



**ST. JAMES' SCHOOL**

**2020 / 2021**

**BOARDERS' HANDBOOK**



**VERSION**

1

**ISSUED**

JANUARY 2021

# EMERGENCY CONTACTS

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IN THE EVENT OF AN  
EMERGENCY, CALL EITHER:



07932 909265 – Boarding Mobile  
(staff on duty will answer)

999 – Police, Fire or Ambulance

**Woodard House rules supplement the usual rules of St.  
James' School**

It is expected that boarders at St. James' School will behave in a sensible manner, showing respect for others and for all property and possessions. Boarders should carry out any duties or tasks they are given as responsibly and efficiently as possible, because they are designed to help contribute to the smooth running of the house. It is important that any breakages or damages are reported immediately to the Boarding Staff so that they can be repaired or replaced

# CONTACT DETAILS

**Boarding House Address:** Woodard House  
25 Bargate  
Grimsby  
North East Lincolnshire  
DN34 4SS

**Boarding House Landline:** 01472 237236

<b>House Staff:</b>	Mrs. E M Champion	Houseparent
	Mr. W F Dalby	Non-Resident Boarding Tutor
	Mrs. R Khan	Weekend Resident Boarding Tutor

<b>Useful Telephone Numbers:</b>	School Office:	+44(0)1472 503260
	School Fax:	+44(0)1472 503275
	Mrs Champion	07989 792762
	Grimsby Hospital	01472 875575 (GP Unit)
	Emergency Dentist	07860880344 or 01472 871138
	Police Station	01472 359171

As parents or guardians of St. James' boarders, your first point of contact will likely be the Mrs Champion, Houseparent. Please feel free to contact her about any concerns you might have as parents or guardians. However, we would politely request that, unless it is an emergency, you try not to telephone after 9pm.

**Email:** [boarding@saintjameschool.co.uk](mailto:boarding@saintjameschool.co.uk)

**Website:** [www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)

# WELCOME FROM THE HOUSE STAFF



In these uncertain times, the continuity of our long serving boarding house staff gives the boarders security and ensures the homely feel of their home, Woodard House.

Mrs Champion, Mr Dalby, and Mrs Khan, usually supported by a GAP student or two, supervise the boarders on rotation during the week and at weekends.

Child-focussed, the boarding house team make time for every boarder. Through the formation of strong, multi-faceted relationships, our staff are highly effective mentors.

In Woodard House the kettle is always boiled and the conversation lively.

Mrs Liz Champion

# PREPARATIONS BEFORE COMING TO ST. JAMES'

## There's no place like home

Think of ways to make your room at St. James' as homely as possible. Bring family photographs, favourite plants, bedding, posters etc. from home, which will help make things personal and comfortable.

## Gadgets and gizmos

Do not think that everyone else will have the latest and greatest gadgets, trainers etc. You don't need to go out and buy anything expensive of this nature before you arrive.

## Who is St. James'?

Learn a little about St. James' before you arrive. You will pick up detail once you are living here, but there is a lot to learn.

## A small family

St. James' is a very small school, with just one class in each year group. Friendships are much stronger and more intense, but also usually well established before boarders arrive. To succeed you will need to be open with others.

## Settling In

- **Everybody is likely to feel a little apprehensive.** It's quite normal and understandable. St. James' is a small school, so it should not take too long for you to find your feet.
- **Be yourself.** There is nothing to be gained by trying to pretend to be something you are not. Over-confidence can inspire suspicion, not respect.
- **Do not phone home too often to begin with.** It's good to speak with your family and to catch up on what is new at home, but sometimes it can be just as hard for your family to hang up as for you. Your parents will miss you too and they may find the separation difficult initially.
- **Keep busy.** It is the best way to settle quickly. Take advantage of the activities on offer. Learn something new.
- **Get to know the layout of the School** as soon as possible.

