



# The A-Z Guide Boarding



# Edgeborough School

Farnham, Surrey, GU10 3AH

01252 792495

# A-Z Guide to Boarding

## Statement of boarding aims and practice

Edgeborough School was established in 1906 and is a co-educational flexi boarding school, which aims to provide an excellent, holistic education for boarders and day pupils within a relaxed but structured House framework.

The School's objective is to enable pupils to develop academically, socially, spiritually and emotionally in a homely and friendly environment, where mutual trust and respect between pupils and staff are the fundamental guiding principle. The community was established over one hundred years ago and continues to flourish.

At Edgeborough, the individual is highly valued within the House and the whole school community. All pupils, irrespective of background, race, religion or culture, are encouraged to live in harmony with one another, by making the most of a range of different opportunities available to them. Boarding at Edgeborough engenders a sense of independence, self-reliance and confidence. Above all, it encourages good citizenship through membership of the boarding community.

## Who's who

Welcome to Edgeborough Boarding! In the boarding house we accommodate boys and girls from Year 3 to Year 8. The members of staff within the House will help you settle in and give advice.

Mr Duncan Yates is the Acting Head of Boarding whilst Mrs Charlotte Jones is on Maternity. He is a Year 8 Form Tutor and teaches Maths and Games. Mr Yates is always on duty and lives on the second floor with his wife Hannah. You can contact him at [duncan@edgeborough.co.uk](mailto:duncan@edgeborough.co.uk).



Mr David Jones is a Resident House Tutor and the Director of Sport. He is responsible for assisting the overall running of the House along with Mr Yates. He lives on the first floor with Mrs Jones and their daughter Verity. You can contact Mr Jones at [davidjones@edgeborough.co.uk](mailto:davidjones@edgeborough.co.uk)

Miss Cheridah Fleming-Chart, otherwise fondly known as 'Miss FC', is the House Matron and she can be found in the surgery downstairs near reception or around the House. Miss FC has been at Edgeborough since September 1986 so has a wealth of knowledge about not only the pupils but the history of the school too. Matron also has a Labrador called Manikin or as he is often called, "Manny". You can contact Miss FC at [cheridah@edgeborough.co.uk](mailto:cheridah@edgeborough.co.uk)



Miss Sabrina Hinchliffe is a Resident House Tutor that lives on site. She is a Year 6 Form Tutor and Head of Drama, while also teaching girls' games. Miss Hinchliffe is on duty once a week in the boarding house. You can contact her at [sabrinah@edgeborough.co.uk](mailto:sabrinah@edgeborough.co.uk)

## The A-Z

Please do not hesitate to contact any of us. As we all work closely together, any member of the team can respond to your queries or concerns. You are always welcome to e-mail a particular member of staff and they will get back to you as soon as possible. We have four Year 8 Boarding Captains who are appointed at the start of each term. There are also a number of boys and girls who have positions of responsibility across the year groups within the House.

This A – Z Handbook is a guide and should answer most questions regarding routines, policies, procedures and your surroundings. If anything is worrying you or you do not understand something, always come and ask; the House is a happy and successful place because we all work together.

## Activities

From 7.30pm to 8.15pm we have Boarding Activities. There are usually two activities on offer such as dodgeball and baking. Once a term there is a Friday Night Special (FNS) where the Boarding Captains and House Council will decide on an activity to do as a house and then spend Friday night at school followed by a House breakfast on the Saturday, these are always really well attended. Some of the FNS activities have been Liquid Leisure in Windsor, laserquest in Farnborough, a trip to Coral Reef in Bracknell and a roller disco at school.

## 'ARK'

'ARK' = Acts of Random Kindness (see rewards systems for boarders).

## Bathrooms

These are located around the House. We have a mixture of showers and baths for use. There is one big bathroom on the boy's floor and three on the girl's. There are staggered bedtimes to allow all the year groups to use the showers. Each shower is individual and lockable.

## Bedrooms

The accommodation varies from rooms of four beds to rooms of ten. The boarders have a bed with storage space underneath, shared hanging space, a bedside table and pin board space. You are encouraged to personalise your area to make it feel more like home, using the pin board. Please do not stick anything on the walls! After breakfast you will need to go back upstairs to your dorm to make your bed and tidy your room for the housekeepers who come in from Monday to Friday. Matron will come and check your dorm before you leave to make sure you are ready for the day ahead.

## Birthdays

These are celebrated in style here at Edgeborough. Parents can bring in food or have it delivered from a local supermarket for the occasion, having liaised with Mrs Jones first, or Mrs Jones can arrange a birthday cake and treats and add it to the school bill. These happen at snack time at 8.15pm.

