



RADLEY

Handbook for Socials

November 2023

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All efforts are made to ensure that this document is correct at the time of going to press. An up-to-date version of this document, and School Policies, can be found at: <https://www.radley.org.uk/welcome/policies-inspection/>

INTRODUCTION

The purpose of this guide is to give all members of the Social information about the key areas of the Social's organisation. It is not exhaustive; indeed, it is only intended as an introduction.

The word **Social** was a Winchester term introduced by Warden Sewell, a Wykehamist, in the 1850s. The word 'socius' means a companion and so the word 'social' meant a boy, each one of whom was entrusted to the care and protection of a Don. After about 1879, most boys were living together in College—in Long Dormitory, in Gallery Dormitory and in Cloister Dormitory. They were also housed in Upper, Middle and Lower Markets, and Octagon studies. At this stage boys were under the care of six Social Tutors who were named A, B, C, D, E and F and the term Social then referred to all the boys under the care of one of the six Social Tutors.

When the present D Social was built in 1886, all the boys and the Tutor of Social were united in their own living quarters and so the word Social now referred to a building, and perhaps what should be a collection of 'companions'!

PRINCIPLES

Radley was founded on religious principles, and the Chapel is central to the life of the community.

The concepts of wholeness and the whole development of each member of the community (both boys and staff) are fundamental. The best of the vision of the founder, William Sewell, is at the heart of these principles.

Every person has the right to be able to work, play and relax free from abuse, discrimination, intimidation, harassment, teasing and bullying.

The basis of boarding life should be cooperation, and the qualities of kindness, tolerance, trust and generosity are fostered within the community.

Every boy, whatever his age or position in the school, should have the opportunities to develop his talents whether academic, sporting or extra-curricular.

Within each Social, conditions must be conducive to work, and there must be encouragement from adults to ensure this.

Friendships both within a Social and between boys in different Socials are encouraged.

The right to privacy is acknowledged in the fundamental design of Socials, and is accepted as an integral part of community living.

Relations between boarding staff and parents are extremely important. It is expected that boys should have the opportunity to communicate with their parents at all reasonable times.

Radley is a full-time boarding school and we expect to be operating a seven-day week.

Concerns of safety (especially as regards fire) are seriously respected by all members of staff and pupils.

Every person in a Social (whether adult or boy) has the right to be treated as an individual and with respect by other boys and staff.

Boys should be given an awareness of their obligations to this community and to the wider community outside the school.

All members of the school should be able to develop and to thrive morally, spiritually, culturally and socially, and this development should receive encouragement throughout the school.

AIMS OF BOARDING

1. To develop the whole person and to prepare them for their future life at university and beyond.
2. To produce an open and trusting atmosphere in which all pupils feel able to approach any other member of the community (staff or pupil) confident that they will be treated and respected as an individual.
3. To create a supportive atmosphere in which cooperation, tolerance, kindness and trust are the norm, and bullying behaviour is not tolerated.
4. To provide the conditions in which intellectual talents can be developed within well-structured and well-observed prep conditions, and in addition to provide an atmosphere at all times where a pupil may find it easy to work.
5. To ensure that pupils are able to develop the skills necessary to organise both their academic and extra-curricular lives.
6. To provide a range of opportunities, hobbies and activities related to age and maturity that will help in the cultural, social and personal development of each pupil. In particular to ensure that, these opportunities are available at weekends.
7. To ensure, as far as possible, that life in school and in Socials is free from hazards and dangers of any sort and to ensure the environment is a safe and healthy one.
8. To provide accommodation that is comfortable and suited to the needs of boarding, according to age and maturity, and which provides reasonable levels of privacy.
9. To develop a sense of responsibility in each pupil, particularly with regard to others and their environment.
10. To develop qualities of leadership at all possible levels and the ability to work in a team.
11. To create an atmosphere where pupils and adults, as well as working together, can relax together and enjoy the benefits of community life, and can thrive in all that they undertake.
12. To introduce new members of the community with kindness and sensitivity to the daily routine and values of the school.

