

Hahn House &  
Glengairn House  
LUNTA Players Handbook  
2021/22



**LOUGHBOROUGH**  
Amherst School

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## Welcome to Amherst

It is a great pleasure to welcome you as one of the members of our boarding community. This handbook has information that will be useful for you as you prepare for life at Amherst – some of which you will find helpful before you arrive here, and some of which will make more sense only once you have started. Everything is designed to make your life as a boarder and as a tennis player happy and straightforward, and to help you to enjoy living within our family-friendly community.

If you are not sure what to do, please ask one of the many members of staff who are here for you.

We hope that you will find everything that you need to know in this handbook, but if you still have any questions or we have forgotten anything please get in touch.

### Our Mission Statement

We are a Catholic School.

We welcome everyone and we respect everyone for who they are

We work together to become clever, kind and brave

We are one family, and everyone is known and loved

When we leave, we will go into the world and make it a better place

When pupils leave us, we want them to be confident and successful. But equally importantly, we want them to be caring and empathetic young people. Everyone is known and valued for who they are.

### Boarding statement of principles

1. Being an open and trusting school, boarding is based upon mutual respect for all members
2. Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying
3. There is an equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability
4. Each boarder has the right to extend their intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work
5. Despite the distance separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders in this school.

### Statement of intention

Boarding primarily exists to enable pupils enrolled in the LUNTA programme to attend Loughborough Amherst School. It allows these high performing athletes to combine a programme of elite tennis coaching with a broad academic and spiritual education.

It is our hope and intention that each House provides a comfortable, safe and caring term-time home, where each pupil feels of value, and can through a range of social contact, academic support, and compassionate guidance, be helped to achieve all to which he/she aspires.

#### M. West

**Head of Amherst Boarding – Hahn House and Glengairn House**

### Hahn House

**Hahn House is Amherst's girls' boarding house**, which opened in September 2019 to originally welcome and enable elite tennis players to focus on their development as athletes at the Loughborough University National Tennis Academy, while following a modified academic programme at school. We are very excited to also welcome non-tennis boarders in September 2021.

The House is named after Sophie Hahn, a former pupil of the school. Sophie is a Para-sport athlete competing mainly in T38 sprint events. In 2013, she qualified for the Athletics World Championships, selected for the T38 100m and 200m. She took the gold in the 100m sprint, setting a new world record in the process. In 2018, she won the gold medal in the T38 100m for women at the Commonwealth Games; in doing so she became the first female track and field athlete to hold gold medals in the same event from the World Championships, Paralympic Games, European Championships and Commonwealth Games.

### Glengairn House

**Glengairn House is Amherst boys' boarding house**, and opened in September 2020 to accommodate elite tennis players and non-tennis players attending Amherst School. The house has been newly refurbished and has got an amazing garden to be enjoyed by all.

Both Houses have been extensively adapted to provide comfortable modern study-bedrooms for our boarders. They are small (up to 9 boarders per house) and have a homely feel.

Boarders have the additional benefit of access to school resources and facilities in the evenings and the opportunity to take part in the wide range of extra-curricular activities offered by the School. Most importantly, though, the houses provide a small social group within the School with which boys and girls can identify. They learn to co-operate with each other, share experiences and develop lasting friendships and interests. The value of this experience relies upon a full contribution from all members of the house; in addition to their studies, pupils are expected to take a share in the organisation of the domestic routine.

When your son/daughter comes to Loughborough Amherst School, he/she will be joining a thriving community under the care of the Housemistress and her family, a team of boarding assistants and resident assistants, and with whom your son/daughter will be in continuous contact.

