ABBOTSHOLME

BOARDING HANDBOOK

2017 - 2018





WELCOME TO BOARDING

A VERY WARM WELCOME IS EXTENDED TO ALL BOARDERS AND THEIR FAMILIES!

We look forward to getting to know everyone and being part of a family community in which all boarders are recognised, respected and encouraged to grow.

Boarding is an unusual environment for many of our boarding family at first. Living away from home with different rules and routines can be very daunting and that's why we nourish and encourage a family environment here at Abbotsholme.

Offering a variety of activities for all abilities, we balance hard work at school with evening activities and weekend outings. Together, these experiences enrich you and occasionally push you beyond what you ever thought you could achieve.

Our boarding staff are always available to support our boarders, be it day or night. We aim to help them reach their goals, with as much support and guidance as they need to succeed. Our team looks forward to helping you on your journey with us.

BARRY HOBBS
HEAD OF BOARDING



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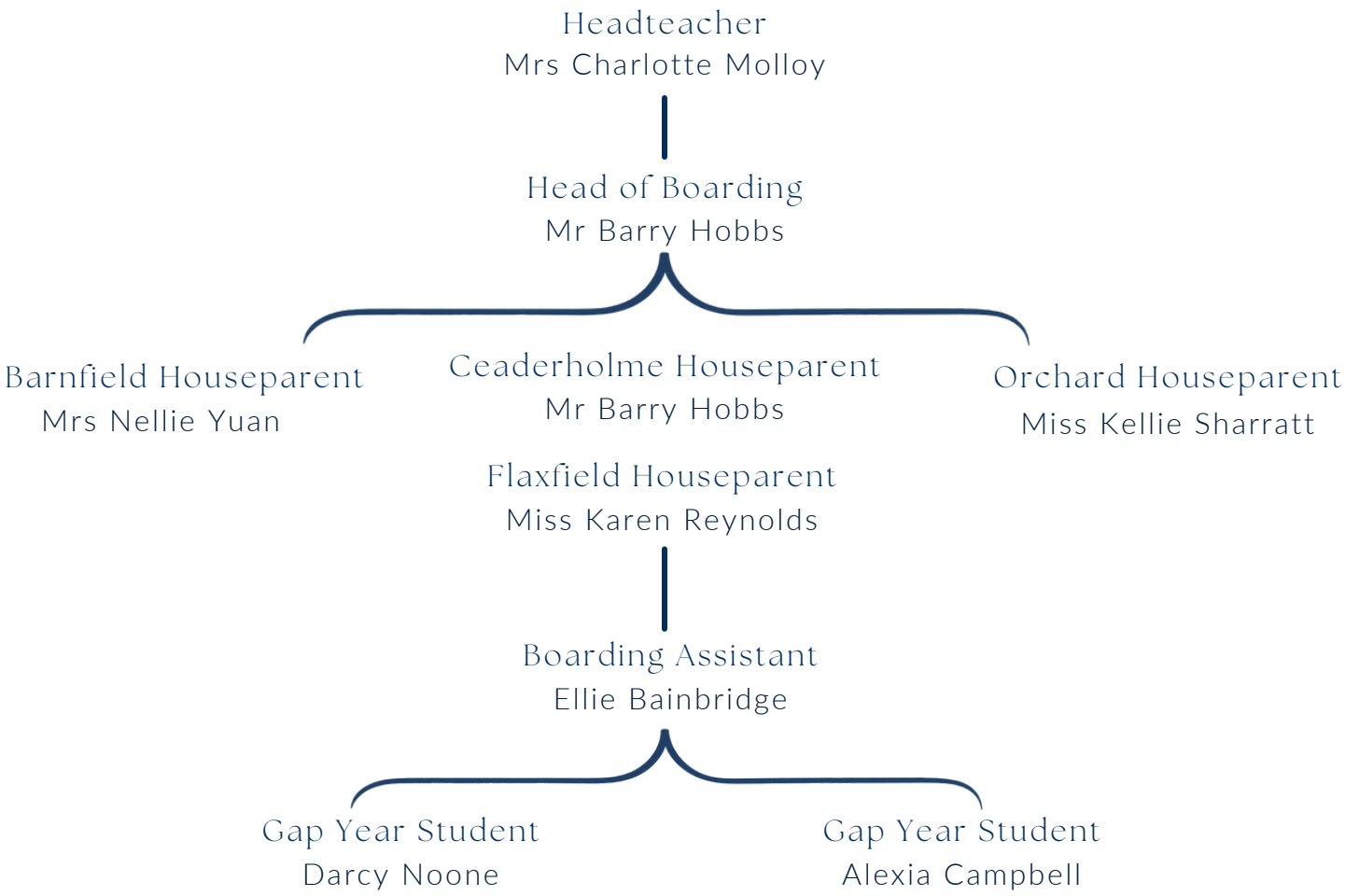
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BOARDING STRUCTURE



BOARDING STAFF CONTACTS

Head of Boarding
Mr Barry Hobbs
07823 788 202
b.hobbs@abbotsholme.co.uk

Barnfield Houseparent
Mrs Nellie Yuan
07823 788 203
n.yuan@abbotsholme.co.uk

Cedarholme Houseparent
Mr Barry Hobbs
07823 788 202
b.hobbs@abbotsholme.co.uk

Orchard Houseparent
Miss Kellie Sharratt
07823 788 205
k.sharratt@abbotsholme.co.uk

Flaxfield Houseparent
Miss Karen Reynolds
07802 427 439
k.reynolds@abbotsholme.co.uk

MR BARRY HOBBS
CEDARHOLME HOUSEPARENT

WE ARE THE HOBBS FAMILY, MADE UP OF MYSELF, MR BARRY HOBBS, MY WIFE MRS SAMANTHA HOBBS, AND TWO OF OUR SIX CHILDREN WHO STILL LIVE AT HOME, ALFRED (14) AND HARVEY (13).

As a family, we understand how important it is for young people to feel settled, supported, and cared for, particularly when they are away from home.

