

Welcome to
Somerville House



Abbots Bromley School

Guidance for 6th Form boarders/parents (Girls)

Sept 2017

Welcome to Somerville

Mary Somerville was one of the greatest Scottish mathematicians of the 19th century. In 1879 Somerville College, Oxford was born. It provided an opportunity for women, who up until that time were not allowed to enter higher education, to be Oxford educated. Its pioneering history, traditions of academic excellence and public service, its scientific reputation, and its literary heritage are what we are seeking to replicate in AB's Sixth Form House.

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

The 6th Form Girls' Boarding House Staff are:

Miss Francis the **Head of Boarding** is in "loco parentis" and may be called upon at any time, day or night, by anyone in the House for any reason. Miss Francis will oversee the Somerville Team and ensure the smooth running of the House on a daily basis.

Mrs Lomax is the **Deputy Head of Girls' Boarding** and will deputise for Miss Francis on her days off.

Boarding Tutors will also assist in the day to day running of the Boarding House

Contact details:

Miss Francis: 01283 8402840271 (direct number)

Email: rosfrancis@abbotsbromleyschool.com

Boarding Mobile: 07495367062 (this is manned 24/7)

Boarding Office: 01283 841858 (direct number)

Payphone: +44 (0)1283 840524

Trip Mobile: 07583573403 (contact number on weekend trips/staff contact at airports).

Please ensure these contact numbers are in 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:

Sixth Form Team:

Mrs Hawley - Head of Sixth Form
victoriahawley@abbotsbromleyschool.com

She is assisted by Sixth Form Tutors.

Boarding House Prefects

To also assist in the smooth running of the House there is also a Prefect Team. They are another point of contact for you if you are unhappy or need a chat

Prefect Team:

Boarding Prefect: Elizabeth Lindsay (Y13)

Deputy Boarding Prefect: Salix White (Y13) and Marija Radonjic (Y13)

Welcome to Somerville

This booklet is designed to answer all your questions about life as a boarder at Abbots Bromley School and in Somerville 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. If there is anything else that you want to know that is not covered here, you may contact me at any time by emailing **rosfrancis@abbotsbromleyschool.com** or calling the Boarding Mobile: **07495367062** which is manned at all times.

About Somerville House

Somerville House will provide a safe and secure base for you as you make the transition from school to university life. The house offers a lively, college-type environment, within a happy, welcoming community, where everyone acts with kindness, courtesy and consideration towards others. The students in Somerville develop strong, supportive friendships and the staff will work in partnership with you, providing all the support and encouragement you need.

As a team, we are committed to providing a safe, comfortable and homely atmosphere within a secure framework. You will learn to take responsibility for your own time management and develop your interpersonal skills. Our objective is that each girl should be encouraged to develop the personal, social, spiritual and cultural awareness that is the balance to academic excellence. Our ethos is one of mutual trust and respect.

Somerville House consists of bedrooms in the Sixth Form Wing and St. J's which are wirelessly networked. They are close to a laundry room, Common Room and a small separate kitchen solely for Sixth Form use and a workroom.

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Section 1- Before you arrive

This section provides information about things that you will need to know or to do before you arrive at Somerville.

Dress Code

Abbots Bromley 6th Form students do not wear the standard school uniform. However, there is an expectation that dress will be appropriate and suitable for the workplace. The

school navy blue suit (skirt and/or trousers) is available from Schoolblazer and expected to be worn during the school day. It may be accompanied by plain blouses or jumpers of your colour choice and sensible shoes. However, there will be days in the school year when you will be expected to dress appropriately for the occasion – certain Sunday Chapels, School Meetings, Carol Service, Commemoration Day and Prize Giving, are just a few examples. For these occasions, you will need to have a white blouse, below the knee uniform navy skirt suit, flesh coloured tights, smart black shoes and boards.

You are also **expected** to have official school Games kit. Dancewear is available from Mr and Mrs Alkins.

All uniform **must** be purchased on line from the school outfitter “**Schoolblazer**” www.schoolblazer.com who will name tape your uniform and deliver to school if required. Alternatively, items can be purchased for you by the Day Matron and added to your school account subject to parental permission

Guardians

It is school policy for **all** International students to have a Guardian (who is **over** 25 years of age) in this country. We will be happy to give you a list of approved Guardianships to assist you, please contact the Registrar for the Guardianship policy if you do not have a copy. It is important for parents to arrange Guardianship, complete the Guardianship form and return that person’s contact details to the Registrar before arrival at school. **If a parent or guardian is away on holiday**, it is essential that an alternative adult be appointed to replace them and the Head of Boarding is notified. Any change of Guardianship made throughout the year **must** be notified to the Head of Boarding.

