



**ST EDMUND'S  
SCHOOL**  
CANTERBURY

# SCHOOL HOUSE



## INDUCTION HANDBOOK

WELCOME TO ST EDMUND'S SCHOOL

[STEDMUNDS.ORG.UK](http://STEDMUNDS.ORG.UK)

# WELCOME TO SCHOOL HOUSE!

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The staff of School House would like to warmly welcome you to St Edmund's!

This induction pack will tell you everything you need to know for the term and year ahead. You might have a lot of questions, whether you are new to the school or returning, but the most important thing to remember is there is always someone for you to talk to and you will never feel alone!

Here in School House, we are a family who looks out for one another, celebrate each other and most of all have fun together!

Our Core Values, developed by the legacy of former boarders are and link with our school values are;

- Leadership
- Patience
- Trust and Kindness
- Resilience
- Having Fun

From staff to boarders, we strive to follow these core values each day. It won't take long for you to settle in to the routine and feel as though you can call School House, home!

Remember, everyday may not be good, but there is something good in every day!

# AIMS OF SCHOOL HOUSE

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We aim to create a caring and supportive environment for the development of all our boarders. We endeavour to create a family feel where we recognize achievement and encourage kindness. We liaise closely with parents to develop independence, maturity and responsibility for each of our boarders.

We do this by;

- ensuring that the health, safety and wellbeing of our children are of paramount importance to all the adults who work in the boarding house and the school. This is, of course, regardless of age, gender, race, culture or disability
- Providing a stimulating, secure and supportive environment in which each child can flourish, develop and fulfill their potential, socially as young people and in their school lives
- Staffing the house with resident and visiting adults who genuinely care about the children, who celebrate their successes with them and support them when they feel down
- Building a culture in which bullying is recognised to be unacceptable and dealt with swiftly and decisively if it occurs
- Promoting an open and trusting ethos, ensuring each child's right to privacy, dignity, independence and individuality
- Encouraging high standards of politeness and an awareness of others





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# PACKING LIST

We want pupils to feel at home when they are with us in School House. All items of linen, clothing, including home clothes, must be clearly named. Pupils should also be aware that during term-time, storage is limited to the space under their beds or in their wardrobes. They should bring or send their belongings in an airline-approved suitcase (not trunk) which can be easily carried upstairs. It is important that all luggage items are clearly labelled with their full name. We will store empty suitcases in our storage room at the beginning of term, and boarders will be able to collect them when travelling home. During the holidays, boarders will be asked to take as many items home, though they may leave some items in school (except over the Summer holiday) Below is a list of items we recommend you bring with you. Please make sure ALL items are named..

Item	
<b>Day to day (uniform)</b>	
Underwear / vest	
White sport socks (2 pairs minimum)	
Grey socks (boys - 2 pairs minimum)	
White ankle socks (girls - 2 pairs minimum)	
Long red sport socks x 2	
Tights (girls - 2 pairs)	
White blouse/shirt (2 sets)	
Grey trousers (2 sets - optional for girls)	
School culotte (girls)	
School Jumper	
Blazer	
Tie (boys)	
Black shoes (lace, Velcro or slip on)	
Trainers	
Red school sport top (2)	
Black school sport shorts/skort (1-2)	
Red school sport jumper (1)	
School sport coat	
Sports bag	
Backpack	
<b>Day to day (other)</b>	
Coat (Black or navy)	
Hat	
Gloves	
Scarf	
Sport leggings	
Black long sleeve skin	
Outdoor education clothes (long trousers and top, old shoes)	

Item	
<b>After School/weekends</b>	
T-shirt (5-7)	
Shorts (1-2 pairs)	
Trousers/jeans/leggings (1-2 pairs)	
Jumper/Hoodie (1-2)	
Swimsuit/towel/goggles	
Socks (2 pairs minimum)	
Casual Shoes (1-2 pairs)	
Rain boots (1 pair)	
<b>Evening</b>	
Pyjamas (1-2 sets)	
Dressing gown	
Slippers	
Towel (2)	
<b>Toiletries</b>	
Deodorant	
Toothbrush	
Toothpaste	
Shower gel	
Shampoo/conditioner	
Hairbrush	
Hand sanitizer	
Face wash	
Nail clippers/file (optional)	
Cotton buds (optional)	
Washbag	
Cup	

