Lairthwaite Boarding House
Keswick School

House Handbook

HOUSE CONTACT DETAILS

Lairthwaite Boarding House
Vicarage Hill
Keswick
Cumbria
CA12 5QD
UK

Landline (to contact staff on duty & boarders) +44 017687 72952

School Office +44 017687 72605

Mobile (for travel issues - 24hours before and after holidays) 0753 1580015

Head of Boarding (Mr Jackson): simonjackson@keswick.cumbria.sch.uk

Boarding Development Manager (Mrs Pepper): sallypepper@keswick.cumbria.sch.uk

Head of House (Ms Tuckwell): lbh@keswick.cumbria.sch.uk

WELCOME

We have a unique and wonderful setting and offer a superb education, which is evident in our outstanding examination results and inspection reports. Life in the boarding house encourages good relationships, offers a wide range of opportunities and at the same time stimulates individual development. Our staff offer a wide range of skills that encourages pupils to experience the challenges of self-reliance and at the same time prepare them for their choice of career. When boarders leave, we hope they will be more confident, highly organised and successful independent learners capable of overcoming any challenges they may face in the future. We work in partnership with them to help reach this goal.

Situated in the heart of the Lake District National Park, a Unesco World Heritage site, Lairthwaite House has a superb outlook over the valley towards Grisedale Pike and Whinlatter Forest. There are extensive grounds with excellent sports facilities, which the boarders use daily. Lairthwaite House is situated in the grounds of the school and is only a ten minute walk from the centre of Keswick. We feel that our pupils have a wonderful opportunity to experience education in its truest sense.

We hope that boarders enjoy their time here at Lairthwaite House and that their friendships and learning gained will remain with them throughout their lives.

Meet the Team

Ms Kimberly Tuckwell, Head of House.

Ms Tuckwell is still relatively new to Keswick, but she fell in love with the Lake District a few years ago when she had the chance to visit. She has lived and worked in Canada, Germany, and the UK over the years as an expatriate Canadian, but she has become a British Citizen and has decided to settle down here in the Lake District, one of the prettiest places on earth. She lives with her husband, Phil Bickerton, who works for Oxley Developments and who formerly worked for Williams F1. If you are a race fan, drop by for a chat when he is about. Ms Tuckwell and Mr B have two beautiful rescue cats, Bob & Marley, who you can often see in the Catio on the balcony. Ms T and Mr B live in the house all year and we will do everything they can to make this your home away from home. Ms Tuckwell's office door is always open, so please feel free to drop by anytime to catch up.

Freyja our Canine Counsellors.

Freyja, who was the winner of the BSA Brufts Best Therapy Dog, is our much-beloved Canine Counsellor. Freyja is the heart and soul of the house. She welcomes everyone into the house enthusiastically, tail wagging, and looking for a cuddle. Tennis balls are her absolute favourite thing in the world, followed by a very close second - tummy rubs! She spends her days in the Common Room cheering everyone up and she is a central part of our House Wellbeing. If she is not in the Common Room, boarders, please feel free to come by Ms Tuckwell's Office and pet them or take her for a walk.

"Staff have helped me to find my confidence ." Ofsted 2024

Miss Ella Curzon

Miss Curzon is our Deputy Head of House. She is kind and welcoming, and always happy to help or just to listen, if that is what you need.

She lives in the annex next to Lairthwaite Boarding House with her partner, Mr Rob, and their dog, Rory, whose has a tail doesn't stop wagging. Previously, she has been a Graphic Designer working on projects big and small involving illustration, editorial design, photography and branding, enjoying all aspects of the creative process. She is more than happy to share her experience and bring these to any projects you may have. She loves to get out and about discovering new places, art and design, good food, wildlife and the beach.

Miss Philippa Cooper

Miss Cooper is our Graduate Assistant. She grew up in a small village near Keswick and has always appreciated spending time outdoors. She loves all things Italy and has spent the last six years living and teaching there. She often spends her time going on road trips and discovering new places. She enjoys a wide range of sports, including skiing, and while living in Italy has taken up padel and rowing. She loves being out in nature and she is always up for a hike. She tries to see the positive side of things and is a good listener who enjoys helping others find solutions to problems.

Non-Resident Staff

Mr Simon Jackson

Mr Jackson is the Head of Boarding and also the Head Teacher. He lives nearby and visits Lairthwaite House regularly. He often joins us for breakfast where he has an opportunity to catch up with the boarders as well as the house team. He is an avid and competitive chess player and will always welcome taking on a worthy opponent in the Common Room.

"Children understand and celebrate the progress that they make in all areas and see themselves as active partners with staff in their success. ." Ofsted 2024

House Parents

Mrs Helen Doolin

Mrs Doolin always knows everyone's sporting fixtures and training schedules for the weekend. After catering for us in the canteen for several years she moved down to work in the house several years ago and is a brilliant cook. She has a great sense of humour and can always manage to help our boarders see the lighter side of life, even during stressful and challenging situations.

Mrs Doolin is on duty one night a week during the school week and on Saturday afternoons, evening, and Sunday mornings. If you need a pep talk and some good common sense, find Mrs Doolin and she will surely be able to help.

Mrs Tina Appleby

Mrs Appleby is on duty three nights a week and sometimes accompanies boarders on weekend outdoor activities. She was a Scout leader and an ex-pupil of Keswick School, as are many of our staff. Mrs Appleby is an avid open-water swimmer who swims in the local lakes all year around.

She is also a wonderful artist. Her bright and cheery smile always brightens the space when she walks into a room. She loves animals and is passionate about hedgehogs.

Mrs Marion Baker

Mrs Baker helps in the house one afternoon per week with any of our boarders with EAL needs they may have.

Mrs Baker loves to travel and is wild about walking and waterfalls. She is also a keen singer and as such is a member of the Keswick Choral Society.

Miss Sarah Green

Miss Green is on duty on Mondays in Prep and Sundays in the house, she helps keep the house running smoothly and holds sessions in the gym and sports hall to keep our boarders active.

She enjoys yoga, running, and Pilates. She loves living in the Lake District as well as swimming in the local lakes when the water is warmer.

Miss Green is a Teaching Assistant at school, so if you need some help with revision skills, planning, or organisation, she is the lady to talk to.

If you are thinking of taking a GAP year, Miss Green might have some suggestions as she travelled to Hong Kong, Australia, New Zealand, and Los Angeles in the USA while on her GAP year.

Miss Rebecca North

Miss North is a Teaching Assistant in the Learning Support department so you may see her around in lessons.

Outside of school she enjoys running and scrambling in the hills and occasionally leads walks.

She also helps on the school DofE, so if you have any questions about it – she's the person to ask.

Mrs North sometimes helps out with Prep sessions.

