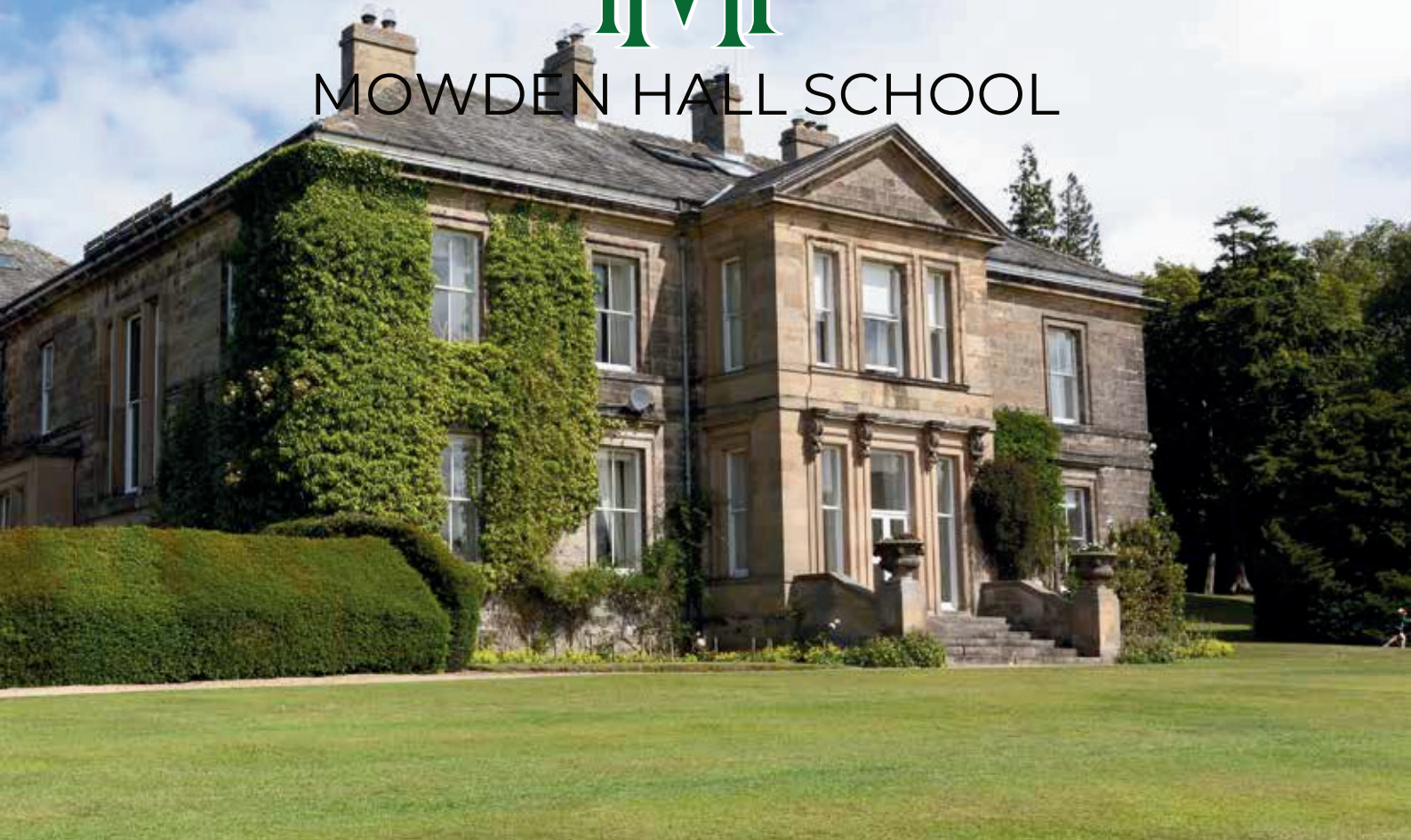




MOWDEN HALL SCHOOL



BOARDING HANDBOOK

SENIOR BOARDERS





MOWDEN HALL SCHOOL



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HOW TO USE THIS BOOKLET

This booklet has been designed as a quick reference guide for students requiring information about boarding at Mowden Hall School.

This publication is updated annually.

Please make yourself familiar with the contents so that you will be equipped to move through the year with relative ease. This booklet has answers to many but not all questions related to boarding life. It normally takes a full year to feel you know almost everything there is to know at Mowden Hall School, please ask us anything! We are here to help.



