



# BOARDING SCHOOL



# PARENT HANDBOOK

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## **STANBOROUGH BOARDING SCHOOL MISSION STATEMENT**

We of Stanborough Boarding School will forge a true union of school staff, parents and pupils in encouraging each pupil to reach his or her maximum potential. Through a nurturing environment and the development of civic and social skills, necessary to benefit the world, Stanborough will create a community of life-long learners. Stanborough's mission will be to share Christian values and express the diverse cultures of the school's international family through the rich multi-cultural international exchange programs that offers short-term, mid-term and long-term students the opportunity to integrate with home students and corporately experience a taste of British history and culture through excursions and other social activities. Stanborough will provide an atmosphere that holds true to the school's vision of achieving excellence.

The International Program incorporates groups of students who visit the school from two weeks to a month and individual students who visit for between a week and six months. The aim of such programs is to provide students with an opportunity to learn English in a British educational institution make life-long friendships and explore the rich British culture. In addition, there are students who also study full time from Key stage 3 through to Key stage 4.

### **BOARDING SCHOOL OBJECTIVES**

To cultivate a sense of community;

To create a comfortable, caring environment in which pupils can feel relaxed and "at home";

To help pupils develop an awareness of the needs of others;

To provide an open network of communication between staff and pupils;

To develop all aspects of a pupil's character;

To provide for the physical, emotional and spiritual needs of each pupil;

To encourage self-motivation and a professional attitude in all their work.

### **PRINCIPLES**

Stanborough School welcomes boarders from all cultural and religious backgrounds and operates on a Christian philosophy.

The Boarding School staff and practices promote the physical, mental, spiritual and social aspects of each pupil's character and personality, making them aware of their responsibilities toward society, each other and themselves.

An equal opportunity policy operates in all aspects of the Boarding School life. Parents and school staff share the belief that all pupils are unique, have individual strengths and are capable of becoming self-motivated learners.

Thus, all members of the school community are expected to model such character traits as honesty, integrity, excellence, leadership, accountability, responsibility, appreciation of cultural diversity, self-discipline and respect for others and self. Demonstrate good citizenship, teamwork, punctuality, reliability and environmental awareness.

## **PART 1: STRUCTURES AND SYSTEMS**

### **BOARDING STAFF ROLES**

Trustworthy, caring and dedicated staff members including the Principal, Head of Boarding, House Mistress, Boarding School Assistants, kitchen, laundry and cleaning staff, care for all the needs of the pupils. At all times of the day and night there is a member of staff on duty who can be contacted. The Head of Boarding and other staff keep in close contact with parents, sharing concerns with them. Parents also receive a boarding school report bi-annually. Pupils are encouraged to share their concerns and problems with their friends, boarding school staff and day school staff.

### **BOARDING SCHOOL FACILITIES**

The boarding school has the capacity to house 72 pupils both male and female, catering for 11 to 17 years old. Pupils have the option to stay 5 or 7 days a week. All of the rooms have the capacity to house the average of two pupils having an en-suite bathroom. Boys live on the first floor and girls live on the second floor. At least one member of staff lives on each floor.

### **SPORTS FACILITIES AND OUTSIDE ACTIVITIES**

Pupils are encouraged to take advantage of the gymnasium that is open for boarder's use at designated times. At other times boarders can make use of the gymnasium in the daily school activities. The school grounds are over 40 acres, and may be utilised by the pupils in sporting and relaxation activities such as cricket, football, basketball, rollerblading, cycling and walking.

### **NEW PUPIL INDUCTION**

On arrival at the boarding school, pupils will be given an induction pack which will include the student handbook. New boarders may also be assigned a 'boarder buddy' who will help them settle into life in the boarding school, show them how things are done and help them to follow routines. It is unusual for boarders to room by themselves.

### **KEY BOARDING SCHOOL PUPIL ROLES**

**HOUSE BROTHER/SISTER** - are to set an overall good example to all other pupils, provide support to other boarders, collect and present boarder concerns and views to staff, assist staff in day-to-day activities and attend boarding school discipline council meetings as the pupil representative.

**SOCIAL ACTIVITY CO-ORDINATOR** - is to assist staff members in planning and coordinating Boarding School activities and collect money for events and keep records of attending pupils.

SPIRITUAL LEADER - is to assist boarders with their spirituality and journey with God, in particular working with the Chaplain in the organisation of worship and spiritual activities within the boarding school.