## Boarders Chill Out

This is on every evening from 6.30pm-7.30pm and is an opportunity for those that board to unwind from a busy day before the boarding activity takes place. You can sign up for Boarders Chill Out during activity sign up in form tutor time at the start of term. Boarders Chill is for Boarders only.

## Bullying

A copy of the School's Anti-Bullying Policy is available on the school website or there is a copy in the House Study. Measures are put in place to help you deal with difficult situations in a positive way. Please remember that you can always talk to Mrs Jones or any member of the House team at any time – we are here to help you. There are posters around the Boarding House and school of further people boarders can contact should they wish to , including the independent listener.

## Chapel-Friday Service

A whole school service takes place every Friday and you need to wear your uniform with your blazer. There is often an outside speaker such as Reverend Walker from the local Parish or a Headmaster or Headmistress from a leading Senior School.

## Charities and links

The House chooses a local charity to raise money for through fundraising opportunities such as bake sales, whole school movie afternoon and school discos.

## Check-in

There are two check-ins when a register is taken; one in the morning which takes place in the Common Room before breakfast at 7.30am. This is an opportunity to go through the day ahead and watch the world news. There is also a 7.30pm check-in every evening, which is when we then carry out our evening activities. Once you are back in house at 8.15pm there shouldn't be a need to leave - if you do, you must sign out. You should use the time after this to tidy, shower, prepare your books and phone home etc. If you are late for any reason at 8.50pm the Headmaster has to be informed and people are sent looking for you – we begin to worry about your safety!

## Common Rooms

We have one Common Room which is on the first floor and contains a television with DVD player and an Xbox 360. It is a good room to go and relax in, with sofas, chairs, big cushions and beanbags to sit on. This room is also where House Meetings occur. There are specific times when the television, during the school week, can be watched and that is during boarders chill at 6.30pm -7.30pm and during the evening after Boarding Activities from 8.15pm – 8.45pm. Any extensions of this time are at the discretion of Mrs Jones.

## Counsellor- school listener

Mrs Jones is the School Listener who you can see if you would like to. Mrs Jones is brilliant in supporting boarders and pupils if they are feeling anxious or upset and want to talk about things that they don't feel they can talk to someone else about. To make an appointment you can email her at [charlottejones@edgeborough.co.uk](mailto:charlottejones@edgeborough.co.uk) (This email address is on posters around the House and school) or the House staff can arrange an appointment for you. Please tell them the time you would like to see Mrs Jones.

**Visiting the School Listener is confidential.**

## Electrical equipment

The only items of electrical equipment allowed in the House are hairdryers, kindles and iPods without camera facilities or internet (i.e. iPod shuffle) These should all be to the British Safety Standard and named. The school

does not accept responsibility if these items are lost or damaged. You must look after them! We have two iPads in the Boarding House that are free to use to Skype your parents or to play games.

## End of Term

At the end of Term it is important that you start taking any posters you may have on the walls or doors down and begin packing. There will be notices to tell you what you need to do and please stick to deadlines for the benefit of everyone. Remember to check that all your drawers and wardrobe spaces are clear before you leave!



## Fire

It is strictly forbidden to use any product which involves a naked flame, such as matches, lighters, candles, incense sticks or aromatherapy burners in the House because of the potential danger of fire. Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm. The person discovering a fire will operate the nearest alarm. On hearing the alarm:

### By night: 7:30pm - 07:50am

- Vacate your room immediately making sure everyone is awake.
- Take NOTHING but a pair of slippers or shoes and a dressing gown.
- 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 dismissed by a member of staff.

**THE PLACE OF ASSEMBLY is outside the Dunbar Hall. You need to line up in rows in dorm order. It is in your own best interest to familiarise yourself with the escape routes available from locations within the House.**

### By day: 07:50am - 7:30pm

- DO NOT stop to collect personal belongings.
- Act quickly and quietly.
- DO NOT attempt to pass others on your way to the place of assembly.

**THE PLACE OF ASSEMBLY is on the astro turf. You need to line up in your classes.**

## Fruit

There is fruit available every day in the kitchen and you can help yourself. There are apples, oranges, bananas and plums.

## Health

If you feel unwell, you must inform the House staff as soon as possible. We can give you simple medicines such as paracetamol. If you need to see the Doctor, a Hospital Consultant, a Dentist, an Orthodontist or an Optician, we can help arrange this for you in consultation with your parents. If your Doctor prescribes (con.)

