

# Boarding

## An A to Z GUIDE

### An Introduction

Welcome to Boarding at Beechwood Sacred Heart School. We hope you will be very happy here. All of the Boarding staff are here to help you settle in and give advice.

This A – Z Handbook should answer any questions which you may have. If anything is worrying you or you do not understand something, come and ask; boarding is a happy and successful place when we all work together.

### Activities

A number of different activities are organised for the Boarding Community each weekend - arts and craft, baking and games in school as well as cultural trips, shopping, cinema and bowling. Small costs (such as £6 train travel) are taken from the pocket money your parents give you at the start of each term. We would also welcome any suggestions you may have. There will be a list on the boarding board for you to access.



### Bathrooms

These are at the end of the corridor in H.M.S for years 7-10. There is no rota for using the showers and you are able to shower before breakfast up to 8.00 am, after school and after study during the week. Evening showers to be taken **straight after** study. Showers at the weekend may be taken at any time, except during study.

### Bedrooms



In your bedroom you will find a personal pinboard, a wardrobe, a bedside unit, a chest of drawers, bookcase, a shared desk and a bed with a lockable space underneath. You are encouraged to personalise your area to make it feel more like home by using the pin board space and bringing in your personal bedding. Each morning your bed must be made and your room left tidy for the cleaners who come in during the week. All clothes must be put away. There is a notice with guidelines to help remind you of the daily procedures, in every room.

### Birthdays



If you are in school for your birthday, you will receive a card from the boarders and staff. Years 7 – 10 are given a cake after study to share with members of their division.

### **Boarding Meetings**

These happen once a week. It is a time to tell you about forthcoming events and remind you about the expectations of being part of the boarding community. The whole boarding community usually gathers in the Chapel at the beginning of term, and before any holiday as this is a time to give out notices to everyone.

### **Boarding Points**

These are given for good and bad behaviour to those in Years 7 – 11.

+ points are awarded for positive activities that help each other and the boarding community

– points are awarded for behaviour that does not follow the Beechwood Code

There are regular rewards as you gain more + points and a relevant sanction to help the community for gaining –3 points

### **Bullying**

Bullying is the intentional, repetitive or persistent hurting of one person by another. We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help individuals deal with conflict situations in a positive way. A copy of the School's Policy is always available in the Junior boarding area for you to read.

### **Chapel**

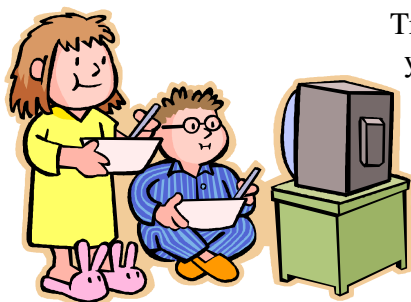
Catholics attend Mass every Sunday at Church. Arrangements can be made for you to attend another service; written permission will be needed from your parents.



### **Check in**

There are various points during the day when you will need to check in with staff or Prefects. You need to check in at every meal. On school days, we also take a boarding register for those in Years 7 – 11 between 4 – 6pm to ensure that you are attending activities that you have committed to for the term and to ask if you have had a good day.

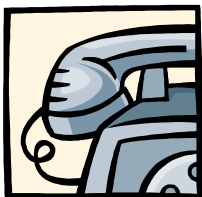
### **Common Rooms**



Trinidad is a Communal Area for Years 7 – 11. There is a TV for your use until bedtime. Priority is by age group. There are tables there if you wish to play board games. If you want to watch TV it is by arrangement with Mrs Rejbakoz or a member of Boarding Staff.

6<sup>th</sup> formers have their own area down the stairs near the Boarding Office. This is for their use only.

## Communication



Pay-phones can be found in the Trinidad area. Please be considerate when using the phones. The numbers can be found by each phone and in the boarding areas. If your family or guardians would like to speak to the **Boarding Staff** about anything, please use the school number (01892) 532747.

