

LVS – ASCOT

CARLSBERG

HOUSE

PUPIL HANDBOOK



CONTENTS

- ❖ Welcome to Carlsberg House
- ❖ Introduction
- ❖ Carlsberg House Staff
- ❖ Carlsberg House Prefects
- ❖ Prefect Roles
- ❖ Student Complaints procedure
- ❖ Carlsberg House Map
- ❖ House Assembly and Roll Call Times and Locations
- ❖ Weekday Routines
- ❖ Weekend leave
- ❖ Saturday Routine
- ❖ Sunday Routine
- ❖ Pocket money
- ❖ Weekly essentials
- ❖ Buddying System
- ❖ Signing in and out procedure
- ❖ Carlsberg House Prep Supervision
- ❖ Carlsberg House Evening activities
- ❖ School Bounds
- ❖ Town Leave
- ❖ Visitors to the House
- ❖ Fire procedures
- ❖ Medical centre opening hours
- ❖ Intruders
- ❖ Rewards and sanctions

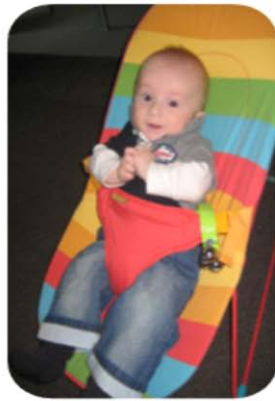
Welcome from the Head of Carlsberg House

Welcome to Carlsberg House. Our aim is to make you feel at home and comfortable in our shared community. We have a friendly staff and prefect team who aim to help all girls settle into the house quickly. This handbook gives you a very brief guide to life in Carlsberg but the best way to 'learn the ropes' is to live in the house and get involved in as many activities and meet as many people as time allows.

If you have any concerns before you join the school or once you arrive please contact me on my email address h.pritchard@lvs.ascot.sch.uk

We look forward to meeting you

Mrs Helen Simpson



Welcome from the Student Head of Carlsberg

Hi welcome to Carlsberg House. I have been here for four years and the house is so much like a second home, it is so friendly you will fit in perfectly, I'm sure. Come and see me if you need any help and I hope to see you soon.

Stephanie Exley



INTRODUCTION

Boarding at LV§ is based on the following principles:

- The development of the whole person, physically, intellectually, morally, socially and emotionally in an atmosphere of positive encouragement
- Mutual respect and the right to be treated as an individual
- The right of the individual to not suffer any form of abuse
- An equality of opportunities
- The right to privacy
- Supportive links with parents and guardians

In addition to addressing physical needs and a sense of security and safety, each house seeks to contribute to its pupils' development in their sense of belonging, their self-esteem and self respect and self-realisation

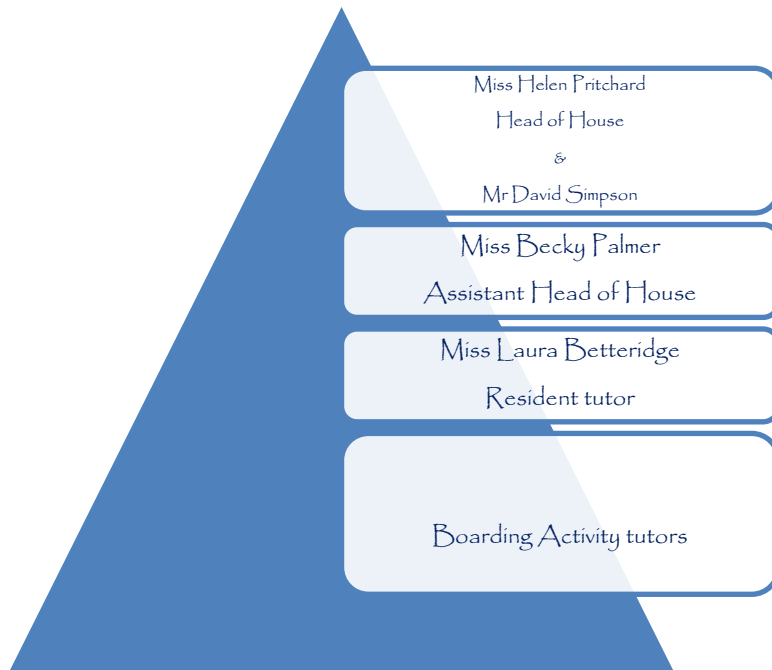
Carlsberg House is a boarding house for girls in Years 8 to 11. It provides accommodation for up to 51 girls, together with resident staff. Our aim is to make the House as homely as we can, with every effort made to create a happy and relaxed atmosphere. Accommodation is in the form of shared dormitories. Careful consideration goes into allocating girls to dormitories. There are two shared common areas, a year 11 common room and a 'snug'.

