

# Boarding at Brockhurst and Marlston House

## A Handbook for Pupils and Parents



## Welcome to Brockhurst and Marlston House

We are much looking forward to welcoming you to the school. My wife, Bronwyn, and I are responsible for all the children that board and we live at the school with our three daughters. We both teach and are supported by an experienced team of residential staff who help us look after all the boarders.

The House is very much a home with all that is familiar: children playing, piles of wellies and everything one could wish for to fill each day with laughter and learning. We have an exciting array of evening and weekend activities on offer but most importantly, we have dedicated staff who enjoy talking and really listening to children, and in this way contributing to the special atmosphere of the House.

One thing is certain: boarding gives you the chance to make friends, to get on well with people of different ages and enables you to become more self-reliant. It is also great fun!

The staff at Brockhurst and Marlston House want you to know that the welfare and happiness of boarders is very important to us and our aim is to make your days as a boarder enjoyable. We want it to be a special time, one which you will look back on with pleasure in later life. If you are planning to start boarding, all that is written in this booklet applies to you.

We look forward to welcoming you to the School.

Stuart & Bronwyn Raeburn-Ward



## The Raeburn-Ward Family



## Statement of Boarding Aims

Staff involved in boarding at the School will, in many cases, fulfil the role of parent for the boarders present. This role is delivered in a compassionate and supportive way and, although the school is a very busy place, there is time for the creation of a family atmosphere amongst the boarding community. By creating a tolerant and child-centred environment, we aim to inculcate a sense of respect, humanity and moral courage in all pupils and at the same time recognise that all will need resilience in facing the challenges that school and life will bring.

We aim:

- To produce 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 or she will be treated and respected as an individual;
- To develop the whole person - a desire for truth and a respect for others;
- To create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing;
- To provide the conditions for boarders to develop their intellectual talents through well-structured homework conditions, access to staff and other pupils, participation in activities and in an atmosphere which values effort;
- To provide a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each boarder;
- To safeguard and promote the physical and mental health, and emotional wellbeing of each boarder, by providing a nurturing environment that is, as far as possible, free from physical hazards and dangers of any sort;
- To provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy;
- To develop boarders responsibility for self, for others and for the environment;
- To develop boarders' qualities of leadership and ability to work as part of a team;
- To encourage boarders to contribute to the needs and welfare of others in the

house and school, as well as those in the wider community;

- To provide suitable conditions for boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.

### **Settling in as a new boarder**

Brockhurst and Marlston House pupils have a good reputation for being friendly and welcoming to newcomers. When you first arrive as a new boarder, every effort will be made to help you to settle in.

You will be given someone to look after you, called your "guide". He or she will be a pupil of your own age, in your own dormitory and probably in your own class. Their job is to "show you the ropes ". He or she will introduce you to adults, take you to meals, lessons and games and answer your questions.

Even if you do feel a little lost for the first few days, you will soon find out who is who and what is what! Everybody will be glad to answer your questions - don't be afraid to ask!

After a while, and especially as you get older, we hope that you will come to see that boarding at Brockhurst and Marlston House is something very special, which will give you many happy memories to look back on.

### **Boarding**

Our team of residential staff oversee the boarders' routine and the day-to-day issues. Between us, we deal with all matters relating to boarding for boys and girls. In particular, we are in charge of sleeping arrangements (the dormitory and bed where you sleep) and we ensure that nobody behaves in the dormitory in a way that makes life difficult or unpleasant for others.

Remember, we are here to look after you. Do not hesitate to call upon them when you need us. Believe it or not, we don't mind being woken up even in the middle of the night. Our school nurse will look after you if you are not feeling well, if you have hurt yourself, or, for instance, if you have lost some of your clothes.

Other members of staff live on the school campus and will be involved in the evenings and at weekends. They will have an active part to play in helping to make your time as a boarder enjoyable.

## **Accommodation**

The girls' dormitories are on the top floor of the main school building and the boys' rooms are on the middle floor. Boys and girls share the use of the surgery and the common room.

Your bed has storage space underneath and you will be given a container in which to keep items such as home clothes (mufti).

Boys and girls are allowed to decorate the dormitory with posters and pictures and some boarders bring their own duvet and duvet cover and their favourite cuddly toys.

## **Boarders' Common Rooms**

Boys and girls share the use of the Boarders' Common Room, which is furnished with comfortable seats, a television and board games. There is also a quiet room with a sofa where you can read a book.

## **Privacy**

The dormitory areas and Boarders' Common Room is private to the boarders (and flexi boarders if they are boarding that evening). Boys are never allowed onto the girls' corridor and vice versa.





## Daily routine for boarders

**7.20 a.m.** Rising bell. Time to get up, wash, make your bed (and take a shower if you wish) and then go to music practice if you learn a musical instrument, complete any preparation for the day's school work and tidy your dormitory.

**7.45 a.m.** Dormitory inspection and breakfast.

**8.15 a.m.** Registration in your usual Form classroom.

### After lunch

During the lunch and afternoon breaks boarders are allowed to use the Boarders' Common Room.

