



# BILTON GRANGE

PREPARATORY  
SCHOOL



BOARDER'S HANDBOOK FOR PUPILS



# WELCOME TO BG BOARDING

Dear 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 the answers to your questions as well as give you a little insight into the many things to which you can look forward as a boarder at BG.

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

Happy reading!

**Mr Tovey**  
**Assistant Head Boarding**

# CONTENTS

Welcome to BG Boarding	2
Getting ready	4
Possessions	5
Who will look after you?	6-7
Settling in	8
Health	9
Typical Day at Bilton Grange	10
Form & Sections	11
What happens apart from lessons?	14-15
Keeping in Contact	16
Invitations to Friends' Homes	17
Community and Ethos	18-19
Bullying	20
Weekends	21
Going home	22
Useful terminology	23

# GETTING READY

Whether you have boarded before or not, don't worry! Just read this section carefully and you will feel more 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 to help them get all these things ready.

Toiletries	Other Items
2x Bath 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 so please look at the separate uniform list provided by the school uniform supplier.

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

Teddy Bear/Blanket	Music
Photos of Family and Friends	Mobile/Tablet/Laptop

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



# POSSESSIONS

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

## Mobile Phones

All boarders are allowed to bring a mobile phone if they wish. These will be stored in the phone lockers for safekeeping and they can be used in the house in the evenings to make or take a call. At the end of this time the lockers are all locked. The House has a number of phones that your parents can call you on, or you call them and ask them to ring you back. Easy!

## 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-terms 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.

## Electronics

You may bring electronic games and other devices 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.

## Jewellery

Girls are allowed to wear a pair of stud earrings and all children may wear a watch (no smart watches, please).

You can bring some extra items of your choice for use at the weekends.

# WHO WILL LOOK AFTER YOU?



## Mr Tovey

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 and coaches rugby, hockey and cricket.

Tel: 01788 818235

E-mail: [boarding@biltongrange.co.uk](mailto:boarding@biltongrange.co.uk)



## Mrs Wilkin

Mrs Wilkin is Head Matron and House Mother. 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.

Tel: 01788 818228

E-mail: [boarding@biltongrange.co.uk](mailto:boarding@biltongrange.co.uk)

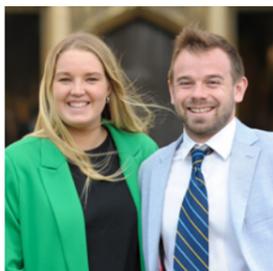


## Mrs John

Mrs John is Head Matron and House Mother. Mrs John has been a matron at Bilton Grange for several years. She lives with her family in the Kitchen flat in the main school building.

Tel: 01788 818233

E-mail: [boarding@biltongrange.co.uk](mailto:boarding@biltongrange.co.uk)



## Mr Potgieter and Ms Chantené Venter

Mr P and Ms Venter are Residential Assistant House Parents. They live in the main building in the Pugin flat. Mr P is a Year 4 class teacher and is Head of Rugby. Ms Venter is a Year 3 class teacher in the Pre-Prep.

Tel: (01788) 818226

E-mail: [cgunn@biltongrange.co.uk](mailto:cgunn@biltongrange.co.uk)



## Mr Davis and Mrs Staddon-Davis

Mr Davis and Mrs Staddon-Davis live onsite with their son Rupert and dog Borris! Mr Davis is Head of Science and Mrs Staddon Davis is a Year 4 class teacher.

E-mail: [boarding@biltongrange.co.uk](mailto:boarding@biltongrange.co.uk)



## School Nurses

Mrs Gunn and Mrs Lichfield are the nurses in school. They will see to all your cuts and bruises as well as coughs and colds. Both are qualified nurses and very experienced working in the boarding school environment. They will know how to comfort injured or hurt pupils. Mrs Gunn and Mrs Lichfield are in regular contact with the boarding team.

Tel: 01788 818226

E-mail: [bgnurses@biltongrange.co.uk](mailto:bgnurses@biltongrange.co.uk)

## Residential Support

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

## Team of Matrons

There are a team of regular matrons in the house. The matrons will help you with any day-to-day matters.

E-mail: [matron@biltongrange.co.uk](mailto:matron@biltongrange.co.uk)

## Grads & Gaps

There is a team of Graduate Assistants and Gap Students in the house. They will support the boarding community throughout the week and weekends.

The Graduate Assistants have all completed their degrees at University and are exploring an educational pathway.

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 – 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

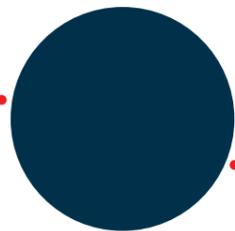
When you arrive at Bilton Grange, you and your family or guardian will be met and welcomed by Mr Jones, Mr Tovey and the boarding team. You will then be shown up to your boarding house, where our fantastic team will show you which dormitory you will be staying in and where you can put all of those things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



Girls will be in one of the following:	Boys will be in one of the following:
Val d'Isère	Bondi Beach
St Anton	Jeffreys Bay
Whistler	Fistral Beach
Meribel	Croyde Bay
Aspen	Santa Cruz
	North Shore
	Kuta Beach
	Waikiki 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, and if you don't know anyone yet, you will very soon.

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. They will take you on a tour of the school, so you know where things are.



# HEALTH

We have two very caring school nurses called Mrs Gunn and Mrs Litchfield. They are in every day and if you are feeling ill or are injured they will always help you. Working alongside them we also have the matron team to support throughout the day. So, if Mrs Gunn or Mrs Litchfield 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 Assistant Head Boarding, Mr Tovey, is always available in 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 Revel Surgery. If you need to see someone then Mrs Gunn or Mrs Litchfield will organise an appointment for you and she or one of the matrons or even head of boarding 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.



