

PARENT AND STUDENT BOARDING HANDBOOK



SHERFIELD
SCHOOL

'IT'S LIKE
A HOME
FROM HOME'



WELCOME FROM THE HOUSE MASTER OF ARCHER'S LODGE

I offer a very warm welcome on behalf of the Head Master and the boarding team at Archer's Lodge, Sherfield School's boarding house. This handbook has been created to provide the relevant information you will need before your child joins our boarding house family but if there is anything else you need to know, please do not hesitate to contact either myself or another member of the boarding staff team.

Finn Macmillan
House Master

BOARDING ETHOS

Archer's Lodge is the children's home during term time and we expect all pupils to be polite, courteous and respectful as well as helpful towards their peers and adults in the house with the aim of creating an atmosphere of tolerance, openness and trust.

We endeavour to develop pupils so that they are able to take responsibility for themselves, for others and for their environment, as well as to develop qualities of leadership and the ability to work as part of a team. There are regular student forums and house prefect meetings which are convened on a weekly basis which allow boarders to have a say in house matters.

WELCOME FROM THE HEAD BOARDER

Hello and welcome to boarding at Sherfield School! Boarding is certainly the best part of being at Sherfield. You get to be with your friends day and night (trust me, you'll make lots), have academic support when you need it, access to on-site sports facilities and much, much more. When you arrive, don't be shy! Talk to your fellow boarders and get to know them because, chances are, you will have something in common!

Once you've unpacked and settled in, you'll have plenty of time to spend with your new friends. Please don't be afraid to ask me, or any of the other prefects, any questions you may have; we're here to help. Very importantly, if anything goes wrong or you think something could be done better, speak to any member of the prefect team or the boarding team and we will be sure to consider what you have to say.

We can't wait to meet you!



HOUSE MASTER AND HOUSE PARENTS

The boarding house is run by the House Master, Mr Findlay Macmillan and a dedicated team of Resident Matrons and House Parents. They are the first point of contact for parents and boarders. Please contact Mr Macmillan and the house staff about any boarding related matters on the following email address housestaff@sherfieldschool.co.uk or call +44 (0) 1256 884 800.

STATEMENT OF BOARDING PRINCIPLES

The boarding team aims to:

- Safeguard and promote the welfare of each boarder by providing an environment which promotes a safe and healthy lifestyle.
- To develop a culture within boarding which promotes the values of mutual trust, respect and support.
- Develop the whole pupil, while still promoting the idea of individual excellence and success.
- Develop boarders' responsibility for self, independent life-skills and learning in line with the school motto, 'Ad Vitam Paramus' - Prepare for Life.
- Develop an ethos based on trust where each boarder feels able to interact with any other member of the community (staff or pupil), confident in the knowledge that he/she will be treated and respected as an individual.
- Create an atmosphere of tolerance and openness.
- Provide the conditions for boarders to develop their intellectual and academic talents and participate in activities in an atmosphere which values and recognises effort.
- Provide a range of activities, hobbies and opportunities which will assist in the personal, moral, social and cultural development of each boarder.
- Provide accommodation which is comfortable and suited to the needs of boarders.

- Develop boarders' qualities of leadership and the ability to work as part of a team.
- Maintain a culture where boarders feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for advice and support during times of difficulty.
- Encourage boarders to treat new members of the community with kindness and sensitivity, supporting and helping them to settle in to the daily routines and values of the school.
- Create an atmosphere where boarders and staff, as well as working together, can enjoy the benefits of community life and can thrive in all they undertake.

SAFEGUARDING AND WELFARE

Sherfield School's Safeguarding Policy (which is available on the school's website alongside other relevant policies) is applied within Archer's Lodge boarding house. If a boarder has any concerns they can report these to any member of staff who will respond to them in the most appropriate way possible and within the guidance set out in the policy. There is information in the house indicating a range of staff to whom boarders can raise complaints or concerns. There is also a range of external organisations which boarders can turn to should they need additional help and the boarding staff or school nurses can make recommendations and provide details of these.