Mrs Sal Pepper

Mrs Pepper is the Boarding Development Manager and is available in school during the school day. She is an ex-pupil, membership secretary for Keswick Rugby Club and has excellent local knowledge. Mrs Pepper deals with all new enquiries about boarding and arranges visits for potential pupils.

Mr Joe Pepper (Mr Joe)

Mr Joe Pepper is our assistant site manager who keeps on top of our day-to-day repairs in and around the house. As well as checking all our electrical goods for safety, painting, mending and overseeing any contractors who need to visit, he drives the minibus and sometimes takes boarders on activities and helps with transport to and from Penrith station and the local airports.

"Staff build warm and trusting relationships with them, so that children are confident to share their anxieties and concerns. ." Ofsted 2024

Day House Parents

Mrs Tina Cockbain

Mrs Cockbain is the Senior Day House Parent who works in the house during the school day, Monday to Friday. She not only keeps on top of our laundry and housekeeping, as well as taking care of anyone who is ill during the school day, but she helps to manage the REACH Duty Reports. Mrs Cockbain is a friendly and sensitive presence on the girls' floor in whom the girls can confide.

Mrs Gillian Bragg

Mrs Bragg works three days a week, during the school day, in the house, ensuring everything is spotlessly clean and tidy when the boarders arrive back from school. She is a beacon of light who always has a smile on her face. She helps to care for any ill boarders during the day and is an approachable maternal figure in the house.

Mrs Trudie Stephenson

Mrs Stephenson is a member of the house day team and works alongside Mrs Cockbain and Mrs Bragg. She ensures that the boys' floor is always shipshape and is a supportive and friendly face to talk to whenever any of our boarders are feeling a bit low or homesick. In addition to looking after both the house and anyone who is unwell during the school day, she also cleans at both Crosthwaite Music Centre and at Main School.

As well as supervising the care of boarders whilst on duty, House Parents take the boarders to doctors, dentists and hospital appointments when required. They also sometimes sleep over in the boarding house and are on-call for pupils who are ill during the night. If pupils need to miss school due to illness or are on study leave, the house is continually staffed and pupils are cared for. All our staff have been trained in First Aid, administration of medication and safeguarding. While on duty all our House Parents are easily available to boarders for a chat, advice and support.

"Staying in the school family, where staff and children enjoy each other's company and help and care for each other, minimises their homesickness." Ofsted 2024

KESWICK SCHOOL STATEMENT OF BOARDING PRINCIPLES

- Boarding provides a happy, caring environment that meets the needs of everyone and provides opportunities for personal development.
- Boarders can approach any member of the school community, confident in the knowledge that they will be treated and respected as an individual.
- Boarders will develop greater independence as they take greater responsibility for themselves, others and their environment.
- Boarders will develop leadership qualities and the ability to work as part of a team in a boarding community.
- Boarders will develop intellectually through well-structured prep with access to staff and other pupils in an atmosphere that values effort and provides positive encouragement.
- Boarders will participate in the extra-curricular programme, weekend activities and other opportunities (KS3/4 boarders must engage with at least two activities after school each week).
- Boarders will work, play and relax free from abuse, intimidation, harassment and bullying.
- Boarders will benefit from a structured organisation to the day and the importance of making sensible and constructive use of leisure time.
- Boarders will follow a discipline policy that demands high expectations in terms of personal behaviour and they must accept the consequences in cases of misconduct.
- Boarding provides opportunities to develop spiritually, culturally, morally and socially.
- Boarding will provide an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Boarding will provide accommodation that is comfortable and is suited to the needs of boarders, according to age and maturity and provide adequate levels of privacy.
- The Boarding House will develop and maintain channels of communication with parents, to ensure there is a partnership regarding the support and development of every boarder.

It is our expectation that boarders will become good citizens, learning to behave in an acceptable manner, and achieving success in their school work and future careers. Boarding must be a partnership between adults and children based on mutual trust and respect, and it should be acknowledged that it is not a commodity that suits every individual.

BOARDERS DAILY SCHEDULE

MONDAY - THURSDAY

7.40am	Boarders are woken up.
7.50am	Bell to be out of bed.
8.10am	Bell to assemble in Common Room. Bedrooms should be tidy and ready for inspection. Boarders all go up to canteen for breakfast, then straight into school afterwards.
3.30pm	School finishes. Return to the house unless boarders have had permission to sign out for school activity.
5pm	House meeting (Usually Mondays).
5.15pm	Bell is rung, boarders get ready for prep and assemble in Common Room ready to go to the canteen together for tea.
6.00 - 7.00pm	Formal Prep (study time) usually in school.
7.00 - 8.00pm	Independent Study (Yr 11-13) Strategy Games & Activities (Yr 7-10)
8.00 - 9.15pm	Free time.
8.45pm - Bedtime	Bedtimes as noted on the next page. Electronic devices are collected from Year 7 to 11 and locked away safely for the night.

FRIDAY as Mon - Thurs except

6.00pm onwards	Free time/Cinema/In House Entertainment/Theatre.
	Bedtimes at weekends are 30 minutes later than weekdays, but left to the discretion of the staff on duty.

SATURDAY

8.30am	Alarms on floors turned off so boarders can get up and have breakfast in the house when they wish. Free time follows and we recommend that boarders get involved in activities run by local groups such as rugby, football, archery etc.
12.15pm	Lunch bell, assemble in Common Room and all go to lunch in the canteen together.
1.00 pm - 5.15pm	Free time/activities. Activities are compulsory for years 7 - 9.
5.15pm	Tea bell, assemble in Common Room and all go to the canteen together.
6.00 - 8.00pm	6.30pm, room inspection (all boarders to be in their own rooms until this has been completed), free time and independent study.
8.00pm – 9.45pm	Free time.

Bedtimes as Friday.

SUNDAY

8.30am	Alarms on floors turned off. Boarders are to get up and have breakfast in the house before 10am.
12.15pm	Lunch bell, all assemble in the Common Room then all Boarders go up to canteen for lunch.
1.00 pm - 5.15pm	Free time and activities including our Lairthwaite Award programme.
5.15pm	Tea bell, all assemble in the Common Room then go up to canteen for tea.
6.00-8:00 pm	Prep in the house for all year groups including at 6.30pm, room inspection (all boarders to be in their own rooms until this has been completed).

Bedtimes as Monday-Thursday

Boarders have the option of attending local places of worship at suitable times.

BEDTIMES – Lights out in bedrooms

Year 7	9.15pm
Year 8	9.30pm
Year 9	9.45pm
Year 10	10.00pm
Year 11	10.30pm
Year 12 & 13	11.00pm

Pupils must go up to bed half an hour before bedtime and should be in bed 5 minutes before lights out.

