



# School House Handbook 2022





# Inside this Booklet

- **Welcome**
- **The House Staff**
- **Weekday Routines**
- **Weekend Routines**
- **Facilities**
- **Food**
- **Activities**
- **Clean and Healthy**
- **Academic work**
- **What makes School House a special place?**
- **Worried?**
- **Complaints**
- **Your Property**
- **Personal Finance**
- **Keeping in touch with home**
- **Duties & Responsibilities**
- **Storage**



# Welcome to School House

**S**chool House is the Senior Boarding House at Loughborough Grammar School. It promotes family-style boarding, and accommodates up to 41 boys between the ages of 14 and 18. This includes Prefects who assist the Housemasters in day to day routines, ensuring every aspect of the house runs smoothly. This handbook will provide useful information about life in School House, so please take time to read the following pages carefully.



## Your Arrival and Support

**W**hen you first arrive you will be greeted by one of the School House staff and you will be given a detailed tour around the House. You will also be introduced to the other boarders. There is an Induction process that takes place over the first few days that will help you learn about the school. The House Staff and Prefects are always available, so it is really important that you ask for help if you have any questions.



# The House Staff

The Housemaster and Housemistress are Mr and Mrs Marlow who occupy School House with their daughters, Isabelle and Elizabeth and Penny the dog. They are assisted by the Resident Tutor, Mr Korosi, and evening tutors, Dr McKay, Dr Ball and Mrs Slater. They are also supported by the Graduate Assistants – Mr Cooper and Mr Ngan. Throughout the week one of us will be on duty, looking after you.



## **Housemaster, Mr Marlow**

Mr Marlow joined the Grammar School in 2000, and is a teacher of Chemistry. He studied Chemistry at Durham University and completed a PGCE at Cambridge University. He enjoys spending time with his family and friends, and he is a keen supporter of Nottingham Forest FC.



## **Housemistress, Mrs Marlow**

Mrs Marlow joined the Grammar School in 2014. She is a teacher of Maths and Science, and is Head of Year 6. She studied Environmental Sciences at Nottingham Trent University, and completed a PGCE at Keele University. Whilst she spends most of her spare time with her family, she also enjoys going to the cinema, swimming and travelling.



## **Resident Tutor, Mr Korosi**

Mr Korosi went to an all-boys' independent school in Yorkshire before studying French, German and Spanish at the University of Durham and then completing a PGCE at the University of York. He joined the Grammar School in 2016 and took up the post in School House in 2017. He teaches MFL and is Head of Year 12. He is a qualified football coach and currently coaches football and rugby at the school - which occasionally gets in the way of him to watch his beloved York City FC.



## Evening tutors



### **Dr McKay**

Dr McKay joined the Grammar School in 2014 as a History teacher and he is Head of EPQ. He studied History at Leicester University and went on to complete a PhD in 2012. Outside of school he enjoys Rugby and Football and supports Wasps and Coventry City.



### **Mrs Slater**

Head of EAL (English as an Additional Language). Mrs Slater helps boys whose first language is not English. She studied English and Linguistics at Nottingham University. She has 2 grown up sons. Outside of school, she enjoys going to the theatre and music concerts. Her hobbies are cooking and being outside in the natural world.



### **Dr Ball**

Dr Ball teaches Chemistry and graduated from the Queen's University in Belfast. He is involved with school rugby and tennis. He is also the Assistant Housemaster in Denton.

Graduate Sports Assistant (GSA) - Mr Cooper

Graduate Music Assistant (GMA) - Mr Ngan

# Weekday Routines

*“The routines on weekdays follow a similar pattern. Below is a typical weekday routine”*

## MORNING

7:30 Time to get up and dressed in school uniform

7:40-8:00 Breakfast

8:10 Time to tidy your area and get ready for school

8:25 Time to leave School House for school

8:30 SCHOOL BEGINS

10:45 Morning break time, you may return to School House

11:05 End of Break, SCHOOL RESUMES

## AFTERNOON & EVENING

1:10-2:25 Lunch Break , you may return to School House

2:25 SCHOOL RESUMES

4:00 END OF SCHOOL

4:10 After School Clubs

6:00 HOUSE MEETING and EVENING ROLL CALL

6:00 Chapel on Wednesday

6:15 Evening Meal in the Burton Hall

7:00 - 8:45 Prep Time (the house must be silent)

8:45 -10:00 Free Time (until 10:30 for Year 12 and 13)

10:30 Lights Out (11:00 for Year 12 and 13)



# Weekend Routines

**W**eekends are the time for boarders to explore something outside ordinary boarding life. Trips and activities based on the Boarders Cultural Programme are arranged by the Housemasters at weekends, we also encourage you to get involved in school sports and other activities such as the Duke of Edinburgh Award Scheme. In order to accommodate these activities, there are different routines for weekends.

