



ST PETER'S
PREPARATORY SCHOOL



The Boarding House Handbook

Welcome To The Boarding House



The Boarding House at St Peter's has certainly developed its own unique and exciting identity over the past few years. We have a small group of highly independent regular boarders and a fast expanding set of adventurers who are choosing to board so they can take advantage of the opportunities being presented through the boarders' activities programme. In whatever capacity your child becomes part of the boarding community at St Peter's, the whole experience will play an invaluable part in their education and wider personal development.

We hope that this handbook will provide a greater insight into exactly what the Boarding House at St Peter's has to offer. Also, we strongly encourage that your child joins us for a free taster visit one evening so that they can learn more about the whole boarding experience. To arrange a taster visit, please ring the Main School Office [Prospective parents] on 01395 272148 or Matron [Current parents] on 01395 280331.

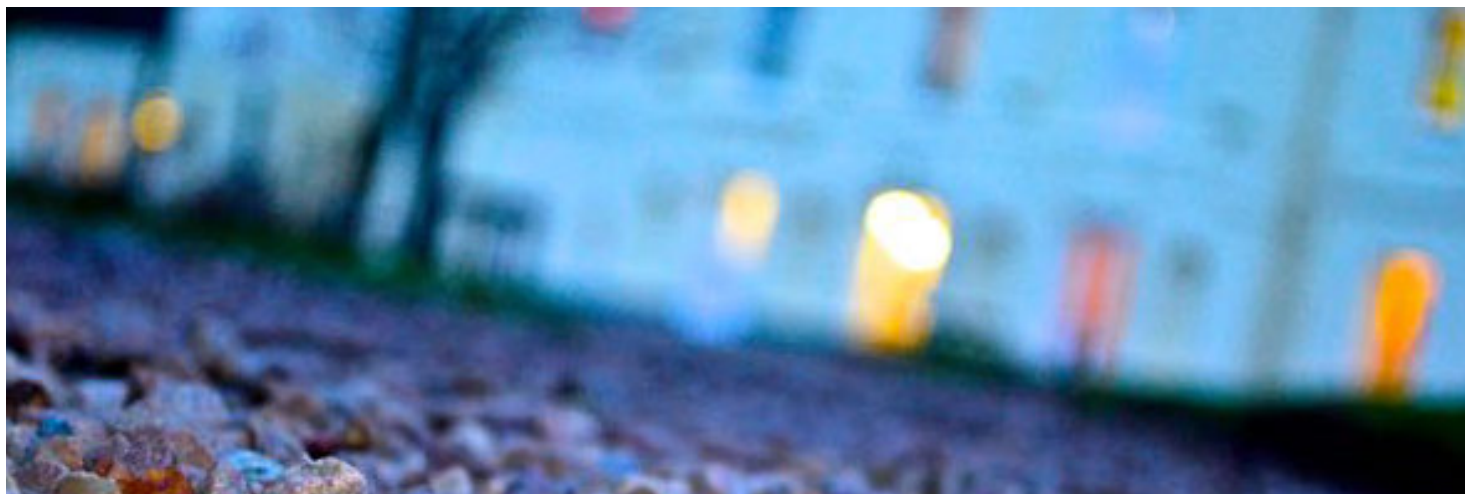
A pupil handbook is also available to download from the school website.

We look forward to hearing from you.

Rob Parker (Houseparent)

Samantha Parker (Houseparent)

Useful Information



School Address	St Peter's Preparatory School Harefield Lympstone EX8 5AU
School Telephone	01395 272148
School Office E-mail	hmoffice@stpetersprepschool.co.uk
Staff and Pupil E-mail	firstname.surname@stpetersprepschool.co.uk (All pupils from Year 2 and above have their own school e-mail address)
Mr Parker's Telephone	01395 263578 (Flat) 07896017283 (mobile)
Mr Parker's E-mail	rob.parker@stpetersprepschool.co.uk
Matron's Telephone	01395 280331
Matron's E-mail	ros.astbury@stpetersprepschool.co.uk
<u>Boarding Fees</u>	
Full weekly boarding	£7,000 (inclusive of all meals) per term
Flexi-boarding	£41.00 per night
Boarding Activity with Dinner (20:00 pick up)	£16.50 per evening
Boarders' Dinner (18:30 pick up)	£5.50 per meal
Boarders' Breakfast (07:30 drop off)	£2.10 per meal