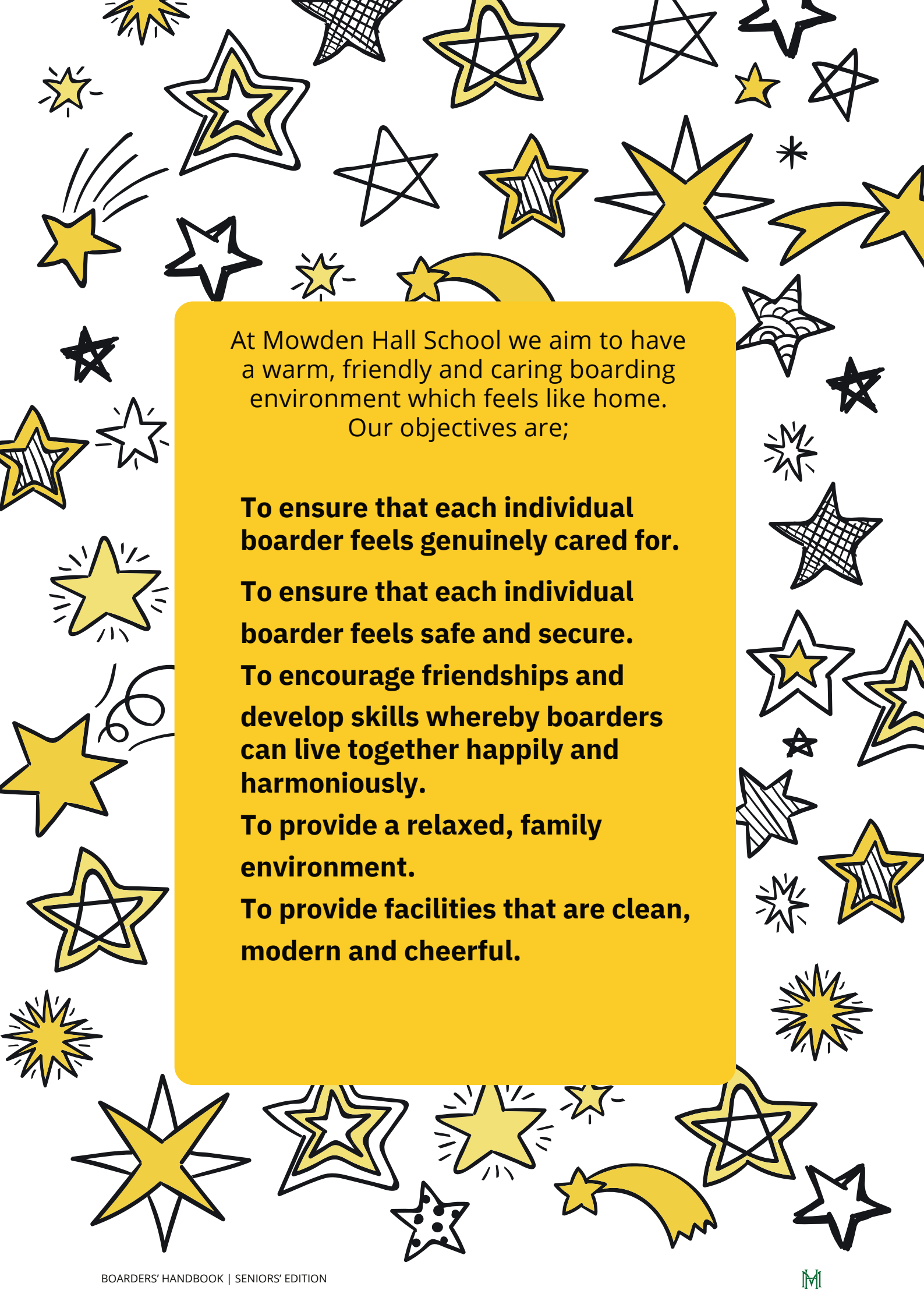
MOWDEN HALL SCHOOL



Welcome to our thriving Boarding community at Mowden Hall School where we create a homely, supportive and exciting environment both at weekends and during the week. We have put this information together for new boarders and their parents to prepare you for your arrival. As you read through what follows, you will get the chance to find out a bit more about how life works on a day to day basis. We explain our general aims and ethos as well as expectations regarding behaviour, communication, and conduct. You will find out about many aspects of boarding life, from when meals are served, to when you are expected to get up for school in the mornings. You will also meet the Boarding Team who will be looking after you, get an idea of what happens outside the school day, and who will help if you don't feel well. There will also be all sorts of answers to questions you might not have thought about yet. Who does your laundry? How will you find a uniform or manage your money when you are here? What happens if you feel homesick? Can you have a snack if you need one? We hope that you will find the information here a useful starting point both before you come to join us and in your early days.

