



# Guide to Boarding

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## Boarding Aims

At Lucton School we aim:

- To develop the whole person;

- To produce an open and trusting atmosphere in which each boarder feels respected as an individual;
- To provide the conditions for boarders to develop their intellectual talents through wellstructured prep conditions, access to staff and other pupils, participation in activities and an atmosphere which values effort;
- To provide a range of activities, hobbies and opportunities that will assist in the personal, cultural and social development of each boarder;
- To develop boarders' responsibility for self, for others and for his/her environment;
- To develop boarders' qualities for leadership and ability to work as part of, or within a team;
- To provide suitable accommodation having due regard to adequate levels of privacy;

# **1 Boarding at Lucton**

The ethos of boarding at Lucton is based on care for the individual, in accordance with the standards advocated by the relevant national bodies. Houseparents treat each individual as they would their own child and decisions are made in the best interests of the pupils.

Two sets of houseparents run Croft House and two houseparents run School Cottage. The houseparents perform all pastoral duties, with the assistance of a fully qualified matron. The houseparents ensure evening prep is supervised and offer guidance on academic matters.

The houseparents are available to the boarders at all times and perform their duties with dedication; the pastoral welfare of the boarders is considered to be of paramount importance. The staff as a whole offer their professional support to boarders and a full programme of cultural, social and sporting activities is provided.

The houseparents are also available to parents at all times who may contact staff on the dedicated House phone, by letter or by e-mail. Within reason, parents have open access and are welcome to visit the Boarding House at any time during the week and at weekends. Parents are required to notify the School Office or the Boarding House parents of their presence in school for any visit other than the routine collection and return of their children at weekends.

The houseparents actively encourage boarders to become involved with the local community through and by participating in the weekly activities of local sporting clubs such as the Leominster Netball club, Lucton Swimming Club, the Luctonians Rugby and Cricket Club, and by riding at the stables.

At Lucton, we adopt as flexible a system of boarding as possible, to suit the differing circumstances of our boarding families. For many, full boarding is the most suitable arrangement. Some parents, however, choose to take their children out at weekends to spend time together. Temporary boarding is also possible and occasional boarders are always made to feel most welcome, whether it be for one night or for a whole term.

‘Croft House’ is a purpose-built building which accommodates 78 boys and girls between the ages of 13 and 18+, in single rooms (with some double rooms for younger boarders) in separate corridors according to their age and sex. There are five common room areas, including a cinema room, with televisions, games, pool table, table tennis table, and snack facilities. Boarders have full use of the school's sports hall, games field and use of the indoor swimming pool. The atmosphere is homely and as relaxed as possible within a structured environment. The houseparents each occupy one of two apartments which are an integral part of the Boarding House but distinct from it.

‘School Cottage’ has eight shared rooms used for junior boarders. The houseparents occupy their own individual apartments in School Cottage.

## **2. Boarding Staff and Contact Details**

### **2.1 Boarding Staff**

Mrs Tracey Webb-Rogers	Houseparent
Mr Jonathan Rogers	Houseparent
Mrs Emily Leonard	Houseparent
Mr Samuel Leonard	Houseparent
Mr Jack Goodchild	Houseparent
Mrs Lulu Parker	Matron

### **2.2 Telephone Numbers**

Main School	01568 782000
Main School fax	01568 782001
Boarders' payphone	01568 780650
Boarding House office	01568 782010

### **2.3 School address**

Lucton School  
Lucton  
Leominster  
Herefordshire  
HR6 9PN

### **2.4 Email address [boardinghouse@luctonschool.org](mailto:boardinghouse@luctonschool.org)**

### **2.5 Making Contact**

Parents are welcome to contact their children by telephone at an appropriate time (see daily routine/prep timetable). There is a payphone in the Boarding House which is located in a private booth. Boarders may use this phone to call out or receive incoming calls. Boarders may also bring mobile telephones. Boarders in Year 10 and below are not permitted to keep these in their rooms after lights out and they may not take them into school during the daytime. Parents are free to contact their children on their mobile phones before they are taken in at lights out. Children will always have the right to contact their parents or guardians in privacy at any time of the day or night. It is discouraged during prep time and after lights out unless necessary. Parents may contact houseparents on the Boarding House office phone.

Mail can be sent and received through the School Office and there are facilities for boarders to send and receive e-mail.

Parents may visit the Boarding House at any reasonable time but should initially report to the School Office when visiting between 8:45am and 5:00pm. Parents should report to the duty houseparents at all other times. Parents will always be contacted in the event of any accident, emergency or serious event.

