



Welcome to
BOARDING
at
Glebe House School



Hello,

This booklet should give you much of the information you need to know, but if you are unsure just ask an adult or one of the senior pupils.

On or before the first day you board you will be taken around the boarding accommodation by the Houseparent and a senior boarder. You will see:

- The toilet and washing facilities
- The dormitories, where you can choose a free bed
- Where you keep your belongings, hang towels, dressing gowns etc
- Where you can stick pictures and posters
- The bell that calls the Houseparent in the night after lights out
- If you are a weekly boarder you will be shown the laundry rota and this will be explained to you as will the duty rota for all pupils

Finally, your Houseparent will sit down with you and chat through the handbook and answer any questions.

Why do we offer boarding and what do we hope you will get out of it ?

In boarding we aim to provide you with an environment in which you can flourish, develop and fulfil your potential whilst staying away from home.

The health, safety and well-being of all of our children are of paramount importance to all the adults who work in the school. All of you have the right to protection, regardless of age, gender, race, culture or disability, ensuring a secure and stable environment exists. You have a right to be safe in school and the school follows a specific child protection policy.

We are committed to creating and maintaining an environment that discourages bullying and deal constructively with any instances that may occur following the whole school anti-bullying policy

We aim to promote an open and trusting ethos ensuring each child's right to privacy, dignity, independence and individuality. Each child is treated fairly and we aim to encourage children to learn to exercise a degree of freedom in a responsible way which develops behaviour traits of courtesy, honesty, care, co-operation and building positive relationships between each other.

We follow the whole school behaviour and discipline policy, which is designed to support the way in which all members of the school live and work together.

- We cannot and do not attempt to replace the child's parents and care is taken not to make statements to a child that are value judgements on his / her home or parental situation. Parents are made to feel part of the boarding process and not to feel excluded. We are committed to ensuring that the children have the opportunity to achieve the highest standards and we all build positive relationships with parents. However, the school has procedures in place in case there are any complaints following a specific complaint policy.
- We respect the privacy of children in the bathrooms and dormitories. All staff exercise sensitivity if pupils are in a state of undress and quietly administer their duties.

• Children, like adults, need to express their fears and emotions. The resident staff are the shoulders to cry on, the listening ears and, at times, the wall to bang the head upon. We expect and maintain high standards of politeness and awareness of others but we are also aware of the tensions in a closed community and treat the occasional outburst in this light.

Who's who in boarding ?

Mr Turner is the Boys' Housemaster and Mrs Fraulo is the Girls' Housemistress, but you will also see Mrs Turner, the Gappers and the duty member of staff during evening activities and the Gappers are often in the Girls' Common Room afterwards.

Where is my boarding House ?

The girls' boarding accommodation is situated at the top of the main school building, directly above the Headmaster's living quarters, and is known as the 'Eyrie'. Mrs Fraulo is responsible for girls' boarding and spends the evenings with the girls until they are all settled in bed. At night she is always available if needed and there is a door bell on the girls' floor that rings directly down to her room below. There are also two female Gap students accommodated in the 'Eyrie' who, whilst not directly responsible for the girls in boarding, are on hand for conversation and story reading in the evenings or for emergencies during the night.

The boys' boarding is situated in Lady Margaret Cottage which adjoins the Pre-Prep building. The boys' Housemaster and his wife live in the staff accommodation which is attached to the boarding house and are available for the children throughout the evening and night. The Headmaster and his wife are very close by and can be called upon by the boys' Housemaster in an emergency.

A BOARDER'S DAILY ROUTINE

7.00 a.m. WAKE UP TIME

The houseparent wakes you up and helps you to get ready for the day ahead. You get washed and dressed into school uniform. This is a good time to get music practice done before going to breakfast.

7.50a.m. BREAKFAST

Cereals, toast, tea and cooked breakfast all get you going for a full day ahead.

8.20a.m OFF TO SCHOOL

A quick visit back to the boarding house to brush teeth, then off to registration with your tutor.

DURING THE DAY.

During the day you should not go back upstairs to the dormitories unless it is absolutely necessary. Even then you must get permission from your Houseparent.

4.10pm LESSONS OR GAMES FINISH – ACTIVITIES BEGIN.

At 4.10pm when games or lessons finish, you do your activities.

5.30pm TEA

Cooked tea, followed by prep.

6.00-6.30pm SUPERVISED FREE-TIME

After prep finishes which will depend on age (Divisions III-VI - 6pm; Divisions VII & VIII 6.30pm) you have free time before bed. During this time there are set activities such as Sports Hall, ICT or Art room or boarders can use the Library, the music rooms to practise. Some people like to use their skateboards or rollerblades. In the summer swimming, tennis or just playing under supervision in the woods or fields is available with the longer evenings.

It's your free time so let the staff know what you want to do ! (within reason!)