As in any such community, certain basic rules and routines are necessary, to ensure the freedom and security of every girl within the House. These may be summarised as follows.

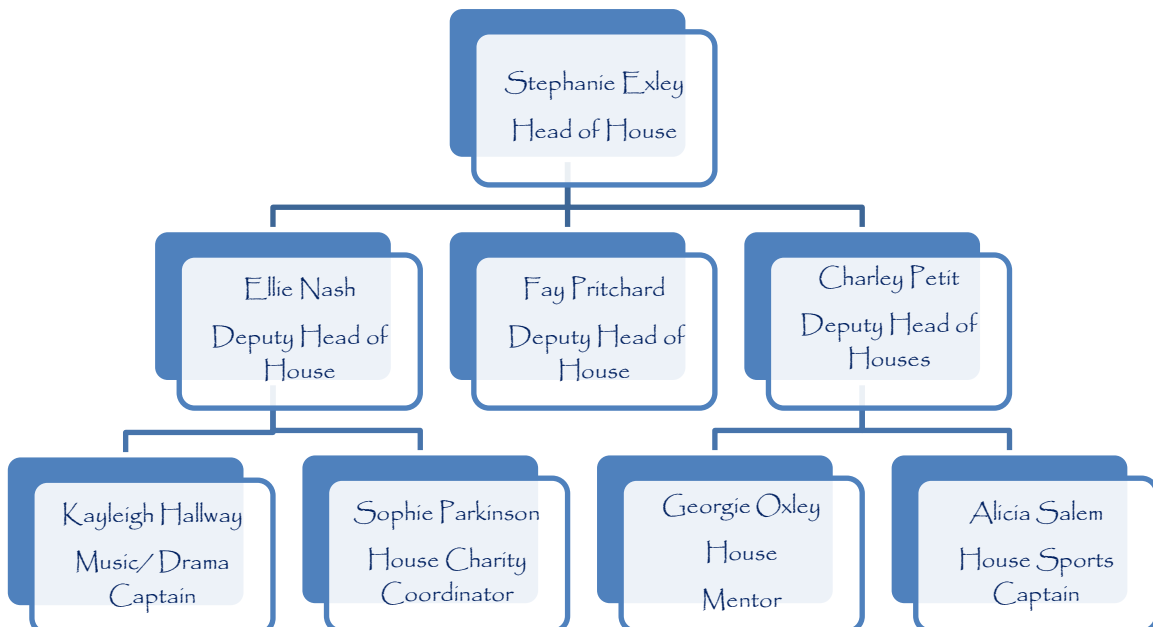
Every girl is expected:

- to be polite and courteous to other members of the House, to other members of the School, and to members of staff., to be tolerant of others and to respect the feelings of others;
- to be clean and smartly dressed at all times;
- to be punctual, both in attending lessons and in handing in work;
- to take pride in belonging to Carlsberg House, accepting responsibility for helping to keep it clean, tidy and welcoming to visitors;
- to participate in everything to the best of her ability

CARLSBERG HOUSE STAFF



CARLSBERG HOUSE SENIOR PREFECTS



PREFECT ROLES ~ 'ALWAYS AIM HIGH'

Each prefect has a key role with a clear job description which can be found on the house prefect notice board

General Prefect Guidance

How to be a Carlsberg Prefect

- Always remember you are a role model for the rest of the house
 - Ensure you understand your key roles and ask tutors for further guidance if you're unsure
 - Bedtime routines ~ your job is to put the girls onto 'half lights'
1. Knock before entering
 2. Check the girls are ready for bed
 3. Turn their lights onto 'half light'
 4. Report any issues that may arise to the duty member of staff
 5. The duty member of staff will then do the formal lights out routine and check that all girls are present

It's the expectation that you fulfil your roles at all times; if you're unavailable then you must action a duty swap

