



Date: August 2024  
 Review Date: August 2025  
 Responsibility: Second Master

# EPSOM

## COLLEGE

### Boarding Routines & Rules 2024-25

Monday-Friday		
Time	Activity	Location
0700-0725	Wake up and wash/dress	In Houses
0725-0810	Breakfast	Dining Room
0820	Morning Registration	In Houses
0830-0855	Tutor Period, Assembly or Chapel	Various
0900-1340	Morning lessons and Lunch	Various
1340	Afternoon Registration	In Houses
1400-1545	Afternoon lessons and Activities	Various
1545-1610	Tea	In Houses
1610-1755	Afternoon lesson (Monday) and Activities	Various
1755	Roll – taken by HMM (or occasionally Duty Tutor)	In Houses
1800-1850	Supper - Adult presence in House	Dining Room
1815 - 1915	Cultural Hour Activities	Various
1830	HMM hands over responsibility to Duty Tutor	In Houses
1855	Roll (pupils attending Cultural Hour events report on return)	In Houses
1900-2015	Prep in Houses	In Houses
1900 - 2130	U6th can use the Mermaid for prep (1900 -2020) and social time (2020 to 2130) each evening except social time on a Wednesday. L6th can use the Mermaid each evening for social time 2020-2130 except Wednesday. U6th must sign in to the Mermaid by 1915 at the latest. Duty Teacher will email HMM regarding any lateness.	Mermaid
2015-2100	Quiet Time in all Houses	Various
2020-2115	Pupils may visit other Houses / attend evening year group activities	Various
2020 - various	Pupils may visit the Mermaid: M4 to 2100, U4 to 2115, 5 <sup>th</sup> to 2130 (M4 – 5 <sup>th</sup> form Wednesday only).	Mermaid
2115	All M4-5 <sup>th</sup> must be back in House	
2145	M4 lights out – pupils registered in rooms (Phones 2115, in bed 2130)	In Houses
2200	U4 lights out – pupils registered in rooms (Phones 2145, in bed 2145)	In Houses
2145	All 6 <sup>th</sup> form to be back in House	
2215	5 <sup>th</sup> Form lights out – pupils registered in rooms (Phones 2145, in bed 2200)	In Houses
2230	Duty Tutor hands over responsibility to HMM. 6 <sup>th</sup> Form quiet and in studies – pupils registered in rooms <sup>1</sup>	In Houses
2300	House security check <sup>1</sup>	In Houses

Saturday		
0700-0725	Wake up and wash/dress	In Houses
0725-0810	Breakfast	Dining Room
0820	Morning Registration	In Houses
0835-0910	Chapel	Chapel
0920-1205	Morning lessons	Various
1205-1500	Lunch and sports fixtures/activities	Various
1500	Weekly Boarders: Roll for those not in matches, or who have finished commitments: taken by HMM or Matron (in the HMM's absence).	In Houses

	Pupils may leave after commitments, or after roll at 1500, whichever is later.	
<b>1500 - 1800</b>	Full Boarders: during this period Full Boarders are required to report in person to the HMM or Matron when they have completed their commitments, including those on away matches. Pupils may, at this stage, inform HMM/Matron of their plans for the afternoon/evening.	In Houses
<b>1500 onwards</b>	Free time for Full Boarders. They must remain on site unless they have permission from their HMM to leave site (see below)	Various
<b>1800</b>	Roll (unless pupils have seen HMM for permission to be absent in advance)	
<b>2000</b>	All boarders on site. (HMM discretion for special circumstances)	
<b>1815-1845</b>	Supper	Dining Room
<b>2130</b>	Roll in Houses for M4 and U4 pupils	In Houses
<b>2200</b>	Roll in Houses for 5 <sup>th</sup> Form, L6 and U6 pupils	In Houses
<b>2230</b>	M4 and U4 lights out – pupils registered in rooms	In Houses
<b>2300</b>	5 <sup>th</sup> Form and 6 <sup>th</sup> Form quiet and in their own studies – pupils registered in rooms	In Houses
<b>2315</b>	House security check <sup>1</sup>	In Houses

Sunday		
<b>1000-1130</b>	Fitness Suite open	Fitness Suite
<b>1030-1230</b>	Brunch	Dining Room
<b>1230 - 12.45</b>	Roll	In Houses
<b>1230-1930</b>	Free time for Full Boarders. Pupils must remain on site unless they have permission from their HMM to leave site (see below)	Various
<b>1800</b>	Roll (may be done by HMM circulating House)	In Houses
<b>1815-1845</b>	Supper	Dining Room
<b>1930 - 2100</b>	Weekly Boarders return	In Houses
<b>2100</b>	Roll - all pupils to be in House	In Houses
<b>2145</b>	M4 lights out – pupils registered in rooms	In Houses
<b>2200</b>	U4 lights out – pupils registered in rooms	In Houses
<b>2215</b>	5 <sup>th</sup> Form lights out – pupils registered in rooms	In Houses
<b>2230</b>	6 <sup>th</sup> Form quiet and in studies – pupils registered in rooms <sup>1</sup>	In Houses
<b>2300</b>	House security check <sup>1</sup>	In houses