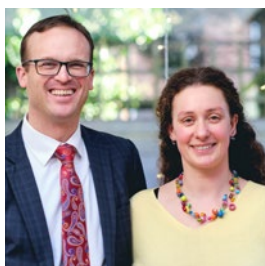
## Meet the team

### House team

#### **Mrs Marie West**

**Head of Amherst Boarding and Housemistress**

Mrs West joined the Foundation in 2014. She was a French teacher at the High School for five and a half years before joining Amherst as housemistress in 2019. Her husband, Richard West, was the Director of Music across the Foundation for 7 years and is now Deputy Head Academic at Amherst. They have two sons, Basil (5) and Louis (2), a dog, Poppy, and a cat, Bobby. Away from work, they enjoy spending family time in France.



07407 808578 [m.west@lsf.org](mailto:m.west@lsf.org) [r.west@lsf.org](mailto:r.west@lsf.org)

#### **Mrs Clare Lee**

**Boarding Assistant**

Mrs Lee has worked within the Loughborough Schools Foundation for many years teaching violin and piano, and also at two other schools in the area. She is a professional violinist and performs for concerts and events in various ensembles, and often records tracks for composers of film and tv. She lives locally and enjoys growing vegetables, and doing anything creative.

#### **Mr Alwyn Morris**

**Boarding Assistant**

Mr Morris started teaching at the Grammar School more years ago than he cares to remember. He has two boys presently at the School. He teaches English and also has worked as a freelance ghostwriter and run a bakery. Outside school, he busies himself with novel-writing and plays drums in bands – he has not given up on swapping his teaching career for being a rock star.

#### **Mrs Jane Lewis**

**Boarding Assistant**

Mrs Lewis was a teacher of Religious Studies for most of her working career. She worked for the Foundation from 2001 - 2019 and taught in all three Senior Schools. More recently she has been a matron at an International boarding school in Hong Kong. She has two grown up children, a son and a daughter. In her leisure time she enjoys walking, visiting the cinema and theatre, finding new venues to take afternoon tea and exploring new places – both at home and abroad.

#### **Miss Charlotte Matthews**

**Boarding Assistant**

Miss Matthews is new to the Foundation having started in 2021. She previously worked as a recruiter and early careers advisor for ITV in London before joining Loughborough High School where she is pursuing her two passions: art and teaching. In her spare time, you'll find Miss Matthews creating portraits, playing netball or walking her dogs Maisie, Ted and Leo.



## Routine

### School routine

<b>08:40-09:10</b>	<b>Form time</b>
<b>09:10-09:40</b>	Period 1
<b>09:40-10:10</b>	Period 2
<b>10:10-10:40</b>	Period 3
<b>10:45-11:05</b>	<b>Break time</b>
<b>11:05-11:35</b>	Period 4
<b>11:35-12:05</b>	Period 5
<b>12:10-12:40</b>	Period 6
<b>12:40-13:10</b>	Period 7
<b>13:10-14:20</b>	<b>Lunchtime</b>
<b>14:25-14:55</b>	Period 8
<b>14:55-15:25</b>	Period 9
<b>15:25-15:55</b>	Period 10
<b>18:30</b>	<b>Return from training</b>
<b>18:30-19:00</b>	<b>Dinner</b>

### Your daily routine - Monday to Friday

Every day, your tennis training is scheduled around your school timetable. You might start with going to the Tennis Centre and then come to school for your first lesson, or you might start your day with form time and then go to the Tennis Centre.

- 06:00** Get up - rise and shine!  
Tidy bedrooms and put any washing in baskets.
- 06:15** Breakfast in house.
- 06:50** Travel to the Tennis Centre
- 07:15-11:30** Warm up, Tennis, Cool down
- 11:45** Travel back to school
- 12:05-13:10** Lesson time
- 13:10-14:20** Lunch time/Extra-curricular activity
- 14:25-15:55** Lesson time
- 16:00** Get your phone from Reception and travel to the Tennis Centre
- 16:15-18:15** Travel back to school and go to dinner (the taxi will drive to the Burton Hall where you have dinner)
- 19:00** Back in the house, shower and chill
- 20:00-21:00** Prep time (or a bit longer for Y12-13, or if needed)
- 21:00-21:30** Down time, watch TV, talk to your family
- 21:45** Bed time (hand your phone in - it can be charged in the office)
- 22:00** Lights out

## Your training routine

We know that you will need to continue to work hard, putting in long hours of practice, conditioning and mental preparation in pursuit of your goals. We will help and support you to achieve your ambitions on and off the court.

