

# **Welcome to Meynell-Lowe House**



# **Abbots Bromley School**

**A guide for Junior Boy Boarders**

Sept 2017

June 2017

## Welcome to Meynell Lowe

Meynell Lowe is named after a combination of one of the oldest families in Staffordshire, the Meynell family, and the name of a significant supporter for the founding of the school, Revd Edward Lowe.

In Meynell Lowe, we will try to live in harmony with one another in this close community, showing mutual trust, respect and tolerance.

This booklet is designed to answer all your questions about life as a boarder at Abbots Bromley School and AB International and in Meynell Lowe House in particular. It has been divided into three handy sections: things you need to know before you arrive, what happens when you get here and a checklist of House rules.

### **The Boys' Boarding House Staff are:**

**Miss Francis** is the **Head of Boarding** is in "loco parentis" and may be called upon at any time, day or night, by anyone in the boarding Houses for any reason. She will oversee the boarding teams and maintains contact with parents.

**Mrs Harris** is one of two Deputy Heads of Boarding and works closely with Miss Francis to ensure the smooth day to day running of the Boys' Boarding House.

**Mr Armour and Mr Bullement (Boarding Tutors)** work in the House on a regular basis.

**Mrs Shaw** is the **Boys' Day Matron** and will be able to help with all of the domestic arrangements for the boys in the House.

**Boys Graduate Boarding Tutor** A male Graduate Tutor who will be residential within the boarding House.

### **Contact details:**

Miss Francis: 01283 840232 ext 477/ 01283 840271 (Direct Line)

Email: [rosfrancis@abbotsbromleyschool.com](mailto:rosfrancis@abbotsbromleyschool.com)

Boys' Boarding House: 01283 840232 ext 535

Boarding Mobile: 07495 367082

Boarding email: [boysboarding@abbotsbromleyschool.com](mailto:boysboarding@abbotsbromleyschool.com)

Trip Mobile: 07583214614 (contact number on weekend trips/minibus contact at airports).

*Please ensure these contact numbers are on your mobile*

In addition to the boarding staff, during the day there will be a network of staff here to help, advise and support you:

**Head of AB International:** Mrs Johnson [annjohnson@abbotsbromleyschool.com](mailto:annjohnson@abbotsbromleyschool.com)

**Prep Team:**

Mrs Gordon (Head of Prep School)  
[wendygordon@abbotsbromleyschool.com](mailto:wendygordon@abbotsbromleyschool.com)

**WHAT DO WE EXPECT OF YOU AS A BOARDER?**

- to make your bed in the morning before school
- to keep your area of the dormitory tidy
- to put away your clothes at night
- to respect your environment - not to leave dirty mugs, dishes, etc in the dormitory or Common Room.
- to wash up and clean up after yourself
- to make sure that you know where to put your dirty clothes, bedding and towels, and when to do this
- to change your bed every Sunday
- to make sure that your clothes and towels are clearly named
- to shower every night
- to inform the boarding staff in plenty of time if you are planning to go out with family, friends, or on a school trip. This all needs parental permission.
- to keep your valuables locked away in a lockable space or hand into boarding staff for safe keeping

**Please....**

- Remember to sign out with a parent/guardian when you leave for the weekend, exeat and at the end of every term/half term unless travelling by school transport
- Have consideration for those that you share a dormitory with and for all members of the House
- Once lights are out at bedtime you will be expected to stay quiet and settled in your bed in the dormitory

**Beginning of Term**

All boarders are expected to arrive by **12.30pm on Sunday September 3<sup>rd</sup>** in time for a Buffet Lunch. The Boarding House will be open from 9am on the Sunday. For the Lent and Summer Term the House will be open as normal at 9am for International Students only.

The Head of Boarding must receive travel arrangements for each pupil **at least three weeks before the start of term**, including method of travel (if not with parents), time of arrival and details of any other arrangements that need to be made. **A copy of your ticket or travel itinerary should also be included.** Boys can be escorted from major Airports and taxis can

be available to meet and return boys to school on the specified travel days should your parents wish you to travel this way. ***(NB It is a UKVI requirement that you are met at the airport by your Guardian or school arranged taxis and returned to school)***. There will be a charge for this. All boarders must return in time for Supper at 6pm.

### **Passports**

You must hand in any passports/visa (biometric) cards and tickets to the Head of Boarding for safekeeping on arrival at school.

### **Exeats**

There are normally two exeats per term and dates are published in advance. Details can be found on the school dates list. Boarders are expected to go home or to Guardians for exeats. It is important to have a break from school and for International pupils to see what England has to offer both socially and culturally – it is also nice just to spend time away from the routine of school life!

