



ABBOTSHOLME

AN EDUCATION FOR LIFE

# Barnfield Boarding House

Log Cabin Village Complex for Sixth Form

A Guide for Pupils and Parents 2020 – 2021



*This handbook is designed to be a source of information for both pupil and parent. Please do not hesitate to contact us at any time should you require further details.*

# Contents

	<b>Page number</b>
1. Barnfield Welcome	3
2. Barnfield – A new concept	4
3. Boarding Mission Statement	5
4. Barnfield Boarding Ethos	6
5. Pastoral Care	7
6. Barnfield Daily Routine	8
7. Weekends	9
8. Essential Information	10
9. Living in the Cabins	12
10. Pupil Code of Conduct	13
11. Assignment Expectations	14
12. Duties and Responsibilities	15
13. Listening to Boarders Views	16
14. Holiday Travel Arrangements	17
15. Medical Matters	18
16. People to Talk To	19
17. Abbotsholme School Policy on Bullying	20
18. Complaints Procedure for Boarding Pupils	21

## Barnfield Welcome

It is a pleasure to welcome you and your son/daughter into the thirteen year old boarding house of Barnfield. I have been running Barnfield since September 2008 and I live in one of the cabins with my husband. We have 3 sons, all of whom have been educated at Abbotsholme.

My main aim as Houseparent is to ensure that each pupil lives happily in Barnfield, supporting them in their growth as individuals, whilst encouraging them to make the most of their opportunities at school.

The boarding Duty Staff are on duty from 5.00pm to 11.00pm and can always be contacted via the House Duty mobile. As Houseparent I am available if required overnight. **If you have any concerns that you wish to discuss I can be contacted via phone or email on the numbers and contact details listed below.**

### Houseparent:

**Mrs Jen Sanderson**

Contact numbers:

01889594257

0044 (0)1889594257

07823788203 (duty mobile)

Abbotsholme Reception

01889590217

Email: [jen.sanderson@abbotsholme.co.uk](mailto:jen.sanderson@abbotsholme.co.uk)

## **Barnfield... A New Concept**

This totally unique form of accommodation for Sixth Form pupils was created as many pupils are not ready for independent living by the time they leave Secondary School.

Pupils are given a tremendous opportunity to live in a small, supportive community whereby they take responsibility for their living conditions. They are entrusted to behave responsibly, ensuring that they consider the other boarders. However, there are consequences for undesirable behaviour or unacceptable living conditions.

Each cabin has cooking and laundry facilities, but boarders are able to eat in the school dining room and send their laundry in to the school. Therefore pupils are starting to make choices on how they want to live.

House staff encourage pupils to resolve their differences with little interference, and to make decisions on what routine will be best suited for each cabin.

# Boarding Mission Statement

## As a boarding community we aim to:

- Develop the whole person, with a desire for truth and a respect for others
- Safeguard and promote the emotional and physical welfare of each boarder
- Maintain clear expectations of organisation and of behaviour
- Provide structure and support to foster independence and competence
- Nurture trust and respect so that the pupils in our care feel encouraged to seek our support, counsel, and empathy regarding any issue confronting them
- Liaise with academic members of staff in order to optimise each pupil's academic potential
- Encourage an open, honest, and caring environment where each pupil's individual contribution is central to our communal well-being
- Enjoy a diverse and dynamic boarding community

## Barnfield Boarding Ethos

- Develop the whole person: socially, academically, physically and morally.
- Encourage tolerance of differences in individuals.
- Encourage understanding of different cultures.
- Provide conditions for boarders to fulfil their intellectual abilities, and to liaise with their tutors where appropriate.
- Support the boarders to take responsibility for their living environment.
- Trust between pupils and in particular responsible behaviour is of paramount importance.
- To encourage a considerate, caring attitude towards peers within each cabin, and within the house as a whole.
- To encourage boarders to work as a team, supporting each other whenever necessary, through inter-cabin social events or competitions.

## **Pastoral Care**

During the term Barnfield is your home and we want everyone to feel happy and secure here. Please be kind to each other at all times and considerate of other people's feelings.

