



MARLBOROUGH HOUSE SCHOOL

# Boarding

## Handbook for Parents and

## Pupils

October 2017

# MARLBOROUGH HOUSE SCHOOL BOARDING HANDBOOK

## Introduction

We believe that boarding should be a positive and enjoyable experience for all concerned and hope that this handbook will answer many of your questions. Please do not hesitate to contact us if anything is not clear.

## Why should we consider boarding at Marlborough House?

While boarding, pupils learn to live with others, to understand and respond to their needs as well as to their own. They are helped to develop a degree of self-reliance while also having the advantages of all the school facilities being available – an especially useful asset for work, music or sport-based activities. Parents, meanwhile, have more time for work commitments, themselves or to the rest of the family, knowing that those in the care of the school are secure. Perhaps, above all, it is fun. Apart from the regular enjoyment of being with friends, there is often an outing or other treats organised for the boarders.

## Who is able to board at Marlborough House?

The option to board is, subject to space, currently available on Tuesday, Wednesday and Thursday nights for pupils in Year Four - Eight. We cater for those who would like to board for only one night a week – maybe to fit in with a club – and also for those who would like to stay for any number of nights up to the current maximum number of three nights. We also try to cater for those who find that the occasional night is helpful – maybe while parents are away on business or holiday. When thinking about such a request, please liaise with the Head of Boarding,  
Mrs Sarah Rushton.

## What commitment is expected?

After having completed two trial nights, we feel it is beneficial to everyone if a commitment is then made to board on a regular basis.

### **Who is on the Boarding Staff?**

Mrs Rushton and her family (including Marley the dog) live within the main school building. This means that they are very near the boarding accommodation and thus always available.

During Boarding nights the Boarding Matron lives in a room in the boarding wing. Between them, Mrs Rushton and the Boarding Matron deal with all matters relating to boarding for both boys and girls.

Two Junior Masters ('Gaps') live in rooms within the main school building, and these young staff are usually around to assist and to get involved with the boarding life.

### **Where do the children sleep?**

Boarding Facilities are located in the main school building with separate areas for boys' and girls' dormitories. Depending on numbers on the specific night, children are arranged by age, in separate groups of boys and girls, with the smallest dormitories catering for four pupils, and with the largest sleeping six pupils. Beds or bunk beds are provided and each bed has a locker nearby.

### **What thoughts have been given to pupils' privacy?**

The dormitory areas are largely private to the boarders. At no time should a girl enter a boys' dormitory or washroom or vice versa. Within sensible boundaries of supervision, all Boarders are entitled to personal privacy.

### **What happens after the school day on club nights?**

All boarders will have a cooked tea at 5.30pm followed by a club-time activity until 7.00pm. Boarders are then free to choose one of the organised activities on offer, either sporting or crafts-based. Unless a specific programme or televised sporting event is requested, television is not usually an option. The Sports Hall is also usually available in the evening, or children may like to spend time practising an instrument, reading, playing board-games, playing table-tennis or table football, swimming in the summer term and playing in the grounds when the light and weather permit. Before going upstairs to bed, the pupils are offered a range of healthy snacks (cheese, salami, fruit platter, crisps etc.)

### **What happens on Wednesdays?**

On Wednesdays, the routine is slightly different. After school, all boarders may change into home-clothes. Tea is again at 5.30pm and the boarders are then able to enjoy a longer amount of free-time or a DVD may be shown.

### **When do the Boarders go to bed?**

Year 4 usually begin to get ready for bed at 7.50pm, have a shower and wash and have their lights out at 8.35pm. Older boarders follow on at regular intervals with the Year 8's having their lights-out at 9.10pm. The children sometimes read for 15 minutes before the lights are put out or they may have a story read to them or have 'chat time'. This is decided on an evening-by-evening basis.

### **What happens if a boarder is ill while at school?**

If a boarder were to fall ill before night-time, the parents would be contacted and, if possible, would collect him or her. If this were not an option, or if the illness occurred during the night, then of course we would look after the child for as long as necessary.

### **What is expected of those who board?**

All the normal School rules and guidelines apply, and we also have some House guidelines which relate directly to the boarding situation; these are commonsense items which try to cater for the needs of everyone living in the boarding community. If deemed necessary, any serious offences will be notified to Ms Coatz (Deputy Head). However, the philosophy is very much that behaving in a positive manner will reap its rewards.

### **What happens in the mornings before school?**

The children are woken at 7.00am and have a few minutes in which to 'wake up'. By 7.10am everyone should be up, washing, dressing and getting ready for the day. The children and their dormitories are checked for tidiness before everyone goes to breakfast at 7.35am. This consists of a choice of cereal, plus a cooked or continental breakfast, with a glass of orange juice, water, milk or tea, and toast on demand. Boarding ends at about 8.05am when the children brush their teeth again then go straight to their classrooms.

### **What should the boarders bring to school?**

All clothing (including underwear, socks and any home-clothes) should be clearly named.

All boarders require a named towel, night-clothes, a change of underwear and socks, a dressing-gown and slippers (of a basic style to cope with stairs in the case of a fire drill), and a hair-brush or comb. In addition please may they bring a toothbrush and toothpaste, shower gel, shampoo and, if required, deodorant stick, and flannel. Of course, cuddly toys or other night-time comforters are also most welcome – indeed essential! It may be possible for the boarding equipment to be left at School – please liaise with Mrs Rushton.

Normally, no money should be brought to school. Any money that may be needed for, perhaps, an outing should be handed to Mrs Rushton for safe-keeping.

