



LEWESTON  
SHERBORNE

BOARDING HANDBOOK

2025

# WELCOME TO BOARDING

This handbook is designed to tell you what you need to know about boarding at Leweston. Some of the content we share with you is to meet statutory requirements but a lot is here because it's helpful information that has been passed from boarder to boarder over the years.

Of course, we can't answer everything in one handbook so don't be afraid to ask lots of questions. There is a list of helpful people as you read on, but anyone, either in the classrooms or in the boarding houses are always happy to help you.

Welcome to the family!

## Meet the Team



Mrs Beth Simkins-Smith  
Director of Boarding  
House Parent of Eleanor House  
**[simkinsb@leweston.dorset.sch.uk](mailto:simkinsb@leweston.dorset.sch.uk)**  
01963 211044/07964 539463



Miss Jasmine Bailey  
Assistant Housemistress  
**[baileyj@leweston.dorset.sch.uk](mailto:baileyj@leweston.dorset.sch.uk)**  
07377 401 626



Miss Lara Robinson  
House Parent of Martha and Cecilia House  
**[robinsonl@leweston.dorset.sch.uk](mailto:robinsonl@leweston.dorset.sch.uk)**  
07535 874 250



Miss Charlotte Vickery  
Resident Tutor  
**[vickeryc@leweston.dorset.sch.uk](mailto:vickeryc@leweston.dorset.sch.uk)**

Mr Callum Cunnane  
Assistant House Parent  
**[cunnanec@leweston.dorset.sch.uk](mailto:cunnanec@leweston.dorset.sch.uk)**



There are also several other people who support boarding at Leweston:

### **Boarding tutors (known as Florins)**

Everyone has a boarding tutor who will meet you once a week in the evening at a pre-arranged time. They are there to provide extra pastoral/academic support.

### **Form Tutors**

Everyone belongs to a tutor group. As your tutor sees you every day they will usually be the first point of reference for queries and information about daily life in school.

### **Head of Year**

Your Head of Year will take overall responsibility for your year group, supporting your tutor and ensuring that any queries are answered.

## **Other Important People**



Mr Paget-Tomlinson  
Headmaster



Mr Whittle  
Deputy Head Academic



Mr McManus  
Deputy Head Pastoral



Mrs Quick  
Director of International  
Students



Sister Lale and  
Sister Cole  
Wellbeing Hub

# CONTACT INFORMATION

It is vital that there is good communication between the House and parents or guardians. We encourage families to contact us by phone or email about any concerns or to ask about progress.

Houseparents have overall responsibility for overseeing their boarders' academic and pastoral wellbeing. Houseparent's have one full day off during the working week and work on rotation at weekends. The houses are covered at these times by experienced members of the boarding team. There is always at least one Houseparent on duty each night of the week. Please note that Houseparents teach during the school day and may not be able to return your call immediately, for this reason email is the preferable form of communication.

## Who to Contact

For general **academic** and **pastoral** queries: email your child's tutor or Head of Year, but copy the House Parent.

For **boarding** queries: email your Houseparent.

For **medical** queries: email the Well Being Hub, but copy the Houseparent.

It is important that House Parents are included in all correspondence.

School Reception	01963 210691
Cecilia House	07535870250
Eleanor House	01963 211044
Antony House	
Well-Being Hub	01963 210834
Deputy Head Pastoral	01963 211068

We cannot emphasise enough the importance of mutual confidence to the relationship between house staff and parents.

We will not contact parents and guardians about everything – we encourage students to stand on their own two feet – but we will get in touch if it is important.

If your child rings you and is upset, please encourage them to speak to their House Parent, or one of the boarding team. We fully understand that it is very difficult to be away from your child, particularly if they have a problem. However, we are best placed to help your child should they need any support whilst at school.

The use of mobile phones can result in parents being made aware of situations in the House before you are contacted by house staff. Please ask your child to tell staff if they ring you up about something you feel we should know about.

# THE A TO Z OF BOARDING LIFE

## A

### Absence

If you are away from school then your parents need to contact your House Parent or the school Reception.

### Activities

There are a variety of evening and weekend activities including trips and socials available each term, they are listed on School Cloud and advertised in the House. Evening activities take place in two slots (16.45 – 17.45 and 20.00-21.00). All boarders must sign up for at least two activities per week. Older pupils can sign up for any they choose. Bookings can be made via School Cloud. Participation in weekend activities is compulsory for students in Years 4 to 10, and may also be required for all boarders on occasion to foster a sense of community.

Some socials, theatre trips and visits need permission from your parents, both for you to go and for them to be billed. Your parents can choose to sign a blanket permission each year or give this on a case by case basis. For particularly expensive or lengthy trips a separate letter will go to all parents.