We look forward to welcoming you very soon.

Miss Leonie Serbrock
Head of Boarding



At Mowden Hall School we aim to have a warm, friendly and caring boarding environment which feels like home.
Our objectives are;

To ensure that each individual boarder feels genuinely cared for.

To ensure that each individual boarder feels safe and secure.

To encourage friendships and develop skills whereby boarders can live together happily and harmoniously.

To provide a relaxed, family environment.

To provide facilities that are clean, modern and cheerful.

WELCOME TO MOWDEN HALL SCHOOL BOARDING HANDBOOK FOR SENIOR PUPILS

Children can be Full Boarders, Weekly Boarders, Flexi Boarders or Day Pupils. Children are able to transfer from being Day Pupils to Boarders at any stage, as long as there is space in the Boarding House.

We have two boarding houses at Mowden, Oak House is the boarding house for boys and Elm House is the boarding house for girls. Both of the Boarding Houses are in the Main School Building and are separated by the Boarding House Sitting Room.

The dorms in each house are named after special geographical places in Northumberland. Children are usually grouped together in the dorms by age.

WHO WILL LOOK AFTER ME?

We have a team of boarding staff who will help you in the Boarding House. Our Head of Boarding is Miss Serbrock. She is supported by our Assistant Houseparent, Miss Hunter, and our Matrons (known as the Mateys), Phyllis and Lorraine. If you are unwell you will be looked after by the School Nurse, Nurse Laura and the boarding staff. We also have a Doctor nearby. If you have any medical or dietary needs, your parents can contact us before you start at school. We also have a Boarders' School Assistant, Mr Wainwright.

The boarding staff are there to help you get organised for school in the morning and to get you ready for a good night's sleep in the evening. They are there to talk to, play games or do activities with. They will help you with everyday life in school and in the boarding house.

If you are worried about something we can try and solve the problem with you. During the night there is a buzzer that you can press to call for someone to help if you need it.

We also have a team of Gap Students (Gappies) who are here to help with boarding house routines like bedtime and wake up. They are here for you to talk to, have fun and play with. You might also see them in some of your lessons.

The Year 8 Heads of Boarding and the Boarding Prefects (2 from each year group) are also a great support for you. They can give you advice and help you to become familiar with how boarding works. They meet with Miss Serbrock once a term and put forward your suggestions. Miss Serbrock will then share with you actions she might put in place.

Meet The Boarding Team



Miss Serbrock
HEAD OF BOARDING

I am Miss Serbrock, the Head of Boarding. I started working at Mowden in 2016 having come from a background of working with children and young people for over 15 years.

I strive to ensure that each boarder in our house feels genuinely cared for, safe, and secure. I feel we have a relaxed, family environment within the boarding house where Mowden children can feel at home. I love living and working here because it is so much fun. We're always busy enjoying ourselves, laughing and smiling with each other. I like to see our children developing in many ways. For me, their imaginative play and creativity are really special wonders. I enjoy singing loudly, hot holidays, and have a weakness for all things that taste yummy, including the amazing Mowden doughnuts!



Miss Hunter
ASSISTANT HOUSE PARENT

I am Miss Hunter, I have worked at Mowden Hall for 16 years. I started my Mowden career in the kitchen as a Kitchen Assistant. I moved into the boarding side of the school in January 2021 as a Boarding Assistant and was just recently promoted to Assistant Houseparent. I endeavour to make sure each and every boarder feels safe, cared for, and listened to. I have lived in the boarding house since 2021 and genuinely love it, it is so much fun. I wake up daily to new challenges which often lead to very rewarding results and there is great pride in watching our children at Mowden blossom into young, independent teenagers.

I have a passion for working my two Labradors and also spending quality time with my family making memories.



Matey Lorraine

I love taking care of the children in the Boarding House and spending time with them, they are great company. Outside of Mowden I love baking and spending time with my family.



Matey Phyllis

I have been a Matron at Mowden now for 10 years and enjoy working as part of the Boarding Team and seeing the children thrive in the family environment. I am married and have a Rescue cat and a horse. I really enjoy riding, reading, gardening, and bagging a bargain at car boot sales!



