

# *Kimbolton Boarding Handbook 2014 / 2015*



## *Introduction*

Welcome to boarding at Kimbolton School. The purpose of this handbook is to help any questions you may have before you join the House and to give you a good idea of how the House runs on a day-to-day basis. This is your handbook and therefore is very much aimed at the students who board. It can't cover everything so please feel free to ask your Housemaster/mistress or any of the House staff if you have any questions that are not covered within these pages (this would be a great help as we could then add it to the Handbook for future Boarders). CAS/JRKG

## *The Houses:*

### **Kimbolton House (the boy's house):**

Kimbolton House (or Kim house as it is fondly called) is half-way down the High St and is home to the boy boarders. Within these walls live the Kim House Tribe, as the boarders fondly call themselves! It is well placed on the High St, just opposite Olivers (the local shop) and Barclays bank is a short walk down away should you require any spending money.

### **Meet the staff:**

**The Garlands:** Mr Garland (JRKG) took over the House in September 2013 after running Gibbards (one of our senior day houses) for 5 years. He has been at the school for the last 9 years and has been involved in boarding since he arrived. His wife Mrs Garland teaches Biology at the Senior School and is Head of PSHE. They have two boys: Jack is 4 and Alfred (known to most as Alfie) has just turned 2.

**The Resident House Tutor:** Mr Bradshaw is a member of our IT Department and has been involved in Boarding for several years. He has been the Resident Tutor since January and has proved a very popular choice.

**Auxiliary Housemaster:** Mr Kerr-Dineen is in the PE Department. He is an Ingrams tutor and will be in charge of Friday night activities and as such is a good man to keep on the right side of!

**Resident Duty Staff:** Mr Ball (Director of Music), Mr Whitely (Geography), Mr B. Mills (Hockey/History). Mr A. Hamilton (History) Mr Whitlock (Chemistry). Mr Hodgson (Physics) **Domestic Staff:** Mandy Jenkinson (Matron), Heidi Cowie, Pauline Hewitt.

## White House:

White House is at the other end of the High St and is the girl boarders' residence. Opposite the church, Monday night's bell ringing practice isn't always well received when watching the telly but the Common Room window has a fantastic view for all the Saturday weddings.

**The Stokes:** Mrs Stokes has been Housemistress since 2005 and has been teaching Design and Technology since 2000. Mr Stokes is the Deputy Head at the Prep school and their two children Joseph, 10, and Aoife, 6, also attend the Prep.

