



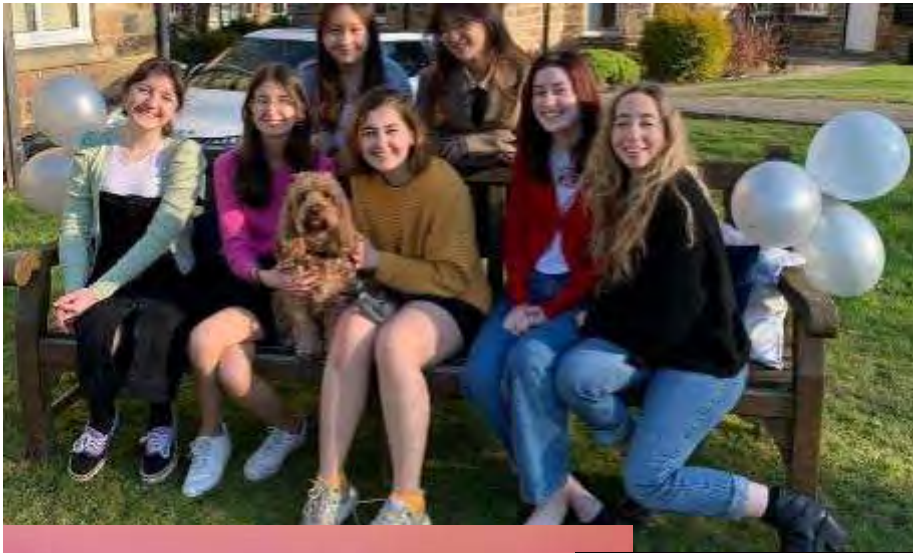
Independent Day and Boarding School  
for Girls Aged 11 to 18

# Boarder's Handbook

## 2021-22







# Introduction

Welcome to Boarding at Harrogate Ladies' College! Although it can be daunting starting a new school and living away from home, we believe boarding is a fantastic experience, where you can make lots of friends, become more independent and prepare for your future! All of our Houses have a welcoming, friendly and homely atmosphere and we want you to feel at home as much as possible.

Your wellbeing is incredibly important to us and you will always have the support of your House staff, House tutors and the wider HLC community.

We thoroughly enjoy taking you on weekend trips and you will be given a trips brochure for you to read about all the exciting places we will be taking you each term. We have plenty of clubs and activities to keep you fit, healthy and busy. It's important to stay active and try and get involved in as much as possible, as this will really add to your overall experience.

Please feel free to come and see me at any time—I am usually located in Lancaster House, as I am also a Housemistress, as well as the Head of Boarding. In school my office is on the Sixth Form corridor and you will be shown where this is as part of your induction. This handbook contains lots of information you will need to know about boarding at HLC. If you have any questions or need any further help or guidance on what to expect when being a boarder, do not hesitate to speak to your House staff.

I am looking forward to seeing you develop at HLC.

Best wishes,

Miss Brookes

Head of Boarding





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## **Boarding at Harrogate Ladies' College**

### **Principles of Boarding**

Boarding at HLC aims to provide a safe and happy environment where every pupil can feel comfortable and accepted and where everyone is encouraged to discover and reach their full potential. The Houses are central to this ethos and our Boarders form a co-operative, tolerant and purposeful community where valuable skills such as leadership and teamwork are developed. Our aim is for every girl to develop the confidence, independence and self-awareness to enable them to play an active and positive part in an ever-changing world.

There are four boarding houses, all run along the same lines but with minor variations reflecting the individual style of each Housemistress. Every House is small enough for each girl to be well known but large enough to allow a variety of personalities to flourish. Great care is taken by everyone on the Pastoral Team to provide pleasant and comfortable accommodation and surroundings.

### **Aims**

The Harrogate Ladies' College family of Schools – Highfield Pre-School, Highfield and College - aims to inspire and nurture pupils so as to engender in them a deep passion for learning and a love of life.

Girls and boys educated at this Christian foundation for day and boarding pupils will be challenged to be the best that they can be: responsible citizens of their community and the world.

Our pupils will value every individual equally with respect and openness of mind. They will go out into the world empowered with self-confidence and equipped with the academic qualities and emotional intelligence to make the most of life.

