

Boarding Information

Arundale House
2018/19



St Christopher School
LETCWORTH GARDEN CITY

St Christopher School

Boarding Information Arundale House 2018/9

Years 7 to 11
(I Group to V Group)

Houseparents

Chris and Cecilia Drayton

House Tutors

Kirsty Short
Emma Bennett-Jones

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www.stchris.co.uk

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.

There are two boarding houses: Arundale, in the main School building, for students from Years 7 to 11, and Arunside, on the edge of the School campus, which is our dedicated Sixth Form boarding house for students in Years 12 and 13.

The School is unusual amongst mainstream boarding schools in having "houseparents" rather than "housemasters and housemistresses".

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, advisors and heads of year, to ensure that academic and pastoral care are carefully co-ordinated, and to the highest standard.

All boarding is co-educational with guidance and rules to ensure privacy. In Arundale, 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.

CONTENTS

Statement of Boarding Principles and Practice..... 2

Welcome to Boarding in Arundale 4

Arrival, Checking In and Induction..... 5

2018 – 19 Boarders’ Arrival and Departure Arrangements 7

Life as a Boarder 8

The School Day..... 8

Daily Routine (Monday – Friday) Years 7 – 9..... 8

Daily Routine (Monday – Friday) Years 10 – 11 9

Weekend Routine (All Year Groups) 9

Prep Time.....10

Activities10

Accommodation11

Food and Drink12

Snacks.....12

Exeats (Trips Out of School)12

Safety.....13

Signing In and Signing Out.....13

Visitors14

Valuables14

Fire14

Clothes, Linen and Laundry14

Health and Medical15

Pocket Money16

Bicycles.....16

Expectations.....17

Student Duties.....17

Privacy.....17

Consideration for Others17

Smoking17

Drugs and Alcohol17

Communications and Technology17

Telephones.....18

TVs, Films and Computers18

What to do if you have a Question.....19

Policies and Procedures.....19

Safeguarding and Child Protection19

Independent Listener for Boarders.....20

Equal Opportunities20

Complaints20

Contacting the Governors.....21

Appendix A: Pocket Money22

Appendix B: Clothing and Bedding.....23

Appendix C: Bicycles24

WELCOME TO BOARDING IN ARUNDALE

We are Chris and Cecilia and we will be your houseparents during your stay in Arundale. We live on site on the same floor as the boarding house and have been houseparents since 2001. We have three grown-up children, David, Amy and Thomas who all attended the School but are now living independently.

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 a happy one.

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.

Arundale is a co-educational boarding house located above the main school building. There are two areas that you will hear people referring to – Old House and Cloisters. Years 7 to 9 board in Old House; Years 10 and 11 will be in Cloisters. When you arrive we will give you a full tour of the boarding house and the School and you will soon get used to where everything is, even if it all seems strange at first!

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.

Chris and Cecilia
Arundale Houseparents

Arundale Houseparents

Chris and Cecilia Drayton

House Tutors

Kirsty Short
Emma Bennett-Jones

School Nurse

Carolyn Dorrington

Gap Assistants

Nick Douglas
Laura McIntyre
Camilo Paguay

ARRIVAL, CHECKING IN AND INDUCTION

The start of the year begins with a comprehensive induction to boarding at St Chris, where we will also cover the School's policies, procedures and expectations.

Transfer to the Boarding House

Let us know when you are likely to arrive, how you will be travelling and whether you would like the School to arrange transport for you to or from the airport, by emailing Chris on: [**chris.drayton@stchris.co.uk**](mailto:chris.drayton@stchris.co.uk)

We must receive any requests for transfers at least two weeks before your arrival date. The charge for any transfers will be added to your school account and will be billed at the end of term. Details of the driver and a contact telephone number will be emailed to you before your departure.

Arrival – Tuesday 4 September and Wednesday 5 September

We would be grateful if Year 7 boarders could arrive at Arundale between 3.00 and 6.00 pm on Tuesday 4 September.

