



Barton Hill House

Parent & Student Guide

Welcome to Barton Hill House – the boarding complex of Shaftesbury School.

We are delighted that you have chosen to continue your education with us here and we will do our utmost to help you achieve your very best. We want you to have a safe and enjoyable time here at Barton Hill House and we hope that it will be an exciting experience for you. This student and parent handbook has been compiled to give you the best possible chance of making the most of your time here by understanding the rules and procedures of the house and how we will do our best to make sure you make the most of your time at Barton Hill, and at Shaftesbury School.

There have been many changes to Barton Hill over the past few years and many of the rules and procedures that are in place now have been redeveloped to ensure that students can maximise their potential. Everything is done with the student and his or her future in mind. This is reflected both in an academic sense, but also a social one.

The guidelines and expectations detailed in this handbook have been developed based upon reasonable and commonly-accepted principles to help ensure the best possible outcome for our students. Values such as honesty, a sense of service and dedication, civility, personal responsibility, dedication to high goals, respect and self-discipline are the fundamentals that we believe everyone must display as a member of the Barton Hill community and the wider community as a whole.

All the team at Barton Hill look forward to working with you throughout the school year.

Yours sincerely,

Steven Crossley
Head of Boarding

Barton Hill House Mission Statement

To empower every individual who participates in our community to realise his/her aspirations we share the school's mission statement with some additions of our own.

Our aims:

We aim to inspire every individual by

- Creating a sense of **belonging**, where everyone feels a valued member of the community
- Developing **role models** whom we can admire, respect, relate to and seek out for guidance
- Promoting a **sense of accomplishment** through recognition for doing our best, whatever it is, on personal, social and academic levels
- Generating **fun and excitement, curiosity and creativity** on the trail to learning
- Encouraging the **spirit of adventure**, understanding and appreciating what it means to take a risk and be successful, or to fail and try again
- Promoting opportunities for **leadership and responsibility**, by expressing our ideas and accepting the consequences of our actions



Barton Hill House

Barton Hill House
Shaftesbury
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E-mail: bartonhill@shaftesburyschool.co.uk

Student Telephone Number: 01747 854277
Incoming calls only: 01747 855936

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Shaftesbury
Dorset
SP7 8ER

Office Telephone: 01747 854498
Office Fax: 01747 851208
e-mail: office@shaftesburyschool.co.uk
Headteacher: Mr Blackman

Doctor Dr Emms
Abbey View medical Centre
01747 856700

Independent Listeners

Linda Smith 01747 852599

OFSTED 020 742 16800
www.ofsted.gov.uk

CHILDLINE 0800 1111
WHERE'S YOUR HEAD AT? <http://www.wheresyourheadat.co.uk/>

Barton Hill House Team

Head of Boarding

Mr Steven Crossley

Senior House Parents

Mrs Ros Fraser

Mrs Elaine Nuttall

Miss Tracey Meadowcroft

Ms Catherine Simmonds

Facilities Manager

Mrs Angela Mullins

Admissions

Mrs Tracey Dunn

Head of Catering

Mrs Teresa Pick

Head of Cleaning and Laundry

Mr Robert Milton

Caretaking / Maintenance

Mr Laurie Henstridge

Barton Hill House Daily Schedule

Monday – Friday Schedule

7:00	Wake Up
7:20 - 7:40	Breakfast
8:00	Students Depart For School
8:00 – 15:00	HOUSE CLOSED
15:00	School Ends
17:30 – 18:15	Dinner
18:45 – 19:45	Prep Study Time
19:45 – 20:45	Evening Activities
21:00	Bedtimes as Listed
23:00	Lights Out For All

Saturday Schedule

9:00	Breakfast
9:30 – 12:00	Trips /Activities / Free Time
12:00	Lunch
13:00 – 17:00	Trips /Activities / Free Time
17:30 – 18:15	Dinner
18:30 – 20:45	Evening Activities
21:30	Bedtimes as Listed
23:00	Lights Out For All

Sunday Schedule

9:00	Breakfast
10:00	Trips /Activities / Free Time
12:00	Brunch
13:00 – 17:00	Trips / Activities
17:30 – 18:15	Dinner
19:45 – 20:45	Prep / Study time
21:00	Bedtimes as Listed
23:00	Lights Out For All

