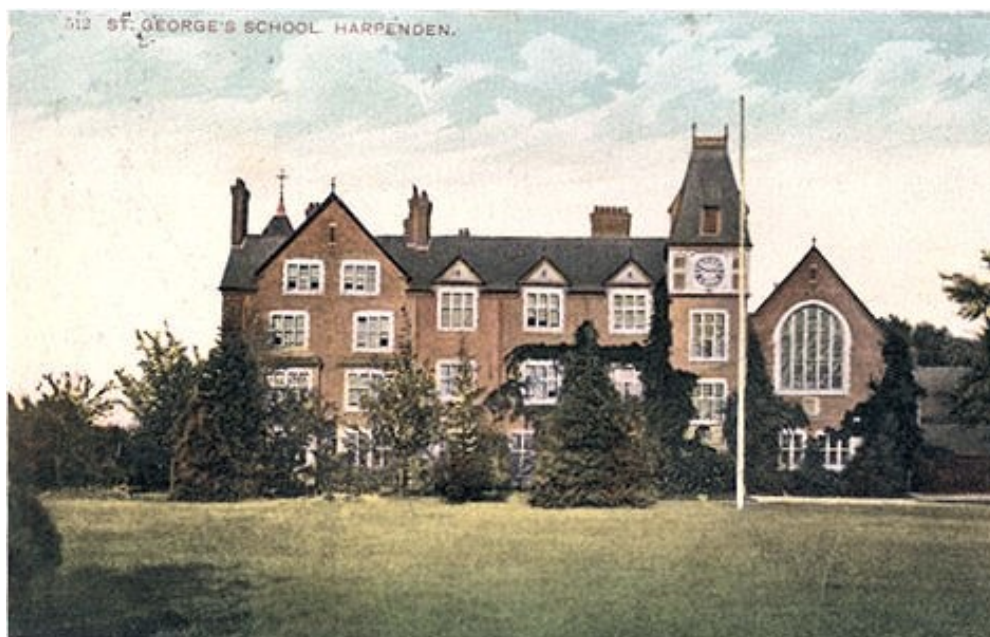


# St. George's School Harpenden



*St. George's School; 1906*

# Keswick

## Girls' Boarding House

### Handbook

2019-2020

## **Welcome to Keswick House!**

Keswick is the Girls Boarding House at St. George's School.

There is space for 58 girls in Years 7-12, in dormitories of 2 to 6 beds.

Keswick provides you with a secure and welcoming place to live, work and play, we hope that you find this booklet useful to help you settle in, there is always staff on duty and house prefects who can support you and answer any questions that you may have.

The full postal address for the boarding house is:

Keswick House  
St George's School,  
Sun Lane,  
Harpenden,  
Hertfordshire  
AL5 4TD

**Incoming calls for Boarders:** 01582 461659

**Staff Office:** 01582 716249 (with answerphone)

**House Mobile:** 07506803936

All girls should save this number to their mobile phones.

**E-mail:** [keswick@stgeorges.herts.sch.uk](mailto:keswick@stgeorges.herts.sch.uk)

### **House Staff:**

#### **Resident:**

Miss. J. Watts - Head of House (ground floor flat)

Miss S. Wuidart Gray - Deputy Head of House (first floor flat)

Mrs. T Siemonsma – Houseparent (second floor flat – green landing)

Director of Boarding:- Mr J Timmins

## About the Staff:-

### **Head of House** Miss Watts

Miss Watts has worked in boarding for 22 years – and all of her Boarding life has been spent in one school – St. George's! Miss Watts lives on the ground floor with her Cocker Spaniel Rosie!

### **Deputy Head of House** Miss Wuidart Gray

Miss Wuidart Gray joined Keswick in Sept 2018 she has worked in other boarding schools and is a great listener. Miss W-G lives with Mr Yates and their cats on the first floor!

### **Houseparent** Mrs Siemonsma

Mrs Siemonsma joined Keswick in June 2018, her home is actually in Spain so

Mrs Siemonsma spends most of her free time going back to Spain to see her husband and dogs!

## **The Prefect Team**

Prefects are appointed at Easter each year, from the Year 12 students. They play an important role in supporting the staff and assisting them in running the house and supervising activities.

