

# Bootham School

## Boarding Handbook



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## Welcome to Boarding at Bootham

*"...Be patterns, be examples in all countries, places, islands, nations, wherever you come that your carriage and life may preach among all sorts of people, and to them; then you will come to walk cheerfully over the world, answering that of God in everyone."* (George Fox: 19.32)

This handbook is designed to give parents new to boarding the information they need in order to get the most out of boarding at Bootham. At all times, you should understand that the wider Quaker ethos of the school informs what happens in boarding; there should be no mismatch between the way pupils are treated in the boarding houses and the way they are treated elsewhere in the school.

## What does the Quaker Ethos mean in practice?

In short, we strive to treat all members of our community with respect, and we rely on trust and personal responsibility to set the standards of behaviour in our school. When students find it difficult to work within our rules, we do expect some form of punishment to follow after sufficient friendly warnings have been given and ignored. However, this punishment should be accompanied by an explanation of why the rule is important, and why the student in question should be following it.

*Want to know more? See a copy of "What To Do at Bootham", our advice booklet for students, available on-line on the school website, and in the parent and student handbooks.*

We are serious about our commitment to promoting the five key outcomes of "Every Child Matters" – (Stay safe, be healthy, enjoy and achieve, enjoy economic well being, make a positive contribution), and do not see these as incompatible with Quaker education in any way.

## Statement of boarding mission at Bootham School

- We aim to develop the whole person
- We will be honest and trusting in all our dealings with staff, parents and pupils
- We will ensure that each boarder has the right to be able to live at school free from bullying
- We will not discriminate against boarders on the grounds of ethnicity, gender, disability, sexuality, religion or culture
- We will seek to acknowledge and celebrate the individuality of all students and staff
- We will aim to involve and communicate with parents and guardians as much as possible

In the course of this handbook, the idiosyncratic names for year groups and other aspects of school life have been retained. It is hoped that in time you will learn to use these.

## Boarding Houses

There are three boarding houses in the School. There are two main houses in the school, Fox for boys and Rowntree for girls. In addition, we have a smaller house, Evelyn, for college (sixth form) boys.

### Evelyn



Named after Dr William Arthur Evelyn, who lived in the building in the early twentieth century. He was a champion of local conservation work in the city of York and set up a hospital in Bootham during the First World War.

This house has space for 18 College 1 boarders. It is run by Kirit Gordhandas (Housemaster), where he lives with his wife Sandy and their daughter Natalie. The house pets include Riley, a Jackadoodle, and two cats Elsa and Pebbles. Kirit is a mathematician who is usually to be found with a disassembled computer with all the bits around him.

The house is staffed from 5.30pm onwards with house meetings held in the common room daily at 8pm. There are two resident graduates along with Phillip Price the House Tutor.



## Fox



Named after George Fox, a visionary, writer and preacher who is regarded as one of the founders of the Quaker movement. Fox's spiritual and geographical journey through England in the 1650s is still celebrated in the "Swarthmoor Pilgrimage" trip that takes place every September for some College students.

This house has space for around 65 boy boarders. It is run by Mike Shaw (Housemaster) and Robert Hudson (Deputy Housemaster). Mike is also the senior resident and a biology teacher. Mike's partner Elaine Phillips, acts as house matron. Their yellow labrador Maggie is frequently to be seen in the house garden. Robert Hudson teaches history and manages the school's community service program. He is a stalwart of all staff sports teams, where he embodies the principle that participation is the most important aspect of sporting endeavour. His wife Sianne is a research chemist at York University. The house benefits from the assistance of two Resident Graduates and two House Tutors, Andy Bell and Russell Newlands. The house is staffed from 5.30pm onwards on weekdays, and around the clock at weekends. There are fine common-room facilities and a fully equipped kitchen where the boys can make simple meals after the main kitchens in the School have closed.



