

CLIFTON

PREPARATORY SCHOOL
NOTTINGHAM ROAD

Boarders
Handbook
2021

Champions of Childhood



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Should you have any suggestions or queries regarding boarding, please contact the Head of Boarding at Clifton at: boarding@cliftonprep.org.za



INTRODUCTION

Welcome to Clifton and to the boarding establishment. We trust that your time with us will be happy and memorable. This handbook contains important information about boarding and is provided so as to make your child's stay here easier.

The experience of boarding will help your child to become independent and more confident as they will be responsible for their clothing, possessions and dormitory. Boarders develop long and happy relationships with their peers as they spend many busy hours playing and exploring the wonderful Clifton environment.

CLIFTON'S VISION

To be the ideal place to grow children.

CLIFTON'S VALUES

Clifton Preparatory School is an inclusive inter-denominational Christian school. We hold the values of honesty, integrity and tolerance at our core. In all areas of pursuit, fair play, good manners and wholehearted effort are encouraged. Good citizenship is developed in our children to assist them in becoming contributing members of whatever community they live in.

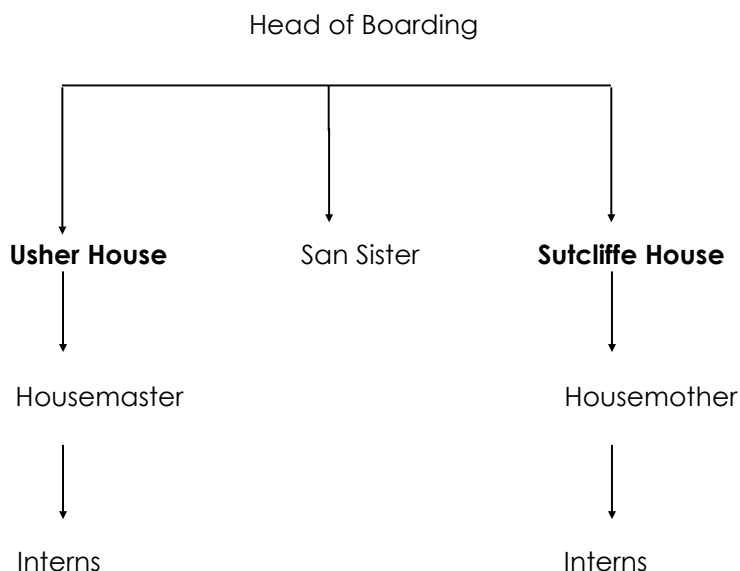
BOARDING HOUSES

Sutcliffe House for girls was opened in 1997. It is named after Mr Anthony Sutcliffe, a former Clifton headmaster, and accommodates up to 48 girls.

Usher House for boys was named and dedicated to the memory and generosity of Lady Nora Usher and houses up to 60 boys.



BOARDING STAFF



Pastoral Care:

All residential staff are involved in the general care of the children, and play an active role in the lives of the boarders. Two boarding staff members (referred to as M.O.D) are on duty each day of the week and over weekends. The staff on duty deal with queries and visitors, and supervise the general activities of the boarders on the Estate.

Boarding staff on duty are available after lights out for any emergencies.

Dormitories:

Boarders are usually grouped in dormitories according to their grade. The Junior Primary boarders within each house stay in a dorm together for easier care by the boarding staff.



COMMUNICATION

Boarding Staff:

The boarding staff can be contacted on the following numbers:

Boarding Housemaster:

Mr Justice Majola (**Head of Boarding**)

boarding@cliftonprep.org.za

+27 (0)33 266 8226

Usher Assistant Housemaster

Mr Lee Stopford

lee.stopford@cliftonprep.org.za

Boarding Sutcliffe Housemother (Acting)

Mrs Rebecca Stopford

sutcliffe.housemother@cliftonprep.org.za

San Sister:

Sister Jodie Sparrow: +27 (0)33 266 8208

sanatorium@cliftonprep.org.za

Children

There are telephones in both Usher and Sutcliffe House, available for incoming calls for the children only.

Usher House: Incoming line only:

+27 (0)33 266 6383 (downstairs)

Sutcliffe House: Incoming line only:

+27 (0)33 266 6511



Phoning Times:

- | | | |
|-------------|---------------|----------------|
| • Tuesday | 16h30 — 17h00 | (Grades 1 — 7) |
| • Wednesday | 16h30 — 17h00 | (Grades 1 — 7) |
| • Thursday | 16h30 — 17h00 | (Grades 1 — 7) |
| • Sunday | 09h00 — 09h45 | (Grades 1 — 7) |

We do not allow calls to be made or received after lights out, or during prep. Arrangements will be made for boarders at sports fixtures during phone times. Concessions will also be made for birthdays and special occasions.