### Arrival

With the exception of the start of the school year when a specific induction timetable is in place, international boarders are able to return to school from 12:00 at the beginning of term. UK boarders are expected from 18.00. Parents can help bring things up to rooms, but must always be accompanied. Please sign in with your House Parent when you arrive.

After half term school reopens at 18:30. If you need to return earlier please contact the Director of Boarding or your House Parent. Prep 4 to Year 8 are expected to be back in school by 20:00 and Years 9 to Upper Sixth by 21:00. A light supper can be available for boarders travelling long distances, but we would advise you to have supper before returning to school.

## B

### Bedding

The boarding house supplies sheets, a duvet and cover, pillows and pillowcases however you are welcome to bring your own if you prefer. Bedding can be laundered on site but please ensure it is clearly named. Any other personal bedding brought into the House e.g. small blankets or covers will need to be taken home for laundering.

### Bedtimes

Everyone has a set bedtime which gets slightly later as you get older. Boarders must be in dorms fifteen minutes before bedtime, settling down for the night. We advocate bedtime reading as a great way to relax and go to sleep, so everyone is expected to have at least one book on the go! After lights out you must be quiet in the dorm and settle down to sleep. It is important that you show consideration for others.

### Behaviour

We pride ourselves on running a well-ordered community where individual freedom is exercised within a framework of simple, clear and universally applied rules. Courtesy and common sense are valued qualities. Poor choices are dealt with immediately by the house staff on duty; more serious incidents are passed to House Parents, Director of Boarding or Deputy Head Pastoral.

Where possible we reward good behaviour by allowing more responsibility and privileges. When we must impose sanctions they usually involve greater supervision and loss of privileges.

## **Boarding Prefects and Peer Mentors**

The Boarding Prefect leads a team of senior boarders who act the boarders' representatives. They are very happy to advise and assist when they can. The Boarding Prefect chairs the termly Boarding Council meetings.

## **Boarders' Council**

This meets once each term, as a forum for ideas and discussion about boarding life.

## **Boarding Year Representatives**

The Year Reps play a significant role in suggesting and discussing changes in boarding, so that everyone's views and ideas are fairly represented. The Year Reps report to the Boarding Prefect, as well as the appropriate House Parent. They are expected to attend Boarding Council meetings, Food Council meetings etc.

## **Breakages**

If you notice any damage or breakages in your room or the common areas please let your House Parent know. If you break or damage something by accident, please tell a member of staff. Accidents do happen, and it is far better to tell someone straight away than to leave it for others to find out.

Deliberate damage to school property, including graffiti, will not be tolerated and any redecoration or repair costs will be charged to your parents.



## **Cedars Café**

Cedars Café is located next to the swimming pool, it is open to parents and Sixth Form from 08.00 to 18.00 Monday to Friday and sometimes at weekends. Sixth Form students can study there during the day and the café is open to all boarders from 16:30 to 17:30.

## **Calendar**

The school calendar is available on the Portal and is an essential source of information, including upcoming trips and weekend activities.

## **Chapel**

The spiritual life at Leweston allows us to recognise the need for quiet times. As well as Even Prayers, all boarders attend Mass on Saturday evenings in Sherborne at 18.00 when everyone is invited to take part regardless of faith or denomination.

You are encouraged to attend any other services which support the practice of your faith or denomination but this is not instead of Mass at Leweston, which we attend together as a 'family'.

## **Cleaning**

You must make sure your room, or your area of the dorm, is presentable before school. There should be no litter, no dirty laundry or any clothes left out and beds must be made. Remember to take what you need for the day with you, as dorms are locked until teatime. At the end of term, your rooms must be inspected before you leave to ensure that you have not forgotten anything!

## Clothes

Uniform is worn during the school day but boarders may change into 'home clothes' at 16.20 and at weekends. Do not bring loads of clothes as there is a limited amount of space in the dorms and you won't need it all. Everything, both uniform and home clothes, must be fully named and kept in good order. The laundry can provide a repair service for small jobs. Please hang up suits, so that they look smart when worn.

## Computers and IT

Leweston is a 'Bring Your Own Device' School, therefore Year 7 to 13 are expected to bring their own laptop or tablet into school. All students can access computers in the ICT Room. Pupils can access the internet on their own device in agreement with the school's Internet Access Policy. Devices need to be configured to run on the school network and this is carried out by the ICT Department.

## Common Rooms

All Houses have common rooms, please treat them with respect. If your common room has kitchen facilities, they must be kept clean, with utensils dried and put away after use.

## Concerns and Complaints

We record all complaints from pupils and parents. Complaints are passed on to the relevant person to be answered but general concerns should be addressed to the Director of Boarding. If you feel that your complaint has not been satisfactorily resolved you should contact the Deputy Head Pastoral.

