

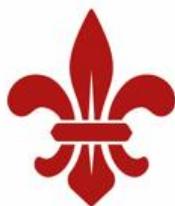


Westbourne  
House School  
CHICHESTER

# Boarding at Westbourne House School

Christmas Term 2021

# Welcome to Boarding



Westbourne  
House School  
CHICHESTER

This handbook has been created to help you to get the most out of your boarding experience from the very start. It contains a lot of very useful information to make your introduction to boarding as easy and as enjoyable as possible.

As there is a lot of information here, we do not expect you to read it all at once, but it will be a very useful reference booklet as you begin your boarding journey here at Westbourne House School.

If, after reading this booklet, you still have any questions or are unsure about anything, please feel free to ask any member of the Boarding Team.

Primarily it is written for you, the Boarder, however there is additional information, near the back of this handbook, specifically for your Parents and Guardians.

## Why Board at Westbourne House School?

Apart from having lots of fun, eating tuck, playing games, watching films and it being like a sleepover every night...

There are many **more things for you to gain.**

Being away from home and living within boarding routines can help you learn to **improve your self-discipline, independence and confidence.**

Getting to live away from home, in a safe and secure environment **enhances your preparation for your senior school** and your life beyond education, too.

When you board, you get the opportunity to be **more responsible** for yourself and your belongings.

Living in a close, but different community (from home) may make you **learn more about yourself and what makes you who you are** as an individual. This will improve your **maturity, resilience and resourcefulness.**

You also gain valuable life skills by learning to **respect and be mindful of others** outside of your own family members and friend circle.

Learning to live with others (community living) can **increase your ability to collaborate, get along well with and be inclusive of others** – a very valuable skill which will serve you well in your future.

The boarding environment **encourages greater social confidence.**

Boarding memories can become some of the **best memories of your life.**

# The Boarding Houses and Boarding Team

**Main House – Years 3-6 Boys & Girls** (plus some Year 7 Girls for Christmas Term 2021)

Houseparents: Peter & Rachel Fisher

Post Graduates: Emily Van Holland  
Arron Berry

Medical Team: Chelcie Chamberlain (Senior Nurse)  
Georgina Dutt (Senior Nurse)  
Emma Cooper (Paramedic)

Live-In Matrons: Mel Buckley  
Emily Maindonald

Matrons: Amy Waller (Senior Matron)  
Louise Lewis  
Ruth Tiling  
Clare Smith

## **Middle Lodge – Year 7 Boys**

Houseparents: Lisa & Dan Jeram

## **Dower House – Year 7 Girls**

Houseparents: Sophie & Tim Pitman

## **Beeswing – Year 7 Girls**

Houseparents: Helen & Martin Barker

## **Orchard Lodge – Year 8 Boys**

Houseparents: Clare Lane & Joe Cook

## **Pear Tree Lodge – Year 8 Girls**

Houseparents: Clare & Kevin Smith

## **Our Boarding Principles**

Our Boarding Principles at Westbourne House School are encapsulated in The Westbourne Way.

We encourage all our boarders to follow the Westbourne Way, not just in the school day, but in their boarding time, too.

The Westbourne Way is a strong moral code devised by our pupils that maps out the way our community wants to interact and grow together.

## **THE WESTBOURNE WAY**

**Be the best you can be**

**Help others be the best they can be**

**Enjoy life and include others**

**Be kind, honest and truthful**

**Be respectful**

**Persevere**

**This includes:**

***Talking about your worries and concerns***

***Looking out for each other***

***Being careful not to leave each other out***

***Being aware of others feelings and how you can help them***

# How can I get the most out of Boarding?

## DOs

- Have a positive attitude every day
- Enjoy the boarding experience
- Get a good night's sleep
- Make the most of the free time you get
- Keep in touch with your parents
- Be calm and sensible in your boarding house and dorm
- Respect the property of your boarding house and those that you live with
- Forge strong friendships and include others
- Tell someone if you're upset
- Be polite, helpful and kind