### **What consideration has been given to the security of the children while boarding?**

Apart from ensuring the School is locked at night, outside security lights are switched on and there is also an intruder alarm system which notifies of any unauthorised access into the boarding wing.

A run-through of the routine to follow in the case of a fire takes place for all boarders, at the beginning of term.

### **What can children do if they are worried or concerned about something?**

If a child has any general or specific concerns, he or she can ask for help or advice from Mrs Rushton, the Boarding Matron or any member of staff and, as is the case for every pupil at Marlborough House, these will be taken seriously and every effort will be made to sort them out. There is also a concerns and suggestions box outside the housemaster's flat which you can leave notes in anonymously. What if you feel that there is no-one in the school to whom you can turn? Any of the following may be able to help: Your parents, our Independent Listener;

***Mrs Catherine Poole, via the Worry Box located outside 3D classroom and one outside Mrs Rushton's room.***

***Childline. OFSTED (Local childcare) - These telephone numbers are on display near the telephone.***

### **Who should a parent contact if they wish to discuss a boarding matter?**

Mrs Rushton or the Boarding Matron are always available, either by phone or in person and Mrs Rushton is also contactable by email. Never be worried whether or not to raise an issue; if you want to talk, we are always ready to listen. If you would rather speak to someone else, then Mr Ward is also available.

### **Special Provision**

All dietary, religious and cultural needs will be met on request. Please see Mrs Rushton and inform her of your requirements.

### **How much does it cost?**

Information concerning the current cost of boarding can be obtained from Mrs Rushton.

### **Final Thoughts**

We aim to make the boarding experience as enjoyable and flexible as possible within an organised framework, and to encourage the ethos that community living is just that – living with others, caring for others, and being considerate to others, both pupils and staff. It is an open experience, and we very much encourage pupils and parents to ‘talk’ if there is something they would like to share. There are some extra House guidelines for Boarders and these are listed at the end of this booklet. The House Guidelines are common-sense items which try to make it easier for everyone living in the Boarding House.

Mrs Sarah Rushton  
Head of Boarding

## A TYPICAL DAY FOR AN MHS BOARDER

<b>7.00 AM</b>
<b>WAKE UP, GET UP, GET WASHED &amp; DRESSED</b>
<b>7.30 AM</b>
<b>BREAKFAST IN THE DINING ROOM</b>
<b>8.00 AM – 4.00 PM</b>
<b>OFF TO ENJOY THE SCHOOL DAY</b>
<b>4.00 PM – 4.25 PM</b>
<b>AFTER SCHOOL SNACK TIME</b>
<b>4.25 PM – 5.25 PM</b>
<b>PREP IN CLASSROOMS</b>
<b>5.30 PM – 6.00 PM</b>
<b>TEA IN DINING ROOM</b>
<b>6.00 PM – 7.00 PM</b>
<b>AFTER SCHOOL CLUBS TAKE PLACE</b>
<b>7.00 PM</b>
<b>BOARDING REGISTRATION IN LIBRARY THEN UP TO DORMITORY TO CHANGE INTO HOME CLOTHES</b>
<b><u>EVENING ROUTINE</u></b>
<b>7.10 PM – 7.45 PM</b>
<b>BOARDING ACTIVITY TAKES PLACE OR YOU CAN PLAY OUTSIDE, CHILL OUT, PLAY GAMES, ETC. ALL SUPERVISED BY BOARDING STAFF.</b>

### BEDTIME ROUTINE

<b>SHOWER</b>	<b>SUPPER</b>	<b>TEETH, BED, QUIET READING</b>	<b>LIGHTS OUT</b>
<b>YEAR 4/5: 7.50 PM</b>	<b>YEAR 4/5: 8.05 PM</b>	<b>YEAR 4/5: 8.25 PM</b>	<b>YEAR 4/5: 8.35 PM</b>
<b>YEAR 6: 8.00 PM</b>	<b>YEAR 6: 8.15 PM</b>	<b>YEAR 6: 8.35 PM</b>	<b>YEAR 6: 8.50 PM</b>
<b>YEAR 7: 8.10 PM</b>	<b>YEAR 7: 8.25 PM</b>	<b>YEAR 7: 8.45 PM</b>	<b>YEAR 7: 9.00 PM</b>
<b>YEAR 8: 8.20 PM</b>	<b>YEAR 8: 8.35 PM</b>	<b>YEAR 8: 8.55 PM</b>	<b>YEAR 8: 9.10 PM</b>

# HOUSE GUIDELINES

## General

- The normal standards of behaviour for Marlborough House are expected at all times.
- All Boarders are expected to behave in a courteous, kind and sensible way at all times and to all people. Please walk around the building, both upstairs and downstairs.
- You may play outside when there is enough light but you must wear suitable clothing.
- Home clothes may be worn during boarding time.
- Please leave audio equipment (iPods) and mobile phones at home. Mrs Rushton will ring home if necessary or a telephone is available near the Front Office for emergency contact.

## Dormitories

- You are expected to be silent after lights-out. This is only fair on those who would like to go to sleep.
- Please keep your dormitories tidy.

## Boarding House Duties

Make sure the library is clean and tidy

Help organise Activities for all boarders to enjoy

Tidy sports hall

Clear plates at supper time and breakfast time

Wipe down tables after all meals

Place chairs on the tables and sweep the floor after meals

Ensure dormitories are tidy in the mornings

Overnight bags stored neatly and away from entrance and exit doors

Make sure the bathrooms are tidy with towels and mats hung up off the floor

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