

Lairthwaite Boarding House

PUPIL GUIDE



This guide has been produced for new boarders by current boarders to help you settle into life in our house. It might take a while to find your way around the house and get used to our routines but it soon becomes second nature and this becomes

home away from home



This booklet includes the following information:

- Resident staff
- Non-resident staff
- Daily routines
- Activities and free time
- Technology
- Communication with family and friends
- Safety and going out and about
- Prefect groups and prizes
- Eating and drinking
- Sleeping accommodation
- Having friends round
- Getting your prep done
- Clothes and laundry
- What to bring
- Useful skills to have as a new boarder
- Timeline of a boarding life - Leila
- Keswick School statement of boarding principles
- Information on Independent listeners and Childline
- Information on how to make suggestions or raise concerns
- Information on The Office of the Children's Commissioner



Resident Staff



Ms K Tuckwell
Head of House



Miss E Curzon
Resident Graduate Assistant

Non Resident Staff



Mrs T Cockbain
Senior Day House Parent



Mrs G Bragg
Day House Parent



Mrs T Stephenson
Day House parent



Mrs H Doolin
House Parent



Mrs T Appleby
House Parent



Mrs U Cowper
House Parent



Non Resident Staff



Mrs M Baker
Prep Tutor



Miss S Green
House Parent



Miss R North
House Parent



Mr J Pepper
Assistant Site Manager



Mrs S Pepper
Boarding Admissions



Mrs C Ray
Independent Listener



Mrs J Rowe
Independent Listener



Daily Routines

Remember

To take all the items you need for the day, you can't return to the house during the school day

Weekdays (Monday to Thursday)

- 7.40am Staff come round and wake you up (Yr 7-11)
- 7.50am Bell to remind you to be out of bed
- 8.10am Time to assemble in common room. Your dorm should be tidy as inspection occurs once you have gone to school (if your room is untidy you will get points against your dorm)
- 8.15am We go up for breakfast in the school dining hall, then straight in to school
- 3.30pm School finishes. Return to the house unless you have signed out for an after school activity in the morning (hockey, rugby, athletics etc.)
- 5.00pm House Meeting (Mondays only)
- 5.15pm Bell for tea, make sure you have your prep bag and assemble in the common room
- 6.00pm Prep in school
- 8.15pm Supper in the house, free time, then bedtimes start for the youngest boarders at 8.45pm

Friday

- 7.40am - 6.00pm same as Monday to Thursday
- 6.00pm NO PREP, free time

Bedtimes at weekends are usually 30 minutes later than weekdays but this is left to the discretion of the house staff

Top Tip
The tidiest boarders are awarded house stars

Top Tip

Be nice to house staff, you may be able to wangle a later bedtime



Highlights of the week. . . two lazy mornings to enjoy



Saturday

- 8.30am Alarms on floors are turned off, so we can come down between 8.30 and 10.30am and have breakfast in the house. Then it's free time until lunch unless an activity is planned
- 12.15pm Lunch bell, assemble in the common room
- 1.00pm Free time or a compulsory activity if you are in Year 7- 9
- 5.15pm Tea bell, assemble in the common room
- 6.00pm Daily dorm inspection at 6.30pm
- 8.00pm Supper in the house, then bedtimes start from 9.15pm onwards

Sunday

- 8.30am Alarms on floors are turned off, so downstairs by 9.45am if you want some breakfast in the house
- 10.15am Various community sports clubs train/have matches on a Sunday morning which you can attend - just speak to one of the house parents
- 12.15pm Lunch bell, assemble in the common room
- 1.00pm Free time/activities
- 5.15pm Tea bell, assemble in the common room
- 6.00pm Dorm tidying and prep for Year 7- 11
- 7.00pm After dorm inspection, free time until bed time



Useful information

Technology. . .

Computers are available in the house and are networked to the school system. You are issued with a personal log in and e-mail soon after your arrival. You are also very welcome to bring personal laptops, tablets etc. and these are checked by staff regularly for appropriate content and virus protection.

Electronic items are placed in a secure cupboard overnight for Years 7-11. Filtered wireless internet is available throughout the house for everyone and you need to sign an agreement (Acceptable User Policy) that you only use our internet while you are in the house, there are guidelines for each year group. Some websites such as Facebook, Whatsapp and YouTube have restrictions.

Communication with family and friends. . .

Mobile phones and the internet are a great and convenient way of keeping in touch with your family and friends, but please use them responsibly. You need to check if there are time differences between here and home. It is important to keep in touch with everyone and tell them about your new friends and experiences.

Please do not phone home about every minor incident; if you have a problem, the house staff may well be able to help you without bothering your parents, especially if it is about the odd sock you just can't find.

You are allowed to use any age appropriate communication app (Phone, FaceTime, Skype, etc.) to contact home and family or friends; however; please note webcams are not allowed in bedrooms, so it's better to find one of our designated areas if you're using one.

