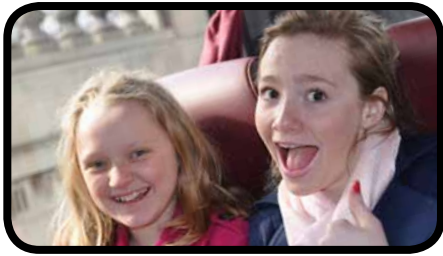




Junior Boarding Handbook





INTRODUCTION

Hello, and welcome to Boarding at Prior's Field. We hope that you are going to have a wonderful time with us. The following booklet seeks to give you a reasonably comprehensive guide to boarding here. This handbook is a guide and should answer most questions regarding routines, policies, procedures and your surroundings. We have tried to cover most things that you (or your daughters) will want to know about immediately, but do be aware that there is more information available to you, through parents' and pupils' guides and through our website. If anything is worrying you or you do not understand something, of course, you can always ask us. Junior Boarding is happy and successful because we all work together and see ourselves as a team.



We're here to help!

Aims of Boarding

"Our School, Our Home"

Our over-riding aim in boarding is to ensure that you feel at home in this school and that boarding is a place of comfort, fun, support, ambition and refuge for you during your time in the school. Our specific aims are to:



- Safeguard and promote the welfare of each boarder
- Enable girls to grow into independent, disciplined and self reliant adults
- Enable girls to develop good relationships with all sectors of the community
- Enable girls to develop their own moral, spiritual and social values
- Enable girls to fulfil their intellectual, academic, sporting and creative potential
- Enable the girls to have opportunities for leadership and responsibility within the House

How we fulfil these aims:



- Develop an atmosphere of mutual trust and respect within the Houses
- Create an enjoyable environment and community where all can live and work together in a spirit of harmony and tolerance
- Provide time within the structure of the Houses programme for girls to discuss issues with a variety of adults
- Encourage the girls to take care of those within the Houses and outside in the broader community

- Provide a framework which will allow the girls to achieve a high standard in their interests and academic pursuits
- Arrange varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings
- View the provision of space for privacy as vital
- Provide accommodation which is comfortable, well maintained and appropriate to the needs of the girls
- Provide an environment which is safe and free from danger



The Boarding Staff

The Junior Boarding House accommodates girls in the First to Fifth forms. The members of staff within the House will help you settle in and give advice.

Mrs Jo Purkiss is the **Head of Boarding**. She is responsible for overseeing the management of the Boarding Houses and running the team of staff. She divides her time between the Junior and the Sixth Form House. Mrs Purkiss lives in a house in the grounds, just outside the assembly hall.



Mrs Deborah Roberts-Barter is the **Housemistress**. She is responsible for the overall running of the House, especially the pastoral care of the girls. Mrs Roberts-Barter lives at the end of the Fourth Form corridor, above the First Form area.



Miss Rocio Garrido is a **Resident Tutor**. She works in both the Junior and Sixth Form boarding houses. She lives in a flat near the laundry.

Ms Val Klein is a **Resident Tutor**. She is on duty every other Saturday. She lives in a flat located at the end of the Fourth Form corridor.

We also have some excellent Gap students from New Zealand, Canada, Australia and Ecuador who are on duty frequently throughout the week, during the days and in the evenings and on weekends.

Please do not hesitate to contact any of us, as we all work closely together, so any member of the team can respond to your queries or concerns. You are always welcome to leave a message for a particular member of staff if they are unavailable and they will get back to you as soon as possible.

All can be contacted on the Boarding Office Telephone – extension 203.





There are also a number of girls who have positions of responsibility across all the year groups within the House. You may want to be part of the Boarding Committee or the Food Committee.

Activities

There is always something on at the weekends and frequently lots going on during the week. We work hard to put together a fantastic programme every term and are always happy for new ideas for things to do, so let us have your suggestions. Weekly boarders are always welcome to join in with the weekend activities, just let us know.



There are educational and cultural visits to museums and exhibitions, trips to the cinema, theme parks, adventurous activities, theatre productions and shopping trips.

Bathrooms

These are located around the House. We have a mixture of showers and baths for use. There are no specific times or rotas for showers. The water in the bathrooms is not drinking water, although it is perfectly safe for brushing teeth.



