

Ockbrook School



HOUSE HANDBOOK

2018 - 2019

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Introduction

The purpose of this manual is to make clear how the Boarding House operates. It is a source of information to newer boarders, parents and/or guardians and staff but also a useful reference document for those who have been here for longer and outlines standards to which the Boarding Houses should aspire. Of course, one cannot capture the communal life of all involved at Ockbrook School in a document and this manual does not try to do that. It aims to give those about to arrive a flavour of what the Boarding House is about, the newer boarders something to refer to, to help them through their first few weeks, and all of the Boarding House a sense of consistency and predictability about the workings of the House.

Please may I emphasise that this is not designed to be a finished work and that revisions to it will be made over time by all those whom it affects so that it continues to reflect real life in the Boarding Houses. I hope too that it will provoke discussion – with me and with the boarding staff at the prefect/captain meetings.

Mrs S Gensmantel
Head of Boarding

Meet the Team

House Staff



Head of Boarding
Mrs S Gensmantel



Senior House Parent
Miss K Sharratt



School Nurse
Mrs L Tanser

House Parents:

Mrs M Cooper, Miss J Cresswell, Mrs C Dalby, Mrs R Gascoigne, Mrs W Holmes, Mrs C Horspool,
Mrs K Taylor

Relief House Parents:

Miss L McClay, Miss H Naylor

Year Group/Tutor List		Year Group/Tutor List	
Year 5	Mrs B Thornton	Lower 6	Mr R Moorhouse
Year 6	Mrs J Mullineux and Mrs P Ward	Upper 1	Mrs S Michell
Lower 1	Mrs M Watkins	Upper 2	Mrs A Newton
Lower 2	Mrs A Wright	Upper 3	Mrs L Archibald
Lower 3	Mr T Sands	Upper 4	Mrs E Coggle
Lower 4	Mrs J McGahey	Upper 5	Mr E Swindell
Lower 5	Ms K Cleland		

<p>Ockbrook Contact Details</p> <p>Address: Ockbrook School The Settlement Ockbrook, Derby DE72 3RJ</p> <p>Phone numbers: Mrs Gensmantel Office 241</p> <p>Emergency Phone Numbers Phone Line (Day Time) 01332 673532 SGL Mobile: 07771 872527 Liley House (Boys House) 01332 671088 Broadstairs (Girls House) 01332 672351</p> <p>E-mail addresses:</p> <p>SGE: sgensmantel@ockbrookschoo.co.uk</p> <p>SGE/KSL boarding@ockbrookschoo.co.uk</p> <p>[Most staff email addresses follow the same pattern; {initial}{surname}@ockbrookschoo.co.uk</p>	<p>Other useful telephone numbers:</p> <p>Registrar 271 Reception 270</p> <p>If you wish to talk to somebody outside the School about your worries, you can phone:</p> <p>Independent Listener 07535 524561 Child Line 0800 1111 Derbyshire Social Services 01629 533190 Derbyshire Out of Hours 01629 532600 Children’s Commissioner 0800 5280731 NSPCC 0800 8005000 Cruse Bereavement Care 0844 4779400 Drugs – Talk to Frank 0300 1236600 Samaritans 08457 909090 Rape and Sexual Abuse Helpline Support Centre 0808 8029999 <i>(there are additional helplines posted in house)</i></p>
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Ockbrook School

Our Mission

We aim to develop individual potential and self-worth through stimulating and positive relationships and through an understanding of Christian values, so that our boarders are prepared for the challenges they will face in their future lives.

Our Aims

- To develop the individual's full potential through the pursuit of excellence.
- To develop independent thought and a sense of responsibility in preparation for adult life.
- To nurture positive relationships within a caring and supportive environment.

Ockbrook School Boarding House Ethos

The Boarding House should be a community in which:

- all members are valued, wherever their talents lie
- all members are encouraged in their individual endeavours and self-esteem and confidence are bred and not damaged by the corporate life of the House
- effort matters more than achievement; contribution matters more than success
- individual and collective achievement is appreciated and applauded by all
- all members of the house support house enterprises in whatever way they can, even if it is not their area of speciality
- young people learn to relax and have fun together and learn to develop sensitivity and respect for the differences in others
- the elder members of the community present a good example to younger members which reflects the educational objectives of the school
- values such as honesty, trust, humility and loyalty pervade daily life in house and characterise all relationships within the community
- all individuals learn to respect people, property and privilege

In such a community, all boarders will **grow in confidence**, will **contribute** widely and will **care** about others. In as much, the community that we seek to foster within Ockbrook will reflect exactly the aims and purposes of the ethos of the School.

Statement of Schools Boarding Principles and Practice

There has been boarding at Ockbrook School for many years. Boarding continues to be an important and integral part of the whole school and exists to help boarders who would, by reason of distance or domestic circumstance, otherwise be unable to attend. It provides these boarders, along with our day pupils, the opportunity to participate in the full and varied life of the School.

When there is availability Boarding is also offered as a 'casual boarding' facility to all families with children at the School.

The principles on which boarding is based at Ockbrook School are:

- 1) Mutual respect for all boarders.
- 2) The right to be able to work, play and relax free from abuse, intimidation, harassment, teasing or bullying.
- 3) Equality of opportunities and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- 4) The right to extend their intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work.
- 5) Despite the often great distance separating boarders from their families, links with parents are seen as an essential and indispensable part of the support and development of boarders in the School.

Ockbrook School Boarding Code of Conduct

Contribute positively

- Help
- Share
- Join in

Do the right thing

- Only age appropriate films/games/conversations/magazines
- Use appropriate language
- Dress correctly

Be where you should be

- Be on time
- Sign in and out
- Only enter other bedrooms if invited

Use communal areas sensibly

- Tidy up after yourself
- Be considerate of other people
- Use equipment appropriately

Keep your room tidy

- Make your bed each morning
- Put your belongings away
- Hang and put clothes away.

