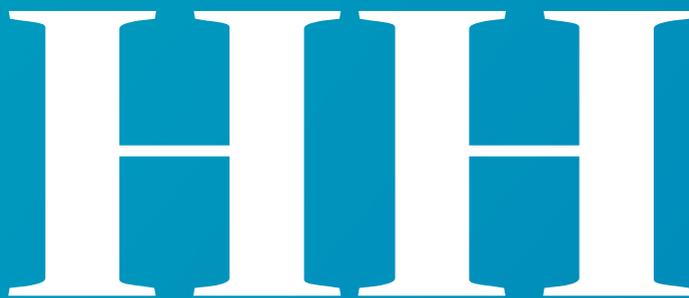


Boarding Handbook

Hamilton House 2019/20



Frensham Heights | Think, Create, Explore

This handbook contains relevant information for boarding students and parents. It is designed to run alongside the New Parents' webpage: www.frensham.org/new-parents-middle-senior-school

Welcome to Hamilton House

Hamilton House is a coeducational boarding house for students in Years 7 to 9. This fits with the coeducational community that Frensham Heights has embraced since 1925. Equally, making Hamilton House home to Years 7 to 9 students while Main House is home to Year 10 and 11 students was the most effective way of ensuring that we meet the needs of different age groups most effectively.

The common and public areas of Hamilton House were refurbished in September 2014, with a new kitchen, study and living area and a new open entrance to the building. The aim is to create a boarding house with a 'family' feel where students can live, study, socialise and relax together. In the evenings, once boarders are expected to be in their bedrooms, both floors are alarmed to ensure there is no confusion over which students should be where and at what time.

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Your Duty Team are:

Sian Owens
House Mistress and
Head of Middle School

Josh Edwards
Deputy Housemaster

Lynn Goodburne
House Tutor

Debbie Hunt
Teaching Assistant
House Parent
(day time)

Rachel Greenfield
House Tutor

Kevin Joy
House Tutor

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General Organisation of Boarding at Frensham Heights

Boarders live in one of the three boarding houses:

- Hamilton House (HH) is a coeducational house for Year 7 to Year 9 boarders
- Main House (MH) is a coeducational house for Year 10 and 11 boarders
- Roberts House (RH) is a coeducational house for Sixth Form students that is shared by boarders and day students

Contact details for the Boarding Houses are as follows:

Roberts House: 01252 797490
Main House: 01252 797428
Hamilton House: 01252 797422

Each house is led by a House Master or House Mistress and supported by a team of boarding tutors and a day House Parent.

Ultimately, the Head is responsible for all school matters, including boarding. However, on a day-to-day basis, House Masters and House Mistresses report to the Deputy Head, who is responsible for pastoral care matters.

Boarding principles and practice

Boarding Aims

The boarding community at Frensham Heights aims to provide and nurture an environment that is secure and safe, where students feel they are cared for and stimulated and where relationships with their peers and members of staff are open, positive and long lasting. We aim to provide a safe and comfortable environment that allows boarders the right balance of controlled freedom, responsibility and opportunity.

Boarding Principles

Frensham Heights is a distinctive school environment and our care of boarders adheres to the principles set out below:

Values

The school is a community where liberal values are expressed and put into practice. Rational thinking and an open mind are seen as essential for the development of true understanding.

Coeducation

Frensham Heights was founded as a coeducational school and has always believed in the equality of the sexes. We believe it is natural for males and females to be educated together in the same

community, to give them the capacity to relate to and understand the other gender on equal terms.

Personal Development

Every person is an individual and has a right to be regarded as an individual; the school aims to develop fully that individual's personality and self-esteem.

Community

Great emphasis is placed on the creation of a caring community which shares a philosophy based on mutual respect, enthusiasm and enjoyment of each other's company and achievements. We aim to develop tolerant, friendly attitudes and good personal relationships. We try to minimise the distinction between boarding and day students and we welcome students from different cultural, national or racial backgrounds.

Moral and Aesthetic Awareness

The school actively opposes all forms of prejudice and tries to develop in its students a sensitivity to the needs, dignity and rights of others, an awareness of the strengths and weaknesses of human nature and a consciousness of both beauty and ugliness in the environment.

