



### The Houseparents:



### Who's who?

Mr and Mrs Meadows share the responsibility for the boarding house and all of the boarders. You can speak to us about anything at all. If it matters to you it matters to us.

Our flat is located on the boys side of the boarding house, and when we are home, the flat door will be open; if the door is open but you cannot hear us then please ring the doorbell. After lights out the door will close but should you ever need us for anything, please ring the doorbell. Girls will have access to the Matron's flat, please ring the bell or knock at their door and let Matron know if you would like to see either of us.

### The Matrons:

The Matrons are; Miss Korth, Mrs Mair and Mrs Chandler. Miss Korth is Head Matron, and is resident in the boarding house. The Matron team are responsible for medical and health issues, hygiene, laundry and tidiness. They are always keen to chat and are available through the day and night.

### Assistant Housemaster:

Mr Chapman is the Assistant Housemaster. You will see him in the boarding house in the evenings and morning, on boarding trips and activities, or just popping in to say hello.

### Other Boarding Staff:

|                   |               |
|-------------------|---------------|
| Mr Austen         | Mrs Austen    |
| Mr Callun         | Mrs Foskett   |
| Mr Candy          | Miss Jenkins  |
| Mr Erskine-Naylor | Miss Papworth |
| Mr O'Regan        | Miss Rule     |
|                   | Miss Soppitt  |
|                   | Miss Storey   |
|                   | Miss Thomas   |
|                   | Mrs Tregunno  |

Whatever the time, day or night, there will be a friendly face amongst the staff around.



### Your Bedroom

You will be in a bedroom with children of a similar age. One of the good things about boarding is that you learn to get on with lots of different people and you will be able to make friends with all the boarders at Witham, no matter which bedroom you are in.

We encourage you to bring in photographs and pictures and display them on your pin board, and we would love to see decorated and personalised dorms. You will have your own photo frame next to your bed so please bring a 4x6 photo from home. You should always have a reading book or magazine beside your bed for the quiet reading period before lights go out each night.



### Helping each other

When you first board, a 'boarding buddy', usually an experienced boarder of a similar age, will help you get used to your new surroundings and routines. However, all boarders are encouraged to help each other and they will be happy to help you if you are unsure about anything. There are also 'boarding families' within the boarding house. Each family comprises of members from every year group, and there should always be one member of your family boarding on the same night as you.





## Keeping in touch with home



During the day you can ask Mrs Paylor in the office to phone home. There are also two phone booths from which you can phone home in the evenings; but you must remember to inform the duty member of staff before using the phone. You can also phone home from the surgery should you need to. You will be provided with your own email address and your parents will be able to contact you in this way. If it is necessary, the duty staff will allow you to use the main school phone.

## Food and Drink

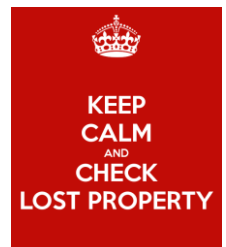
Food is in plentiful supply! Every breakfast includes cereal, fruit juice, fruit, yoghurt, tea, toast, as well as a hot dish that changes each day. A drink and fresh fruit are available at morning break. A hot meal is provided for lunch, along with pudding. In the afternoon a snack of biscuits and squash is available. Tea is at 1715, and you can have cake, fruit, cereal, water or hot chocolate before you go to bed. You can also help yourself to milk and water throughout the day. You will also be provided with your very own Witham Hall water bottle for use during the night. Water fountains are located within the boarding house.

## House Safety

The boarding areas and the main school building are alarmed. No one can enter or leave the boarding areas without waking everybody up! We will also practice fire drills at various points throughout the year.

## What to do if you've lost something

You must look after your possessions properly; always make sure your possessions are clearly named and ensure that you put them away after you have used them. The Matrons store items that are found in the boarding house - check with them if you are still unable to find what you have lost. You should inform a member of staff if you are unable to find something.





## **What to do if you are upset or worried about something**

You should talk to somebody! This could be Mr or Mrs Meadows, or any of the other boarding staff, the Matrons, your form teacher, or even a friend or member of your boarding family.

Alternatively, you can contact Father Ed, the school Chaplain, who comes into school frequently and is always happy to listen to any problems you might have. There is also a School Counsellor, Penny Newton, who visits the school regularly. Appointments can be booked in advance, or there are drop-in sessions. You can also contact Liz Power who is completely independent of the school. Please also see the posters in your dorms and the corridors in the boarding house, as well as around school, for the relevant contact details.

**You may find the numbers below helpful:**



**Father Ed: 01778 591 358**



**ChildLine: 0800 1111**

You can speak to Mrs Austen, Miss Rule, Mr or Mrs Meadows, your form tutor or any other member of staff for more help and advice on arranging a time to meet with Penny.

You can also talk to someone completely independent of the school. Telephone Liz Power on 01780 481800 (work) or email her at [liz.power@stgeorgeschurch.net](mailto:liz.power@stgeorgeschurch.net)

Within each sitting room is a post-box. You can use this to share any suggestions, comments or complaints. If you have any worries or concerns you do not feel comfortable sharing directly with a member of staff, please do put a note in the post-box so we can act upon your thoughts, worries or concerns. You can either put your name on the note, or leave it anonymous if you would prefer.