What you should expect of our Boarding Staff

We would like to guarantee to the members of the House that our dealings with them will be characterised by the following principles.

- Passion – a desire to see all members of the house happy at Ockbrook and to help you to make a success of your time at school.
- Fairness – all members of the house will be treated in a fair and measured way and with consistency
- Approachability – we would like to hear of any problems from you rather than from others
- Time – that all members of the house feel that they are treated as individuals; that all members of the house believe that we will listen to them
- Humility – to back down and accept that sometimes we may be wrong, to not be proud when we are right
- A desire to build up your self-esteem, and therefore not to use put-downs
- We will encourage you and not criticise unjustly
- A kind sense of humour

We recognise that we too will make mistakes. We would like you to talk to us if you feel that we have got something wrong. We may or may not agree with you, but we will listen and always seek to help you understand why we responded as we did.

What we expect of you

- Honesty – this is an essential ingredient to maintaining a working relationship with your Head of Boarding
 - If you break something, do let us know
 - If you get it wrong, as everyone does from time to time, put your hand up to admit it. Take what comes and move on
 - Integrity – you should not play members of the House off against each other, to admit when you have done wrong
- Respect – this is an essential ingredient of living in a community of others. You should respect:
 - Property – theft undermines house trust. So does borrowing without permission. Look after house fabric
 - People – Bullying in any shape or form has no place in our house community. Knock on doors, respect the right to privacy of others and don't borrow from someone in a year below you without prior consent of the Head of Boarding
 - Privilege – Make the most of the opportunities that you have and beware of the danger of conceit
- Contribution - this is an essential ingredient to making the most of your education at Ockbrook
 - Contribute to all house endeavours – eg house sport, activities, competitions
 - Experiment and have a 'give it a go' attitude – we expect you to try things and accept our prompts to do so too. Everything is worth at least one go (clubs, concerts, trips, games) Always be prepared to try something new
 - Be reflective about your own personal development. Pursue breadth and excellence in equal measure
- Commitment and Effort – this is an essential ingredient to building character
 - Sometimes you will be asked to do things you don't want to do. Commitment to such causes creates character and wins respect. Resolve to go the extra mile in that open-ended prep, determine to finish the cross country when you're exhausted, show positivity when trudging through the pouring rain on camp for the third day in a row – these can be the defining moments of your Ockbrook career

Daily Routine:

Timings are slightly different in the Primary School

	Monday	Tuesday	Wednesday	Thursday	Friday
Wake Up	7.15 – 8.00 am				
Breakfast	8.00 - 8.30 am	8.00 - 8.30 am	8.00 - 8.30 am	8.00 - 8.30 am	8.00 - 8.30 am
School Registration	8.40 - 9.05 am	8.40 - 9.05 am	8.40 - 9.05 am	8.40 - 9.05 am	8.40 - 9.05 am
Morning Lessons	9.05 am	9.05 am	9.05 am	9.05 am	9.05 am
Lunchtime & Registration	1.00 - 2.10 pm	1.00 - 2.10 pm	1.00 - 2.10 pm	1.00 - 2.10 pm	1.00 - 2.10 pm
Afternoon Lessons	2.10 pm	2.10 pm	2.10 pm	2.10 pm	2.10 pm
After School Clubs/Prep	4.15 - 5.45 pm	4.15 - 5.45 pm	4.15 - 5.45 pm	4.15 - 5.45 pm	4.15 - 5.45 pm
Supper	5.30 - 6.00 pm	5.30 - 6.00 pm	5.30 - 6.00 pm	5.30 - 6.00 pm	5.30 - 6.00 pm
Second Prep	7.00 - 8.00 pm (SNR)	7.00 - 8.00 pm (SNR)	7.00 - 8.00 pm (SNR)	7.00 - 8.00 pm (SNR)	7.00 - 8.00 pm (SNR)
Year 5, 6	To rooms: 8.00 pm & Lights out: 8.30 pm				
Year 7,	To rooms: 8.30 pm & Lights out: 9.00 pm				
Year 8, 9, 10	To rooms: 9.00 pm & Lights out: 9.30 pm				
Year 11	To rooms: 9.30 pm & Lights out: 10.00 pm				
Year 12, 13	To rooms: 10.00 pm & Lights out: 10.30 pm				

Weekends

Breakfast is in-house. This will be served by the House Parent on duty. The House Parent will advise the time the night before as this can change due to any excursions planned and/or Church during the day.

Saturday and Sunday supper will be served in the Dining Hall at 5:30pm.

Full boarders will have the opportunity for structured study, including homework. There will be a trip or cultural or sporting activity on Saturday or Sunday afternoons followed by a house social event in the evening. On Sunday mornings, the boarders will attend either the Moravian/Church of England service in Ockbrook village or Catholic mass nearby if requested.

Sixth Form are allowed out at the weekend to visit friends with parents' written permission. Permission forms should be collected from, and returned to, the Head of Boarding. Permission should be requested no later than Tuesday.

Sundays (Weekly Boarders)

Boarders return by 7.00pm and sign in to Boarding (Later returns should be requested in writing; by Thursday evening prior to the weekend concerned.)

An A-Z of House Life

A

Accidents

All accidents and injuries in School, whether in the buildings, sports field or anywhere else on the School campus, must be reported to a member of staff.

Activities

Extra-curricular activities are an essential and integral part of your education. In Boarding we organise a busy and varied programme to ensure that everyone has a balance of academic, artistic, physical and recreational activities. The full programme of week night and weekend activities is open to boarders in all years.

If you are in Years 5-10 you are expected to go on the Boarding Outing every Saturday and choose at least two other activities during the week

If you are in Years 11-13 you are encouraged to join the Boarding Outings (**3 per term are compulsory**) and may choose as many activities as you wish during the week – remember that it's important to take time out from your studies.