(con.) medication for you, it must be handed in to the House staff who will store it in the medical cupboard. You must also bring back a written note from your parents stating that they are happy for House staff to dispense the medicine to you. The Medical Surgery times are below. If you feel unwell at any time you may see them out of surgery times.

**Morning surgery** – 08:00am to 08:30am in House.

**Evening surgery** – 8:15pm to 9:00pm in House.

*(From 08:30am Matron is based in the surgery near reception)*

## Homesickness

Homesickness is a natural part of the transition between home and school. Boarders are supported and guided so that they can relax and feel confident quickly. Keeping busy and making friends are the fastest way to stop homesickness. Please speak to us if you are unhappy – we are here to help you.

## House Study

The House Study is on the first floor by the Houseparent's flat. This is where members of House staff are usually found if they are not around the house. If the door is closed, it will be clearly stated where help can be found.

## House Council

The House Council comprises the following people and meets formally once a term:

- Housemistress or Assistant Housemaster
- Boarding Captains
- Year 7 Representatives
- Year 6 Representatives
- Year 5 Representatives
- Year 4 Representatives

## House Duties

There are a number of House duties that take place such as tidying the kitchen and everybody helps out.

## House Meeting

Every morning there is a house meeting at 7.30am, all boarders must attend. This is when reminders are given, 'in house' information is dealt with, and we celebrate success within the House. It is important that this meeting has a prompt start and that you listen carefully throughout. Mrs Jones may also call a House Meeting at other times if required.

## Induction for new Boarders

For all new Boarders there is a Buddy system that pairs class pupils together to ensure that they find their way around school, arrive at the correct classes on time and settle into the Edgeborough way of life seamlessly. In the Boarding House we appoint a boarder that will be in the same dormitory as the new pupil to show them the ropes. The appointed Boarding Captains also assume responsibility for making sure that the new boarder is briefed on where the bathrooms, fire exits and facilities are. We find that this encourages friendships across the age groups and promotes responsibility for others through a feeling of community. The House Staff oversee the induction process and ensure that the new boarder is settled and comfortable and mindful of their surroundings and that they know where and how to contact a member of staff should they need to.

## Internet

There is internet access in the Boarding House. Please refer to the Electrical equipment and Laptops section of this guide for further information.

## Kitchens

There is one kitchen in the Boarding House. In here, you can find a toaster, microwave, fridge, cooker and kettle and boarders all take it in turn to help tidy up. At snack time we have toast, fruit and cereal available and on special occasions boarders have pancakes, tea cakes and muffins. There is no need to bring extra food with you when you stay as there is plenty on offer!

## Laptops

Laptops are allowed for specific reasons and need to be agreed prior to use by the Housemistress, the Head of LEAP and the Headmaster and a BYOD Policy must be signed. All electronic equipment should be named and at night left with Mrs Jones.

## Laundry

The school provides a pillow and duvet and bed linen such as sheets, pillow cases and duvet cover. You are welcome to bring your own bed linen to make the boarding house feel more like home. Boarders must provide their own towel (please label them).

Towels, uniform, underwear and home clothes can be washed daily and are returned the same day, you can have your sports kit dried if you have got it wet. You must change your own bed and take your laundry to the laundry room. Your clean laundry and towels can be collected from the linen shelves in the laundry room.

## Long weekend

During the last weekend of the Summer Term we open the boarding house for Year 8 boarders. This consolidates House spirit prior to senior school and involves investigative workshops, cookery, tournaments and off site excursions. It is an important part of the Year 8 term.

## Mail

There is a postal delivery to the House each day at lunchtime and will be placed on your bed. Mrs Jones can provide you with stamps and cards if needed and these can be added to the school bill.

If you move house or change any communication details, please don't forget to tell the office and Mrs Jones.

## Meals

All of your meals are taken in the school Main Dining Room under supervision. A snack is provided at 'Buns' at 10:20am and at 3:20pm outside the Dunbar Hall. Meal times are as follows:

Breakfast	Monday – Friday	7.30am – 8.00am
Lunch	Monday – Friday	12.45pm – 1.50pm
Supper	Monday – Thursday	6.00pm – 6.30pm

## Mobile phones

Mobile phones are not allowed unless in exceptional circumstances and this must be agreed prior to use by the Housemistress and a BYOD Policy signed. Should you need to ring home you can use either of the House phones.

## Name tapes

All of your items should be clearly named preferably using sew-on labels. These should show your full name.

## Opening Times

The House is closed at weekends, except for special occasions such as a Friday Night Special, and for the three half-terms in the Christmas/ Easter/ Summer term and the three long holidays per year.