## Contact with Home

It is really important to stay in touch with your family and friends. Remember you can contact home after school but not during the House Meeting and prep. We would not recommend speaking to family too close to bedtime as it can make you feel homesick and always remember to give your parents some good news.

# D

## Dormitories/Rooms

At the beginning of term you will be assigned a dorm by your House Parent. Sometimes you will be in the same dorm all term, but occasionally House Parents may ask you to change dorms more frequently than this. We believe that boarding and communal living together teaches us great life skills and develops life-long friendships. As you get older you will have fewer people in your room, Years 11 to Upper Sixth have single study bedrooms. None of our boarding rooms are en-suite.

# E

## Electrical Equipment

Any electrical equipment brought into school (hairdryers, sound docks, phone chargers) must be new and in good working order. They will be periodically checked and PAT tested by the maintenance department to make sure that they are safe to use. Only new, sealed plug units are accepted. Don't overload sockets with extension leads as this is a fire hazard.

You must switch any electrical items off, and where possible unplug them, when they are not in use. It is especially important to ensure hair straighteners, and other items that heat, are switched off immediately after use.

You may bring a bedside lamp and a music system/ipod/mp3 player but personal televisions, fridges, toasters, sandwich makers, kettles are not allowed in boarders' rooms or dormitories. Digital music players must not be used in corridors between lessons or in the Dining Hall.



## English Speaking Policy

Leweston pupils, both day and boarding, come from all over the world and speak many different languages. We ask that, whatever your first language is, English is spoken in all communal areas and during the school day. At weekends there is a more relaxed approach but please use English if you are in a social area. It is important that everyone feels included through use of a common language.

# F

## Family News

If any serious family news needs to be passed on to a pupil please contact the House Parent first. Heads of Year, tutors and house staff will be informed as a matter of course so that the appropriate action may be taken.

## Fire

If the fire alarm sounds you must leave the building immediately. You will be shown the exits around your room and common room when you join the House. Do not stop to collect possessions. Evacuate the building in silence and make your way sensibly and quickly to the meeting area. If there is an evacuation during the night you must wear proper shoes not slippers. Your House Parent will take you through the fire alarm procedures on arrival and at least once a term. The fire alarm must always be treated seriously.

Aerosol deodorants/body sprays are not permitted due to fire risk and risk of activating fire alarms.

## Food

Boarders may like to bring some tuck into school. This must be kept tidily in your locker. Perishable foods must not be stored in dorms. Hot food must only be consumed in the kitchen or common room. Our school menus are on the Bulletin and notice boards in the boarding houses.

## Food allergies

Our catering team liaise closely with the school nurses about any dietary requirements such as intolerances or allergies.

We try to run a NUT FREE boarding and school environment. Please remember not to knowingly bring in any products containing nuts. This does not guarantee a nut free environment and therefore pupils with allergies should not be complacent while at school, as traces are found in a great deal of food items.

# G

## Graduate Assistants and GAPs

Graduate Assistants are members of staff who work in boarding to support the House Parents and work in school during the day. They are usually younger than your House Parent and are great people to talk to. There are also GAP students, who are members of staff, in the House who have joined us from abroad to learn more about education and boarding before going to university in their own countries.

## Guardians

Everyone whose parents live abroad must have a guardian in this country unless you are staying at school for a short period of time. Your guardian is someone whom you can go to at short notice if you are ill; need to catch early or late flights or spend holidays with if you do not wish to go home.

## Guardian Angels

On arrival you will be given a "guardian angel" who will act as your buddy and be there to support for your first few days whilst you settle in to boarding.



## Going Out

If you are going out of school for the weekend (or any part of the weekend) with another pupil you must have your parents' permission. Your parents can sign a 'blanket permission' slip or give it on a case by case basis. If you want to go out overnight, you must also have an invitation from the family you are visiting. Both should be in writing (an email is sufficient) and received by your House Parent by Wednesday evening at the latest.

Sixth Form boarders are allowed off site after school Monday to Thursday if you return by 18.30 for supper and sign out appropriately. On Friday evenings, Sixth Formers can go out at the discretion of the House Parent.

Senior boarders are encouraged to go out shopping or visiting local towns at the weekend however, it is paramount that you sign out and inform your House Parent where you are going, with whom, and what time you will return.

Going out in the evenings at the weekends is at the House Parent's discretion.

# H

## Holidays

All boarders should spend their holidays with their parents or guardian. Term dates are available on the website and in the calendar. The school is unable to accommodate pupils over the holidays. We do not allow pupils to seek temporary accommodation away from adult supervision and emphasise that boarders must conform to these requirements. If you are spending holidays somewhere other than your own home you must ensure that your House Parent has written confirmation from your parents or guardian (including an address and contact details), and, if appropriate, a written invitation from the people you will be staying with.

