Arundale Boarding House

INFORMATION HANDBOOK

2022–23

ST. CHRISTOPHER SCHOOL
LETCHWORTH GARDEN CITY

Arundale Boarding House

INFORMATION HANDBOOK

2022–23

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Statement of Boarding Principles and Practice

St Christopher School has a long tradition of boarding and has a thriving, friendly boarding community which feels like a home away from home. Our boarders come from all over the world, creating a diverse and welcoming community where friendships are made that will last for many years.

Our boarding house, Arundale, is located in the main school building.

The School is unusual amongst mainstream boarding schools in having "Houseparents" rather than "house masters and house mistresses".

The choice of terminology is deliberate, as is the employment of both partners. The aim of the School is to support a homely, welcoming and inclusive environment for all of our boarders. Houseparents provide the caring oversight associated with the active role of a good parent, supporting pupils during their time at the School.

Houseparents are in regular contact with a student's teachers, Adviser and Head of Year, to ensure that academic and pastoral care are carefully coordinated, and to the highest standard.

All boarding is co-educational with guidance and rules to ensure privacy. In both boarding houses bedrooms are separated into different areas of the building for girls and boys. There are a number of common room spaces and boarders have access to many of the School's main facilities in the evening.

Boarding allows students to experience a communal life. They develop a capacity for tolerance, self-sufficiency and independence that will serve them well in later life. They learn the relationship between rights and responsibilities and the balance between individuality and being part of a community.

ARRIVAL & INDUCTION

During the first few weeks of term, Houseparents and Resident Tutors help students to settle in through our transition plan, which includes a meeting with key staff and tour of the school.

Arrival and Transfer to the Boarding House

The arrival day for all boarders is normally the day before the first official day of term. Houseparents will liaise with pupils during the summer term to plan their arrival.

Induction

There is a full programme of induction with Houseparents, Head of Boarding, boarding staff and the Senior Boarder. On the first day, after settling into their surroundings, new students are given a tour of the St Chris campus. During the first week Houseparents also arrange a visit to Letchworth and the local area, including where the nearest shops and banks are.

Don't worry if you do not remember everything at once, there are lots of people who will be happy to help you!

All students are members of a Company (our word for Form Group) and all new students are paired with a buddy, and this is particularly important for boarders. A buddy is someone in the same Company who will attend many of the same classes. Their role is to support our new starters and answer any questions.

The Company Adviser runs registration time in the morning and at lunchtime for their Company, and is the main day to day contact for students and parents alike. Houseparents work closely with Company Advisers, and if parents prefer they can ask questions or raise issues with the Houseparents who will then liaise with the Company Adviser or teacher and feedback.

Administrative Induction

Houseparents support and guide new students through the essential administrative processes that ensure all obligations are met for visa compliance, including bank registration or registering with the local police. Medical and dental services will be arranged by the School Nurse, and all international boarders are registered with a local General Practice doctor at a local surgery, with the Houseparents accompanying students to appointments.

Holiday and End of Term Arrangements

Boarding is closed during half terms (three per year during each academic term), Christmas, Easter and the summer holidays. There are no Exeats (leave weekends) during the academic year.

At all other times, including Bank Holidays (one day public holidays) that fall during term time, we organise activities for boarders.

For arrival and departure times for the 2021-22 axcademic year, please see the table on the following page. Please contact the Houseparents to confirm your travel plans.