Telephone Etiquette

We do endeavour to instill telephone etiquette in the children when answering phones. Please compliment a child if they answer politely and confidently. Please also inform the Head of Boarding with any complaints.

E-Mail

Grade 4 — 7 boarders are given an e-mail address and there is opportunity for them to check their emails daily.

Post

Pupils may receive post through the school postal address:

Clifton Prep School

Private Bag X01

Nottingham Road, 3280

Pupils may send post via the School Secretary.

Reception telephone:

+27 (0)33 266 8200

reception@cliftonprep.org.za



New Boarders

Although we encourage regular communication between parents and their children, we ask parents of new children to have no personal contact with their child for the first two weeks of boarding. This is difficult, but it assists the child in the settling-in process. The Housemother, Assistant Housemaster, or Head of Boarding will keep in touch with parents during this period until the child proves to have settled. If you are anxious, please contact the relevant member of boarding staff.

Cellular Phones

Cellular phones **may not** be kept in dorms / classrooms. Pupils' phones are locked away for safekeeping. All cellular phones and chargers must be clearly marked. Please don't forget to ensure your child has sufficient airtime or data to phone home. If cellular phones are abused they will be confiscated and not returned until the Head of Boarding deems appropriate.

Cellular Phone Usage

We request all boarder parents to monitor the activities on their child's cellphones. The *Family Link App* lets you set digital ground rules which allow you to control your child's access to various social media platforms and websites.

When you use *Family Link* to manage your child's Google Account, you can allow them to sign in to some Google services on **their** device.

<https://families.google.com/familylink/>

<https://apps.apple.com/za/app/google-family-link-for-parents/id1150085200>



GENERAL DAILY ROUTINE

Will vary at the discretion of boarding staff.

06h00	Rising Bell
06h30	House Inspection
06h45	Breakfast and laundry collection
07h15	Pack and leave the Boarding House prepared for the academic day and for sport
07h30	Lessons commence
07h30—14h00	School (No boarders are allowed into the dormitories, except after lunch. If you urgently need to collect something during the day, permission is needed from a member of the Boarding Staff.)
10h00	Teatime
10h30	Lessons recommence
12h30—13h00	Lunch (Grades 1 — 3)
13h30—14h00	Lunch (Grades 4 — 7)
14h00—15h00	Junior sport and extra lessons for Seniors
14h00—15h00	Grades 1 & 2 Prep
15h00—16h00	Senior sport / Extramural activities
15h00	Tea / Free time / Project work
17h00	Senior Primary Prep Session: Mon, Tues, Wed, Thurs
17h45—18h30	Dinner
18h30	Shower
18h00—18h30	Dinner on a Wednesday
19h30	House Inspection, bedtime ablutions
19h30	Juniors' bedtime / Seniors' free time
20h00	Lights out



WEEKEND ROUTINES

Saturday:

06h30	Rising Bell
07h15	Breakfast
12h30	Lunch
14h00	Organised afternoon activity
17h15	House Inspection
17h30	Supper
18h00	Showers
18h45	Organised evening activity
21h00	Lights Out

Sunday:

09h00	Rising Bell
09h15	Phones
10h00	Brunch
09h30	Sunday School
14h30	Afternoon tea and snack
15:00	Organised afternoon activity
17h00	Boarders returning on a Sunday evening must be signed in by this time
17h15	House Inspection
17h30	Supper
18h00	Showers
19h00	Check uniform for school; clean dorms
20h00	Lights Out

Sunday School is offered for all those boarders spending the weekend in.

Parents of termly boarders must notify the relative Boarding staff by Thursday of the week preceding the weekend via the [online leave form \(links below\)](#) if they are taking their child out for the weekend or part thereof. Please inform your child and the school as to what time they will be returning. (The Leave Form can also be accessed through the **d6 Communicator** or the school website.) No child will leave the property unless a leave form is completed by the Thursday before the weekend.

* [SUTCLIFFE HOUSE LEAVE FORM](#)

* [USHER HOUSE LEAVE FORM](#)



Weekly Boarders

The School will assume that your child will be out for the weekend (from Friday 13h30 to Monday 07h00). Please notify the relative Boarding staff via the **ONLINE LEAVE FORM*** if your child will travel with someone other than yourselves, or if the weekend arrangements are different to the above.

