

# **ADCOTE SCHOOL**

## **BOARDING HOUSE HANDBOOK**

### **2017 / 2018**



**A guide to living in our Boarding Houses**

## USEFUL INFORMATION:

### Contact Numbers:

Boarding House: 01939 261346

Main School Office: 01939 260202 and either hold for reception or press 2 for the Boarding House

### Staff:

Deputy Head:

Miss Louise Hudson

Contact:

[lhudson@adcoteschool.co.uk](mailto:lhudson@adcoteschool.co.uk)

Head of Boarding:

Ms Nicola Jones

Contact:

[njones@adcoteschool.co.uk](mailto:njones@adcoteschool.co.uk)

Aston House Officer:

Ms Harps Randhawa

[hrandhawa@adcoteschool.co.uk](mailto:hrandhawa@adcoteschool.co.uk)

Norman/Cecchet House Officer: Ms Lisa Nixson

[lnixson@adcoteschool.co.uk](mailto:lnixson@adcoteschool.co.uk)

Matrons:

Mrs Wendy Edwards

Mrs Sue Okell

Medical Officer:

Mrs Julie Mansell

[medical@adcoteschool.co.uk](mailto:medical@adcoteschool.co.uk)

General Email:

[boarding@adcoteschool.co.uk](mailto:boarding@adcoteschool.co.uk)

Have you changed your address / email address or contact numbers over the holidays, if so please let the main office know on [office@adcoteschool.co.uk](mailto:office@adcoteschool.co.uk).

Dear Student,

We have put together a handbook to give you a brief idea of what living in a boarding house is going to be like. This booklet will tell you about the staff you will get to know, the routine and what we expect from you and what you can expect from us.

Boarding is fun, it is community living and you will make friendships that will last all your life.

Now if we included everything about boarding this booklet would be more like a book and after a while get very boring, so this is just to tell you the basics, please remember that the boarding house staff will help you as much as possible and if they don't know the answer to your question they will find someone who does.

Once you have been in boarding a few days you will quickly learn what goes on and hopefully enjoy your time here.

No matter what happens there are always staff on duty and our primary concern is your welfare, we are ALWAYS available to talk to, to listen and to help.

Best regards

Nikki Jones  
Head of Boarding

## **The Staff**

In Adcote there are two Boarding Houses, Main House, consisting of the Norman floor and the Cechett floor and Aston Hall. There is a team of staff that will look after you and they are on duty at various times and will always lend an ear if you want to talk to someone. The staff are:-

### **Miss Louise Hudson - Deputy Head**

Miss Hudson is a member of the Senior Management Team and oversees all aspects of pastoral care, both boarders and day girls. She has an office in main school if you wish to chat about anything, and also teaches geography.

### **Ms Nicola Jones - Head of Boarding**

Ms Jones has been with Adcote for four years in the support team and oversees all aspects of boarding. Ms Jones lives on site and will be seen in the boarding house regularly.

### **Miss Harps Randhawa - International Officer**

Miss Randhawa has worked at Adcote School for the last year as International Officer, English and PE teacher. Miss Randhawa is responsible for the International students in all boarding houses.

### **Ms Lisa Nixon - Enrichment Officer**

Ms Nixon has worked at Adcote for the last three years and is primarily a PE teacher. Ms Nixon is resident in the Main House and organises the weekend and evening activities.

### **Miss Wendy Edwards - Matron**

Miss Wendy enjoys crafts and encouraging boarders to try new hobbies and is particularly gifted at knitting and gardening. Miss Wendy works in the Main House.

### **Miss Sue Okell - Matron**

Miss Sue enjoys baking and can often be found in the food room making cakes with boarders of all ages. Miss Sue works in Aston.

### **Mrs Julie Mansell - Medical Officer**

Mrs Mansell is our Medical Officer. She is a qualified Nurse and is available to all students Monday to Friday 8:30am - 4:30pm. She will accompany you to medical appointments and is an important part of our boarding family.

Other staff you might see:

#### **Cleaners;**

Mrs Sue Middleton

Mrs Karen Evans

Mrs Wendy McBride

Our cleaners are on duty Monday to Saturday and do a fantastic job at keeping the boarding house tidy and clean. It is not their job to make your bed!