GUARDIANS AND LODGINGS

Parents are responsible for appointing guardians for their children and it is essential that each boarder is appointed a UK-based guardian to act on parents' behalf while the boarder is at school. A guardian's responsibilities include being a point of contact for the house team, caring for the pupil when they are signed out of school and organising travel to and from school at the beginning and end of term. The guardian is also there to be in regular contact with the boarders in their care, providing advice and support as needed. Any arrangements for lodgings to accommodate pupils are to be made by parents.

CO-EDUCATIONAL BOARDING

Archer's Lodge is a co-educational boarding house. Girls and boys are accommodated on separate floors of the building. At Prep School age, boarders share rooms with up to four friends. Senior pupils have single or twin rooms. Sixth Form pupils often have their own rooms. There are alarms on each corridor which are set every night to ensure the safety of boarders. Each boarder is allocated a House Parent at the start of the year with whom they liaise regularly.

ARRIVING AND DEPARTING

Boarders should arrive at the boarding house the day before lessons begin at the start of each term and half term. They are expected to arrive between 2pm and 6pm on that day. There is an evening meal provided the day before the start of term. Similarly, at the end of each term and half term, boarders should leave by 6pm on the last day of the term or half term. For overseas pupils transport is arranged to and from the airport at the beginning and end of each term within specified times.

MEDICAL CARE

Overseas and some UK boarders are registered with the local health services by our school nurses. All medicine (including vitamins and other supplements) must be handed in to the school nurses on arrival. They must be clearly identified.

Sherfield School has a medical centre (Healthzone) staffed by two nurses experienced in dealing with a range of issues, including mental health and wellbeing. Appointments can also be made with the local doctor and other services can be accessed through the Healthzone.

Medical routines and rules and how to report medical issues within the boarding house are covered in the boarders' induction.

DAILY ROUTINES

These vary slightly depending on age and the timings for weekday routines are published within the house. After Prep (homework) boarders have recreational time until lights out. Many of the older boarders can use the gym or the sports hall. Other activities are provided and we have two large common rooms with games and wide screen televisions. Reading is strongly encouraged within the house and it is expected that every boarder should be in their room 30 minutes before lights out, relaxing with a book.

WEEKENDS

There are also published timings for the weekend, but the routine can vary from week to week depending on the activities that are organised by the Boarding Team. On Friday evenings, the Boarding House Prefects take it in turns to organise a competitive activity between their respective teams in the sports hall. Although these are competitive they are mostly a chance for the boarders to enjoy some productive time together and to have some fun on a Friday evening, when there is often a trip to the local leisure centre. Films, swimming, ice skating and bowling may also be possible.

Throughout the year, the boarders enjoy regular Saturday trips which include leisure activities like go-karting and theme park trips as well as cultural and educational visits to places such as the Natural History Museum and Windsor Castle. In the summer term, extra academic lessons are also scheduled for pupils as part of the preparation for their exams and courses. On Sundays, the boarders have use of school facilities and take part in games. Brunch and dinner are available and there is usually transport to either Basingstoke or Reading.

WEEKEND ARRANGEMENTS

Permission may be given to be away from school on a Saturday evening or all day on a Sunday to spend time with friends or family. Boarders may, except on the first and last weekend of the academic year, ask their House Parent for this permission, which should be in place no later than the Wednesday prior to the visit. It will be given if parents or guardians, and the hosts, have agreed in writing and the student is staying either with parents, guardians, relatives or a friend from school. Boarders must return to Archer's Lodge by 9pm on Sunday.



FIRE PRECAUTIONS AND PRACTICES

These are of paramount importance and it is essential that each boarder understands them. Fire safety is covered in the boarders' induction (which also covers prohibited materials such as lighters and matches) and there are regular fire drills to ensure safe evacuation from buildings in the event of a fire.

BEHAVIOUR

Sherfield School is a close-knit and friendly community. The school expects all of its members to behave in a manner that promotes cohesion and gives a positive impression to other members of the school, parents, visitors and members of the public. Boarders are encouraged to treat the boarding house and those living in it as they would their own family and home and to observe the common sense rules of communal living. The school has comprehensive behaviour, anti-bullying and e-safety policies (available on the website). Expectations on behaviour are part of the induction for all new pupils.