Please could new boarders in all other years, and returning boarders, arrive between 5.00 and 8.30 pm on Wednesday 5 September.

Please see the schedule on page 7 for arrival and departure times and dates for 2018-19.

After you have settled into your room, we will show you the main School campus. During your first week we will take you into Letchworth and show you the local area, including where the nearest shops and banks are.

Induction Schedule

During your first day of school there will be an extensive induction session to help you find your way around the School buildings. You will be paired with a buddy – someone in your year group who will accompany you and help answer any questions – and you will also meet your adviser, who will give you your timetable and guide you through your first few days. Don't worry if you do not remember everything at once, there are lots of people who will be happy to help you!

Administrative Induction

Your houseparents will fully support and guide you through all of the administrative processes that you need to complete to fulfil any visa obligations,

bank registrations, or registering with the local police. Medical and dental services will be arranged by the School Nurse.

Holiday and end of term arrangements

The boarding house is closed during half term, Christmas, Easter and the summer holidays. There are no further School Exeats during the year (where the School is closed or boarders would need to leave the boarding house). The boarding house is open during any Bank Holidays (public holidays) that fall within the School's term time, and we will organise activities for boarders on those days (i.e. May Bank Holiday Monday).

Please be advised you are not to depart or arrive any earlier than the dates outlined in the following table. You must seek permission for any early departures that will involve you missing lessons. At the end of the academic year, Year 11 boarders are required to leave the boarding house after their last exam.

You must inform the boarding team about your travel arrangements in good time. All rooms must be tidy to allow for your room to be cleaned in your absence. If you require taxi transfers to and from the airport you will need to let us know at least two weeks before you travel. The taxi fare will be added to your school account.



2018 – 19 BOARDERS' ARRIVAL AND DEPARTURE ARRANGEMENTS

Term	Students Arrive	School Starts	School Ends	Students Depart
Autumn Term, first half	Year 7 students arrive Tuesday 4 September, 3.00 to 6.00 pm New students in all other years and returning boarders: Wednesday 5 September, 5.00 to 8.30 pm.	Year 7 students: Wednesday 5 September All other students: Thursday 6 September	Friday 26 October, 3.55 pm	Friday 26 October - after 3.55 pm
Autumn Term, second half	Sunday 4 November, 6.00 to 8.30 pm	Monday 5 November	Friday 14 December, 12 Noon	Friday 14 December, after 12 Noon
Spring Term, first half	Tuesday 8 January, 6.00 to 8.30 pm	Wednesday 9 January	Friday 15 February, 3.55 pm	Friday 15 February, after 3.55 pm
Spring Term, second half	Sunday 24 February, 6.00 to 8.30 pm	Monday 25 February	Friday 5 April, 12 Noon	Friday 5 April, after 12 Noon
Summer Term, first half	Monday 22 April, 6.00 to 8.30 pm	Tuesday 23 April	Friday 24 May, 3.55 pm	Friday 24 May, after 3.55 pm
Summer Term, second half	Sunday 2 June, 6.00 to 8.30 pm	Monday 3 June	School finishes for LSP (Years 7 to 9) and work experience (Year 10) on Friday 28 June, 12 Noon Term ends after LSP on Friday 5 July	Year 7 to 9 students, Friday 5 July after LSP week. Year 10 students, Friday 28 June, after 12 Noon, before work experience placement. Year 11 students should leave directly after their last exam.

LIFE AS A BOARDER

THE SCHOOL DAY

Life as a boarder is busy and there is always lots to get involved with!

On weekdays all students get up at 7.30 am and must leave the boarding house for School by 8.25 am at the latest. School finishes at 3.55 pm at which point boarders return to Arundale to sign in before taking part in activities.

Boarders may go to their rooms during morning break and at lunchtimes to change their books, but visitors are not allowed at these times. Alternatively, students will be provided with a locker in School, which can be used for storing books.