Personal electronics are allowed in the bedrooms, but must be turned off 15 minutes before lights out when they are collected from Years 7 to 11.

"Staff routinely listen to children's views, and their opinions influence boarding life. This minimises dissatisfaction and complaint because children play a significant role in shaping their own experiences." Ofsted 2024

LAIRTHWAITE HOUSE - GENERAL USEFUL INFORMATION

Activities

We like the boarders to be busy and get as much as they can out of the boarding lifestyle. We strongly encourage participation in house, school and community activities to build confidence and self-esteem. There are so many things to do; we find that the students who put the most in get the most out in terms of enjoyment, personal development and exam results. There are many different opportunities available to boarders, both in the local vicinity, and in school - too many to list here. Current boarders take part in the town rugby, hockey, and are members of the local Judo Club and Scout Troop, to name but a few. Many senior boarders get part-time jobs in local establishments where they get the chance to earn their own money and learn more life skills. It is important that, as well as making the most of these opportunities, boarders manage a good work-life balance.

Activities are organised most Saturdays and some Sundays. They cover a wide range of options including: ice-skating, crazy golf, laser quest, ten-pin bowling, theatre, swimming, kayaking, shopping trips, picnics, walking, art/craft workshops, drama, cookery workshops, visits to tourist attractions and theme parks, sailing, swimming, and cinema trips.

Pupils in Years 7 - 9 are included in some form of activity at the weekend. Older pupils have the option to join in wherever possible and these are all included in the boarding fees.

Bedrooms

We have separate floors for boys and girls, which are alarmed at night time. Each floor has two bathrooms consisting of showers, washbasins, toilets and a bath. Our bedrooms sleep up to four pupils and boarders will share with others in the same year group or with those within the same age range of one year younger or older. Rooms are allocated at the start of the school year by the Head of House taking into consideration the individual needs of all the boarders as well as the wishes of the boarders directly concerned and the views of their parents, guardians and our staff. We try to meet all boarder requests in terms of rooming; however, it is important to understand that with one floor of boys and one floor of girls, each with seven years groups on the floor, we may not be able to meet every request. Each pupil has a personal study area, which includes a desk with a lockable drawer in which to store valuables. Room inspections are carried out daily and boarders must make every effort to keep their area clean and tidy. Personal possessions are the responsibility of the owner and may need to be covered separately from your house contents' insurance.

Boarders can personalise their room area with posters on the walls, stuck with blue tac, as long as they could not be deemed offensive by anyone else.

Portable electrical appliances, extension leads and plugs can be the cause of fires and serious or fatal injuries. Any appliances brought into a boarding house should be in a safe and good condition and will be subject to annual P.A.T. Testing as appropriate. Certain appliances are permitted: Computers, chargers, hairdryers, electrical toothbrushes, shavers and portable audio equipment.

"Leaders promote a vision where success for each child means that they are developing their interests and capabilities to be well-rounded individuals who achieve their goals." Ofsted 2024

Most desks have a wall mounted bookcase above them, so screens (and their stands) ideally should be less than 40cm in height so they sit comfortably at the back of the desk. We cannot permit kettles, fridges, toasters or heaters. Lairthwaite House has a fully equipped kitchen where drinks and snacks can be prepared. For the safety and comfort of others cooking in rooms is not permitted and rice cookers etc. may only be used in the House Kitchen.

Any damage in the rooms needs to be reported immediately. Boarders should not overload plug sockets, there are plenty of these in each dorm area and all electrical appliances must be Health & Safety checked each year.

Boarders must not be in another bedroom without permission from the occupants and without them being there in person.

If there is a suspicion of rule breaking with respect to alcohol, smoking, drugs, offensive weapons etc. then there may be the necessity to carry out a room search. Whenever possible, the boarder involved would be informed of this search before it commences. This will be carried out only after the Head of Boarding or Head of House has been informed of the reason behind the suspicion. Then, if approved, all aspects of the room will be searched by two members of staff, one being a senior member of staff. This would include cupboards, wardrobes, drawers, mattresses, bins etc. Should anything be found that is a cause for concern then the behaviour and disciplinary procedures will be followed. All searches and findings are documented and kept on record.

Buddies

All new boarders are assigned an experienced boarder as a "buddy" to help, support and guide them in the first few weeks. The buddy will usually contact the new boarder with a card or e-mail in the term before they join the house and offer to help out with any questions they may have.

Cars & Driving Lessons

On reaching seventeen, many of the senior pupils start to take driving lessons. As long as these are booked with reputable DBS cleared instructors, do not interfere with any academic work, and house staff are kept well informed of lesson timings, this is fine.

Once a driving test is passed pupils may apply to the Head of Boarding to keep a car in the boarding house car park, but the keys must be handed in to house staff and this must only be used with parents' permission for EXEAT weekends and travelling for holidays. House staff cannot be responsible for boarders driving themselves while they are in our care.

Boarders are reminded regularly they should never accept lifts from anyone other than House Staff or someone specifically authorised by the staff on duty to do so while they are in our care. Local sports coaches and other parents may from time to time transport boarders to and from events but this will need to be pre-authorised by the individual's parents and all necessary paperwork checked by the house staff.

Communication

Parents by far are the biggest influence on how their children develop, but boarding staff also have a significant role. It is vital that there is good communication between the boarding house staff and parents. Parents should feel free to phone or email if they have any concerns, or just want to chat about their son or daughter. We do not phone home about every minor incident as we encourage pupils to stand on their own two feet, but we will get in touch about anything important.

The use of mobile phones can result in parents being made aware of situations in the house before the house staff. Parents are requested to encourage their child to speak to one of us if they ring home about something you feel we should know about.

When a boarder first joins us, it is sometimes difficult for parents to know when to ring them, as a guide all boarders are usually back in the house by 3.40 unless they are attending an after-school activity and are then free until 5.15pm. Then, as it is dinner followed by prep, usually from the end of your child's prep time until bedtime is a good time to speak to them. Please do think carefully before sharing any serious news with your child at bedtime, sometimes it can be really useful to speak to a member of staff first so that we can offer boarders support as appropriate.

The telephone situated on the ground floor is a landline phone and can be used for both incoming calls and outgoing calls. The number is 017687 72952.

We allow pupils to possess only one mobile phone within the house, but if misused (e.g. used at mealtimes or in prep) then this will be confiscated for a period of time. Mobiles are collected from the younger pupils at bed times and become available again between 7:30-8:00am the following morning so that they can call home at more convenient times, depending on their home time zone. They are able to have their mobiles again at 3.30pm as these are not permitted in the school. Students should inform their House Parents of their mobile phone number at the start of the year and let them know if the number changes so we can then contact them in an emergency. It must be noted that mobile phones are not covered on the Boarding House Insurance and pupils are advised to take out private insurance to cover against loss/damage whilst at School.

