

# Longridge Towers School



CARPE DIEM

## BOARDERS' HANDBOOK

Academic Year  
2023/2024



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# Welcome to Longridge Towers Boarding House

We are delighted to welcome you to the Boarding House at Longridge Towers School, and hope that your association with the House and Longridge Towers School will be a happy and productive one. This booklet is designed to answer some of the questions you may have and will explain some of the routines. Please always feel that you can ask for help if you are not sure – you will be surprised how quickly you become part of the Longridge boarding family.

## Staff Members



Mr Lee  
Headmaster



Mr Gavin  
Hattle  
Head of  
Boarding



Mrs Allie  
Ireland  
Senior  
House Parent



Mrs Emma  
Crossan  
House Parent



Mr Mark Short  
House Parent



Miss Dannie  
Kirk  
Relief House  
Parent



Mrs C Barber  
Designated  
Safeguarding  
Lead



Mrs M Hattle  
School  
Matron



Mrs J  
Etherington  
Domestic  
Team and  
Laundry



Ms L Clark  
Domestic  
Team and  
Laundry



Mr C Smith  
Site Manager

## The House Parent Team

The people who take care of you when you are in Boarding are called House Parents. That's us on the top line of photographs. There will always be two House Parents available to you and we work a shift system to make sure this happens. We are here to be your stand in parents while you are in Boarding – supporting, encouraging, and looking after you so you are happy and safe.

## Meals

Meals are prepared in the school kitchen by the School Catering Team from Monday to Friday and are eaten in the Main Dining Room. Breakfast is at 8.00am. Lunch is served between 12.00 and 1.00pm for Junior School pupils, and 1.00pm and 1.40pm for Senior School pupils. As lunch is taken during the school day, boarders will eat lunch with the rest of the school. Tea is served at 5.00pm and supper is available in the Boarders' Common Room on the Girls' Floor from 7.30 – 8.15pm. Boarders are expected to order the meal they require for their tea at breakfast time. It is an expectation that all Boarders attend breakfast and tea.

At weekends, meals are more flexible and varied depending on the timing of activities. In general, Saturday and Sunday start with cereal, fruit juice, fresh fruit, and the option of a delicious, cooked brunch in the Boarders' Common Room from 10am, all prepared by the House Parents. Lunch is a less formal affair, and evening meals may be ones prepared in School or, on occasion, a meal out at a local restaurant at 5pm or later if boarders have an activity which returns later.

We cater for different dietary requirements, including allergies, religious requirements and intolerances so please let the house parent team know what your requirements are.

## The Domestic Team

The domestic team keep the Boarding House clean and tidy and ensure that your laundry is done.



Your laundry is washed daily during the week. All you need to do is take your dirty washing to the laundry room on the way to breakfast.

After tea each evening, collect your clean laundry from the laundry room. We expect you to have clothes which are clearly marked with your name.

All bedding is changed according to the list of dates posted on the pin board on both floors.

Please ask House Parents about any laundry which goes missing but note that all items not claimed are donated to charity at the end of each term.

Duvets and pillows are laundered during the summer holidays.

## House Prefects

1. You will quickly get to know the House Prefects whose role it is to help the House Parents with the general running of Boarding. They may be asked to help oversee duties, cover prep, and are also there to be someone to talk to if you have a particular problem or are unsure about how something should be done. House prefects will be a positive influence around the house, setting high standards of behaviour and encouraging others to do the same by being a positive role model.

## Your Room



You will be allocated a room which all have a bed, a wardrobe, chest of drawers and a work/study area. Posters and other small personal items are also allowed, and you are encouraged to personalise the notice boards your room. Please do not stick posters or pictures directly onto the walls.

We would like you to keep your room as tidy as possible and expect you to make sure that before you leave for school your bed is made, the floor is clear of clothes and other items stored appropriately. We would also like you to open your window to air your room out.

We would ask that you only store small amounts of dried food and/or tuck in your room and will supply you with a small tuck box so that all tuck brought to school can be kept in a sealed container.

When you arrive you will be allocated a room. This may mean sharing although wherever possible individual requests will be met.

Room allocation is organised as follows:

- Sixth Form pupils are allocated en-suite facilities wherever possible.
- Termly boarders will normally be allocated larger amounts of storage space.
- Weekly boarders require less storage space and will be allocated accordingly.
- Any flexible boarding will be made in line with the rooms available at that time.

## Computers and Mobile Communication Devices

All boarders have access to computer facilities during boarding time. You are also permitted to bring personal laptops, though it is expected that the focus for the use of these will be to help with schoolwork. Laptops must be registered with Mr McCarter, the School's ICT Network Manager.

Games consoles and games are available in both the Boarding Common and Games' Rooms. Please use only the games available, as we are a mixed age community. However, if there is something which you think boarders might enjoy, please speak to the House Parents, or suggest in a Boarding House meeting or on the Google Communication Page. If suitable for all to enjoy, House Parents may then arrange to purchase the game.

