



LANGLEY
SCHOOL

BOARDERS'
HANDBOOK
2018



A WARM WELCOME

Welcome to Langley School's boarding community. Some of you may have boarded at another school, some of you will never have boarded before. Either way we hope you will enjoy your time with us. The presence of a strong boarding community adds a richness and cultural diversity to Langley School. Boarders themselves learn to live and share with others. It encourages them to be self-reliant without weakening family ties.

The purpose of this handbook is a guide to help make boarding a real community. It sets out the part you have to play as well as that of our staff and other students. Working together we can succeed in making it an enjoyable and worthwhile experience.

WHAT ARE LANGLEY SCHOOL'S BOARDING AIMS?

- **We aim to create a secure and happy environment in an atmosphere which is relaxed yet purposeful.**
- **We aim to create conditions in which the needs of the individual are recognised.**
- **We aim to encourage students to take increasing responsibility for themselves and as they become older and to take responsibility for others too.**
- **We aim to create a community in which people are treated with respect, sensitivity and consideration.**

WHAT ARE THE BENEFITS OF BOARDING?

- Friendship...** Strong friendship bonds quickly develop making you 'friends for life'.
- Time...** With the boarding houses on-site, you will not have to endure any travelling time, leaving more time for study, training sessions, rehearsals or just relaxing.
- Independence...** You will learn many life skills and most importantly how to manage your time.



WHERE WILL I LIVE AND WHO WILL I BE LIVING WITH?

- **Mr S Townly, Lead Practitioner Boarding**
responsible for overseeing all aspects of boarding in both houses.

Main House is the boys' boarding house, situated over several floors of the impressive Grade 1 listed Main House looking over the beautiful open fields and parkland that surround the building.

Main House boarding staff

- **Mr J Bremner, Boys Houseparent**
- **Mr J Marlow, Resident Graduate**
- **Mr B Odengo, Resident Graduate**
- **Mr N Sullivan, Relief Houseparent**
- **Mr M Strachan, Gap student**

Salisbury House is the girls' boarding house, situated a short distance from the Main House. Salisbury House has a very friendly, caring atmosphere; it offers the girls an attractive, homely environment to live in.

Salisbury House boarding staff

- **Miss N Goddard, Girls Houseparent**
- **Miss A Murphy, Assistant Houseparent**
- **Miss C Shields, Resident Graduate**
- **Mrs W Kerry, Relief Houseparent**
- **Miss B Hardy, Gap Student**

Additional Staff

School Nurse - located in the Medical Centre, between the hours of 08:15 – 16:45.

There are lots of support staff who are not teachers at the school, but who help us including, cleaners, the maintenance team, catering staff, etc. All of these people help with the smooth running of our school.



Mr S Townly

MAIN HOUSE BOARDING STAFF



Mr J Bremner



Mr J Marlow



Mr B Odengo



Mr M Strachan

SALISBURY HOUSE BOARDING STAFF



Miss N Goddard



Miss A Murphy



Miss C Shields



Miss B Hardy

CONTACT INFORMATION

Telephone: **01508 520210**

email: **office@langleyschool.co.uk**

Web: **www.langleyschool.co.uk**

Main House Boys' Boarding Office:

01508 522465

Lead Practitioner Boarding: Mr S Townly

stownly@langleyschool.co.uk

Houseparent

(boys boarding): Mr J Bremner

jbremner@langleyschool.co.uk

Salisbury House Girls' Boarding Office

01508 522464

Houseparent

(girls boarding): Miss N Goddard

ngoddard@langleyschool.co.uk

Houseparent (girls boarding): Miss A Murphy

amurphy@langleyschool.co.uk

Headmaster's PA: Mrs B Barnshaw

**headmasterspa@langleyschool.co.uk
or direct line 01508 522474**

Senior Deputy Headmaster: Mr F Butt

fbutt@langleyschool.co.uk

(Academic) Deputy Headmaster: Mr A Walker

awalker@langleyschool.co.uk

(Sport & Partnerships) Deputy Headmaster: Mr P Clark

pclark@langleyschool.co.uk

(Pastoral) Joint Head of Sixth Form: Mrs L McRobert

lmcrobert@langleyschool.co.uk

Joint Head of Sixth Form: Mr J Kempton

jkempton@langleyschool.co.uk

Director of Sport: Mr T Malone

tmalone@langleyschool.co.uk

Head of Years 10/11: Mr P McComish

pmccomish@langleyschool.co.uk

(Academic) Head of Years 10/11: Mrs C Feakes

cfeakes@langleyschool.co.uk

(Pastoral) Head of Years 8/9: Mr L Sitch

lstich@langleyschool.co.uk

(Academic) Head of Years 8/9: Mr C Cooper

ccooper@langleyschool.co.uk

(Pastoral) Head of Years 6/7: Mrs E Piddock

epiddock@langleyschool.co.uk

Deputy Head of Years 6/7: Mr A Watts

awatts@langleyschool.co.uk

Senior School Nurse: Mrs F Lambert

**flambert@langleyschool.co.uk
or direct line 01508 522460**

Executive Head Chef: Mr J Campen

jcampen@langleyschool.co.uk

Transport Manager: Mr M Thorogood

transport@langleyschool.co.uk

Finance Assistant: Mrs J Lovatt

jlovatt@langleyschool.co.uk

Examinations Officer: Mrs K Beaumont

kbeaumont@langleyschool.co.uk

Admissions: Ms D Jefferies

admissions@langleyschool.co.uk

Eastern Taxis

01508 495660

Loddon Taxis

01508 321321

WHAT ARE THE FACILITIES?