### **Values**

Underpinning these aims are the core values of the School as articulated by the words of the School crest, Industria, Fide and Pietate :

Hard work, Service

Trust, Loyalty, Tolerance, Inclusiveness, Honesty

Conscientiousness, Decency, Forgiveness, Compassion, Gentleness

### **Skills for life**

A pupil leaving the Harrogate Ladies' College family of Schools will have had opportunities to develop key skills for life (as articulated by the CBI), some of which are listed:

Self-management and the ability to take responsibility for one's actions

Team working based on respect, listening and confidence

Understanding of the wider world

Problem solving using creativity and analysis

Numeracy, Literacy and IT proficiency

**In Boarding we promote these aims, values and skills for life by:**

Providing a stimulating, enriching and forward-thinking environment for all pupils, where achievement, enterprise, creativity and leadership are nurtured and developed.

Providing a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each Boarder.

Producing an open and trusting ethos in which each Boarder feels able to approach any other member of the community, staff or pupil, confident in the knowledge that she will be treated and respected as an individual.

Safeguarding and promoting the welfare of each Boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort.

Providing accommodation that is suited to the needs of Boarders, according to age and maturity, and which provides adequate levels of comfort and privacy.

Developing Boarders' responsibility for self, for others and for the environment.

Developing Boarders' qualities of leadership and the ability to work as part of a team.

**In order to achieve our aims we provide:**

Appropriate staffing levels in all boarding houses: comprising a Housemistress and Assistant Housemistress, with regular pastoral INSET and meetings of House teams to promote and ensure an understanding of topics relevant to the pupils under their care.

An extensive range of extra-curricular, weekend and House activities.

A broad and balanced academic curriculum to meet the needs of all pupils with particular close monitoring of EAL.

Clear and effective policies and procedures for Academic and Pastoral matters, Health and Safety concerns and Safeguarding and Child Welfare issues.

A wide range of opportunities for pupils to adopt leadership roles, at all levels, within the College and to contribute to the development of policy and change at House and College level.

Age-appropriate, well-equipped living and sleeping accommodation.

Effective communication systems, including wireless internet, to enable pupils to maintain regular contact with parents, guardians and extended families.

High quality medical, welfare and administrative support systems.

Efficient methods for reporting and addressing maintenance matters.

High quality catering services and access to drinking water at all times, with an opportunity for boarders to input directly with Harrison's Catering Services over food issues, implementing changes where feasible/desirable.

A carefully planned and managed Induction procedure, with close monitoring of systems to ensure continuity of care as appropriate.



At HLC, boarders develop to be:

- **Independent**, able to make their own decisions and to be responsible for themselves.
- **Confident** to engage with new life challenges, and learn to thrive in a safe environment, pushing their own boundaries.
- **Compassionate** about those around them and their environment.
- **Resilient**, secure in their abilities and prepared to meet the challenges ahead.
- **Tolerant**, glad to live and work in a global community.
- **Respectful** of others socially, culturally and spiritually.
- **Dignified** in their attitude towards others, confident in their own beliefs and welcoming of those whose cultural values may be different from their own
- **Reflective**, thinking carefully about their actions and supportive of others.
- **Intellectually curious**, interested in the world and desiring to achieve academic excellence.
- **Leaders** with opportunities for all to develop leadership skills and take responsibility.
- **Determined** and driven, passionate about learning and confident in their future.



## What are the benefits of Boarding?

### Friendship:

You will find that living in close proximity with other pupils creates the conditions in which strong friendships will develop. Your room- and housemates will quickly become some of your best friends. One of the best aspects of boarding is the friends you make for life. We always aim to ensure you share a room with girls who are not from your home country. This is because we want you to build on your English language skills and learn more about each others' culture!

### Time

We go to breakfast and leave the House for 7:30am/8am (depending on your House) and the school day finishes at 4:30pm (4pm for High school). During that time, pupils are very busy with their academic lessons and extra-curricular activities. Some pupils travel a long way on a bus to school which adds on an extra two hours to their day, so time becomes a very valuable commodity. As a boarder, you will live in school and, therefore, have a much more relaxed pace of life. It also makes it so much easier to attend the evening rehearsals, meetings and sports fixtures that take place after the end of the school day. This is especially beneficial if you are interested in art, drama, music, sport or about getting the best possible grades.

### Independence

Over the course of your time as a boarder, you will learn to organise yourself and become increasingly independent. Although there is support available, we expect you to be responsible for managing your own time, work and commitments. As a result, you will develop self-reliance and learn to motivate yourself; these are valuable attributes once you move on from school to university and the wider world of work.

### Facilities

As one of the boarders at HLC, you will benefit from having access to fantastic facilities during the evening and at the weekend including: swimming pool, Wellness Centre, sports hall and tennis courts.