## Daily Routine (Weekdays)

Time	Pupil Responsibilities
6:45	<b>Wake - up</b> and get dressed properly for school.
7:20	<b>Worship.</b> Pupils report to staff if their room-mate is feeling unwell. Students who come late or miss it will get late marks.
7:30-8:00	<b>Breakfast</b> - pupils sit together to eat breakfast.
8:00	<b>Duties</b> - students must leave their room tidy.
8:35	<b>Pupils leave for school.</b> Students must have all equipment for their School day as they are not able to return to their rooms.
8:30 - 15:30	<b>School-</b> pupils who are sick will remain in the room and/or be taken to the doctor.
15:30	<b>Pupils return</b> to room and are to change out of their uniform. <b>Free time or after school clubs</b> - until dinner.
18:00	<b>Dinner:</b> in the dining hall
18:45	<b>Worship</b> - Pupils attend worship in the assembly hall or lounge. If a pupil is late they will get a late mark. Pupils are encouraged to be actively involved in worship and to show respect for those who are leading out.
19:15	<b>Study</b> - pupils are to study in designated areas. Juniors in a study area. Seniors in their own room with door open and study in a quiet and mature manner (If they are unable to do this they will be required to study with the juniors)
20:45	<b>Free time - activities.</b> Pupils will be able to participate in a number of organised activities - Gym, Bowling, Games etc. At times, this may mean that the daily routine will be altered.
21:30/22:00	<b>Bedtime</b> - pupils will need to be in their rooms and ready for bed.
22:30	<b>All Lights Out, Alarm is set by staff on duty</b>

## BOARDING SCHOOL COUNCIL

The Boarding School Council is another forum where pupils voice any concerns they may have. This group meets regularly to discuss boarding school issues and concerns and, on occasion, deal with disciplinary matters. The pupil head of the council keeps the boarding school informed about how and when the meetings are organised. Issues presented at the meetings are passed on to the boarding staff who will attempt to address each of the issues before the next meeting.

## WORSHIPS

Stanborough Boarding School, as a Christian School, follows the guidelines of the Seventh- day Adventist Church. Attendance at all worships and religious services are compulsory and pupils are encouraged to take part and lead out. Morning worship is just before breakfast with evening worship just before bed.

Morning worship involves a short inspirational devotion and prayer whereas evening worship is a time to look at different topics aiming to develop spiritual wholeness and to study Christian topical issues.

Sabbath, starting at sunset on Friday and finishing at sunset on Saturday, is a special time of worship for Seventh-day Adventists. We remember God, the creator of all things and take a break from the stresses and studies of the week. On Saturday morning a religious programme takes place which is often at our local church, or in the assembly hall at the school. Sometimes we may also worship in the countryside where nature creates an atmosphere to learn about our Creator.

All the 7 day boarders must attend the Friday evening worship as well as Saturday morning service(s).

## **STUDY TIME**

All the pupils are required to attend study time. Juniors meet in the ICT room where they study from 7:15pm to 8:45pm where a staff member is present to help with the homework and monitor pupils. Seniors study in their own room from 7.15pm to 8.45pm. They are regularly checked on so staff can freely assist and check on their progress.

## **SOCIAL ACTIVITIES**

Evening and weekend activities are organised to encourage creativity and to provide leisure time. Swimming, tennis, cooking, ice-skating and bowling are most popular among the pupils as well as the regular times for basketball and football. The boarders also celebrate birthdays and other special occasions such as Chinese New Year. Due to the multi-cultural nature of our boarding school, cultural activities and meals will also be a part of the program.

## **SICK ROOM**

There are designated sick rooms for each floor. This is for the use of pupils who need to be isolated for a period of time to rest properly and recover.

## **TUCKSHOP**

A tuck-shop operates within the school by pupils and by kitchen staff at lunch and for a short time after school to provide the pupils with snacks.

## **LOUNGES AND GAMES ROOM**

The pupils have access to three communal spaces: a study lounge, entertainment lounge and a games room. Both boys and girls are able to interact socially under staff supervision in these spaces. For those without personal computers, the study lounge is equipped with computers which have broadband access to the internet. In the entertainment lounge the pupils are able to watch television/ videos. The first floor is equipped with a television and games console, the second floor has a television. It is also used for committee and pastoral meetings. The Games Room is located in the outbuilding and it has table tennis, pool and snooker tables, treadmills and fuse ball table.