Aside from your dormitories and bedrooms there are many areas for you to study, train or relax and socialise...

Langley School grounds cover 110 acres and include designated paths through the woodland where you can walk or cycle.

The Sports Hall is accessible for limited periods from 20:00 - 22:00 with staff permission. Boarding staff also offer organised tournaments and staff-supervised gym sessions which occur on a regular basis.

Floodlit Astro-turf pitches for hockey, football and tennis.

The Lawrence Room offers a café style area to relax for everyone and includes an Xbox.

The Old Library (Sixth Form Common Room) houses a large-screen with internet provision.

Proctor is a separate social room for all students to relax and socialise in with the benefit of satellite TV.

Salisbury Common Room (situated on the first floor of girls' boarding) where there is a large screen TV, games console, DVDs and board games.

Library housing computers and printer which are accessible to students in the resource room of an evening and over the weekend.

ICT Suites with state of the art equipment.

WHAT HAPPENS WHEN I FIRST ARRIVE?

Upon arrival you will be greeted by one of our Houseparents and shown to your room. If this is your first time at Langley we will provide you with a tour of the school, concentrating on the areas you will need to know in the first few days. We are aware that there is a lot of information you need to know, so in your welcome pack you will find our students handbook that you can refer to. We will have allocated you a 'buddy' to help you through your first few days, this might be someone from your year group or a senior student. Whoever it is, they know exactly how you are feeling and will be able to help you settle quickly. Heads of Year and your Tutor will sort your academic programmes.

Before you arrive we receive where possible, any academic and social information from your previous school, parents, guardians and yourselves. We consider room allocations with these factors in mind and we try, where possible to keep options open regarding making room changes early in the term if circumstances warrant.

For overseas boarders the EAL (English as an Additional Language) department will conduct linguistic assessments early on. Our overseas teacher or EAL staff will establish dialogue with you and will be there to assist you. The first week includes a staged induction programme taking you through various elements of boarding life, and will include an organised first weekend introducing you to options, routines and 'tasters' of what we offer for directed leisure. Key boarding information can be made available in a range of languages, however boarding life is communal so we encourage English to be used in all social areas.

There will be a review after 3 weeks, looking at academic and boarding aspects which may lead to direct communication with your parents and/or guardians, including an invitation for either or both to visit you and the school.

WHAT SHOULD I BRING WITH ME?

General	
1	*Duvet – must be hollow fibre and washable (no feathers allowed)
2	*Duvet covers (polyester cotton)
3	Pillowcases (polyester cotton)
	Coathangers (approx number as clothes)
1	Large suitcase/trunk
1	Overnight/weekend bag
2	Sock bags for laundry purposes
1	Wash bag and toiletries
3	Bathtowels (not bath sheets)
2 dozen	Spare name tags
1	Umbrella
1 pair	Wellington boots (optional)
1	School bag
1	Torch
	**Stationery – pens/pencils/ruler/calculator etc.

Please note that base sheets are provided by the school.

*Advance notice is required if any overseas students wish a duvet and pillows to be ordered.

**A selection of stationery can be purchased at school from boarding staff. Please note that smaller items should be cash purchases. Only full boarders may place more expensive items on the bill.



CLOTHES

Students are kindly asked not to bring vast amounts of clothes and shoes to the boarding house as space is limited in all rooms. As a guide, you should be able to fit all your luggage in one suitcase and a holdall.

Casual Wear	
1	Smart jacket and trousers (boys) Smart skirt or suit (girls)
1	Smart/casual shirt and ties (boys) Smart blouse/ dresses (girls)
2 pairs	Pyjamas/nightdresses
1	Flip-flops for in-house/shower use
1	Casual shoes
6	T-shirts
3	Casual jumpers/sweatshirts
3 pairs	Casual trousers/jeans
2	Tracksuits or casual tops and joggers
6 pairs minimum	Underpants and socks

School Uniform – Senior School (Years 6 – 11)(Years 6 – 11)	
1	School blazer with school badge
6	School white shirts (boys) school white blouses (girls)
6	School white plain undershirts/vests (optional)
2	School mid-grey woollen, long sleeved, v-necked jumpers
2	School ties
2	School dark, grey trousers(boys) mid-length grey skirts (girls)
2 pairs	Formal, black, leather flat-heeled shoes
6 pairs	Grey socks (boys) black or grey tights (girls)
1	House scarf (optional)
1	Bespoke black Canterbury outdoor jacket

School Uniform – Sixth Form (Years 12 and 13)

1	Dark coloured suit
1	White or pastel coloured shirts/blouses
6	Personal ties (boys only)

Sports Kit (Games and PE) Girls – All year round

2	Bespoke playing shirt for netball and hockey
2	Bespoke black skort
2 pairs	Hockey socks
1	Bespoke tracksuit bottoms
1	Waterproof top
1	Bespoke hoody
1	Skins – one of each, top and bottom