Discipline

Freedom and responsibility are seen as interdependent. The school believes that good academic results and good discipline will be achieved against a background of good human relationships. The inculcation of self-discipline is our ultimate aim.

Parents

Education is seen as a collaborative process. Cooperation between parents, their children, teachers and house staff is essential. Both formal and informal contact is encouraged.



Boarding

Philosophy

Vision for boarding

Boarders should experience flexible, positive and supportive care in order to appreciate the joy and completeness that comes from living with others. Each Boarding House is a place that fosters mutual respect; where all are treated as individuals within an organic community.

Boarders' living is enhanced in an environment where they feel safe, cared for and respected; where they can make errors of judgement and be guided to learn from these. Boarders should look after themselves and have a shared ownership of their surroundings.

We seek to develop confident, autonomous and independent people who have a sense of controlling their own destiny.

Boarding expectations

What a boarder can expect from the boarding team:

- That you will be treated with respect at all times
- That team members will act as a 'caring parent' would act
- That there will be a member of the team you can contact 24/7

What the boarding team can expect from boarders:

- That you will treat them (and others) with respect at all times
- That you will follow the guidelines in the Boarding Handbook
- That you will talk to one of your Boarding House team about any issues affecting your boarding life

Trust is essential and fundamental to boarding life – we all need to trust in one another.

Happiness is our aim – life is enriched through happiness and fulfilment.

Rules and sanctions

At the heart of our community, the basic rule must be mutual respect. Each person has the right to go about their day knowing that he or she is unthreatened and that his or her possessions are secure. Generosity is encouraged; 'borrowing' without asking is very strongly discouraged. In addition, it is important for everyone to act with tolerance towards each other and to support each other. At Frensham Heights it is expected that Duty Staff have a detailed knowledge of the students in their houses and provide them with pastoral care of the highest quality. Boarders are all issued with a copy of the School Rules and are expected to be familiar with them.

Staff on duty can, if needed, issue minor sanctions for house-related issues: for example late for sign in/ prep is likely to equate to losing some free time; anti-social behaviour that offends the community is likely to equate to giving something back to the community. Any sanction will be recorded in the Duty Log and shared with the Head of School and Deputy Head to see if there is a bigger issue that is causing this negative behaviour.

This does not supersede or replace the regular sanctions that can be found in the School Rules document (available via tutors, boarding house notice boards, Parent Portal and website - a hard copy is also available from the school office on request).

Staff work closely with Sian Owens, Head of Middle School (Yrs 7 & 8), to ensure students are treated consistently.

Boarding at Frensham

As a small, caring, liberal and coeducational school, Frensham Heights aims to be flexible about our boarding arrangements and, whenever bed spaces allow, to take in temporary boarders for a night or two, or longer, on request. As young people become more independent, they learn to take responsibility for themselves.

As they grow older, the school allows them the opportunity to take some responsibility for others. Many students have learned a good deal about the difficulties of acting in an adult way by becoming involved in this area of school life.

The school's extracurricular activities (ECA) programme is varied and aims to allow students to take advantage of the wide range of opportunities across all areas of Frensham life: academic, sporting, cultural or general interest.

Moral education in the curriculum is covered through the school's PSME programme (personal social moral education) and is supported in houses by informal discussions. These discussions can include: relationships, rights and wrongs, politics, gender and current affairs. The conversations arising from the inevitable social mix when a group of students are gathered together are wide ranging, fascinating and valuable.

At a boarding school, it is important that boarders feel they know there is always somebody around who is both keeping a discreet eye on them and is available in a time of need. In addition to the staff attached to each Boarding House, the Head and Deputy Head

Boarding Philosophy

both live on site. There is also a Health Centre run by a Senior School Nurse supported by two part-time nurses.

In a boarding school, privacy can be at a premium. If a young person has been used to a single bedroom for years, then sharing a common room or bedroom with others can be quite a change.

Learning to stand up for your own rights at the same time as respecting the rights of others is a useful life skill. House Masters and Mistresses are well aware of this and work hard to try and get bedroom requests balanced with house logistics.