Academic Support

From time to time individual boarders will need additional support measures to help them with their studies. Rarely are these enforced; more often they are implemented by mutual agreement following discussion. Sometimes boarders themselves will initiate the discussion when they perceive a need for such support, and this is to be encouraged.

Appointments

Visits to the optician, banks, passport office etc should be restricted to holiday time whenever possible.

B

Birthdays

Birthday cakes can be ordered through the Boarding Staff at the beginning of term. You can arrange for your friends to share your cake in the Dining Room after supper. If you would like to have your cake in the Common Room please make arrangements with the Head of Boarding.

Bathrooms

You are free to use the showers from 7.00pm until bedtime but not during Study. The bathrooms should be empty by bedtime and you should be quiet in your room. Please remember to use a dressing gown when going to and from the showers. As the facilities are communal, each of you should leave them in a way that you would like to find them as good hygiene is of utmost importance.

Behaviour

First and foremost we recognise and celebrate positive behaviour every week in boarding. The School's Behaviour Policy also applies and will be followed where there are behavioural issues arising.

Ball games

No ball games are permitted in or immediately outside the house, other than on the Sport's Field.

Bedrooms

A boarder's room is their own private space. The nature of boarding life is it provides relatively little privacy compared with life as a day pupil at home, and so boarders should expect their House Parent to protect fiercely a child's right to privacy in his or her own room. No boarder should be in another boarder's room without the host present. Boarders should note that the usual punishment for their being found behind the closed door of another boarder's room is gating in the first instance. Boarders are always asked to knock before entering another's room.

Boarders are expected to keep their rooms tidy and to take care of the furniture and fittings. **Posters etc. should only be fixed to the pinboards provided**, though it may also be possible to stick items to woodwork with 'white blue tac'. ***Pins must not be placed into any woodwork and no marks should be made anywhere.***

Beds must be made every morning and desks should be tidy so that they can be cleaned. Floors should also be clear so they can be vacuumed.

Boarders are encouraged to personalise their rooms as much as possible, for instance with posters, rugs and plants. Pictures must, however, be decent. Potentially offensive posters will be removed (the decision of the Head of Boarding is final.) See later section for guidance on what electrical items can be brought in.

All rooms will usually be allocated each term by the Head of Boarding, the criteria for prioritising bedrooms will be by Year Group.

No food to be stored in bedrooms.

Beginning and end of term arrangements

Each boarder will be supplied with a padlock with keys at the beginning of each term by the Head of Boarding and must be signed for. They must be returned to the Head of Boarding at the end of the term (if they are not we will assume they have been lost and raise a charge).

Rooms must be cleared completely at the end of each term. The boarding staff will specify what can be left, if anything, before the end of each term. Arrangements will be made for overseas boarders to leave items in other storage areas, though their security cannot be guaranteed.

At the beginning and end of each term all rooms will be carefully inspected for damage or graffiti. Damage occurring during the term will be charged.

Bicycles

Bicycles are welcome at Ockbrook. Boarders can keep their bike on the bike rack (outdoors, not undercover) at their own risk, and subject to a discussion with the Head of Boarding about the regulations for cycling. (Please ensure you insure your bike against theft)

“Borrowing”

Senior boarders should be aware that any request they make of a junior boarder to 'borrow' personal possessions may be complied with because of a fear of the consequences by the younger boarder. **Therefore, no boarder may “borrow” any personal possession from another member of the house in a year junior to their own, except with the specific permission of the Head of Boarding.**

C

Candles

Candles must not be brought into Boarding as they pose a serious fire risk. Combustible items put the community at risk. The following items are therefore NOT permitted: matches, lighters, candles, joss-sticks, electric fires or fan heaters.

Cleaning

You are expected to keep your own rooms tidy. Rooms are cleaned every day; all surfaces should be cleared.

Communication

Boarders should check their school email, read the boarding noticeboards and check their post for messages on a daily basis as well as making sure that they attend the weekly boarding meetings as important information is often passed on at this time. Informal communication is essential to foster good relationships so talk to staff, develop a relationship with them and that will provide you with a healthy support network. We can't help with problems if we don't know anything about them.

Concerns

However trivial your concern may seem to you, there is always someone you can talk to:

The Student Council meets half termly and is chaired by the Head Boy and Head Girl. The Form representative for each Form attends. Concerns and suggestions can be given to the form representatives who will raise it at the Council Meeting. The Headmaster and/or Deputy Head attend the Council Meeting. Minutes are kept and circulated to the form representative who is responsible for sharing these with the Tutor Group.

You will have a say in the election of Head Boy and Head Girl and Senior Prefects. They will listen to any concerns and suggestions and inform the Deputy Head if there is something they need to pass on.

Your Form Tutor will listen to any concerns and suggestions during the daily registration period.

The Head of Boarding is always available to boarders and will listen to any individual concerns, complaints and suggestions as well as those discussed at the weekly boarding meetings.

If you have concerns about an adult you may speak to any member of staff within the School and they will have the responsibility of passing your views onto someone senior so that action can be taken. Any concerns you have about your academic progress should be raised with your subject teacher in the first instance.

Usually the member of staff will talk you through the situation and then make a summary of basic points in writing. They will pass the information on to the relevant senior member of staff. The Deputy Head/Head or Uppers/Lowers may then see you and outline what they intend to do.

The senior member of staff will not raise vague generalities with other staff as it is not fair to criticize without giving details of specific incidents. However, the senior member of staff has a responsibility to ensure that you are not put in a difficult position just because you have raised a concern.

There may be times when you feel you cannot talk to any of the above people. In this case you can use the contacts from the list on page 4.