# PACKING LIST

Item	
<b>Accessories and Recommended Items</b>	
UK plug adapter	
Chargers for electronics	
Alarm clock (optional)	
Reusable water bottle	
Combination padlock (1 for boarding and 1 for school)	
Headphones/earphones (optional)	
Book (optional)	
Blanket (optional)	
Bed sheets (2 sets) We do have bed sheets available so this is optional	
Photos from home	
Posters (optional)	
Favourite soft toy (optional)	
Notebook/journal (optional)	
Drawing pins (optional)	
Small torch (optional but recommended)	
Favourite mug for hot chocolate! (optional)	
Snacks (noodles/bars etc)	
Pocket money (at most maybe £10 per week for tuck/weekends but left to discretion of parents)	
1 suitcase and 1 small suitcase	
Extra roll of nametags	
<b>Documents (if applicable)</b>	
Passport	
Travel tickets (printed)	
Visa documents (printed)	
UK Guardian detail's (printed)	

Item	
<b>If Applicable</b>	
Prescription Medicine	
Contact Lense/solution	
Prescription glasses	
Feminine Hygiene products	
Hair clips/hair ties	

# PACKING LIST FOR SPORT

Boys – Item	
Michaelmas Term - Football	
Shinpads	
Football boots	
Mouthguard	
Goalkeeping gloves (if goalkeeper)	
Lent Term - Hockey	
Astroturf or trainers	
Shinpads	
Mouthguard	
Hockey stick	

Girls – item	
Michaelmas Term - Hockey	
Astroturf or trainers	
Shinpads	
Mouthguard	
Hockey stick	
Lent Term - Netball	
Sport leggings	
Black long sleeve skin	

Items <u>not</u> to bring
Too many electrical items
Furniture
Over the counter medication
Kitchen appliances
Hangers
Snacks containing nuts
Too many clothes or expensive items



# THE BOARDING TEAM

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MS MORLEY  
HEAD - SCHOOL HOUSE



MR POTTS  
DEPUTY HEAD - SCHOOL HOUSE

Resident Staff - 07710094628

The resident boarding staff live here throughout the year we are here for anything you need. You may contact us at any time by knocking on our door but one of us will always be out with you. If you need us during the night come and knock on our door and we will happily be on hand to help you!

## Visiting Tutors

We are very lucky to have some staff who will come and spend time with you in the evenings. They can help with homework, play games or have a general chat.

## Other boarding staff:

Matron 07395375022

Matron lives in the main school building and regularly comes to visit School House.

She is available if you need someone to talk to or if you are feeling unwell.

Mr Clapp – Director of Boarding

Mr Buckingham – Deputy Houseparent of Senior Boys

Miss Harding – Houseparent of Senior Girls

Mr Bonfiglio – Deputy of Senior Girls



MR JAMES CLAPP

## Other important staff

Mrs Donnelly – Head of English as an Additional Language. Mrs Donnelly is a key member of our family for all our boarders but particularly our boarders who's first language is not English.

Mrs Ward – Deputy Head (Pastoral) in Junior School. Mrs Ward is always around to lend an ear and support you with anything during the school day.

All the staff at St Edmund's are happy to help so please make sure you just ask!

# DAILY SCHEDULE

## MONDAY - FRIDAY

7:00 am	Wake Up
7:25 am	Register
7:30 am	Breakfast
8:15 am	School

*School House is locked from 8:30am to 4:30pm and boarders may not return during this time.*

4:30pm	Return from School – change and snack
4:45pm	Prep time
5:30pm	Dinner
6:00pm	Activity/Free Time/Music practice
7:30pm	Snack Time
8:15pm	Shower/get ready for bed
7:45pm	Year 7 Hand in electronics
8:45pm	Year 8 Hand in electronics
	Reading and Quiet Time
9:15pm	Lights out

## SATURDAY

Pre 8:00am	Stay in dorms, talk, read etc
8:00am	Wake up
8:25am	Register
8:30am	Breakfast
9:00am	Depart for Saturday Activity
12:30pm	Lunch
1:00pm	Free time, relax, go to town
5:25pm	Register
5:30pm	Dinner
6:30pm	Movie night
9:00pm	Shower and get ready for bed
9:30pm	Lights out

## SUNDAY

Pre 8:00am	Stay in dorms, talk, read
9:00am	Register ( <i>boarders can remain in pyjamas and relax in the morning, watch tv, play games</i> )
11:00am	Brunch
12:00pm	Relax, go to town, play games
5:25pm	Register
5:30pm	Dinner
8:15pm	Shower, get ready for bed
8:45pm	Year 7 Hand in electronics
9:00pm	Year 8 Hand in electronics
	Reading and Quiet Time
9:15pm	Lights out

# MEALTIMES

**MONDAY – FRIDAY**

## Breakfast – 7:30am

Lunch - 12:20pm

## Dinner – 5:30pm

## SATURDAY

## Breakfast – 8:30am

Lunch – 12:30pm

## Dinner – 5:30pm

# SUNDAY

## Brunch – 11:00am

## Dinner – 5:30pm





# LAUNDRY

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1. Bag all of your dirty laundry in your own bag.
2. Take the bag to the laundry room.
3. Sort the laundry into whites and colours.
4. Place each sorted pile into the appropriate laundry baskets.
5. Collect any clean laundry from your designated shelf.