The telephone situated on the ground floor can be used for both incoming and outgoing calls.

'Lairthwaite boarding house phone 017687 72952 or +44 17687 72952'

When you first arrive, your family and friends will be missing you too and need to know how well you are doing.

Safety and going out and about

The house has a biometric system on all external doors, for which your finger scan is recognised at the start of the year. Make sure that you have all the correct equipment with you each morning as when you leave for a day ahead in school you are unable to return to the house if you have forgotten anything.

Remember

to sign the Acceptable Use Policy to confirm you have read the rules and responsibilities of the internet

Top Tip

When you first arrive your family and friends will be missing you too and need to know how well you are doing



Remember

to organise everything you need for the day the previous night
- better be safe than sorry

You will need to check the signing out sheet on the notice board until you are familiar with the signing out arrangements for your year group eg. Y7 must go out with another boarder/friend and 6th form are able to sign out for 2 hours and need to discuss with house staff if they require longer. There are plenty of opportunities to go into town and join in activities with your friends; but, it is essential that staff know where you are and that you are safe. The house has a cool electronic signing in an out system.

You will also find details of exeat (staying away from the house overnight at family or friends) arrangements on the notice board, the deadline for all arrangements for weekend exeats is Wednesday at 9pm.

Remember

to let Mrs Appleby know about your weekend arrangements by 9pm on Wednesday or you won't be allowed to go

Prefect Groups and Prizes

A prefect - is a senior student who is a role model for good behaviour.

A prefect system operates within the House. Prefects are appointed following a letter of application to the Head of House from pupils in Years 12 and 13. Senior house prefects are also chosen who have increased responsibilities in the house. You will be allocated to a prefect group with whom you will often chat to and get to know, and so is a great step into meeting old and new boarders. Boarders who set a high standard of time keeping, behaviour and organisation are rewarded with prefect group points. The accumulation of points results in prefect groups being given a take-away supper.

House stars are also individual awards for exceeding expectations in various situations eg.

- Having a tidy dorm area
- Working well in prep
- Playing for town sports teams and other after school activities
- Volunteering to help out at school events

Stars are added up and a range of prizes are awarded throughout the year, such as gift vouchers and cinema tickets.

**Remember
Points mean
prizes**



Activities and free time

Everyone likes to be busy and get as much as they can from a boarding experience. There are so many activities and things to do such as sport, music and drama that everyone can find at least two regular activities per week to take part in.

Activities are organised for every Saturday and Sunday afternoon. These are compulsory for Year 7-9 but other year groups are welcome to join in if they wish and if there is room on the minibus! In the summer term, we increase our activities, building up towards our final 'Big Boarding Week'. Seniors also have occasional activities including Go Ape, Skiing and Segway fun.

Here is a selection of a Spring Term's activities:

- Trip to see a show at Theatre by the Lake
- Laser Quest
- Ice Skating
- Swimming
- Go Karting
- Visit to Lakes Aquarium
- Indoor Tennis
- Football Golf
- Easter Egg Hunt and Games

We also have three whole house social weekends when boarders stay and join in too.

These include a very formal Christmas party and awards night, a full day trip out, usually to a theme park and a Summer BBQ where anyone who works and helps with boarders are invited.



Eating and drinking

All our main meals are in the school dining hall, but we breakfast in the house at the weekends and have a light supper each night at 8.15pm. You can prepare snacks in the house kitchen to be eaten in the Common Room at the breakfast bar. Snacks are allowed in the dormitories (sweets, chocolate and crisps) but not hot food and the only drink allowed in your dorm is water unless it is in a travel mug. Fruit, bread and cereals are always available in the house for you to help yourself.

6th Form have facilities to prepare their own food and are given a small budget with the option of doing this on a Friday or Saturday evening after completing a Food Hygiene course.

When making something for a snack eg. noodles, you must remember to wash, dry and put all the utensils that you use away. Boarders are also expected to take part in a rota to keep the kitchen and common rooms clean and tidy with your prefect group.

Sleeping accommodation

We have two separate floors for boys and girls which are alarmed during the night. Each floor has two bathrooms consisting of showers, wash basins, toilets and a bath. Our dormitories sleep up to four pupils and you will share with other boarders in the same year group or one year older/younger. You should try to make every effort to keep your area clean and tidy and you should not be in another dorm without permission from the occupants and also without them being there in person as it is important to respect their privacy. You can decorate your area with posters etc. using blu tac, but bear in mind it should not be anything that may offend anyone else.

Having friends round

We are happy to welcome up to two of your guests into the house, except during prep and meal times. It's advised you introduce them to a member of staff on duty and sign them in the Guest Book. Your guests are welcome to be with you in the common rooms but are not allowed upstairs.

Guests of boarders in Year 12 & 13 are allowed to use the 6th Form Common Room.

Top Tip

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



Getting your prep done

Prep (homework) is a vital part of the school life and we use it to encourage you to take responsibility for your own learning and develop your independent learning skills.