## **How will I cope with the challenges of boarding in a new school?**

### **Adjusting to a new life**

Everyone who moves into a new boarding school, whether from a different country, or from one part of the UK to HLC, will need time to adjust to their new life. Before you leave home, it is normal to have mixed feelings, which may range from feeling excited about the opportunities ahead, to feeling nervous or apprehensive. One thing you must remember is that every pupil who is preparing to start boarding at HLC is experiencing the same feelings; they are completely normal.

If moving from a different country, there is usually a period when you are thrilled by the new experiences and people you meet. Some people may also feel homesick or isolated. This is normal and is what we call a 'culture shock': life is very different to how it is at home. It takes some time to make new friends and to get used to the food, music, sport etc. After a short time, you should start to feel more at home. If you are worried or upset, your Housemistresses are here to support you. There is also a school counsellor you can contact if you would like to speak to someone confidentially and an independent listener who you can call—there are posters around the boarding house which contain the relevant information on, or you can ask House staff. Calling or messaging home is good, but it can sometimes be less helpful if you spend too much time on the phone that you do not make friends here—manage your time well.

### **Language shock**

It may be that English is not your first language; this is the case for a number of our boarders. Although your English is good, you may find it a bit of a shock when you are suddenly in an environment where everyone speaks English 24 hours a day. You may feel you do not understand what is being said because people speak quickly and have a variety of accents. You need a period of time to adjust, to tune in to your new environment, which usually takes a few weeks. Don't think you have suddenly lost all of your vocabulary when you arrive!

### **Academic shock**

You are clever: you have passed the tests and been selected to study at HLC so we know you are ready for a challenge. What you may find is that the way classes are taught is very different to your last school or home country.

At HLC, teachers enjoy interaction in class. They judge their pupils' understanding and involvement by the questions they ask and answer. It is a very positive thing to be curious and even critical; your teachers will thrive on your enquiring mind! This may seem odd to you at first.

You will work in groups sometimes. This is not easy, particularly when everyone has their own opinion and way of working through ideas. The purpose of group work is for you to learn to work in a team and to collaborate. Sometimes there are conflicts and disagreements in group work: learning to deal with these is also part of becoming a socially adept adult.

# Clarence House

Clarence House is for pupils ranging from prep 6– year 11. Miss Standerline is the Housemistress and is also new this year, so she will know exactly how you are feeling. Miss Standerline is also joined by the Assistant Housemistress - Miss Hicks and together they make Clarence House fun, welcoming and a safe place to live and study. Miss Hicks is a trained lifeguard and is in charge of boarders swim. Both House staff like to be creative, stay active and have great advice on maintaining excellent wellbeing.



HM—Miss Standerline



AHM—Miss Hicks



# Lincoln House

Mrs Cockburn is the Housemistress of Lincoln House, along with Miss Cantwell, who is the Assistant Housemistress. Lincoln House is one of our bigger Boarding Houses and pupils who are L4-U5 live here. Mrs Cockburn has two beautiful dogs, Max and Scarlett and the girls in House often walk them in Valley Gardens or take them around Harrogate. Mrs Cockburn and Miss Cantwell have a wealth experience in boarding and will always be there to help you. They are both passionate about preparing you for your future.

Mrs Cockburn teaches PSHE at the school and sometimes girls come to Lincoln for their lessons!



Mrs Cockburn



Miss Cantwell





# Tower House



Miss Hill is the Housemistress of Tower House. Tower is a homely environment that offers lots of open, bright study space for L6 A level pupils. Miss Hill is also a teacher of History at Harrogate Ladies' College.

Miss Hill is joined by Miss Hornblow and together they enjoy helping the Sixth Form pupils prepare for University. Miss Hill has a wealth of experience with helping pupils develop and prepare for their future, whether that is for a job or University.



# Lancaster House

Miss Brookes is the Housemistress of Lancaster House, as well as Head of Boarding. Miss Palmer is the Assistant Housemistress and together they support pupils in U6. Miss Brookes has a dog called Harvey, who loves to play on the tennis courts with the girls, as well as give cuddles to anyone who needs it.

Miss Palmer has a cat called Foxy who is incredibly popular amongst the girls in Lancaster House. Foxy likes to come out when girls are watching movies and never wants to miss out on the action

Miss Brookes and Miss Palmer enjoy supporting girls to reach their goals and help with things such as personal statements for University.



Miss Palmer



Miss Brookes



## Boarding Prefect

Sally Gorjomeladze is our pupil Head of Boarding and she is also here to help you settle in to Harrogate Ladies' College. Sally is in U6 and currently lives in Lancaster House. You may find talking to a pupil who has lived at HLC before very helpful, as she will know what to expect and how to help you. Sally has some great advice about starting College so don't be afraid to ask!

