



**Abbotsholme School**  
*an education for life*



**BARNFIELD BOARDING ACCOMMODATION**  
**LOG CABIN VILLAGE COMPLEX FOR SIXTH FORM**

**A Guide for Pupils and Parents 2016 - 2017**

*This handbook is designed to be a source of information for both pupil and parent. Please do not hesitate to contact us at any time should you require further details.*

## **BARNFIELD WELCOME**

It is a pleasure to welcome you and your son/daughter into the thirteen year old boarding house of Barnfield. I have been running Barnfield since September 2008 and I live in one of the cabins with my husband and three sons; two of whom have left Abbotsholme and have both recently completed their degree courses. My youngest son is now in his final year at Abbotsholme in the Upper Sixth Form.

The boarding Duty Staff are on duty from 5.30pm to 11.00pm and as Houseparent I am available if required overnight. **I am, however, always available to pupils and parents at any time and encourage you to visit, phone or email if there are any concerns that you wish to discuss.**

My main aim as Houseparent is to ensure that each pupil lives happily in Barnfield, supporting them in their growth as individuals, whilst encouraging them to make the most of their opportunities at school.

Houseparent: Mrs Jen Sanderson  
Contact numbers: 01889594257  
0044(0)1889594257  
07765022032 (duty mobile)  
Email: [jen.sanderson@abbotsholme.co.uk](mailto:jen.sanderson@abbotsholme.co.uk)

## **BARNFIELD---- A NEW CONCEPT**

The Headmaster and Governors decided on this totally unique form of accommodation for Sixth Form pupils as many pupils are not ready for independent living by the time they leave Secondary School.

Pupils are given a tremendous opportunity to live in a small, supportive community whereby they take responsibility for their living conditions. They are entrusted to behave responsibly, ensuring that they consider the other boarders. However, there are consequences for undesirable behaviour or unacceptable living conditions.

Each cabin has cooking and laundry facilities, but boarders are able to eat in the school dining room and send their laundry in to the school. Thus pupils are starting to make choices on how they want to live.

House staff encourage pupils to resolve their differences with little interference, and to make decisions on what routine will be best suited for each cabin.

# **BOARDING MISSION STATEMENT**

## **As a boarding community we aim to**

- Develop the whole person, with a desire for truth and a respect for others
- Safeguard and promote the emotional and physical welfare of each boarder
- Maintain clear expectations of organisation and of behaviour
- Provide structure and support to foster independence and competence
- Nurture trust and respect so that the pupils in our care feel encouraged to seek our support, counsel, and empathy regarding any issue confronting them
- Liaise with academic members of staff in order to optimise each pupil's academic potential
- Encourage an open, honest, and caring environment where each pupil's individual contribution is central to our communal well-being
- Enjoy a diverse and dynamic boarding community

## **BARNFIELD BOARDING ETHOS**

- Develop the whole person: socially, academically, physically and morally.
- Encourage tolerance of differences in individuals.
- Encourage understanding of different cultures.
- Provide conditions for boarders to fulfil their intellectual abilities, and to liaise with their tutors where appropriate.
- Support the boarders to take responsibility for their living environment.
- Trust between pupils and in particular with responsible behaviour is of paramount importance.
- To encourage a considerate, caring attitude towards peers within each cabin, and within the house as a whole.
- To encourage boarders to work as a team, supporting each other whenever necessary, through inter cabin social events or competitions.

## **PASTORAL CARE**

During the term, Barnfield is your home and we want everyone to feel happy and secure here. Please be kind to each other at all times and considerate of other people's feelings.

Each weekday evening from 5.30pm to 11.00pm and on weekends there is a member of house staff on duty. This duty staff member should be the first person you see if you have any questions or problems.

There are appointed pupil representatives for Barnfield and boarders may wish to chat to them about any issues, or make suggestions to encourage house spirit.

### **Tutors and Boarders**

Each pupil will be assigned a tutor who will keep a watchful eye over their academics and keep house parents informed of their progress or if they need additional assistance.

### **House Staff for 2016-2017**

Mrs Jen Sanderson (JPS) Houseparent

Mr Mathew Boud-Self (MBS) House Assistant, Deputy  
Head, Head of Sixth Form

Mr Simon Herbert (SH) House Assistant, Head of Y10,  
History Teacher

Mr Tom Bridge (TB) House Assistant, Head of RHEE

# **BARNFIELD DAILY ROUTINE**

## **MONDAYS TO FRIDAYS**

- Wake by 7.30am. JPS to do a check that all boarders are well
- Breakfast at school or in cabins
- Make beds, wash dishes, tidy rooms
- Leave cabins by 8.15am
- Register with Tutor at 8.20am
- School day operates till 5.00pm
- Register in house 5.00pm-5.15pm
- Evening activities 5.15pm-6.30pm
- Supper 6.30pm
- House meeting daily 7.00pm
- Assignment time in cabins/Sixth Form Centre and Library on request 7.15pm-8.45pm
- Free time 8.45pm-10.00pm
- Be in Barnfield and in own cabins 10.00pm
- Own rooms by 10.30pm