2022 – 23 Boarders' Arrival and Departure Arrangements

Term	Students Arrive	Term Starts	Term Ends	Students Depart
Autumn Term, **first half**	All new pupils, all Year 7 and Year 12 pupils arrive Sunday 4 September, 3.00 to 6.00pm Boarders in all other years: Monday 5 September, 5.00 to 8.30pm. **For all pupils arriving from overseas:** Please contact the Houseparents to confirm arrival details.	All new pupils, all Year 7 and all Year 12 pupils: Monday 5 September All other pupils: Tuesday 6 September	Friday 21 October, 3.55pm for half term	Friday 21 October – after 3.55pm
Autumn Term, **second half**	Sunday 6 November, 6.00 to 8.30pm	Monday 7 November	Friday 16 December, 12 Noon	Friday 16 December, after 12 Noon
Spring Term, **first half**	Sunday 8 January 6.00 to 8.30pm	Monday 9 January	Friday 10 February 3.55pm for half term	Friday 10 February after 3.55pm
Spring Term, **second half**	Sunday 19 February 6.00 to 8.30pm	Monday 20 February	Friday 31 March 12 Noon	Friday 31 March after 12 Noon
Summer Term, **first half**	Monday 17 April 6.00 to 8.30pm	Tuesday 18 April	Friday 26 May 3.55pm for half term	Friday 26 May, after 3.55pm
Summer Term, **second half**	Sunday 4 June 6.00 to 8.30pm	Monday 5 June	School finishes for Late Summer Programme (LSP) for Years 7, 8, 9, 10 and 12, on **Friday 30 June, at 12 Noon**. **Term ends on Friday 7 July.**	Pupils in Year 7, 8, 9, 10 and 12, depart on **Friday 7 July** after LSP week. Pupils in Years 11 and Year 13 should leave **directly after their last exam.**

GENERAL POINTS

- Weekly boarders or full boarders who are returning to St Chris on a Sunday after a weekend away, need to arrive back in the house between 6.00 and 8.30pm. Please contact Houseparents by telephone in the case of any unavoidable delays or issues.
- In line with Safeguarding procedures for boarding schools, visiting parents, relatives and guardians must sign in at the boarding house with Houseparents, and must be accompanied into the House by a member of resident staff. Parents or guardians can drop off and collect students from the communal area only; they must not go into student bedroom areas except on the first and last day of term (please see details under VISITORS towards the end of this booklet).
- On the last day of half-term or term, boarders should depart as soon as possible after lessons have finished. Permission must be granted by Houseparents for an earlier departure where lessons will be missed. We understand that this is necessary sometimes, but please do check with staff first.
- Please always confirm any travel arrangements (to or from school) with the Houseparents in good time before the start or end of each term. Please also ensure that any request for taxi transfers are made at least two weeks before the start or end of term.
- Students in Year 7, 8 and 9 have a compulsory residential trip at the end of their school year, (the LSP or Late Summer Programme). Please check the dates for this trip before booking travel for the end of the Summer Term.
- Students in Year 11 and Year 13 are required to leave the school after their final GCSE/A Level examinations, not at the end of the Summer Term as normal.
- Bedrooms should be left neat and tidy at the end of each departure for holidays, so that the areas can be cleaned and prepared for boarders' return.
- Term dates and timings can be viewed on the School website here: https://www.stchris.co.uk/school-life/term-dates/

Life as a Boarder

ACCOMMODATION

In our boarding house there is a range of individual and shared bedrooms, with shared bathrooms and communal social areas.

We aim to locate boarders close to other pupils of the same or similar age. Male and female pupils' bedrooms are located in separate sections of the boarding house. Boys and girls and not allowed into each other's living accommodation, including bedrooms, bathrooms, corridors and staircases, and any breach of this rule would be regarded as a serious disciplinary issue. Social spaces such as living rooms and games rooms are communal and are for both girls and boys.

Each student has a comfortable single bed, a desk, a wardrobe and drawers. Rooms are cleaned on a daily basis, but students are also expected to keep their rooms neat and tidy. Taking responsibility for our own space encourages the development of independent living skills, but It is also important because we live in a community where we respect and value one another.

Students are very welcome to personalise their rooms, and large pin boards are provided. However, in the interest of fire prevention items such as blankets and shawls must not be draped on the walls or ceiling. For the same reason, kettles, cooking gadgets and heaters are not allowed in bedrooms, and floors must be kept clear for rapid evacuation. If any furniture or other items are damaged, please do let us know straight away so that we can arrange for repair work or replacement.