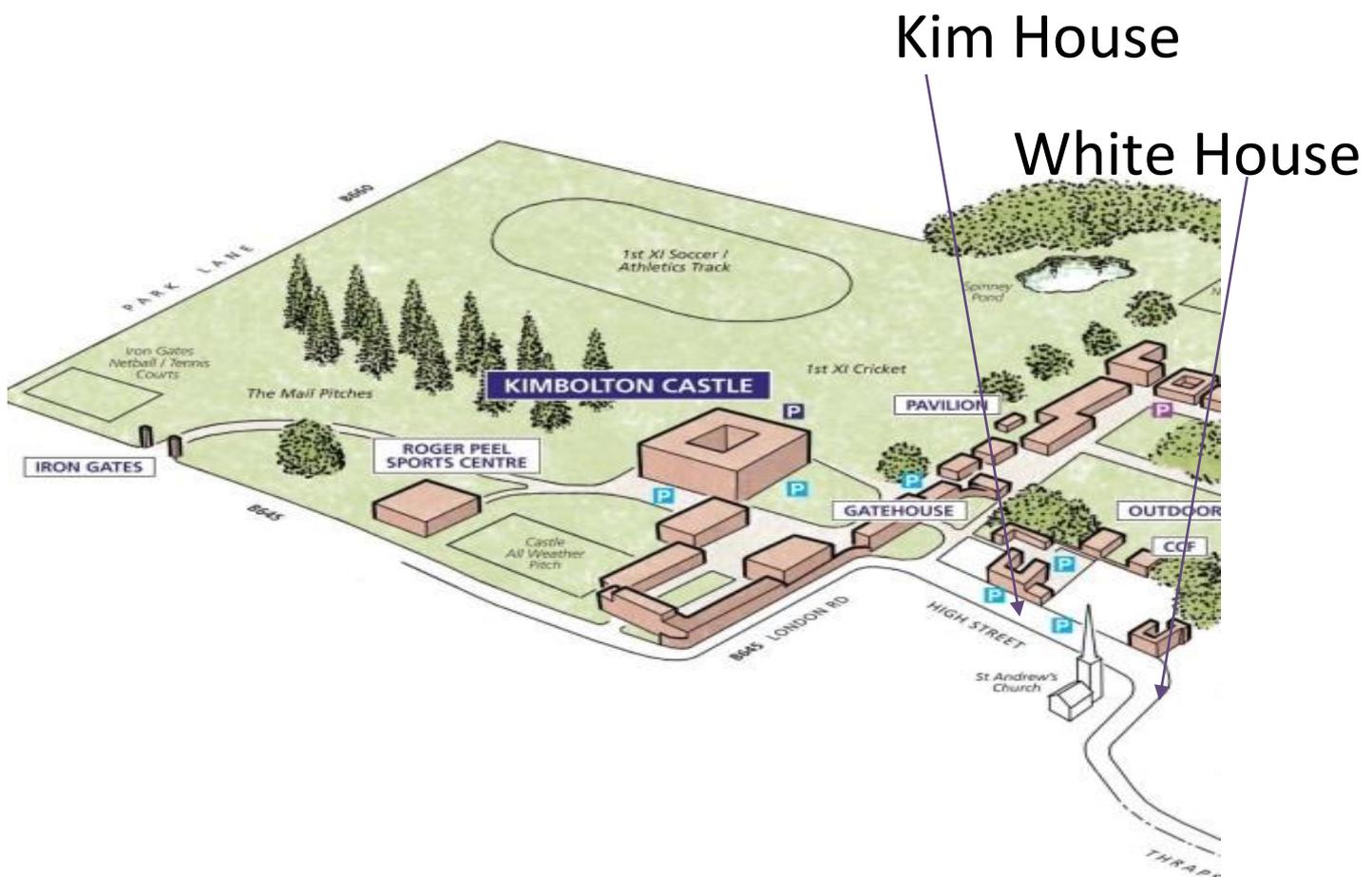
**Resident House Tutor:** Miss Kennedy is a member of the Geography Department and has been in the House for the past six years.

**Auxiliary Housemistress:** Miss Lloyd is a member of the PE department and has been involved with the house for 5 years. She has organised fun sessions, such as Tesco trips, spa visits and Rounder's practice (ready for the annual Rounder's match against the boys House).

**Resident Duty Staff:** Miss Canning (French), Miss Jeanpierre (French Assistant), and the Graduate teacher.

**Domestic staff:** Dee Whitehead (Matron)

## Orientation:



## Useful numbers and emails

Below is a list of how to contact those staff involved in boarding. It is suggested that you put your Hms' number into your phones, along with the duty phone number so that that it is easy for you to contact the relevant people in the case of an emergency.

Kim House – Duty Phone no 07783 071935			
<b>Housemaster</b>	Mr J Garland	01480 862253	jrkg@kimbolton.cambs.sch.uk
	Mrs H Garland		hfg@
<b>House Tutor</b>	Mr A Bradshaw	01480 862250	apb@
<b>Aux Housemaster</b>	Mr W. Kerr-Dineen		wkd@
<b>Matron</b>	Mandy	01480 862260	mj2@
<b>Duty staff</b>	Mr S Ball		scb@
<b>Duty staff</b>	Mr E Drysdale		ecd@
<b>Duty staff</b>	Mr S Whitlock		skw@
<b>Duty Staff</b>	Mr B Mills		bmm@
<b>Duty Staff</b>	Mr A Hamilton		ajh@
<b>Duty Staff</b>	Mr E Hodgson		eh@
<b>Pupils</b>		01480 860487 01480 861983	

White House Duty Phone no 07768 203195			
<b>Housemistress</b>	Mrs C Stokes	01480 862259	cas@kimbolton.cambs.sch.uk
	Mr O Stokes		
<b>House Tutor</b>	Ms C Kennedy	01480 862258	cak@
<b>Aux Housemistress</b>	Miss T Lloyd		tml@
<b>Matron</b>	Dee	01480 862258	dw2@
<b>Duty staff</b>	Miss C Jeanpierre		cj@
<b>Duty staff</b>	Miss L Ward		
<b>Duty staff</b>	Miss K Canning		kc@
<b>Duty staff</b>	Miss H Peachey		
<b>Gap Graduate</b>	Miss Bruce		
<b>Pupils</b>		01480 861375	

## *The day to day routine...*

Each of the Houses has a slightly different routine, for example White House operates a stay in policy on Mondays, but on the whole they are pretty similar.

