

Boarding Information

2010-11

Arundale

I-V Group
(Yrs 7-11)

St Christopher School

Letchworth Garden City
Herts
SG6 3JZ

Main School contact details

Tel (01462) 650850
Fax (01462) 481578
school.admin@stchris.co.uk
www.stchris.co.uk

Arundale (Years 7-11)

Tel (01462) 650944 (Yrs 7-9)
Tel (01462) 650919 (Yrs 10-11)
Tel (01462) 650918 (houseparents)
Tel/Fax (01462) 678945 (houseparents)
chris.drayton@stchris.co.uk

Arunside (weekends)

Tel (01462) 650882

Welcome to Boarding at St Christopher

We know that starting in a new boarding house can be a daunting experience, so we would like to assure you that we will do all we can to help you settle in and make your stay with us both happy and productive.

We believe that a boarding house should be well-ordered, yet friendly and informal so that everyone feels comfortable and cared for. We want you to have fun, but we also want you to be considerate to others and serious about your work.

Please read this booklet carefully and do ask if anything is not clear. We are always happy for you to come and see us if you have a problem or want to talk about something.

Arundale Houseparents:

Chris and Cecilia Drayton

Arunside Weekend Houseparents:

Paul and Sue Kelly

House Tutors:

Jane Edwards (Senior Tutor)
Angeles Ojeda
Adam McAndrews

Daily Routine

YEARS 7 – 9

7.30	Wake up, wash and dress.
7.35 – 7.50	Down to the Dining Hall for breakfast.
8.00 – 8.25	Back to the House. Make bed, tidy room and leave for School. Latest time to leave for School is 8.25.
3.55	School finishes. All back to the House to sign in and get a snack and a drink.
4.00 – 5.45	Activities/Free Time. Year 9 may sign out to town (at most twice in a week) but must be back by 5.30.
5.45	Tea
6.00 – 6.50	Free time
6.50	Roll Call in Old House Sitting Room.
7.00 – 8.15	Prep in ICT1
8.15 – 9.00	Free Time/Games/Sports Hall/Supper

Bedtimes:	8.45	Year 7 get ready for bed
	9.15	Year 7 lights out
	9.00	Year 8 get ready for bed
	9.30	Year 8 lights out
	9.15	Year 9 get ready for bed
	9.45	Year 9 lights out

Daily Routine

YEARS 10 – 11

7.30	Wake up, wash and dress.
7.35 – 7.50	Down to the Dining Hall for breakfast.
8.00 – 8.25	Back to the House. Make bed, tidy room and leave for School. Latest time to leave for School is 8.25.
3.55	School finishes. All back to the House to sign in and get a snack and a drink.
4.00 – 5.45	Activities/Free Time. Those going to town must be back by 5.40 at the latest.
5.45	Tea (sign in with resident member of staff on duty).
6.00 – 6.50	Free time
6.50 – 6.55	Sign in with duty staff in Cloisters Study
7.00 – 8.30	Prep (in own room or ICT 2)
8.30 – 9.00	Optional extra Prep session in ICT 2
8.30 – 9.15	Supper

Bedtimes:	9.30	Year 10 get ready for bed
	10.00	Year 10 lights out
	10.00	Year 11 get ready for bed
	10.30	Year 11 lights out

Fridays and Weekends

Daily routine the same as Monday – Thursday, until 4.00 pm. The evening routine varies according to the number of students who are staying. There is no formal Prep session. Tea is at 6.00 pm and bedtimes are at the discretion of the duty staff.

At 10.00 am on Saturday, boarders staying for the weekend move to Arunside, where they are looked after by the weekend Houseparents. They return to Arundale at 6.00 pm on Sunday.

Sunday Evenings

Dinner is at 6.00 pm and bedtimes are the same as Monday – Thursday.

Signing In and Signing Out

It is important that staff know where everyone is. Therefore, if you are leaving the House at any time you must use the 'signing out' board. Remember to sign in when you return.

You may not leave the School campus after tea without permission.

Duty Teams

All pupils have responsibilities within the House. Duties are posted on the notice boards outside the Sitting Room (Old House) or the Study (Cloisters).

The School Day

On weekdays you must leave the House by 8.25 am at the latest.

Years 7-9 may not return to the House during the School day, so it is important that pupils have all the books and equipment they need for the day.

