

Arunside Boarding House

INFORMATION HANDBOOK
YEARS 12 AND 13 (SIXTH FORM)

stChris

2019-20



stChris

Arunside Boarding House

INFORMATION HANDBOOK
YEARS 12 AND 13 (SIXTH FORM)

2019-20

HOUSEPARENTS

Iain Coyne and Ruth Miller
iain.coyne@stchris.co.uk
+44 (0) 1462 673040
ruth.miller@stchris.co.uk
+44 (0) 7746 628899

RESIDENT TUTOR

Angeles Ojeda
angeles.ojeda@stchris.co.uk

INDEPENDENT LISTENER FOR BOARDERS

Ceri Collins
+44 (0) 1462 650 997
listener@stchris.co.uk

Boarding House Student Telephone
+44 (0) 1462 675 194

Main School Switchboard
+44 (0) 1462 650 850

hello@stchris.co.uk

Arunside Boarding House
St Christopher School
Muddy Lane
Letchworth Garden City
Hertfordshire SG6 3JZ

stchris.co.uk

CONTENTS

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE	03
WELCOME TO SIXTH FORM BOARDING IN ARUNSIDE	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
CARS	08
CLOTHING, BEDDING AND LAUNDRY	08
COMMUNAL AREAS	09
COMMUNICATIONS AND TECHNOLOGY	09
Telephones	09
TVs, Films and Computers	09
COMPLAINTS	09
CONSIDERATION FOR OTHERS	10
CONTACTING THE GOVERNORS	10
DAILY ROUTINE	10
WEEKEND ROUTINE	11
DRUGS AND ALCOHOL	11
EQUAL OPPORTUNITIES	11
FIRE	11
FOOD AND DRINK	11
HEALTH AND MEDICAL	12
INDEPENDENT LISTENER FOR BOARDERS	12
KEY FOBS	12
MONEY AND VALUABLES	12
POLICIES AND PROCEDURES	13
PREP TIME	13
SAFEGUARDING AND CHILD PROTECTION	13
SIGNING IN AND SIGNING OUT	13
SMOKING	14
STUDENT DUTIES	14
TRIPS OUT OF SCHOOL	14
VISITORS	14
WHAT TO DO IF YOU HAVE A QUESTION	15

Statement of Boarding Principles and Practice

St Chris has a long tradition of boarding and 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 campus, which is our dedicated Sixth Form boarding house for students in Years 12 and 13.

St Chris 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. For our Sixth Form boarders in Arunside, Houseparents provide the caring oversight associated with the active role of a good parent, preparing pupils for life beyond school.

Houseparents are in regular contact with a student’s Personal Tutors 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 Arunside, bedrooms are separated into different wings of the building for girls and boys. There are a number of common room spaces and boarders have access to the gardens, and 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 Iain and Ruth and we will be your Houseparents during your stay at Arunside. We both have over 13 years' experience of working and supporting young people in various settings, 10 years in boarding.

Before beginning our roles at Arunside in 2017, we ran the Sixth Form boarding house at The Royal Ballet School in West Kensington, set up and managed boarding at Westbourne School in Penarth, Cardiff and were in charge of boys' boarding at Abbotsholme School in Derbyshire. We live in a house adjoining Arunside with our children, Reuben aged ten and Nellie aged six, who are both pupils in the Junior School at St Chris.

Originally the home of the architects of Letchworth Garden City, Arunside is a modern boarding facility specifically for sixth formers and retains many of the building's attractive original features.

The Sixth Form is a vital time for a young person which shapes the rest of their life. Students work towards A Level examinations, with the majority aiming

for a place at university, either in the UK or abroad. Our boarders are treated as young adults and more is expected of them in terms of attitude, personal responsibility for their learning and overall contribution to school life than students in younger years.

Boarding at Arunside gives students the opportunity to live within a supportive boarding community and is an ideal transition between school and university, equipping students with many social and organisational skills that will serve them well in adult life. Our aim is to help boarders become more independent, while at the same time encouraging them to manage their responsibilities efficiently.

