



# **BASS HOUSE**

## **BOARDING HANDBOOK FOR PUPILS**

Dear Pupils,

This book is intended as a guide for both new and existing boarders. It tells you a little about the staff, the daily routine and what you can expect in your life as a boarder. Hopefully you will find your experience as a boarder one that is fun and action-packed and we hope you will make lots of friends here.

If this booklet was to include everything about boarding it would be over 100 pages long, which we are sure you would not want to read all at once. Instead it just has the basics and you can add to it anything you want to at the back where there are some blank pages.

The best way to learn about boarding is to do it and enjoy it.

REMEMBER though – if there is anything bothering you, however big or small, TALK TO SOMEONE. There will always be someone willing to help.

Mr & Mrs Blunt  
Houseparents.

**You can contact us:**

**By phone 01344 882770 Ext 256/ or press option 4 after school hours**

**By mobile 07596 116 415**

**By email [g.blunt@lvs.ascot.sch.uk](mailto:g.blunt@lvs.ascot.sch.uk)**

**Childrens' payphone 01344 884942**

## OUR AIMS FOR HAPPY BOARDERS

Below are statements, which outline the main aims of the boarding house and what we are trying to achieve. These aims can be achieved if staff and pupils work together to ensure we create a safe, enjoyable and happy place to live in.

- In boarding we aim to provide each child with an environment in which he/she can flourish, develop and fulfil their potential whilst staying away from home.
- The health, safety and well being of all our children are of paramount importance to all the adults who work in the school.
- All children have the right to protection, regardless of age, gender, race, culture or disability, ensuring a secure and stable environment exists.
- We are committed to creating and maintaining an environment that discourages bullying and deal constructively with any instances that may occur.
- We aim to promote an open and trusting ethos ensuring each child's right to privacy, dignity, independence and individuality.
- Children, like adults, need to express their fears and emotions. The resident staff and the team of tutors are the shoulders to cry on, the listening ears and, at times, the wall to bang the head upon.
- We expect and maintain high standards of politeness and awareness of others but we should be aware of the tensions in a closed community and treat the occasional outburst in this light.

## **STAFF**

There are a number of people you will come across in the boarding house. They are:

### **The Houseparents.**

Mr and Mrs Blunt are the houseparents and live in a house attached to the boarding house. Their daughters are Sophie, who is 22 and having just completed her degree is now working at Wycombe Abbey School, as, you guessed it, a boarding tutor! There is also Evie, who is 10 and Camille, who is 7. They are both pupils in the Junior School and spend most of their time in the boarding house.

You can always contact Mr and Mrs Blunt by ringing the bell outside their office, but you will see them around the boarding house all the time. They oversee the running of the boarding house, making sure all the boarders are looked after. Mr Blunt also teaches PE and Games and is Expedition Manager for the school. Mrs Blunt looks after the boarders making sure that everyone is well cared for and both Mr and Mrs Blunt can be contacted for any problems you may have at any time of day or night.

### **Live in Tutors.**

These are other adults who live in Bass House and help look after you in the evenings and weekends. They are:

Mr Hunter – he is an Art and Photography teacher

Mr Percy – who is a PE teacher in the Senior and Junior School.

Miss Taylor – who supports the PE Department and also provides support for teachers across the whole school in the classroom

We also have a “live out” tutors who helps in the same way. They are:

Miss Smiga – she is a music teacher.

Miss Sanchez – who is a Spanish Language Assistant

Miss Dufloux – who is a French Language Assistant

### **Laundry and cleaners**

Manna is our Housekeeper and she makes sure you all have clean uniform, sports kits and casual clothes. It is important that you help her by putting all your dirty laundry into the laundry bin each night and by putting all your clean laundry away each day.

We also have two cleaners, Dorothy and Greg who help make Bass House such a great house to live in – again help them by keeping the house tidy.



### **HOW WILL I KNOW WHAT TO DO?**

Before you start boarding we will give you a “buddy”. They will be an existing boarder of the same sex and of a similar age. They will contact you and answer any of your questions.

When you arrive they will take you around the boarding house and show you where everything is. They will explain the rules to you and help you settle into your dorm.

They will take you into school on your first morning and will look after you during playtimes or breaks.

We will tell you what to do and where to go if there is a fire and try to make you feel as comfortable and happy as possible.

We will contact your parents in the first few days and let them know how you have settled in.