Each weekday evening from 5.00pm to 11.00pm and on weekends there is a member of house staff on duty. This duty staff member should be the first person you see if you have any questions or problems.

There are appointed pupil representatives for Barnfield and boarders may wish to chat to them about any issues, or make suggestions to encourage house spirit.

## **Tutors and Boarders**

Each pupil will be assigned a tutor who will keep a watchful eye over their academics and keep the Houseparent informed of their progress or if they need additional assistance.

### **House Staff for 2018-2019**

Mrs Jen Sanderson (JPS) Houseparent

Mr Simon Herbert (SH) House Assistant, English and History Teacher

# Barnfield Daily Routine

## Mondays to Fridays

- Wake by 7.30am
- Breakfast at school or in cabins
- Make beds, wash dishes, tidy rooms
- Register with Tutor at 8.20am
- School day operates until 5.00pm
- Register in house at 5.00pm
- Supper at 6.00pm
- House meeting daily at 6.40pm
- Assignment time in cabins or Sixth Form Centre and Library on request between 6.45pm-8.15pm
- Free time/activities between 8.15pm-10.00pm
- Be in Barnfield and in own cabins by 10.00pm.
- Own rooms by 10.30pm

## Weekends

- No set prep times on Fridays, Saturdays or Sundays
- Return to Barnfield by 10.30pm (Friday and Saturday). Register with the member of staff on duty
- Own cabins by 11.00pm (Friday and Saturday)
- Sunday return to Barnfield and in own cabins by 10.00pm
- Full boarders register using the signing in/out notice boards displayed in each cabin on Friday evening, Saturday and Sunday, staff will monitor at regular intervals during the weekend.
- Brunch available at school on Saturday and Sunday at 12.30pm
- Weekly boarders are to return to school between 6.00pm and 8.00pm, on Sunday evening. Anyone returning outside of this time or would like a Monday morning return must make alternative arrangements with the Houseparent in advance of leaving school on Friday.

## Weekend Leave

- If a pupil is going away for the weekend the Houseparent must receive by **Thursday evening**, an email from the pupil's parent/guardian giving their **permission** for leave and confirmation of travel arrangements.
- If a pupil is to visit the family of a friend then permission must also be received by **Thursday evening** from the parent hosting the visit.
- **Train tickets, taxis** and travel money can be arranged.
- Pupils are allowed to book their own **taxis** with permission from Houseparent but must only use the list of taxi firms approved by the school.
- Weekend starts on **Friday at 5.00pm**.
- Weekend leave ends between **6.00pm to 8.00pm on Sunday** or by special arrangement with the Houseparent on Monday morning at 8.15am. Please communicate with Mrs Sanderson if you are unable to return on time.
- Pupils are encouraged to be **involved** in the activities listed on the school calendar.
- Other **activities** on site are walking, riding, fishing, music practice, sporting activities, studying, watching TV, tennis and swimming in Summer Term.
- Pupils may visit **Rocester** village where there is a Spar, cash machine and post office. They may walk into the village but must be in a group of **three as a minimum** and it **must be daylight**. Permission must be sought from the Houseparent/House Tutor on duty and pupils must ensure they find the Houseparent/House Tutor on their return.
- On **Sundays**, pupils may use the free weekly bus service to Uttoxeter/Ashbourne or Derby.
- **Pocket money** - Boarders are only allowed to draw £15 per week from the Bursary. If a pupil requires weekly pocket money they need to collect the money on Fridays between 1.00pm and 1.30pm.

