

Shaftesbury School



BARTON HILL HOUSE

Boarding

Student Guide

2016/17

Boarding Mission Statement

To empower every individual who participates in our community to realise his/her aspirations we share the schools Mission Statement with some additions of our own.

Our aims:

We aim to inspire every individual by:

- Creating a sense of **belonging**, where everyone feels a valued member of the community
- Developing **role models** whom we can admire, respect, relate to and seek out for guidance
- Promoting a **sense of accomplishment** through recognition for doing our best, whatever it is, on personal, social and academic levels
- Generating **fun and excitement, curiosity and creativity** on the trail to learning
- Encouraging the **spirit of adventure**, understanding and appreciating what it means to take a risk and be successful or to fail and try again
- Promoting opportunities for **leadership and responsibility**, by expressing our ideas and accepting the consequences for our actions

On behalf of all the boarding staff, including catering, cleaning and site staff, welcome to Barton Hill House. My primary job as Head of Boarding is to ensure the safety and wellbeing of all the boarders in our care. My team and I will do everything possible to ensure positive outcomes for each and every boarder, no matter what they may be, and encourage each and every student to be the best that they can be. All boarding staff are experienced in working with young people and the family ethos in the house is something we have fostered over the years in order to provide a warm, comforting and supportive environment. When students have a problem they can come to any of us for help, advice or assistance and we will always listen and work with the boarders to resolve issues. Our expectations are high, both in terms of behaviour, but also in terms of social and academic outcomes; we are working to ensure that every boarder reaches their potential. Thank you for choosing Shaftesbury School.

Yours sincerely,

Mr. S Crossley
Head of Boarding

Contacts

Boarding:

Barton Hill House
Shaftesbury
Dorset
England, SP7 8DQ

Office Telephone: 01747 852469
Office Fax: 01747 856099
Email: bartonhill@shaftesburyschool.co.uk
Head of Boarding: Mr. Crossley

Students Telephone:

Student Telephone Number: 01747 854277
Incoming calls only: 01747 855939

School:

Shaftesbury School
Salisbury Road
Shaftesbury
Dorset
SP7 8ER

Office Telephone: 01747 854498
Office Fax: 01747 851208
Email: office@shaftesburyschool.co.uk
Headteacher: Mr. Blackman

For all general enquiries and permissions, including requests/authorisation for disbursements and travel plans, please use the following address: bartonhill@shaftesburyschool.co.uk

For all matter concerning boarding fees and deposits please contact finance using the following email address: finance@shaftesburyschool.co.uk

Boarder's Support

Doctor:

Abbey View Medical Centre
01747 856700

Independent Listener:

01747 828792

OFSTED:

0300 123 4234

www.ofsted.gov.uk

Office of the Children's Commissioner:

020 7783 8330

info.request@childrenscommissioner.gsi.gov.uk

CHILDLINE:

0800 1111

WHERE'S YOUR HEAD AT?

<http://www.wheresyourheadat.co.uk/>

Teen Health

<https://www.kidshealth.org/en/teens/>

FRANK:

<http://www.talktofrank.com/>

Boarding Staff

Head of Boarding:

Mr. Steven Crossley

Senior House Parents:

Mrs Elaine Nuttall

Ms. Hayley Samways

Ms. Catherine Simmonds

House Manager/Daytime Senior House Parent:

Mrs Angela Mullins

Admissions Officer:

Mrs Tracey Dunn

Houseparents:

Ms. Sue Crocker

Mr. Carl Davies

Mr. Roger Hayball

Mrs Sue Richards

Mr. Phillip Williams

Mr. Nick Reynolds

Mrs Jill Stannard

Mrs Jo Sleigh

Miss Amy Roper

Mr. Clive Harris

Mrs Steph Bowen

Mr. Chris Humphreys

Mr. Bob Dunford

Mrs Rosie O'Donnell

Head of Catering:

Mrs Teresa Pick

Head of Cleaning:

Mr. Bob Milton

Site Staff:

Mr. Martin Redpath

Daily Schedule

Monday – Friday



07:00	Wake Up
07:20 -07:40	Breakfast
08:15	Students Depart For School
08:15 – 14.30	HOUSE CLOSED
15:00	School Ends
15:30	Afternoon Snack/After School Clubs
17:30 – 18:15	Dinner
18:30 – 20:00	Prep Study Time (not Fridays)
20:00 – 21:00	Evening Activities
20:45 – 21:15	Evening Snack
21:00	Bedtimes as Listed
23:00	Lights Out For All