Any piece of clothing that goes into the laundry must be labelled clearly. If not, it will be difficult to find!

## WEEKEND LAUNDRY

There is no laundry done on the weekend. If you have any uniform or P.E kit in need of washing before Monday it must be in the basket by 8:30am on Friday.

# BED SHEETS

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Bed changing happens every week. Each Boarding house will have their own allocated bed change day.

- Strip your bed sheets and these will be collected. (Leave the white sheet on).
- Collect your bedding from your laundry shelf and make your bed.
- If you need help just ask.

Beds must be made every morning before coming down to register – it is your first task of the day

Do not take covers/sheets or pillows off any other beds.



# VALUABLES AND MONEY

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- Any passports/documents should be left with Miss Morley to keep secure in the boarding house safe.
- Large amounts of money should also be kept with Miss Morley. You may take money for tuck shop during the week which is limited to £1 per day.
- On weekends you can take pocket money to town or on trips.
- If you have any valuables you want to keep in your room you can lock them in your cupboard. Please ensure you have a code padlock.
- If any valuables go missing, please report it to a member of staff immediately.





# THE MEDICAL CENTRE

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We are very lucky to have such wonderful and caring nurses to look out for us!

- The medical centre is located below School House and is open from 7:30am – 9:30pm.
- If you feel unwell or are injured during this time you may see the nurses.
- If you feel unwell in the night come and knock on any of the resident's doors – do not go down to the medical centre.
- If you take regular medication, the nurses will explain to you when you need to take it. It is important to remember to go to medical centre on time. We will help to remind you!
- You must not keep any medicine in your room. It must be handed to the nurses or Miss Morley. If you are unsure just ask!
- If the nurses feel you are too unwell to be in school, they will contact your parent/guardian to pick you up.



ALLISON  
*Registered Nurse*



CYNTHIA  
*Registered Nurse*

For more information about the Medical Centre, please refer to the Boarding Handbook.

# SNACKS!

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You will never feel hungry as we always have plenty of snacks available to choose from!

- Fruit
- Biscuits
- Toast
- Cereal

If there is anything you like let us know and we will see if we can get it

You may bring snacks to School House and you will be given a snack locker to keep them in.

- Snacks must be nut free!
  - No eating snacks in your room
  - No chewing gum
  - No energy drinks
  - Fizzy drinks are limited to one bottle/can on weekends
- You may also take snacks to school.
- Snacks must be collected at 8:00am



# SAFETY AND SECURITY

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Your safety and security is the most important thing to us whilst you are in School House. Here are a few important things to remember.

- The doors are locked and we put an alarm on the boarding house from 9:15pm until 7:30am.
- Once you are in the boarding house, you must not leave at any point without asking permission from a member of staff.
- We are always around if you need us so just ask!
- You must not leave School House unless you have checked in with a member of staff.

Please don't;

- Run around the house
- Leave any belongings on the floor or in doorways
- Lock or barricade any doors
- Jump on the beds
- Have pillow fights or wrestle
- Play ball games in the house
- Move furniture
- Use kitchen appliances without asking
- Leave boarding unless you have spoken to a staff member
- Use any items that don't belong to you without asking





# KITCHEN SAFETY

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Snack time is 7:30pm – 8:00pm each night.

- Everyone must be present, and the kitchen must be tidy before you are excused.
- Always ask a member of staff before you start making anything in the kitchen.
- Always ask a member of staff for help to plug in or use any electric equipment
- Always move around the kitchen sensibly – no running.
- Be careful with knives and hot water.
- Put away food and milk after you have used it.
- Remember to tidy up and wash up as you go along!



# FIRE SAFETY

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What to do in the event of a fire alarm during the day.

- Leave any belongings behind
- Calmy, quietly and carefully use the nearest fire exit to leave the building and walk to the Junior School Playground
- A staff member will be present to help

What to do in the event of a fire alarm during the night

- Put shoes on and calmy, quietly and carefully use the nearest fire exit to leave the building walk to the Junior School Playground
- A staff member will come and wake you up to escort you out

We will have some practice fire drills this year!