## Homesickness

It's a good idea to talk about this at home before you start the new term. Plan with your family how to deal with it and let your House Parent know so they can help. Some people find it easiest to leave it a few days before ringing home the first time. You won't be the first, or only person, to be homesick and there are lots of people, staff and experienced boarders, who are there to help you.

## Hoodies

On arrival all new boarders will receive a boarding hoodie. This will be charged on your first term's bill.

## House Duties

It is important that everyone contributes to the smooth running of the House. You will be given some duties in your House. For younger boarders this is usually Dining Hall duties and common room cleaning. Sixth Formers take responsibility for the wider community and will be on a rota for prep duty, laundry duty and lights out. This is very much appreciated by the younger boarders. It is important that you fulfil your duties and are punctual. If there is a problem you should arrange a swap and notify the Boarding Prefect or your House Parent.

## House Meetings

Each House holds a weekly meeting after supper which must be attended and a roll call will be taken. At the beginning and end of term, and whenever else necessary, the Director of Boarding will hold a whole boarding assembly.

# I

## International Boarders

If you have come to Leweston from overseas, it can take a little longer to adjust to life in school. Your House Parent understands this and will give you extra support, but there are other people who are there to help too. Our Director of International Students, Mrs Quick, will act as an additional tutor and introduce herself in your first week at Leweston.

Whilst we have a policy that only English is to be spoken, we do understand that, especially in your first weeks here, it is helpful to be able to ask questions and hear answers in your own language. Other pupils and staff can mentor in a variety of different languages.

## International Boarding Committee

This committee acts as a forum for international pupils. It helps to organise and promote world events and festivals, to liaise with other international pupils in local schools and to promote the integration of all pupils.

## Insurance

The school does not accept responsibility for the loss of personal property of pupils and parents are advised to check their insurance provides appropriate cover. This can often be obtained without additional charge and a household's comprehensive policy may already be adequate cover. Non-British nationals should ensure they have paid the 'Health Surcharge' as part of their visa application. If a pupil attends hospital for a routine outpatient appointment or is admitted as an emergency inpatient but their procedure is not classed as 'urgent' or 'life-threatening', and they do not have the requisite cover as above, then they may be requested to pay for treatment in advance.

## Internet

Once pupils have signed the Internet Acceptable Usage Policy (included in the Student Handbook) you can connect to the school Wi-Fi. You will also be able to access the internet using the school computers and the computers in Boarding Houses.

# K

## Keeping in Touch

Contact with home is very important. There are a variety of ways to keep in contact with parents, family and friends. During the school day, in the evenings and at weekends there is easy access to email. Boarders are allowed mobile phones (EE gets the best network coverage) and can also use the House office telephones if necessary. Post can be collected daily from Reception. You also have access to private Skype rooms.

## Kitchens

Although pupils are expected to attend all meals, facilities are provided in the Houses for making light snacks, toast and drinks. The school provides boarders with basic essentials such as bread, butter, milk, fruit, spreads and jams. Fridges and microwaves must be kept clean and food be disposed of after the 'use by date'. Eleanor House and senior Antony House boarders have access to a full equipped kitchen for preparing meals on weekends.

# L

## Laundry

Pupils should take dirty clothes to the laundry on the way to breakfast. Bedding change takes place on Monday and Thursday mornings depending on the House and all dirty linen is taken to the laundry. Clean bedding will be on your laundry shelf or you can use school duvet sets.

Net washing bags must be used for underwear. Whilst as much care as possible is taken with laundry please do not put items that should either be dry cleaned or cannot be tumble dried into the school wash. Items that require a special or delicate wash treatment should not be brought to school.

## Lockers

Everyone has a lockable space in their room (in most places a padlock from home is required). You also have lockers in your form rooms. You must hand in or lock away any money or valuable items when not in use or needed. Expensive jewellery and other valuables should not be brought into school. Any money you have for weekly purchases must always be kept securely. If you do lose or mislay something, report it to your houseparent or another member of the boarding team as soon as possible.

## Lost Property

Everything that comes into school must be named. Named items will be returned to you by your tutor, Head of Year or House Parent. Unnamed uniform will be laundered and stocked as second-hand in the shop. Other unnamed items are held by the Deputy Head and they can be claimed with proof of ownership. Items not claimed by the end of term will be given to charity.

## Luggage

You should bring your belongings in a suitcase; empty suitcases will be stored during term time and should not be kept in rooms. During the holidays you will need to empty your room so don't bring too much stuff!

# M

## Meal Times

Boarders attend all meals during the school week in the Dining Hall. At weekends Sixth Form boarders do not have to attend school meals except for supper on Sunday. If you prefer you can cook for yourself in the boarding kitchen, however, you must still attend sign-in in the Dining Room.