Helpline telephone numbers are displayed by the pay telephone and by the Boarding House office.

### 3 Routines and Activities

#### 3.1 New Boarders

New boarders arrive from 5pm on the evening before school starts.

A list of requirements for clothing and personal items can be found on the school uniform list available from the main office. Boarders are encouraged to personalise their rooms and may, if they wish, provide their own bedding.

New pupils are allocated a 'buddy' who will help them to find their way around the school. We find that pupils invariably settle in quickly and happily.

#### 3.2 Daily Routine

7:00am Wake up.  
7:20am "Get up" bell.  
7:40am Breakfast in the dining hall.  
8:00am Notices for the day.  
8:20am Corridor check.  
8:30am Boarders to school.  
8:40am Registration in form rooms.

Boarders are only allowed into the Boarding House during school hours if they are ill. In consultation with the Head of Sixth Form, some members of the Sixth Form are allowed in the Boarding House during the day.

5:00pm Boarders return to the Boarding House.  
5:30pm Roll call in the Memorial Hall.  
5:45pm Dinner in the Dining Hall. 6:30pm  
Prep begins.

A specific time is set aside for homework each evening. All boarders begin prep at 6:30pm and finish according to their year group prep requirement. The school has a homework timetable which stipulates the amount of prep each year should have each evening. Boarders must take their homework diary to prep sessions.

YEAR	ROOM	START	FINISH
Juniors	Prep School	6:30pm	7:00pm
6, 7 and 8	Prep School	6:30pm	7:30pm
9	Prep School	6:30pm	8:00pm
10	Teaching Block	6:30pm	8:00pm
11	Teaching Block	6:30pm	8:00pm
12 and 13	Sixth Form Study Area	6:30pm	

Junior pupils are supervised by a houseparent and a Gap Tutor. Years 3, 4, 5, 6, 7, and 8 are supervised in the Prep School by a houseparent. Years 9, 10 and 11 are supervised in the Teaching Block by a member of academic staff and a Gap Tutor.

Bedtimes:

	Corridor	Lights Out
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Years 3 and 4	7:30pm	8:00pm
Year 5	7:45pm	8:15pm
Years 6 and 7	8:00pm	8:30pm
Year 8	8:30pm	9:00pm
Year 9	9:00pm	9:30pm
Year 10	9:30pm	10:00pm
Year 11	10:00pm	10:30pm
Sixth Form	10:30pm	11:00pm

### **3.3 Activities**

After the end of school, boarders have free time between 5:00pm and 5:30pm. There are times when activities are offered to pupils who would like to take part. The activities are optional as it is important to respect the fact that some boarders may simply wish to relax and talk to friends or spend time studying or reading in their rooms.

Parents can arrange for their children to have horse riding lessons and boarders are encouraged to play for local teams. Houseparents must be made aware of the travel arrangements.

At the weekend houseparents organise and accompany boarders on varied activities depending on the number of boarders and the weather. Boarders have the opportunity to stock up on supplies at the local supermarket or on an organised shopping trip. Other activities may include; bowling, areas of historical interest, swimming, walking or outdoor pursuits e.g. paintballing, mountain biking, go karting, kayaking, sports. Houseparents always look out for local events and attractions and boarders are encouraged to make suggestions themselves. Pupils who wish to access areas of the main school must seek permission. The Sixth Form may use the Sixth Form Common Room, study area and library.

Boarders are able to access the internet in the Boarding House and the necessary software is in place to ensure that inappropriate material cannot be viewed or downloaded. Newspapers and magazines are delivered daily to the Boarding House and there is a television that receives both terrestrial and freeview channels.

Boarders attend a religious service on the first Sunday of every month. This takes place in the Memorial Hall and is led by the School Chaplain.

### **3.4 Catering**

Meals are eaten in the dining room and are prepared on the premises.

Great importance is placed on maintaining a high standard of food and nutrition. A menu is published weekly and a copy of this is held in the Boarding House. All boarders are required to be present in the dining hall at mealtimes unless they are ill.

Breakfast is supervised by the houseparents and consists of fruit juice, cereal, fresh fruit, toast and preserves, hot drinks and a cooked option.

Lunch is taken with day pupils and supervised by academic day staff.

Dinner consists of a main cooked dish with a vegetarian alternative and dessert and there is also the option of a well-stocked salad bar. Dinner is supervised by the houseparents, Gap Tutors and house prefects.

Boarders may bring their own tuck. Pupils may keep their tuck in their rooms and should have a safe lockable storage box to keep it in. Pupils in School Cottage keep their tuck in boxes in the kitchen. Snacks may include: hot drinks, bread, cheese, ham and a variety of preserves.