Confidentiality

If you tell a member of staff something that is critical to the health and welfare of yourself, the community or others, that person may have to pass this information on to a more senior member of the School staff.

Correspondence

All correspondence concerning Boarding matters, including change of contact details, should be addressed to the Head of Boarding. If your parents or guardians are away from home whilst you are at School, the Head of Boarding must have a contact telephone number and details of an alternative Guardian. This is also necessary even if you are UK based.

Charity

The Boarding House supports the school charities which pupils of the school choose annually.

Clothing

During the day, when out and about, boarders should maintain the highest standards of dress. Pride in one's appearance speaks of high personal aspirations, and nothing less than this is expected of boarders of Ockbrook.

All clothes must be labelled and parents are advised to consider what they allow to be brought in. Particularly valuable or delicate items should not be brought in due to the risk of loss or damage. Any items that need to be repaired should be given to the House Parent.

Common Room (Games Room) and Public Areas

The houses have a TV / Games Room and a quiet shared study room. Boarders are expected to keep these areas tidy, and to take care of the furniture and electrical equipment. During private study times they may be used exclusively for the purposes of academic work.

Computers/Internet Access/Laptops

Boarders are expected to comply with School IT Policies and contracts at all times. In particular, profligate printing from websites should be avoided. Moreover, if you send something to print and it does not appear, do not simply send it again and again – this will only make the problem worse. If you discover a problem with the house IT provision, speak to the IT Manager in school and inform the Head of Boarding. Under no circumstances should boarders play with the hardware provision or remove any of the wiring.

Senior Boarders (Years 10-13) are allowed to have laptops or desktops in their own rooms but must not use them to play games during private study time. All screens used in bedrooms **must** face the doorway.

Cars

Requests for Sixth Form boarders to bring a car to school should be made in writing to the Headmaster.

Boarders may not use their cars during the school day for visits to the shops etc. Casual lifts should not be given to other school friends.

Boarders with cars may not use them to leave the school premises from Monday to Friday without prior permission from the Head of Boarding and only then if requested by parents for appointments, interviews etc.

Qualified drivers may drive school friends at weekends, but only with written parental permission from all concerned. Boarders with signed parental permission slips allowing them to be passengers in the cars of school friends should ensure they have informed the Head of Boarding of their intended travel arrangements.

For additional guidelines and information on Driving Lessons please contact the Head of Boarding and the Head of Uppers.

D

Doctor/Dentist

If you need to see a Doctor/Dentist, you must see the Head of Boarding, House Parent or the School Nurse and an appointment will be arranged.

Dining Room

Boarders should not wear pyjamas or nightwear into the Dining Room. As this is a public area you should also remember that you should not be using your mobile phone or listening to music even if you have headphones ~ this is for safety as well as social reasons.

Dress Guidelines

Different occasions/weather require different styles of dress and it is important to understand the distinction between dressing for the working day and dressing for leisure time. In school, as later in paid employment, you are expected to be well groomed and appropriately dressed. Slovenly or torn items of dress do neither you nor the school any credit. As standards in all respects are very high at Ockbrook School, it is expected that all boarders appearance reflects this fact at all times.

Years 7 -13

School Uniform: You should ensure that you wear correct uniform on weekdays from breakfast onwards. Uniform is also worn on all formal occasions.

Home Clothes: You may change out of uniform after school into home clothes at 7pm. Wardrobe space is limited so only a few items of clothing should be brought to school. These should include an outfit appropriate for school outings and functions. High heeled, platform shoes or other inappropriate or unsuitable styles are not permitted and are liable to confiscation. All clothing, uniform and home clothes, should be clearly marked with name tags.

You may not wear a mixture of home clothes and uniform.

Hairstyle: Hairstyles should be conventional, neat and tidy. Dyeing/bleaching of hair is not permitted. Coloured streaks are not allowed.

- Year 11 below no nail varnish
- Year 11 above subtle foundation only
- Year 10 below no make-up

Damage, Loss and Theft

Any damage to the fabric of the house should be reported to staff as soon as possible so that it can be repaired. Those responsible for the damage may be charged for it.

Any loss should be reported to the Head of Boarding immediately. The loss will be publicised in the first possible house call and a 'Theft Report' compiled if it seems likely that the item has been stolen. This will be forwarded to the Deputy Head and Operations Manager. The theft of valuable items will also be reported to the police.

Please be in the habit of locking away valuable possessions in the cupboard in the bedside table (for which you will be provided with a padlock). The more everyone expects cupboards to be locked, the less likely we are to become victims of theft as a community.

DVD Library

The Boarding House has a small but ever-growing DVD library. The DVD library only stocks DVDs with a certified viewing restriction of age 15 years or under. A DVD may only be watched if the age is appropriate for everyone in the room.

E

English Speaking

English must be spoken at all times in the Boarding Houses, during the school day and at meal times.

Emails

Every boarder will be given a school email address which must be used for direct communication to staff and will be used by staff to contact you directly. Notices of forthcoming events and deadlines may also be sent by email. Your emails will never be read by any member of staff unless there is a complaint that you have broken the code of conduct.

Electrical Items

Your electrical items must be cleared by the Head of Boarding and PAT tested/checked before use. All personal electrical items must be insured as the school will not cover any faults or damages.

The following are permitted in bedrooms once tested:

- desk lamps
- battery chargers
- mobile phone chargers
- hairdryers/straighteners
- CD players/radios
- computers/laptops

The following are **NOT** permitted in bedrooms:

- fairy lights
- cooking equipment
- electrical adapters
- kettles
- mini fridges
- televisions
- electric fires/fan heaters
- unauthorised appliances
- trailing leads

F

Facebook

Ockbrook runs a Boarding Facebook page to keep the current and former house community up-to-date with events at Ockbrook. A Facebook search for 'Ockbrook School Boarding Derby' should find us.