**5.50 p.m.** Supper in the Coach House.

**6.15 p.m.** Evening activities commence for junior boarders.

**6.30 p.m.** Evening assembly in the Great Hall.

Arrangements for the evening, including prep and free time activities are announced.

The idea of evening activities is that they are designed *for pupils*. If you would like a certain activity organised, you have only to ask and if others would like to join, then there is a good chance that it will be laid on.

**7.15 p.m.** Tuck shop opens.



## Evening Timetable

- 7.15 p.m.** Prep ends. Tuck shop. Free time for all; activities. No cycling after dark in winter.
- 8.15 p.m.** Bell: Forms 3 and below to dormitories; all others to be indoors.
- 8.30 p.m.** Form 1 & 2 to dormitories. Silent reading for youngest pupils.
- 8.45 p.m.** Form 1 Silent Reading; Form 3 lights out.
- 9.00 p.m.** Form 1 & 2 lights out (earlier if not everyone is reading!)





## Weekends

On Saturday mornings there is an exciting activity programme on offer, followed by free time. On Saturday evenings boarders often see a film (which they have helped to choose), use the sports hall and, during the summer, play in the school grounds.

On Sundays, we usually go on excursions to London or Oxford, or participate in activities such as paint-balling, go-karting, kayaking or sailing.

We also have fun evening events such as the *Weekend at Brockwatts* or *Escape from Brockhurst*, which are not to be missed!







## **Pocket money**

Pocket money is not normally needed. If you are going out, to London or Oxford for example, you will be given pocket money if you would like to buy something.

## **Tuck**

Pupils are not allowed to bring tuck or food from home. The tuck shop is open each day and from it you may buy sweets, chocolate and, at weekends, fizzy drinks. There are also healthy options available. The amount of money that you are able to spend each day is limited and the amounts are put on your parents' bill.

## **Flexi boarding**

Flexi boarding at Brockhurst and Marlston House refers to a boarder who stays on certain, particular nights of the week but not every night.

Arrangements to flexi board need to be made with Mrs Raeburn-Ward who will tell you whether there is space on the nights you would like to stay.

## **Health**

The health of boarders is looked after by our boarding team: House Parents and Matrons. For a minor injury or if you're not feeling well, the first place to go to is surgery. Someone is always on duty and will be able to help you - and remember that if there is no one in surgery because it is night-time, you should not hesitate to knock on their door. A notice outside surgery will always tell you who is on duty.

It is important that you do not immediately telephone your parents if you are feeling ill: they may be out, and in any event they will not be able to give you the immediate help. It is also rather unkind, because it suggests that no one at school is capable of looking after you - which is far from true! Your parents will simply get worried and, in any event, will probably tell you to go and see a member of staff.

**Medicines:** pupils who need medicines are required to hand them in at surgery, and arrangements will be made with you regarding the times of day when you should come to receive your appropriate dose. No pupils are allowed to have medicines, including vitamin tablets, in their dormitories, partly for their own safety but much more for the safety of other pupils who may mistake them for sweets.

If you are ill enough to need to stay in bed, we will arrange this with you and will also let your parents know that you are unwell.

Boarders are normally registered with the our local Surgery under NHS guidelines.

Visits to the **dentist**, the **orthodontist** or the **optician** should normally be made in the holidays. However, in discussion with your parents, we may arrange to take you during lessons or games time.

### Showers

All boys and girls are required to have a shower each afternoon after games. In addition, you may have a shower before breakfast or in the evening before bedtime.







## **Clothes**

Each boarder has a pigeon hole in the laundry room and items of school uniform are put there when they are returned from the laundry. Items of mufti are kept in the storage boxes and cupboards in the dormitories. Many items of clothing, such as underwear, are washed daily and clean items will be put in your pigeon hole. Whenever you find clean clothes in your pigeon hole, that should remind you to put the dirty ones that you are taking off straight into the laundry basket on your dormitory corridor.

Games clothes are kept in your own labelled locker in the changing rooms.

## **Respect for property**

You will be expected to keep your own area of the dormitory tidy. Food and drink are not allowed in dormitories and you should not leave your possessions or clothes lying around, or drop litter.

Deliberate damage, vandalism or graffiti is a serious offence.

You must not touch, borrow or interfere with anyone else's property. It is extremely important in the boarding community such as ours that we can trust one another.

Staff reserve the right to search boarders' property if the need were to arise.

## **Accidental damage**

If you accidentally damage or break something, report it at once to Mr Raeburn-Ward. You will not be punished for a genuine accident if you have owned up to it straight away. However, you are expected to show common sense at all times and it is important to learn to be responsible for your own actions.

## **Music systems**

Boarders may keep music players in their dormitories, but at their own risk. If external speakers are used the volume must be kept to a reasonable level. No one is allowed to use any electronic items after lights out.

## **Bullying**

Bullying means doing things repeatedly which are unkind towards other pupils in the school. We will not tolerate bullying, either in the boarding community or in the school as a whole. Boys or girls who bully other pupils using unkind words or deeds or by deliberately ignoring them can expect to be suspended or even expelled.