The house is well-ordered, yet friendly and informal so that everyone feels

comfortable and cared for. We want our students to enjoy boarding life, to be considerate to others, participate fully and be serious about their work.

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

Ruth and Iain
ARUNSIDE HOUSEPARENTS

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 Ruth at: ruth.miller@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 in to 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 bank are.

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 personal tutor, 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 12 students arrive Tuesday 3 September 3.00 to 6.00pm Year 13 students arrive Wednesday 4 September 5.00 to 8.30pm	Year 12 Wednesday 4 September Year 13 Thursday 5 September	Friday 25 October, 3.55pm	Friday 25 October - after 3.55pm
Autumn Term, second half	Sunday 3 November 6.00 to 9.00pm	Monday 4 November	Friday 13 December, 12 Noon	Friday 13 December after 12 Noon
Spring Term, first half	Monday 6 January 6.00 to 9.00pm	Tuesday 7 January	Friday 14 February 3.55pm	Friday 14 February after 3.55pm
Spring Term, second half	Sunday 23 February 6.00 to 9.00pm	Monday 24 February	Friday 27 March 12 Noon	Friday 27 March after 12 Noon
Summer Term, first half	Sunday 19 April 6.00 to 9.00pm	Monday 20 April	Friday 22 May 3.55pm	Friday 22 May after 3.55pm
Summer Term, second half	Sunday 31 March 6.00 to 9.00pm	Monday 1 June	School finishes for LSP/work experience on Friday 3 July (Year 12 take part in this) Term ends Friday 10 July	Year 12 students should leave on Friday 3 July after 12.00pm before taking part in work experience/LSP for a week. Year 13 students should leave directly after their last exam.

GENERAL POINTS

- If returning to St Chris on a Sunday after a weekend away, boarders need to arrive between 6.00 and 9.00pm
- 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.

- **At the end of the academic year, Year 13 boarders are required to leave the boarding house after their last exam.**

You must inform the boarding team about your travel arrangements. 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 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

All Sixth Form students have their own room. 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 pupils 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 girls into boys' rooms. 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 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, fridges or heaters are to be kept in rooms and all floors must be kept clear.

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

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, Sixth Form boarders are invited to 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 each 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

There are also on-going activities within Arunside including a weekly cookery club, quiz nights, pumpkin carving, Easter egg hunt, BBQs, games evenings and murder mystery nights which boarders can choose to take part in (and most do!) We also organise off-campus evening excursions throughout the year, for instance, Christmas meals out, paintballing, trampoline park, bowling, go-karting and a trip to London to see the Winter Wonderland.

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, training for those going to Rajasthan or Ladakh 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 swimming pool, in addition to the ICT suite and library.

Arunside students also have the opportunity to qualify as a pool lifeguard and to earn money by undertaking duties at the weekend. The School's gym is also available for students' use. Some students choose to join Letchworth Tennis Club, which is a minute's walk from the boarding house and offers, as well as outdoor and indoor tennis courts, aerobics and step classes and a fitness room. Discounted membership is available for St Chris students.

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.

CARS

Boarders are not allowed to drive their cars to, or have a car at school. They are also not allowed to travel in other pupils' cars.

CLOTHES, LINEN AND LAUNDRY

We provide a duvet, pillow and bed linen, although students are also

welcome to bring their own set, clearly named. Laundry days for bedding are Tuesday for boys and Wednesday for girls. Cleaning staff wash the bedding but students are responsible for stripping and making their beds.

COMMUNAL AREAS

Arunside has a TV room, kitchen, quiet room and other communal spaces for students to relax with their friends. We also have a large garden, and house barbeques are popular in the summer.

COMMUNICATIONS AND TECHNOLOGY

Wireless connectivity is fully accessible across all areas of the boarding house. The School network imposes strict controls to prevent access to unsuitable Internet content. If students are found to be using their devices later than 11pm they will be taken away. 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, though parents can also ring the internal boarding house student phone on +44 (0) 1462 675194.

TVs, Films and Computers

The boarding house has a communal TV room. TVs are not allowed in students' bedrooms.

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.