We encourage you to keep contact with home and your family. Because of time differences for overseas boarders, please do make sure that your parents know when you are available to be contacted, house parents will help you with this to ensure that calls are made at an appropriate time for everyone. Calls after appropriate bedtimes will only happen when you need to be contacted in an emergency. There is a land line phone in the house which you may use to contact parents, but please remember to ask permission first, because this is the only line into the house for incoming calls. If you should need to make an urgent call and have a problem, speak with a House Parent who will help. Other means of communicating with parents such as Skype can be arranged - please talk to a House Parent if you would like to use this, or other apps such as WhatsApp. You are welcome to use your own mobile phone, but this will again need to be registered with Mr McCarter in order to access the School's Wi-Fi. You are reminded that you must remain within the school Wi-Fi filters when accessing on-line content.

We expect boarders to make the most of the social opportunities presented by living in the boarding environment, and you should therefore not use your mobile phone excessively. No mobile devices are allowed to be taken into toilet or shower areas.

We are aware of the importance of good sleep hygiene and to encourage this, you are expected to hand-in mobile telephones and other electronic communication devices to House Parents before your allocated bedtime.

## **Pocket Money**

The exact amounts of pocket money you are allowed is up to your parents, but usually you would not really require large amounts. Opportunities for shopping tend to be limited to the weekend. You may wish to have small amounts to spend at the boarding Tuck Shop in the evening, and you may wish a little more when out on a day trip;

At the beginning of term an amount of pocket money can either be:

- 1) Handed to the House Parent upon arrival
- or
- 2) Added to the school account as designated by your parent.

You can then ask one of the House Parents for pocket money as you need it and in advance of any trips. Although it is not compulsory to hand in all of your money, we strongly suggest that you do not keep amounts of cash within boarding so that it is not lost

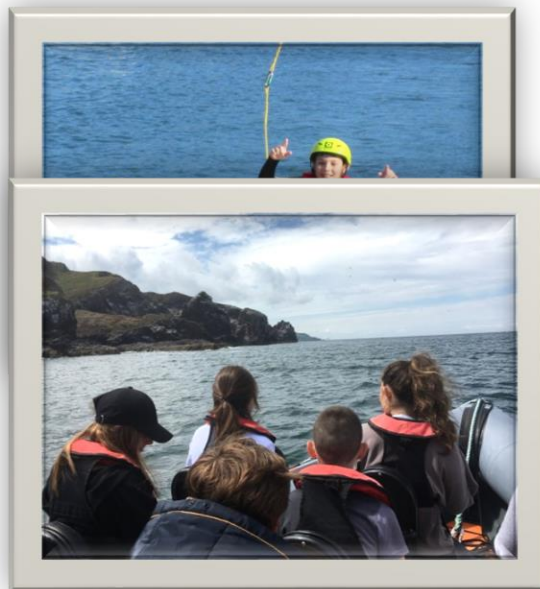
## **House Duties**

You will be expected to help with simple domestic tasks such as clearing tables after breakfast, tea and supper. This is carried out in teams and on a rota basis.

## **Leisure Time**

You are encouraged to spend your leisure time interacting with each other. During autumn and summer, all are encouraged to go outside or take part in an 'off site' trip to the beach or to local leisure facilities. In the winter months the Sports Hall is popular for sport activities.

Books, crafting kit, jigsaws and board games are also available, and the House Parents welcome suggestions for other leisure activities.



Trips are planned for the weekends with you, and often include venturing further afield. Boarders have enjoyed such varied destinations as Lightwater Valley Theme Park, Fox Lake activity centre, the cinema, Edinburgh Dungeons and Go Kart Racing.

## **The First Few Days**

On the first evening House Parents will spend time with you explaining the house routine and answering any questions. You will be allocated a buddy and they will take you around the house and show you where everything is. If at any time you feel uncertain about anything, just ask any House Parent or one of the other boarders or Prefects. We are here to help you enjoy your experience of boarding.

## **The House Timetable**

### **Mon - Fri**

07:30	Wake-up time
08:00	Registration and Breakfast- collect snack for break.
08:40	Leave the Boarding House for Registration by Form Tutor
08.45	Registration, assembly, lessons 1 and 2
10:50	Break
11.10	Lessons 3 and 4
13:00	Lunch break
14:10	Lessons 5 and 6
16:00	Enrichment (boarders are expected to take 5 activities)
17:00	Registration and tea
17.30 – 18.30	Prep (Monday -Friday). Forms 4 and above will have additional independent study time.
19:30 - 20:15	Supper in Boarding Common Room
20.30	Junior boarders up to and including J6 bedtime. Boys and girls on their own boarding floors.
21.00	Forms 1 and 2 bedtimes
21.30	Forms 3 and 4 bedtimes
22.00	Form 5 bedtime
22.30	Sixth Form bedtime

### **Wednesday**

17:30	Boarders Meeting with House Parents- to discuss any matters that may have arisen during the week.
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### **Sat - Sun**

10:00 – 12:00 Brunch in the Common Room  
The rest of the day's activities and outings vary and are arranged on a weekly basis in consultation with yourselves.

