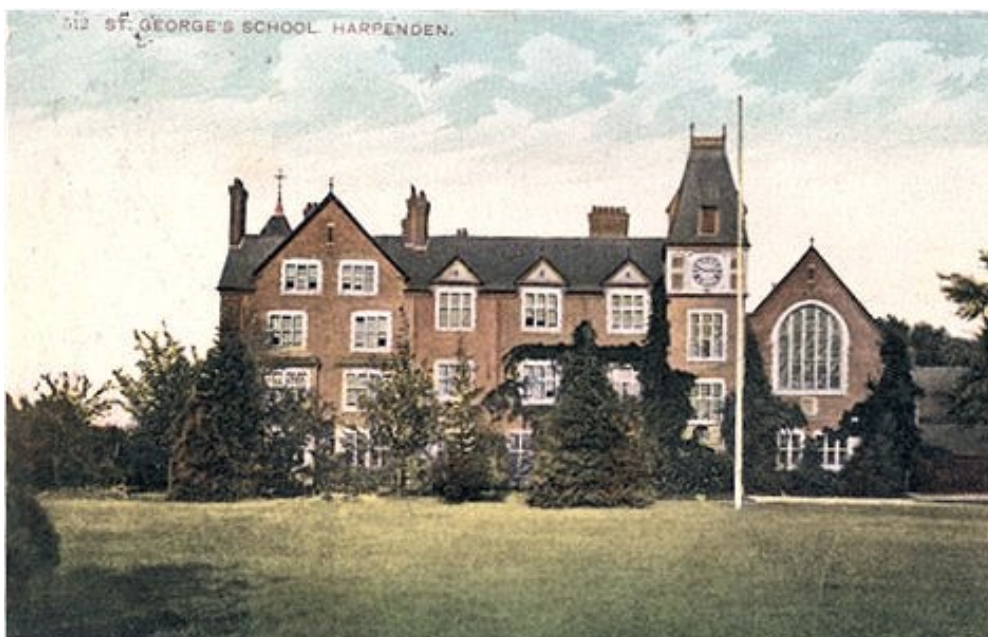


St. George's School Harpenden



St. George's School; 1906

Keswick

Girls' Boarding House

Handbook

2020-2021

Welcome to Keswick House!

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

There is space for 60 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 are always staff on duty and a team of 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: 07506 803936

All girls should save this number to their mobile phones.

E-mail: 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)

Miss L Makin-Houseparent second floor flat-(sixth form landing)

Director of Boarding:- Mr J Timmins

About the Staff:-

Head of House Miss Watts

Miss Watts has worked in boarding for 23 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 will become Mrs WG-Yeates in 2021 and lives with Mr Yeates and their cats, Pierre and Walter, 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!

Houseparent Miss L Makin

Miss Makin joined the Keswick Boarding Team in January 2020 and is originally from North Yorkshire. This is Miss Makin and her puppy Mork they live on Lilac Landing at the top of the Boarding House.



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 –Kitan Adeshakin

Prefects:

Roli Salami

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 (By Prefects)

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, Tennis, Swimming.

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

5:25pm House meeting

5:30pm–6:30 Junior Prep 5:30-6:50pm Senior Prep

7:15-8:00pm Senior Prep continues

6:30-7:00pm Supper

8:30-8:45pm 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 a Houseparent if you feel you would like to see the Doctor.

Free time until 8:45pm (see boards for curfews) when bedtimes start.

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 and prefects. Seniors work in their dorms, with a staff member present in the house for support.

Bedtimes:

Please be in your dorms by the following times-

Year 7 – up by 8:45pm lights out at 9:15pm

Year 8 – up by 9:00pm lights out at 9:30pm

Year 9 – up by 9:15pm lights out at 9:45pm

Year 10 – up by 9:30pm lights out at 10pm

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



Mobile Phones, Technology and Valuable items

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. We advise that you also register other technology with staff.

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

All phones (Year 7-11) are collected by the duty staff at bedtimes. Year 7-9 are also required to hand in iPads, and other tablets/computers overnight. You will get them back at wake up.

Camera and videophones should not be used to take pictures in the House, except with the express permission of staff. At no point should technology been taken into bathrooms.

Phones and other valuable items should be kept locked away or on your person. They are very tempting to thieves. In accordance with national standards, each student has access to a personal lockable space, although we advise that you bring as few valuable items to school as possible.

House security

There is CCTV covering the ground floor and stairways, 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 you own safety.

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.

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.

Health

Houseparents' hold two surgeries per day 8:00am and 8:30pm . If you are unwell during the school day you should 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 the duty Houseparent. On the rare occasion you are very unwell a Houseparent may decide to call your 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 the duty Houseparent if you have an emergency overnight.

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 assigned 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 after school and check that all the items you have sent have been returned. Please tell the Houseparent on duty 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.



Town Visits

After school and at weekends, there is time to go into Harpenden for shopping or socialising. Girls should always go in groups numbers indicated on house notice boards. 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 staff feel they know the area well enough to go in groups, this decision is made in consultation with parents.

Weekends

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

After lunch there will be some activities on offer ranging from in house events to local off site activities 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.

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 Housemistress well in advance. If necessary, we may be able to arrange transport for you.

Chapel

All students in Year 7-11 are required to attend Sunday Chapel at least three times each term. Service types and times are displayed and staff will remind you of these details and when you really ought to attend in order to meet the minimum per term. 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 and on weekends. Often, parents will deposit money and set a weekly limit, which we will stick to. It is not advisable to keep any money in the dormitories. Cheques should be made payable to 'Keswick Pocket Money Accounts'

Tuck Shop

Wed & Fri after school you can buy sweets; crisps etc. from the House tuck shop. It also opens on Saturday evenings alongside an activity such as a film or board games. This is not for profit, however any small amounts that are made come back to you in the form of DVD's, games and activities.

Having Your Say

Keswick is your home from home during term time and we therefore want you to have the opportunity to share your thoughts, ideas and improvements with staff, prefects and your peers. Half termly Boarders' Council meetings are held with a representative from each your group, as well as Year Group meetings with a member of Keswick staff. We also endeavour to have individual One To Ones with every student each half term, giving you the chance to speak directly with staff about anything that may be on your mind. Alternatively you can fill in a suggestion slip anonymously.

Complaints

If you have any concerns about boarding life, speak first to a member of staff, who will try to help you find a resolution to this. 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 Behaviour Management

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

Autumn Term 2020

This term is subject to change of routines and procedures due to Covid-19. Please listen carefully in meetings, read notice boards regularly and follow staff advice. It is a different and challenging time for us all within boarding, so your cooperation, common sense and positive attitude would be greatly appreciated .

Therefore... please use this handbook as a guide only for the coming months, and understand that our expectations regarding Rules and Behaviour remain unchanged.

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 and 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 codes
- 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, vapes, 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 experience.







Welcome to Keswick!