Letters are delivered to the school Monday – Friday. The address is:  
Beechwood Sacred Heart School  
12 Pembury Road  
Tunbridge Wells  
Kent TN2 3QD



Faxes can be sent to school. Please put the name of the person who is to receive it. The number is 01892 536164. The school network can be used for emailing. Permission has to be granted before passwords are issued to you.

Boarding staff can also be reached via email. Confidential or private emails can be sent to the Head of Boarding, Mrs Rejbakoz, to:- [HOB@beechwood.org.uk](mailto:HOB@beechwood.org.uk) . Emails of a general nature can be sent to the Senior Housemistress, Mrs Dyke, [registrar@beechwood.org.uk](mailto:registrar@beechwood.org.uk) and Assistant Housemistresses, Miss Georgeieva, Miss Wells and Miss Fodor to: [boarding@beechwood.org.uk](mailto:boarding@beechwood.org.uk).



The best way to communicate with your friends is by e-mail. There are Skype facilities for use in contacting your families.

## Counsellor

An independent counsellor is available. They can be contacted in a number of ways. There is information about how to do this on the Boarding Board near the Boarding Office. **It is strictly confidential.**

## Daily Routine Mornings Monday – Friday

- 6.50am You are woken by a member of Staff.
- 7.00am Wake up bell.
- 7.15am The bell goes for breakfast.
- 7.30am Final registration for Breakfast..
- 7.45am Breakfast finishes and Dining Room closes.



After breakfast Years 7 – 11 are to return to their rooms, tidy up, make their bed etc. Years 7 – 10 are to wait to be seen out to school by a staff member ready to register at 8.20am.

- 4.00pm Tea is available in the dining room.
- 4.15-5.55pm Free time or activities. You must wear your home clothes. Hang up your uniform.
- 5.55pm Supper time in the refectory.

### **Evening Routine** Monday - Thursday

6.50pm	The warning bell rings to remind you to get your books ready and go to study.
7.00pm	Study begins. Years 7 + 8 end at 8.00pm, Year 9 at 8.30pm and Year 10 at 9.00pm
8.30pm	Bedtime routine begins with the Years 7 - 9. Years 7 - 9 Shower time and change into nightwear.
8.50pm	Years 7 - 9 Bedtime drinks with a Sixth Former.
9.00pm	Bedtime routine begins with the Year 10. Year 10 Shower time and change into nightwear.
9.15pm	Years 7 - 9 into bed for "quiet time", reading, writing diaries etc.
9.30pm	Lights off for Years
9.30pm	Year 10 Bedtime drinks and snacks in Trinidad.
10.00pm	Year 10 into bed. Lights out.

**Friday and Saturday bedtime** is at 10.00pm, 11.00pm.

**Sunday bedtimes** are as weekdays.

### **Saturday and Sunday**

8.45am	Wake up bell.
9.00am	The bell goes for breakfast.
9.30am	Breakfast serving ends and you must leave the dining room.
12.30pm	Lunch is served.
6.00pm	Supper is served.
8.00pm	Room cleaning, community duty time and sheet changing.



### **Duties**

There are few duties in the community because everyone is expected to take responsibility for themselves. After supper on Sunday you are expected to tidy your room, sort your laundry and get your clean uniform out. At 8.15pm your rooms and uniform for the week will be checked. There is a weekly rota for taking down and collecting the laundry. The rotas are on the boards in each area. Each Year Group has responsibility for a particular area of the school. Years 7 - 10 tidy the Computer room and the Library; Years 11 tidy the kitchen and Trinidad area.

### **Electrical equipment**

The only items of electrical equipment allowed in your rooms are hairdryers, MP3 players and chargers for items such as mobile phones, i-pods etc. Years 7-9 pupils do not bring laptops or iPads into School unless it has been organised by our Learning Support Department. All electrical items must be PAT tested by our electrician during the first week of term and when any new item is purchased. Any item without the regulation label will be removed by the boarding staff.