You will have support from a team of coaches, nutritionist and other highly qualified people, who will help you to grow as a high performing athlete and will enable you to achieve your best in the right environment. You will follow different programmes tailored for your needs and will have plenty of opportunities to learn about yourself as a person, a player, and performer.

### Transport to and from training:

You will have training sessions every day and will go to and from Loughborough University by taxi. Before going to your training, it is important that you **sign out** in school reception and **sign back in** on your return.

On Saturday mornings, you will train from 08:00 to 12:00 and you will be back in House by 13:00 to have lunch. Saturday afternoons can be used to catch up on some work or to relax and have some downtime.

## Prep time

Everyone must work independently and quietly throughout Prep, and must settle immediately. You may work using a computer, or work downstairs where there will be staff supervision. If you do not work appropriately during Prep Time, you will be required to work under supervision.

If you feel you are falling behind with your school work, please do come and talk to us.

## Meals

### Monday to Friday:

You will take your breakfast either in the boarding house if you start your day with Tennis, or at school at 08:00 if you start your day with school.

Lunch will be at school between 13:10 and 14:00.

Dinner will take place in the Burton Hall, at the Grammar School from 18:30, or soon after your training.

### Saturdays:

You will have your breakfast in House at 07:00 so that you can get to training for 08:00.

We will have either a packed lunch to eat back in the house or a hot meal.

Tea will be in the Burton Hall at 17:00.

### Sundays:

You will have brunch at 11:00 in the Burton Hall and Tea at 17:00.

## What you need to know

### Boarding House Rules

The boarding house is run by the House staff mainly on trust and respect, hence the rules are simple and straightforward but it is important that they are followed correctly.

You need to keep all areas of the house clean and tidy regardless of whether they are communal areas or personal bedrooms. The staff will conduct regular bedroom checks. Everyone will be part of a kitchen rota for tidying away dishes etc.

You may only enter somebody else's rooms when they are present or they have given express permission to enter their room.

Any guests to the house **must** sign in and must be introduced to the member of staff on duty. Guests must stay only in the communal areas and are not permitted in bedrooms.

When visiting town, you need the express permission of a member of duty staff and you **must** sign out.

Your weekend arrangements must be clarified in advance by your parents.

Under no circumstances must you travel in a car, with the exception of your family car, without permission both from your parents and from Mrs West.

You should ensure that you wash your bedding regularly and maintain high standards of personal cleanliness.

**Whenever you leave the campus you have to do two things:**

- 1. Ask for (and receive) permission – say where you are going, who you are going with, and when you will be back;**
- 2. Sign out when you leave and in again when you return, and tell the member of staff on duty that you are back in the house.**

### Boarders' Code of Conduct

Be respectful to others, their space and property.

Respect other people's working patterns – for example, by being quiet when room-mates want to finish work in free time.

Be polite – whether there are adults present or not – be welcoming to staff and visitors.

Trust each other, and be trustworthy, honest and kind.

Look after each other. We all have a responsibility, adults and pupils, to make sure that we are all safe and happy. This also includes situations outside school.

Have fun! We enjoy each other's company and being a group as well as individuals.

### Mobile Phones and other electrical devices

The School rules stipulate that no pupil may have their phone switched on or in use during the school day.

You are allowed to use your phones before and after school, and you can take your phones with you to go to your training.

Phones may not be used after Lights Out. All phones will be kept securely overnight.

Any phone used inappropriately will be confiscated.

You should bring your own laptop computers into the Boarding House. Laptops can only connect to the school network and internet via the school Wi-Fi. All activities on the school network are monitored and filtered. Your laptop must have suitable anti-virus protection. Computers should be used mainly for work purposes. Should you need to print your work, you will be able to transfer your documents onto the school computers (via email) and print off documents using networked printers.