## Medicine

You should not bring any medicines from home. The Wellbeing Hub either stocks, or can get, whatever you require. Any medications from home must be seen by the nurses in the Wellbeing Hub.

## Mobile Phones

Different Houses have different rules about use of mobile phones. Pupils in Years 7 to 11 are not permitted their phones during the school day. If seen, phones will be confiscated by staff and can be collected at the end of the following day. Sixth Form are expected to be responsible and adhere to the mobile free zones. Boarders are allowed their phones in the evenings and at the weekend, however, they are not to be used in the corridors, the Library, Chapel or Dining Hall. Boarders up to Year 10 must hand in their mobile phones at the end of the evening for safekeeping. This allows you to spend time with your friends or get ready for bed and ensures a happy, relaxed routine before sleeping.

Boarders should make phone calls to family and friends during their free time, avoiding prep sessions and half an hour before bed.

Pupils are responsible for looking after all their devices so it is highly recommended that they are insured.

# N

## Name Tags

We cannot emphasise enough the need to label all your clothes including anything new brought in after the start of term. All other personal items should be clearly marked with your name; shoes, trainers and bags preferably with indelible ink. The Boarding House/school cannot take responsibility for any unnamed items.

# P

## Passports and Permits

Passports, BRP and visa cards must be handed in to your House Parent as soon as you return. Staff are required to keep a register of all passports and BRPs held in school and need to check visas for overseas pupils regularly. You will be asked to sign your passport in and out of the safe.

## Peer Mentors

Peer mentors are Sixth Formers who are trained to support new pupils. Mentors and mentees meet regularly to chat informally about School life and talk through any settling in issues.

## Pocket Money

Pocket money (and other valuables) should be given to your House Parent for safekeeping. Whilst you will need some pocket money for trips, shopping or buying tuck large amounts of money should not be brought into school. The amount of pocket money per week is at parents' discretion. As a guide we suggest £5.00 – £8.00 a week for full boarders in Year 7 rising as they get older. Pupils in older years often have a bank card and there is a cash machine in Sherborne. There will be regular advertised times when you can get pocket money and you will always be asked to sign for any money you take.

Please note the school cannot lend money to pupils, so you should ensure you have enough for your needs, and to be careful with the money you have.

## Policies

There are lots of school policies and both pupils and parents should read them to ensure that you understand things like the school rules. Key policies are available in full on the Portal. If you have any questions, please speak to your House Parent.

## Privacy

The House is your home during term time and you are entitled to your privacy. It is also important that you respect the privacy of others. You should not go into other rooms when the occupants are not there. No one should enter a room without knocking.

## Prep

At Leweston homework is called 'prep'. Prep is a vital part of school life and an opportunity for you to take responsibility for your own learning and develop independence. Boarders in the Senior School complete their prep every evening (except Friday) and on a Saturday morning. Pupils in Years 7-10 complete prep in Pensabene Library area and are supervised by members of staff. Pupils in Years 11 and above work in their study bedrooms and are checked regularly by staff. If teachers report issues with the completion or standard of pupils' prep they may be asked to join supervised prep. Prep School boarders can complete prep at school with the day pupils at 16.30.

During evening study periods, Sixth Form may work in the Sixth Form Centre, Pensabene Library, Eleanor Library (Sixth Form privilege), ICT suites or Art Room (please obtain permission from the Head of Art). Everyone using these areas must sign out of the House in the signing in/out file.

# R

## Recycling

Leweston is an Eco-School. It is important to recycle as much waste as possible and you will find recycling bins in your Houses and around the campus. Please recycle paper, plastic and aluminium cans.

## Roll Call called Sign Ins

This is formal registration of pupils in the Boarding House. All boarders must attend punctually, sign in is not optional but a legal requirement to protect you. Sign ins are carried out at different times of the day. Monday to Friday the first sign in is at breakfast, other sign ins are at 16:45, supper (in the Dining Hall), and bedtime. At the weekends you will have sign ins in the mornings and throughout the day, the times of sign ins are up on the House notice boards.

# S

## School Bounds

No pupil may leave the school campus without permission. Temporary absence must always be entered in the signing in register.

Prep boarders are always accompanied in the gardens and grounds. Pupils in Year 7 to 11 can go out independently but must stick to their nominated boundaries and go in pairs. These will be shown to you by your House Parent. No pupil may enter the woods or fields adjoining the campus or the private gardens.

No pupil may leave the building after dark except to go to the Sports Hall, or if they have an activity or portfolio work in the Art and Design Centre. Then only if a member of staff is in the building and they report to the teacher on entry and leaving.

## School Doctors

Dr Tweedie is the school doctor. She holds open surgery on Thursday 8.30 – 9.15. There is no need to make an appointment. All boarders are examined by the school doctor during their first term, this ensures any medical problems can be identified and treated accordingly. You may see either a female or a male doctor if you prefer. Boarders are registered with the local doctor's surgery and a charge of £17.00 per term will be on the bill.