DAILY ROUTINE (MONDAY – FRIDAY) YEARS 7 – 9

7.30 am	Wake up, wash and dress.
7.40 – 7.50 am	Down to the dining hall (the "IG") for breakfast.
8.00 – 8.25 am	Back to the boarding house. Make bed, tidy room and leave for school. Latest time to leave for School is 8.25 am.
3.55 pm	School finishes. All back to the boarding house to sign in and get a snack and a drink.
4.00 – 5.45 pm	Activities/Free Time. Year 9 may sign out and go to town (at most twice in a week) but must be back by 5.30 pm.
5.45 pm	Dinner in the IG
6.00 – 6.20 pm	Free time
6.30 – 7.30 pm	Prep in ICT (not Fridays)
7.30 – 9.00 pm	Activities / free time / supper
Bedtimes:	
8.45 pm	Year 7 get ready for bed
9.15pm	Year 7 lights out
9.00 pm	Year 8 get ready for bed
9.30 pm	Year 8 lights out
9.15 pm	Year 9 get ready for bed
9.45 pm	Year 9 lights out

DAILY ROUTINE (MONDAY – FRIDAY) YEARS 10 – 11

7.30 am	Wake up, wash and dress.
7.40 – 7.50 am	Down to the dining hall (the "IG") for breakfast.
8.00 – 8.25 am	Back to boarding house. Make bed, tidy room and leave for School. Latest time to leave for School is 8.25 am.
3.55 pm	School finishes. All back to the boarding house to sign in and get a snack and a drink.
4.00 – 5.45 pm	Activities / free time. Those going to town must be back by 5.40 pm at the latest.
5.45 pm	Dinner in the IG (sign in with resident member of staff on duty).
6.00 – 6.20 pm	Free time
6.30 – 8.00 pm	Prep in ICT (Years 7 to 10) Prep in rooms (Year 11)
8.00 – 9.30 pm	Activities / free time / extra Prep / supper
Bedtimes:	
9.30 pm	Year 10 get ready for bed
10.00 pm	Year 10 lights out
10.00 pm	Year 11 get ready for bed
10.30 pm	Year 11 lights out

WEEKEND ROUTINE (ALL YEAR GROUPS)

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

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.

PREP TIME

Prep for boarders in Years 7 - 10 is supervised in a classroom in the ICT Building by a member of the teaching staff. You will be expected to work quietly and make good use of your Prep time.

Year 11 students work in their rooms in the boarding house.

ACTIVITIES

St Chris has a full programme of activities for boarders in the evenings and at weekends, and plenty of opportunities to get involved in the School's thriving community by taking up one of the many activities and clubs on offer.

At the weekends, all boarders take part in the Saturday activity programme which often involves a trip or activity off campus. A full list of activities will be shared with boarders at the beginning of term, however recent trips have included:

- Go-karting
- Day trip to Brighton
- Trip to Thorpe Park theme park
- Bowling
- Paintballing
- Ice skating in London
- Theatre trip to London's West End

Details of after-school and evening activities for boarders are posted on the boarding house notice-boards, in addition to the main school after-school clubs, sports teams and activities.



There are also trips and expeditions for all St Chris students that boarders may participate in. These include Duke of Edinburgh's Award expeditions and other outdoor pursuits such as mountaineering.

Boarders can also join one of the School's student-led committees, for example Community Service or the Be Green Environmental Committee, and take part in, or organise, their own events.

Boarders have use of many of the School's facilities in the evenings and at weekends, such as the School swimming pool, in addition to the ICT suite and Library.

ACCOMODATION

Male and female pupils' bedrooms are located in separate sections of the boarding house. In Arundale there are a range of individual and shared bedrooms. Students in lower years will sometimes share a room with another student, with students in upper years having their own room. You will likely be located in an area of the boarding house close to other pupils of your age.