Termly Boarders

The School will assume that your child will be staying in for the weekend. Please notify the relevant Boarding staff via the **ONLINE LEAVE FORM*** by 18h00 on the Thursday preceding the weekend should your child be going out with you or with relatives or friends over the weekend.

Going out with a Friend

Boarders **must** have parental consent to go out with a friend and this must be confirmed by completing the **ONLINE LEAVE FORM*** to the Houseparent. If no confirmation has been received by the boarding staff, your child **will not** be permitted to leave the School.

Unexpected Leave Requests

Should a parent arrive unexpectedly during the week / weekend to take their child out, the Boarding staff member on Duty must be informed and the child must be **signed out**.

TIMES:

Fridays: Boarders may leave at the end of the academic day/assembly (providing they have no pre-arranged school commitment) but no later than 18h00.

Saturdays: Boarders may leave after breakfast in 'Greys' or after sport taking their 'Greys' with them after a fixture.

Return times:

Boarders may return by 17h00 on a Sunday evening, or **no later** than **07h00** on a Monday morning. If a child returns on Monday morning, they must have time to prepare for School and hand in tuck and valuables.

Late arrivals cause a chaotic start to the week!

Dress:

Senior Primary boarders **must leave and return in their 'Greys'**. If a child has played sport on a Friday or Saturday, they may leave in their sports kit, taking their 'Greys' with them.

Junior Primary boarders must leave in their uniform (Reds and Blacks) and a tracksuit in cold weather.



Start of Terms

At the start of each term, **ALL boarders** are required to return between **15h00 and 17h00 the evening before school starts.**

(Refer to the Term Calendar)

Half-Terms

Boarders **MUST** be collected by **16h00 on the Wednesday** of half-term, or the relevant transport must be arranged with the school (via the leave form). (**Refer to the Term Calendar for dates and times**)

When returning from Half-Term, boarders must return between 15h00 and 17h00 on the Monday, or they may return on the Tuesday morning **no later than 07h00.**

Signing Out

ALL boarders **MUST** be signed out by the adult collecting the child, and then signed in on return. The weekend signing-out register and the weekday exit registers are kept at the entrance to each house.

Your child may **ONLY** be collected from the Boarding Houses or the Bell area. Do not ask your child to wait at the main school gate or Junior Primary parking in the Chapel Parking area.

Transport

Travel arrangements must be made through reception and any necessary travel documents must be left with the Houseparent.

The School must be informed two weeks prior to half-term of travel plans i.e JHB/DBN bus or the airports. This must be done via the **ONLINE LEAVE FORM*** and an email to reception.

The School **MUST** be informed via the **ONLINE LEAVE FORM*** if someone other than the child's parent is collecting them.

PLEASE notify the Houseparent if travel plans or times change suddenly, or if there is an unexpected delay.

Johannesburg / Durban Bus

Boarders requiring transport on the Johannesburg / Durban bus must complete the **ONLINE LEAVE FORM*** at least two weeks prior to half-term or end of term.

Flights / Airport Arrangements

The leave form must be completed and all flight details must be e-mailed to the Houseparent **and** reception at least two weeks prior to the flight. If a child is travelling as an unaccompanied minor, please give the travel agent / flight company all possible contact details for yourself and the school, and ensure that you have the correct documentation now required by South African immigration.



Parents Away from Home

If you are going to be away from home for any reason, and particularly if you are out of the country, please inform the Houseparent. Children do get anxious about parents being away from home and panic if they are unaware and suddenly not able to contact their parents.

Closed Weekends

The first weekend of every term is a closed weekend, and all Senior Primary boarders (Grades 4 — 7) MUST remain at school.

Junior Primary boarders (Grades 1 — 3) may go home only in the 2nd, 3rd and 4th Terms. (ALL boarders are required to stay in for the first weekend of the 1st Term).

HEALTH and MEDICINES

Sanatorium

Clifton has a well-equipped surgery which is staffed by a Nursing Sister. If the Sister is unavailable, from time to time a locum Sister will be appointed.

The children receive attention for immediate injuries and all their medication is kept and issued at the surgery. Should children need medical care, they will be monitored by the Nursing Sister or Houseparent. If possible, the children will continue with schoolwork / prep.

The Sanatorium is out of bounds unless a child has been admitted by the Nursing Sister on duty or if they are visiting a friend.