ACTIVITIES

St Chris has a range of activities for boarders in the evenings and at weekends: there are plenty of opportunities to get involved in our thriving community.

In the evenings, activities are organised in the boarding accommodation and local area, as students have school the next day. These could include a quiz evening, film and pizza night or cookery with the Houseparents.

Every weekend there is a Saturday trip or activity for boarders, which is usually off-campus. Recent trips have included:

- Seaside trip to Brighton
- Theatre trip to London's West End
- Cambridge museums
- Indoor Golf
- Harry Potter Studio Tour
- Falconry Centre
- Woburn Safari Park
- Paintballing
- Indoor Skydiving
- Escape Room

Boarders are welcome to suggest ideas for activities throughout the year.

Details of after-school and evening activities for boarders are posted on the house noticeboard, and these are offered in addition to the usual after-school clubs, sports teams and activities.

In addition, each year we offer a range of trips and expeditions for all St Chris students that boarders may choose to participate in, and which sometimes take place during the half-term holidays. These can be trips abroad (for example skiing in France) or closer to home (for example the horse riding trip to Norfolk). In Sixth Form, there is the opportunity to visit Rajasthan, a trip that is so popular we run it twice a year.

Boarders have use of many of the School's facilities in the evenings and at weekends, such as the swimming pool, tennis courts, skate park and playing fields. In addition the ICT suite and Library are open late into the evening for study. The grounds are always open for boarders' use.

BICYCLES

Students are allowed to bring a bicycle to school, and there are many beautiful cycle trails in the Letchworth area. Bicycles should be in good working order and students must bring a helmet, lock, pump, bell and fully functioning front and rear lights. Bicycles are kept in the lockable bike-rack at the boarding house. Bicycles are particularly liable to theft and should be insured by parents.

CARS

Boarders of driving age are not allowed to drive a car to, or to keep a car at school. Boarders are also not allowed to travel in other students' cars.

CLOTHING, BEDDING & LAUNDRY

We provide a duvet, pillow and bed linen (sheets, duvet cover and pillowcase), but many students bring their own bed linen from home, (which should be clearly named, please). Students are also welcome to bring an extra blanket, although we do provide these.

All bed linen is washed every Friday. Students in Years 7, 8 and 9 can have their washing done for them in the laundry, if they wish. Students in Years 10 to 13 are responsible for their own washing and should make use of the on-site washing machines and driers (located very close to the boarding accommodation).

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	
School bag		Slippers	
Swimsuit/swimming trunks and bag to carry them in.		Mug	
		Duvet (optional)	
Pupils in Years 7 to 11 will need a St Chris PE Kit. Please see the Senior School Welcome Handbook for full details.		Duvet covers (optional)	
		Fitted single sheets (optional)	
		Pillowcases (optional)	
		Laundry bag	

Please label your name securely on all items of clothing and bedding.

St Chris only has a uniform for PE and Games. Please visit our website for further information about what you will need:
https://www.stchris.co.uk/admissions/starting-at-st-chris/

COMMUNICATIONS & TECHNOLOGY

Wireless connectivity is fully accessible across all areas of the School, including boarding accommodation. The network is operational between the hours of 6.00am and midnight.

Pupils in Years 7 to 10 are asked to hand in their mobile phones, laptops and other electronic devices before they go to bed. Pupils in Year 11 are allowed to keep their mobile phones but if they are found to be using them later than 11pm, they will be removed.

The School network imposes strict controls to prevent access to unsuitable Internet content. The School's IT Policy can be downloaded from our website: https://www.stchris.co.uk/about-us/policies/

The school has firewalls and search attempts are checked regularly by the Head of IT. Infringement of our IT Use Policy may result in serious consequences.

Telephones

Students are welcome to use their own mobiles or laptops, though parents can also ring the internal boarding house student phones on the numbers published at the front of this booklet. The main switchboard line should only be used for emergencies or for overseas students who may have special arrangements.

Students may not make or receive calls during Prep or after lights out.

