



Welcome to Boarding At Westbourne House



Boarders' Handbook

Welcome to the boarding community at Westbourne!!!

We aim to make sure you have a safe, calm and fun setting in which to unwind in the evening and get a good night's sleep. This handbook is for you.

Remember

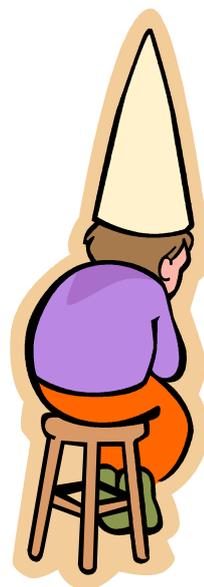


Do:-

- 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 in your dorm
- Forge strong friendships
- Tell someone if you're upset
- Be helpful and kind

Don't:-

- Be selfish
- Shout in the dorms
- Run around the houses
- Fight (even play fighting)
- Be silly in the showers
- Talk after 'grace time' ends
- Keep others awake



Over the next few pages are a number of questions and answers about boarding at Westbourne. Take some time to read them through.

Where am I allowed to go in the evenings?

After prep there will be a sign in where you will find out the activities for that evening. You will be told which areas of the school you are and are not allowed to go to.

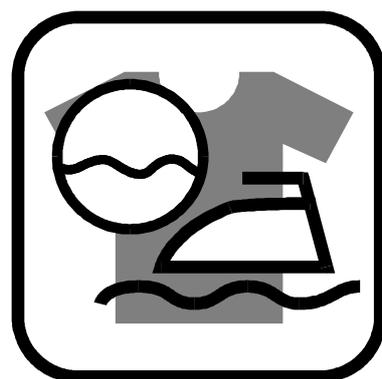
What do I do when I go to my house?

Every night you will follow the same routine:

- Get undressed and put your clean clothes for the next day neatly on top of your locker.
- If you are a full-time boarder, sort out your washing.
- Part-time 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 your bedside locker.
- Have a shower – boys, this involves washing!!!
- Get into your pyjamas and make sure your bed area is tidy.

How does the laundry system work?

Full-time 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. There will be a rota up in your house to let you know which items to put into the wash and when. If in doubt, 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.

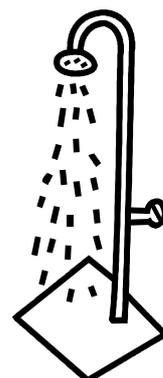


When do I take my medicine?

If you have medication to take, it is your responsibility to go to the Matrons' Department 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 Matrons' Department just after breakfast.

What happens after I have had a shower?

Once you have had a shower in the evening, put on your pyjamas, dressing gown and slippers. Clean your teeth and make sure your bed area is tidy. You then have a choice of things to do. You can stay in your dorm and read a book or talk quietly with your friends or you may go to watch the TV. Alternatively, there will be activities for you to take part in. If you have suggestions of things that you would like to do then please tell your Houseparents, who 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.

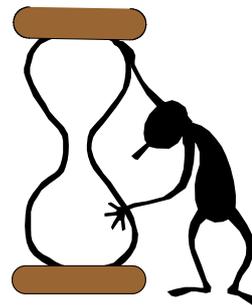


What time do I go to bed?

These are the bedtimes for all the boarders in school:

- 8:25 - Year 5 and below.
- 8:35 - Year 6
- 8:45 - Year 7
- 9:00 - Year 8

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.



sleep.

What happens once I go to bed?

Once you have gone to the loo and had a drink 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. If you are found out of bed or if anyone makes too much noise, 'grace' will end and you will be silent. 'Grace' is a privilege and it will be taken away if you misuse it. Once 'grace' is over, you must be silent and go to

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 or your Houseparents in an Outhouse. We are always here to help.

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 then need to clean your teeth and brush your hair before going to breakfast. Once you leave your dorm, you will not be able to go back to it until you go to bed in the evening.



Can I lock things up to keep them safe?

We suggest that you leave valuable and precious things at home. If you do bring in valuable items then you can ask your Houseparent to look after them for you until you need them or until you go home. Your bedside cabinets do not have locks but you are welcome to bring a lockable container in to school if you wish and lock personal items inside it. You should leave this in your bedside cabinet.