OTHER YEAR GROUP HOUSE RESPONSIBILITIES

Year 8-9 Girls

- Check what rations are required by the house
- Collect necessary rations from the kitchens
- Put rations in the house kitchen or Year 11 flat

Year 10 Girls

- At the end of each evening at approximately 9.45pm House clean up

All girls are on a rota for their respective duties

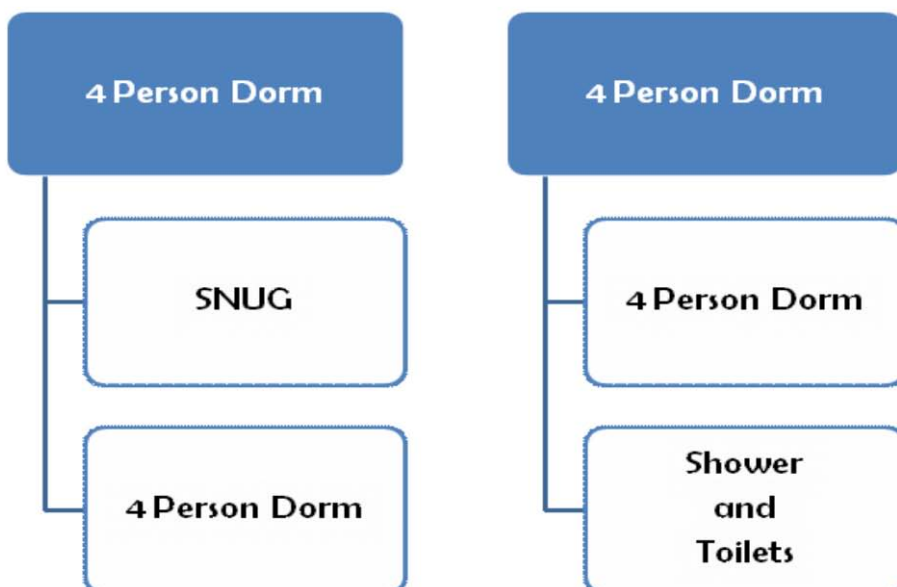
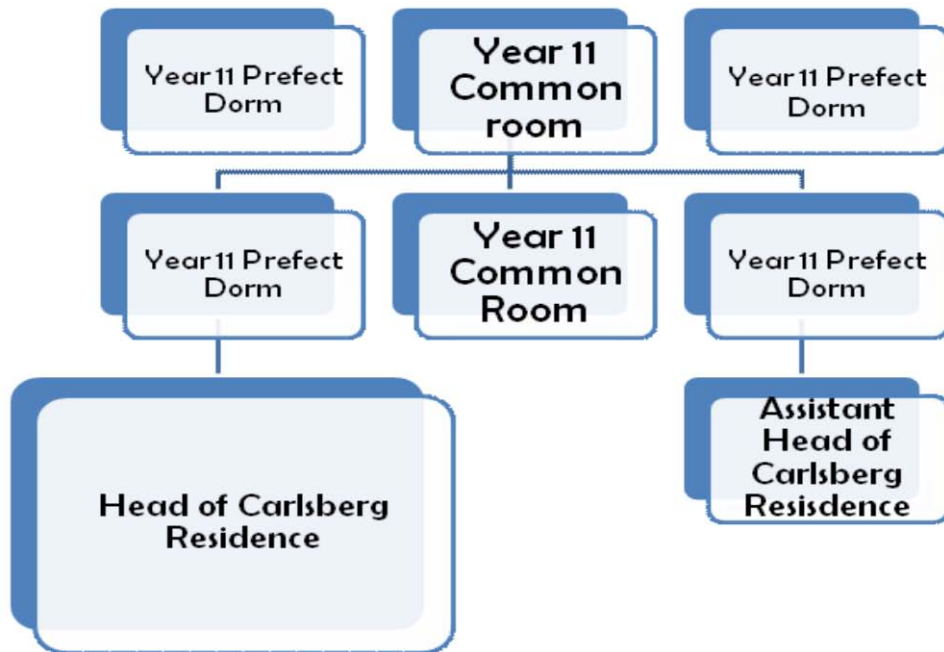
Pupil Complaints Policy & Procedure – LV3 Ascot