The House mobile phone is manned for the 24 hours before and after the start or end of holidays. This is so parents and pupils can keep in contact with staff in case of emergencies whilst travelling. It is best to ring the house landline to speak to staff in term time.

Skype, FaceTime, WhatsApp etc. are also accessible in the house. Webcams and video calls are not allowed in bedrooms and public areas aside from those designated on the first floor. We also have a webcam in a study room, which boarders can use. Social Media is available age-appropriately with parental permission. Please note that in the UK you need to be 13 or over to use WhatsApp.

Please ensure that there is a return address on parcels sent to your child. The Boarding House Staff will expect your child to open parcels in the presence of a member of staff to assure the contents are permitted.

Complaints & Concerns

House Parents, Heads of Key Stage, Form Heads, School Medical Officer, our Independent Listeners, or anyone at the School they feel comfortable talking with, will listen if boarders have a problem. Whoever they see will listen to their concern and, if they or you feel it is necessary, will pass the details to the most appropriate member of staff to deal with it and appropriate action will be taken. Boarders will be informed of what is happening and how the issue is being dealt with. This will obviously include the outcome and what has happened as a result of the complaint or concern.

We record all complaints from students and parents, investigate them and get back to the person as soon as possible. Where necessary, complaints are passed on to the appropriate person to be answered, but, in general, complaints concerning the care and welfare of a student should initially be addressed to the senior house staff. If you feel that your complaint has not been satisfactorily resolved, then you should contact the Head of Boarding and the Governors, in that order.

Suggestion/complaint/concern forms and a QR code are available in the house and boarders and parents are always welcome to fill these in and either submit them via the QR code, hand them to a member of staff, or put in the box for this purpose.

Duty of Care

Boarders come under the house duty of care as they arrive into the house at the start of each new half-term and May Day bank holiday Monday night. Other than agreed EXEATs, they will then be our responsibility until they leave the house at the start of the next holiday.

Employment

Boarders in Years 12 and over are permitted to find suitable employment during term time, but are only allowed to work for up to 8 hours per week. This privilege is granted at the discretion of the Head of Boarding and the Head of House, and it may be withdrawn if a pupil's approach to school work or general behaviour in the House causes concern.

For Years 10 and 11 there are more stringent government regulations regarding employment. All employers must hold full public liability insurance and have adequate health and safety measures as the boarding house cannot be liable for any incidents or accidents in an external workplace.

Parent's will be required to inform the house in writing giving their child permission to undertake work. As such, parents take full responsibility for the time that a student is contracted to work and that if there are any issues it will be for parents to take this up directly with the employer themselves.

Overseas students may not automatically receive a National Insurance number and will need one in order to have a job in the UK. An appointment may be needed to obtain this so we would suggest this is arranged in a holiday period when the boarder is staying in the UK. www.gov.uk/apply-national-insurance-number gives the information on how to arrange this.

EXEATs - (extended periods away from the Boarding House including missing meals and being away overnight)

Requests for weekend absences **must** be made by boarders, parents or guardians via **REACH**. REACH is an online platform that can be easily accessed via an app on any mobile device. You will receive a time sensitive invitation via a link to log onto REACH whereby you will be able to set up your account and create "leave" requests for your child. If your child often goes to a particular friend's home, you can add them as regular hosts to your account which makes it very easy to complete subsequent leave requests to that host. These requests should arrive no later than the Wednesday 9:00pm before the proposed EXEAT in order for us to submit weekend numbers.

Day students often want to invite boarders to their homes for the weekend. We always ask boarders to check with BOTH sets of parents or guardians in advance before arrangements are made. Then both sets of parents or guardians and hosts can confirm via REACH that they are happy with these arrangements, and confirm when and who is taking over the duty of care.

It should be noted that once the above arrangements are finalised, that students do NOT then subsequently go and stay in anyone else's home without prior permission of the Head of House and ALL parents involved. It is part of our duty of care to boarders that we ensure as best as practically possible, that they are properly taken care of at all times whilst away from home.

Food

Please notify the house staff of any special dietary requirements e.g. gluten free, nut allergies etc. so that we can plan our menus accordingly. There is a wide variety of food on offer at all times with most of our meals eaten in the school canteen. There is bread, cereals, fruit and drinks available in both Common Rooms at all times. There are to be **no products with nuts** in the house due to a serious allergy to them.

Food prepared in the House or ordered in is only to be consumed in the Common Rooms. We do allow snacks in the dormitories (fruit, sweets, chocolate, and crisps) but no drinks other than water or tea/coffee in a thermal travel mug. There are to be no fizzy drinks upstairs.

No chewing gum or high caffeine drinks are permitted in the house or school grounds.

Health, Welfare and Safety

We provide a safe secure environment with clear boundaries in which all students can take pride and feel a sense of belonging. The emphasis is on building trust; students who show themselves worthy of our trust are given responsibility as appropriate.

With a wide range of characters and ages living in the boarding community, most children can find someone with whom they can talk about any concerns. The house staff and prefects are all available for one-to-one talks. We also have two independent listeners who regularly visit the house and are available by phone or e-mail for all the boarders if they feel they need to talk to someone outside the House; they both have a wealth of experience to offer all the boarders.

Lairthwaite House is co-educational and ages range from 11 years to 19 years. We encourage our boarders to develop a healthy attitude towards relationships and have respect for each other. The school's policy on sexual relationships between children, particularly boarders, is that pupils of the opposite sex are not allowed to visit other bedroom floors in the boarding house or our sickbays without permission. Sexual contact between boarders is not permitted in the boarding house. This is best described by one of our Year 12 boarders: "During your time in a mixed boarding house with 50 other people, you may find a partner. It can be great spending most of your time with that person as you are essentially living together. You can do activities, have meals, and watch movies together literally every day while in boarding. However it is extremely important to remember: you should always be considerate of the people around you; keep in mind you may be sharing a house with people that are younger than you; set a good example; do not go into the other one's room, you can spend time in the Common Room together; just act how you would around your parents."

None of our boarders should be lifting weights unsupervised as they have very reasonably priced access to the local leisure centre gym; so, we ask that no weight lifting equipment is brought to the house. Unless prescribed by a medical professional, we feel that protein supplements are only suitable for those aged 16 and over and request that, if parents are happy for their child (in Year 11 and over) to be using these, they send written permission into the boarding house.

We have to have rules regarding drinking, drugs, smoking, sexual relationships, and offensive or age inappropriate material (DVDs/games/magazines/books). Other more minor guidelines and sanctions are reviewed regularly by our House Council, thus ensuring everyone has an input into these and understands their importance. These cover such topics as lateness and misdemeanours which cause inconvenience to the other members of our household. Tattoos of any sort (permanent or temporary) should not be in a position so they are visible when wearing school uniform. The only piercings that are permitted in school time are one pair of stud earrings.