### **End of Term**

At the end of term it is important that you start clearing your room - notices will tell you what you need to do and when. Please keep to the deadlines for the benefit of everyone. Anything left behind may be sent to charity or thrown away so remember to check that all your drawers and wardrobe spaces are clear.

## Examinations

School examinations and tests take place throughout the year so remember to take home any books you will need and always do your best. At Beechwood we are more concerned with individual achievement rather than comparison with others.

## Extra-Curricular Activities

There are two sessions after school Monday to Friday - 4.15-5pm and 5.15-6pm. A termly booklet lists the activities on offer at lunch time and after school. Those in Years 7 – 10 do a **minimum** of two activities a week. The Head of Boarding and the Boarding Staff will need to know what activities you have chosen. You make a decision to attend for a whole term and your presence will be noted by the staff leader as well as by the Boarding Staff at check in. The activities include things such as chess club, art club, puzzle club, sports practices, photography, sewing and many more. For paid activities, written consent needs to be obtained from either your parents or guardians.



## Extra Lessons

Extra lessons such as Speech and Drama, musical instruments, EAL and Learning Support are available. In order to register your interest, you will need to get a form from the relevant member of staff or the school secretary and have it signed by your parents.



## Fire

It is strictly forbidden to use any products such as matches, lighters, candles, incense sticks or aromatherapy burners in school, which all involve naked flames, because of the potential danger of fire. Aerosols are dangerous as they can also set off the fire alarm. The person discovering a fire is to set off the nearest alarm. On hearing the alarm:

### By night

- \* Leave your room immediately making sure everyone is awake.
- \* Take **NOTHING** apart from a pair of slippers or shoes and a dressing gown which must be easily accessible. These must also be used when going to the showers.
- \* Leave your room in silence, **closing the door behind you**. You should **NOT** run but walk quickly and **in silence**.
- \* Wait **in silence** at the assembly point. You are **NOT** to talk and must remain in position until told what to do by a member of staff.

**THE PLACE OF ASSEMBLY** is outside the main building through the door by the lockers. You are to line up in year groups in alphabetical order.

### By day

- \* Follow the day time procedure.



### **Games Equipment**

Your games kit and hockey stick etc. should be in the locker room. They should **NOT** be kept in your room as you are **unable to return** to the boarding area once you have left for registration.

### **Going out**

Staff need to know where you are. During the week girls in Years 7 - 9 may not go further than the 'in-bounds' areas of the school. You may visit other areas on the site such as the Art block, tennis courts etc. but you will need to sign out in the **Boarding Signing out Book** which is by the Boarding Office. Staff accompany girls on organised weekend trips. Year 10 may ask permission from the Head of Boarding or, if she is not available, Mrs Dyke to go into town in groups once a week. You must return to school no later than 5.50pm in time for Supper.

### **Going out with others**

If you wish to go anywhere at weekends other than with family or guardians, the arrangements must be confirmed with the Head of Boarding, **before Thursday** for that weekend.

- ✓ A written invitation from the host family containing the dates, times of collection and return, the address and the telephone number is needed.
- ✓ Written permission from your parents or guardians may also be needed.
- ✓ Letters, faxes or emails are the most acceptable forms of communication.
- ✓ It is a good idea if your parents or guardians contact the host family to check the arrangements and to talk to the person who will be responsible for you. Boarding Staff will also do this.
- ✓ The Head of Boarding may refuse permission if it is not appropriate. Sometimes this can be for reasons of a confidential nature.

### **Health**

If you feel unwell during Boarding hours, you must inform the member of Staff on duty as soon as possible. They can give out simple medicines such as paracetamol (if your parents have agreed on the medical form) or they can call for medical assistance. During the day you inform your teacher who will then send you to the School Office where they will contact Matron. You are **NOT** to go directly to Matron during the school day.