In your room you will have a comfortable bed, a desk, a wardrobe and drawers as well as storage so you can unpack your suitcases and make yourself feel at home. All boarders have a lockable space.

Rooms are cleaned regularly, but students are also expected to keep their rooms tidy and clear. 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.



Boys are not to go into girls' rooms or corridors, or girls into boys' rooms or corridors. Any breach of this rule would be seen as a serious disciplinary issue.

You are welcome to personalise your room. Please use the pin-boards for posters, pictures, photos etc. (and please try to avoid using 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. No kettles or heaters are to be kept in rooms, and all floors must be kept clear for rapid evacuation.

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.

FOOD AND DRINK

Breakfast, lunch and dinner are provided for boarders in the dining hall (the "IG"). Fresh fruit and snacks are provided within the boarding house. Specific dietary needs can be catered for.

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

For boarders, meat and vegetarian options are available at both breakfast and dinner, and meat can be consumed within the boarding house after 4.00 pm. 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. Please do not bring food that requires refrigeration. Students can get snacks immediately after school, but remember that fruit is always available in the boarding house and pupils may take it to school if they wish.

EXEATS (TRIPS OUT OF SCHOOL)

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 request by email, 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.

Weekly boarders should leave the campus after school on Friday and may return to the boarding house after 6 pm on Sunday evening.

Day exeats to Letchworth, Stevenage or Hitchin may be authorised by houseparents, providing you are with friends from the boarding 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 permission from your own parents or guardians. This can be done by email or a letter. Phone messages are not accepted. Sleepovers at friends' homes during the week are not permitted.

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

SAFETY

SIGNING IN AND SIGNING OUT

Students **must** sign in and out whenever they leave the boarding house, even when they leave for School in the morning. This is a statutory requirement as it is very important that we know who is in the house at any given time. Weekly boarders must also remember to sign out on a Friday when returning home and sign back in again on the Sunday evening or Monday morning when they return. Pupils may not leave the School campus after dinner without permission.



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 of boarders are welcome after School from 3.55 pm until 5.45 pm, but only at the invitation of someone from the boarding house. Friends from outside of the School are not allowed in the boarding house at any time. Visitors may only go into the communal areas of the boarding house, and never into students' rooms

Parents and relatives should sign in and out of the School at the main School Reception, and let boarding house staff know, in advance if possible, when they visit and when they are taking you out.

VALUABLES

Although the boarders form a small, supportive community and thefts are rare, it is always advisable not to leave valuables around the boarding house.

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 have money then you should give it to your houseparents to deposit in your house bank account.

All boarders are provided with a personal lockable storage space.

FIRE

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

CLOTHES, LINEN AND LAUNDRY

School provides a duvet, pillow and bed linen, although students are also welcome to bring their own set, clearly named. All bed linen is washed in the School laundry every Friday.

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.

St Chris only has a uniform for PE and Games. Please follow the link below to purchase your kit online from our suppliers SWI: <http://www.swidtp.co.uk/>

For more information about what PE Kit you will need to purchase please visit the School website: <https://www.stchris.co.uk/school-info/pe-kit-list>

Please see Appendix B of this document for further information.

HEALTH AND MEDICAL

Our health team will register you with local medical and dental services. If you need to see a doctor, the School Nurse will make an appointment for you.

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 are unwell at night please alert your houseparents or the resident tutor as soon as you can.

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. This includes medicines such as paracetamol and is the case regardless of the pupil's age.

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.

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.



BICYCLES

If you wish to bring a bicycle to School it must be in good working order. You must have a bicycle helmet, lock, pump, bell and fully functioning front and rear lights. Please complete the form at the back of this booklet and hand it to your houseparents.

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

Students must wear a helmet when cycling, and ensure their lights are used when cycling in the dark.

EXPECTATIONS

STUDENT DUTIES

All pupils have responsibilities within the boarding house and will be allocated a duty team. Duties are posted on the notice boards outside the sitting room (Old House) and the study (Cloisters).