**REMEMBER** we are all here to help you. There is no such thing as a silly question. It is also perfectly normal to feel homesick – most of our boarders do at first. You may feel very tearful after a few days and miss your family. It is sometimes best not to phone mum or dad too many times in the first few weeks as this may make you feel as if you are missing them even more. It is best to try to keep busy and have happy thoughts.

## A TYPICAL BOARDING DAY IN BASS HOUSE

### SCHOOL DAY



#### **7.00am Wake up time!**

Mr & Mrs Blunt will wake you up and help you get ready for your day ahead. You will need to get showered, dressed into school uniform and do any chores before meeting in the common room for the register to be taken.

#### **7.55am The big breakfast**

Cereals, toast and cooked breakfast ready to get you going for a full day ahead. Some of you will be table heads in charge of manners and order on your table.

#### **8.30am Off to school**

Away you go to a fun packed day of learning. You will need to make sure that you have taken everything you need, such as Games Kit and musical instruments with you in the morning.

#### **3.30pm Junior school lessons finish – clubs and free time begin**

At 3.30pm when you have finished all your lessons, you can choose to attend one of the numerous clubs available which last until 4.00pm. You can do two clubs a week, not including lunchtime clubs. Clubs are really wide ranging and you are bound to find something you like.

A few examples are Tai Chi, drama, science club, badminton, girls football and swimming.

#### **4.00pm Senior school lessons finish – clubs and free time begin**

As with the Juniors there are heaps of clubs to choose from including animation club, rock school, football, fashion club and horse riding.



#### **Afternoon tea**

After your clubs there are drinks, cake and fruit upstairs in Bass House with Mrs Blunt. This is a great time to catch up with everyone and chat about your day.

#### **4.30pm – Junior Prep**

Years 3 & 4 do prep in the boarding house with Mrs Blunt around the kitchen table. She will also listen to you read and help you learn your spellings and times-tables.

Years 5 & 6 go downstairs into the Junior School where a teacher will take you for your prep. The computer suite and library is available for you to use.

#### **5.30pm - Year 7 Supper**

#### **5.45pm – Year 7 Prep**

Year 7's will complete their prep in the Learning Resource Centre and have the full use of all the great facilities it has to offer.

#### **5.45pm – Supper**

The Juniors (Y3 to Y6) meet back in Bass House after prep and go to the dining hall for supper. This is the time to get fuelled up for the evening, so make sure you eat healthily and well.

### **6.30pm – Activities/free time**

After supper we go back to Bass House for roll call and the evening activities can begin. These activities include swimming, trampolining, arts & crafts, dance, sports hall, News 4 U and many more. Apart from a few clubs that you sign up for it is your choice which activities you attend. If you want to do something specific then let one of the staff know and we might be able to accommodate it for you. Through your suggestions, you control what you do in this time.

### **7.45pm onwards – Bedtime**

At 7.45pm it is time for Year 3 & 4 to start getting ready for bed. Years 5 & 6 start at 8.15pm and Year 7 at 9.00pm. When you go to bed you will need to get washed, changed into pyjamas, hang up your uniform, tidy your space and enjoy some quiet reading. Make sure you help staff by doing what they ask you to do. Lights will go out at different times depending on your age. Year 3 & 4 at 8.00pm, Year 5 & 6 at 8.30pm and Year 7 at 9.30pm.

That's a typical day in Bass house.

Boarders who are going home for the weekend leave Bass House as approximately 4.00pm on Friday after school has finished. There are activities such as rock climbing for those who are staying Friday evening.

## **SATURDAYS**

### **9.00am – Breakfast**

Breakfast is eaten in Bass House on Saturdays. The kitchen brings over bread for toast, cereals and yoghurts as well as fruit juice and pots of tea.

### **10.00am – Activities/free time**

There is a chance to use the swimming pool, sports hall, design technology workshop and learning resource centre on Saturday mornings. They are all supervised by staff. You may have sports practice or a fixture if you are in Year 7. You may prefer to have a quiet morning in Bass House.

### **12.30pm – Lunch**

Over to the dining hall for lunch



### **1.00pm – Activities**

There is normally an off-site activity on Saturday afternoon. This will depend on the weather and also how many children are staying. Examples of activities are ice-skating, bowling, shopping or a visit to the cinema.

### **5.30pm – Supper**

### **6.00pm – Evening**

Usually we hire one of the latest DVD's to watch. It's great fun as everyone gets into their pyjama's and dressing gowns and settles down to watch the film with popcorn or tuck.

