



Haberdashers' **ADAMS**

a grammar school with state boarding

Longford Hall



Junior Boarding Handbook for
Pupils & Parents

Boarding Statement

Boarding – a safe, caring and considerate community where pupils and staff support each other in order to bring out the very best in the individual.

State boarding has been described as education's best kept secret. Yet at Haberdashers' Adams, it is by no means a secret that we believe boarding provides the best opportunity for pupils to reach their various aspirations. Our vision, "...to develop confident, articulate young men and women, who achieve intellectual and academic excellence, who are interesting, balanced and independent people and who care for their community..." comes alive in the boarding community.

Within both prep time and free time boarders are expected, and encouraged, to engage fully with their individual academic responsibility. The boarding house provides support in this respect, through advice from staff of varying academic disciplines, but also through peer mentoring and the spirit of mutual support that enables our best pupils to share and advise others, and those needing support to receive it.

Our boarders are interesting people, growing in independence; the structure and routine enables them to prioritise sensibly and focus on academic excellence, but it also provides opportunities for them to use their own time in a useful way. Through their tutor groups, the activities they take part in and their positive relationships with staff, they develop friendships that last a lifetime. Whether it is calling in to chat to matron, or discussing sporting, artistic or academic matters with each other, our boarders are able to express their individuality and yet simultaneously understand the importance of operating within a co-operative, inclusive, community.

D J Biggins

Headteacher

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Welcome to Longford Hall



In this handbook you will find the answers to most, if not all, of the questions which you will no doubt have as you prepare to join us in junior boarding. I would urge you to read it before school starts so that you are already familiar with most of the things that will go on when you arrive. It will also help you to imagine what fun life at Longford Hall will be.

The first few days and weeks at a new school will be hectic and you will have lots of new things to get used to. I hope this handbook will be of use in those first few weeks. But, of course, always remember that staff are only too willing to answer any questions you may have.

Longford Hall is a wonderful place and boys who actively engage with the activities offered really enjoy their time at the hall.

Dan Murray

Housemaster

Principles and aims of boarding life at Haberdashers' Adams:

- You will learn to live in a community and respect everyone else in that community. We aim to live in a ***caring and considerate community***.
- You will be proud to be a member of that community.
- You will do your best to make academic progress.
- You will get involved in extra-curricular activities.
- You will always be listened to and cared for.
- You will enjoy boarding and school life.
- You will develop strong friendship groups
- You will respect the property of the hall and that of other boys

Boarding Staff List

Housemaster: Dan Murray

Residential Matron: Jessica Ball

Assistant Matrons: Karen Garrett
Sarah Moreton

Residential Boarding Tutors: Andy McGee (Tutor/IT technician)

Non-residential Tutors: Robin Sedman-Smith (Deputy Housemaster)
Sally Sedman-Smith (Tutor)
Emily Hulland (Tutor/PE teacher)
Amandeep Johal (Tutor/SEND department)
Lauren Edwards (Tutor/English teacher)
Andy Garrett (Tutor)

Housekeeping Staff: Sue Smith
Jayne Brewin
Annette Allday



Mr Murray, Mrs Murray and their children

Daily Routine

Morning

7.15 am	Boys woken up by tutor on duty
7.30 to 7.50 am	Inspection at matron's office
7.50 am	Breakfast
8.05 to 8.20 am	Collect your mobile if you wish and leave the house. (First bus leaves at 8:10am for school)
8.25 a.m.	Everyone to have left the house.

After school

3.45 – 4.10 pm	Mini bus from school to Longford
4.15 – 5.20 pm	Activities
5.00 pm	Bus from school. (Following clubs, etc...)
5.15 pm	All boys go to the dining hall for evening meal
6.00 - 7.30 pm	Prep
8.00 pm	House meeting (Mondays)
8.00 pm	Supper

Bed time routine

Year	Inspection	In dorm	Lights out
7	8:50pm	9:00pm	9:15pm
8	9:00pm	9:15pm	9:30pm
9	9:15pm	9:30pm	9:45pm

Typical Weekend Timetable

Saturday

Wake up and breakfast times are determined by rugby fixtures from September to March. All weekend meals will be at Longford Hall.

