

Barton Hill House

**Shaftesbury
School**

Student Guide

2009 - 10

Welcome to Barton Hill House – the boarding complex of Shaftesbury School.

Please take some time to look through this booklet and familiarise yourself with the routines. The routines are simply those necessary to enable the smooth running of a large “family” and to encourage academic work.

If you are unsure about anything please speak to a member of staff or another student who should be able to help you.

Whether you are sporting, artistic, shy or outgoing, a natural genius or someone who has to work hard at every mark, you will find others like you at Barton Hill House. But remember the more you put into life at Barton Hill House, the more you will get out.

Andy Thompson

September 2009

Director of Boarding

Barton Hill House

Barton Hill
Shaftesbury
Dorset
SP7 8DQ

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E-mail: bartonhill@shaftesburyschool.co.uk

Student Telephone Number: 01747 854277
Incoming calls only: 01747 855936

Shaftesbury School

Salisbury Road
Shaftesbury
Dorset
SP7 8ER

Office Telephone: 01747 854498
Office Fax: 01747 851208
e-mail: office@shaftesburyschool.co.uk
Headteacher: Mr DJ Booth

Important telephone Numbers

Doctor: Dr Emms
Abbey View medical Centre
01747 856700

Independent Listeners

Carolyn Salzano 0777914816
Linda Smith 01747 852590

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www.ofsted.gov.uk

CHILDLINE 0800 1111

Barton Hill House

Staff

Director of Boarding	Mr Andy Thompson
Deputy Head of Boarding	Mrs Elaine Nuttall
Matron	Mrs Angela Mullins
Finance Officer	Mrs Julie Powell
Admissions Officer	Mrs Tracey Dunn
Full-time Houseparents	Mrs Ros Fraser Mrs Caroline Heyns Ms Catherine Simmonds
Part-time Houseparents	Ms Lucy Adams Ms Sue Crocker Mr Carl Davies Ms Chantal Dean Ms Stephanie George Ms Emma Gregson Mr Roger Hayball Ms Sian Hewitson Ms Kirsty Hughes Ms Lucy Mclellan Ms Tracey-Leigh Meadowcroft Mrs Val Millichamp Mrs Rosie O'Donnell Mrs Sue Richards Ms Nicola Rogers Mr Daniel Williams Mr Phillip Williams
Head of Catering	Mrs Teresa Pick
Assistant Cook	Mr Ken Adams Mrs Jean Adlem
Kitchen Assistants	Mrs Jean Adlem Mr Matt Haggarth Mrs Sarah Hargrave Mrs Louise Johnson Mrs Jo Johnson Mrs Susan Stanton
Head of Cleaning	Mrs Maureen Barrett Mrs Ann Cuff Mrs Vera Harrington Mrs Tracey Matthews Mrs Sue Metcalf Mrs Jill Stannard
Caretaking / Maintenance	Mr Laurie Henstridge Mr Ken Adams

Barton Hill House

WEEKDAY DAILY ROUTINE

7.00am	Students to get up and shower ready for breakfast
7.20am	Students go downstairs for breakfast
7.20—7.40am	Breakfast
7.45am	Matron available – medical issues
7.45-8.10am	Daily laundry (as directed) brought downstairs
8.15am	Students leave for school – wearing correct uniform
3.00-3.15pm	School finishes and students return to the House.
3.30pm	Afternoon tea / snacks in breakfast bar
5.45pm	Supper (Years 7-11) Students to clear and wipe tables
6.15pm	Supper (Years 12 -13) Students to clear and wipe tables
7.00—8.00pm	Prep (BHH or School) Quiet time in all areas
8.45pm	Supper/snacks in breakfast bar
9.00pm	Bedtimes as listed
10.45pm	All students upstairs, minimum movement and noise

Barton Hill House

WEEKEND ROUTINE

SATURDAY

9.00- 9.30am	Full English breakfast (optional)
10.00am	"Rising" bell
10.30 – 12pm	Prep (Years 7 - 11) Quiet time in all areas
12.30pm	Lunch
4.00pm	Afternoon tea
5.45pm	Supper (Years 7-11) Students to clear and wipe tables
6.15pm	Supper (Years 12 -13) Students to clear, wipe and put away tables
8.45pm	Supper/snacks in breakfast bar
9.00pm	Bedtimes as listed
10.45pm	All students upstairs, minimum movement and noise

