

# **Lucton School Boarding House**



**Croft House and School Cottage  
Welcome Pack**

## Welcome Letter

Dear Lucton Boarders,

Welcome to being part of the family that is boarding at Lucton School. We aim to make your time here as enjoyable as possible, and to help you settle in we have prepared this welcome pack which provides you with some guidance on what to expect, where to be, and what to do.

The house parents in Croft House are Mrs Webb-Rogers, Mr Rogers and Mr Goodchild. The house parent flats in Croft House are just off the middle common room and you are free to knock on the door and have a chat whenever you want to.

During the week, you will find Lulu in the Matron's room next door to the boarding house office. You must remember that if you have brought any medication to school with you, you must hand it in to Lulu. Sarah and Debbie, clean and look after the house and you will get to know them very well.

Please make the time to familiarise yourself with this welcome pack and remember that we are all here to help you settle in and have fun during your time here.

*Mrs Webb-Rogers*



## **Boarding Aims**

At Lucton School we aim:

- To develop the whole person;
- To produce an open and trusting atmosphere in which each boarder feels respected as an individual;
- To provide the conditions for boarders to develop their intellectual talents through well-structured prep conditions, access to staff and other pupils, participation in activities and an atmosphere which values effort;
- To provide a range of activities, hobbies and opportunities that will assist in the personal, cultural and social development of each boarder;
- To develop boarders' responsibility for self, for others and for his/her environment;
- To develop boarders' qualities for leadership and ability to work as part of, or within a team;
- To provide suitable accommodation having due regard to adequate levels of privacy;

## Boarding House Routine

Weekday arrangements (Monday – Friday)

### Morning

Wake up alarm	07:00
Breakfast alarm	07:30
Breakfast (in Dining Hall)	07:40 - 08:00
Roll Call and Notices	07:55
Surgery/medicines	08:00 - 08:25
Corridor check	08:20
Boarders leave house	08:30
Registration	08:40

### Evening

Return to Boarding House	17:05
Bell for roll call, held in the Memorial Hall	17:30
Supper in Dining Hall	17:45
Prep bell	18:25 (Monday to Thursday)

### Prep

Year	Room	Start	Finish
3 – 8	TICT	18:30	19:30
9	MICT	18:30	20:00
10	MICT	18:30	20:00
11	MICT	18:30	20:00
Sixth Form	Sixth Form Study Area	18:30	20:00

### Bedtimes

Year	Corridor	Lights out
3 - 4	19:30	20:00
5	19:45	20:15
6 - 7	20:30	21:15
8	21:00	21:30
9	21:15	21:45
10	21:30	22:00
11	22:00	22:30
Sixth Form	22:30	23:00

### **Weekend arrangements**

Bedtimes may be later and breakfast will be altered accordingly to reflect this

The Boarding House is **closed** from 8:45am until 5pm  
Please make sure you have all you need for the school day

## House Rules

- There is a “no contact” rule in the house.
- Boys are not allowed to visit any girl’s room or corridor. Girls are not allowed to visit any boy’s room or corridor. Failure to adhere to this rule may result in suspension or expulsion.
- Boarders are not permitted to enter any corridor other than their own without first seeking staff permission. Permission will only be given with good reason.
- Boarders are not permitted to enter another boarder’s room without permission
- Boarders are not allowed to visit other people’s rooms after lights out.
- Boarders must not prop open their corridor doors.
- Rooms must be kept neat and tidy
- No swearing.
- Consider others when you are moving around the house. Be careful and do not run. Never run on the stairs.
- Noise must be kept to an acceptable level.
- Ball games are not permitted in the immediate vicinity of the school.
- All members of staff and other boarders must be treated with respect.
- Mobiles phones must be handed in at night if the pupils are in Year 10 or below
- Aerosols are not permitted in the house.
- Pupils crossing the road to use the field must never run across the road or walk along it. Cross directly with caution.
- Bullying or violent behaviour will not be tolerated.
- Pupils are not allowed to visit unlit areas after dark.
- Chewing gum is not permitted.
- Pupils may not leave the school premises without permission
- Areas out of bounds are; the staff common room, any construction site, the woods, the orchard and any areas on the field that are not visible from the steps by the pavilion.
- Trees may not be climbed.
- Smoking and the possession of alcoholic drinks or illegal drugs are of course strictly forbidden, and the Boarding House staff are ever vigilant in this respect. The discovery or suspicion of any of these items will be treated as a very serious matter and, under certain circumstances, it may be necessary to inform the police. If a pupil is in an intoxicated state their parents or guardians will be informed immediately and will be asked to collect the pupil from the Boarding House.
- Aerosols are not permitted in the Boarding House, in view of the known dangers associated with them and the fact that they could activate the fire alarm system.
- Cooking and eating in bedrooms and corridors is forbidden.