Girls – Summer term only

2	Bespoke white generic shirt
2	White socks
2	Athletics vest – house colour
1	Named water bottle (optional)

Boys – all year round

2	Bespoke playing shirt for rugby, hockey and football
2	Bespoke black shorts
2	Rugby, football, hockey socks
1	Bespoke tracksuit bottoms
1	Waterproof top
1	Bespoke hoody
1	Skins – one of each, top and bottom

Boys – Summer term only	
2	Bespoke white generic shirt
2	Cricket shirts
2	Cricket whites
2	White socks
2	Athletics vests – house colour
1	Named water bottle (optional)

Boys and Girls additional Sports Equipment	
1	Rugby/football boots
1	Indoor trainers
2	Outdoor
1	Astro trainers
1	Hockey stick
1	Shinpads
1	Gum shield (can be purchased through the school in September)

Electrical Equipment

We recognise that electrical equipment is part of your everyday and academic life. There are lots of TVs in common rooms; personal ones are only permitted with the express permission of boarding staff with the student being liable for licence charges. The school provides access to computers in the evening and over the weekends. Stereos/speakers are allowed in rooms but headphones must be used during study times. Mobile phones must not be used during study times, reading time for younger students and after 'lights-out'. Electrical safety is important and staff will intervene and remove equipment which poses a threat to safety. All electrical equipment should be fitted with a CE standard marked plug. During the Autumn Term independent PAT testing occurs. As part of your induction, we will ask you to fill in a short form at the end of your first week to check that all is well. In this you will be asked to inform us of any electric equipment you have which plugs into the mains. Should you purchase any other devices during the school year, please inform boarding staff so we can update our records.

Home comforts

Many boarders bring certain home comforts with them that help them adjust and remind them of home. We encourage this, but are limited on space. Decorations cheer the place up, but any unsuitable or offensive displays (as judged by house staff) must not appear. Please use the notice boards when available or 'white-tac' that does not damage paint or woodwork. Any damage that is deliberate or caused by carelessness will be charged to your parents.

Valuables and Money

Please consider carefully what you actually need before you need to bring certain valuable items. Every student has a lockable facility and in certain rooms there are safes. The doors on dormitories are also secured throughout the day. Please ensure that all valuables are locked away when you are out and do not put temptation in the way of others. Boarding staff can provide replacement padlocks.

The Sixth Form students (and younger students if parents wish) are encouraged to run their own private accounts, unless parents/guardians have requested that the individual's spending is to be monitored. A pocket money account can be kept for you and your parents/guardians should pay an amount into this account at the start of each term. You can withdraw pocket money in consultation with boarding staff. The usual procedure is to make a request by 22:00 on Thursday evening latest. Weekly boarders can then collect their allowance from senior house staff at Friday break-time. Other boarders receive theirs Friday evening or at breakfast on Saturday morning. Please note that it is difficult to issue money at weekends if none has been requested.

HOW CAN I CONTACT HOME?

Telephone

Most boarders have their own mobile phones; it is important that you consider the time when you are using your mobile phone so as not to disturb others. The boarding office phones can also be used with Houseparent permission.

Email

You will be given a school email address and you will be able to access your email account from the school computers and there is wireless access throughout the site. We will actively encourage students to check their school email accounts regularly.



WHAT ARE THE DAILY ROUTINES?

Morning Boarding Routine	
06:45	Wake up
07:00	Shower/get dressed/tidy room
07.40	Breakfast
08.15	Prepare for school/phones returned
08:30	Sign out/uniform check

School Timetable – Monday - Friday	
08:40	Registration
08:45	Assembly/Year Meeting/House Meeting/Tutorial
09:15 - 10:05	Period 1
10:10 – 11:00	Period 2
11:00 – 11:20	Break
11:20 – 12:10	Period 3
12:15 – 13:05	Period 4
13:05 – 13:55	Registration
14:00 – 14:50	Period 5
14:55 – 15:45	Period 6
15:50 – 16:40	*Activities *There are no activities on Fridays

Evening Boarding Routine	
16:40 – 16:45	Return to boarding houses/sign in
16:45 – 17:50	Free time, dinner, administration, activity
18:30 – 19:30	*Junior homework (Years 6,7,8,9,10) *Monday – Thursday only
18:30 – 20:00	*Senior homework (Years 11,12,13) *Monday – Thursday only
20:00 – 20:30	‘Tea and Toast’, activity, additional study

Bedtime Boarding Routine			
Year Group	In boarding house	In rooms	Lights out
Years 6 & 7	20:30	20:45 (electronics handed in)	21:00
Year 8	20:45	21:00 (electronics handed in)	21:15
Year 9	21:00	21:15 (electronics handed in)	21:30
Year 10	21:30	21:45 (electronics handed in)	22:00
Year 11	22:00	22:15	22:30
Years 12 & 13	22:30	22:45	23:00

WHAT ARE THE DAILY ROUTINES AT THE WEEKEND?

