton, Director for Pastoral Care, preferably by email on:

[jenniferoverton@rikkyo.co.uk](mailto:jenniferoverton@rikkyo.co.uk)

A written record will be held as per the requirements of NMS and the school complaints policy.

The school has a complaints policy which gives further information as to how to make a complaint.

# BOARDING HOUSE RULES

## Bedrooms

All students are responsible for keeping their bedroom area and study tidy. Floor space, including areas under beds, should be clear of clothing and belongings and these and other possessions should be stored in desks, cupboards and on shelves. Beds must be made each morning before leaving the House for breakfast.

In each House, the Matron completes a daily room check and reports any concerns as appropriate. Where repeated warnings are given for failings in tidiness, Matron and/or boarding staff will supervise the student in question to ensure that their room is tidied satisfactorily.

## Equipment

No kitchen equipment, such as kettles, rice-cookers, refrigerators, coolers, toasters, coffee machines are allowed in bedrooms for Health and Safety reasons.

All personal electrical equipment requires a PAT test which takes place at the start of the academic year.

The House accepts no responsibility for equipment in shared areas and students leave their equipment there at their own risk.

## Behaviour

The Boarding House follows the Rikkyo School policy for behaviour that can be accessed via the "School Policies" section of the school website. This includes an expectation that Boarders:

- Show respect and courtesy to all members of the school community
- Respect the privacy, opinions and beliefs of others,
- Uphold the good name and reputation of the school through their demeanour, attitude and behaviour,
- Act as a role model for younger students,
- Not make any public displays of affection,
- Not use any item of technology in an inappropriate or offensive way.

## Bullying

Rikkyo school is committed to a zero-tolerance approach to bullying of any sort and the Boarding House are expected to be a safe place of acceptance and kindness. Any forms of bullying will be investigated and dealt with in accordance to the school Anti-Bullying Policy.

## Smoking

Rikkyo School is a strictly non-smoking environment. Boarders may not smoke, bring cigarettes, or e-cigarettes, onto the site, smoke during his/her journey to School, smoke on a school trip, nor supply cigarettes to other students.

## **Alcohol**

No student may bring alcohol onto the school site, supply other students with alcohol nor arrive at a school function having consumed alcohol. The Boarding Houses are equipped with breathalysers which will be used by Houseparents' if required.

## **Classified Drugs and Banned Substances**

The school has a strict policy on Drugs and Banned Substances that can be accessed via the "School Policies" section of the school website. In summary, no student may bring classified drugs or banned substances onto the school site, for any reason. This definition should be understood to include so-called "legal highs" and/or other substances deemed by the school to fall within the definition of a banned substance. Students and parents should be explicitly aware that supply, or intent to supply, classified drugs or banned substances, whether on or off of the school site, are actions that are likely to be treated with particular seriousness.

## **Sexual Behaviour**

There are to be no public displays of affection between students. No student is to indulge in sexual relations with another person on the school site. No student is to enter the Boarding House of the opposite sex without the express permission of their Houseparent on duty.

## **Other prohibitions**

Dangerous weapons (e.g., pellet guns, knives, pepper spray etc.), dangerous substances (e.g., solvents, glue products, laser pens etc.), pornographic material and/or any items that common sense would suggest are not acceptable in a school environment (e.g., e-cigarettes) must not be brought into school. Such items will be confiscated immediately by staff. Parents and students should be aware that UK knife laws are strict and edged weapons are effectively banned from School site. In addition, UK gun laws cover items such as Pepper Spray, which is classified as a 'firearm' and possession carries a significant penalty.

## **Vandalism**

Vandalism, whether on School premises or elsewhere, are regarded as serious breaches of school discipline and will result in school sanctions and the costs of appropriate repairs will be recharged to students.

## **Leaving site**

To leave the site, a Boarder must speak to the member of staff to gain permission. There are strict signing in and out rules. Breaking this rule is a serious matter.

## **Mobile Phones and Devices**

Mobile phones and devices can only be used with the Houseparent permission during free time. All devices must be handed in before bedtime.

## **Clothing**

Boarders are required to wear either a dressing gown or clothing when in the public areas of the house. This includes corridors.

## BOARDING HOUSE SANCTIONS

Boarding House Sanctions relate to incidents out of school hours and work alongside the normal sanctions of the school within the school behaviour policy. We expect boarders at Rikkyo School to behave with responsibility. However, we understand that the teenage years are a learning experience. If you do make a mistake, we expect you to learn from it, act on and listen to advice and avoid making similar mistakes in the future. Every incident will be dealt with on an individual basis, but some examples of possible sanctions in Boarding are shown below:

