

# Ashdown House School

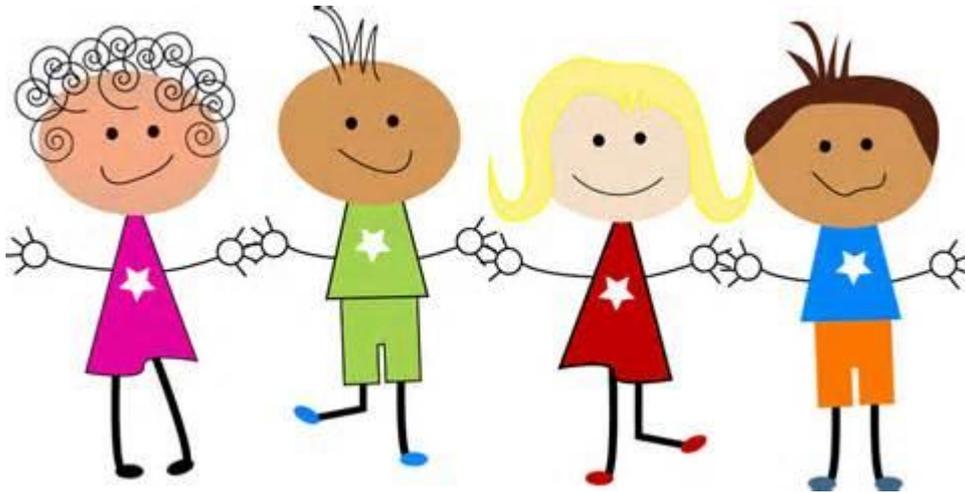


## Boarding at Ashdown

### *A Pupil's Guide*

*September 2018*

*(For review: September 2019)*



## New to Boarding

There are all sorts of reasons for going to boarding school. Some people become boarders because of their family situation: because their parents live abroad, or are away at work for long periods, or live too far away from the school to travel backwards and forwards every day. Others board because of the enormous amount of fun and enjoyment that you will have as a boarder!

You are almost certain to find that, no matter what your reason for boarding, there will be other children in the same situation as you, and will know just how you are feeling.

It's important to remember that everyone wants you to enjoy your time as a boarder at Ashdown. So, if you have any problems or concerns, make sure that you ask for help.

*Most of the time we are all racing around with a smile on our faces. But we all have moments when we feel sad and even lonely and it is then that you may need to know who you can see. Here are some suggestions:*



Friends

Prefects

Gappers

Your Form Teacher, Mentor or Houseparent

Sister or any one of the Matrons

Any member of staff

Mr or Mrs Davies

or...you could always go to the Surgery or the Staff Room - there is always a member of staff there that could help you.

You may feel it is easier to talk to some people than others and you must go to them straight away. Don't be on your own.

*A problem shared is a problem halved!*



### Getting Prepared

It's always a good idea to be organised, especially for something as important as starting at a new school. So here are a few tips:

### *School Uniform*

Your parents will have a copy of a clothing list, and will probably need to take you shopping or they might get your uniform from the school shop. Either way, buying a new uniform can be boring...but it is worth the hassle. So be patient with your parents - they want to get it right for your benefit.

### *Casual Clothes (called Home Clothes)*

If you are in the 1s, you are allowed to change into home clothes after Saturday games / matches. And all children are allowed to wear home clothes after chapel on a Sunday morning and if there is Evening Chapel, you can wear home clothes to breakfast. Home clothes need to be appropriate. Any items with offensive logos should be left at home.



### *Naming your clothes*

Not a job for you! However, it is vital that all your things are named. Your parents will probably have ordered some name tapes and will be busy labelling your new uniform. Make sure that you get your home clothes labelled as well.



## Stationery

Make sure that all stationery is labelled and that you have everything you need for lessons, like: pencils, appropriate pens, a sharpener, a ruler, a rubber. There is a stationery store at school that is

opened twice a week for you to get stationery if you need to.

## Letter writing

Make sure that you have an address book (or something similar) with phone numbers and addresses of your parents, grandparents, aunts and uncles, cousins and good friends. Letters and emails and the phone are good ways of keeping in touch. You will have Letter Writing every Sunday morning after breakfast - it is always very special to receive a letter!



## Skills



When you live at home, there are many things that your parents often do for you, but you will be expected to do many of them yourself when boarding. Many of these things can be learnt as you go along. Here are a few things that would be useful if you could do, before arriving:

How to make a tie

How to do your laces

How to change your bedding

(but don't worry if you can't!)