The Tutor

The Tutor has overall responsibility for the well-being and development of the pupils in the Social and as such, the Tutor's duties include:

- to oversee the development of each pupil as a positive member of the school and Social community, and to help each work out any difficulties they may have with organising their time or forging good relationships with staff and pupils;
- to oversee the academic progress of each pupil (in consultation with a pupil's Form Master and with the Academic Director as necessary), and to help each pupil learn to take increasing responsibility for their work and results;
- to encourage pupils to participate in a wide range of school and Social activities (and to do more than encourage if necessary);
- to remind pupils of school rules, and enforce these as necessary;
- to develop and maintain (in consultation with the Bursar, the Head of Domestic Services and Pastoral Housemistress) the fabric and facilities of the Social;
- to oversee pupil's leave from Radley – the Tutor receives all applications for Privis and Sunday leave, as well as information about College/Form outings, and signs chits for travel to Oxford or Abingdon.

In short, the Tutor is a mixture of parent, advisor, counsellor and authority figure - academic, personal and even some family matters are discussed with the Tutor on a regular basis, sometimes formally, sometimes informally.

Above all the Tutor is there to help - to help pupils in making the most of their time at Radley, to help parents understand how the school and Social operates and to help teaching/coaching colleagues find the best ways of working with individual pupils.

Pastoral Housemistress (PHM)

The bulk of the domestic day-to-day running of the Social is the responsibility of the PHM, but the role is much wider than that. The PHM will:

- play a full part in the pastoral care of pupils in the Social - being available to listen, advise, cajole, and to work in close partnership with the Tutor and resident Sub-Tutor. The Pastoral Housemistress keeps an eye on pupils' behaviour, their attendance at meals and the way in which they interact with each other and adults;
- be the first port of call in medical matters and illness. Minor ailments can be dealt with in Social, otherwise pupils will be sent on to the Health Centre for further treatment and to see the doctor - the PHM will consult with and be informed by the Health Centre about putting a pupil off games. They will also arrange hospital appointments and take pupils to these.
- ensure that pupils are appropriately and smartly dressed and oversee the care of their clothing;
- ensure there is a clean and pleasant environment in the social throughout the term, working with the housekeeping management team who are responsible for the cleaners and Social caretakers.
- arrange for the Maintenance department to deal efficiently with problems with the fabric of the Social (in consultation with the Tutor);
- co-ordinate the ordering of newspapers, milk and stores;
- assist in the running of 'Cocoa' in the evenings after prep (see duty days).

Above all, the PHM is a friendly and listening ear to all pupils and an invaluable support to the Tutor and Sub-Tutor with whom they work and liaise very closely; likewise with the Parents.

Resident Sub-Tutor

The Resident Sub-Tutor supports the Tutor in all aspects of his duties and represents him when he is off-duty or away from College. The Resident Sub-Tutor has two duty nights a week, but works both on and off duty to produce the right atmosphere in Social. Resident Sub-Tutors welcome contact with the boys and are willing to help at any time.

The Resident Sub-Tutor is a Form Master to pupils in the Remove year in the Social and meets them at least twice a week to discuss academic and PSHE matters and to get to know them better.

While the specific details of the role of Resident Sub-Tutor will be agreed between the Tutor and the Sub-Tutor, the following guidelines are common to all Socials:

- the normal tenure for the Resident Sub-Tutor will be in the region of 3 to 5 years;
- to do two evenings each week on duty in the Social;
- to have an area of academic responsibility in the Social: usually a Remove form, occasionally a resident Sub-Tutor may be Form Mastering boys in the Sixth Form, rather than the Lower School;
- to stand in when the Tutor is away (e.g. illness);
- to take Cocoa once a week;
- the Resident Sub-Tutor may be asked to cover for the Tutor on occasional weekend duties.

When s/he is on duty, a Resident Sub-Tutor will have responsibility for dealing with the following:

- pupils missing after 10:15pm in the evening;
- discipline procedures within the Social;
- fire routines;
- conditions for permissions for the various Leaves Out from College;
- specific Social rules on such things as computer games, TV times and mobile phones.

The friendly and informal service and support given by Resident Sub-Tutors has been at the heart of Radley's way of life for a long time and this goes way beyond written job descriptions and lists of what is involved in the job. Different Sub-Tutors will fulfil the role in different ways, and much of the good work done will occur when s/he is 'off-duty', as a friendly adult presence in the Social.

Live-out Sub-Tutors

Each Social has a team of Sub-Tutors who assist in the running of the house and act as Form Masters to junior boys in the Social. Sub-Tutors are in Social on a regular basis and are another familiar person to whom boys can turn for advice when needed.

Sub-Tutors support all Social events (plays, sports competitions, socials, music etc.) but have no formal duties in this respect, other than to provide assistance when needed. A Sub-Tutor may be asked to cover for the Tutor and Sub-Tutor when both are away.