When Sally is not in Lancaster House, you can find her in Study 47. This is on the Prefect Corridor in the Sixth Form Centre. You will be shown Sally's study as part of your induction.

Sally is from Georgia and *loves* swimming. She also enjoys eating chocolate and watching movies.

Her favourite book is 'The Da Vinci Code'

Sally studies– History, Business Studies and Psychology

You can email Sally if you need any help or advice. Her email is:

**[S.Gorjomeladze@hlc.org.uk](mailto:S.Gorjomeladze@hlc.org.uk)**





## **Arriving at HLC**

### **What will happen when I arrive to HLC?**

When you arrive to HLC your Housemistresses will welcome you and you will go over to College and register in the Library (there are also lots of sweet treats on arrival)! You will then be inducted by House staff and shown important things such as where the fire exits are, where the House staff live, what to do if you're feeling unwell and much more. Your Housemistress will meet with you within the first week of school and go through a checklist to ensure you understand everything about being a boarder at HLC! We will collect your passport and BRP card if you have one and safely store it for you, as well as any money you may have.

### **How will I access my Boarding House and School?**

You will be given a key card to get into the House and school. It is really important you do not lose this. You cannot get into school or House without your key card—as we want to keep you safe at all times.

### **How can I access the wifi ?**

Your Housemistress can help you to log onto the school system. You will have a username and password given to you and then you must create your own once you have logged in. You will be shown how to do this. To access wifi you should use: HLC Guest and the password is—Duchy Road

### **How will I receive post/parcels?**

You can receive parcels anytime—it's always nice to get a delivery or letter, just use the following information below, ensuring you choose the correct House—the one you are in! You also may wish to save the Main School's phone number, which is featured below.

### **Postal Address**

Lancaster House/ Clarence House/Lincoln House/ Tower House  
Harrogate Ladies' College  
Clarence Drive  
Harrogate  
North Yorkshire  
HG1 2QG

### **Main School**

Telephone : 01423 504543  
Email: [enquire@hlc.org.uk](mailto:enquire@hlc.org.uk)

### **What should I bring to boarding?**

There are a few things you can do to help you make your room feel more like home. You should bring the following items with you to boarding:

Wash bag—which includes toiletries (toothbrush, facewash etc)

Pictures of your family/friends/pets—you will have your own pin board so you can decorate this how you like. It is also a good idea to print your school timetable and daily routine and place these on your pin board to help you to get organised and familiar with the routine.

Posters

We provide you with a duvet and pillow, but you may wish to bring your own covers, as everyone likes different patterns and colours. You can of course lend some from us if you would prefer

Home clothes—so you have clothes to change into after school and at weekends. Ensure you pack for the seasons, it can get cold in winter and hot in Summer! Always bring jackets, as the UK can be sometimes a little unpredictable when it comes to weather

Pjs—to sleep in at night

Dressing gown and slippers—you may wish to wear these around the House in the evening

Your own towels (two is usually enough)

A suitable outdoor coat

Suitable footwear—trainers, flat shoes for weekend activities and trips

Pocket money so you can go out at the weekends

Net bag to keep your underwear in when it goes to the wash

Laundry basket—you may wish to purchase this when you are here

Any medication if you are taking any medication. Your parents should highlight what medication you are taking before you come to school

A mobile phone/device—so you can keep in contact with home and do your school work on a laptop for example.

Your clothes should be labelled before you arrive to school. If they are not, please speak to your Housemistress and we will help you to label them. This is necessary for the laundry system.



## Who can I talk to if I need help?

In School we have a web of pastoral care, so you should always have someone to talk to. You can talk to:

-House sta (Housemistress/Assistant Housemistress/ Boarding Tutor)

Miss Standerline—07833444182 (Miss.Standerline@hlc.org.uk)

Miss Hicks— 07772590035 (Miss.Hicks@hlc.org.uk)

Mrs Cockburn—07833444297 (Mrs.Cockburn@hlc.org.uk)

Miss Cantwell—07772590031 (Miss.Cantwell@hlc.org.uk)

Miss Hill—07772590069 (Miss.Hill@hlc.org.uk)

Miss Hornblow—07833444063 (Miss.Hornblow@hlc.org.uk)

Miss Brookes—07833444078 (Miss.Brookes@hlc.org.uk)

Miss Palmer—07833085557 (Miss.Cave-palmer@hlc.org.uk)

-Form Tutors

-Heads of School (KS3—Mrs Gri n, KS4— Mrs Irvine, KS5—Mr Dwyer and Mrs Chris e)

-Mrs Fox - The Senior Deputy (Mrs.Fox@hlc.org.uk)

-The Boarding Prefect

-The Wellness Centre Sta

-School counsellor

-Wellness Prefect



### Outside of school:

Independent Listener: Father Gary (07920464818)

Compass Buzz text service: 07520631168

Childline—08001111

Samaritans— 01423 525352

NHS Helpline—111



Father Gary







## **Wellness Centre**

We have a dedicated Wellness Centre team at Harrogate Ladies' College, who can help you with your physical or mental health. We have 3 nurses, as well as a school Counsellor.