Having lived in boarding for many years, I have a great deal of experience in supporting and guiding young boys and girls. I understand the trials and tribulations of growing up in today's society and just how tough it can be at times, both academically and socially. My approach is always centred around listening, encouragement, and helping pupils develop confidence and independence.

We are very much a family and wish Cedarholme Halls of Residence to be a true home away from home for our boarders. I aim to make Cedarholme a place where you can finish your academic day, relax, have fun with your fellow boarders, and continue to learn and grow outside the classroom. Most importantly, I will strive to ensure you enjoy your time in boarding, whether that is through taking part in activities, spending time with friends, or simply feeling comfortable and supported.

I very much look forward to meeting you all and to being part of your journey at Abbotsholme School.

BARRY HOBBS
HEAD OF BOARDING



MRS NELLIE YUAN
BARNFIELD HOUSEPARENT

WELCOME TO OUR BOARDING COMMUNITY! MY NAME IS MRS. YUAN, AND I'M DELIGHTED TO BE YOUR HOUSEPARENT.

I joined the team here in September 2024 and, along with my role as a houseparent, I teach Chinese, sharing my language and culture with students. My husband, Mr. Ward, is the Head of Sixth Form and EAL, he can also speak fluent Chinese.

Together, we are here to support every boarder, especially those navigating multilingual environments. Our family lives on-site, which includes our young daughter, Billie, who attends the nursery here. We feel incredibly fortunate to be part of this beautiful and close-knit environment, surrounded by friendly boarders and staff members.

We truly appreciate the welcoming spirit of this community and hope that you will feel the same warmth and support. As a houseparent, my aim is to create a comfortable, respectful, and supportive environment where every Sixth Former feels valued and encouraged to develop independence and confidence.

To parents, we understand the importance of knowing that your child is safe, supported, and guided during their time away from home. We are always here to answer any questions and keep you connected to your child's experiences and progress.

NELLIE YUAN
BARNFIELD HOUSEPARENT



MISS KELLIE SHARRATT
ORCHARD HOUSEPARENT

WELCOME TO ORCHARD HOUSE! MY NAME IS MISS SHARRATT, AND I AIM TO CREATE A WELCOMING, FAMILY ATMOSPHERE WHERE EVERY GIRL FEELS SAFE, HAPPY, AND TRULY VALUED.

I have over ten years' experience working in boarding, during which time I have gained a great deal of invaluable knowledge and understanding of how best to support young people during their school journey. I am passionate about creating a positive, supportive environment where girls can feel comfortable being themselves, build strong friendships, and grow in confidence and independence.

I live in Orchard House with my daughter Chloe, my grandson Theodore, and my puppy Boodles - so there is never a quiet moment! We very much see Orchard as a home away from home and take pride in making it a warm, lively, and caring place to live.

I am really looking forward to meeting you all and welcoming you into Orchard House, where I hope you will quickly feel settled, supported, and part of our Orchard family.

KELLIE SHARRATT
ORCHARD HOUSEPARENT



MISS KAREN REYNOLDS
FLAXFIELD HOUSEPARENT

A BIG, WARM WELCOME TO OUR BOARDING FAMILY HERE AT ABBOTSHOLME. MY NAME IS MS REYNOLDS, AND I LIVE ON SITE WITH MY PARTNER, MR HENDERSON, AND OUR ADORABLE DOG MYSTERY - OR MYST FOR SHORT.

I found my way into boarding after gaining a wealth of experience in customer service and quickly realised that working with young people is far more stimulating and rewarding. Having been a boarder myself while at school, I understand what it feels like to be away from family and how important it is to feel settled, supported, and at home.

I aim to help create a welcoming, relaxed environment where pupils feel comfortable being themselves, building friendships, and developing independence. I also have a wide range of weird and wonderful hobbies, which I can't wait to share with you as part of our boarding journey - whether through activities, downtime, or simply having fun together!

I am very much looking forward to getting to know you all and supporting you during your time at Abbotsholme.

KAREN REYNOLDS
FLAXFIELD HOUSEPARENT



MS ELLIE BAINBRIDGE
ASSISTANT HOUSEPARENT

WELCOME TO YOUR TERM TIME HOME! MY NAME IS MS. BAINBRIDGE AND I AM AN ASSISTANT HOUSEPARENT IN THE BOARDING HOUSES AT HERE ABBOTSHOLME.

I live on site with my wife Ms. Waghorn (who is the Laundry Supervisor) and our miniature sausage dog HRH Lord Gin Fizz.

I love all sport and being active. I am particularly passionate about women's football and (in my head at least) think I could have been a professional, if I had the opportunity in my prime!

I am a talker and enjoy a cup of tea, with chocolate if the conversations need it, so feel free to come to me if you ever need someone to talk to, a moan or just a general chit chat.

My aim is to encourage boarders to feel truly at home by embracing boarding life and getting involved in all that it has to offer. I hope they will take part in as many activities and trips as possible, build lasting friendships, and enjoy a fun, positive, and memorable boarding experience. Let the fun begin!

ELLIE BAINBRIDGE
ASSISTANT HOUSEPARENT



BOARDING AIMS & ETHOS

AT ABBOTSHOLME, WE WANT ALL OF OUR BOARDERS TO FEEL A STRONG SENSE OF BELONGING AND TO BE:

- SAFE IN THEIR BOARDING ENVIRONMENT
- HAPPY IN THEIR BOARDING HOUSES
- EXCITED BY BOARDING LIFE
- EDUCATIONALLY SUPPORTED
- PART OF A BOARDING FAMILY

Working within the framework of our school aims and ethos, boarders are encouraged to develop a strong sense of belonging and to live their lives both in and out of school guided by the principles of honesty, respect, integrity, courage, and humility.

We strive to provide an environment that enables our boys and girls to grow into well-balanced, happy young people who are confident in making appropriate decisions. We encourage our boarders to be self-aware, increasingly independent, and to value one another as individuals.

At Abbotsholme, boarders are supported by a dedicated team of boarding staff within small boarding houses set in beautiful rural surroundings. Pupils benefit from a clear, structured framework and, where necessary, individual support to help them fulfil their academic potential.