Students in Years 10 and 11 may go to their rooms during morning break and at lunchtimes for changing books, but visitors are not allowed at these times.

Visitors

Friends of boarders are welcome after School until 4.15 pm, but only at the invitation of someone from the House. They must seek permission from the member of staff on duty and then sign in on the visitors' board in the main corridor or study. Friends from outside the School are not allowed in the House at any time.

Parents and relatives should let staff know when they visit and when they are taking you out.

Rooms

Your room must be kept tidy. Rooms are inspected in the morning, and all pupils are expected to make their bed, clear the floor and tidy work surfaces. It is important to help the Housekeeping staff as much as possible.

Please use the pinboards in your rooms for posters and do not use Blu-tac. Ensure that your name sticker stays on your door, so that you can be located by others. In the interest of fire prevention there must be no blankets or shawls draped on the walls or ceiling. All floors must be kept clear for rapid evacuation.

No kettles, fridges or heaters are to be kept in rooms.

Please look after your room and do your best to ensure that furniture is not damaged. If you do damage something, or discover damage, please tell us straight away so that it can be repaired.

Privacy

Boys are not allowed in girls' corridors or rooms at any time, and vice versa.

Students can socialise in the House Common Room and Study and there are other places to sit and chat around the School.

Visitors to the House must also comply with the above rules.

Consideration for others

We all require space and time to be on our own, as well as time to share with others. Respect for privacy, property and the feelings of others is essential for a happy boarding community.

Houseparents, resident and visiting staff take turns to be on duty and are there to help you. Please see the member of staff on duty if you have a problem – there is always someone there to help.

Prep Time

Prep for Years 7 – 9 is supervised in a classroom in the ICT Building by a member of the teaching staff. Years 10 and 11 may do Prep in their own rooms, with members of the teaching staff on duty to offer help and support when needed. You will be expected to work quietly and make good use of your Prep time.

Activities

Details of after-School activities are posted on the House notice boards.

Telephones

You may use the pay phones at any reasonable time. The main School line should only be used for emergencies or for overseas students who may have special arrangements. Incoming calls can be taken in the House.

You may not make or receive calls during Prep or after lights out. Mobile phones should be switched off at these times.

TVs, DVDs and Computers

There are TVs in the Sitting Room in Old House and in the Cloisters TV Room which you are allowed to watch after School and after Prep. Students are not allowed to have TVs in their rooms.

You may bring a laptop computer to School, provided that you accept responsibility for its safe-keeping and that it is insured. You may watch DVDs, but you must check their suitability first with the member of staff on duty. Computer games must be of an appropriate certification.

Tuck

Please ensure that any tuck you bring to School is strictly vegetarian – look for gelatine in biscuits and sweets, and animal extracts in crisps. Please do not bring food that requires refrigeration. Students can get their tuck immediately after School, but remember that fruit is always available in the House and pupils may take it to School if they wish.

Pocket Money

There is a Coffee Shop in the Senior School which sells tuck, and money may occasionally be needed for toiletries, birthday presents, weekend outings, haircuts etc.

We operate a House Bank account for each student so that money may be drawn in small amounts when needed. Parents are asked to make a deposit at the start of the School year and the balance at the end of term is carried forward to the next term, or credited to your bill at the end of the Summer Term.

Valuables

Please note that the School insurance covers fire and flood but not other causes of loss or damage, which should be covered by policies arranged by parents. This particularly applies to valuable items such as laptop computers and bicycles. Please bring a small, lockable box for personal items.

Students should not keep money in their rooms. If you do have money then you should give it to your Houseparents to deposit in your House Bank account.

Bicycles

If you wish to bring a bicycle to School it must be in good working order. You must have a bicycle lock, a pump and your bicycle must be insured. Please complete the form at the back of this booklet and hand it to one of the resident staff.

Exeats

An exeat is when a student is out of School, unsupervised, for anything other than a local visit to town. Permission for an exeat will normally only be given if your Houseparents have received a written request, with travel details, from your parents or guardian **at least 24 hours in advance**. Departure and return times should be clearly stated. If you are likely to return late, or if plans change, it is essential that your parents contact us at the earliest opportunity to let us know.