If you have a complaint about a fellow pupil you should talk to a member of staff in the first instance, this might be your Form Tutor, Houseparent, Mentor, Matron, Headmaster, or any other member of staff at school. If the staff member cannot easily resolve the issue for you, you may wish to make a formal complaint by writing to your Form Tutor, Houseparent or mentor. If you have a complaint about a member of staff, you should speak to the



Headmaster. If you prefer, you can speak to another member of staff, who will refer your complaint on to the Headmaster for you. If your complaint is about the Headmaster, then you can speak to a Deputy Head, or any teacher, and the Deputy Head will help to investigate

In all instances, staff will want you to share your complaint fully, so they can help you as best as possible.

### **Boarding Council**

Your Chair of Boarding Council is there for you to talk to regarding anything to do with boarding. They will meet regularly with Mr and Mrs Meadows, and also help support all new boarders. The Chair of Boarding Council will meet with the Boarding Council members, Mrs Fuller, and Mr & Mrs Meadows every 3-4 weeks to discuss various boarding matters. Boarding Council members should collate your views and opinions to share at this meeting, and then feedback to you what was discussed.

### **What to do if you don't feel well**



If you feel unwell, the best times to see the matrons are first thing in the morning, break time, afternoon snack time, or during surgery time after tea. If there are no matrons available in the surgery, there is a 'walkie talkie' for you to use to alert a matron and she will come to the surgery as soon as possible. We can also arrange for you to see the school doctor. If you feel unwell during the night, boys you should knock on Mr and Mrs Meadows' door and ring the bell, girls you will have access to the Miss Korth's flat and should ring the bell.



### Living in a Boarding House - a few Golden Rules

Boarding at Witham Hall is great fun, but so that we can all enjoy ourselves, there are just a few rules we insist that you follow:

1. You must always be respectful of all member of the boarding team.
2. Be polite to everyone in the boarding house, children and adults.
3. Respect the privacy and belongings of others.
4. You should only enter someone else's dorm with permission from the boarding staff.
5. Respect each other's right to sleep - NO TALKING after lights out.
6. Be a good boarder - care for each other.





### What can I bring to the boarding house?

In the boarding house, there are plenty of things to do to occupy your time and plenty of people for you to play games with and chat to. You should not bring expensive games to school: we do not have storage space for them and we do not wish for them to get broken or lost. You can bring a teddy, books, magazines and playing cards in to the boarding house if they are clearly named. Mobile phones, money, tuck and electrical items such as tablets **must not** be brought into school. If you accidentally bring something into school that you think you should not have, you must hand it in to the Matrons, Houseparents or duty member of boarding staff.

The only exception to the above is that **Weekly Boarders** may bring in an e-reader with books pre-loaded. **The device must be given to Matron at lights out.**



### Flexi-Boarders

Each time you stay in the boarding house, you will need to bring the following items with you:

- Pyjamas, Dressing Gown and Slippers
- Toilet bag containing toothbrush, toothpaste, shower gel, shampoo, comb, shower cap (girls)
- Towel
- Clean underwear, socks, and a shirt for each day of your stay
- One set of play clothes
- Reading book
- Teddy!

Please make sure that all your belongings are clearly named.



### Boarders' Routine

|                |      |  |
|----------------|------|--|
| <b>Morning</b> | 0710 | Wake up, wash and get dressed (smart uniform and combed hair!)<br>Clean your teeth, make your bed and tidy your bedroom. |
|                | 0730 | Breakfast - followed by a final check on bedrooms.   |
|                | 0815 | Go to form rooms - school day starts   |



**Evening**      1715      Tea followed by free time and activities.

**After tea, at 1745, you can change out of your uniform into your own clothes.** There are a variety of activities on offer and weekly boarders are encouraged to take part in at least two evening activities per week. You also have use of the Lounges, which provide T.V. and a range of games, as well as the new Games Room. The Library is available for independent work, or a quiet place to relax and reflect, during the evening too. Boarders also have use of the sports hall and dance studio in the evenings between 1900 and 1945. A member of the Boarding Team will arrange these sessions and supervise them accordingly. From 1905, a hot drink and an evening snack are available. You should make sure you still make time for a snack before 'sign up' time.







**Bedtimes** - you should 'sign up' with the member of staff on duty and be upstairs by the following times:

|      |             |
|------|-------------|
| 1930 | Years 4 & 5 |
| 1945 | Year 6      |
| 2000 | Year 7      |
| 2015 | Year 8      |

We now offer earlier sign up times from 1900 all year. This will enable you to have more time upstairs in the boarding house to relax, play games and have fun, before settling down for the night. When you get upstairs, you should shower, brush your teeth and get ready for bed. Weekly boarders should place their laundry in the basket provided.

At the end of the evening there is then a 15 minute reading period followed by lights out at the following times:

|      |        |
|------|--------|
| 2015 | Year 4 |
| 2030 | Year 5 |
| 2040 | Year 6 |
| 2050 | Year 7 |
| 2100 | Year 8 |

### Boarders' Breakfasts

At the end of each half term staff will be asked to nominate pupils who they feel have made a positive contribution to boarding; pupils with the most nominations will then receive an invitation to a Boarders' Breakfast. If you are selected to attend one of these you shall receive an invite and on the day you have been invited you shall take a special breakfast with some of your fellow boarders. If you do not normally board the night before then you will be offered the opportunity to board for an extra night free of charge.





**One last thing....**

We hope you enjoy your time boarding with us at Witham and we look forward to welcoming you. Have a wonderful year ahead!

Mr & Mrs Meadows

