



ST. JAMES' SCHOOL

2020/2021

A PARENT'S GUIDE TO BOARDING



VERSION

1

ISSUED

JANUARY 2021

CONTACTS



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

Boarding House Landline: 01472 237236

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

Useful Telephone Numbers:	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

Website: 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.

If you every have a need to contact the House Staff, please ask for Mrs Champion in the first instance.

Mrs Liz Champion

BOARDING ETHOS

St James' School has a long tradition of boarding. We passionately believe that an education *lived* is richer than an education *attended*. Our aim is to provide younger boarders a homely environment, older pupils a supportive environment that bridges the gap between home and university, and all whilst experiencing the caring oversight of proactive parents.

The boarding staff refer to themselves as "House Parents" rather than "House Masters and House Mistresses". Our choice of terminology is very deliberate.

All boarding is co-educational with clear guidance and rules to ensure happiness and privacy. Boarding at St James' allows pupils to experience communal family life.

They develop a capacity for accountability and independence that will serve them well in later life.

They learn the key relationship between rights and responsibilities, as well as the balance between individuality and being part of an international community. Key to establishing a homely environment within our boarding community, has been the formation of positive relationships, founded upon a culture of mutual respect, tolerance, acceptance and openness.

The aims of the boarding community are all underpinned by our desire to see every pupil achieve their fullest potential in all areas of school life. We encourage the boarders to try different sports and activities, ensuring that all talents are recognised and afforded equal importance.

We believe that the happiest and most successful pupils are those who lead full, the boarders to develop interests for which they have a passion.

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.

COMMUNICATION

As the Boarding House Parent, I should always be your first point of contact, and I am available to you at **any** time. You are most welcome to pop in for a chat whenever you visit your child(ren), but you can also make an appointment to meet me, including via Teams/Skype/Zoom, should the need arise.

The Headmaster and Assistant Head (Pastoral) are available for major concerns or worries, and the School Nurse should be contacted for specific medical concerns.

Keeping in touch with your child

With modern technology there are many ways to keep in touch with your son:

By telephone/text

Please do not make/receive calls to/from your child during Homework time. After 7.30pm until lights out (from 10.00pm) is the best time to speak with your child(ren). At the weekend, you may speak with your child(ren) at any time.

All mobile phones must be logged with the Boarding House Parents and a security PIN code should be used. Your child should not divulge their PIN code to anyone, or use someone else's mobile. If you choose to send your child to St. James' with an 'internet enabled' (or 4G/5G) phone, St. James' cannot be held responsible for any inappropriate content viewed, or any misuse. Whilst you can set up parental controls on these devices, I cannot monitor or restrict their use.

UK SIM cards can be purchased locally to ensure boarders have contact with staff should they need to.

By email

Email is available to boarders, and can be used throughout the week. Again, try to avoid instigating, or replying, to emails during Homework time.

By video call

Boarders may use video calls, either at lunchtime or between 7.30pm and 10.00pm each evening, and at any time over the weekend.

Letter Writing/Cards

There is nothing quite like receiving a handwritten letter or card; it is so personal. Boarders will be expected to write letters, and so it is nice for them to receive them too.

VISITING YOUR CHILD(REN) AND TAKING THEM OUT

Once your child(ren) has settled, you are warmly invited to visit. Within the termly calendar, there are many school events which will involve your child(ren), and you are encouraged to attend these occasions. Afterwards is always a good time to catch up with the Boarding House Staff, and there will usually be some refreshments available at the boarding house.

Parents may take other children out for tea if they so wish. However the Boarding House Parents must give consent, as must the other child's parents (usually via email/text)

Sunday is 'House Trip' day, and so taking your child(ren) out on these days will disrupt our activity schedule and reduce your child's opportunities to strengthen friendships and have fun with the other boarders. Taking boarders out on Sundays is not prohibited, but permission will be granted in special circumstances with a reasonable amount of notice.

COMINGS AND GOINGS

Boarders may leave the Boarding House and School grounds at certain times, but only with the permission of the Boarding House Parents/Staff. They must obey the signing in/out rules.

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.

Boarders are not allowed off school grounds during lessons.

