



# BILTON GRANGE

PREPARATORY  
SCHOOL



BOARDER'S HANDBOOK FOR PARENTS



# WELCOME TO BG BOARDING

Dear Parent,

We are delighted that you have chosen to enrol your child as a boarder at Bilton Grange and we are all very much looking forward to welcoming you into the BG boarding community.

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 your child can look forward to as a BG boarder.

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

**Mr Mark Tovey**  
Assistant Head Boarding

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# BRINGING YOUR CHILD TO SCHOOL ON THE FIRST DAY

You should enter the school through the Main Reception, where you will be warmly welcomed by the Headmaster, the Assistant Head Boarding, and the boarding team along with other key members of staff. There will be refreshments served in the beautiful Gallery and you can have a photo taken by one of the professional photographers. When arriving for the New Joiner day, children do not need to arrive in school uniform. The Admissions team will send you a formal invitation to the New Joiner event with further details of the event timings and refreshments will be provided.

## KEEPING IN TOUCH

Your child will be well looked after, and we will keep in regular contact with you during the early days. Please do not hesitate to telephone if you have any queries or just wish to be reassured that all is well.

You may call:

**Mr Mark Tovey – Assistant Head Boarding:** 01788 818235

**Mrs Mandy Wilkin – Girls' House Mother:** 01788 818228

**Mrs Kelly John – Boys' House Mother:** 01788 818218

Useful email addresses:

**boarding@biltongrange.co.uk** – emails sent to this email address will automatically go to all of us as the Senior Boarding Team.

**headmatron@biltongrange.co.uk** – emails sent to this address will go to Mrs Kelly John and Mrs Mandy Wilkin only.

**matron@biltongrange.co.uk** – emails sent to this address will go to the team of matrons

**bgnurses@biltongrange.co.uk** – emails sent to this address will go to the Nurses team of Mrs Gunn and Mrs Litchfield.

Please do let us know if you are going to be away from home for any length of time and it would be appreciated if you could provide us with your contacts details for whilst you are away.



# EXEAT WEEKENDS

There is an exeat weekend approximately every third weekend, at which time all boarders must go home or go to stay with their guardian. This runs from Friday at 1.00pm/4.00pm, usually until the Sunday evening but occasionally this extends to include the Monday. These weekends are clearly marked on the calendar. Please notify the boarding team of arrangements for these weekends. If, in addition, parents of full boarders wish to take children out at any other weekend, we ask that you contact the boarding team before 12 noon on the Wednesday prior to the weekend in question.

## TELEPHONES AND PERSONAL ITEMS

Mobile phones, electronic gadgets, passports, travel documents and tickets are all stored securely by the Boarding team, with your permission, and they are signed in and out as needed. All pocket money during the term for school and weekend trips is now re-charged. However, if boarders have travel money, on arrival, this is kept secure placed and locked away.

A record of this is kept by the boarding team. In addition to this all boarders have a lockable bedside cabinet in their dormitories for any other personal items.

Parents may phone in to speak to their child in the evening, when they are up in the boarding area. However, in the early days it may be advisable to speak to the boarding team in the first instance, as your child may find a phone call unsettling.

Numbers to call to speak to children:

**Boys** – 01788 818224 or 01788 818209

**Girls** – 01788 818225 or 01788 818210



## TRAVEL AND TRAVEL MONEY

The school can arrange for a taxi and escort service to take your child to the train station or airport and also to collect them upon their return. Please contact the boarding team to make travel arrangements. We can also pre-order money which must be authorised by the parent/guardian.

## MEALS

Food at Bilton Grange is plentiful and varied. The children have a good choice of cereals at breakfast, along with fruit juice and toast. There is also a cooked option available most days, with a full English breakfast on Sundays. Children are offered milk, biscuits and fruit at morning break.

Lunch is self-service style, offering a hot main meal, with a vegetarian alternative, a baked potato and salad bar and a choice of pudding, yoghurt and fresh fruit. There should be no reason for a child to be hungry. Help is always on hand for the youngest children, and to ensure that they opt for a balanced meal. All teaching staff eat their meals with the children.

A drink and snack are again available mid-afternoon – known as ‘Little Tea’. Another hot meal is available at the end of the school day. Drinks, snacks and cereals are then available in the boarding areas before bedtime.

