



LOUGHBOROUGH
Grammar School



The Denton Boarders' Handbook

Contents

- 3 Welcome to Denton House
- 4 Denton House Staff
- 5 Denton Housekeeping Team
- 6 Being Part of Denton
- 8 Weekly Routines
- 9 Weekend Routines
- 10 Activities
- 11 Facilities
- 12 Food
- 12 Keeping Clean and Healthy
- 13 Your Property
- 15 Boarders' Chapel
- 15 Holiday Arrangements
- 16 Keeping in Touch with Home
- 16 Complaints
- 17 Statement of Principles
- 17 Statement of Intent
- 17 Contact Details
- 18 Giving your Opinion
- 19 Prefect Responsibilities
- 20 Do you need to Speak to Someone?
- 21 Counselling Service
- 22 What to do if you feel poorly
- 22 Anti-bullying policy
- 23 Informative posters



Welcome to Denton House

Denton is one of our two Boarding Houses at Loughborough Grammar School. The House is located at the very heart of the school's beautiful campus and accommodates up to 32 young men.

Denton is characterised by the warmth of its welcome, its sense of purpose and its focus on the happiness of each individual. We believe that living in a boarding community, with the continuity in relationships it provides and the direct experience of diverse cultures and people it offers, will afford our pupils the opportunity to become well-balanced and responsible adults.

This handbook should be particularly useful for new pupils, to help you to settle in quickly by explaining how the school operates, what you need to do to, and who to speak to if you have any problems.

Induction for New Boarders

Upon arrival at Denton, you will be greeted by one of the Denton House staff and be given a detailed tour of the Boarding House. You will be introduced to the other boarders in Denton before we take you for a tour of the campus. There is an induction process that takes place over your first days at Denton, where you will be introduced to the routines of the school and Loughborough town centre. The House staff and prefects are present to answer any questions you have.



Denton House Staff

Our staff are experienced in the boarding environment and are available to support you 24 hours a day, 7 days a week.



Mrs and Mr Blackman are the resident Housemasters. Mrs Blackman teaches English and Mr Blackman is a History teacher. Mrs Blackman studied Liberal Arts at Durham University and Mr Blackman History at the University of Bristol.



Mrs Slater is Head of EAL (English as an Additional Language). She is a specialist who supports pupils who are seeking to improve their spoken and written English. All overseas boarders are given a formal English language assessment which is designed to see how Mrs Slater can best support them. Many boarders take IELTS English exams to support their progress and that are often necessary to gain entry to UK universities.



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



Dr Livingstone is an Evening Tutor. She is Head of Religion and Philosophy and studied at Durham University.



Miss Durden is a Resident Tutor. She studied History at the University of Leicester and teaches History.



Miss Lewis is an Evening Tutor. She has also worked in several Boarding Schools. Her background is in teaching Religion and Philosophy.



Mrs Hampson is our School Nurse. The medical office is on the school campus, a minute's walk from Denton.



Denton Housekeeping Team



Mrs Godfrey is Denton's House Matron. She is here to help look after you and you will usually see her during break times. As well as having a chat, you can speak to her about travel arrangements for the start or end of term, questions you have about your room and kitchen supplies.

Mrs Phillips is responsible for helping you with your laundry.

Mrs Innes works with those whose rooms are in the Old Side.

Mrs Simkins works with those whose rooms are on the top floor of the New Side.

Miss Telford works with those whose rooms are on the lower floor of the New Side.



Being Part of Denton

Denton should be regarded as a 'home away from home' for our boarders, with a distinction between home and school. The staff who support and look after you are determined to foster an environment where you are comfortable and relaxed.

Denton provides its boarders with the opportunity to develop into confident, resilient and respectful young men. In Denton, we seek to foster the following key values.

Denton's Key Values

Respect

- For ourselves - To have integrity and act with honesty.
- For others - To be tolerant and accepting others' views and differences.
 - To forgive those who make mistakes.
- For our Environment - To take care in looking after our home, school and wider world.

Endeavour

- To believe in and take the time to nurture our talents.
- To work hard to make the most of all our talents.
- To be determined to not give up.

Kindness

- To assist those who need support.
- To speak to those who are new to our community or who appear lonely.

Expectations

All the rules that operate in Denton House are designed to make our home a safe and happy place for everyone:

- Respect everyone and treat others as you would like to be treated.
- Respect other boarders' property and never borrow anything without permission.
- Do not enter another's room without knocking and being given permission.
- Be punctual to House meetings and meals.
- 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 Denton House without prior permission.