You are responsible for your own computer; any serious issues regarding a personal laptop should be referred to the manufacturer concerned, although our Network Services department may be able to help you. You need to have your items insured on your home insurance.

### Illness

During the day, if you feel unwell or unfit, and need medical advice or attention of any kind, you should go to the school Reception. They will keep House staff informed.

The sooner you receive treatment, the better, so please avoid waiting until late in the evening before you tell someone that you are injured or unwell!

If you are unwell in the morning, let the duty member of staff know. You may stay in your own bed and you will be looked after by House staff, if possible, or by another member of staff from school.

If you are unwell for a prolonged period, then you will need to return home to be cared for by your parents.

If you need any medical assistance in the evening, you should talk to the duty staff member straight away. All residential staff are qualified First Aiders.

At night, if you are unwell or otherwise in need of assistance, you or a friend should wake Mrs West or Miss Taylor, who will assess the situation. They may take you to a doctor or to hospital if you require urgent medical care.

There is a school doctor who comes into school once a week to deal with any health problems.

## Medical care

All boarders are registered with the school doctor who is based at Bridge Street Medical Practice in Loughborough.

Should your son/daughter need to see a doctor during the school holiday, they must register as a temporary patient with their local doctor. Please inform the nurses of any medication or treatment given to them during the school holidays.

Please inform Mrs West (who will then inform the Medical Centre) of any prescribed medicines your son/daughter may be bringing to school. Boarders must not bring non prescribed medicines with them as these could have adverse reactions with any medicines they receive from the school doctor or nurse.

Boarders must not keep medicines in their rooms without permission and then only in a locked drawer.

The school doctor holds a surgery in the School Medical Centre once a week. Boarders can be seen in his GP surgery on other occasions as necessary.

Boarders under 16 will normally be accompanied by the nurse when seeing the doctor. If requested by the boarder or his/her parents, Mrs West may be present. The boarders' right to see the doctor in confidence will always be respected. Boarders over 16 will normally have a private consultation with the doctor.

All boarders will have a routine medical on entering school and once a year thereafter. At this medical they will be seen by the nurse and doctor during which they will have their height and weight checked, complete forms for registration and discuss any health concerns. Parents will be informed if there are any specific medical needs arising from the medical examination.

A flu vaccination is offered to all boarders at the beginning of the Autumn Term.

There is a minor injury department at the local hospital and two general hospitals in Leicester and Nottingham.

### Routine Medical Care

- School nurse or nurse practitioner
- School doctor or General Practitioner
- Referral to general hospital for specialist treatment

### Emergency Medical Care

- Accident and emergency at general hospital
- On-going referral as necessary

The nurses and school doctor will meet with the new boarders and their parents where possible when they arrive in school to discuss any medical conditions and medication they have brought from home.

Please contact Mrs West with any concerns you may have over your son/daughter's health.

## Communication

All information that you should ever need about the school should be found on the Firefly Parent Portal. All homework is also visible on Firefly. To access the Firefly parent portal before your child joins the School please use this link <https://las.fireflycloud.net/information-hub/parents-and-guardians>

In general, your first point of contact regarding a school matter should be Mrs West and/or your form tutor. If you are unsure about something related to tennis, please talk to Mrs West and/or Alex Bailey (NA Performance Lifestyle and Education Manager). Both are in daily contact and make sure that the communication between tennis and school is clear.

### Reporting process for boarders not represented at parents' evenings.

In the event that a boarder's parent is unable to attend a parents' evening, Mrs West will be able to collate some information from their teacher and will email you a report shortly after the parents' evening takes place. If you have any queries regarding their progress, please don't hesitate to get in touch with Mrs West and/or your son/daughter's form tutor.

### Going home at weekends and visits from parents/guardians

During the weekend, we plan different activities and excursions, such as Master chef competitions, cinema trips, laser quests, trips to Leicester and to a Christmas market, for example. The cost of weekend excursions and activities will be sent to you at the end of each term.