## Rowntree

Named after Joseph Rowntree, an Old Scholar of the School and a Quaker. Rowntree was passionately concerned for the welfare of the disadvantaged poor, and the Rowntree Foundation continues his work to this day.

Rowntree House is home to around 40 girl boarders. It is at the heart of the School and has lovely views of the campus. It is run by Carol Campbell and Fiona Dunlop who are assisted by a team of day staff and Resident Graduates.



Carol Campbell, who teaches French and Spanish, has been Head of Rowntree for several years. She lives in the house with her husband Jason and their children Holly, Megan and Josh who are all at Bootham. They also look after the house pets, Jasper the dog and Lionel and Maisie the cats.

Fiona Dunlop, who teaches English, has also been in Rowntree as Deputy Housemistress for a number of years. She has a flat in Rowntree and can often be found with her teapot and reading book in the house kitchen.

Rowntree House was extensively refurbished in 2010 and girls have lovely bedrooms, spacious bathrooms, two elegant sitting rooms, several well equipped kitchens and a laundry room. Junior and Senior girls have named their bedrooms after women that have inspired them. College girls live largely in flats with a communal sitting room at the top of the house.

## Communications

### Fox numbers

House office: 07899960674

Mike Shaw mob: 07729 034832

House payphone: 01904 673959

E-mail: shawm@boothamschool.com

### Rowntree numbers

House office: 07985308739

House payphone: 01904 671387

E-mail: campbellc@boothamschool.com

### Evelyn numbers

House office: 07985308277

Kirit Gordhandas mob: 07905 588 325

House payphone: 01904628416

E-mail: gordhandask@boothamschool.com

## Boarding Blogsite

The boarding staff maintain a website at [www.boothamschoolboarding.blogspot.com](http://www.boothamschoolboarding.blogspot.com), where you can find short articles on, and photographs of what the boarders have been up to.

### School Counsellor:

Jacqui Temple:

07540 633792

### Child Protection Officer:

Rob Tribe

01904623261 ext:286

### Staffroom direct number

07813 285737

### School Health Centre

Main line: 01904 623261 ext: 218

Gillygate Surgery: 01904 624404

## Some Basic rules for the Boarders

It will become clear that each house has its own set of rules for certain detailed situations, but there are some general rules that you can assume to be true wherever you are on duty, and these are addressed below.

### General discipline

#### **Rewards**

Rewards are really important at Bootham. We reward students by allowing them more time before lights-out, or by arranging some sort of treat, such as pizza or muffins. Trips out, or even just praise can also be used as rewards. With some rooms, a points-based system that relies on student-agreed targets that are either met or not met can be used to manage behaviour over the longer-term. Wall charts and star-stickers have been used to very good effect.

#### **Punishments**

The discipline system at Bootham is quite complex. The following formal systems operate in the main school:

#### **Columns**

Columns are not normally used in the boarding houses. Schoolrooms pupils (yrs 7, 8 and 9) – are subject to “columns” during the day. Columns are long lists of words that must be copied accurately into a “workbook”. Different numbers of columns are “served” for particular offences, to a maximum of ten. For example, a pupil may get served three for being late to a lesson.

#### **Tracking slips**

Tracking slips are not normally used in the boarding houses. Senior pupils (yrs 9 and 10) – may receive written slips that are sent to the form teacher. If enough slips come in during a week, the pupil will be required to go to detention from 4pm until 4.30pm on one of three days during the week.

#### **Gatings**

If a pupil has pushed the system too far, it may be decided that a gating will be served by either the deputy head, or the heads of year. A gating lasts for a week, and entails restricted leave, lunchtime detention and a few jobs around the school. Gatings may also be used in boarding.

## **Suspensions**

These are given for serious offences only and can be applied to boarders.

## **In-house punishments**

House Gatings. Students are required to sign in at allotted times with members of staff, in a similar way to school gatings. Students on a house gating are not allowed off the school premises. These are generally administered by the Senior House Master/mistress.