## DON'Ts

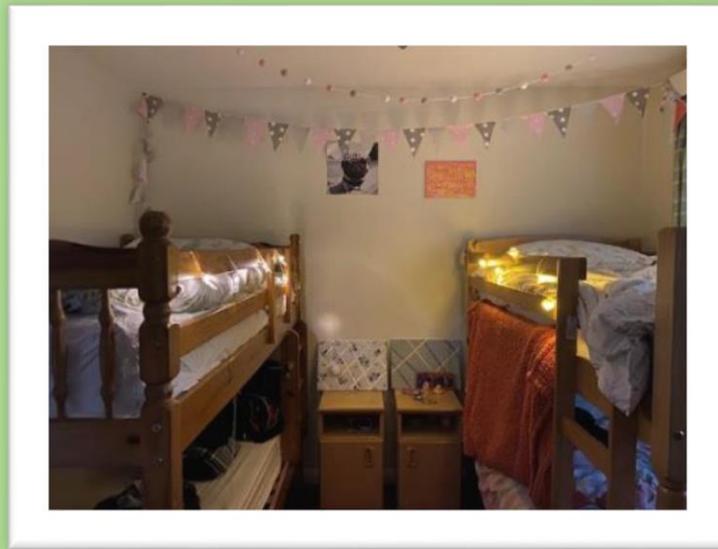
- Only mix with the same friend/friends all of the time
- Leave others out of your conversations and games
- Speak your own language in your boarding house  
(as others who do not understand you will feel left out and upset)
- Talk after 'grace time' ends
- Keep others awake
- Wake up others before your wake-up time

## **A Typical Boarding Weekday (Monday–Friday)**

07:00-07:10	Wake up
07:30 onwards	Breakfast
08:20	Registration in Form Rooms
08:30	Tutor Period/Assembly/Learning 4 Life
09:00	Lessons Begin
11:00	'Crusts' (Morning Break)
11:30	Lessons continue
12:30	Lunch for Juniors (Year 3 & 4)
13:00 onwards	Lunch for Seniors (Year 5 – 8)
13:30	Lessons continue for Juniors
14:00	Lessons continue for Seniors
15:30	Biscuit Break
15:45	Lessons continue
16:45	Prep
17:30	Day Pupils go home/ Boarders' Activities Begin
18:30	Supper
19:00	Boarders' Prep
19:30-19:40	Go to own Boarding Houses for Showers, Drinks, Snacks and Evening Activities
20:15 onwards	Staggered Bed Time Routine Begins
20:25	Year 3-5 Lights Out
20:35	Year 6 Lights Out
20:45	Year 7 Lights Out
21:00	Year 8 Lights Out

## The Dormitories

Main House dorms vary in size due to the character and layout of our unique grade II listed building, originally built around 1848 AD. Each of the Outhouses also vary and have individual style and character of their own.



## Personalising your bed space

The beds in the dorms are a mixture of single beds and bunkbeds.

You will need to bring your own duvet, duvet cover, pillow and pillow case (these items will be provided for international boarders, if they are unable to bring their own). Bring a teddy if you have one – this will instantly make you feel at home.

Decorating the wall above or next to your bed space is highly encouraged to make your bed space your own. You can bring posters, pictures and decorations such as battery powered fairy lights or photos of your family, friends and pets.



## Label all your personal belongings

We wouldn't want any of your belongings to go missing so it really helps if all your personal belongings are labelled. Belongings going missing happens a lot more than you may imagine, but don't worry, items usually get found again, but items that are labelled can get returned to you much more quickly and easily.



## Keeping my valuables safe

Full time boarders' passports, visas, travel documents and money will be safely and securely stored in the Bursary during term time.

Flexi-boarders should not bring any belongings that are valuable into school or the boarding houses at any time. The school cannot guarantee or accept responsibility for these valuable items.



## Electronic Devices

### Can I bring in an electronic device into School or my Boarding House?

The simple answer is no. Please do not bring these devices to school. Part of the enjoyment of boarding is interacting with others!

**However, the exception to this rule is the Full Time and International Boarders.** You ARE allowed to bring in mobile phones, tablets or laptops for keeping in contact with your families.

