

Arundale Boarding House

INFORMATION HANDBOOK

YEARS 7 TO 11

stChris

2019-20



stChris

Arundale Boarding House

INFORMATION HANDBOOK

YEARS 7 TO 11

2019-20

HOUSEPARENTS

Chris and Cecilia Drayton

+44 (0)1462 650918

chris.drayton@stchris.co.uk

cecilia.drayton@stchris.co.uk

RESIDENT TUTORS

Emma Bennett-Jones

emma.bennett-jones@stchris.co.uk

Kirsty Short

kirsty.short@stchris.co.uk

INDEPENDENT LISTENER FOR BOARDERS

Ceri Collins

+44 (0) 1462 650 997

listener@stchris.co.uk

Main School Switchboard

+44 (0) 1462 650 850

hello@stchris.co.uk

Arundale Boarding House

Years 7 to 9: +44 (0)1462 650963

Years 10 and 11: +44 (0)1462 650973

Arundale Boarding House

St Christopher School

Barrington Road

Letchworth Garden City

Hertfordshire SG6 3JZ

stchris.co.uk

CONTENTS

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE	03
WELCOME TO BOARDING IN ARUNDALE	04
ARRIVAL AND INDUCTION	05
ARRIVAL AND TRANSFER TO THE BOARDING HOUSE	05
INDUCTION SCHEDULE	05
ADMINISTRATIVE INDUCTION	05
HOLIDAY AND END OF TERM ARRANGEMENTS	05
2019-20 BOARDERS' ARRIVAL AND DEPARTURE ARRANGEMENTS	06
LIFE AS A BOARDER	07
ACCOMMODATION	07
ACTIVITIES	08
BICYCLES	08
CLOTHING, BEDDING AND LAUNDRY	09
COMMUNICATIONS AND TECHNOLOGY	10
Telephones	10
TVs, Films and Computers	10
COMPLAINTS	10
CONSIDERATION FOR OTHERS	11
CONTACTING THE GOVERNORS	11
DAILY ROUTINE	11
WEEKEND ROUTINE (ALL YEAR GROUPS)	13
DRUGS AND ALCOHOL	13
EQUAL OPPORTUNITIES	13
FIRE	13
FOOD AND DRINK	13
Snacks	13
HEALTH AND MEDICAL	14
INDEPENDENT LISTENER FOR BOARDERS	14
MONEY AND VALUABLES	14
Pocket Money	14
POLICIES AND PROCEDURES	16
PREP TIME	16
PRIVACY	16
SAFEGUARDING AND CHILD PROTECTION	16
SIGNING IN AND SIGNING OUT	16
SMOKING	17
STUDENT DUTIES	17
TRIPS OUT OF SCHOOL	17
VISITORS	17
WHAT TO DO IF YOU HAVE A QUESTION	17

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, 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 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.



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 Drayton
ARUNDALE HOUSEPARENTS

Emma Bennett-Jones
Kirsty Short
RESIDENT TUTORS

ARRIVAL 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.

Arrival and Transfer to the Boarding House

Please see the letter accompanying this handbook for details of arrival dates and times for your start at St Chris.

Do 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 at: 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.

Induction Schedule

After you have settled into your room, we will show you around the St Chris 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.

During your first day of school there will also 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).

For arrival and departure times for the 2019–20 academic year, please see the following table:

2019– 20 BOARDERS' ARRIVAL AND DEPARTURE ARRANGEMENTS

Term	Students Arrive	School Starts	School Ends	Students Depart
Autumn Term first half	Year 7 students arrive Tuesday 3 September 3.00 to 6.00pm New students in all other years and returning boarders: Wednesday 4 September 5.00 to 8.30pm	Year 7 students: Wednesday 4 September All other students: Thursday 5 September	Friday 25 October 3.55pm	Friday 25 October after 3.55pm
Autumn Term second half	Sunday 3 November 6.00 to 8.30pm	Monday 4 November	Friday 13 December 12 Noon	Friday 13 December after 12 Noon
Spring Term first half	Monday 6 January 6.00 to 8.30pm	Tuesday 7 January	Friday 14 February 3.55pm	Friday 14 February after 3.55pm
Spring Term second half	Sunday 23 February 6.00 to 8.30pm	Monday 24 February	Friday 27 March 12 Noon	Friday 27 March after 12 Noon
Summer Term first half	Sunday 19 April 6.00 to 8.30pm	Monday 20 April	Friday 22 May 3.55pm	Friday 22 May after 3.55pm
Summer Term second half	Sunday 31 March 6.00 to 8.30pm	Monday 1 June	School finishes for LSP (Years 7 to 9) and work experience (Year 10) on Friday 3 July, 12 Noon Term ends after LSP on Friday 10 July	Year 7 to 9 students, Friday 10 July after LSP week Year 10 students, Friday 3 July, after 12 Noon, before work experience placement Year 11 students should leave directly after their last exam