Informal, house-based discipline is much more common. This may include being made to clean up house kitchens, confiscation of IT equipment used after lights-out, earlier bed times, copying out of house rules and denial of leave.

Each house will post its rules on a public notice-board, within the house.

## **Alcohol/smoking/drugs**

Students may not smoke (anything) or drink alcohol anywhere on the school premises. Infringements of these rules cannot be ignored for any reason.

Gatings are the most likely outcome of drinking offences, unless the offense is repeated, in which case it may lead to a suspension.

*Want to know more? See a copy of "What To Do at Bootham", our advice booklet for students, or consult our drugs policy, available from the School Office.*

## **Arranging for your child to be away from School**

In the event of your child needing to miss a night in the boarding house when they would normally be staying, we need to have permission in writing. This should be by email to the Housemaster/mistress at least 48hrs in advance. It can be very difficult for everyone involved if the whole matter is left until the very last minute. Should the student be staying with someone other than parents or guardians, we also require a confirmation email from them.

## **Boarders and travel to or from the House**

At the beginning and end of terms, it is the responsibility of the family or guardians to arrange travel for students. Taxis can be arranged through the School's reception. During the term, a student may be invited to an event with some other family. In this case, it may be necessary for the boarder in question to travel with an adult who is not an employee of the School, for example, in a family car to a party. In such a case, the School cannot accept the responsibility for checking that the vehicle used is roadworthy, or that the driver in question is proficient. Of course, in nearly every conceivable case, the driver will be the parent or older sibling of another student. It is important therefore that the parents understand that in giving permission for their child to be off-site under the care of another family, they are also accepting whatever travel arrangements are made by the family in question.

## Leave to be away from the house

**Leave regulations** When students leave the houses to go somewhere, we call this “leave”. **All students must sign out in pairs.** The students should get permission from the house duty staff, and sign out in the house diary, stating when they intend to leave, when they intend to return and where they are going.

Leave type	Sainsbury's	Bootham leave post 2 <sup>nd</sup> prep	Late evening leave	City at weekends
Lower and middle schoolrooms (yrs 7 & 8)	10 min 1730 until 1800. No leave after this time, in pairs	no	no	Sign out at house, in pairs, return 5.30pm latest
Upper schoolroom (yr 9)		no	no	Sign out at house, in twos, return 5.30pm latest
Seniors (yrs 10 & 11)	10 min 7.45 – 8.20 sign in/out with house MOD	20 min 7.45 – 9.00 sign in/out with house MOD	no	Sign out at house, return 5.30pm latest
College	10 min 7.45 – 8.20 sign in/out with house MOD	20 min 7.45 – 9.00 sign in/out with house MOD	1½ hr twice per week +sat.  7.45 – 10.00pm discussion/permission in advance  Lates at HM's/MOD's discretion	Sign out at house, return 5.30pm latest

*Want to know more? See a copy of “What To Do at Bootham”, our advice booklet for students.*

## House Meetings

House meetings are a vital part of the daily life of the houses. These are generally managed by the permanent house staff and, whenever possible, students must attend. At these meetings, important information can be put across to boarders, and they can have the chance to express views/concerns in public forum. It is also a chance to celebrate birthdays or notable achievements within the house community.

## Anti-Bullying

Bullying is rare at Bootham, but it does sometimes happen. We don't tolerate bullying, and don't allow casual and inappropriate treatment in group situations to go unchallenged. If a pupil discloses to a member of staff that they are suffering from bullying in the boarding house, he or she will be listened to sympathetically. Prior to allowing the student to return into the house the member of staff will ensure that the student is happy to return into the house after the disclosure. The issue will be brought to the attention of the Housemaster/mistress, who will then decide whether to involve the Form Tutor and Head of Year. The School's Bullying Policy will be followed.

*Want to know more? Consult our Bullying Policy, available online*

## Personal belongings

All students are responsible for their own belongings. Everyone has a lockable cupboard and valuables should be safely locked inside. On occasions, personal possessions do get damaged and we recommend that parents opt into an insurance scheme. We encourage a culture of reporting accidental damage and accept it is just that. If we do discover the student responsible for any deliberate damage, we will inform parents and aim to recover the full cost of the repair.