However, the Boarding House will be open for pupils in Y9 and above (at a charge) if it is more convenient to remain in school. Fun activities are arranged for the Saturday although Sunday will be more leisurely. Exeats begin at 3.45pm on Fridays and all pupils are expected back between 4pm and 6pm on Sunday, in time for supper. All Exeat forms should be returned to the Head of Boarding at least **three weeks** before, so that appropriate arrangements can be made.

### **Half Terms**

The Boarding House is closed for Half Term. You are free to leave after lessons on Friday at 4.05pm and you must be back between 4pm and 6pm on Sunday, in time for supper. Taxis can be arranged to/from the airports, should your parents wish you to travel this way. ***(NB. It is a UKVI requirement that you are taken to the airport by your Guardian or school arranged taxis and similarly met at the airport and returned to school)***.

### **Closed Weekends**

These are weekends when Full Boarders are expected to be in school, so we can begin and end the term as a community. If for any reason you need to be out then permission must be sought by your parents from Mrs Shackleton, the Principal, in writing.

### **Weekends out**

Full boarders are allowed to go out on weekends that are not closed. However, school activities must take priority. All permissions to be out for the weekend must be sought from the Head of Boarding by email by the preceding Monday. You must check in and out with an accompanying adult with boarding staff in the House Office.

If you choose to go out with a friend, parental notification must be given as well as a written invitation from the parent of the friend you intend to stay with.

Pupils are not normally allowed out on a weekday unless by prior arrangement with the Head of Boarding and for special reasons, such as family occasions, birthdays, etc. However, your parents are very welcome to visit you at any time. Please let a member of staff know if this is happening.

### **End of Term arrangements**

Term ends on the day and time stated in the School dates list. You should **not** leave before this. If for any reason you need to leave early then permission must be sought in writing by your parents from the Principal.

Please could all travel arrangements be confirmed by email to the Head of Boarding **at least three weeks** before the holiday concerned, giving details of **airport and flight number**, where relevant (**with ticket/travel itinerary attached**).

Boys can be escorted from major Airports and taxis can be available to meet and return boys to school on the specified travel days. There will be a charge for this. In the Lent and Summer Term all boarders must return in time for Supper at 6pm (and no later by 8pm if flying). For very early departures/late arrivals it may be required for you to go to your UK Guardian the evening before and depart from there.

***NB It is a UKVI requirement that you are met at the airport by your Guardian or school arranged taxis and returned to school). You are not allowed to arrange your own Taxis***

**For non- EU boarders, stricter regulations are in force from the Government. We now have a legal obligation to inform the UKVI when any student is absent from school during term time. This includes students who return late and leave early at the end of term. This may result in Visas being withdrawn.**

### **Guardians**

It is school policy for **all** International pupils to have a Guardian in this country. It is important that your parents arrange for a Guardian who can look after you whilst you are in this country and arrange home stays for Exeats and Half Terms. These Guardians **must** be over 25 years of age.

### **Check-in / out**

At the **beginning** and **end** of each term and at each Exeat, **check-in** will be in the **House Office** for **all** boarders. Please remember to also **check out with your parent/guardian** in the House Office. For safety reasons we need to know that you have left the building with an adult and also when you have returned.

### **Weekly boarders**

Weekly boarders may return on the Sunday night at no extra cost – many often do as it is easier to do so if you live some distance from school. However, you must remember to tell us that you are back!

For safety reasons, when you arrive at school in the morning, it is important that you always check-in in the file in the House Office by 8.05 am at the latest. When you leave on Fridays you must always check out in the House Office with an accompanying adult (unless you are travelling by bus).

If for any reason you are not going to board, your parents must let the boarding staff know. Similarly, if you need to leave for any reason during the week the boarding staff must know from your parents in advance.

You are very welcome to board at weekends and join in any activities. However, there will be a cost implication and advance warning is essential, particularly if trips out have to be arranged. A Closed Weekend is always a popular choice.

### **Regular flexis**

We will expect you in on your regular nights. However, we would appreciate it if your parents inform us of any change to your normal routine.

You are also very welcome to board at weekends and join in any activities. However, advance warning is essential, particularly if trips out have to be arranged. A Closed Weekend is always a popular choice.

### **Health**

It is essential that all Full and Weekly boarders, are registered with the School Doctor in the village. All non-overseas students should hand in their NHS card to the Medical Centre. International students who stay in the UK during school holidays or exeat can obtain medical treatment under the National Health Service as a 'temporary resident'.

**All** medication must be handed in and kept by the Medical Centre unless otherwise advised. Asthmatics should keep their inhalers with them at all times.