# HELPING OUT

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As you have probably realised by now, we are a family in School House and so we help each other out and support the house!

## Washing up dishes

- We clean up after ourselves at snack time which means washing any plates/cutlery that we use and clearing and wiping down our area.
- Each night two boarders will be assigned as cleaning monitors.

## Laundry

- Each evening one boarder from the boys and one from the girls will bring the baskets down to be bagged up.
- Each week a boarder will be assigned as a laundry monitor

## Common Room

- Before bed the common rooms and ICT room should be left in a tidy condition.
  - Pillows put back on the sofa
  - Personal items taken away
  - Games and electronics put away
  - DVD's and games put away



# ELECTRONICS AND GAMING

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You are probably aware it is important to stay safe when playing games or using the internet

Here are a few important reminders for School House:

- Do not share passwords or important information with anyone.
- You must not play any games or watch anything that is above your age recommendation.
- You must not use chat rooms or speak with any strangers online.
- Always be kind to each other when playing games together.
- If you have questions or are unsure about anything, speak with a member of staff.
- Any misuse of the internet or electronics will result in confiscation and possible sanction.





# PHONE AND ELECTRONIC TIMES

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## **8:00 am – 8:15 am**

After teeth have been brushed, beds have been made and everything is ready for school.

Phones must be switched off and handed in to the IT room in School House before going to school. Mobile phones are not permitted during the School Day.

## **6:30pm**

Year 7 hand in at 7:45pm

Year 8 hand in at 8:45pm

The boarding phone is always available to use to call your family should you need it.

## **Saturday**

Phones must not be out during activities or movie night as determined by the staff member on duty.

Phones to be handed in at 10pm on a Saturday.

## **Sunday**

Phones can be collected at 8am, they must not be out during activities or movie night as determined by the staff member on duty.

# WHAT HAPPENS ON WEEKENDS?

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The weekends are a chance to unwind and relax from the busy week of school.

Saturday mornings will be spent taking part in activities around the local Kent area with members of staff from the Junior School. Activities have included: bowling, archery, ninja warrior, trampoline park, British Heritage sites, cinema and a water park.

Saturday evenings sometimes include popcorn and film nights, too!

On Sundays you can enjoy a lie in and enjoy Brunch at 11am. Following brunch, boarders can play on the school site, relax in boarding or go to town. Some trips have included walks through Blean Woods, theme parks, zoos and London.