There is also a house café which is available during the evenings. A kettle, a toaster, microwave, and a cooker allow boarders to prepare simple snacks in the evenings.

### **3.5 Laundry**

The Boarding House provides an in-house laundry system. School uniform always takes priority.

Each student has a washing basket in their room and they bring their basket down to the laundry on their specified day. Extra washing will be done upon request. All bedding is washed once a week on a rota basis.

Boarders must not put any clothes into the laundry that cannot be washed on a normal 40 degree cycle or cannot be tumble-dried. No responsibility can be taken for clothes washed and tumble dried in the normal manner.

### **3.6 Personal Items**

Boarders are welcome to bring to school their favourite personal possessions such as games, books, teddy bears, MP3 players and so on, but these should be clearly marked with the owner's name and the school can take no responsibility for any loss or damage. All boarders must have a lockable box in their bedroom to keep items safe and secure. Boarders are welcome to store any valuable items in the Boarding House office which is always securely locked.

The following items should never be brought into the Boarding House:

- Pocket knives, catapults or cap guns
- Pets
- Televisions
- Any item capable of producing a flame
- Aerosols
- Chewing gum
- Alcohol
- Tobacco of any kind
- Illegal substances
- Flammable liquids

Kettles and rice cookers may only be brought to school with the permission of the houseparents and may be used in the café area. They may not be kept or used in a pupil's room.

The houseparents look after boarders' pocket money; we recommend that boarders hand in their pocket money at the beginning of term and a pocket money ledger is kept. Overseas boarders and older boarders usually have their own bank account. The school will assist in opening a bank account for a boarder. Our system is flexible so that boarders, parents and houseparents may decide between them how much is given and when. Parental requests will be noted and adhered to. Boarders will not be allowed to take out very large sums of money without parental permission.

It is very rare for money or other items to go missing or suffer damage but the school cannot take responsibility for items unless specifically requested to do so. It is strongly recommended that



parents take out an ‘All Risks’ insurance policy to cover any potential loss or damage to valuable items.

Mobile phones and laptops are permitted but mobiles must be handed in at lights out if the pupils are in Year 10 or below. Parents must register their child’s mobile phone on the appropriate form. An equipment list is issued to pupils before term begins. Overseas students have the opportunity to purchase specific items of uniform from the school shop.

### **3.7 Travel Arrangements**

Boarders must hand their passports and tickets to the houseparents for safekeeping during the term. Parents and guardians must arrange all travel details and must inform the school of the details. The school arranges travel to local railway stations and to airports on the day before term begins and the day after term ends. If boarders require this service they must inform houseparents as soon as possible. All boarders are expected to return to school between 5pm and 10pm on the day before school begins.

### **3.8 Signing In and Out**

Parents must report to the boarding staff or the School Office if they wish to take a boarder out and are asked to notify the Boarding House staff in advance.

Any boarder who is invited to stay at a friend’s house must have permission from both sets of parents involved and will need to provide the houseparents with a contact number. We do not encourage boarders to accept invitations during the week as all pupils have homework commitments and permission will be granted only at the discretion of the boarding staff and the Headmistress.

### **3.9 House Diary**

A detailed house diary is maintained on a daily basis to enable all staff to be aware of developments and occurrences in the Boarding House.

## **4 Medical, Health and Safety**

The boarders’ health care is supervised by the houseparents and matron. Boarders may be registered at Kingsland surgery. There is a regular clinic at the Kingsland Health Centre which pupils may attend for minor, non-urgent treatment. They also have available a Young Persons’ Clinic for those who wish to go. Two rooms in the Boarding House are designated as boys’ and girls’ sick rooms. Boarders requiring medical treatment are taken to hospitals in Leominster or Hereford if necessary.

Any parent bringing medication to school for dispensation to a pupil must give the medicine directly to a member of staff (preferably the matron) and must give clear instructions, preferably written, as to the dosage and when required. Pupils are not generally permitted to keep medicines in their rooms or about their person. All personal medicines must be clearly labelled with the contents, the owner’s name and the dosage and must be kept in the locked medicine cupboard in the medical room.

Parents are responsible for arranging routine medical, dental or optician’s appointments and this should be arranged to take place during holiday time if possible. Should the need arise, however, the matron has strong links with local doctors, dentists, optometric and other specialist services and

she is able to take boarders to any necessary appointments. Parents should not send their children back to school if they are unfit and should inform staff if their children have been in contact with infectious diseases.

Staff always act in the best interests of the child. It is very important that we are provided with all the necessary medical information for every child and that all contact details are up to date. Parents are always informed of any medical problem, hospital visits or serious treatment given.