### **Meals:**

It is expected that you go to all meals, including breakfast. Although, at present, there is no formal registration there is a head count and should you miss a meal, you will be asked for a reason.

Breakfast is at 8.00am (except on Sundays when it starts at 10.00am), lunch is part of the school day except on Saturdays when it is at 12.30pm and Sundays when there is a full roast dinner at 4.00pm.

**All meals must be attended in School uniform, except supper.**

### **During the School Day:**

Pupils are allowed back to the House during the day, but only Sixth Form boys may be on the High St and girls who are not in the Sixth Form are not allowed to shop on the High St during the school day.

Senior pupils are allowed to change for Games in the Boarding Houses, but this is a privilege. Boarders in other years must change with the rest of their year group.

Snacks are available at breaktime (10.45am during the week) and after school from Dee and Mandy (the House Matrons)

### **After the end of school:**

Boarders are not allowed to be on the main school site in their own clothes until 5.00pm during the week.

On some Mondays there is Chapel at 5.30pm and all boarders are to attend. If you are unable to go for whatever reason, you must see you Housemaster/mistress and excuse yourself.

There are after school clubs that you can get involved in between 4.30pm and 6.00pm. These are school activities and you will need to see the relevant member of staff if you wish to sign up.

At 6.00pm during the week there is supper.

**Prep:**

Prep starts at 7.00pm and ends at 8.30pm for the First – Third Forms and at 9.00pm for the other year groups. You are expected to be in your own rooms during prep, unless you have been instructed to work in a common area by your Housemaster/mistress or you are in the First-Third Form where prep is in the Work Room in White House and the Common Room in Kim House. Use of phones during Prep is not allowed.

After Prep, your time is your own until your relevant bed times.

First/Second Form – 9.15pm in rooms, 9.30pm lights out

Third Form – 9.30pm in rooms, 9.45pm lights out

Fourth Form – 10.00pm in rooms, 10.15pm lights out

Fifth Form – 10.15pm in rooms, 10.30pm lights out

Sixth Form – 10.45pm in rooms, 11.00pm lights out.

You are expected to stick to these timings – remember, there are lots of people all living under the same roof!

**Variations to this routine:**

On Fridays there will be no formal prep, unless otherwise told. Instead the plan is that there will be a series of activities organised and run for boarders by Miss Lloyd and Mr Gilbert.

Should any boarder wish/need to miss prep, for whatever reason, they must see their Housemaster/mistress.

**Signing out:**

All boarders must sign in and out of the House whenever they leave it, being specific about where they are going and using the systems in place.

**Laundry:**

All laundry both of school and home clothes is performed on a daily basis Monday – Friday within the House. Dirty laundry must be placed in the bins provided in each bathroom. A dry cleaning service is also available. All items of clothing and bed line should be clearly marked. Bed changing occurs once every two weeks on a Tuesday; clean linen will be placed on each bed. All pupils must change their own bed and dirty linen should be placed in the laundry bins.

**Common Rooms:**

Both Houses have Common Rooms with a variety of entertainment on offer. It is your responsibility to respect those rooms and the equipment within them.

**Bathrooms:**

Pupils are free to use these any time except during academic time/Prep unless there are extenuating circumstances. Hairdryers may be used in bedrooms.

**House Meetings:**

Both White House and Kim House have a House Meeting on a Monday night. This will be at 6.45pm in the Common Room. All must attend.

**Rules around the campus:**

The Duchess pond and the pond at the bottom of the 1st XI Cricket pitch are out of bounds to all boarders, unless attended by a member of staff.

The Sports Hall is not to be used after school unless permission has been asked for from a member of the PE staff.

When boarders are out of the Houses, they are not to go past the church unless they have sought permission.

If you are in the Third Form or below, you should go out in pairs

**Your Responsibilities:**

Make sure you read and understand the Fire Procedures and where your nearest exits are

Keep your room tidy

Do your weekly duties, if you have one!