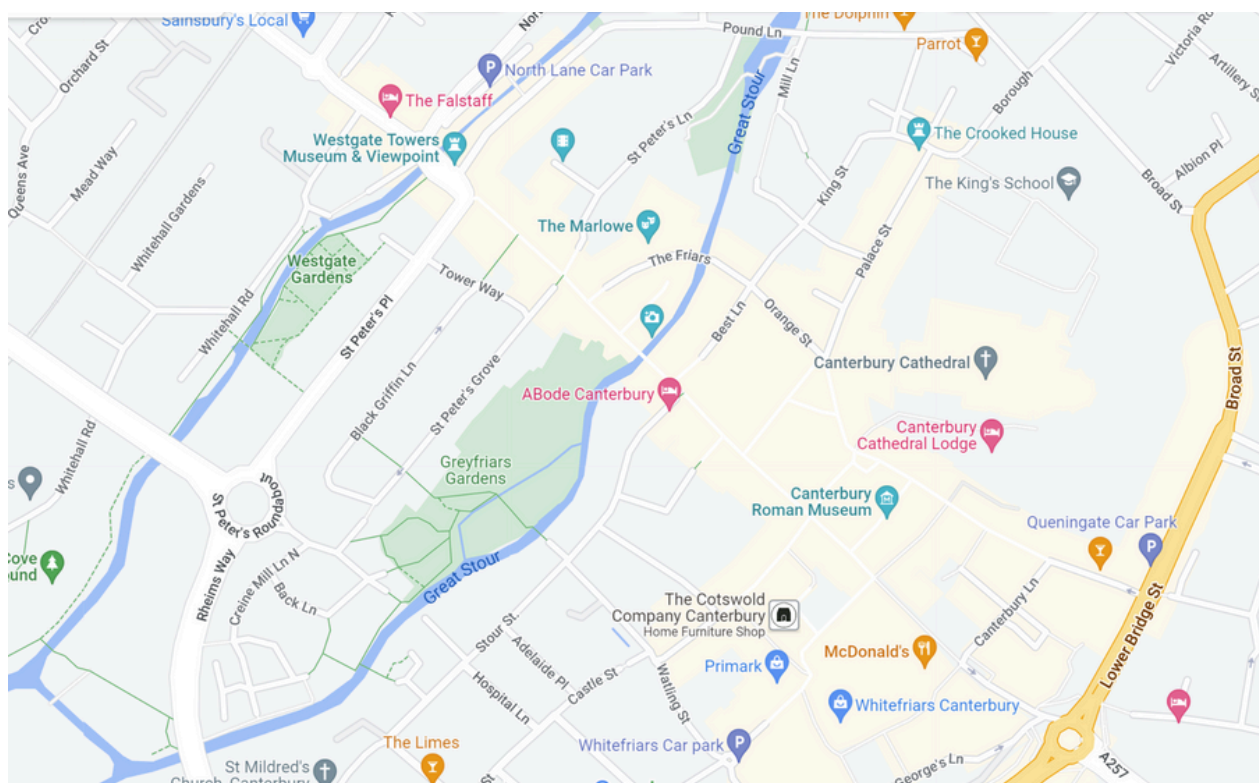
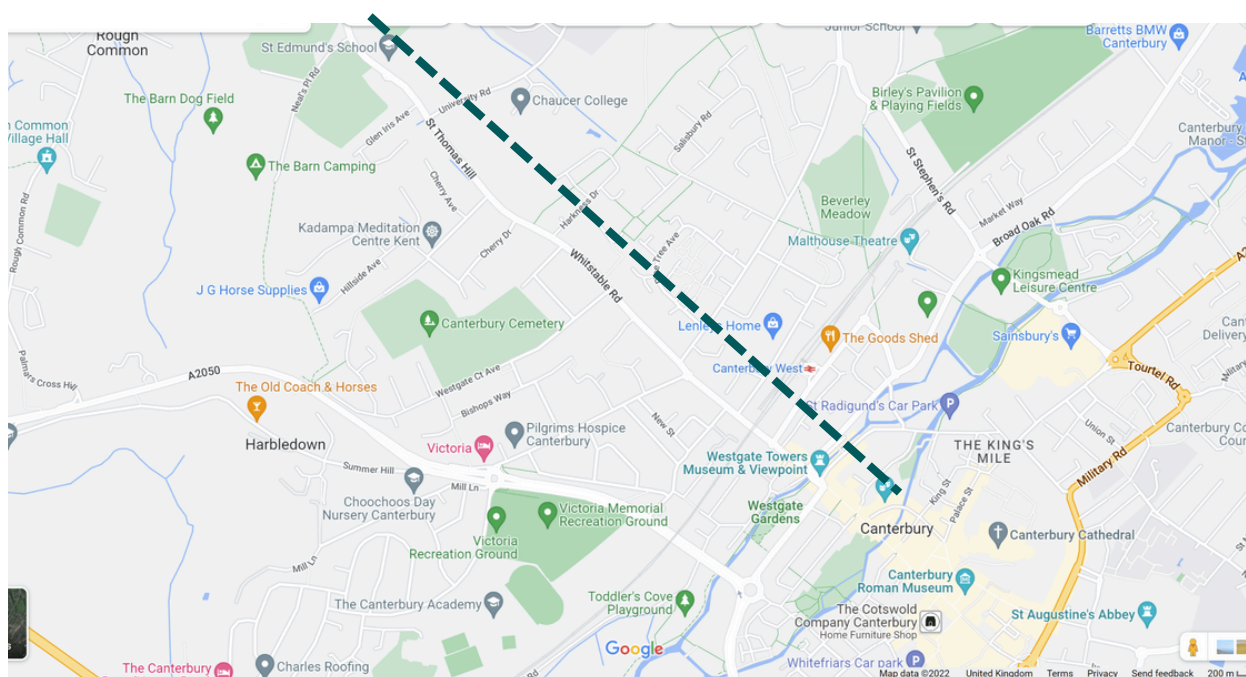


# GOING TO TOWN

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We are very lucky to have Canterbury City Centre on our doorstep. There are lots of shops, restaurants and fun things to do. You may go to town on the weekend but in order to have fun it is important to stay safe!

The maps below show you the route we take to town and where you may go in town.



# GOING TO TOWN CONTINUED...

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Once inducted, boarders may go to town in pairs or small groups. Here are the rules you must follow when going to town in order to have a fun and safe time:

- Mobile phones must be fully charged so calls can be made to the teacher if needed.
- You must let the staff member on duty know and sign out.
- Mobile phones must not be used when walking to and from town.
- We only cross the road when it is safe to cross. Stop – Look – Listen.
- You must stay on the main high street. If there is a particular shop you would like to visit then please let the member of staff know.
- You must stay in a pair or group when walking around town. Do not walk around by yourself.
- Any issues or concerns, call the staff member or go into a shop and ask for help. Do not speak to anyone you do not know.
- Respect the public and be polite.
- If you are running late you must call the member of staff.
- Boarders may not use the public buses unless a member of staff is present.