Boarders are expected to have routine medical and dental treatment during the holidays. If you are going to be absent from school to attend appointments, an explanation must be sent in advance to your tutor. For emergency treatment this can be provided after the case. Any pupil being taken to hospital by the school will be charged for transportation.

## School Rules

These are important so that we can all live together as a community. The most important school rules are published in your planner and your tutor and Houseparent will go through the Student Handbook with you regularly.

## Security

For your security, each House can only be accessed using your key fob which is pre-programmed with the relevant permissions. The school buildings require a code entered into a key pad. This information is shared with pupils and staff but not widely. We know that parents will understand that it is important that they do not ask you for the code, or access school buildings without their child or a member of staff. Visitors to the school, including parents, must sign in at Reception before entering the building. Visitors, including parents and pupils, coming into school in the evenings or at weekends must sign in with the House Parent. Parents may only visit dormitories with the knowledge and permission of your House Parent. Across the campus CCTV cameras are always in operation.

## Signing In/Out

Whenever you leave the House you are required to sign out. Similarly, when you return you are expected to sign back in. This is so that the member of staff on duty will know where everyone is. This includes if you leave the main building in the evenings or at weekends to go elsewhere on campus (to the gym, to play tennis, go for a walk, attend an activity in another building etc). Weekly boarders, and other boarders who may have been out over the weekend, must remember to sign in on Sunday night. If you return on Monday morning registration will count as signing in.

If you are going offsite during the school day (08:15 – 16:20) you must sign out in the file at Reception. No-one should sign anyone else in or out, for any reason (this includes those going to the library/ computer room etc).

## Sixth Form Privileges

To recognise and reward Sixth Formers' increasing levels of personal responsibility there are a number of privileges open only to them:

- You can ask permission of your House Parent to go out to supper midweek to celebrate birthdays.
- You can receive guests by arrangement with your House Parent. Visitors must sign the visitors' book in Reception and be introduced to your House Parent on arrival. Visitors are not allowed in your room.
- Upper Sixth can book the Sixth Form Centre for dinner parties by arrangement with the House Parent. Upper Sixth may also leave school premises during afternoon study periods. You must attend afternoon registration and sign out and in at Reception.
- You can order takeaways on Friday and Saturday evenings but they must be eaten in common areas and not in dormitories.

House Parents reserve the right to curtail privileges if it is considered necessary for your wellbeing, academic progress or if your behaviour has violated the Sixth Form Code of Conduct.

## Specific Provision

We understand some boarders have specific religious, dietary, language or cultural needs and the boarding staff will always respect these and ensure that they are met. Please talk to your House Parent about any requirements you have.

## Storage

At the end of each term pupils must clear their dorms and take home all belongings. Overseas pupils can store some of their belongings over these periods but space is limited usually only to two boxes/ suitcases. These must be securely packed and clearly labelled. At the end of the Summer Term all Upper Sixth boarders must ensure that they take home all belongings from their room and school storage.

## Swimming

We have a swimming pool onsite at Leweston and there are many different opportunities for you to swim including early morning, lunchtime and after-school sessions. You should never enter the pool area without a member of staff.

# T

## Taxis

Taxis must be paid for at booking and cannot be put on the school bill.

## Toiletries

We have a small shop in Cecilia House office, where students can purchase emergency toiletries, the charge for this will be added to your school bill.

## Travel

Parents must let the Director of Boarding and House Parents know their child's travel details **at least three weeks before the end of term or half term.** Travel dates must not interfere with school lessons.



To accommodate international travel overseas boarders stay an extra night at school at the end of term (not half term).

The Director of Boarding will write to parents before the end of each term to request the necessary travel details. Please ensure that this information is provided in a timely manner. We are legally required to keep an accurate record of where each boarder spends their holidays.

### Tutor

Every pupil has a form teacher, known as a 'tutor'. They are the first point of call for both pupils and parents. They are the best person to address any issues to and they will be very happy to help.

## U

### Uniform

All pupils wear school uniform (including school PE kit). Uniform can be purchased from the school shop and it must be purchased before the first day of term. House Parents are not expected to order uniform; the responsibility for this is with pupils, parents and guardians. Uniform is also available to pre-order online at **[www.lewestonshop.co.uk](http://www.lewestonshop.co.uk)**. Orders can be collected from the School Café during opening hours.

Full details of the uniform requirements can be found in the Uniform list. Standards regarding the wearing of uniform are enforced and pupils are expected to know what they can and can't wear to school each day.