# DAILY ROUTINE

## Weekdays

7:00am	First wake-up call by member of staff.
7:15am	Second and final wake-up call.
7:35 – 7:45am	Room checks.
7:45am	House assembly in common room (All boarders to be washed, teeth cleaned and correctly dressed).
8:00 – 8:25am	Breakfast.
8:30am	Depart the dining room for Form Tutor rooms.
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3:40pm	School ends (Senior Department). All boarders to change out of school uniform straight after school.
4:00pm	Prep Department pupils collected.
5:20pm	House assembly in common room. Registration before Supper.
5:30pm	Supper – grace by duty staff.
6:30pm	Prep time in Woodard House
7:30pm	Prep ends. Showers available.
8:30pm	Years 5 – 7 to their rooms.
9:00pm	Lights out for Years 5 – 7. Year 8 & 9 to their rooms.
9:30pm	Lights out for Years 8 & 9.
10.00pm	All pupils in their rooms.
10.30pm	Lights out for Years 10 & 11 Sixth Form first bedtime advisory warning
11.00pm	Sixth Form final bedtime advisory warning

## Weekends

Boarders can lie in at the weekends. Morning registration is done at 9.00am.

If there is a boarding house trip on a Saturday, boarders will be woken up one hour before the scheduled departure time.

Bedtimes are 30 minutes later on Friday night and Saturday night. Normal bedtimes resume on Sunday evening ahead of the school week.

## A

## Activities

You are expected to involve yourself in a variety of extra-curricular activities each week. Make sure you try new things!

Once COVID restrictions are lifted there will be compulsory weekend trips each Saturday.

## B

## Bed Times

Non-Sixth Formers **must** be changed, in bed with lights out by the published time, unless they have permission from a member of Boarding Staff. Bed times are as follows:

Years 5 – 7	In rooms from 8.30pm	Lights out at 9.00pm
Years 8 - 9	In rooms from 9.00pm	Lights out at 9.30pm
Years 10 – 11	In rooms from 10.00pm	Lights out at 10.30pm
Sixth Form	In rooms from 10.00pm	

Sixth Form pupils must be in their own rooms by 10.00pm, and, unless they are working, it is recommended that their lights should be out at 11.00pm. Sixth Form boarders may occasionally, but not regularly, work past 11.00pm, but they must not disturb other boarders, or be unable to function as expected the following day.

## Borrowing

Borrowing money or personal possessions from other boarders is not permitted.

## Bullying

NO forms of bullying will be tolerated within the Boarding House, or at St. James'. Bullying behaviour will be dealt with in accordance with the School Rules, which take a dim view of such behaviour.

Initiation ceremonies are a form of bullying, therefore, NO form of initiation ceremony will be tolerated within boarding at St. James'.

## C

## Complaints

**Every boarder has the right to enjoy all aspects of life at St. James' School, and, in particular, within the boarding house. No boarder should feel discriminated against on the grounds of gender, disability, race, religion, cultural or linguistic background, or academic and extra-curricular ability.**

If you feel you have been unfairly treated in any way, you should report this to the Houseparents, or any member of the Boarding House staff. There are other people you could see if you feel your complaint needs to go 'out of the House', such as the Chaplain, School Nurse, Assistant Head (Pastoral) or Headmaster. **Be assured you will not be penalised for making a complaint in good faith.**

If you wish your complaint to remain anonymous, put an unsigned note in an envelope and leave post it into the 'post box' in the Duty Office.

## Computers

Boarders may bring their electronic devices into the boarding house, and where appropriate, the main School. There will be an Acceptable Use Policy (AUP), or code-of-conduct, to sign if you wish to bring such a device to St. James'. You must ensure that your parents have insured it against loss/damage.

Boarders will have access to a filtered and monitored WiFi network within the boarding house (and School). Personal devices should be used sensibly. Incorrect or improper use will result in their confiscation for one week, or more severe sanctions where appropriate.



Laptops should only be used to watch movies or play games, after 8.00pm each evening or at the weekends. They must not be used to play games or watch movies during homework time.

## D

### Damages and Breakages

If you break or damage something, please tell a member of the Boarding House staff immediately.

### Dress

You must observe the School Dress Regulations at all times whilst on school grounds or whilst involved in school activities.

You can change into informal clothes in the Boarding House **after** your involvement in school activities ceases for a particular day. Home clothes can be worn all weekend.

### Driving

Boarders are not permitted to bring a car to St. James' School, nor may they ride in a car with another St. James' pupil (unless driven by a parent). Boarders will need their parents' permission to travel in a car driven by a friend/member of family, who is under the age of 25.

### Duties

All boarders at St. James' should expect to contribute to the smooth running of the boarding house. There are formal duties, details of which will **always** be found published on the Boarding House noticeboards.

