

## School Staff Supervision of Chorister Routines 2023 - 2024

The supervision of the Choristers in the College is the responsibility of the School which works closely with the College and, in particular, the College Director of Music. There will always be two members of School staff in attendance when the Choristers are in the College.

**All routines detailed below follow exactly the same routine unless stated in the Chorister calendar.** If a child is unable to attend a service due to illness, this must be communicated to the College Director of Music via their mobile phone by 4.15pm at the latest. In some cases, discussion of whether a child should attend the service is desirable.

### **Weekends**

#### **Saturday 4.15pm**

Leave outs end and Choristers return to School to change back into their School uniform and to eat afternoon tea. Choristers should be called to leave for Chapel at **4.40pm** and a head count is undertaken in the corridor before departing to the vestibule to put on their Choir clothing. One member of staff should go and collect any Choristers who have failed to arrive. The other member of staff should lead the group of Choristers to the vestibule and do a head count once the Choristers are in lines outside the vestibule.

#### **Sunday**

Choristers must change into their School clothes ready for breakfast at **8.15am**. A head count is undertaken in the corridor before leaving the house and the second member of staff should go and collect any Choristers who have failed to arrive. They leave the vestibule at **8.55am**.

#### **Sunday 4pm**

Leave outs end and Choristers return to School to change back into their School uniform and to eat afternoon tea. Choristers should be called to leave for Chapel at **4.25pm** and a head count is undertaken in the corridor before departing to the vestibule to put on their Choir clothing. One member of staff should go and collect any Choristers who have failed to arrive. The other member of staff should lead the group of Choristers to the vestibule and do a head count once the Choristers are in lines outside the vestibule.

### **Weekdays**

#### **4:25- 4:55 pm**

Supervised Chorister Prep in an available classroom at Senior House.

#### **C. 4:40 pm**

##### **Early Rehearsal**

- Occasionally, The College Director of Music may wish to rehearse with a small group of Choristers before the main rehearsal commences at 5.15pm. The Choristers will journey together either on foot or in a taxi with a member of School staff. The taxi needs to be booked by Boarding House staff in advance. The School requests that the early rehearsal takes place at approx. 4.40pm. This is to allow a sufficient amount of time for the member of School staff to return to School in the taxi in readiness for taking the rest of the Choristers over at 4.55pm. The member of School staff should check that the Choristers are inside the Chapel and with the College Director of Music before returning to school in the taxi.

**4:50 pm**

**Choristers gather in the vestibule and leave for College at 4.55pm  
(8.45am and 4.25pm on a Sunday morning and evening, respectively)**

- Member of School staff to have collected the Chapel Bag containing College keys and swipe card, any medical items etc. beforehand. (Please check with the Boarding House staff about any children with allergies or illnesses that you should be informed about, prior to leaving for College).
- Don blazers, squares & cloaks (gowns in summer). If the weather is very hot, Choristers may be asked not to wear their blazers, at the discretion of the member of staff on duty.
- The Choristers should line up in designated pairs, with the Probationers preferably in the middle; they walk to and from Chapel in these lines as required.  
Choristers should be as smart as possible from the moment that they congregate in the vestibule for the start of the Chapel Run, until the moment that they return to School. They are very much in the public eye and, as such, it is important that they appear smart.  
Smart includes: hair combed/tied up, ties tight to the collar, shirts tucked in, correct clothing worn, shoes clean and polished.  
The School staff taking the Choristers to Chapel are responsible for ensuring that they are smart.
- The School staff in charge will take a hair brush in the Chapel Bag. This Bag will also contain: a spare tie, shoe polish, hair ties and spare shoe laces.
- Quiet and calm should be observed in the School vestibule.
- The Choristers may take a book over to the Chapel on Sundays, but there should be no need for any other personal items to go over to Chapel with them at any time. The School provides DVD's, cards and games, which are stored in the Song School, for them to use.
- If necessary, 'Numbering Off' is a useful quick check that all are present and correct. Choristers are allocated numbers in surname order.