Exeat weekends are planned for you to return home.

You are expected to be in House all weekend after your Saturday morning training. If you plan to go home on weekends other than Exeat weekends, **we must have permission from your parents.**

You must tell us your weekend arrangements on the preceding Thursday, and any permission required (such as going to stay with a friend, which will need the agreement of both your parents' and your friend's parents) should be with us by the end of Thursday.

Permission should be given by your parents in the form of a phone call or email to Mrs West and it will be noted in the diary, with a contact phone number.

If your parents want to come and visit you, they should also call or email Mrs West in advance.

## Valuable items and money matters

You are discouraged from bringing any item of value into school, and do so entirely at your own risk.

All items must be named and you will have a lockable cupboard/drawer in which to store your personal and valuable items.

You are advised to have a bank account for pocket money, to withdraw small amounts from the numerous banks in town.

Any particular items of value that you have to bring into the house may be left with Mrs West for safekeeping.

**Important documents**, such as passports, are collected by duty staff at the start of each term and are returned when you need them for a tournament, or when you leave the House. All important documents are stored securely.

## Laundry

Hahn House and Glengairn House are equipped with a washer/dryer, that is used for more delicate items of clothing, and we also have a laundry system in the Foundation. There are two laundry collection days per week. Please make sure that your clothes are clearly labelled with your name.

## Worried?

We can all have worries, problems or difficulties from time to time. In Hahn House and in Glengairn House, everything can often be sorted out by talking to friends, members of staff or your parents. The Housemistress, the Boarding assistants, your Form Tutor, the School Nurses, the Chaplain, the Counsellor or the Headmaster are always ready to listen if you prefer to talk to them.

There is also someone outside school who is always ready to help. Mr Richard Davies is here to help you if you have a problem. Simply dial **07758 718139**, or **01509 215574**. Mr Davies used to teach at the Grammar School (he is retired now) and he has children of his own. He is always willing to help and he will certainly do his best to help you if something is worrying you.

You may also contact the Office of the Child Commissioner on 0800 528 0731, or the Local Authority Designated Officer on 0116 305 7597. Finally the Childline number is 0800 1111.

## Complaints

There may be a time when you want to make a complaint especially if you have tried other ways to sort something out but are still unhappy. It is up to you to decide whether you try to deal with it alone, seek help from others or decide to make a complaint.

### If you decide to complain formally:

1. Write to your Housemistress or to the Headmaster explaining the problem concisely.
2. The person you have written to will make a careful record of your complaint.
3. The person you have written to will speak to you and tell you that they have received your complaint, and that it will be attended to within two days.
4. You will then be asked to talk about your problem with that person. If you want you may invite any pupil or member of staff to come with you to that meeting. If at any stage you are still dissatisfied, you may contact OFSTED (the government organisation that inspects schools) on 0300 123 1231 (then choose option 1) and they will advise you. At that stage it will be up to you to make a decision, based upon their advice. This system has been laid down by the Children's Act 1989 and represents your rights under the law.





## School uniform

The School Uniform for Years 7-11 should be purchased from the School Shop, which is situated within the Campus.

Information about our school uniform is available on our website - Please follow this link: [School shop](#).

Please contact **Mrs. Gurney**, the Shop Manager on **01509 232600**, or email [lsfshop@lsf.org](mailto:lsfshop@lsf.org) to arrange an appointment.

### Summer Opening 2021

<b>09:00 - 17:00</b>	Friday 9 July
<b>09:00 - 17:00</b>	Friday 30 July
<b>09:00 - 17:00</b>	Friday 6 August
<b>09:00 - 17:00</b>	Friday 13 August
<b>09:00 - 17:00</b>	Friday 20 August
<b>09:00 - 13:00</b>	Saturday 21 August
<b>09:00 - 17:00</b>	Wednesday 25 August
<b>09:00 - 17:00</b>	Thursday 26 August
<b>09:00 - 17:00</b>	Friday 27 August
<b>09:00 - 17:00</b>	Wednesday 1 September
<b>09:00 - 17:00</b>	Thursday 2 September
<b>09:00 - 17:00</b>	Friday 3 September
<b>09:00 - 13:00</b>	Saturday 4 September

**Please note:** Please note that the School Shop will be closed during weeks commencing 12 and 19 July 2021.

### Uniform can be purchased;

By telephone

Online

During shop opening hours (please note a queue system will be operating)

Telephone or online orders can either be posted or collected from the shop.