Meet The House Staff

Mr Rob Parker (Houseparent)

Rob has been a part of St Peter's since 2011, after having studied at the Academy of Music & Sound. Alongside boarding, Rob also coaches in the games department at the school and is an FA coach with experience coaching at Exeter City Football Club. An avid watersports fan, Rob loves surfing, sailing and is a PADI Dive Instructor with experience diving all over the world, specialising in Wreck and Deep diving. In his spare time Rob enjoys travelling, playing guitar and supporting Liverpool FC.

Mrs Samantha Parker (Houseparent)

Mantie has worked at St. Peter's since 2012 and is the current Head of English/Upper School, Faculty Leader for Core Academic Languages and Year 8 tutor. A Love of culture and scuba diving has seen Mantie travel the world and become a PADI diving instructor with specialities in teaching wreck, search & recovery and deep diving. In her spare time Mantie writes poetry and short stories and takes part in spoken word and literary events around the UK.

Miss Georgie Scott (Assistant Houseparent)

We are delighted to welcome Georgie to St Peter's in 2019 as Assistant Houseparent. Georgie has come to St Peter's with a wealth of experience after being Head Girl of her Boarding House at Blundell's. She loves sport, in particular hockey, tennis and running. Having recently graduated from York University studying Theatre, Georgie is also keen to apply her skill set to our school productions and music. Finally, Georgie loves being back in Devon, close to her family and two 'crazy but gorgeous' Cockapoos!

Mr Sam Budgett (House Duty Staff)

Another new addition to the boarding house is Sam. Sam has been working in education for the past 5 years, previously working as a Sports Technician at King's School, Ottery. At the age of 18, Sam worked and lived in India for over 3 years managing a zip-line company. He has a passion for sport and currently plays rugby at Cullumpton and has been a part of the Devon RFU selection process for the U15 Devon team. Sam enjoys surfing, cricket and camping.

Mrs Ros Astbury (Matron)

Ros lives in Chudleigh and has worked at the school since September 2008, caring for all of our boarders in that time. She has three grandchildren and two daughters, one of whom lives in South Africa, where she visits once a year. To relax, Ros enjoys reading.

All That The Boarding House Has To Offer

Flexibility

The Boarding House offers the option of full weekly boarding for boys and girls between the ages of 7 and 13. In addition, day pupils are also welcome to stay overnight at any time (flexi-boarding), including a Friday night, to take advantage of all that the boarding house has to offer. The Boarding House requires 24 hours' notice for a pupil to flexi-board, although we do advise that parents book earlier to avoid disappointment as the house is often fully booked. The Boarding House also offers two other options that are popular with parents. Parents can drop pupils at school from 07:30 and pupils can join the boarders for breakfast and in the evening pupils can remain on site and join the boarders for dinner and the evening activity. Information on pricing for these various options can be found within the 'Useful Information' section of this handbook and all bookings should be made by contacting Matron.

The activity programme

A varied activity programme runs each evening throughout the week, including Friday night, and a schedule is published at the beginning of each half term. The programme can range from indoor games in the Sports Hall, a visit to the local observatory, or Ringoing on the River Exe. Further information about the activity programme for this term can be found on the school website.

Academic support

The experienced team of House Staff take a real interest in the academic progress of its boarders, working alongside academic staff, tutors and the pupils themselves to ensure that they maximise their potential in the classroom. Year 8 is particularly important for most and the boarding house provides a conducive environment to prepare for examinations that lie ahead. Last year, all of our Year 8 boarders succeeded in gaining a place to their first choice senior school and those who sat scholarship exams also achieved success.

Musical support

Boarding provides access to the various music practice rooms at the school, so those who board always have the opportunity to practise their instrument.