Leaving Campus

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 outside school hours 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.

Boarders may go into Loughborough town centre after school (between 16:00-17:45), and at the Duty Master's discretion during day-light hours at weekends.

Boarders must be in groups of at least two when going into town.

Boarders must be in casual clothes (NOT school uniform) when going into town.

Only Sixth Formers can leave the campus during lunchtimes.

After 16:00 you can visit the Town Centre if you are in Year 10 and above.

You cannot go alone and must ensure you sign out with where you are going (Town, LGS Gym, Parkin Gym, Music School, Library).

You may wish to have dinner in Loughborough for a special occasion on a weekend.

You must ask for permission by Thursday roll call if you wish to miss a weekend meal.

During the week, boarders are not allowed to leave Denton after prep time without permission.

During the weekend, boarders are not allowed to leave Denton after dinner without permission.

Written permission must be emailed to Mr and Mrs Blackman by your parent/guardian if you wish to leave campus at another point. This could include a dentist appointment, visiting family, University open days.



Weekly Routines

Below is a typical weekday routine:

07:30	Wake up and time to get dressed in school uniform
07:30-08:20	Breakfast (you will be registered as you arrive)
08:30	The school day begins with registration with your tutor
10:45-11:05	Morning Break
13:10-14:25	Afternoon Lunch Break. You are given a long lunchtime to take part in the clubs and societies that school offers
16:00	End of the school day
17:45	House meeting and evening roll call
18:00	Evening meal
18:30-20:00	Prep time
21:30	Lights out (Years 7-9)
22:30	Lights out (Years 10-13)

During the school day, you are not allowed to return to Denton except for breaktime and lunchtime.

During breaktime, you can return to Denton to make a snack or go to Burton Hall or the Stables to purchase one.

During week day lunchtimes, your year group will have a time to go into the Burton Hall. You have a longer lunchtime than many schools to allow you to attend clubs. On the days you are not at a club, you're welcome to bring one day boy into the communal areas.

There is to be no cooking after 21:45 on weekdays. This is to allow those who are on kitchen duty to complete their check of the kitchen by 22:00.

You will hand your devices in by 22:15 on weekdays if you are in Years 10-11, 21:15 if you are in Years 7-9.

You need to be in bed at lights out, having already brushed your teeth and showered.

We use Microsoft Teams to communicate events and timings during the day.



Weekend Routines

Weekends are the time for you to explore something outside of ordinary boarding life. You will experience trips based on the Boarders' Cultural Programme. There will also be opportunities to represent the school's sporting teams and to take part in activities such as the Duke of Edinburgh Award.

Saturday

11:00 House Meeting and roll call

Afternoon: Free time / House activity / Trip

17:00 Roll call followed by evening meal

Evening activities such as Sports Hall (football / badminton / basketball) or House quizzes / movie nights

22:00 Years 7-9 boys expected to be in rooms

22:30 Boys expected to be in rooms and lights out for Years 7-9

23:00 Lights out (Years 10-13)

Sunday

11:00 House Meeting and roll call

Afternoon: Free time / House activity / Trip

17:00 Roll call followed by evening meal

Evening activities such as Sports Hall (football / badminton / basketball) or House quizzes / movie nights

21:30 Lights out (Years 7-9)

22:30 Lights out (Years 10-13)



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, Liverpool and Leicester.

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



Facilities

Games Room

There is a Games Room in Denton: it contains a table tennis table, darts board and pool table. Pianists are free to practise and play on the piano.

Common Room

There is a PlayStation 4 console which is connected to a high-definition TV. We subscribe to a comprehensive package of Sky TV channels including all of the premium sports packages for Premier League football and Champions League matches. Computers are installed for you to send emails and help you complete your prep. There are a range of board games available and a selection of books which you can enjoy.

Kitchen

Various food items such as milk, eggs, and bread are provided in the Denton kitchen. You have your own cupboard where you can keep your own dry food and you have access to fridges. There is also a microwave, hot plates and toaster. There is no need to bring any cooking utensils such as frying pans as these are supplied.

Garden

You can enjoy spending time outside in our private garden. There is a vegetable patch, green house and 'wild garden' to support wildlife.

Each boarder has:

- A wardrobe and extra storage space under their bed.
- Desk lamp.
- A small lockable drawer.
- Chair.
- 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 live overseas may leave a maximum of two suitcases or suitable boxes over the summer holiday.

Food

Main Meals

You have your main meals in the Burton Hall. You are provided with three meals a day on weekdays and two meals a day at weekends.