## **Kitchenette**

There is a kitchen in the boarding house for pupils to be able to prepare simple meals, store their snack foods in lockers or fridge and is also a place where they can sit and relax with each other or by themselves.

## KITCHEN AND DINING HALL

The kitchen, in line with Seventh-day Adventist philosophy, caters solely to a vegetarian diet. All pupils are expected to attend all meal times except Saturday and Sunday breakfast, which are optional. Meals are served at the following set times during the week:

Breakfast - 7:30 - 8:00 am

Lunch - 1:30 - 2:30 pm

Supper - 6:00 - 6:45 pm

Meal times vary during the weekend depending on the programs arranged.

## TELEPHONES

Telephones are situated in both corridors to enable pupils to make easy contact with their parents, relatives, guardians and friends. Pupils can also receive calls from those telephones. They can make use of their mobiles phones when not in meal, study or worship times.

The Student Telephone numbers are:

Second floor foyer: +44 (0)1923 665979

## LAUNDRY

Laundry staff would prefer Seven-day boarders to deliver their clothes for washing by Sunday bedtime all clothes and bed linen must be clearly marked with pupil's room number &/or name. Students can pick up their clean laundry by Tuesday evening. They can also do their own laundry on a Sunday and on designated evenings, using their washing powder provided by the boarding school or their own.

## WIRELESS INTERNET

The Boarding School has wireless internet facilities. **If pupils choose to take advantage of this service, they must commit to adhering to the guidelines of use.** The Wireless is available in the morning between 6:45am and 8:30am, and in the afternoon from 3:30pm and 10:30pm, over the weekend constant access is available.

## **PART 2: POLICIES & PROCEDURES**

### **BEHAVIOUR AND APPEARANCE**

Pupils are expected to present themselves with dignity and modesty at all times. Young people are created by God and as such should be treated with respect as individuals. Each young person has the potential to grow and become a positive and important citizen in our society contributing many talents and skills.

The Staff aim to collaboratively encourage the pupils to think independently and to begin to make choices for themselves. We believe that each young person needs to map out their own path for the future and we have the opportunity to work with them and their parents/guardians to provide guidelines and safe boundaries in which the young people do this.

Pupils are expected to appear neat and tidy with shoes on at all times in public areas inside and outside of the boarding school. Students are expected to dress formally in church. Appropriate, modest and neat clothing needs to be chosen that reflects the ideals of Stanborough School and the SDA church. Boarders are allowed to wear jewelry of a discreet and personal nature and may use minimal make that looks natural and not too obvious outside of school hours.

### **SAFETY**

Physical safety of all boarding pupils is the responsibility of all staff. At least once every half term a fire drill and once a year a 'lock-down' procedure are organized to demonstrate and practice emergency conditions. Senior pupils are also involved as Safety Captains.

#### **- Fire Drill**

On the sound of the fire alarm, all pupils must proceed to the meeting point (main car park) outside the building. Instructions on fire safety are posted on the main notice boards and signs for exiting are clearly visible. Fire instructions are also posted in all bedrooms.

#### **- Lockdown**

If the lockdown bell rings (continual, 3 long 2 short rings or verbal announcement by staff) all staff and pupils are to move to a safe place in a nearby room, lock the door, turn lights off and remain quiet until a staff member or relevant authorised person has given the all-clear. An authorised person may include police or fire officers.

### **HEALTH**

It is a requirement that all boarding school pupils are registered upon arrival with the local doctor, dentist and, if required, optician. Medical records are kept for each pupil in accordance with the Data Protection Act (1998)

(online at <http://www.hmsa.gov.uk/acts/acts1998/19980029.htm>).

### **MEDICATION**

No medication can be given by staff without written parental or guardian permission. Parents and guardians must inform staff of medication required by their children. On extreme occasions verbal permission may be sought to give one-off medication to a pupil.

Parents or guardians must supply a list of medication their children bring to the Boarding school which will be kept in a locked medical cabinet in the Boarding School Office.

## **GUARDIAN**

It is a requirement that parents appoint a guardian for their child when they are not in the UK or not available. The guardian's contact details must be given to Staff upon the student's arrival.

## **LEAVING THE SCHOOL CAMPUS**

Pupils are free to go out after school to the local shops. Pupils must obtain permission and/or notify staff of their whereabouts at all times. They are to use the sign out/sign in book kept in the office. Students are not allowed to go off campus by themselves - juniors need to be in groups of two or more, seniors are allowed to be alone. All pupils have to be back for dinner.

