



LOUGHBOROUGH
Grammar School



School House Handbook 2024

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Welcome to School House

School 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 that 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

When 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 Assistant Housemaster, Dr McKay, and resident tutor Mr Korosi, evening tutors, Dr Bingham, Dr Ball and Mr Rennie. They are also supported by the Graduate Sports Assistant (GSA) Mr Connabeer. Throughout the week one of us will be on duty, looking after you.



Mr Marlow, Housemaster

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.



Dr McKay, Assistant Housemaster

Dr McKay joined the Grammar School in 2014 as a History teacher and in 2018 also became a Head of Year. 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 Marlow, Housemistress

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.



Mr Korosi, Resident Tutor

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 is a qualified football coach and currently coaches football and rugby at the school which occasionally gets in the way of watching his beloved York City FC.





Mrs Slater, Evening tutor

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 two 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.



Mrs Godfrey, Boarding Matron, admin and Nurse

Mrs Godfrey helps around the boarding house during the day and will assist you with any travel arrangements. She studied Chemistry at Derby University and lives locally with her family.



Dr Ball, Evening tutor

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



Mr Connabeer, GSA

Mr Connabeer, Graduate Sports Assistant (GSA) resides in Red House and assists with the boarding community. He is a keen hockey player and coach and is studying at Bournemouth University.



Weekday Routines

The routines on weekdays follow a similar pattern. Below is a typical weekday routine:

Morning

- 07:30 Time to get up and dressed in school uniform
- 07:40 - 08:10 Breakfast—compulsory for Year 10 and Year 11
- 08:25 Time to leave School House for school
- 08:30 School begins
- 10:45 Morning break time, you may return to School House
- 11:05 End of break, school resumes

Afternoon and Evening

- 13:10 - 14:25 Lunch break, you may return to School House
- 14:25 School resumes
- 16:00 End of school
- 16:10 After School Clubs
- 17:30 Chapel on Wednesday only
- 18:00 House meeting and evening roll call
- 18:15 Evening meal in the Burton Hall
- 19:00 - 20:45 Prep Time (the House must be silent and you must be working)
- 20:45 - 22:00 Free Time
- 22:30 Lights out. Year 10 and 11 must be in bed ready to go to sleep. Years 12 and 13 must now stay in their own room



Weekend Routines

Weekends 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

09:00 - 11:00 Parkin Gym open on Saturday

10:30 Wake up

10:50 Roll call

11:00 Brunch

Afternoon - Free time or House activity

16:50 Roll call and meeting

17:00 Tea

22:30 Check all boys are in their dorms (Friday and Saturday)

22:30 Lights out Year 10 + Year 11 and Year 12 + Year 13 to be in dorms (Sunday)

Sports Hall

Monday - Saturday 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 17:30, 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 that contradicts their own beliefs. You are asked to dress appropriately, wearing smart casual clothing and only shoes/trainers please, and to hand your phones in/ or leave them in the boarding houses for Chapel and the evening meal which follows.



Mr M Davies

Chaplain to the boarders



Facilities

Games Room

There is a Games Room in School House which has table-football, PS5, arcade games and boardgames including Mahjong. We also have a large TV with access to several sports and movie channels.

Computers

There are computers and a printer 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.

Signing out

For fire and safety reasons, we need to know where you are at all times.

It is therefore important that you always use the signing in and out system, including telling us when you are in school or the boarding house.

Leaving site

You can go into Loughborough after school and during the day at weekends. You just have to sign out.

If you wish to go into Loughborough after roll call or go anywhere further away at any time, you must talk to the Duty Master first. (A face-to-face conversation! Not via message).



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

There is fruit, bread and biscuits available in the kitchen.

Eating out

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

Cooking your own food

School House has a fully equipped kitchen that all boarders must use to cook their own food.

You must let us know at least 24 hours in advance if you are planning to miss a school meal.

COOKING EQUIPMENT OF ANY TYPE IS NOT ALLOWED IN YOUR BEDROOM. This includes kettles and fridges. Anything found will be removed and disposed of.



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
- Visiting at least one other UK city
- Attending a formal dinner at school
- Experiencing the British tradition of Guy Fawkes Night on 5 November
- Visiting a UK National Park
- Visiting another UK boarding school
- Going to a Premiership football match
- Going to a UK Theme Park
- Visiting either Oxford or Cambridge University

Some activities are compulsory for new boarders but others are also welcome to join in.



Clean and Healthy

Personal hygiene

All boarders are responsible for their personal hygiene; you should shower at least once a 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 within two days. Please take your dirty clothes to the laundry every day. Unnamed laundry often goes missing. Please ensure everything is named before you send it to the laundry.

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. They will only clean your desk if it is clear. 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 two or three times each term.

School healthcare

The School Nurse is Mrs Hampson who is 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.

The nurse is the only person who can decide you are too ill to go to school. Should you feel unwell in the morning or during school hours, you must go straight to the nurse who can provide medication and look after you.

Boys who feel ill outside school hours, 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 Housemaster's 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 the resident Housemaster's flat, next to dorm 16.



Mrs Hampson
School Nurse



Academic Work

Boarders, 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 in the Games Room.

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

EAL (English as an Additional Language) Support

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.



Mrs Slater
Head of EAL



Special place

What makes a 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. You will choose your cake or alternative treat 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, and Glengairn 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 when you are ready 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 Krarup is there to help you if you have a problem.

Simply dial **07747794247** - Mrs Krarup used to be the school nurse at LGS (she is retired now) and she has children of her own who attended LGS and Loughborough High School. She is always willing to help and she will certainly do her best to help you if something is worrying you.



Mrs Krarup

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

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 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:

Write to your Housemaster or to the Headmaster explaining what the problem is concisely

The person you have written to will make a careful record of your complaint

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

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 electronic equipment

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.

You can use the printer in the games room from your laptop.

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

Gaming consoles

There is a PS5 in the common room.

It is important we think of others in the House, therefore headphones must be worn when you are gaming, listening to music or watching anything.

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, when you are outside School House.

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 late at night, making them late for school or tired during the day may also have devices 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 you when you leave the House. All important documents are stored safely in the School House safe.

Safety of electronic 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. You 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, you should place valuables in your 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 should 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 you 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

You MUST NOT keep large sums of cash (ie more than £50) in your dorm. You 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 above the value of £50 for you in the School House safe while you arrange your bank account.

Keeping in touch

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 Housemaster's phone to talk to you. There is a Quiet Room in the Medical Centre where you are able to make calls in private if you 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).

Your freedom to go outside School House

It is your responsibility to make sure your 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 you are heading to and what time you expect to return. All boarders must have the Housemaster's contact details stored on their mobile phone.

You may go into Loughborough town centre after school (between 16:00 and 18:00), and also at the Duty Master's discretion during day light hours at weekends. The rules are:

- Boarders must 'sign out' in the usual fashion
- Boarders must be in groups of at least two
- Boarders must be in casual clothes (NOT school uniform)



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

All boarders are required to leave the boarding house for all school holidays.

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.

Half-term

Half-term starts on a Friday at 16:00. Boys are expected to leave by 18:00 and can return from 14:00 on the Sunday.

Christmas, Easter, and Summer Holidays

Term finishes at 12:00. Boys are expected to leave by 14:00 and can return at 14:00 on the day before lessons start.

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 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

Statements 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

Statements 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.





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