The living out Sub-Tutor may contribute in some or all of the following ways:

- On a regular basis, the Sub-Tutors will be in Social to help oversee prep and may assist in hosting the evening's Cocoa gathering. This is a good opportunity for boys and dons to exchange views and catch up on what is happening in Social and around College.
- Social Prayers. Sub-Tutors are in Social for Social Prayers on Wednesday evening and may from time to time give a presentation on some topic that interests them.
- To be on call to provide cover in Social as needed.
- Form Mastering.
- Helping with the organisation of Social events and attending these events.
- Taking a group of boys out on Saturday night, e.g. Fifth form boys to a dance or dinner at a girls' school. Have a dinner at home for some of the boys or a pizza plus DVD evening for younger boys.
- Cultural outings.

The sub-tutorial team provides an invaluable breadth to the regular informal contact boys have with adults within the Social. Cocoa is an opportunity for Sub-Tutors and boys to find common areas of interest, hence efforts are made to ensure that the team is representative of a broad range of personalities and interests.

SENIOR BOYS

Head of Social

The Head of Social is appointed by the Tutor after consultation with the Warden. As 'Head of Social' he takes ultimate responsibility for the example set by senior boys in the Social and will be selected for his leadership and good character.

- The Head of Social is responsible for setting a good example in all that he does.
- The Head of Social supports the Tutor, Sub-Tutors and the PHM in the day-to-day running of the Social and organises the Prefects for their various duties (some fixed, for example prep duty and bedtime duty, and some ad hoc).
- He speaks to the Tutor on a daily basis about any problems and is always available to help any boy.
- He is an officer of the College, a School Prefect (Pup), and therefore can punish and give permission for certain activities (for example, leave during prep) subject to Social rules.
- He has a Deputy who shares many of his responsibilities and stands in for him when not available.

Social Prefects

Prefects play an important role in supporting the Head of Social in his duties and in the running of the Social on a daily basis:

- they are responsible for setting a good example in all that they do;
- they have a responsibility to keep a close eye on relationships between boys in the junior years and to report any unkindness to the Tutor;
- they have specific duties on their duty days and are responsible for overseeing the daily routine – details of routine are posted in the Prefects' Room;
- they have an important role in assisting and advising new boys during their first year;
- they have regular meetings (formal and informal) with the Tutor;
- they are expected to demonstrate an active interest in making the Social a happy and successful place in which all boys can thrive.
- Some may have specific responsibilities within the house such as managing the Social's sports teams or looking after a particular year group. Positions of specific responsibility within a social are determined by the Tutor according to need.

Prefects manage by consent, encouraging boys to behave well towards each other and to respect each other's possessions, but they can impose appropriate constructive sanctions if this fails. All punishments given by Prefects are recorded by the Tutor.

Prefect duty rotas are published, by the Head of Social, on notice boards in Social.

THE PASTORAL TEAM

The Pastoral team provides support to the Tutors, assisting with the training and development of boys in their role as Prefects and Mentors. The Pastoral team provides an additional source of support to boys who might be finding life difficult, in addition to the Tutor, Sub-Tutor and PHMs within Social.

From time to time, the Pastoral team may also be called upon to help in the resolution of problems between boys, where the Tutor might wish to maintain a neutral overview. In cases of serious misconduct, the Pastoral team will implement appropriate policy and liaise with Warden and outside agencies as necessary.

Pastoral Team members are Mr BJ Holden (Sub-Warden and Designated Safeguarding Lead), Mr TGR Ryder (Deputy DSL and Undermaster), Miss SL Naylor (Deputy DSL), Mrs AM Gilley (Lead Nurse, CPO) and the Heads of Year.

The work of the Pastoral Team is further supported by the Chaplains, and the College Counsellors.

ACCOMMODATION

Resident Staff

The Social Tutor's house is attached to the boarding house. The PHM and Resident Sub-Tutor's accommodation is also within the building and a member of staff will always be on call, at any time of the day or night. Boys should only enter staff accommodation if the member of staff is present. Boys should always knock and wait to be invited in, before entering.