## Other essential information

- **Visitors** – this is limited to Sixth Form pupils. Visitors must have the permission of the Houseparent or member of staff on duty to be in the cabins. All visitors should be introduced to the Houseparent/Tutor on duty. Visitors are limited to the living and kitchen areas and must not be invited into bedrooms.
- **Cars** – any pupils wishing to take driving lessons from school or bring a car into school must seek permission in advance from Mr Shaw, Head of Sixth Form. All boarding pupils that bring a car to school may park them in front of the cabins. Keys are to be handed into their Houseparent on arrival on school site. Permission to leave school may be given in the evening for the occasional trip out or for special occasions and in exceptional circumstances at the discretion of the Houseparent. No permission will be given for pupils to leave the school site during the day unless in exceptional circumstances at the discretion of Mr Shaw, Head of Sixth Form. Any misuse of vehicles may result in the permission of a car on school site being rescinded.
- Any **passengers in cars** must have written permission from their parents to travel as a passenger with specific drivers. It is a school requirement for parents to complete a Driving Permission form which must be filled in advance and all driving permissions must be agreed through Mr Shaw, Head of Sixth Form.
- Pupils may be given permission to go out for a shopping trip once a week in the evening between 5.00pm-6.30pm. Permission must be requested at least one day in advance from the Houseparent/Duty Staff. If travelling by taxi both the outward and return journeys must be booked prior to leaving school site.
- Pupils may be given permission to go out for a meal in the local town on a Wednesday evening only, but must return to school by 9.00pm. No alcohol is to be consumed. Permission must be sought in advance with the Houseparent on the Monday evening. If travelling by taxi both the outward and return journeys must be booked in advance prior to leaving school site. If pupils are travelling in their own cars they must have the relevant parental/guardian permissions. Permission to travel in own cars is at the Houseparent's discretion, especially in adverse weather conditions.
- In order for permission to be given to pupils wanting to leave site for a shopping trip or a meal they must be up-to-date with their school work/responsibilities and have no 'formal warnings' in the week prior and/or during the week they wish to go out.
- Permission will be granted to pupils to go out for a meal to celebrate birthdays or special family occasions.
- **Alcohol** – is not to be brought into school or consumed at school unless under special circumstances under the supervision of a member of staff (e.g. Formal dinners, Balls etc.).

- **Bank accounts** - Boarders are encouraged to open their own bank account; due to bank security regulations it is recommended that bank accounts are set up prior to arrival, particularly for overseas pupils.

## Living in the Cabins

- Pupils will be instructed how to use the **cookers, washing machines, tumble dryers and microwaves**.
- **Lounge furniture** is not to be used on the decking area.
- **Large suitcases** are to be stored in the outside storage area.
- Pupils should ensure that the **communal areas** including the kitchen, lounge and bathroom are always left clean and tidy.
- Pupils are encouraged to remove their **shoes** when entering the cabins in order to prolong the life of the carpets.
- **Food boxes** are supplied Monday/Wednesday/Friday. Each cabin should complete the request form via the Houseparent/House Tutor and ensure that the supper bag is dropped off at the kitchen before registration and collected at supper.
- Pupils should report any **maintenance** issues as soon as they arise. Inform the Houseparent of any breakages.
- The **laundry** facilities at school are available for use. Laundry boxes must be put in the designated cabin on Tuesday or Thursday morning by 8.00am. The laundry will only be returned the following day. All items must be clearly named. Bed linen must be sent to the school laundry on a Tuesday only.
- Boarders are supplied with a net bag and a laundry box.
- Boarders are supplied with linen, but they may want to bring their own duvet covers and pillow slips. If they do, it is a good idea to have 2 sets.
- A **safe** is available with the Head of Barnfield for pupils to store money, passports, travel documents and other valuables.
- Pupils are able to connect to the **wireless** network until 10.00pm in all cabins. The school IT manager ensures to the best of his ability to restrict websites that could endanger pupil's safety.
- Each cabin has its own **freeview** receiver and **DVD** player.
- Whilst pupils are encouraged to manage their own phone calls, in certain circumstances pupils may use the Houseparent's phone when necessary.
- Pupils must take their iPads to every lesson and ensure they are fully charged.
- Use **blue tack** to put posters up. No nails, drawing pins or staples are to be used.
- No **kettles** to be used in bedrooms.
- Boarders are encouraged to switch electrical equipment off at the main switch, and not leave them in **standby mode** when they go to sleep.
- **Fire Drill** - each cabin has its own smoke detectors. If the alarm goes off in your cabin evacuate through the quickest and safest exits and assemble outside the CDT/Science Block. If the fire engulfs the whole cabin all boarders will need to evacuate their cabins and line up outside the CDT/Science block. If a school fire alarm goes off from 5.00pm to 8.20am or at the weekend all Barnfield pupils **must** return to Barnfield, there is no need to follow daily school fire procedures.