TVs, Films and Computers

There are communal televisions in the boarding accommodation which students are allowed to use after school and after Prep. Televisions are not allowed in bedrooms.

Students may bring a laptop computer and/or tablet to school, provided that parents accept responsibility for its safe-keeping lays with their child, and such items are insured. Students may watch films on these devices, but suitability must be checked first with the member of staff on duty. Computer games must be of an appropriate certification.

COMPLAINTS

We encourage an open and transparent environment at St Chris, and often an honest discussion of issues results in positive outcomes, without the need for formal procedures. However, we do have an official complaints procedure, which can be found on our website: www.stchris.co.uk.

All complaints are carefully considered and it is usually helpful to discuss at an early stage the issue itself, as well as our procedures and the possible outcome. In the first instance, please contact the Head, Emma-Kate Henry – head@srchris.co.uk.

The School's Governors may be contacted in confidence. Peter McMeekin is the Chair of Governors:

Peter McMeekin, Chair of Governors,
c/o St Christopher School,
Letchworth Garden City,
Hertfordshire SG6 3JZ.
Email: peter.mcmeekin@stchris.co.uk

If this is not possible, then complaints can also be made to the Independent Schools Inspectorate (ISI), the official body who inspect boarding schools. Their contact details are as follows:

Independent Schools Inspectorate,
Ground Floor, CAP House,
9–12 Long Lane, London, EC1A 9HA
Telephone: 020 7600 0100

In addition, if the complainant is not satisfied with the official response from St Chris, Ofsted can be contacted. Ofsted is the Office for Standards in Education, Children's Services and Skills in the UK. They can be contacted as follows:

Office of the Children's Rights Director,
Ofsted, Aviation House, 125 Kingsway,
London, WC2B 6SE
Telephone: 0800 528 0731

DAILY ROUTINE

The school day runs from 8.30am to 3.55pm. There are 5 periods per day, each one hour in length, and two breaks. Little Break is at 10.10am and is 20 minutes long; lunch starts at 12.40pm and is an hour long. Registration for students with their Company takes place twice a day at 8.40am and at 1.40pm.

On weekdays boarders get up at 7.30am and have breakfast in the dining room. Boarders need to be ready for school, have had breakfast and have tidied their room by 8.25am at the latest in order to have left the boarding accommodation on time for the start of the school day.

On certain mornings, students in different year groups will have Morning Talk (our version of an assembly), and on others they will remain in their Company room. Details of these arrangements are available at the beginning of the school year.

At the end of the day at 3.55pm, younger boarders in Years 7 to 11 return to their house to sign in with boarding staff before taking part in after-school activities. Students in Year 9 and above may go into town after school, but must return by 5.30pm and sign back in.

Dinner is served at 5.30pm in the Dining Hall.

Prep Time

Prep is the time allocated for pupils to do their homework each weeknight.

Prep for boarders in Years 7 - 10 is supervised in a classroom in the ICT building by a member of the teaching staff. Pupils wil be expected to work quietly and make good use of their Prep time.

Students in Year 11 to Year 13 work in their rooms in the boarding house. A member of the academic staff is on duty during Prep in the boarding house to support students in their work, and the School's library is available in the evenings.

Please find below the daily routines for different school years:

Monday to Friday Routine – Years 7 to 9

7.30am	Wake up, wash and dress.
7.40 – 7.50am	Down to the dining hall (the "IG") for breakfast
8.00 – 8.25am	Back to the boarding house. Make bed, tidy room and leave for school. Latest time to leave for school is 8.25am
3.55pm	School finishes. All back to the boarding house to sign in and get a snack and a drink
4.00 – 5.45pm	Activities/free time. Year 9 may sign out and go to town (at most twice in a week) but must be back by 5.30pm
5.45pm	Dinner in the IG
6.00 – 6.20pm	Free time
6.30 – 7.30pm	Prep in ICT (not Fridays)
7.30 – 9.00pm	Activities / free time / supper

