



# MAIN HOUSE

**FRENSHAM  
HEIGHTS  
BOARDING**

2021/2022



## WELCOME TO MAIN HOUSE!

Main House is a coeducational boarding house for students in Years 10 & 11, with girls on West Wing and boys on East Wing. The office and common rooms are between the two wings. This fits with the coeducational community that Frensham Heights has embraced since 1925.

This boarding house gives boys and girls freedom and responsibility and is where they can live, study, socialise and relax together with clear expectations about behaviour. In the evenings, once boarders are expected to be in their bedrooms, both wings are alarmed to ensure there is no confusion over which students should be where and at what time.

Will is the Housemaster. He is responsible for the pastoral well-being of the students in Main House and setting the tone for Main House in its entirety, both in terms of expectations and discipline. He works closely with David, who is his deputy in Main House.

### YOUR DUTY TEAM ARE:

**Will Paskell**  
Housemaster


**David Lloyd**  
Deputy Housemaster

**Colette Hill**  
House Parent

**Linn Kathenes**  
House Tutor

**Brendan Horstead**  
House Tutor

This handbook contains relevant information for boarding students and parents. It is designed to run alongside the New Parents' web page:  
[www.frensham.org/new-parents-middle-senior-school](http://www.frensham.org/new-parents-middle-senior-school)





## BOARDING AT FRENESHAM HEIGHTS

Boarders live in one of our three boarding houses:

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

Each house is led by a Housemistress or Housemaster and supported by a team of boarding tutors and a daytime House Parent.

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

### CONTACT DETAILS:

**Roberts House**  
01252 797490

**Main House**  
01252 797428

**Hamilton House**  
01252 797422





# 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:**

Our 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 coed 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; our 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 and an awareness of the strengths and weaknesses of human nature.

### **DISCIPLINE:**

Freedom and responsibility are seen as interdependent. Our school believes that good academic results and good discipline will be achieved against a background of good human relationships. Our ultimate aim is to instil a strong sense of self-discipline.

### **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 this 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 noticeboards, Parent Portal and website - a hard copy is also available from the school office on request).

### **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 PSHE programme (Personal Social Health Economic 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 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. Housemasters and Housemistresses 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.







## MAIN HOUSE INFORMATION

Living with others requires tolerance, patience and understanding; honesty and trust are important aspects of respect for others. Main 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 Main 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 Main House to live and work together happily and safely.

### **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 Will 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 a Tuesday or 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 Will 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 Will to confirm expectations.

### **ALCOHOL POLICY**

There is a separate school alcohol policy which is available on request. Boarders should be aware that students found consuming spirits or in the possession of spirits are likely to be externally suspended. Boarders should not consume alcoholic drinks unless alcohol is provided as part of a school sanctioned activity such as the Christmas Dinner Dance.

## **APPEARANCE**

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. They should expect to take all their belongings home or to their guardians at the end of each term. Luggage can be stored during term time. 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. They 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**

- 5.20pm: sign-in activities
- 6.20pm: supper
- 7.00pm: prep
- 8.45pm: stores
- 10.30pm: lights out

## **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 an overseas boarder to arrive earlier than the stated time, parents must contact Will prior to the start of term/half term and request such. In most cases, if enough notice is given, we can usually accommodate early overseas 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 an overseas boarder needs to stay beyond the stated closing time again then Will requires an email from parents. 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, Will 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**

Main House has a member of staff on duty from 1.10pm until 8.15am. For the most part, duty staff will be found in the sitting room, kitchen or Main House tutor office. If the member of staff on duty is not visible, please dial 01252 797428; 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 11pm, you can alert the duty member of staff by phoning 01252 797428 or use the internal phone and list, which will then divert to the member of staff on call.

## **DAILY POST**

The post is sorted in Main House and given to Colette for distribution.

## DAILY ROUTINE

7-7.15am: wake up by duty staff  
7.30-8am: breakfast in the Dining Hall  
8.20am: registration in school (Main House closed from 8.20am and is out of bounds until lunch time - unless authorised by Will)  
8.30am -10.25am: lessons (periods 1 and 2)  
10.25 -10.50am: morning break - snack in the Dining Hall  
10.50-12.45pm: lessons (periods 3 and 4)  
12.45pm: lunch in the Dining Hall  
1.10pm: Colette starts her duty and Main House is open during the lunch break.  
1.45pm: Main House closes  
1.55pm: afternoon registration, tutor time/meetings/Morning Talk (see calendar and timetables for further details/schedules).  
2.10pm: lessons (periods 5 and 6)  
4.10pm: lessons end/Main House reopens  
4.20-4.30pm: afternoon snack available from the Dining Hall  
4.30-5.30pm: extracurricular activities or free time to visit Rowledge (when still daylight if boarders are free from school commitments and have signed out in the boarding house.  
5.40 pm: prep, reading, revising  
6.20-7.15pm: supper  
7.15-8.15pm: prep  
9.30pm: girls/boys in own wings  
10.45pm: lights out

## DENTAL TREATMENT

Parents are responsible for all routine dental treatment and boarders should arrange for their routine check-ups 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 school wifi. 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. Duty staff on the boarding houses will confiscate devices they believe are being used inappropriately (e.g. late at night, 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 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 Will believes there is a pattern.