Please fill in the enclosed dietary form detailing any special requirements for medical or religious reasons.

## CALENDAR

All school games fixtures, chapel services and other special events are highlighted in the school calendar. Calendars for the next term are issued at the end of the previous term, along with the bill, to allow plenty of time for planning.

Term and holiday dates for the next year are also published in this calendar.

## CHAPEL

In the Advent Term there are three special Chapel Services (Harvest Festival – 3rd and 4th Forms, Remembrance Sunday – 5th and 6th Forms, Christingle – Juniors), one of which your child’s year group will be taking part in. There will be greater involvement for members of the Choir. Parents are very much encouraged to attend these Chapel Services – refreshments are provided both before and after the service. Details of these services are in the calendar.

## PARENTS’ SATURDAY BREAKFAST CLUB

There is a very popular Breakfast Club for parents every Saturday morning. This is held in the Dining Room – please do come and enjoy a bacon butty after you have dropped your children off in the morning if doing so.

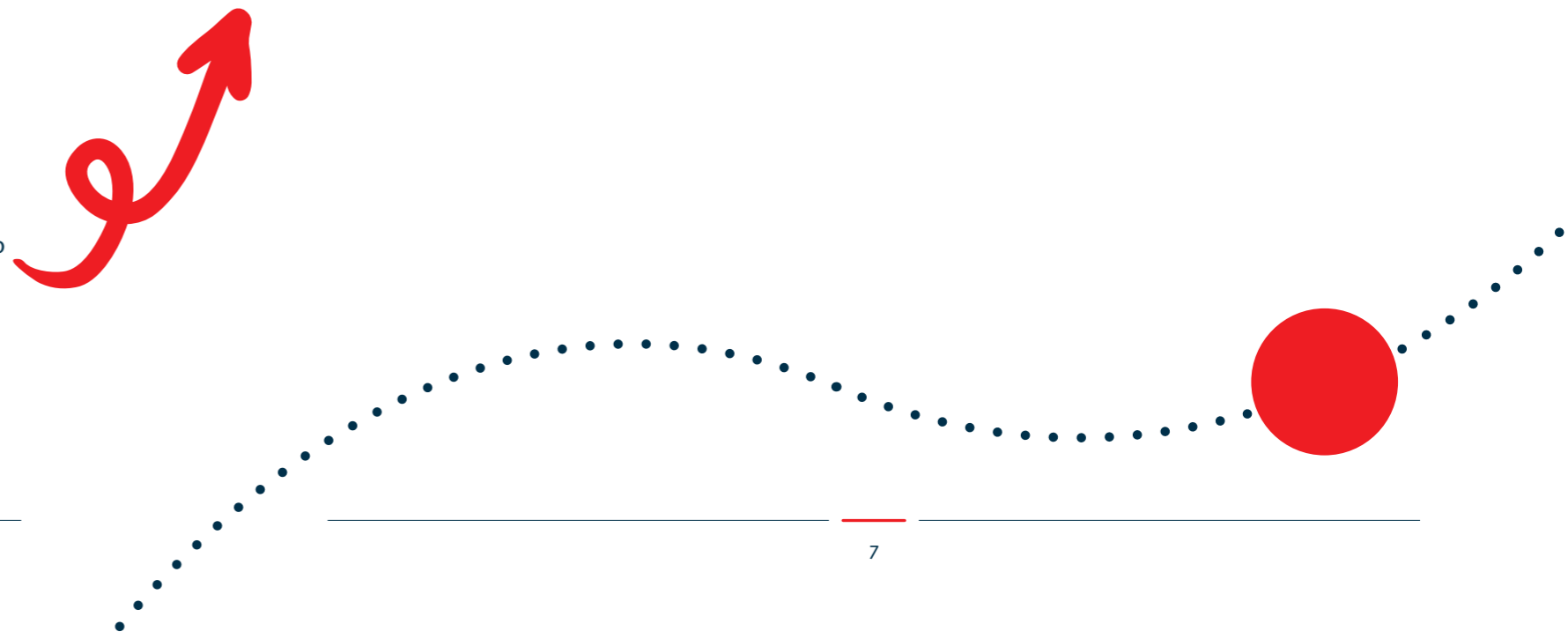
## FEEDBACK

We welcome comments and suggestions from parents on any aspect of school life and you are free to approach the headmaster at any time, if you have any concerns. Any concerns or complaints are taken very seriously and a copy of the school complaints policy/procedure is available from the Headmaster’s PA.