Barton Hill House/School Term Dates September 2011– July 2012

Autumn Term

Monday 5th September 2011 All students return 12 noon onwards

Tuesday 6th September 2011 - School starts for all students

CLOSED EXEAT – Thursday 29th September (from 4pm) – Sunday 2nd October (return between 4 and 9pm)

HALF TERM - Friday 21st October 2011 (from 4pm) – Sunday 30th October 2011 (return between 4 and 9pm)

Monday 31st October 2011 - School starts for all students

CLOSED EXEAT – Thursday 24th November (from 4pm) – Sunday 27th November (return between 4 and 9pm)

END OF TERM - Friday 16th December 2010 (from 4pm)

Spring Term

Tuesday 3rd January 2012 return between 4 and 9pm

Wednesday 4th January 2012 - School starts for all students

HALF TERM - Friday 10th February 2011 (from 4pm) – Sunday 19th February 2012 (between 4 and 9pm)

Monday 20th February 2012 - School starts for all students

CLOSED EXEAT – Friday 9 March (from 4 pm) – Sunday 11 March (between 4 and 9 pm)

END OF TERM - Friday 30th March 2012 (from 4pm)

Summer Term

Sunday 15th April 2012 return between 4 and 9pm

EXEAT – Friday 4th May (from 4pm) – Monday 7th May (between 4 and 9pm)

NOTE Monday 7th May – Bank Holiday

HALF TERM - Friday 1st June 2012 (from 4pm) – Sunday 10th June 2012 return between 4 and 9pm
Monday 11th June 2012 - School starts for all students

END OF TERM - Friday 20th July 2012 (from 4pm)

Barton Hill House Travel Plans / Weekend Permission

The care and wellbeing of the students at Barton Hill is our utmost concern. This is why we want to make every effort to ensure that students are also safe whilst they are away from Barton Hill. When students leave Barton Hill on Exeat, holidays, or for weekends away we want to make sure that they go with your permission and that you take full responsibility for them. For each Exeat or holiday parents are asked to submit a travel plan detailing when and where the student is going, how they are getting there, if they need any money, and what arrangements you would like us to make on your behalf. (Note. We are unable to arrange return travel to Barton Hill from the airport or train station)

A sample travel plan:

EXEAT/HOLIDAY DATE: Easter Holiday

Student Name: Joe Bloggs

Mobile Number: 077077077

Date & Time of Departure: Friday 8th April after school

Date & Time of Return: Sunday 20th April around 6pm

Where is your son/daughter going?

- Name: Mr Bloggs
- Address: 57 Mount Pleasant Street
Pontypandy
Wales
- Telephone Number:
- Email: mrbloggs@email.com
- Is this parent/guardian/friend/relative. Please state which: Parent

Does your son/daughter need?

- Bus to Gillingham Station paid out of disbursements: Yes please bus to station to catch train.
- Taxi (Including time and destination): No need, will take BHH bus
- Passport: Yes please, he needs it to come home.
- How much money from disbursements: £ 50

Parent Signature: Mr. Bloggs

Date: 10 March 2010

Weekend Permission to Stay-Out

Students at Barton Hill may stay out with friends in the community at the weekend or during the week on special occasions with your express permission only, **even those 18 yrs or older**. We ask for an invitation from the host parent and permission from the Barton Hill parent. The staff at school and Barton Hill reserves the right to review this if it is felt that it is in the best interest of the student's safety and wellbeing. Permission may be given by telephone or by email to: bartonhill@shaftesburyschool.co.uk

Barton Hill House Sign-Out Times

Sign-Out Times

Monday - Thursday

All Students

15:00 – 17:45

Sixth Form

19:45 – 22:00

Friday

All Students

15:00 – 17:45

Year 11

18:30 – 21:30

Sixth Form

18:30 – 22:30

Saturday

All Students

08:00 – 12:00

13:00 – 17:45

Year 11

18:30 – 21:30

Sixth Form

18:30 – 22:30

Sunday

All Students

08:00 – 12:00

13:00 – 17:45

Sixth Form

20:00 – 21:00

Time away from Barton Hill is important to achieving a work-life balance. We have taken in to account age and work load and allocated out-time based upon reasonable expectations for study and social activities. Out-Time is a privilege, not a right, and can be altered at any time. Abuse of this privilege will be met with strict sanctions to ensure an appropriate work-life balance is maintained.