### **What does the wellness centre provide?**

Counselling

GP service (twice a week Tuesday and Thursday)

Nurse support (including mental health support, identity support, sexual health support and physical health support)

Wellness Studio (for activities such as dance, drama therapy, yoga and meditation and some classes such as PSHE and P4C)

### **How do I arrange counselling?**

You can contact the wellness centre or you can ask a trusted adult to contact the wellness centre on your behalf and the wellness centre team will help you arrange an appointment with Kirsten, our counsellor.

### **Where will I find the counsellor?**

The counsellor can be found in the wellness centre and her name is Kirsten.

### **When would my counselling be?**

If you require counselling, our College counsellor Kirsten will give you an appointment at a convenient time for you. You can always request a specific time slot and Kirsten will check her availability.



# Useful apps and resources

- Compass Buzz
- For me - designed by Childline (*'For Me' is the iOS app that puts Childline in your pocket. It is free, it's secure and it's designed by young people for young people*).
- Three good things - builds positivity and confidence
- Headspace - mindfulness
- Powerme - coping strategies for everyday life
- Calm - sleep, meditation and relaxation
- Slumber - supporting healthy sleep
- Sleepiest - supporting good sleep patterns
- Sanvello - supporting mental health
- Stonewall - Supporting LGBT pupils



### Daily Routines:

While no two days are the same at Harrogate Ladies College, the following pages will give you an idea of what you will get up to in a School day. You will also find the structure of weekends on the following pages too. At the weekends we do strongly encourage you to get outdoors as much as possible! Some of you may be involved in Sports fixtures, activities and trips. Please make sure you express interest in trips with your Housemistress and they will ensure they contact your parents to gain their consent for you attending.

On Friday there is no prep and girls are allowed into town (speak to your Housemistress about what time you need to be back). Some girls like to go to the cinema, or for a walk in Valley Gardens after school. Girls must sign into the House from School and then sign back out again if they are going into town—ensuring they have let House staff know first. You cannot go straight into town from school, or your Housemistresses will not know where you are. It is important you return when your HM tells you too and you should always carry your phone with you—fully charged. Dinner will be in House and should be between 5-6pm.





- 7:15am – Girls woken by House sta
- 7.25am or 8.00am Girls leave the House for breakfast (timings depend on House)
- 8:40am – Registration
- 8:50am – Chapel /Assembly/Form Time (check with your Form Tutor which one happens when)
- 9:10am – Period 1 and 2
- 10:20am – Break
- 10:40am – 1:00pm - Periods 3, 4, 5 & 6
- 1:00pm – Lunch
- 2:00pm – Afternoon Registration
- 2.00pm– 4:30pm - Periods 7, 8, 9 &10
- 4:30pm – Refreshments/go back to Boarding House
- 5:00pm – Prep (Upper 5 girls may remain in House to study, as can Sixth Form)
- 6:00pm or 6:30pm – Supper (timings depend on House)
- 6:30 or 7:00pm – Girls back to houses (You will need to check-in either 6:45-7.15pm)
- 9:15pm onwards – lights out (Your Housemistresses will come around to say goodnight)

## **Saturdays**

- 8: 15am – Girls woken by House sta
- 8.45am - 9:00am – Girls will have breakfast in House
- 9:25am – All girls must register for Saturday Morning Activities/Prep with staff on duty in school
- 9:30am – 12:30pm – All girls do prep and Lower School have the opportunity to do some activities during the second half of prep
- 12:30pm – Lunch (Grab and Go)
- 1:00pm – Girls have free time when they can visit town (speak to your HM about where you can and cannot go—rules apply for each year group)
- 5pm-6pm – Supper is served in House (Speak to your Housemistress about timings)

## **Sundays**

- 8:30am – House opened.
- 11am – 12pm – Brunch in the dining room (All girls are expected to go to brunch)
- 12pm – All girls are expected to check in with House sta by this time
- 12:30pm – Girls can go to town
- 5:15pm – Supper in House
- 6:00pm – Free time (please check the activities program)

## **Important questions and information**

### **What is meant by weekly/ flexi boarding?**

As well as full time boarding, we also offer weekly and flexi boarding. Some girls may board from Monday-Friday and some girls like to board 2-3 nights a week. Open day girls like to flexi board, as it helps them with their structure and routine and it is a great way to spend time with friends!