### **Bedtimes**

Bedtimes are usually a little later on Saturdays than they are during the week.

## **SUNDAYS**

### **9.00am – Wake up**

We get up a little later on Sundays as we have had such a busy day the day before. We get showered and dressed into smart casuals ready for -

### **10.30am – Chapel**

We all go to chapel on Sunday morning - either at school or at one of the local churches. This is a time to reflect on the week that has past and an opportunity to think of how we can all improve and live together harmoniously.

### **11.15am – Brunch**

Over to the dining hall for cereal, cooked breakfast, cold meats and cheeses, yoghurts and pastries.

### **Afternoon**

On Sunday afternoon we take the chance to go out and get lots of fresh air if the weather is suitable. It may be den building in Swinley Forest or a walk in the Great Park. We also ensure the boarding house is tidy and all our preps are completed, shoes are polished and we are ready for the coming week.

### **5.30pm – Supper**

Sunday supper is normally a roast dinner and lots of yummy apple pie and custard!

### **6.00pm – Activities/freetime**

Boarders who went home for the weekend turn up now. There is a chance to go swimming or just to relax and get ready for the coming week.

### **Bedtime**

These are the same as during the week.



## **BEDTIMES**

When your lights are out **YOU MUST NOT TALK**. If you are caught talking we will not be pleased and you may lose some of your free time the next day. It is important that when you go to bed you try and go to sleep. If you cannot sleep straight away, stay calm and quiet because if you talk you might disturb others who can sleep.

## **WHAT DO I DO IF I FEEL UNWELL AT NIGHT?**

If you feel unwell during the night then you may ring Mr & Mrs Blunt's office bell who will then come and attend to you. Do not worry about doing this as we are there to help you through the night. It is important to get a good night's sleep, as you will need all your energy to be on top form the next day.



## **WHAT DO I DO IF I HEAR THE FIRE ALARM?**

You will be shown exactly what to do if you hear the fire alarm on your first night. But remember:

- Don't panic.
- If you are in bed make sure the rest of your dorm are awake.
- Quickly put on your dressing gown and slippers. Don't stop to collect any of your other possessions - they are replaceable you are not!
- Make your way sensibly and calmly down the nearest fire exit.
- Make your way to the meeting point on the grass area outside medical centre. (You will be shown exactly where this is).
- Wait quietly until a register has been taken.



## **FOOD & TUCK**

You will never go hungry as there is always food available. There is:

- Breakfast – cereals, toast, and cooked breakfast
- Lunch – whilst at school there will be a cooked school lunch
- Afternoon tea – fruit, cake and drink
- Supper – another cooked meal or a salad choice if you prefer
- Snacks – before bedtime – yummy hot chocolate and toast
- Tuck – on Tuesdays and Thursdays at 6.30pm you can get tuck. You will need to bring this in from home. Most children bring in small mini bars of chocolate or cereal bars. You can also get tuck if you stay on Saturday evenings. Tuck can only be eaten in the common room – please do not store or eat tuck in your dorms. There must always be an adult in the kitchen with you to make sure you are safe.

## **WEEKENDS**

You will need to let Mr & Mrs Blunt know if you are going home or staying at school for the weekend on Wednesdays as they will need to let the kitchens know. Also activities can then be arranged according to how many of you are staying.

## **DORMITORIES**

The boys' dormitories and the girls' dormitories are off separate corridors of Bass House. There are 4 boys' and 4 girls' dorms. You will be allocated one of the beds in one of these dorms depending on your sex and age. We try, where possible, to keep you with other boarders of the same age. It is possible by talking to Mr or Mrs Blunt

to arrange a swap to another dorm but there has to be a good reason why.

You will need to bring your own duvet and duvet cover which can be any colour or design. This makes it feel more like home for you. You can also decorate your dorm with posters, photo's or anything personal to make it feel more familiar. The dorm space is like a blank canvas for you to stamp your mark on, within obvious confines.



### **WILL I HAVE DUTIES TO DO?**

To foster the feeling of responsibility all boarders are required to undertake boarding duties. These are organised by the houseparents and posted on the notice board. Duties include: making sure the TV room, shoe room and common rooms are tidied in the morning and in the evening, washing up duty and bell duty.

If you are in Year 7 you may be a House Prefect. It will be your job to make sure all the duties are being carried out in a sensible manner. You are also there to help organise house events and may be a member of the boarders council. You will have regular Prefect meetings and will discuss Bass House and any suggestions that may have been brought forward.