In the absence of a parent or a person with parental responsibility, boarding staff may do what is reasonable to protect the welfare of the child and may sign emergency medical consent forms. This will only be necessary if the need for treatment is acute or if attempts to contact the next of kin have failed.

#### **4.1 Fire**

The school is regularly checked by the local fire brigade to ensure that all fire regulations are met and maintained. The school operates regular fire drills and the Boarding Houses also operate their own fire drills at appropriate times. The Boarding House fire alarm is linked by telephone to a monitoring service. During the night the fire brigade are automatically called immediately the fire alarm sounds. All fire drills and false alarms are recorded in the School Office.

#### **4.2 Security**

The Boarding House can be accessed by the front door with finger print identification. The door is locked during the school day and is locked for the evening at 10:00pm. Security checks are carried out by staff at the end of the evening to ensure that the house is secure. An internal alarm system linked to individual corridors is set last thing at night. The internal alarm system also protects all the perimeter doors both during the day and at night.

Pupils are encouraged to report the presence of unfamiliar people on the school grounds. The only people allowed unauthorised access to the Boarding House during the day are employed members of staff. All other visitors must ring the outside bell. Parents must notify a member of the boarding staff before collecting their children from the school and staff must be informed when they return.

### **5 Guardians**

All overseas boarders should have a UK resident guardian, who should be responsible for all aspects of care, travel and holiday arrangements. They should be available to take care of the pupil should they be sick or suspended during term time.

Guardians are not arranged or provided by the school. The school is not responsible for, and cannot normally involve itself in, half-term and holiday arrangements, particularly accommodation.

### **6 House Rules**

#### **6.1 Rules**

The responsibility for control and discipline rests in the first instance with the houseparents who may refer matters to the Senior Management Team. It is hoped that good relationships between boarders and staff will discourage any unacceptable behaviour. Pupils are issued with the house rules and sanctions so that they are clear what behaviour is required of them. Houseparents aim to be fair, firm and consistent. Staff will always endeavour to explain the necessity to limit certain behaviour and any sanctions used.

The Boarding House rules are very simple. We expect boarders to treat each other and themselves with respect. We expect boarders to treat the Boarding House as their home. Boarders are required to take care of their personal property and the property of others. They are required to keep their room neat and tidy and take pride in their appearance. Communal areas must be kept tidy and hygienic. Boarders are required to behave in a sensible and tolerant manner.

## **6.2 Good Conduct**

Positive behaviour is encouraged and parents will be informed of very good behaviour.

The following can be used to reward good behaviour:

1. Verbal praise
2. Written praise, for example: a letter/email or telephone call to parents.
3. Lucton Express vouchers and/or other privileges eg. First served at supper

It is the policy of the staff to maintain good communication with pupils. The relationship thereby established will ensure that houseparents are always considered to be approachable. The active presence of house staff at all times enables the majority of problems to be recognised at an early stage and dealt with in an understanding and fair manner.

## **6.3 House Rules**

□ There is a “no contact” rule in the house.

- Boys are not allowed to visit any girl’s room or corridor. Girls are not allowed to visit any boy’s room or corridor. Failure to adhere to this rule may result in suspension or expulsion.
- Boarders are not permitted to enter any corridor other than their own without first seeking staff permission. Permission will only be given with good reason.
- Boarders are not permitted to enter another boarder’s room without permission.
- Boarders are not allowed to visit other people’s rooms after lights out.
- Boarders must not prop open their corridor doors.
- Rooms must be kept neat and tidy.
- No swearing.
- Consider others when you are moving around the house. Be careful and do not run. Never run on the stairs.
- Noise must be kept to an acceptable level.
- Ball games are not permitted in the immediate vicinity of the school.
- All members of staff and other boarders must be treated with respect.
- Mobiles phones must be handed in at night if the pupils are in Year 10 or below □ Aerosols are not permitted in the house.
- Pupils crossing the road to use the field must never run across the road or walk along it. Cross directly with caution.
- Bullying or violent behaviour will not be tolerated.
- Pupils are not allowed to visit unlit areas after dark.
- Chewing gum is not permitted.
- Pupils may not leave the school premises without permission.