## **Meet the Team**

### **Boarding Parents**

- Mrs Webb-Rogers – Head of Boarding and Teacher of English
- Mr Rogers – Prep School Teacher
- Mr Goodchild – Head of Boys Games
- Miss Rogers – Boarding Parent

Boarding parents are available each morning 07.00 – 08.30 am and from 17.00 – 22.30

They are all available to talk to, should you need to.

### **Matron - Lulu**

Lulu is available to see boarders from 08.00 to 17.30 each day. If you do not feel well in the morning, you must inform a house parent and go and see Lulu.

Boarders are not allowed to stay in bed.

All medication should be handed in to Lulu on arrival for safe storage. Students are not permitted to keep hold of their medicines without consent from Lulu.

Lulu is someone you can talk to, should you need to.

### **Cleaners - Sarah and Debbie**

Sarah and Debbie are responsible for cleaning the boarding house and doing the laundry.

Please keep your room tidy and keep floors clear.

Please leave the bathrooms and the café / kitchen area as you would wish to find them.

Corridors must be kept clear at all times.

Suitcases must be kept in the store rooms.

Spare rooms on corridors should be left empty of belongings- any belongings left in these rooms without permission will be disposed of.

## Café

Food and drink must be consumed in the café / kitchen area.

**Only year 10 and above may use the oven / hob and microwave.** Younger year groups may prepare snacks and may use the kettle and toaster **with the permission of the house parent on duty.**

Please wash and dry all cooking equipment and return it to the cupboards.

Please wipe all surfaces and tables when you have finished.

The café can be used from 19.00 – 21.30.

## Café Fridge

Please put your name on all food items.

Throw away out of date or unwanted food items.

Clean up spills and leaks.

Please ensure the fridge and freezers are closed properly.

Please be considerate of other boarders; there is limited space.

## Wifi



Wifi – Boarders  
Password - LuctonBoarders



## **Laundry**

Each corridor has a specific day for laundry to be done. You will find this on your corridor noticeboard, as well as outside the laundry room.

### **Bedding and towels**

These must be labelled with your name if you use your own items. Please put washing in the red bins to be collected by your corridor prefect and brought downstairs by 8.15am on your day.

### **Personal laundry**

Each student has a laundry basket in their room. Laundry should be brought downstairs on your personal laundry day by 8.15am and left outside the laundry room. Usually it will be ready to collect in the evening when you return from school. **All clothes must be clearly named.**

### **Wednesday sport kit**

On Wednesday, most students will have dirty sport kit. Please put this in the red corridor laundry bin and bring it downstairs before prep at 6.30pm. It will be washed on Wednesday evening or Thursday morning and put back into the red bins for collection. **All sport kit (including socks) must be named.**

## **Pocket Money**

The house parents can look after boarders' pocket money; we recommend that boarders hand in their pocket money at the beginning of term and a pocket money ledger is kept. Overseas boarders and older boarders usually have their own bank account. The school will assist in opening a bank account for a boarder. Our system is flexible so that boarders, parents and house parents may decide between them how much is given and when. Parental requests will be noted and adhered to. Boarders will not be allowed to take out very large sums of money without parental permission.

## **Passports and BRP's**

All students must hand their passport and BRP to the Boarding Parents on arrival, and sign these in. These will be safely and securely stored in the boarding house safe, until departures day when students will sign them out.



## **Packing and Personal Items**

Some guidelines for new (and returning) boarders when it comes to packing

We would urge students to only bring with them items that are essential – rooms are fairly small with not enough storage for an extensive wardrobe of clothes and belongings, and usually rooms will need to be packed up and emptied at the end of each term. Once winter is upon us, boarders need a warm, waterproof coat and appropriate footwear. Please could boarders also bring a pair of slippers or indoor shoes to change into whilst in the boarding house. In addition, please could all of our younger boarders have a pair of wellingtons even if they are not doing Forest School this term.

All pupils must have two pairs of School shoes and spectacles (if needed) in case of damage. Pupils should order uniform on line - the details of this are on the school website. Please be aware there are often waiting times for delivery before the start of term. Pupils also require comfortable casual clothes for evenings and weekends, swimwear and casual and sport trainers.

We supply bedding in rooms, but pupils are welcome to bring their own if they prefer. This, and towels and toiletries need to be labelled.

**Please ensure that all uniform, sports kit, casual clothes, coats and jackets and any personal bedding, towels and linen is labelled with your child's name – including underwear.**

Boarders are welcome to bring to school their favourite personal possessions such as games, books, teddy bears, technology and so on, but these should be clearly marked with the owner's name and the school can take no responsibility for any loss or damage. All boarders must have a lockable box in their bedroom to keep items safe and secure. Boarders are welcome to store any valuable items in the Boarding House office which is always securely locked.

