



GLEBE HOUSE
SCHOOL & NURSERY
150 YEARS

Welcome to
BOARDING
at
Glebe House School



Glebe House School – Boarding Principles and Outcomes

Through being part of the boarding community at Glebe, we look to promote the following boarding principles to make boarding enjoyable, and fair and promote a sense of community and understanding.

- Pupils learn to look after themselves successfully, confidently enjoying the experience of living away from home, organising themselves, their leisure time, and their personal routines.
- Independence: as they grow through the school, the pupils become self-disciplined, resilient, resourceful, and self-reliant. Support will be provided throughout their time at the school at a level suitable to the individual child.
- Pupils learn to understand one another better, to be tolerant, to compromise, to care for and support each other, to respect differences, and to show compassion and kindness. This will help develop the whole child and prepare them to be good citizens in the future.
- Pupils grow to appreciate the value of community through living in a boarding house. They develop a strong sense of loyalty, promoting and sharing its ethos and spirit.
- Pupils exercise responsibility within the boarding community by contributing to the life of the boarding house as they move up through the school, through participation, mentoring, and leadership. Whilst not an official role, senior boarders are encouraged to assist younger or less experienced pupils at an appropriate level but under staff supervision and guidance.
- By having the opportunity to make many small decisions about their daily lives, pupils learn to get things wrong and to try again and develop resilience and decision-making. This will ensure that our pupils grow in confidence as well as independence.
- Pupils make the most of the fun you can have in boarding, living life to the full, and enjoying being part of the boarding community. Their views and opinions will be encouraged and valued in order to make them feel like an important part of the boarding community.

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Hello, Welcome to Boarding at Glebe House School

We have two Boarding Houses: *Lady Margaret Cottage* for boys and *The Eyrie* for girls. 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.

BOARDING INDUCTION:

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

- The toilet and washing facilities
- The dormitories, where you can choose a free bed or be allocated one
- Where do 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 board more than two nights, you will be shown the laundry routine and this will be explained to you in terms of what you need to do and when

Your Houseparent will sit down with you, chat through the handbook, and answer any questions you may have. You will also be allocated a boarding mentor (usually a prefect or one of the more experienced boarders) who will be there to help you settle in.

We want this to be a home-from-home.

- A boarding questionnaire/survey will be given to the boarding staff to check that they feel confident with their routine and safe at all times.
- *Boarding Meetings:* These meetings take place once fortnightly and allow boarders to voice any concerns and get answers to any questions that may arise. They may occur more regularly from time to time should the need arise.



WHO'S WHO IN BOARDING?

Mr Turner

Director of Boarding and Boys' Housemaster



Mrs Fraulo

Girls' Housemistress



Mr Stewart

Head and Resident



The Team: Cheryl, Zena and Caroline!



Where is my boarding House?

The girls' boarding accommodation is situated at the top of the main school building, directly above the Head's living quarters, and is known as the 'Eryie'. Mrs Fraulo is responsible for girls' boarding and spends the evenings with the girls until they are all settled in bed. Mrs Fraulo's accommodation is on the same floor and the girls know exactly where to find her if and when they need to.

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 Head is also very close by and can be called upon by either Housemaster in an emergency. The boys' emergency bell is by the main toilets and this will be shown to you in case you need assistance during the night.

A BOARDER'S DAILY ROUTINE

- **7.00 am WAKE UP TIME**
 - The houseparent wakes you up and helps you to get ready for the day ahead. You get washed (unless you had a shower the night before) and dressed into your school uniform or games kit as appropriate, ensuring your bed is made and your area is tidy.
- **7.40 am Staff check dormitories**
 - All boarders will have their rooms checked and cleared before they are allowed to go through to breakfast.
- **7.45 am BREAKFAST**
 - Cereals, toast, tea, yogurst and fruit, and cooked breakfast are served in the dining room to get you going for a full day ahead.
- **8.20 am OFF TO SCHOOL TO THE DINING HALL TO JOIN THE DAY PUPILS**
 - A quick visit back to the boarding house to brush your 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, or Mrs Stowe at the Front Office.