8.30 a.m. -	Wake up
9.00 a.m. -	Breakfast
10.00 to 11.30 a.m. -	Prep / quiet time / tidy dorms (at discretion of tutor)
11.30 a.m. to 1.00 p.m. -	Activity; on site or off site
1.00 p.m. -	Lunch
1.30 to 5.30 p.m. -	Free time / organised activity
5.30 p.m. -	Tea
6.00 to 10.00 p.m. -	DVD / cinema / other activity

Sunday

8.30 a.m. -	Wake up
9.00 a.m. -	Breakfast
9.30 to 10.00 a.m. -	Dorm and house tidy up
10.00 to 11.00 a.m. -	Prep / quiet hour
11.00 a.m. to 1.00 p.m. -	Activity; on site or off site
<i>NB: long trip or out of town activity may start as early as 9.45am to 5pm</i>	
1.00 p.m. -	Lunch
1.30 to 5.30 p.m. -	Free time / organised activity
5.30 p.m. -	Tea
6.00 p.m. -	Free time
6.00 to 8.00 p.m. -	Boarders return from weekend at home

Travel to and from the boarding house

Parents and guardians are responsible for collecting and dropping off boarders at the boarding house at the appropriate times as communicated by the school or housemaster. This includes weekends, exeats, holidays or any temporary absence from school. Please note, the boarding house is not responsible for any transport arrangements to and from the airport or train station, but we can facilitate the booking of taxis in advance if required.

Dormitories

Your dorm is where you sleep and where you will spend some of your free time. You will need to adjust to living with other boys and you will learn the necessity of co-operation and tolerance. It is important that you keep your area clean and tidy. We expect all property to be treated with respect and for you to take care of the room itself. Your room will feel more homely if you decorate it with posters and pictures.

Your parents may help you unpack at the beginning of term, however, we do not allow parents in to the dorms after the first day of term. Learn to make your bed yourself! If you return on a Monday morning your parents should not go beyond the boot room.

Academic Expectations

The most important thing to remember is that the Housemaster and staff expect you to do your very best. If you work hard you will be commended and you will have every chance to succeed.

Below is a list of key things to remember which will help you achieve better;

- Get into the habit of checking homework on 'Satchel One' software/app. This is the platform where all your homework will be set.
- Do your best to complete your homework on the night it is set. This is what prep is for.
- Ask your subject teacher if you are not sure what he or she wants you to do.
- Ask for help from boarding tutors and your peers – both senior and boys in your year group.
- Do not copy work from other students or from the internet.
- Make your work as neat as possible.
- Pack your bag straight after prep. The duty tutor/matron will assist you with this.

Throughout the year you will receive Progress Monitoring Point grades. These will show you your current attainment grade and your attitude to learning.

A boarder who scores poorly in a number of subjects may be put on a boarding homework monitoring report to enable staff monitor him more closely and to provide the appropriate support.

Prep Arrangements

- Year 7 and 8 have their prep in the prep room, library or dining room.
- Year 9 boys may be allowed to work in their dorms if they are deemed responsible enough. If a year 9 boy is not maintaining academic standards, he will work in the prep rooms or in the housemaster's office to be given the necessary support.
- Prep begins at 6.00 pm and lasts until 7.30 pm.
 - There is a library which you can use.
 - There is also *a computer room with 6 computers which you can use for your school work. It is not to be used for gaming.*

The tutors will circulate amongst the different year groups to offer support and help the pupils get help where necessary.

Make use of the subject expertise of the tutors. Do not be afraid to ask for help!

Pack your bag straight after prep!

Activities

At Haberdashers' Adams we expect pupils to get involved with as many after school activities on offer as possible. There will be clubs and sports practices going on at school and there will be activities at Longford from Monday to Friday.

As a boarder you are expected to do at least 1 activity per week. If you are involved with more than 2 major school activities then this will help contribute to achieving **Platinum Status** in the House Status System

Free time at Longford takes place after school before tea and after prep and there are plenty of activities on offer. These include: chess, table tennis, man-hunt, basketball, football, cricket or simply running around the extensive grounds. You can also practise a musical instrument at this time in one of the allocated rooms. If you have suggestions for constructive activities which you wish to do, you should talk to Mr Murray or Mr Smith.