Fire

When the fire alarm sounds, you must leave the building by the closest fire exit in silence and wait in silence on the hardstanding Netball Courts during the day and outside the senior teaching block during the night. You must stay outside until you are told by the Head of Boarding, Houseparent or the Tutor that you may re-enter the building. The evacuation must take no more than 2 minutes. Please hurry without running.

There will be at least two practices per term in each Boarding House.

Under no circumstances should you ever interfere with the fire safety measures around the house. This includes extinguishers, signage, fire doors and alarms etc.

Safety Precautions/Prohibited Items

The following are STRICTLY PROHIBITED on school premises:

- Candles
- Lighters and fuel
- Matches
- Joss sticks and cones
- Aromatherapy lamps/burners
- Cigarettes
- E-Cigarettes

or anything of a similar nature requiring the presence of a NAKED FLAME. Remember - any of these things could cause a fire.

Fruit

Is available in both Common Rooms, please help yourself to fruit whenever you want, but bear in mind that it is for all of you.

Food (Meat)

No raw meat and meats/food cooked from home will be allowed in to the boarding houses. This is due to the possible Health and Safety risks.

G

Guardians

If your parents live overseas you are required to have a Guardian who is resident in this country. The role of the Guardian is to be someone who acts on behalf of your parents when they cannot be present. A Guardian may be a close friend or relative over the age of 25 but not an older brother or sister resident in student accommodation in a university or School in the UK.

All overseas boarders require Guardians to ensure that:

- They have somewhere in the UK where they can stay if they are not returning home for the holidays.
- There is someone they can stay with if they are unable to remain at school for medical or disciplinary reasons.
- There is a contact in the UK to whom the school may refer in the event of an emergency.

We will do everything possible to care for sick boarders in School. However, in cases of prolonged illness, parents will be asked to contact the Guardian and instruct them to accommodate the student as outlined in our Guardianship Agreement. In the unlikely event that the number of boarders who are ill at one time is such that the School cannot accommodate them, we will request that parents instruct Guardians to provide accommodation.

Your Guardians are encouraged to attend school events, Parents' Evenings, concerts and matches.

Games Room

The Common Rooms are for all boarders from all year groups so you can socialise together in one area.

H

Health

There is always the School Nurse or a first aider on site at Ockbrook School during the day. Ockbrook Boarding also have a first aider on duty who is able to deal with minor ailments and have supply of standard medication.

If you are ill during the school day you must report to a teacher or reception who will then escort you to see the School Nurse. If needed, a Doctor's appointment will be arranged.

If you have acute vomiting and/or diarrhoea you must stay off school for 48 hours. You will be isolated in the Boarding House Sick Bay and have the single use of toilet facilities. For prolonged illness your parents/guardian will be contacted for them to accommodate you.

If you attend Accident and Emergency your parents/guardians will be informed immediately.

Haircuts

Anyone needing, or deemed to need, a haircut while at school should contact the Head of Boarding, who will make arrangements. Boarders must never cut each other's hair.

J

Jewellery (see Dress Guidelines)

Earrings should be in the form of a simple stud and only one earring is allowed in each ear. The only other item of jewellery permitted is a simple wrist watch, which should have the boarder's name engraved on the back.

K

Kitchen Area

The houses have one kitchen area each, it has an oven, fridge, microwave and kettle. Bread and milk are brought to the kitchens each day and a selection of spreads, drinking chocolate, tea, coffee, biscuits and sugar are also provided. Please be considerate in your use of these items and do not remove them from the kitchen. You can store your own chilled food in the fridge but please keep it bagged up and marked clearly with your name and use by dates. Some crockery is provided in each kitchen, but boarders may well wish to have their own (clearly marked). **Return the milk to the fridge after use. Doors must *never* be wedged open.**

No raw meat and meats/food cooked from home will be allowed in to the boarding houses. This is due to the possible Health and Safety risks.

The combination of heat, electricity and water make the kitchen the most hazardous areas in the house so boarders must take good care to ensure safety. Head of Boarding's Safety Rules for the kitchens are displayed and are shown below.

- Keep electrical equipment away from water
- Do not operate electrical equipment with wet hands
- Do not remove electrical equipment from kitchen
- Do not allow power leads to cross over any heat source
- Report any malfunction to Head of Boarding immediately
- Clean up any spillages on appliances, remembering to switch it off at the mains first
- If the appliances are being used go away and return later to use them

Note also that, in a close community like Ockbrook, a food 'bug' could spread very easily. Failure to understand the basic rules of hygiene could lead to you giving yourself food poisoning, which then spreads. Please read the hygiene rules below carefully.

Ockbrook Food Hygiene Rules

- Wash your hands before preparing or eating food
- Keep all perishable foods in the fridge
- Return the milk to the fridge after use
- Do not keep milk, spreads or other perishable foods in your room
- Throw away food not consumed by its 'use by' date
- Carry food on a clean plate or napkin, not on your hands
- If you are cooking food ensure that the food to be cooked is fresh and cooked thoroughly. Do not reheat food
- Eat food in the kitchen and not in your bedroom, on the stairs or in the bathroom
- Wash up dishes, utensils and pans after use
- Wash work surfaces after use
- Place all rubbish in the lined bins provided
- Clear up spillages yourself

L

Lockable Space

You are provided with a lockable space in which to keep your money and personal possessions. Lockable spaces are generally placed in your bedrooms. These lockable spaces should be used at all times to keep valuables or money safely, and care should be taken to ensure that keys are not lost or misplaced but kept in a secure place on your person. Lost keys should be reported at once to the Head of Boarding who will arrange for a replacement. Large sums of money should be handed in to the Finance Office for safe-keeping until the money can be placed in the Bank. Do not leave money in your bedroom unless it is locked safely away.