PRIVACY

Boys are not to go into girls' rooms or corridors, or girls into boys' rooms or corridors at any time.

Pupils can socialise in the communal areas and there are other places to sit and chat around the School. Friends visiting the boarding 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 and 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.

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 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.

DRUGS AND ALCOHOL

Illegal substances of all kinds are strictly forbidden. The School has a clear policy for substance abuse and this can be found on the website www.stchris.co.uk

COMMUNICATIONS AND TECHNOLOGY

Wireless connectivity is fully accessible across all areas of the boarding house. The network is operational between the hours of 6.00 am and midnight. 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/school-info>

TELEPHONES

You may use the pay phone 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 boarding house.

You may not make or receive calls during Prep or after lights out. Students in Years 7 – 10 hand in their phones, laptops etc before they go to bed.



TVS, FILMS AND COMPUTERS

There are TVs in the sitting room in Old House and in Cloisters 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/tablet to School, provided that you accept responsibility for its safe-keeping and that it is insured. You may watch films,

but you must check their suitability first with the member of staff on duty. Computer games must be of an appropriate certification.

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 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 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, Ceri Collins. Her telephone number is 01462 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>

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

POLICIES AND PROCEDURES

A comprehensive list of our policies and procedures, including those listed below, can be found within the section for parents (School Info) on our website www.stchris.co.uk.

SAFEGUARDING AND CHILD PROTECTION

If something is making you unhappy, or you have a concern about anything at all, it is very important that you share your concern with an adult that you feel able to talk to.

It doesn't matter if your worry is about something or someone at school or outside of school, you should feel free to approach an adult that you would like to talk to.

The best person to approach, while at school, is your houseparent, adviser or Head of Year. However, if you feel that you would rather not approach any of these people, then you may approach any member of staff, 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:

Rich Jones (rich.jones@stchris.co.uk)

Deputy-Safeguarding Lead:

Gavin Fraser Williams (gavin.fraser-williams@stchris.co.uk)

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 Ceri Collins. Her telephone number is 01462 650997 or email listener@stchris.co.uk

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.

COMPLAINTS

If you wish to make a complaint then the School has an official complaints procedure that you can download from the website www.stchris.co.uk.

The open climate of the School encourages parents, along with children and staff, to voice their concerns. Usually discussion of the matter allays or removes the worry without the need for formal procedures. All complaints are carefully considered and it is usually helpful for there to be a discussion at an early stage

about the issue, the procedures and the possible outcomes. In the first instance, please contact the Head, Richard Palmer. If this is not possible then you can also complain to the Independent Schools Inspectorate (ISI) who inspect Boarding Schools. If you are not satisfied with how the School responds to your complaint you can also contact one of the following organisations.

Independent Schools Inspectorate

Ground Floor
CAP House
9-12 Long Lane
London
EC1A 9HA
020 7600 0100

Office of the Children's Rights Director

Ofsted
Aviation House
125 Kingsway
London
WC2B 6SE
0800 528 0731

CONTACTING THE GOVERNORS

The Chair of Governors is Bertie Leigh and he can be contacted via the Bursar (Clerk to the Governors), St Christopher School, Barrington Road, Letchworth Garden City, Herts SG6 3JZ, or via bursar@stchris.co.uk

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 each term 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 toiletries, hobby materials etc or sufficient money to purchase them. 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	

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.

At the end of the Autumn and Spring Terms the balance will be carried forward to the next term. 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. PE and swimming kit can be purchased online from our suppliers SWI:
<http://www.swidtp.co.uk/>
2. Pillows and duvets are supplied for everyone, although you may bring your own if you wish. We can also provide pillow cases, sheets and duvet covers for those who need them.
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

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

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

This form should list all electrical items brought to Arundale. A new form should be completed at the start of each and every term.

www.stchris.co.uk

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