Snacks

After completing a hygiene course and learning how to use a knife safely, you can prepare your own snacks. There is a limited amount of space in the fridges for perishable items. Food should be eaten downstairs in the kitchen and not taken up to your room. You must wash up after yourself.

Eating Out

Occasionally boarders eat out at a local restaurant. These special treats usually take place at weekends.

Keeping 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 a day and brush your teeth twice daily.

Laundry

The laundry service operates every weekday; you should make use of the laundry service by putting your dirty washing into the dedicated baskets. The clean clothes are then placed in a basket with your name on for you to take back to your room. All clothes must be named before you arrive in Denton.

Daily Cleaning

Most of the routine cleaning in Denton is done by experienced cleaning staff. They clean all public areas of the House and will also clean individual areas, provided they are tidy. You should ensure your floor and desk are clear for the team to clean for you.



Your Property

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 Wi-Fi. All activities on the school network are monitored and filtered. Your laptop must have suitable anti-virus protection.

Should you want to print your work, you could transfer your documents on to the school computers and print off the documents using the boarding house or school printers. Technical support is provided by the School's IT staff.

Mobile Phones

It is a good idea to have a mobile phone when boarding so you 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 and are locked away at night. This is to ensure you are getting a good night's sleep.

Consoles

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

Storage of Electronic Devices

At lights out, all laptops, tablets and mobile phones 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.

Safety of Electronic Devices

An electrician visits Denton 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 Denton. Despite this, you are still encouraged to place valuables in your lockable drawer.

Insurance

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

Decorating your room

Use the space to make you feel at home. Bring posters, photos, artwork you like. Use the notice board and do not stick these to the wall.

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 securely in the Denton safe.

Personal Finance

If you would like some pocket money to spend on tuck or other small items, please ask the Housemaster.

All pocket money is added to your parents' fee statement the following term.

You **MUST NOT** keep large sums of cash (i.e. more than £50) in your room.

Boarders are strongly recommended to hold a British bank account. Opening a bank account is straightforward and there are several banks in Loughborough for you to choose from. We can store any cash in the Denton safe while you arrange your bank account.



Boarders' Chapel



Mr M Davies
Chaplain to the boarders

In a busy school week, Boarders' Chapel is a time for quiet and to reflect on different themes. Our Boarders' Chaplain, Mr Davies, leads these services.

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, the weekly meeting retains some of the elements of Christian worship, often including readings from the Bible and prayers, which pupils are invited to listen to and join in with.

Often, we will have a visiting speaker who will be introduced by the boarders. 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, Mr Davies 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.

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 during the school holidays at half-term, Christmas, Easter and Summer.

At half-term, the school day ends at 16:00. Boarders are expected to leave by 18:00. At the end of Autumn, Spring and Summer term, the day ends at 12:00. Boarders should aim to leave by 14:00.

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. In exceptional cases, parents should write to the Housemaster and ask permission.

Returning to the House

After the holiday, you should arrive at Denton from 14:00 the day before school starts. Term dates can be found in the Boarding Information Booklet and on the website. Sign in when you arrive and come to see the Housemaster, if your parents or guardian are with you, you must alert the Housemaster as they will need to be signed in.

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 and Mrs Blackman to call the Housemaster's 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.

**Denton House
7 Burton Walks
Loughborough
Leicestershire
United Kingdom
LE11 2DU.**

Please be aware that it is best to avoid sending items to Denton during the holidays

Complaints Concerning Boarding Pupils

Boarders' parents or legal guardians should direct complaints initially to the relevant Boarding House Master/ Mistress. Alternatively, they can be directed to the appropriate Head or Deputy Head (Pastoral). Boarding House complaints will be addressed in accordance with the School Complaints Policy (this can be found on the school website under 'Policies.'). This includes details of how boarders or parents may appeal against a decision made by the school about their complaint.

Under the National Minimum Standards it is a requirement that boarding pupils and their parents are informed as to how they can contact OFSTED and the Local Authority Allegations Manager (LADO) regarding any complaint concerning the welfare of pupils.

A complaint to OFSTED should be made to:

OFSTED Royal Exchange Building
St Anne's Square
Manchester
N2 7LA
Telephone: 0300 123 1231
Email: enquiries@ofsted.gov.uk

The relevant contact at the local authority is:

Allegations Manager/LADO
County Hall
Safeguarding Unit Room
101 Leicester Road
Glenfield
Leicester
LE3 8RF
Telephone: 0116 3057597



Statement of Principles

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

- Being an open and trusting school, boarding is based upon mutual respect for all members.
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- Each boarder has the right to extend his intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work.
- 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.