Routine	Saturday	Sunday
Wake-up	09:30	11:00
Continental Breakfast (if required)	09:00	09:00
Brunch	10:30	11:30
Lunch - snack available in Kitchen	14:00	14:00
Homework	No homework	19:45 – 20:45
Lights out	Boarding staff discretion	As weekday times



WHAT IS THE FOOD LIKE?

We fully appreciate that growing children need feeding lots and regularly. Our on-site catering team, led by Joe Campen, work hard and imaginatively to cater for students and to create a family atmosphere at meal times whilst ensuring a healthy, balanced diet. Food provision reflects the ethical and medical requirements and include religious, ethnic, vegetarian, medical and allergenic needs.

From Monday – Thursday, 'Tea and Toast' is served in the dining room by the boarding staff at 20:00 hours. This is a time to catch up with friends before the evening activities begin.

In the Main House you will find the tuck shop, stocked with all your favourites. If you can't see anything you like, just ask and we will get it in.

In the interest of ensuring you have a healthy, well balanced diet, we restrict takeaways to just one a week. Occasionally, such as for birthdays or other special occasions, we will allow an additional evening.

WHAT IS THERE FOR ME TO DO DURING MY LEISURE TIME?

As part of the school day you will participate in the late afternoon session of activities, where you can choose from over 50 different activities/sports. Evenings and weekends provide an opportunity to 'chill out' and socialise with friends. However, to make the most of your time in boarding, you should also get involved in the many exciting events, trips and visits that are organised by boarding staff.

Aside from the 110 acre grounds, school facilities available to boarders and various 'Leave' options, what makes our boarding experience so special is the varied programme of both indoor and outdoor activities on weekday evenings. We actively encourage you to join in with these activities so that you make friends and take part in the wider boarding community. If there is something that you would particularly like to do, please let the resident gap students know, as they will always try to accommodate requests if possible.

The boarding staff regularly lay on impromptu trips at evening and weekends. Visits will try to encourage you to try something different. These supplement the regular cinema visits and the excellent "Arts Umbrella" programme which aims to widen your cultural experience with visits to theatres, exhibitions, shows and recitals – including major London landmarks. Please note that transport and entry costs will be charged to parent accounts; if the trip is costly - in excess of £30.00 - staff will alert parents at the time of booking so that consent may be given.

We actively encourage our overseas boarders to explain and show something of their cultural background too; for example, the celebration of Chinese New Year. There is also an expectation that, no matter which religious observations students may follow, there are a small number of school services, such as Remembrance Sunday, which all students attend so that they may understand the cultural significance. Arrangements can be made for students to attend services of their own denomination.



WHAT IS 'REGISTRATION' AND 'SIGNING IN AND OUT'?

We are required by law to know where you are at all times while in our care. There are a number of times during the day when you will need to register within your boarding house and this will be explained during your induction.

It is important that you also attend registration twice a day at school within the normal school day.

We actively encourage students to leave the boarding houses outside of the school day, but you **MUST** follow procedure at all times.

You MUST always gain permission and be signed out by the duty member of staff in the signing out book. Signing out means that you agree to observe the conditions laid down for your safety. Leaving site without permission will be seen as a serious disciplinary matter.

Please note that we reserve the right to exclude certain students, according to age and safety considerations.

WHAT HAPPENS AT THE START AND END OF TERM?

Boarding staff need to know your plans. This information must come from your parents/guardians. All flight bookings, passport and visa requirements and renewal of travel documents should be made by parents and guardians. The dates of holidays are published a year in advance and early booking of holiday flights is recommended to fit in with these dates. The co-operation of parents/guardians is requested in **NOT** booking flights before the end of term and half term, since the students will miss vital lessons (including holiday work) and final Assembly. Passports and tickets must be handed to boarding staff for safe-keeping. The school can help by arranging transport to and from airports or, within the UK, if requested, taking into consideration cost, safety and reasonableness when it comes to the timings of departures and arrivals.

Please do not plan departures/arrivals between 23:00 and 06.00.

The approved school taxi operators are Eastern Taxis and Loddon Taxis (telephone numbers are on the 'Contact Information' page in this handbook). They are well known to the students and will see them through checkout or wait for delayed flights. Where several students travel together these companies can be quite cost effective.

If overseas boarders have difficulty in organising flights at the beginning or end of term we would expect guardians to provide overnight accommodation to ensure that students do not miss any lessons. All boarders are expected to attend school for the full duration of term. If your son/daughter needs to arrive or leave outside the term dates special permission must be sought from the Headmaster (letter or email via the Headmasters PA) well in advance and before any tickets or holidays are booked.

Please note that where there is sufficient demand the school will remain open during half term holidays. A sensible charge is made for catering, excursions and where requested, revision lessons. The programme may include going away for a few days to holiday parks and city breaks. These trips will be compulsory for any student staying as we believe it is essential to have a break from the school environment.

WHAT IS 'WEEKEND LEAVE'?

There are no formal exeat weekends where the school closes, but full boarders may be granted weekend leave to visit friends, family or guardians at the discretion of the boarding staff. Parental permission in writing (including email) is always required by Thursday morning at the latest, before the weekend in question. If an arrangement is likely to be on a regular basis, then such permissions can specify dates in advance.