## **WEEKENDS**

- No set prep times on Fridays, Saturdays or Sundays
- Return to Barnfield by 10.30pm (Friday and Saturday). Register with the member of staff on duty
- Own cabins by 11.00pm (Friday and Saturday)
- Sunday return to Barnfield and in own cabins by 10.00pm
- Register using the signing in/out sheets displayed in each cabin on Friday evening, Saturday and Sunday – staff will monitor at regular intervals during the weekend
- Brunch available at school Sat 12.45pm-1.30pm, Sun 12.00-1.00pm
- **ALL PUPILS BACK IN HOUSE BY SUNDAY 8.00pm UNLESS THEY HAVE MADE ALTERNATIVE ARRANGEMENTS WITH THE HOUSEPARENT.**
- Weekly boarders are to return to school between 6.00pm and 8.00pm, on Sunday evening. Anyone returning outside of this time must make alternative arrangements with the Houseparent in advance of leaving school on Friday

## WEEKENDS

- The Houseparent must receive by Thursday evening, a phone call or email from parent/guardian giving their **permission** for leave and confirmation of travel arrangements.
- **Train tickets, taxis** and travel money can be arranged.
- Pupils are allowed to book their own **taxis** with permission from Houseparent but must only use the list of taxi firms approved by the school.
- If a pupil is to visit the family of a friend then permission must also be received by **Thursday evening** from the parent hosting the visit.
- Weekend starts on **Friday at 5.00pm.**
- Weekend leave ends at **8.00pm on Sunday** or by special arrangement with the Houseparent on Monday morning at 8.20am. Please communicate with Mrs Sanderson if you are unable to return on time.
- Pupils are encouraged to be **involved** in the activities listed on the school calendar.
- Other **activities** on site are walking, riding, fishing, music practice, sports opportunities in Reddie Hall, studying, watching TV, tennis, swimming and reading.
- Pupils may visit **Rocester** village where there is a Spar, cash machine and post office. They may walk into the village but must be in a group of three as a minimum. Permission must be sought from the Houseparent/House Tutor on duty and pupils must ensure they find the Houseparent/House Tutor on their return.
- On **Saturday mornings**, pupils may use the free weekly taxi service to Uttoxeter or Derby.
- **Pocket Money:** Boarders are only allowed to draw £15 per week from the Bursary. If a pupil requires weekly pocket money they need to collect the money on Fridays between 1.00pm and 1.30pm.

## Other essential information

- Morning – pupils must be up by **7.30am**. They must ensure that their cabin is tidy and their bed is made by 8.15am.
- Pupils may return to their cabin during the day in their **study time**.
- **Only Barnfield** Sixth Form residents are allowed in the cabins from 8.15am until 7.00pm.
- **Visitors** – this is limited to Sixth Form pupils. Visitors must have the permission of the Houseparent or member of staff on duty to be in the cabins. All visitors should be introduced to the Houseparent/Tutor on duty. Visitors are limited to the living and kitchen areas and must not be invited into bedrooms.
- **Cars** - All boarding pupils that bring a car to school may park them in front of the cabins. Keys are to be handed into their Houseparent on arrival on school site. Permission will be given in the evening for occasional shopping trips or meals out at the discretion of the Houseparent. No permission will be given for pupils to leave the school site during the day unless in exceptional circumstances. Any misuse of vehicles may result in the permission of a car on school site being rescinded.
- Any **passengers in cars** must have written permission from their parents to travel as a passenger with specific drivers. It is a school requirement for parents to complete a Driving Permission form which must be filled in advance and all driving permissions must be agreed through Mr Boud-Self, Head of Sixth Form.
- **Alcohol** – is not to be brought into school or consumed at school unless under special circumstances under the supervision of a member of staff (e.g. Formal dinners, Balls etc.).
- **Bank accounts:** Boarders are encouraged to open their own bank account. The Houseparent can assist them with the process, but due to bank security regulations it is recommended that bank accounts are set up prior to arrival, particularly for overseas pupils. Boarders are encouraged to open their own bank account.