Bedtimes

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

Monday to Friday Routine – Years 10 and 11

7.30am	Wake up, wash and dress
7.40 – 7.50am	Down to the dining hall (the "IG") for breakfast
8.00 – 8.25am	Back to boarding house. Make bed, tidy room and leave for school. Latest time to leave for school is 8.25am
3.55pm	School finishes. All back to the boarding house to sign in and get a snack and a drink
4.00 – 5.45pm	Activities / free time. Those going to town must be back by 5.40pm at the latest

5.30pm	Dinner in the IG (sign in with resident member of staff on duty)
6.00 – 6.20pm	Free time
6.30 – 8.00pm	Prep in ICT (Years 7 to 10) Prep in rooms (Year 11)
8.00 – 9.30pm	Activities / free time / extra Prep / supper

Bedtimes

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

Monday to Friday Routine – Years 12 and 13

7.30am	Wake Up. Breakfast in the boarding house or in the School dining hall (the "IG")
8.30am to 9.10am	School day starts with registration followed by, on some mornings, a whole school or Sixth Form Morning Talk. Registration for Sixth Formers takes place in the Sixth Form Centre. Morning Talk takes place in the theatre. Please leave the boarding house in good time to be at School: **Morning Registration Times** Monday 8.40am (followed by Whole School Morning Talk) Tuesday by 9.10am Wednesday by 9.10am Thursday 8.40am (followed by Sixth Form Morning Talk) Friday by 9.10am
12.40pm	Lunch in the School dining hall (the "IG")
	Year 12 and 13 students may return to study in the boarding house after 2.45pm if they have no lesson in period five (the last lesson of the day.)
3.55pm	School day finishes
5.30pm	Evening meal available in the IG Students must sign in at the House between 5.30 and 6.00pm
6.30 to 8.30pm	Prep During Prep students may work in the boarding house or at School. Academic staff are on duty within the boarding house during this period to support Prep.
10.00pm	All students must be back at the boarding house and have signed in.
10.30pm	Students in their rooms - students may read quietly. All electronic equipment must be turned off by 11.00pm.

WEEKEND ROUTINE (ALL YEAR GROUPS)

Saturday breakfast	9.00 – 10.00am
Saturday lunch	12.30 – 1.00pm
Saturday dinner	5.30 – 6.00pm
Sunday brunch	11.00 – 12.00pm
Sunday dinner	5.30 – 6.00pm

An activity or a trip will take place for weekend boarders every Saturday.

Bedtimes on Friday and Saturday are at the discretion of the duty staff.

DRUGS, ALCOHOL & SMOKING

Illegal substances of all kinds are strictly forbidden. The School has a clear policy for substance abuse and this can be found on our website here: https://www.stchris.co.uk/about-us/ policies/

Smoking (including Vapes and E-cigarettes) and drinking alcohol anywhere on the School campus, or in the local area is strictly forbidden. Parents and guardians will be informed of any infringement of this rule, which may also lead to serious disciplinary consequences including exclusion.

EQUAL OPPORTUNITIES

The School prides itself in providing equal opportunities for all children regardless of ability, religion, sex, culture, ethnic origin or class. We ensure that discrimination in any form is treated as unacceptable and will not be tolerated. We respond positively to difference and ensure that all members of the School community are valued and encouraged to develop their potential.

FIRE

You will be given instructions on fire evacuation procedures on your first evening in the boarding accommodation. Notices giving the same information are posted throughout. 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 are covered by the School's fire alarm system and fire drills take place every term.

FOOD & DRINK

Breakfast, lunch and dinner are provided for boarders in the dining room. Fresh fruit and snacks are provided within the boarding accommodation. Specific dietary needs can be catered for.

St Chris has traditionally been a vegetarian school, and during the day (between 8.00am and 4.00pm) the consumption of meat and fish is still not allowed. Lunch within the School is a vegetarian meal.

For boarders, additional meat options are available at both breakfast and dinner, and meat can be consumed within the boarding house after 4.00pm. Meat or fish options are available at all weekend meals.