Saturday

09:00	Breakfast
09:30 – 12:00	Trips /Activities / Free Time
12:00	Lunch
13:00 – 17:00	Trips /Activities / Free Time
17:30 – 18:15	Dinner
18:30 – 21:00	Evening Activities
20.45 – 21:15	Evening Snack
21:30	Bedtimes as Listed
23:00	Lights Out For All

Sunday

09:00	Breakfast
09:30 – 12:00	Trips /Activities / Free Time
12:00	Brunch
13:00 – 17:00	Trips /Activities / Free Time
17:30 – 18:15	Dinner
18:30 – 20:00	Prep Study Time and Dorm checks
20:00 – 21:00	Evening Activities
20.45 – 21:15	Evening Snack
21:00	Bedtimes as Listed
23:00	Lights Out For All

Boarders' Out Time

Time away from Barton Hill is important to achieving a work-life balance. The allocated out-time is based upon reasonable expectations for study and social activities. Out-Time is a privilege, not a right, and can be altered at any time. Abuse of this privilege will be met with strict sanctions to ensure an appropriate work-life balance is maintained.

Students are required to swipe in and out of the house registering their key with the key system. Students are also required to be on time for curfew. Failure to sign in and out of the house and be on time will result in out-time being denied for a period of time at the discretion of the house team. A daily registration will take place in the Boarding House at 6.20 p.m. each day.

Weekend Permission to Stay-Out

Boarders may stay out with friends in the community at the weekend or during the week on special occasions with your express permission only, **even those 18 years or older**. We ask for an invitation from the host parent and permission from the boarder's parent. Boarding staff reserve the right to review this at any time. Permission may be given by telephone or by email to: bartonhill@shaftesburyschool.co.uk

Monday - Thursday

All Students	15:00 – 17:45
Sixth Form	20:00 – 22:00

Friday

All Students	15:00 – 17:45
Year 11	18:30 – 21:30
Sixth Form	18:30 – 22:30

Saturday

All Students	08:00 – 12:00 13:00 – 17:45
Year 11	18:30 – 21:30
Sixth Form	18:30 – 22:30

Sunday

All Students	08:00 – 12:00 13:00 – 17:45
Sixth Form	20:00 – 21:00

Overnight Parental Permission Forms can be found on the Shaftesbury School website on the Boarding tab. Alternatively, paper copies of the Parental Permission and Host Invite forms can be obtained from the Barton Hill House office.

Parental Permission Form

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/10/TravelOvernight-Stay-Authorisation-Form.docx>

Host Invite Form

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/10/Overnight-Stay-Invite-Form.docx>

Activities

In addition to the weekend trips and outings we also have weeknight activities which run every week from 8 – 9 pm (except Cinema and Swimming which run a little later).

Monday - Technogym

Students use the Gym equipment at school accompanied by a trained member of staff.

Tuesday – Cinema

Students can sign up for the weekly cinema trip accompanied by a House Parent. Parental permission must be obtained for this trip and students can sign for money from their disbursement account.

Wednesday – Swimming

Students can sign up for the weekly swimming trip also accompanied by a House Parent. Parental permission must be obtained for this trip and students can sign money from their disbursement account.

Thursday – Technogym

Students can use the Gym equipment at school accompanied by a trained member of staff.

Friday – Movie Night

A movie/DVD is shown on the big screen with popcorn, snacks and drinks.

For activities not organised by Barton Hill House, all students must report to a Senior Houseparent when leaving the boarding house, i.e., attending cadets, football training etc. Parents will be asked to complete an off-site permission form for each activity their child would like to participate in; this would cover that activity for the year.

TRIPS

Upcoming off-campus trips will be posted on the information board in the main area with a sign-up sheet. Withdrawal from a trip may incur a cost and the student may be refused access to future trips for a set time. If there is a cost for a trip, parents will be contacted by the student and your permission may be given by telephone or email. The cost will be taken from your disbursement account.