House Parents will complete a pocket money request form and send it to Finance weekly. Please note that there are limits on Pocket Money available to boarders without prior parental written consent.

Lost Property

Lost items of clothing etc can be claimed from the Boarding Staff, just ask.

Laundry/Linen

Boarders should bring down any dirty clothing to the laundry room using the laundry bags provided between the hours 7.00am and 7:50am, as per the Laundry Rota. (See House Notice Boards) Once processed it will be placed back in the House ready for you to put away. Items that need to be dry-cleaned (suits and uniform jackets/trousers) should be given to the Head of Boarding, for this service charges will be added to your termly bill.

On a fortnightly rota, bed linen will be washed.

M

Maintenance

If you notice a maintenance issue you should report it to the Boarding Staff as soon as possible

Medication/Medical Room

Boarders are not permitted to keep personal medication in their rooms, including cold remedies, acne medication or hay fever relief. All medication kept at school must be handed in immediately to the Head of Boarding/House Parent or School Nurse.

Mobile Media, Mobile Phones and other similar devices

Most boarders have their own mobiles, and the numbers of all boarders mobiles must be recorded with the Head of Boarding at the start of each term. Mobile phones, laptops, iPads and other similar such devices are useful tools in life but can also constitute a serious threat to independent study when allowed to distract. At the end of each night all electrical devices will be taken off you (except Year 11 & Sixth Form) and will be given back to you in the morning before school. During Prep you must have authorization to use any electrical items and the use of such items for non-work purposes is strictly forbidden during private study. Recreational use of such items is limited to the times when boarders are allowed free time in the house. Improper use of such devices can lead to up to a week's ban/confiscation, although in such instances the boarders would be allowed to retrieve phones specifically to make calls home.

There is a landline phone in the main houses.

Meals

Meals are compulsory for all boarders.

Money (Pocket Money)

No money should be kept in rooms unless it is secure in a lockable space, this should be a maximum of 30-50 pounds. Larger amounts must be handed in to the Finance Office. There will be a bank account set up in the first 2 weeks of arriving where you will receive a debit card.

Music

Music may be used during free time and activities but at all times the volume levels should show respect for the community in which we live. During Prep music must not be played by boarders in Year 5-11 however Sixth Form may use headphones.

N

Night Check (Lights Out)

Night Check is the time at which staff check you are in your rooms. After this the House should be quiet, with no stereos, visiting or telephone calls.

Newspapers and Magazines

Magazines and Newspapers will be purchased by the Head of Boarding and will be found in the Common Rooms.

Noticeboards

There are noticeboards in all houses, covering a wide range of school and house information e.g. activities, birthdays, routines, policies etc. The most important notices are generally announced at breakfast, but please check the noticeboards regularly for anything that may concern you.

O

Open Door Policy

The Boarding Staff operate an 'open door' policy which we believe is an essential ingredient in creating a welcoming, homely atmosphere where boarders and parents feel immediately comfortable. If the doors to the Boarding Office or Boarding Staff accommodation are open, please knock and we will be happy to talk to you. If, however, the door is closed it means that we are either not there or busy talking to someone else in private.

Outings

Outings are organised for boarders every weekend and boarders in all years are encouraged to participate. Boarding Staff escort all outings and boarders in Year 9 and below are divided into smaller groups and accompanied by a member of staff (unless permission is given by parents for them to remain with friends).

Destinations vary from week to week and are often suggested by boarders themselves so please speak to one of the Boarding Staff if there is somewhere you would particularly like to go whether it be ice skating, a theme park, a museum, shopping, ceramics painting, the cinema or a day by the sea.

The details of the outings are posted on the notice board – don't forget to sign up if you would like to go.

P

Permission Forms

These are required whenever you are going off site, whether to visit the local shops, go out with parents or stay with a friend.

Post and Messages

Letters and small items of post for Boarders should be addressed to
Ockbrook School, The Settlement, Ockbrook, Derby DE72 3RJ

Prefect Team

Each year boarders will nominate a Prefect Team including the House Prefects, Food Captain and Entertainment Captain. The Prefect Team is key to the good running of the house. Prefects are expected to promote fully the house ethos, lead through a sense of service to the community, and act as role models to the younger members of the house. They meet regularly as a team with the Boarding Team and play an integral part in the running of the house. Likewise, they play a specific role in representing the views and sentiments of the boarders to the Boarding Team. A team of hard working prefects, willing to give of themselves to the house of which they are a part, is potentially one of the most influential factors that shape a house community.

R

Registration

There are five principal registration sessions each day, and boarders must be present at each. **If a boarder cannot make one of the registration sessions, they must sign out and seek out the Head of Boarding or Tutor)**

Registration times are: (Primary slightly different)

8.00-8.30am	Breakfast
8.40-9.05am	Form Tutor
2.05-2.10pm	Form Tutor
5.30-6.00pm	Dinner (Dining Room)
8:30-10.30pm	Bedtime

S

Smoking

Ockbrook School is a no smoking environment and this applies to students, boarders and staff. You will be punished if you are seen smoking, if you cause concern to the local populace or bring the good name of the School into disrepute.

Safety and Security

The prime responsibility of the Boarding Team is to ensure the safety of the boarders in their care, but all boarders also have a duty to act responsibly to protect themselves and others. Therefore, any potential hazards should be reported to the Boarding Team immediately. Particular care should be taken in the kitchen and with any electrical items.

Regarding security, boarders should lock their bedside table cupboard whenever they leave it and keep their key with them. Valuables such as passports and airline tickets should be given to the Head of Boarding for safekeeping until needed. Significant amounts of cash should not be kept in rooms and should be handed in to the Finance Office. Only a maximum of 30-50 pounds may be kept in cash in your rooms, this must be secured in your lockable space.