SNACKS

Boarders have access to a kitchen to make snacks such as popcorn or toast. There is limited storage available in the kitchen and food and drink is discouraged in students' rooms. Fruit is always available in the boarding house and pupils may take it to school if they wish.

HEALTH & MEDICAL

Our health team register boarding students with local medical and dental services. If a student needs to see a doctor or dentist, the School Nurse will make an appointment and a member of resident staff will travel with the student. Basic medicines can be administered by duty staff and the School Nurse. Written records of any care given and medication administered is kept by Houseparents.

During the day, if any student is unwell, they should go to the school surgery to be seen by the School Nurse. If students are too unwell to continue with school, they will remain in the school surgery where the School Nurse will look after them.

If boarders are unwell in the night, they should alert Houseparents or the Resident Tutor as soon as possible. If it is clear that a student will be absent from school for more than a day due to illness, parents or the guardian will be contacted. Often in this situation students are collected and taken home or to the guardian's home to recover.

If a student returns to school with medicine, these should be given directly to Houseparents or to the staff on duty. This includes medicines such as paracetamol and is the case regardless of the pupil's age.

In more serious cases of illness, a resident member of staff will take the student to the Lister Hospital in Stevenage, which is about 10 minutes by car, or an ambulance will be called.

INDEPENDENT LISTENER FOR BOARDERS

St Chris has a system whereby any boarder who wishes to talk to an independent adult can do so. This is a confidential system and the independent listener is under no obligation to inform the School of any calls.

Our Independent Listener is Carolyn Dorrington. Her telephone number is +44 (0) 7810 540844 or email listener@stchris.co.uk

MONEY & VALUABLES

Although boarding at St Chris is a small, supportive community and thefts are rare, it is always advisable not to leave valuables around the boarding accommodation, for example in bedrooms.

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.

Students should not keep money in their rooms. If you do come to school with money, this should be given directly to the Houseparents who will take it to Finance for safe-keeping.

All boarders are provided with a personal lockable storage space.

Pocket Money

There is a student shop in the Senior School Courtyard which sells snacks and drinks, and money may occasionally be needed for toiletries, birthday presents, weekend outings, haircuts, and so on.

Students will need to bring a stock of requirements such as toiletries, hobby materials, and so on, or sufficient money to purchase them during the term.

We operate a house bank account for each student to help boarders budget their pocket money. The amount of money to be deposited in a pupil's 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.

Parents are asked to make a deposit at the start of each term and students draw out small amounts when needed. The balance at the end of term is carried forward to the next term, or credited to the invoice at the end of the Summer Term.

When a withdrawal is requested, Houseparents will ask what a student wants the money for. If the amount requested seems excessive, they will check with parents.

Items such as travel expenses may be charged to your school account bill, as detailed below.

Not chargeable to bill	Chargeable to bill
Clothing	Travel expenses
Sports equipment	Washing powder
Stamps	House parties
Phone credit	House trips
Batteries	Some School trips
School outings	Sundry repairs
Photography (film/printing)	
Bookshop	

POLICIES & PROCEDURES

A comprehensive list of our policies and procedures can be found on the School's website here:
https://www.stchris.co.uk/ about-us/ policies/

SAFEGUARDING & CHILD PROTECTION

If something is making a student unhappy, or if they have a concern about anything at all, it is very important that this is shared with an adult that they feel able to talk to.

It doesn't matter if the worry is about something or someone at St Chris or outside of school, our students are encouraged to approach an adult to talk to. The best person to approach, while at school, is the Houseparents, Resident Tutor, Company Adviser or Head of Year. However, any member of staff can be approached at any time, including the Head.

It is important that everyone in the St Chris community shares the goal of helping to keep children safe by contributing to a safe environment for all through communication, vigilance and taking appropriate action.

At St Chris, safeguarding is everyone's responsibility. The Designated Safeguarding Lead is the person appointed to take central responsibility for child protection issues and safeguarding concerns in the School.