It is, however, still expected that you clean up after yourselves, especially in the Kitchen and Common Rooms. If these areas are regularly untidy, they will be taken out of service for a period.

E

## Electrical Equipment and Safety

All electrical items must be 'kite' marked and PAT tested by the Campus Staff before use. Items must be recorded for insurance purposes by the Houseparents. Multi-plugs must not be used. No equipment with a heating element may be used in your room. **All electrical appliances (lights, stereos etc.) must be turned off when you leave your room.**

## Entry to and Exit from the Boarding House

You **must** sign out when leaving the Boarding House for a specific destination (except for meals and the school day, where registers are taken).

Signing out can only be to one specific location; boarders are not allowed to wander around the School grounds.

You must sign in upon your return to the Boarding House. The external doors are locked automatically. If you return after this time, you will have to call the Boarding Mobile Phone to gain entry. **Do not try to force the doors open or get another boarder to try to do this for you.**

**You must never sign other boarders out.**

You must ask permission from the Houseparents or one of the Boarding House staff to sign out after 9.00pm. It must be for a very good reason.

The full rules for Signing In-Out are posted on the Boarding House noticeboard.

## E-Safety

Boarders must be every mindful of the dangers of the Internet; particularly the use of chatrooms and all forms of social media, and may not at any time access inappropriate material or websites which would not be permitted under the School's AUP (Acceptable Use Policy).

Boarders, like all St. James' pupils, will be given e-safety and acceptable Internet use briefing as part of their induction program. All boarders will have to agree and sign the School's AUP before being granted WiFi access in the Boarding House.

# F

## Fire Alarm

If the Fire Alarm sounds:

- Quickly, but calmly, evacuate the building using the closest exit
- Do not stop to collect belongings
- Once outside, assemble in the car park at the rear of the building
- Remain silent during registration
- Do not re-enter the building until you are told to do so

If the School Fire Alarm is also sounding, report to The Paddock as per the whole school procedure.

In the event of a daytime alarm at the weekend, if no adult is present, complete the above procedure and call the Boarding Staff Mobile phone.

## Food

All meals are taken in the Dining Room, except Saturday lunch which is a 'pack up'.

Boarders should not store food in their rooms. Each boarder will have an allocated space in the kitchen, both cupboards and fridge, for the storage of their personal food.

Please advise the Boarding Houseparents of any special dietary requirements prior to your arrival.

# G

## Games Kit

When attending school games lessons, only school games kit is to be worn.

You must carry soccer/rugby boots to and from school and/or the school field.

No muddy footwear is allowed into the boarding house, please remove these at the door.

Boarders are not permitted to supper in games kit.

H

## Homework Time

Homework Time is compulsory for all boarders.

Boarders have indirectly supervised Homework periods from 6:30pm – 7:30pm every evening Monday to Thursday. However, boarders in the Sixth Form are expected to do two hours, 6:30pm – 8:30pm reflecting the demands of A-Level programmes of study. There is a minimum of movement throughout the Boarding House during this time. All students are set prep to support and extend work done in lessons. Departments set this independent study in accordance with the prep timetable, a copy of which is issued to students.

### ***Homework Guidelines***

Boarders should spend some time reviewing work covered in class during the day as well as completing set homework tasks.

Quite often some homework doesn't have to be handed in for several days, but pupils should aim to complete tasks on the day they are set. Where a task requires more time, it is advisable to make sure homework due in the following day is complete first.

For a productive homework period, the following guidelines may help:

- Ensure that you have all the stationary and necessary books before you commence prep.
- Please do not 'chat'; you may discuss schoolwork with a member of staff or alternatively another pupil if necessary.
- If you need assistance, ask the staff member on duty.
- When you have finished your homework, you can read a book, work on long term assignments, revise for future tests or reinforce the day's learning.

Students are expected to assume responsibility for organising their time and managing their workload; this is an important part of the school ethos. However, we recognise that many young people find this difficult to do at first or at times and we make supervised sessions available at certain times of the day.

Staff and tutors monitor that homework is being done and work with students who are having difficulties.

## House Council

The (Boarding) House Council meets once per half term to discuss all aspects of boarding at St. James'. An agenda will be published in advance, minutes will be taken, and a list of agreed action points will be published afterwards.

