



MOWDEN HALL SCHOOL



Boarding Handbook

Parents' Edition



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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

Boarding At Mowden Hall

Our boarders live in the heart of Mowden Hall School. The magnificent 180 year old building, Mowden Hall was originally built as a family home. Our dorms have period features alongside modern bathrooms and most have superb views across the 50 acres of gardens and grounds. Boarding is overseen by Miss Serbrock, Head of Boarding and her team living within the school.

Boarding Objectives

At Mowden Hall School we aim to provide a warm, friendly and caring boarding environment that reflects the atmosphere and ethos of 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

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 - the boys' boarding house and Elm House - the 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 geographical places in Northumberland. Children are grouped together in the dorms by age however in the younger year groups they are often combined.

Boarding House Staff

The pupils are cared for by the team of staff who work in the Boarding House alongside Senior Staff or Duty Staff that help in the House in the evening. Our Head of Boarding, Miss Leonie Serbrock; Assistant House Parent, Miss Sinead Hunter and Mr Max Wainwright, Boarding School Assistant along with Mateys; Phyllis and Lorraine are there to help the children with their day to day routine. They are supported by a team of Gap students and resident staff. Together, they help to get the children ready for school and put them to bed in the evenings. The staff will help your child settle into boarding life and will keep in communication with yourselves, particularly in the beginning of their boarding life. The staff are there to talk to, play games with and facilitate activities both in the evenings and at the weekends.

Medical Care

Our School Nurse, Laura Danby is responsible for the medical matters of every child in the school. She works full-time and is supported by the Boarding House staff. If necessary, our weekly and full boarders have access to a local medical practice, Corbridge Health Centre, so we can care for them accordingly with the doctor nearby. The School Nurse will always liaise with you directly if it is felt this is needed.

If you bring in medication for your child to take at school please ensure you complete a Medication Consent Form which asks you details of the medication, how it should be administered along with a request for your permission. The medication must come in its original packaging.

Name	Miss Leonie Serbrock	Miss Sinead Hunter	Laura Danby
Role	Head of Boarding	Assistant Houseparent	School Nurse
Telephone	01661 842147	01661 842147	01661 842174
Email	lserbrock@mowdenhallpst.org	shunter@mowdenhallpst.org	ldanby@mowdenhallpst.org




Boarders Daily Routine Monday to Saturday

7.00am Wake-Up
7.40am Breakfast
8.00am School Day commences
6.15pm 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

New Boarder Induction

On arrival, all new boarders are introduced to a Boarding Prefect, a 'buddy' who will provide support whilst boarders settle into school life. There are also 'Heads of Boarding', two Year 8 children, who will offer a listening ear to boarders. Their role is to primarily give advice and help to the pupils in the Boarding House. They meet along with the Boarding House staff every term to discuss issues and ideas and put forward suggestions. The Heads of Boarding and the Boarding Prefects also carry roles of responsibility to help with the running of the Boarding House and in facilitating activities at the weekends. In addition, boarders' opinions are sought and taken to House and School Boarding Meetings to ensure their views are taken into account in all aspects of school life. For everyone's safety all access to the dorm area is key-coded and boarders will be told the code on arrival.

Food

Our delicious food is provided by our dedicated Catering Team who specialise in providing freshly prepared nutritious food, using local produce. As a School, we accommodate pupils with particular dietary needs (whether religious, cultural or medical) through our Healthy Eating and Dietary Needs Policy which highlights that we are sensitive to children with specific dietary needs.

Theme nights are a regular feature of the catering provision and are popular with the boarders. The Boarding Team regularly provide the Catering Team with feedback from boarders.

Packing and Belongings

Pack ing

Please ensure that all of the clothes and belongings that your child brings to school are clearly named. They should be brought in a soft large suitcase, so it can be easily stored, at the beginning of term. At the end of each term, the pupils will pack with the support of the staff. Their uniform, games kit and bedding will remain at school during the Christmas and Easter Holidays unless you request otherwise. At the end of the Summer Term we will send all of your child's belongings home. Their cases will usually be ready 24 hours before the end of term to collect if you wish.

At the beginning of term it is important to bring a small overnight bag containing your child's pyjamas, washbag, a set of uniform and school shoes along with one set of their bed linen. This is because the unpacking will most likely take place the following day.

Laundry

Laundry is done on a daily basis by staff in Boarding and is usually returned within 24 hours. It is important that all clothing is labelled. Bedding is laundered on a weekly basis.

Storage

Every pupil will have a cupboard and/or a bed drawer to keep their clothes in. They will also have a bedside table and pinboard for their stationery, personal items, pictures and photos so please help them to gather these over the holidays in time for the beginning of term. Each bed has a noticeboard next to it with space for photos of friends, family, pets and favourite bands. We positively encourage boarders to decorate their bedspace area to make it feel homely.



Home Clothes

If your child is a full boarder, they will require some home clothing in school. Please make sure that all home clothes are clearly named including underwear. The most common issue arises when pupils return to school after an Exeat with different and unnamed home clothes. Please provide no more than two outfits and we request they are appropriate and tidy, i.e. no ripped jeans, short shorts and cropped tops etc. The pupils can wear their home clothes at the weekend and boarders may return to School in their home clothes at the beginning of term and after Exeats, provided they are returning in the evening. Please ensure that all

home clothes are machine washable and can be tumble dried.