Boarding Bed Times

Sunday – Thursday

Year 7-9

Rooms at 21:00

Lights out at 21:30

Year 10 & 11

Rooms at 21:30

Lights out at 22:00

Sixth Form

Rooms at 22:30

Lights out at 23:00

Friday & Saturday

Year 7-9

Rooms at 21:30

Lights out at 22:00

Years 10 & 11

Rooms at 22:00

Lights out at 22.30

Sixth Form

Rooms at 22.30

Lights out at 23.00

Bed times have been designed to allow students to get the appropriate amount of sleep based on research and socially accepted norms.

There should be minimum noise and movement after lights out; students should be in their room and in their bed by lights out. Please be considerate to others, students should NOT be playing games after lights out.

All students in years 7 – 10 will be required to hand in their laptops at bedtime where they will be secured in lockable cabinets by the staff. Students will also be required to hand in their mobile phones should the staff at the house and school feel this is causing too much disturbance in the room and depriving the students of their sleep.

Any student out of bed, late leaving for school or found to have an untidy room will incur a mark. Three marks in a week will result in weekend grounding; grounded students will not be allowed to leave the boarding house from 6.30 pm on Friday until school on Monday morning.

Boarding Study Period

Study Prep Time at Barton Hill is an important time for students to complete additional work that is fundamental to their success at school. No two students are the same and everyone studies in a different way. However, we believe there are ground rules to achieving success and certain standards must be maintained. Students who have completed assigned tasks and work can always find extra work to do and going the extra mile is what really counts when it comes to achieving the very best.

Sunday - Thursday

1. 6:30 – 8:00 pm each night.
2. Prep will take place at BHH for all students except years 7, 8 & 9 who will be accompanied to school by a member of staff to use the library and computer lab.
3. Students may work in their rooms or in the common area individually.
4. Group study must be approved and will only take place in the common area.
5. ALL STUDENTS must be working on something. At School, you never have nothing to do.
6. Staff will circulate throughout the house to maintain standards.
7. No Mobile Phones/Facebook/Games

Staff are always available to help students and to assist with homework and other issues. Teachers and support staff, along with the house team will always endeavour to answer questions and to assist with tasks where appropriate.

Some students who are under performing will be required to attend a supervised study group in during study period. This is so that they can be monitored more effectively to make sure that they are working to capacity and that distractions are kept to a minimum. Student's ATL scores and forecasted and target grades will be taken into consideration and this Target Study Group will not be a punishment for misbehaviour but an effective intervention to improve academic outcomes.

An English/home language translation dictionary is required by all students for whom English is not their first language.

Exams

International Students can, in addition to subject exams, also request to sit an exam in their own language (if available). Also, we can help you arrange to take an IELTS exam at a centre locally.

Student Council

Our Student Council is headed by two sixth form students; they meet every month with any other students wishing to attend. The views of boarders can be expressed formally on a range of issues relating to life in the House. Matters such as meals, rooms, furnishings, routines, activities, security, and day school issues can be discussed.

The Head of the Student Council raises boarder's issues with the Head of Boarding and, at times, with the Academy Board.

Boarders can raise matters informally at any time with staff. We aim to be approachable and clear in our dealings with students, and we encourage them to express their views.

Senior Boarder

Senior Boarders will be appointed following an interview process. Senior Boarders play a vital role in the Boarding House (especially with the younger years). Senior Boarders will listen to students read, run discussion groups and arrange board games. They may 'hang-out' with students and offer advice and guidance and give presentations on internet safety and social media. Senior Boarders help Houseparent's with the cereals, taking roll call during evacuations etc., and will also be responsible for the sixth form kitchen rota.

Worship

Students living at Barton Hill House are not required to attend a place of worship. However, many students do attend a variety of services each week along with youth groups and events.

Mentoring

All students will be allocated a mentor, this will be a member of staff, whom they can meet with formally each term, but more casually as and when they student requires.

Barton Hill House Shop

We stock stationery items including scientific calculators, ring binders, lined paper, pens, pencils, and highlighters. We also stock essential toiletries such as shampoo, shower gel and toothpaste. Any items purchased will be charged to your disbursement account. We now also stock travel adaptors.

Pocket Money

Students can collect pocket money after school on a Friday. Parents can decide how much should be given and the student will need to sign for the pocket money on collection. We strongly recommend that you do not provide your child with large sums of money.

