

# Handbook for Boarders

BiltonGrange

BOARDING  
since  
1873



Bilton  
Grange 

Dear New Boarder,

We are so pleased you have decided to become a boarder at Bilton Grange and we are all looking forward to welcoming you to the BG boarding family.

We hope this guide will provide you with most of the answers to your questions as well as giving you a little insight into the many things you can look forward to as a boarder at BG.

If you have any questions after reading the guide, please get in touch and I will be very happy to help.

Happy reading!



Mr Mark Tovey

**Assistant Head - Boarding**

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# Getting Ready

This may be your first time as a boarder or maybe you've done it before however don't worry! Read this section carefully so that you can be fully prepared.

Take a look at the list of items that you need to bring with you. Your parents will have a copy of this list too, so try and help them get all these things ready.

<b>Toiletries</b>	<b>Other items</b>
2xBath Towels	1xDuvet (optional for Flexi boarders)
Toothbrush	1xPillow (optional for Flexi boarders)
Toothpaste	2xDuvet and Pillow Covers
Shower Gel	1xTrunk/suitcase
Face Wash	One smart outfit for candlelit suppers
Shampoo	
Conditioner	
Deodorant	
Hairbrush/comb	

You will need all your uniform and sports kit too. You will be given a full uniform list by the school shop.

## **Other things that boarders like to bring, but are not essential include:**

Photos of Family and Friends

Music

Teddy Bear/Blanket

Mobile Phone/Tablet/Laptop

If you want to know if something is allowed please do ask us.

# What you can and can't bring

Here are some guidelines about what you can and can't bring with you.

## **Jewellery**

Girls are allowed to wear a pair of stud earrings and all children may wear a watch (no i-watches, please). You can bring some extra items of your choice for use at the weekends.

## **Mobile Phones**

All boarders are allowed to bring a mobile phone if they wish. These will be stored in the phone lockers for safe keeping and they can be used in the house in the evenings to make or take a call. At this end of this time the lockers are all locked. There are also landline phones in the house for your use.

## **Pocket Money**

Boarders will be provided with a sensible amount of pocket money each weekend for the various trips. This will be in the region of £5 per trip but on certain occasions, this might be a little more. The boarding team will also sort and arrange money for any school trip that occurs during the term. There is no need to send any money in to school. This will be collated and then added to the end of term bill. If your child needs further funds for travelling or other reasons, please email: [boarding@biltongrange.co.uk](mailto:boarding@biltongrange.co.uk)

## **Travel Wallets and Money**

All wallets/money that are carried by our boarders to and from their homes will be collected in and stored in a safe on arrival to BG. If travel money is required for half-term's or holidays, please email: [boarding@biltongrange.co.uk](mailto:boarding@biltongrange.co.uk)

## **Passports & Tickets**

For overseas boarders, passport and tickets will be stored in a safe and secured location.

## **Electronic Gadgets**

You may bring electronic games and gadgets if you wish. Again, these will be collected in by the boarding team and kept safe. These can be used at weekends. They MUST be named.

# Who will look after you?

	<b>Mr Tovey Head of Boarding</b>	Mr Tovey is in charge of boarding at Bilton Grange. He lives in the main building with his wife, Mrs Tovey, and his three children, Xander, Lyra and Sennen. His house is attached to both the boys' and girls' boarding houses. Mr Tovey is also Head of Design Technology in the Prep School and coaches rugby and hockey and is Head of Cricket.  <b>Tel: 01788 818228 / E-mail: <a href="mailto:boarding@biltongrange.co.uk">boarding@biltongrange.co.uk</a></b>
	<b>Mrs Howkins Head Matron and Boys' House Mother</b>	Mrs Howkins looks after the boys in the boarding house. Mrs Howkins has been a matron at Bilton Grange for over 10 years. Mrs Howkins will live in a flat in the main school building and is a "Mum" to the boys in the boarding house.  <b>Tel: 01788 818233 / E-mail: <a href="mailto:boarding@biltongrange.co.uk">boarding@biltongrange.co.uk</a></b>
	<b>Mrs Wilkin Head Matron and Girls' House Mother</b>	Mrs Wilkin looks after the girls in the boarding house. Mrs Wilkin has been at Bilton Grange for a number of years. She lives with her family in a flat attached to the girls' boarding house. Mrs Wilkin is the girls' "Mum" in the boarding house.  <b>Tel: 01788 818236 / E-mail: <a href="mailto:boarding@biltongrange.co.uk">boarding@biltongrange.co.uk</a></b>
There are also a team of regular matrons in the house. The matrons will help you with any day to day problems. <b>E-mail: <a href="mailto:matron@biltongrange.co.uk">matron@biltongrange.co.uk</a></b>		

## School Nurse

Mrs Gunn is the nurse in school. She will see to all your cuts and bruises as well as coughs and colds. She is a qualified nurse who has worked in many boarding schools so knows how to look after injured or hurt pupils. Mrs Gunn and her family live on the school site and she is in regular contact with the boarding team.