**4.55 pm**

**Depart for College**

**By Foot:**

- The Choristers should remain in their lines at all times.
- The route taken is across the games fields, cross over the pedestrian crossing on Queens Rd, through the gates of College and down to kitchen bridge (Bridge of Sighs may also be used if required).
- The children are allowed to talk whilst walking to College.
- When crossing roads, always use the pedestrian crossings and situate yourself on the pedestrian crossing until all of them have crossed the road [There is no pedestrian crossing on Clarkson road, but the same procedure should be followed].
- When the line of Choristers and Probationers or 'crocodile line' encounters someone on the path across the fields, the Choristers should step off the path to give way.
- At Kitchen Bridge the procession should stop and the member of staff ensure that they are all still dressed properly and from that point, until they reach the Chapel, they should talk quietly. The member of staff should remind them of this prior to proceeding from the bridge.
- Choristers are representing the College and the School and are very much in the public eye whilst travelling to and from College. Please ensure that they behave in an appropriate manner. The Choristers are quite a famous tourist attraction and tourists will often want to take photographs of them. This should not happen and the accompanying member of staff should ask members of the public not to take photographs, in a friendly and non-confrontational way.

**By Minibus/Taxi (i.e. during inclement weather):**

- If there are more than 16 Choristers and Probationers, a taxi will have to be used in addition to the minibus. The older Choristers will journey together in a taxi with a member of School staff. This needs to be booked by Boarding House staff in advance. If the car park is full, the member of staff will inform the Porters to request that they open the main gate on St John's Street next to the Song School. Sometimes, any excess members of the Choir who are unable to journey in the minibus may need to be walked to Chapel (normally the youngest).
- Bring the minibus to Senior House.
- Ensure that all of the children have their seat belts fastened before leaving.
- Drive to town via Bridge Street and Magdalene Bridge.
- Turn into the College car park on Bridge Street which is opposite the Mitre Pub, and use the swipe card to open the door and enter the courtyard.

- From this point until they enter the Song School, the Choristers should be in lines and talk quietly.

#### **5.15pm Rehearsal in Chapel**

- When Probationers attend Chapel, the duty staff member will sit with Probationers when they are not involved in the rehearsal and, if possible, will help Probationers to follow the music.
- At the end of the rehearsal, which is usually at 6.15pm but which can be earlier, they should prepare and organise their own music, under the supervision of the College Director of Music, before they are formally dismissed. Pencils should be handed in to a pencil monitor who will have a pencil case. All Choristers (unless they have duties in Chapel) should gather in the Vestry before walking together with the member(s) of staff to the Song School.

#### **6.10 – 6.25 pm Song School following rehearsal in Chapel**

- The College Director of Music should be consulted if anyone feels unwell between rehearsal and service and a decision about their participation in the service should be made, with priority always being given to the child's health and welfare.
- Use the swipe card to enter the Song School.
- Supervise them in the Song School after the rehearsal and in preparation for the service. They should dress themselves smartly and should go to the loo, if necessary, during this time. On arrival they should go upstairs to the cloakroom and put on their surplice, change into their concert shoes if required.
- Once they are ready they should be calm and talk quietly in the Song School until around 6:23pm.
- At around 6.23pm they should line up at the bottom of the stairs before quietly walking in an orderly fashion to the Ante-Chapel. They should be silent when passing through the Porters Lodge.
- The member of staff is responsible for good behaviour (e.g. preventing them from playing with the candles in the Ante Chapel) and for getting the children into a tidy line prior to the vestry prayer. The member of staff remains responsible for behaviour in the Ante Chapel until the procession moves into the Chapel itself. Gents should also observe silence and set an example to them while waiting in the Ante Chapel – the member of staff on duty should report any concerns in this respect.
- The member of staff should walk around the outside of the Chapel, through the Vestry door and into the seat reserved for staff by the Vestry door. When the Probationers are present, a member of staff will sit in the front stall with the Probationers.
- **On a Sunday evening, the rehearsal will finish early at 5.50pm. There is time for the Choristers to play a game, to chat, or watch a DVD in the Song School. A snack of fruit is supplied by the College and must be collected from the Chapel Clerk during the rehearsal before 5.50pm.**

**[Shoes:** All Choristers have a pair of numbered concert shoes. Concert shoes should be checked regularly by staff to make sure they are clean and polished and that the laces have not been removed/damaged. Concert shoes should remain in College at all times. When they are needed for external engagements, the School staff agrees the best form of transportation with the College.]