Pupils should always be contactable- either through a mobile or landline

Pupils should read emails regularly for information about boarding matters

Make sure that if you bring electrical equipment, it needs to pass the pack test or else it will be removed and no kettles, electric blankets or fairy lights in rooms due to insurance requirements

No phone calls during prep time.

24 hours' notice and discussion with parents should take place if Pupils want to stay overnight at friends etc.

### **Other points to note...**

It is advised that valuables are insured

Pupils caught smoking or with drugs will be dealt with as per the school policy

Pupils should not get in cars without discussing with Houseparent

### **House specific Rules**

#### **White House**

- Monday night is stay in night, pupils should not leave the House after prep
- 1<sup>st</sup> -5<sup>th</sup> Formers are only allowed on high street during the school day to get to the Boarding House
- Only 4<sup>th</sup> Form students and above should have lap tops in their rooms

#### **Kim House**

- Dirty boots from games or CCF must not be worn in the House. Store your CCF kit in the Storeroom.
- 1<sup>st</sup> -5<sup>th</sup> formers are not allowed on the High Street during school day.
- After 7.00pm the front door will be bolted, therefore the rear door must be used.
- Pocket money can only be collected on Mondays and Thursdays 6.30-7.00pm.
- Budgens: 1<sup>st</sup>-4<sup>th</sup> Form are not allowed to Budgens until after 5pm. 1<sup>st</sup>-5<sup>th</sup> Form are not allowed to Budgens after 7.00pm. Sixth Form are allowed to go during opening hours, but not during school time except at lunchtime.

### **Security**

Please adhere to times and dates in the Boarders Calendar when organising transportation at the beginning and end of terms. The doors to the Boarding Houses are security coded. These codes must be memorised by the pupils and not given out in any circumstance.

Catches to restrain the opening windows have been fitted. No catches or restraints should be removed.

### **The role of the Heads of House:**

#### **Kim House:**

- Be a role model to others in the house.
- Be available to show visitors around the house.
- Produce Duty Rotas. Check boarders are available for duties. Any problems you need to re-arrange or do yourself.
- Act as a mentor when needed.
- Assist any member of staff on duty.
- Be responsible for the cleanliness of the Kitchen and Common Room
- Help organise Christmas House decorations and Carol singing
- Be present at end of year Garden Party.
- Listen to pupils' problems, making sure that lower years know they can speak to you.

#### **White House:**

##### Head of House

- Be a role model to others in the house. Follow by example. Don't do what you do not want others to do
- Be available to show visitors around the house.
- Check boarders are available for duties. Any problems you need to re-arrange or do yourself.
- Help new members of the house move in.
- Assist any member of staff on duty.
- Head sixth form committee and attend fortnightly meetings
- Assist Dee with Christmas house decorations
- Be present at end of year Garden Party.
- Help with end of term arrangements.
- Listen to pupils' problems, making sure that lower years know they can speak to you.
- Be aware who the Child Protection Officer CPO is and what their role is in school.
- Do a prep and clear up duty once a week.

##### Job Description for Sixth Form committee members.

- Attend fortnightly meetings.
- Listen to pupils' problems, making sure that lower years know they can speak to you.
- Be aware who the Child Protection Officer CPO is and what their role is in school.
- Do a prep and clear up duty once a week.
- Pass on any problems to a member of staff.

## *The What to do's....*

### **What to do before starting...**

- Read this handbook!
- Read and sign the ICT Policy – make sure all valuables are marked / labelled
- Read and sign the Health Centre information
- Label clothes
- Check through packing list below
- Check that parents have all contact numbers and Hms have correct contact detail including Guardians details
- Try a night of boarding like NK day.
- Over 13's are advised to open a bank account on the High street. For younger students money can be kept by Housemasters although there are specific times money can be collected.
- Go through the Boarders Calendar and check House opening and closing times at the start and end of term.
- Check the packing list.

## *What to do when you first arrive....*

When you first arrive in the House, and when you return from holidays, weekends away etc. you should check in with your Hm so that they know you are back in the House.