Bedrooms

Our accommodation varies according to which year you are in. We are very excited that the First and Second Form area is being reorganised and will be ready for you in September. Girls in the First and Second Form share rooms. Some Third Form girls have their own rooms, but others share in pairs. Fourth Form girls have their own rooms. All Fifth Form girls have their own room. Girls have a bed, space for clothes storage, desk (in the Third, Fourth and Fifth Forms), bedside table and pinboard space. You are encouraged to personalise your area to make it feel more like home, using the pinboard. Each morning before school, girls make their beds and tidy their rooms.



Please do not move your furniture around - it is heavy! If you have a major concern, please see a member of boarding staff.

Birthdays

These are celebrated in style here in the Junior Boarding House. Just ask for permission, you may like to organise a party in the Common Room for example. It is important that you ask permission. In addition, parents may take their daughters and a friend out to supper or tea. For full boarders, house staff may arrange a special treat!

Bullying

A copy of the School's Prevention of Bullying Policy is available for you to read in the Boarding Office. We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help you deal with conflict situations in a positive way. Please remember that you can always talk to Mrs Roberts-Barter or any member of the House team at any time - our doors are always open. You can also speak to any member of staff in school. Form tutors also talk to the girls about bullying in PSHE and we have a listening tree which details many people that the girls may want to speak to. A full copy of the Prevention of Bullying Policy can be found on the school website www.priorsfieldschool.com.

But, as a summary, remember the following: if you feel that you are being bullied, you **MUST** speak out. You should tell a member of the boarding staff (whichever one of us you want), as soon as you can. You should never suffer in silence. Bullying only works if you let it work. If you see anyone behaving in an unpleasant way to anyone else, you should also let the boarding staff know. Remember that there are many ways to make people feel uncomfortable and sometimes, excluding individuals from discussion or friendship groups, "borrowing" people's property without permission, being verbally unpleasant or going out of your way to avoid particular individuals, are all different kinds of bullying and are not tolerated.

Of course, we all have days when we feel particularly grumpy, or might not be getting on with others as well as we usually do, but learning how to control our feelings and manage our behaviour, is a crucial part of boarding and of growing up.

In all cases, if you are not sure, talk to an adult (or to your prefect, or to a peer mentor, or to one of the older girls in Junior boarding). Again, we are all here to help.

Buses

There is a bus that goes to London each Friday, at exeats and half terms. It returns to Prior's Field on Sunday evening. Please sign up by Wednesday bedtime each week. There is also a bus to Godalming station at exeats and half terms, just sign up by Wednesday bedtime before the exeat/half term.

Celebrating Diversity

Prior's Field is not a secular school and we are happy to make arrangements for any student who wishes to observe religious practice.





We welcome students from many countries and cultures and delight in celebrating their National Days, we have a series of themed suppers throughout the year and the Catering staff enjoy researching and providing authentic food for these occasions. Less formally, the Boarding staff encourage the girls to share with their friends their differing life experiences and cultural knowledge.

Child Protection

At Prior's Field we have adopted the policies and procedures of the Surrey Area Child Protection Committee. Each school has a designated teacher who has the responsibility of co-ordinating action within the school and liaising with Social Services.



Mrs Jo Purkiss is the designated **Child Protection Liason** person at Prior's Field. The Surrey Area Child Protection Committee considers that there are four areas of abuse:

Neglect
Emotional
Physical
Sexual

Any girl who would feels that she has concerns in any of these areas should speak to Mrs Purkiss. Details of national organisations which can give advice in this area are to be found in the Boarding House situated near to the telephones and on notice boards.



A full copy of the Child Protection Policy can be found on the schools website www.priorsfieldschool.com.

Common Rooms

Each year group has its own common room and pantry and also has its own character; containing a television, DVD player and kitchen facilities. The common rooms are pleasant places to go and relax in, with sofas, chairs, big cushions and beanbags.

Communication with the House Staff

We are easily contactable by telephone, fax or email.



Mrs Purkiss
01483 813102 (office)
07979 095497 (mobile phone)
jpurkiss@priorsfieldschool.com

Mrs Roberts-Barter
01483 813102 (office)
drobertsbarter@priorsfieldschool.com

Communication with the Girls

There is a postal delivery to the House each morning at break time.

Letters will be placed on the post board by the Boarding Office. Please check this area regularly. If a girl receives a parcel a "you've got mail" slip will be placed on the board, which they may then collect from the boarding office.