Induction Day

The Y12 Induction Day takes place the day before the Autumn term starts. It is an opportunity to engage with the Sixth Form Team, organise your timetable, familiarise yourself with the Sixth Form accommodation and meet key members of Academic and House staff. There will be a number of Team building activities during the day. There will also be a boarding induction for new boarders.

Insurance

Parents are advised to take out a personal effects insurance policy to cover any valuables such as musical instruments, laptops, mobile telephones, personal stereos, sports or any other equipment, which their daughter brings to school. The school cannot accept responsibility for loss or damage to a student’s property, loss of money and cash cards. A safe will be provided in your room and you should use it at all times.

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 Sister. Overseas students who stay in the UK during school holidays or exeat can obtain medical treatment under the National Health Service as a ‘temporary resident’. Non-EU students

need to pay an Immigration Health Surcharge which is required as part of your visa application.

All medication must be handed in to the school nurses (with a note from your doctor if medication is long term, stating dosage and medication prescribed). Please remember to **return your school medical forms** to the school Medical Centre before term starts.

Asthmatics should keep their inhalers with them at all times.

If students feel unwell, they must see a member of staff on duty in the Boarding House. There are beds in the Medical Centre should students feel unwell and unable to attend lessons.

They must not make their own way to the Medical Centre without first telling a member of the Boarding/ Sixth Form Team, nor should they just stay in their room.

Under no circumstances are students allowed to share medication.

All accidents and injuries in school or on the playing fields, however slight, must be reported at once to a member of staff.

The Medical Sisters hold clinics twice a day and will arrange for you to see a Doctor, Dentist, Optometrist and Specialist Services if necessary.

The school also has an **Independent Listener, Mrs Helen Davies (01283 8402420)** who can be contacted should school. There is also a **Counsellor** who visits school on a Tuesday (appointments can be made through the Medical Centre) if you need someone to speak to out of school.

A member of the boarding team should be informed of any routine medical or dental appointments where students will be out of school. If a student expects to be absent from lessons for any reason, it is their responsibility to inform the Sixth Form Team and relevant members of staff.

Holidays and Exeats

Beginning of Term

In September, **all** boarders are expected to arrive by **12.30pm on Sunday 3rd September** 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 your travel arrangements **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. Girls can be escorted from major Airports and taxis can be available to meet and return girls to school on the specified travel days. ***(NB It is a UKVI requirement and a school expectation 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 and no later than 8pm if flying.

Exeats

There are usually **two** Exeat weekends in the Michelmas and Lent terms, when the school is closed and students are encouraged to stay with parents or Guardians. Parents or Guardians will be responsible for the student's safety from the time of leaving the school until the time of return. Exeats begin between 4.05pm on Friday and end between 4pm and 6pm on Sunday for Sixth Form. Taxis can be arranged through the Head of Boarding for travel to and from railway stations and Host Families.

Parents and Guardians are expected to have completed the relevant Exeats forms. These **must** be returned to the Head of Boarding, at least **three weeks in advance**, in order that all necessary travel arrangements can be made.

There may be occasions when students need to stay at school during Exeat or it is more convenient to do so. Parents are expected to have informed the Head of Boarding of this well in advance in order that necessary arrangements can be made. There will be a charge for this. All meals will be provided over the Exeat weekend and everyone will be expected to participate in a trip out on the Saturday. Sunday will be more leisurely.

Half term

There is one half term holiday per term when the Boarding House is closed for Half Term. You are free to leave after lessons on Friday between 3.30pm -5pm (8am if flying) and you must be back between 4pm and 6pm on Sunday, in time for supper (but no later than 8pm if flying). Students leaving earlier or arriving later than the specified times may need to stay with their UK Guardian overnight. Taxis can be arranged to/from the airports.

It is a UKVI requirement and school expectation that you are taken to the airport by your Guardian or school arranged taxis and similarly met at the airport and returned to school.

End of Term

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**). For overseas students, taxis can be arranged to the airport. **Travel for overseas students should be arranged so that they leave school between 8am and 5pm.** It is a UKVI requirement and school expectation that you are taken to the airport by your Guardian or school arranged taxis and similarly met at the airport and returned to school after a holiday period

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.

Please do not arrange flights which will result in absence from school without seeking permission from the Principal in the first instance, and then only if circumstances are exceptional. Permission to leave early or arrive after the beginning of term will be refused in most circumstances.