If it is the beginning of term, or your very first time in the House, here are some reminders of things you need to do:

**Come in and say hello!**

**Give your Mobile phone number to your Hm**

**Update you Hm on any new medical issues/medication etc.**

# *The What to do when packing/unpacking...*

**Check you have the following...**

## **UNIFORM ITEMS**

- Uniform trousers/skirt 2
- Uniform Blazer or jacket 1
- Shirts/blouses 4
- Socks (Black)/tights 6
- Underwear 6
- School sweater 2
- Tie 2( boys only)
- Coat or Anorak 1
- Black leather shoes 1
- PE Kit
- School bag and stationary

## **OTHER ITEMS**

- Fitted sheets 2
- Pillowcases 4
- Duvet 1
- Duvet covers 2
- Bath towels 2
- Hand Towels 2
- Trunk or suitcase
- Name Tapes

( Electric blankets or kettles are not permitted)

## **NON-UNIFORM ITEMS**

- Pyjamas/nightwear 2
- Dressing gown 1
- Slippers 1
- Casual clothes – a reasonable amount
- Mobile Phone

## **PERSONAL ITEMS**

- Hair brush and comb
- Face Cloths
- Toothpaste
- Toothbrush
- Soap and shampoo

It is worth making sure that you still have all these articles when you arrive, as this will give you some time to replace anything that has been lost.

Each article must be distinctly marked with initials and surname in full. (This includes keys, toiletry bag, toothbrush etc. as well as personal items such as watches and pens). Unnamed articles of lost property will be donated to charity.

## *The What to do if you want to go on a trip...*

There are a variety of trips on offer each weekend for Boarders and there are also lots of trips put on by the School for educational purposes.

### **School Trips:**

When going on a school trip, your consent form will automatically be sent home and to your Housemaster/mistress, so the process is quite simple. You do need to think about meal times though, as if you miss a meal at school and there is not a pack-up provided on the trip you will need to tell your Housemaster/mistress that you require a pack-up and they will help you sort this out.

### **Boarders Trips:**

For Boarders Trips, the onus is on you to sign up.

- You will be emailed By Mrs Garland (HFG) about upcoming trips and given a deadline to sign up by. (It is important that you stick to these deadlines as tickets need to be bought, especially for the more popular trips, and transportation arranged.)
- An email will be sent with the details you need to know (e.g. leaving time etc.) nearer the day of the trip.
- You must make sure that you are aware of these details.
- Once you have signed up, you are committed and if you decide not to go, you will still be charged the relevant amount and this will go on your bill at the end of term.

## *The What to do on a Boarders Leave weekend....*

Each term there are weekends that are Boarders Leave weekends. On these weekends the Boarding Houses close after school matches on the Saturday and do not re-open until 6.00pm on Sunday. If the Boarders Leave weekend is a Bank Holiday, then the Houses do not re-open until 6.00pm on the Monday. You need to make sure that you identify when these weekends are and that you have made suitable arrangements. If your parents are overseas, then you should stay with your Guardian. Whatever arrangements you do make, you must tell your Housemaster/mistress what you intend doing.

## *The What to do if you want to visit a friend....*

Sometimes it is nice to get out and go to a friend's house. This is fine, but you must make sure that you have talked to your Housemaster/mistress about your plans and 24hrs notice is needed – this will allow your Hm to contact your parents and the parents of the friend you are intending visiting. You must also make sure that you tell your Housemaster/mistress the address and a contact number for an adult at the house you will be visiting.

## *What to do if you want a guest over...*

Again, this is fine, but there can only be one guest per boarder. You must make the member of staff on duty aware of the fact that you have a guest and who it is. You are responsible for that guest and should make sure that they sign in and out. No pupils that are not part of the House are allowed in boarders rooms, so communal areas must be used.

## *What to do if you need a taxi....*

All Taxis should be booked through School Office. You should then inform your Hm of your time of departure.

## *What to do if you are having issues or concerns....*

1. You can see your form tutor or your Housemaster / mistress. If it's about school then they will normally discuss it between them how best to support you. If your parents are concerned then they can also contact both, although may be easier for consistency if they contact the Boarding Staff.
2. If you feel that you cannot talk to them, then you can speak to the Child Protection Officer (Mrs Stokes), the School Nursing Team, the School Counsellor or to the Independent Listener. All of these contact details can be found on the notice board.
3. If this doesn't help, you can always phone Childline.