## TEAMS AND MATCHES

The school plays fixtures against other schools in all the major sports and at all levels. These fixtures usually take place on Wednesday and Saturday afternoons and are listed in the school calendar. Teams are selected by 5pm on the Monday and Thursday ahead of match days and the teams are displayed on the games notice board in the Gallery and on the Sports Portal on the school website. Parents are very much encouraged to support the teams at both home and away matches. If you have any queries about matches, do please telephone the school on the morning of the fixture for any further information. Directions to all the other schools on the circuit are also available. Please ring the main school number – 01788 810217.

On fixture days the school is very much an open house and parents are very welcome to visit, to watch their child playing games, whether or not they are in a match. There will always be a cup of tea and cake on offer in the Gallery (or by the cricket pavilion in the summer) while the children are changing. This is always a good time to meet other parents and to chat informally with the headmaster and other members of staff.



## MEDICAL

The School Nurses have a surgery and medical bay in the centre of the school, just off the main staircase. There is also a small medical bay in both the boys' and girls' boarding houses. They will look after any children who become ill or are injured while at school. They will contact you immediately if there is a serious problem with your child and will always let you know if they have needed more than very minor care. They will also administer any prescribed medications. They can be contacted on 01788 818234 or e-mail [bgnurses@biltongrange.co.uk](mailto:bgnurses@biltongrange.co.uk)

You will have received a link to the digital Medical Information Forms as part of the online Joining Hub. Please ensure that these have been fully completed before the arrival of your child.

Full and weekly boarders are required to register with the school doctor, who will see all new children for a routine check-up and then either in school or at The Revel surgery as required.

Please inform the boarding staff if your child has any specific medical issues, dietary requirements, learning or language difficulties or behavioural concerns which may affect their ability to develop the boarding routines.

## REPORTS

The school will provide regular updates on your child's approach to learning and progress during the school year. At the Advent half-term break, parents receive an Approach Report focusing on approach to learning. After this, there are two parents' meeting – one in the second half of the Advent Term and the other in the second half of the Lent Term. In the Trinity term, parents receive an end of year written report.

## PARENTS' MEETINGS

Parents' meetings are either online or in person for 3rd – 6th Form and in school for Juniors. The dates of these meetings and report publishing are included in the School Calendar and the timing of parents' meetings varies but they are usually in the early evening from 1800-2000. You will receive a letter from the Headmaster's PA, informing you about the meetings.

## SCHOOL RULES

Please take time to read through the School Rules which can also be found on the Online Joining Hub.

## UNIFORM

A full school uniform list as well as a list of items for boarders is available on the Online Joining Hub. The school uniform supplier is Schoolblazer and all uniform purchases are made via their dedicated website. Schoolblazer will also supply and sew in the necessary name tapes.

The Parents' Association (FAB – Friends at Bilton) also run a second-hand uniform shop throughout the year. This is a self-service facility for parents with a signing out sheet. Please contact the senior Boarding team if you wish them to look for and purchase item(s) on your behalf.

## PREP

A small amount of prep (homework) is set each day. This, however, is completed at school, with an appropriate amount of the school day being set aside for this purpose. This is supervised by academic staff.



## TRAVEL BAGS AND SUITCASES

Boarders' clothing and other possessions should be brought to school in a suitcase. These are stored at school during term time. All clothing and possessions including duvet will be sent home for the long holidays, so that you can check if any items need repairing or replacing. We will try not to send home a suitcase full of dirty washing, although some items will need laundering or dry cleaning. Pupils who live overseas may leave most of their possessions at school where matrons will check all the items and launder etc. as required. A charge will be made for any dry cleaning.

## HAIR

Boys' hair should be kept reasonably short and cut in a conventional style with no extreme cuts. Girls with shoulder length or longer hair should keep it tied back during lessons and games periods. Girls' hair accessories should be kept plain and be in a colour to match the uniform.

## JEWELLERY

Jewellery, except for watches (named please) or medi-alert pendants, should not be worn with uniform or games clothes. The only exception being that girls with previously pierced ears may wear one pair of small plain studs. They must be removed for games.