Boarders may wear Home Clothes when leaving the school grounds during the week and weekends.

ACTIVITIES

Boarders are expected to involve themselves in a variety of extra-curricular activities each week. We strongly encourage them to try new things!

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

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.

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. NO form of initiation ceremony will be tolerated within boarding at St. James'.

CLOTHING & LAUNDRY

It would be very helpful to the Laundry staff if all of your child(ren)'s clothes are clearly named, which also discourages 'borrowing'.

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

Boarders can change into 'home clothes' **after** their involvement in school activities ceases for a particular day. Usually this would be either at 3.50pm or 5.00pm. The dress code for 'home clothes' is smart casual.

Please be advised that all items must be clearly named.

School Uniform:

- | | |
|---|-------------|
| ▪ The St. James' School blazer | 1 |
| ▪ Dark grey trousers, traditional cut, no turn ups, or skirts | 2 pairs / 2 |
| ▪ Black opaque tights | 5 pairs |
| ▪ The School tie | 2 |
| ▪ Black V neck pullover | 2 |
| ▪ White shirt, long sleeved | 5 |
| ▪ Socks, dark grey | 5 pairs |
| ▪ Black shoes with laces, plain design | 1 pair |
| ▪ Brief case/bag in dark colour for School books | 1 |

There is a School Uniform Shop which is open during term and holiday time. For all overseas students, uniform will be arranged on arrival by the Admissions Staff and invoiced on your school bill.

A PTA second hand uniform shop is also available. For temporary students there is the opportunity to rent uniform at an additional cost which is less than the cost of purchasing a full uniform.

Games Kit

- | | |
|---|---------|
| ▪ Black cotton games' shorts | 2 pairs |
| ▪ Football/rugby socks, School bottle green | 2 pairs |
| ▪ Football/rugby boots | 1 pair |
| ▪ School track-suit | 1 |
| ▪ Polo style games' top in House colours | 1 |
| ▪ White socks, short | 4 pairs |
| ▪ Running/ Sports Trainers | 1 pair |
| ▪ Bags for games' kit, dark plain colour | 1 |

Home Clothes and other items

- | | |
|---------------------------|---|
| ▪ Smart outfit | 1 |
| ▪ Shirts / t-shirts | 8 |
| ▪ Sweatshirts / jumpers | 6 |
| ▪ Chinos/ jeans/ trousers | 4 |
| ▪ Adequate socks | 6 |
| ▪ Adequate underwear | |
| ▪ Adequate nightwear | |

- | | |
|---|-----------|
| ▪ Warm dressing gown | 1 |
| ▪ Everyday shoes / trainers | 2 pairs |
| ▪ Waterproof jacket | 1 |
| ▪ Warm coat / jacket | 1 |
| ▪ Hand towels (any colour) | Maximum 3 |
| ▪ Bath towels (any colour) | Maximum 3 |
| ▪ Toiletries and toiletries bag | 1 |
| ▪ Shoe cleaning kit | 1 |
| ▪ Coat Hangers suitable for jackets and trousers | 10 |
| ▪ An alarm clock to help Boarders get up early in the morning. | |
| ▪ Posters, photos and drawing pins to personalise their room. This material must not cause offence. | |
| ▪ Headphones for quiet times. | |
| ▪ Shoe cleaning kit. | |
| ▪ Gloves and scarf for the cold weather. | |
| ▪ Tuck and a supply of their favourite snacks. Please do not send perishable or 'smelly' products. | |

Boarders are asked to keep to the amount specified. It is helpful if parents would avoid expensive designer clothes, and jewelry. There are adequate laundry facilities at school and many students can "refresh" their wardrobe at the weekend.

It is critical that boarders DO NOT bring TOO MANY items, but an intelligent leniency will be extended to overseas students.

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 complain 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.

DAMAGES AND BREAKAGES

Damages and breakages are not included in the 'all-includise' boarding fee and will be charged to you unless they are the result of an accident or general 'wear-and-tear'.

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.

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.**

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.

The Kitchen is not to be used during lessons, homework time, 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.

Please advise the Boarding House Parents of your child's special dietary requirements prior to your arrival.

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, we advise boarders to follow these guidelines:

- 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.

