



LOUGHBOROUGH
Grammar School



Boarding Information Booklet 2023/2024

Welcome

May I extend a very warm welcome to you and your son.

We are delighted that you have chosen Loughborough Grammar School and we are looking forward to your son joining us in September.

At Loughborough Grammar School, we have a long and proud tradition of boarding. Denton House and School House are very welcoming boarding houses which accommodate a close-knit community of 74 boys. Each house is at the heart of the School and is supervised by a Housemaster and Housemistress, who lead a team of staff committed to the wellbeing of the boys.

Our boarders enjoy a rich daily life and, as a small community within an extensive campus, they are treated as individuals whilst benefiting from the vast opportunities and resources on site. Boys have access to the wide range of school facilities, as well as an extensive extra-curricular programme, and there is a comprehensive programme of activities and trips organised for boarders at the weekend.

As a boarder, your son has many opportunities to fulfil his academic potential; the scope to discover personal qualities and abilities which can considerably enhance applications to universities and colleges; and the ability to develop as an individual in a demanding social environment.

The town of Loughborough is located in the middle of England and boasts a top-class university as part of the town. It is a five-minute walk from the boarding house to the town centre which has a range of restaurants, cafés, shops and cinemas. Loughborough is only two hours from London and other major cities in the UK and only thirty minutes from the large cities of Nottingham, Leicester and Derby. A train journey from Loughborough railway station to London takes 90 minutes.

Helen Foster

Head Master, Loughborough Grammar School and Head of Boarding



Boarding At Loughborough Grammar School

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 distances 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.



The Boarding Houses

The Boarding Houses are known as School House, Denton House and Glengain. All Boarding Houses have been extensively adapted to provide comfortable modern study-bedrooms for our boarders.

Boarders have the additional benefit of access to school facilities in the evenings, and the opportunity to take part in the wide range of co-curricular activities offered by the School. Most importantly though, the Houses provide a small social group within the School with which boys can belong and be known by. This is particularly important when boys are joining the School from overseas: they learn to cooperate 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 and the leadership of the boarding staff.

In addition to their studies, boys are expected to take a share in the organisation of the House evening, and to accept significant leadership opportunities as they get older. Active involvement implies that all pupils keep to term dates as closely as reasonable travel arrangements will allow. All boarders are required to participate in at least one co-curricular activity in School each week.

The Boarding Team

Head of Boarding: **Mrs H Foster**

Houseparents of Denton House: **Mr C Blackman and Mrs H Blackman**

Houseparents of School House: **Mr P Marlow and Mrs M Marlow**

Boarding Administrator, Travel Arrangements and House Matron: **Mrs H Godfrey**

Resident Tutor of Denton: **Miss S Dunden**

Resident Tutor of School House: **Mr B Korosi**



Arrangements for the beginning of the academic year

September 2023

New boarders: We are open to receive our new boarders on Tuesday 5 September 2023 from 12.00 midday onwards. Parents, guardians and boys are invited to join us for an evening meal. The Head Master and Head of Boarding, and the boarding staff will welcome you.

- All new boarders should confirm their arrangements with the Admissions team using the [travel forms](#) prior to arrival.
- Current boarders going into Year 12 should return on Tuesday 5 September.
- Current boarders in other years must have returned by Wednesday 6 September and ensure a travel form has been filled out.

Term dates

Autumn Term 2023

Start of term Thursday 7 September
Half-term Saturday 21 October – Sunday 5 November
End of term Friday 15 December, 12:00

Spring Term 2024

Tuesday 9 January – Thursday 28 March, 12:00
Half-term Saturday 10 February – Sunday 18 February

Summer Term 2024

Tuesday 16 April – Friday 5 July, 12:00
Half-term Saturday 25 May – Sunday 2 June

Please note that boarders are expected to attend for the full term.

- Parents of overseas pupils should not book flights which depart before the end of term or which arrive after the beginning of term.
- Boarders are expected to return to their Houses on the evening prior to the start of each half of the term and the beginning of the Spring and Summer terms by 18:00.

Permission for absence may be granted only by the Head Master. A letter or email requesting permission for absence must be addressed to the Head Master as far in advance as possible.