Pupils have the right to a voice, please note the procedure pupils can follow is on display in Carlsberg House

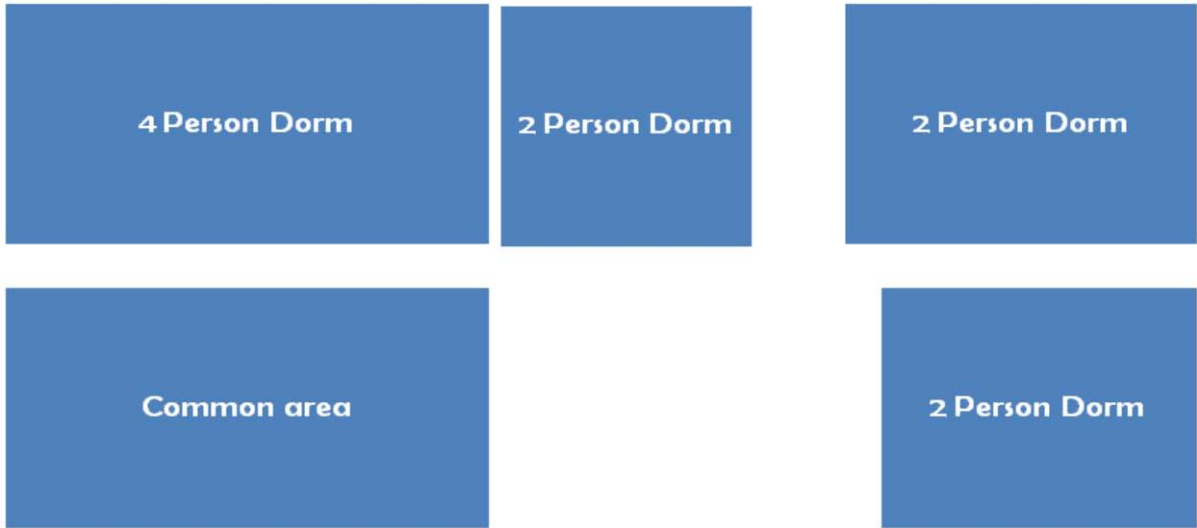
Introduction

We want all our pupils to feel safe, valued and happy at school. Any complaint made by a pupil is taken seriously and followed up so a satisfactory resolution is found. The school encourages all pupils to have the confidence to express themselves at all times. If something is causing concern we want pupils to tell us what it is so we can help. Pupils' views can be passed through a wide variety of channels including tutorial discussions, meetings with House staff, teaching staff or any member of our community; alternatively they can be e-mailed to a relevant member of staff or passed on via a note. Pupils can be assured that the complaint and follow up investigation will be handled sensitively and there will be no negative repercussions for any pupil. Each complaint will be written up and passed through the appropriate channels. The Senior Management Team in the school will monitor complaints AND ensure that any trend is quickly identified and managed in the best interests of our pupils.