In addition all boarders have the duty to keep the boarding house tidy and their dormitory space tidy. Clothes should be hung up and not left lying around. We all have a duty to make ourselves look smart. Duties are not supposed to be a chore but instead a way we can all live together in a comfortable and organised manner.



## **HOW CAN I CONTACT HOME?**

There is a payphone for you to use and you will need to bring in phone cards for this. There is also a direct line for parents to phone you or leave a message to ask you to phone them. You are also allowed to bring in a mobile phone – but we have rules to make sure they are only used at certain times.

You will all be given an email address and you will be able to email family and friends.

Or you can simply write a letter – don't forget to bring stationary and stamps with you. You can give your letter to Mrs Blunt and she will post it for you.

## **WILL I NEED POCKET MONEY?**

You may need a few pounds now and then – especially if you are staying for the weekend. We feel you will need no more than £5.00 per week. Your parents will need to give this to Mr & Mrs Blunt (cash please) at the start of each half-term or term. Mr & Mrs Blunt will keep this safe for you and give it to you when you need it. You mustn't keep large amounts of money on you or in your dorm. If you lose it you won't be very happy!



## **WHAT DO I DO IF SOMETHING IS WORRYING ME?**

Sometimes things go wrong and you might want to talk about something which is bothering you. You might want to let off some steam or get some help with something. Here in Bass House there is always someone you can talk to and try to remember:

**A PROBLEM SHARED IS A PROBLEM HALVED.**

### **Who can I talk to if I'm worried?**

Basically anyone you want to, but below are some key people who will always be willing to help you.

- Houseparents – Mr & Mrs Blunt will always listen to you and you can talk to them as much as you want.
- The house tutors of your teachers
- Your parents
- Your friends
- Any other member of staff such as the Chaplain or Medical Sister.
- An Independent Listener (CathieFarthing 01344 883733)
- Counsellor (Wednesdays in Medical Centre)

You might want to let somebody know something without actually talking to anyone – you can always write it down and put it in the Problem Box which can then be dealt with.

## **What if I want to talk to someone who does not know me, - someone outside of the school?**

We hope you will always be confident enough to talk to someone in the school; however there are lots of different people outside the school you can talk to:

You can call **CHILDLINE** on 0800 111 111 who will listen and try to help.

Or you can contact **OFSTED** – This is an organisation that works with boarding schools to make sure everyone is looked after properly. You can call them on 08456 404040 and they will listen to any problems you have. Or you can write to them at Ofsted Complaints Department, National Business Unit, Royal Exchange Buildings, St Anne's Square, Manchester, M2 7LA or email them at [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

PLEASE REMEMBER THAT IN LIFE WE ALL HAVE PROBLEMS, BAD DAYS AND GOOD DAYS AND THERE ARE TIMES WHEN WE NEED HELP SHARING THESE PROBLEMS TO MAKE THEM EASIER TO DEAL WITH.

## **COMPLAINTS**

At some point you might want to share a complaint with someone. As we all live together you are entitled to your say and if you aren't happy with something or someone you should be able to talk about it. You can talk the problem through with your houseparents, classteacher or tutor, house tutors or house prefects. You can also write down your complaint and put it into the Problem Box where we will read it and try to resolve the complaint. If the complaint is still not resolved you can talk with the Director of Boarding, Mr Seal or the Headmaster of the Senior School or Headmistress of the Junior School. Alternatively, if you want help from outside of the school

you can contact Childline or OFSTED using the numbers or address in the previous section.

Remember, if you say something – people will listen and you will not be judged for doing so.

## **SUGGESTIONS**

We really encourage all our boarders to have a say in how we live and what we do. If you would like to make a suggestion there are many ways of doing so:

- Talk to a House Prefect or member of housestaff. They will then forward your suggestion at the next Prefect meeting or Boarders Council meeting.
- Put your hand up in a house meeting and have your say.
- Write down your suggestion and put it in the Suggestion Box which is on the games shelf.
- If you have a suggestion or complaint about food, ask a member of staff for the Food Comments Book, which is in the tutor's office, and write it in there.

We will always listen to what you have to say and where possible will try to adapt the way we live and work together.

The next three sections are all to do with issues that we should all know how to deal with.