#### **6.30 pm Service begins**

When they enter the Ante-Chapel and until they leave the Ante-Chapel at the end of the service, there should be no talking. When not singing, they should sit as 'peacefully' as possible. During the service, staff should be ready, if needed, to attend to any who are poorly or who otherwise need attention. School staff sit in reserved seats nearest the entrance to the Vestry.

#### **After the Service**

- One member of staff should leave the Chapel just before the end of the service to arrive inside the Ante Chapel to wait for them. They should walk together, with the member of staff, to the Song School in an orderly manner.
- Supervise them in the Song School changing back into blazers, cloaks, squares and School shoes, and hanging up cassocks and surplices on hangers.
- One member of staff should remain in the Chapel/vestry with the Probationers and release them once all of the Choristers are on route back to the Song School. They should then wait for those doing the copies and walk them to the Song School ready to commence deregistering.
- If parents of a child are outside the Song School and wish to walk back with their child, they must have the permission of the member of staff to do so.

- A child should not be allowed to return to School with another child's parent(s) without prior permission from their parent(s) having been communicated to the member of staff.
- Any remaining Choristers should be organised back into their lines, gather them all together outside the Song School and then travel back to School either walking or by minibus.
- There may be other relatives who have attended the service and who wish to take a child back to School with them. If you know the relative, then this is fine. Otherwise, this must have been arranged with School in advance by the child's parents.

#### **Medical Issues**

- Should a child become ill whilst at College, a member of School staff should stay with the child. The Chapel Clerk is First Aid qualified and may be summoned in the case of an emergency.
- All School staff will have received basic First Aid training.
- Should the illness require the child to be returned to Whitfield House, the child may either be collected by a member of the Boarding House staff or they will be taken back by a duty member of staff. If this is the case, once the child is in the care of a member of the Boarding House staff, the member of staff should return to Chapel to supervise the remainder of the service. If this is not possible, then the School staff will ask the Chapel Clerk to assist with the supervision duties.
- Should a child require hospital treatment then a supervising member of School staff should accompany the child to hospital.

#### **Chorister duties in College**

Choristers are allocated the following duties in College:

One mail; two copies; one pencil job person

These jobs are enjoyed by the Choristers and viewed as privileges. The duties should be allocated by the Director of Music at the start of the singing year

One person lights the candles

Chorister medals will be shared amongst the older Choristers throughout the year (a rota can be devised)

**It is imperative that no Chorister should ever be alone whilst in Chapel or when walking between the Song School and the Chapel. The routines for the duties below must be followed by Choristers at all times. School staff will brief all Choristers who have duties at the start of each term and remind them of the routines detailed below.**

#### **Duties before the rehearsal**

Once the Choristers have their cassocks on in the Song School, the small group of Choristers who have jobs may go across to the Chapel **together sensibly**: two people doing copies lay out music, one person lights the candles, and the pencil person ensures that pencils are laid out ready. These Choristers remain together in the stalls until the other Choristers arrive. One member of School staff should accompany them to the Chapel.

#### **At the end of the Rehearsal**

The two-copy people collect any copies not being used during the service

The pencil person collects pencils in a pencil case after the rehearsal.

They must return once all duties have been completed. One member of School staff should remain with them in the Chapel until the duties have been completed.

#### **Before the Service**

Approximately 5 minutes prior to the service, the person collecting the medals should collect them from the Chapel Clerk in the Chapel. Afterwards, they should go and wait in the Ante-Chapel with the rest of the Choir.

#### **After the Service**

Three Choristers remain in the Chapel - One person returns the medals to the Chapel Clerk and the same person extinguishes the candles in Sanctuary, and the two people doing copies sort out the music in the stalls. One member of School staff should remain with them in the Chapel until all the duties have been completed. Internal Mail addressed for the School is collected by a designated Chorister when passing the Porters' lodge.