Exeats and Holidays

There is a half-term of at least one week in each term. In addition, there are two short exeats, or weekends out, in the Spring and Summer term. Dates of these are published well in advance. These fall either side of half-term, and usually last from Friday lunchtime until Monday morning, a Sunday evening can be requested. During the longer Autumn Term, there are four exeats, two either side of Half Term.

Boarders' parents are positively encouraged to visit their children regularly, to watch concerts, plays and matches and stay for refreshments before or afterwards at school. Permission should be sought from the Head for children to be out of school for special family occasions.

The children all have easy access to their own private email, and the school provides telephones for children to use in the evening after prep is finished.

If you require anything specific to be brought home for exeats weekends, please contact the Boarding Staff and/or your child in advance.



Pocket Money

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

Electronics and Tuck

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

Pupils 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.

Pupils should not bring any sweets or food to school. We will give the children tuck on certain days.

Contacting Home

All the children have access to the two School phones. They can be primarily used from 7.00pm-8.15pm each evening. New boarders will most likely wait a week or so before calling home. This gives them an opportunity to find their feet and gain confidence before making that first phone call home. In the early weeks your child will call home with the support of a member of staff.

Parents who live abroad can arrange suitable times to call the School Office in order to speak to their children.

Your child will be given their own email address which will be their surname followed by their first initial. For example Tom Jones would be jonest@mowdenhallpst.org

We also have FaceTime sessions available for the younger full and weekly boarders. You will be informed of the time each week this takes place and staff are on hand to support the children if needed.

The children are free to write and send letters on any day. The school office are able to provide stamps which will be added to your school bill. Please feel free to send post to your child. Post is collected by Boarding Staff daily and given to the child.

Evenings and Weekends At School

There are lots of fun and interesting activities on offer in the evenings. These include swimming, woodwork, tennis, crafts, fishing and many more. There is also time to relax and play with friends. We have a supply of current newspapers, magazines and books in the Boarding House which your child is welcome to read.

There is a regular and varied programme of events on the weekend including; themed suppers, outdoor events such as camping, treasure hunts and mud runs, dance competitions, visits to watch sports matches such as ice hockey, mime and sketch shows, trips to local areas such as the beach and nearby castles, picnics amongst many other activities. Children occasionally watch a carefully chosen film or a sports match for example, over the weekend. We ask that parents give plenty of notice if a child is doing something different to normal on the weekend (e.g. weekly boarder staying in). For events that require tickets and transportation, we would be grateful for notice as early as possible.

Any request for pupils to take time out of school, including overnight for boarders, must be made in good time to the School Office, info@mowdenhallpst.org

Departure and Arrival for Boarders

Weekly boarders leave School at the time indicated on the timetable – N.B. weekly boarders in Years 6, 7 and 8 stay until after games on Saturday as do Year 4 and 5 weekly boarders if they are playing Saturday games. They should return to School by 7.00p.m. on Sunday or by 8.15 a.m. on Monday. Please inform the School Office which time your child will be returning.

Exeat Minibus to Alnwick and Scotch Corner

At the beginning and end of Exeats two school minibuses will normally be driven to Alnwick and Scotch Corner to deliver and collect children. This service is free and dependent on demand.

Airport & Rail Travel

There are a number of options for boarders catching flights or trains. Members of the Boarding Team are happy to help advise you on what might be most suitable and will make the necessary arrangements in consultation with parents.

Birthdays

Boarders with birthdays during term-time have a 'birthday table' at supper. The format of the day is as follows:

'Happy Birthday' is sung by everyone at breakfast. The birthday child is accompanied outside by the boarding community to ring the bell in accordance with the number of years they have turned. At supper, all the boarders in the year group of the 'Birthday' child go into supper first, and sit together in the main dining room on a table(s) laid especially for the occasion. If the 'Birthday' child has any brothers or sisters in the school, they are also invited to join the Birthday table. The school will provide fizzy drinks and crisps as a special treat, which will be put out on the table(s). Supper is served as normal, and after the main course, everyone sings 'Happy Birthday' as a cake is taken to the child, for candles to be blown out.

The cake is then divided up and shared between the children in the 'Birthday' year group.

Mr Pearson and his team will prepare one of the following birthday treats for any boarders with birthdays on a day that they board;

Chocolate Brownie Stack - Warm Chocolate Brownie, Chocolate Sauce and Ice Cream

Giant Cookie Cake -Served warm with Ice Cream and Chocolate Chips

Rainbow Victoria Sponge -Traditional Birthday Cake with Rainbow Icing

Please email mpearson@mowdenhallpst.org a week before your child's big day to order their preferred treat!

Please note that Mowden Hall is a 'nut free school'. No nuts or traces of nuts should be brought into school.

Birthday Parties Out Of School

Boarders are often invited to day children's parties. The School is perfectly happy for boarders to attend providing it fits in with the School programme and provided that all boarders in a year group are included.

However, please could we ask that the School is given several weeks' notice of such events and is involved in the logistics from the outset. In particular, please could parents consult the School before invitations are sent out to boarders.

Contact information for Boarding House Staff

Head of Boarding: lserbrock@mowdenhallpst.org

School Nurse: ldanby@mowdenhallpst.org

School Office: info@mowdenhallpst.org

Alternatively please call the School Office on 01661 842147 who can transfer you to the Boarding House staff.

We hope that this handbook will help to answer some of the questions you may have about the Boarding House; however, we understand and appreciate that you may have many more. We encourage you to visit the Boarding House, meet the Head of Boarding, Miss Leonie Serbrock and her team, they would be delighted to give you a tour.





MOWDEN HALL SCHOOL

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Mowden Hall School is a member of
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