**All electronic devices should be handed in** to Mr or Mrs Fisher upon your arrival and will be kept in a locked cupboard within Main House, (even if you are in an Outhouse). You will be allowed to use them at specific times such as break times (by pre-arranged agreement with Mr Fisher), after school and at the weekends. Just speak to Mr or Mrs Fisher to arrange access to your device.

If the device is internet enabled, it must use the school's Wi-Fi and not 4G. You will not be allowed access to Facebook, Twitter, Instagram, Snapchat or any other social media site whilst at school, as per the school's Safeguarding and E-Safety Policies.

If there any apps on the device that are not age appropriate (suitable for your age) they will need to be deleted. You may need to show Mr Fisher/Mr Steer (Network Manager) your device to have help with this.



### **If I am an international pupil, do I have to speak English all the time?**

Yes, within school and the boarding houses, you must try to speak English all the time. It will be tempting to speak in your own language with your other international friends, but you must try your best not to.

There are three main reasons for this:

1. You have come to Westbourne House School to learn to speak English better, this will be the best and quickest way to become fluent and improve your understanding of the English language.
2. Others, who do not speak your language, will feel left out and upset.
3. A reluctance to speak English will prevent you from fully integrating into the Westbourne community and school life.

## **What happens if I break the house rules?**

If you break the house rules it will be addressed in the house by your Houseparents in the first instance. You will find that you lose your privileges and if you persistently misbehave, your parents will be contacted by Mr Fisher and, as a last resort, you may no longer be allowed to board.

## **Boarders' Activities**

There are many activities that you can enjoy before and after supper. The school grounds and Sports Hall allow for a myriad of games and activities. The IT Suite is available for playing games, chatting and getting in contact with home. Friday night is often a Swimming Night and Wednesday is a Tuck and Film Night for example.

## **Weekends at School**

Weekends at school, like weekends at home, are an opportunity to unwind and have fun. Our weekends are planned accordingly with plenty of time to relax, be it reading a book or making use of the pool, Sports Hall or acres of parkland.

Saturdays at school can include a sports fixture in the morning or the afternoon and Saturday Enriching Activities either before or after the fixture. Your boarding activities will vary from term to term and have included drama, art, ceramics, sport, golf and fly fishing.

On Sundays, you can enjoy a slower start to the day before heading out on an outing with Houseparents. For our international boarders, Sundays are a time where we can provide, if required, additional language lessons to support your learning of English during the week.

Our boarders love visiting our local beaches such as West Wittering, walking in the South Downs, the Tree Top Challenge at Go Ape in the New Forest and a spot of crazy golf. These are just a few examples of our weekend activities.

## Keeping in touch with home

You can call home, if you wish, in the evening.

Most weekly or full-time boarders call home a couple of times in the school week and they also have plenty of opportunities at the weekends too.



These calls can be pre-arranged for parents to call your boarding house to make a routine in your week.

If you are an international boarder, you will have to consider the time difference when contacting home. You can 'face time' or call your parents during the school day to allow for this. Morning break at 11am is a good time to catch your parents in their early evening; for example, in China, it is about 6:00pm in the Summer months and 7:00pm in the Winter months (allowing for UK time changes). Likewise, at weekends, you will have ample device time to 'face time' or call home.

There are also many events for your parents to attend, which include sports fixtures, music concerts, school plays and weekly Chapel, if they are able to.

Flexi-boarders, who only stay for one or two nights, do not generally call home, usually because they are too busy having fun and will see their parents at home the next evening.

### Boarding House Telephone Numbers:

House	Houseparents	Telephone Number
Main House	Peter & Rachel Fisher	+ 44 (0)1243 770758
Middle Lodge	Lisa & Dan Jeram	+ 44 (0)1243 937821
Pear Tree Lodge	Clare & Kevin Smith	+ 44 (0)1243 926105
Orchard Lodge	Clare Lane & Joe Cook	TBC
Dower House	Tim & Sophie Pitman	+ 44 (0)1243 783405
Beeswing	Helen & Martin Barker	+ 44 (0)1243 697204
Shopwyke	Beth & Dan Armitage	TBC

If your parents need to contact you in the school day Monday to Saturday (8:15am-5:30pm), they can contact the School Office as they would normally on: [+44 \(0\)1243 782739](tel:+44201243782739) or email: [office@westbournehouse.org](mailto:office@westbournehouse.org)