## **SATURDAYS and SUNDAYS**

**10:50 Roll Call**

**11:00 Brunch**

**Afternoon: Free time or house activity**

**4:40 Roll call and meeting**

**5:00 Tea**

**10:30 House is locked and all boys must be in their dorms. (Friday and Saturday)**

**10:30 Lights out for Y10+11 (Sunday)**

**11:00 Lights out for Y12+13 (Sunday)**

## **SPORTSHALL**

**Thursday - Sunday. Times to be confirmed.**

**For Basketball, Football or Badminton.**



# Boarders' Chapel

## An introduction to Boarders' Chapel at Loughborough Schools Foundation

Most Wednesday evenings during term-time, the boarders gather before dinner at 6pm, for a special meeting that lasts around 30 minutes.

In a busy school week, Boarders' Chapel is a time for us to be quiet and reflect on different themes. The meeting is called *Boarders' Chapel* because it once took place in the Grammar School Chapel itself (now also known as the Wycliffe Room and in the building known as the Tower).

The word 'chapel' refers to a kind of church, which is a place Christians gather for worship. Because of the history of Loughborough Grammar School, which began in a local church, and the links Loughborough Amherst School still has with the Christian church, our weekly meeting retains some of the elements of Christian worship, often including readings from the Bible and prayers, which you are invited to listen to and join in with.

Often, we will have a visiting speaker who will be introduced by the Chaplain. You will be able to talk to him/her after Chapel if you wish. Also, if you would like to talk about the Christian faith, or pray with someone, the Chaplain is happy to do so.

Attendance at Boarders' Chapel is compulsory, and we expect all boarders to show respect for each other, our visitors, and the ideas shared, but we do not force anyone to say anything

**Rev E York, the school chaplain**





# Facilities



## COMPUTERS

There are computers installed in the house which are linked to the school network. Boarders are free to use these computers during allowed hours to surf the internet, send e-mails and do their prep. All access to the internet is filtered and monitored.

## BOOKS

School House is expanding its book collection. Boarders are encouraged to read these books which can be found on the bookshelf outside dorm 3 and in the Games Room

## GAMES AND TV

There is a Games Room in School House which has table-football , PS 4 and arcade games . We also have a large TV with access to several sports and movie channels. There is also a wide range of board games (including Mahjong) available in the Common Room.

## FOOD AND DRINKS

Various food items such as milk and bread are provided in the kitchen and are replenished as soon as they run out.

## MUSICAL INSTRUMENTS

Pianists are free to practise and play on the piano. The Music Department is available for use at the weekend.

# Food

## MAIN MEALS

Boarders take their main meals in the Burton Hall. Boarders are provided with three meals a day on weekdays and two meals a day at weekends.

## SNACKS

Boarders can have their own snack food, there is a limited amount of space in the fridges for perishable items. Boarders are allowed to have their snacks at any sensible time (i.e. not before main meal times).

## EATING OUT

Occasionally boarders eat out at a local restaurant. These special treats usually take place at weekends and the Housemaster informed in advance.

## COOKING YOUR OWN FOOD

School House has a fully equipped kitchen that boarders can use to cook their food.

**BOYS MUST NOT COOK OR WASH DISHES IN THEIR DORMS.**

We expect boys to eat downstairs either in the kitchen or the Games Room.





# Activities

## The BOARDERS CULTURAL PROGRAMME

In your first year of boarding you will participate in a programme of weekend activities that introduce you to British culture and traditions. A particular aim of the outings is to prepare you for independent living in the UK, should you choose a British University after your time at this school. The cultural programme will include these activities and many more:

- Visiting London and going to a show
- Visiting at least one other UK city
- Attending a formal dinner at school
- Experiencing the British tradition of Guy Fawkes Night on 5<sup>th</sup> November
- Visiting a UK National Park
- Visiting another UK boarding school
- Going to a premiership football match
- Going to a UK Theme Park
- Watching a traditional British pantomime performance.
- Visiting either Oxford or Cambridge University

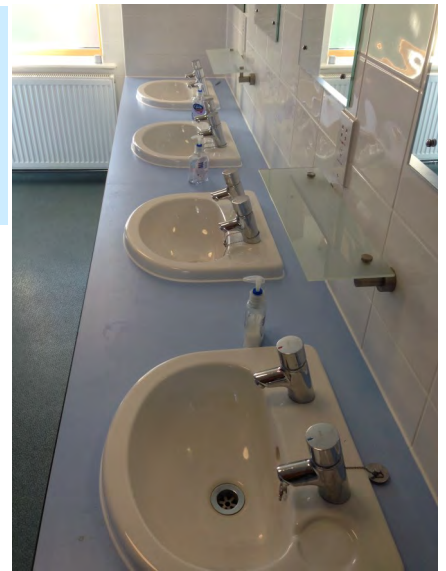




# Clean and Healthy

## PERSONAL HYGIENE

Modern shower and bathing facilities are available to every boarder. All boarders are responsible for their personal hygiene: you should shower at least once day and brush your teeth twice daily. A boarder should look presentable at all times.