## V

### Visiting

We are happy to receive occasional visits from parents and guardians but ask that you support the smooth running of the Houses by contacting the House Parent first. Obviously, there is no need for this if the visit is within the usual pick-up times. When visiting boarding, parents and guardians are only allowed to enter dormitories on the first and last day of term to help with luggage. At other times parents are not allowed upstairs for safeguarding reasons.

## W

### Wake Up

Everyone wakes at 07.00, gets dressed and goes down to breakfast. After breakfast everyone must check they have what they need for the day and that the dorm/room is tidy. Senior pupils go down to registration and the Prep boarders are escorted to their teachers. Wake up time is a little later at weekends.

### Weekends

Weekends at Leweston are busy. There is a prep session on Saturday morning, and for some pupils there may be sports matches. Boarders can also take this time to relax, tidy up and get ready for the next week, as well as make the most of the beautiful grounds. In the evening, there might be an activity, or a night-in watching DVDs and eating popcorn. On Sundays after lunch, there will always be a planned activity which may be a trip.



## Wellbeing Hub

Our Wellbeing Hub is run by Sister Lale and Sister Cole who are both qualified nurses. They are here to encourage you to take responsibility for your health and to help you when you are unwell, injured or need someone to listen to you. Whatever you tell them is kept confidential, unless it is so damaging to your welfare that they must inform someone else to help you. House staff have First Aid training and keep First Aid kits and basic medication.

The Wellbeing Hub is open daily from 08.00 to 18.00, after this you must let your House Parent know if you are unwell and they will look after you. You can ring the House Parents' doors at any time, if you need them.

Parents - if your child phones you feeling ill and asking to come home please contact their House Parent. Parents or guardians who want to talk to the nurses are welcome to ring before 18.00.

# WORRIES AND CONCERNS

Most boarders will occasionally have problems so it is important to know what to do if this is the case.

Most importantly, share it! There are lots of people here to help you find the right person to talk to. This might be one of the people listed below but if it is another member of staff this is fine. Equally you might like to talk to your peer mentor.

Consider the order in which to ring people. Often you will understandably ring home first, which means your parents then call us and then we talk to you about it. However, sometimes it is best to share your problem with a staff member first, as we are with you and able to help immediately.

## Your Tutor

They are the first point of call, especially for anything academic. They may refer more serious problems to the House Parent or your Head of Year.

## Your Head of Year

Your Head of Year leads the tutor team for your year group and is always there to help and advise.

## Your House Parent

They know you well and are keen to help. Sometimes your tutor might ask them to help but they are also very good at listening and can often solve little issues before they become big problems.

## School Nurses

Sister Cole and Sister Lale are in the Wellbeing Hub and are great people to talk to, particularly about anything medical.

## Pastoral Lead

Robyn Hintze provides pupils with support with issues such as resilience, pastoral concerns, friendship issues and emotional development.

## The School Counsellor

Mrs Megahey, our School Counsellor can be seen by a pre-booked appointment arranged via Mr McManus, Deputy Head Pastoral.

## Independent Listener

If you want to speak confidentially to somebody who is not involved in the life of the school you can contact our 'Independent Listener', Mrs Pat Appleyard. Her contact number is 07785 781777.

There are also several external agencies you can contact:

Childline 0800 1111

The Samaritans 08457 90 90 90 Local Office: 25 The Park, Yeovil BA20 1DG

Social Services 01305 251000 (Dorset Headquarters, Dorchester) or 01258 472652 (Area Office, Sturminster Newton)

Independent Schools Inspectorate 020 7600 0100  
CAP House, 9-12 Long Lane, London, EC1A 9HA  
Email: **concerns@isi.net**

Office of the Children's Commissioner Freephone:  
0800 5280731 or

**[www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)**

Email:

**[info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)**

The School's 'Worries and Concerns' procedure has been very helpful to many pupils and is available on the Portal and by request.

# ROUTINES

## Martha and Antony House Years 5 & 6

07.00	Rise and shine
07.30	Breakfast
08.00	Room check, leave for school
08.20	School day starts
16.25	School day ends with tea
16.30	Activities/prep
18.30	Supper and registration
19.00	Fun in House
20.00	Second activity/free time/weekly house meeting with House Parent (Wednesday)
20.30	Hand in electronics
20.45	Quiet Time
21.00	Lights out

## Martha and Antony House Years 7&8

07.00	Rise and shine
07.30	Breakfast
08.00	Room check, leave for school
08.20	School day starts
16.25	School day ends with tea
16.30	Activities/prep
18.30	Supper and registration
19.00	Fun in House
20.00	Second activity/free time/weekly house meeting with House Parent (Wednesday)
20.30	Hand in electronics
20.45	Quiet Time
21.00	Lights out

On Friday and Saturday evenings electronics hand in and lights out will be more flexible – at the discretion of the Houseparent on duty.