## What do I do when I go to my house in the evening?

Every night you will follow the same routine although different houses might do slightly different things. More often than not, the routine would be as follows:

- First you will shower and get into your pyjamas, dressing gown and slippers.
- If you are a full-time boarder, you will need to gather your clothes ready for washing – named nets are provided for this purpose.
- Flexi-boarders will keep dirty clothing in their overnight bags in preparation for it to be taken home and washed. Clean clothing should be stored in either your bedside drawer or table.
- Get your clean clothes out ready for the next day.
- Make sure your bed and dorm is tidy.

## What happens after I have had a shower?

Once you have had a shower in the evening, you put on your pyjamas, dressing gown and slippers. You may be asked to clean your teeth at this point, or later just before bed.

Again, your houseparents will check that you have everything you need for the next day and that your dirty clothes are packed away properly or placed in the nets and laundry basket ready for collection.



Your houseparents will give you choices of things to do, from quiet reading, talk with your friends, watching TV/film or taking part in an activity or writing letters home. Your houseparents are always keen to have suggestions of things that you would like to do as they are always looking for new and interesting ways to keep you busy!

In the Summer, when the evenings are light, you will be able to enjoy your free time outside in the school grounds.

## What time do I go to bed?

These are the bedtimes for all the boarders in school:

8:25pm – Year 5 and below

8:35pm – Year 6

8:45pm – Year 7

9:00pm – Year 8

This includes the weekends.



These bedtimes may be different from home, especially if you have just come back from holiday! However, they are set to ensure that you get a good night's sleep ready for another busy school day.

## What happens once I go to bed?

Once you have gone to the loo before bed, and had a drink of water if you wish, your dorm lights will be turned out.

You will then be allowed some 'grace time' when you can chat quietly for a short while. During this time, you should stay in bed, quietly.

If you are found out of bed or if anyone makes too much noise, 'grace' will end and you will then be asked to be silent and go straight to sleep.

'Grace' is a privilege and it will be taken away if you misuse it.

## Where do I get help at night?

If you wake up during the night, your first thought should be to try to get back to sleep. If you need the loo or a drink of water, try not to wake anyone else up whilst you are doing it. However, if you feel unwell or you are upset, you must do something about it.

Your first contact should be with a matron in the Main House (Mel) or your Houseparents in an Outhouse. We are always here to help.

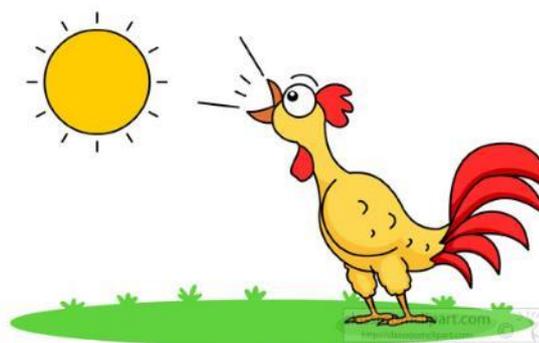
## What do I do if I am feeling unwell? Contacting Staff at night.

### How do I get hold of a Houseparent or a Matron at night if I need to?

Each boarding house has its own system for you to contact either your Houseparents or a Matron. You will be shown how to do this when you start boarding.

If you are unwell at night or if you have a significant concern, **please do not hesitate to contact your Houseparents or a Matron.**

## What happens in the morning?



You will be woken between 7:00am and 7:10am.

You need to get up, wash your hands and face, get dressed, make your bed and tidy your bed area. You can shower, too, but usually you do this the night before.

You will need to brush your hair and gather your school bag and blazer ready for the school day.

### If you board in an Outhouse:

You will need to clean your teeth before going to breakfast. Once you leave your Outhouse, you will not be able to go back to it until you go to bed in the evening.

### If you board in Main House:

You can go to the Boarders' Common Room before breakfast. You will return to Main House after breakfast to brush your teeth, collect your blazer and school bag and Mr and Mrs Fisher will make sure you are ready for your day.