### **My friends are in a different House, can I see them?**

Absolutely! You can visit your friends in other Houses and often we like to have sleepovers. Just ensure you speak to your relevant Housemistresses and they can arrange something for you!

### **I want to make a personal phone call, where can I go?**

Each House will have a dedicated space whereby you can make a personal phone call. All boarders are entitled to time to make a personal call. Your Housemistresses will show you where this room is as part of your induction.

### **What do I do if there is a fire?**

As part of your induction, as soon as you arrive, you will be shown where the fire exits are and what to do in the event of a fire or fire drill. It is important to stay calm, keep quiet and follow the correct procedure.

### **Will I have a personal space to lock my belongings?**

In your bedroom you will have a lockable space—this is for you to put any personal possessions that you wish to lock away. Please ensure you don't leave valuable items out—you are responsible for safeguarding your items.





### **What uniform do I need to wear and can I wear jewellery?**

You must look smart and be appropriately turned out at all times. You represent the College whenever you wear uniform. As a minimum standard:

Blazers should be worn at all times.

Long hair should be tied back whilst in uniform.

No pupil must colour her hair so as to attract undue attention.

Pupils may not mix uniform with home clothes.

White/White/lesh-coloured underwear must be worn under School shirts

#### **Jewellery**

Pupils may only wear the following items of jewellery:

A recognised religious icon may be worn around the neck

A single pair of stud earrings may be worn – one earring in each ear through the lowest part of the lobe. Pupils are not permitted to wear other items of body jewellery to College.

The Principal may grant a dispensation on individual application made by a parent giving grounds based on race, religion or health and safety.



### **What should I do with my money, passport and BRP card?**

As soon as you arrive you need to ensure that you give your passport, BRP and any money over the value of £20 to your Housemistresses. We keep your documents in a safe, so they are secure and you do not lose them. You will sign these documents in and out, every time you give them in and take them away.

### **Will we meet as a House to discuss updates and reflect?**

We meet every Sunday as a House. You will get lots of information, so come prepared to listen. Please ask your Housemistress about the time of your House meeting, as this may change slightly if there is an event/ trip on. You will also get regular updates during the week, however the larger House meetings occur every Sunday. If you have a question that you want to raise anonymously there is an 'ask it basket' in your House for you to do so.

### **What time do I go to bed?**

We encourage all girls to get a good night's sleep— it is vital for your wellbeing! You also need to hand your phones/tablets/laptops in at night if you are prep 6 –U4. You should hand your phone in 30 minutes before your bedtime.

Prep 6/U3– Bedtime 9pm

L4– 9:15pm

U4– 9:30pm

L5– 9:45pm

U5 /L6– 10pm

U6– In your rooms by 10pm

### **Can I keep my phone during meal times?**

You will be asked to put your phone away at breakfast and dinner—you will not be permitted to use them in the dining hall and if you do so, a member of House staff will confiscate it.



### **I practice a religion, will I have an opportunity for worship?**

Absolutely! We welcome girls of any faith and you will always have time for worship—including when it is the month of Ramadan. We know that this can involve waking during the night and early hours of the morning, but please speak to your Housemistress and we can ensure you are able to carry out your practice.

### **Are there sanctions and rewards for pupils?**

Following Boarding rules is really important. It is important we respect everyone in House—staff and pupils. If you are not following rules and expectations there are sanctions. We have a zero tolerance for bullying of any kind and the school has a strict anti-bullying policy. Here are some of the sanctions:

Acti n	Sancti n
<b>Punctuality</b>	
Meal times	1-week time frame: 1. warning; 2. morning check in 7.30am; 3. referred to HoB
Bed times	1-week time frame: 1. warning; 2. morning check in 7.30am; 3. referred to HoB
Showers	1-week time frame: 1. warning; 2. morning check in 7.30am; 3. referred to HoB
Electronics hand in	Half-term time frame: 1. warning; 2. hand in 30 mins early next evening; 3. referred to HoB
Late return to House	Half-term time frame: 1. warning; 2. lose next Saturday town time; 3. referred to HoB
<b>Bedrooms</b>	
Tidiness	Half-term time frame: 1. warning with expectation of tidiness before next school day; 2. whole house tidying duty; 3. referred to HoB
Laundry	Half-term time frame: 1. warning with expectation of issue resolved before next school day; 2. whole house tidying duty; 3. referred to HoB
Prohibited items	1. Conscated until return home



## **What leadership opportunities are there in House?**

The College has a well-established system of Leadership in the Sixth Form through the appointment of Prefects and in the Houses by the appointment of Prefects to the House committees.