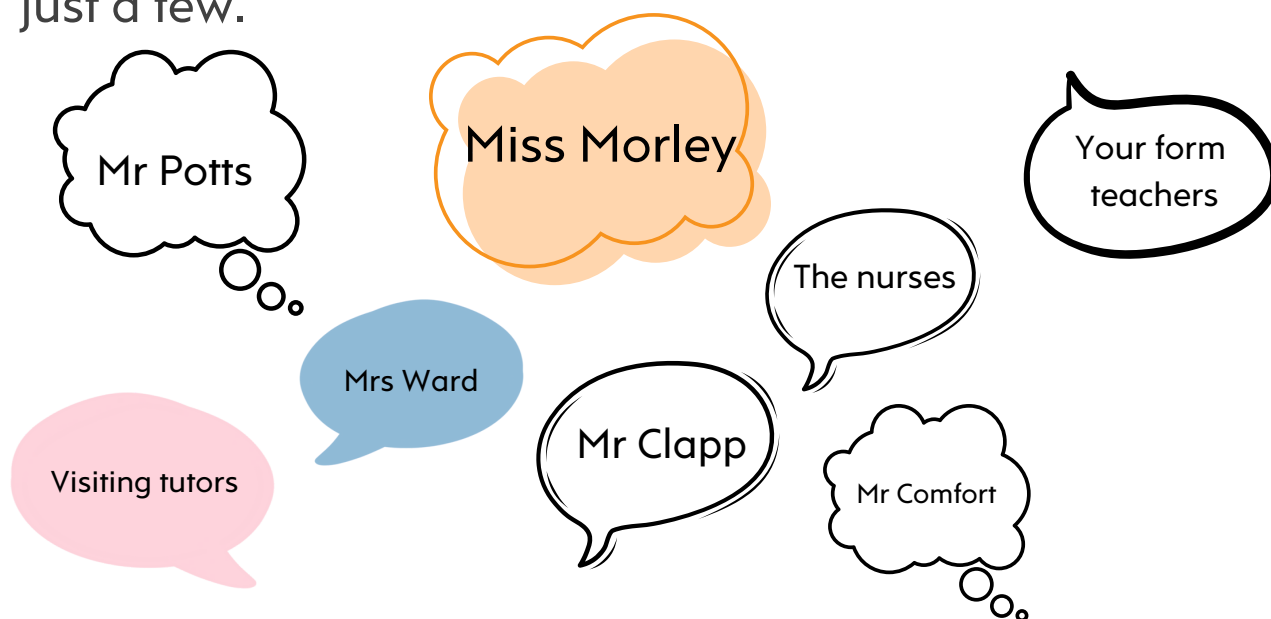




# WHO CAN I TALK TO?

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During your time at St Edmund's and in School House there will always be someone you can talk to – here are just a few.



Our independent listener: Karen Olliver

[www.giveusashout.org/get-help/](http://www.giveusashout.org/get-help/)

[www.kooth.com](http://www.kooth.com)



# SCHOOL HOUSE CORE VALUES

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## **PATIENCE**

Be tolerant and accepting of each other  
Stay calm and focused in challenging situations  
Promote a caring and safe environment

## **KINDNESS AND TRUST**

Look out for each other  
Tell the truth  
Show good manners

## **LEADERSHIP**

Set a good examples for others  
Communicate with each other effectively  
Inspire positivity to each other

## **RESILIENCE**

See change as opportunity or challenge  
Ask for help when we need it  
Be optimistic in challenging situations

## **HAVE FUN!**

Make the most of the time we spend together  
Make each other laugh  
Play games and be inclusive

# REWARDS!

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## DAILY STICKERS

Each day boarders have the opportunity to earn stickers for following core values or different achievements.

5 stickers = Sweets prize!

10 stickers = Extra electronic time



The boarder with the most stickers at the end of each half term will win a prize!

## TIDIEST ROOM PRIZE

Each week we will inspect the rooms – the winner will get a prize!



## LION OF THE WEEK

Someone who encompasses all the core values will receive a trophy, certificate and prize!



## BOOKWORM PRIZE

Boarders who complete the reading challenge will receive a prize!



# BEHAVIOUR EXPECTATIONS & SANCTIONS

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If we follow our House Values then we will live happily together!