## Parents Overseas

### UK Guardian

All boarders whose parents are living overseas must have a UK guardian. You will be expected to provide the name and contact details of a UK guardian before your child arrives at the School. We would like to emphasise the importance of a UK guardian, who might be asked to accompany your child on journeys between the School and the airport as well as looking after him/her during holidays or half-terms, or in emergency situations. A pupil will be expected to stay with their UK guardian during Long Leave Weekends when there is no Saturday school.

If you know that your son or daughter is going to spend more than 28 days at any one time with their UK Guardian or any other adult who is not a relative then you have a duty to advise the local council of the arrangement. Please contact Jenny Daly, for new pupils, or Jane Olkiewicz, for existing pupils, if you require further advice or assistance with this.



### Travel arrangements

The School does not take responsibility for making travel arrangements, but the boarding house staff will try to help pupils who have long or difficult journeys. The final responsibility rests with parents or UK guardians, and this includes obtaining tickets and currency and renewing passports, visas and medical certificates. Passports and travel documents which are handed to the boarding house staff will normally be kept under lock and key, and although normal care will be taken of them, we cannot accept any liability for loss or damage.

### Keeping to Term Dates

Term dates and arrangements for travel are published over a year in advance and we therefore ask parents to be rigorous in adhering to them. We know that some routes are booked up at an early stage, but it is disruptive if pupils ask to leave early and we hope that they will not do so.

## Resident Graduates

Resident Graduates are vital members of the Boarding House teams, and assist House Staff with evening and weekend duties and are also always there for an informal chat. 'Res Grads' stay with the residential community as part of a postgraduate gap-year. They give boarders access to a constantly changing repertoire of skills and talents, as well as running a comprehensive programme of boarders' activities out of school time.

## Boarders' Activities

There are two main daily activity slots;

Weekdays

- 4.30 – 5.30 – all students in school
- 7.45 – 8.45 – boarding students

Weekends

- Saturday evenings, 7.45 – 8.45
- Sundays 1.00 – 3.00 and 8.00 – 9.00.



During the evenings and weekends, boarders have access to a daily programme of extracurricular activities with large-scale and whole site activities arranged for most major festivals and events. Boarders have a wide array of activities open to them and past activities have included: badminton, basketball and table tennis in the school's sports hall facilities, trips to the Velodrome, meals out, regular cinema trips, climbing club, dance class, film nights, mountain biking, pamper nights and useful cookery classes. The list is ever expanding with suggestions from the boarders themselves. Bigger events involving the whole boarding community have included: the Halloween party with plenty of tricks and treats, the traditional Christmas party with games and a lot of prizes, the Chinese New Year celebrations complete with an authentic buffet and paper lanterns, a fantastic Easter Egg hunt plus hours of dancing with a celebratory ceilidh in the summer term. There really is something for everyone and we strive to draw on the skills of our Resident Graduates and interests of all our boarders.

## Packing

*"...Try to live simply..." Advices and Queries*

You will find that your child is provided with a modest amount of storage space, which should be ample if you stick to the packing list we provide. Please don't bring television sets, games consoles or catering equipment (kettles, toasters and so on) because these are already provided in our common room areas. Large sound systems are likely to cause problems in a shared room, unless matched with a good set of headphones! Generally, enough clothing to get through about ten days should be more than sufficient, as our laundry service can return items within a week.



## Laundry

The School provides a laundry service and each bedroom in the School has a collection bag that is taken in weekly. Laundry bags are collected on either Monday or Tuesday and clothes returned fully laundered by Friday of the same week. For this system to work it is important that all clothes are clearly labeled.

Bedding is collected fortnightly and students are expected to strip their beds and put their clean bedding onto beds themselves.