## **OUTSIDE VISITS**

In the current social climate every effort must be made to ensure the safety of your children. We cannot therefore, release your child to a person unknown to us, nor can we permit them to travel or visit without your written permission. Written permission must also be given on the student's arrival for visits to the cinema or other special trips.

7-day boarders are allowed weekend visits away with the written permission of their parents or guardians by letter or fax, at least 24 hours in advance.

## **BELONGINGS**

Each pupil is given a key to their room. Each pupil is responsible for his/her own key as well as his/her own belongings. Valuable objects may be kept in the safe in the office. Each pupil also has a locker where they can store their food/belongings. The boarding school staff will not be responsible for objects left without supervision. A £10 deposit will be required when a pupil gets a key, which they get back when it's returned at the end of the year. If they lose or break the key, they will need to pay for a replacement.

## **COMPLAINTS POLICY**

The Stanborough Boarding School complaints policy ensures that all pupils are treated fairly and with respect. If your child has any issues with the boarding school facilities, the cafeteria, their peers, teachers or boarding school staff please encourage them to see one of the staff members they feel most comfortable with or someone else listed in their handbook for support. Sometimes it is best for you or your child to put your complaint in writing or to ask a staff to make a record to make the complaint more formal. Each complaint we receive will be considered seriously and as much as possible action will be taken and feedback returned. Stanborough School also has a policy for parents who wish to make a complaint - a full copy of the policy is available from reception in the day school.

## **DUTIES**

All students have some kind of duty which aims to develop responsibility and ability in fulfilling tasks for independent everyday living.

All pupils are put on a cleaning rota. They are listed in groups that clean the common

areas of the boarding school 4-5 times a month.

Year 11 students may assist boarding school staff individually once or twice a month in the afternoon after school (15.30-18.30) at the boarding school reception desk. They are to take messages, hand out the sign out/in and day boarder and visitor's book, supervise the boarding school entrance and report to staff on duty. They are not authorized to make decisions regarding the boarders (e.g. giving permission to go out).

## **BOARDING SCHOOL RULES**

Boarders are expected to demonstrate respect toward staff, each other and the property at all times.

Boarders are to follow the directions of staff and the requirements of boarding school life, arguing with decisions will be considered disrespectful

Food, drink (except water), bottles of ink or correction liquid, and chewing gum are not permitted in the bedrooms and lounges.

Members of the opposite gender are not permitted in each other's corridors. Both parties will be strongly disciplined if in breach of this rule. Dating between boarders will require parental approval and physical contact will be monitored.

The following personal items are not permitted in the boarding school: weapons and others objects which can be used to harm others, explosives, matches, candles, pets, illegal substances or pornographic materials of any kind. Staff members will discipline boarders and confiscate such items found in a boarder's possession

Boarders can listen to music of their own choice at a respectable volume. The music should not disturb others and music with strong language or explicit lyrics warning labels will be confiscated. Speakers are not permitted.

No personal TV's are allowed in the rooms.

DVD's, videos and games should receive the approval of a staff member in line with the TV/Videos and Video/Console Games Policies.

No running, bouncing balls, or physical contact games are allowed inside the boarding school.

Students and parents need to consider the amount of personal belongings and clothes taken to the boarding school since each student is provided one wardrobe and a set of bookshelves and a desk. Any additional items which is considered to block the easy moving in and out of the room or makes keeping a tidy the room difficult will be taken to the store room.

## **PART 3: MANAGEMENT**

### **DISCIPLINARY MEASURES**

**Category One:** are low levels of behavior, which results in immediate negative consequences. Behaviors, which may warrant a category one status, are: Bedtime disobedience, Under 15 room check points, un-excused lateness, non-performance of duties, and lack of respect to others and/or their property. Suitable negative consequences which may be implemented are: Late marks, extra duties, and early bedtimes.

**Category Two:** Those behaviors, which will incur a consequence that will be recorded in the pupil's file and may result in a boarding school discipline council meeting. Behaviors, which may warrant a category two status, are: unauthorised lending or borrowing of property, deliberate breakage of a fellow pupil or boarding school property, ongoing disobedience of curfew, inappropriate conduct toward staff, direct disobedience, and persistent offence of category one, unauthorised absences. Suitable negative consequences which may be implemented are: grounding, Boarding School Watch, isolation, individual behaviour plan, extra late marks, and homework plan.