School Shop

The school shop stocks a wide range of items including uniform and sports clothing. More information can be obtained from Miss McMain on cmcmain@ockbrookscho.co.uk

Boarding also stock toiletries and stationery which can be purchased.

Storage

Space in Boarding is limited and you should therefore restrict the number of possessions you bring.

Study Leave

Senior students during the public exam season take study leave. Boarders are expected to follow the same day time routine as day pupils. Boarding routines remain the same.

Study

From Monday to Friday there is Boarders' second prep from the end of Supper, 6 pm - until 7 pm. Boarders in Years 5 to 11 study in the IT Suite/Library, Sixth Form can study at their desks. All Study sessions are supervised by a member of staff completing walk arounds and helping if needed. If certain year groups have no further homework to complete the House Parent will make a decision to take them back to the Boarding House.

If you have any other commitments during Study such as music lessons or if you need to use any of the other school facilities you should also discuss this with the member of staff supervising your Study as it is vitally important that they know where you are at all times.

Remember: study is a vital part of your education. Do not waste time or distract others during study. In the long run the only loser will be you.

Signing Out

Life in a busy boarding school can mean that boarders are often out on a host of activities. Boarders must also realise that the School has a duty of care for its pupils, and their whereabouts should be known to the School at all times. This means that signing in and out of the house is an essential part of house routine and a primary responsibility of every boarder in the house. Breach of the signing out regulations will, by necessity, be considered a very serious offense. Boarders must always sign out with their surname, at the following times:

- Entering/Leaving the Boarding House (excludes leaving for Meals in the Dining Hall and Boarders Trips)
- Going to a school club
- Whenever they are to miss a house register
- Whenever they are to leave/return to the school grounds

Under no circumstances should you sign in/out on behalf of another boarder.

Sports Hall Use

The Sports Hall is available for use in the evenings after private study time according to a programme of availability published in house.

T

Travel/Transport

The Boarding Staff need to know your travel arrangements as soon as you know them, so please help them by passing on details. Your going out and end of term forms need to be signed by your parents/guardians so we can be sure that they know your arrangements. If you do not have this signed permission you will not be able to leave School.

Beginning and end of term transport is arranged in agreement with parents/guardians. Taxis must be booked through the school, which only uses approved firms. Airport drop offs may require your driver to remain for a period of time after your flight has departed. Individual airlines have different arrangements for children of different ages so booking flights well in advance is essential to ensure the correct transport arrangements can be put in place.

Take Aways

You may order take away meals after **consultation** with the Boarding Staff. As a matter of courtesy no one should bring a take away meal into the Dining Room during meal times.

Theft

We recommend that you do not bring valuable items to school. Please don't go into another boy's or girl's room without their permission. If you think you have had something stolen, please report it immediately to the Head of Boarding.

Television and TV Room

Boarders are only permitted to watch television and use the house games in the Common Room during free time.

Trips

During the term there will be frequent outings provided by the school and the Boarding House. Throughout the week, the village shop and trips to the park are available with consent from the Head of Boarding. Each weekend there will be a scheduled outing. If for any reason you will be involved in a school trip you must tell the Boarding Team if you are likely to miss registration and must also sign out and in again on return.

U

Uniform

In school, as later in paid employment, you are expected to be well groomed and appropriately dressed. Slovenly or torn items of dress do neither you nor the school any credit. Correct uniform is to be worn on weekdays from breakfast onwards. Uniform is worn on all formal occasions.

V

Valuables and Personal Belongings

You should deposit passport and tickets in your possession to the Boarding Office and any large quantities of money to the Finance Office for safekeeping. It is not advisable to bring valuable items, especially jewellery and expensive watches, into boarding as these can easily be mislaid. You are advised not to borrow money from each other and we also ask you not to sell items amongst yourselves as this can often cause problems. If you urgently need money for any reason you should speak to the Head of Boarding. All boarders are provided with a lockable space and smaller quantities of money and valuables should be locked away in these. It is your responsibility to take care of the locker keys.

Visitors

Boarders must ensure that boarders from other houses only come into the house at the permitted times and remain in allocated Common Rooms that they sign in and out at reception. Boarders should also ensure that their visitors behave appropriately while in the house. Any visitor misbehaving in the house, or repeatedly coming in at the wrong times, is likely to be banned from the house.

Prospective boarders and their parents will regularly be brought into the House. The impression you make is critical in their opinion of the school, so please make a point of greeting them courteously when they enter the room and respond warmly if they try to engage you in conversation. Try to remember what it was like for you when you were looking around schools.

W

Waking Up

All Boarders will be woken by a member of the Boarding Staff. There is breakfast registration. The Boarding Staff will do a 'sweep' of Boarding at 7.50-7:55am to make sure that everyone is on their way to breakfast/school and that rooms have been left tidy.

Weekend

Weekends in Boarding offer a variety of activities. The organised outings take place either on Saturday or Sunday afternoons and include trips to Nottingham, Cambridge and other towns and cities, cinema trips, bowling, woodland walks and local attractions.

If you are planning to stay away from Boarding at the weekend, parental permission is required. If you are planning to stay with your friend's family then the Head of Boarding must receive a written invitation from them before the necessary permissions can be obtained or given.

A permission form can be signed by parents or guardians at the beginning of each year giving details of family and friends with whom you may spend weekends. You will not be permitted to leave school unless parental permission is granted. It is essential that we know exactly where you are and who is responsible for you when you are not on site.

Weekly Boarders

Weekly Boarders must sign out before leaving on Friday afternoon and if returning on Sunday evening should arrive by 7:00pm. If plans change, parents must inform the Head of Boarding. There will be occasional weekends when all boarders will be required to stay in ~ e.g. Saturday 'Open Mornings'. Weekly Boarders may stay in at the weekend by arrangement with the Head of Boarding.