Rooms

Sixth Form boarders have single or two bedded study bedrooms on the **Wing** and **St J's**. Students may bring posters and photographs for their notice boards and any favourite items to make their room homely. There are small safes provided for your use and your valuables should be locked safely away. Please see Miss Francis if you forget the code! There is also access to a wireless network which have filters and is closed down between 11pm and 6am for your well-being.

Taxis

As taxi firms require authorisation, all taxis **must** be arranged through Miss Francis and appropriate paperwork signed. Please complete a form which can be found hanging in the Sixth Form corridor with your request. Any students wishing to go out at the weekend on a shopping trip must not leave it to the last minute to arrange. There are few taxis available in the village and this may lead to disappointment!

What to bring

We have limited space for storage, although International students are allowed to store their belongings in a trunk during the holiday period, providing they are returning to school the following term. Trunks may be rented from school at a small cost per term.

There is no provision for storage of personal belongings for Y13 at the end of their final term and everything must be taken with them once their A' Levels have been completed. The Head of Boarding has details of a storage firm who will collect, store and deliver your belongings to University Halls of Residence at a very reasonable cost.

We recommend that all items of clothing and equipment are named, and the school cannot be responsible for any loss or damage to possessions. Students are expected to deposit any large sums of money, passports and tickets in the House safe. If portable electrical appliances are brought to school these will be PAT tested at the beginning of each term.

When packing, you should refer to the clothing list at the end of this booklet.

Please do not bring:

- **Too many possessions** – space is very limited in some rooms.
- **Kettles or any electrical cooking equipment** - you are **not** permitted to cook in your rooms. There are adequate Common Room facilities if you wish to make yourself breakfast or a snack as well as a small kitchen area if you wish to cook.

Section 2 - Life in Somerville

This section tells you about life in Somerville.

Boarders' service

We have a boarders' service in Chapel every Sunday. This usually takes place after supper and all boarders are expected to attend. The dress code is smart informal (no flip-flops, shorts or sleeveless tops may be worn). Occasionally, there will be special Sunday morning services and students will be expected to dress formally in suits and boards.

Communication

Internet: every student has a school email address which will also allow them access to the school network. The Sixth Form has a standalone wireless network which allows filtered access to the Internet in their rooms and Common Room. Students are asked not to download films as they will soon find that heavy access will prevent others from accessing the Web as data download will have been exceeded! It is also switched off at night.

Telephone: mobile phones are allowed in the Boarding House but should only be used at appropriate times. Mobile telephone numbers must be logged with the Head of Boarding during the first few days of term and if numbers change during the year. Students should keep them locked away during the academic day and should **never take them to lessons**. Students need to be considerate of others in mobile telephone usage late at night as others may be trying to sleep. Remember that it is not much better to take a telephone call in the corridor, as this disturbs everyone! There is a payphone on the Wing for making and receiving calls (**01283 840524**).

Post: any post sent to students may be collected from the Boarding Office after school. A signature will be required on collection. A daily notice of those who have received post is posted on the whiteboards at the top of the wooden stairs.

Computers

Sixth Form students are actively encouraged to bring their own laptops and register for the Sixth Form broadband network. Work can then be completed in their rooms. The Library is also available after the younger girls have finished prep.

Prep

Sixth Form boarders are expected to do prep in their own rooms or the Workroom between 6.45- 8.45 pm each night. There is a member of staff on duty in that area for prep support should it be needed and they will take a register. If students have activities such as dance, sports, musical commitments, etc and will be missing for all or part of prep they must inform the prep taker.

These are the guidelines for Sixth Formers regarding free time:

Our expectation is that we are able to trust everyone and to know where they are and with whom.