#### **Drivers and maintenance men;**

Mr Ron Hoggarth

Mr Aaron Indur

Mr Michael May

Mr Terry Wakefield

Mrs Lesley Palmer

You will see these people around the school and boarding house regularly, they drive the mini buses during the week days and at weekends.

We are lucky at Adcote School as we have been able to employ some wonderful gap students and they are around the boarding houses to help with lots of activities and make sure that you have fun during the evenings and weekends!

# The Adcote School Routine

## Mornings

Boarders are woken by the house staff at **7.15am** Monday to Friday. You will need to wash and get dressed, make sure your hair is tidy and you are well presented for school then downstairs ready for breakfast.



Breakfast is served in between **7.45am** and **8.15am** each day where morning registration takes place. We have something different prepared for us by our catering staff. There are always cereals, toast, tea and coffee, fresh fruit and juices available throughout the week. After breakfast it's back upstairs to make your bed, collect your school books and coats and set off for the day.

At 8.30am you must leave the boarding house with everything you might need for school that day. Registration is in your form room at **8.35am**

Ideally you should not come back into the boarding house during the day. If you really need to get something you may come into the house at break or lunch time but should ask at reception to let the schools Medical Officer know you need to return.



### **Afternoons/Evenings**

The school day ends at 4.10pm, from then till 5.45pm there are school activities or prep. Year 10 boarders will do their prep in a dedicated room in the boarding house whilst Year 11 and above boarders may do their prep in their study bedrooms. We all meet in the dining hall at 5.45pm for supper and this is where registration takes place.

Supper is served each evening there is a choice of vegetarian or meat dishes, salads, fresh fruits and yoghurts.

We have a choice of various evening activities to make life in the boarding house as fun as possible for you. However, this also gives you a great chance to spend time with your friends and do any extra prep. You can make use of the ICT suite, music room or library, use the common room to chill out and watch TV and in the summer make use of the beautiful grounds that surround Adcote School.

Is there something that you would like to do that we haven't offered? Speak to a member of staff as we may be able to accommodate you.

### **Snacks**

If you still feel hungry or just want a snack then you can do so before bedtime, the boarding house supplies hot drinks, toast and cereals. If you want to bring your own then we are happy for you to do so. We are happy for you to store items in the fridge and you will be provided with a personal food locker to store your snacks.

**NO FOOD TO BE COOKED IN BOARDING HOUSES**

## Bedtimes

Bedtimes are staggered, showers are taken before bed and before the lights go out make sure you hang up your uniform, tidy your space and get a glass of water (if required) brush teeth and then into bed for 30 minutes of 'room time' before lights out.

Years 5 & below lights out at 8pm

Year 6 & 7 have lights out at 8.30pm

Years 8 have lights out at 9pm

Year 9 have lights out at 9.30pm

Years 10 lights out at 10.00pm

Year 11 have lights out at 10.30pm

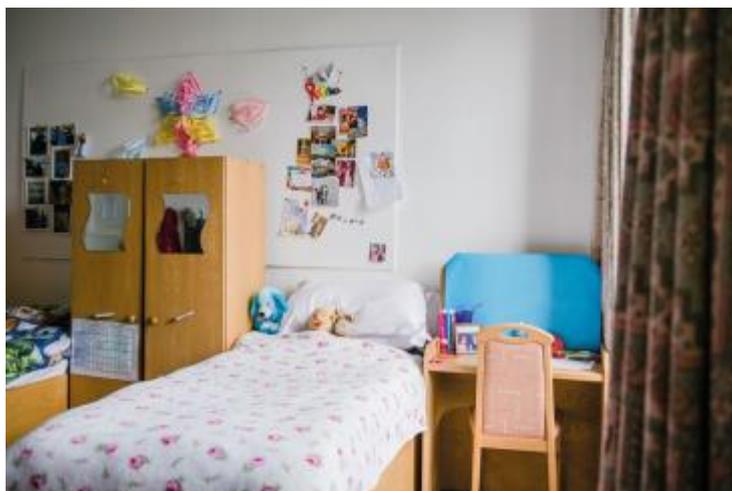
Sixth formers are expected to be in their own rooms and quiet by 11.00pm.

When lights go out please **DO NOT TALK**, remember you are sharing a room and the other girls would like to sleep.

