

Boarding at Brockhurst and Marlston House

A Handbook for Pupils and Parents



Welcome to Brockhurst and Marlston House

We are very much looking forward to welcoming you to the school. Supported by an experienced team, we are responsible for all the children that board. We live at the school with our son, Joshua and daughter, Caragh, who attend Brockhurst and Marlston, and our family dog Colbie. Ryan, is the Head of Boarding, Head of PSHEE, teaches RS, is a sport coach and form tutor; Jackie is Head Matron and Deputy DSL.

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 and the boarding team look forward to welcoming you to the School.

Ryan and Jackie Torrie



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.

In the boarding house, we aim for all children:

- To be **caring, courteous** and **considerate**.
- To feel able to approach any other member of the community knowing that they will be treated with **respect**.
- To develop a desire for **truth** and a **respect** for others.
- To create an atmosphere of **tolerance, openness** and **trust** in which there is no place for teasing, harassment and bullying.
- To develop their **intellectual talents** through well-structured homework conditions, access to staff and other pupils, participation in activities and an atmosphere which values **effort**.
- To take part in a range of **activities, hobbies** and **excursions**.
- To be aware of their own **physical** and **mental health**, and to have many opportunities to develop each.
- To sleep in **comfortable** accommodation, according to age and maturity, with adequate levels of **privacy**.
- To develop their responsibility **for self, for others** and **for the environment**.
- To develop their own qualities of **leadership** and **teamwork**.
- To contribute to the **needs** and **welfare** of others in the house and school, as well as those in the wider community.
- To feel comfortable to turn to members of staff to **seek advice, counselling** and **support** during times of difficulty, but also to share the good moments in their lives.

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 "buddy". 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 us when you need us. Believe it or not, we don't mind being woken up even in the middle of the night. Our school matron 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. We love to see boarders make their dormitories a cosy space with decorations and photos from home, and we strongly recommend that boarders do so.

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. Day pupils are not permitted to enter the dormitory areas.





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.

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 organised for you.

- 7.15 p.m.** Tuck shop opens. Free time for all. Evening activities, including sport academies. Must stay in lit areas after dark in winter.
- 8.00 p.m.** Bell: Forms 4 and below: hot chocolate and sign in. Go up to dorms to get ready for bed.
- 8.15 p.m.** Bell: Forms 1 to 3: hot chocolate and sign in. Go up to dorms to get ready for bed.
- 8.30 p.m.** Silent reading for younger pupils.
- 8.45 p.m.** Silent reading for older pupils; Forms 4 and below lights out.
- 9.00 p.m.** Forms 1 to 3 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 watch 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 local areas of interest or participate in activities such as paint-balling, go-karting, kayaking or trampolining.

Meals are relaxed, fun and varied at the weekends, including many BBQs and homemade pizzas in the summer. We also encourage pupils to share with us their ideas of what they would like at the weekends, especially if they would like 'a taste from home'.

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







Mobile devices

Mobile devices may be brought into school in order to contact home, and they are handed in on arrival. We will explain to you how and when to use your mobile device when you arrive. Mobile devices must be able to use WiFi. You must also bring headphones / earphones.

Pocket money

Pocket money can be brought to school and handed in on arrival. When going on a weekend excursion, you will be given your pocket money if you would like to buy something. We would also recommend having a cash card as many venues no longer allow the use of cash.

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 or chocolate. 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 nights of the week but not every night. Arrangements to flexi board need to be made with Mr Torrie, 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 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 the door of the House Parent on duty. 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 immediate help. 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.

The School will not administer any medication unless it has been correctly translated into **English by a GP**. The risk of harm due to incorrect translation is significant, therefore parents must arrange a translation prior to their child starting at Brockhurst. The School GP will be contacted and alternative English equivalent of medicines can be prescribed to boarders for the purposes of safe medicine administration, if necessary.

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 our local doctors' 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 in emergency situations.

Showers

All boys and girls are required to have a shower each evening before bedtime. In addition, you may have a shower before breakfast.





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. You must only change for games in the lockers, and not in your dormitories.



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 or Mrs Torrie. 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.

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 so that we can support you.

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 buddy 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 given a 'time-out'; 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, 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.

You may feel more comfortable speaking to certain members of staff who you know well, perhaps someone who taught you when you were younger.

Mr and Mrs Torrie, 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 and our Independent Listener, 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 to share with your classmates 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 or Mrs Torrie or another member of the boarding staff.

We have regular fire drills at School, both in the day and at night (not too late we promise!) so that you know exactly what to do in the event of an emergency.

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!

You will certainly need pyjamas, towels 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 boarders bring 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, please feel free to email Mr Torrie 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

Food / drink [especially items with nuts]

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 and Mrs Torrie, and we would suggest that all devices and chargers are clearly labelled.