In addition, each Boarding House has a student laundry, equipped with washing machines, tumble driers and ironing boards. Junior students are encouraged to make full use of the School laundry service. In all cases, students may only use the student laundry in the hours before 10 pm, and should complete a very simple user-course (it takes about half an hour!) before they can use the machines.

## Bedrooms

*"...Respect the wide diversity among us in our lives and friendships..." Advices and Queries*

The boarding houses are very complex geographically and it isn't possible to guarantee the exact numbers your child can expect to share with from year to year. As a rough guide, students in the Schoolrooms and Seniors share in groups of up to four, and College students generally share twin rooms or have singles. There are exceptions to all these guidelines however. Whenever possible, we try to organise rooming lists according to students' wishes and we do allow room-swapping after due consultation. Each Boarder is provided with a bed with divan storage, wardrobe space and desk with desk lamp for private study. Each boarder is provided with a space that can be secured with a padlock for storage of valuable items.

We also provide duvets and pillows, and we encourage students to bring their own bed linen in order to personalise their own space. Boarders can also, if they wish, personalise their dormitory space with suitable posters and personal items but please try to ensure that the majority of your child's possessions can fit easily into the space provided.



## Food

### Main Meals

Three meals per day are provided by the School during term time and your child is expected to be at all of them!



Boarders have a choice of dishes at main meals, including a vegetarian option. Provision is also made for special dietary, medical or religious needs.

Sample menus can be found on our school website ([www.boothamschool.com/food.html](http://www.boothamschool.com/food.html))

#### *Monday - Saturday*

Breakfast starts at 7.25 am and service finishes at around 8.00 am.

Lunch starts at 12.00 pm for available College students and at 12.25 pm for everyone else, with service finishing at about 1.15 pm. On Saturday, parents are very welcome to join us for lunch.

“Boarders’ Tea” starts at 6.00 pm, with service finishing at around 6.30 pm.

#### *Sunday*

Brunch runs from 10.30 am to 1.00 pm and is a self-service buffet. Boarders may drop in whenever they wish, as often as they like.

Boarders’ tea is run at 5.30 pm as a “Sunday roast”.

### Snacks and Drinks

During the school day fresh fruit and snacks are served in the dining room at break-times.

Boarders also have access to kitchens in the Boarding Houses where they can help themselves to snacks (cereals, fruit and biscuits) and drinks.

Cooking facilities are available in the boarding house kitchens. Boarders who have completed Food Handling and Hygiene Training are allowed to prepare their own hot snacks.

## A checklist for your first arrival

The first time you arrive with your child at the school it can be very daunting. The following can make your settling-in a little easier;

- Make sure all your child's clothing is labeled clearly, for our laundry service.
- Make sure any valuable articles are clearly labeled.
- Buy two padlocks, and put copies of the spare key into a labeled envelope for the Head of House.
- Prepare an A4 envelope with;
  - Your contact details and those of your appointed guardian, where appropriate. We should already have these on file, but a last-minute cross-check can be very helpful.
  - A list of any valuable articles, with a brief description of each.
  - A photocopy (we can do this for you on the day if necessary) of the personal section and front cover of your child's passport (overseas students only).
  - A photocopy of your child's visa and/or ID card.
- On arrival, check in to the main school reception desk and we will make sure you are shown to your child's bedroom

## Health Care

The School has a fully-staffed Health Centre, known for historical reasons as "The Lodge". Here, students can receive day-to-day care from the nurses, who are all fully qualified and led by the Nurse Manager. Some students use "The Lodge" as a drop-in centre when they feel the need for a sympathetic ear and a quiet break away from the hustle and bustle of school. The Health Centre runs a morning surgery at 8.00am and an evening surgery at 8.00 pm, with doctor's surgeries on Tuesdays and Fridays. The School Doctor (Dr Jacobi) is a local GP with his own surgery very close to Bootham.