Contact Details

School website:	www.lsf.org/grammar
School main switchboard:	01509 233233
Mr and Mrs Blackman, Denton Housemaster and Housemistress	
Landline:	01509 283744
Email:	c.blackman@lsf.org
Address:	Denton House 7 Burton Walks Loughborough Leicestershire LE11 2DU United Kingdom.

Giving your Opinion

All members of the boarding staff can listen to your opinions and suggestions.

Your prefects will be introduced to you as part of your induction. Pass on your opinion ready for when they meet with the Housemasters to discuss your ideas, concerns and improvements. If there is a specific point you would like to make in person, you can join us at a meeting. Details of our meetings can be found in the common room – please read through these to see what improvements have been made.

Specific comments about food can be raised in the regular survey sent out to you and your ideas will also be collected and shared at a Food Committee meeting.

We meet each day as a House. If you want to raise something, you are welcome to at this time.

Use the board to write down suggestions for general supplies for the House.

Use the 'suggestions box' in the common room.



Prefect Responsibilities

The Prefect Team have been selected to set a positive example to younger pupils. They are a point of contact for you to share your ideas about life in the House.

It is not their responsibility to discipline students.

Fabric of the House:

- Reporting any damage to duty staff. Liaising closely with Mrs Godfrey, our House Matron, about any issues which need addressing.

- Liaising with Housemasters about items boys would like for the House.

- Keeping notice boards up to date e.g. food menu.

- Creating a kitchen duty rota at the start of each term.

- Support pupils in completing their kitchen duty.

Food:

- Canvas opinions prior to Boarders' Choice Week.

- Be a Food Committee representative.

Chapel:

- Helping with greeting/dismissal at chapel.

Trips and activities:

- Canvas opinions on weekend trips and activities.

Sports:

- Encouraging all year groups to attend Sports Hall.

- Suggesting any desired new equipment.



Do you need to Speak to Someone?

If you would like to talk to someone within school, you can contact:

Any subject teacher, form tutor or boarding tutor. In person or by email.

The Headmaster, Mrs Foster: h.foster@lsf.org

The Head of Boarding, Mr Blackman: c.blackman@lsf.org

If you have concerns for your safety, or someone else's safety, contact a member of the Designated Safeguarding Team: Mrs Foster, Mr Ward, Mr Morris, Mr Emmet: r.ward@lsf.org / a.morris@lsf.org / t.emmet@lsf.org

If you are feeling anxious, angry, lonely, or if there is something which is troubling you, arrange a meeting with our counsellor: grammar.counsellor@lsf.org

The boarding chaplain, Mr Davies, m.davies@lsf.org

If you would like to talk to someone outside of the House, you can contact:

Your independent listener, Mrs Karup: **07747794247**.

External providers of support:

If you feel unsafe at school, you may want to contact OFSTED (the government organisation that inspects boarding schools) on **03001231231**.

If you want to talk to someone, particularly as a student who is living away from home, you could contact the Office of the Children's Commissioner on **08005280731**.

If you feel unsafe you can call Childline **08001111**.

If you have safeguarding concerns, the Local Authority can be contacted on **0116 3057597**.



Counselling Service

What is counselling?

A confidential and private service to help support you with your mental health.

The counsellor will help you explore and address anything difficult happening in your life, e.g. anxiety, low mood, loneliness, homesickness, school stress, difficulties sleeping, worries.

No problem is too small: it is good to talk about things before they become really difficult.

It is brave and strong to recognise when you need support for your mental health. We are here to help.

The sessions are usually 30 minutes and take place during the school day (8:40 - 16:00).

Where can I find the counsellor?

In the Health and Well-being Centre in School House (down the corridor from Matron).

If you'd like to book an appointment, please email: grammar.counsellor@lsf.org or use the referral form on the Counselling Hub.

Or you can speak to your Form Tutor or Housemaster and they can get in touch with us.

Self-help resources

If you don't feel ready to speak to a counsellor but are struggling with your mental health, please use the Counselling Hub (QR below).

It has a section filled with self-help resources, depending on what you're struggling with, and a section providing contact information for organisations who offer free and confidential emotional support.



Please scan this QR code for the Counselling Hub.

What to do if you feel poorly

During the school day:

If you wake up feeling poorly, you will be sent to see the nurse before form time.