Boarding Term Dates 2016 – 2017

The boarding house does not open until 4 pm on the day of return. Students will not be able to enter the boarding house before 4 pm and should arrive before 9 pm. If you are unable to co-ordinate flight times with the Barton Hill House opening times, please make alternative arrangements.

Sunday 4th September

All students arrive.
House open at 10am

Monday 5th September

School starts for All Years.

Closed Exeat - Friday 30th September to Sunday 2nd October
House opens Sunday at 4pm

Half Term - Thursday 20th October to Sunday 30th October
House opens Sunday at 4pm

Closed Exeat – Friday 25th November to Sunday 27th November
House opens Sunday at 4pm

Christmas Holiday – Friday 16th December to Wednesday 4th January
House opens Wednesday at 4pm

Half Term - Friday 10th February to Sunday 19th February
House opens Sunday at 4pm

Easter Holiday – Friday 7th April to Sunday 23rd April
House opens Sunday at 4pm

Half Term - Friday 26th May to Sunday 4th June
House Opens Sunday at 4pm

End of Term - Friday 21st July 2017

Students are required to remain in school up to the last day for all exeats, half terms and holidays.

Travel Arrangements

The care and wellbeing of the students at Barton Hill is our utmost concern. We want to make every effort to ensure that students are also safe whilst they are away from Barton Hill House. When students leave the boarding house on Exeat, holidays, or for weekends away we want to make sure that they go with your permission and that you take full responsibility for them.

For each Exeat or holiday parents are asked to submit a travel plan detailing when and where the student is going, how they are getting there, if they need any money, and what arrangements you would like us to make on your behalf.

Boarders are permitted to stay with local day pupils or their friends and family providing we receive an invitation and parent permission.

We realise that it can be difficult and costly arranging travel close to the school holidays and previous experience shows that early booking is vital to obtaining flights at the end of term for good value.

We understand that boarding students have difficulties travelling to and from home when it comes to the holidays but it is important to be present in school as much as possible. Time in school is vital to the success and positive outcomes we want for your child, and any time missed, will have a significant impact on your child's ability to make the most of their time in school. Missing even one day for each of the holidays and exeats amounts to almost two weeks off school and impacts heavily on both learning and your child's attendance record, which plays a part in the reference we write to universities. Even though it is the end of the half term or term there is still lots of important work going on, particularly for those who have exams.

We would therefore urge you to limit the amount of time taken for travel each year to the absolute bare minimum and ensure that your child is able to participate in learning right up to the end of the school term.

Note: We are unable to arrange return travel to Barton Hill from the airport or train station.

Summer Closure/Departure

- Students must depart the house 3 days after the final exam.
- Students are permitted to keep one large box of belongings over the summer which must be clearly labelled and stored in the trunk room.
- All other items left in rooms will be donated to charity.

Guardianship Policy

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/11/Guardianship-Policy.pdf>

Boarding Standards and 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, local community, their property and opinions.

House Expectations

- 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 swiftly in accordance with the behaviour policies.
- Foul language is not permitted under any circumstance. If it is heard students will be sent to their room.
- Students in Years 7-11 are only allowed to travel in a Car with parents/guardians permission.
- After lights out students should not leave their room unless to go to the bathroom or to seek a member of staff in emergency.

Smoking, Drugs and Alcohol

- Regardless of age there is absolutely **NO SMOKING, ALCOHOL OR DRUGS**. Smoking, using drugs and drinking in the house will result in strict sanctions being imposed. It is also breaking U.K. law and the police may be informed.
- No student may come back to the house under the influence of drugs or alcohol and severe matters may be referred to the police.
- Storing drug paraphernalia or alcohol containers in the house is strictly forbidden and will result in strict sanctions being imposed.
- Tobacco products discovered at the house will be disposed of and a sanction may be imposed.

Attendance/Punctuality

- All students are expected to be on time for registration and attend all lessons.
- Students should attend all scheduled classes. Students should discuss reasons why he or she cannot attend with the teacher well in advance.