Students who stay at the weekend move to another House (Arunside) on Saturday at 10.00 am. If your child returns to School before 6.00 pm on Sunday, they must go to Arunside, but Houseparents must be informed by 10.00 am on Saturday morning. After 6.00 pm on Sunday boarders report back to their respective Houses.

Day exeats to Letchworth, Stevenage or Hitchin may be authorised by staff, providing you are with friends from the House, but day exeats further afield, such as to Cambridge or London, require additional permission from parents or guardians.

Exeats to stay at a friend's house need an invitation from the friend's parents in addition to a letter from your own parents or guardians. This can be done by email, fax or a letter. Phone messages are not accepted. Sleepovers at friends' homes during the week are not permitted.

There are three weekends when we encourage all boarders to stay: the Christmas weekend in December, the Recycled Fashion Show weekend in February and the Summer Fair weekend in June.

At Half Term and at the end of Term boarders should be collected as soon as possible after the end of School.

Clothes, Linen and Laundry

We have limited space available for storage and so it is important not to bring too many clothes and belongings. Students up to Year 9 can have their washing done for them in the School Laundry, if they wish. Years 10 and 11 are responsible for their own washing and may make use of the School washing machines and driers.

All items of clothing should be labelled with sewn-in name tags. Uniform PE and Games kit can be bought once you are at School and charged to your bill.

All bed linen is washed in the School Laundry every Friday. Please ensure that your bed linen is clearly labelled.

Medical

The first thing you should do if you feel unwell is to tell a resident member of staff straight away. Basic medicines can be given by the staff on duty, and the School Nurse. If you are too unwell to go to School you will be transferred to the Surgery, where the Nurse will look after you. Written records of any medication given and of how you are progressing are kept with your Houseparents.

If you develop an illness and it is clear that you will be off School for more than a day, your parents or guardian will be contacted. Often in this situation pupils are collected and taken home to recover, or, if this is not convenient, may be allowed to stay in the House.

If you fall ill during the School day, the normal procedure is to go to the Surgery to be seen by the Nurse. You may either then be sent back to the House or put to bed in the Surgery, depending on the nature of the illness.

All medicines brought to the house should be given to Houseparents or to the staff on duty.

The School Doctor visits once a week, on Tuesdays after School. The Nurse may make an appointment for you to see the Doctor then, or an appointment can be made for you to see a Doctor at the Surgery in town. If you are taken ill at night, or in more serious cases, a resident member of staff will take you to the Lister Hospital in Stevenage, which is about 10 minutes by car, or an ambulance will be called.

Smoking

Smoking anywhere on the School campus or in the local area is strictly forbidden. If you are caught smoking, your parents or guardian will also be informed. Further incidents may lead to more serious disciplinary consequences. Anyone found smoking inside a building will be excluded automatically for a short period.

Fire

You will be given instructions on fire evacuation procedure on your first evening in the House and notices giving the same information are posted around the House. Other than when they are being used for emergency exits, either during a fire practice or in a real emergency, the fire doors which lead out of the building must be kept closed and the fire escape stairs are strictly out of bounds.

What to do if things go wrong

There may be times when you feel that things are not going as well as you would like or there may be times when you are feeling unhappy. The School prides itself in being able to offer support in a number of ways.

Peer Mentors are VI formers trained to offer peer support.

Your Advisor will be able to offer support or guide you towards appropriate support. Any of your teachers, house staff or houseparents will be happy to help you – whether the problem you are facing is an academic, social, emotional or family one.

Your own family too will be able to offer you support!

In addition to these areas the School offers drop in confidential counselling sessions. You may also see the School Nurse or School Doctor.

If you wish to speak to someone out of School then you can always contact ChildLine, a confidential telephone support service for young people. You may also contact our Independent Listener, Cath Smith. Her telephone number is **07798 691 861**.

The Head, Richard and his wife Jenny live on site and are also available at any time to see boarders and/or their family.

If you wish to make a complaint then the School has an official complaints procedure that you can download from the website. If possible you should always try and sort your complaint out with someone in School. If this is not possible then you can also complain to OFSTED who inspect Boarding Schools. If you are not satisfied with how the School responds to your complaint you can also contact the Department for Children, Schools and Families.

