KING WILLIAM'S COLLEGE

# King William's College

# Bounds for Students

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The following paragraph is taken from the College rules and applies to all student members of the College.

**BOUNDS**

1. Pupils may not leave the bounds of the College during the school day without the permission of their Year Head, Tutor or Boarding HM and must sign out and in again in the designated area.
2. Classrooms without a member of staff present and any other room other than the public rooms of the pupil's own Form Centre and the School are out of bounds.
3. Pupils are not to visit the kitchens, maintenance staff blocks, Junior House or the Pavilions unless directed to by a member of the teaching staff.
4. The following areas may be used for recreational purposes during break times, weather permitting: front Chapel, tennis courts, field area opposite the Bursary and the grass area outside Fourth Form Centre.
5. Day pupils wishing to visit the boarding houses must be accompanied by a boarding pupil and have permission from the boarding house duty tutor.
6. Pupils, not part of an expedition or trip, are not allowed to visit participants on such expeditions or trips at any time without permission from the teacher in charge. This includes campsites, whether in or out of School.

**Monitoring of the bounds rules**

1. Accounting for the whereabouts of students.
    a. Formal registers are taken twice per day in accordance with the school attendance and registration procedures. Absence is followed up by the School Receptionist until all students are accounted for. The "Missing Student Procedure" will be activated if required.
    b. Boarding roll calls are completed at breakfast, after school, House Prayers and at the end of the evening (lock up). Missing students are accounted via the "Missing Student Procedure" – copies of which can be found on the KWC website and displayed in boarding houses.
    c. Attendance at lessons is noted by the subject teachers – absences are followed up via email to the KWC Teaching group. If absences are not accounted for, then the "Missing Student Procedure" will be activated.
    d. Students who leave the school site with permission are expected to sign out with the school receptionist.
    e. Signing out procedures in the boarding houses are used for times outside the school day.
2. Access to classrooms and other rooms
    a. Laboratories, Prep Rooms and Workshops are kept locked when the teacher is not present.
    b. Cleaning cupboards are always locked unless they are in use at the time.
    c. All classrooms are locked at the end of the school day by the School Duty Porter. The Sixth Form Centre is available in an evening and a member of staff is present in the library to maintain a supervisory presence.
3. Access to kitchens etc…
    a. Access to kitchen is monitored by kitchen staff and CCTV. Kitchen are locked when staff are not present.
    b. Maintenance areas are locked when not in use by maintenance personnel.
    c. Junior House is locked and currently out of bounds.
    d. Pavilions are kept locked unless they are in use.

4. Use of recreational areas
    a. The communication of what is considered to be an acceptable recreational area is delivered via the Year Centres and the boarding house staff.
    b. Fields and buildings may be placed out of bounds in unsuitable weather conditions (e.g. to protect the grass or to avoid dangerous situations). This is communicated via the Year Group Centres, tutors, boarding staff and to the students' school email accounts.
5. The boarding houses have clear procedures for visitors.
6. Expeditions and trips are supervised in accordance with the Educational Visits Policy (Health and Safety on Educational Visits).

**Allocation of bounds**

Senior Leadership and Senior Boarding Staff may make amendments to bounds with notice or consultation for reasons of Health and Safety or Safeguarding. Alterations will be communicated via email, social media boarding groups and in House Prayers.