**Category Three:** are those behaviors, which warrant the intervention of the Stanborough School senior management team and a discipline committee. Behaviors which may warrant a category three status are: visiting the rooms of the opposite sex, behavior that endangers the occupants of the boarding school, persistent offence of category two or not following behavior procedures outlined in category two, use of illicit substances such as tobacco, alcohol and drugs. Suitable negative consequences, which may be implemented, are: grounding, boarding school watch, isolation, individual behavior plan, suspension, exclusion.

### **BEHAVIOR REWARDS**

Stanborough Boarding School has a number of positive reinforcements to help support each pupil's development.

**Golden Night:** Aim- to facilitate the development of responsibility within the boarding pupils by positively rewarding those who are able to demonstrate that they can keep their rooms tidy at a gold star level for a five-week period. Reward: A special outing, meal or treat.

Every month we also honour one student who showed outstanding behaviour in the boarding school.

**Town Trip:** Aim - to facilitate the development of responsibility in the boarding pupils to take ownership of their time and home work. Reward: Pupils who have not received an academic demerit (from the school) and/or do not have many late marks are able to participate in the weekly outing to town.

## **TRAVEL ARRANGEMENTS FOR ARRIVALS AND DEPARTURES**

The Boarding School is prepared to provide FREE transport to and from Heathrow and Luton Airport, up until the day after the term ends & from a day prior to a term beginning. The arrival and departure details should be communicated at least a week before travel.

Apart from the stated days and airports, (unless an emergency) parents need to make their own arrangements for the boarders' transport or arrange payment with the Boarding School of £40. If there is an emergency situation the school should be contacted as soon as possible.

Boarders are required to arrive for each 1/2 term the day before school starts, by 9:00pm, and are not meant to come any earlier than the day before, unless arranged with staff under special circumstances.

Boarders are also to depart for breaks no later than 9pm the day following the end of term, unless otherwise arranged with staff. Staying longer and/or during a break will incur extra charges of £35 per day/night.

## **FIVE DAY BOARDER ARRANGEMENTS**

Five-day boarders are required to leave the Boarding School by 5:30pm on Fridays to go home. The school is unable to take responsibility for pupils after this time. Five-day boarders can return on Sunday evening between 6:30 - 8:30pm. Please notify staff if any other alternate arrangement needs to be made.

If five-day boarders wish to stay at the Boarding School during the weekend their parent/guardian(s) should notify the bursar and the Boarding School staff at least a week in advance and arrange payment for this extra stay, £35 per day/night.

## **VALUABLES**

We advise all boarders to keep their valuables in the Boarding School safe at all times from theft or loss. Valuables include; cash, expensive jewelry, passports and visa documents. You will be held responsible for whatever you keep in your room or around the building. We strongly advise that valuable things such as passports and money, in particular, should be kept in the Boarding School Safe, inside the office.

## **PASSPORTS/VISAS**

Renewal of visas is the responsibility of the parents/guardians and pupils. Upon arrival we advise that pupils to store their passport and return tickets in the office safe box.

## EQUIPMENT LIST

It is our aim to make your child's stay a happy and comfortable one. To help with this process we have comprised a list to ensure that he/she has sufficient clothing and equipment for the school year. Please review the checklist below. Remember that all clothes and items must be marked with your child's name for easy identification.

### All Boarders will need:

10 white school shirts	3 towels
10 pair of socks (dark grey or black for boys and white or black for girls)	3 wash cloths
3 pairs of black school trousers - boys	3 bars of soap
3 black front-inverted pleat skirts - girls	2 toothbrushes & toothpaste
15 sets of underclothes	2 Shampoo & Conditioner
1 black winter coat	1 brush/comb
1 pair of plain black school shoes	2 deodorants
1 pair of casual shoes	1 shoe polish
1 pair of gym shoes (no black soles)	1 swimsuit
3 sets of night clothes	
1 math set	
1 scientific calculator	

7 day boarders should bring formal dress for special occasions and church attendance!

If bringing a computer please be aware that your software will be inspected to ensure it conforms to the boarding school policy on stereo and computer use.