Our boarders are also offered a wide range of experiences, both on and off the school premises, designed to support their development as individuals and as valued members of a close and supportive community.



An Education for belonging

MISSION STATEMENT

As a boarding community, we aim to:

- Develop the whole person, with a desire for truth and a respect for others.
- Safeguard and promote the emotional and physical welfare of each boarder by providing an environment that is, as far as possible, free from physical, emotional and social hazards and dangers.
- Maintain clear expectations of behaviour and personal organisation.
- Provide structure and support to foster independence and competence.
- Nurture trust and respect so that the boys and girls in our care feel encouraged to seek our support, counsel, and empathy regarding any challenges they may be facing.
- Liaise with academic members of staff in order to optimise each boarder's academic potential.
- Encourage an open, honest, and caring environment where each boarder's contribution is central to our communal well-being.
- Enjoy a diverse and dynamic boarding community. Develop the concept of living together in harmony.



"Nothing in life is unimportant. Every act should be performed skilfully; for a definite purpose, in a definite manner. This economises time and strength, and sets free the mind to solve new problems. It is amazing what immense results can be achieved by the silent influence of daily habit, especially when performed deftly and with conscious."

DR. CECIL REDDIE
ABBOTSHOLME FOUNDER

BOARDING

BOARDING LIFE AT ABBOTSHOLME:

THE FOLLOWING PAGES PROVIDE AN ESSENTIAL OVERVIEW OF KEY ASPECTS OF BOARDING LIFE AT ABBOTSHOLME. THEY ARE DESIGNED TO HELP STUDENTS UNDERSTAND DAILY ROUTINES, EXPECTATIONS, AND THE SUPPORT AVAILABLE WITHIN THE BOARDING COMMUNITY:

- Responsbilities
- Contacting Parents/Family
- Weekend Leave
- Beginning & End of Term Arrangements
- Requests for Leave/ Additional Night in Boarding
- Pocket Money
- Laundry
- Packing Lists
- Weekday Routines: Mornings & Evenings
- House Curfews & Bedtimes
- Heads of School & Tutors - Academic Support

RESPONSIBILITIES:

Boarding life at school can feel challenging at first, for both pupils and their parents, but with time, it becomes a rewarding and enriching experience.

Boarders are required to live alongside people with whom they might not necessarily socialise, learn to share a bedroom and living space with others, complete tasks to ensure the smooth running of the house and accept instructions from people other than their parents.

Our evenings are structured, with time allocated for activities, leisure, supper, assignments and winding down before bed. Bedtimes are staggered by year group, and supervised by duty staff.

It is the responsibility of all boarders to make sure their house runs smoothly. A cleaning rota, drawn up in conjunction with all members of the house, ensures that shared communal areas are tidied each evening.

The nature of boarding life requires students to be cooperative and considerate. A positive attitude and a willingness to 'give it a go' should ensure that boarders get the most out of their experience.



Boarders must learn to structure their study and leisure time. When boarding, personal privacy is extremely important. Boarders should treat others in the way.

they would like to be treated. This includes not entering other boarders' personal areas without permission and they should not touch, take or use the possessions of others without their knowledge and express permission.

Interpersonal difficulties will arise from time to time. It is important for boarders to share these earlier rather than later as it is easier to solve problems when they are small concerns.

Parents should develop open and honest communication with the relevant boarding staff and encourage their children to do the same.

Boarding demands are easier for some than others, but all boarders develop tolerance, resilience, mutual respect, a sense of justice, self-discipline, and independence during their time in boarding.



CONTACTING PARENTS:

Boarders and parents may phone one another at any time during the evening, other than during assignments (**6.15pm - 7pm**) and supper (**5.45pm - 6.15pm**), using the duty phone or personal mobiles. Please remember that mobile phones are not to be used after bedtime.

Letters and parcels can be sent and received via reception. Please be aware that no franking facilities are available.

WEEKEND LEAVE:

Weekly boarders leave with their parents for the weekend **at 5pm on Friday**, signing out of the boarding house before they leave the school site.

They may either return on Sunday evening or Monday morning in time for school, by prior arrangement with the houseparent. If **returning on Sunday**, boarders should do so **between 6pm – 8pm**. Houses will not be manned before this as staff may be on duty elsewhere, such as being involved in a boarding trip, or at supper. If supper is required, the house parent must be told prior to the boarder leaving for the weekend.

If **returning on Monday morning**, boarders should **return between 7am - 8am** in full uniform, ready to attend school. Whether returning on Sunday evening or Monday morning it is essential that, upon arrival, boarders register with the staff member on duty at their boarding house.

Full boarders wishing to stay with a friend over the weekend must submit permission (email) from their parent/ guardian and the host parent. These must be submitted to the house parent **before 6pm on Thursday**. Any visit to another pupil's house must be made with the consent of the houseparent and both sets of parents.

If your child is late returning to the boarding house after a weekend/holiday, please inform the houseparent as soon as possible.



BEGINNING AND END OF TERM AND HALF TERM HOLIDAYS:

Arrangements for travel must be made at least two weeks before the start of term holidays, details of which must be given to the houseparent who will relay the information to our school administrator. Please ensure that as much detail as possible is given on arrival times, flights and modes of transport prior to the holiday commencing. This is to ensure that any transport requirements requested from the school can be booked.

We cannot guarantee any return transport being booked if it is not organised before the school closes for the holiday. The school can arrange transport, the cost of which will be added to your school account.

Please ensure boarders arrive at school no earlier than 6pm on the return date, and no later than 8pm. If this is not possible, please inform the houseparent well before the return date so that arrangements can be made. (This does not apply to arrivals at the beginning of the new academic year). A separate letter is sent out regarding arrangements for this day.
Upon arrival, boarders must make contact with the staff member on duty.