Other House Issues

Support

There may well be times in your years at Ockbrook when you are facing difficulties. These may be due to pressures of work or other commitments, the expectations you feel are being placed on you, problems with staff or other boarders, or relationships with your family. The most important thing in such circumstances is to seek support from others - it is almost never best to try to battle through on your own.

People you can talk to include: Head of Boarding, House Parent or School Nurse, your Tutor, other senior students or teachers. I hope you will feel that you could always bring any problem to me, but the most important thing is that you start talking to someone.

Bullying

At Ockbrook School it is our aim that you should reach your potential in all aspects of school life. We promote a positive and safe environment where all may develop free from threat or fear.

No form of bullying will be tolerated.

Definitions of bullying:

Bullying is any behaviour which seeks to intimidate or humiliate and which is intentional, unprovoked or malicious such as to cause distress, unhappiness or insecurity.

It may include:

- Verbal – teasing, insulting, spreading rumours, making racist, sexist or homophobic comments, mocking disabilities or religious or cultural differences
- Emotional – including deliberate silence, exclusion from group activities or interfering with belongings
- Cyber – including sending threatening or malicious texts or emails, posting information on social media sites, instant messaging or forwarding private emails without consent
- Physical – including pushing, kicking, hitting or other forms of violence including that associated with initiation rituals
- Sexual – making unwanted physical contact or comments of a sexual nature or pressurising another student to engage in sexting
- Encouraging others to engage in bullying behaviour
- Knowing that bullying behaviour is happening and not reporting it to an adult

The Effects of Bullying:

All bullying is damaging whether you are the victim or the perpetrator. Whilst bullying is not a specific criminal offence there are criminal laws which apply to harassment and threatening behaviour and the School will uphold these if and when necessary.

Cyber Bullying:

- You should not use the photographic or video taking capabilities of any device unless directed to do so by a teacher
- You should not share any images recorded within school
- It is unacceptable for you to use phones or other mobile devices to bully other members of the school community
- The School has a legal authority to act on instances of cyberbullying occurring outside the School where this has had an effect within it
- The school checks and filters digital content through a variety of network monitoring systems and devices
- The school takes a serious stance on cyber-bullying such as sending threatening texts/emails or posting embarrassing information on social networking sites

What the School will do:

- Provide a secure, caring and supportive learning environment in which bullying of any kind is seen as unacceptable
- Take appropriate actions to protect you
- Create a climate in which you feel that able to report incidents to a member of staff knowing that there will be a prompt and effective investigation

Education:

- The PSHCE course deals specifically with the subject of bullying.
- This includes exploring experiences of bullying, reasons why it may happen, strategies for dealing with it and sources of support both in and outside school.
- Other subjects explore aspects of the topic and opportunities to discuss issues and ideas about relationships with others exist
- You will be made aware of this Policy on an annual basis

Pastoral Care:

- Staff will take every opportunity to build your confidence and self-esteem
- Staff will maintain vigilance at all times including those where supervision is less formal e.g. lunchtimes or social activities
- Boarding House staff will regularly visit dormitories at bedtime and after lights out and will spend time with boarders in the evenings and at weekends encouraging cooperative behaviour and monitoring relationships
- ***You should raise any concerns at an early stage***

Disciplinary Action:

- Sanctions may include a verbal or written apology, a restorative justice meeting, detention, class/group changes, fixed term or permanent exclusion
- These actions will be recorded and kept on file by the School.

What to do if bullying is taking place

If you are the victim of bullying you should not keep quiet about it. Speak to your parents, Head of Boarding your Form Tutor, Nurse Tanser, your Head of School or any other member of staff.

If you are not the victim but know, or suspect, that bullying is taking place you have a duty to report it to an adult. ***Standing by and letting bullying happen is almost as bad as taking an active part in it.***

If you are guilty of bullying and realise that what you have done is wrong you should speak to a teacher and ask them to help you to deal with the situation. We will support you in modifying your behaviour. However, we will not tolerate bullying.

Rewards

There are many ways in which you can be rewarded in the Boarding House. This can be in the form of the Boarding Awards: Boarder of the Week, Most Improved Boarder, Best Kept Room and contribute to Boarding Ethos. These can be awarded for great behaviour in the Boarding House over all aspects, such as kind deeds and helping others.

Sanctions

Sanctions in the Boarding House will be given for misbehaviour, not listening to a member of staff or disrespecting a member of staff. Sanctions will include early bedtimes or wakeups, confiscations of electronic devices and removal of privileges such as going to the park and house detentions as well as informing parents.

Further information can be found in the School Policies available either online via the School Website or by contacting the Head of Boarding.

Emergency instructions

IN THE EVENT OF AN EMERGENCY DURING BOARDING HOURS:

Monday to Friday 4.00 pm-8.00am and Friday to Monday 4.00 pm-8.00am
Call the Head of Boarding Mrs G or Miss K Sharratt
External, or from a mobile: 07771 872 527 or 07591 203743

Thereafter, call the Deputy Head on her mobile:
HSL's (emergency only) mobile 07738 949378

IN THE EVENT OF A FIRE:

Call 999 and ask for the Fire Service

When transferred to the Fire Service, tell them the address

Ockbrook School, The Settlement, Ockbrook Derby DE72 3RJ

Tell them that they will be met by an appropriate person and shown where to come.

Send a boarder to wait at the main entrance or go yourself.

IN THE EVENT OF A MEDICAL EMERGENCY:

first send for assistance from the Boarding Team..
Dial 111 or 999

...then make every effort to notify the Head of Boarding Mrs G
07771 872 527

CHILD PROTECTION

The **School's Designated Safeguarding Lead** is Ms H Springall
The **School's Designated Safeguarding Lead for EYFS** is Mrs S Taylor
The **School's Deputy Designated Safeguarding Lead** is Mrs S Worthington