Computers are available in the house and are networked to the school system. Each pupil is issued with an email address on arrival and will receive a copy of the ICT policy. Parents, guardians and pupils need to read and understand the "Bring Your Own Device" computer use agreement before they sign it. Only then will internet access be granted. Personal laptops and tablets are welcome but they are checked by staff regularly and need to have only age-appropriate content and virus protection.

As boarders mature, we give them more freedom and flexibility, more time away from the house, later bedtimes etc. but they are also expected to take on more responsibility and act as role models.

Illness and Medical Care

During the school day a Medical Officer is on duty in the medical room at school. If they feel it is necessary for a boarder to return to the house during the day they will contact the house and arrange this with the duty staff. House parents are trained in first aid and the administration of medication and there is always someone here to take care of any boarder who is injured or unwell.

"When children are experiencing difficult times, such as homesickness or more complex mental health challenges, staff are responsive and work tirelessly to support them and keep them safe." Ofsted 2024

During the night after lights out, there is a call bell at the end of each corridor and this will contact the member of staff on call who will come and help any pupil who is feeling unwell. If a boarder's illness is likely to mean they are off school for more than one or two days, we normally contact parents/guardians to arrange for them to be cared for at their homes.

Most pupils are registered with Castlehead Medical Centre, our local practice. Surgery times and contact details are on our notice board. Younger pupils are escorted by a member of staff to the Doctors for day-time appointments but they are also able to attend after school appointments with another pupil if they prefer. Optician appointments can also be made at a local practice, and we can also arrange dental treatment in Keswick for boarders under 18 years old. If new boarders already have glasses or contact lenses we would suggest they bring a spare pair of glasses. Ongoing orthodontic treatment can sometimes be transferred to local practices with all the relevant notes. Boarders are taken to Hospital appointments at Keswick, Whitehaven, Penrith and Carlisle as necessary. When not an emergency, there is a cost for staff to transport boarders to appointments outside of Keswick.

Students who are classed as "Gillick competent" are permitted to keep their own medication locked in their lockable drawer and self-administer as necessary. It is our expectation, however, that the staff are made aware of any medication in their possession.

There are two en-suite "sickbays" in the house that are used when boarders are unwell. These are fully furnished with bedding, towels, heating and fans as required. There is a call bell in each of these rooms so that boarders can summon help from staff at any time of day or night. Boarders using these are monitored regularly by staff and food, drinks and medication brought to them as needed. When sickbays are not needed by boarders who are unwell they are occasionally also used as quiet study spaces or an extra quiet room to sleep in for anyone who is jetlagged.

Laundry

For boarders in Years 7 – 9, laundry is done by the day staff and all items are normally returned within one working day. Due to the quantity of laundry washed every day, we cannot be responsible for items that should be dry cleaned, or should not go into a tumble drier. Items that require a special or delicate wash treatment should not be brought to school. All items need to be **clearly named**, ideally with a laundry marker or sewn-in name tapes.

After a sports lesson, boarders can leave their kit in the laundry basket each day so it can be washed and dried ready for the next morning.

Year 10-13 students will be expected to do all their own laundry (aside from sports kit). There is a rota of days that the boarders can use the machines anytime after 3:30pm until 9:00pm. There is a "Laundry Room Induction" at the start of the year, and the staff will help you as you learn to take care of your own clothes.

Parent and Guest Visits

Parents and guests of boarders are welcome to visit the house outside of meal and prep times. Boarders should introduce their guests (up to two only please) to the member of staff on duty and their names recorded in the Student Guest Book. Signing in and out of the House is a fire and safety requirement and must always be carried out. Guests, including parents, are entertained in the Common Rooms only and are not allowed upstairs and are expected to leave at their host's bedtime. There are guidelines for guests on the front of the visitors' book. When possible, please advise us of any planned visits and be aware that the staff on duty may need to ask for identification before allowing anyone access to the house. We prefer if parents avoid, whenever possible, dropping in midweek to see their children or to take them out for meals. This can be quite disruptive to their routine and often causes increased levels of homesickness in both the boarder whose parents have come to visit as well as the other boarders in the house who might be missing home.

The guests of students in Years 12 and 13 are allowed to use the 6th Form Common Room especially reserved for pupils in those years.

Personal Property

Boarders should have their personal possessions named so that they can be easily identified. Clothes should be labelled, phone charging cables etc need to be etched or clearly marked so as to avoid any confusion over to whom it belongs.

Boarders are not to borrow or give away items to other boarders without the express permission of their parents. Staff need to be informed if any items are given to another boarder and parents need to email the HoH or DHoH to confirm this transfer of property. This is in order to avoid any confusion over items that have been borrowed or lent versus those that have been permanently given to another boarder.

Pocket Money & Valuables

The House operates a pocket money system which can be used by any boarder. However, as most banks now offer facilities for junior accounts, most parents choose to let boarders be responsible for their own money via a bank card and/or banking app. We do stress that amounts over £10 should not be left in dormitories, but should be handed in to the boarding staff for safe keeping. We suggest a maximum of £10 pocket money per week for a year 7 pupil, which can be increased if there are regular subscriptions to be paid weekly. This account system can also be used if parents wish to send "extra funds" in case a bank card is lost or for extra activities, trips or if an emergency replacement is needed for an item of clothing.

Lockable drawers are used in the dorms for security of personal items but we do ask that all Passports are handed in to our office where they are stored in a fireproof safe and kept securely ready for travel.

Prefects and Rewards

A prefect system operates within the House. Prefects are appointed, following a letter of application and interview process, from pupils in Years 12 and 13 (and Year 11 on occasion).

All pupils are allocated to a prefect group of mixed aged pupils. It is expected that prefects will have regular meetings with their groups and support individuals, providing a link between younger pupils and staff. Each group nominates representatives to stand on food and house council committees, which meet each term.

Students who set a high standard of punctuality, behaviour and personal organisation are rewarded with prefect group points. The accumulation of points results in prefect groups being given a treat within the boarding house.

Individual "House Stars" are also awarded to boarders each week who help out at school events, are the "Sportsperson of the Week" for house sporting activities, "Prep Stars" etc. and these accumulate into individual prizes ranging from sweets, to gift vouchers and even some lovely House merchandise.

Prep (Homework)

Prep is a vital part of school life and we use it to encourage students to take responsibility for their own learning and develop their independent learning skills. All boarders take part in one hour of Formal Prep between 6:00 and 7:00pm Monday through Thursday. Then, Years 11-13 are expected to complete an extra hour of Independent Study between 7:00 and 8:00pm. During this second hour, Years 7 - 10 play strategy games, take part in activities, and are encouraged to socialize away form their digital devices.

