



Welcome To The New Beacon
Boarding House
Parent Handbook

Dear Parent,

I am delighted that you have chosen or are considering boarding for your son here at The New Beacon. First and foremost, the Boarding House is a happy community where we all live, work and have a lot of fun together. This handbook outlines our aims and ethos and will help you gain a better understanding of boarding at The New Beacon. You may well ask the question, “Why choose boarding at The New Beacon?”, and below is a list of reasons which, as Housemaster, I very much hope will help you and your son to choose boarding, whether that be for one, two, three or four nights.

Reasons For Being A New Beacon Boarder

- Enabling pupils to mature socially, emotionally and academically with a view to boys’ smooth progression to Secondary School, whether as day or boarding pupils
- Gaining an increased sense of identity with and ownership of The New Beacon community
- Living in a familiar environment away from home where everybody is treated with respect and feels happy, safe and valued
- Living in a community which values independence and individuality
- Creating long lasting friendships
- Improving organisation and taking ownership of one’s own school work, free time and activity choices
- Building and maintaining good relationships with all members of the boarding and school community, far beyond that of a day boy
- Taking an increased sense of responsibility for one’s possessions, actions and behaviour
- Incorporating the ethos of Boarding House Code to everyday life
- Helping pupils feel confident in themselves and have positive self-esteem
- Understanding what it takes to live in a community and how to contribute positively to that community
- Preparation and experience of life as a boarder before the move to Senior School (even if your son is not going to board at his next school, these are all brilliant reasons to be a boarder at The New Beacon)
- **HAVING A LOT OF FUN**

If, after having read this handbook, you need any more information, then please do not hesitate to get in touch via email : jeb@newbeacon.org.uk .

Alternatively, you can always call the Boarding House direct on: 01732 467296

I look forward to hearing from you soon.

Mr Bromwich (Housemaster)

The Boarders' Code

Everybody who boards needs to know the Boarders' Code. This is a very simple but very important set of values that we all follow to ensure we are all getting the most out of our experience within the Boarding House community.

The Boarding House Code

1. Everyone has the right to go to bed having enjoyed a happy evening.
2. Everyone has the right to a fair share of games and play.
3. Always consider other people's point of view.
4. Respect everyone else in the flat and their property.
5. Treat all boarders and staff as you would wish to be treated.
6. Enjoy your evening and tell somebody if you are not!

The boys are taken through this code on their first night of boarding in the Autumn term and it is regularly revisited throughout the academic year. If a boy joins us at any stage of the academic year, then he is taken through this code of conduct as part of his induction process.

Boarding House Staff

Mr J Bromwich (Housemaster) – jeb@newbeacon.org.uk

Miss J Bibby (Senior Matron) – jab@newbeacon.org.uk

Mrs E Jackson (House Tutor) – ejn@newbeacon.org.uk

Mr R Yeats-Brown (Gap Tutor)

Mrs E Mason (Cleaner)

Miss G Reid (Independent Listener) – nblistener@outlook.com

The Boarding House staff team is always available for a chat if your son ever needs one and we are here to ensure that everybody enjoys their boarding experience. If we feel that your son is unsure or unhappy with any aspect of his life as a boarder, no matter how small or trivial it may seem to us/him, we will always try to talk to him about it. We will do our very best to try and sort out the issue.

If he wishes to speak to someone outside of school then he can contact our Independent Listener, Miss Reid, at the email address below. Miss Reid also comes to visit the Boarding House on different nights and regular intervals throughout each term and she always actively looks forward to meeting the boys.

nblistener@outlook.com

We often remind the boarders that we all have problems, make mistakes, have good days and bad days and there are times when we might need help. Sharing these problems will always make them easier to deal with.

Some of the best ideas that have been recently introduced to the Boarding House have come from the boarders themselves and if they feel they have any ideas they can put them in the suggestion box, which is located next to the phone. We cannot promise to introduce all the ideas, but their opinion genuinely matters to us (pupil voice) and we are always ready and willing to listen. Some recent suggestions have included amendments to the yummy boarding menu, activity ideas, trips out and changes to the evening routine.