Sanatorium Times

The Sanatorium will be open during the school day for the issuing of medicines. The Nursing Sister will be called for any emergency after hours.

Contagious Diseases

Children with contagious diseases **will be** sent home.

Doctor

There is a local doctor who will be called in by the Nursing Sister if required, as well as Nsele Ambulance services in the case of an emergency.

Medicine

All medicines / pills of any nature MUST be handed in to the Sanatorium for safekeeping and issuing.

If your child is taking monthly prescription medication, please ensure that your child returns to school at the start of each term with the correct quantity of prescriptions for the term.

Sister Jodie Sparrow can be contacted on +27 (0)33 266 8208 or via e-mail on sanatorium@cliftonprep.org.za.



Medical Forms

Upon admission to Clifton a school Medical Form must be completed by your family doctor and returned to Clifton together with proof of your child being on a medical aid.

The Nursing Sister **MUST** be informed of any change of medication, Doctor visits or hospitalisation that may have occurred during holidays or half-terms.

Sick Children

Please do not send your child to school if they are sick.

Injuries

Injuries sustained at home need to be dealt with by the parents before returning the child to School.

Appointments

Please make **doctor / dental** appointments during school holidays or over half-terms. This prevents disruption to the academic programme.

Tetanus

Your child must have an up-to-date Tetanus injection before commencing school.

De-worming

You are encouraged to have your child dewormed every six months.

Medical Queries

Any medical queries regarding boarders must be made directly to the Nursing Sister/ Houseparent.

Emotional or Behavioural Problems

The School must be notified if your child has emotional, psychological or behavioural problems which could have an impact on fellow boarders.

Catering

All the school catering is done by Capitol Caterers. Dieticians have produced a balanced diet, meeting the Recommended Daily Allowance of children, based on the age range and physical activity carried out by our children.

The menu generally works through a four-week cycle.

The kitchen is equipped with gas stoves and a steam-combo oven, allowing for good quality food.

A hygiene as well as health and safety audit of the kitchen, dining room and food is done quarterly, and children are required to wash and then spray their hands with a sanitiser before every meal.



Food Committee

A small committee of parents, kitchen and the Head of Boarding discuss the quality of the food and ensure that the nutritional value is optimal for children's growth.

Meals

All meals are supervised by the Boarding Staff Member on duty and act as table monitors. Attention is given to table manners.

Special Diets

Upon enrolment, the Admissions Secretary must be notified if your child has any special dietary requests (including vegetarian requirements). Should your child need a set diet for medical reasons, please support the request with a doctor's letter. Please supply a list of foods which he/she may and may not eat. Special spreads or additives as well as special foods for intolerances (e.g. soya milk) must be supplied from home.

Grade 7 Privilege

Grade 7 privilege is awarded by the entire Grade for acts of service in the Boarding House. The privileges include: 20h30 bedtime, popcorn and noodle snacks in the evenings, as well as table tuck (spreads, milk additives, sauces etc.) in the third term.

These are privileges and not entitlements for Grade 7s and will be awarded at the discretion of the boarding staff.

Attendance at Meals

Boarders on campus must attend the major meals, even if they are not feeling hungry.

Dress at Meals

During the week: 'Reds and Blacks' (Culottes for girls) with closed shoes are worn. School tracksuits may be worn after shower time if it is cold.

Over weekends: 'Reds and Blacks' with takkies or strops / slops may be worn to breakfast and lunch. School uniform is worn to supper. Civvies may be worn to breakfast, lunch and supper on Sundays.

Boarder Birthdays

Each child will receive a cake specially baked for them by the kitchen on their birthday.

Homework / Prep

All boarders complete their prep in the classroom at a desk, under the supervision of the academic resident staff. The Junior boarders have separate prep in the afternoons supervised by a teacher. Reading is encouraged in the evenings.



Television

The television is only available during the week in rainy weather. Over weekends the viewing of programmes or movies will be at the discretion of the staff member on duty.

Movies / Games

Games and outside movies are not allowed. The school has its own set of appropriate-aged movies.

Tuck Boxes

Boarders may bring a small tuck box (available for purchase from the school shop) with their own tuck. This is kept in a tuck box room, and the boarding staff on duty will monitor consumption. These may be refilled from home at half-term and end of term. Tuck should include various **small** items which your child can enjoy on tuck days, with about 2 small items per taking. All tuck should be able to fit in the tuck box, and if the tuck cannot fit in the box it will be kept by boarding staff and returned at the end of term.