The arrangements are as follows:

Years 7 - 10	6:00 to 7:00pm Formal Prep	7:00 to 8:00 Enrichment activities
Years 11 - 13	6:00 to 8:00pm Formal Prep	7:00 to 8:00 Independent Study

Prep time is spent in school from Monday to Thursday by all boarders. Year 7-10 boarders are encouraged to start every Prep session with **30 minutes of reading**. Boarders may choose to read fiction, non-fiction, biographies, academic journals, magazines such as *National Geographic*, *Time*, *Popular Mechanics* etc. Boarders can sign reading material out from the library at lunch times and after school. Please free to order a subscription to a magazine that you think they might enjoy. **Every boarder in Year 7-10 will be expected to have reading material with them for every Prep session**. Help and support is available from our staff. The older boarders are able to choose to study in the boarding house if their attitude to learning is felt to be at the appropriate level. Prep is usually in the Sixth Form Centre where computers are available. It is expected that pupils in Year 10 and above will spend some extra time studying and working independently in the House as required.

Prep on Sunday evenings for Years 7-11 follows the same timings, but is completed in the House. Years 12 & 13 can opt to do Prep on either Saturday or Sunday.

Religious Beliefs and Worship

The music room or the sickbays in the Boarding House also can be used as a "Sanctuary" or prayer room if required. When not needed due to illness, it is possible to sleep in the sickbays whilst observing Ramadan in order to allow our boarders to eat before sunrise. Boarding students can join a local place of worship and observe their own beliefs as they wish, these include: Quaker Meeting House, Kings' Church, Methodist Church, Church of England and Roman Catholic Church. Staff will help with any logistics of getting to and from places of worship as required.

Security

The house has a biometric entry system on our external doors. Students are not permitted to come back to the house during the school day, so must make sure that they have all the correct equipment with them each morning. It helps if they organise themselves the previous night.

CCTV covers the more public areas of the school site and can be reviewed by the staff in the boarding house when necessary.

Boarder's data may be shared with medical professionals and activity providers as and when necessary. This is in line with the privacy policy available on the school website.

Signing Out

Whenever a boarder leaves the House or its immediate grounds it is vital that staff know where they are. We have an electronic signing in/out system; Years 7 - 11 need to request permission from the member of staff on duty to do this. Initially, boarders in Years 9 - 11 should not be away from the House for more than two hours at any given time, unless they are involved in an adult supervised activity. Similarly, boarders in Years 7 and 8 should not be away from the House for more than 1½ hours at any given time. Years 7, 8, and 9 must always sign out in pairs, but boarders in Years 10 and 11 may sign out alone providing this has been agreed with the member of staff on duty and their parents. As boarders earn House Reward Stars they can increase the time they are allowed to sign out.

Boarders in Years 12 and 13 may sign out without prior permission. However, they must ask permission if they wish to sign out for periods longer than two hours or outside the immediate Keswick area.

When boarders sign out, they should not be anywhere that cannot be easily accessed by staff, i.e. they are not permitted to visit anyone's house without prior permission from boarding staff. The house keeps a record of all boarders' mobile phone numbers so that they can be easily contacted if there is a concern about their whereabouts.

"All children said that being comfortable in the house was one of the things that they particularly liked about boarding. ." Ofsted 2024

Student Voice and House Councils

A whole house meeting is held by the Head of House each Monday when information and reminders are passed on to everyone. Boarders also have the opportunity to contribute within this meeting either verbally during the "Any Other Business" point or through our house suggestions box's QR code or paper slips.

We hold regular 6th Form Forums to address issues that are of particular interest to the 6th Formers. There is also a Food Council both consisting of staff and pupils. They meet at regular intervals to discuss relevant matters. All pupils are encouraged to put their opinions forward to their representatives for both forums. Each prefect group nominates representatives to stand on Food Council.

Other house decisions are made using voting systems either by a show of hands or via Google forms, for example the choice of colours of new décor, activities etc.

Travel and School Trips

Before each school holiday, information is sent to all parents and guardians reminding them to send confirmation of the arrangements for the travel plans for the boarders they have logged in REACH. We need to know how the boarders are travelling, where their destination is and contact details for their carer while they are there. On arrivals and departure days, we can help with travel arrangements, particularly to and from the local train station at Penrith and Manchester Airport.

Pupils travelling long distances sometimes find that flight times do not tie in so well with our holidays, if boarders occasionally need an extra time away from school for travel this needs to be authorised by the Head teacher in advance using an "Leave for Exceptional Circumstances" form.

It is important however, that parents and guardians know that our Duty of Care starts and ends with the school holidays and arranged EXEATS. While we will do everything to help if plans go amiss at these times or at arranged EXEATS, we cannot take parental responsibility.

School trips are additional to boarding fees and these go to many destinations both in the UK and abroad. If pupils are travelling into Europe with school they will require their passport and medical insurance card. These and other travel documents are safely locked away in our office in the fireproof safe when they are not required.

It is hoped that these routines and systems ensure good communication between all members of the House and will help pupils settle into boarding school life. Our aim is for all boarders to be happy in Lairthwaite House and gain educational value from boarding life, ready for the move up to University Residence or the working environment.

A positive and responsible attitude is expected, and also consideration and respect to both staff and other boarders should be maintained at all times to ensure that our home is as harmonious as possible.

"I wanted to say a huge thank you, for all your support, compassion, and kindness this year. It was a tough year and the knowledge that you were there for my daughter and watching over her definitely helped me sleep!" 2023, LBH Parent

Reading - A Focus on Literacy

Top 10 Benefits of Reading for All Ages

1. Reading Exercises the Brain
While reading, we have to remember different characters and settings that belong to a given story. Even if you enjoy reading a book in one sitting, you have to remember the details throughout the time you take to read the book. Therefore, reading is a workout for your brain that improves memory function.

2. Reading is a Form of (free) Entertainment
Did you know that most of the popular TV shows and movies are based on books? So why not indulge in the original form of entertainment by immersing yourself in reading.

3. Reading Improves Concentration and the Ability to Focus
We can all agree that reading cannot happen without focus and in order to fully understand the story, we have to concentrate on each page that we read. In a world where gadgets are only getting faster and shortening our attention span, we need to constantly practice concentration and focus. Reading is one of the few activities that requires your undivided attention, therefore, improving your ability to concentrate.

4. Reading Improves Literacy
Have you ever read a book where you came across an unfamiliar word? Books have the power to improve your vocabulary by introducing you to new words. The more you read, the more your vocabulary grows, along with your ability to effectively communicate. Additionally, reading improves writing skills by helping the reader understand and learn different writing styles.