<http://shaftesburytech.co.uk/wp-content/uploads/2014/04/Attendance-policy-Students-Mar-11.pdf>

<http://shaftesburytech.co.uk/wp-content/uploads/2013/10/Minutes-Late-Poster.pdf>

Access to Barton Hill House

- Access in and out of the house will be through the **FRONT DOOR ONLY**. Entering and leaving the house through any other means will result in a review of suitability to board. **Year 12 boarding students will not be permitted to enter the boarding house until after 4 pm on weekdays. These students must remain at school either involved in a sports fixture, after school club or studying in the study areas.**
- Access is by key fob which is supplied free of charge upon arrival. Fobs will be replaced at a cost of £7 per student thereafter. **Do not lend or borrow a key fob as you are responsible for it.**
- Students **must inform a member of staff when leaving the house**. Wilful disregard for this procedure will result in strict sanctions being imposed.
- All visitors must be introduced to staff and signed-in.
- Visitors must stay within the common area in the Old House and the dining room. They are not to visit bedrooms or the Sixth Form House.
- Parents are permitted to visit student rooms on arrival day and departure day at the beginning and the end of the year **ONLY**. For general holidays and Exeats please collect your child from the main area.

Dining Room/Meal Times

- Meal times are listed and all students are expected to attend.
- **NO FOOD** other than Barton Hill food may be consumed in the dining room during scheduled meal times.
- Students may not remove plates, cups, bowls or silverware from the dining room.
- Mugs may be taken out of the dining room but must be returned.
- Take-away food must not be ordered after bed times and cannot be consumed in rooms.
- The student kettle and microwave are expected to be looked after and used appropriately. Misuse of these items will mean that they are withdrawn for a period at the discretion of the house staff.

Laundry

- The dedicated laundry team will do all laundry for lower school students as per the laundry schedule.
- Sixth Form students must do their own laundry. There is no access to the laundry for Sixth Form students until 3pm on weekdays.
- Although our laundry team makes every effort to wash items separately and at the right temperature, some problems may occur. Sensitive items should not be sent for laundry and any issues reported immediately to house staff.

We recommend that all Students clothes should be named.

Sickness/Illness

- Students are registered with the Abbey View Medical Practice when they first come to Barton Hill House. (UK Residents only – in the event your child needs to see a doctor whilst at home please ask for them to be seen as a temporary resident).
- Students must report any sickness or illness to house staff first thing in the morning if it is your intention to stay home from school. Students must NOT simply stay in bed.
- Appointments with the doctor or nurse can be made through the house staff and students must attend those appointments, students are free to make their own appointment if preferred.
- House staff will notify school that a student is sick and unable to attend school.
- Students must not keep medication in their rooms, except for Ventolin and other such items. (Unless a self-medication risk assessment has been completed).
- If a student is not well enough to go to school they will not be allowed out after school or that evening and will be cared for by staff.
- Travel arrangements for appointments made by the house staff or by the student must be discussed with staff. If a taxi is required for medical appointments the cost will be charged to the students disbursement account.

Student's Rooms

- Students are responsible for their own belongings in their rooms. Barton Hill cannot take responsibility for personal belongings.
- Students do not have authority to enter other pupils' bedrooms without the express permission of the pupil concerned.
- Each student is issued with a safe in their wardrobe and this must be used for valuables. Each student has a drawer which they can lock. Passports and tickets may be stored securely in the office.
- All damages must be reported. A room inspection will take place at the start of the year to be signed by parents and/or students. Damage caused by students must be paid for.
- Only Sixth Form students may have a kettle in their rooms (automatic kettles only please). NO OTHER EQUIPMENT IS ALLOWED including rice cookers, sandwich toasters, fridges and hotplates. The items may be kept and used in the Sixth Form kitchen ONLY.
- Electric blankets are not permitted. They present a serious fire safety risk.
- Students are not permitted to use games consoles in their rooms.
- All items must be submitted to the house staff for a Portable Appliance Testing before they are used anywhere in the house.
- All suitcases must be stored in the trunk room and Not in student's room.
- Please turn off all electrical items when you leave the rooms.
- Please keep the noise to a respectable level.
- All decorations must be kept on the boards and not on the walls. Damage to walls will be charged.
- Student rooms will be checked for cleanliness and tidiness and dorm clean-up will take place.

Students are strictly forbidden to enter the room of a member of the opposite sex.
Students must sign the mixed company policy.