SUNDAY

9.00- 9.30am	Breakfast (optional)
11.00am	"Rising" bell
12.00pm	Brunch
3.45pm	Afternoon tea
5.30pm	Supper (Years 7-11) Students to clear and wipe tables
6.00pm	Supper (Years 12 -13) Students to clear, wipe and put away tables
8.45pm	Supper/snacks in breakfast bar
9.00pm	Bedtimes as listed
10.00pm	All students upstairs, minimum movement and noise

Please note times are subject to change (trips / visits)

Barton Hill House

PREP ROUTINES

- During prep time there should be minimum movement around the house.
- Prep is either at School (Learning Resource Centre) or at Barton Hill House
- You should also be working at other times
- Even if you have NO prep then you should take advantage of the time to catch up on some reading. There are lots of books, magazines and newspapers available
- You should NOT be spending prep time playing on your laptop

Years 7, 8 & 9

Monday - Thursday 7.00 – 8.00pm

Saturday 10.30 – 11.30am

Years 10 & 11

Monday - Thursday 7.00 – 8.00pm

Saturday 10.30am – 12.00pm

Years 12 & 13

Monday - Thursday 7.00 – 8.00pm

Saturday 10.30am – 12.00pm

WHEN DO I GO TO BED?

	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>
BED	9pm Sun - Thurs	9.15pm Sun - Thurs	9.30pm Sun - Thurs
Lights Out	9.30pm Sun - Thurs (Own room & quiet)	9.45pm Sun - Thurs (Own room & quiet)	10pm Sun - Thurs (Own room & quiet)
BED	9.15pm Fri/Sat	9.30pm Fri/Sat	9.45pm Fri/Sat
Lights Out	9.45pm Fri/Sat (Own room & quiet)	10pm Fri/Sat (Own room & quiet)	10.15pm Fri/Sat (Own room & quiet)
	<u>Year 10</u>	<u>Year 11</u>	
BED	9.45pm Sun - Thurs	10pm Sun - Thurs	
Lights Out	10.15pm Sun - Thurs (Own room & quiet)	10.30pm Sun - Thurs (Own room & quiet)	
BED	10.00pm Fri/Sat	10.15pm Fri/Sat	
Lights Out	10.30pm Fri/Sat (Own room & quiet)	10.45pm Fri/Sat (Own room & quiet)	
	<u>Sixth Form</u>	<u>18 +</u>	
BED	10.40pm Mon - Sat	10.45pm Mon - Sat	
Lights Out	11pm (Own room & quiet)	11pm (Own room & quiet)	
BED	10.00pm Sun	10.00pm Sun	
Lights Out	11pm (Own room & quiet)	11pm (Own room & quiet)	

There should be minimum noise and movement after lights out. Please be considerate to others. You should NOT be paying games on your laptop after lights out. Laptops and other electronic equipment will be confiscated if they are being used inappropriately.

WHEN CAN I GO INTO TOWN ?

STUDENTS MUST ALWAYS USE THEIR KEYS TO ENTER / EXIT THE BUILDING

When leaving the building: Students MUST SIGN OUT

When returning to the building: Students MUST SIGN IN

Year 7

Mon - Fri pm	3.30pm - 5.45pm
Saturday pm	1pm - 5.45pm
Sunday am	NONE
Sunday pm	2pm - 5.30pm

Year 8

3.30pm - 5.45pm
1pm - 5.45pm
11am - 11.55am
2pm - 5.30pm

YEAR 9

Mon - Fri pm	3.30pm - 5.45pm
Mon - Fri pm	none
Saturday pm	1pm - 5.45pm
Saturday pm	none
Sunday am	9.30am - 11.55am
Sunday pm	1pm - 5.30pm
Sunday pm	none

YEAR 10

3.30pm - 5.45pm
none
1pm - 5.45pm
none
9.30am - 11.55am
1pm - 5.30pm
none

YEAR 11

3.30pm - 5.45pm
8.30pm - 9.30pm
1pm - 5.45pm
8.30 - 9.30pm
9.30am - 11.55am
1pm - 5.30pm
8.30 - 9.30pm