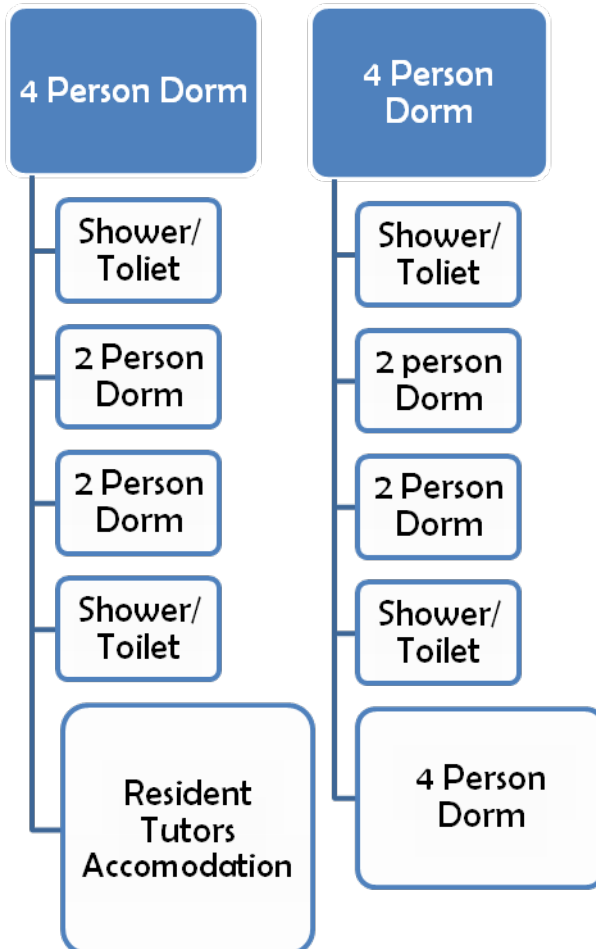
HOUSE MAP ~ DOWNSTAIRS



HOUSE MAP ~ UPSTAIRS



4



HOUSE ASSEMBLY AND ROLL CALL TIMES AND LOCATIONS

WEEKDAYS

<u>TIME</u>	<u>LOCATION</u>
7.45am	Pre-Breakfast ~ DOWNSTAIRS COMMON ROOM
6.30pm	Pre-Prep ~ DOWNSTAIRS COMMON ROOM
Various Bedtimes	Bedtime ~ DORMS

WEEKEND

<u>TIME</u>	<u>LOCATION</u>
SAT 9.30 am	Breakfast ~ DOWNSTAIRS COMMON ROOM
SAT 12.25pm	Pre-Lunch ~ DOWNSTAIRS COMMON ROOM
SAT 5.25pm	Pre-Supper ~ DOWNSTAIRS COMMON ROOM
SAT ~ Various Bedtimes	Bedtime ~ DORMS
SUN 10.15am	Pre-Chapel ~ DOWNSTAIRS COMMON ROOM
SUN 12.00pm	Pre-Activities ~ DOWNSTAIRS COMMON ROOM
SUN 5.25pm	Pre-Supper ~DOWNSTAIRS COMMON ROOM
SUN 8.30pm	DORM INSPECTION ~ IN DORMS
SUN 9.00pm	HOUSE MEETING ~ UPSTAIRS COMMON ROOM
SUN Various Bedtimes	DORMS

WEEKDAY ROUTINES

7.15-7.30

Students to wake themselves up. Make beds. Wash/ shower. Dress in full school uniform. Get kit and books ready for school. Ensure dorm is tidy

7.45

Roll call and uniform check, failure to be at roll call on time will result in a week of early wakeups

7.45-8.20

Breakfast in the Dining Hall

8.35

Depart the house for school

8.50

Registration in Tutor room

9.00 – 16.00

LESSONS

16.00

Return to House. Sign out for free time/ activities, or remain in the house

17.50-18.20

Supper in the Dining Hall

18.30

Roll call for prep taken in DOWNSTAIRS COMMON ROOM

18.45-20.15

Prep in MFL

20.15

Sign out for activities

BED TIMES

	IN THE HOUSE	READY FOR BED	HALF LIGHTS	LIGHTS OUT & SILENCE
YEAR 8	21.10	21.25	21.30	21.40
YEAR 9	21.15	21.30	21.40	21.50
YEAR 10	21.30	21.45	21.55	22.15
YEAR 11	21.45	22.00	22.15	22.30

WEEKEND LEAVE

Parents must provide written permission to the Head of House prior to the weekend of which the girls wish leave to be granted.

SATURDAY ROUTINE

8.45

Students to wake themselves up. Make beds. Wash/ shower. Dress. Ensure dorm is tidy

9.30

Breakfast in house

10.00

ACTIVITIES

12.00

Return to the house. Free time

POCKET MONEY HANDED OUT

12.30

Roll call. Lunch in the Dining Hall

13.00

Off site visits within 'bounds' guidelines

17.30

Roll Call. Supper in the Dining Hall

21.00

House locked up for the night

Bedtimes may be extended at the discretion of the duty staff

SUNDAY ROUTINE

Sunday routine is variable ~ pupils should check the house notice board at weekends

9.30

Students to wake themselves up. Make beds. Wash/ shower. Dress. Ensure dorm is tidy

10.15

Roll call, failure to be at roll call on time will result in a week of early wakeups

10.30

Morning Service

11.15

Brunch in the Dining Hall

12.00

Return to the house. Activities/ Free time

17.30

Roll Call. Supper in the Dining Hall

18.00-20.00

Weekly Boarders return

21.00

House Meeting

Bed times as per weekdays

POCKET MONEY

- You can hand in pocket money to the house account.
- Pocket money is handed out on Wednesdays 4pm and Saturdays 12pm
- On average girls have between £5-£7 per week.