Other House Expectations

- **Lessons at Sturminster School** - Students will be given all the information by teachers and will be told where and when to catch the bus. Students will be able to use their lunch card at Sturminster.
- **Part Time Jobs** – Students may have a job providing that it has been discussed with parents and that they are happy for you to work. You must be sensible about the hours you work; if your school work begins to suffer then you would have to stop working.
- **Wi-Fi** – Internet access through the Barton Hill Wi-Fi is monitored. Students must submit their laptop or computer for access to be granted and the IP address will be taken. Access to the Wi-Fi will be age appropriate and some sites may be blocked. The use of the Barton Hill Wi-Fi will be in accordance with the Acceptable Users Policy that students and parents must sign when they enrol at Barton Hill.
- **Fitness Equipment and Protein Shakes** – Barton Hill House reserves the right to confiscate fitness equipment if it is considered dangerous or unsafe. Balls should not be kept in rooms. They must be stored in the sports cupboard. Any damage caused by balls or fitness equipment will be charged. Students will not be allowed to keep substantial amounts of protein shakes and whey powder in their rooms.
- **Hair Dye, Tattoos, Piercings and Extreme Hair Styles** – Barton Hill House will work in conjunction with the School in enforcing the schools Code of conduct in relation to hair styles, tattoos and piercings. Students must never authorise piercings for another student and should NEVER dye their hair in the bathrooms at the boarding house. The cost of cleaning may be charged.
- **Cars and Scooters** – boarding students are not permitted to have any car, scooter or any motorised vehicle during their time at Barton Hill House. The Barton Hill car park is for staff and visitors only. Students must have parental permission to travel in cars being driven by day pupils.
- **Squid Cards** – students are given a Squid Card free of charge which is loaded with £2.50 each day for them to buy lunch at school. Students must not use a card belonging to anyone else and lost or damaged cards must be reported to the reception office at school.
- **Hoverboards** – are not permitted, Barton Hill House reserves the right to confiscate these, although skateboards are permitted.

Boarding Anti-Bullying Policy

Everything possible is done to prevent you feeling uneasy or bullied whilst you are at Barton Hill House. This means that **NO** student should ever feel that they are being intimidated by another student. This does **NOT** just mean in a physical sense. It includes any student making another student feel ill at ease by verbal teasing and/or body language.

You should use the following steps if you feel uncomfortable around another student:

- Ask the student politely but firmly, to stop the behaviour which is upsetting you
- Seek the assistance of staff
- Tell a member of staff on duty
- Tell a teacher at school
- Tell your parents

The House has an active anti-bullying policy and every student is entitled to have and read a copy which is available from the office.

IMPORTANT

- Tell somebody **QUICKLY**
- Do **NOT** accept excuses like it was just a laugh
- Do **NOT** stay quiet
- Your self-respect and safety is our priority
- Bullies do **NOT** go away unless they are dealt with
- Things get **WORSE NOT BETTER** unless you tell someone

<http://shaftesburytech.co.uk/wp-content/uploads/2014/04/Anti-Bullying-Jan-11.pdf>

Behaviour Policies

In a case of persistent defiance of boarding house expectations or a serious one-off incident, as set down in the Barton Hill House behaviour policy, the following procedures will be adopted:

Upon receiving information of a potential disciplinary nature the Head Teacher may impose fixed term exclusion in order for statements and information to be gathered.

Following receipt of all statements, including that of the student concerned, and consultation with appropriate personnel; it is the responsibility of the Head Teacher to decide whether to withdraw a boarding place, either permanently or for a fixed period of time exceeding 15 boarding days.

Should exclusion exceed 15 boarding days the Barton Hill House Governors Discipline Committee (which operates under the same agenda as the school's Discipline Committee) will convene a meeting between 6 – 15 School days' to consider the Head's decision.

In the event that the Head Teacher recommends and the Governors support the closure of a boarding place at Barton Hill House, such a closure will also mean the withdrawal of a place at Shaftesbury School.

The Head Teacher and the Governors of Shaftesbury School take the view that Barton Hill House operates as a residential extension of Shaftesbury School and that all the staff at Barton Hill House function as a part of the overall school staff community. Therefore, fixed-term or permanent exclusion from Barton Hill House will automatically trigger a fixed term or permanent exclusion from Shaftesbury School for the student concerned. In such circumstances fees are not refundable.