Where a student has weekly boarding status it is assumed that they return to parents or guardians after the end of school on Friday and return on Sunday before 20:00. Students must sign in/out in the main boarding office. If you are intending to return before dinner on Sunday, please inform Houseparents when making weekend arrangements. If your parents or guardians wish you to stay in school for the weekend, or are

happy to approve alternative arrangements, then this needs to be confirmed with boarding staff by telephone or email before Thursday evening. Similarly, if you need to be in school that weekend for any reason, the boarding staff will notify you in advance. If in the absence of any such arrangement and you fail to turn up on Friday evening or there is some reason why you cannot return on Sunday evening, parents or guardians must contact the boarding staff.

Arrangements for full boarders is somewhat different. It is assumed that you will be in school at the weekend unless the house staff receive written approval from parent/guardian of alternative arrangements before Thursday evening. If parents/guardians are in any doubts regarding their arrangements, the boarding staff will be happy to give their opinion on the proposals for weekend leave. Once the arrangements have been made, we must insist that they are carried out to the letter. If, having agreed to the student's exeat parents/guardians feel unsure of the student's whereabouts, then please do not hesitate to contact boarding staff. We, like you, are primarily concerned with the student's welfare.

WHAT IS 'LODDON LEAVE'?

The town of Loddon is within walking distance and is a popular destination with boarders. Loddon is a small, picturesque market town with a selection of speciality shops and a waterside picnic area. There are several places to eat and various establishments offering accommodation.

This is an option on Saturdays between 12:00 - 17:00 or on a Sunday after brunch. It can be granted by the on duty boarding staff on Saturday or Sunday, subject to pre-authorisation from your parent/guardian.

Please note:

- **You must wear appropriate clothing for the weather conditions.**
- **Students below Year 9 must only go in groups or with a Sixth Form student.**
- **If going in a group, you must remain part of that group.**
- **You must not attempt to "thumb" lifts or accept lifts from anyone.**
- **Wherever possible, walk on the designated footpaths/pavements. If you have to use the road or where paths are narrow, walk in single file, face the oncoming traffic, keep as close to the verge as possible and stay alert.**
- **You must be back in school before it is dark i.e. when vehicles begin using their lights (house staff will advise).**
- **Keep some coins or a mobile phone should you need to contact the school (you should all know the school number or a friend's number at school).**
- **Remember that the laws of the land and local by-laws apply to you and they must be observed.**
- **Langley students represent the school (even at the weekends) and high standards of behaviour are expected.**
- **Be safe and sensible.**



WHAT IS 'NORWICH LEAVE'?

Norwich is our closest city approximately 10 miles away and is a city to suit many tastes. It's filled with hidden gems and winding alleyways nestled among the more well-known fun attractions and it's compact size makes wandering around both easy and enjoyable. Explore the incredible heritage sites which rub shoulders with modern technology and experience compelling architecture spanning 1000 years, making Norwich a city for all ages and interests. Norwich is also great for shopping and eating and drinking with a wide range of independent and high street stores, historic pubs and bars and restaurants.

'Norwich Leave' is available on Saturdays and must be arranged with the boarding staff by Thursday evening at the latest. The number of 'Norwich Leaves' are restricted and your age, events, behaviour during the week, academic progress and safety issues can all influence the school's decision to allow you leave. Younger students must be accompanied when visiting the City. The school provides a minibus service (chargeable to parental accounts, which departs at 11:00 and leaves Norwich at 16:00). Norwich leave on a Sunday can only be granted by senior boarding staff in advance. Please note that all the above regulations for leave apply, plus:

Please note:

- **Make sure you are travelling safely. In the first instance use the school minibus or if full, book both legs of the taxi journey or know bus times and place of departure.**
- **Remember that no public bus stops next to the school so plan out a safe way to return.**
- **Do not book taxis to collect from front of school before 11:20. This allows 'Norwich Leave' to depart first.**
- **If booking alternative transport please book after 11.20am, this enables the 'Norwich Leave' minibus to depart first.**
- **Take enough money to cover your return fare. Staff may not be in a position to help you out and taxis can only 'go on the bill' for half term/end of term transport unless authorised by the boarding staff in advance.**
- **You must return in good time for supper by 17:50 at the latest***

* senior students may negotiate a later return with boarding staff in advance – all must return by "in-house time" at the latest.

Obviously problems can arise, but students should plan accordingly beforehand. If your actions suggest that you may be unsafe going on these trips, then the school will have to reconsider your allocation and participation.



WHAT IS 'LATE LEAVE'?

This refers to evening leave and is available to the most senior students in the boarding houses and those with positions of responsibility within the boarding community. Permission must be sought from boarding staff and additional permissions may be sought from parents/guardians. These can be earned by positive, responsible behaviour and application.

Please see permission form at back of this Handbook

Please remember...it is vital that you 'sign out' and 'sign in' as soon as you arrive back to school from any 'leave'.

WHAT SUPPORT IS THERE FOR MY ACADEMIC STUDIES?