## *What to do if you are ill*

During the academic day if a pupil is hurt or unwell they should report to the School Health Centre. This is open Monday – Saturday 8.30 am – 4.30 pm. During the evenings and at weekends if a pupil is unwell they must go to the member of staff on duty. Pupils can contact the member of staff on duty by either ringing the doorbell or texting / ringing the duty phone

If a boarder is off school due to illness, the Health Centre may deem it appropriate to return to the boarding house. Any boarder off school due to illness will remain in the boarding house that day and evening (no activities or external social time will ensue).

Pupils 16 and above should fill in a self medication form at the beginning of the year.

All pupils will have a form to fill in at the beginning of the term with medical updates. This should be filled in and returned to the HC.

All medication should be locked either in pupil's personal safe or in the medicine cabinet in the duty room.

New pupils will have appointment with the HC to go over any issues or concerns and just to introduce themselves

It is suggested that pupils register with Kimbolton surgery as this can save a lot of time in an emergency and mean that House matrons can take them to check appointments, such as asthma clinics without missing a lot of lessons.

Please ensure that you have your NHS card with you.

### Dentist

It is suggested that you book appointments during the holidays. However if this is not possible House matrons may be able to take pupils but sometimes Taxi's will need to be order and this will go on the end of term bill.



# The ICT Rules and Regs!

## ICT Policy:

An ICT policy is sent out at the start of the year and should be signed and returned. A summary of the document is below. This has been written to protect pupils and the school system.

A boarder should not -

- Divulge their password to another user.
- Spend an excessive amount of time on the computer.
- Install any applications, remove or re-configure any pre-installed software on a school computer.
- Create any wireless network
- Store or play any games on the school network
- Download any videos, games or programmes
- Maliciously use the school's network to develop programs that harass other users.
- Infiltrate the school's computerised administration system.
- Damage Kimbolton School's hardware or software
- Open any file or attachment to an e-mail which is suspicious, unexpected or of an unknown nature.
- Use "chat" facilities unless they have signed the boarder MSN / Skype / Facebook application form.
- If Boarders have Skype activated in their room ( 4<sup>th</sup>yr. and above only) then they must inform staff or other boarders when they enter the room.
- Under any circumstances view, upload/download any material of a violent, dangerous, racist, or sexual nature.
- Use the school's internet access to participate in inappropriate or objectionable discussions or news groups.
- Participate in cyber-bullying which includes hate mail, harassment, discriminatory remarks and other antisocial communications on the network or via social networking sites.
- Use the network to participate in any illegal activity.
- We suggest that lap tops are for 4<sup>th</sup> Form and above.



## *Other useful information!*

### **Weekly**

During the week there are plenty of opportunities to get involved in a whole host of activities. There are numerous clubs that are run in school between 4.30pm and 6.00pm and if you have a special interest, make this aware to your Hm and they will see if it is, or can be accommodated. The key thing is to get involved! On weekends, there are also plenty of opportunities to represent the School sport's teams, as well as numerous trips out.

There are also plenty of 'boarding' activities organised, both within the individual Houses and communally.

There are, of course, other things that you are expected to do on a weekly or daily basis...

A few simple tasks are required of the pupils to ensure the smooth running of the house. Rotas are made out by the Head of House or Houseparent and they include most house members.

Some Mondays Boarders are expected to attend a chapel service in the School. These are calendared. Pupils are expected to attend other boarding events such as Boarders Garden Party and these are all in the Boarders Calendar.

The Swimming Pool is open on Wednesday night for boarders and the Gym for senior pupils on Tuesdays and Fridays

4th year students and above are allowed to take the local bus to Bedford for shopping trips on a Saturday afternoon provided they have discussed the matter with their Houseparent's.

Pocket money will only be available at times specified by your Hm

### **Annual events**

Room allocation is done with age requirement and boarding numbers and are published in last week of June.

Please look at the Boarders Calendar for a list of events.



## Messages from those in the know...

So, after all that information, what could be left? Well, we thought it would be good for you to hear from some boarders themselves so on the next couple of pages some of our past and present boarders impart some of their own experiences and wisdom.

### **Average boarders day – written by a girl boarder.**

7:30 Wake up, although many of the girls are awake already straightening their hair. I tend to leave it to the last minute and wait for that knock on the door from the younger pupil on duty.

8:00 Breakfast in school. This meal is the best meal of the day. You can have a fry up, crumpets and jam, healthy muesli and yogurt or all three. Pick up my snack for break from Dee our house matron and then off to school.