## LAUNDRY

The laundry service operates every weekday; boarders should make use of the laundry service by putting their dirty washing into the dedicated baskets. The clothes are then returned to you approximately 2 days later. **All clothes must be named** before you arrive in School House.

## DAILY CLEANING

Most of the routine cleaning in School House is done by experienced cleaning staff. They clean all public areas of the House and will also clean individual areas provided they are tidy. In the evenings boarders have a rota to help clean the kitchen and load the dishwasher. Everyone has to undertake this duty under the supervision of a prefect at least 2 or 3 times each term.



## SCHOOL HEALTHCARE

There are two nurses (Mrs Mixture and Mrs Hampson) who are located in the building on week days. There is also a School Doctor who comes into school once a week to deal with any health problems. She is called Dr Eveson.



Should a boarder be unwell during school hours, he must go to the school nurse who will look after him; however should he be ill outside school hours, he will be treated within the boarding house where the Housemaster will administer basic medication for milder illness. If the boarder is more seriously unwell, the Housemaster would either telephone the nurse for advice or take the boarder concerned to the local hospital.

**If you are unwell at night you should either contact Mr Marlow on 07801685436 or ring the emergency bell outside the Housemasters residence next to the games room. This will wake Mr and Mrs Marlow and one of them will come and help you immediately. If for some reason you cannot contact the Housemaster there is also an emergency bell outside Mr Korosi's flat next to dorm 16.**

# Academic Work

**B**oarders, like all students at Loughborough Grammar School, are expected to give their academic work a very high priority.

Homework time is supervised by the evening tutor. If you find your homework difficult the Duty Masters and Prefects will always provide homework assistance and will do their best to help. Boarders may also use the collection of textbooks and reference books on the book shelves outside dorm 3.

The Housemaster will keep also track of boarders' half-term grades, making sure that all boarders are working satisfactorily.

## **EAL SUPPORT**

### **EAL stands for 'English as an Additional Language'**

For many boarders English is their second language. All overseas boarders are given a formal English language assessment by Mrs Slater as soon as they arrive. A weekly programme of extra English support is then provided as required in the EAL classroom located in Denton House. Many boarders take special English exams to support their progress and help them gain entry to UK universities.



# Special Place

## What makes School House a special place?

School House is a special place to live - it has developed its own culture over the years. Our core value in School House is that ***'we treat others as we would like to be treated ourselves'***

### BIRTHDAY CAKES

The Housemaster and his wife will organise a party when it is your birthday. Boarders will choose their cake or pizza and the whole House will meet to enjoy a birthday celebration.

### SPECTACULAR FIREWORKS

Once every year, the boarding community hosts its own bonfire night celebration. Accompanied by a bonfire and beautiful fireworks, served with burgers and hotdogs, bonfire night is always one of the boarders' favourites.

### CHRISTMAS BOARDERS' DINNER

Boarders from both Denton House, School House, Glengairn and Hahn House come together for a formal Christmas meal. Boarders are dressed in formal clothes but not in school uniform.





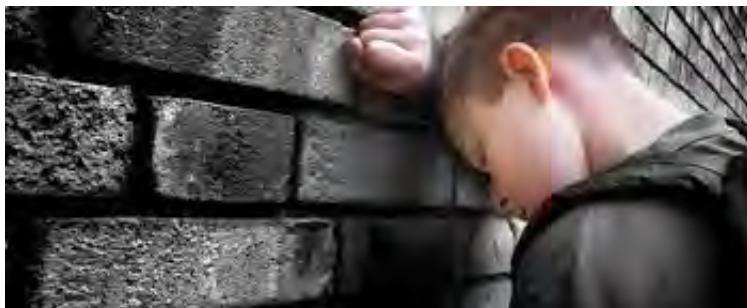
# Worried?