GENERAL POINTS

- If returning to St Chris on a Sunday after a weekend away, Arundale boarders need to arrive between 6.00 and 8.30pm
- At the end of each term or half term, you must depart on the last day of term after lessons have finished. Boarders should be collected as soon as possible after the end of term.

- Please note that you must seek permission for any early departures that will involve you missing lessons.
- Parents and guardians of overseas boarders in Years 7 to 9 should check carefully to see the date and time students return from their end-of-year LSP trip in July before booking flights home.
- **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.

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 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.

Male and female pupils' bedrooms are located in separate sections of the boarding house.

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.

ACTIVITIES

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

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:

- Seaside trip to Brighton
- Thorpe Park theme park
- Ice skating in London
- Theatre trip to London's West End
- Cambridge museums
- Imperial War Museum, Duxford
- Badminton Horse Trials
- Indoor Golf
- Roller Disco
- Harry Potter Studio Tour

Boarders are welcome to suggest ideas for activities throughout the year in consultation with Houseparents.

Details of after-school and evening activities for boarders are posted on the website and the boarding house notice-boards, alongside 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.

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.

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.

Bicycles should be checked regularly to ensure that they are safe to ride. 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.

Bicycles are particularly liable to theft and should be insured by parents.

CLOTHING, BEDDING AND LAUNDRY

We provide a duvet, pillow and bed linen (sheets, duvet cover and pillowcase) although students are also welcome to bring their own set, clearly named. All bed linen is washed in the 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 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.

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 (optional)	
White socks		Duvet covers (optional)	
Bag for PE kit		Fitted single sheets (optional)	
Bag for swimming kit		Pillowcases (optional)	
School bag		Laundry bag	

All items of clothing and bedding should be labelled with sewn-in name tags.

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

COMMUNICATIONS AND TECHNOLOGY

Wireless connectivity is fully accessible across all areas of the boarding house.

The network is operational between the hours of 6.00am and midnight. Pupils in Years 7 to 10 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 taken away.

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/>

Telephones

You may use the pay phone at any reasonable time. 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.

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

TVs, Films and Computers

There are communal 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.

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

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 are essential for a happy boarding community.

DAILY ROUTINE

On weekdays all students get up at 7.30am and must leave the boarding house for School by 8.25am at the latest. School finishes at 3.55pm 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.

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

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.

CONTACTING THE GOVERNORS

The Governors may be contacted in confidence by email at bertie.leigh@stchris.co.uk or c/o the main school address: Chair of Governors, St Christopher School, Letchworth Garden City, Hertfordshire SG6 3JZ.

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
5.45pm	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

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 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 our website here:

<https://www.stchris.co.uk/about-us/policies/>

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 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.

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 8.00am and 4.00pm) 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 4.00pm. 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. 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.

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 School 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 School 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.

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

MONEY AND 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.

Pocket Money

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

We operate a house bank account for each student to help boarders budget their pocket money.

Parents are asked to make a deposit at the start of each term and pupils draw small amounts when needed.

Parents are asked to make a deposit at the start of the 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.

Not chargeable to bill

Clothing
Sports equipment
Stamps
Phone credit
Batteries
School outings
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.

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.

Chargeable to bill

Travel expenses
Washing powder
House parties
House trips
Some School trips
Sundry repairs

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.

POLICIES AND 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/>

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. 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.

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.

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 St Chris 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

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 legal 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.

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.

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). 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, providing you are with friends from the boarding house, but 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 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.

Visits 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.

Weekly boarders should leave the campus after school on Friday and may return to the boarding house after 6.00pm on Sunday evening.

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 3.55pm until 5.45pm, 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.

WHAT TO DO IF YOU HAVE A QUESTION

Prior to your arrival at St Chris 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 +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>

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

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