ENGLISH LANGUAGE

Sherfield School is lucky to count amongst its community many different nationalities and we welcome the diversity and benefits this brings to our pupil body. Academic lessons are conducted in English and it is therefore necessary for international students to make determined efforts, with the support of the school, to attain a high level of English as swiftly as possible.

TAKING TAXIS

Should a boarder require a taxi, the House Master and House Parents can recommend a reputable company which can be used to make a booking.

HEALTH AND HYGIENE

This is again something which is very important in the communal setting of a boarding house. Boarders are expected to wash, shower and change their clothes regularly, put dirty washing in to be cleaned and keep their rooms and the communal parts of the house tidy.

UNIFORM AND APPEARANCE

The rules and regulations for uniform and appearance are covered in the induction. Boarders may wear their own clothes at the weekends but these should be of an appropriate nature and should not contain slogans or words which could be considered to be offensive.



FAQ

What should boarders bring with them?

At Sherfield many things are provided for the boarders ranging from bed sheets, pillows, duvets and towels, to exercise and text books. We have a service where all the laundry is done for the boarders. A list of things that boarders need to bring (such as items of uniform) is available from the House Parents or Admissions. We do ask that boarders are limited to three large boxes of personal items each so that they can make appropriate use of storage and keep their bedrooms tidy.

Do boarders need any money?

Most expenses are already covered in the boarding fees but many of our boarders have money to spend on goods at the local shops or to buy souvenirs on trips. A pocket money service can be arranged through the House Parents. All money should be signed in on arrival and it is strongly recommended that large sums of cash are not brought into the boarding house. For overseas students the boarding team can help to arrange bank accounts and cards to assist financial management.

When can boarders call or contact home?

On weekdays, the most sensible time to be in touch with family is between the end of Prep and lights out. This time is usually free time and we encourage regular communication with friends and family. There is much more time at weekends and we are, of course, understanding that some of our overseas boarders have substantial time differences between them and their parents. Alternative times can be arranged in these circumstances with the member of staff on duty.

What facilities are boarders able to use?

Our boarders have use of all of the school facilities ranging from sports pitches and the sports hall to music practice rooms and art studios. Much of this is, of course, dependant on adult supervision.

Are boarders allowed to go out?

When boarders arrive they are given a familiarisation of the school site and local area as part of their induction. Boarders do have 'free time' and are allowed to sign out of the house at agreed times for recreation. Boarders have access to the local village in small groups and weekend excursions into Reading or Basingstoke for those over 16 are possible, if these are correctly arranged and agreed with the House Master and parents or guardians have given written permission.

Are boarders allowed their own food?

All meals take place in the dining hall every day where a healthy and wide range of food is offered. We also stock snacks and treats in the boarding house. Each common room in Archer's Lodge has a kettle, microwave and toaster so that boarders can make supper or hot snacks. Boarders are not permitted their own cooking appliances.

Can boarders take driving lessons once they are 17?

Pupils of 17 or over may arrange driving lessons, which should be done in discussion with the House Master.

Can boarders keep a car at school?

In general, boarders are not encouraged to keep cars in school. If there are circumstances when it becomes necessary for a boarder to keep a car on site, this must be discussed and agreed with the House Master and the keys must be held by House Staff at all times when the car is not being used. Boarders must not carry other students as passengers without written permission from the driver's parent or guardian and the passenger's parent or guardian.

How do boarders sign in and out?

There are signing in and out boards by the door of Archer's Lodge. It is an essential aspect of safeguarding that we know where pupils are at all times and descriptions of boarders' whereabouts need to be specific and clear. There are sanctions for failing to sign in and out.

How does the school manage safety and security at Archer's Lodge?

There are coded locks on boarding house entrances and external doors are kept shut at all times. Boarders are reminded in their induction that these codes must not be shared with third parties.

All pupils should make sure that their property is marked with their names or other identifiable mark.

Archers Lodge has a safe to store passports, BRP cards and pocket money and this may be withdrawn as needed. We strongly advise all pupils to hand in passports and money for safe-keeping as the school cannot accept responsibility for their loss if they are not handed in. Other safety and security information such as out of bounds areas and signing in and out procedures are covered in the boarders' induction.



FAQ

Can boarders decorate their rooms?

Each room has a pin-board and we encourage boarders to bring pictures or posters to decorate their rooms to make them feel more like home.