Students are required to sign in and out of the house so we can be sure who is in and who is out of the building in case of an emergency. Students are also required to be on-time for curfew. Failure to sign in and out of the house and be on time will result in out-time being denied for a period of time at the discretion of the house team.

Barton Hill House Bed Times

Bed Times

Sunday - Thursday

Year 7-9

Rooms at 21:00
Lights out at 21:30

Year 10 & 11

Rooms at 21:30
Lights out at 22:00

Sixth Form

Rooms at 22:30
Lights out at 23:00

Friday & Saturday

Year 7-9

Rooms at 21:30
Lights out at 22:30

Years 10 & 11

Rooms at 22:00
Lights out at 22.30

Sixth Form

Rooms at 22.30
Lights out at 23.00

Getting a good nights' sleep is just as important as exercise and diet in maintaining a healthy lifestyle. Going without appropriate sleep affects the way students study and is detrimental to health. Bed times have been designed to allow students to get the appropriate amount of sleep based on research and socially accepted norms. According to the NHS, the amount of sleep needed is listed below are the minimum required:

11 years

- night time: 9.5 hours

12 years

- night time: 9.25 hours

13 years

- night time: 9.25 hours

14 years

- night time: 9 hours

15 years

- night time: 8.75 hours

16 years

- night time: 8.5 hours

<http://www.nhs.uk/Livewell/Childrensleep/Pages/howmuchsleep.aspx>

There should be minimum noise and movement after lights out. Please be considerate to others. Students should NOT be playing games after lights out. Laptops and other electronic equipment will be confiscated if they are being used inappropriately.

Barton Hill House Prep/Study Time Expectations

Students of all ages are expected to complete work and tasks away from school whether they are at a boarding house or at their family home. We believe that Prep/Study Time at Barton Hill is an important time for students to complete additional work that is fundamental to their success at school. No two students are the same and everyone studies in a different way. However, we believe there are ground rules to achieving success and certain standards must be maintained. Furthermore, even students who have completed assigned tasks and work can always find extra work to do and going the extra mile is what really counts when it comes to achieving the very best.

Evening Prep Standards

Sunday, Monday, Tuesday, Wednesday, Thursday

1. 6:30 – 8 pm each night.
2. Prep will take place at BHH for all students except years 7, 8 & 9 who will be accompanied to school by a member of staff to use the library and computer lab.
3. Students may work in their rooms or in the common area individually.
4. Group study must be approved and will only take place in the common area.
5. ALL STUDENTS must be working on something. At school, you never have 'nothing to do'.
6. Staff will circulate throughout the house to maintain standards.
7. No Mobile Phones/Facebook/Games

Staff is always available to help students and to assist with homework and other issues. Teachers and support staff, along with the house team will always endeavour to answer questions and to assist with tasks where appropriate.

Barton Hill House Rules and Expectations

1. Smoking, Drugs and Alcohol

- a. Regardless of age there is absolutely no smoking, use of drugs or alcohol. Smoking, using drugs and drinking in the house will result in strict sanctions being imposed as it is also breaking U.K. law.
- b. No student may come back to the house under the influence of drugs or alcohol and severe matters will be referred to the police.
- c. Storing drugs paraphernalia or alcohol containers in the house is strictly forbidden and will result in strict sanctions being imposed.
- d. Tobacco products discovered at the house will be disposed of.

2. Access to Barton Hill House

- a. Access in and out of the house will be through the FRONT DOOR ONLY to comply with fire safety regulations.
- b. Access is by key fob supplied free of charge upon first arrival. Fobs will be replaced at a cost of £7 per student thereafter. Do not lend or borrow a key fob as you are responsible for it.
- c. Students MUST SIGN OUT of Barton Hill to comply with safety and fire safety regulations. Wilful disregard for this procedure will result in strict sanctions being imposed.
- d. All visitors must be introduced to staff and signed in.
- e. Visitors must stay within the common area in the Old House and the dining room. They are not to visit bedrooms or Sixth Form House.
- f. No visitors during the day.

3. Dining Room/M meal Time

- a. Meal times are listed and all students are expected to attend.
- b. No food other than Barton Hill food may be consumed in the dining room during scheduled meal times.
- c. Students may not remove plates, cups, bowls or silverware from the dining room, except under special circumstances.
- d. Mugs may be taken out of the dining room but must be returned.
- e. Take-Away food must not be ordered after bed times and cannot be consumed in rooms.
- f. Student kettle and microwave are expected to be looked after and used appropriately. Misuse of these items will mean that they are withdrawn for a period at the discretion of the house staff.