Boarders on long term medication should ensure that the Medical Sister has a letter from your Doctor confirming the medication and dosage. All completed school medical forms must be returned to Sister Fox before the start of term.

The Nursing Sisters hold clinics twice a day and will arrange for you to see a Doctor if necessary. Should you feel unwell and need a closer eye kept on you, it may be necessary for Sister Fox to keep you at the Medical Centre overnight.

If you need to see a dentist or optician, an appointment can be made through the Medical Centre. They will also arrange an escort to accompany you.

## Who can you talk to?

Miss Francis  
Mrs Harris  
Any member of the Boarding Team  
Form tutors  
Year Co-ordinator  
Friends  
Sister Fox or Sister Rushton  
The Chaplain (Fr. Philip)  
Housemistress  
Mrs Ellis (Director of Academic Studies)  
Mrs Johnson (Head of ABIC/Safeguarding Officer)  
Mrs Shackleton (Principal)  
Mr Udy (Head of School)  
School Counsellor (YESS) by appointment on Tues afternoons

If you speak to a member of staff in private, we cannot promise that what you say will remain confidential. We have no alternative but to pass on information, if we feel that it is in your best interests to do so or if maintaining confidentiality compromises your or other's safety and welfare. If information does have to be passed on to a third party, we will always inform you of our intention to do so. Medical confidentiality with the school doctor is generally observed. However, Sister Fox may pass on medical information on a need-to-know basis (but not without your consent, unless it is detrimental to your well-being).

There may be times when you feel that you cannot talk with anyone at school. At times like these you could talk, telephone or write to any of the following:

- Your parents or guardians
- The Independent Listener( Mrs Helen Davies) 01283 840242
- Office of the Children's Commissioner 0800 5280731  
[www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)
- Child Line 0800 1111
- The Commission for Social Care Inspection 01865 387750
- Health Service Information 0800 665544
- Samaritans 01785 243333
- Eating Disorder Association Help Line 08456 341414
- National Drugs Helpline 0800 776600
- Anti-Bullying Campaign 020 7378 1446
- Kidscape 020 7730 3300

## Pocket Money

All Pocket Money and Bank Cards must be handed in to the Deputy Head of Boarding for safekeeping. Pocket money will be allowed at set times in the week and at the Deputy Head of Boarding discretion. We suggest £100 per term. **We would not expect any pupil under Y10 to have a bank card at school.** It is advisable for pupils in the senior part of the House,

who are managing their own accounts, and for Weekly Boarders, to keep a small amount of pocket money with boarding staff for emergency use.

### **School Shop**

Mrs Harris runs a small shop where you are able to buy personal items, toiletries, stationary and some sweets should you run out. This must be paid for from your own money.

### **Information**

In the Common rooms are noticeboards. You will need to check these daily for messages and other information that may need urgent attention. The weekend programme may also be found there.

There is a House meeting on a Friday evening (7pm) for the mutual sharing of information. Boarding Forum and Food Committee Meetings are held once or twice per term and is where your views will be listened to and acted upon. However, anything urgent should not wait until this time!

Should you wish to contact a member of staff and there is no one in the Boarding office or around on the corridor, you must ring the Boarding Mobile (**07495 367082**). It is manned 24/7, should you or your parents need to make contact.

### **Activities**

A full and varied weekend activity list is published for the year. All Full Boarders from Y3 to Y10 are expected to participate in both the Saturday and Saturday afternoon sessions which are run by day staff. You will need to ensure that you have the Boarders Trip Mobile number (**07583214614**) on your phone in case of emergencies. All pupils from Y3 to Y8 will be with staff at all times whilst out on a trip; Y9 to Y11 may be in groups of no less than three.

On Sundays, Chapel is very much part of our weekend and all boarders will be expected to attend the Sunday service. These normally take place in the evenings so you can enjoy a leisurely morning and breakfast in House. On occasions when they are held on a Sunday morning, you may be required to dress more formally in school uniform. At all other times the dress code is smart casual.

In the afternoon there will be an activity arranged by boarding staff. Flexi and Occasional boarders may also take part in these activities by prior arrangement – there will be a small charge. Trips are included in the fees for full boarders.

### **Prep**

Prep is a very important part of school routine and it is essential that you start to become responsible for your own learning. Please ensure that you turn up at the correct time and with the right equipment. Once prep has begun, you must not leave the room and there should be no talking. Always ensure that you have a reading book with you in case you finish early.



- Y3-Y6 do spellings, reading and prep in their dorm
- Y7 to Y9 will have supervised prep in the Common room from 6.45pm- 7.45pm.

The boarding staff will be on hand to help and give guidance with any prep.