Avoid all perishable/drinkable products!

Pocket Money

Boarders **must not** keep money in the dormitories. A maximum amount of R500.00 per term may be supplied and must be handed to the Houseparent **immediately** upon returning to boarding. Please ensure the money is in **small** denominations. Should a child require money if they are going out with a friend for the weekend, they may request it from the member of staff on duty.

Parents' Association Tuck Shop and "Hotdog Monday" Account

As of 2021, we will ask that boarder parents deposit money into their school account specifically for "Hotdog Monday" and the Saturday Sport tuck shop. This will reflect as a credit on your child's account, allowing them to purchase items on "Hotdog Mondays" and at the tuck shop when it is open for sporting fixtures. We believe this will empower the boarders as they learn to manage their own funds. Once the limit has been reached, the boarder will not be able to make purchases until the following term. Any unused funds will be refunded by the Parents' Association at the end of Grade 7.

We have set a limit for "Hotdog Monday" and the Tuck Shop:

Hotdog Monday — R200

Tuck Shop — R200

Passports / Personal Documents

These must be handed to the Houseparent for safekeeping immediately upon return to school.



CLOTHING

Laundry

Each child must have 2 laundry bags. Laundry is handed in on Mondays, Wednesdays, and Fridays. All linen is changed weekly. Laundry staff try to monitor the clothing in the laundry bags to prevent clothing going missing.

Name tags

ALL clothing and other items (sport equipment included.) **MUST** be clearly labeled. Please ensure that these are checked at the start of each year, including new items of clothing purchased during the term time. Handwritten and stamped names tend to wash out in the laundry, and iron on labels tend to peel off after time.

Please note that the school shop will order spare name tags which will be kept for any unlabeled clothing. Labeling will be billed to your school account.

Labels should be placed as follows:

Shorts, pants, underwear — inside back of waistband

Shirts, jerseys, tracksuit tops — inside collar

Socks — inside top fold / inside the elastic

Sheets — on an outside corner

Pillow slips — on the fold

ALL CASUAL clothing **MUST** be labeled. If the school needs to label these on your behalf, there will be a charge of R8.00 per item.

Clothing purchased during the year will be labelled at school, through the school shop, and charged to the child's account at R5.00 per item. Boarding staff will check that labels are applied correctly.

Damaged clothing

Torn or damaged clothing must be repaired at home or sent to the school shop for minor repairs. Children must be encouraged to take care of their clothing and wear their uniform proudly.

Civvies (Home Clothes)

Termly boarders may bring a **small** bag of home clothes for use when going out for weekends. Civvies (casual home clothes) may be worn on Sundays.

Trunk / Tog Bags

Trunk Bags must be clearly labelled. A complete list of clothing sent to school must be included in trunk bag for checking purposes at the end of year. The trunk bag is kept at school until the end of year, unless requested otherwise.



Camping Kit

All camping equipment, as indicated on the clothing list, is kept in the camping room until needed.

HAIR

Girls

- Hair must be neat and kept out of the eyes with clips
- No hair dye may be used
- Alice bands/scrunchies may be red, black or white
- Hair extensions may not be overly elaborate as this interferes with sport, as well as for hygienic purposes
- Extensions **must** be the same colour as the child's original hair
- Girls hair **must** be dried before going to supper in the evenings
- In some cases, hair extensions may have to be removed for hygiene reasons. This will be done by a professional and charged to the parents' account

Boys

- Hair must be neat and short. **No steps** are permitted
- No hair dye / bleach may be used
- **Boys hair must be cut before start of term and at half-terms**
- If hair is not cut suitably, the boys will be taken to a professional for a haircut and charged to the parents' account

Smart watches may not have internet, gaming, camera or phoning capabilities.

JEWELLERY

Girls

- Only one stud per ear
- Only plain gold or silver studs
- A wristwatch

Boys

- A wristwatch



Toiletries

The boarders must each have:

- Soap and shampoo/conditioner
- Sponge / Facecloth
- Toothbrush and toothpaste
- Hairbrush
- Sunblock
- Aqueous/body cream
- Lip ice
- Deodorant (Only Grade 7s may use spray deodorant; Grades 1—6 may only use roll-on deodorant)
- Slops for showers
- Nail clippers
- Mosquito repellent stick

All toiletries must be in a toiletry bag. If Grades 1 — 6 bring spray deodorant, it will be confiscated. Please remember to top up at half-terms and holidays.

