

An Introduction to the Hall Grove Boarding House

Pupils who board at Hall Grove are, in effect, guests of the Headmaster and his family and they are asked to respect the privilege of living in his home.

The purpose of Boarding at Hall Grove is as follows:

1. To provide pupils with a flexible extension to the school day.
2. To provide additional opportunities for pupils to enjoy the school's sporting and cultural amenities.
3. To provide supervision for evening study and musical/dramatic practice.
4. To provide pupils with a worthwhile experience of boarding community life in preparation for senior school entry.
5. To host occasional visitors from overseas.

To meet these aims, the House offers as follows:

1. A high standard of catering that can respond to fluctuating numbers.
2. Sleeping accommodation for 11 pupils on the top floor of the House in small, comfortable shared bedrooms with access to bathrooms, showers, lavatories, drinking water, a small kitchen, a sitting room, use of telephone (to be sanctioned) and close contact with the Head of Boarding.
3. A team of resident staff to provide activities and general supervision and who are 'on call' throughout the week and who take their meals with the boarders.
3. The close attention of the Headmaster and his wife who oversee the pastoral care of the pupils as House Parents and who take legal responsibility for the children in their care.

*The Boarding House
aims to provide
a safe and secure environment
and a
fun and happy experience of boarding school life.*

Pupil Safety and Welfare – Notes for Boarders – Sept 2008

As a Boarder you have a duty to help promote your safety and that of other boarders. These notes are written to help you understand how we can all help ensure that the Boarding House is a safe and happy place.

Boarders are asked to take a special responsibility to look after new boarders or those who are staying as guests. This includes day pupils coming for breakfast or supper. Be kind, show consideration, include them in your games and let them feel welcomed.

The Fire Drill is regularly practised. Do you know what to do if the bells sound? There is a copy of the Drill on the Notice Board.

No one is allowed to enter a dormitory other than his own. Tampering with beds, interfering with possessions or causing distress by persistent teasing is strictly not allowed. Any reported incidents of this would be taken very seriously and dealt with under the school Bullying Policy (copy available in School Office).

Dangerous play or pranks are considered as serious breaches of the school behaviour code and would lead to punishment which would be recorded in diaries. Mobile phones, electronic gadgets, personal music players etc are not allowed at school without permission. Valuables (passports, money etc) should be handed in to the House Parents for safe keeping. Full boarders are allowed a locked box for personal possessions.

You must not wander off on your own, or stray into out-of-bounds areas. Please be aware that Field House and Badgers' Cottage are private properties and are not to be visited. If any boarder has gone missing you must inform an adult immediately.

Be aware of 'Stranger danger'. People not known to you should not be spoken to, other than the polite greeting we give to all visitors (eg "Good Evening"). If you think that the person may be an unlawful intruder, report immediately to an adult.

If you ever feel the need to discuss a personal problem, or if you feel in any kind of danger, or if there is a major upset in your life, you can share the problem by talking to one of the following people:

- Mrs Tilley – the Head of Boarding (07855 395749)
- Mr Graham or Mrs Graham – the House Parents
- Mrs Burns - the School Matron - home telephone number 01344 774699
- The NSPCC 24 hour helpline number is 0808 800 5000
- Our Independent Listener, Mr Micklethwaite (01276 472363)
- OFSTED (08456 404040)

If ever you wish to make an urgent phone call to one of the above numbers, or if you need to call the Emergency Services, you may do so from the school office. Non urgent phone calls must be sanctioned by the Head of Boarding or the House Parents.

You may have ideas how boarding life could be improved. These can be discussed at Boarding Meetings. Our Rep to the School Council (Head Boarder) can also raise boarding issues at Council meetings.

Making a Complaint

If you wish to make a complaint about any aspect of boarding school life, speak in the first instance to Mrs Tilley or go directly to Mr Graham. Take a friend if you are nervous.

Always speak the truth and do not exaggerate or make false claims as these will cause other difficulties for all concerned.

Mrs Tilley will listen carefully to what you have to say and investigate the matter fully, asking for the help of other staff if needed. She will decide whether your complaint is valid and will take the matter to Mr Graham if necessary

If you think that there has been an injustice then you can speak to any of the people mentioned above or you could telephone the Hall Grove Independent Listener, Mr Micklethwaite from Windlesham Church on **472363**.

In extreme circumstances you could call the NSPCC 24 hour helpline number, **0800 800 5000** or contact the Boarding Inspectors at OFSTED on 08456 404040.

The procedure for making a complaint and advice on bullying issues is also printed in your diary.

Staff Duty

The Boarding Staff are here to help you, and by careful supervision they will ensure that you get the most from your boarding experience.

Mrs Tilley is generally on duty from 1715 until 2100 (Lights Out). Mr Graham does the evening lock up. Mrs Tilley and Mrs Graham are responsible for any pupil health issue (eg medicine) and they oversee the allocation of beds, the cleaning of dormitories etc.

After bed time you can call Mr and Mrs Graham at any time if you are worried or nervous. Make sure that you know where their room is. Someone will come with you to give you support if you need it. If Mr and Mrs Graham are out there will always be a member of Staff on Night Duty.

An experienced boarder will always assist someone who is new and unsure of routines and there is a Head Boarder. Ask for help if you need it.

Remember that tiredness can make you feel unhappy. This is why we insist on good behaviour after lights out.

Boarding Routine

0710	First Bell
0730	Second Bell Breakfast
0800	Tidy beds and rooms, brush teeth and then to School
1715-45	Report for Boarding Activities

Boarders may do any of the evening activities available to day pupils, without charge, and this may be on an occasional basis. There are opportunities for free play at this time, within areas clearly identified by the Head of Boarding. From time to time notices will be pinned to the board near the school kitchen with details of special activities and events.

1830	Supper
1900	Prep
1945	Free Time (In the Winter the prep/free times may be changed)
2030	Shower (pupils can always ask for a bath if they prefer)
2045	In bed, quiet reading
2100	Lights out

Out of Bounds Areas:

All areas outside playing fields (limited by fence)

Neighbouring Properties of Field House and Badgers' Cottage

Woodland Areas (other than when accompanied)

Swimming Pool Area (other than when supervised)

School Driveway (other than when coned off for play)

Any areas in which construction, maintenance or development is happening, or where machinery is stored.

Drive Crossings:

Children may only cross driveway at designated crossings.

Boarders' Fire Drill

The evacuation drill during boarders' hours is similar to that practised during the day.

On hearing the fire alarm, leave the building immediately and by the most direct route (generally through the front door) to the muster point on the front drive.

Walk, do not run. Be aware that smoke can be more dangerous than flame.

Do not stop to collect possessions, other than slippers and a dressing gown or boarders' fleece.

Close the door as you leave the room.

This drill is practised at least twice a term.