If you need to see the Doctor, a Hospital consultant, a Dentist, an Orthodontist or an Optician this can be arranged for you by the School Matron and **at her discretion**. **PLEASE NOTE** If you have any form of medication this **has to be handed straight to the School matron on arrival**. Matron will make a decision about how you will receive it. Painkillers and other medicines are provided by matron but cannot be administered if you have taken some kind of alternative medicine. If you require an 'off games slip' you need to go and see Matron at 8.30am having registered first.

**MEDICATION** such as paracetamols, ibuprofen, calpol, etc. should **NOT** be brought to school. Medicines from other countries **MUST** be given to staff when you arrive. You must not keep them.

## Holidays

The school is closed for the three half-terms and three long holidays per year. The dates are published in advance on the school's website and your family should make your travel arrangements to match these dates. **Permission must be obtained from the Headmaster if there is to be any change from the stated times and dates given on the calendar.** Boarding will close when the last girl leaves so you need to let Staff know if you will be collected after 6pm. At the start of term you need to return between 2 – 6 pm unless other arrangements have been made.



Email travel details to [hob@beechwood.org.uk](mailto:hob@beechwood.org.uk). **Girls requiring transport from the airport to school need to let the Head of Boarding know at least a week before their return date.**

## Illness

If you have gone home for the weekend and are too ill to return to school, your parent or guardian will need to inform the Boarding Staff, **not another pupil**, as soon as possible. We will inform Matron and the academic staff of your absence from lessons.



## Insurance cover and liability

The school's insurance does not cover loss or damage to personal items. Families should ensure that cover is provided by their Home Insurance.

## Inter-House Events

There are a number of Inter-House competitions which include Music, swimming, tennis, netball, football, rounders and hockey.

## Laundry

The school provides a duvet and pillow for each bed. Bedding is sent to the laundry every week. Personal items are sent more often. All your items must be named with **SEW ON** labels. If you need something washing urgently you must see a member of Staff and they will deal with it.



## Meals



All meals are taken in the school Dining Room under supervision. You have to check in at breakfast. A snack is provided in the Dining room at break time and at 4pm on weekdays.

Food and drinks **are not to be removed from the Dining Room** at any time.

## Mobile Phones

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wed, but you should not disturb others. It is t to be allowed during the teaching day. If you

are found to be using your phone at the wrong time or abusing the privilege your phone will be taken away for a period of time. Phone are collected at bedtime and stored overnight for Years 7 – 10. All calls need to be made before this time. If you would like your phone to be charged - hand it in with the charger plugged into it.

### **Naming**

**ALL** of your items need to be clearly named using sew-on labels for clothing. Simmonds, the School suppliers in Tunbridge Wells has the forms available if you need to order and buy name tapes. You can also buy these online. Please provide spare name tapes to the Boarding Staff when you arrive so they can be used as required.

### **Newspapers**

Several newspapers are available in the Conservatory during the week to read and The Daily Mail is available at the weekend.

### **Packing**



Your possessions must be packed into 2 suitcases, a small weekend bag and a plastic box with a lid. Year 10 upwards may have two boxes. Only pack enough into each case or box so that you can lift it. Please pack wisely! For health and safety reasons suitcases are packed or unpacked in the Auditorium or Hall and you will need to take your belongings up to your room using the laundry baskets provided. Only cabin bags are allowed to be taken upstairs to be unpacked before returning them to the case room for storing.

### **Padlocks**

Each room has a lockable drawer. This is for you to store your valuables in, such as your purse, camera, I-pod etc. A small padlock is needed to make this secure. We would suggest you use a number coded padlock.



### **Passports and tickets**

Passports and tickets are hand to the Head of Boarding on arrival and these will be kept in the School Safe for security reasons. Parents or Guardians are responsible for the purchase of tickets and the organisation of visas and other travel documents.

### **Pocket money**

All students are to open their own bank account. Money should be handed to the Boarding staff on arrival until an account has been opened. You may keep



a small amount of money in your locked drawer – we suggest no more than £5.