- Boarders are allowed out for special occasions during the week and at the weekend (at the Head of Boarding's discretion and provided that prior permission has been obtained from parents/guardians). Y13 may have lunch out in the village with prior permission from Mrs Hawley during the week and Miss Francis at weekends.
- You may go out into the village during the day (from break onwards) and weekends; there are no out of bounds restrictions in the village. You are not allowed in the village after Supper without prior permission.
- Students must be 18 years old to visit a public house and there is a code of trust on the consumption of alcohol. This privilege will be withdrawn if you do not seek permission first.
- At weekends, some boarders like to shop in Burton, Lichfield, Derby or Birmingham, go out for a meal or visit the Cinema. They must always travel in pairs, except after 6pm, when they should be in fours at all times.
- Every Friday and Saturday evenings after Supper there is a Y11-Y13 Social Night in ABIC where you can socialise with friends, play with the games equipment, order in pizza and watch a film. You may also purchase crisps and soft drinks. You need to sign out in pairs personally with Miss Francis or Mrs Lomax and return with the Boarding Tutor by 10pm.
- All students engaging in a relationship must be aware of the PDA policy
- All students intending to go out unsupervised must ensure that they have returned parental permission forms at the beginning of the year.
- For safety reasons we need to know where students are at all times. The boarding staff need to be informed when you are leaving the Boarding House for any reason (stating where you are going and when you intend to return).
- You should carry a working mobile phone so that the House can contact you at any time.
- You must remember to sign out/in in the register kept on the table outside the Wing.

Any infringement of the House rules will be treated seriously.

Sanctions

Sanctions are rarely given but you must be aware that you could be grounded or have a privilege withdrawn should you persistently break an expectation or rule.

Weekends out

If students plan to be away from the Boarding House at the weekend, confirmation of their weekend arrangements **must** be emailed to the Head of Boarding by Tuesday at the latest. They will need parental/guardian permission to be out of school overnight at the weekend.

If students choose to go out with a friend, then parental permission must be sought, as well as a written communication from the parent of the friend being visited. If students are involved in school sports teams, dance, drama productions or choir, they must fulfil all

obligations to take part in practices, rehearsals and performances at weekends and should bear this in mind when considering going out.

Weekends are fun - a time to relax, catch up with friends and enjoy some down-time. However, a range of activities is available for the younger years every weekend and Sixth formers may well like to join in some of the activities or trips out. There is often a trip to Burton shopping or a Boarders outing for everyone. There will be some weekend activities which will be compulsory for Sixth Formers. There is the opportunity to go on a weekly trip to Tesco's, order in a takeaway, go to the Cinema/Bowl in Uttoxeter or go out with friends for a meal. Boarding Staff will have details of local eateries and we are quite happy to arrange transport if students wish to go out to dine, visit the cinema or bowl. Prior arrangements will need to be made with the member of staff on duty to ensure that meal numbers can easily be altered. As part of the "hidden curriculum" there will be from time to time "special" activities for the 6th Form mid-week and at the weekend, should students wish a break from their studies.

There is a kitchen and a Common Room for students' use in the boarding area. Students are expected to keep both areas clean and tidy. Rotas are organised and students are expected to ensure the kitchens and Common Rooms are left tidy at night. However, students should tidy up after themselves rather than leave it for others to do! ***It takes only a few minutes to place dirty dishes in the dishwasher and put the dishwasher on! The Boarding Prefects will ensure that this happens daily.***

Closed Weekends

These are weekends when Full Boarders are expected to be in so we can begin and start the term as a community. If for any reason students need to be out then permission must be sought from the Head of Boarding in writing. There are usually popular boarding outings arranged for these weekends and you will be expected to go.

Fire alarm

The fire alarm is tested every Thursday morning – students 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 students come across a fire they must break a fire panel immediately. There will be at least one fire practice per half term. All students must familiarise themselves with the procedure below:

- Know the escape routes
- Leave the building calmly and quickly, wearing shoes and something warm (not blankets!)
- Line up in silence on Coleridge Lawn (at night/outside the school day) and Bird Cage (during the school day) in order that a register can be taken
- Remain in silence until dismissed

House meetings

These are held once a week on Fridays (7pm) in the Common Room and are a valuable source of information for future events and to ensure the smooth running of the House by giving you the opportunity to voice an opinion or concern. All boarders must attend.

Boarders Forum/Food Committee Meetings

These will take place at least once a term with the Head of Boarding and nominated students. These are times to air the views of you and your peers on boarding and food.

Laundry

Bedding is expected to be changed on a weekly basis - this can be washed by the student themselves or placed in the coloured laundry bags in your laundry area. A change of bedclothes can also be found there.

There are washing machines, tumble dryers and drying racks in the Sixth Form area for all laundry, including duvet covers and towels. Washing powder and softener is provided by the school. Personal items may be sent to the school wash but most students prefer to learn how to use the washing machine and iron before they leave for University!

Meals

All meals are **compulsory** and are taken in the school dining room, where there is a good variety of food to choose from. **Pyjamas or onesies are not to be worn in the dining room.**

You may also not use a Mobile in the Dining Room There is also a school expectation that all nationalities speak English until after 7pm.