## **Lateness**

- It is important to be on time for registration and follow our routine
- 3 late marks will result in not keeping your phone overnight on Saturday

## **Bedtimes**

- 9:00 pm is quiet time (reading, talking quietly, getting things ready for bed)
- 9:15pm – no noise, respect each others sleep time!

## **Our Home**

- Keep our home tidy
- Hang up bags
- Respect each other's space
- Respect the furniture and items in the house
- If you break something or something is not working, please report it – accidents happen!
- Girls must not go in boys' areas and boys must not go in girls areas

## **Our family**

- We come from different homes, cultures, countries, experiences
- Respect each other's space, views and ideas (you might not always agree!)
- Look out for each other (be inclusive of everyone)
- No arguing or answering back if you are asked to do something by a member of staff
- Be polite, saying please and thank you to all staff and each other!

## **Sanctions**

As we want School House to be a home away from home, we try to keep the number of rules to a minimum. Any rules we do have are for your safety and the good of our community. It is important that individuals feel respect. It is your responsibility to be in the right place at the correct time and strive to be the best you can be! Our sanctions are in accordance with the Junior School Behaviour Policy, and the emphasis is on the individual being empowered to monitor their own behaviour. Sanctions can include loss of privileges (such as electronics). Continued incidents or more serious cases can result in missing trips, boarding detention or referral to the Director of Boarding. Contact with parents will be made and if phones are confiscated boarders may use the boarding phone to communicate with parents. A record of sanctions is kept within the house. Persistent ill-discipline may necessitate a suspension or exclusion from boarding, as will be discussed by Miss Morley, the Director of Boarding and the Head of Junior School.



# EXEATS

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Exeats are an opportunity for pupils to reset. The school is closed for the weekend from Friday after school until Monday morning. Boarders going home may be picked up after school on Friday and return after 5:00pm on Sunday.

Boarders may go home, go to guardians or remain in the boarding house under the School House staff supervision.

School House can remain open for any boarders who wish to stay in the house with meals provided. However, there are no school activities run over the weekend. There is an additional cost of £68/night for any boarders wishing to stay over exeat.

# GUARDIANS

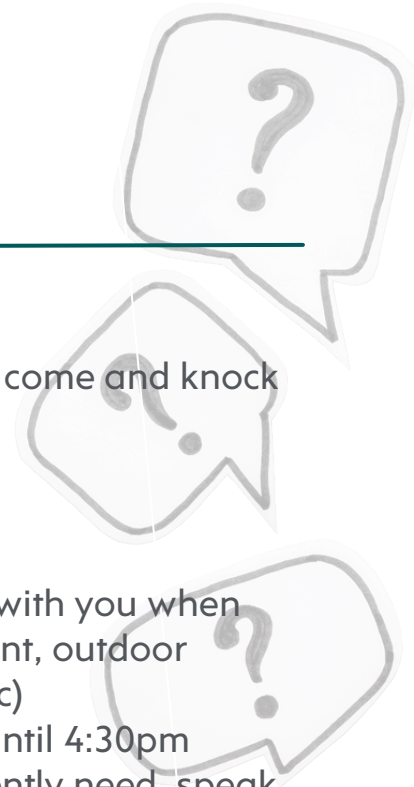
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All boarders must have a designated guardian for the duration of their time at the school. Guardians must be registered with our Admissions office.

The guardian should be available to pick up boarders at short notice (for example, if they are unwell or need to leave the school site).

# QUESTION TIME!

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- What do I do if I feel sick in the night?
  - If you feel unwell at any time in the night you can come and knock on any of the residents' doors.
  - We will assess you and phone the nurses
- Can I come back to the boarding house during the day?
  - No, you must take all your belongings for school with you when you leave in the morning (P.E. kit, sports equipment, outdoor education clothes, musical instruments, snacks etc)
  - The boarding house will be locked from 8:30am until 4:30pm
  - If there is something you have forgotten and urgently need, speak to a teacher at school who will contact boarding staff.
- When can I use my phone?
  - You can use your phone during the allocated time. This is to ensure we spend quality time together rather than spending it looking at a screen!
  - If you would like to speak to your family outside of the phone time you may use the boarding phone to do so.
- Do I have to go to meal times?
  - Yes! It is important to eat well so you fuel yourself for the day. We go to breakfast and dinner together and remain in the Dining Hall until we are all finished and a member of staff releases us.
- What do I do if my laundry does not return?
  - Firstly, check your laundry cubby!
  - Speak to the staff member on duty who will assist – do not go through the clean laundry bins
  - If it is still not found then you can go to the linen room and ask in there.
  - It is important to make sure your clothes are clearly labelled!
- Can I keep snacks in my room?
  - Snacks need to be kept in your snack lockers or the fridge
  - You must not eat in your rooms at any time
- Can I keep medicine in my room?
  - All medication must be left with the nurses in the medical centre or with Miss Morley in the medical cabinet.