# TYPICAL DAY AT BILTON GRANGE

Just like other schools, Bilton Grange has a timetable for lessons, sports and activities, but because it is 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 is not 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
7:20 – 7:30am	News Headlines
7:30am	Breakfast
8:00am – 8:30am	Form rooms for registration
8:30am – 4:30pm	Lessons/Games/Activities
4:45pm – 5:45pm	Prep Time
5:45pm – 6:45pm	Options
6:45pm – 7:10pm	Tea
7:10pm – 8:00pm	Showers/Free Time/Call Home
8:00pm – 9:00pm	Bedtime Routine/Lights Out
9:00pm	Everyone asleep (we hope!)

	Upstairs	Phones	Bedtime	Lights Out
Juniors & 3rds	7:30pm	8:00pm	8:00pm	8:15pm
4th Form	7:30pm	8:00pm	8:15pm	8:30pm
5th Form	7:30pm	8:00pm	8:30pm	8:45pm
6th Form	7:30pm	8:00pm	8:45pm	9:00pm

# FORMS & SECTIONS

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. In 5th Form you will start to work towards Common Entrance or even Scholarship assessments. Your 6th Form Tutor will help and support you through this as well as the boarding team.

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 – Cheadle (green), Oxburgh (yellow), Alton (blue) and Westminster (red).

If you join further up the school then you will be told which section you are in before you arrive. Competition between the Sections is very important – and great fun!





# 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 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. The Options programme for any given term may look like:

## Options Programme – Lent Term 2023

Monday	Tuesday	Thursday	Friday
Boarding House <i>Full and Weekly Boarders Only</i>			
Zumba	Brownies & Guides	Fencing 4:45 – 5:45	Creation Stations
Swimprovers <i>Beginner/Intermediate swimmers</i>	Wide Games	Badminton	Coding Club
BG Adventurers	Super Stitches	Music Makers	Design Technology Club
Board Game and Strategy Club	Upper School Hockey	Football	Chess
Art Attack	Lego Clinic	Film Club	BG Quiz Club
Maths Mansion Creations	Swim Squad <i>(Advanced swimmers)</i>	Musical Theatre	Middle School Hockey
Sports – High Fliers	Dramarama – High Fliers <i>by invitation only</i>	DT – High Fliers <i>by invitation only</i>	Cricket Nets <i>Upper School Only</i>
Tae Kwon Do	Modern and Contemporary Dance Class	Scuba School 5:45 – 7:00	
Choristers Catch Up	Choristers Catch Up	Ballet	

Options in red incur an extra cost.

Other activities offered throughout the year include:

Athletics	Pop Rock Golf	Debating	Math Clinic
Beekeeping	Musical Theatre	Quiz Club	English Clinic
Cookery/Baking	Racket, Bat & Ball	Basketball	Science Clinic
Netball	Chamber Music	Super Stitches	Languages Clinic
Art & Sculpture	Photography	Art Attack	Latin Clinic
Rounders	Knitting	Tennis	Table Tennis
Rugby Skills & HIIT	Maths Mansion Creation	Mindfulness & Relaxation	M.U.N Society
Art & Photography	Nature Art	Science Club	Clay Pigeon Shooting



# 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 three 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 bedtime, so that you can get settled in to bed quickly and have a good night's sleep. 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.



# COMMUNITY AND ETHOS

As a boarder, there are guidelines you will need to follow in your 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 system of good marks (rewards) and minors (sanctions). 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. Minors are given for misdemeanours.

In the boarding house, we do not run this system but we will treat you the same as you would be at home. 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 for which you are awarded points 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. These acts of kindness are picked up by the staff who report them digitally so they can be taken into account later when a winner is selected. The winner, wins a BG boarding merchandise t-shirt of their choice. The more RAK reported, 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.

## 6th Form (Year 8)

When you are in 6th Form at Bilton Grange you are allowed certain responsibilities and privileges. For example, we do regularly have 'Tovey Toast' every Thursday night in the dining room which is just for the 6th Form.. This means you can enjoy playing snooker, table tennis and enjoying some edible treats in the Gallery. This is organised by the Head of Boarding and boarding team. We also have a Boarding Ambassador in each 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.



# A KIND COMMUNITY

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 respects and supports each other. 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 Form Tutor
- Another teacher
- A Matron or School Nurse
- A Friend
- An older boarder or boarding ambassador
- 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.

## Sundays

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

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 or just chill and watch TV!)
- 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.

- 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 Trinity 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 4:00pm 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.

# USEFUL TERMINOLOGY

Word	Meaning
<b>Exeat Weekend</b>	A weekend at 'home'. School closes and everyone leaves for the weekend. Sometimes called 'Leave-Out' weekend.
<b>Tovey Tuck</b>	Mr Tovey's sweet shop, so good it can rival Willy Wonka!
<b>Fall In</b>	Gathering of the entire community, usually in the Gallery or Dining Room.
<b>BG</b>	Shortened name for Bilton Grange.
<b>Advent Term</b>	The autumn term from September to December (sometimes known as the Michaelmas Term in other schools).
<b>Lent Term</b>	The spring term from January until March/April.
<b>Trinity Term</b>	The summer term from April to July.
<b>Prep</b>	Homework – work set by teachers to be completed independently during timetabled hours.
<b>Dorm</b>	Short for Dormitory – a bedroom shared by several boarders.
<b>Tutor</b>	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 daytime.
<b>Matron</b>	A member of the boarding staff – looks after boarders and boarding house. Washes clothes, supervises teeth brushing, gives out medicines, listens to troubles...
<b>Section</b>	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.