8:40 Normal lessons

1:10 Its lunch time, however boarders have the privilege of going on the high street during lunch or going back to the boarding house. I forgot my games kit this morning so I am going to go and get it before lunch. 6<sup>th</sup> formers can come back to the house during the day but only if they have a personal study period. Supervised personal studies have to be done in school just like day pupils.

2:10 Normal lessons

4:20 End of school, I go back to the house and thank the cleaners as I was well aware I left my room in a mess this morning. There is a snack waiting for me, today its doughnuts but it can vary from fruit to crisps to homemade cakes. I have just enough time to change before I go back to school for choir practice. I have things on most days after school as I ride for the school equestrian team, play three instruments and am in the school choir and orchestra. This term is also the school play and they practice 3 times a week so I am sure I will get involved in some way.

5:30 Choir practice has finished and now I have 30 minutes to relax, hang out in the common room and check my emails in the prep room. This is when you can find out how everyone day has gone.

6:00 Tea with the boys back at school. We mix with the boys house every meal time and with some activities, which is great as my brother there, however I do not want to see him too much, it's nice just to nod to him at tea and check that he is okay.

6:30 The whole house rushes back for TV. Complete silence in the common room.

7 till 9 Prep in my room. We have internet access in our rooms with is great as I can use the intranet to help with my homework's. The younger years have to do prep in a communal common room which has computers, scanner and printer.

9:00 Free time now till bed, this is when I can relax, which I like to do by playing Guitar Hero on the play station. I am preparing for the inter-House competition.

10:00 In my room, getting ready for bed and school the next day. I am a fourth year so my lights out is at 10:15pm. I normally have a shower now although you can have a shower at any time.

## Average boarders weekend written by James, a boy boarder

### **Saturday**

7:30 Wake up and get changed into my kit.

8:00 Breakfast as normal although we get a few extra day pupils who are having a healthy breakfast before the fixtures. Start time is different most weeks so this is very flexible.

8:30 My match isn't until 10:30am so I head to the Library to print of some of my preps. I also want to print of a few colour posters for my room.

10:15 Warm up for my match.

12:30 We won the match ( of course), and we go to Sports lunch as a team. I then had back to the boarding house for a shower.

1:30 I now have time to myself, I tend to have a kick about with whoever is in the house or if it's really bad weather I may challenge someone to a game on the PlayStation.

6:00 Tea in dining hall.

7:00 My mum is popping over to drop of some things I wanted her to get like new shin pads . She can't stay for long but it's nice just to see her.

8:00 My friend, who is a day student is flexi boarding tonight and we have a pool competition planned.

10:15 I am a 3<sup>rd</sup> year and the evening times for bed are half an hour later than week days.

### **Sunday**

10:00 I finally drag myself out of bed for Breakfast. Breakfast are excellent but even better on Sunday mornings. You can go to breakfast any time from 10am till 11am but if you like Pain du chocolates you have to get there quick.

10:30 Free time, there is normally an activity run for boarders. Today we are bowling and then heading off to Tesco's. I could do with some coco pops.

4:00 We are back from bowling in time for Tea in dining hall. This is normally a roast dinner.

5:00 I have typically left my homework till the last moment, so I finally get down to packing my bag and making sure that all work is done.

## **Tips for your first few weeks.**

### **Things to bring with you:**

- Stock up on all food (especially 2 minute noodles)
- Label any food that you bring with you.
- Stock up on toiletries
- Bring pocket money for excursions and discos
- Bring your own fitted sheets and towels
- Bring photos, decorations etc. for your room-make it homey
- Make it feel like home

### **How you should get involved:**

- Don't be afraid to meet new people. e.g. go to common room and socialise with older and younger years, Don't be shy...
- Get involved in everything and this will help you get out of the house
- Don't feel afraid to ask for help or tell someone if you are worried about something.
- Be open minded
- be sensitive
- mix with all age groups
- be yourself

### **Day to day tips:**

- Keep your room clean
- Keep valuables locked up in your safe
- label your clothes and give your special and delicate clothes to the house matron separately so they don't shrink or get ruined.
- Don't make a big fuss if your clothes get mixed with your roommate if you share a room.
- Keep your things in your space, don't assume they are stolen.
- Keep in touch with your family