**Tel: (01788) 818226 / E-mail: [cgunn@biltongrange.co.uk](mailto:cgunn@biltongrange.co.uk)**

## House Tutors

There are a dedicated team of on and off site teaching staff who support the boarding team and the boarding community in the evenings every week.

## Mr Osiatynski

Mr Osiatynski (or Mr 'O') is the Headmaster. He is in charge of the whole school. Mr O lives on the school site with Mrs O and their two sons Jake and Max.

These are the people who have a specific role within the boarding side of school life at Bilton Grange, but really, everyone - teachers, matrons, kitchen staff, cleaners, receptionists, other pupils - everyone takes part in making Bilton Grange a friendly and supportive place where you will never feel alone and where someone will always be there to listen and help.

## Settling In

When you arrive at Bilton Grange, you and your family or guardian will be met and welcomed by Mr Osiatynski. You will then be shown up to your boarding house, where the boarding team and the our fantastic matrons will show you which dormitory you will be staying in and where you can put all of those things you packed.

Girl's dorms are:

VAL D'ISERE ST ANTON WHISTLER MERIBEL ASPEN

Boy's dorms are:

BONDI BEACH JEFFREYS BAY FISTRAL BEACH CROYDE BAY

SANTA CRUZ NORTH SHORE KUTA BEACH

All the dormitories are great and which one you are placed in will depend on your age and who will be looking after you. Usually, all the children in a dorm will be from the same year group at school, so you are likely to be with your friends, or if you are new to BG you will soon make lots of new friends.

When you arrive, as well as being placed in a dorm, you will be introduced to your 'boarding buddy'. This will be someone who has boarded before and will help you to get the hang of the routines and rules of the boarding house and they will take you on a tour of the school so you know where things are.



# Health

We have a very caring school nurse called Mrs Gunn. She is in every day and if you are feeling ill or are injured she will always help you. Working alongside her we also have the matron team that support Mrs Gunn throughout the day. So if she is not around then one of them will be on hand to help.

## At night

We have a night matron who stays awake all night while you sleep. If you need her, all you have to do is call. If for some reason you cannot reach her, the Head of Boarding is always available his house. Again, all you do is call. All the contact numbers you need are just by the phones so don't panic, you don't have to remember them.

## Doctors

Bilton Grange is linked with the local doctor's surgery in Dunchurch. If you need to see someone then Mrs Gunn will organise an appointment for you and she or one of the matrons or even a Houseparent will take you along.

## Opticians or Dentist

Here is another part of home life that Bilton Grange will look after. If you have broken your glasses or chipped a tooth we have links with the opticians and dentist and can get you sorted really quickly. So you may not be at home but we will look after you in the same way.

# A Typical Day at Bilton Grange

Just like other schools, Bilton Grange has a timetable for lessons, sports and activities, but because it's a boarding school Bilton Grange also has times for things like having breakfast and going to sleep. The table below shows you what a typical day at Bilton Grange looks like. There isn't any detail about lessons because you will be given this information by your Form Tutor. Although this is the basic plan of what happens, some days can change for example for special occasions or trips.

7:00am – 7:15am	Wake up & get dressed
7:30am – 7:35am	News Headlines
7:35am	Breakfast
8:00am – 8:15am	Children to form rooms for registration
8:30am	Assembly or Chapel
8:55am – 4:30pm	Lessons/Games/Activities
4:45pm – 5:45pm	Options
5:45pm – 6:15pm	High Tea
6:15pm	Prep time/Free time
7:30pm	Bedtime routine begins
9:00pm	Everyone asleep (we hope!)

## Bedtime Routine

	Upstairs	Reading/Story Time	Lights Out
Juniors & 3rds	7:30pm	8:00pm	8:15pm
4th Form	7:45pm	8:15pm	8:30pm
5th Form	8:00pm	8:30pm	8:45pm
6th Form	8:15pm	8:45pm	9:00pm



## Form Tutors

Everyone is put into a form group where you will have a Form Tutor who will look after you during the day. The Tutor will help you sort your timetable, tell you which rooms to go to for lessons and help you work out which teachers you have for what lessons.

If you need a little extra help in class your Tutor will talk to your parents and our learning support department and you may end up seeing one of our great specialists once a week.

As you get older the subjects get harder and in some subjects you will be placed in sets. This means you will be learning with other members of the year group who learn at the same pace as you do. You will also start to think and work towards Common Entrance and scholarship exams. Your 6th Form Tutor will help and support you through this as well as the boarding team, so DON'T PANIC.