The school network can be used for emailing. Permission needs to be obtained before passwords can be issued, giving access to girls.

If you move house or change any communication details, please inform Mrs Roberts-Barter. Details will then be passed on to the School Office.

There is a pay phone in the House, which the girls may use: Parents can also call this number to contact their daughter 01483 813432.

Counsellor

The School Counsellor is available to all students on Wednesdays. Appointments can be made through the School Medical Centre. Posters are situated in the Boarding House for information.

Alternatively, girls can talk to the School Doctor (Doctor S Clarke 01483 239903), the School Chaplain (Rev John Fellows 01483 810328) or the Designated Independent Listener - Barbara who can be contacted on 07958 870105.

These meetings are confidential in most circumstances.

Electrical Equipment

The only items of electrical equipment allowed in the House are hairdryers, mobile phone chargers, a small desk lamp and laptops. Ipod speakers are also allowed but listening to your Ipod on headphones is preferable so as not to distract others. Toasters, mini fridges, kettles, heaters etc. are NOT permitted.

End of Term

At the end of term it is important that you start taking your posters down and packing as you are directed. Notices will tell you what you need to do and please stick to deadlines to avoid a last minute panic on the last day. Remember to check that all your drawers and wardrobe spaces are clear.

It is very important that you stay until the official end of term. Girls are not permitted to leave before the end of





term except in exceptional circumstances and even then permission must be sought by girls' parents from the Head.

Examinations

School examinations and tests take place throughout the year so remember to take home any books you will need and it is important to always do your best.

Extra-Curricular Activities

There is an excellent programme of clubs on offer for you to participate in (42 clubs a week). A clubs and activities fair is held in the Autumn Term where you can see what is on offer. You will also be given clubs booklets that give you full information about what clubs and activities are on available to you. Your form tutor will help you to decide what to do. Activities on offer include riding, ballet, shooting, tennis coaching and many more. Girls will also have the opportunity to participate in the Duke of Edinburgh Award. In addition, boarders are offered clubs each evening run by boarding staff. This year, we have chess club, dance club and scrapbook club to name a few. First to third form boarders must take part in at least three clubs per week - this can include regular after school music lessons and riding.



Extra Lessons

There are a large number of extra lessons that you can choose to take part in.

A list will be provided and it includes Speech and Drama, many different types of musical instrument tuition and Learning Support.



Exeats

There are two exeats each term. You will be expected to go home or to your guardians' home each exeat by 6.00pm on the Friday and will need to return between 7.00pm and 8.00pm on Sunday (please note, no supper on exeat Sundays) or, of course, on Monday morning when you are welcome to join us for coffee in the Junior Boarding Office or Sixth Form House. Please let Mrs Roberts-Barter know if you will be in any later than that!

Fire

It is strictly forbidden to use any product such as matches, lighters, candles, incense sticks or aromatherapy burners in the House, which all involve naked flames, because of the potential danger of fire.

Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm and



we would prefer that you do not bring aerosols into school.

The person discovering a fire will operate the nearest alarm.

On hearing the alarm:

By night

- Vacate your room immediately making sure everyone is awake.
- Take NOTHING but a pair of slippers or shoes and a dressing gown.
- Leave your room in silence, closing the door behind you.
- You should NOT run but walk quickly and in silence.
- Wait in silence at the assembly point. You are NOT to talk and must remain in position until dismissed by a member of staff.

THE PLACE OF ASSEMBLY is at the front door. You need to line up in your year groups.

By day

- DO NOT stop to collect personal belongings.
- Act quickly and quietly.
- DO NOT attempt to pass others on your way to the place of assembly.

THE PLACE OF ASSEMBLY is on the field. You will need to line up in your form groups.

It is in your own best interest to familiarise yourself with the escape routes available from all locations within the House.

Health

The Medical Centre is situated in the Sixth Form House on the ground floor.

The School Doctor holds a surgery at the Medical Centre on Monday and Friday mornings from 8.30–9.05am for routine appointments for boarders and for medicals.

Individual appointments can be made through the Housemistresses or School Nurse. The School Doctor can be seen at other times at The Mill Medical Centre in Godalming and the Nurse or House staff can arrange an appointment and accompanied transport for appointments which are made in this way.