### **Policies**

The school has a number of policies which you will need to read when you arrive. A copy is available in the boarding area at all times and are posted on our website.

### **Positions of Responsibility**

**Boarding Council Representatives** – a representative is chosen from Years 7, 8 and 9, and one from each Year Group from Years 10 – 13 in a secret vote. They meet with the Head Girl once a term and put forward their ideas and suggestions. These suggestions are discussed in a meeting with the Headmaster and the Head of Boarding. We will let you know the outcome of these discussions at a meeting with the Representatives..

### **Rules**

Whilst you are at Beechwood we try to keep the number of rules to a minimum. The rules are for your safety and for the good of the community. It is important that individuals are respected so that the community can function. It is your responsibility to be in the right place at the correct time, having done everything you need to. If you do not follow the Beechwood Code sanctions will be given.

### **Sanctions**

The following are strictly prohibited at all times:

- (i) Smoking and the possession of cigarettes and/or drugs. (See policy)
- (ii) The consumption and/or possession of alcohol. (See policy)

If you are found to have broken these rules, your parents/guardians will be informed and you will be disciplined.

There are sanctions for anti-social and disruptive behaviour within the boarding community. They relate to punctuality, unacceptable behaviour, improper use of facilities, etc. Appropriate sanctions can be given.

### **Security Code**

The main doors to the school are all security coded. Please do not tell anyone the code – even your parents! Your safety is our main concern and so the fewer people that know the codes to the doors, the more secure we will all be. Tell friends and family to call you on your mobile when they arrive and then ring the door bell. They can also call the Boarding Staff.

### **Signing – in and out**

There is a signing in and out book on the table by the Boarding Office. **You must fill it in clearly**, whenever you leave or return from the main building during boarding time according to the headings

in the book. It is important that each student signs her own name as this is an official document. This includes going to Art, using the tennis courts or being out in the garden. This lets the Boarding Staff know where you are in case of an emergency. Those in Years 7 – 11 are not allowed any further than Fountain Lawn. The pitches are out of bounds to all pupils unless you are with a member of staff.

### **Study**

A warning bell goes at 6.50pm. The 7pm bell marks the start of study. There is no study on Friday evenings. There are two sessions on Saturday – 10-11am and 11.30-12.30pm. Study is completed in silence. You may use the ICT room only if your work needs to be completed on the computer. Written work is completed in the Geography room. You must take your work and your homework diary to a member of staff who will check it and then sign your diary. Study guidelines are provided. If you finish your study early you are then to sit quietly and read a book. Mobile phones are not allowed in the study areas or they will be removed.

### **Travel**

All travel details can be sent via email to [hob@beechwood.org.uk](mailto:hob@beechwood.org.uk) . Taxis need to be booked in plenty of time. Flight details are needed if you need to be met at the airport. No one is to leave site without first saying goodbye to a member of the Boarding Staff. Permission (preferably written) needs to have been received if you are going to travel with an older pupil or another family. Taxis can be booked. The taxi drivers of the companies used by school are all police checked.

### **Tuck**

Tuck is another name for snack foods. A small amount of dried foods, savoury and sweet snacks can be placed in your tuck box. If you do not have your own clear plastic Tuck Box you may purchase one from the Boarding Office on your arrival. Each morning you will be able to take an item or two with you to school to eat at break time. **Dried meat or fish is not allowed and will be removed if any is found. This is for Health and Safety regulations.**

### **Uniform**

A separate uniform list is sent to your parents who should ensure they buy the correct amounts of each item.

### **Worries and Problems**

It is quite normal to have worries or concerns and it makes sense to ask someone to help sort them out. The Boarding Staff, Tutors, Head of Division, Matron and Senior Girls are just some of the people who are there to help you benefit fully from your time at Beechwood. There are many people that you can talk to. You should not be afraid to speak about things that are worrying you. It is always easier to solve a problem when you can share it with someone else.