4. Laundry

- a. The dedicated laundry team will do all laundry for lower school as per the laundry schedule.
- b. Sixth Form students must do their own laundry; tokens for which can be obtained in the main office. There is no access to laundry for Sixth Form students until 2pm on weekdays.
- c. Saturday is male only; Sunday is female only washing in the laundry.
- d. Although our laundry team make every effort to wash items separately and at the right temperature, some problems may occur. Sensitive items should not be sent for laundry and any issues reported immediately to house staff.

5. Sickness/Illness

- a. Students are registered with Dr. Emms at Abbey View medical practice when they first come to Barton Hill House.
- b. Students must report any sickness or illness to house staff first thing in the morning. Students must not simply stay in bed.
- c. Appointments with the doctor or nurse can be made through the house staff and students must attend those appointments.
- d. House staff will notify school that a student is sick and unable to attend school.
- e. All medication should be given to house staff who will store them and administer them as appropriate. Instructions from parents must be clear.
- f. Students must not keep medication in their rooms, except for ventolin and other such items.
- g. If a student is sick then they will not be allowed out after school or in the evening.

6. Attendance/Punctuality

- a. All students are expected to be on time for registration and attend all lessons.
- b. Failure to be on time for school once during the week will result in out-times being denied for one evening. Two lates in one week will result in no out time for a whole weekend.
- c. Students should attend all scheduled classes. Students should discuss reasons why he or she cannot attend with the teacher well in advance.

7. Student's Rooms

- a. Students are responsible for their own belongings in their rooms. Barton Hill cannot take responsibility for personal belonging in rooms.
- b. Each student is issued with a safe in their wardrobe and this must be used for valuables. Passports and tickets may be stored securely in the office.
- c. All damages must be paid for.
- d. Only Sixth Form students may have a kettle in their rooms. No other equipment is allowed. These items include rice cookers, sandwich toasters, fridges and hotplates. The items may be kept and used in the Sixth Form kitchen.
- e. Only Sixth Form students are permitted to have a TV in their rooms. Computer monitors are allowed.
- f. All items must be submitted to the house staff for testing before they are used anywhere in the house. All items are kept and used at students' risk.
- g. All suitcases must be stored in the trunk room and not in students' room.
- h. Please turn off all electrical items when you leave the rooms.
- i. Please keep the noise to a respectable level.
- j. All decorations must be kept on the boards and not on the walls. Damage to walls must be paid for.
- k. Student rooms will be checked for cleanliness and tidiness on a Sunday night where the daily lunch tickets will then be issued.
- l. **Students are strictly forbidden to enter the room of a member of the opposite sex.**

8. Other house expectations/guidelines

- a. Lessons at Sturminster School** - Students will be given all the information by teachers and will be told where and when to catch the bus. Students will be able to use the lunch tickets at Sturminster.
- b. Trips and Activities** – Trips and activities are arranged and organised on a weekly basis. Trips out and activities in the house are arranged based on what the students want to do. There will be plenty of notice given of trips and activities and where possible students will decide what they want to do.
- c. Youth Clubs/Football Clubs/Social Activities in the evening** – Students may attend evening clubs and activities not organised by Barton Hill providing parents are happy for them to go and they have completed all their work and have behaved appropriately at school that day.
- d. Part Time Jobs** – Students may have a job providing that it has been discussed with parents and that they are happy for you to work. You must be sensible about the hours you work; if your school work begins to suffer then you would have to stop working.
- e. Wi-Fi** – Internet access through the Barton Hill Wi-Fi is monitored by the South West Grid for learning. Students must submit their laptop or computer for access to be granted and the IP address will be taken. Access to the Wi-Fi will be age appropriate and some sites may be blocked. The use of the Barton Hill Wi-Fi will be in accordance with the Acceptable Users Policy that students and parents must sign when they enrol at Barton Hill

9. Summer Closure/Departure

- a.** Students must depart the house 3 days after the final exam.
- b.** Students are permitted to keep one large box of belongings over the summer which must be clearly labelled and stored in the trunk room.
- c.** All other items left in rooms will be donated to charity.