### **Boarding pupil positions**

There are a number of important positions of responsibility for pupils within the boarding community. Prefects are expected to understand the principles behind standards of behaviour that are encouraged, and to promote these as role models.

## **Head of House**

The Head of House should always act as a role model for pupils. This includes: work ethic, attitude, conduct around College, appearance and commitment to extra-curricular activities. In addition, they should:

Provide pastoral support for other pupils in House

Help House staff to organise any Boarders' Duty Rotas.

Play a prominent and on-going role in the Induction/Mentoring process.

Chair the House Committee, identify problems, frame proposals, explore concerns.

Meet fortnightly with other Heads of House and the Boarding Prefect

Assist with the organisation of cultural, social and sporting events, as part of the weekend programme.

Represent and support pupils in the House when problems arise.

## **Deputy Head of House**

The House Deputy is usually an U5 girl boarder who supports the Head of House with carrying out all her duties. They work together as the senior House Team.

## **House Prefects**

The House Prefect Team is an essential component in House life. Regular meetings with staff ensure prefects have a clear grasp of their role, its importance and its limits.

## **House Meetings**

These take place weekly, where a variety of topics are discussed, ranging from activities and pastoral issues to proposals for refurbishment. Meetings are led by the Housemistress.

## **The Boarders' Food Committee**

The Food Committee contains representatives from the boarding community. There is a minimum of 1 meeting per term. Discussion about a range of food and healthy eating issues is actively encouraged and supported by the Catering Manager of Harrison's Catering Services, who chairs the meetings. Verbal feedback is given by the representatives to Houses at House Meetings.

### Do I have responsibilities in House as a boarder?

In House you will be asked to help out, as you would at home. House staff, along with Prefects will produce a rota and you need to keep an eye on when you are on duty. The types of responsibilities you can expect are:

Job	Description	Time
Recycling	Check all recycling bins in rooms and social areas and remove non-recyclable items	As required
Dishwasher	Empty all clean crockery and cutlery ready to be re-filled and put on overnight	Before morning meeting
Social areas	Tidy and remove personal items. Put furniture back in place, plump cushions, tidy blankets, vacuum if required.	Before bedtime
Kitchen	Clean and tidy surfaces and check the cupboards are neat. Clean inside microwave and sweep floor. Take rubbish and recycling to big bins outside. Pack/unload and switch on dishwasher.	Before bedtime
Outside areas	Check for any crockery or personal items left outside. Pick up any rubbish in the gardens.	As required – mainly at weekends



### **What rewards could I get?**

Boarders get rewards which are logged on ISAMS, like your credits/merits at school. Every term we also hand out Boarding House colours for those who have gone above and beyond. Boarding Colours are awarded to those who have demonstrated excellent qualities in the House. They receive a small badge to wear on their uniform. Boarders who receive them will regularly help House staff and other girls in House without being asked to do so.

### **What is meant by PAT Testing?**

At the start of the term you will be asked to leave all of your electrical items out and we will get them PAT tested. Your items will receive a sticker on them, which means they are safe to use and UK compliant. If your electrical do not meet the standards you will be asked not to use these items and we will have to take them off you for safety reasons. You are not allowed rice cookers in your rooms or coffee machines for example. Speak to your Housemistress about any items you are concerned about.

### **What is a Guardian and what are they for?**

If you are a pupil outside the UK you will need a guardian who is above the age of 25. Your guardian helps you to settle into school life and works with the school to ensure you are happy. Your guardian is also responsible for helping organise your travel, as well as helping to set you up with a bank account. Your guardian can also help with organising homestays for the half terms.

### **Prep and school work:**

Your Housemistresses will meet regularly with your Heads of School to ensure we can support you pastorally and academically. Always ask your House staff if you need help with prep, many of us have been through the University application process and understand that prep (homework) can sometimes be a lot to deal with. Prep for U3-L5 is in school and for U5-U6 it is in House. You may wish to do prep in your studies if you are in Sixth Form—you need to speak to your Head of Year and Housemistress about this.





### **What can I expect to eat during meal times?**

You will have breakfast, lunch and dinner. All meals are freshly prepared by Harrisons, a catering company we work with. Their aim is to ensure you get a varied, balanced and healthy diet. They also make some fantastic cakes too! Especially the brownies! You can order take-away at the weekends with your Housemistress's permission. You must not eat any meals in your room, you should only eat in the common areas downstairs. All meals from Monday-Sunday are compulsory, but you can be excused from a weekend evening meal if you have ordered takeaway.