Medical care of boarders

All boarders are registered with the School Doctor, Dr. S Eveson. The Doctor meets all boys when they arrive and visits the School every Tuesday. The Doctor can be contacted at any time and each boy has a routine annual check-up with the Doctor.

We have qualified nurses who work in the Medical Centre and they are available for boarders throughout the day, from 08.00 - 17.30.

Illness

If a boarder feels unable to attend school due to medical reasons, he must see Matron before the start of the school day.

Matron will inform boarding staff of all boys that have been unwell during the day to advise them of what care may be needed whilst she is off duty.

If a boarder feels unwell during any time that Matron is not on duty, he should see the Boarding Master on duty.

If a boarder requires isolation in the Medical Centre after 17.30 he will be looked after by the Duty Master and the Nurse will be on call.

If it is necessary for him to sleep overnight in the Medical Centre, he will be checked on regularly and be able to contact a member of the boarding staff in an emergency.

Medical care

Should a boarder need to see a Doctor during the school holidays they must register as a temporary patient with their local Doctor. Please inform Matron of any medication or treatment given to boarders during the school holidays.

All boarders must have a [School Medical Information Sheet](#) completed and signed by their parent/guardian, which can be found in the Joining Forms.

Parents must inform the Medical Centre of any prescribed medicines their son 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 Matron.

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

Boarders under 16 will normally be accompanied by Matron when seeing the Doctor. If requested by the boarder or his parents, the Housemaster 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.

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 dental appointments should be arranged when a boarder returns home for the holidays.



Routine medical care

1. Matron or Nurse Practitioner
2. School Doctor or General Practitioner
3. Referral to General Hospital for specialist treatment

Emergency medical care

Accident and Emergency at General Hospital

On-going referral as necessary

Matron and the School Doctor will meet with the new boarders and their parents or guardians where possible when they arrive in school to discuss any medical conditions and medication they have brought from home.

Please contact Matron with any concerns you may have over your son's health at grammar.nurses@lsf.org

All our medical policies can be found in our joining forms.

Boarding policy on medicines held by boarders

1. When sending your son to our school, we ask that you send written evidence of any diagnoses, and / or any regular medications that your son requires. This written evidence must be in English, and must detail the diagnosed condition, and also the treatment plan and medication prescribed. This information must be passed to Admissions, who will pass this to the School Nurse. The Lead Nurse must approve this information before your son travels to the UK.
2. On arrival at school, Matron and the School Doctor will check each declaration with each pupil to ensure they understand which medicines each pupil has and what they are for. At this meeting, the pupil will be informed that it is essential that he keeps the medicines locked up and they are not shared with any other boys.
 - During holiday periods, if pupils are prescribed medicines at home, then upon return, they must notify Matron and the School Doctor and be interviewed by the Doctor to ensure that this is permissible.
 - If medicine is prescribed abroad, it would be helpful to have a note from the prescribing Doctor explaining what medicines they have been prescribed and why.
3. If parents are present when boys arrive in school, then they will meet with Matron and if available the School Doctor. All boarding staff receive elementary training on the administration of medicines from Matron and/or School Doctor.

Parents are kindly asked not to send non-essential (non-prescribed) medicines with their sons.

Boarding policy on the administration of medicines

If a boarder is prescribed any medication, then the Housemaster and Matron must be informed and a record of the prescription kept by the Matron.

If the pupil is over 16 years old and seen by the Matron or School Doctor then they can be trusted to self-medicate with the medication kept in a locked cupboard and not to be shared with other students.

If the pupil is younger than 16 then Matron will keep possession of the prescribed medication and decide on its administration in line with the advice of the prescribing doctor.

In all cases of prescribed medication, it is Matron's responsibility to make explicit to the boarder that they must not take any other medication at the same time, including any medicines brought from home or purchased in Loughborough. This is reiterated by the Housemaster.

In the case of medicines distributed by the House staff from centrally held medical cabinets, such as cold relief medications and low-level painkillers, a record must be kept of what was given, when and to whom.

The medicines list will be arranged by rather than chronological to better allow medical staff and House staff to monitor use of medication.

In the case of over-the-counter medicines bought by the pupils or those brought from their country of origin, they must be:

- i. kept by the student in a locked area.
- ii. not shared with other students.
- iii. made known to the Housemaster and Matron* (in the case of overseas medication).