The Medical Centre is staffed between 8.00am and 5.00pm Monday to Friday.

Most minor ailments, such as headaches and sore throats, can be dealt with in surgery time. If you feel unwell outside of Medical Centre Hours, you must inform the House Staff on duty as soon as possible. They can dispense simple medicines such as paracetamol.

In an emergency, the nurse can be contacted out of surgery hours through the school office during the school day and through the Housemistresses at other times. At weekends and after 5.00 pm, medical cover is provided through The Mill Medical Centre.



Holidays

The House is closed for the three half-terms and three long holidays per year.

The dates are published well in advance and your family should make travel arrangements to coincide with these dates and inform House Staff of these details.



Permission must be obtained from the Head if there is to be any change from the stated times and dates given on the Calendar.

For all short and long fixed exeats, the House will be closed from when the last girl leaves and girls can arrive back at the end of the exeat from 7.00pm. You will need to inform House Staff if you intend to leave significantly later than the designated time or if you are leaving or returning early. At the start of term everyone should return between 5.00-8.00pm unless they are on later flights and House Staff have been advised.

House Duties

There are a number of House duties that you will have to do - from clearing up the Common Room to kitchen duty and wake-up duty. Everybody takes turns.



House Meeting

There are house meetings throughout the week for each year group. These vary depending on upcoming events and activities and staff will let you know when they will take place. All boarders are expected to attend these meetings unless they are excused in advance by a member of house staff.

House Routine

Daily Routine

7.00am

"Wake Up" bell rings, two girls on wake up duty go round House and Staff on duty go round bedrooms to make sure girls are awake and moving.

After Breakfast

Girls in House to tidy rooms and themselves, make beds and gather equipment for the day.

8.15am

Girls leave House for registration in form rooms, followed by Assembly or lessons.

There is no access to the boarding house during the day. Fifth form girls may study in their rooms by agreement with Mrs Roberts-Barter. Fourth and Fifth form boarders have their break in the boarding office.

4.10pm

Lessons end

Afternoon break on a Monday, Wednesday and Friday is served in the Boarding office.

Make sure you collect your pantry order from the dining hall after supper!

5.30pm

Junior Prep (First Form finishes at 6.45pm, Second and Third at 7.00pm)

6.45pm

Supper (6.30 for Fifth Form, 7.00pm for Second and Third Forms)

7.00-9.00pm

Senior Prep (Fourth and Fifth Form)

9.00pm Lights out for First Form.

9.30pm Lights out for Second Form.

9.45pm Lights out for Third Form.

10.00pm Lights out for Fourth Form.

10.15pm Lights out for Fifth Form.

Kitchens

There are kitchen areas in each common room. There are microwaves, fridges and kettles for you to use. All the girls take it in turns to tidy up the kitchens. Girls may bring back personal food but must still attend all meals. Girls must store perishable items in the kitchen fridges and it is advisable to name food items. House





Staff will throw away food in the fridges, belonging to the girls, if it is past its use by date.

A variety of tuck can be bought from the school Tuck Shop which is open for boarders at 7.00pm on Tuesday and Thursday evenings.

Please do not bring back any electrical kitchen equipment as you will not be permitted to use it.

Laptops

These are allowed in school and for use during prep. If you are found to be abusing the privilege of having a laptop i.e. by watching unsuitable DVDs or watching DVDs at the wrong time, it can be confiscated by the House Staff. Laptops should be used sensibly.



Laundry

Bed linen, towels, uniform, underwear and home clothes are sent to the laundry once a week and are usually returned the next day. Please make sure all your clothes, towels and bed linen are clearly labelled. You must change your own bed and take your laundry to the Laundry Room, and put it in the right basket. Your clean laundry and towels can be collected from your shelf in the Linen Room every day at any point until bedtime.

Meals

The majority of meals are taken in the school Dining Room under supervision. Girls must attend all meals. A snack is provided at 10.45am and at 4.10pm in the Dining Room or Boarding Office for break and tea. Food and drinks are not to be taken out of the Dining Room. Meal times are as follows:



Breakfast

Monday – Friday 7.30–8.00am
Saturday and Sunday 8.00–9.00am

Lunch

Monday – Friday 1.10–2.10 pm
Saturday and Sunday 12.30–1.00pm

Supper

Monday–Friday: 6.45–7.10pm (6.30pm for Fifth Form)
Saturday and Sunday: 6.00–6.45pm



Medication

Girls are not permitted to keep any medicines themselves, except for vitamin supplements agreed to by the Medical Staff.