- **4.10 pm LESSONS OR GAMES FINISH – SHORT TEA.**
 - At 4.10 pm when games or lessons finish, you will go up to Short Tea and then you will make your way to co-curricular choice.
- **5.30 pm TEA**
 - Cooked tea is served in the dining room



- **6.00 pm RETURN TO BOARDING TO GET CHANGED**
 - You return to your dorms to change into home clothes for prep and activities.
- **6.15 pm PREP**
 - Supervised prep with staff. This is also a time when it may be possible to do music practice
- **7.00 pm ACTIVITIES**
 - After prep finishes you have boarding activities. There are a variety of trips and activities that our boarding pupils love and we encourage suggestions from our children. In the summer swimming, tennis or just playing under supervision on the field, playground or the beach is available with the longer evenings. It's your free time so again, please let the staff know what you would like to do (within reason!)
- **At 7.45 pm ALL BOARDERS RETURN TO THEIR BOARDING HOUSE**
 - Once in the boarding house, it's time for a shower, change into pajamas, a dressing gown/onesie/hoody, and *slippers or clean shoes (with socks)*. This is free time until bedtime when you can have tuck (if you wish to bring in something from home, such as a bag of crisps or a small chocolate bar) a hot snack from the kitchen and can play games, or just relax and watch a film.
- **8.15 pm JUNIOR (DIV III to DIV V) BEDTIME ROUTINE**
- **9.15 pm SENIOR (DIV VI to VIII) BEDTIME ROUTINE**

You can read quietly in bed for 15 minutes if you wish 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 Friday morning for a week turnaround. Dirty bed linen, along with towels are taken down by Senior Boarders before breakfast. Boarders make their beds with their second set of clean linen on Monday evening.
- **Boarding boxes** – Each boarding house has a 'boarding box' which is collected from the school office as the Boarders go up to their boarding houses. This contains the boarding register, boarders' medical records and any relevant medication, any mail for the boarders, 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 will not be allowed to open it as they do not have the necessary codes.
- **Boarding House duties** – All boarders help in the evening or in the morning in the boarding house. This includes washing their plate and cups, tidying the common room before bed, and keeping their area and bed neat.
- **Boarders' Register** – The register is filled in each evening as the boarders arrive in the boarding house, they also sign into Boarding at this time. 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 drying room at the end of each day and taken to the boarding houses where it is returned to its owners. Please ensure all of your clothing items are named to make returning them as easy as possible.
- **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, and similar, 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.
- **Electronic equipment** – phones, tablets, and hand-held games can all be permitted in the common rooms (after permission of the Head of House) but never in dormitories. They must be handed to the office and kept in the right equipment boxes. Their houseparent should be asked permission before the children use them and their use will be supervised by that member of staff. ***The school does not take responsibility for any electronic devices left or brought into school.***
- **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 fire practice each term which is recorded in the fire register.
- **First Aid** – Both Houseparents receive regular recognised first aid training and also have telephone access in the event of an emergency. There are kits all around school
- **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. Both boarding houses have sickbay provisions.