If you feel unwell during the night, you may knock on the door of the member of staff on duty and she will help you. Do not worry about disturbing us, we are here to help. It is most important that you get a good night sleep as you will need the energy to get through the day.

## Where do I sleep?

Boarding this year is spread over 2 different houses. We try to keep boarders of the same age together and if you need to we will try and swap people round if there is a good reason.



There are toilets and showers on each floor. A matron/Housemistress will sleep in her own bedroom, located in the boarding house.

### **Aston Hall - Year 11 and Sixth Form**

Boarders sleep in twin rooms, en-suite. There are 2 common rooms, one on each floor with TV, books, washing/drying facilities, available WiFi and somewhere to prepare your snacks.



Aston Hall Accommodation

### **Norman / Cecchet - Year 4 to Year 10**

The Norman / Cecchet House is in the main school building and rooms are separated on 2 different floors. There is a variety of different sized rooms with in the boarding houses, sleeping between 2 and 7 boarders.



The younger boarders are usually housed in the bigger rooms and the older girls in the twin rooms. Rooms are smaller as the older you get the more likely you are to want to study in peace and quiet.

We leave some lights on at night so that you do not have to worry about finding your way about.

You will have a wardrobe and drawers to store your belongings in.

There is also a kitchen area and common room for you to use.

There are computers available for you to use and you are welcome to bring your own laptop, WiFi is available.

Again there are bathrooms, toilets, showers, kitchen and common rooms for you to use.

Your bed space can be decorated with posters and photos of family and friends. Lots of the girls bring their own duvet covers (but we have lots so don't worry if you forget yours) to make them feel more at home.



## Weekends

On weekends we have various outings to lots of places of interest. For example; Cadbury World, Chester Zoo, Ludlow Castle, the seaside. We go to the cinema, shopping and get involved in local events too. Our girls participate in dance, drama and singing. In the summer we have barbeque nights and talent evenings. There is always something going on so keep an eye on our activities or perhaps you might like to suggest one of your own and we will do our best to accommodate you!



## Different Days

There are different activities at school after prep on most days and at the weekends you will see lots of different things happening.

You can learn or practice an instrument and we offer a wide variety to choose from.



Horse riding is a popular activity along with Yoga and Fencing.



Our PE Department run sporting clubs every term and they include hockey, netball, rounders and athletics.



## **Communication/Technology**

You will be allocated an email address for your personal use and you are allowed to bring your own electronics such as; iPod, hand held game consoles and certain other electrical items. You will be able to Skype/FaceTime home in the evening and weekends.

Please note that the school does not accept responsibility for any personal items.



## **Pocket Money**

Any large sums of money are to be handed to the school finance department in order to ensure it is kept safe.

If you wish to take money out for the weekend, you must sign up for it on the pocket money form which is displayed in common rooms every Sunday evening. Matrons then hand the forms to the staff in finance on Tuesday morning. You may collect your pocket money from the Boarding Office on Friday after supper.

If you require more than £10 for Years 3 - 6, £30 for Years 7 - 9 £30, £50 for Years 10 and 11 and £75 for Sixth form, an email must be sent from your guardian or parent giving permission for the larger amount by Tuesday evening and sent to [boarding@adcoteschool.co.uk](mailto:boarding@adcoteschool.co.uk) and [finance@adcoteschool.co.uk](mailto:finance@adcoteschool.co.uk)

## **Will I have duties?**

You will be expected to keep your room tidy, make your bed every morning and put your clothes away. You will wash up any plates, cups and cutlery (do bring your own) that you use and keep the kitchen area clean.



You will be given a 'buddy' who is a person that will help you settle in to boarding life and routine.

Older girls are expected to help the younger ones to settle in and to 'adopt' a younger boarder and act as a big sister until such time until they feel settled.



## **Fire Drills**

We regularly have fire drills to ensure that all the girls know what to do in the case of a fire. The staff will make sure the building is cleared and take a register once everybody has gathered in the school Gym. The gym is where all boarders **MUST** go when they hear the fire alarm go off.

## **Honesty - Is always the best policy.**

You must be honest and trustworthy at all times, please do not take something that does not belong to you even if you believe the item would be lent to you by the owner! We all need to feel that the people we live with are going to respect our belongings and that our possessions will be safe. If you see someone taking something that belongs to someone else please report it to member of staff.