The following items should never be brought into the Boarding House:

- Pocket knives, catapults or cap guns
- Pets
- Televisions
- Any item capable of producing a flame
- Aerosols
- Chewing gum
- Alcohol
- Tobacco of any kind
- Illegal substances
- Flammable liquids

## **Worries and Concerns**

If you are worried or wish to make a complaint there are a number of ways you can do this.

Remember you have friends who may be able to help, or an older pupil to whom you feel you can talk. **The house staff are always ready to help as is the Head or any member of staff.**

There may be a time when you don't want to talk to a member of staff, this is quite understandable and natural. If this is the case then talk, telephone or write to any of the following:

- **Your parents or a trusted adult**
- **The listening service**
- **Boarders Listener (Jane Clarke)**
- **Childline 0800 1111**
- **Ofsted 0300 123 4666**
- **ISI CAP House, 9-12 Long Lane, London EC1A 9HA, telephone 020 7600 0100**

If you feel you wish to make a complaint you should speak to a member of staff you trust, you can take a friend with you if you like. You can make an appointment with the Head or Deputy Heads. You may take a friend or a member of staff.

If this does not resolve the matter you can make a formal complaint. This is done as follows:

Either talk to or write to the Head or tell one of the House Parents you wish to make a formal complaint. Your complaint will be recorded in the complaints book kept by the Head; within two days the Head will ask to see you to talk the matter through. You can have a friend with you who may be another pupil or a member of staff. If, within two more days you still feel the matter has not been sorted out you may contact any of the people listed and ask them to help you.

**You do not have to tell staff or anyone else that you are complaining about them.  
Remember your responsibility to be honest and truthful.**

## **Boarding House Contract**

Whilst we do not have many rules, we do need some routines to ensure the smooth and happy running of the boarding house.

- I recognise and will abide by the following routines, as set out in the Boarding House welcome pack:
- I will treat others how I would wish to be treated
- I will respect and follow the guidelines regarding acceptable and unacceptable items to be brought into the boarding house as stated in the welcome pack
- I will take care of equipment provided and clean and tidy up after myself
- I will make my bed and open my blind each morning
- I understand that my room will be regularly checked to make sure it is clean and tidy
- I will wear school uniform to breakfast
- I understand that I should not return to the boarding house in the daytime, unless for medical reasons, or if I have been given permission by a member of staff.

I understand that sanctions will be put in place if rules and routines are not adhered to.

I hereby declare that I have read and understood the above

Signed	
Date	

## **Boarding House Technology Contract**

In Croft House we understand that your technology is a crucial link with home, as well as being fun. We also know that it can easily get in the way of sleep and school work!

- The school rules state **that no mobile phones should be carried by students during the daytime – they must be left in the boarding house.**
  
- **Students up to and including year 10 must hand in their mobile phones and also any other technology – laptops, tablets, iPads etc at bedtime.** It will be safely stored in the boarding house office until after school the following day, when you may collect it from the member of duty staff for use in the evening after prep. If you need to use your phone to contact home at any other time (because of time differences etc) speak to the member of duty staff and they will try to help you.
  
- Technology should also not be used by pupils during prep (other than sixth formers). If you need to use it for work, you must ask the member of staff on prep duty.
  
- **If we feel that any student (in any year group) is spending too long on technology, we will first speak with you and your parents, before putting a plan in place that may mean limiting your technology use.**
  
- **If any technology is found in your room that you haven't recorded on this form, it will be removed and confiscated until the end of the half term when you may take it home.**

Please show below the technology that you have brought to Lucton school.

Mobile phone (state how many)	
IPad / tablet / kindle	
Laptop	
Computer consoles / gaming consoles	
Apple watch / smart watch	
Other	
Signed	
Date	

## **Boarding House Medicines Contract**

In Croft House we understand that your prescribed medicines are vitally important to your health and wellbeing. We also understand that you may feel that you want to keep your medication private however, as care givers we must look after everyone's wellbeing and safety in the boarding community.

- It is of the **utmost importance** that you inform the duty staff and Lulu, our matron, what medication you take, whether it is regular or infrequent.
- Your parent or guardian must correctly fill in and send your medical notes before your arrival in school.
- If your medication or the dose changes, we must be informed immediately
- Medication should not, **under any circumstances**, be kept in your room or on your person, (unless it is an EpiPen, inhaler or similar emergency medication, agreed by Lulu.)
- Medication should be handed in to Lulu or a duty member of staff on arrival at school, and kept securely in the medical room.

**If any medication is found in your room your parent or guardian will be called, and you risk suspension or being asked to leave school.**

I have read and understood this medication declaration

Signed	
Date	