The Evening Routine

Boys arrive in school on the morning they are boarding, take their bags up to the Boarders' changing room and leave them there. Please make sure their bag is clearly labelled.

8:20 to 4:00/4:20—in school as normal.

4:00/4:20 - school finishes. Boys do not need to go to school prep but instead go to the Boarding House where the routine is usually as follows (unless they are in a school activity):

- Leave their prep and contact book in the Library
- Check the noticeboard to see whether they have a duty to do
- Wash their hands and sanitise
- Unpack their bag, make bed and stow everything away
- Change into casual clothes, put school uniform into dirty bag
- Hang up their clean school uniform
- Drink and biscuits
- Short meeting with Mr Bromwich or duty House Tutor, Matron and gap student to arrange the evening routine as it can sometimes vary from night to night.

What is discussed at the meeting?

- Who is on duty and any important messages that need to be given out
- Whether we are going outside before dinner (weather permitting!)
- When prep/music practice will be done
- When and what activity will be available
- Food/drink choices for supper and breakfast the following morning
- After the meeting, dormitories are checked by staff and then prep and reading books are checked in the Library

Dinner – always at 5:45

We are very lucky to have delicious, freshly prepared meals in the Boarding House. There are always two hot main meal options, a pudding and fruit. If your son has any particular dietary requirements, then this will have been specified on the information form submitted beforehand; we can cater for any dietary requirement. There is plenty to go round and there are often seconds; he certainly won't go hungry!

After dinner we usually go straight into a supervised prep session if it has not been done beforehand. Prep is conducted quietly and the boys can use the ICT suite in the Library if they need to use a computer (under supervision). If they finish their prep early then they must read a book quietly.

Prep lasts for 60 minutes in Years 7 + 8 and 45 minutes in Years 5 + 6. The only exception to this is on a Wednesday evening when the prep session lasts for 45 minutes for Years 7 + 8 and 30 minutes for Years 5 + 6.

Duty staff always check that the boys have completed their prep to a satisfactory standard and the prep is then signed off in their contact books. In the run up to school examinations, boys are still expected to honour their boarding commitments and prep is extended by 30 minutes, with 15 minutes of that prep extension occurring in place of quiet time reading before bed. This is the ideal time to go over a set of Science notes or French/Latin vocabulary lists, for example.

Bedtime Routine

- Bedtime routine begins from 8:00/8:15
- Showers with body and hair washing!
- Hot chocolate and toast
- Chill out in front of the TV
- Teeth cleaning from 8:45
- In bed with a reading book for 15 minutes
- Lights out at 9:00/9:15

It is extremely important when the lights are turned out that the boys are quiet until they are woken up the following morning and we do insist on quiet. Talking after lights out is not tolerated and the Boarding House staff team would very much appreciate parental reinforcement of this message with their son before he comes to board. We all need our sleep in order to be on top form the next day. If they cannot get to sleep straight away, then it is vital that they do not disturb their fellow dorm-mates who will want to get to sleep too. We encourage the boys to remember the Boarders' Code and treat everybody with respect; this goes for after lights out as well!

Morning Routine

- **7:15:** Good morning from Matron and Mr Bromwich
- **7:25:** Boys get dressed, pack bedding/belongings away and take sheets off the bed if they are leaving that day. If they are staying for more than one night, then they will need to leave their dormitory area neat and tidy
- Once **everything** is done they are free to watch TV until it is time for breakfast
- **7:45:** Breakfast: there is always cereal, toast, spread, jam, fruit, yoghurt, tea and fruit juices as well as the hot option (ordered the night before)
- **8:15:** Boys brush their teeth in the Boarders' changing room and then come back to the Boarding House to collect their things for the school day and their snack. If they are leaving that day, then they will need to take their boarding bag to the changing room ready for collection at the end of the school day