	<b>Example</b>	<b>Potential Sanctions</b>
Level 1  All Staff	<ul style="list-style-type: none"> <li>• Anti-social behaviour</li> <li>• Inappropriate uniform/dress</li> <li>• Lateness</li> <li>• Swearing</li> <li>• Rudeness</li> <li>• Failure to follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• Apology</li> <li>• Correct behaviour</li> <li>• Record on daily log</li> </ul>
Level 2  HP	<ul style="list-style-type: none"> <li>• Repeated Level 1 incidents</li> <li>• Disturbing others at night</li> <li>• Rudeness to staff</li> <li>• Untidy room</li> <li>• Out of Bounds</li> <li>• Public Displays of Affection</li> <li>• Non-attendance at meals</li> <li>• Deception and Lying</li> <li>• Repeated lateness</li> <li>• Found in room of another boarder</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with Houseparent</li> <li>• Loss of free time</li> <li>• Gating</li> <li>• Email to parents</li> <li>• Community service</li> <li>• Confiscation of devices</li> <li>• Early morning report</li> <li>• Internal house suspension</li> </ul>
Level 3  Director of Pastoral Care	<ul style="list-style-type: none"> <li>• Leaving campus without permission</li> <li>• Alcohol, Vaping and Smoking.</li> <li>• Repeated Level 1-2 incidents</li> <li>• Use of Drugs</li> <li>• Prohibited Items</li> <li>• Damage to Property</li> <li>• EDI Incident</li> <li>• Other Serious Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement with parent</li> <li>• Detention</li> <li>• Community Service</li> <li>• Gating</li> <li>• Suspension</li> <li>• Boarding Probation</li> <li>• Involvement of Agencies</li> </ul>
Level 4  Headmaster	<ul style="list-style-type: none"> <li>• One Off Serious Incident</li> <li>• Repeated Level 3 incidents</li> <li>• Failure to meet Boarding Probation</li> <li>• Referral from Deputy Head</li> </ul>	<ul style="list-style-type: none"> <li>• Headmaster Review</li> <li>• Meeting with parent</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>



## ANTI-BULLYING IN BOARDING

### **Bullying**

Bullying is a form of anti-social behaviour, it is wrong and it will not be tolerated. As such, any bullying complaints will be dealt with firmly, fairly and promptly. Boarding follows the Rikkyo School Anti Bullying Policy.

All incidents of bullying should be reported to Mrs Overton, Director of Pastoral Care

### **Online Bullying**

Boarding follows an Acceptable Use Policy (AUP) which is available on the school website. Online bullying is not acceptable at Rikkyo School and includes examples such as:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding others from online games, activities or friendship groups
- setting up hate sites or groups
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

### **What to do if you are bullied**

If you are being bullied, do not keep this to yourself. Share what has happened with a trusted adult so the situation can be resolved. You should talk to whoever you feel most comfortable in reporting this to. This could include:

- Home room tutor
- Houseparent or Deputy Houseparent
- Matron
- One of the nurses in the Health and Wellbeing Centre
- Mrs Overton, Director of Pastoral Care

# ACTIVITIES AND FREE TIME

## After School Activities

Rikkyo School offers an excellent range of clubs and activities after school from rock bands to horse riding. A full list is published each term. All boarders are encouraged to take part in a range of activities.

## Boarding Activities

The Boarding Houses offer a range of activities and events throughout the year arranged by the matrons and houseparents. We try to put on one activity each weekend that is 'in house' such as a movie night, talent show, pamper night, craft activity or sporting event. In addition to this there are a range of trips and events organised by Rikkyo school. Examples include trips to London and Portsmouth.

## Free Time

There are times during the evenings and weekends classed as free time. Rikkyo School is a wonderful place to spend time in. The school and Boarding School have a range of facilities for you to use. These include:

- Common rooms with games and books
- Kitchen area for snacks and drinks
- Outdoor quiet garden space with seating
- Tennis Courts
- Football pitch
- Running Track
- Indoor Sports Hall – with staff supervision
- Beautiful grounds for walking

## MONDAY – FRIDAY ROUTINE

07.00	Wake Up
07.15	Breakfast
08.00	Leave Boarding. Sign Out to School or Health Centre.
08.10	Morning Service (Chapel)
08.35-16.00	School
16.00	Return to Boarding. Sign In.
16.00-18.00	Free Time: Clubs and Activities, Sports, Shower, Relax
18.15-19.00	Dinner
19.30-20.30	Prep (Quiet Study)
20.30	House Meeting
20.30-21.00	Free Time: Relax, Shower, Extra Study if required
21.00	P6 and M1 devices down and get ready for bed
21.30	P6 and M1 Lights Out
21.30	M2, M3 and H1 devices down and get ready for bed
22.00	M2, M3 and H1 Lights Out
22.00	H2 and H3 devices down and get ready for bed
22.30-22.45	H2 (22.30) and H3 (22.45) Lights Out
22.45-23.00	Lock Up and Alarm Set

## SATURDAY ROUTINE

08.15-09.00	Breakfast Buffet
09.00-12.30	Free Time and Activities
12.30-13.00	Lunch
13.00-18.00	Free Time and Activities.
18.00-19.00	Dinner.
19.00	As Monday – Friday

## SUNDAY ROUTINE

08.15-09.00	Breakfast Buffet
10.00	Sunday Worship
11.00– 12.30	Free Time
12.30	Lunch
12.30-18.00	Free Time and Activities.
18.15	Dinner
19.00	As Monday – Friday