Contact

To contact Mr and Mrs Torrie, email is easiest at r.torrie@brockmarl.org and/or j.torrie@brockmarl.org .

In an emergency, please contact the school at 01635 200 293.



We are very excited to welcome you to the Boarding House soon, and we are sure you will thrive and enjoy your time at Brockhurst and Marlston House!

Declaración de objetivos del internado

El personal relacionado con el internado tendrá que cumplir, en muchos casos, con el rol de padres para los alumnos. Esta función se llevará a cabo de forma compasiva y solidaria y, aunque la escuela sea un lugar muy concurrido, hay tiempo suficiente para crear un ambiente familiar entre los alumnos internos. Mediante la creación de un entorno tolerante y centrado en el niño pretendemos inculcar un sentimiento de respeto, humanidad y valor moral en todos los alumnos y, al mismo tiempo reconocer que todos necesitarán resiliencia para enfrentarse a los retos que la escuela y la vida les depararán. Nuestros objetivos:

- Crear un entorno abierto y de confianza en el que cada interno se sienta capaz de acercarse a cualquier otro miembro de la comunidad (personal o alumno), con la seguridad de que será tratado y respetado como persona;
- Desarrollar la persona en su totalidad: el deseo de la verdad y el respeto por los demás;
- Crear un ambiente de tolerancia, apertura y confianza en el que las burlas, el acoso y la intimidación tendrán grandes dificultades para desarrollarse;
- Proporcionar las condiciones para que los internos desarrollen sus talentos intelectuales a través de la realización de deberes de forma bien estructurada, el acceso al personal y a otros alumnos, la participación en actividades y en un ambiente que valore el esfuerzo;
- Proporcionar una serie de actividades, pasatiempos y oportunidades relacionadas con la edad y la madurez que ayuden al desarrollo personal, social y cultural de cada interno;
- Salvaguardar y promover la salud física y mental, así como el bienestar emocional de cada interno, proporcionando un entorno enriquecedor que, en la medida de lo posible, esté libre de riesgos físicos y peligros de cualquier tipo;
- Proporcionar un alojamiento cómodo y adecuado a las necesidades de los internos, según su edad y madurez, y que ofrezca niveles adecuados de privacidad;
- Desarrollar la responsabilidad de los internos por sí mismos, por los demás y por el medio ambiente; desarrollar las cualidades de liderazgo de los internos y la capacidad de trabajar en equipo;

- Animar a los internos a contribuir a las necesidades y al bienestar de los demás en la casa y en la escuela, así como a los de la comunidad en general;
 - Proporcionar las condiciones adecuadas para que los internos se sientan capaces de dirigirse a los miembros del personal para compartir las cosas buenas de su vida, así como para buscar consejo, asesoramiento y apoyo en momentos de dificultad.
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寄宿目标声明

在许多情况下,参与学校寄宿的工作人员将扮演在场寄宿生的家长角色。这个角色以富有同情心和支持的方式提供,尽管学校是一个非常繁忙的地方,但仍有时间在寄宿社区中营造家庭氛围。通过创造一个宽容和以儿童为中心的环境,我们旨在向所有学生灌输尊重、人性和道德勇气,同时认识到所有人在面对学校和生活将带来的挑战时都需要韧性。我们的目标是:

- 营造一种开放和信任的精神,让每个寄宿生都觉得能够接近社区的任何其他成员(教职员工或学生),并确信自己将作为个人受到对待和尊重;
- 发展整个人——对真理的渴望和对他人的尊重;
- 营造一种包容、开放和信任的氛围,在其中取笑、骚扰和欺凌会很难发展;
- 营造一种包容、开放和信任的氛围,在其中取笑,通过精心安排的家庭作业条件、与教职员工和其他学生的接触、参与活动和重视努力的氛围,为寄宿生提供发展智力的条件;骚扰和欺凌会很难发展;
- 提供一系列与年龄和年龄相关的活动、爱好和机会有助于每个寄宿生的个人、社会和文化发展的成熟度;
- 通过提供尽可能没有任何身体危害和危险的培育环境,保障和促进每个寄宿生的身心健康和情绪健康;
- 根据年龄和成熟度,提供舒适且适合寄宿者需要的住宿,并提供足够的隐私;
- 培养寄宿生对自己、对他人和对环境的责任;培养寄宿生的领导素质和团队合作能力;
- 鼓励寄宿生为家庭和学校中其他人以及更广泛社区中的其他人的需求和福利做出贡献;
- 为寄宿生提供合适的条件,让他们感到能够求助于员工,分享他们生活中的美好事物,并在困难时期寻求建议、咨询和支持。