If you are too unwell to go to school, you will stay in sick bay for the day with the nurse.

You are not allowed to return to the House during the day.

If you feel unwell during lessons, either tell your teacher or go to the nurse in between lessons or during break times.

After school:

The nurse is on site from 08:00 to 17:30 Monday to Thursday, and 08:00 to 16:30 on Friday.

Tell the member of staff on duty you feel unwell.

At night-time:

Knock on Mr and Mrs Blackman's door or ask your roommate to do this for you.

The School Doctor:

The School Doctor visits on a Wednesday lunchtime 13:15 to 14:15. Appointments can be booked directly with the School Nurse or by asking Mr and Mrs Blackman.

Anti-bullying policy

Accept people are different:

Respect their varied cultures, faiths, politics, sexual orientations.

Act with kindness:

Treat people the way you wish to be treated.

Respect each other's property:

Ask for permission to use their belongings and do not enter rooms without permission.

Include others:

Make them feel welcome by speaking in English if they are unable to understand you.

Cyber-bullying:

Do not photograph another person or post their photograph on social media without permission.

This policy was designed by members of the Denton Community.

If you have any concerns about bullying that is happening to you, or to anyone else, report these to a member of staff.



Look out for these informative posters

DENTON'S ANTI-BULLYING POLICY

- 1) Accept people are different:**
respect their varied cultures, faiths, politics, sexual orientations.


- 2) Act with kindness:**
treat people the way you wish to be treated.


- 3) Respect each other's property:**
ask for permission to use their belongings and do not enter rooms without permission.


- 4) Include others:**
make them feel welcome by speaking in English if they are unable to understand you.


- 5) Cyber-bullying:**
do not photograph another person or post their photographs on social media without permission.



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What to do if you feel poorly

During the School day:

If you wake up feeling poorly, you will be sent to see the nurse before form time.
If you are too unwell to go to school, you will stay in sick bay for the day with the nurse.
You are not allowed to return to the House during the day
If you fell unwell during lessons, either tell your teacher/go to the nurse in between lessons or during break times.

After School:

The nurse is on site from 8am - 5:30pm Monday to Thursday and 8am - 4:30pm on Friday.
Tell the member of staff on duty you feel unwell.

At Nighttime:

Knock on Mr and Mrs Blackman's door or ask your roommate to do this for you

The School Doctor:

The school doctor visits on a Wednesday lunchtime 1:15pm - 2:15pm. Appointments can be booked directly with the School nurse or by asking Mr and Mrs Blackman.

LGS COUNSELLING SERVICE

confused scared
 worried angry frustrated
NEED TO TALK?
 overwhelmed upset stressed anxious

THE COUNSELLING SERVICE CAN OFFER YOU FREE & CONFIDENTIAL SUPPORT

EMAIL US TO ARRANGE AN APPOINTMENT:
GRAMMAR.COUNSELLOR@LSF.ORG

WE ARE NOW BASED IN THE HEALTH AND WELLBEING CENTRE (NEXT TO MATRON)

AVAILABLE MONDAY-FRIDAY



If you want to report something confidentially, please use the 'Confidential Reporting' link on the LGS Student Dashboard



NO TO RACISM

LGS COUNSELLING SERVICE

Helpful information

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- A confidential and private service to help support you with your mental health.
- The counsellor will help you explore and address anything difficult happening in your life, e.g.
 - anxiety, low mood, loneliness, homesickness, school stress, difficulties sleeping, worries.
- No problem has small: it is good to talk about things before they become really difficult.
- It is brave and strong to recognise when you need support for your mental health. We are here to help.
- The sessions are usually 30 minutes and take place during the school day (8.40am - 4.00pm).

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- if you'd like to book an appointment, please email: grammar.counsellor@lsf.org or use the referral form on the Counselling Hub.
- Or you can speak to your Form Tutor or Housemaster and they can get in touch with us.

Self-help resources

- if you don't feel ready to speak to a counsellor but are struggling with your mental health, please use the Counselling Hub (2A below).
- It has a section filled with self-help resources, depending on what you're struggling with, and a section providing contact information for organisations who offer free and confidential emotional support.



QR for the Counselling Hub



Loughborough Grammar School
Burton Walks
Loughborough
LE11 2DU

01509 233233
grammar.office@lsf.org
www.lsf.org/grammar

 **@LboroGrammar**  **@LboroGrammar**  **@LboroGrammar**

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The Registered Office is 3 Burton Walks, Loughborough, Leicestershire LE11 2DU