5. Reading Improves Sleep
By creating a bedtime routine that includes reading, you can signal to your body that it is time to sleep. Now, more than ever, we rely on increased screen time to get through the day. Therefore, by setting your phone aside and picking up a book, you are telling your brain that it is time to quiet down. Moreover, since reading helps you de-stress, doing so right before bed helps calm your mind and anxiety and improve the quality of sleep.

6. Reading Increases General Knowledge
Books are always filled with fun and interesting facts. Whether you read fiction or non-fictions, books have the ability to provide us with information we would've otherwise not known. Reading a variety of topics can make you a more knowledgeable person, in turn improving your conversation skills.

7. Reading is Motivational
By reading books about protagonists who have overcome challenges, we are oftentimes encouraged to do the same. The right book can motivate you to never give up and stay positive, regardless of whether it's a romance novel or a self-help book.

8. Reading Reduces Stress
Reading has the power to transport you to another world and away from the monotonous daily routine. By doing so, reading can decrease stress, lower heart rate and reduce blood pressure.

9. Reading Sets a Positive Example
Reading is a key component of early literacy development and you can set an example of just how crucial this is by modeling the behaviour yourself. Children are excellent at mimicking the adults around them which means that if you regularly set aside some "me time" for reading, your children will learn to do the same.

10. Reading Teaches Empathy
Books allow us to experience realities outside of our lives. They teach us to relate to others by often putting us in the shoes of the narrator. This simple technique is called empathy. Empathy is defined as the ability to understand and share the feelings of another. Reading builds on empathy by constantly presenting us with thoughts and scenarios outside of our perspective (Markham Public Library, 2020).

"If you are going to get anywhere in life, you have to read a lot of books." Roald Dahl

LIST OF BOARDER'S ITEMS

ESSENTIAL ITEMS

- 1 DUVET COVER plus PILLOW CASE
- 2 TOWELS plus 1 TOWEL FOR SCHOOL SPORTS
- SLIPPERS
- DRESSING GOWN
- 2 PAIRS OF PYJAMAS OR 2 NIGHT DRESSES
- 7 PAIRS OF UNDERWEAR
- 7 PAIRS OF SOCKS OR TIGHTS
- WASH BAG: Flannel, soap, shampoo, brush/comb, toothbrush, toothpaste, deodorant
- STATIONERY
- WRITING IMPLEMENTS
- CALCULATOR – the school can supply their preferred model via the Parentmail system

ESSENTIAL CASUAL WEAR (for after school and weekends)

- (2 Shirts / T shirts, 2 pairs of Trousers, 3 Jumpers / sweat shirts)
- SMART WEAR, including shoes (for formal and special occasions)
- WATERPROOF COAT or JACKET
- WATERPROOF WALKING BOOTS
- SWIMWEAR
- SOFT LAUNDRY BAG (not wired please)
- 2 Pairs CASUAL SHOES/TRAINERS

OPTIONAL CASUAL ITEMS (for after school and weekends)

- WELLINGTON BOOTS
- TENNIS RACKET
- BICYCLE, HELMET and lock (Bicycles require a signed parental consent form – Bicycles should be roadworthy and maintained)

These are all in addition to the uniform described in the school prospectus.

IMPORTANT: PLEASE MAKE SURE ALL YOUR **CHILD'S BELONGINGS** AND CLOTHING ARE **CLEARLY NAMED**.

BOYS YEAR 7-11 UNIFORM	GIRLS YEAR 7-11 UNIFORM
Blazer **(Bottle Green*)** with school badge	Blazer **(Bottle Green*)** with school badge
	Jumper **(Bottle Green*)** V necked, woven with school badge
Tie **(Maroon)** Clip on only	Tie **(Maroon)** Clip on only
Shirt **(White)** Plain	Blouse **(White)** Plain shirt style (these must not be fitted fashion style blouses)
	Skirts **(Mid Grey)** Either A line with one pleat at the front or 2 box pleats front and back (the skirt should be no shorter than 10cm above the knee measured from the ground when kneeling)
Trousers **(Black)** No cords or jeans, trousers must be **full** length	Trousers **(Black)** Straight or slight bootleg style – these must not be leggings, jeggings or tight fitting in any way, they should not be made of denim or denim look fabric and they should not have any embellishments and should be full length trousers ***Trousers will only be allowed with the school blazer, not a jumper alone. A jumper or blazer may be worn with a skirt. Ties must be worn with either combination.***
	Tights **(Bottle Green)** To be worn with skirts
Socks **(Dark colour crew length not ankle)**	Socks **(Dark colour crew length not ankle)** To be worn with trousers
Shoes **(Black)** Boys' shoes should be black polished (capable of taking polish; some are "self-polishing"; not suede or canvas). Shoes should not have trainer style stripes or markings down the side or have any sports tags anywhere on them. They should have a conventional sole and not a chunky trainer type. Please be aware that some shoe shops are selling trainer type shoes as "school shoes" – they are not suitable.	Shoes **(Black)** Girls' shoes should be sensible and offer appropriate protection to the foot; they **must have some form of tread or grip on the sole** and should be either flat or a heel no more than 3cm. They should be black and leather or "leather look" i.e. synthetic. They **must not be made of canvas or be any sort of trainer or plimsoll.**

* Items of Uniform can be obtained from the official supplier to Keswick School, Temple Sports, Main Street, Keswick Tel. 017687 80210. They are open 7 days a week, will take orders and payment over the phone and can deliver to the Boarding House.

SENIOR SCHOOL UNIFORM

YEARS 12 AND 13 GIRLS

As above except:

V-necked jumper with woven school badge.....Maroon*

Tie.....Green with Maroon Stripe*

Tights .....Maroon

YEARS 12 AND 13 BOYS

As above except:

Shirts.....White

V-necked pullover, with woven school badge.....Maroon*

Tie.....Green with Maroon Stripe*

*Available only from Temple Sports

SPORTSWEAR

All PE and games kit is now available on-line at www.halbro.com/keswick-school

All pupils need shin pads for hockey and football and mouth guards for rugby.

CODE OF CONDUCT

Introduction

The Code of Conduct is designed to ensure the good order, happiness and health, and safety of all students in Keswick School and the Boarding House

At the same time, the Head Teacher will expect each pupil to uphold the high reputation that Keswick School enjoys with the public in terms of responsible behaviour, good manners, and a pride in appearance and uniform.

The Head Teacher and staff will expect that all pupils observe the following practice and standards of behaviour.