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

DAILY ROUTINE

Monday to Friday Routine

7.30am	Wake Up. Breakfast at Arunside 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 (followed by Whole School Morning Talk)
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
5.45pm	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 in Arunside and have signed in.
10.30pm	Students in their rooms – students may read quietly. All electronic equipment must be turned off by 11.00pm.

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

WEEKEND ROUTINE

Full boarders who remain resident at the weekend will be supervised by members of the boarding staff.

A range of activities are available at the weekend i.e. a trip organised by a member of the teaching staff. Sixth Form students have the choice as to whether to join in with these activities. In addition, there are a number of Sixth Form only trips that are organised by Ruth and Iain: boarders have an input into what they would like these to be.

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/>

Boarders, no matter what age, are not allowed to consume alcohol either inside or outside of the boarding house.

On special occasions, such as the House Christmas Dinner, a maximum of two glasses of wine will be permitted for students over the age of 16 and only after the Head’s permission has been given.

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 Arunside. 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

Arunside has a fully-functioning kitchen area and students can store items of food and drink. Food and drink is discouraged in students’ rooms.

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

Breakfast and your evening meal/supper are taken in the Dining Hall (the “IG”) in the main school building and provided by the catering team. You can choose to provide and prepare your own breakfast and/or evening meal in Arunside in the house kitchen. Lunch is provided at school. Specific dietary needs can be catered for.

St Chris has traditionally been a vegetarian school, and on weekdays between 8.00am and 4.00pm, on the main School campus, 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. Meat or fish options are available at all weekend meals.

On a Monday evening we run a trip to the local supermarket for students to purchase food for the week ahead.

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

KEY FOBS

Boarders will be issued with a fob, which acts as a key, on their arrival. Fobs can be used to gain entry to the boarding house and at School.

If you lose your fob you should report it to the house staff straight away so that it can be cancelled and not used by someone else. A new fob will be issued at a cost of £10 which will be added on to the School bill.

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. Students can bank their money with the Houseparents, who will hand it over to our Finance Department for safe-keeping. If a student needs

to draw money from their supply, the Houseparents will arrange it. Similarly, all items of value should be stored with the Houseparents.

All boarders are provided with a personal lockable storage space.

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.

Sixth Form students are expected to use their time well to complete coursework and homework tasks on time and to revise.

The Sixth Form is different from younger years in that a great deal of independent work is required in reading around subjects and exploring ideas. A member of the academic staff is always on duty during Prep in the boarding house to support students in their work, and the School's Library and IT resources are available in the evenings.

Other staff are available in school later in the evenings. As long as students use their time effectively and keep up with their studies, they are free to study where they are most comfortable.

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, Personal Tutor 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 one time. Weekly boarders must also remember to sign out on a Friday when going home and sign back in again on the Sunday evening or Monday morning when they return.

If students plan to be away from the boarding house for more than two hours, for example for a trip to the cinema or out to dinner, then they must speak to the Houseparent on duty before they leave, let us know what they are planning and when they expect to be back. If they are out and their plans change they must let house staff know with a phone call.

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

Living in a Sixth Form boarding house is excellent preparation for living independently at university and beyond. For this reason, students in Arunside are responsible for all their own washing and ironing. There is also a student rota for keeping the boarding house kitchen and TV rooms tidy. 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 day 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 before 9.30pm to let us know. If you are planning to stay out overnight then permission from the host family will also be needed 24 hours in advance.

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

An email from your parent/guardian is required if a boarder is returning home overnight during the week.

VISITORS

All visitors **must** sign in and out at the boarding house on arrival and ensure that the Houseparents are aware that they are there.

Visitors are only allowed in the evening after school has finished at 3.55pm. St Chris students who are not Arunside boarders may visit but only if they sign in and out and have been invited by a member of the boarding house. Visitors may only go into the communal areas of the boarding house, and never into students' rooms.

Parents, relatives and guardians should also sign in and out and let boarding house staff know, in advance if possible, when they visit and when they are taking you out.

Parents/guardians are only allowed in their child's room at the beginning and end of the year to help with luggage and settling in.

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 Personal Tutor 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 St Chris community, you can contact our Independent Listener for Boarders, 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.

