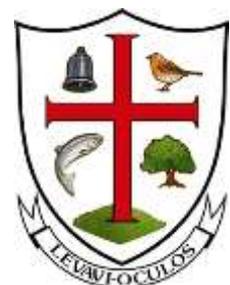


Lairthwaite Boarding House Pupil Guide



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 - Lucy
- 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



Mrs Pickering is Head of House and Mr Pickering (Mr Mike) is a House parent. As you can see they are adventurous and enjoy exotic holidays!

Mrs Lee is Deputy Head of House and lives in the boarding house with her husband Mr Lee and daughter Francesca. Mrs Lee is also Head of Music in school.



Mr Wilkinson is the resident House Tutor and also a peripatetic music teacher.

Non resident staff



From left to right, Miss Davis, Mrs Bragg and Mrs Appleby are day house parents and look after us when we are sick and also look after our laundry and the boarding house. Mrs Ross (right) and Mrs Doolin are also house parents but sleep in the house during the week as well

Mrs Ray (right) is a House tutor and also a house counsellor



Otis is the arguably the most loved member of the house. He greets everyone with a wagging tail and will spend hours listening to problems, if you are prepared to rub his tummy!

Mr Jackson is the Head teacher of our school and also Head of Boarding. We see him in and around school daily especially at Breakfast!



Mrs Pepper is the Boarding Admissions Secretary, you will probably already have met her when you visited school and Mr Pepper (Mr Joe) is an Assistant Site Manager in school specifically looking after Lairthwaite House and transporting boarders to and from the airport at holiday times



Mr Paul Macdonald and PCSO Catherine Smith are our Independent Listeners. Their contact details can be found at the back of the guide



'Top tip' the tidiest dorms are awarded prizes such as chocolate from the tuck shop

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

Daily routines

Weekdays (Monday to Thursday)

- 7.40am Staff come round and wake you up
- 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, horse riding, 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
- 8.00pm Supper in the house, free time, then bedtimes start for the youngest boarders at 8.45pm

Friday

7.40am – 6.00pm same as Monday – 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' be nice to house staff, you may be able to wangle a later bedtime!

Highlight 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 Prep in the house for everyone, including 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 Optional Church
- 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 or prep and quiet time
- 7.00pm After dorm inspection, free time until bed time

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

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. 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. Some websites such as Facebook and YouTube are blocked for Y7 – 11 and sixth form are allowed access for a couple of hours per day at the weekend

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 difference between here and home. It is important to keep in touch with everyone and tell them about your new friends and experiences.

Top Tip – when you first arrive your family and friends will be missing you too and need to know how well you are doing

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.

SKYPE is also available in the house and although webcams are not allowed in dormitories, we do have a webcam in the 6th form common room which anyone can use.

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

Lairthwaite boarding house
payphone 017687 72952 or

(+44) 17687 72952



Safety and going out and about...

..The house has a key code system on all external doors, for which you are issued the code at the start of the year. The code is for boarding house staff and boarders' knowledge only. 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 organise everything you need for the day the previous night – better to 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 be going 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 in to town and join in activities with your friends, but it is essential that staff know where you are and that you are safe.

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 Loan know about your weekend arrangements by 9pm on Wednesday or you won't be allowed to go!

Prefect groups and prizes...

..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. Two 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 have regular meetings. Each group nominates representatives to stand on food and house council committees, which meet each term.

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 treat in the boarding house, which is normally a take-away supper.

House stars are also awarded to you as an individual for exceeding expectations in various situations eg.

- Having the tidiest dorm area
- Working hardest in prep
- Playing for town football or rugby teams
- Volunteering to help out at school events



Stars accumulate and a range of prizes are awarded as you progress through 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 do such as sport, music and drama and 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!

Seniors also have the 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

Film Festival

Indoor Tennis

Football golf

Easter egg hunt and games

We enjoy a competitive Sports afternoon of fun and games with our friends at Dallam School and they visit us to take part in dragon boat racing which is all great fun.

We also have three whole house social weekends when weekly boarders stay and join in too. These includes 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 rooms 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. Fruit, bread and cereals are always available in the house for you to help yourself.

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



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



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 must 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 then being there in person. You can personalise 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 is expected that you will 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

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 Saturdays all boarders do prep in the house. If Year 11 – 13 boarders have AtL (attitude to learning grades) grades of 4 and above 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 10-13	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 – 12, 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.

After a games or PE lesson you can leave your kit in the laundry basket by the laundry door as you come in from school and it will be washed ready for the next morning.

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



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 such as church, special occasions
- ❖ Waterproof coat
- ❖ Swimwear
- ❖ A soft laundry bag
- ❖ 2 pairs of causal shoes or trainers

You may also want to bring

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

Remember – not to bring too many clothes or belongings at first

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



Useful skills to have as a new boarder at LBH

Can you do the following without the use of a servant or injuring yourself?

1. Change a duvet, pillowcase and sheet
2. Put dirty laundry in a bag
3. Wipe clean a table with a cloth
4. Use a microwave and a toaster
5. Put away your clean laundry
6. Clean your shoes
7. Mould a gum shield using hot water
8. Put important numbers in your phone
9. Happy to go shopping with a friend for essentials like cooking ingredients or shower gel



Have you mastered these social skills?

10. Smile and know that this is important for those around you
11. Make friends and are interested in other people
12. Willing to trust other people
13. Know that saying "please" and "thank you" shows you have respect for those around you
14. Understand that people at home will be missing you and you need to make an effort to keep in touch regularly.

Do you understand that the better "you fuel" the more enthusiasm, initiative and determination you will have?

15. Fruit and vegetables are part of your eating regime
16. Water is vital to your well being
17. You can swallow a tablet with water, just in case you get ill by not eating enough fruit and vegetables
18. Sleep is important to you (and those sharing your room)



Also,

19. You are not afraid to ask for help
20. You are allowed to enjoy yourself.....



My boarding life- Lucy

I joined boarding in 2013, I was in year 8. I moved to Keswick from Saudi Arabia, this was quite a daunting experience because of the long distance between myself and my family. The staff in boarding and school helped me find my way and I soon settled in among the rest of the boarders, the family atmosphere soon



becomes apparent. Year 8 and 9 were two of the best years in boarding purely because of the activities we went on, from long walks to ice skating; We had such a laugh at all of the weekly activities and even some of the older boarders join in.



When it came to choosing my GCSE options I chose to do

History, Business, Ethics and Philosophy and Drama, school are very supportive of this but the boarding staff are too and throughout my GCSEs I had so much support through extra revision and teachers coming to the boarding house to help. One thing I enjoyed was going to Rome with my RPE class, this was a really good laugh and being abroad with school was fun.



My last two years at Keswick we're spent doing my A Levels, I did History, Business and Psychology with my aspirations being to go on and do nursing at university, I also became a senior prefect in school as well as a prefect in boarding, this in itself has been a lot of fun and meant I spent a lot of time with my group doing activities. Me and my prefect group raised just over £100 for Alzheimer's society, this was very fulfilling.

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

Lairthwaite Boarding House 017687 72952

Childline 0800 1111

Independent Listeners

Paul McDonald
Tel 01900 823084
pmcd67@btinternet.com

PCSO Catherine Smith
Tel 101
Catherine.smith@cumbria.police.uk

If you have any comments and suggestions you would like to make about the boarding house there are 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 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

Tel: 020 7783 8330

Email: info.request@childrenscommissioner.gsi.gov.uk

www.childrencommissioner.gov.uk

The Children's Commissioner for England is Anne Longfield OBE.

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.