REQUESTS FOR LEAVE/ ADDITIONAL NIGHT IN BOARDING:

The following guidelines must be followed:

- Any request for boarding extra nights (either weekdays or weekends) should be made by the parent/guardian to the houseparent by phone or email.
- Messages from boarders cannot be accepted as official requests.
- It is particularly important that requests for weekend stays are made well in advance (preferably one week's notice), as activities and trips for full boarders may have already been booked.
- Only under very unusual circumstances will a boarder be allowed to return to the house after his/her normal curfew.

POCKET MONEY:

Pocket money may be handed in to the Houseparent who will record the amount given and ensure safe keeping of the money in the boarding safe. Boarders will be given the opportunity to withdraw money weekly from their deposits. These amounts may be limited, depending on the boarder's age.

If a large amount is required, permission, in writing from the parent/guardian, must be sent to Barry Hobbs at: b.hobbs@abbotsholme.co.uk

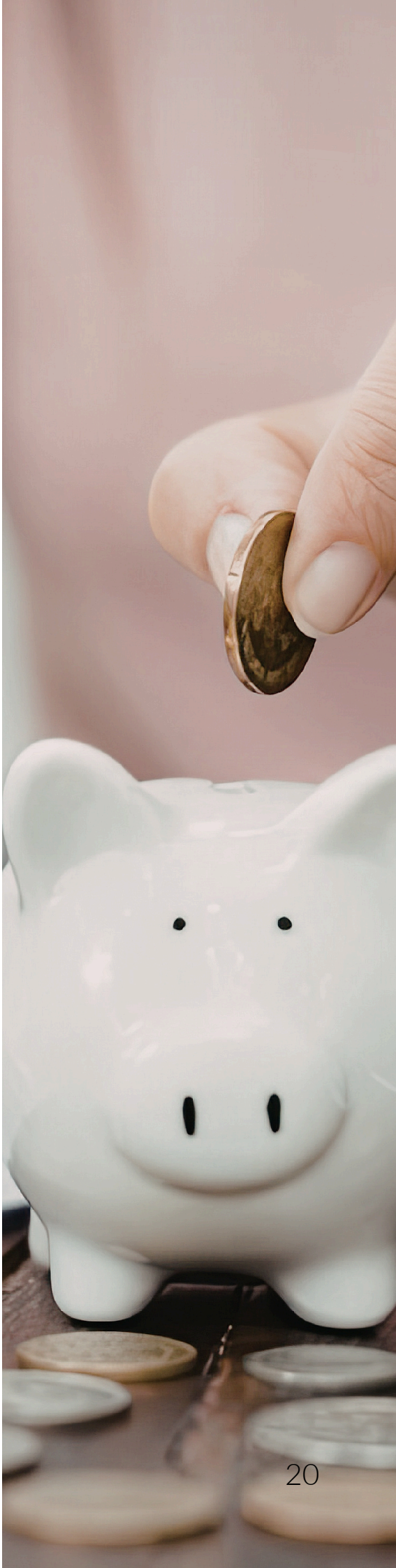
As certain tourist attractions do not accept cash, we strongly recommend that boarders come with a debit or prepaid card where possible. Many boarders arrive with £50 notes. This currency is not accepted everywhere in the UK and is a very large denomination. Please try to send your child with smaller denominations such as £20 notes as it will be easier for them to spend when out on trips.

LAUNDRY:

Boarders are supplied with a net bag and box in which they can send uniforms, PE kit, casual clothes and towels/bedding to be laundered on a weekly basis.

Items are returned washed and ironed the following day.

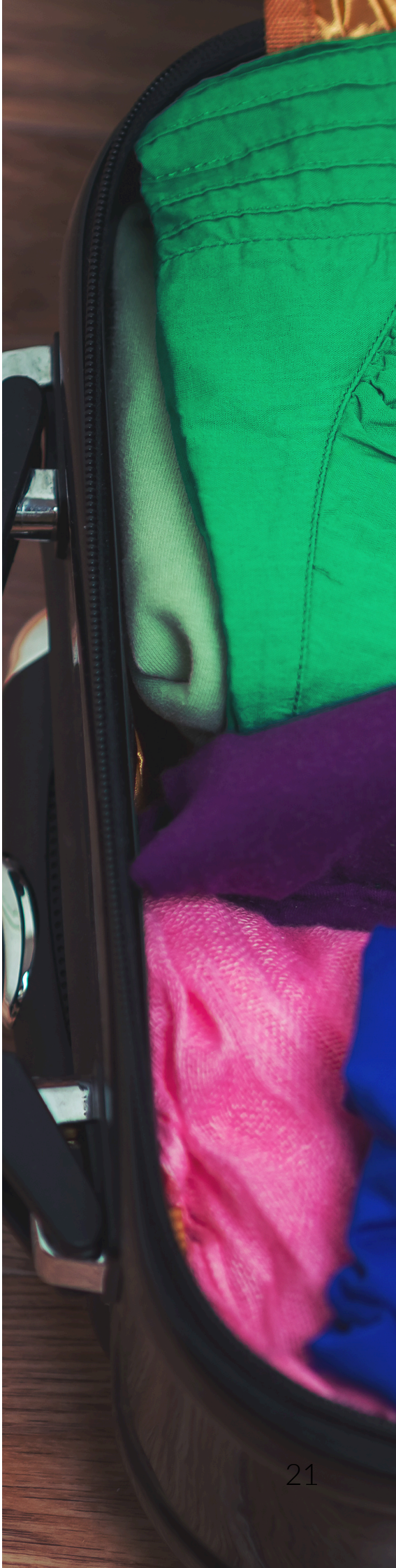
Please ensure all items are clearly marked with their names.



PACKING LIST:

The following is a guide for packing:

- A new pillow, mattress cover and duvet inner are provided by the school. However, boarders are welcome to bring their own bedding should they wish to.
- Please send 2 sets of bedding to ensure bed linen can be washed weekly.
- Towels X2
- Hand towels X2
- Face cloth X2
- Thermal cup with lid
- Water bottle
- Warm dressing gown/ tracksuits
- Pyjamas X5
- Slippers (suitable for outdoor wear – fire practices) Clothing and shoes for social and casual occasions Coat Waterproof jacket
- Scarf
- Hat
- Gloves
- Pair Wellington boots
- Toiletry bag and toiletries
- Torch
- Weekend bag
- UK plug adaptor may be needed
- Hair dryer/ straightener
- Pocket money / debit card
- Stamps for letters
- Phone charger



WEEKLY ROUTINE: MORNINGS

The **school day runs from 8.20am - 5pm**. Boarders are **woken at 7am** so that they can be at breakfast at **7.45am**. During this 45 minutes, boarders can shower, get dressed in school uniform and gather their materials for the day.