Preparation for senior school

Many pupils who leave St Peter's decide to embark on new adventures at schools where a boarding house becomes central to their daily life, whether a day pupil or a boarder. Experiencing the boarding environment at St Peter's can certainly make for a smooth transition and the majority of our full weekly boarders board for this reason.

A real home from home environment

Most importantly, all of the opportunities above exist in a very warm and caring environment. For example, boarders are housed in comfortable dormitories, which they can make their own, and enjoy relaxing in the snug together in the evenings.

Morning Routine



07:00 Wake Up

One of the House Staff team will wake the boarders up in the morning.

07:00 - 07:50 Showers, getting dressed and making beds

After showering, the boarders dress, make their beds and tidy up their things. Uniform and hair are expected to be tidy. Boarders also use this time to watch breakfast news in the Boarders' Snug, allowing them the opportunity to catch up on current affairs.

07:50 Breakfast

The boarders eat their breakfast in the school dining hall, where they all eat together. A wide variety of food is available every morning, including croissants, pancakes and cooked breakfasts. At around 08:15, the boarders clear away and wipe the tables and dining hall floor. Grace is said, followed by any announcements and then the boarders return to the boarding house.

08:20 Clean teeth and dormitory check

Once upstairs, the boarders clean their teeth and House Staff check their rooms. They are then given permission to go to school. They are not encouraged to return to their rooms during the school day and should seek permission from Matron if they do need to return for any reason. For further information about the school day, please visit the main school website.

After School Routine



17:00 Prep session

Having returned to Harefield House from a supervised prep session with their tutor, boarders will continue with their prep, supervised by a member of the House Staff team or main school staff. Those in Years 3 and 4 may use this time to read or watch television quietly in the Boarders' Snug.

17:50 Prep ends

At the end of the prep session the member of the House Staff team or main school staff on duty signs the pupils' prep diaries and writes any relevant notes to the individual tutor or subject teacher. The boarders are then collected by a member of the House staff and return to their dorms to change into their casual clothes for tea.

Boarders' Duties

In order to help the boarding house run smoothly, all boarders will be part of the weekly rota that is organised by the Head of House. This gives boarders responsibility within the community and improves the way in which pupils relate and work alongside each other. One such duty is performed at 17:50 as the dinner table is laid ready for the meal ahead.

Evening Routine



18:00 Dinner

Our chef, Sarah, cooks dinner for the boarders, chats to them about their day and encourages good table manners. The menu is carefully planned and there is always a vegetarian option if required. Children are asked to read the weekly menu regularly and if they do not like a set meal, they must inform Mr Parker or Matron, who will in turn let Sarah know. She will then prepare something different for that child. When the children have cleared away and wiped the tables, Grace is said, followed by any announcements relevant to the evening.

18:45 Evening activities

The activity for that evening takes place. A programme of evening activities is issued to parents and pupils at the beginning of each half term, which can always be found on the main school website. Here, you will also find a link to our boarders' activities video, which shows the variety of activities that take place over the course of a term.

19:45 pm - 21:00 pm Free time and bed time

After activities, boarders are allowed free time, which is a chance to read, chat, watch TV or play games together. As bed times vary, dependent on age, boarders are always encouraged to respect the fact that some children are starting to go to sleep. Occasionally, pupils decide to go to bed early after a particularly busy day.

Specific bedtimes are as follows:

From 19:45	All children change ready for bed
20:20	Lights Out: Up to Year 4
20:40	Lights Out: Year 5 and Year 6
21:00	Lights Out: Year 7 and Year 8

Personal Items

The number of personal belongings brought into the house will depend on whether your child is boarding for the week or flexi-boarding for a night, but the following list should provide you with some clarity on what is required. Items should always be named where possible. From Monday to Friday, Matron washes any clothing that will be needed in school that week e.g. Games kit for children playing in matches.