### **Bedtimes**

You are expected to be ready for bed and quietly reading for 15 minutes before your lights are turned out. Please ensure that you have a book with you for reading at bedtime.

<b>Year 3- 6:</b>	8.15pm (in room showered)	8.30pm (lights out)
<b>Year 7:</b>	8.45pm (in room showered)	9pm (lights out)

### **Common Room**

There are a number of Common rooms available for you to use to watch a DVD, television or meet friends. The Common Room upstairs is solely for use by Sixth Form. The main Common Room may be used by any age group. The main Common Room has a kitchen area where there are snack-making facilities within the House and hot chocolate, bread and spreads are provided, should you wish to make a snack before bed and at weekends. You will be expected to play your part in keeping the Common Rooms/kitchen tidy. There is also a rota for tidying and washing up - please check your nights!

DVD's are normally watched at weekends and you will need to come to an agreement amongst yourselves as to the DVD you wish to watch. There is a wide choice of DVDs, although should you wish to watch one of your own, please check with a member of staff first.

### **Signing in and out**

For your own safety we need to know where you are after school has finished and at weekends. It is important that you remember to sign in and out for any clubs and activities in the file in the House Office and when you leave this site. This also applies when you go out shopping in the village. All year groups must always be in a three and younger members of the House must be escorted by staff.

No one is allowed into the village apart from the Corner Store without permission. Boys are not allowed outside in the dark.

### **Telephoning**

Y3 to Y7 phones will be collected in at bedtime. All boarders Mobile phone numbers must be logged with the Head of Boarding at the start of term and should be notified if there are any changes. Phones may not be taken to school.

## **Communication**

Any post sent to you will need to be collected and signed for from the Boarding Office after the school day. A list will be posted opposite the Office.

You will be given a school email address and you may email from the ICT room downstairs in ABIC during your free time or in House at evenings/weekends.

## **Wi-Fi**

A limited Wi-Fi service is available in the boarding House to help you with prep research and enable you to email or Skype your parents. You will be unable to access any social networking site and you will be required to sign a User safety agreement before your mobile or laptop will be enabled for use.

For those pupils without a mobile or laptop there is the opportunity for you to Skype in the Boarding Office by prior arrangement with boarding staff.

## **Laundry**

Beds must be changed on a Sunday Morning.

Your personal laundry is to be put into named net bags and must be placed in the laundry bags. There is a daily wash (not weekends) and your laundry will be sorted and taken to your room when ready. It is normally returned the same day. However, after a weekend it could take slightly longer.

Should there be an urgent need outside these times the boarding staff will always be happy to do a quick wash in House.

## **Dress Code**

All pupils are expected to adhere to the school dress code at all times.

You should ensure that all your clothes are name taped and that you have enough casual clothes for out of school wear (see separate clothing list).

## **Fire alarm**

The fire alarm is tested every Thursday morning – you do not have to do anything. At any other time, the sounding of the fire alarm must always be treated as an emergency situation. If you come across a fire you must break a fire panel immediately. There will be at least two day/evening fire practice per term.

All students must familiarise themselves with the procedure below:

- Know the escape routes
- Leave the building calmly and quickly- do not take anything with you
- Line up in silence in ABIC car park
- Remain in silence until you are dismissed
- Do not take any blankets with you.
- You must have shoes on your feet!

All new pupils will be inducted in this by a member of the boarding staff on arrival.

### **Induction**

During their first few days at AB, all new pupils will be inducted by the Head of Boarding.

### **A normal day**

7.00am:	Wake-up
7.20am:	Breakfast
8.20am:	Registration
8.30am:	Assembly or form time
9.00am:	Lesson 1
9.50am:	Lesson 2
10.40am:	Break
11.00am:	Lesson 3
11.50am:	Enrichment
12.40pm:	Lunch
1.40pm:	Lesson 5 and Registration
2.35pm:	Lesson 6
3.25pm:	Break
3.45pm:	Enrichment (end of school on Friday)
4.45pm:	End of School
6pm:	Supper
6.45 pm:	Prep
8pm onwards:	Showers and getting ready for bed

### **Saturday/Sunday meal times**

<b>Breakfast:</b>	8.30am (Sat) – dependant on activity In house (Sunday)
<b>Lunch:</b>	12.30 pm–1.00 pm
<b>Supper:</b>	6.00 pm–6.30pm

## **AB's BOARDING POLICY:**

The Boarding Policy is an application and development of the AB pastoral care system and Code of Conduct. It is embraced within our Christian Ethos and in the way we relate to all the boarding community

- We uphold the expectations of the community in promoting the safety, happiness and well-being of us all.
- We respect the privacy, property, culture and religious beliefs of everyone in the community.
- We value and respect each other as individuals, regardless of age or status.
- We accept responsibility for our environment, in order to enjoy and maintain it for the future.