Barton Hill House Anti-Bullying Policy

Everything possible is done to prevent you feeling uneasy or bullied whilst you are at Barton Hill House. This means that NO student should ever feel that they are being intimidated by another student. This does NOT just mean in a physical sense. It includes any student making another student feel ill at ease by verbal teasing and/or body language.

You should use the following steps if you feel ill at ease or uncomfortable around another student:

- Ask the student politely but firmly, to stop the behaviour which is upsetting you
- Seek the assistance of staff
- Tell a member of staff on duty
- Tell a teacher at school
- Tell your parents

The House has an active anti-bullying policy and every student is entitled to have and read a copy which is available from the office.

IMPORTANT

- Tell somebody QUICKLY
- Do NOT accept excuses like 'it was just a laugh'
- Do NOT stay quiet
- Your self-respect and safety is our priority
- Bullies do NOT go away unless they are dealt with
- Things get WORSE NOT BETTER

What should you do if you want to complain?

If you feel things are not right and you wish to complain, this is a normal part of growing up and will be considered by people in the house to be a normal part of life. It is much better for you to tell the appropriate person if you feel things are not right, because only in that way will they know about it. The normal way to do this is to speak to whoever is on duty, or if you have more confidence in one particular person, speak to them. All complaints will be logged in the Complaints Book and your complaint will be investigated or you will be told why things are as they are. The Head of Boarding monitors all complaints and the outcomes are also logged.

If you are still unhappy with the explanations and wish to discuss it further, or you want to talk to somebody outside the House, the Headmaster, Mr Blackman, would be happy to see you.

Please also refer to the General Complaints Policy on the Shaftesbury School website

Barton Hill House Disciplinary Policy

In a case of persistent defiance of boarding house expectations or a serious one-off incident, as set down in the Barton Hill House behaviour policy, the following procedures will be adopted:

- Upon receiving information of a potential disciplinary nature the Head Teacher may impose fixed term exclusion in order for statements and information to be gathered.
- Following receipt of all statements, including that of the student concerned, and consultation with appropriate personnel; it is the responsibility of the Head Teacher to decide whether to withdraw a boarding place, either permanently or for a fixed period of time exceeding 15 boarding days.
- Should exclusion exceed 15 boarding days the Barton Hill House Governors Discipline Committee (which operates under the same agenda as the schools' Discipline Committee) will convene a meeting between 6 – 15 school days to consider the Head's decision.
- In the event that the Head Teacher recommends and the Governors support the closure of a boarding place at Barton Hill House, such a closure will also mean the withdrawal of a place at Shaftesbury School.
- The Head Teacher and the Governors of Shaftesbury School take the view that Barton Hill House operates as a residential extension of Shaftesbury School and that all the staff at Barton Hill House function as a part of the overall school staff community. Therefore, fixed-term or permanent exclusion from Barton Hill House will automatically trigger a fixed term or permanent exclusion from Shaftesbury School for the student concerned.
- In such circumstances fees are not refundable.

Barton Hill House

FIRE DRILL PROCEDURE

In the event of an alarm condition howsoever caused, be it a real fire or a False Alarm, the following procedures are to be strictly adhered to:

- a) By any person discovering a fire:
 - i) Sound the alarm at the nearest call point and shout FIRE, FIRE, FIRE.
 - ii) Call the Fire Brigade by dialling 9-999.
 - iii) Isolate the fire if practical by shutting doors and windows on your way out.
 - iv) VACATE THE BUILDING. People are more important than buildings.
 - v) Report to the assembly point BHH Car Park.

- b) All persons on hearing the Fire Alarm:
 - i) Must vacate the building by the nearest exit and assemble at the designated assembly point.
 - ii) Close all windows and doors behind them.
 - iii) Must not stop to collect possessions.
 - iv) All staff vacating the boarding house are to ensure that all students are clear of the building and are to report accordingly to the senior person at the assembly point. At the assembly point all students should assemble in their room groups and staff will call the roll. On completion of evacuation a precautionary check that the building is clear will be arranged by member of staff on duty.
- c) The senior person should be prepared to brief the Fire Brigade upon their arrival as to the location of the fire.

- d) **DO NOT TAKE RISKS.**
DO NOT RETURN TO THE BUILDING UNTIL AUTHORISED TO DO SO.

ASSEMBLY POINT

BHH Main Car Park