Most young people have a large selection of easily portable and valuable personal items, including laptops. The more homely a house atmosphere, the more likely that students will behave like they do at home, where they can leave belongings anywhere and easily find them again. However, every boarding student at Frensham Heights has a lockable area where valuables should be stored. Students are also strongly advised to name/ label their property and lock away any valuable items when not in use.

Hamilton House Information

Living with others requires tolerance, patience and understanding; honesty and trust are important aspects of respect for others. Hamilton House thrives when we care for each other, empathise with each other and live in a mutually respectful environment where individuals and the infrastructure of Hamilton House are valued. Boarding staff are responsible for the care of boarders and, as such, there is a need for knowledge of the whereabouts of boarders; equally boarders need the security of knowing that they can speak to a member of the boarding team at any time.

The following guidelines are given to aid all members of Hamilton House to live and work together happily and safely.

Guidelines for living in Hamilton House

- When leaving the boarding house or school site after 4.30pm, students should find the member of staff on duty and sign-out using the signing-out book. This is not to make a boarder's life administratively awkward, it is merely a mechanism to ensure we know the whereabouts of boarders for obvious safety and communication reasons.
- Signage by the main entrance displays the name and contact number of the staff member on duty and the member of staff on duty overnight. Boarding staff are available 24/7 by dialling 01252 797422 on the internal phones on each of the wings of the boarding house.
- Any boarder wishing to stay out overnight must have permission from the Housemistress, who, in turn, will need parental permission. Please see the section below on 'absences' for further information.

General information for Hamilton House Boarders

Absences

There are times when a boarder needs to go home unexpectedly during term time.

During the normal working week, parental/guardian permission for the absence should be requested by emailing Sian at least 24 hours in advance so that duty staff can be informed and any commitments the boarder may have can be discussed with teaching and boarding staff.

Plans for the weekend are normally collated by duty staff on Wednesday evening and boarders are expected to be able to say what their plans are by then. Weekly boarders who intend to go home on Friday evening and return on Sunday evening and full boarders who intend to stay in school for the weekend need not communicate any further. However, weekly boarders who would prefer to stay in school for the weekend and full boarders who are invited out for an evening/night over a weekend should let Sian know before the Thursday of that week (full boarders intending to stay away from school for an evening/night will need permission from their parent(s) and hosts in advance).

A Weekend Permissions form will be given to parents to sign at the beginning of each academic year and returned to Sian to confirm expectations.

Alcohol policy

There is a separate school alcohol policy which is available on request. Boarders in Years 7 to 9 should not at any point consume or be in possession of alcohol. Please see the School Rules for further information.

Appearance

Defining a long list of items that are allowed or disallowed in a school that has no uniform is unnecessary and would need a bewildering rate of change to keep pace with fashion. Instead, we offer guidelines. We rely on students' growing maturity and sense to dress in a way that respects individuality but does not set a bad example for the rest of the school. If a boarder is unsure about what to wear, then boarding staff are happy to give advice. Clothes must be clean, well fitting and in good repair. Students wearing inappropriate clothing may be challenged on their choice and asked to change. A dress code is available for students in their student planners.

We do ask that boarders bring in a smart outfit for special events such as the Christmas Dinner Dances and Concerts.

Bags, luggage and trunks Boarders should all have a suitable bag in which to carry their books to and from school. Boarders should expect to take all their belongings home or to their guardians at the end of each term. Luggage can be stored during term. The school premises, including the boarding houses, are often in use over the holidays and sometimes at half terms. There is limited storage space, reserved for overseas students who are unable to take bags home over the holidays. If this is required, please ensure that belongings are in a trunk or suitcase. Trunks can be sent home by Securicor if House staff are asked in plenty of time and advance payment made.

Bedroom decoration

Boarders are encouraged to decorate their rooms with posters and pictures. Boarders have individual notice boards that require drawing pins to display personal items. Adhesive tape or any other substance that pulls paint off when removed should be avoided as any subsequent damage will incur a charge for redecoration. It is hoped that common sense will prevail when it comes to the choice of material used to decorate rooms; however, anything offensive, disrespectful or dangerous may be challenged and removed.