### I

## Induction

All new boarders are given an induction during their first day at St. James' School. This is very informal but ensures that you know the routines and understand the rules of the House.

### K

## Kitchen

The Kitchen is not to be used during lessons, homework, or after lights out.

There is fruit, breads and spreads ordered for the boarders, which are available for collection from the Dining Hall at supper.

Please clear up after yourselves – this is your responsibility. If the Kitchen is not tidied, it will be out of service for a period.

L

## Laundry

All clothing put in for laundering must be capable of being tumble dried. The school accepts no liability for damage to clothes which we launder.

The routine for laundry is as follows:

Monday:	Bedding, Girls laundry
Tuesday:	Boys laundry
Wednesday:	Girls laundry
Thursday:	Boys Laundry
Friday:	Girls laundry

## Leaving School Grounds

All boarders leaving the school grounds, except to meals and the school day, must have verbal permission from a member of the Boarding House staff.

Boarders are not allowed off school grounds during lessons.

Boarders may wear home clothes when leaving the school grounds during the week and weekends.

If visiting Grimsby Town Centre, boarders should go in groups of no smaller than 2, preferably 3 if possible. Younger boarders, under the age of 14, must not go into town without an older boarder or adult. Visits to Grimsby may occur between 3.50pm and 5.30pm each weekday or at any time before 5.30pm over the weekend.

All boarders are expected to be back on school grounds by 7pm, unless alternative arrangements have been made with staff.

## Lunch/Tea/Supper with Parents/Guardians

During the week, permission for this will only be granted in exceptional circumstances or for a particularly special event.

At the weekends, parents or guardians may take you out whenever they like. Please remember to sign out and in properly.

On Sundays, due to House trips, it is not expected that parents/guardians take you out for lunch. However, in special circumstances, permission may be granted, but it must be sought in advance. Requests should be made by THURSDAY evening.

You may go out to dinner with another St. James' pupils and their parents, provided permission is granted from BOTH sets of parents (your's and the other St. James' pupil's). This should usually be received by email, but may be verbal or face-to-face depending upon the circumstances.

## M

### Meals

You must go to all meals in the Dining Hall unless you are given permission by the Boarding Houseparents, or a member of the Boarding House staff to miss one of them.

If you have special dietary requirements, please let the Boarding Houseparents know ASAP.

If you will miss a meal due to a school/extra-curricular commitment, do ask a member of the Boarding House staff to save you a meal.

### Medical Matters

If you feel ill, or have an injury during lessons, please see the School Nurse.

At all other times, see a member of the Boarding House staff for treatment.

Boarders must not bring medicines to St. James' School. Parents may pass prescribed medicines directly to the School Nurse or Boarding House Parents. These will be signed into the medicine store log book.

Only medicines prescribed and licensed within the UK are permitted. All other medicines will be confiscated and either returned to you when leaving to return home or destroyed. If there is a good reason for a boarder to need to take medicine, they should see the School Nurse for a confidential discussion.

## Money, Passports, and Valuables

Valuables and money should be kept in the safe in your room.

If you have a significant amount of cash, or another item of particular value, please hand this into the Boarding Houseparents for safe keeping.

**Passports must be given to the Boarding Houseparents for safekeeping.**

If something goes missing, inform the Boarding Houseparents immediately, but try not to tell anyone else.

## Music

Music may be played as long as it cannot be heard outside your room.

Music may not be played aloud during homework time, or after 10.00pm. Do not leave music playing when you have left your room.



## Post

Post received by the school from Monday to Friday will be brought over to Woodard House and placed in your pigeon-hole (if it will fit), or in the Office if it is bulky.

## Private Study Periods (Sixth Form ONLY)

Boarders must adhere to the School policy on Private Study and work either: in the Sixth Form workroom, The Hub, or in another area designated by the Head of Sixth Form.

## Public Transport

Boarders should ordinarily need to use Public Transport as Grimsby Town Centre is only a short walk from St. James' School. Boarders wishing to visit Cleethorpes at the weekends should use the No. 9 bus, using the stop opposite the driveway to the Rectory. Alternatively, the train may be used.



Taxis should not be used except when arriving/leaving St. James' School for/following a holiday or visit home. In other circumstances, the Boarding Houseparents may authorise the use of a taxi, but only a licensed (and booked) mini or black cab, usually from Coxons.