Studies

- The occupant of the study is responsible for the physical well-being of the room. Each study is supplied with a desk, shelves, a bed, a desk chair and a soft chair. No outside furniture is allowed. These must remain in the study and be treated with respect.
- All boys are required to make their beds in the morning. They must leave their room in a tidy state so that the cleaners can do their job properly.
- There will be regular study inspections to ensure that all members of the Social are keeping their work areas in good order.
- Additional kettles, toasters, sandwich makers, fridges etc. are not allowed at school. The necessary appliances will be provided by the school and will be regularly tested for electrical safety.
- Candles are not allowed, nor any form of incense that uses heat.
- Boys are reminded that music should not be left on if the study is unoccupied, nor should music be played at a level that might disturb other members of the Social.
- Any damage that occurs should be reported to the PHM who will organise the necessary maintenance.

Study Decorations

- Walls and Ceilings: Nothing is to be fixed in any way other than by drawing pins into the pin boards.
- Woodwork: No drawing pins or adhesive tape (or stickers) are to be used on any piece of woodwork as these cause significant damage when they have to be removed.
- Drapes may only be pinned vertically from pin boards. Non-vertical drapes are not acceptable. All drapes must be clear of light fittings, heat sources and not obstruct doors, ventilation etc.
- Posters: Posters are to be displayed neatly on the pin-boards only. Posters must be of good quality, and in good condition. Pictures of 'pin-ups' must be in good taste and if

there is any doubt about this, the PHM will make the decision. Posters that might cause offence or embarrassment are not permitted.

Social Hall

Social Hall is the Shells' communal space within Social and is used as a common room during the day and prep room in the evening. Each boy is responsible for keeping his area of Social Hall tidy and there is a duty Shell who will be responsible for ensuring that the floor is kept free of rubbish.

A member of the Sixth form will supervise Prep each evening from 7:30pm through to 9:00pm. It is general practice that desks, chairs and workspaces are to be tidied at 8:55pm each evening.

Rings Rooms and Cocoa Room

- These are available for members of Social.
- They should be treated with respect.
- At all times the fire regulations must be observed.
- These rooms can be used at short break, Central Hour, during games time and after prep.
- They are not to be used after 10:00pm.
- Boys are expected to wash up their own dishes.
- Boys are expected to supply their own cooking implements and bowls (do not take any crockery from Hall).
- Note that all school meals are compulsory and the Rings Rooms are not intended to provide an alternative.
- Milk is available from Social milk machines.
- Each kitchen is provided with bread, butter and jams.
- All taps around College have drinking water.

It is a College rule that every boy attends meals. Food is also available in Shop and the Coffee Shop during the week. Delivery of pizza (Domino's) may only be ordered on the weekend, no food should arrive after 10:00pm. Pizza deliveries are a supplement to College meals and are not intended to replace them.

Any concerns or suggestions about food should be relayed to the Social Representative on the **Senior Master's Advisory Committee (SMAC)**. This committee meets on a regular basis to discuss Hall and Shop matters. Minutes are published in Social.

Television and Games Room

The TV and Games Room is a communal space for the whole Social. Television can be watched at the published times and special arrangements are made for major sporting events. Pool, Table Tennis and Table Football may be available.

6.2s Study

The 6.2s Study is a communal space for the use of 6.2 boys in the Social. 6.2s from other Socials may be invited into the study.

6.2s are responsible for keeping their study clean and tidy. The facilities in the 6.2s Study vary and are very much the responsibility of the senior boys.

ROUTINES

Getting Up

Shells:	out of cubicles	7:20 am	(breakfast by 7:25 am)
Removes:	out of studies	7:30 am	(breakfast by 7:35 am)
Fifths:	out of studies	7:55 am	(breakfast by 8:00 am)
Sixth Form:	out of studies	8:00 am	(breakfast by 8:05 am)

Wake up will be later on Sunday mornings, but boys are expected to be up in good time to have breakfast before Chapel.

Shell Morning Duties

All members of the Shell year group will have Social chores to do in the morning, the majority of which should be completed before 8:00am. The duty Prefect is responsible for ensuring that all duties have been completed as required. NB. *Boys responsible for collecting Social Stores from the Kitchens do their duties at Short Break.*

Details of individual duties will be found on the notice board in Social Hall.

Central Hour

Central Hour is after lunch on weekdays, 1:30pm – 2:30pm, and is designed as a period when music, culture and creative activities have precedence.

Boys are expected to use the time during Central Hour to good effect. If they are not involved in cultural activities, this is a good time to catch up on prep, get ahead on coursework or to read.

Chapel

There is a daily service on Mondays, Tuesdays, Thursdays and Friday evenings. Boys must attend all weekday services, unless they have the specific permission of their Tutor to miss a service. Seating arrangements are published each term. Sunday Sung Eucharist service is at 10:00am.