# Pupil Code of Conduct

The **Pupil Code of Conduct** is as follows:

- I will follow the school Behavioural Charter.
- I will be loyal and committed to my school and its activities.
- I will show consideration and respect to all.
- I will not swear, use bad language, or use any words or expressions which anyone present finds offensive, suggestive, hurtful or unacceptable.
- It is never appropriate for me to be overly-familiar, rude or cheeky.
- I will not be involved in unkind or hurtful actions or remarks.
- I will not take anyone else's property without permission or damage anything which belongs to another person or the school.
- I will obey teachers' instructions the first time.
- I will follow the school rules on smoking, alcohol, and drugs.
- In school, I will not show affection of a sexual nature towards another pupil.
- I must wear the school uniform correctly. It must be clean, tidy, and in good repair.
- I accept that school commitments for which I have volunteered or been selected take priority.
- I will be on time.
- I will not leave the school estate without permission.

## Smoking, Alcohol, Drugs and Weapons

- The school finds it unacceptable for any member of the community to be in possession of, use or supply any illegal or unauthorized drugs. Appropriate searches of pupil property may be carried out by two or more members of staff if we have reason to suspect that the pupil is in possession of alcohol, tobacco products, e-cigarettes or illegal or unauthorized drugs.
- Pupils may not smoke or have smoking materials, matches or lighters in their possession. This includes e-cigarettes.
- Alcohol is not allowed on school premises and the laws of the land are to be observed by all pupils when out of school. The only exception to this will be Sixth Form Dinners when a different policy will operate.
- Pupils may not have in their possession any drugs or medicines without the knowledge and approval of the Health Centre Nurse. The school reserves the right to test for drug abuse.
- Pupils may not have in their possession weapons such as knives, air guns or pistols, laser pens, fireworks or dangerous substances. The ignition of any sort of unsupervised fire by pupils on school property is not allowed.
- Pupils are not permitted to remove equipment from laboratories or any other area of school.
- Failure to comply with any of the above may result in a pupil forfeiting their right to be at Abbotsholme.

## Assignment Expectations

- Mondays to Thursday pupils are expected to use the 6.45pm-8.15pm time to work.
- During this time no loud noises that could distract fellow boarders e.g. no TV, radios, Xbox, Playstations etc.
- This is the *minimum* time allocated for quiet prep.
- We encourage pupils to use their own time during the day, or outside the allotted time to continue with their academic work.
- Boarders may study in their bedrooms, in their lounges, Sixth Form Centre, Study Room and with permission the school Library.

## Duties & Responsibilities

- At the start of the year each cabin decides how they wish to keep their cabins neat, clean, and how they are to arrange for the food boxes at night.
- Each cabin has an opportunity to order what they need from a food list, on a regular basis. These requests must be given to the Houseparent/Tutor on duty.
- Each cabin has their own vacuum cleaner, and if boarders have created a mess, they are expected to Hoover up their own dirt.
- Boarders are reminded that **mutual respect** for your cabin mates is encouraged at all times.
- Pupil House Reps are encouraged to speak to all Barnfield boarders and liaise with the Houseparent any concerns they may have.
- All boarders may suggest trips that they would find interesting.
- Each cabin takes a stock take of all the equipment their cabin has. This happens at the start of the year, and at the end of each term.
- Each cabin has an opportunity every term to buy something to improve their facilities, to the value of £20. This item gets added to the itinerary.