Your aim is to keep busy, get involved as much as possible and never allow yourself to be bored!

The Weekend

You will be asked about your weekend arrangements on every Thursday night, so please discuss your plans with your parents prior to then.

Pick up on Fridays:

If you are being picked up on Fridays, your parents should aim to arrive at Longford between 4 pm and 6pm. Parents are encouraged to come in to the boot room to chat with the duty tutor whilst they wait for their son. If they wish to enter the house beyond this point they must consult with the duty tutor or matron.

EXEAT - Every half term there is an Exeat weekend. All boarders are expected to be picked up by 6pm to go home or go to their guardians.

Return:

We recommend that in the first few weeks of your boarding life, you come back on the Sunday night between 6pm and 8pm so that you are prepared for Monday morning. **If you wish to return on Monday morning please do so between 7.30 am and 8.15 am. If you return on a Monday morning your parents should not go beyond the Boot Room.**

Most Friday nights there will be a board game night or movie. It is expected that those staying on Friday night will join in. If you are playing in a rugby match on Saturday morning it makes sense to stay on Friday night.

Weekend Activities

Every weekend there will be at least one trip outside of Longford. These can range from a trip to the cinema to camping in Wales. The majority of these trips are paid for or subsidised by the boarding house. There will also be activities organised on site by a tutor.

Prep will take place for at least an hour on Saturday and potentially again on Sunday.

Junior Boarding Prefects

Prefects are usually selected at the end of the spring term whilst the boys are in Year 8 and will begin their roles following the summer half term, although this can vary.

The aim of the prefect system is two-fold: initially it's used to encourage Year 9 boys to develop responsibility and a sense of involvement and real input into the running of the boarding house. Secondly, prefects should aid the smooth running of the house by fulfilling their responsibilities and helping the duty tutor where appropriate.

Prefects have a number of responsibilities. Above all, they set the tone in the house. They need to be prepared to lead by example.

The **criteria** used for selecting those prefects are listed below - prefects should be role models in every respect:

- * Academic: you should be working to your full potential.
- * Behaviour: impeccable.
- * Be able to treat other boarders with respect.
- * Have excellent manners when interacting with staff and peers.
- * Be able to stop and report any damage being done to the House.
- * Display pride in belonging to the boarding community.

Prefects have no right to issue punishments. If they feel someone is behaving inappropriately they should report it to a member of staff.

Although there are a limited number of key prefect roles, all the other Year 9s are expected to act as role models as well.

The Longford Council

This is the mouth piece of the boys – to discuss issues affecting their boarding and school lives and communicate such deliberations to the housemaster. This council is made up of at least 1 member from each year group and chaired either by the house captain or a responsible person in year 9 chosen by the housemaster. Members of the council discuss issues in the absence of members of staff – to make sure that boys feel comfortable to air their views within the comfort of their peers or friends. Minutes from such meetings would be documented and actioned by the housemaster.

Matrons

At Longford there are three matrons. The matron you will see the most is Miss Ball who lives on site. Mrs Garrett and Mrs Moreton are the other matrons who are on duty at Longford.

All the matrons are fully qualified First Aiders.

The matrons will help you with your health and welfare issues, such as daily medication, first aid treatment or appointments to the doctors. They also co-ordinate laundry requirements and look after the daily running of the house.

During the week, you will see a matron every morning before you go to school, every afternoon after school and every evening from supper time until bedtime. They will help you settle into the house and are always available for a chat.

Matron will arrange emergency optician and dentist appointments for you, but regular check-ups should be arranged at home.

If you become unwell, matron may arrange for you to see the GP in Newport. You may also be moved to sick bay depending on the nature of your illness. For example, if you are deemed too ill to go to school or you have a sickness bug or mobility issues that mean you can't easily use the stairs.

When a matron is on duty, you will usually find her in matron's office during the daytime. After 9.30pm you can contact the Residential Matron via an intercom situated just outside her office.

If you are unwell during the night

Matron should be the first person you contact. To do this, you use the intercom situated outside Matron's Office. Press the button once and then wait for matron to reply. The intercom is only to be used during the night when you are unwell or if there is an emergency. If you cannot contact her, go to see the Housemaster.