Full school dress with gowns is worn at weekday Chapel Services, and a suit and white shirt (**no gown**) at the Sunday Service.

The Chaplain is responsible for all aspects of Chapel and the Chapel Services and any boy wanting to consider **Confirmation** should contact him. The lists for Confirmation fill up quite quickly; therefore, it is best to book early.

Separate service arrangements are made for Catholic boys. Chapel itself is open throughout the day and any boy may go there. Times of services in Chapel and the Chapel of the Resurrection are published in the Calendar.

Prep

- Time is set aside for completing prep every weekday evening from 7:30pm to 9:00pm.
- Boys are expected to work quietly in their own studies or in Social Hall.
- All questions/retrieval of files etc. should be done before Chapel.
- No boy should be in another Social without Tutor's or Sub-Tutor's permission.
- Shells must work in Social Hall. They may, with the Tutor/Sub Tutor's permission, work in IT or the Library.
- Music from studies should not be audible in the corridors.
- If prep work is completed, boys should read a book quietly.
- Music is not allowed in Social Hall unless played through headphones.
- Mobile phones should not be used during prep.
- Shells are expected to tidy their desks at the end of prep and leave Social Hall in good order.

Cocoa

Cocoa is an important institution in all Socials and takes place from 9:00pm. It is a useful occasion for the year groups to mix and to have a very informal chat with Sub-Tutors. There is a rota for both the venue and staffing of Cocoa, which varies from term to term.

It is hoped that all boys will call into Cocoa at some point during the evening as a sign of their appreciation for the time given by Sub-Tutors. The 'buzz' in Cocoa is one of the things which makes life in a Radley Social particularly special.

Cocoa usually ends at around 10:15pm; however, at weekends the gathering often goes on a little later.

Bedtimes

Boys go to their rooms/cubicles to get ready for bed as detailed below. **All computers, tablets and phones must be switched off half an hour before bed** and parents are asked to avoid phoning their sons after these times. Boys in the Lower School hand their devices in to the Tutor before they go up to bed.

Shells:	9:30pm	(lights out by 9:50pm)
Removes:	10:00pm	(lights out by 10:15pm)
Fifths:	10:15pm	(lights out by 10:30pm)
Sixth Form:	10:30pm	(lights out by 11:00pm)

(Bedtimes are **30 minutes later** on Saturday evenings.)

In general, there is less rigidity over bedtimes for members of the Sixth Form; however, boys are expected to be sensible and show consideration for others, especially junior boys, who want to sleep. All Sixth Formers are expected to be in their own rooms after 10:30pm and they are strongly advised to have lights out by 11:00pm: boys seeking an extension beyond these times need to speak with the Tutor.

From the *School Rules*:

1. *No pupil may be in another pupil's study/cubicle after lights out.*

Lock Up

From the *School Rules*:

No boy may be out of his Social after 10:15pm without his Tutor's specific leave.

It is expected that all boys will be in Social from 10:15pm onwards, unless they have made specific arrangements with their Tutor. Boys arriving back late from departmental outings (Theatre trips) are required to sign in with the duty member of staff, be that the Tutor or Sub-Tutor. Being out of Social after hours, without permission, is considered a serious breach of school rules and could result in suspension from the College.

Visitors to Social

Boys are free to visit one another's Socials, but should respect the fact that they are guests of the Tutor whose Social they are visiting.

Weekends are a time when guests from outside College may visit Social: in all such cases guests must be introduced to the Tutor or duty adult. Girlfriends and other female guests, with the Tutor's permission, may be invited into Social; however, they should only be in communal areas such as Social Library or the Cocoa Room. **Under no circumstances should a female guest be in a boy's study or cubicle.**

Roll Call

There are two roll calls on Saturday evening, one on Sunday afternoon and one on Sunday evening.

Saturday	6:30pm and 9:00pm (Cocoa)
Sunday	See notice in Social

Recreational Screen Time

Monday – Friday:	6:00pm until 7:00pm
	9:00pm until bedtime (Fifth and Sixth Form)
Saturday & Sunday:	4:00pm until bedtime

It is right and proper that each boy be encouraged to use his time profitably and appropriately and any guidelines/rules concerning recreational screen use are set in this context. The availability of streamed films and television programmes to phone, tablets and computers makes the policing of these rules difficult; therefore, boys are expected to behave in an honourable manner. Spot checks will be made from time to time and infringements of the rules is likely to result in the confiscation of the technology being misused.