## Listening to Boarders Views

If boarders have any issues relating to the house, the following procedures are suggested:

- Speak to the Houseparent or Duty teacher *or*
- Write a note to the Houseparent or Duty teacher if you would like your concern to be anonymous.
- Approach the Head of Boarding.
- Speak to the Pupil House representatives.
- If you feel the matter is not dealt with fairly or adequately, you may then speak to your Tutor or the Headmaster.
- If it is a child safety issue, or health issue you may want to speak to the school Nurse or any of the Child Protection Staff.
- If you feel you cannot speak to the school nurse you could request an appointment with the school Doctor.
- You are able to voice your concerns through the forum of the Student Council.

# Holiday Travel Arrangements

## Beginning and end of term and half term holidays

- Arrangements for taxis, trains and flights must be made at least two weeks before the start of half terms and holidays.
- Details must be handed in to the Houseparent. The school will arrange taxis or trains for you and add the cost to your bill.
- Please ensure boarders arrive at school no earlier than 6.00pm on the return date, and no later than 8.00pm. If this is not possible, please inform School well before the due back date so that proper arrangements can be made. Please make contact with Houseparent's when returning.

## Medical Matters

*Please refer to the handbook for parents for full details about medical regulations.*

- The school nurses are available from 8.00am to 5.00pm on weekdays in the School Health Centre.
- House staffs are only allowed to issue paracetamol. They also keep a supply of antiseptic wipes and plasters for minor cuts.
- After 5.00pm pupils should see Duty Staff or House staff for any medical problems.
- Pupils are not to be in their cabins during the day if they are ill. They need to be under the eye of the school nurses, till 5.00pm, and they will then hand their care over to the Houseparent.
- Boarding pupils who are on prescribed medication when they arrive at school should inform their Houseparent and the School Health Advisor. Please bring medicines in their original box to help avoid problems. Pupils do not need to bring painkillers to school. These can be administered by the Houseparent's and the School Health Advisor.
- The school has a nut-free policy for the safety of those who may be allergic to nut products. Please ensure that your child does not bring into school any product that may contain nuts.

## People to talk to

If you are worried about something and you feel you would rather talk to someone not directly involved in the house, you are able to call on any of the following professionals.

- School Doctor: Dr S Poonian 01889 590208.
- School Nurse: Mrs Hudson 01889 594281
- Derbyshire Social Services: 01629 580000
- Childline: 0800 1111
- Independent Listener: [childrensrights@derbyshire.gov.uk](mailto:childrensrights@derbyshire.gov.uk)

Barnfield boarders are able to use the Houseparent's phone for any of these calls, or if they need to phone their family urgently.

If there are problems you are unable to manage on your own, such as:

- Being bullied, or treated unfairly by any other person.
- An unresolved issue or the issue has not been dealt with properly.
- If you have been discriminated against on grounds of race, religion, gender or any other reason.
- Someone has harassed or abused you, be it sexual or otherwise, that you feel it is inappropriate.
- There are problems at home.
- There are medical conditions.

***Remember do not cope alone***

***Talk to someone***

## **Abbotsholme School Policy on Bullying**

Formulated by pupils and staff at all levels of the School.

1. Every pupil at Abbotsholme has the right to enjoy his or her learning and leisure time free from intimidation.
2. Our School Community will not tolerate unkind actions or remarks even when these were not intended to hurt.
3. To stand by when someone else is being bullied, is to support bullying.
4. Pupils should support each other by reporting all instances of bullying to a member of staff or a responsible senior prefect.
5. Bullying will always be taken seriously.

## Complaints Procedure for Boarding Pupils

This procedure is available to current and prospective pupils, on the website and in the House Handbook.

- Every pupil at Abbotsholme has a right to enjoy his or her learning and leisure time free from intimidation, fear or harassment.
- All pupils should learn to live with each other and show tolerance towards each other.
- We want our pupils to build up relationships of trust, and it is hoped that any problems or anxieties can be resolved readily.