Mealtimes are as follows:

Monday–Friday	Breakfast	7.30 am – 7.45 am
	Lunch	12.40 pm
	Supper	6 pm–6.30pm
Saturday/Sunday	Breakfast	8.30am or In House
	Lunch	12.30 pm–1.00 pm
	Supper	6.00 pm–6.30pm

University Open days:

Attendance at University Open Days must be authorised by Mrs Hawley. The Head of Boarding must also be made aware of your absence.

Personal finances

Sixth Form are expected to manage their own personal finances and must set up bank accounts. There are no banks or cash points in Abbots Bromley. Those girls who have yet to set up a bank account must not keep large sums of money in their room – monies must be handed to the Head of Boarding for safe-keeping. A trip to the bank can be arranged if necessary.

Routines in House

Before leaving the House (except for lessons) students must sign out and, where possible, tell the duty staff member that they are going out.

There are whiteboards outside Miss Francis' flat, the Boarding Office and outside the Sixth Form area. These will contain the weekend programme and other information that may need urgent attention. Travel arrangements for overseas boarders will be posted on the travel notice board situated at the top of the dining room stairs, for students to check at appropriate times. Please check this board well before you travel!

Should students wish to contact a member of staff and there is no one in the Boarding office or around on the corridor they **must** ring the Boarding mobile. This number should be put into the students' mobile. It is manned 24/7, should students or parents need to make contact. There are also staff "on call" notices which are located outside Miss Francis' flat and the Boarding Office. These should be checked if students wish to contact someone at night.

In the event of a boarder returning late or missing a transport connection, it is expected that the student will call the boarding mobile.

Informal communication is essential to foster good relationships, so talk to staff, develop a relationship with them and they will provide students with a healthy support network. We cannot help with problems if we don't know anything about them! All staff operate an open-door policy.

If a parent is away on holiday it is essential that the Head of Boarding is notified and an alternative adult appointed.

Post exams

Y13 students are free to leave after their final examination, but must remember to take all their belongings with them when they go. However, they are **expected** to return for the final day of term and attend Speech Day.

Study Time

Y13 Students may choose to study in your bedroom during free periods. However, be aware that the cleaner needs to clean and rooms should be tidy! **Y12 are not allowed back to their rooms the daytime -they must study at ABIC.** Boys are not allowed in the girls boarding area and vice-versa.

Visitors

Visitors are welcome in public areas at weekends. All visitors must sign in and be introduced to a member of the Boarding staff. They are expected to conform to House rules. Visiting can only occur after school hours and visitors must leave by 7pm. Individual students are responsible for their guests. Any visitors to the House **must** be introduced to the member of staff on duty and no one should go upstairs unless permission has been granted. No males are allowed upstairs and should wait in the Perham Hall.

Weekly Boarders

- Weekly boarders must sign out with Boarding Staff before leaving on a Friday evening.
- Students returning on Sunday evening should arrive between 4- 8pm and sign in again with duty staff.
- If plans change, parents/ Guardians must inform the Head of Boarding.
- Weekly boarders may stay in at the weekend by arrangement with the Head of Boarding and there will be a charge for this.

Who can you talk to?

Miss Francis

Any member of the Boarding Team

Mrs Johnson (Head of ABIC and Designated Safeguarding Lead)

Mrs Hawley (Head of Sixth Form)

Any member of the Sixth Form Team

Mrs Ellis (Director of Academic Studies)

Friends

Sister Fox/Sister Rushton

Father Philip

Heads of Houses

Prefects

Mr Udy (Head of School)

Mrs Shackleton (Principal)

YESS Counsellor (on Tuesdays by appointment)

Mrs Helen Davies (Independent Listener) by telephone or in person

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

There may be times when you feel that you cannot talk with anyone at school. At times like these, students may 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.childrenscomissioner.gov.uk
- Child Line 0800 1111
- The Commission for Social Care Inspection 01865 387750
- Health Service Information 0800 665544
- Samaritans 116 123
- Eating Disorder Association Help Line 0845 8382040
- "B-eat" Eating Disorders Youthline 08088010711
- National Drugs Helpline 0800 776600
- "Bullybusters*" 0800 1696928
- Kidscape 020 77303300

Cars

Permission must be sought from the Principal to bring a car to school and can be used for journeys to and from school only. Boarder's keys are kept securely by the Head of Boarding and should be handed in each time students return. Under no circumstances is any student allowed to travel in another student's car without permission. We would not expect International boarders to keep a car at school.