Permission must be obtained from the Headmaster by your parents if there is to be any change from the stated times and dates given on the Calendar.

## Packing

When coming to school you are encouraged to pack the things you need into suitcases and boxes as these are easier to store in your dormitories.

## Pocket money and valuables

Please bring a small amount of loose change for bake sales and mufti days. Pocket money can be stored in the house safe. Please do not bring with you anything of significant value.

## Positions of responsibility

**Boarding Captains** - The Boarding Captains are appointed at the start of the new term. They meet with Mrs Jones regularly, assist the House staff and support the younger years by setting a good example.

**Year Representatives** - Year Representatives are appointed from Year 3 to Year 7. They meet with Mrs Jones regularly and share any concerns for the boarders in their year. Please speak to your Rep if you want anything raised. They also help with ideas for improved organisation and management of their years. They are part of the House Council.

**Food Committee** - The food committee meet once a term and feedback to the catering team. The committee has introduced many changes to the menu so if you have any ideas, share them!

## Quiet time and FOG (Feet Off The Ground)

Each night there is FOG which means 'feet off the ground'. You have to be in bed 15 minutes before bedtime to relax and unwind and it is a good opportunity to read. Please make sure you have a boarding reading book. The House staff also listen to boarders read.

## Reward system for boarders

There is a reward system operating within the boarding house called Pluses and Minuses.

Pluses are awarded for acts of random kindness, supporting one another in the boarding house and in the wider community, as well as treating others how you wish to be treated. Pluses are also awarded for helpfulness and thoughtfulness.

Peers can nominate one another and can discuss this with the member of staff on duty.

Minuses can be also be given. This will be for being late for bedtime and meetings, not having a boarding book, leaving an untidy bedroom or having incorrect uniform. Minuses will also be given for not being helpful or supportive in the house of each other.

The point system is individual and each minus point cancels out a plus point. The objective is to get to 20 points. This will be rewarded at the end of the term.

'ARK' - by carrying out an 'Act of Random Kindness' you are boosting yours and someone else's confidence, you are supporting them and letting them know that they are appreciated. Boarding Captains, in consultation with the member of staff on duty, can issue ARK tickets and a draw is carried out once a term. The winner is rewarded with a voucher.

## Routine

7.15am		Wake up Open curtains, make beds, clear floor, prepare for day the ahead.
7.30am		House Meeting Meet in Common Room for daily notices.
7.35am - 8.00am		Breakfast In Main Dining Room
8.00am		Preparation for day ahead / Surgery Time Brush teeth and collect what is needed for the day. Those requiring medication go to see Matron. Those not boarding, please leave your overnight bag in the Common Room. Music practice opportunity!
8.15am		Change Over Those coming in please leave your bag at bottom of your bed.
6.30pm		Boarders chill.
7.30pm		Boarding Activities Check what's on and what you have signed-up for. Make sure you sign-in with the member of staff on duty.
8.15pm		Drinks and Snacks In the Common Room
8.00pm	Year 4	Shower time and get ready for bed
8.15pm	Year 4	FOG – Feet Off the Ground Quiet reading in bed
8.25pm	Year 4	Lights out
8.30pm	Year 5-6	Shower time and get ready for bed
8.45pm	Year 5-6	FOG – Feet Off the Ground Quiet reading in bed
9.00pm	Year 5-6	Lights out
8.40pm	Year 7-8	Shower time and get ready for bed
9.00pm	Year 7-8	FOG – Feet Off the Ground Quiet reading in bed
9.15pm	Year 7-8	Lights out



## Rules

The Boarding house is a home away from home; we try to keep the number of rules to a minimum. The rules are there for your safety and for the good of the community. It is important that individuals are respected and 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. We expect you to behave well and within the school rules. It is important, that you know the boundaries and understand that all actions have consequences.

## School code

The important parts of the School Code in relation to living in the boarding house are:

- Treat everyone, whether younger or older, with the same kindness and respect with which you would wish to be treated.
- No one may put the welfare of another in jeopardy through their words or deeds.
- Any breach of the law of the land is a breach of school rules.

## Security

The main door to the House is open in the morning from 7.30am–8.40am and then open from 5.00pm–9.00pm. It has a swipe card entry if you need to get up into the boarding house during the day. You will need to see Matron or the Housemistress to gain access. This is to ensure the house is secure during the school hours. There should be no need to go to the boarding house during the day.