### **Head Girl –Sonia Cheung**

#### Prefects:

Abbey Long

Amalia Phillips

Genevieve Wigley

Daily Routine:

Mon-Fri:

7am – Woken up by a member of staff

7:30-8:00am – Breakfast in the dining hall

8:00-8:15am – Dorm inspection

8:15-8:35am – Come downstairs for uniform check by a Houseparent collect a couple of snacks for break time and go into school.

The house is locked during the day – if you feel unwell please report to the School's First Responder, next to the Aim Higher reception.

Come in from school

3:40pm Monday - Thursday

2:55pm on a Friday

Change into your casuals

You can then-

Collect your pocket money

Buy tuck in the house tuck shop Wed/Fri

Make yourself a snack in the house kitchen

Attend a school activity or be taken to an activity held in the village  
(with your parents' permission as this will involve a cost)

Some of these activities are – Horse Riding, Street Dance, , Gymnastics, St John's, Swimming.

All boarders to be back in the house by 5:20pm House meeting: 5:25

5:30pm –6:30 Junior Prep 5:30-6:50pm Senior Prep Senior Prep continues 7:15-8:00pm

6:30-7:00pm Supper

8:30-8:45 Surgery open – come for any medications, if you are feeling unwell or if you just fancy a chat! A Doctor visits most Wednesdays, please tell Matron if you feel you would like to see the Doctor.

Free time until 9pm (see boards for curfews) when bedtimes start.

### **Bedtimes:**

Please be in your dorms by the following times-

Year 7 – up by 9pm lights out at 9:15pm

Year 8 – up by 9:15pm lights out at 9:30pm

Year 9 – up by 9:30pm lights out at 9:45pm

Year 10 – up by 9:45pm lights out at 10pm

Year 11-12 – Will be checked at 10pm, lights to be out by 11pm)

### **Weekends**

On a weekend the house opens at 8:30am and breakfast consists of a continental breakfast (croissants etc.) in the house.

After lunch there will be some activities on offer ranging from in house events i.e. cooking, crafting to shopping or cinema.

Each evening you must be back in the House (and signed in) by curfew time: the time changes depending on the time of year. From September through to May, it is 8.30pm for years 7-9 and 9pm for years 10-13. Curfew times are clearly posted on the House notice board.

### **Prep**

Each day, Monday to Friday time is set aside for homework between 5:30-6:50 pm Years 7-10 have prep in the library and IT Rooms, supervised by a member of staff.

### **Laundry Routines**

Dirty clothes should be kept in your dorm in a laundry bag and brought down and sorted into the baskets provided on your day (see notices on the noticeboards). Please ensure your school shirts have sleeves rolled down and buttons done up. Underwear goes in your small net bags (one for darks, one for lights). Please collect your laundry promptly and check that all the items you have sent have been returned. Please tell Matron immediately if anything is missing.

**Please ensure that all your clothes, laundry bags and shoes have name tags. Unnamed clothes will be washed but it is up to you to check the unnamed laundry basket regularly. Any laundry not claimed at the end of term is disposed of.**

### **Out of bounds**

Outside of school hours, all areas of the grounds not clearly visible from the tennis courts (the 'MUGA') and all the school buildings (including the gym and the Sports Hall) are out of bounds. **No students should ever climb onto any of the flat roofs on the school site.** If a ball is lost on the roof, a member of staff should be informed– the caretakers will retrieve the ball for you.

### Chapel

All students in Year 7-11 are required to attend Sunday Chapel three times each term. House staff will keep a record of how many chapels you have attended and let you know when you really should be attending. It is your responsibility to collect a 'Chapel slip' from your Head of Day House after each service – this you then hand into your tutor the following day so school can keep a record.

### Pocket Money

We strongly advise that all students' money is given to the duty Housemistress, to be entered into the pocket money account. You can take money out every day after school. Often, parents will set a weekly limit and we will stick to that. It is not advisable to keep any money in the dormitories. Cheques should be made payable to 'Keswick Pocket Money Accounts'

### Mobile Phones, Laptops, Locker keys and Security

Mobile Phones – all students must follow these rules:

All mobile phones must be registered with the Housemistress. We keep a record of numbers and other details so we can help if a phone is lost or stolen and so we can contact you in an emergency.