## Sections

In addition to form groups you will also be put into a Section (equivalent to a house system) – this is where members of the school of all year groups come together and work together as a team.

When you start as a Junior you join the school as a Hobbit. Then, once you have been here for a term there is a 'sorting ceremony' where the Bilton Flag places you in a Section (just like in Harry Potter!). There are four sections – Churchill (green), Mountbatten (yellow), Nelson (blue) and Wellington (red). If you join further up the school then you will be told which section you are in before you arrive.

# What happens apart from lessons?

So, as you can see, days are pretty busy at Bilton Grange. As a school, lessons and team sports are a big part of the day but as a boarding school, we offer lots of things to do after school too. What's on offer varies from term to term and from year to year, but there are normally a good range of Options to choose from on Monday, Tuesday, Thursday and Friday nights. Wednesday and Saturday evenings, and Sundays, are a little different and usually involve more free time - see page 20.

Below are some samples of what a boarder's afternoon options might look like:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Brownies/ Cub Scouts	Swimming	Free Time	Horse Riding	Basketball	Film and Popcorn	Drayton Manor

Here are some examples of activities and options that might be on offer throughout the week:

Monday	Tuesday	Thursday	Friday
Cubs/ Scouts	Horse Riding	Horse Riding	Netball
Brownies/ Guides	Fencing	Cub/ Scouts	Trampolining
Mathematics/ English Clinic	Independent Study	Languages Clinic	Science Clinic
Design Technology	Sports High Fliers	Ballet	Art and Sculpture
Golf	Photography	Swimming	Girls' Cricket
Warwickshire Choiristers	Tae Kwon Do	Riders' Prep	Cricket Nets

## Keeping in Contact

### Telephone Calls

In the evenings, boarders have a window of time to call home on their mobile. We also can make or receive calls from the House phones (there are two phones in each house). All boarding house numbers are on the front of the school calendar.

You must remember to call home (or receive calls) before bed time, so that you can get settled in to bed quickly and restfully. If you have a problem with this at any time, have a chat with one of the boarding team.

If you need to contact home in an emergency during the day, the School Receptionist will help you. In the evening/ night-time the boarding staff will be able to help. They will have copies of all the contact numbers given by your parents.

Mobile Phones are not allowed in school during the day

### E-mail and Facetime/Skype

E-mail and Facetime/Skype are also useful ways of keeping in touch with family. You can use the school computers to send and receive e-mails as long as you stick to all e-safety rules.

### Sending a letter or Card...

There is nothing quite like getting a hand-written letter or postcard in the post. Parents and grandparents have been known to treasure these for years. You are welcome to write letters or postcards as often as you wish. Just ask the boarding team to post them for you.

# Invitations to Friends' Homes

It is possible that school friends who are day pupils or weekly boarders may invite you to parties or sleepovers at their homes on a Saturday evening or Sunday. They may also invite you home for an Exeat. If this happens, you are allowed to ask permission to join them. Written consent from your parents is required as is the permission of the Head of Boarding. A quick and easy email will speed up the process and get permission fast.



## Rules in the Boarding House

As a boarder, there are rules you will need to follow in your Boarding House. In the Boarding House there is a Code of Conduct which we follow so that everyone's experience can be as peaceful and happy as possible. A common sense approach should be adopted by all with a view to harmonious community living.

### Rewards and Sanctions

During the school day we run a good and bad mark system. Good marks are awarded for a variety of reasons in and out of the classroom, helping staff and/or other students, amazing performances in your written work. Bad marks are given for misdemeanors.

In the boarding house, we do not run this system but we will treat you the same as you would be at home. Don't be silly or you might lose your TV time in the evening or the chance to use or play on your electronics. We expect you to be helpful, supportive and kind to one another. Good behaviour and conduct will be rewarded both individually and as a dorm.

**Shack and Chalet Awards:** are awarded each term to the winning dormitory. There are 8 different areas which you are awarded points for and it's a team effort.

**RAK Awards:** Random Acts of Kindness or RAK awards are given to individuals who do something helpful, supportive, encouraging or in a caring manner without being asked. A raffle ticket is issued by the member of staff and at the end of each half of term these are drawn out of a hat. The winner, wins a BG boarding merchandise t-shirt of your choice. The more RAK tickets you get, the better the odds of winning!

### Working Hours

Most of us aren't able to nip to our bedrooms during the working day. Consequently, we don't want boarders going

upstairs between 8.15am and 5.45pm. However, if you wish to do so, please speak to a boarding member of staff and you will usually be allowed to.