Bed times

| | |
|--------|--|
| 8:30pm | Sign-in for everyone Yr 7 and 8 shower time |
| 8:45pm | Yr 9 shower time |
| 9:00pm | Yr 7 & 8 hand in tech, head to rooms |
| 9:15pm | Yr 9 hand in tech, head to rooms |
| 9:30pm | Lights out for everyone |

We are a technology free house at night time

Beginning and end of term/half term

The beginning of terms and half terms have a stated time in the school calendar. If there is a need for a boarder to arrive earlier than the stated time, parents must contact Sian prior to the start of term/half term and request such. In most cases, if enough notice is given, we can usually accommodate early arrivals. However, if requests are made too close to the opening of the boarding house or not at all then it is likely that the building will be locked. Boarders are not allowed to enter the boarding houses unless there is a member of staff on duty. The same process is required at the end of terms/half terms; if a boarder needs to stay beyond the stated closing time again then Sian requires an email from parents.

General information for Hamilton House boarders

We can usually accommodate late leavers but this does need to be planned in advance. Knowing the importance, and often financial gain, of planning ahead, draft term dates for the following academic year are available through the school calendar or School Secretary. If there is a need for a boarder to leave school a day or more early, or arrive a day or more later, then permission should be sought from the Head.

Bicycles

Bikes, similar to other valuable items, should be insured privately. Any student who wishes to have a bike in school should sign a Bike Contract (available from reception, Sian or the Deputy Head) which states basic expectations on safe and considerate use of bikes in and around school. Students in Years 7 to 11 must wear a helmet and ensure that their bike is safe (and has adequate breaks and lights).

Failure to adhere to our basic expectations on reasonable and safe use of a bike in school will result in the bicycle being confiscated.

There is a bike maintenance ECA which students can sign up to if they would like support and help in maintaining their bike.

Cleaning

All boarders are expected to make their beds each day, open curtains, air the room, keep the floor reasonably clear and turn off the light and all electrical chargers on exit. All bins will be emptied every weekday and rooms are cleaned regularly by housekeeping to help boarders keep their rooms reasonably clean and tidy. Bed linen should be stripped off by students as requested and the beds will then be made for them with new sheets/bedding.

Coeducation: living together

One of Frensham's strengths is the value we place on tolerance and living together harmoniously. Having coeducational boarding houses does require a sensible respect for the basic rules of the house. There should not be any reason why boys should ever be near the girls' rooms or vice versa. Any boarder found in the wrong part of the boarding house will be challenged and, if appropriate, sanctioned (which could be anything from a week's gating to suspension).

Confidentiality, privacy and child protection

The school recognises a possible conflict of interest between a young person's right to confidentiality and privacy, the spirit of trust and mutual respect which should exist in a school community between staff and students, and the school's responsibility for the protection, safety and welfare of all its students. The school offers its own guidelines and these can be found in the Confidentiality and Child Protection Policy available via the school's website or through the School Secretary.

Contacting duty staff

Hamilton House has a member of staff on duty from 7-8.15am and then again from 1.10pm until 7am. For the most part, duty staff will be found in the sitting room or the kitchen. If the member of staff on duty is not visible, please dial 01252 797422; if for any reason they do not answer the phone, please leave a message so they know who has called and what is needed. After 10.50pm, boarders can alert the duty member of staff by phoning 180 or going to the on call staff member's flat door and ringing the bell.

The name of the on call staff member is displayed by the front door.

Parents can call the duty phone after 10.30pm on 07884 310214 if they need to contact a member of staff in an emergency.

Daily post

The post is sorted by the Bursar's office staff and given to Debbie for distribution.

Daily routine

7-7.30am
'Wake Up' by duty staff

7.30-8am
Breakfast in the Dining Hall

8.20am
Registration in school (Hamilton House closed from 7.30am and is out of bounds until lunch time - unless authorised by Sian)

8.30am -10.25am
Lessons (Periods 1 and 2)

10.25 -10.50am
Morning break - snack in the Dining Hall

10.50-12.35pm
Lessons (Periods 3 and 4)

General information for Hamilton House boarders

12.35pm Lunch in the Dining Hall

1.00pm Debbie starts her duty and Hamilton House is open during the lunch break. Students are encouraged to only come to the house to collect items at lunchtime. We want them to be out socialising with their friends.