Prep is done in school on Monday- Thursday evenings either in the library or the 6th Form Centre or on Sundays all boarders in Year 7-11 do prep in the house. If Year 11-13 boarders have high AtL (attitude to learning grades) grades they are allowed to stay in the house to do prep mid-week. It is expected that if you are Year 10 or above you will spend extra time studying and working independently in the house.

Year 7 6.00pm - 7.00pm

Year 8 6.00pm - 7.15pm

Year 9 6.00pm - 7.30pm

Year 10 6.00pm - 7.45pm

Year 11-13 6.00pm - 8.00pm

Top Tip

If you are in Year 11-13, work hard and achieve good AtL results you will be able to stay in the house to do prep

Clothes and Laundry

In years 7 - 9, your laundry is done by the day house parents and all items are normally returned within one working day. All items need to be clearly named. Everything is tumble dried so don't bring anything too delicate or precious. Years 10 - 13 are responsible for doing their own laundry with help from staff if needed.

What to bring

Extra to the essential uniform listed in the Lairthwaite House Handbook you will need the following items for after school and weekends.

Duvet cover and pillowcase for a standard sized single bed; Stationery - pens, pencil etc.; Toiletries and 2 towels; Casual clothes; Smart clothes for more formal occasions; Waterproof coat; Swimwear; A soft laundry bag; 2 pairs of casual shoes or trainers

You may also want to bring

Winter boots; Musical instrument; Tennis racquet; Favourite (age appropriate) dvd's and books.

The key is not to bring too much to begin with, personal storage space consists of a wardrobe, bookshelf, desk with a lockable drawer and under bed drawers. You will build up more and more over the year and it does all have to go home (or into a trunk if you are from overseas) at Summer.

Finally 'don't worry'

All the boarders were new once and all had the same questions and concerns that you have, so talk to your buddy, dorm mates, prefects and YES . . . even staff, we will help all we can.

We want you to feel as much at home as we do and REMEMBER this is your second home.

Top Tip

Iron-in name tags usually come out in the driers so ensure all name tags are sewn in securely to avoid losing items



Top Tip

Remember not bring too many clothes or belongings at first

Useful skills to have as a new boarder at LBH

Can you do the following without the help from a parent?

- Change a single duvet, pillowcase and sheet
- Put dirty laundry in a bag
- Wipe clean a table with a cloth
- Use a microwave and toaster
- Clean your shoes
- Put important numbers into your phone
- Go shopping with a friend for essentials like cooking ingredients or shower gel

Reminder on politeness

- Try to smile and be kind to others
- Make friends and be interested in other people
- Be willing to trust others
- Know that saying 'please' and 'thank you' shows you have respect for those around you
- Understand that people at home will be missing you and you need to make an effort to keep in touch regularly
- Share favourite (age appropriate) dvd's and books

Please also remember

- Sleep is important to you and those sharing your room
- A healthy diet will keep you well nourished
- Exercise is important
- Please don't be afraid to ask for help
- **You are allowed to enjoy yourself**



My Boarding Life - Leila

I joined Keswick School in the boarding house in 2017, when I was in year 8, I moved to Keswick from Hong Kong and as a 12 year old girl I was extremely nervous, the distance put between me and my family scared me a bit at first however the staff and other members of the boarding house set me at ease and I became comfortable very quickly due to the positive and friendly atmosphere that I was invited into. My first few years at Keswick were filled with fun and joy filled activities and experiences at the weekends and for that I am so grateful to have had the opportunity to become a part of this house.

In my GCSE years, I decided on German, Geography and Religion, Philosophy and Ethics, not only did I receive an abundance of support from school but also in the boarding house, the staff helped and gave advice when I was feeling overwhelmed and without them, especially as I did my GCSEs when the Covid-19 outbreak was still rife, my experience would have been very different and I no doubt give some credit to the staff inside the school and within boarding.

Within the last two years I have been completing my A Level studies and I am studying Geography, English Literature and Religion, Philosophy and Ethics, I am hoping to complete a degree of Anthropology and Archaeology at the University of Aberdeen.

I have become a prefect within the boarding house as well as being a charity prefect and a learning support prefect within school.

Within my boarding house role I have been able to create friendships and strong relationships with other members of the boarding house and has made my experience extremely positive.



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.



Useful numbers and email addresses

Lairthwaite Boarding House 017687 72952 Childline 0800 1111

Independent Listeners

Mrs Judy Rowe - 07357 897764

Mrs Cyn Ray - 07508 105708

If you have any comments or suggestions you would like to make about the boarding house there is a QR code or forms on the notice board to complete and pop in the suggestion box. Likewise if you have any concerns the same system applies and house staff will regularly act upon requests or take them to various house councils to discuss.

The Office of the Children's Commissioner

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

0800 528 0731 help.team@childrenscommissioner.gov.uk

www.childrenscommissioner.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.