## CALCULATORS AND LAPTOP COMPUTERS

All children in the 4th Form and above should have a scientific calculator and we recommend the Casio fx-83GT X (or CASIO fx-85GT X), which can be purchased from the uniform supplier. A few children with specific learning needs are permitted to use their laptop computers or tablets upon approval by the school SENCO and the Assistant Head Academic.

All pupils in the Upper School (5th and 6th Form) are required to join the School's laptop scheme which provides pupils with a laptop for them to use in lessons to support their learning. Pupils cannot use their own laptop for safeguarding reasons and specific details of the laptop scheme and the termly cost are sent out by the school to 4th Form parents prior to their son/daughter joining the Upper School.

## ACTIVITIES AND OPTIONS

Bilton Grange offers a wide and varied list of activities. Some of these are scheduled during the school day; there is also a full programme of activities for boarders in the evenings (Options) and at weekends. Your child will be encouraged to make use of all the opportunities available.

## ABSENCE FROM SCHOOL

If you need to take your child out of school during the school day, e.g. for a hospital appointment, please sign him/her out in the book in Reception and also sign back in upon return. Requests for absences from school must be made in writing to the Headmaster via his PA, Mrs Campbell, whose email address is [jhca@biltongrange.co.uk](mailto:jhca@biltongrange.co.uk)

## MUSIC LESSONS

The Director of Performing Arts has a large team of peripatetic music teachers and can arrange individual instrumental lessons as required. Please visit the performing arts enrolment page (available on the Online Joining Hub) to book these. Should you experience any difficulties, please email [performingarts@biltongrange.co.uk](mailto:performingarts@biltongrange.co.uk)

## MUSIC PRACTICE

Boarders have time allocated throughout the week to practise their musical instruments. They do this in the individual practice rooms in the music school and are supervised by either the Director of Music, or a member of the music department.







## BIRTHDAYS



The whole boarding community will sing 'Happy Birthday' to a child on his/her birthday during breakfast. Celebrating a birthday is now done in the houses and the Chartwell catering team will make and prepare cupcakes for the boarders that evening. Please email the boarding team in advance if you would like us to arrange this which will be added to the end of term bill.

Parents are, of course, very welcome to visit to bring presents, or these may be handed to the senior Boarding team for safekeeping before being delivered to your child on the big day.

## BULLYING

The school has a clear policy on bullying, and such incidents are rare. Any parent who feels that their child may be being bullied should contact the headmaster straight away.

## FRIENDS AT BILTON (FAB)

This is an organisation run by the parents for the parents. It organises social functions for the parents, most of which are detailed in the calendar.

## PERSONAL POSSESSIONS

Children are encouraged to bring teddies and other treasured toys from home, especially in their early years, although it is not wise to send back expensive or fragile toys and games. Please ensure that all personal possessions are named and insured.

Please note that you are responsible for insuring your child's personal possessions since they will not be covered by the school's insurance policy.

All boarders have a pin board by their bed and are encouraged to bring small posters and photographs from home to decorate them with.

## SENIOR SCHOOLS

Although it might sound premature to refer to the subject of senior schools while providing notes for new parents at prep school, it might be worth pointing out that some of the best independent schools are very popular and selective. Early registration is required in some cases to keep all options open, and pre-selection at 11 is becoming increasingly common. The headmaster will be pleased to advise on individual senior schools and to help where he can with the decision-making. Please do contact him at any time regarding plans for your child's future education.

## BILTON GRANGE MEDICAL STATEMENT FOR PARENTS AND THE PUBLIC

Litchfield . All full boarders (and some weekly boarders) are registered with Dr Hannah Collier of The Revel Surgery.

There is a qualified nurse and/or a matron on duty every day who is available to administer first aid, deal with any accidents or emergencies, or to help if someone is taken ill. We also have several members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

We keep records of all accidents, incidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about their health.

Please do not hesitate to contact your child's House Parent or the School Nurses at any time if you wish to discuss any concerns you may have relating to your child's health. They can be contacted on; [bgnurses@biltongrange.co.uk](mailto:bgnurses@biltongrange.co.uk)

Our Medical Policies are reviewed on an annual basis.