### **Will I get any snacks in between meals?**

You will have fresh fruit in your House daily. Your House will also stock snacks—biscuits for example, and bread for you to make toast. You should always ask your Housemistress before taking a snack, so we can ensure we have enough for everyone. The House kitchens will be open from 7-10pm.

### **What if I have specific dietary requirements or allergies?**

Your parents will provide us with this information before you start and we will inform the catering team. We can cater to any pupils' dietary requirements and you must always alert a member of House staff if your dietary needs have changed.



### **What are check-in times and when are they?**

Check-ins are really important for your safety. In the weekday House staff will do a check-in before heading over for breakfast, when you are at breakfast, at 4:30pm, when you return from supper and at bedtime.

You will also have check-ins at the weekend. These will vary depending on if there is a trip, so you should speak to your Housemistress about weekend check-ins.

### **Town times: - when do I need to be back in House after visiting town?**

Boarders are allowed to go into town on Friday's after school and the timings depend on your year group. You must stick to this time. Girls who are in U5 and above can also visit Leeds and York at the weekends. Please see your House staff board or Housemistress for more information on safety in town. There is a table below which will help you understand what time you must be back in House.

### **Can I go to town alone?**

You cannot go into town alone if you are a new or younger boarder. When you start HLC you will be walked into town by an existing pupil, no matter what age. Younger year groups must always go into town with at least one other person. Prep boarders must be accompanied by an adult if leaving site.

Below gives a summary of weekend town times for each year group:

	Friday	Saturday	Sunday
<b>U6</b>	16:30 – 22:00	12:30 – 22:00	12:30 – 21:00
<b>L6</b>	16:30 – 22:00	12:30 – 18:30 – 22:00	12:30 – 17:00
<b>U5</b>	16:30 – 20:00	12:30 – 18:30 – 20:00	12:30 – 17:00
<b>L5</b>	16:30 – 18:30	12:30 – 18:30/16:30	12:30 – 16:30
<b>U4</b>	16:30 – 18:30 (April-Oct)	12:30 – 18:30/16:30	12.30-16.30
<b>L4 &amp; U3</b>	16:30 – 17:30 (March-Oct)	12:30 – 16:30	12.30-16:30

### **Are there clubs I can join at school?**

Yes! There are many! Ensure you ask your Form Tutor about these and they will help you to sign up. Some Clubs are after school and you will need to let House staff know which ones you have joined. You should receive a timetable to fill in shortly after you start the new academic year and this is shared with Mrs Watson, Mrs O'Neil and House staff, so we can all ensure we know where you are expected to be.

### **What activities does the boarding House offer?**

Each House has an activity programme and activities will vary depending on year group. Ask your Housemistress what opportunities there are to get creative and keep busy during the week and weekends. You may also wish to lead a boarding activity, which is also welcomed! Sometimes U6 come over to different Houses to take fun activities. Ask your Housemistress for more information.

### **What trips are on offer?**

You will receive a brochure each term listing all the trips and activities. Express interest to your HM! There will be educational, cultural and thrill-seeking trips. Every trip is an opportunity to spend time together, explore different parts of the UK and most importantly, have fun!

### **What other adults will I see in my House?**

We have Boarding Tutors and language assistants who all come in during the week to help in boarding. Look on your information board in House to see what night you have a tutor in and who this is. These nights are often fun, so ensure you do your prep so that you can join in! You will also see domestic staff in House, as they clean the House every day—be sure to say hello!



### So...how do I get the most out of boarding?

Try not to:

- ✓ Speak your own language when others who do not understand you are in the room with you
- ✓ Spend all your free time on the phone or on your computer
- ✓ Keep worries to yourself
- ✓ Be so focused on your grades that you don't leave the school grounds!
- ✓ Waste this wonderful opportunity you have been given

Do:

- ✓ Come with a positive attitude, determined to make the most of your stay
- ✓ Do make the first move in meeting new people and making friends
- ✓ Make a point of learning and remembering names and greeting people
- ✓ Speak English as much as you can
- ✓ Keep in touch with friends and family
- ✓ Join activities you have never tried before – there are lots on offer!
- ✓ Use the gym, swimming pool and other sports facilities
- ✓ Try food you have never eaten before
- ✓ Seek help from the house staff, prefects, teachers, counsellor and school nurse if you need it
- ✓ Make plans to go out on weekends
- ✓ Have a sense of humour!