On a Friday and Saturday night you must ask the duty tutor or housemaster to contact matron if you are feeling unwell.

What Matron would like from you:

Matron hopes that you will feel welcome, comfortable and relaxed at Longford Hall. It is like a second home to us all. Certain things may be expected of you:

- Keep your dorm area tidy and make your bed every morning.
- Please do **NOT** take food or drinks into the dorms.
- To put your laundry into the bags outside of Matron's Office. There is a notice in your dorm telling you when the laundry gets taken away and brought back (Mondays, Wednesdays and Fridays).
- Please make sure all your belongings are named.
- Slippers/sliders are worn around the house. No shoes are worn in the house beyond the boot room.
- There is an inspection every morning and evening at Matron's Office to check your uniform.
- Make sure you put your slippers in your shoe locker when you leave the house.

House Bank

We recommend that you put some money into the house bank. This will enable you to keep your money safe. It will also enable you to pay for school trips. If you go home most weekends, then around £50 per term should be sufficient. Full boarders may need slightly more. Online bank transfer is easiest method to add funds to the house bank account: **Account name: H A Junior boarding account, Sort code: 30-96-02, Account number: 00642916, reference: your son's name.**

You will be able to take money out of the house bank on Tuesday mornings at breakfast.

Tuck

By all means bring some tuck, but do not bring a huge amount. Tuck cannot be kept in the dorms. Make sure you bring a secure (lockable) container for your tuck and keep it in the lower Games Room. We suggest having a tuck box of maximum size 40cm x 20cm x 20cm. The meals at the school and in boarding are nutritious and there is also a healthy snack at 8pm.

Valuables

You will have 2 lockable areas:

- A shoe locker downstairs.
- A lockable drawer in your dormitory. **You will need to bring a padlock for this drawer. Give a labelled spare key to Matron.**

Musical instruments may be kept in Mr Murray's office.

What to bring

You may have received information about what uniform you need to bring. You need to bring some clothes for your free time, but only bring a few since space is restricted. Some items of uniform are stored in Matron's office. You will have a drawer under your bed, you may share a wardrobe in your dorm and you will have a lockable drawer. You will also have a boot locker and a book locker.

Remember: you do not need three pairs of trainers, two is more than adequate!

Toiletries - You need to bring a wash bag containing tooth paste and tooth brush, comb or hairbrush. There are soap dispensers but you need to bring shampoo and shower gel. If you bring a deodorant, please, ensure it is a **roll-on** as **spray deodorants are not allowed**.

Medication - Any medication needs to be given to matron in its correct box with the prescription label.

You may find a memory stick very useful for your school work.

Mobile Phones

- All pupils are allowed to bring 2 electronic devices to boarding. This is typically a phone and often a laptop or tablet but this is not compulsory.
- They are the responsibility of the owner at ALL times.
- Year 7s and 8s will hand in their phones after school and can only collect them again at prep time at 6pm.
- Year 9s will be trusted to keep hold of their phones after school but must still be active and cannot just remain in their dorms on their phones.
- All boys will have access to devices during prep. This allows them to be used for homework.
- Year 7s can keep their phones until 8pm to allow them to communicate with home and enjoy 30 mins of free time on their phone if they wish. They must hand it in to the computer room between 7:55 and 8pm.
- Year 8s and 9s will be allowed to keep their phones until handing them in between 8:45 and 9pm.
- On two nights in the week the year 8s will hand in their phones at the earlier time of 8pm to allow them a "phone free" evening. On occasion this will include the year 9s.
- Year 7s and 8s will not be allowed to be on their phones or laptops in dorms. If they wish to make a more private phone call they can arrange this with matron or the tutor.
- Any inappropriate use of the phone will result in it being confiscated and returned to parents.

Having a mobile phone is a privilege. Use that privilege responsibly.

Laptops and Computers

A few notes:

- Boarders are allowed laptops.
- They are the responsibility of the owner at ALL times.
- All laptops are to be handed in every night at 8pm or 8:45 for safekeeping in the computer room.
- Never use another person's laptop without permission.
- Computer games are allowed but they must conform to the right age classification.
- You can use the computers in the computer room during prep from 6 to 7.30 pm.
- Between 4 and 5 pm **you may not** use your laptop but should go outside to play.
- At no time are computer games to be played in the computer room.
- Phones may be charged overnight in the computer room and in the prep room after school.