If you feel that the difficulty cannot be settled in this way there are a number of things you can do:

- Talk to a close friend or a senior pupil whom you trust.
- Discuss the matter with any member of staff. You are always welcome to raise an issue with the Health Advisor or your Houseparent.
- Contact your parents or a family member.
- Contact someone from outside the school community. Any one of the following will gladly help:

Childline [www.childline.org](http://www.childline.org) 0800 1111  
NSPCC [help@nspcc.org.uk](mailto:help@nspcc.org.uk) 0808 800 5000  
Samaritans [jo@samaritans.org](mailto:jo@samaritans.org) 0845 790 9090  
Derbyshire Social Services 01629 580000  
Children's Commissioner for England 08005280731 or email  
[advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

### If you wish to make a complaint

- This can be by talking about it or by writing it down, whichever you find the easier. You can make a complaint by yourself, as part of a group, or through your parents.
- The complaint can be made to any member of staff.
- The issue can be a big problem or a small one. By discussing it, you may come up with some positive and productive resolutions.
- If possible, the member of staff will deal with the problem. If not, the member of staff will seek the help of a colleague (for example, a Tutor, Head of Year, Houseparent, Health Advisor or Head of Boarding).
- If you are worried about confidentiality, tell the staff; they will understand. Even if you find the issue hurtful or embarrassing, do not worry; the matter will only be discussed by staff who need to know and who can help you. You will be consulted and kept informed about any action to be taken.

If a matter remains unresolved, or you wish to make a formal complaint, see Head of Boarding or the Headmaster. They will discuss the complaint, note the complaint, investigate your complaint and report back to you. You may be accompanied, if you wish.

## Boarding Sanctions – September 2020

The following sanctions are in place to be applied where the school values have not been adhered to by a pupil. The staff have the authority to use the model and apply this appropriately to the situation on an individual basis and within their professional opinion. Abbotsholme wishes to ensure that this is conducted in a fair and consistent approach, whilst ensuring we promote and praise all positive behaviour.

Offence	Carried out by	Consequence
Not signing in, or late (up to 5 min)	Duty staff	Gating 1 night, Boarding warning
Late for house registration	House/ staff	Boarding warning
Leaving the Boarding house after last sign in without permission	HSM/SMT	Suspension
Having opposite gender in a bedroom	Duty staff/HSM/SMT	Suspension
Inappropriate sexual behaviour	Head	Expulsion
Inappropriate physical behaviour	Head /SMT	Suspension
Inappropriate behaviour in: assignments/ICT/Theatre/Library	Duty staff	Immediate House gating
Kitchen left messy	Duty staff	Kitchen closed
Not doing House duty	Duty staff	1 extra duties + gating
Not doing dining hall duty	Duty staff	1 extra duties + gating
Late on House in the evening	Duty staff	Earlier return for 2 nights
Untidy rooms	Duty staff	Stay in after prep till it is tidy
Electronics used after lights out	Duty staff	Confiscate electronics. Give to HSM. Boarding Warning
Electronics used inappropriately (in dining room etc)	Duty staff	Confiscate phone. Give to HSM.
Habitually late in rooms or bed	Duty staff	Earlier to bed for 2 nights

Unacceptable language	Duty staff	Gating + boarding warning
Vandalism in boarding houses	HSM/SMT	Pay for damage + suspension
Leaving school site without houseparent permission	HSM	Boarding Detention
Out of Bounds	All Staff	Suspension
Smoking/e-cigarettes outside Having smoking paraphernalia	HSM	Confiscation of items, Boarding House detention & Refer to school nurse
Smoking/e-cigarettes inside Having smoking paraphernalia	HSM/SMT	Confiscation of items, suspension & Refer to school nurse
Misuse of internet	HSM	Removal of computer + access to internet for a period of time
Viewing material that is not age appropriate	All staff	Removal of DVD/phone/viewing apparatus Parents notified
Bullying	HSM/SMT	HSM follow up according to school policy. Parents notified
Unacceptable behaviour towards staff	HSM/SMT	Suspension
In possession of alcohol/illegal drugs, or intoxicated	HSM/SMT	Suspension
Bringing nuts into Boarding House	All staff	Confiscated/ disposed of
Theft – First offence	HSM/SMT	Suspension
Assault – First offence	HSM/SMT	Suspension