- Screens should only be used for recreational purposes during the times shown above.
- Boys must not watch films or programmes that are inappropriate to their age. (i.e. the recommended viewing age must be adhered to).
- Boys are encouraged to get out of Social and support activities that are going on around College at the weekend or to take exercise if they are not involved in sporting matches.

LEAVE OF ABSENCE

Privilege Weekends

- Boys are permitted two privilege weekends in the Michaelmas Term and two in the Lent term (these would usually be taken one each side of Leave-Away). If there is no Exeat in the Summer term, three privilege weekends may be taken.
- Requests for an 'extra' privilege weekend, in addition to the above, must be referred to the Sub Warden by a boy's Tutor.
- Boys should recognise that these are 'privilege' weekends and are subject to good behaviour. Detention will take precedence over most privilege weekend arrangements.
- Prefects may take extra privilege weekends at their Tutor's discretion.

The following conditions apply to all privilege weekends:

- the Tutor must receive a request (written or electronically) from a boy's parents - no later than the Thursday evening preceding the Saturday of the privilege weekend;
- boys going for a privilege weekend on public transport need a travel chit from their Tutor;
- boys may leave the College after their games commitment (not before 2:30pm) on Saturday afternoon provided they have no further College commitments (matches, rehearsals, etc.);
- boys must report back to their Social by 9:00pm on the Sunday evening;
- members of the Choir must consult with the Precentor when choosing their privilege weekends.

Sundays Out

The intention is to allow boys to spend some time with their parents, or friends, at home and the following guidelines are set:

- written notification (email) is required, from parents, by Friday evening;
- those travelling by public transport will need a travel chit;
- Sunday Out begins after Chapel and boys should be back in Social by 9:00pm;
- occasionally, the Sunday Eucharist will be replaced by an Evensong service: on these occasions boys can leave earlier for a Sunday Out, but they must be back in good time for the evening service;
- it is expected that Lower School boys will be in the company of their parents during a Sunday Out.

Oxford Leave

Boys may visit Oxford with the permission of their Tutor. Leave into Oxford is granted on the following basis:

Shells	Shells may be taken into Oxford at the weekend as a Social Outing by an adult. Shells are not allowed into Oxford unsupervised.
Removes & Fifth	Junior boys may, occasionally, be granted permission to go into Oxford if their Tutor feels there is a genuine need and all other college commitments have been met. Junior boys are expected to go in groups of two or three.
Sixth form	Sixth form boys can ask for permission to go into Oxford, provided they have no other college commitments.
6.2	Boys in the Upper Sixth have the additional privilege of being able to go into Oxford on Saturday evening.

Oxford Leave is granted at the Tutor's discretion and with regard for the following guidelines:

- A Tutor's chit detailing time for departure and return has been given.
- Boys will be back in college in good time for supper – 6.2 in Oxford on a Saturday evening will report in, to their Tutor, by 10:15pm at the latest.
- All boys will report in, to a member of staff, on their return from Oxford.
- Boys will not enter licensed premises, or consume alcohol, without the express permission of their Tutor.

Leave into Oxford may be restricted on the first and last weekend of the term.

Start of Term

At the start of each term, every boy is expected back in Social for the Roll Call at the published time. Please let the Tutor know if you are going to be late returning. Everyone is expected to attend Chapel on the first night of term.

Boys are strongly discouraged from taking Privilege weekends or Sundays out on the first weekend of term as they are particularly busy with activities in College.

End of Term (including travel)

At the end of each term boys must ensure that their rooms are completely cleared, their windows are closed, lights switched off and safe left open. We can organise taxis to stations or airports for boys as needed.

SIGNING OUT / IN

Boys **must** sign Out/In to Social between the hours of 7:30pm – 7:00am. The Signing Out sheet is located in the front hall of each Social.

Signing out is an important part of the college fire safety procedures and must be adhered.

FIRE

If a boy discovers a fire, he should raise the alarm. If there is no alarm box in the immediate vicinity, he must find an adult and report where the fire is.

If a boy hears the alarm at night, he should get up and ensure that the boys occupying rooms or cubicles on either side of his own are awake and moving out of the building toward the Social Fire Assembly point. Every boy is expected to be fully aware of the Social Fire Procedures and be familiar with the various fire exits around the Social.

All boys should be aware of the very considerable risk of fire, particularly in old buildings. There have been two serious fires at Radley in the past ten years and it is important that all members of the community are vigilant.