Boarders' Evening Activities

We are very lucky to be able to offer lots of choices for the boarders during the evening. Sometimes activity choices are staff/weather dependent but, generally, boarders can choose from the following list of evening activities:

- Dodgeball
- Football
- Basketball
- Cricket
- Cricket nets (hard ball under direct supervision)
- Wallball
- Swimming (not available every night)
- Tennis
- Computer games
- Board games
- Film nights
- Rounders
- Watch TV
- Table football
- Table tennis
- Pool
- Snooker
- "Manhunt"
- Card games

If they want to do something that is not on the list above, then they can ask one of the members of staff and we will try and arrange it for them. If it can't be done on that specific evening, then we will try and plan for it at a later date.

Matron

We are extremely fortunate to have a Matron (Miss Bibby) with us during the evening and if your son feels unwell, has hurt himself or just wants a chat, then Matron is always available at any time, day or night. She will administer any regular medication which you will have notified of us in advance. If your son needs to come to school with **ANY** form of medication, then please hand the medication in to the Front Office with clear, written instructions detailing the dosage and any other important information. **IT IS VITAL THAT YOU DO NOT GIVE ANY MEDICATION TO YOUR SON TO SELF-ADMINISTER.** Any medication given to your son, whether it be regular or not, is always appropriately recorded and Matron works in close partnership with parents. If you have any specific medical questions, then please do not hesitate to contact Matron:

Miss Bibby – Senior Matron – jab@newbeacon.org.uk

If your son need any games kit or school uniform washing, then he can ask Matron (politely!) when he comes into the Boarding House after school, **NOT** just before he goes to bed. Matron also makes amazing drinks/toast to have for supper just before bedtime.

If your son has a medical problem during the night, then he can knock on Matron's door which is within the flat and she will help him. If he has any other issue during the night, then he must knock on Mr Bromwich's door which is located next to the living room.

Dormitories

There are three dormitories, Martlet (4 beds), Avocet (6 beds) and Osprey (8 beds) and boys will be given a bed where they will sleep for the whole time they are with us in the Boarding House. Boarders are, wherever possible, in a dormitory with boys from their year group but this is not always the case. Boys can ask to swap but permission to do so is only granted in exceptional circumstances.

There is a board in the dormitory near your son's bed which is a blank canvas for him to stamp his mark on if he would like to do so. He is more than welcome to bring in small posters or photographs from home to put on these boards, within obvious confines.

We ask the boys to inform us as soon as possible if there is anything that does not work or is broken. **WE DO NOT ALLOW BOYS TO JUMP ON THE BEDS OR HAVE PILLOW FIGHTS IN THEIR DORMITORY!**

Calling Home

All boarders can call home during the evening if they want to. We have a telephone in the Boarding House and if they would like a more private call, then they can use the telephone in Matron's Dispensary. If they can't remember the telephone number, then they can ask a member of staff who will get the telephone number for them from the boarders' contact folder. There are strict cut-off times for calling home and these are:

Years 5 + 6: 8:15

Years 7 + 8: 8:30

You can always contact your son in the Boarding House, at any time, on the following direct dial number: 01732 467296.

Duties

All boarders are assigned duties on a rotational basis and such duties include tidying the library after prep, tidying the sitting room at the end of the evening before quiet time reading and tidying the boarders' changing room. All boarders have the duty of being respectful and keeping the Boarding House and their dormitory space tidy. Clothes should be hung up or put in drawers and boarding bags should be kept under the bed.

Consequences

In the rare incidence that a boarder does not complete a duty properly, or forgets to do a duty, then they may be asked to perform that same duty the following week.

We all sometimes make mistakes and make bad choices and if this occurs during your son's time in the Boarding House then he may receive a "boarding consequence". Normal day school sanctions are not applied in the Boarding House and instead we apply "home style" consequences, for example, doing a job for the good of the whole boarding community, losing some activity time, extra time in prep and, in exceptional circumstances, they may be asked to go to bed early! If a boarder's conduct regularly falls below the high standards we all expect and are capable of, then Mr Bromwich will contact parents directly; this does not happen very often at all!