## WHO TO TALK TO IF YOU ARE WORRIED OR UNHAPPY

We can all have worries, problems or difficulties from time to time. Perhaps:

- You have problems with your work or with your friends.
- You feel that someone is being unfair to you because of your race, your colour or your religion.
- Someone has said or done something, or asked you to do something which you do not like or feel comfortable about.
- You feel that a member of staff has treated you unfairly.
- You are being bullied or treated unkindly or unfairly by another pupil.

In School house these matters can often be sorted by talking to friends, prefects, members of staff or your parents. The Housemaster, your Form Tutor, the School Nurses, the Chaplain, the School Counsellor or the Headmaster are always ready to listen if you prefer to talk to them.



## TALKING TO SOMEONE OUTSIDE SCHOOL FOR ASSISTANCE

There is also someone outside school who is always ready to help if that is what you prefer. Mrs Nicky Krarup is there to help you if you have a problem who you can speak to if you dial 07747794247. Mrs Krarup used to be the School Nurse at LGS (she is retired now) and she has children of her own. She is always willing to help and she will certainly do her 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

### Other useful numbers

Mr Marlow—07801685436



# Complaints

## HOW TO MAKE A COMPLAINT

There may be a time when you want to make a special (or formal) complaint, especially if you have tried other ways to sort it out but are still unhappy. It is up to you to decide to whether you deal with it alone, seek help from others or decide to make a special or formal complaint. If you decide to complain formally, here is what you should do:

- 1. Write to your Housemaster or to the Headmaster explaining what the problem is 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 to 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 Act 1989 and represents your rights under the law.



# Your Property

Boarders are asked to use their common sense when making decisions about whether to take certain items into School House. Please note that there are some rules which apply. This will be explained below:



## PERSONAL COMPUTERS

All boarders may bring their own laptop computers (but not desktops). Laptops can only connect to the

school network and internet via the school wifi. 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 a boarder want to print his work, he could transfer his documents on to the school computers (using a USB drive) and print off the documents using the boarding house or school printers.



Technical support is provided by the school's dedicated IT staff. A boarder is responsible for his own computer; any serious issues regarding a personal laptop should be referred to the manufacturer concerned.

**KETTLES OR COOKING EQUIPMENT ARE NOT ALLOWED IN DORMS.**

## LISTENING TO MUSIC PLAYERS

Please use ear-phones to listen to your music, this will avoid disturbing other boarders.

## MOBILE PHONES

It is a good idea to have a mobile phone when boarding so boarders can easily keep in touch with home. You will be asked to store the Housemaster's contact details on your mobile phone so that you can contact him in an emergency. **Mobile phones cannot be used during the school day when you are outside School House.**



## GAMING CONSOLES

There is a PS4 in the common room. Boarders may also have small portable, hand-held gaming devices.

## NIGHTTIME STORAGE OF DEVICES

**At lights out all laptops, tablets and mobile phones belonging to Years 10 and 11 will be locked away in a storage cabinet in your room by the duty master. This cabinet will be unlocked the following morning at wake up. Older boys who use their devices after lights out may have them locked away.**



# Your Property

## IMPORTANT DOCUMENTS

Documents such as passports and ID cards are collected by the School at the start of each term and are returned to boarders when they leave the house. All important documents are stored safely in the School House safe.

## SAFETY OF ELECTRICAL APPLIANCES

An electrician visits School House regularly to check that all electrical items comply with the safety standards of the UK. An electrical appliance that is failed by the electrician will be confiscated. Boarders should not bring any electrical appliances without a 3-pin plug as they will be failed by electricians and will be confiscated.

## SECURING VALUABLES

Theft is something that rarely occurs in School House. Despite that, **boarders are still encouraged to place valuables in their lockable drawer.**

## INSURANCE

Expensive personal items are not covered under a school policy. It is strongly recommended that parents arrange insurance for these items.

## POSTERS

We have a common-sense rules on posters. They may only be placed on the noticeboards that are provided, and please make sure that they are not offensive in any way.



# Personal Finance

There are times when a boarder may require some **extra money**; there is a special fund called BSR (Boarders Sundries Refundable) which the Housemaster uses to give boarders money for special items such as school trips. This money will be issued at the Housemaster's discretion. If you would like some pocket money to spend on tuck or other small items please ask the Housemaster. All pocket money and BSR are added to your parent's fee statement the following term.



## PERSONAL CASH and BANK ACCOUNTS

Boarders **MUST NOT** keep large sums of cash (ie more than £50) in their dorm. Boarders need to open a British bank account. Opening a bank account is straightforward and there are several banks in Loughborough for boarders to choose. We can store any cash above the value £50 for you in the School House safe while you arrange your bank account.