**The principles of our Boarding Policy are therefore:**

- **'This is also our Home and we live here!'**
- **Personal development.** We aim to provide the conditions for boarders to develop their intellectual talents through well-structured study conditions, easy access to staff and other pupils, participation in activities within an atmosphere that values effort as well as actual achievement. We offer a range of activities and opportunities, related to age and maturity, which will assist in the personal, social and cultural development of each boarder, which has a pastoral programme at its core.
- **The fostering of an open and trusting ethos** in which each boarder feels able to approach any other member of the community (staff or pupil) confident in the knowledge that he will be treated and respected as an individual. In order to facilitate this situation, we try to create an atmosphere of tolerance, openness and trust in which harassment and bullying would find difficulty in thriving.
- **The development of a boarder's responsibility for others; and for his accommodation.** Our policy of continuous refurbishment is aimed at providing accommodation that is comfortable, clean, safe and attractive, and is suited to the needs of boarders whilst ensuring adequate levels of privacy.
- The purpose of the School's structures and practice is to ensure the smooth running of the school and the boarding community for the good of everyone and to protect individuals from harm. We try to ensure that any **sanctions** which may be applied are fair and consistent, and are expected and perceived to be fair and reasonable.

- **The acknowledgement of the special circumstances in which a boarder is living, learning and growing up.** We recognise the reality of homesickness, whether it is experienced by pupils who board a great distance from their families or by those whose homes are much nearer. Every effort is made to work with parents to overcome this problem and this is just part of the general partnership we strive to establish between Boarding staff, parents and boys. Our full and varied programme of activities reflects our boarding ethos and its purpose to widen the boys' experiences beyond that which they might enjoy within the restrictions of today's busy family life.

#### **Procedures:**

- **Responding to Boarder's personal problems** - staff should liaise with the Head of Boarding, who is acting in 'loco parentis'. She will talk to the individual boarder and contact parents, should it be deemed necessary, and keep staff informed on a need to know basis, including the Head of ABIC, the Head of School and the Principal.
- **Handling of complaints by boarders** - any formal or informal complaints will be dealt with in the first instance, by the Head of Boarding, who will then pass on to the Head of ABIC if deemed necessary.
- **Handling of complaints by parents** - in the first instance any complaints should be taken to the Head of Boarding for her to deal with, who will then pass on to the Head of ABIC if deemed necessary.
- If there is a complaint against the Head of Boarding, this should be taken directly to the Principal.
- A careful **log of complaints** (and responses) is kept by the Head of Boarding both electronically and on paper. These can easily be referred to when necessary.
- In the absence of the Head of Boarding, these procedures should be taken directly to the Principal, or, in her absence, the Head of ABIC.

#### **PREP SCHOOL BOARDERS CLOTHING LIST (Y3-Y6)**

**The amount of space for boarders is limited. However, there is a daily in House wash and the following is suggested:**

**School wear (see School Blazer Uniform List) but at least:**

- 3 Shirts
- 2 pairs of trousers
- 2 jumpers

- Navy storm proof reversible jacket
- 6 pairs of black socks

**Home wear:**

- appropriate amount of underwear for regular wash and wear
- 3prs pyjamas
- Dressing gown
- Slippers
- 3prs casual foot wear/trainers
- 3prs trousers/jeans
- 4 jumpers
- 5 t-shirts
- Smart outfit for special occasions
- Warm, rainproof jacket or coat
- Wellingtons (optional)

***All clothing must be named taped. It is washed in the school laundry and tumble dried. Please do not bring clothes that need a delicate wash or drip dry.***

**Other equipment (all must be named):**

- Hairbrush or comb
- Sponge bag and toiletries (optional- small basket to hold toiletries)
- Sponge/flannel (x2)
- Tissues
- Shoe cleaning equipment
- Small sewing kit
- Hot water bottle/ wheatie bag
- Torch
- Duvet -optional
- Duvet covers (x2), pillowcases(x2) –both optional . Bottom sheets are provided by the school
- 2 bath towels (with large loops)
- Swimming towel and home swimming costume
- Rug or throw (optional)
- Laundry bag
- 2 large net bags
- Strong bag (large enough to carry school books and files)

- Alarm clock
- Trunk for overseas students ( these can be rented through the Head of Boarding for a small cost)
- We want you to feel at home, so don't forget to bring a few cuddly toys, your I-pad, and other items to decorate your space such as posters and photographs.
- Small thin arm padlock for your lockable drawer