Full Weekly Boarder (Mon - Fri)	Item	Flexi-Boarder
1 for every day	School shirts	1 for every day
2	School trousers/skirt	1 unless staying for more than 2 nights
1	School tie	1
1	School blazer	1
1	School coat	1
1	School jumper	1
1	A pair of black school shoes	1
Yes	Games kit	Yes
5 pairs minimum	Underwear	1 pair per day minimum
5 pairs	Socks for school	1 pair per day
3 pairs minimum	Socks for casual wear	1 pair per day
1	Warm waterproof coat	1
1	A suitable pair of outdoor shoes	1
2	Fleece/jumper	1 unless staying for more than 2 nights
1	A pair of pyjamas	1
1	Dressing gown	1
1	A pair slippers	1
1 (Dependent on season)	A hat and a pair of gloves	1 (Dependent on season and advertised activities)
Yes	Swimming trunks and goggles	Dependent on the advertised activities
3 minimum	Casual tops	1 per night
2 minimum	Pairs of casual trousers	1 unless staying for more than 2 nights
1	Wash bag (Including toothbrush/paste etc)	1
1	Towels	1
1	Dirty laundry bag	No unless staying for more than 2 nights
£20 per half term	Pocket money	Dependent on advertised activity (Please contact Matron if unsure)
Optional	Spare pillows/blankets	Optional
Optional	Posters/Pictures of family	Optional
1 per day	Healthy break time snacks (Nut free)	1 per day
1	Reading book	1
Yes - if one is played	Musical Instrument	Yes - if one is played
Optional	Electrical items	Optional
One is provided in Matron's room	Hairdryer	One is provided in Matron's room
Optional (Used to store valuables)	Numbered Padlock	Optional (Used to store valuables)

Contact With Home



Parents contacting staff

Parents are very welcome to contact the school about a boarding matter at any time and should not hesitate to do so if any small problem or query arises, as it is important that problems are not allowed to develop. During the day, your call will be answered by someone from the Main School Office. They will either take a message or transfer your call to the member of staff you want. If it is a boarding matter, you will be put through to Matron, who will in turn, contact Mr Parker. After 18:00, your call will automatically go through to the out of hours mobile phone - 07731878577. Alternatively, please ring the Houseparents telephone number/mobile, which can be found in the 'Useful Information' section of this handbook.

Parents contacting children

Generally we advise that one call a week is enough to those who are weekly boarders, but parents can call in the morning or evening if important messages have to be given to their children. It is worth bearing in mind that boarders who are upset or homesick often feel worse if they see their parents or hear their voices.

Children contacting parents

The school provides a telephone for use by boarders, which can be found in Matron's room. This is free of charge and there is no limit to the number of calls allowed. Boarders can use this at any time, although they tend to ask permission of House Staff. Boarders have to dial 9 before dialling their home phone number and they will be shown how to use this on their induction.

Staff contact with parents

House Staff will be in contact with parents on a day to day basis if there is important information that needs to be passed on. The Boarding House will also communicate with parents each week through the whole school newsletter.

Medical Matters

Matron is available between the hours of 08:00 and 17:00, Monday to Friday, to see or speak to parents about any medical anxieties. In the event of a boarder becoming ill, parents will be notified. Those boarders who become ill are nursed at school until arrangements are made for them to go home. It is Matron's decision whether or not a sick child should stay in school.

'The National Minimum Standards for Boarding Schools' states that written permission has to be obtained for the administration of first aid and appropriate non-prescription medication to all boarders, and to seek medical, dental or optical treatment when required. In most cases, medical attention of this nature is organised by the parents, but circumstances may arise whereby this has to be organised by the school. Therefore the prompt return of the permission slip sent out to parents is essential.

Any medication that is sent with boarders to the school must be clearly named and handed to Matron with any specific instructions.

Pupils can always see Matron during the day and they can speak to any member of the House Staff team with anything that is worrying them. House Staff are all trained in paediatric first aid and the safer administration of medicines, so someone is always close at hand if there is a concern.

For any concern regarding a medical issue, please contact Matron. Her details can be found within the 'Useful Information' section of this handbook.



