



## Boarding Handbook



### **A Pupils' guide to Boarding**

Welcome to boarding at St Andrew's School. This booklet has been put together to help you settle as a boarder. Remember that if you are still not sure about anything, please just ask. We hope that you find boarding both fun and relaxing. There are some things that you should know before you start...



### The Boarding Team

**Miss Parkhouse** — Head of Boarding & Houseparent and lives in the Boarding area with her two children Imogen and Maddie.

### Residential Staff

**Mr Howard:** Is Deputy Head Pastoral, is responsible for Pupil Welfare & teaches French & Games. He lives with his wife and son Alex (when he is home from Exeter University) in the flat below the boarding area. He has a dog called Jango.

**Mr Outram** - Teaches Science, is a year 6 tutor and is the Senior Master. He lives in "The Lodge", the house at the top of the school drive.

**Mr Ellison:** Is the Head of History and lives in Stable Yard.

**Mr Wrennall:** Teaches English and lives on the top floor of the main house.

**Mr Mabbett:** Teaches ICT, RS and History and is a year 5 tutor. He lives in Stable Yard.

**Mr Kyte:** Teaches Music and Drama. He lives in Stable Yard.

**Mr and Mrs Preston:** Mr Preston teaches sport and Mrs Preston is a year 6 tutor and teacher of science and sport - they both live in the main house.

**Mr Moolman** - Is a Maths teacher and lives in the main house.

**Mr and Mrs Bartlett:** The Headmaster and his wife live on site with their children Olivia, Alex and Oscar (when they are home from University and boarding school). They have two dogs Lyla and Daisy. Mrs Bartlett tutors Year 7, is the health and welfare co-ordinator and teaches PSHE.

**Mr and Mrs Weston:** Live on site in Stable Yard. Mrs Weston is Head of Grounds and Mr Weston is the school Caretaker.



### **Feeling Poorly?**

We all have worries. If you are not feeling well tell a member of the boarding team. We can try to contact your parents, should you prefer to go home. The House Parent will give any medication that your parents have dropped off in the office or sick bay. Surgery is open at 8.15am.

### **Behaviour**

The boarding company is very special and relies on all boarders helping each other and keeping a set of very simple rules. One of the most important is settling down to sleep quickly after lights out and not deliberately disturbing others. This also applies to waking up early in the morning before the bell goes. There is always a school day ahead and sleep is vital to ensure everyone is bright-eyed and bushy tailed the next morning!

The Boarding house operates a "three strikes and out" policy. If you fail to keep to the rules then you will receive a strike: we will contact your parents and some free time may be taken away. On the second strike your parents will be contacted and you will also have to report to the Headmaster; if following this a third strike is issued, the Headmaster will ask your parents to remove you from boarding for a while. We are sure this will never happen!

## Boarding Area

The boarding area is situated on the top floor of the Main Building. There are 4 bedrooms of varying shapes and sizes, sleeping between 4 and 7 girls and boys. The large common room is our social centre for activities and is where we meet as a house.

## Bedrooms

The four bedrooms, two overlooking the south lawn sleep 6 and 7 children and the other two sleep 4 and 6. They are furnished with beds and wardrobes etc. from the London 2012 Olympic Games athletes village. You never know which famous athlete may have slept in your bed! Bedding is provided by school, however children can bring in their own duvet cover as well as pillow and pillow case if they wish.

## Emergency Exits

On your first night of boarding you will be shown the fire exits and emergency routes and briefed on what to do and where to go if the alarm sounds. Boarders meet on the oval. The emergency lighting will switch on. We will have regular practices.

## Telephone

If you wish to use the house telephone you should ask permission first. You can use the phone at any time and in private.

## Feeling Homesick

We all have worries, problems and difficulties from time to time, which can be minor or major and which might affect either you or a friend. If you are upset or unhappy at any time please talk to any of the boarding team, form tutor, any teachers, or matrons. You can also contact our Independent Listener Revd. Will Watts, or Childline on 0800 11 11 & Children's Commissioner on 02077838330 to discuss your concerns.



## Activities / Free Time

Free time is between supper (6.30pm and Snack at about 7.30pm)

During this time there are a number of alternatives :

- ◆ After school clubs (Drama, Chess, LAMDA, Ballet, Golf, Tennis etc.);
- ◆ Activities run by the Boarding Team;
- ◆ Activities chosen by the boarders (e.g. play in woods, film, board games, etc.).

However, you can also 'chill out' with a book if you want to (just ensure a member of staff knows and agrees to your whereabouts).

Likewise, you may watch the news or read a paper. Senior pupils may have a prep to complete during this time and this will be supervised by a member of the residential team.

## Helping

You may be asked to help in the boarding house. This may include making your own beds, helping with laundry, etc.

## What to bring

Making your area your own is important. Your favourite cuddly toy is an ideal companion, and together with a few suitable photos or posters, you will be able to personalise your space. You can bring in a kindle / ereader if you wish. They should be named. Mobile phones, sweets/tuck, iPods are NOT allowed.

## Suggestion Box

If you have any ideas on how to improve any aspect of boarding or suggestions for activities, please talk to a member of staff or put your ideas in the boarding suggestion box.



## Boarders' Routine

The timetable below gives a rough idea of a 'typical' day.

07:15am	Wake up, wash, dress and tidy rooms
07:40am	Breakfast
08:10am	Brush teeth, tidy rooms etc.
08:25am	Registration

### Routine of the Day

18:00pm	Change into home clothes
18:10pm	Supper
18:30pm	Prep for years 7 and 8 followed by free time. Free time for years 3, 4, 5 and 6 (although spellings, reading and/or music practice may be done.)
19:15pm	Free time for all years
19:30pm	Snack, hot chocolate and showers
20:00pm	Bedtimes for the younger boarders
21:00pm	Bedtime for the older boarders (15 minutes later in the Summer Term. These may vary at the discretion of the House Parent and in light of ages of the children on any one evening.