Your parents will be informed of your progress through the year, as will boarding Houseparents. There is frequent correspondence between the academic and boarding staff to ensure that you are always working to the best of your ability. Daily homework sessions are held and staff are always available to assist if needed. The supervised homework sessions take place in the MFL (Modern Foreign Languages) building and attendance is compulsory for all students in Years 7 – 10. Authorisation for absence will only be given in advance and with a legitimate reason. The MFL building is equipped with multiple computers, although students can use their own notebooks and laptops if they wish. Older students (Years 11 – 13) are expected to be working in their rooms and will be monitored throughout by boarding staff.

You need to be well organised if you are going to work effectively. Langley School utilises an online homework diary system. Teachers will post your homework on 'Show My Homework' daily. It is your responsibility to check for work to do, spread tasks evenly through to deadlines and record what you have done. Your parents/guardians will be given the login details for this, so they can check that all is going well. The homework sessions are the minimum that we expect you to do. You must obviously study longer if you do not finish your work within these times.

Half termly, parents/guardians will receive progress and effort grades, these are supplemented by termly full reports. Once a year there is a parents' evening. If your parents/guardians are unable to attend, one of the Houseparents will be happy to attend in your absence and report back.

Please remember...to succeed; the motivation has to come from you.

All the staff at Langley are very friendly and want to help you succeed, so please ask them if you need help.

Subject Teachers

Your subject teachers are your first point of call. They teach you during the week and so will know you well. You can speak to them during the school week or email them.

Form Tutor

These teachers have a special responsibility for helping you and can advise and support you if you have a particular issue.

Learning Support

We have a Learning Support Department. Some students require additional support. If this has not already been pre-arranged and you feel that you would benefit from this, please speak to a member of the boarding team.

EAL (English as an Additional Language)

Overseas students may require extra help when English is not their first language. The EAL Department will conduct linguistic assessments early on. Our overseas teacher or EAL staff will establish dialogue with you and will be there to assist you. The first week includes a staged induction programme taking you through various elements of boarding life, and will include an organised first weekend introducing you to options, routines and 'tasters' of what we offer for directed leisure.

WHO CAN I TALK TO WITH WORRIES AROUND SENSITIVE ISSUES?

All staff aim to promote conditions in which students thrive, but from time to time incidents may occur or conditions arise which may cause you to feel unhappy and concerned. These may be in school time or after and may involve relationships with others, health and personal issues. We do care about your feelings but it is not always easy to know that you need to talk. You have to take the first step.

Boarding Staff

There will always be a member of staff in the houses in the evenings and during weekends. Never be afraid of asking for help about anything. They will always do their best to help you.

Form Tutor and Teachers

These staff members will know you well and are available to discuss any issue you may have, not just academic problems.

Heads of Year

Each year group has both a Head of Pastoral and Academic. They have many years of experience between them and will be able to assist you, however big or small the problem is.

All pastoral issues are overseen by Mr Paul Clark, one of our deputy heads and responsible for all aspects of student welfare.

Nursing Staff

The nurses are very kind and understanding and will take time to develop a good relationship with you and along with your parents/guardians will ensure your health and well-being needs are met. Nurses liaise in confidence with GP's.

Prefects

Sometimes you may not want to speak to an adult about a problem you have. Both boarding houses have a House Captain (a Year 13 student who has been selected to represent the respective houses and be a role model for all pupils) and 2 House Prefects who will assist the House Captain. They know the school very well and will be able to help you find the support you need if they can't provide it themselves.

Guardians

For all students whose parents are resident outside the UK a guardian resident in the UK must be appointed before the student starts Langley School. Their name and contact details must be supplied to the school in order that contact can be made should the need arise.

Concerns and Suggestions Box

It is imperative that you feel that you will be listened to and feel that your suggestions and, where appropriate acted upon. In the Main House there is a 'Concerns and Suggestions Box' and you are actively encouraged to post your personal concerns and/or suggestions in these boxes or by talking to members of the boarding committee and/or boarding staff. Committee meetings are held frequently after dinner in the boarding houses and are designed to give students an opportunity to discuss any issues relating to their lives as boarders. The committee publish the minutes for all forums and these are displayed in the boarding houses.

Outside School

If you feel that there isn't anyone in the school who can help with your problem, there are people outside the school who have offered to be available to any student who needs their help.

Childline: 0800 1111 or www.childline.org.uk

Langley School's Independent Listeners (Bryon and/or Christine Sparkes) 01508 528325

OCRD (Office of the Children's Commissioner) 0800 5280731 or www.childrenscommissioner.gov.uk

As a simple guide, the document “Don’t worry, talk to someone” and on notice boards in the boarding houses) provides information as to how to seek support and advice. This includes steps you might wish to take if you have a complaint, either informal or formal. You do have ‘rights of complaint’, and the person you choose to approach will give you the guidance about further action to take if necessary. If you decide to make a formal complaint, this will be written down and passed to Senior Staff, Deputy Heads, the Designated Safeguarding Lead, Janet Timmins (Boarding and Safeguarding Governor) or The Headmaster. At any stage of course you can communicate with your parents/guardians and they might wish to support you/become involved in the process.

Please remember... the burden of worry can be heavy but sharing a concern can lighten that load.

HOW WILL I BE KEPT SAFE?

Relationships with other pupils

Langley boarders are very friendly and welcoming. It is a close knit community and there is always someone who can help you out when needed. This could be helpful advice, assistance with homework or the lending of a vital piece of equipment. Whatever the situation, they have your back.

