

St Christopher School

LETCHWORTH GARDEN CITY

Sixth Form Boarding Information

Arunside

2009-10

www.stchris.co.uk

St Christopher School

**Barrington Road
Letchworth Garden City
Hertfordshire
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Main School contact details

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Fax + 44 (0)1462 481578
school.admin@stchris.co.uk
www.stchris.co.uk

Arunside contact details

Houseparents: Pippa and Malcolm Hodgson
Weekend Houseparents: Sue and Paul Kelly
House Internal Phone:

Tel +44 (0) 7706 079205
Tel +44 (0) 1462 650882
Tel +44 (0) 1462 675194

Welcome to Sixth Form Boarding at St Christopher

The Sixth Form is a vital time for a young person which shapes the rest of their life. Students work towards A level examinations and aim for university. They are treated more as young adults and more is expected of them in terms of attitude, personal responsibility for their learning and overall contribution to School life.

Boarding in Arunside gives students the opportunity to live within a small, supportive boarding community. Sixth Form boarding is an ideal staging-post between School and University and equips students with many social and organisational skills that will serve them well in adult life.

Originally the home of the architects of the Garden City, Arunside was refurbished last year as a modern boarding facility specifically for sixth formers, while retaining many attractive original features.

The house is well-ordered, yet friendly and informal so that everyone feels comfortable and cared for. We want our students to enjoy boarding life, but we also to be considerate to others, participate fully and be 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.

Daily Routine

7.30am	Wake Up Breakfast in Arunside
8.20am	Students must leave the House by 8.20am
8.30am	School day starts
12.40pm	Lunch in the School dining hall (the "IG")
1.30pm	Year 13 students can return to the House
3.55pm	School day finishes
4.00pm	Year 12 students can return to the House
4.00-6.00pm	Academic staff available in House to advise on homework
6.00pm	Supper in the "IG"
10.00pm	Students must all be back in the House
10.30pm	Students in their rooms
11.30pm	Lights out

Weekend Routine

Some students choose to stay in School at the weekend. Sixth Form students in Arunside are joined by younger students from Arundale, who stay in areas in Arunside set aside for them.

Sue and Paul Kelly take over as Houseparents at the weekend.

Prep Time

Sixth Form students are expected to use their time well to complete coursework and homework tasks on time and to revise. A member of the academic staff is always on duty from 4pm-6pm to support students in their work, and the School's Library and IT resources are available in the evenings.

School Facilities

In addition to the IT Centre and School Library, Arunside students have use of other facilities on campus in the evenings and at weekends. Specific times for swimming, canoeing or aquarobics in the School Pool may be available, and the School has extensive sports fields.

Arunside students also have the opportunity to qualify as a pool Lifeguard and to earn money by undertaking duties at the weekend. Additionally, all sixth form boarders are trained to be qualified First Aiders. The School's gym is also available for students' use.

During the School year, there are also trips and expeditions that boarders may participate in. These include Duke of Edinburgh's Award practice and assessment expeditions, training for those going to Rajasthan or Ladakh and other outdoor pursuits such as mountaineering. All are run by fully qualified staff.

Some students choose to join Letchworth Tennis Club, which is a minute's walk from the House and offers, as well as outdoor and indoor tennis courts, aerobics and step classes and a fitness room. Discounted membership may be available for St Christopher students.

Signing In and Signing Out

Students must sign out when they go into town. If they intend to go further afield, such as to London or to visits friends elsewhere, this can only happen if parents have given written permission at least 24 hours beforehand.

House staff run checks 4 times a day at key times, to ensure that all students are accounted for.

Student Duties

Living in a Sixth Form boarding house is excellent preparation for living independently at university and beyond. For this reason, students in Arunside are responsible for all their own washing and ironing. There is also a student rota for keeping the House kitchen tidy and TV room tidy.

The principle is that nothing should be left for others to clear up.

Student Rooms

Rooms are cleaned regularly, but students are also expected to keep their rooms tidy, so that cleaners can clean effectively.

Boys are not to go into girls' rooms, nor girls into boys' rooms.

Visitors

St Christopher students who are not Arunside boarders may visit, but only if they sign in and have been invited by a member of the House.

Visitors may only go into the communal areas of the House, and never into students' rooms.

Communal Areas

The House has a TV room, kitchen, quiet room and other communal spaces for students to relax with their friends. The House also has a large garden, and House barbeques are popular in the Summer.

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.

Phones

Nowadays students tend to have their own mobiles, though parents can also ring the internal House student phone on +44 (0) 1462 675194.

TVs, DVDs and Computers

TVs and DVDs in students' bedrooms are not allowed, as this impedes learning. The House has a communal TV room.

iPods are permitted, as are similar devices with headphones, as these will not disturb others.

Students may bring their own laptop; wireless connectivity is due to be extended across all areas of the House. The School network imposes strict controls to prevent unsuitable Internet content.

Food and Drink

The House has a fully-functioning kitchen area and students can store items of food and drink. However, food and drink is discouraged in students' rooms.

The kitchen is stocked with fruit, cereals, milk, tea, coffee, bread and juices for students' use.

Breakfast is taken either in the House or in the IG. Other main meals are taken in School.

Any specific dietary needs can be catered for.

All food must be vegetarian – no meat or fish is allowed on campus.

Clothes, Linen and Laundry

Students are advised to bring two sets of bedding with them. Pillows are provided. Friday is laundry day for bedding.

Although students are responsible for washing and ironing their own clothes, bedding is washed and changed by House staff.

Your Own Money and Valuables

Although the boarders form a small, supportive community and thefts are rare, it is always advisable not to have large sums of money around the House.

Students can bank their money with the Houseparents, who will hand it over to Finance for safe-keeping. If a student needs to draw money from his supply, the Houseparents will arrange it.

Similarly, all items of value should be stored with the Houseparents, who will place them in a safe.

Medical Issues

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. If you fall ill during the School day, the normal procedure is to go to the surgery to be seen by the nurse. Depending on the nature of the illness, you may be kept in the surgery.

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 Wednesdays 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.

Bicycles

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

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.

The House has an arrangement with a local specialist, whereby bicycles can be serviced cheaply and efficiently on site.

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. Bicycles may be kept in the lockable bike-rack at the House.

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 before 9.30pm on Sunday.

Travel

The Houseparents can issue a travel warrant or, with parents' permission, money for travel can be issued.

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.

Drugs and Alcohol

Illegal substances of all kinds are strictly forbidden. The School operates a "zero-tolerance" policy and any abuses will always bring severe disciplinary consequences.

On special occasions, such as the House Christmas Dinner, a maximum of two glasses of wine will be permitted for students over the age of 18, and only after the Head's permission has been given.

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.

All rooms in the House are fitted with a smoke alarm. Fire drills take place every term. These are duly logged, and records sent to both the Bursar and the Head. Alarmed exits are checked daily.

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. You may also contact our Independent Listener, Cath Smith. Her telephone number is **07798 691 861**

If you wish to speak to someone out of School then you can always contact ChildLine, a confidential telephone support service for young people.

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

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. All electrical equipment in the House is checked by an electrician.

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

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.