## *Settling in*

Everyone is different. Some settle down to life in a boarding school within hours and some take a little longer. Remember, even if you find boarding life easy to get used to, there will be others who will struggle at first and would benefit from your help and support.



## *Getting your bearings*

It always takes a while to learn your way around a new school. You will probably have had a tour / taster day of the school when you came to visit with your parents (guardians), but you should be shown around on your first day too - a "buddy" will help you around and your form teacher will make sure that you are looked after and shown around too. If you are not sure about anything, please do ask your "buddy" or another friend or teacher - they will all be very happy to help you. Mr and Mrs Gloster live in the school - the main building, and are always around to help!

## *Making Friends*

This is a very important thing to do! Ashdown is made up of all sorts of people with a wide range of personalities and interests. As a result, there are bound to be lots of people you'll make friends with. Get involved in whatever is going on while you're settling in.



The best way to make friends is through having fun with others, so get out there and enjoy yourself. The school is one big community - we are all here for each other and look after each, especially when you are new to the school.



## *Homesickness*

Homesickness is most likely to happen when you have too much spare time. During the day, you are likely to be too busy with lessons and games and in the evenings, with

activities and prep, so keep busy! Here are some tips that will help you with homesickness:

Try not to spend too much time on your own.

Chatting with others is a great way of getting you to think of other things, and helps to build relationships and friendships.

Keep busy. Make an effort to join in with a game or activity.

A teddy / soft toy or a game is often a great source of comfort.

Writing an email or letter home is often more helpful than using the telephone.

Talking to someone about your feelings can be really helpful. Your houseparents, the teachers and Mr and Mrs Moore will be very happy to listen, but you may prefer to talk to a friend.

## Boarding Houses

The boarding houses are known as landings.



### Houseparents and Matrons

The Boarding at Ashdown is divided into four landings, namely Junior Girls, Senior Girls, Junior Boys and Senior Boys. Children are only allowed on their own landing unless they are accompanied by a member of staff.

The Junior landings are for the 6s, 5s, 4s and 3s (Year 6, Year 5 and Year 4) while the Senior landings house the top two year groups - the children in the 2s and 1s - Year 7 and 8.

The Girls' Landings are housed in the main building and adjacent wings, whilst the Boys' Landings are both in the East Wing Hall. Below are the people that run the landings:

### **Mr. and Mrs. Gloster - Head of Boarding**

*The Glosters have just started at Ashdown. Mr. Gloster teaches Maths and will be part of the Senior Management Team (SMT). Mrs. Gloster teaches English and is the captain on the England Lacrosse team. They have a dog called Bluebell and will be living where Mr. and Mrs. Moore used to live in the main building.*

### **Sister Corbin - Junior Boys' landing**

*Sister Corbin is the school nurse and has been a member of the Ashdown family for many years. Julie is also a successful writer, having published four novels!*

### **Mr George de Moraville - Senior Boys' landing**

*Mr de Moraville began his teaching career at Ashdown and is Head of Drama - directing and writing many of the school plays. He also teaches English and is the 1<sup>st</sup> Cricket coach.*

### **Mr. William Koops - Senior Boys House Tutor**

*Mr. Koops was a boy at Ashdown and now teaches Latin and Religious Studies. He looks after the boys if they are unwell during the night.*

### **Mrs. Claudia Kingsley - Junior Girls' landing and Senior Matron**

*Mrs. Kingsley has been at Ashdown for many years. She loves dancing.*

### **Mrs Bella Duarte - Senior Girls' landing and Head Matron**

*Mrs. Duarte has been working at Ashdown for more than 15 years and is also in charge of the Clothing Cupboard and is the Head Matron. Mrs Duarte's husband, George is the Head Chef and cooks all our delicious food in the Dining Hall.*

## **Dormitories**

The dormitories vary in size and number of children. Some are as small as three children, others up to 8 children.

The children change dorms every term,



offering you a perfect opportunity to make new friends.

You are encouraged to personalise your own space -beds and cubby areas as well as the wall space and pin boards.

## Daily Routine for Boarding Landings

*The daily routine is as follows:*

Wake up	7:00 to 7:15am (including teeth cleaning)
Breakfast	7:45am and Surgery straight after breakfast
Form Class	8:20am to 8:30am
Prayers / Chapel	8:35am
<b>SURGERY TIMES</b>	5:45pm to 6:15pm (then Prep)

### Prep Times

Prep may be a new word for you which simply means Homework. You will be given a prep timetable by your form teacher as well as a lesson timetable.

Year Group	Times
5s / 4s	6:15pm to 6:45pm
3s	6:15pm to 7pm
2s	6:15pm to 7pm
1s	6:15pm to 7:15pm

Up to the landings...