In the case of **controlled substances** these will be held by **Matron** in the appropriate secure refrigerator in the sick bay.

* If medicines are found in circulation, then that pupil's privilege of holding medicines will be withdrawn.

Housekeeping and Laundry

Each of the houses has a dedicated housekeeping team. Boarders' rooms and bathrooms are cleaned every weekday. The boys have their laundry done in house. Their clothes are washed, ironed and ready for collection each day of the working week.



School uniform check list

The school uniform for Years 6 – 11 should be purchased from the School Shop, which is situated within the campus. Boarders will be fitted for their uniform on Tuesday 5 September as part of their induction programme.

Years 6 – 11

- School grey suit
- School light blue shirt
- House tie
- Navy blue school jumper with crest
- Grey socks
- Black leather shoes capable of being polished – not boots or trainers
- Dark coat
- White lab coat for Science and Art
- Rugby/hockey kit - navy blue shorts with logo, rugby shirt, school socks.
- Gym kit - navy blue shorts, House vest and House polo shirt, white sports socks
- Swimming kit - navy blue swim shorts
- Track suit - school track suit
- Name tapes - large nametapes for rugby shirts, lab coats, bags and all uniform. These can be ordered from the School Shop
- School bags, black backpack, navy or black sports bag

Years 12 and 13

Sixth Form dress should be 'professional', in keeping with an academic environment and in preparation for their life beyond Loughborough Grammar School.

Generally:

- If it would be inappropriate in an office environment, it is inappropriate for school.
- Within the guidelines below, students should look 'professional', and school staff will be the final judge of this.

Dress

Pupils should wear a smart suit, a formal shirt and school tie with professional shoes.

- A tailored, business-style suit comprising of a jacket and trousers of matching colours.
- Suits may be black, grey, or blue and should be of a sober shade. Thin, subtle pinstripes are also acceptable.
- Shirts should be of a light or pastel colour.
- A v-neck black, blue or grey knitted jumper, without any zips.
- Ties should be one of those issued by the School.
- Shoes should be suitable for a business environment, clean, black or brown and able to be polished.
- Coats should be tailored and suitable for a professional environment, in a sober shade of black, grey, brown or blue.

Appearance

Pupils' appearance should be suitable for an office environment.

- Hair should be neat and tidy.
- Hair length should be consistent, with no extreme differences in length. Closely-shaven styles are not appropriate.
- Hair should be of a natural colour.
- Pupils should be clean-shaven at all times, excepting religious purposes.
- Pupils should not be wearing jewellery, including rings and earrings to school.

Pupils who fall short of these expected standards will be given a verbal warning by school staff and asked to amend their dress and/or appearance for the following day. If pupils still fall short of these expectations, contact with parents will be made.

Optional items

- A v-neck jumper in either grey, navy blue or black with no visible logo
- A dark coat
- A matching suit waistcoat

The school uniform for all boarders should include, in addition to the basic requirements:

- 8-10 pairs of grey socks
- 10 pairs of underpants
- 7 school shirts





Other boarding requirements

These items are to be brought from home and will not be supplied by the school shop. Everything must be named before arrival.

Additional clothing

- 4-6 pairs of casual socks
- 2 smart shirts with ties
- 1 smart jumper
- 2 jumpers or sweatshirts
- 4 t-shirts or casual tops
- 2 pairs of jeans or other casual trousers
- 1 pair of smart casual trousers
- 1 dressing gown
- 1 pair of slippers or night-time shoes (e.g. flip-flops)
- Night wear
- 1 pair of wellingtons (entirely optional)
- 1 pair casual shoes or trainers

We have occasional formal dinners which require a jacket, collar and tie; whilst school uniform is very acceptable, most boys prefer an alternative jacket and trousers.

The above is an indication of the minimum requirement for full-time boarders. Casual clothes are worn in the evenings and at weekends. When put into the laundry, casual clothes are washed and ironed within two working days.

All clothing should be suitable for a bulk, medium temperature wash, and commercial tumble drying. Delicate fabrics should not be brought.

Storage space for casual clothes in both houses is limited to two divan drawers and approximately 0.5 metres of hanging space per boy.