Can boarders do their own laundry?

We have washing machines and dryers so senior boarders can sort their own laundry and iron clothes should they wish to do so. We also have a laundry service that picks up twice a week included in school fees.

What is the best way to receive mail at the school?

When sending items to boarders, please include the child's full name and post to the following address:

*Archer's Lodge
Sherfield School
Sherfield-on-Loddon,
Hook,
Hampshire
RG27 0HU
United Kingdom*

Can boarders keep things in their room over the holidays/over summer holidays?

Boarders are allowed to keep all of their possessions in their rooms over the holidays apart from the long summer holidays when we have a summer camp in the school.

Do boarders swap rooms each term or each year?

Generally, boarders stay in the same room throughout the year. However, it may be necessary for the House Master to move boarders from time to time and this is at his discretion.

Do new boarders share with new or existing boarders?

Where possible, new boarders are buddied up with existing pupils so they can benefit from their experience in their first few weeks at the school.

Does the use of school facilities need to be supervised by a member of staff at weekends?

Yes, we have a member of staff assigned to activities undertaken in the sports hall and gym. Pupils are not allowed to be in the gym without a member of staff present.

Are boarders of all ages allowed to use the facilities?

Yes, but for the gym, pupils must attend a gym induction session and are not allowed to use weights before they reach 16 years of age.

If a boarder plays a musical instrument where can they do their music practice?

They may practice in their rooms and can book peripatetic music lessons at school.

If boarders have specific hobbies which they want to pursue at the weekend how is this managed – e.g. horse riding or golf?

Some do pursue hobbies at the weekend. This is managed within the activities programme and should be discussed with the House Master.

What is the school's policy on electrical items?

All items will need to conform to British Safety Standard and display the CE safety marking and are subject to Portable Appliance Testing (PAT) in September.

The following items are permitted:

*Cooling fans only (NO electric blower type cold or hot fans)
Laptops and tablets
Hair dryers
Hair Straighteners
Mobile phones
Chargers
Music equipment (CD players, docking stations, MP3 players etc.)
Desk lamps (max 60 watt bulbs)*

The following items are not permitted:

*Kettles
Rice cookers
Toasters
Sandwich makers
Irons
Portable electric heaters (either oil filled convectors or fan heaters)
Electric blankets
Plug in air fresheners*

Any items not listed above need to be approved by the House Master.

What are the school policies on relationships, smoking, drugs and alcohol?

Cigarettes, alcohol, drugs or other illegal, anti-social or dangerous items must not be brought into school or the boarding house under any circumstances. There is a firm disciplinary framework (see the school behaviour policy on the website) in place for dealing with pupils who do not adhere to these rules. Relationships between pupils should be of an appropriate nature.

How do boarders celebrate their birthdays?

When a boarder has a birthday, we always celebrate with cake and sometimes dinner at a local restaurant if it is a special birthday.

OUR BOARDERS' TOP TIPS

Our prefects have compiled a list of useful tips based on their boarding experiences:

- Make sure all your items are labelled so that they don't get mixed up!
- Don't worry if you have forgotten anything, you can buy things in the village
- Wake up early enough to avoid a rushed morning
- Don't worry too much about settling in, everyone here is very welcoming
- Don't be afraid to mix with anyone, everyone will be happy to get to know you
- Try to spend time in the common rooms to get to know people and have fun together
- If you struggle to find your way around, everybody will be happy to help
- Mix with different year groups, everyone is very friendly
- Talk to us, we have been here a while and will be happy to help you
- Make the most of your time as a boarder. It's great fun!