- **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** – Some laundry is done centrally in the school for all boarders who stay two or more nights and urgent items such as muddy games kit may be done for flexi boarders. Dirty items are to be put into the laundry by the pupils each day. Please ensure all your items are named as it is important to make this a simple process.
- **Medical matters** – Boarders' medical records are kept by the School office during the day and sent to the relevant boarding house each night by means of the boarding boxes or the online Medical Register. The School office and the Houseparents communicate any current matters of concern over borders by means of the medical file. All medical matters, incidents ,and administration of medication are recorded in the medical file.
- **Meetings** – There is a fortnightly boarders meeting that is chaired by senior pupils but under the supervision of boarding staff. Items connected with boarding are frequently discussed at Pupil Council meetings, but boarders are welcome to make suggestions at any time to the Houseparents about boarding practices and where they might be improved. The smallness of the Houses makes this very easy to do. We also send out questionnaires to get your views on matters relating to boarding at Glebe, what you like, and what you would change to make it even better!
- **Music Practice** – Boarders who have singing or instrumental lessons in school are encouraged to do music practice. Ask Mrs. Hipwell or your houseparent to help you organise this. Music practice takes place in the music rooms and permission is needed by an appropriate member of staff.
- **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.
- **Phone calls** – There is a free phone 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 phone, giving consideration to appropriate timing and to others wishing to use the phone.
- **Play clothes/Home clothes** – All boarders should have at least one set of casual clothes in school all the time for every two nights of boarding - this means a four-night boarder should have at least two sets of casual clothes with them in their bags. 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 but we want this to be your home from home.
- **Prep** – All boarders do 30 minutes of supervised prep after supper in designated rooms every day. Staff are on hand to help and assistance can be given by your Houseparent in the boarding accommodation.
- **Revision** – During exam periods all boarders may do extra revision during boarding time, for which they are encouraged to draw up their own timetable. This can be done by arrangement with the Head of House.
- **Shoes** - *Shoes should be worn at all times - slippers, sandals, sliders, slipper socks or flip flops indoors.* This is for safety and hygiene purposes.
- **Showers** – All boarders take a shower every evening but can arrange to shower in the morning as well if they like. Priority is given to Junior boarders (up to and including Div V) to use the showers/bathrooms first. 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 via email.
- **Television** - A smart television and games are provided in both boarding houses and boarders are free to watch TV during the evening or play games. 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), toasted sandwiches, 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 per night. 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.
- **Visits** – Whilst all boarders enjoy evening activity time together, boys and girls are not allowed to visit each other's boarding houses without the express invitation and permission of their Heads of House.
- We have a staff of both genders who take responsibility for the boarding programme during the evening. We expect both girls and boys to be conscious of staff in the boarding spaces and expect them to always be appropriately clothed and covered.
 - Staff will always knock loudly on closed doors to give pupils time to prepare before they enter the room.
- 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. Mr Stewart (Head) is available to hear any concerns you have, as will the teaching staff of the school, in addition to boarding staff.

We also have other people outside the school that you may want to contact :

<p>Independent Listener</p> <p>Christine Earnshaw: 01485 533367</p> <p>There to listen to you regarding everything and anything you would like to discuss. If you need a phone please speak to any staff who can help you!</p>	
	<p>Childline 0800 1111 www.childline.org.uk/</p> <p>We're here for you on the phone or online. Or try getting support from other young people on our message boards.</p> <p>You can talk to us about anything, call us on 0800 1111 or chat to us online.</p>
<p>Children's Commissioner of England: 0800 528 0731 www.childrenscommissioner.gov.uk</p> <p>Dame Rachel de Souza</p> <p>As Children's Commissioner I take on a crucial role, sitting at the heart of Government, delivering for children, and championing their voices and needs.</p>	
<p>Independent Schools Inspectorate</p> <p>CAP House, 9 - 12 Long Lane, London, EC1A 9HA. 020 7600 0100</p>	

All of our rules are 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 (except if there is a fire) and the classrooms in the Pre-Prep building.
- In the Girls' boarding house, this includes Mrs Fraulo's accommodation.
- There are internal door monitors that will signal staff if doors accessing the rest of the school are opened by boarders after 9.00 pm.
- 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 KIT LIST:

- Duvet x 1
- Duvet cover x 2
- Pillow x 1 (or 2 if preferred)
- Pillowcase x 2 or 4 - depending on the number of pillows
- Fitted Sheet x 2
- Towel x 2 (looped & named)
- Shower cap (all children with longer hair)
- Named toilet bag containing personal washing items to include:
 - Toothbrush & toothpaste
 - Shower gel/soap
 - Shampoo & conditioner
 - Deodorant - **non-aerosol**
- Hairbrush/comb - NAMED
- Pyjamas
- Dressing gown
- Slippers/Indoor alternative (sandals or similar)
- Clean underwear
- Clean uniform/sports kit
- Black hair bands (for children with longer hair)
- Home clothes & shoes (suitable for boarding activity time)

A favourite teddy or cuddly toy is always welcome!

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

We endeavor to return every named item that we can. We do not commit to returning any unnamed items. Our strong advice is to name everything.

As a rule of thumb - if it is really expensive, it may not be a good idea to bring it into a boarding house!