Due to the fire risk, the penalty for smoking in a building is significantly increased.

Social Fire Procedures

In the event of a fire, or the Fire Alarm sounding:

- under no circumstance should a boy attempt to tackle a fire if there is a safe route out of the building;
- boys will leave the building by the nearest available fire exit;
- on their way out of the building boys will check the studies/cubicles on either side of their own to ensure that they are empty;

- once outside the building, boys will line up, in silence at the Fire Assembly Point;
- a roll call will be taken;
- under no circumstance may boys re-enter the Social until directed to do so by the Tutor, Sub-Tutor or Fire Officer.

Details of Social specific arrangements for fire evacuation will be explained by the Tutor on a regular basis and the Fire Evacuation Plan for each Social can be found on Social noticeboards. Every boy should read and be familiar with the Social Fire Evacuation Plan.

Fire Drills

There will be a fire practice at least once a term. The timing of the fire practice will vary and boys should be prepared to evacuate whenever the alarm sounds. On some occasions, a simulated fire may result in certain doors being locked and require boys to find an alternative route out of the building.

In order for the practice to be deemed a success, we are required to have all boys moved to 'a place of relative safety' within 2½ minutes. Failure to achieve this goal will result in a further practice.

CLOTHING AND EQUIPMENT

Clothes

For College dress codes, boys should refer to the *School Rules*. Leisure dress may be worn within Social, in the evening, at the weekend, and after lunch on Saturday. If boys are outside the Social, they are expected to be in proper College dress or sports kit. Leisure dress may be worn outside Social, after games, at the weekend. The exception to this is that suits and a white shirt are to be worn for the Sunday Chapel service. Suits are also worn for away matches, College plays and concerts.

It is recommended that boys do not bring excessive amounts of leisure dress: a pair of jeans, some shorts for the summer, two or three casual shirts should suffice. A casual, waterproof jacket is recommended for departmental outings and visits outside of College.

All leisure dress should be properly labelled.

Laundry

- There is a daily laundry service during the week. Boys sort their dirty clothes into labelled bags in the Laundry Room, and clean clothes are returned, usually within 48 hours.
- All items must be named. The Sewing Lady is in the Social every weekday for naming of clothes.
- Any mending or button/zip replacing will be done by the Sewing Lady.
- A dry cleaning service calls at Housekeeping three times a week. If a boy wishes to use the Dry Cleaning service, charges go on the end of term bill.
- Boys are responsible for their own laundry and getting things clean for required events e.g. clean games kit for matches, white shirt for Chapel, a clean suit for Confirmation etc.
- Bed linen is changed once a week. College provides sheets and pillowcases only. Boys are expected to make their beds before going to lessons at 8:30am.
- Gowns are cleaned by the College laundry and collected by Social at the end of each term.

Electrical Appliances

Boys are not permitted to bring kettles, toasters, or sandwich makers etc. into College. The necessary appliances will be provided by the College.

The College is required to carry out an annual Portable Appliance Testing (PAT) upon any electrical appliances brought into Social by boys; these appliances will typically include mobile phone and computer chargers, music systems and desktop lamps. Any appliance failing the PAT will have to be removed.

Technology

Any use of electronic devices must comply with the *School Rules*.

Technology in lessons

Technology is an integral part of life and education. We expect all boys to own, and bring to lessons, a device which

- has access to the internet (and therefore has the ability to perform most common computer tasks such as research, word processing, spreadsheets etc.).
- is large enough to comfortably write notes and essays on.

Boys should never use audio or video recording functions in lessons without the knowledge and permission of the teacher.

Using technology around campus

Boys should not have their heads down in technology as they walk around campus.

- Boys should not use devices in Chapel, during meals, during cocoa or during the final half hour before bedtime.
- When in social situations boys should value human contact and conversation over what is on the screen. They should know when to put a device down/away.
- Boys should not use devices during concerts, plays or lectures.
- Headphones should not be worn while walking around college.

When changing a boy's phone or network, parents are asked to ensure that the school has an accurate record of their son's new mobile phone number.

Bicycles

Bicycles may only be used in strict accordance with the School Rules.

Bikes are only really required by those travelling down to the Boat Houses in Lower Radley or to the Countryside Centre; however, any boy may have a bike at the College under the following conditions:

- bikes must be stored securely;
- they should be insured at home;
- it should not be a state of the art, high technology model (unfortunately there are bike thieves who come in from outside);
- they must be clearly identified /marked;
- all boys must wear a bike helmet, properly secured, when they are cycling;
- boys are not permitted to cycle while wearing headphones;
- boys cycling in the dark must have lights on their bikes;
- bikes must be properly maintained.