1.55pm Afternoon registration, tutor time/meetings/Morning Talk (see calendar and timetables for further details/schedules)
Hamilton House closed from 1.40pm

2.10pm
Lessons (Periods 5 and 6)

4.10pm
Lessons end - Hamilton House reopens:
stores/snack/toast

4.20-4.30pm
Afternoon snack available from the Dining Hall

4.30-5.30pm
Extracurricular activities (ECAs) or free time.
Year 9 boarders can visit Rowledge if they are free from school commitments and have signed out on the boarding house. Years 7 and 8 are generally not allowed to leave campus unless Sian has given specific permission.

5.30pm
Prep: Yr 8 in Hamilton House / Yr 9 in library
Both venues have house staff on hand to support students.

6.30-6.50pm
Hamilton House closes for supper. Students are encouraged to spend time eating supper and socialising.

6.30-7.15pm
Supper

7.15-8.00pm
Take part in a house activity, call parents, finish any prep.

8.30pm
Sign in all years

Dental treatment
Parents are responsible for all routine dental treatment and boarders should arrange for their routine checkups to take place during school holidays.

Dental emergency
In a dental emergency during term time, the school nurses will contact the Surrey Dental Helpline, which will direct us to the nearest dental practice with an available appointment or to a dental hospital for treatment. The school will then communicate with parents and house staff to arrange the most appropriate support and logistical arrangements.

Orthodontist emergency

There is no NHS provision for emergency orthodontic care for students at boarding schools in England. Most parents arrange for orthodontist work to take place near to home during the holidays. However, in an orthodontic emergency such as a broken brace, the school will ask the parent to make an urgent appointment at their home surgery or, if necessary, request parental permission for the child to attend a local orthodontist (including payment as there will be a charge for this private service).

The local orthodontist is: West Street Orthodontic Surgery, West Street, Farnham, Surrey GU9 7EH.
Tel 01252 715341

Surrey Dental Helpline:
0845 271 2040

Drugs

All forms of substance misuse and abuse are forbidden. Misuse of any drugs, prescribed and non-prescribed, at any time, in or out of school, during term

time or holidays may result in expulsion. This rule includes the use of legally prescribed drugs, mood altering substances including 'legal highs', solvents and the like. Further details of the school's Misuse of Substance Policy is available on request or via the Parent Portal.

Email and the internet

All students in the school will have a school email created by the IT department and should be able to access this on the house computers or on their own personal device through the wireless system. Everyone should be aware of the need to use ICT and electronic devices safely and appropriately and should refer to the Use of Technology Policy. Further details of the school's Use of Technology Policy is available on request or via the Parent Portal.

Our aim is to ensure the sensible and proper use of technology at the right time and for the right reasons. No technology can be used after 9.15pm. Duty staff in the boarding houses will confiscate devices they believe are being used inappropriately (eg disrupting others or to access inappropriate material). The device will be locked in the duty office with a record of why and for how long it has been

General information for Hamilton House boarders

confiscated. Parents will be informed to explain that normal mobile/email communication will not be possible and what alternative arrangements are in place. Parents will also be contacted if either Sian or Josh believes there is a pattern. All students in Years 7 to 9 will cover this at the beginning of each academic year with the ICT teacher or form tutor.

Year 7 are not allowed to bring phones into school for the first term. We only allow one hour of gaming time a day, if our schedule allows. This is to encourage students to socialise with their peers.

Emergency evacuation procedures and drills

On hearing the fire alarm, all students, visitors and staff are to vacate the building immediately and go directly to their fire assembly point for a roll call. The evacuation should be quick, smooth and orderly. For Hamilton House, the fire evacuation point is the basketball court or Nevill Hall if it is wet/cold weather.

Apart from the very first fire practice of the academic year, when boarders are being re-familiarised with the procedure, all fire practices should come as a surprise to all, or almost all, boarders. A formal fire practice will always be carried out during the first week of each term.

All rooms in all houses have a clear instructional notice

pinned to the wall in a prominent place. All students and visitors must be aware of all the possible exits from the house and the preferred means of escape from their particular room.

The fire warden tests the functionality of the alarm system each week. The information is logged and any fault reported for immediate attention.

It is illegal to discharge an extinguisher except for the purpose of fire fighting.