## 1. BULLYING

It is important that everyone in the school and house feels safe and happy. No one should feel afraid to seek help if they are unhappy or notice someone else is upset. Everyone needs to take positive steps to make sure that Licensed Victuallers' School is a happy and trusting school where bullies – of any sort – are not tolerated.

Licensed Victuallers' School follows an anti-bullying policy which we are absolutely committed to. But to make it easier for you here is a list of key things written in a simplified way.



### What is bullying?

#### **It can be physical:**

- hitting another person
- ganging up on someone
- the repeated odd kick or punch
- pushing or shoving with the aim of causing hurt or embarrassment

#### **It can be verbal:**

- sneering at someone (and encouraging others to do the same) for whatever reason
- constant criticism of someone because of the way they look or behave
- being unkind in your language

#### **It can be non-verbal:**

- leaving someone out of your games or conversations

- making it clear that you do not like someone and getting others to follow your lead by ignoring them
- intentionally taking, hiding or damaging someone's property is also bullying

### **What can you do?**

If you spot bullying, you should take steps to stop it by doing one or more of these things;

- tell a member of staff
- tell a senior child
- point out, if you are brave enough, that such behaviour is unacceptable
- tell a friend or any other child whom you trust
- speak to the person who is being bullied and be a friend. Let them know that it is going to be all right
- be careful not to meet violence with violence. If you take the law into your own hands you may end up being the one in trouble

To tell on a bully is good for everyone – the victim, the bully and the whole school community.

If you feel you can't tell anyone put a note in the Problem Box and pass on the problem to someone else – or you can phone CHILDLINE on 0800 111 111 who are trained to help children with problems like this.

**DO NOT LET BULLYING GO UNNOTICED – DO NOT ACCEPT IT.**

## 2. HONESTY

“Honesty is the best policy” – It sure is and it is certainly true in any community and particularly within a school and a boarding house. We all want Bass House to be a place where we feel our possessions will be safe. To help this happen, we should all respect each other and each other’s property.

**DO NOT TAKE OR MOVE THINGS THAT DO NOT BELONG TO YOU.**

It is against the school rules to meddle or play with other people’s possessions without their permission, so do not “borrow” them without asking.

It is everyone’s duty to stop dishonesty and if you see anyone taking another person’s possessions without permission then you should report it to a member of staff.

In order for us all to get along with others and to trust each other we must be HONEST.

We all make mistakes at times, do something silly or get into trouble. The important thing is not to try and get out of it but instead be brave, accept you have done something wrong, be honest about it and take whatever consequences there are. No adult likes to have to drag out situations because people are not telling the truth

**BE TRUTHFUL, BE TRUSTWORTHY**

### **3. A LIST OF BOARDING GUIDELINES ON BEHAVIOUR AND DISCIPLINE**

Boarding guidelines and rules exist for the smooth running of the boarding house and in order to ensure everyone is safe. The rules are common sense rules which encourage us all to be better people in the way we behave, get along with each other and keep us from harm.

Below is a simple list of what to do and what not to do.

- Respect other people's property
- Be polite at all times, especially considerate to visitors. Do not use bad language
- Open door for adults and always wish them a good morning or afternoon
- Make sure you display excellent table manners
- Be truthful – honesty is the best policy
- Bullying will not be tolerated – ensure it is stopped
- Be friendly to each other and look after one another – remember the young boarder who boards for the first time, take care of him/her
- If you have signed up for a club make sure you attend – or get permission from the teacher if you need to miss a club
- Make sure all your prep is completed to the best possible standard and you get your prep diary signed
- Follow the rules at night – allow others to get their sleep
- Keep your appearance and your dorm area tidy
- Do not keep large amounts of money. Your pocket money should be given to your houseparents
- Do not sell or swap any valuable item
- No mobile phones after bedtime
- Keep you bed area tidy and hang up your uniform

- Talk quietly in the dining room and show good manners at the table
- Eat well and make sure you clear your table
- Throw your litter in the bins and help keep the boarding house tidy
- Do not venture “out of bounds”. The bounds will be explained to you and there is also a map on the shoe room notice board.
- Do not go into the kitchen or laundry without an adult present.
- Tuck can be eaten only in the common room area and only on tuck nights

**ALWAYS DO YOUR BEST**

**DO UNTO OTHERS AS YOU WOULD HAVE THEM DO  
UNTO YOU**

**USE THIS PAGE TO WRITE DOWN ANY THOUGHTS OR  
QUESTIONS.**