We all make mistakes, do something silly or get into trouble from time to time. The important thing is to not try and get out of it but to be brave and own up. Accept that you have done something wrong and be prepared for the consequences.

In the boarding house we have to follow a code of conduct to make sure that living together is fair for us all.

## **A list of Rules**

Boarding rules exist because we have to live together and make life as nice as possible for each other. Below is a list of some of the rules. These rules are based on common sense and encourage all of us to be better people.

- Respect other people's property.
- Keep your appearance and room space tidy.
- Be polite at all times. Do not use bad language.
- Be truthful - honesty is the best policy.
- Bullying will not be tolerated, do not be part of it.
- Be friendly to each other and look after one another. Help young/new boarders to settle in.
- Know the out of bounds places and keep well away from them.
- Follow the rules for bed times.

## What to do if you are being bullied?

### BE BRAVE & TALK TO SOMEONE

#### Who and Where?

A prefect - Anywhere around school Your form tutor - Classroom

Your boarding house staff - Around the boarding house

Your parents/Guardian - At home or work

A teacher - Staff room or classroom A friend - All around the school

Head of Boarding - Around the Boarding House and school

Deputy Head - Main school

If all else fails and you cannot bring yourself to talk to someone in the school then there are people outside the school who will try to help you.

Phone Childline on 0800 1111, they are specially trained to help children with problems like this.

**BULLYING IS NOT ACCEPTABLE -  
DO NOT LET IT GO UNNOTICED!**



## **I want to talk to someone outside of the school...**

If you ever feel sad, lonely and need to speak to someone who is outside of the school there are different people who may be able to help.

Here are their numbers;

**Childline: 0300 1111**

**Independent Listener: Gill Jones 01939 768349**

Please remember that you will have good days and bad days and we all need a little help from time to time. Sharing your problems will make them easier to deal with.

## **Complaints**

We all live together and at some point you might want to share a complaint with someone. You are entitled to your say and if you are not happy with something or are worried about something you should try and talk about it.

You can talk through your problem with the house staff, form tutor or perhaps a teacher. There is an organisation called OFTSED who work with boarding schools to make sure everyone is looked after properly. You can call them on 0300 123 1231 and they will listen to any complaints you have.

You can alternatively write to them at:

Ofsted Complaints department;

Piccadilly Gate,

Store Street,

Manchester,

M1 2WD

or you can email them at [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Please remember if you want to say something people will listen and you will not be judged for doing so.

Dear Parents,

Adcote School is very special, set in 27 beautiful acres of parkland and located near to Shrewsbury, it offers a wealth of experiences. Our staff are committed to ensuring that your daughter settles and makes friends and takes away with her many wonderful memories of her life here at Adcote. In the boarding house we take girls from 8 years to 18 years.

This section is intended as a guide for you to receive an insight into how boarding at Adcote operates. Hopefully it will help answer some of your questions, however for it to work properly for your daughter there must be an understanding, communication and trust between staff, pupil and parent.

Please feel free to contact us at the school if we can be of any more help and we hope that we can provide a positive and enriching experience for your daughter while they are entrusted in our care. All of our contacts can be found in the back of this handbook.

All our policies are set out on our website and can be downloaded for you to keep and review. We are always pleased to receive feedback on any aspect of your daughters stay.

### **Aims and Ethos of the Adcote Boarding Community**

The boarding house aims are set out below. These can be achieved if we work together to ensure we have a place that is happy, safe and enjoyable place for us all to live in.

In boarding we aim to provide each child with an environment in which she can flourish, develop and fulfil her potential whilst being away from home.

The health, safety and well-being of all our children are of paramount importance to all the adults who work in the school.

All the children have the right to protection, regardless of age, gender, race, culture or disability, ensuring a secure and stable environment.

We are committed to creating and maintaining an environment that discourages bullying and deal constructively with any instances that may occur.

We aim to promote an open and trusting ethos ensuring each child's right to privacy, dignity, independence and individuality.

We expect and maintain high standards of politeness and awareness of others but are aware of the occasional tensions in a closed community and treat outbursts in this light.