No boarder may travel in a car driven by another St. James' pupil, or a friend/family member under the age of 25 without parental permission.

## Q

### Quiet Times

- During Homework time
- From 10.00pm onwards on weeknights
- Any other appropriate times established by staff

## R

### Registration (in the Boarding House)

Morning Registration is immediately before departure for breakfast at 7.45am and is **compulsory** for **all** members of the House, regardless of year. You must be in full school uniform for breakfast.

Evening Registration is at 5.20pm prior to departing for the evening meal.

Any boarder missing supper unexpectedly should see the Boarding Houseparents, or one of the Boarding House staff as soon as possible afterwards.

Another informal Registration is taken at 'lights out' and will be conducted in each boarder's bedroom.

## Rooms and Decoration

You must **NEVER** be in another boarder's room if they are not there themselves.

Your rooms are to be kept tidy and uncluttered at all times. To this end, bulky items (sports/music equipment) **must** be stored elsewhere. Discuss a convenient location with the Boarding Houseparents.

Each room is cleaned daily, but it is not the cleaner's job to tidy your things.

**No Blu-Tack may be used on the walls. No pins are allowed to be used on the furniture or doors.**

Posters should show sound judgement and discretion.

## S

## Sanctions

Senior Boarders are asked to help in developing a happy, caring, and well-disciplined atmosphere in the House, but **no** boarder may punish another boarder.

Sanctions will be applied in accordance with the School's Behaviour policy.

## School Bounds

The School bounds are clearly defined. No boarders should be out-of-bounds without permission.

## (Prohibited) Substances

Use of or possession of drugs and/or associated paraphernalia, alcohol, cigarettes or substance for inhalation are prohibited and if caught with these items you face suspension or expulsion.

T

## Takeaway Food

Takeaway or delivered food is only permitted on Friday and Saturday nights. Takeaway shops can only be visited after school on a Friday, all day Saturday and until 3.00pm on Sunday.

## Telephones

Mobile phones should not be visible whilst in school. Please refer to the School Rules.

Mobile Phones must not be used during free lesson times or during homework. If caught, expect to have them confiscated for up to one week.

**All mobile phone numbers (and make/model) must be logged with the Boarding Houseparents. Boarders are strongly advised to use a PIN code to protect their device and privacy. Do not divulge your PIN code to anyone else or use someone else's mobile.**

V

## Visitors

A day pupil entering the Boarding House at any time must be 'signed in', and then out, in the 'Signing In' book. Please ensure your guests remain on the ground floor, in common areas, and that they behave appropriately.

Each boarder may have 2 guests at any one time.

W

## Who to talk to

If you have any worries or difficulties, there are many different people who are available and willing to help you, especially the Boarding Houseparents and any member of the Boarding House staff. The Chaplain is available on Mondays and Thursdays to talk to you on a confidential basis, as is the School Nurse. You may also seek assistance from any member of the teaching staff. The Headmaster is the Designated Safeguarding Lead and he can also be approached at any time.

If you feel unable to speak to anybody within school about something or someone making you seriously troubled or unhappy, then there are still places to turn:

# WE ARE LISTENING

even if you can't say it

If you need to start a conversation about something troubling you, but you don't know where to start...



## EMAIL US

[wearelistening@saintjameschool.co.uk](mailto:wearelistening@saintjameschool.co.uk)



## Who can I talk to...



There are lots of people at St James' who will always be willing to listen: your teacher, Form Tutor, the Chaplain, Mr Day & Mrs Berrimann (Boarding Houseparents), Mrs Fillingham-Howarth, Mrs Boardman, Mr Rose, Miss Harris, Mrs Shepherd (School Nurse), and the Headmaster. In fact, you can speak to ANY staff member.

But, if you feel unable to speak to anyone within School about something or someone making you seriously troubled or unhappy, there are still places to turn to:

Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
NSPCC	0800 1111
SaferNEL	01472 326118
Samaritans	116 123
Frank	0300 1236600
Children's Commissioner	<a href="http://www.childrenscommissioner.gov.uk">www.childrenscommissioner.gov.uk</a>
Mrs Christine Fillingham (Independent Listener)	07926 978754



## Windows

Do not throw things out of the windows. Food, clothes, shoes or any other items should not be kept on window sills or ledges.



# ST. JAMES' SCHOOL



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01472 503260



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