Lost Property

Boarders are responsible for their own belongings—this is a life skill.

Should something go missing they **MUST** report it to the boarding staff immediately.

Items found lying about are sent to the lost property box. It is the child's responsibility to check this collection point for missing items. The Head of Boarding **MUST** be informed immediately should valuable items be missing.

Unlabeled clothing is displayed weekly and if not claimed then it is put away until the end of each term. Thereafter it is given to charity.

School Shop

The shop supplies school clothing, some sport equipment and basic toiletries. All items purchased are charged to your school account.

Any items with a value over R100.00, requested by a child, will require e-mail permission to the School Shop and the Houseparent from parents.

Should you wish to e-mail the School Shop to place orders: school.shop@cliftonprep.org.za.



BOARDING RULES

We are all **entitled** to a safe, clean, well-ordered and friendly environment, so this requires a **responsibility** of respect and care for all other people, their possessions, and property of the school.

We expect our pupils to act in a sensible and responsible manner at all times.

1. Manners: Children stand to greet staff, parents and visitors of the school, directing them to the reception if required.
2. **Foul language is not accepted.**
3. No selling or buying of personal possessions may take place at school.
4. Any books, magazines or internet images of an inappropriate nature are not permitted at Clifton, along with movies and music with foul language.
5. Knives, BB guns and air guns or any other article deemed dangerous may not be brought to school. This includes infrared lasers.

(Small pocket knives for whittling sticks etc. are permitted and encouraged.)

6. Matches, cigarette lighters, candles and fireworks are not permitted at Clifton.
7. Boarders may not leave the estate without the permission of the boarding staff member.
8. Areas OUT of BOUNDS
 - Classrooms (except during school hours or with a staff member present)
 - No boarders are allowed into the dormitories during the week except after lunch
 - Intern rooms
 - Main Gate area
 - Kitchen (except with permission)
 - School workshop (unless with a staff member)
 - Laundry room
 - Estate Staff Village
 - Staff Houses (except with permission)
 - Offices (unless a staff member is present)
 - Staff / Visitor toilets
 - Swimming Pool (unless a staff member is present)
 - Indoor Centre (unless a staff member is present)
9. Boarders may visit the stables over weekends, however, the boarding staff member on duty must be informed and there must be at least 3 pupils. Boarders may not ride horses without a qualified staff member present.



10. Boarders who wish to play social squash on the weekends or after hours must inform the boarding staff member on duty before and after so that the facilities can be inspected.
11. Boarders may camp out on the estate over weekends, with the permission of the boarding staff member on duty.
12. Boys may not go into Sutcliffe House dormitories and girls may not go into Usher House dormitories.
13. Pupils may not take keys to any facilities without a staff member's permission.
14. Rollerblading, skateboarding, cycling etc. may be done after 16h00 in areas where there are no people walking about.
15. Riders may be on the roads, except in the morning before school or when there is excessive traffic. Riders must be aware of pedestrians, motor vehicles and horses. The above-mentioned may not be used indoors or in the Indoor Centre.
16. Termly boarders may bring a bicycle to school, with permission from the Head of Boarding. They must wear a helmet when cycling.
17. No bullying — physical, verbal, cyber or of any other nature — will be tolerated at Clifton.
18. Boarders may not run or conduct any over-boisterous games indoors.
19. No bunking out of dorms after lights out.
20. Any damage to school property will be charged to the parents' account and the child will be required to phone and inform their parent.
21. No ball games may be played in the houses.
22. No tins with propellant gases (including deodorant) may be kept in Usher/Sutcliffe House. Boarders (Grades 1 — 6) may use roll-on deodorant. It is only a Grade 7 privilege to use spray deodorant.
23. No heaters may be used in the houses due to safety standards.
24. No swimming is permitted without a staff member present.
25. Dormitories are out of bounds during the school day so that cleaning can be carried out.
26. Visits to the local shops are not permitted unless accompanied by a staff member.
27. Rechargeable hot water bottles are permitted. Traditional hot water bottles have been found to be dangerous in a boarding environment and should not be used. An extra blanket helps in the winter months.
28. Children who leave the premises without permission will be punished.
29. Theft and use of other peoples' possessions without permission is not acceptable and is a punishable offence.
30. Cameras are installed in all the entrances of the boarding establishments to prevent theft, and for security purposes.
31. Parents will be informed if their child's behaviour is unreasonable. Records will be kept



and—after 3 incidents—parents will be called in to the Deputy Head and Head of Boarding.