No boys should be in girls bedrooms at any time and no girls should be in boys bedrooms at any time. Boarders should not enter another boarder's bedroom without permission.

## **Clash of Commitments**

Sometimes, you will find you are supposed to be in more than one place at the same time! As a rule the following are the list of priorities:

1. School commitments e.g. team fixtures;
2. School Activities, e.g. play rehearsals, orchestra practice;
3. Out of school activities (unless you are participating in county teams, see above).

If you are not sure what you should do, please talk to a House Parent or a senior member of school staff.

## Feeling Unwell

If you or one of your roommates feel unwell during the night or in the morning, please tell a House Parent. If you feel unwell during the school day please go and see the School Matron in her surgery on the first floor beside the entrance to the Girls' Corridor of boarding, and she will decide on your treatment. If the surgery is not open during the school day you should report to the school Office.

House Parents will inform school if you are too unwell to attend and you will be taken care of throughout the day.

## Fire Drills

When the fire alarm sounds the fire procedure should be followed. Please follow the instructions which are posted in your room and around the Boarding House. It is *essential* that when the fire alarm sounds you treat it seriously and leave the building immediately. There are five exits, two at the end of each corridor which lead to the main staircase and two at the end of the corridor leading to an internal fire escape staircase, and one half-way along the first-floor corridor. You will be told about these escape routes on your arrival, and you will be shown by the House Parents how to react when the fire alarm is sounded. During the course of each term there will be several fire drills.



## Fire Alarm

When you hear the alarm,

- Leave the building immediately by a fire exit
- Assemble in front of Stobo building.
- Do not re-enter the building unless instructed by your House Parent.

## Travel Arrangements

Please let House Parents know of arrival and departure dates, times, and destinations as far in advance as possible. You are expected in boarding the day before term starts. You may stay in boarding until the day after term ends.

Dates are given for 'boarders return' and 'term ends' to help you and your parents plan for your travel. If for any reason you need to leave earlier than the published end of term date, your parents should fill in a Leave of Absence request and return it to the school. Be aware that this should only be in exceptional circumstances, as you are expected in all the end of term boarding experiences.

You may go out to a friend or family member for the weekend, or part of the weekend. Details of this must be agreed by your parents/guardian with the House Parent before the event. You may also wish to visit friends during the week. This can be arranged only if permission has been given by the parent/guardian and agreed with House Parents.

Your parents and guardians are warmly invited to attend all school functions listed in the termly calendar, particularly Parents' Evenings. Make them aware that Parents' Evenings are arranged on an appointment basis in advance of the evening itself and that appointments can be booked via the school website before the event.

## Passports and Travel Documents

We expect all passports and tickets to be handed to a House Parent upon your arrival for safekeeping. Please remember that it is your responsibility to collect your passport before leaving for the airport!



## Sixth Form Boarders and Cars

Some Sixth Form Boarders like to bring cars to school and the same rules apply as for day pupils, with the following additions:

- You must have permission from the Head of Sixth Form.
- The keys are kept by the House Parents except when the car is being used
- Permission to use the vehicle has been given by the House Parent
- No day pupils or other boarders may be given lifts
- The vehicle should only be parked in the Sixth Form Car Park apart from loading and dropping off.

## People Who Can Help

Remember you have close friends who may be able to help, or an older pupil you may feel comfortable talking to. In addition, the House Parents are always ready to help as are other members of staff. However, there may be times when you feel you don't want to talk with a member of staff – this is perfectly all right. Alternatively you can talk, telephone or write to any of the following:

### TELEPHONE NUMBERS OF PEOPLE YOU MAY WISH TO CONTACT:

- PARENTS \_\_\_\_\_ (write your own parents'/guardians' number here)

\_\_\_\_\_

\_\_\_\_\_

- Boarding House Parents: 01289 308183
- Your buddy: \_\_\_\_\_
- The boarders' independent listener: Mr S Bankier: 01289 382025/ 07838245258
- Child Line. 0800-1111
- DSL number: 07539834488
- Children's Commissioner: 0800 528 0731

### BOARDERS' INDEPENDENT LISTENER:

**Mr S Bankier**

**Telephone - 01289 382025**  
**Mobile- 07838245258**

Additionally, we have a confidential pastoral care sheet that is specific to you which you can write electronically with an issue or concern on if you are finding it difficult to talk with someone. One of the House Parents can then support you.



We hope to provide a home from home for you during your stay. Please let us know if you would like anything added to this handbook, or if you do not understand any of the comments in this handbook.

## **Boarders Handbook**

**This policy applies to all boarding pupils.**

**Author: G Hattle (Head of Boarding)**

**This review July 2023**

**Next review date July 2024**