WEEKLY ESSENTIALS

Each week Becky is able to shop for essential items that you require, for example shampoo or a toothbrush.
Please speak to Becky directly if you need her to shop for you.

SIGNING IN AND OUT PROCEDURES

- When leaving Carlsberg House (for activities which aren't house organised e.g prep/ supper~ for which roll call is taken) you must sign out in the signing out book which is in the downstairs common room. You must detail the time they leave and exactly where you are going
- On returning to the house you must sign back in

BUDDYING SYSTEM

Each new girl joining in year 8 and above will be contacted in the summer term prior to starting LVS by a buddy of the same age and from the same tutor group.

New Boarding students will be allocated a buddy from Carlsberg House. The buddy will then help induct the new student into boarding life alongside induction into the day to day running of the school . Buddy's need to follow the checklist of induction for the new student:

Induction Checklist	Inducted ~ tick	Induction Checklist	Inducted ~ tick
General routines		Activities	
House rules		Process at meal times	
Prep		Uniform	
Bedtimes		Bounds	
Laundry system		Signing in & out	

New Boarder Induction Checklist

(to be carried out by HoH and countersigned by the Boarder)

Action	Date	Signed (HoH)	Signed (Boarder)
NAME OF BOARDER			
Tour of House			
Literature Sent			
Buddy Allocated			
Room Check			
Orientation Tour			
House Rule; explained			
School Rule; Explained			
Medical Registration			
Phoned Home (HoH/Tutor)			
Phoned Home (Boarder)			
Local Tour			
Notes; made by HoH			
Notes; made by Boarder			

CARLSBERG HOUSE ~ PREP

Prep times:

Carlsberg	18.45 –1930	in MFL
Carlsberg	19.30 – 20.17	in MFL or LRC on request

PROCEDURES FOR PREP IN THE MFL/ LRC

There will always be a member of Carlsberg house and a BAT on prep duty.

- A register is taken. If you are late you will have time added on to your prep
- All areas should be quiet working areas – quiet discussion is allowed. You may read or browse in the main LRC on request.
- You should be doing prep or reading. If you finish prep your diary needs to be checked.
- Computers are for working only – no games allowed during prep.
- Normal rules as in the Code of Conduct apply when working in the LRC (on the LRC notice board)
- You should clear your work area before leaving and push chairs under desks

Prep Rules (MFL)

Things to do

- ✓ Treat the rooms with respect
- ✓ Push chairs in under the tables at the end of the session
- ✓ Clear any mess/cuttings away
- ✓ Turn off the lights at the end of the session
- ✓ Ensure that any issue with ICT equipment is reported to the member of staff supervising

Things not to do

- Eat/Drink
- Touch the whiteboard or interactive whiteboard
- Sit at the teacher's desk
- Touch anything on the teacher's desk or surrounding areas
- Touch any department resource (MFL, ICT)

CARLSBERG HOUSE ~ EVENING ACTIVITIES

- You are expected to undertake at least two evening activities per week
- At the start of each term you sign up for two activities and the expectation is that you go each week unless you have a valid excuse which has been verified by the duty member of staff
- Staff members will take a register and notify duty staff of any unexplained absence
 - You must inform the activity leader of the reason for your absence
- On a termly basis activities change and you re-opt, see the student notice board for lists of activities.

SCHOOL BOUNDS

During the evening and winter hours you must understand the safe parameters in which you must work.

- The area outside the school fence or past the school gates is out of bounds to all boarders unless you have expressed permission from the house staff and progressed through the signing out procedure in the usual manner.
- The 'out of bounds' map (see map in boarding handbook) details which areas on the school site are out of bounds. The out of bounds areas are shaded.
- Failure to observe the out of bounds policy will result in sanctions applied by Head of House and repeat offenders will be sent to the Director of Boarding

Winter = Autumn term following the change of the clocks until the end of Spring term.

OUT OF BOUNDS ~ Sports pitches, the lake and surrounding shrubs and trees, all wooded areas surrounding the buildings.

Summer = Summer term – Autumn term change of clocks.

OUT OF BOUNDS ~ The lake itself, the fence line adjacent to the Goaters road car park.