## Cecilia and Antony House Years 9 & 10

07.00	Rise and shine
07.30	Breakfast
08.00	Room check, leave for school
08.20	School day starts
16.25	School day ends with tea
16.45	Sign in/first activity/free time
17.45	Prep
18.45	Supper and registration
19.30	Supervised prep in the Library
20.00	Second activity/weekly house meeting (Wednesdays)/free time
21.00	Year 9 hand in electronics
21.15	Year 10 hand in electronics
21.30	Year 9 lights out
21.45	Year 10 lights out

On Friday and Saturday evenings electronics hand in and lights out will be more flexible – at the discretion of the House Parent on duty.

## Weekends

<b>Saturday</b>	
08.45	Wake up
09.00	Breakfast/sign in
10.00-12.00	Prep/activities
13.00	Lunch
PM	Activities/sports matches
16.45	Sign in
18.30	Supper
19.30	Evening activities or study
<b>Sunday</b>	
11.00 - 13.00	Brunch in the Dining Hall/sign in
PM	Activity/trips
18.30	Supper/sign in

Sunday bedtimes revert back to week day timings.

## Eleanor and Antony House Years 11 to 13

### Monday

#### to Friday

	Rise and shine
07.00	Breakfast
07.30	Room check, leave for school
08.00	School day starts
08.20	Sixth Form may use their rooms
10.45	for study from this time
16.25	School day ends with tea
16.45	Activities/free time/sign in
17.45	Study
18.30	Supper
19.20	House meeting with registration
19.30	Study
22.00	All Sixth Form students back in House. Year 11 lights out.
22.30	All pupils quiet in their rooms

### Saturday

08.45	Wake up
09.00	Breakfast/sign in
10.00 - 1200	Private study
13.00	Lunch
PM	Activities/sports matches
16.45	Sign in
18.30	Supper
19.30	Evening activities or study

### Sunday

11.00 - 13.00	Brunch in the Dining Hall/sign in
PM	Activity/trips
18.30	Supper/sign in

On Friday and Saturday evenings lights out will be more flexible. On Sunday bedtimes revert back to week day timings.

# STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

The aims of Boarding at Leweston School are to give boarders an experience of life in a Christian community by:

- Ensuring that every boarder feels confident and secure in their surroundings and relationships so that they are able to flourish personally, socially and academically.
- That by being part of a caring community, the best values of family life may be enjoyed enabling all boarders to value diversity, develop self-awareness, respect for others and open-mindedness.
- To provide an environment and routine in which boarders may aim for excellence in all they undertake, embrace new challenges and strive to be the best they can.
- To model and to expect exceptional standards of inclusivity, care and personal conduct so that boarders develop a sense of moral awareness, self-discipline and integrity.
- To provide opportunities for responsibility and independence, so that boarders develop as individuals, team players and leaders within the boarding community and the school.

These aims are underpinned by principles and values considered integral to Boarding at Leweston.

- Mutual respect and trust, which promotes equality for all boarders, regardless of ethnicity, culture, background or disability.
- The importance of well-being and provision of routine, boundaries and a safe environment so that the happiness, welfare and safety of boarders is never compromised.
- The right to privacy and individuality and to accommodation and facilities that are comfortable and suited to the needs of boarders, according to age and maturity.
- Freedom from abuse, intimidation, harassment, teasing and bullying.
- The significance and value of the whole person – spiritual, cultural, moral, intellectual, physical and social and the development of conditions in which individual personality and interests can flourish.

Leweston School endeavours to deliver our aims and principles through.

- A supportive and caring House structure where excellent pastoral care is provided by the Houseparents and their teams. The Florin system, school's Well-Being Hub and School Counsellor are central to this endeavour.
- The Houseparents strive to develop mutual respect within their Houses and celebrate all cultures and diversity, ensuring that there is equality of opportunity for all of their pupils regardless of age, ethnicity, religious background or disability.
- As a boarding school, we have a full working week, supported by a rich programme of weekend activities and other recreational opportunities enabling all pupils to discover their own strengths and weaknesses with a determination to persevere in order to pursue their goals.
- The Boarding team provides support for pupils to forge relationships of trust and mutual respect with staff which contribute pupils' success in all aspects of school life.
- Pupils are encouraged to give their time supporting the school as well as the wider community through peer mentoring, prefect responsibility, community service and charitable giving. These projects ensure that pupils learn to treat each other with kindness, sensitivity and respect, working tirelessly for the good of others.
- The sense of spirituality at Leweston offers pupils the opportunity for space and to reflection, affirming each individual as a sacred and a unique part of God's creation.
- In achieving this we inspire pupils to develop their God-given gifts to become happy, confident and responsible young people, who are proud of their academic successes and personal achievements, who are resilient and equipped and prepared to never give up on the challenges they face as they enter adult life.