At Barton Hill House every effort is made to safeguard and promote the welfare of pupils, please see useful Policies below:

Child Protection Policy

<http://shaftesburyschool.co.uk/wp-content/uploads/2014/04/CP-Policy20141.pdf>

Safeguarding Policy

<http://shaftesburytech.co.uk/wp-content/uploads/2014/04/Safeguarding-Policy-Jan-11.pdf>

Boarding Behaviour Policy

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/11/Boarding-Behaviour-Policy.pdf>

Equality and Diversity Policy

<http://shaftesburytech.co.uk/wp-content/uploads/2014/04/Equality-and-Diversity-Policy-Mar-11.pdf>

Alcohol Policy

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/11/Alcohol-Policy.pdf>

Mixed Company Policy

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/11/Mixed-Company-Policy.pdf>

E-Safety Policy

<http://shaftesburyschool.co.uk/wp-content/uploads/2013/11/Boarding-E-Safety-Policy.pdf>

No Smoking Policy

In keeping with current legislation, there is a no-smoking policy in force at Shaftesbury School and at Barton Hill House.

No student of **any** age is **ever** permitted to smoke:

- At school or on the school campus
- At Barton Hill House or on the campus
- Anywhere in the locality of the school or House.

Some students who persist in smoking are sometimes responsible for introducing the practice to younger students. It is clearly laid down that smoking is not allowed and to do so or to encourage others in this will be considered to be in direct defiance of the rules of the School and House, and appropriate punishments will be given.

All students are reminded regularly about these no-smoking expectations. Where it is suspected that a student has been smoking (i.e. smells of smoke, is found to have matches/lighters etc.) a warning will be given and attention will be drawn to the complete ban on smoking. Parents of younger boarders would be contacted with serious concerns.

If a student continues to be suspected and clearly no attempt has been made to change their actions, the matter will be referred to the Head Of Boarding.

If the student persists with this defiance and shows no attempt to change their behaviour, they may be sent home for an agreed period, after consultation with the Headteacher.

Any products or materials, discovered by staff, which are suspected of being related to the use of tobacco will be immediately confiscated and destroyed. Records of all of the above will be placed on that student's personal file.

Electronic cigarettes will be treated in the same way as cigarettes/tobacco. They are not permitted on Barton Hill premises.

Students participate in group activities and are given information relating to health education matters on a regular basis as school, and, if appropriate, at Barton Hill.

BARTON HILL HOUSE

FIRE ACTION

Fire action

If You Discover a Fire:

1. Raise the alarm by shouting **FIRE FIRE FIRE** and operate a manual call point if the alarm has not been raised by the automatic equipment.

2. Leave the building by the most direct, safe route and close all doors behind you.

3. Proceed to the assembly point which is located at the **BARTON HILL HOUSE CAR PARK**

Do not delay your departure by collecting personal belongings and never re-enter the building until it is safe to do so.



If the Fire Alarm Sounds:

1. Leave the building by the most direct, safe route, closing all doors behind you.

2. Proceed to the assembly point which is located at the **BARTON HILL HOUSE CAR PARK**

Do not delay your departure by collecting personal belongings and never re-enter the building until it is safe to do so.



NEVER RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN TOLD THAT IT IS SAFE TO DO SO



Parents' E-safety Information

	<p>Childline Private and confidential service for children and young people up to the age of nineteen to find advice and discuss issues with counsellors. www.childline.org.uk/ Tel: 0800 1111</p>
	<p>NSPCC/O₂ Parents E-safety Helpline Free service to give advice to parents Tel: 0808 8005002</p>
	<p>NSPCC Share Aware Advice for parents particularly aimed at those with children aged 8-12 years old. http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/</p>
	<p>Child Exploitation and Online Protection (CEOP) Centre Advice on internet safety for young people, parents and professionals Report inappropriate website content or contact with a young person www.ceop.police.uk/</p>
	<p>Internet Watch Foundation UK Hotline for reporting criminal content including child abuse content so that it can be removed. www.iwf.org.uk</p>
	<p>Safe Schools and Communities Team (Dorset) Advice and links about different issues relating to young people including internet safety http://www.dorset.police.uk/default.aspx?page=3638</p>
	<p>ThinkUKnow Advice on internet safety for young people, parents and professionals www.thinkuknow.co.uk</p>
	<p>UK Safer Internet Centre Advice on internet safety for young people, parents and professionals. Go to Advice and Resources – Parents and Carers section for information on parental controls for home internet, parental controls on devices and privacy settings on social networks. www.saferinternet.org.uk/</p>