Linen

It is strongly advisable that parents or boys purchase bed linen in the UK on arrival. We do have spare linen for boys who don't want to purchase their own.

- 2 good-sized towels, with loops halfway down one side
- Duvet
- 2 duvet covers
- 2 pillows
- 4 pillow cases
- 2 fitted single sheets

Toiletries

- Shower gel
- Soap
- Toothbrush, and spare new toothbrush
- Toothpaste
- Anti-perspirant deodorant
- Hair brush and comb
- Toothbrush mug
- Wash bag to carry items to the bathroom



Other items

- A tuck box (large plastic or wooden box, lockable if required, to store snack foods)
- Woven name tapes
- Holdall or bag for holidays spent with guardians
- Stationery and stamps
- Handkerchiefs or tissues

Naming clothing and bedding

All items, especially clothing and bedding, should be named before bringing into school. Name tapes left with the Housemaster will be used for additional items.

It is helpful if items are named similarly. Please try to name as follows:

- Socks - near top
- Towels - at any corner
- Sheets - at any corner
- Duvet covers - at any corner
- Pillow cases - at corner, just outside opening
- Shirts inside - at mid back collar
- Vests and T-shirts inside - at mid back neck
- Pants - inside at mid back waist

Boarders are encouraged to bring pictures, electronic devices, alarm clocks, bedside lights 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.



English as an additional Language (EAL)

The aims of the EAL department at Loughborough Grammar School are:

1. To enable our overseas students to improve their speaking, listening, reading and writing in English so that they can access the whole curriculum, participate fully in co-curricular activities and enjoy the social and cultural opportunities on offer.
2. To improve their English language skills as quickly as possible so that they can pass Cambridge and IELTS examinations and fulfil the language requirement for entrance to an English-speaking university.

Years 7-11

All boys starting at the School from overseas have an initial assessment carried out by our qualified EAL specialist, Mrs Slater and are given a level on the Common European Framework of Reference (CEFR) in speaking, listening, reading and writing.

Boys identified as in need of English support are taught in small groups throughout the week.

In Years 7-11 pupils work towards the Cambridge Suite of English Examinations at the following levels as appropriate:

- Preliminary English Test (PET) B1
- First Certificate in English (FCE) B2
- Certificate of Advanced English (CAE) C1

They work intensively on speaking, listening, reading, writing and grammar to improve language skills to the standard required to perform well in a high-achieving school. Pupils are further encouraged to participate actively in all curriculum areas by asking and answering questions in class and by engaging in whole class, small group and paired discussions.

Cambridge English examinations are taken once a year.

Years 12 and 13

Boys starting in Year 12 have an initial assessment and are given a level on the CEFR.

In Years 12 and 13, boys are taught in small groups throughout the week and the lessons have three clear goals:

1. To improve pupils' speaking and discussion skills – particularly vocabulary, grammar, pronunciation, intonation and stress, to meet the language demands of A Level study.
2. To prepare pupils for IELTS examinations in speaking, listening, reading and writing which they take during their time in Years 12 and 13.
3. To help pupils to perform to the best of their ability in university interviews.

Pupils take IELTS exams at a local centre during term-time or in their home country during vacations. They aim for an overall band score of 7.0 or higher which will enable them to access most courses at most universities in any English-speaking country, subject to other academic requirements such as A level grades.

The cost of EAL is added to the termly fees and is taught by Mrs Ann-Marie Slater, a.slater@lsf.org



Activities

The Boarders' Cultural Programme is a programme of weekend activities that introduce overseas boarders 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.

- Visiting London and other cities such as York
- Visiting Oxford and Cambridge University
- Visiting a UK National Park
- Attending a premiership football match
- Visiting a UK Theme Park
- Attending formal dinners at School



Boarders' Chapel

Most Wednesday evenings during term-time, the boarders gather before their evening meal for a special meeting. 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. Due to the history of Loughborough Grammar School, which began in a local 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 them 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 that contradicts their own beliefs.



Rev E York, the School Chaplain



Payment of fees

The School requires the School fees to be paid in full by the first day of each term. A penalty fee of 1.5% per month may be charged, at the discretion of the Governors, on any balance outstanding one month after payment due date.