## PROHIBITED ITEMS

Please note that the following items are NOT permitted in the Boarding School:

Irons (available in the Laundry) & electric kettles	Mothballs
Indecent posters/ clothing	Extension leads/electrical multi-blocks
Cooking equipment (e.g. rice cookers)	Pornographic material
Weapons (e.g. knives)	Heaters
Electric blankets	Matches, lighters or candles
Fireworks	Animals
Alcohol	Illegal substances (cigarettes, marijuana, drugs)
Chewing Gum	Objectionable music tapes, CDs, videos, DVDs
Correction fluid	

In the interest of safety to all boarders and in order to uphold the Christian ethos on which the Boarding School is administered, we would encourage your support in ensuring that your child does not bring any of these items (including any other illegal or dangerous items not mentioned) into the Boarding School.

## INFORMATION FOR THE CURRENT ACADEMIC YEAR

First Day - Boarders will be required to arrive at some point during the day before school starts, before 9pm. If you need to make any transport or travel arrangements for your child's arrival, please ensure that you contact staff well in advance to ensure that we can accommodate your requests.

Induction - New students will be inducted within the first week of arrival at the Boarding School and will be appointed a boarder who is willing to guide them in following the boarding school routine and to help them settle in. If you would like a tour of the boarding and school facilities, this can also be arranged.

You should receive a School Calendar of Events.

## BOARDING SCHOOL CONTACT DETAILS

Address: Stanborough School

Stanborough Park Watford,

Hertfordshire, WD25 9JT,

U.K.

Tel: +44-1923-665970

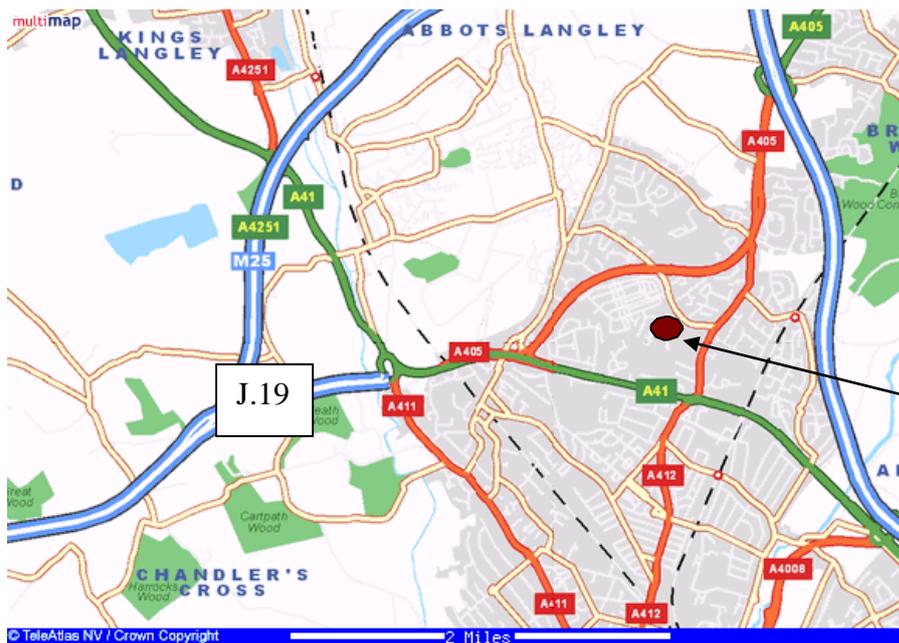
Email: [boarding@spsch.org](mailto:boarding@spsch.org)

Head of Boarding - Mr Courtney Prince

House Mistress - Mrs Aila Zivanov

## WHERE TO FIND US

We are located just off Cedar Wood Drive in Garston, Watford.



J.6



(All maps thank to Multimap.com)

**From West (M25):** Take Junction 19 off the M25 and follow the signs for St Albans on the A405. Past the Esso Petrol Station (on the left) take the right around the 'long about' and then the first left into Sheepcot Lane. Then right turn into Apple tree Walk and left into Cedar Wood Drive.

**From South (M1):** Get off at Junction 5 and onto the A41 north. At the dome roundabout take the A412 towards St Albans. After about a  $\frac{1}{4}$  mile turn left into Sheepcot Lane. Then left turn into Apple tree Walk and left into Cedar Wood Drive.

**From North (M1):** Get off at Junction 6 and onto the A405 heading for Watford, after about a mile take the left turn down Sheepcot Lane. Then right turn into Apple tree Walk and left into Cedar Wood Drive.

**From the East (M25):** Get off at Junction 21a and head for Watford on the A405, after about a mile and a quarter take the left turn down Sheepcot Lane. Then right turn into Apple tree Walk and left into Cedar Wood Drive.