APPENDIX 1: A TYPICAL BOARDER'S DAY

WEEKDAYS

07:00	Wake up
07:35	Registration and notices in Archer's Lodge
07:45	Breakfast in the dining hall
08:25	Tutor registration and the start of the school day
08.55 – 09:50	Lesson 1
09:50 – 10:45	Lesson 2
10:45	Morning break
11:10 – 12:10	Lesson 3
12:10 – 13:10	Lunch
13:10 – 14:10	Lesson 4
14:10 – 15:05	Lesson 5
15:05 – 15:30	Afternoon break
15:30 – 16:25	Lesson 6
16:25	Afternoon registration
16:40	After school clubs begin
17:45	After school clubs finish
18:00	Dinner in the dining hall
18.30	Registration followed by Prep (homework)
19.30	Prep finishes for years 5-9 (followed by recreation time and then bedtime)
20.00	Prep finishes for years 10-13 (followed by recreation time and then bedtime)
21:00	Lights out for Years 5, 6 and 7
21:30	Lights out for Years 8 and 9
22:00	Lights out for Years 10 and 11
22:30	Lights out for Year 12
23:00	Lights out for Year 13

WEEKENDS

SATURDAY

09:30	Breakfast and registration in dining room House trip leaves in the morning after breakfast
13:00	Lunch (if in school) then afternoon activities
18:00	Registration in Common Room
18:30	Supper
21:00	Registration in House
21:00	Years 9, 10 and 11 School Grounds Leave Years 12 and 13 either School Grounds Leave or in Sixth Form Centre
21:30	Years 7, 8 and 9 sign back into House
22:00	Years 10 and 11 sign back into House
22:00	Years 12 and 13 – allowed in Sixth Form Centre until 22.45
22:45	Years 12 and 13 back in House

Saturday bed times are usually +1 hour to weekday bedtimes

SUNDAY

10:50	Registration
11:00	Brunch
Free Time	Boarders sign in and out and must return by 18:00
18:00	Supper
18:50	Registration followed by News and Prep (as per weekday routine). Room tidy and check.
21:00	Leave until 21:30

Bedtimes and lights out as per weekdays.

APPENDIX 2: TYPICAL WEEKEND ACTIVITIES

The activity programme is subject to alteration (due to a change in the weather for example). This list gives a flavour of typical activities planned for an autumn term.

WEEKENDS

Sunday 2nd September	New Boarders 'Welcome and Induction'
Friday 7th September	Movie night
Saturday 8th September	Boarders and staff families rounders Movie night
Sunday 9th September	Shopping trip to Basingstoke Evening prep followed by sports hall activities
Friday 14th September	Swimming and ice skating at the leisure centre Evening takeaway
Saturday 15th September	Trip to Windsor Castle and Legoland Movie night
Sunday 16th September	Shopping trip to Basingstoke Evening prep followed by sports hall activities
Friday 21st September	Movie night
Saturday 22nd September	Trip to Thorpe Park and Chessington World of Adventures Movie night
Sunday 23rd September	Trip to the town of Reading Evening prep followed by board and card games
Friday 28th September	Movie night
Saturday 29th September	Family Fun Day Movie night
Friday 5th October	Swimming and ice skating at the leisure centre House sports activities and evening Prep
Saturday 6th October	Trip to bowling alley Movie night
Sunday 7th October	Shopping trip to Basingstoke Evening prep followed by sports hall activity
Friday 12th October	Movie night
Saturday 13th October	Trip to Alton Towers Movie night

WEEKENDS

Sunday 14th October	Shopping trip to Reading town Evening prep followed by sports hall activity
HALF TERM	Friday 19th October 6pm to Monday 5th November 6pm
Friday 9th November	Swimming and ice skating
Saturday 10th November	Trip to Brighton Sealife Centre Movie Night
Sunday 11th November	Shopping trip to Basingstoke Evening prep followed by sports hall activity
Friday 16th November	Swimming and ice skating at the leisure centre
Saturday 17th November	Trip to The Vyne House and Grounds Rounders match Movie night and Sky TV
Sunday 18th November	Shopping trip to Basingstoke Prep followed by sports hall activity
Friday 23rd November to Sunday 25th	Trip to Warwick Castle Friday night – sports activities Saturday Fete Sunday - sports activities
Friday 30th November	Swimming and ice skating at the leisure centre Board games and takeaway
Saturday 1st December	Trip to Bath (Roman Baths and Museum of Fashion) Leavers meal
Sunday 2nd December	Shopping trip to Reading Evening Prep followed by sports hall activity
Friday 7th December	Swimming and ice skating Board games and takeaway
Saturday 8th December	Trip to London Lights Pizza Party
Sunday 9th December	Shopping trip to Reading Evening Prep followed by sports hall activity



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