The nurses do not normally do duties overnight, but if there is a need, the duty nurse will come in to allow boarders to stay in the Health Centre. For very minor problems, such as a cold, it would be normal for the student to stay in their own bedroom and receive care from the House staff under the direction of the Health Centre. We are also very close to the A&E department of York District Hospital and when necessary (after hours), we will take students directly to the hospital after notifying the Health Centre.

## Registering with the School Doctor

Full/Weekly boarders are considered to be resident in York and therefore need to be registered with the School Medical Officer. If treatment is required during the school holidays it can be obtained as a 'temporary resident' from the family doctor taking part in the National Health Service. Flexi boarders are not required to register with the School Doctor.

### Consent to Treatment

If a boarder requires special medical treatment, every effort will be made to obtain the prior consent of the parent or guardian or UK guardian, or the pupil if aged 16 or over. Should this be impossible in the time available, the Head or his deputy, acting in loco parentis, is authorised to give consent to such treatment (including anaesthetic or operation) as may be recommended by the School Medical Officer or his deputy.

During their first year, all full and weekly boarders will have an introductory meeting with the School Medical Officer and the Bootham School Health Centre Team.

Immunisation against infectious diseases may be required from time to time and individual consent will be sought from parents/guardians.

### Medication

Weekly and full boarding pupils requiring prescribed medication will have this arranged by the School Medical Officer and supplied by the Bootham School Health Team.

Pupils with conditions which require them to have medicines available at all times, e.g. pupils with asthma, need to let the staff at the Health Centre know **in** writing what medication they are on, at what dose and at what frequency. A reserve supply should be kept in the Health Centre. Pupils are **not** allowed to keep medicines in the Boarding House without the knowledge of the Bootham School Health Centre Team.

### Oral and dental health

All dental treatment should be undertaken in the school holidays. **Only emergency dental treatment can be offered in York.**

# Fire procedures

## **Procedures for students**

Boarders will be reminded of fire procedures at the beginning of each year.

Each house will have its own schedule of fire practices, and the house staff are responsible for making sure that these happen every term.

The fire assembly points are:

- Fox – exit onto Bootham through the “wicket gate”, walk along Bootham to “Photographic lane” and re-enter the school here, to assemble in the school hall.
- Rowntree – boarders in 47 and 49 Bootham exit from the rear of Rowntree and assemble in the school hall. Boarders in 45 Bootham exit onto Bootham through the front door, walk along Bootham to “Photographic lane” and re-enter the school here, to assemble in the school hall.
- Evelyn – exit onto Bootham and assemble in the Bootham Row car-park.

In the assembly hall:

After 1730, the following seating plan should be used:

Fox boys are to sit on the “clock” block of seats, with Rowntree opposite.

To help with detecting absences quickly, Lower Schoolroom are to take the front row, Middle the next and so on until all five rows are used. Any other students present in the building are to sit in the block by the stage. These will be checked by the main School master/mistress on Duty.

# Trips and the boarders' calendar

## September

- Induction day and boarders' return
- First Sunday meeting of term
- Sunday meeting at Friargate

## October

- First leave weekend – all boarders away from Friday evening to Sunday evening
- Halloween Party
- Half term holiday



## November

- Boarders' return after half term.
- Bonfire Night Party
- Second leave weekend – all boarders away from Friday evening to Sunday evening

## December

- Sunday meeting in York Minster
- Last Sunday meeting of term
- Carols by Candlelight
- Boarders' Christmas dinner
- Boarder's Christmas Carols

## January

- Boarders' return
- First Sunday meeting of term
- Third leave weekend – all boarders away from Friday evening to Sunday evening

## February

- Chinese Lantern Festival
- Half term

## March

- Last Sunday meeting of term

## April

- Boarders' return
- First Sunday meeting of term

## May

- Half term
- Outing to Scarborough
- Boarders' summer party with the Mount



## June

- Fourth leave weekend – all boarders away from Friday evening to Sunday evening
- Leavers' supper
- Final boarders' meeting

## July

- End of year clear-out