Cedarholme and Orchard boarders attend breakfast in the dining hall, whilst Barnfield boarders have the option of eating in their cabins or in the dining hall.

The house will not be staffed during the school day, and boarders are not permitted to return to their rooms. They are therefore expected to take full responsibility for organising themselves to ensure they have everything needed for the day. Teaching staff, tutors and heads of school will sanction students who are not prepared for their studies. Just as parents would, our boarding staff work with the boarders, helping them to plan and organise homework, supplies and kit for the day ahead.

On Saturdays and Sundays, **brunch is available at 12.30pm**.





WEEKLY ROUTINE: EVENINGS

At the end of the school day, boarders return to house. **Weekday supper is served at 5.45pm**. Each evening allows students time to relax, complete assignments and engage with a range of activities.

Junior Boarders - up to and including Y9, complete their assignments under supervised conditions in the library from 6.15pm - 7pm from Monday to Thursday.

Senior boarders - from Y10 and 11 complete their assignments in a classroom or their boarding houses under supervision.

6th formers - complete assignments in their bedrooms, sitting at desks. They are expected to work quietly and sensibly and to seek help when required. We monitor this arrangement very carefully and will offer additional workspace, support and closer supervision if necessary.

All boarders are welcome in the duty office, where staff are happy to chat about any concerns, or just listen to them let off steam after a challenging day. The duty staff rota is displayed throughout the boarding house. The Boarding Coordinator and/or resident staff can be contacted at their houses in an emergency.

HOUSE CURFEWS & BEDTIMES:

A typical day in the boarding house, would be to wake up at 7am and attend breakfast at 7.45 ready for the school day.

After school return to the house at 5pm. This is time for yourself till supper at 5.45-6.15pm. You would then attend study time from 6.15-7pm.

During the evening activities will be available from 7.30-8.30 pm for all boarders should they wish to participate.

The boarding houses are spilt into different age groups but bedtimes and wakeups are not to dissimilar. A typical week would be, Year 12-13 bedtime at 10.30pm, Year 8-11 bedtime at 10pm, Year 7 and below bedtime at 9pm.

All boarders are provided with a back at house, bedtime and a lights out time, which are staggered according to year groups. All timings are displayed throughout
the boarding house.

Boarders in Year 10 and below must hand in electronics by 9 pm on weekdays and 10 pm on weekends to ensure proper rest.

Wi-Fi turns off at 10 pm, and device use is monitored. Misuse after lights out results in the loss of privileges. Duty staff may decide whether devices can remain in bedrooms.



HEADS OF HOUSE & TUTORS - ACADEMIC GROWTH SUPPORT:

Every pupil is assigned a personal tutor who is a member of Abbotsholme staff. The tutor oversees academic progress and shares responsibility, with the Boarding Coordinator and the houseparent, for the well-being and pastoral care of our boarders.

At the end of the term, the tutor collates the pupil's school report, and reviews it with him/her, helping to assess personal achievements and set targets for the following term.

Mrs Bernadette Carr: Head of Lower School - Years 7-8
B.Carr@abbotsholme.co.uk

Mrs Nikki Wealleans: Head of Middle School - Years 9-11
N.Wealleans@abbotsholme.co.uk

Mr Greg Ward: Head of Sixth Form - Years 12-13
G.Ward@abbotsholme.co.uk

They can be contacted on the school's main number **(01889 590217)** during school hours (8am – 5pm) or by email. They will be willing to make an appointment to discuss your child's progress, either on the phone or in person.

If you require any assistance contacting the appropriate member of academic staff please do not hesitate to contact your houseparent who will direct you to the person best able to help.



COMMUNITY LIFE

COMMUNITY LIFE AT ABBOTSHOLME:

BY CHOOSING BOARDING, YOU ARE CHOOSING COMMUNITY. LEARNING TO LIVE HAPPILY IN A DIVERSE GROUP OF INDIVIDUALS WILL SERVE YOU WELL THROUGHOUT THE REST OF YOUR LIFE.

At Abbotsholme, all students are asked to adhere to our Behavioural Charter, which means showing the following personal qualities at all times:

HONESTY
COURAGE
HUMILITY
INTEGRITY
RESPECT
RESPONSIBILITY

These are the aims to which you should always aspire. We do not expect perfection, but we do expect you to try your best at all times and to ask questions or to seek advice and support when you get it wrong or need assistance.

In order to give a synopsis our basic rules and expectations, we have a Pupil Code of Conduct. This pledge helps to outline the behaviours and principles you need to comply with as a student at Abbotsholme.

Working within the framework of our school aims and ethos, boarders are encouraged to develop a strong sense of belonging and to live their lives both in and out of school guided by the principles of honesty, respect, integrity, courage, and humility.

PUPIL CODE OF CONDUCT:

The Pupil Code of Conduct is as follows:

- I will follow the school Behavioural Charter.
- I will be loyal and committed to my school and its activities.
- I will show consideration and respect to all.
- I will not swear, use bad language, or use any words or expressions which anyone present finds offensive, suggestive, hurtful or unacceptable.
- It is never appropriate for me to be overly-familiar, rude or cheeky.
- I will not be involved in unkind or hurtful actions or remarks.
- I will not take anyone else's property without permission or damage anything which belongs to another person or the school.
- I will obey teachers' instructions the first time.
- I will follow the school rules on smoking, alcohol, and drugs.
- In school, I will not show affection of a sexual nature towards another pupil.
- I must wear the school uniform correctly. It must be clean, tidy, and in good repair.
- I accept that school commitments for which I have volunteered or been selected take priority.
- I will be on time.
- I will not leave the school estate without permission.