## LIVING IN THE CABINS

- Pupils will be instructed how to use the **cookers, washing machines, tumble dryers and microwaves**.
- **Lounge furniture** is not to be used on the decking area.
- **Large suitcases** are to be stored in the outside storage area.
- Pupils should ensure that the **communal areas** including the kitchen, lounge and bathroom are always left clean and tidy.
- Pupils are encouraged to remove their **shoes** when entering the cabins in order to prolong the life of the carpets.
- **Food boxes** are supplied Monday/Wednesday/Friday. Each cabin should complete the request form via the Houseparent/House Tutor and ensure that the supper bag is dropped off at the kitchen before registration and collected at supper.
- Pupils should report any **maintenance** issues as soon as they arise. Inform the Houseparent of any breakages.
- The **laundry** facilities at school are available for use. Laundry boxes must be put in the designated cabin on Wednesday morning by 8.00am. The laundry will only be returned the following day. All items must be clearly named. Three tumble dryers are available for use in designated cabins. Bed linen may be sent to the school laundry.
- A **safe** is available with the Head of Barnfield for pupils to store money, passports, travel documents and other valuables.
- Pupils are able to connect to the **wireless** network until 10.15pm in all cabins. The school IT manager ensures to the best of his ability to restrict websites that could endanger pupil's safety.

- Each cabin has its own **freeview** receiver and **DVD** player. Please read the instructions on the use of these items, with regards to the scart leads.
- Whilst pupils are encouraged to manage their own phone calls, in certain circumstances pupils may use the Houseparent's phone when necessary.
- Pupils must take their iPads to every lesson and ensure they are fully charged.
- Use **blue tack** to put posters up. No nails, drawing pins or staples are to be used.
- No **kettles** to be used in bedrooms.
- Boarders are encouraged to switch electrical equipment off at the main switch, and not leave them in **standby mode** when they go to sleep.
- **Fire Drill:** each cabin has its own smoke detectors. If the alarm goes off in your cabin evacuate through the quickest and safest exits and assemble outside the CDT/Science Block. If the fire engulfs the whole cabin all boarders will need to evacuate their cabins and line up outside the CDT/Science block. If a school fire alarm goes off from 5.30pm to 8.15am or at the weekend all Barnfield pupils need to return to Barnfield, there is no need to follow school fire procedures.

# PUPIL CODE OF CONDUCT

Pupils are expected to:

- Be loyal and committed to School and activities
- Show consideration and respect to all.
- Adhere to school commitments for which they have volunteered.
- Obey teachers' instructions first time.
- Not swear, use bad language or use any words which anyone may find offensive.
- Not remove anyone else's property without permission or damage anything which belongs to another person or the school.
- Not smoke or take drugs on the school premises.
- Not to show affection of a sexual nature towards another pupil.
- To be punctual.
- Dress appropriately at all times.

## **ASSIGNMENT EXPECTATIONS**

- Mondays to Thursdays pupils are expected to use the 7.15pm-8.45pm time to work.
- During this time no loud noises that could distract fellow boarders e.g. no TV, radios, Xbox, Playstations etc.
- This is the **MINIMUM** time allocated for quiet prep.
- We encourage pupils to use their own time during the day, or outside the allotted time to continue with academics.
- Boarders may study in their bedrooms, in their lounges, Sixth Form Centre and with permission school library or in the ICT rooms.

## DUTIES & RESPONSIBILITIES

- At the start of the year each cabin decides how they wish to keep their cabins neat, clean, and how they are to arrange for the food boxes at night.
- Each cabin has an opportunity to order what they need from a food list, on a regular basis. These requests must be given to the Houseparent/Tutor on duty.
- Each cabin has their own vacuum cleaner, and if boarders have created a mess, they are encouraged to Hoover up their own dirt.
- Boarders are reminded that **MUTUAL RESPECT** for your cabin mates is encouraged at all times.
- Pupil House Reps are encouraged to speak to all Barnfield boarders and liaise with the Houseparent any concerns they may have.
- All boarders may suggest trips that they would find interesting.
- Each cabin takes a stock take of all the equipment their cabin has. This happens at the start of the year, and at the end of each term.
- Each cabin has an opportunity every term to buy something to improve their facilities, to the value of £20. This item gets added to the itinerary.

## **LISTENING TO BOARDERS VIEWS**

If boarders have any issues relating to the house, the following procedures are suggested:

- Speak to the Houseparent or Duty teacher OR
- Write a note to the Houseparent or Duty teacher if you would like your concern to be anonymous.
- Approach the Head of Boarding.
- Speak to the Pupil House representatives.
- If you feel the matter is not dealt with fairly or adequately, you may then speak to your Tutor, Deputy Head or the Headmaster.
- If it is a child safety issue, or health issue you may want to speak to the school Nurse or any of the Child Protection Staff.
- If you feel you cannot speak to the school nurse you could request an appointment with the school Doctor.
- You are able to voice your concerns through the forum of the Student Council.
- Suggestions with regards to food requests can be made through the food committee.