- Areas out of bounds are; the staff common room, any construction site, the woods, the orchard and any areas on the field that are not visible from the steps by the pavilion.
- Trees may not be climbed.
- Smoking and the possession of alcoholic drinks or illegal drugs are, of course, strictly forbidden, and the Boarding House staff are ever vigilant in this respect. The discovery or suspicion of any of these items will be treated as a very serious matter and, under certain circumstances, it may be necessary to inform the police. If a pupil is in a heavily intoxicated state their parents or guardians will be informed immediately and will be asked to collect the pupil from the Boarding House.
- Aerosols are not permitted in the Boarding House, in view of the known dangers associated with them and the fact that they could activate the fire alarm system.
- Cooking in bedrooms and corridors is forbidden.

#### **6.4 Sanctions**

Sanctions given are recorded using the incident report form. Parents will be informed if a pupil is identified as a persistent offender.

Sanctions generally follow a four point plan.

1. Verbal warning.
2. Boarding House duty.
3. Gating. This may be to the Boarding House as a whole or to an individual boarder's corridor.
4. Referred to senior member of staff and letter/email/telephone call to parents and/or guardian.

Boarding House duty may consist of a cleaning duty that benefits the house, table duty in the dining room or litter picking.

### **7 Boarders' Views**

Boarders are encouraged to express their views and actively contribute to the life of the Boarding House.

Boarding House committee meetings are held at least once a term and are chaired by the Deputy Head. An elected representative from each corridor attends the meeting.

A suggestion box is available for boarders to make comments. Comments can be made anonymously or signed.

A daily roll call for all boarders is held every evening at 5:30pm in the Memorial Hall. Houseparents relay any new information, celebrate achievements, discuss suggestions and reiterate any necessary points.

### **8 Equal Opportunities**

We are fortunate at Lucton to have people who are from other countries, who speak different languages and who have experiences of different cultures. It is our policy in the Boarding House to encourage and support all pupils in every way possible. We aim to make everybody feel happy and at home. Punishments and rewards will be fair. Activities and outings will be varied and

accessible. We hope the boarding team provide positive role-models and we will not encourage gender stereotyping.

We all live as one family in the Boarding House. We need to be tolerant and respectful.

## **9 Provision for Pupils with Special Requirements**

The Boarding House will be particularly sensitive to the needs of pupils with special dietary, religious observances or needs because of a particular religious or cultural background and support will be provided for boarders for whom English is not their first language. This may include; provision of special meals, requesting advice from the EFL teacher, making provision for religious observances, providing extra help with organisation and good pastoral care. Boarding staff will ensure that pupils have access to special requirements and that pupils understand the basic rules and requirements of the school and Boarding House. Boarding staff should request information about topics they are unsure about.

## **10 Responsibilities of Parents**

The Boarding House staff are most approachable and would encourage you to speak with them about any concerns you have about your child as this will help to ensure the needs of each individual boarder are met.

Parents must ensure that:

- Staff are informed of any change of contact details.
- Staff are informed of any sensitive issues or medical problems that may affect children in their care. Any worries or concerns should be reported as soon as possible.
- Boarders are collected and arrive at the correct times.
- All clothing and personal items are named or can be identified.
- Boarders have the correct uniform and equipment for school.
- Boarders are familiar with the school rules and the rules are actively supported.
- All correspondence is returned promptly. □ Boarders have a lockable box.

Staff will actively support and reassure parents in every way possible. The role of being *'in loco parentis'* is taken very seriously and every boarder is looked after and cared for as an individual.

## **11 Worries and Complaints**

The following advice is given to pupils:

If you are worried or wish to make a complaint there are a number of ways you can do this.

Remember you have friends who may be able to help, or an older pupil to whom you feel you can talk. The house staff are always ready to help as is the Headmistress or any member of staff. There may be a time when you don't want to talk to a member of staff, this is quite understandable and natural. If this is the case then talk, telephone or write to any of the following:

- your parents or a trusted adult
- the independent listener – Jackie Markham

- Childline 0800 1111
- Ofsted 0300 123 4666
- The Office of Children's Commissioner 0207 783 8330
- ISI CAP House, 9-12 Long Lane, London EC1A 9HA 020 7600 0100

If you feel you wish to make a complaint you should speak to a member of staff you trust, you can take a friend with you if you like. You can make an appointment with the Headmistress or Deputy Head. You may take a friend or a member of staff.

If this does not resolve the matter you can make a formal complaint. This is done as follows:

Either talk to or write to the Headmistress or tell one of the houseparents you wish to make a formal complaint. Your complaint will be recorded in the complaints book kept by the Headmistress; within two days the Headmistress will ask to see you to talk the matter through. You can have a friend with you who may be another pupil or a member of staff. If, within two more days you still feel the matter has not been sorted out you may contact any of the people listed and ask them to help you.

**You do not have to tell staff or anyone else that you are complaining about them.**

**Remember your responsibility to be honest and truthful.**