At 7.00pm Divisions III-V to go to the boarding house, Division VI-VIII go in at 7.30pm (half an hour later in both cases in the Summer term).

Once in the boarding house it's time for a shower, change into pyjamas and dressing gown and meet up in the common room. This is freetime until bedtime where you can have tuck or a hot snack from the kitchen and can play games or just relax and watch some television.



BEDTIMES

Division III-IV – 8.30pm, Division V-VI – 9 pm, Division VII-VIII – 9.30pm

You can read quietly in bed for 15 minutes before lights out. (There may be flexibility in these timings at the discretion of the Houseparents according to the combination of age groups in any one room.)

A-Z OF BOARDING

Bed-changing – Bed linen for boarders staying more than two nights a week is changed on a fixed night each week in each boarding house. Duvet covers are changed one week and bottom sheets the next. Pillow cases are changed every week.

Boarding boxes – Each boarding house has a ‘boarding box’ which is collected from the school office as the juniors go to their boarding houses. This contains the boarding register, boarders’ medical records and any relevant medication, any mail for the boarders, team sheets for the following day and any relevant messages for the Houseparents. Boarders may, as one of their duties, be asked to transport the box between the office and the boarding house, but should not be allowed to open it.

Boarding House duties – All boarders have duties to do either in the evening or in the morning in the boarding house.

Boarders’ Register – The register is filled in each evening as the boarders arrive in the boarding house. It is then kept by the Houseparents until the morning when it is returned in the Boarding Box to the School office.

Clean laundry – Clean laundry is collected from the laundry room at the end of each day and taken to the boarding houses where it is returned to its owners.

Common room – Each boarding house has a common room for the use of the pupils. These are stocked with games, jigsaw puzzles, packs of cards etc. and the pupils may also bring in their own suitable forms of entertainment. It is the pupils’ responsibility to ensure that the Common room is left clean and tidy at the end of the evening with all games put away and no litter or dirty dishes lying around.

Dirty laundry – Personal laundry is done for all full boarders. In Lady Margaret Cottage there is a basket for dirty laundry in each dormitory which is taken to the laundry room before breakfast each day. The girls in the Eyrie have one central basket for their dirty laundry which is also taken down daily.

Electronic equipment – MP3 players, tablets and hand-held games are all permitted in the common rooms but not in dormitories. They must be handed to the houseparent every evening before bedtime.

Fire doors – All fire doors in both boarding houses are shut at lights out time. Pupils are made aware of where the fire doors are and familiarised with all means of exit.

Fire Drill – Both boarding houses have a non-daytime fire practice each term which is recorded in the fire register.

First Aid – Both Houseparents have received recognised first aid training and also have telephone access to NHS Direct.

Illness – If a child becomes ill during boarding the Houseparents will care for the child appropriately giving medication only as agreed with the parents of the child. If the child is considered too ill to remain in boarding the parents will be contacted and the child sent home. Should this be considered inappropriate because of timing or distance the Houseparents will isolate the child from the other boarders and ensure the child is comfortable and appropriately supervised until such time as the parents can be contacted.

Kitchen – Each boarding house has a kitchen area for the use of the pupils under the supervision of the Houseparent. Washing up water is run by the Houseparents at the beginning of the evening and pupils are encouraged to wash their own cups and plates. The pupils are responsible for leaving the kitchen clean and tidy at the end of the evening, with bread, butter, milk etc. put away in the fridge.

Laundry – Laundry is done centrally in the school for all ‘full’ boarders (children who board for 3 nights or more) and urgent items such as muddy games kit may be done for flexi boarders. Each boarding house displays a list of items to be put into the laundry by the pupils each day. The Houseparents check that this is done and also check name tapes, buttons etc.

Medical matters – Boarders’ medical records are kept in the School office during the day and sent to the relevant boarding house each night by means of the boarding boxes. The School Administrator and the Houseparents communicate any current matters of concern over boarders by means of the medical file. All medical matters, incidents and administration of medication are recorded in the medical file.

Meetings – Items connected with boarding are frequently discussed at School Council meetings, but boarders are welcome to make suggestions at any time to the Houseparents about boarding practices and where they might be improved. This smallness of the Houses makes this very easy to do.

Music Practice – Boarders who have singing or instrumental lessons in school are encouraged to do music practice for 30 minutes in the evening or before breakfast. This is done on a rota basis according to how many nights a pupil boards and how many instruments he/she plays. Music practice takes place in the music rooms and is supervised.

Outdoor Play – During the summer term and the first half of the autumn term the boarders play outside during fine weather, and may be taken to the park or the beach. Bikes, skateboards, rollerblades, scooters etc. are all allowed at school on the understanding that appropriate protective clothing is worn.