[Refer to the house notice board for the map](#)

TOWN LEAVE

You will be allowed to leave the school to visit Ascot High St (Years 8-13) with permission from Head of House or Resident Tutor between the hours 4.15pm and 5.50pm. This will only be put in place once you have been given a tour of the area by Head of House. Guidelines are as follows.

- You will go in groups no smaller than 3
- You will sign-out, in the usual way and also sign-in, in the usual way
- Houses will hold your mobile phone numbers
- You will carry with them a house ID card with the necessary phone numbers on it in case of emergency

CARLSBERG HOUSE/ EMERGENCY ~ TELEPHONE NUMBERS

SCHOOL ~ 013448882770
CARLSBERG ~ 01344 890650
CARLSBERG ~ 07596100233
MISS PRITCHARD MOBILE ~ 07949058991
Mr SEAL OFFICE ~01344882770ex233
Mr SEAL HOME ~ 01344893539

VISITORS TO THE HOUSE

- All visitors to the house must report to the duty member of staff before entering the house
- Once permission has been granted for them to come in the visitor must sign in
- At no point do visitors enter pupil dorms, they are welcome in the common areas
- Any pupil visitor who hasn't sought permission from the duty member of staff will not be welcomed back in the house for one week.

FIRE PROCEDURES

- The evacuation procedure in case of fire is displayed in the house.
- In the case of fire the Carlsberg meeting point is the covered area below the Art Block.
- Emergency evacuation procedures will be practised using the fire alarm system at the beginning of each term.
- The HoH will walk through the procedure with all pupils.
- If a fire alarm has been wilfully set off, the cost of the call out will be passed on to the child's family.

MEDICAL CENTRE OPENING HOURS

MONDAY – FRIDAY

MORNING SURGERY ~ 0815 – 0900

LUNCHTIME SURGERY ~ 1300 – 1400

EVENING SURGERY ~ 1830 – 2000

SATURDAY ~ 0900 – 0930

SUNDAY ~ 1800 – 2000

SCHOOL DR ~ DR KADE ~ GAINSBOROUGH PRACTISE, WARFIELD. BRACKNELL

INTRUDERS

If you notice any intruders on site you must go straight back to Carlsberg House and report what you saw to the duty tutor.

REWARDS AND SANCTIONS

REWARDS

House Points are awarded for a range of activities. Once you reach 10 House Points you receive a certificate, an opportunity to make a donation to charity through House funds and a letter home.

House points are awarded for

HOUSE POINTS CRITERIA

- Supporting/ participating in a house event
 - Helping/ buddying new students
 - Outstanding help to tutor over a term
 - Maintained improvement in behaviour
 - Commitment to extra curricular activities
- Participating in representative sport for a term
 - Taking part in productions
- Completing D of E section to meet requirements

They should then be noted in your prep diary and on the list in the house

SANCTIONS

Certain sanction are used across all boarding houses

SANCTIONS LIST – LV3 ASCOT BOARDING	
Misdemeanour	Punishment
Late Up or Late to Bed	Early to Bed
Late to Roll Call	Early to bed On occasion the student may be 'gated' (not allowed to leave the school campus) and after repeated or serious offences may be 'house gated' (not allowed to leave the house)
Anti-social or inappropriate behaviour	Interview with Head of House On occasion the student may be 'gated' (not allowed to leave the school campus) and after repeated or serious offences may be 'house gated' (not allowed to leave the house)
Inappropriate Use of phones or computers after lights out	Early to bed On occasion the student may be 'gated' (not allowed to leave the school campus) and after repeated or serious offences may be 'house gated' (not allowed to leave the house)
Cutting Activities	Interview with Head of House Letter of apology written to BAT Repeated offences will result in the student having to re-opt for another activity Continued deliberate absence will result in an interview with Director of Boarding
Minor Damage	Student will pay for the damage and write an apology to Director of Estates
Major Damage	Student will pay for the damage and write an apology to Director of Estates Interview with Director of Boarding
Off Site without signing out	1 st Offence Interview with Director of Boarding 2 nd Offence Letter Home 3 rd Offence Suspension
Defiance of staff	Interview with Director of Boarding and action taken as appropriate
Swearing	Interview with Head of House Repeated offences result in internal suspension