### Permission to leave Houses during weekday evenings

All boarding pupils are expected to be in their Houses for Roll at 1755 and then from 1855 during the week (unless they have received permission to attend a Cultural Hour Activity; they should report to the Tutor on duty on return). They may leave their House to visit other parts of the site during these times on the following basis, provided permission has been given by HMM or Tutor:

- They are attending a College organised activity (e.g. a lecture, music lesson, the Library etc);
- They personally sign in and out on the Gate List / QR code indicating where they will be, and personally sign in as soon as they return;
- They can visit another House, with the specific permission of their HMM and the HMM of the House that they are visiting;
- They do not ordinarily leave the campus unless they are accompanied by a member of staff (e.g. on a theatre trip, playing an evening match etc.);
- Any pupil returning to the House after 2200 must personally report to the HMM (or Deputy Boarding HMM if they are on duty) immediately on their return.

### Full Boarders Free Time on Saturday afternoon and Sunday

Full boarders must remain on site and attend all Roll Calls on Saturday afternoon and Sunday unless they have the prior permission of the HMM (or Deputy Boarding HMM if they are on duty) to be absent.

If they are likely to be out of their own House and elsewhere on site then they should sign the Gate List / QR code indicating their whereabouts, or text the HMM/Deputy Boarding HMM confirming their location. If visiting another House, pupils are required to sign in to and out of the House they are visiting, and seek the permission of that HMM if required (See GFP 7.2 j);

### Home Leave for Boarders

Boarders must seek written permission from the Second Master to return home during the week. In the cases where these home visits occur regularly, the Second Master will consider each on an individual basis. **Weekend leave requests for full boarders are dealt with by the HMM and clear records are kept.**

### Town Leave rules for Weekly and Full boarders

Pupils are able to request Town Leave (i.e. to visit the Upper High Street, High Street, Ashley Centre and Sainsbury's Kiln Lane environs) but are required to abide by the following rules:

#### Weekdays

- In exceptional circumstances senior pupils may be granted a town leave during the week (Mon-Fri) at the discretion of the HMM;
- Prior permission must be sought in person and be granted by the HMM or Matron;
- Pupils should be in school uniform;
- Town Leave is for a maximum period of 2 hours, and all pupils must be back on site by 6pm at the latest;
- The Gate List must be signed before departure and immediately on return by each pupil themselves;
- Pupils must travel on foot, by taxi or in the College minibus. Pupils are not permitted to travel in their own car or one driven by another pupil unless they have received the appropriate permission from their HMM as per the College's driving policy;
- Pupils must carry their own mobile phones at all times so that they are always contactable by the HMM.
- Only one town leave per week will usually be granted for any pupil.

#### Saturday afternoons and Sundays

- The rules for weekdays should be followed, but a pupil may request Town Leave for a period of longer than 2 hours. This may be granted, but is at the discretion of the HMM;
- M4s will only be given Town Leave if they are in a group of at least 3 pupils. U4s are permitted Town Leave in pairs, and those in the 5<sup>th</sup> Form and above are permitted to go into Epsom on their own.
- On Saturday evenings pupils may request permission to remain off site past 6pm; M4 and U4 pupils should not normally be off site later than 1900 and must be back in their House by 2130 at the latest and older pupils back on site by 2000 and must certainly be back in their House by 2200 at the latest.

### Leave to travel beyond Epsom on Saturday afternoon and Sunday

Senior Full Boarding pupils wishing to travel further than Epsom, for example to Kingston or London, may do so but are required to abide by the following rules:

- Prior permission has been sought in person and granted by the HMM. This permission should be sought at least 24 hours in advance;
- Parental permission has been emailed to the HMM in advance;
- Pupils must travel on foot, by train or by taxi but are not permitted to travel in their own car or one driven by another pupil unless they have received the appropriate permission from their HMM as per the College's driving policy.
- Pupils must carry their own mobile phones at all times so that they are contactable by the HMM.
- They must report back in person to the HMM immediately on their return.

**For all leave off site HMMs are expected to know the following:**

- Where the pupil is going? (restaurant or takeaway name and establish exact location; pubs, bars, clubs not allowed)
- What time is the pupil going to return?
- Does this comply with the respective curfew deadline?
- How is the pupil travelling to and from the destination?
- If they are visiting another pupil, then are the parents of this pupil aware of the visit?
- Is the pupil going alone, or with other pupils, and if so which other pupils?
- Do they have their mobile on them and do they have the HMM's number?
- Has the requisite permission been given by the parents or guardian?
- Where appropriate, are they aware of the necessary requirements for signing out/signing back in?

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<sup>1</sup> This is a personal check that fire doors are closed, lights are out, televisions and computers are switched off, outer doors are locked and any ground floor windows are closed. Again it is possible to delegate this responsibility to a House Prefect who can report back each evening, but the HMM (or Deputy Boarding HMM) is responsible for the final check.