The school wireless system is switched off at 11pm.

## **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 Main House, the fire evacuation point is the Main House quad or Music School if it is wet/cold weather. Boys and girls should line up separately so registers can be taken quickly.

Apart from the very first fire practice of the academic year, when boarders are being refamiliarised 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 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 (e.g. hair straighteners) plugged in/on may result in the item being confiscated.

## **FOOD: STORES AND KITCHEN**

Evening stores are provided by Houseparents and issued by duty staff at 8.15pm. 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 Main House 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 a 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 Will and boarders can also request a House Meeting by asking Will 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 Will will need to check whether space is 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 Main House (West Wing) containing two washing machines and driers. These are available for boarders to use and Collette can advise on how to use them. Boarders using these machines will need to provide their own washing powder.

Several laundry baskets kept in the Main House laundry are for everyone's use. 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 Main House office 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 or the following morning.

## **LOST PROPERTY**

The school has a lost property office located in Flottage (open at certain times as posted on the door). Student belongings should not be left in the common areas of Main House overnight. Periodically, Will may remove any items left overnight and place them in the Main House office for safekeeping. Boarders can then retrieve these items the next evening from duty staff.

## **MAINTENANCE**

Items of machinery, furniture and parts of the infrastructure of Main 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 the care of the boarders under its charge very seriously. 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 and 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.

## **MOBILE PHONES**

Mobile phones are handed-in every evening and secured in a locked charging cabinet. These can be retrieved at 7am in the morning.

## **MUSIC**

Music, via a laptop, stereo, radio, iPod, mobile phone or instrument, is allowed. All students who live in or

visit Main House must 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 check-ups 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 Will, who will in turn keep them in the school safe.

## **PETS**

Students living in Main 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 a cash machine. There is a 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 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 Will, 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**

Main House has an IT area in Room 5 on West Wing, 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 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 Will 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.

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 craft or cooking session
- offsite activities, such as donutting, ice skating or wake boarding

Prep time can also be used where appropriate for music practise for those who have individual music lessons. Boarders should discuss this with Will in advance.

## SIGNING IN AND OUT

All students in Years 10 & 11 who are free from school commitments and have signed out via the Main House office are allowed to visit Rowledge at lunch time or after lessons. This should be in groups of at least three

and should not conflict or be an alternative to school commitments. After 4.10pm, if a boarder wishes to leave the Boarding House and is not involved in an ECA, they should sign-out stating where they will be.

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

- Will and the reception staff usually make transfer bookings on behalf of boarders.
- 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 in exceptional circumstances but the purpose of the taxi will need to be authorised by Will. 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.

Boarders are expected to log their personal number with the Main House 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 parents of boarders to inform Will of the regular weekend location. If a boarder wants to visit a family member, guardian or friend, it is essential that Will 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

Will, 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 found on the website.

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. Not all of our boarders want to, or can, 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 adhoc 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:

### **Friday**

6.30pm: supper

7pm: pop to the shops

8.30pm: watch a film

### **Saturday**

9am: wake up

9.30am: breakfast followed by own time to complete prep, play games, listen to music

10am: art/photography/drama workshop

1.30pm: lunch

2pm: shopping trip to Farnham

6.30pm: supper

7.30pm: play basketball/gym

### **Sunday**

9.30am: wake up

10am: breakfast

11am: cinema trip

1.30pm: lunch out

4pm: personal time in house

6.30pm: supper

7pm: cookie baking

8.30pm: prepare for week ahead

Each weekend has different activities on offer that are available to boarders. Students will need to sign-up for these activities on a Wednesday evening.



An abstract geometric composition featuring several overlapping shapes. A large orange rectangle is at the top left, with a thin yellow line running diagonally across it. Below it is a large white shape. To the right of the white shape is a blue shape. At the bottom left is a dark teal shape, and at the bottom right is a light teal shape. A black triangle is positioned between the white and dark teal shapes.

**FRENSHAM  
HEIGHTS  
BOARDING**