"Winter Times"	Up to the landings	Lights out
5s / 4s / 3s	7:20pm	8:15pm - quiet by 8:30pm
2s	7:40pm	8:45pm - quiet by 9pm

1s	8:00pm	8:45pm - quiet by 9pm
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Summer times can be 15 minutes later.

The first night back from an exeat or start of half-term is treated as a "Sunday" - Sunday times are 15 minutes earlier than the conventional week-day time.

## Contacts

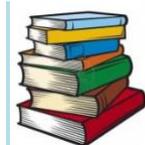
The numbers for the landing and the Houseparents can be found in the school calendar. Your form teacher will give you a school calendar - which will also have your matches for the term and your class timetable.



Each landing has a telephone and mobile number. Your parents / family can call in the evenings and if you need to make a phone call, you can use the phone in Mrs. Davies' office by the fish tank, or the office opposite Ms. Breakell. Good manners would suggest that you ask a teacher, but if it is really important then you are free to use the phone whenever you like.

Skype is available on school iPads, which are kept by Mr. Davies in his study.

You will be given an e-mail account and you can use this to email home.



## Reading

Reading is very much encouraged. You read after every lunch time, and this is called REST. You might also want to keep a reading book next to your bed on the landing - there is always a little time to read before lights out.

## Activities

Activities in the evenings are varied and each houseparent has his / her preferences and favourite activities.



Below are a handful of examples of evening activities:

Story telling

Marbles

Swimming

Board Games

Colouring-in

Arts and Crafts and Cooking

Smoothies, Hot chocolate and marshmallows

Toasted marshmallows

Fashion shows

Film night (including a treat)

General Knowledge Quiz

As a general rule, the children watch TV once a week - a Saturday night whilst the other nights are for activities.



### Medical and Personal health

We have a qualified nurse living on site and she is on duty most days and nights. When not on duty, the matrons are in charge of Surgery - all of whom are First Aid qualified.

You will keep your medicine (and inhalers and vitamins) in the Surgery. You can visit surgery at any time during the day. In the evenings, you are encouraged to go before coming upstairs to the landings in the evenings - children normally go to surgery straight after Tea.

Dr. Alison Fyfe is available every Friday morning, in case you need to see one. Otherwise, the houseparents can always take you to the local Surgery in the village.

## Toiletries and Medication

All medication is kept either at the Surgery or with the Houseparents.

If you forget to bring something in, or run-out of something, the Surgery has a little "Shop" where you can buy the things that you need. Below are suggested toiletries that you can bring in with you:

Toothbrush

Toothpaste

Roll-on deodorant

Soap

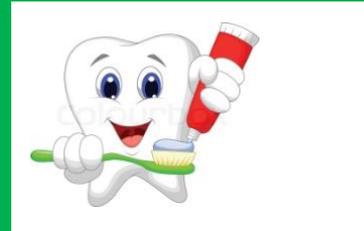
Shampoo

Comb

Wash bag

Flannel

Nit comb



If there is anything else which you need then just ask your houseparent or any member of staff and then it can be bought for you.

## Showering, Teeth and Last Loos

You will shower in the evenings but may do so in the mornings if you wish to. You will also normally shower after games - and this is done in the changing rooms.



On the landings, after the activity, you will do "last loos" - you go to the loo and clean your teeth.

Nit checks are done every week by the houseparents. It is very normal to get nits but with regular washing and combing, you can keep one step ahead of the nits!



## Birthdays

When it is your special day, you will get a birthday cake during tea - the whole school will sing Happy Birthday, very loudly, to you and we will watch you blow out all of the candles! You will then either have your friends join you for cake after tea, or you will have a small party on the landing.

## Sweets and treats

You are not allowed to bring in sweets or food of any kind. You will get treats from your houseparents during the week, a special treat on Movie Nights (Saturdays) and at Coffee Shop on a Sunday - after the Sunday activity at approximately 3.30pm.

## Sunday Activities

Sunday Activities take place either before lunch or after lunch. The morning activity usually takes the form of a school-based activity such as swimming, patch games, ICT, art or DT. The afternoon activity is usually one that involves driving off-site. This may be a trip to the local farm, museum, bowling alley, rock-climbing, canoeing, and walks in the countryside.

And sometimes, you might get taken out by your parents, family or friends. Don't forget to write them a letter to say thank-you!

## Free Time

You will have free time during break, after games (before tea) and after prep before coming up to the landing.

The time after prep is the perfect opportunity to let off some steam on the patch or in the barn; play table tennis, table football, read a book in the library or relax. It is also an opportunity to e-mail or call parents before the evening activity.