Phone calls – There is a payphone in each of the boarding houses and boarders are also allowed to bring mobile phones. They are encouraged to speak to their parents as frequently as they wish although, if using the payphone, giving consideration to appropriate timing and to others wishing to use the phone.

Girls Boarding House: 01485 532916 Boys Boarding House: 01485 535473

Physical contact – Houseparents and staff on boarding duties should refrain from making unnecessary physical contact with pupils in the boarding situation. However, as we act in loco parentis there may be occasions when physical contact is necessary or appropriate. For the protection of all concerned this should be witnessed and parents should be informed of the circumstances.

Playclothes/Homeclothes – All boarders should have at least one set of casual clothes in school all the time. These may be worn during boarding free time.

Posters and photographs – Boarders are encouraged to bring in photographs of their family and posters to decorate their dormitories. The content of posters is monitored by the Houseparents.

Prep – Division VII and VIII boarders do 30 minutes supervised prep after supper in one of the classrooms on Monday, Tuesday and Thursday. The same rules apply during evening prep as during the school day.

Revision – During exam periods all boarders do extra revision during boarding time, for which they are encouraged to draw up their own timetable. Boys do 20 minutes after getting ready for bed, in the Pre-Prep classrooms. The girls do their 20 minutes revision in the Eyrie study.

Shoe cleaning – School shoes are cleaned by the pupils every evening as soon as they enter the boarding houses. Each pupil is provided with a pigeon hole where they keep their own shoe cleaning kit and where shoes are kept during boarding time. Slippers should be worn at all times around the boarding house.

Showers / baths – All boarders take a shower every evening. Junior boarders (up to and including Div V) use the showers/bathrooms first, as soon as they come into the boarding house, so that they are free for the older boarders to use later in the evening. Boys use upstairs or downstairs showers as directed by the Housemaster. Shower mats are provided and are washed or hung up daily to dry.

Team sheets – Team sheets are displayed on the notice boards outside the staff room and are sent to parents.

Television – A television, VCR and DVD player are provided in both boarding houses and boarders are free to watch TV during the evening. It is the responsibility of the Houseparents or member of staff on duty to ensure that any programmes are suitable viewing for the children concerned.

Tuck – Evening snacks of bread (toast), cereal, fruit and hot and cold drinks are provided in both boarding houses. Boarders are also allowed to bring a reasonable amount of tuck from home to eat in the evenings. This should be, for example, no more than one chocolate bar or packet of crisps. Personal tuck must be kept in sealed and named containers in the storage area provided in the kitchen or common room and not in the dormitory.

Videos / DVDs – Boarders may bring in videos and/or DVDs if they wish. They must be vetted by the Houseparents and all certificate ratings strictly adhered to.

Visits – Whilst all boarders enjoy evening activity time together, boys and girls are not allowed to visit each other's boarding houses. No male member of staff or male parent is permitted in the girls' boarding house without the permission of the Houseparent, who must be present throughout the visit. Any visitor wishing to enter either boarding house should first seek the permission of the relevant Houseparent and be accompanied at all times.

We are confident you will enjoy boarding, but sometimes you may miss home. You can always ask to phone your parents or speak to any of the adults if something is worrying you. We also have other people outside the school that you may want to contact :

- The outside listeners – Mrs Earnshaw (who used to teach here) 01485 5333367 and Reverend Susan 01485 211180
- Childline 0800 1111
- Children's Rights Director: 0800 528 0731 www.rights4me.org
- Independent Schools Inspectorate CAP House, 9 - 12 Long Lane, London, EC1A 9HA. 020 7600 0100

We have very few rules, but for your own safety during activities remain in the areas where you are normally allowed to go during the day ie the perimeter hedges, swimming pool (unless supervised) and car parks/driveways are strictly out of bounds. You must not pass through the perimeter hedges into the fields behind.

PUPIL ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS AND GROUNDS

- All boarders should be aware that, as in the main school, certain areas are strictly out of bounds. In the Boys' boarding house this includes the fire escape and the classrooms in the Pre-Prep building. In the Girls' boarding house this includes the Gappers' accommodation.
- Remember that you must not leave the boarding house at any time after finishing evening activities and returning to the boarding house.
- During boarding activities boarders remember the areas that are out of bounds and be sensible at all times.
- If in doubt ask!

BOARDING LIST:

Duvet & cover
Pillow & cover
Fitted Sheet
Mattress Protector
Towel – looped and named
Shower cap (girls)
Toilet bag containing personal washing items to include:

- Tooth brush & toothpaste
- Shower gel/soap
- Shampoo & conditioner

Hair brush/comb – **NAMED**
Pyjamas
Dressing gown
Slippers
Clean underwear
Clean Uniform
Shoe cleaning kit
Hair-bands (girls)
Home clothes & shoes (suitable for boarding activity time)

Please feel free to send in a blanket if your son/daughter likes to be extra cosy especially during the colder months.

PLEASE name everything.