Any medicines or herbal remedies brought from home, whether prescribed or purchased over the counter, should be handed to the School Nurse together with a letter from parents explaining its usage.

The School Nurse will provide written authorisation for Boarding Staff to administer medication during the evening when the Health Centre is closed. All medication should be labelled with details of the name of the child.

Mobile Phones

Mobile phones are allowed, but you should not disturb others. It is school policy for them not to be used during the teaching day and it is advisable to leave your phone in the Boarding Office whilst you are in school. If you are found to be using them at inappropriate times or abusing the privilege your phone will be confiscated for a designated length of time.

The First, Second and Third forms hand their phones fifteen minutes before lights out. They are locked away in the Boarding office overnight and may be collected the next day. Girls are advised to leave their phones in the boarding office during the day, where they will be safe - they may collect them after school.

The Fourth and Fifth forms are allowed to keep their mobile phones on the understanding that they do not use them after lights out. If they are caught using them they are confiscated. It is at the discretion of the Housemistress, as to how long they remain confiscated.

Name Tapes

ALL of your items should be clearly named preferably using sew-on labels. These sew-on labels should show your full name (for identification in the Boarding House and especially with regard to your laundry).

Newspapers

The House receives a copy of 'The Times' and 'The Daily Mail' each day, except for Sundays when the House receives a copy of 'The Sunday Times'.

Outings and informal events

We hope to run a number of outings and events each week, to help the girls get to know one another and the boarding staff, and of course, to have fun and relax! If there is anything in particular you would like to do, that is not on offer, please let us know. These are in addition to weekly clubs and activities and boarding clubs. They are not compulsory and should not compromise your prep.





For full boarders, there is one compulsory trip each weekend which is normally on Sunday, and occasionally on Saturday, these trips range from fun trips like Thorpe Park to educational visits to museums and galleries.

Below is an example of what we hope to offer:

- *Hot chocolate in Mrs R-B's flat and in common rooms*
 - *Pamper nights with the Sixth Form*
 - *Pizza making with Mrs R-B*
 - *Informal activities in house*
 - *Avon Tyrrell activity weekend*
- *Regular hot chocolate and chats throughout your first term to help settle in - with Mrs Purkiss, Mrs R-B*
- *Tea party in boarding house to show tutors and staff around your boarding house*
 - *Seasonal Celebrations and Dinners*



Packing

You are encouraged to pack the things you need at school into suitcases and boxes. Full boarders **MUST** have trunks. These are placed in the Assembly Hall at the start and end of each term where they can be packed and unpacked.

Passports and tickets

Travel documents must be handed to Mrs Roberts-Barter or be kept with Parents or Guardians on your return to school. Parents or guardians are responsible for the purchase of tickets and the organisation of visas and other travel documents.



Pocket money and valuables

All girls have a lockable box or cupboard in which they can keep possessions although we strongly recommend that money and valuables be handed to Mrs Roberts-Barter for safe keeping. Items such as money, Girls are encouraged to bring back as few valuable items as possible.

The bursary keeps pocket money for full boarders; they may request how much they would like each week (within a limit set by the parents) from Mrs Roberts-Barter by bedtime on Wednesday.



Positions of Responsibility:

Boarding Committee Representative

Two girls from each year group are appointed to sit on the Boarding Committee. They meet with a member of the Sixth Form regularly and they share any concerns of their year with her and help with ideas for the improved organisation and management of their years.

Food Committee Representative

A minimum of two girls from each year group meet regularly with the Catering Manager to discuss menus and to make suggestions. You may put yourself forward for this position.

Prep

Prep is held at the end of the day. Immediately after school, girls have a break and are able to participate in many of the after school clubs on offer. Following this, prep begins at 6.00pm and is supervised by a member of staff. Girls should have their prep diaries signed by a member of boarding staff each night. Full boarders should have their diaries reviewed and signed off by Mrs Roberts-Barter or Miss Garrido on Saturday mornings.



Rules and Sanctions and Rewards

As the boarding house is your home away from home we try to keep the number of rules to a minimum. The rules we do have are for your safety and for the good of the community. It is important that individuals are respected and that the community can function. It is your responsibility to be in the right place at the correct time, having done everything you need to.