## **HOLIDAY TRAVEL ARRANGEMENTS**

- Arrangements for taxis, trains and flights must be made at least two weeks before the start of half terms and holidays.
- Details must be handed in to the Houseparent. The school will arrange taxis or trains for you and add the cost to your bill.
- The Houseparent must be informed of any changes to your return arrangements.
- Pupils should remain in school until the last day of the term to ensure that they fulfil the academic requirements. They should return in good time for the beginning of the new term.

## **MEDICAL MATTERS**

- All pupils are registered with the local doctor's surgery.
- The school nurse Mrs Hudson is available from 8.30am to 5.00pm on weekdays in the School Health Centre.
- House staffs are only allowed to issue paracetamol and throat lozenges. They also keep a supply of antiseptic wipes and plasters for minor cuts.
- After 5.00pm pupils should see Duty Staff or House staff for any medical problems.
- Pupils are not to be in their cabins during the day if they are ill. They need to be under the eye of the school nurse, till 5.00pm, and then she will hand their care over to the Houseparent.

## PEOPLE TO TALK TO

If you are worried about something and you feel you would rather talk to someone not directly involved in the house, you are able to call on any of the following professionals.

- SCHOOL DOCTOR: 01889 562145 (all boarders are registered patients with the Practice in Ashbourne)
- SCHOOL NURSE: 01889 594281 Mrs Hudson
- DERBYSHIRE SOCIAL SERVICES: 01629 580000
- CHILDLINE: 0800 1111
- PUPIL SAFETY: Mr Fairclough, Mrs Hudson.
- Independent Listener: Rosie Key 01629 532029
- Independent Listener: [childrensrights@derbyshire.gov.uk](mailto:childrensrights@derbyshire.gov.uk)

Barnfield boarders are able to use the Houseparent's phone for any of these calls, or if they need to phone their family urgently.

If there are problems you are unable to manage on your own, such as:

- Being bullied, or treated unfairly by any other person.
- An unresolved issue or the issue has not been dealt with properly.
- If you have been discriminated against on grounds of race, religion, gender or any other reason.
- Someone has harassed or abused you, be it sexual or otherwise, that you feel it is inappropriate.
- There are problems at home.
- There are medical conditions.

**REMEMBER DO NOT COPE ALONE  
TALK TO SOMEONE**

# **ABBOTSHOLME SCHOOL POLICY ON BULLYING**

Formulated by pupils and staff at all levels of the School.

1. Every pupil at Abbotsholme has the right to enjoy his or her learning and leisure time free from intimidation.
2. Our School Community will not tolerate unkind actions or remarks even when these were not intended to hurt.
3. To stand by when someone else is being bullied, is to support bullying.
4. Pupils should support each other by reporting all instances of bullying to a member of staff or a responsible senior prefect.
5. Bullying will always be taken seriously.

## Complaints Procedure for Boarding Pupils

This procedure is available to current and prospective pupils, on the website and in the House Handbook.

- Every pupil at Abbotsholme has a right to enjoy his or her learning and leisure time free from intimidation, fear or harassment.
- All pupils should learn to live with each other and show tolerance towards each other.
- We want our pupils to build up relationships of trust, and it is hoped that any problems or anxieties can be resolved readily.

If you feel that the difficulty cannot be settled in this way there are a number of things you can do:

- Talk to a close friend or a senior pupil whom you trust.
- Discuss the matter with any member of staff. You are always welcome to raise an issue with the Health Advisor or your Houseparent.
- Contact your parents or a family member.
- Contact someone from outside the school community. Any one of the following will gladly help:

Childline [www.childline.org](http://www.childline.org) 0800 1111

NSPCC [help@nspcc.org.uk](mailto:help@nspcc.org.uk) 0808 800 5000

Samaritans [jo@samaritans.org](mailto:jo@samaritans.org) 0845 790 9090

Derbyshire Social Services 01629 580000

Children's Commissioner for England 08005280731 or email

### If you wish to make a complaint

- This can be by talking about it or by writing it down, whichever you find the easier. You can make a complaint by yourself, as part of a group, or through your parents.
- The complaint can be made to any member of staff.
- The issue can be a big problem or a small one. By discussing it, you may come up with some positive and productive resolutions.
- If possible, the member of staff will deal with the problem. If not, the member of staff will seek the help of a colleague (for example,

a Tutor, Head of Year, Houseparent, Health Advisor or Assistant Head).

- If you are worried about confidentiality, tell the staff; they will understand. Even if you find the issue hurtful or embarrassing, do not worry; the matter will only be discussed by staff who need to know and who can help you. You will be consulted and kept informed about any action to be taken.

If a matter remains unresolved, or you wish to make a formal complaint, see Mr Boud-Self, the Assistant Head. He will discuss the complaint, note the complaint, investigate your complaint and report back to you. You may be accompanied, if you wish.