All students must be familiar with the Fire Regulations. No flame of any kind or flame-making equipment is allowed. This includes matches, lighters, joss sticks and candles. Any student found using these or smoking indoors should expect to be suspended. Repeat offences may result in being asked to leave.

Electrical goods

All devices brought in by boarders that use electricity must, legally, be electrical safety checked. The Facilities and Maintenance Unit will undertake these checks. Failure to cooperate with these checks or leaving an appliance (eg hair straighteners) plugged in/on may result in the item being confiscated.

Food: stores and kitchen

Evening stores are provided by Debbie and are available from 7pm. Stores are meant to be a snack or a treat and are not intended to be a replacement for meals. Boarders are advised to attend all meals offered by the school kitchen.

The kitchen area has a kettle, microwave and toaster and is meant to be a place to make a small snack. All boarders are on a rota for kitchen cleaning but everyone is expected to clear up after themselves.

Boarders may have tuck which should be kept in sealed container.

House meetings

The purpose of House meetings is to give boarders the opportunity to raise concerns, for boarding staff to disseminate information and to allow for discussion and debate on issues affecting boarders to take place in an inclusive forum. Meetings may be called by Sian and boarders can also request a House meeting by asking Sian or another member of duty staff.

Holiday lets

The Boarding Houses are often hired to external bodies, called 'Lets', during the school holidays. For these holiday periods, boarders may be asked to empty their room completely. International boarders may be able to store belongings in the attic spaces but Sian will need to check whether this is possible due to the space available. When emptying a room, boarders will need to take everything out including removing any posters. Rooms left in a poor decorative order may need to be redecorated and there may be a charge for this.

Laundry

There is a laundry room in Hamilton House containing a washing machine and dryer which boarders may use. Boarders need to provide their own washing powder and Debbie can advise on machine use as required. Boarders need to have a laundry basket for dirty laundry and this will be kept in their bedroom. The school has its own laundry and boarders can have their washing laundered by housekeeping. This is done by placing articles in a wash bag outside the coded door near the laundry room first thing in the morning; all items must be individually named as they may be washed with other clothing. Clean laundry is usually available for collection at the end of the same day.

General Information for Hamilton House boarders

Lost property

The school has a lost property office located in Flottage. The opening times of the lost property office vary; boarders should ask Debbie for details, as required. Student belongings should not be left in the common areas of Hamilton House overnight.

Maintenance

Items of machinery, furniture and parts of the infrastructure of Hamilton House can from time to time develop faults. Boarders should notify the member of staff on duty of any faulty equipment etc as soon as possible; they can then arrange for the item(s) to be repaired or replaced.

Medical Matters

The Health Centre is located in Main House and is open between 8.00am and 5.30pm. The drop-in clinic times are as follows:
8.05am – 8.30am
10.25am – 10.50am
12.20pm – 1.55pm
4.15pm – 5.00pm
Frensham Heights has 24/7 medical cover. If a boarder is feeling unwell outside the opening times, boarders must tell the

member of staff on duty so they can contact the Health Centre or keep a close eye on them.

In situations where the nursing staff consider that a boarder is unlikely to be able to return to the classroom, they will keep them in the Health Centre for the remainder of the school day. If they are too unwell to return to the boarding house, the boarder will be kept overnight at the Health Centre and looked after by the school nurse on duty. Parents/Guardians are contacted and kept informed of the student's condition.

If a boarder contracts a highly contagious illness they will need to be kept away from school in the care of their Parent/Guardian for a period of quarantine specific to that illness. The school will do all it can to help with logistics to facilitate this and appreciate that in these very rare circumstances these last minute arrangements are often difficult to organise. However, it is hoped that parents appreciate the issues surrounding a boarding school if a contagious illness does enter the boarding community.

Medication

All medications, including over-the-counter drugs, should be given to the Health Centre and any found in a student's possession will usually

be confiscated. Duty staff on the boarding houses and in the Health Centre can issue a range of medications as necessary.

Missing person procedure

Frensham Heights takes seriously the care of the boarders under its charge. If any boarder misses a formal sign-in and hasn't given prior notice of this, we may need to instigate the missing person procedure.