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# Keeping in Touch

## Keeping in touch with home

The easiest way to keep in touch is with your mobile phone or computer. If you are having problems, parents can arrange with Mr Marlow to call the housemasters phone to talk to you. There is a Quiet Room in the Medical Centre where boys are able to make calls in private if they wish to use it.

Basic postal fees are included in the school fees. Boarders who wish to post letters to their parents, relatives and friends can give them to the Housemaster and he will post them for you. The address of School House is:

**School House,  
Loughborough Grammar School,  
Burton Walks,  
Loughborough,  
Leicestershire,  
United Kingdom  
LE11 2DU**





# Responsibilities

## Your Duties and Responsibilities

### KITCHEN DUTIES

Boarders are required to help tidy the kitchen area and load the dishwasher on a rota system. You will be required to do this duty two or three times every term.

### SIMPLE, COMMON-SENSE RULES

All the rules that operate in School House are based on common sense. Here are a few rules:

- Respect everyone (especially Prefects and the House Staff). Respect other boarders' property, never borrow anything without permission.
- Do not swear or use bad language. Never hit another boarder.
- Be punctual
- Follow instructions from Prefects and Housemasters
- Take care of the house facilities and report any accidental breakages immediately



**For the safety and security of everyone in the House do not allow anyone to enter School House (except for your parents and guardians, but you must let the duty staff know in advance). DO NOT GIVE OUT THE DIGILOCK CODE TO ANYONE WHO IS NOT A BOARDER IN SCHOOL HOUSE.**

### YOUR FREEDOM TO GO OUTSIDE SCHOOL HOUSE

It is a boarder's responsibility to make sure his location is known to the Duty Master at all times. There is a signing-out board located near the 'reading room' exit of the House. When leaving the House between 1600 and 1800 on school days and before 1700 at weekends every boarder is required to sign out. This means writing clearly where he is heading to and what time he expects to return. All boarders must have the Housemaster's contact details stored on their mobile phone.

Boys who wish to go out after 1800 must talk to the duty member of staff first and sign out only when permission has been granted.

# Storage

## Storage

You have a limited amount of storage space in School House for your personal items. Each boarder has:

- **A wardrobe and extra storage space under their bed**
- **A small lockable drawer for expensive items**
- **A desk and access to bookshelves**

At the end of each academic year you will be required to remove all your possessions from your area and pack them away. Boarders who are based in the UK must take everything home at the end of the summer term. Boarders who live overseas may leave a maximum of TWO suitcases or suitable boxes over the summer holiday.



# Holidays

## Holidays and Guardianships

### HOLIDAY ARRANGEMENTS

Your parents or your UK guardian will be required to provide details of your holiday arrangements well in advance. Boarders must have a UK based guardian throughout their study at Loughborough Grammar School. All boarders are required to leave School House during the school holidays.

### HALF-TERMS

Half-Term normally starts on a Friday at 4pm and boys should depart School House by 1700 and finishes on Sunday at 7pm.

### CHRISTMAS, EASTER AND SUMMER HOLIDAYS

Christmas, Easter and the Summer holidays start at 1200 and all boys should leave by 1600 at the very latest.

### TRANSPORT

The school provides transport for international boarders (subject to seat availability) to London Heathrow airport on the last day of school. A return service can also be arranged with the Housemaster for collection from Heathrow one day before the start of term.

### EARLY DEPARTURE

Boarders should not, unless under extraordinary circumstances, leave before the last day of school. The Headmaster expects all boarders to arrive on-time and stay right through the final assembly on the last day of each term. However, there are times when flight bookings make staying until the last day impossible for some boarders. In such cases, parents should write to the Housemaster and ask permission.





# Statements

## STATEMENT OF PRINCIPLES

The following are the five principles upon which boarding at Loughborough Grammar School is based:

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 equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
4. Each boarder has the right to extend his intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work.
5. Despite the often great 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 INTENT

Boarding primarily exists to enable boys to attend Loughborough Grammar School who would, by reason of distance or domestic circumstance, otherwise be unable to do so, and whilst doing so take as full a part as possible in the varied life of the school.

Each House provides a comfortable, safe and caring term time home, where each boy feels of value, and can through a range of social contact, academic support, and compassionate guidance, be helped to achieve all to which he aspires.

# More Photos







# School House Handbook



## Contact Details

School website: <http://www.lsf.org/grammar>

School main switchboard: 01509 233233

Mr Marlow, Housemaster

Mobile: 07801685436

Email: [P.Marlow@lsf.org](mailto:P.Marlow@lsf.org)

Address:

**School House  
Burton Walks,  
Loughborough,  
Leicestershire,  
United Kingdom  
LE11 2DU**