## Laundry

### How does the laundry system work?

Full-time/International boarders have their washing done in school by the Matrons. Pants and socks or tights will be washed each night and should be put in the net bags provided. Shirts are washed daily and trousers or skirts when they are needed. Pyjamas will be washed once during the week.

Home clothes can be washed too. If you have clothes that you would like to wear for the weekend, these must be given to the Matrons well before the weekend. Not a lot of washing happens over the weekend. If in doubt about what can be washed, and when, just ask a Matron - they know everything!

If you are in an Outhouse, your clean washing for the next day will be brought to you by the laundry monitors.

### When do I take my medicine?



- If you have medication to take, it is your responsibility to go to the Medical Centre to take it.
- In the evenings – make sure you take your medicine before it is time to go to your Outhouse.
- In the mornings – you should go up to the Medical Centre just after breakfast (after 8am).

It is worth stating that no medicines (be they prescribed, natural remedies or other) should be stored in your room at any time.

Please pass on all medication to your houseparents or to matrons on arrival at school at the beginning of your stay.

# What if I am homesick?

## Homesickness

It does happen sometimes and it often most likely strikes when you have too much spare time. You will find that during the day you are likely to be very busy with lessons and in the evenings there are lots of activities for you to get involved in. It is totally natural to miss home; some boarders settle quickly whilst others take a little longer.

### What you can do if you feel homesick:

- If you do find yourself on your own and feeling sad, chatting with others is a great way to think of other things, and helps build friendships.
- Making an effort to join in with a game that's going on.
- Talking to someone about how you feel can be a real help.



- At night time, you might want to have your favourite toy or teddy from home; so, don't forget to pack them!
- It is better not to phone home just before your bed time if you are feeling a little homesick as this can make you feel even more sad.

You can always come and speak to your houseparents or any of the boarding team as we all understand how it feels to be homesick. Your houseparents are very experienced in dealing with home sickness and will help and support you through it.

## If I am unhappy, who can I talk to?

**If you are unhappy about anything at school, one of the best things you can do is talk to someone about it.**

As a boarder, there are a number of people you can talk to:

- Your friends
- Your houseparents, a teacher, a matron or a Post Graduate
- Talk to the School Listener – Emma Pledger  
(Email: [epledger@westbournehouse.org](mailto:epledger@westbournehouse.org))
- Talk to your parents on the phone

There are also a number of listeners or organisations you can contact if you want to talk to someone outside of school:

<p><b>Childline</b> Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a> Freephone: <b>0800 1111</b></p>	<p><b>Independent Schools Inspectorate</b> Website: <a href="http://www.isi.net">www.isi.net</a> Telephone: <b>0207 600 0100</b></p>
<p><b>Independent School Listeners</b> Listeners outside of school who you may contact directly about personal problems or concerns at school:</p> <p><b>Reverend Ian Forrester</b> Email: <a href="mailto:revianforrester@hotmail.com">revianforrester@hotmail.com</a> Telephone: <b>01243 774045</b></p> <p><b>Ann Geffen</b> Telephone: <b>01243 532026</b></p>	<p><b>The Children’s Commissioner</b> Email: <a href="mailto:help.team@childrenscommissioner.gov.uk">help.team@childrenscommissioner.gov.uk</a> Freephone: <b>0800 528 0731</b></p>

# Fire Alarms in my Boarding House

What happens when the fire alarm goes off?



The **FIRST THING** to do is to **KEEP CALM**

THEN follow this procedure:

1. **Get out of bed and put your dressing gown and slippers on.**
2. **Staff will make sure everyone in your dorm is up. You could help by checking too, but your priority is to exit your house quickly, quietly and calmly.**
3. **Check the exit of the dorm is safe before leaving your room.**
4. **WALK to the exit that you have been told to use. This may be down the main stairs or out of the fire exits.**
5. **Do not talk!**
6. **Make your way to the assembly point – you will be told where this is by your Houseparents.**
7. **You will then answer a register – this is very important.**

**If you follow this procedure, we can all get out of the building quickly and safely.**

You will do a walk-through of this procedure (a Fire Drill) during the first week of term and there will be a drill at some stage during each half term, sometimes more often.