Ultimately, if a boarder remains unaccounted for, this may end in us contacting the Police, informing them that we have a missing person. Boarders need to ensure that any sign-in that is likely to be missed is communicated in advance to the duty member of staff with details or an explanation.

Music

Music, via a laptop, stereo, radio, iPod, mobile phone or instrument, is allowed. All students who are using or resident in Hamilton House are to show respect for each other. If substantiated complaints are made then the item may be confiscated for a period of time agreed by duty staff and recorded in the Duty Log.

Opticians

Parents are responsible for all routine optician appointments and should arrange for routine checkups to take place during school holidays. In an emergency such as broken glasses, the school will seek parental permission for the student to have an appointment with a local optician. There will usually be a charge for an optician's services.

The local optician is: Leightons Optician, Clarendon House, 63 Downing Street, Farnham, Surrey GU9 7PN. Tel 01252 412392.

Passports

If passports need to be kept in school, they should be handed to Sian or Debbie, who will in turn keep them in the school safe.

Pets

Students living in Hamilton House are not allowed to bring pets to school with them.

Pocket money

It is hoped that all boarders have a bank account from which they can draw any money needed from an cash machine. There is an cash machine in the village shop and most weekends there is a shopping trip to somewhere like Farnham or Guildford. While we do not want to determine how much money a student has access to

General Information for Hamilton House boarders

during the term time, it is advised that large amounts of cash (more than £30) should not be left in a boarder's possession, no matter how sensible they are. If a boarder is in doubt, they should give any money to Sian, who in turn will put it in the school safe. Wallets and purses should be kept in the individual boarder's locked drawer or cupboard.

Printers

Hamilton House has an IT area at the far end of the sitting room, with a black and white printer for student use. Boarders could also use the printing facilities in the Library (open from 8.30am -6.30pm) to print off prep if needed.

Personal belongings

Each boarder has a lockable space, a working area, hanging space and drawers in which they can keep their belongings. There is no definite kit list for a typical Frensham student but there are some sensible recommendations

- the school provides appropriate and adequate bedding, although some students prefer to bring their own duvet and cover
- a couple of towels

- a 'smart' outfit for concerts, performances and dinners etc
- a warm jacket and clothes suitable for outdoor education (all Years 7-9 will undertake some sessions at some point in the year)
- sensible footwear (waterproof or walking boots as well as everyday shoes)
- sports kit
- dance kit
- wash kit
- a named laundry bag
- two padlocks: one for lockable area in room and one for academic locker (number combinations are often best)

Please ensure that all clothing is clearly labelled.

Prep

Prep is set by subject teachers for completion outside lesson time. Boarders are expected to be able to listen to the advice of their tutor, teachers and house staff when it comes to time management and

organisation. However, if a boarder is struggling with this, then the tutor, Head of School and Sian will work with them to guide and support them. Parents will be informed if there are any concerns, so we can create a triangle of support between student, parents and school.

Prep and quiet time: Hamilton House boarders generally have two opportunities for prep to be completed every evening. However, at the discretion of the duty member of staff for that evening, a house or joint house activity may be organised. Examples of this include:

- a football or fitness suite session
- a visit to the pool or a movie evening
- a Zumba or cooking session
- offsite activities, such as donutting, ice skating or wake boarding

Quiet time and occasionally prep time can also be used where appropriate for music practise for those who have individual music lessons. Boarders should discuss this with Sian in advance.

Signing in and out Years 7 and 8:

Students in Years 7 and 8 are not allowed off campus at any time without specific permission from Sian or Josh on each occasion. They are not allowed down to Rowledge at lunchtime. After lessons end (4.10pm), and if boarders are free from school commitments, they are allowed free time within the school's campus area provided they sign-out and state where they will be. After the Spring half-term, Sian may give general permission for them to go to Rowledge when the evenings are lighter.

Year 9:

In addition to the expectations for Years 7 and 8, boarders in Year 9 who are free from school commitments are allowed to visit Rowledge at lunch time or after lessons. This should be in groups of at least three and noted in the signing-out book on the Boarding House.