### 6th Form (Year 8)

When you are in 6th Form at Bilton Grange you are allowed certain responsibilities and privileges. For example, and we do regularly have a '6th Form Social'. This means you can stay up and enjoy playing snooker, table tennis and enjoying some edible treats in the Gallery until around 9pm. This is organised by the Head of Boarding and boarding team. We also have a Boarding Ambassador in each boarding house – someone who has shown themselves to be a good role model for the younger boarders.

### Your Voice

Suggestions on how to improve any aspects of boarding life are warmly encouraged and these will be noted by the House staff and forwarded to the Management of the School. Other than informal conversations and House meetings, you have a suggestions (voice) box, a twice termly Boarders' Council and the School Council where you can raise any concerns, complaints or other views.



# Bullying

We dislike it when children are unkind to each other, although we understand that, in any family or community, there may be times when people upset others. The key thing to remember, especially in a boarding community, is that there are lots of people to talk to who are able to help.

Nobody at Bilton Grange should be hurt or upset by anybody else. Someone who hurts or upsets someone PERSISTENTLY is a bully. As a child at Bilton Grange it is important that you learn how to get on with others, whether they are your closest friends or not.

We take a zero tolerance approach to any kind of bullying or unkindness within the school and boarding houses. Bilton Grange is a friendly, happy school and everybody needs to work together to keep it that way. If someone is unhappy, we believe it is the responsibility of all of us to try to make things better.

If you have any worries or concern at school, you could choose to speak to:

A Houseparent

A Form Tutor

Another teacher

Office Staff

A Matron or School Nurse

A Friend

An older boarder or boarding prefect

A Graduate Assistant

A Gap Assistant

The Headmaster

You may prefer to talk to someone out of school. You could choose your parents, your relatives, a friend – there are always people willing to listen.

# Weekends

## Saturdays

There is rarely a quiet moment at Bilton Grange. Boarding life is busy and we are proud of the huge range on offer. As well as the large choice of activities and Options during the school week, weekends are fun-filled whilst also allowing for some much needed free time.

After school on Saturdays the boarders have some independent time for relaxation and exploration. Activities that boarders might choose to do are:

Ball games / Playing in the house / Climbing trees / Feeding the chickens / Exploring the wild gardens / Playing on the adventure playground / Getting lost in a book / Relaxing in the games room (pool, table football, Hornby, Scalextric) / Sending emails to family and friends / Playing on electronic gadgets

The day usually ends with a film night (with edible treats and popcorn!) in the boarding houses before heading off to bed.

## Sundays

Sunday begins with a nice long lie-in followed by a full English breakfast in pyjamas. There is then a little more free time before heading off for a fun outing or activity in the afternoon. These can include:

Paint Balling / Climbing wall / Jump-In / Cinema / Home Day / Bowling

# Going home

Believe it or not, after some time boarding at Bilton Grange you will want to take a break and recharge your batteries. This will help you to be at your best in the classroom, on the sports field and when playing with your friends.

There are three main kinds of break or holiday each term:

## Exeats

These are weekends when everyone goes home or to their guardians.

They normally start at lunch time on a Friday and finish on a Sunday evening when boarders can return to school (although sometimes on a Monday in the Summer Term).

There is usually one Exeat each half term.

## Half-Term Holiday

This is a longer holiday and, as the name suggests, it occurs every half-term (about 6 weeks into a term).

They normally start at 4pm on a Friday.

## End of Term Holidays – Christmas, Easter & Summer

These are the longest holidays when most children will return to their homes.

They usually begin after any end-of-term event or occasion e.g. School Carol Service.

Boarders should remember to:

Tell the boarding team who is picking you up and at what time.

Inform the boarding team when you will be returning i.e. Sunday evening or Monday morning.

One of the boarding team will contact your parents about this BUT if you already know, do tell them!

# Useful Terminology

Word	Meaning
Exeat Weekend	A weekend at 'home'. School closes and everyone leaves for the weekend. Sometimes called 'Leave-Out' weekends.
Tuck Shop	Sweet Shop. Sweets called 'Grub'.
Fall In	Gathering of the entire community, usually in the Gallery or Dining Room.
BG	Shortened name for Bilton Grange.
Michaelmas Term	The Autumn term from September to December.
Lent Term	The Spring term from January until March/April.
Prep.	'Homework' – work set by teachers to be completed independently during timetabled sessions in the week. Usually at the end of the day.
Dorm	Short for Dormitory – a bedroom shared by a number of boarders.
Tutor	Each pupil is placed in a form class with others in their year group. Your form tutor runs the form class and can help you with any issues in the day time.
Matron	A member of the boarding staff – looks after boarders and boarding house. Washes clothes, supervises teeth brushing, gives out medicines, listens troubles... The list is endless and we couldn't live without them!
Section	As well as a form class you will also be put into a Section (equivalent to a house system) – this is where members of the school of all year groups come together and work together as a team.