Resident Staff

A dedicated team of residential staff are in the boarding houses throughout the school week and over the weekend. Assisted by a small team of relief houseparents, they know each student in their care very well. They have been checked and trained with your safety and well-being paramount. Further to all residential staff being first aid trained, and two Houseparents are part of the schools’ safeguarding team and trained in mental health awareness. They are constantly updating their skills by attending courses to further help and support students.

Fire Protection

There is a rigorous fire safety policy. All rooms have fire alarms which are tested regularly. There are multiple fire alarm buttons and fire extinguishers in the boarding houses. Regular fire drills are carried out and detailed instructions are available in the boarding houses. You will be made fully aware of what to do in the unlikely event of a fire.

Medical Care

The well-equipped Medical Centre is situated between the Main House and Salisbury House. A registered nurse is on duty from 08:15 until 16:45 daily. Outside of these hours the boarding staff provide medical cover. The local GP, Dr Barrie, holds a clinic in the Medical Centre every Wednesday morning and all Full boarders will be registered with Chet Valley Health Centre in Loddon. Weekly boarders can choose to remain registered at home, but in an emergency, appointments can be made for them here.



WHAT IS EXPECTED FROM ME?

As we live in a community it is important that there are rules and regulations which we all abide by to create a happy and stable environment where we can all fulfil our potential. The principles are:

- **Treat others how you would like to be treated**
- **Be truthful and live honestly**
- **Listen to each other**
- **Take pride in what you do**
- **Aspire to reach your potential**
- **Be positive and get involved**

If we can all put these into practice, then we will indeed create a happy and safe community. The responsibility for adhering to the rules is firmly yours but prefects/senior students, Houseparents and boarding house staff all have a part to play.

Academic Expectations

We expect you to always do your best and try hard; attend all of your lessons punctually and complete homework on time. All homework sessions must be attended unless absence has been authorised. Being involved in an after-school activity or sports fixture is no excuse.

Communication and Manners

We expect everyone to speak to people with respect and with good manners. Ensure that you are helpful, polite and considerate of feeling. Swearing, spitting, dropping litter and physical violence will not be tolerated. For overseas boarders we expect English to be spoken wherever possible. The use of phones is not acceptable at meal times or during study periods.

Appearance

School uniform should always be worn correctly. Shoes should be cleaned and polished regularly. You should always change out of uniform after final lesson each day and always hang it away in your wardrobe space.

- **Ties must be worn correctly**
- **Socks and tights should be black**
- **Shirts are to be tucked in**
- **A belt should be worn with trousers**
- **Top buttons should be done up**

Learn and follow the school and boarding rules

It is vital that we know your whereabouts at all times and must always sign in and out. We are especially privileged to live in such a beautiful setting with 110 acres of grounds. They are there to be enjoyed, but please treat them with respect. Breaking bounds without permission is a serious matter.

Boarding House Duty

Within your boarding house you have a duty to everyone that lives and works there. We make every effort to keep them well maintained and clean. To help the cleaners and to promote an example of your own self-discipline we expect you to keep all areas tidy.

Within your bedrooms and dorms, it is important that the following happens:

- **All clothes must be put away when not in use and clothing is to be hung.**
- **Dirty laundry to be placed in appropriate basket and taken to Laundry before breakfast.**
- **Floors should be clear of debris for vacuuming and all rubbish put in bins.**
- **Desktops and shelves should be neatly stacked.**
- **Beds must be made.**
- **All lights and electrical equipment must be switched off.**

Students fill in inventory agreements with boarding staff on arrival and there is a charge-back system for recovering costs for damages caused by deliberate, wilful or reckless/irresponsible action. The maintenance team conduct checks via tours of the accommodation accompanied by senior boarding staff and students are encouraged to report matters requiring repair/attention

Medication

Due to prescribing restrictions in schools it is necessary for all medication, prescribed or over-the-counter to be handed into the school nurses, this includes antibiotics, etc. They should be clearly labelled with the student's name, stating the medication dose and timing.

Each boarding house contains a secure safe which will hold initial medication in the event of a student needing prescribed drugs or pain relief. The boarding staff must follow the set procedure for administering and recording of these medications. This procedure is outlined in the Medication Book in both girls' and boys' boarding.

Asthmatics are encouraged to carry an inhaler with them at all times. You may wish to provide the school with a spare inhaler. Pupils with serious allergies requiring an Epipen should carry their own with them at all times and are asked to provide a second Epipens, which is stored in the Medical Centre or boarding house for individual use only.

New and returning boarding pupils should give medications, both prescription and over the counter drugs, to boarding staff. Prescription medications may only be given to the student for whom they are prescribed. All medication administered in school by boarding staff must be recorded in the medical register which is kept securely in the medication safe. The boarding team has 3 members of staff who have completed the accredited course of managing medications in school and childcare settings.