All phones switched off during prep, meals and roll calls.

All phones (Year 7-10) are collected by the duty staff at bedtimes, as are iPads, and other tablet computers.

Phones should be kept locked away or on your person. They are very tempting to thieves.

Camera and videophones should not be used to take pictures in the House, except with the express permission of staff.

### Town Visits

After school and at weekends, there is time to go into Harpenden for shopping or socialising. Girls should always go in groups of 3 (2 in 6<sup>th</sup> form) Girls in Years 7-11 should not be off site after 5:30pm (except with special permission from the duty staff). **Don't forget to sign in and out every time you leave the house on an evening and weekend.** Year 7 are escorted into town until Easter half term by staff once a week.

## **House Behaviour Management**

In general, we follow the School Discipline Policy. Inappropriate behaviour may result in a sanction. You may be confined to the House for an evening, put on House Report, or asked to do some “community service” jobs (for example tidying up or hovering), In more serious cases, you may have to see the Director of Boarding

## **Weekend Leave-Boardingware**

If you are going home for the weekend, or to a friend’s house, please complete a leave request. Via Boardingware . If you are going to a friend’s house you will need both an invite from their parents (telephone call or e-mail) and also permission from your parents. Weekend leave requests need to be submitted by the end of prep on a Wednesday. Overnight stays out are not permitted during the week. Permission to go to a friend’s party may be given (with appropriate extended curfews) on Friday and Saturday nights. An invitation from the host should be shown to the House mistress well in advance. If necessary, we may be able to arrange transport for you.

## **Fire Alarm**

We will show you the fire exits when you first join us, the meeting point is outside the back door near the kitchens, on hearing the alarm you need to leave the house quickly and quietly and line up in year groups using the fire escapes from the Green, Yellow or Orange landing, the lilac landing uses the fire escape opposite Derwent.

All the fire doors are alarmed; please only open the doors in an emergency.

## **Tuck Shop**

Mon, Wed & Fri after school you can buy sweets; crisps etc. from the House tuck shop

## **Complaints**

If you have any concerns about boarding life, speak first to a member of staff, who will try to help and sort things out for you. The Director of Boarding is always happy to talk if you have a problem that cannot be solved by the House staff. If you are still unhappy, please follow the steps outlined in the Complaints Procedure, which is displayed on the House notice board.

## **House security**

There is CCTV covering the ground floor and all the entrance doors have key codes, which we will give you when you join, please do not give this code out to anyone else, all doors are locked at bedtime and alarmed for your own safety.

## Health

Matron holds two surgeries per day 8:00am & 8:30pm . If you are unwell during the school day you report to the First Responder whose office is next to the Aim Higher reception, if the First responder feels you need to come back to house she will make contact with Matron, on the rare occasion you are very unwell Matron may decide to call you parents or guardian and send you home to recover. Overnight there is a night bell located on the stairwell by the Lilac landing; this is for you to make contact with Matron if you have an emergency overnight.

## House Rules

Two general rules sum up the standards of good behaviour that we expect.

Always treat others in the House the way you would like to be treated

Always do as you are told by members of staff of prefects

The house rules (and the law of the land) also apply. Here are a few other rules:-

- Bullying will not be tolerated
- Students must not enter other people's dorms unless invited and accompanied.
- Do not tell anybody the door entry the code
- Day students and male boarders are not allowed upstairs in Keswick
- Students in Years 7-12 with the exception of Prefects may not return to the House during the school day
- All visitors must ask permission to be in the House and sign in the Visitors Book
- Alcohol, illegal drugs, tobacco, lighters, pornography, weapons, fireworks (including "bangers" and "thunder flashes") and chewing gum are forbidden
- Attendance at roll calls meal times and other House meetings is compulsory
- Swearing and abusive language and behaviour are forbidden
- Food and drink must not be brought out of the Dining Hall or taken up to dorms.
- Do not sell or lend your possessions, or borrow other peoples

Students may not have kettles, irons, and fridges in their dorms.

We hope this has helped you to settle in to life in Keswick and you enjoy your boarding life.