## Sign out

If you need to leave the house after registration in an evening or morning then it is important that you sign out in the signing-out book at the front door. This allows a member of the House Staff to know where you are and how long ago you left if we can't find you. It is also important to remember to sign back in.

## Snacks

A light snack is provided after boarders activities each evening such as toast, cereal or fruit.

## Teddy bears

Teddy bears are a vital part of the House community and will be very welcome (however, they must fit in bed!)

## Telephone

As mentioned no mobile phones are permitted in the boarding house unless agreed to by the House Mistress and Headmaster. There is a house phone which can be accessed by calling 01252 792495 and selecting the option (5) for the boarding house. After hours calls divert to the boarding house. Boarders can use this phone to call home.

## Toiletries

Boarders should bring all the toiletries they require. Please name these to avoid confusion in the bathrooms. Small sizes of toiletries are the most convenient.

## Towels

Boarders must bring their own towels. Please ensure that your towel has a hanging loop and is clearly named.

## Tutors

### Form Tutor

Your tutor is responsible for monitoring your academic progress. This is done in a number of ways. You have assessments each term which your tutor will review with you. Once a term there is an opportunity for your parents to meet with your tutor and class teachers and discuss the assessments and your progress and to ensure that you are gaining the most from your time and that you are working to your potential.

### Boarding Tutor

For those that board four nights a week a Boarding Tutor is allocated so that they can support you academically and pastorally. Your Boarding Tutor will track your progress and support you wherever you need it. You will have a meeting once a week with your Boarding Tutor to discuss your progress. The Boarding tutors are:

- **Mrs Charlotte Jones** - [charlottejones@edgeborough.co.uk](mailto:charlottejones@edgeborough.co.uk)
- **Mr Duncan Yates** - [duncan@edgeborough.co.uk](mailto:duncan@edgeborough.co.uk)
- **Mr David Jones** - [davidjones@edgeborough.co.uk](mailto:davidjones@edgeborough.co.uk)

## Uniform

All items of uniform should be labelled and you should always wear your uniform correctly and ensure that it is clean. There are many occasions when you should also wear your blazer. Blazers are required for all assemblies, lectures and Friday services. There may be other times when you may need to wear your blazer and your form tutor will let you know when this is.



## Water bottles

These are recommended to enable boarders to have a drink at night without spillages. Please label.

## Worries and problems

It is quite normal to have worries or problems and it makes sense to ask someone to help you. The House staff are there to help you benefit fully from your time at school. There are many people within the House and in School with whom you can talk to. You should never 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. In the House you will find posters in key places that identify all the people that you can ask for help. Identify one or two people who you trust and talk to them such as the Housemistress, Assistant Housemaster, Head of Girls, Heads of House, Deputy Headmaster, Headmaster and the School Listener.

Remember, if someone is being unkind to another person, you have a responsibility to help, but always talk to your House staff or any member of staff before doing something. You may also contact other people for advice, such as those listed on the next page, who are not involved in the day-to-day running of the school.

# Edgeborough Boarding

Edgeborough School, Farnham, Surrey, GU10 3AH  
01252 792495



<b>School Listener</b>	Mrs Charlotte Jones <a href="mailto:charlottejones@edgeborough.co.uk">charlottejones@edgeborough.co.uk</a>
<b>Independent Listener</b>	Mrs Rhonda Nicklin 01635 247546
<b>Beat</b>	Beating Eating Disorders Youth Helpline 0808 801 0677 (Mon – Fri 4.30pm to 8.30pm - Saturday 1.00pm-4.30pm)
<b>Alateen</b>	020 7407 0215 ('For families and friends of problem drinkers')
<b>ISI (Independent Schools Inspectorate)</b>	020 7600 0100

Office of the Children's Commissioner for England:

**Anne Longfield**                      0800 528 0731                      [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

School address and phone number:

Edgeborough School, 84 Frensham Road, Frensham, Farnham, Surrey, GU10 3AH                      Tel: 01252 792495

## What to bring with you in a nutshell:

- |                                     |  |
|-------------------------------------|--|
| 1 or 2 x pairs of pyjamas           | 1 x wash bag with toothbrush, flannel, hairbrush/comb, |
| 1 x dressing gown                   | toothpaste, shower gel and shampoo (NB: Aerosol        |
| 1 x pair of slippers                | deodorant is not permitted)                            |
| 1 x water bottle                    | 1 x games towel + 1 x bath towel                       |
| 1 x boarding reading book or Kindle | 1 x goggles + swim costume (weather permitting)        |
| without camera                      | 1 x battery powered clock (optional)                   |

**Remember, if you have any questions please ask.**