Alcohol, Tobacco and Drugs

You are not allowed to buy or use alcohol, drugs or tobacco while at Langley School. You will face serious sanctions if you are found to be using or have used either substance. The only exception is that Sixth Form students may be given the option of having a small amount of alcohol on special occasions. However, if we as boarding staff feel that your alcohol consumption is at a level of concern, we reserve the right to "breathalyse" you, using a standard approved unit purchased from Boots the chemist call 'Alcosense'. For ease and simplicity, we will use the current UK driving regulations as a base line template to ascertain if you are over the blood alcohol limit. This will ensure your safety and the safety of others is paramount. The school reserves the right to drug test students if they have reason to believe they have taken illegal substances. Further information regarding these matters can be found on the school website under policies.

Laundry

You need to be organised with your laundry, taking your items down daily to the laundry before breakfast.- little and often is the motto here. Please ensure that all items of clothing are clearly labelled with wove name tags or an indelible pen. A charge of 50 pence per tag will made by the school if they need to be sewn on by the staff (This service is only available for school uniform). The school cannot be responsible for unmarked articles. All items must be machine washable and suitable for tumble dryers. Each house has specified bedding days, you will be notified of this during your induction.

HOW WILL MY ACHIEVEMENTS BE RECOGNISED?

At Langley we like to reward students who meet and surpass our expectations.

Privileges and Rewards

All year groups:

- Extended 'lights-out' times at weekends.
- Greater access to the grounds.
- Access to the gym under staff supervision.
- Opportunity to book common rooms for periods of time for celebrations, etc.
- Opportunity to order treat 'takeaway' food more than once a week.
- Increased 'Norwich Leave'.
- Headmaster treats from his fund for cooperation.
- Celebrations of calendar events – Christmas, Summer BBQ, Shrove Tuesday, Valentine's Day, Chinese New Year, etc.
- Spontaneous, fun weekday evening events.
- Additional events at weekends.
- Meals out organised and part subsidised by the school.
- Parties/socials with house staff during the year.

Years 11, 12, 13

- Allowed to study in bedrooms.

Years 12 and 13

- Late 'Norwich Leave' on Saturdays with possible hotel stay on weekend nights (subject to parental consent).
- May opt-out of afternoon school activity sessions (unless needed for fixtures) and may leave site through to supper.
- Subsidised extra provision for Years 12 and 13 at Christmas party

Prefects:

- Friday evening 'Loddon Leave' (return by 22:30)



WHAT HAPPENS IF I GET INTO TROUBLE?

We expect you to behave with maturity and responsibility. Ensuring you are respectful and polite to everyone and always try your hardest. However, sometimes you may make a mistake. If you do you must learn from it and avoid making that or similar mistakes in the future. Wherever appropriate, we try to place the sanction in the context of the misdemeanour.

Stage 1

A verbal caution, warning or reprimand may suffice.

Stage 2

Forms of 'community service' such as clearing tables or litter-picking (must not become onerous, and must reflect good hygiene practice).

Early 'lights-out' with students reporting to staff earlier at bedtimes (again allowing for a reasonable length of leisure time).

Writing up accounts of involvement in incidents (causing participants to reflect on actions).

Stage 3

(Almost always after referral to senior house staff).

Extra time for completion of work (not beyond bedtime).

Extra time for tidying room (from leisure time, but not preventing reasonable relaxation).

Withdrawal (temporary) of facility e.g. brief ban from Common Room.

Temporary exclusion from 'Tea and Toast'.

Detention for students on senior 'work catch-up list' or those who have fallen behind on work report.

Stage 4

Removal of privileges (for those who have them) such as study privilege, lunch priority, suspension of prefect status and associated privileges.

'Gating' imposed by senior house staff only, and recorded in sanctions book – restriction of leave by requirement to report to house staff at regular intervals.

'Grounding' imposed by senior house staff only - student restricted to own boarding house area for period of leisure time (not preventing access to food and medical centre); Breakfast reporting to senior house staff.

Stage 5

Deputy Head interview – probable internal suspension for serious breaches of discipline.

Stage 6

Referral to The Headmaster for major breaches of regulations, including sanctions as laid out in alcohol/drug/anti-bullying policies.

As a standard, any school demerit will be sanctioned by an evening detention on the same day which will be held by the House Staff. It will be used as a time of reflection and a chance to ensure the action that caused the demerit is not repeated.

Please refer to the 'Behaviour Policy' which can be found on the Website.

HOW DO I GET THE MOST OUT OF BOARDING AT LANGLEY?

Do...

Remember to thank your parents or whoever is making this experience possible for you.

Come with a positive attitude.

Try your hardest in everything you do.

If English is not your first language, try and speak it as much as you can.

Have a go at something you have never tried before.

Use the school's facilities; the gym, the astro pitches, the library, etc.

Try food you have never eaten before.

Ask for help.

Explore the local area.

Keep in touch with family and friends.

Join in with the activities.

Study hard.

On behalf of myself and the boarding team we look forward to welcoming you to our community. Please remember that as parents ourselves, we are very aware of the many obstacles and challenges teenagers face today. We understand that it is never easy to leave the comfort of your family and friends whether you are coming from this country or further afield. We will do our utmost to cater for all of your needs and provide a safe, friendly and supportive environment.

Mr S Townly, Lead Practitioner Boarding

PLEASE REMEMBER...HAVE FUN AND DON'T WASTE THE WONDERFUL OPPORTUNITY YOU HAVE BEEN GIVEN!





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