Rewards and Sanctions



Rewards

On a day to day basis, good citizenship and manners are expected and as such are not always rewarded. However, boarders who show particular progress, improvement and initiative will receive boarders' merits. Once 100 boarders' merits have been collected a donation will be given to a charity chosen by that of the Head of House.

The Rhys Jones Shield is awarded once every full term to the boarder who has been the most helpful and courteous in the boarding house and who has shown good citizenship during that term. The winner may take the cup home for the holidays following presentation and should have it engraved.

Sanctions

The Boarding House is home to boarders from Monday morning to Saturday morning and as such any sanctions taken because of unacceptable behaviour will differ from those used during the normal school day. Wherever possible, positive reinforcement of acceptable and appropriate behaviour is used, and warnings are given instead of sanctions, so that children can take responsibility for correcting their own behaviour. However, various sanctions are occasionally used in the boarding house, which can be read in the 'House Rules' section of this handbook.

Boarders Voice

House meetings

Regular house meetings are held and minuted, which provide boarders with an opportunity to voice any concerns and help House Staff improve the house with some exciting ideas.

Termly questionnaire

At the end of each term, boarders are asked to complete a short questionnaire, which informs changes that are made to the way in which the boarding house is run.

Suggestion box

A suggestion box is situated in the main hall of the boarding house, where boarders are able to voice any concerns or offer any ideas anonymously.

School Council

At least one member of the boarding house features on the school council and represents boarders views in decisions that are made regarding the whole school.

Approachable House Staff

Boarders are always confident in voicing their ideas or concerns to House Staff, who will certainly take on board and discuss any suggestions that are made.

Head of House

Our nominated Head of House is another person who boarders feel comfortable in approaching with any ideas or concerns.

House Rules

The rules of the boarding house are based around the 3 C's that are central to general life at St Peter's.

Common Sense

- We walk at all times in the boarding house.
- We take care of the boarding house and the items within it.
- We act sensibly at all times in the boarding house.
- We complete homework and music practice that is required to the highest standard.
- All mobile phones and electronic devices must be handed in to House Staff. House Staff will give you permission to use these where appropriate in boarding hours.
- There is to be no photography of any description in the boarding house.
- Boarders may access the internet using school computers only.
- We must not eat in dormitories

Courtesy

- We actively participate in duties that are required for the boarding house to run smoothly
- We do not use foul or inappropriate language
- We listen to instructions given by House Staff
- We celebrate the achievements of other boarders in the community
- We respect other boarders' belongings

Consideration

- We try to avoid arguments with other members of the boarding community
- We adhere to bed times that are set out by House Staff
- We actively offer support to those who need it in the boarding house, especially those who are new to the boarding community.

There is also a 'strike' system in the Boarding House.

Strike 1 = verbal warning, email to tutor/ parent

Strike 2 = exclusion from activity, email to tutor/parent

Strike 3 = exclusion from Boarding House for 2 weeks, email to tutor/Head Mistress, meeting with parents

If members of the boarding community fail to abide by the rules of the house then House Staff may impose one of the following sanctions.

- A verbal warning
- Loss of merit
- Extra Duties/Making beds
- Break time detention
- Time out from an activity/dormitory
- Exclusion from an activity
- Meeting with a member of the Senior Management Team (Mrs Ball/Mrs Johnston)

Statement of Boarding Aims



- To safeguard and promote each child's welfare.
- To reflect the aims of the school and its Christian ethos: to provide an environment that will give each child the fullest opportunity for growth - spiritually, emotionally, intellectually, culturally and physically.
- To get as close as we can to the model of really good home life.
- To provide children with comfortable accommodation in which they can relax and feel contented.
- To encourage the children to show respect and consideration for others and their belongings.
- To nurture good manners, common sense, an increasing degree of independence and the development of a sense of humour.
- To treat the children as members of the St Peter's family and to ensure a happy, balanced and constructive school life.
- To provide a structured evening programme which balances prep, recreational time and educational activities.
- To provide new opportunities and experiences through the evening activities programme.

Please note that the boarding house adheres to all the main whole school policies that can be found on the main school website.