# QUESTION TIME!

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- Who will wake me up in the morning?
  - Each morning a member of staff will wake you up at 7:00am during the week and at 8:00am on Saturday. You may wake up at 6:45am for a shower but please be respectful of others.
  - On Sunday you can wake up on your own but must go to brunch
- Where can I keep my school bag and coat?
  - Your school bag and coat can be left in your room or hung up in the hallway.
  - Please do not leave your bags/coats on the floor or in the common rooms.
- What do I do if I need to speak to someone?
  - There will always be a member of staff available to speak to!
  - You can speak with residential staff, visiting tutors, teachers, nurses or our independent listener
- Can I use the kitchen appliances?
  - We must be safe in the kitchen at all times
  - Before using the kettle, toaster or microwave please ask a member of staff
  - A member of staff may allow you to use the panini machine and any other appliances.
- Can I keep food in the fridge?
  - Yes! Please do not put a lot of items in the fridge as it is for all of us
- Can I shower at any time?
  - You can shower
    - from 6:45am in the morning
    - From 4:30pm – 5:15pm after school
    - From 8:15pm – 8:45pm in the evening
- What do I do with my dirty laundry?
  - There are laundry baskets in your bathrooms – please place any dirty clothes in the baskets which will be collected at 9:00pm each night.

# QUESTION TIME!

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- Can I bring a friend over?
  - Day pupils are not allowed in the boarding house unless permission has been given by Miss Morley or Mr Potts.
- Can I go and stay at a friends house on the weekend?
  - We do allow sleepovers on weekends!
  - You may stay at a friends house and on some occasions we will allow you to have a friend from school stay in boarding
  - Before the visit, your parents and the parents will need to email Miss Morley for permission with details of where you are staying and who you are staying with.
- I've accidentally broken something or something is not working – what do I do?
  - Accidents happen! If something is broken we need to know about it so just ask!
- I have some ideas for boarding, trips or the house?
  - Fantastic! We always want to hear any ideas that you might have!
- Is there anything to do after school, such as clubs?
  - There are after school clubs and lunchtime clubs on offer after school. Each boarder must sign up for 2 clubs a week
- What happens on the weekends?
  - Friday.
    - Movie night!
  - Saturday.
    - Each Saturday two Junior School teachers will take you all on a trip from 9:00am – 12:30pm
    - Mr Potts will do an activity with you in the afternoon or take you to town.
    - In the evenings we will have an activity or trip such as cooking night or cinema!
  - Sunday.
    - Each Sunday will be different but there will be trips and activities planned as well as free time to relax



# SCHOOL HOUSE INDUCTION CHECKLIST

Name.....

I have met School House Resident Staff (Miss Morley and Mr Potts)	
I am aware of the other members of the boarding team (Matron, Director of Boarding)	
I understand the daily schedule for the weekdays and weekends	
I know when mealtimes are and I know where the dining room is	
I know when registration is	
I know where the linen room is	
I understand showering and laundry routine	
I know where to put my dirty laundry and collect my clean laundry	
I know when we change our bedsheets	
I have given Miss Morley my passport/money and other valuables	
I have been issued with a key for my lockable cupboard	
I know when the medical centre is open and where it is located	
I have given any medication I have to the medical centre	
I know I must not keep medicine in my bedroom	
I know I must not keep snacks in my room	
I have been given a snack locker	
I know I must not have any snacks with nuts in them	
I know I must not leave boarding unless speaking with a member of staff	
I understand how to stay safe around boarding	

# SCHOOL HOUSE INDUCTION CHECKLIST

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I know what to do if I hear the fire alarm	
I understand how to stay safe on the internet	
I know when I can use my electronics and when I can call home	
I know when snack time is	
I understand kitchen safety	
I have given my phone number to Miss Morley	
I have the School House phone number	
I have been given an entry wristband	
I know who I can talk to	
I know what to do if I feel unwell or need help overnight	
I understand which sleeping areas are prohibited for boys/girls	
I know where the resident staff flats are located	
I know where to get water or a snack	
I know when I can use the showers (after 6:45am in the morning and before quiet time in the evening)	

I have been assigned a buddy	
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Signed .....

Date .....

Teacher completing  
Induction: .....

Date .....