Mr Wainwright
BOARDING SCHOOL ASSISTANT

I have worked at Mowden Hall for nearly 2 years now and originally I had planned to stay for a year as a Gap student, I enjoyed it so much that I have stayed on and taken a position in the Boarding House.

I am a keen Rugby player, and love to spend my spare time on the pitch.



Mrs Danby
NURSE

I am very proud to be the School Nurse here at Mowden Hall. I support the health and well-being of our pupils with care tailored to their individual needs. I provide all medical care, advice and first aid for pupils and staff. I recently bought a puppy and she has been spending time with me in school enjoying cuddles from the children. Outside of school, my family keep me very busy!

BOARDERS DAILY ROUTINE MONDAY TO SATURDAY

7.00am Wake-Up
7.40am Breakfast
8.00am School Day
6.15pm commences Supper
7.30pm (See evening routine)

BOARDERS DAILY ROUTINE SUNDAY

8.00am Wake-Up
9.00am Breakfast
10.00am - 1.00pm Free-time, Activities and Trips
1.00pm Lunch
2.00pm Free-time, Activities and Trips 5.30pm
Showers
6.00pm Supper

BOARDERS EVENING ROUTINE

Year	Bedtime Bell	Quiet Reading	Lights Out
3, 4 & 5	7.30pm	8.00pm	8.15pm
6	7.45pm	8.15pm	8.30pm
7	8.00pm	8.30pm	8.45pm
8	8.15pm	8.45pm	9.00pm

Boarders finish supper approx 6.45pm. At this point, if you are in Years 3, 4 & 5 you have 45 minutes to relax in the Boarding House or call/email your parents. If you are in an activity, you will stay in the activity until 7.30pm. Activity staff then send you up to the Boarding House at 7.30pm, unless it is a paid activity or one which requires you to stay until 7.45pm (i.e. cross country club, pottery, woodwork etc.)

At 7.30pm Years 3, 4 & 5 have milk, a biscuit and a chat in Matey's sitting room. At 7.45pm you begin getting into pyjamas, brushing your teeth, putting your clothes to wash (if you haven't already,) all ready for quiet reading at 8.00pm.

All other year groups have milk and biscuits downstairs as usual, supervised by duty staff or Gaps and are then sent up at the "upstairs getting ready for bed" time.

IN AND AROUND THE BOARDING HOUSE

We have competitions between Oak and Elm Houses and between the dorms too. We have a points system called Nightscore where points are awarded for being helpful, kind and considerate amongst other things. The points go towards prizes for dorms at the end of a term. Prizes have included chocolate feasts, items for your dorms, movie and pizza night and a (short) lie in!

BELONGINGS AND PACKING

Please bring your named clothes and belongings in a soft large suitcase at the beginning of term. At the end of each term you can use this to pack your things to take home. Please also bring a small overnight bag with your pyjamas, washbag, a set of uniform and school shoes along with one set of your bed linen.

This is because you will most likely unpack the following day.

All of our dorms are different but they all have a cupboard and/or a bed drawer which will be your own to keep your clothes in. You will also have a bedside table and pinboard for your stationery, personal items, pictures and photos.

You can keep your things stored safely in your tuckbox which has a lock on it.

Along with your uniform, please bring no more than two sets of named home clothes which you can wear at the weekend. These must not include ripped jeans, very short shorts or cropped tops.

All of your clothes will be washed at school. The boarding staff hand out the clean laundry which you can then put away.

CONTACTING HOME

At the beginning we will help you to make your first phone calls home. We have phone boxes which you can use to call home in the evenings when you feel ready.

You will have your own email address which will be your surname followed by your first initial. For example Tom Jones would be jonest@mowdenhallpst.org

We also have FaceTime sessions for you to use to contact home. We will help arrange this for you.

You can write a letter to family and friends and we will post these for you from the Office.

EVENINGS AND WEEKENDS AT SCHOOL

There are lots of fun and interesting activities on offer in the evenings.

These include swimming, woodwork, sports, crafts, baking, pottery, art and many more. There will also be time for you to play, relax and chillout with your friends. We have a supply of current newspapers and magazines in the Boarding House which you are welcome to read. We also have games that you can play in the Boarding Sitting Room and in your dorm before bedtime.