Laptops and tablets are very expensive. It is your responsibility to ensure they do not get lost or damaged in the house.

NB. It is Longford Hall policy that if a boy *deliberately* damages/breaks another boy's property or a property of the hall, then it would be the responsibility of parents of the boy who caused the damage to replace the damaged item.

Provision of Advocacy Services for boarders

What is advocacy?

Advocacy is about representing the views, wishes and needs of children and young people to professionals making decisions about their lives, and helping them to navigate the system, especially in times of transition. Advocacy services provide independent and confidential information, advice, representation, support and, advocacy for eligible children and young people. High quality advocacy is an important preventative measure to ensure practical problems do not escalate, that children and young people are protected from harm or risk of harm to their wellbeing and to ensure that potential system level failures are identified and tackled at the earliest opportunity (DfE, 2023).

How we meet NMSB standard 11.6

At Haberdashers' Adams School, it is assumed for the majority of boarders that their advocates would be their parents/carers and/or guardians. However, we understand that in some circumstances this may not be possible. In such circumstances the school would liaise with the Local Authority and relevant agencies to ensure that advocacy provision is in place.

Discipline and Typical Sanctions

Nature of problem	Sanction	Any other comment
Failure to complete and hand in homework	First offence = encouragement to improve work ethic, 2 nd offence for the same work = lose phone for 1 day	Continued failure to complete homework = boarding intervention to help you improve
Inappropriate behaviour in lesson and around the hall	Encouraged to behave well at school but continued offence will lead to a boarding sanction	
Repeated failure to observe lights out (e.g. still talking after 10.30pm)	Lose boarding privilege – such as going in to town or watching TV	Pupil may be asked to do community service around Longford for repeated offences
Bullying another boy	Lose boarding privilege Exclusion	Sanction could be severe; even inviting parents in to discuss incident
Deliberate damage to hall/another boy's property	You or your parents will pay to replace the damaged item	
Persistent breaking of house rules	Removed privileges; for example, Year 9 pupil will hand in phone after school.	Year 8 privilege will be dropped to year 7
Repeated failure to follow instruction(s) at prep	Pupil will have prep in Housemaster's office.	Could lose privilege in addition
Late for inspection, not making bed, untidy dorm area	1 late = spoken to by staff, 2 nd offence = phone handed in next day at 7.30pm Late 3+ in a week = lose phone for 1 day	Repeated offence (late for 4+) for the week = lose phone for 2 days or boarding privilege
Persistent failure to sign out	1 st offence = warning 2 nd offence = lose privilege for going into town	Use the duty book to record your after-school location

If a boy loses his phone for the day parents can contact their son by ringing the matron or housemaster office numbers. The boy will have his phone back from 6 to 8pm.

Staff may use the following sanctions if a boarder fails to meet expectations in a certain area:

- ❖ Essays to encourage boarders to reflect on their behaviour.
- ❖ Set periods of reading time in the Housemaster's office.
- ❖ Internal suspension.
- ❖ Suspension from boarding (must be agreed by the assistant head i/c boarding or the deputy head i/c pastoral welfare)

Typical Rewards at Longford Hall

Nature of good deed	Typical reward	Other comment
No concern for the entire term	Pizza night for the individual	Other prizes discussed with Housemaster/RSS
Tidy wardrobe and bed area for each day + being on time for inspection	Accumulation of points for boarding status (see page 21)	Matrons will give you a score each day for your dorm tidiness and will log if you are late for inspection.
Contribution to life at Longford	One of various prizes from housemaster	
Helping staff outside of normal duties	One of various prizes from housemaster	
Most outstanding member of the community – tidy dorm area + bed, no concern + more commendations, helpful to staff and peers etc.	End of year trophy	Other prize(s) will be discussed

Other rewards may include:

- ❖ A prize for the first 3 boarders to achieve 14 commendations in one term.
- ❖ A prize for those awarded maximum points on the status system.
- ❖ Prizes for house competitions such as pool table, table tennis, chess, dorm decorating, house photography etc.