1. Manners - Pupils will be expected to be polite and courteous at all times and to show respect for one another, for staff and visitors to the school and boarding house.
2. Movement - Pupils will be expected to move around the school and between the boarding house and school in an orderly manner.
3. Personal Appearance - Pupils will be expected to wear only items of Keswick School uniform when in school and to wear appropriate clothing for formal and leisure activities and to maintain a high standard of appearance.
4. Personal Attitude - Pupils are expected to treat all others with the greatest respect in both actions and words. To work to the highest standards and balance this with safe, fun leisure time activities. We ask you to take pride in the way you wear your school uniform with no added jewellery or excessive make up worn during the school day.
5. Personal Routine - Pupils will be expected to be punctual for registration and all lessons and to have the correct books, pens, and other items for lessons. To be punctual for role calls and to have the correct equipment for each activity.
6. Health and Safety - Pupils will be expected NOT to bring into school or Boarding House: any smoking materials, drugs or alcohol, knives, gas canisters, catapults, fireworks, matches, lighters or any dangerous tool or implement, such as laser pens. Pupils are expected to behave in a safe and responsible manner so they are not putting themselves or others (including staff) at risk.
7. Online activity - All pupils are expected to use only the school's internet while in boarding and school and will abide by the ICT agreement, representing themselves and the school in a responsible manner. All parents will ensure they monitor their child's online presence, especially with online shopping, bank accounts and social media.
8. Personal Property - If your child loses any items, please ensure they check with staff to see if they have been misplaced before agreeing for them to purchase a new one. All un-named items are kept in lost property. At the end of each half term, any unclaimed items are given to charity. Parents are reminded that valuable items are not covered for loss or damage by school and therefore should be included within your own home contents insurance. E.g. Musical instruments, phones, electronics and bicycles.

   Pupils will be expected NOT to interfere or tamper with school or another pupil's property; to bring to school music players; to buy or sell, whilst in school, articles or clothing or property; to bring to school large sums of money or personal valuables; or to gamble. Mobile phones are not permitted in school and they must be turned off during meals and prep. Boarding pupils are asked to take responsibility for their own possessions and items of expense should be respected with the greatest of care, e.g. laptops. The School cannot be held responsible for the cost of damage to personal items.

Boarders should not be using others' possessions without their consent and without them being pre sent. Boarders are provided with a lockable drawer for the storage of small valuables.

Space is limited and you have to take your entire possessions home at the end of the summer. So please don't bring too much with you. Boarders who live abroad are able to store some items in a storage trunk, for a nominal fee, in the house during the holidays and should discuss this with house parents.

Boarders are permitted to personalise the walls of their area of their room, but items must not be offensive in any way to anyone. We are a multi-racial, non-sexist and non-homophobic house and do not accept any behaviour that is intolerant of other's beliefs, background or sexuality.

9. School Property - Pupils will be expected: to take care of all furniture, books, equipment and buildings; to use litter bins and NOT spoil the environment; to respect plants, shrubs and trees in our grounds; to respect the fabric of the building and treat their privilege of form rooms with respect; NOT to deface wall or furniture with graffiti or damage these with any sharp implements.
10. Rights and Responsibilities - As members of Lairthwaite Boarding House we all recognise that everyone has rights and responsibilities. However, if we neglect these then there are consequences so that everyone learns to live together with mutual respect both for other people and for property. It is vital that everyone feels safe and secure within the boarding environment.

"Staff actively promote a tolerant and welcoming atmosphere. All children are individually valued, irrespective of their diverse backgrounds, cultures and interests. This is evident in the warm, helpful, caring and positive relationships between all age groups." Ofsted 2024

Behaviour	Typical Consequence
School bags left downstairs overnight	Community Service -5 mins
Late down to roll call	Wiping Tables in canteen—see consequence sheet
Excessive noise/out of bed after lights out(< 15mins)	Warning
Excessive noise/ out of bed after lights out(> 15mins)	Early bed following night—see consequence sheet
Electronics use in canteen or prep (not pre-agreed)	Retained until after prep—see consequence sheet
Defacing school property/vandalism	Community service & pay for repair/replacement
Possession of a second mobile phone	One retained until next visit home & other for 24hrs
Chewing gum in house	Litter related community service -10mins
Deliberate or repeated not signing in or out	Limited to school grounds- 24 hours
Signing out to wrong destination	Limited to school grounds -24 hours
Late by more than 5 mins (< 10mins)	Warning
Late by more than 10 mins (< 30mins)	Limited to school grounds-24 hours
Late by more than 30 mins	Limited to school grounds- 1 week
Breaking internet contract	Hardware confiscated for 1 week
Breaking of a "limiting"	Limited to downstairs 1 week
Rudeness/ deceit to staff	At discretion of Head of House
Verbal Abuse / Offensive language	At discretion of Head of House
Lack of respect for other's possessions	At discretion of Head of House
Stealing from other boarders	At discretion of Head of House/Boarding
Travelling in vehicle without permission	At Discretion of Head of Boarding
Physical abuse or threatening behaviour	At Discretion of Head of Boarding
Bullying	At Discretion of Head of Boarding
Drunkenness or possession of alcohol in the house	At Discretion of Head of Boarding
Possession/use of smoking materials or illegal drugs, knives, gas canisters, fireworks/crackers, laser pens, or catapults	At Discretion of Head of Boarding
Out overnight without permission	At Discretion of Head of Boarding
Being on floor of opposite sex	At Discretion of Head of Boarding
Inappropriate sexual behaviour Inc. possession of pornography	At Discretion of Head of Boarding
Stealing outside the house	At Discretion of Head of Boarding

Consequences may include the following:

Limiting to downstairs for periods of time	Extended community service
Letters to parents/guardians	Privileges reduced/ withdrawn
Letters of apology being written	Periods of exclusion from Boarding

Boarders repeating poor behaviour patterns will be subject to a review of their "suitability for boarding".

We always try to ensure that boarders learn from their mistakes and this may entail completing a piece of work to demonstrate their understanding.

Conclusion

The Head Teacher believes that life in Keswick School will be happier and more satisfying for everyone if these guidelines for good order and conduct are followed.

Most importantly we want all our students to have fun, achieve, feel comfortable and form friendships that will last a lifetime.

The Office of the Children's Commissioner

The Office of the Children's Commissioner
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT

www.childrencommissioner.gov.uk

The Children's Commissioner for England is Dame Rachel de Souza. She has a statutory duty to promote and protect the rights of all children in England in accordance with the United Nations Convention on the Rights of the Child.

The Children and Families Act 2014 gives her special responsibility for the rights of children who are in or leaving care, living away from home or receiving social care services.

She speaks for wider groups of children on non-devolved issues including immigration (for the whole of the UK) and youth justice (for England and Wales).

It is her job to make life better for all children and young people by making sure their rights are respected and realised and that their views are taken seriously.

The Commissioner is supported in her work by a team of staff. Together, they are responsible for the rights of all children and young people until they are 18 years old, or 25 years if they have been in care, are care leavers or have a disability.

Childline: 0800 1111