Taxis

The school primarily uses two taxi firms: Alan Collins taxis and Sapphire taxis. Alan Collins usually deals with the longer taxi journeys, for example to and from airports; Sapphire usually deal with the smaller, local journeys including any medical journeys. Taxis for medical journeys or transfers at the beginning and end of terms

General information for Hamilton House boarders

can be added to a boarder's school account; in order to be added to accounts, they must be booked by staff.

- Sian, Debbie and reception staff usually make transfer bookings on behalf of boarders. Sian should be the first point of contact for travel requests. Please try and make this booking one week in advance of the departure

- Taxis for medical appointments organised through the Health Centre are made by the Health Centre and can also be charged to a boarder's account

- Taxis for other purposes can be added to school accounts for Years 7-9 but the purpose of the taxi needs to be authorised by Sian or Josh. If a boarder needs a taxi in an emergency, these can be booked by the member of staff on duty

Valuables

We strongly discourage all students from bringing valuable items to school. They are not covered by school insurance.

Each boarder is provided with a lockable area. If a boarder feels that they must bring valuables, parents are advised to

arrange an 'all risks' insurance policy first. All items must be marked with the owner's name or have some easily identifiable mark of ownership.

However, laptops and mobile phones are not discouraged and are generally expected items that a boarder may choose to have. Insuring and clearly marking these items is a very good idea. In today's 'upgrade mentality', we ask parents to think carefully before buying the latest gadgets, upgraded phones or laptops. MacBooks, iPhones etc are lovely devices to own but very expensive to replace. Sometimes less popular brands are more than adequate for a student's needs.

With the privilege of having a mobile phone at school, boarders are expected to log their personal number with the school office. All boarders will have the duty phone number for their boarding house. It is not expected that duty staff will use a boarder's mobile number for anything other than logistical or school-related matters and we expect boarders to use duty numbers with the same principles.

Weekend routines

Standard weekend arrangement forms are available for all boarder parents to complete

to inform Sian of the regular weekend location. If a boarder wants to visit a family member, guardian or friend, it is essential that Sian receives confirmation of this by email from the boarder's parent(s) and the proposed host by 11pm on Wednesday of that same week.

For those boarders who want to leave school for the weekend and who have the correct 'permissions' received by Sian, there are two buses that can facilitate their journey. The first is a minibus to Farnham station that leaves school at 4.30pm on Friday. The second is a bus that takes students to London Waterloo, via Guildford, again departing at 4.30pm on Friday. The Waterloo bus can also return boarders to school on Sunday, departing from London Waterloo at 6.30pm. Exact timings and stop offs of this service can be obtained by contacting the Bursar's Secretary.

The weekend for most young people is a time for relaxing, following interests, more relaxing, being with friends and family followed by probably some more relaxing. With not all of our boarders wanting to, or

able to, go home at weekends, as a community we do our best to ensure there are opportunities to engage in simple/regular weekend activities that most young people would have access to if they were at home as well as giving them the space to make choices about how to use their time. Organised trips, academic 'stretch and challenge' sessions and outdoor education-based trips are offered throughout the term (see the calendar). In addition, members of staff who are on duty organise ad hoc and home spun entertainments. These events are more spontaneous and harder to advertise in the calendar but we try to ensure they are promoted through the Parent Portal.

An average weekend may look like:

Saturday

9.30 -10am

Breakfast in the Dining Hall (on occasions this may move to Hamilton House kitchen to add to the 'homely' feel of weekends)

1.30-2pm

Lunch in the Dining Hall and student sign-in (if not engaged in a school organised trip or event)

6.30-7pm

Supper and student sign-in (if not engaged in a school organised trip or event)

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Sunday

10-10.30am

Breakfast in Dining Hall (on occasions this may also move to Hamilton House kitchen)

1.30-2pm

Lunch in the Dining Hall and student sign-in (if not engaged in a school organised trip or event)

6.30-7pm

Sunday roast/supper and student sign-in (if not engaged in a school organised trip or event)

Approx 8pm

Waterloo bus arrives back at Frensham Heights

8.30pm

Year 7-9 boarders expected to be back in school (or communication with Sian with absence notification/explanation)

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There is no doubt that Frensham has made me who I am. My confidence, my self-belief, my love for others have all derived from my time here. The school's ability to allow us to find out who we are and to be who we want to be always astounds me.

Naomi Green
Former student

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