ChildLine: 0800 11 11 (<http://www.childline.org.uk>)

OFSTED: 08456 404045

Independent and Boarding Team
Department for Children, Schools and Families
Mowden Hall
Staindrop Road
Darlington
DL3

REMEMBER THAT THE HOUSE STAFF ARE THERE TO HELP.

ALWAYS ASK IF THERE IS ANYTHING YOU ARE UNSURE ABOUT.

Appendix A: Pocket Money

In Arundale we operate a House Bank to help boarders budget their pocket money. Parents make a deposit at the start of the year and pupils draw small amounts when needed.

When a withdrawal is requested we will ask the pupil what they want the money for, so that we can help them to manage their budget. If the amount requested seems excessive, we will check with parents first before giving it.

Boarders will need to bring a stock of requirements such as phone cards, toiletries, hobby materials etc or sufficient money to purchase them. Items such as uniform games kit and travel expenses may be charged to your bill, as detailed below.

Not chargeable to bill	Chargeable to bill
Clothing	Uniform games clothing
Sports equipment	Uniform swimming kit
Stamps	Travel expenses
Phone cards/ phone credit	Washing powder
Batteries	House parties
School outings	House trips
Photography (film/printing)	Some School trips
Bookshop	Sundry repairs
Driving Lessons	

The amount of money to be deposited in a pupil's House account will vary from one person to another. Even if a pupil does not wish to use the House Bank for their pocket money, we still ask that a deposit of at least £20 per term is made to cover unforeseen expenses.

At the end of the Autumn and Spring terms parents will receive a House Pocket Money Statement, showing the balance to be carried forward to the next term and a suggested sum to top up the account. At the end of the Summer Term any outstanding balance will be credited to the School bill.

Appendix B: Clothing and Bedding

The following is intended as a guide to what you will need:

Item	Check	Item	Check
Jeans, trousers or skirts		Toilet bag with toiletries	
Sweatshirts		Hairbrush or comb	
T-shirts		Towels (3)	
Underwear		Coat hangers	
Socks		Nightwear	
Coat		Dressing gown	
Football boots		Slippers	
Shin pads		Mug	
Trainers (with non-marking soles)		Duvet (1)	
White socks		Duvet covers (2)	
Bag for PE kit		Fitted single sheets (3)	
Bag for Swimming kit		Pillow cases (4)	
School bag		Laundry bag	
Cricket whites (optional)			

Notes

1. Uniform Games, PE and Swimming kit can be purchased from the PE Department once you are at school.
2. Pillows are supplied for everyone.
3. All items of clothing and bed linen should be named.
4. Do not bring too many clothes – storage space is limited.

Appendix C: Bicycles

For the attention of parents/guardians of all boarders

We are concerned that there should be regular checking of bicycles to ensure that they are safe to ride. **All boarders who wish to have a bicycle at School must complete the attached form (next page) and return it to their Houseparents.**

When you have checked the items listed on the form, tick those that are functioning satisfactorily. A further check will be done during the first half of the Autumn and Summer Terms at School. Any bicycle that is found to be faulty will be immobilised until it has been repaired.

We strongly recommend that all bicycles are taken home at least once a year to be thoroughly overhauled. For security against theft you should approach your local Police Station. They are usually prepared to mark bicycles with owner's post code. We also operate such a coding practice at School.

Bicycles are particularly liable to theft and should be insured by parents. This can usually be arranged as an extension to a house contents policy.

St Christopher School

BICYCLE RECORD SHEET

Name _____

Make of Bicycle _____

Frame Number _____

Description/Colour _____

Security Mark (Post Code) _____

Insured: Yes/No

ITEMS	HOME	DATE OF CHECK			
Front brake					
Back brake					
Bottom bracket					
Pedals					
Front wheel (line, tyres, spokes)					
Back wheel (line, tyres, spokes)					
Saddle (tight, height)					
Handlebars (tight, height)					
Gears					
Bell					
Reflector					
Lock					
Chain					
Comments					

St Christopher School

Pupils' Personal Electrical Equipment Checklist

Name _____ Boarding House _____

Please list **ALL** your electrical equipment, including adapters, plugs and extension leads. Make sure the correct fuse is fitted.

Appliance	Class	Fuse	Tests			1	2	3	Fail	Notes tested by:
			A Visual	B Plug						

This form should list all electrical items brought back into School.

A new form should be completed at the start of each and every term.