REWARDS & SANCTIONS:

Boarders are rewarded with commendations for good behaviour, in the same way they are recognised in school. Individual houses offer a variety of awards and prizes to acknowledge pupils' contributions' to boarding. We also celebrate overall achievements at our end of year Boarding Dinner.

Sanctions vary and are clearly stated in our Behaviour and Sanctions Policy, which can be found on our website. Parents are not always contacted on the first occasion of inappropriate behaviour, but the houseparent will contact them when there is a serious breach of house ethos, or if a boarder's behaviour is continuously inappropriate.



SAFETY

MEDICAL INFORMATION:

- Boarders taking prescribed medication must inform the houseparent and the School Health Advisor.
- Medicine must be brought to school in the original box.
- Boarders do not need to bring painkillers to school, as these can be administered by duty staff and the School Health Advisor.
- NB: All medicine is to be handed in to the School Health Advisor or Houseparent. Under certain circumstances, exceptions may be made. However, should permission for this have been granted and recorded by the School Health Advisor, it is imperative that the boarder keeps his/her required medicine locked away.
- The school has a nut-free policy for the safety of those who may be allergic to nut products. Please ensure that your child does not bring into school any product that may contain nuts.

Please refer to the handbook for parents for full details about medical regulations.

- The School Health Advisor is available from 8am - 5pm Monday to Thursday in the SchoolHealth Centre.
- House staff are only allowed to issue paracetamol. A supply of antiseptic wipes and plasters forminor cuts is kept. However, from 5pm during weekdays and during the weekend, medical careand the dispensing of medicine is the responsibility of the Houseparent's.
- When unwell, boarders need to be under the supervision of the School Health Advisor until 5pm and are therefore not allowed to remain in the boarding houses or cabins. Thereafter, care is handed over to the Houseparent and unwell pupils return to their houses.

SECURITY:

The main boarding house doors are accessed by key pads. The code should not be given to any pupil outside of boarding. Day pupils must not be invited back to the boarding house. Valuables,such as bank cards, are locked in the safe in the duty office. Passports are handed to our Houseparents in boarding for safekeeping.

PERSONAL SAFETY & PRIVACY:

Most of the bedrooms in boarding are shared. In order to respect the privacy of all boarders, and tocomply with boarding standards regulations, parents/guardians are not permitted to enter bedroomareas unless accompanied by a member of boarding staff. Presently, parents/guardians only have access into the boarding house when boarders return at thebeginning of the academic year.

ELECTRICAL EQUIPMENT:

Boarders are allowed to use the electrical equipment in the kitchen. Notices are displayed to remind them of the safe use of the appliances and, at the beginning of each term, house staff ensure all boarders know how to safely operate each kitchen appliance. Additionally, care must be taken when using knives and handling hot food/drinks.

In bedrooms, boarders may use electrical equipment such as chargers, hair dryers, laptops, straighteners and speakers. If in doubt, please consult the houseparent before bringing an electrical item to school. If a piece of equipment is left switched on in a room, the equipment may be removed and confiscated. As a household, we need to be vigilant and careful about preventing fire and avoiding unnecessary hazards.

FIRE SAFETY:

The fire exits are clearly marked in each house, and boarders are told about the escape procedure. Announced and unannounced fire drills are carried out each term.

EMOTIONAL WELLBEING

HOMESICKNESS:

Homesickness may or may not affect your child. In addition to missing parents, siblings and beloved pets, the anxiety that may arise from living in an unfamiliar environment with new routines can be a major factor in homesickness. By working with parents/guardians, we encourage your child to become involved in their new environment to gain the confidence they need to feel happy and secure within our boarding community.

Things We Can Do To Help:

- Be aware of the causes and the symptoms.
- We will not make a fuss, but we will keep an eye outfor any possible worries.
- Be available via phone and email to discuss potential issues and progress.
- Where possible, provide boarders with 'taster' days so that they may experience the boardinglife before entering into it.
- Provide an induction for new boarders so they feel at ease with the daily routines.
- Provide new boarders with a buddy to help them to settle in and make friends.
- Connect new boarders with long term boarders who have experience of overcominghomesickness.
- Maintain an active and communicative boarding house.

Things Pupils Will Be Helped By:

- Understanding what homesickness is and knowing it is a natural feeling.
- Knowing who to talk to – friends, staff, school health advisor.
- Being clear about times to contact home. Being active.

Things Parents Can Do To Help:

- Prepare well for leaving home by talking about the move and helping to pack the possessions that will be a comfort and a link to home.
- Be clear about arrangements for visits and phone calls.
- Encourage friends and family to send mail.
- Encourage participation in the new activities.
- Keep us informed of any problems and encourage your child to let us know how he/she is feeling.
- However small you feel the problem may be, please contact the houseparent as soon as possible so that we can put plans in place to ease the situation and hopefully prevent it from worsening.

ANTI-BULLYING PRINCIPLES:

- Every pupil at Abbotsholme has the right to enjoy his/her learning and leisure time free from intimidation.
- Our school community will not accept unkind actions or remarks, even when these were not intended to hurt.
- To stand by when someone else is being bullied is to support bullying.
- We will actively encourage our students to be “upstanders” rather than bystanders to bullying.
- Pupils should support each other by reporting all instances of bullying to a member of staff or a responsible senior prefect.
- Bullying will not be tolerated.
- All reports of bullying are taken seriously.
- Do not suffer in silence.
- The school will take every opportunity to promote the anti-bullying policy.
- If you need to call Childline, Freephone 0800 1111.

EQUALITY & DIVERSITY:

All pupils will be treated fairly and have equal opportunities to develop their full potential in their academic work and leisure time. We will not tolerate discrimination on any grounds.