Sixth Form

Mon - Fri pm	3.30pm - 6pm
Mon - Thurs pm	8pm - 10pm
Fri pm	8pm - 10.30pm
Saturday am	8am - 10 am
Saturday pm	1pm - 6pm
Saturday pm	8pm - 10.30pm
Sunday am	9.30am - 11.55am
Sunday pm	1pm - 6pm
Sunday pm	8pm - 9.45pm

18 +

3.30pm - 6pm
8pm - 10pm
8pm - 10.45pm
8am - 10am
1pm - 6pm
8pm - 10.45pm
9.30am - 11.55am
1pm - 6pm
8pm - 9.45pm

If you are are going to be late back for whatever reason you MUST contact Barton Hill House immediately Telephone: 01747 852469. Please put this number in your mobile.

Barton Hill House

EXPECTATIONS

Students at Barton Hill House are expected to behave responsibly at all times. They are expected to follow the ideal of 'respect'. This means respect for the house, school, staff, and the local community: their property and opinions.

1. Every student has the absolute right to feel safe in every way at Barton Hill House. Students who intimidate others in anyway will be dealt with very severely.
2. **NO SMOKING, NO ALCOHOL, NO DRUGS**
3. Foul language is not permitted under any circumstances. If it is heard students will be sent to their dormitory.
4. Visitors to the House and grounds must be introduced to a member of staff. Visitors are only allowed in the main area and not upstairs to the dormitories.
5. Students in Years 7, 8,9,10 or 11 are only allowed to travel in a car with parent/guardian's permission.
6. Students are only allowed into town at the published times.
7. 6th Form students must request a night away with at least 24 hours notice.
8. All students attend all meals at the designated time unless prior permission has been given.
9. Students are only allowed to visit other dormitories with the permission of the occupants.
10. After lights out there will be minimum movement.
11. Students will keep their own possessions and area tidy to enable cleaners to carry out their duties.
12. No hot food / take-aways may be eaten in dormitories. House crockery and cutlery must not go upstairs.
13. Prep periods require all students to study quietly in their rooms or at school.
14. All laundry is to be done in the laundry room. Only sixth form may do their own laundry.
15. Inappropriate use of electronic equipment such as laptops / mobile phones will lead to confiscation.
16. Barton Hill House is a mixed House with separate accommodation for boys & girls. Boys and girls are expected to behave in a respectful manner towards both each other and the whole community at all times. It is strictly forbidden that the opposite sex enters each other's rooms at any time. When it is necessary for boys to access the attic they must always be accompanied by a member of staff.

Barton Hill House

EXEAT GUIDELINES

There are two CLOSED exeats per term

It is expected that **ALL** students confirm their exeat arrangements (including travel) by Wednesday at the latest and complete the travel plan.

It is never acceptable for students to inform the House that they are staying out using any other means than direct face-to-face contact with an authorised member of staff.

When a student is going away to an address other than a parent or Guardian the following action is required:

- The House must receive an invitation from the host family.
- The student's parent or Guardian must give written authorised permission for each separate occasion.

IMPORTANT INFORMATION

- Exeat weekends begin at 4pm on Fridays and end at 9pm on Sundays, unless notified
- Taxi services to and from Gillingham Station are very limited on Sunday evenings – please confirm your taxi booking **BEFORE** leaving Barton Hill House

Barton Hill House

GUESTS / VISITORS

- All guests must sign in and out of the house (using Visitors' Book located on stage) and be introduced to a member of staff.
- Guests are only allowed in the main area and not upstairs in the dorms under ANY circumstances. This includes parents and guardians.
- It is your responsibility to ensure that boyfriends or girlfriends of boarders behave in an appropriate manner
- Guests and boarders must not congregate in the porch area or outside the building.
- Guests must leave the building 30 minutes before their host's bedtime.
- Whilst in the house, guests must abide by the House rules.
- YOU are responsible for your guests.