Payment can be made by bank transfer. Please contact the School for payment details and when making payment please quote your son's name as the reference.

Payment by credit card is also possible if paid by the first day of term by contacting Mrs Louise Slingsby on +44 1509 283708. Please note however, a 1.5% charge will be applied.

Reporting process for boarders not represented at parents' evenings

Many of the Parents' Evenings are online. Guardians (if a parent is unavailable) should attend Parents' Evenings.

Personal finance

It is recommended that boarders have a bank account and that for the younger boys their parents arrange this prior to arrival. For boys in Years 12 and 13, the School will provide an appropriate letter to enable them to open an account, and there are several banks in Loughborough to choose from. Boarders from Hong Kong are recommended to open an account in Hong Kong with HSBC; there is a branch located in Loughborough town itself.

Boarders are not permitted to keep large amounts of cash in the House of more than £50.

Overseas boarders applying for (or renewing) visas

Applying for a UK visa

If you wish to study at a school, college or university in the UK you will have to make an immigration application to the UK authorities in your home country for permission to come to the UK as a “student” under Tier 4 of the UK’s Points-Based System (PBS) administered by the United Kingdom Visa and Immigration service (UKVI).

For entry to Loughborough Grammar School, you will need to apply for a **Child Student Visa**.

The School has appointed Newland Chase Education to deal with all the Student Visa applications. Loughborough Grammar UKVI officer: **Ms Diana Streeton, d.streeton@lsf.org**

You will also have to pay the **Immigration Health Surcharge** at the same time as you apply for your visa.

Useful References

- Sponsor Licence Number: **TG9YBPA92**
- Alternative Collection Location Code: **2SC577**

Guardians

It is a UKVI legal requirement that all pupils living overseas should have a guardian in this country, designated by the boy’s parents. Before selecting such a person, parents should consider carefully what is expected of the guardian by the School.

The guardian should in all respects replace the parent in the UK, take responsibility for the boy’s travel arrangements, and be able to provide a suitable home environment for the boy during holiday periods.

The guardian should be an adult over the age of 25, communicate frequently with the School, and be able to assist the School in matters relating to the general progress of the pupil. Clearly, the boy should be well acquainted with his guardian and get on well with them.

If using a Guardianship Agency, we strongly recommend those belonging to AEGIS. Further information can be obtained from aegisuk.net.

Detailed information about guardians can be found in our [Guardianship Policy](#), which is attached to the Boarders’ Joining Forms and Offer letter.



Joining the Wider School House System

In addition to the pastoral care of the Boarding community, Boarders will be supported as a member of the wider school House system. Abney, Davys, Yates and Pultney House are the four pastoral groups which both day boys and Boarders are sorted into.

Each boy will have a Form Tutor and be part of a small Form Group. The Form Tutor will get to know each student over their years at school. They are there to support and champion the boys. Once a boarder leaves the Boarding House, they meet their Form Tutor at 8.30 each weekday. In addition, each boy has a Head of House who is in charge of monitoring their academic progress and looking after their pastoral needs during the school day.

There is a sense of community and comradeship in each of the Houses. Students have the opportunity to represent their House in competitions, including chess, rugby, swimming, drama, photography and E-sports.

Important contact details

- **Main Switchboard:** t: +44 1509 233233, e: grammar.office@lsf.org
- **School Shop:** t: +44 1509 232600, e: lsfshop@lsf.org
- **Fees:** t: +44 1509 283708, e: l.slingsby@lsf.org
- **Website:** www.lsf.org/grammar
- **Head of Boarding.** Mrs Helen Foster: t: +44 1509 233233, e: h.foster@lsf.org
- **Denton Housemaster.** Mr Craig Blackman: t: +44 1509 283744, e: c.blackman@lsf.org
- **School Housemaster.** Mr Phil Marlow: t: +44 1509 233233, e: p.marlow@lsf.org
- **Boarding Administrator, Travel Arrangements and House Matron.** Mrs Hayley Godfrey: e: h.godfrey@lsf.org
- **Matron.** Mrs Diane Mixture: t: +44 1509 283734, e: grammar.nurses@lsf.org
- **Boarding Enquiries:** e: lsf.boarding@lsf.org



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