ALCOHOL, SMOKING, DRUGS AND WEAPONS:

- The school finds it unacceptable for any member of the community to be in possession of, use or supply any illegal or unauthorized drugs.
- Appropriate searches of pupil property may be carried out by two or more members of staff if we have reason to suspect that the pupil is in possession of alcohol, tobacco products, e-cigarettes, illegal or unauthorized drugs.
- Pupils may not smoke or have smoking materials, matches or lighters in their possession. This includes e-cigarettes.
- Alcohol is not allowed on school premises and the laws of the land are to be observed by all pupils when out of school. The only exception to this will be Sixth Form Dinners.
- Pupils may not have in their possession any drugs or medicines without the knowledge and approval of the School Health Advisor.
- The school reserves the right to test for drug abuse.
- Pupils may not have in their possession weapons such as knives, air guns or pistols, laser pens, fireworks or dangerous substances.
- The ignition of any sort of unsupervised fire by pupils on school property is not allowed.
- Pupils are not permitted to remove equipment from laboratories or any other area of school.
- Failure to comply with any of the above may result in a pupil forfeiting their right to be at Abbotsholme.



LISTENING TO BOARDERS VIEWS:

If boarders have any issues relating to the house, the following procedures are suggested:

- Speak to the houseparent or duty teacher, or write a note to the houseparent, or staff member on duty, if you would like your concern to be anonymous.
- Approach the Boarding Coordinator.
- Speak to the Pupil House Representative.
- If you feel the matter is not dealt with fairly or adequately, you may speak to your tutor or the headmistress.
- If it is a child safety or health issue you may want to speak to the School Health Advisor or any of the safeguarding team.
- You are able to voice your concerns through the forum of the student council.

If you are worried about something and you would rather talk to someone not directly involved in the house, you are able to call any of the following professionals:
School Health Advisor: Mrs Gilbert (01889) 594281
Derbyshire School Services: (01629) 580000
Childline: 0800 1111
Independent Listener: childrensrights@derbyshire.gov.uk

Boarders are able to use the houseparent's phone for any of these calls, or if they need to phone their family urgently.

If there are problems, such as these listed below, or any others that you are unable to manage on your own, please remember that there is always someone that you can talk to.

- Being bullied or treated unfairly by any person.
- An unresolved issue or if an issue has not been dealt with properly.
- Being discriminated against on grounds of race, religion, gender or any other reason.
- Someone has harassed or abused you, be it sexual or otherwise, that you feel it is inappropriate.
- There are problems at home.
- There are medical conditions.

COMPLAINTS PROCEDURE

This procedure is available on the website to current and prospective pupils.

- Every pupil at Abbotsholme has a right to enjoy his or her learning and leisure time free fromintimidation, fear, or harassment.
- All pupils should learn to live with each other and show tolerance towards each other.
- We want our pupils to build relationships of trust, and it is hoped that any problems or anxieties can be resolved.

If you feel that the difficulty cannot be settled in this way there are a number of things you can do:

- Talk to a close friend or a senior pupil whom you trust.
- Discuss the matter with any member of staff.
- You are always welcome to raise an issue with the School Health Advisor, the Boarding Coordinator or your houseparent.
- Contact your parents or a family member.

Contact someone from outside the school community. Any one of the following will gladly assist:

Childline www.childline.org 0800 1111
NSPCC help@nspcc.org.uk 0808 800 5000
Samaritans jo@samaritans.org 0845 790 9090
Derbyshire Social Services 01629 580000

If you wish to make a complaint:

- This can be done by talking about it or by writing it down, using whichever method you find easier. You can make a complaint by yourself, as part of a group, or through your parents.
- The complaint can be made to any member of staff.
- The issue can be a big or small problem. By discussing it, you may resolve it positively and productively.
- If possible, the member of staff will deal with the problem. If not, the member of staff may seek the help of a colleague.
- If you are concerned about confidentiality, tell the staff. They will understand. Even if you find the issue hurtful or embarrassing, do not worry; the matter will only be discussed by staff who need to know and who can help you. You will be consulted and kept informed about any action to be taken.

If a matter remains unresolved, or you wish to make a formal complaint, see ***Mr Barry Hobbs (Boarding Coordinator)*** *or* ***Mrs Charlotte Molloy (Headmistress)****. Either of these people will discuss,note and investigate your complaint and report back to you. You may be accompanied, if you sowish.*

BARNFIELD BOARDING CABINS

BARNFIELD IS A UNIQUE FORM OF ACCOMMODATION FOR SIXTH FORM PUPILS. IT WAS CREATED TO AFFORD THESE PUPILS THE OPPORTUNITY TO EXPERIENCE INDEPENDENT LIVING, IN PREPARATION FOR TERTIARY EDUCATION.

Here, they live in a small, supportive community and take responsibly for their living conditions. They are entrusted to behave responsibly, ensuring they consider other boarders. There are, however, consequences for undesirable behaviour or unacceptable living conditions.

Each cabin has cooking and laundry facilities, but the boarders are able to eat in the school dining room and send their laundry in to the school. It is compulsory for the Sixth Form pupils to attend evening meals.


Electrolux

BARNFIELD WEEKENDS:

- No set prep times on Fridays, Saturdays or Sundays.
- Return to Barnfield by 10pm (Friday & Saturday).
- Register with the member of staff on duty.
- Own cabins by 10.30pm (Friday & Saturday).
- Return to own cabin by 9.30pm (Sunday).
- Full boarders register by using the signing in/out noticeboards as well as recording leaving andreturning times and destination.
- Weekly boarders are to return to school between 6pm 8pm on Sunday evenings.
- Anyone returning outside of this time, or on Monday morning, must make alternate arrangements with the houseparent in advance of leaving school on Friday.

BARNFIELD WEEKEND LEAVE:

- Boarders wishing to stay with a friend over the weekend must submit permission (email) fromtheir parent/ guardian and the host parent. These must be submitted to the house parent before8pm on Thursday.
- Any visit to another pupil's house must be made with the consent of the houseparent and both sets of parents.
- Travel arrangements can be made.
- Pupils are allowed to book their own taxis, with permission from the houseparent, but must onlyuse the list of taxis approved by the school.
- Weekend leave begins on Friday at 5pm and ends between 6pm - 8pm on Sunday evening, unless special arrangements have been made with the houseparent to return on Monday by 08:15am.