Few sanctions exist in the boarding house – the emphasis is on the individual being empowered to monitor her own behaviour within certain restrictions laid down by the school. It is important however, that you know the boundaries and understand that all actions have consequences.

The following are strictly prohibited:

(i) Smoking and the possession of cigarettes and/or illegal drugs in the House and on or off school premises.

(ii) The consumption and/or possession of alcohol in the House and on or off school premises.

If you are found to have broken these rules, your parents/guardians will be informed and the consequences may be very serious.

There are a number of sanctions that are in place for anti-social and disruptive behaviour within the House. These can be found on posters on notice boards around the House and relate to punctuality, antisocial behaviour, improper use of facilities etc. and the sanctions can range from early to bed to various forms of community service.

We are delighted to acknowledge good behaviour, tidy rooms, being caring and compassionate with friends and girls are rewarded in various ways eg; by being taken out for tea and other treats.





School House Events

There are three school houses – Austen, Frank and Pankhurst.

There are a number of Inter-House competitions and this list is not exhaustive:

Art; Tennis; Netball; Rounders; Cheerleading;
Cross Country; Gym

Security

The boarding house is locked during the day for your safety and security. In addition, the doors to the school all have security codes. Your safety is our main concern and so the fewer people who know the codes to the doors, the more secure you will be. Tell friends and family to call the House Staff when they arrive and we can go down and let them in.

The woods are out of bounds to all students unless they are accompanied by an adult member of staff.

Signing – in and out

There is a signing in and out book on the table next to the Boarding Office. You must fill it in legibly, appropriately and in person, whenever you go out or come in (apart from going to meals and to lessons) according to the headings in the book. This lets the House Staff know where you are in case of an emergency, such as a fire.



Start of Term

Girls are expected to return to school by 6.00pm the day before the start of each term. It may be possible to arrive earlier during the day or later providing the House Staff are informed and staffing arrangements can be made. Any girl requiring a taxi to collect them from Gatwick or Heathrow airports or local bus/rail terminals need to notify House Staff well in advance in writing. An evening meal is provided at 6.00pm.



Tuck

First and Second Form tuck boxes are kept in the Junior Pantry and girls are allowed to access them at designated times. Fizzy drinks and cooked foods from home are not permitted.



Swimming

The pool is open daily between 4.45 and 5.30pm and 7.30 and 8.15pm (these times may vary but changes will be posted on the white board outside the Boarding Office).

The rules must be followed:

Pool Rules for Prior's Field School

FAILURE TO OBSERVE THE FOLLOWING RULES MAY RESULT IN THE OFFENDER BEING EXCLUDED FROM USING THE POOL.

1. Shoes must be worn going to/from the Pool, and then placed neatly around the outside of the grass area.
2. Only one piece costumes to be worn as per the School rules. Girls must bring towels/ toweling robe to the swimming pool. No jewellery or watches – these should be left in the Boarding House.
3. No food, sweets or Chewing gum to be consumed in pool area.
4. There must be no INAPPROPRIATE BEHAVIOUR of any kind, no DUCKING, BOMBING, PUSHING IN, THROWING IN, UNNECESSARY SHOUTING and RUNNING round the surround of the pool. MASKS, FLIPPERS, AND INFLATABLES are not allowed in the pool during general swim sessions, goggles are acceptable.
5. Any inappropriate behaviour will be recorded in the pool log book.
6. No DIVING during recreational swimming.
7. Long hair must be tied up or a hat worn. Large earrings should be removed before entering the water.
8. Any person suffering from diarrhoea or vomiting in previous 48hrs should not enter the pool.
9. Asthmatics should ensure they take their inhaler to the pool and leave it with the Lifeguard on duty.
10. The instructions from the Lifeguard must be obeyed at once.
11. No person should enter the pool until instructed to do so by the Lifeguard.
12. SIGNALS: You should ensure you are aware of the following:

ON HEARING ONE SHORT BLAST OF THE WHISTLE:-

-IMMEDIATE SILENCE

-LISTEN FOR INSTUCTIONS

-THOSE IN DEPTH OF WATER ALLOWING THEM TO STAND - STAND STILL.