### **Boarding**

Your daughter will be given a copy of this handbook, which tells her what she can expect. This includes meal times, social activities, bed times and of course a brief overview of the school day. Boarding is a partnership between the boarding house staff and the students and we offer a secure and friendly environment for your daughter.

Our partnership extends to the involvement, of the parents too. You will be invited to watch your daughter perform, meet with the teachers, keep in regular contact with boarding house staff and reports are issued on a termly basis so that you are always aware of how your daughter is achieving.

Staff may be contacted during the day and evening and are always willing to discuss any aspect of your daughters welfare.

### **Uniform**

Please ensure, where possible, that uniform is clearly labelled but if you cannot do this the boarding house staff will do so for you. Your daughter will need home clothes but we do like to remind parents that the more your daughter brings the more she will have to take home at the end of term. You will have a separate sheet that lists the recommended items to bring.

For the holidays there is limited storage with in the boarding houses, however we encourage the students to take their belongings home during the holidays.

## **Absence**

If your daughter is going to be absent from school for any reason, please let the boarding house staff know as soon as possible. They will then inform the academic staff.

## **Medicines**

**ALL** medication (prescribed, herbal or over the counter) must be handed to boarding staff, it will be safely stored and administered in accordance with your daughters need. The boarding house staff keep a number of additional medicines and will administer these provided you have agreed. A medicine administration form is part of your registration details and signing this and returning it to us will ensure that we will be able to promptly deal with your daughter's needs.

## **Parent Pay and Pocket Money**

ParentPay is our secure online payment system for extra-curricular activities and additional costs incurred during your daughter's time at school. A letter will be emailed to you with instructions of how to activate your login.

Any large sums of money are to be handed to the school finance department on arrival in order to ensure it is kept safe. If pupils wish to take money out for the weekend, they sign up for it every Sunday evening. Matrons then hand the forms to the staff in finance on Tuesday morning and they will receive it on Friday evening as long as they have pocket money being kept safe with our finance team.

If you wish your daughter to have a pocket money allowance, please pay for this on ParentPay. Log in details will be sent by the finance department. This amount will be kept by the School and given to them as and when they need it. If your daughter requires more than £10 for Years 3 - 6, £30 for Years 7 - 9 £30, £50 for Years 10 and 11 and £75 for Sixth form, an email must be sent from the guardian or parent giving permission for the larger amount by Tuesday evening and sent to [boarding@adcoteschool.co.uk](mailto:boarding@adcoteschool.co.uk) and [finance@adcoteschool.co.uk](mailto:finance@adcoteschool.co.uk)

## **Diary of events**

A diary of events will be sent to you each term, this lists not only the boarders activities but also the whole school activities. Activities are not compulsory but the girls will have plenty to choose from and we hope that they will join in and enjoy the experience.

## **Visits**

Visits by parents are encouraged and the girls are always happy to see you. It is not possible for us to provide accommodation within the school for overnight visits but we can recommend local B&B's or hotels which are all within easy traveling distance of the school. Visiting in the evenings is restricted as the girls need to shower and be ready for bed, therefore we ask parents to vacate the boarding house by 7.30pm.

Please be aware that apart from the beginning and end of term, parents will be accompanied by house staff if visiting bedrooms shared with other pupils, in accordance with safeguarding regulations. Thank you for your understanding.

## **Tutor System**

All girls are allocated a Personal tutor. This member of staff will meet with tutees regularly and will be responsible for overseeing the academic and pastoral welfare of your daughter. Problems can be shared, targets can be set and review and guidance constructed.

Girls will also have a Form Coordinator who is responsible for the everyday administration of the form e.g absences etc.

All boarders can approach any member of staff at any time in order to share the good things in their lives, as well as seeking advice, counseling or support during times of difficulty.

## Important Numbers and Email contacts

If you wish to call the boarding house or school, please use the numbers listed below;

Boarding House: 01939 261346

Main School Office: 01939 260202 and either hold for reception or press 2 for the boarding house

Alternatively, you may email the boarding staff on [boarding@adcoteschool.co.uk](mailto:boarding@adcoteschool.co.uk)

Hopefully we've have been able to answer any questions you may have regarding your daughters stay at Adcote Boarding. If you have any further questions or would just like to find out how your daughter is progressing, please feel free get in contact with the boarding house staff.