## Other boarding requirements

Brought from home and not supplied by the school shop.

### Linen

- 4 good-sized towels
- 2 duvet covers (single duvet)
- 4 pillow cases
- 2 fitted single sheets

### Toiletries:

- Shower gel/shampoo
- Soap
- Toothbrush (and spare new toothbrush)
- Toothpaste
- Hair brush and comb
- Sanitary products

All items, especially clothing and bedding, should be named before bringing into School please.

**Boarders are encouraged to bring pictures, ICT devices, alarm clocks and other personal items for their bedrooms.**

Please note that the school cannot take responsibility for these items. All personal items should have personal insurance, as they will not be covered by School policies against theft or damage.



## School term dates

### Term Dates 2021-22

#### Autumn Term 2021

New pupil induction	Friday 3 September
Start of Term	Monday 6 September
Exeat Weekend	Friday 24 September (pm) – Sunday 26 September
Half Term	Monday 18 - Friday 29 October
Exeat Weekend	Friday 26 November (pm) – Sunday 28 November
End of Term	Friday 17 December, 12:00

#### Spring Term 2022

Start of Term	Tuesday 11 January
Exeat Weekend	Friday 28 January (pm) – Sunday 30 January
Half Term	Monday 14 - Friday 18 February
Exeat Weekend	Friday 4 March (pm) – Sunday 6 March
End of Term	Friday 25 March, 12:00

#### Summer Term 2022

Start of Term	Tuesday 19 April
Exeat Weekend	Friday 29 April (pm) – Monday 2 May (Bank Holiday)
Half Term	Monday 30 May - Friday 3 June
Exeat Weekend	Friday 17 June (pm) – Sunday 19 June
End of Term	Friday 8 July, 12:00

Return times can be flexible but are expected to be between 16:00 and 20:00 the day before the term (or half-term) starts

Please note that during some of the school holidays, the boarding houses will be open for local tournaments or extra training. Dates will soon be agreed with Tennis and will be communicated to you.

## Exeat weekends arrangements

There are two full Exeat weekends per term.

They start at 16:00 on the Friday and you must return on the Sunday evening between 16:00 and 20:00.

## Useful contact details

<b>Amherst School Reception</b>	01509 263901
<b>Mrs Thea Demitriou</b> Acting Deputy Head Pastoral	t.demitriou@lsf.org 01509 638283
<b>Mrs Marie West</b> Head of Amherst Boarding	m.west@lsf.org 07407 808578
<b>Hahn House mobile</b>	07584 016619
<b>Glengairn House mobile</b>	07584 016251
<b>School address</b>	Loughborough Amherst School Gray Street Loughborough Leicestershire LE11 2DZ
<b>Hahn House address</b>	17 Garton Road Loughborough Leicestershire LE11 2DY
<b>Glengairn House address</b>	85 Castledine Street Loughborough Leicestershire LE11 2DX
<b>Amherst Boarding Twitter</b>	@LboroASBoarding
<b>School website</b>	www.lsf.org/amherst
<b>School shop</b> Mrs Jane Gurney	01509 232600 lsfshop@lsf.org
<b>Nurses</b> Mrs Diane Coward and Mrs Kim Alderman	gsnurses@lsf.org



Loughborough Amherst School  
Gray Street  
Loughborough  
LE11 2DZ

**01509 263901**  
**[www.lsf.org/amherst](http://www.lsf.org/amherst)**

 **@LboroAmherst**  **@LboroAmherst**  **@LboroAmherst**

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