-THOSE OUT OF DEPTH – TREAD WATER OR SWIM QUIETLY TO THE SIDE.

HEARING TWO SHORT BLASTS OF THE WHISTLE:- will alert a swimmer that the Lifeguard wishes to talk to them.

ON HEARING A CONTINUOUS WHISTLE –

IMMEDIATELY SWIM TO THE SIDE OF THE POOL AND LEAVE THE WATER.

Move to the grass area and await further instruction.



Travel

All arrangements are recorded and taxis need to be booked in plenty of time. If you would like the school to organise a taxi, we will need your flight details and arrival times if you are going to or coming back from the airport. Please check that your taxi is booked with a member of House Staff.

You must not leave the school premises with anyone else apart from your parents. This means permission needs to be received if you are going to travel with another pupil or another family.

The taxi drivers of the company used by school are all CRB checked.



Tutor

Your tutor is responsible for monitoring your academic progress and pastoral well being at school. The Housemistress has the general overview of your progress and she will be contacted if you are missing work and if you have been put in detention or on supervised work.

Work

Obviously, work is a crucial part of your time at school. Although we want you to have fun and feel at home whilst you are in boarding and it is very important that you feel relaxed here too. It is also important that you work hard and achieve the very best you can academically. We are very proud of our boarders' academic achievements and successes and we work very hard as a boarding team to ensure that you do well academically. This includes: supervising your prep, liaising with teaching staff about any problems, concerns or issues you may have, keeping in close contact with your parents about your academic progress and, occasionally, imposing sanctions (like supervised boarding prep), if we feel that you are not working hard enough. As with everything else, we really want you to do well and we want to work with you and your parents as a team, to ensure you do the very best you can.



Worries and Problems

It is quite normal to have worries or problems and it makes sense to ask someone to help sort them out. The House Staff and Senior Girls are there to help you benefit fully from your time at school. There are many people in boarding and in School with whom you can talk. You should never be afraid to speak about things that are worrying you. It is always easier to solve a problem when you can share it with someone else. In the House you will find posters in key places that identify all the people who you can ask for help. Identify one or two people who you trust and talk to them.



Your Life at Prior's Field

The staff at Prior's Field are dedicated to the goal of providing a harmonious boarding environment for girls from differing ethnic, geographical and family backgrounds. In bringing girls together in a co-operative community, every effort is made to see them as individuals and to cater for their particular needs and aspirations.

Living together peaceably becomes a continuous process of negotiation and interaction between boarders and staff, striving for a balance between developing the special talents of young women and promoting a sense of community and values.

Boarders are required to adopt the twin priorities of obtaining the highest possible level of academic achievement and participating fully in school life.

Weekly boarders are encouraged to stay in House during the weekends if doing so suits their plans and, when space permits, places are offered on a temporary basis to day girls who wish to remain at school overnight for any particular reason.

The relationship between full boarders, weekly boarders and day students is a strong one at Prior's Field, and is encouraged throughout the whole school.

Part of communal living involves our girls gaining of a sense of ownership of their Boarding House, its facilities and procedures. Through the Boarding Committees, and the informal interaction which takes place between staff and girls, notice is taken of suggestions and proposals, which are implemented wherever possible.

Learning to negotiate and solve problems in a courteous, diplomatic and caring manner is encouraged and is a very useful life skill.

Above all, a happy, relaxed tone is central to creating the right ambience within the friendships are formed within and across year groups, and laughter and play are always encouraged. Creativity is valued, as is tolerance.

This produces a blend of differing personalities and living styles, and all boarders will experience special moments which will remain with them for life.

Prior's Field Junior Boarding – School and Home



THE BOARDING 'LISTENING HOUSE'

walls don't have ears, but these are the people who do...

Your Form Tutor

Mrs Purkiss
Head of Boarding

Your Housemistress

Mrs Roseblade
Head

Your Head of Year

Your Head of House

Mrs Whiffin
Mrs Worsdell
School Nurses

Your Prefect or Mentor

Dr Clark - School Doctor
01483 239903
(in the Medical Centre
Monday & Friday at 8.30am)

Childline

Call, email, text, chat
0800 1111
www.childline.org.uk

Ofsted

08456 404040

The School Counsellor

Social Services
01483 517777 or
CSCI - Children's Rights
0800 5280731

Independent Listener

Barbara: 07958 870105



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