All boys should have a good understanding of the Highway Code. They should cycle with due care and attention both within and outside of the College grounds.

Luggage

Boys should not bring trunks to school because of the damage these do to walls. Soft luggage is much preferred. All luggage and packing cases are packed away in storage areas during term time.

Plastic boxes are a very good idea for storing shoes and kit under beds; these are also very useful for carrying books to and from College.

With consent from the Tutor or PHM, overseas boys may leave luggage in Social during the holidays.

Lockable Storage

In accordance with National Boarding Standards, all rooms should have some form of lockable storage. Boys are advised to make good use of their safe and not to leave money and valuables lying around in their study.

Valuables

Boys are asked not to bring unnecessarily expensive kit with them to College. Expensive fountain pens, the sort that might have been given as a reward for passing CE, are far too easily lost.

If it is necessary for a boy to bring expensive kit into College, parents are strongly encouraged to make sure suitable insurance is in place.

Lost Property

Books that are left at the Clock Tower entrance to Hall, in Covered Passage or outside Shop are removed daily to the Lost Property Office located in the Housekeeping Department: first entry on the right as you come out of Covered Passage towards Clock Tower. Lost Property can be collected from there at any time, though valuables will be held by the Housekeeping Department. Once a week, unclaimed but marked property will be returned to Socials by the caretakers.

Items that are lost around Social will, most likely, be handed to the Tutor or the PHM.

Insurance

Parents are responsible for insuring boys' personal belongings, either by opting into the College's Personal Effects policy or through their own insurance.

Tuck

The boys are given advice about how to eat healthily. Central to this are the three main meals in Hall - the Radley catering team spends considerable time planning menus to ensure all boys obtain a nutritious diet. In Social, boys also have access to certain foods including fruit, milk, bread and various spreads to complement their diet. In particular, we address the added sugar content in foods, the amount of sugar being consumed on a daily basis and the dangers of taking supplements.

What are Healthy Tuck Box Options?

Popcorn (already popped)

Rice Cakes (these come in many different flavours and varieties including chocolate coated)

Oatcakes

Crisp Bread (also come in a variety of options)

Nuts, seeds and pretzels

Malt bread and banana bread

Rice pudding

Noodle Pots (but please check individual brands)

Muesli bars (read nutritional labels on muesli bars as some brands can contain very high levels of sugar)

Beef Jerky

Fruit Cups

Better choices for Tuck Boxes

- Instead of fizzy and juice drinks that are very high in sugar, (for example, a can of Coke contains 35g sugar - the equivalent to nearly 9 teaspoons of sugar in one can!) choose water or unsweetened fruit juice.
- Swap cakes or biscuits for a currant bun, crumpets, fruit loaf, scone or malt loaf with low-fat spread.
- Check nutrition labels to help you pick the foods with less added sugar, remembering that one teaspoon of sugar is 4g!
- Also read the ingredients list of the foods you buy and see what food manufacturers are putting into the foods you eat.
- If you enjoy home-baked Tuck, then try halving the sugar you use in the recipes and/or select healthier options such as flapjack, banana bread, scones and oat cookies.

References:

<http://www.nhs.uk/Livewell/Goodfood/Pages/food-labelling.aspx#Gu>

Good Read:

Food Rules: An Eater's Manual by Michael Pollan (New York Times Bestseller)

Other useful information

Social Strings (Ties) and Socks

These are awards in Social for performances in all areas (sport, music, drama, academic) which are deemed excellent.

These performances are relative to the boy and his abilities (he need not necessarily win something to be recognised).

Socks are awarded for things such as Social matches, well competed. Strings are the more highly prized and can be awarded for a feat of excellence in Social. Social Strings are usually aimed at the Sixth Form.

Social Committees

Each Social has a committee, consisting of representatives from each of the year groups, who meet at least once a term to discuss matters pertinent to their particular Social.

Minutes are published in Social as well as being distributed to the Warden and Senior Management Team.

School Policies Boys should read

The following policies should be read by all boys and can be found on the College website under '[Highlighted Policies for Boys](#)'.

School Rules

Code of Conduct

Handbook for Socials

Anti-Bullying Policy

Healthy Living Policy

Behaviour, Discipline and Rewards

Prefecting Policy

Pupils' Problems Policy