If you are being bullied, or see someone else who is being bullied, it is your duty to report it.

It does not matter which member of staff you speak to; you may even talk to a senior pupil or someone your own age - everyone at Brockhurst and Marlston House knows that they are required to report bullying immediately to a teacher.

## **Rules, regulations and punishments**

Every community has rules which are for the benefit of everyone. We hope that you will come to feel that rules for Brockhurst and Marlston House boarders are few and are based on common sense and for the safety of everyone.

It is not the purpose of this booklet to describe every rule; they will be explained to you by your guide when you first arrive.

On the whole, you will find that if you accidentally misbehave, you will simply be told not to do it in future.

If you deliberately break the rules, you may be sent to bed early, you may be made to sit reading a book when others are having evening activities or playing outside.

If you persist in talking during silent reading, you may be asked to read your book outside the dormitory, so that others can read in peace and if you are persistently noisy after lights out, you may be asked to move into a different dormitory.



## **What to do if you are unhappy about something or feel that you are being treated unfairly**

*Everyone has problems from time to time. As a boarder, there are lots of people you can share any difficulties with.*

Don't try to hide it: a problem shared is a problem halved!

Things that might make you unhappy or worried:

You feel that you are being treated unfairly or wrongly by a member of staff

You feel that a punishment is unfair or in some way not right

You feel that you are being asked to do something that you know is wrong

A prefect or senior pupil is being unkind or unfair to you

You are being bullied by another pupil

You are finding it difficult to make friends or you are being laughed at because of your colour, or the way you speak or the way you dress

Someone is making fun of you

Someone has taken something of yours and has not returned it

You think you are being badly taught and not being given a fair deal

Anything else that you think is wrong

Remember:

You have close friends who may be able to help you, or perhaps an older boy or girl may suggest what you can do.

There is probably a member of staff, perhaps someone who taught you when you were younger, who will help you.

Mr and Mrs Raeburn-Ward or any other member of the boarding staff are always ready to help you.

You may prefer to talk to someone outside school and you are always allowed to see the school doctor in private and he or she will be able to help.

There are additional telephone numbers, including ChildLine, on various notice boards including the one by the boarders' telephone.

### **Birthdays**

Please work hard to remember the birthday of other members of your family and perhaps tell us about it. We have birthday cards for sale and will help you to make sure that the card gets there in good time.

When it is *your* birthday please speak to us about getting a cake. Unless you have chosen not to have one, your birthday cake will be brought in with its candles lit and everyone will sing 'Happy Birthday'.

### **The Boarders' Shop**

We run a small shop from which you can buy various items such as toothpaste, deodorants, pens, pencils and crayons, birthday cards for parents or brothers and sisters... indeed almost anything that you are likely to need on a day-to-day basis at school. Better still, we will get anything (within reason!) that you ask us to when next we go shopping.

## **Communication**

Many of the paragraphs you have read above remind us how important communication is. It is our job to keep you informed of developments within school that you need to know about. We are always ready to listen to you, whatever time of the day or night it might be, and to share your concerns - and your excitements. Please play your part by communicating with us if you're feeling ill or unhappy or something is troubling you.

### **Speak up!**

It is your right to be treated properly and it is also your right to complain if you are being unfairly treated.

In the boarding community it is important that boarders feel able to report things which they are unhappy about. Only then can we work together to improve the situation.

### **Safety**

Safety is EVERYBODY'S responsibility.

If you see something that is broken or is unsafe then it is your duty to report at once to Mr Raeburn-Ward or another member of the boarding staff.

### **Clothing List**

Clothing lists are updated frequently and so details are not included in this booklet. An up-to-date list is sent frequently to all parents and further copies may be obtained from the school office.

### **What do I need to bring?**

Your parents will have received a clothing list from the school office. You will need some home clothes (not too many—you can always bring more later), including a waterproof jacket of some sort, gloves and a warm, woolly hat for bonfire night!

Obviously you need night clothes and a wash bag with your toothbrush, toothpaste, shampoo and deodorant. An address book, complete with phone numbers and e-mail addresses is very useful indeed. Most people have a favourite soft toy; many have pictures of family, friends and pets.

You may want to bring books and magazines relating to a particular hobby, or you may want to bring things to do with the hobby itself. Providing it is not too large, you may bring anything within reason. If you have any doubts, ring us at school a few days before term starts.

The following are not allowed at school:

Aerosol deodorants

Knives

Guns

Chewing gum

Inappropriate books or magazines

DVDs (except when you show them to us and we agree that you may put them on in the Boarders' Common Room)

Fireworks

Matches

Any other items that are clearly not suitable for the pupils at Brockhurst and Marlston House.

**Please note:** All electronic devices must be registered with Mr Raeburn-Ward.



## **Contacts**

To contact Mr or Mrs Raeburn-Ward, ring 01635 200293 (Extension 229).

E-mail: [s.raeburn-ward@brockmarl.org](mailto:s.raeburn-ward@brockmarl.org)

[b.raeburn-ward@brockmarl.org](mailto:b.raeburn-ward@brockmarl.org)