Designated Safeguarding Lead
Nat Baker
nat.baker@stchris.co.uk

Deputy-Safeguarding Leads
Rich Jones
rich.jones@stchris.co.uk

Cordy Lewis
cordy.lewis@stchris.co.uk

Linda Schumann
linda.schumann@stchris.co.uk

SIGNING IN & SIGNING OUT

Boarding students must sign in and out whenever they leave the boarding house, even when they leave for school in the morning and return in the evening. It is a legal requirement for us to know who is in the boarding accommodation at any given time.

Weekly boarders must also remember to sign out on a Friday afternoon when returning home and to sign back in again on a Sunday evening or Monday morning when they return.

Students may not leave the School campus after dinner without permission from a Houseparent.

If there are delays to an arranged or expected return time (including when with a parent or guardian) Houseparents must be contacted by telephone immediately.

STUDENT DUTIES

All students have responsibilities within the boarding accommodation and will be allocated a duty team. Duties are posted on the notice boards. Our principle is that nothing should be left for others to clear up.

TRIPS OUT OF SCHOOL

Day trips to Letchworth, Stevenage or Hitchin may be authorised by Houseparents, provided boarding students are going with friends from the boarding house.

Day trips further afield, such as to Cambridge or London, require additional permission from parents or guardians. Permission for such trips, or for an overnight stay, will normally only be given if Houseparents have received a request by email, with travel details, from the parents or guardian at least 24 hours in advance.

Departure and return times for all trips out of school need to be agreed with Houseparents beforehand. If plans change and you are likely to return late, it is essential that you, your parents or guardian contact Houseparents at the earliest opportunity to let us know.

Visits to stay at a friend's house require an invitation from the friend's parents in addition to permission from parents or guardians. This can be done by email or a letter; telephone messages are not acceptable. Sleepovers at friends' homes during the week are not permitted.

VISITORS

All visitors must sign in and out at the boarding house on arrival and seek the permission of the member of staff on duty, making sure they know when the visitor has arrived and left.

Friends

St Chris day students who are friends of boarders are welcome to visit boarders by invitation only after school from 3.55pm until 5.45pm. They must sign in and out with the person on duty.

Friends from outside of the school are not allowed in the boarding accommodation at any time.

Parents, Relatives, Guardians and Agents

Parents, relatives, guardians and agents who are visiting students and/or Houseparents can do so in the evening after school has finished at 3.55pm, and by prior arrangement with Houseparents.

These visitors must sign in at the boarding house first, and at Main School Reception if visiting Arundale, and be accompanied by a resident staff member into the House. They must remain in the communal areas only of the House and with the Houseparents and/or student at all times.

Visitors are only allowed into the child's bedroom with the student on the arrival day at the beginning of term, and on the last day of term to help with luggage, packing, and so on. They must still sign in at the boarding house with the House Parents, and be accompanied into the house by a resident member of staff.

WHAT TO DO IF YOU HAVE A QUESTION

Prior to your arrival at School please contact the Houseparents using the contact details at the front of this booklet.

While at School, there may be times when you have a question or feel that things are not going as well as you would like, or there may even 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 Sixth Form students trained to offer peer support, and can be contacted while in School.
- Your Adviser or Personal Tutor will be able to offer support or guide you towards appropriate support.
- Any of your teachers, house staff, Houseparents or the Head will be happy to help you, whether the question you have or the problem you are facing is an academic, social, emotional or family one.

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

If you wish to speak to someone outside of the School community, you can contact our Independent Listener for Boarders, Carolyn Dorrington.

Her telephone number is +44(0)1462 650997, or email listener@stchris.co.uk

Alternatively you can also contact ChildLine, a confidential telephone support service for young people:

ChildLine: 0800 11 11 http://www.childline.org.uk

Remember that the house staff are there to help.
Always ask if there is anything you are unsure about.

NOTES

stChris

Barrington Road Letchworth Garden City Hertfordshire SG6 3JZ **stchris.co.uk**