Measures to counter bullying

Bullying is any act or incident that repeatedly causes distress to an individual or a group of boys, be it verbal, online (cyber), psychological or physical. At Haberdashers' Adams we believe that it is every pupil's right to feel safe and respected, whether in the boarding house or on the main school site. If there is a reported instance of bullying the school and/or the boarding house will investigate and take appropriate measures to counter it, in line with the school policy.

If you think you are being bullied, or if you have witnessed bullying – be it by a student or a member of staff – then you should report it to a responsible adult. In the boarding house this could be the Housemaster, matron, a tutor or a member of the ancillary staff. You may also wish to speak with your form tutor. All incidents and/or concerns will be investigated fully.

Actions by boarders

If a boarder feels he is being bullied he should take the following steps

- i. Tell the bully that you will not accept his behaviour
- ii. Inform the duty tutor of your concerns
- iii. Speak with your house tutor about strategies to stop the bullying
- iv. Inform the head of boarding of the problem

Provision for religious, dietary or cultural needs

Provision is made for the religious, dietary or cultural needs of students. Please inform the Housemaster what these needs are so that appropriate provision can be made for them. Unfortunately, we are not in the position to be able to drive boys to an individual place of worship.

Junior Boarding Concerns Procedure

If a junior boarder has an issue or concern regarding anything to do with boarding life, he has the following ways of raising the concern:

- Talk to his boarding tutor or any member of the boarding staff.
- Talk directly to the Housemaster.
- Talk directly to their Form Tutor.
- Talk to Mr Obeng-Asare (Assistant Head, Boarding)
- Talk to Miss Moss (Deputy Head, Pastoral).

If you would like to discuss a boarding issue privately with someone independent of the school then you have the right to telephone any of the following independent adults. They are “appropriately distanced from the school” and have agreed to hear your complaints or concerns:

Mr Ian Bussey: 01952 386470 a5203@taw.org.uk

Dr Joanne Bentham: 07970 970598

Students may also, if they wish, contact the Children’s Commissioner for England, **Dame Rachel de Souza**, at:

Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT
020 7783 8330

Contact from School

There is a great deal of contact between teachers at the school and the boarding tutors. When a student is given a commendation for an outstanding piece of work, Mr Murray and the relevant tutor is informed by email.

On the other hand, if a student has underachieved - either in class or with his homework, then Mr Murray and the boy's tutor will also be informed and the appropriate action will be taken to help the boy.

Contact between Housemaster and Parents

The housemaster will update parents on progress by email and by telephone. If parents wish to contact Mr Murray, the following are the best options:

Boarding office number: 01952 810159

Mobile number: 07728 335384 (this also works for WhatsApp)

Email: dan.murray@adamsgs.uk

In order to contact the matron in junior boarding you can use the following:

01952 820050 or jnrboarding.matron@adamsgs.uk

Boarding Status

The boarding status system is based on scores from 4 mains strands: academic, routine and environment, relationships and extra-curricular/additional activities.

Year group	Platinum 18 – 20 points	Gold 15 – 17 points	Silver 10 – 14 points	Bronze Under 10
7	- Meal out/cinema/bowling with the platinum group - Do not have to sign in phones after school NB: not going out to play after school would lead to loss of this privilege	Able to go to town <u>once</u> a week	No town visits yet	You lose your TV night for half a term.
8	- Meal out/cinema/bowling with the platinum group - Do not have to sign in phones after school NB: not going out to play after school would lead to loss of this privilege	Able to go to town <u>twice</u> a week	Able to go to town <u>once</u> a week	You drop to year 7 silver status with no town visits per week. Same meal times as year 7s.
9	- Meal out/cinema/bowling with the platinum group. - No more inspection. However, if you are found not meeting the expected uniform and school organisation requirement, you will lose this privilege	Able to go to town <u>three</u> times in a week	Able to go to town <u>twice</u> a week	You drop to year 8 silver status with only one town visit a week. Same meal times as year 8s.

A final word ...

It may seem as though there are a lot of rules to follow but don't worry, you will soon get used to the routine. You will have the support of all the boarding staff and, more importantly, the other boarders. This is a fantastic, family-based community where all contribute and all are valued.

I look forward to seeing you in September.

*Dan Murray
Junior Boarding Housemaster*