House Captains

Each term your Houseparents will choose a member of the house to be House Captain for the term. This entails helping them to make sure that all the jobs in the boarding house are done as well as other responsibilities that they will talk through with the nominated person. House Captains also make up the Boarders Council. However, being a House Captain doesn't mean you can tell the other boarders in your house off!

What happens when the fire alarm goes off?



The first thing to do is to keep calm. Then follow this procedure:

- Get out of bed and put your dressing gown and slippers on.
- Staff will make sure everyone in your dorm is up. You could help by checking too.
- Check the exit of the dorm is safe before leaving your room.
- **WALK** to the exit that you have been told to use. This may be down the main stairs or out of the fire exits.
- Do not talk!
- Make your way to the assembly point – you will be told where this is by your Houseparents.
- 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 during the first week of term and there will be a fire practice at some stage during the term.

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



How do I contact home?

You can contact home whenever you like during your free time. There are two payphones in the 'Red Passage', which you can use. In an emergency you would be able to use the school phones.

There are a number of ways you can operate the payphones. The most popular is as follows:

- Make sure your parents know the payphone numbers. They are:
 - 01243 785720
 - 01243 790445
- Pick up the phone and dial the number you want.
- Let the phone ring until someone answers it.
- At this point, you need to put money in to talk. **DON'T!** Put the phone down. This is the indication for whoever you are phoning to ring you back.
- Wait by the phone and answer it when it rings.
- The call is then paid for by the person you have called and you do not need to put any money into the phone.



If you are not sure about this, ask a member of staff to show you how to do it. Try to finish using the phone well before your bedtime.

Can I have an iPod or similar electronic device?

No. Please do not bring these devices to school. Part of the enjoyment of boarding is interacting with others!



What happens if I step out of line?

If you break the house rules it will be sorted out in the house. You will find you lose your privileges and if you persistently misbehave, your parents will be contacted and, as a last resort, you will no longer be allowed to board.

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

Each boarding house has a bell that you will be able to ring and contact either your Houseparents or a Matron. You will be shown how to operate 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.

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:

- Talk to your friends
- Talk to your Houseparents, a teacher, a matron or a 'gapper'.
- Go to the 'Friends' peer counselling group
- Talk to the School Listener.
- Talk to your parents on the phone

There are a number of outside organisations you can contact if you feel the need to:



Childline

Website: www.childline.org.uk

Telephone: 0800 1111



ISI

Website: www.isi.net

Telephone: 020 7600 0100



Reverend Ian Forrester

Email: revdianforrester@hotmail.com

Telephone: 01243 774045

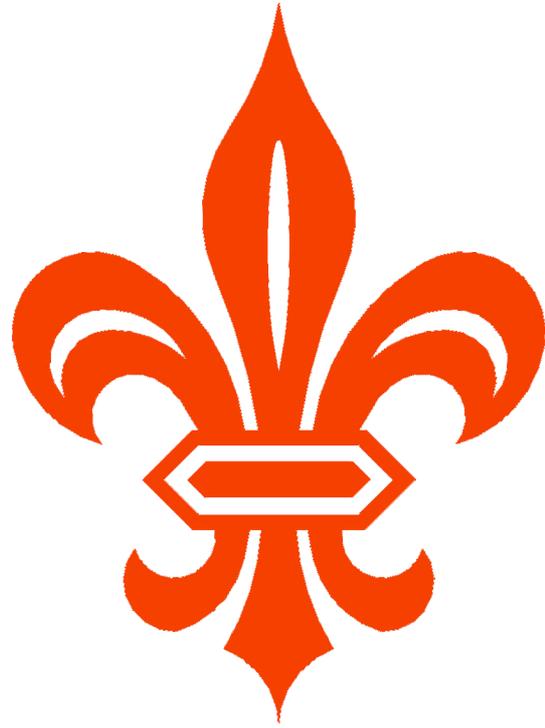


The Children's Commissioner:

advice.team@childrenscommissioner.gsi.gov.uk

Telephone: 0800 528 0731

The best thing to do is talk to someone in school – then the problem can be sorted out!



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