Parents' E-safety Tips



Talk, talk, talk. The most important thing for parents and carers is to have lots of conversations with their children and young people about what they are using, how these website/apps work, why they enjoy them, who else is using them etc. In this way they may be able to identify any risky content, inappropriate contact or conduct at an early stage.



Allow access to the internet from devices within the family space. We do not recommend children and young people having computers or games consoles etc in their rooms.



Check virus protection. Ensure that mobile devices and laptops have the relevant software to protect from viruses and other malware. There are several free brands that update regularly and provide good protection or there is other commercially available software.



Subscribe to their Internet Service Provider's family filtering service. All major providers now have this service free of charge – the account holder simply goes to their account online and ticks the relevant boxes. This will prevent different types of content from being available via the router in a particular location. Note this does not have any effect on devices that are not accessing the internet via the router eg 3G/4G phone signal.



Use Safe Searching. Most search engines such as Google and YouTube have a safe search facility under the settings menu. Parents and carers of young children particularly may wish to use this to stop them coming across inappropriate material.



Tighten privacy settings on websites and apps. Parents and carers should try to ensure that any social media accounts or apps are set to the highest privacy settings to prevent unknown or inappropriate people from viewing or contacting children and young people – this can be found under Settings in most websites/apps. Often the default setting for these types of account is public meaning that everyone can see content including pictures and videos.



Consider using Parental Controls on devices. Parents and carers may wish to use Parental controls on laptops, mobile devices or games consoles. These controls can limit the times the device can be used, whether apps/games can be downloaded and whether the internet can be accessed. iPads, Windows and new Android (4.3 or higher operating system) have built in parental controls: for older Android devices, apps may need to be downloaded to provide parental controls.

BARTON HILL HOUSE

Complaints

What should you 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 Head of Boarding 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. Blackman, would be happy to see you.

Please also refer to the General Complaints Policy on the Shaftesbury School website:

<http://shaftesburytech.co.uk/wp-content/uploads/2014/04/Complaints-General-Policy1.pdf>

You can also contact:

Ofsted:

0300 1234 234

DFE:

education.gov.uk/form/school-complaints-form

Local Police:

101

Parent View:

<https://parentview.ofsted.gov.uk/>

BARTON HILL HOUSE

Recommended Clothing/Personal Item List

ALL CLOTHING/ITEMS MUST BE NAMED – PLEASE USE SEWN-IN NAME LABELS

Essentials:

Casual clothes - Jeans / trousers / skirts / T-shirts / sweatshirts / shirts
Sports clothes/kit
Underwear/socks
Nightwear
Slippers
Waterproof jacket/coat
Duvet & Pillows*
Duvet cover & pillowcases
Bath Towels
Hand Towels
Wash bag and toiletries
Shoe cleaning kit
Coat Hangers
Spare name labels
Named mesh laundry bag to use for keeping small items together

PLEASE BE AWARE ALL LAUNDRY IS TUMBLE DRIED

Years 7 – 11: Must wear full school uniform to school at all times. Please visit:
<http://shaftesburyschool.co.uk/parents/information/uniform/>

Sixth Form – Years 12 and 13

Sixth form life is a model of the workplace and as older students in the school Sixth Formers are role models for the younger students. With this in mind we ask students to dress as if this is their day job. Examples of what to wear can be found on the school website www.shaftesburyschool.com (Sixth Form page, Student Handbook, Dress Code). Lower school students are not permitted to wear jeans or jogging bottoms and we would ask Sixth Formers not to wear these at school.

For further details about school uniform please visit:
<https://sites.google.com/a/shaftesburyschool.co.uk/sixth-form-handbook/11-rights-and-responsibilities/dress-code>

***Barton Hill House can provide a welcome pack which contains a duvet, two pillows and a laundry bag. This cost will be deducted from the disbursement account. Please let us know if you require a welcome pack as soon as possible.**