It is very rare that the boarding staff need to implement these consequences and if the boys are following the boarders' code, then they will be making positive choices for the benefit of themselves and the whole boarding community.

Boarders' Kit List

Boys will need to bring the following things with them when they come to the Boarding House:

Please can all boarders' belongings be clearly named

Duvet with cover

Pillow

School uniform and games kit (if needed) for next day

Underwear

Pyjamas/Nightwear

Home clothes

Indoor and outdoor shoes

Towel

Washbag with toothpaste, toothbrush, shampoo/shower gel, hair brush/comb and deodorant (**only roll on please - no aerosols**)

Astro shoes/Non-marking trainers for the NBC

Swim kit (Tuesday/Thursday nights)

Slippers for use in the Boarding House

A small named bottle of sanitizer

PPE should be provided by home and is optional

A named bag for dirty clothes

A named water bottle

Reading book - this is **very important** as the boys will read in prep when they have finished their work, and spend 15 minutes reading before lights out each night. The only exception to this is at exam time where the boys will revise in bed before lights out.

Boys are not allowed to bring their own electronics. The only exception is if they use a laptop or similar device recommended by Learning Support. These items are collected in at bedtime and boys can collect them again in the morning.

Registers

Boys are officially registered as they come into the Boarding House immediately after school and during the evening meeting. All activities and free-time are directly supervised by a member of the Boarding staff and boys are not permitted to freely roam around the school site.

If your son is scheduled to board and he will not be in residence, for whatever reason, then you must email either Mr Bromwich or Miss Bibby, at your earliest convenience. Your co-operation in this matter is greatly appreciated.

If a boarder is to leave the school premises for any reason other than a school match or school trip during boarding hours, parents must email the Boarding staff or call the Boarding House on the direct dial number: 01732 467296. He must also be signed in and out by a member of the Boarding staff. It is essential that all parents cooperate with these systems so the Boarding staff know exactly which boarders are on the premises and who is off-site.

Boarders' Induction

All new boarders will be given a copy of the pupil handbook and, wherever possible, will be met by the Housemaster and shown round the Boarding House before his first night. This will enable the pupil(s) to become more familiar with the boarding environment and ask any questions that they may have. All new boarders are given a "walk-through" of the boarding fire evacuation process on their first night and are made to feel extremely welcome by both staff and fellow boarders alike.

Fire Drills

In the event of a fire, it is the first duty of all staff to prevent injury or loss of life. It is a requirement that a fire drill is carried out once a term. Pupils are briefed on the boarders' fire evacuation procedure on their first night of boarding each academic year and take part in a practice "walk-through" either in their first week during the Autumn term/on their first night of boarding. Drill times are varied and take place on different days, with one per academic year being after lights out or before rising in the morning. The boarders' fire assembly point is: The Upper, Tennis Court Area.

Communication with the Boarding House Staff Team

Our aim as a staff team is to ensure that every boarder feels safe, happy and valued within the boarding community. We believe that the best boarding experience is based upon establishing and nurturing close partnerships between the boys, you as parents and us as a staff team. As such, we consider our relationship with you to be extremely valuable and we will always let you know if we have any concerns. Please keep us informed if you feel there is any piece of information that you feel we need to know in order to support your son to the best of our ability here in school; every piece of insight helps.

Cost

Boarding costs £49.50 per night and this includes all meals, snacks, supervised prep and evening activities.

I hope you have found this handbook useful and if you any questions whatsoever, then please do not hesitate to get in touch:

Jim Bromwich – Housemaster – jeb@newbeacon.org.uk

Judith Bibby – Senior Matron – jab@newbeacon.org.uk

Boarding House direct dial telephone number: 01732 467296

J E Bromwich (September 2021)

Next review: September 2022