Section 3 - House Rules

Students are expected to abide by the school rules. In order to live together harmoniously as a family we ask for kindness, courtesy, and consideration of others at all times. Sixth Form boarders are expected to be good role models for younger boarders and take an active part in general boarding life.

General rules:

- The possession of cigarettes, alcohol or illegal drugs is expressly forbidden.
- Tattoos should not be visible and body piercings are not allowed, apart from one small stud earring in each ear lobe.
- Chewing gum is not allowed in school or House.
- Hair colour may not be changed unless it is changed to another natural colour. Hair may not be dyed in school.
- You must respond to all fire drills appropriately.
- You must raise the alarm immediately in the event of fire or any other danger or emergency
- You must present yourself at all registration times throughout the day.
- You must respect the property of the school and others, and must not borrow anything without permission.
- You must use and not wilfully misuse, neglect or interfere with anything provided for safety

- Fobs which give you access to the boarding house must not be given to another person
- You must exercise personal responsibility for your own safety and that of others
- We are all responsible for ensuring that the school remains a safe place. If you see a stranger, please report it to the school office or staffroom. If it is after school hours, report it to a member of the Boarding staff on duty immediately.

In and around Somerville

- Keep noise levels down - respect that others may be trying to sleep or work.
- No loud music is to be played during the day or at prep times in the evenings.
- Rooms **must** be tidied/beds made before students leave for school in the morning (which should be no later than 8.15am for Registration).
- Students may not enter another room without first knocking on the door and waiting permission to enter. No one should walk into an empty room or dormitory without permission.
- Students must look after their environment by taking their turn with kitchen duty.
- Weekly House meetings should be attended.
- Sunday boarders' services are compulsory.
- Attendance is expected at **all** meals as this is a registration point.
- Students may not appear in pyjamas on the ground floor.
- Passports, air tickets and BRP cards must be handed in for safekeeping, as well as large sums of money!
- All medications **must** be handed in to Sister.
- All electrical equipment used in the House should be PAT tested before use (Personal kettles or other cooking equipment are **not** allowed).
- Students are expected to be in prep from 6.45-8.45pm, unless they are in an activity
- Visitors are welcome on the ground floor of the House in public areas at weekends only. All visitors must sign in and be introduced to a member of House staff on duty and are expected to conform to House rules. Individual students are responsible for their guests.

Leaving the boarding house

- Students should not be out after dark or be in the village after Supper
- Students must sign out **whenever** they leave the Boarding House, unless attending school lessons.
- It is not permissible to return to the House under the influence of drink or drugs, nor should behaviour upon return to the House give any cause for concern. Such behaviour will be regarded as a severe breach of school rules and could result in permanent exclusion from school
- Permission must be sought from the Head of Boarding and parents/guardians before staying out overnight (a parental email should also be sent to the Head of Boarding).
- Students are expected to keep their mobile telephone with them at all times (out of school hours) and to keep it switched on.

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, and manage, our pupils generally. The Mission Statement for the boarding community is;

- 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!'
- The development of the whole person. 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 student) confident in the knowledge that she/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 her/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 Prefect structure within the boarding houses develops each student's qualities of leadership and ability to work as part of a team.
- The promotion of the belief and understanding that 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 by the students in our care.
- 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 students 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 and parents and students. Our full and varied programme of activities reflects our boarding ethos and its purpose to widen the students' 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.
- **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 the Head of Boarding, these procedures should be taken directly to the Principal, or, in her absence, the Head of ABIC or the Head of School. If the issue is a safeguarding issue then the procedures in the school safeguarding policy should be followed at all times.

Sixth Form Boarders' Clothing List

The amount of space for boarders is limited. However, the following is suggested:

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

- Uniform navy blue skirt suit
- Uniform navy tailored trousers (optional day wear)
- Uniform white blouse
- Black shoes (formal occasions)
- Flesh coloured tights
- Blouses (own choice of colour for day wear)
- Jumpers (own choice of colour for day wear)
- Games clothing
- Sensible shoes (for day wear- not flip flops or Uggs)
- Warm /waterproof jacket or coat
- Other suitable clothes/shoes for after school wear and weekends
- A smart outfit (dress, skirt or trousers) for special occasions

Other equipment (all must be named):

- Hairbrush
- 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)
- 2 Duvet covers, 2 pillowcases (optional) –bottom sheets are provided by the school
- 2 bath towels
- Swimming towel and home swimming costume (optional)
- 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 school)
- We want you to feel at home so do not forget to bring photos and posters to personalise your space.