Barton Hill House

Sixth Form

We expect all boarders to develop a sense of responsibility, independence and maturity during their time at Barton Hill House and this is particularly important for sixth form students. You will be expected to contribute to the life of the boarding house, ensuring that you behave appropriately and act as role models to other students.

You can play an important part in helping to ensure that no member of our community is the victim of bullying, by being aware of difficulties or potential difficulties and discussing these with a member of staff without delay. You can also offer friendly listening and support to younger students.

There is no doubt that younger students often find it easier to talk to an older student than approach a member of staff. You should be aware of your responsibilities under Child Protection. This will protect the more vulnerable members of our community and foster a greater sense of responsibility amongst older students.

You have your own common room which you are expected to keep tidy and you are also allowed a kettle in your room but **no** other cooking equipment. During your study periods you can come back to the boarding house to work but you **MUST** cooperate fully with the cleaning team. The house is closed everyday between 12.30 and 2pm

Barton Hill House

FIRE DRILL PROCEDURE

In the event of an alarm condition howsoever caused, be it a real fire or a False Alarm, the following procedures are to be strictly adhered to:

a By any person discovering a fire:

- i) Sound the alarm at the nearest call point and shout FIRE, FIRE, FIRE.**
- ii) Call the Fire Brigade by dialling 9-999.**
- iii) Isolate the fire if practical by shutting doors and windows on your way out.**
- iv) VACATE THE BUILDING. People are more important than buildings.**
- v) Report to the assembly point BHH Car Park.**

b) All persons on hearing the Fire Alarm:

- i) Must vacate the building by the nearest exit and assemble at the designated assembly point.**
 - ii) Close all windows and doors behind them.**
 - iii) Must not stop to collect possessions.**
 - iv) All staff vacating the boarding house are to ensure that all students are clear of the building and are to report accordingly to the senior person at the assembly point. At the assembly point all students should assemble in their room groups and staff will call the roll. On completion of evacuation a precautionary check that the building is clear will be arranged by member of staff on duty.**
- c) The senior person should be prepared to brief the Fire Brigade upon their arrival as to the location of the fire.**

- d) DO NOT TAKE RISKS.
DO NOT RETURN TO THE BUILDING UNTIL AUTHORISED TO DO SO.**

ASSEMBLY POINT

BHH Car Park

Barton Hill House

WHAT TO DO IF YOU ARE WORRIED

There are bound to be times when you are worried about your work or some personal issue, either to do with school or the boarding house, or things to do with friends or problems at home. The important thing is to share these worries!

You may want to talk to your friends or take it to one of the House staff who will be happy to listen and offer advice, if that is helpful to you. Talking is the best way to share a problem and find ways of dealing with it.

Outside the House system support and counselling are available at school.

There are also two Independent Listeners who are appointed by the school to provide somebody to talk to. Their names are Linda Smith – telephone: 01747 852590 and Carolyn Salzano – telephone 0777914816. You may meet them in Shaftesbury and they regularly visit the boarding house. They would be able to give you advice without anybody in the school, normally, being told.

Barton Hill House

WHAT TO DO IF YOU WANT TO COMPLAIN

If you feel things are not right and you wish to complain, this is a normal part of growing up and will be considered by people in the house to be a normal part of life. It is much better for you to tell the appropriate person if you feel things are not right, because only in that way will they know about it. The normal way to do this is to speak to whoever is on duty or if you have more confidence in one particular person, speak to them. All complaints will be logged in the Complaints Book and your complaint will be investigated or you will be told why things are as they are. The Director of Boarding, Mr Thompson, monitors all complaints and the outcomes are also logged. If you are still unhappy with the explanations and wish to discuss it further, or you want to talk to somebody outside the House, the Headmaster, Mr Booth, would be happy to see you. The Independent Listener is also a person outside the whole school system who would advise you if you did not think your complaint had been dealt with.

OFSTED CONTACT NUMBER: 020 742 16800

OFSTED WEBSITE: www.ofsted.gov.uk

Barton Hill House

CHILDLINE

The Childline service is run for any worries or complaints that you feel you want to raise. The number is 08001111. Obviously we would like you to consider using the procedure above first as we should, hopefully, be able to sort your problems out!

CHILDLINE NUMBER 0800 1111