## Chapel and Sunday Best

We have Chapel on Sundays and Evening Mass for the Catholics, a few times a term. The Chapel service is at 10:30am or 6:30pm. We all go to Chapel and your parents / family may join in the service.

The boys wear their Sunday Best - school trousers or smart trousers and a blazer whilst the girls wear a smart skirt and blouse. The emphasis is on smart and appropriate dress.

The school celebrates that we have children from many different faiths and for some it would be inappropriate to take part in an act of Christian worship.

Children are allowed to wear Home clothes on a Sunday instead of their school uniform.

## Electronics and Valuables

As a general rule, children are not allowed electronics in the school however they are allowed to bring ipods to school to use on some residential trips.

The 1s, as a privilege, are allowed to use their ipods after Chapel on a Sunday. You are allowed to bring in cameras but they should be kept for safe-keeping with your houseparents. Don't forget to hand in passports, monies and other items of value to your houseparents.

Please remember that any electronic equipment which you bring in should be tested for electrical safety and your houseparent will arrange this. Also, don't forget to make sure that your things are named.

### Mobile phones/Valuables

These are to be handed in to your houseparents for safekeeping and you can sign them in and out for usage at appropriate times with permission.

**Before we end...every school, boarding house and family have rules. We have rules too. Please read the two pages that follow...**



## Boarding Rules

Ashdown is a day and boarding school. We pride ourselves in maintaining good discipline and upholding the traditions and ethos of the school. All rules are dictated by common sense and the need to look after each other well, living together as we do in the same community. Therefore, we strive to be kind to others and treat others at all times with respect and consideration.

All staff (boarding and academic), matrons and Gappers are responsible for the discipline on the landings. Mr and Mrs Moore and Mr. and Mrs. Gloster oversee the boarding and serious offences are dealt with by them or a member of the Senior Management Team.



### Below are the Rules for boarding at Ashdown:

<b>Behaviour that we encourage</b>	<b>Behaviour that is not allowed</b>
Be kind and caring towards others	Bullying and unkindness to others
Contacting parents by email / telephone or letter	Sweets and food may not be brought in to school
Showering every day and using soap	Electronics, money and passports are to be handed to houseparents
Washing hair with shampoo - at least twice a week	No talking after lights out
Cleaning teeth- morning and night	No walking around the landing after lights out
You should clean your teeth before going down to breakfast and then go straight to Form period after breakfast - not back on the landing	Children are not to go in to the Sick Bays to visit children that are unwell, unless they have been given permission
Making your bed every morning	No "dorm raids"
Keeping your area tidy and neat	No getting out of bed before being woken by a houseparent / gapper
Making your area personal - sticking up posters, pictures or photos	No waking others up
Putting dirty clothing in the laundry every day, especially pants and socks - please make sure that they are pinned	Boys are not allowed on the girls' landings and girls not allowed on the boys' landings

Offer to help with closing curtains, turning on lights and carrying laundry down to the laundry	Do not litter on the landings, especially apple cores, orange peels and wrappers from snacks
Respect each other's space and privacy	Do not use / play with someone else's possessions
If you are feeling unwell or unhappy, please speak to someone (see 'Are you Happy?' posters)	No running around the landing or the stairwells and no slamming or locking of doors
Hand in any valuable items and passports to your houseparent	If using the landing computer, you are not to go on the Internet - only for email purposes
Answer the phone politely	Do not throw clothes on the floor, especially after Chapel services
Wear clean clothes	No pillow-fights
On Sundays, you are to allowed to wear home clothes	You should not go up to your landing during the school day - if you need to, you should tell a teacher
1s are allowed to wear home clothes after matches on a Saturday (4pm)	Enjoy a laugh but with others not at them
Include others when playing games on the landing	No running around in the bathroom and you may not shower unless an adult is supervising showering
Have a reading book next to your bed	Girls are to wear no more than one bracelet, no rings and necklaces are to be hidden - although they will need to be taken off for Games
Look after your own possessions and respect the possessions of others	No make-up and nail varnish to be worn
Be polite, and particularly if you are older, be helpful	No more than one pair of earrings and they should be small stud-earrings
Use "good mornings", "pleases", "thank yous" and smiles whenever you can	
Do not feel shy about using really good manners	
Please drink plenty of water and eat fruit provided on the landing	
Make sure that you go to the loo before lights out and wash your hands	
Respect each other's privacy when seeing Sister or a Matron in Surgery	

**And finally...we wish you a wonderful time at Ashdown and hope that you have many happy years with us. You are going to make fantastic memories and very special friendships.**

**Enjoy your time at Ashdown!**