We have a bedtime routine which helps to promote positive sleep habits for you. After supper you can choose an evening activity. This is followed by milk and biscuits before coming up to the boarding house for bed. Once you come upstairs you have time to get into your pyjamas, wash your face and brush your teeth. You may also play a game or sit and chat to the boarding staff and/or your friends. Once it is time for bed, you will have 15 minutes of quiet reading before your lights go out for sleep. There is always a boarding house staff member to look after you overnight.

At the weekend we often go on a trip or we arrange for fun activities to happen at school. Weekend activities have included trips to the beach, trampoline parks, BBQ's and discos, water parks, firework displays, themed nights with banquets and fancy dress parties.

If you would like to do something different at the weekend (e.g. if you are a weekly boarder and would like to stay in) then please let us know as early as you can so that we can make the necessary arrangements for you to stay.



MATCH DAYS

Your parents are invited to come and watch you play in a match if they can. They can find details in the school calendar.

BIRTHDAYS

If it is your Birthday on a day that you are boarding you will have a special birthday supper table. You will also have a delicious cake afterwards!

POCKET MONEY

We will ask your parents in advance if we know you will need some pocket money at school.

ELECTRONICS AND TUCK

You are not allowed to bring mobile phones, Ipods and I pads etc. to school. An exception is on the occasion that you are travelling on your own from a long distance (e.g. overseas) when you can bring these for your journey and then hand them in to the School Office when you arrive.

You can bring Kindles to read at school however the internet facility must be switched off. Please make sure both the Kindle and charger are clearly named.

You should not bring any sweets or food to school. We will give you tuck on certain days.

GOING HOME AND RETURNING TO SCHOOL AT THE WEEKEND

If you are a Weekly Boarder you stay at school until after Saturday games or a match. If you are in Years 3, 4 and 5 and are not needed for games or a match you can be collected at 1.00pm. Please return to school by 8.15am on Monday.

EXEATS

At the beginning and end of Exeats school minibuses are able to drop you off and collect you if required. The Office will send out a notice to your parents asking if they wish you to use this service. You can wear your home clothes to return to school in after an Exeat or at the beginning of term.

What can I do if I am worried or want to make a complaint?



TALK TO A MEMBER OF STAFF

You can talk to a member of staff; ask if you can chat to them in private. Or send them a note in the Report a Problem box. Or email them.

TALK TO A FRIEND

You can talk to a member of staff; ask if you can chat to them in private. Or send them a note in the Report a Problem box. Or email them.



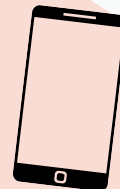
WRITE IT DOWN

Talking to someone can help you feel better. They can also help you to find ways to solve the problem. If you have a complaint then a member of staff will write the complaint down and follow it up with you.



CALL SOMEONE

You can also call Childline or the NSPCC, or look at their websites.



childline

ONLINE, ON THE PHONE, ANYTIME
childline.org.uk | 0800 1111



INDEPENDENT PERSON

You can also talk to the School's Independent Listener;
Linda Hunter
01434 633742,
lehunter@btinternet.com





WE WILL HELP TO LOOK AFTER EACH OTHER BY
BEING KIND AND RESPECTFUL

WE WILL RESPECT EACH OTHER AND NOT TALK
AFTER LIGHTS OUT

WE WILL RESPECT EACH OTHER AND NOT WAKE
OTHERS UP IF THEY ARE ASLEEP

WE WILL RESPECT EACH OTHER'S BELONGINGS
AND SPACE

WE WILL RESPECT THE BOARDING HOUSE BY
HELPING TO KEEP IT CLEAN, TIDY AND SAFE

WE WILL RESPECT THE CORRECT USE OF FIRE
EXITS AND FOLLOW OUR SAFETY NOTICES



BOARDING INDUCTION CHECKLIST

Please tick off each one as you are shown by a member of staff or a senior prefect in the boarding house.

- ☐ Where to keep your clothes, washbag and other personal belongings.
- ☐ How to call for a member of staff during the night.
- ☐ The two fire exit routes to leave the building in the event of a fire.
- ☐ The main notice board which gives you information about the Boarding House.
- ☐ The Daily Routine, timetables for laundry, packing lists for Exeat etc.
- ☐ The Office of the School Nurse, Laura Danby.
- ☐ How to contact someone if you are sad or worried about something or want to make a complaint.









MOWDEN HALL SCHOOL

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**Mowden Hall School is a member of
Prep Schools Trust
prepschooltrust.org**

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Chair: Emma McKendrick

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