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.

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. Boarders have important academic work to complete.

At the weekends you may take your child(ren) out whenever you like. Please make sure they sign out properly.

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

Your child(ren) may go out to dinner with other St. James' pupils and their parents, provided permission is granted from BOTH sets of parents (you 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.

MEDICAL MATTERS

Boarders should register with the school doctor at the Pelham Medical Centre in order that they can see the doctor easily during the week.

Routine vaccinations will be done through the school doctor, but we will always seek your permission first.

Optical and dental treatments remain a parental responsibility, but in the case of emergency dental work, the School will be able to make arrangements if necessary.

Only medicines prescribed and licensed within the UK are permitted. All other medicines will be confiscated and either returned to boarders when they return home or they may be destroyed. Boarders must not store medication or remedies in their rooms. If there is a good reason for a boarder to need to take such remedies, they should see the School Nurse for a confidential discussion.

MONEY, PASSPORTS, AND VALUABLES

Please do not send your children to St. James' with lots of expensive possessions, or a significant amount of cash. There is a safe in each room in which boarders can secure their valuables.

If they do have a significant amount of cash, or another item of particular value, please ensure these are handed into the Boarding Houseparents for safe keeping.

Passports, flight tickets etc. must be given to the Boarding Houseparents for safekeeping.

If your child(ren) tell you something has gone missing, please inform the Boarding Houseparents immediately.

PUBLIC TRANSPORT

Boarders should not 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.

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 HOLIDAYS

Ordinarily boarders will not be permitted to remain in the Boarding House over half-terms or full school holidays.

Boarders who cannot go home to their parents or UK Guardians are looked after by school approved host families. The Boarding House Parents will arrange these stays, including transportation, for any boarder.

Boarders may stay at friends' houses at weekends, but written confirmation must be obtained from the parents of the boarder and parents of the friend (by letter or email). Permission will then be given by the House staff on duty. The boarders may leave after school on Friday but must return by 6.00pm on Sunday, or by special arrangement, before 8.30am on Monday morning.

Both host families and boarders complete a review of their time in each other's' company so that the House staff can monitor compatibility and adjust the arrangements where needed.

Guardians

International pupils and children, whose parents live overseas, **must have a named guardian in the UK**. The school offer host families used by the school for exeat weekends and half terms. All host families used by the school have full vetting checks including a yearly house check.

Weekends Away

All boarders are expected to fulfil their school commitments e.g. whole school events, matches, rehearsals or special subject activities. However, if your child has no such commitments or obligations, they may leave for the weekends. Parents and guardians are required to give permission for weekend arrangements which will be held by House staff.

Any exceptions need permission from House staff. If a student has signed out for the weekend he/she is expected to leave the school at 4:00pm on Friday and should not return to school before 6:00pm on Sunday, unless by arrangement with House staff – any alterations to this arrangement must be confirmed, by parents, with House staff.

(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.

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.

WHO TO TALK TO

If boarders are worried or having difficulties, there are many different people who are available and willing to help them, especially the Boarding Houseparents and any member of the Boarding House staff. The Chaplain is available on Mondays and Thursdays to talk to on a confidential basis, as is the School Nurse. They 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 they feel unable to speak to anybody within school about something or someone making them 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@saintjames.school.co.uk

Who can I talk to...

There are lots of people at St James' who will always be willing to listen your teacher, Farm Tutor, the Chaplain, Mr Day & Mrs Burrows (Boarding Houseparents), Mrs Houghton-Haworth, Mrs Rowbottom, Mr Shaw, Mrs Harris, Mr. 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	www.childline.org.uk
NSPCC	0800 33 893
Safeline	0472 324118
Samoraine	16 123
Frank	0200 1234600
Children's Commissioner	www.childrenscommissioner.gov.uk
Mr Christina Fillingham (Independent Listener)	07936 978754

Childline
NSPCC
Safeline
Samoraine
Frank
Children's Commissioner
Mr Christina Fillingham (Independent Listener)

BOARDING AT ST. JAMES' SCHOOL – IMPORTANT POLICIES

For further details of specific School Policies, please refer to the School website.

ST. JAMES' SCHOOL



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