BARNFIELD: OTHER ESSENTIAL INFORMATION:

Visitors: are limited to Sixth Form pupils. Visitors MUST have the permission of the houseparent or member of staff on duty to be in the cabins. All visitors must be introduced to the member of staff on duty and must sign in. Visitors are limited to the living and kitchen areas. They are not allowed in the bedrooms.

Cars: Any pupil wishing to take driving lessons from school, or bring a car into school, must seek permission in advance from Mr Ward. (Head of Sixth Form). All boarding pupils who bring a car to school may park in front of the cabins. Car keys must be handed to the houseparent upon arrival on school site. Permission to leave school in the evening for special occasions or in exceptional circumstances may be given at the discretion of Mr Hobbs, Boarding Coordinator.

No permission to leave the school site during the school day will be given, unless in exceptional circumstances and at the discretion of Mr Ward, Head of Sixth Form, and Mr Hobbs, Boarding Coordinator. Any misuse of vehicles will
result in the permission of a car on school site being rescinded.

Passengers: Any passengers in cars must have written permission from their parents/ guardian to travel as a passenger with specific drivers. It is a school requirement for parents to complete a Driving Permission form which must be completed in advance, and all driving permissions must be agreed upon by Mr Ward, Head of Sixth Form, and by Mr Hobbs, Boarding Coordinator.

Shopping Trips: Pupils may be given permission to go out on a shopping trip once a week in the evening, between 5pm - 6.30pm. Permission must be requested from the houseparent at least one day in advance. If travelling by taxi both outward and return journeys must be booked prior to leaving the school site, using a taxi on the approved school list.

Pupils may be given permission to go out for a meal in the local town on a Wednesday evening only, but must return to school by 9pm. No alcohol is to be consumed. Permission must be sought from the houseparent on the Monday. If travelling by taxi, both outward and return journeys must be booked in advance, using a taxi on the approved school list.

If pupils are travelling in their own cars they must have the relevant parental/ guardian permission. Permission to travel in their own cars is at the houseparent's discretion, especially in adverse weather conditions.

In order for permission to be given to pupils wanting to leave site for a shopping trip or meal, they must be up-to-date with their school work/ responsibilities and have no "formal warnings" in the week prior and all during the week they wish to go out.

Alcohol: Alcohol is not to be brought into school or consumed at school unless under special circumstances (for example formal dinners, balls etc.) under the supervision of a member of staff.

Bank accounts: Boarders are encouraged to have their own bank accounts. Due to bank security regulations it is recommended that bank accounts are set up prior to arrival, particularly for overseas pupils.

LIVING IN THE CABINS:

- Pupils will be instructed on how to use the cookers, washing machines, tumble dryers and microwaves.
- Lounge furniture is not to be used on the decking area.
- Large suitcases are to be stored in the outside storage area.
- Pupils must ensure that the communal areas (the kitchen, lounge and bathroom) are always left clean and tidy.
- Pupils are encouraged to remove their shoes when entering the cabins in order to prolong the life of the carpets.
- Food boxes are supplied on Mondays, Wednesdays and Fridays. Each cabin must complete a request form issued by the staff member on duty and ensure that the supper box is dropped off at the kitchen before registration and collected at supper.
- Pupils must report any maintenance issues as soon as they arise and inform the houseparent of any breakages.
- The laundry facilities at school are available for use. The laundry will only be returned the following day. All items must be clearly named. Boarders are supplied with a net bag and laundry box.
- A safe is available with the Head of Barnfield for pupils to store money and other valuables.
- Pupils are able to connect to the wireless network until 10pm. The school IT manager, to the best of their ability, restricts websites that could endanger pupils' safety.
- Each cabin has its own Freeview receiver and DVD player.
- Whilst pupils are encouraged to manage their own phone calls, under certain circumstances pupils may use the houseparent's phone.
- Blu-Tack must be used to put up posters. No nails, drawing pins or staples are to be used.
- No kettles to be used in bedrooms.
- Boarders must switch electrical equipment off at the main switch and not leave them on standby mode, at any time when not in use.

Fire Drill - each cabin has its own smoke detectors. If the alarm goes off in your cabin evacuate through the quickest and safest exit and assemble outside the CDT / Science Block. If the school fire alarm goes off at any time from 5pm - 08:20am, or during the weekend, all Barnfield pupils are to move to the front of the school as quickly as possible.

Fire drill assembly point - outside front of school for all drills now.



ASSIGNMENT EXPECTATIONS:

- From Monday to Thursday pupils are expected to use the study period timeslot (6:15pm to 7:30pm) to work. This is the minimum time allocated for quiet prep.
- During this time no noises that could distract fellow boarders (for example TVs, radios, Xbox, PlayStations etc.) are allowed.
- We encourage pupils to use their own time during the day, or outside their allotted time, to continue with their academic work.
- Boarders study in their designated cabins. If needing to study elsewhere, permission must be sought from the staff member on duty.

DUTIES AND RESPONSIBILITIES

- At the start of the academic year, members of each cabin decide how they will keep their cabin neat and clean, and they draw up a rota for the collection and return of food boxes.
- Boarders are expected to clean up any dirt and tidy any mess in their cabins.
- Each cabin regularly has an opportunity to order what they need from the food list.
- These requests must be given to the houseparent.
- Boarders are reminded that mutual respect for fellow housemates is encouraged at all times.
- Pupil House Representatives are encouraged to speak to all Barnfield boarders and liaise with the houseparent and/or the Boarding Coordinator regarding any concerns they have.
- Staff members welcome suggestions of trips and outings from the boarders.
- Each cabin does a stock take of all the equipment in the cabin. This is done at the start of the academic year and at the end of each term.



ABBOTSHOLME

AN EDUCATION FOR LIFE





Abbotsholme School, Rocester,
Uttoxeter, ST14 5BS

Telephone: 01889 590217

Email: admissions@abbotsholme.co.uk

www.abbotsholme.co.uk