These drills will be either late at night or early in the morning.

Every night a Fire Register will be taken to check who is in and who is out.

## Boarding House Rules

We don't have many rules but in order for the house to run smoothly and be a happy place, but we do need a few.

- No tuck to be brought in from home (there should be no food taken into the boarding houses and dorms at any time!).
- No mobile phones, except for international/full-time boarders (to be kept by Mr & Mrs Fisher).
- No money is allowed in school except for the international/full-time boarders (to be kept by the Bursary Team).
- No iPads, tablets or laptops unless you are an international/full-time boarder.
- No ball games in the dorms.
- There should be no make-up or jewellery brought into school.

## Advice for first time boarders

- A problem shared is a problem halved.
- If you don't know how to do something, ask someone that you trust.
- Try to keep busy so you don't become homesick.
- If you're homesick don't be afraid to tell someone.
- It is important to get your sleep.
- Have some pictures of your family by your bed.
- Learn how to do your bedding before you start boarding!
- Have lots of fun but get lots of rest.
- It will get much easier after you have got used to the routine.
- Be helpful and kind because you will make a lot of friends.
- Look out for other people.
- Bring a teddy if you have one at home.

# Important Information for your Parents and/or Guardians

## Arrival times

### Full Time Boarders:

- At the start of term, the boarders should return to their boarding house, at the date and time stated in the school calendar.
- This is usually between 4:30-6:00pm on the night before the first full day of term.
- **Dinner will be provided on this evening.**
- Boarders will have time to unpack and relax before going to bed at the normal time.

### Following a Leave Out Weekend:

- **Please DO NOT arrive at school/the Boarding House before 8:00pm** as staff will not be available to receive your child until that time.
- Please make sure that **your child has eaten dinner before you arrive** at school. The school kitchen will not be open until breakfast on Monday morning.

### Weekly Boarders:

- Weekly boarders can either return on Sunday evening from 7:30pm or by 8:15am on Monday morning.

### Flexi-boarders (one, two or three nights):

- Flexi-boarders who board for one or more nights can bring their overnight bags to their boarding house just before the school day begins on the morning of their stay. There will be time to unpack in the evening of boarding.

## Policies

These are all available on the school website:

- Child Protection (Safeguarding) Policy (including Keeping Children Safe in Education)
- Anti-Bullying Policy
- Behaviour and Discipline Policy

## Contacting Us

Please do get in touch if you have any questions or suggestions.

**Head of Boarding:** Mr Peter Fisher  
[pfisher@westbournehouse.org](mailto:pfisher@westbournehouse.org)

### Boarding House Telephone Numbers:

House	Houseparents	Telephone Number	Email
Main House	Peter & Rachel Fisher	+ 44 (0)1243 770758	<a href="mailto:pfisher@westbournehouse.org">pfisher@westbournehouse.org</a>
Middle Lodge	Lisa & Dan Jeram	+ 44 (0)1243 937821	<a href="mailto:ljeram@westbournehouse.org">ljeram@westbournehouse.org</a>
Pear Tree Lodge	Clare & Kevin Smith	+ 44 (0)1243 926105	<a href="mailto:csmith@westbournehouse.org">csmith@westbournehouse.org</a>
Orchard Lodge	Clare Lane & Joe Cook	TBC	<a href="mailto:clane@westbournehouse.org">clane@westbournehouse.org</a>
Dower House	Tim & Sophie Pitman	+ 44 (0)1243 783405	<a href="mailto:spitman@westbournehouse.org">spitman@westbournehouse.org</a>
Beeswing	Helen & Martin Barker	+ 44 (0)1243 697204	<a href="mailto:hbarker@westbournehouse.org">hbarker@westbournehouse.org</a>
Shopwyke	Beth & Dan Armitage	TBC	<a href="mailto:barmitage@westbournehouse.org">barmitage@westbournehouse.org</a>

**If you need to contact your child in the school day Monday to Saturday (8:15am-5:30pm), you can contact the School Office as you would normally on:**  
Tel: **+44 (0)1243 782739** or email: [office@westbournehouse.org](mailto:office@westbournehouse.org)