



St George's School
Harpenden

Crosthwaite

Boys' Boarding House

Handbook

2019 - 2020

Welcome to Crosthwaite

Crosthwaite is the main boys' boarding house at St George's School. We have living and recreational space for up to 56 boys in Years 7 - 12, in dormitories of 2 to 6 beds.

The job of the House is to provide the students with a secure and welcoming place to live, work and play, so as to make life at school as fulfilling and enjoyable as possible. We encourage all Crosthwaite boys to work hard, to be polite and considerate, to co-operate with others and to contribute fully to the life of the House and the school.

Any community this size must have regulations and procedures in order to work effectively - this handbook will tell you most of what you need to know. If you follow these guidelines, we hope that you enjoy living here and be able to make the most of the opportunities that boarding school provides. If you have any questions or problems, please speak to a member of staff.

The full postal address for the House is:

Crosthwaite House
St George's School
Sun Lane
Harpenden
Herts
AL5 4TD

Staff Office 01582 716263

Staff mobile phone (for emergencies) 07506 805665

All boys should save these numbers in their mobile phone's memory

E-mail crosthwaite@stgeorges.herts.sch.uk

House Staff

Resident

Mr J Pickard	Head of House (downstairs flat)
Mrs H Crowley	Deputy Head of House (second floor flat)
Mrs F Aktash	Houseparent (first floor flat)
Mrs H Hinde	Houseparent (garden flat)

Non-Resident House Tutors

Mrs L Loughlin
Mr A Emeny

House Prefects

Prefects are appointed in January 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:

Adam Cavanagh (Head Boy)
Jeffrey Chan
Zak Khan
Noé Marquez

Daily Timetable

Monday to Friday

7 am	First wake up call (Years 7 – 11)
7.20	Second wake up call (Years 7 – 11)
7.30	Breakfast in the Dining Hall (in full uniform)
8.10	Bell rings for Dormitory Inspections
8.25	House Meeting in Common Room
3.40 pm	Afternoon Tea in the Common Room Pocket money and post Tuck shop (Wednesdays only) Activities and town visits
5.20	Bell rings
5.30	Prep begins (in school or in House)
6.30 – 7.00	Evening meal in the Dining Hall
7.15	Second prep (compulsory for Years 11 and 12)
8.45	Bedtimes begin
9.15	Noodle time for Year 10 & 11
9.45	Senior noodle and pizza time

Each evening you must be back in the House (and signed in) by curfew time. From September through to May, it is 8.30 pm for Years 7 - 9 and 9 pm for Years 10 – 13. Curfew times are clearly posted in the House.

Bedtimes

You must be in your dormitory, getting ready for bed, by these times:

Year 7	8.45 pm	(lights out at 9.15 pm)
Year 8	9.00 pm	(lights out at 9.30 pm)
Year 9	9.15 pm	(lights out at 9.45 pm)
Year 10	9.45 pm	(lights out at 10.00 pm)
Year 11	10.00 pm	(lights out at 10.15 pm)

Sixth form do not have a 'lights out' time, but are expected to be in their dorms and quiet by 10.30 pm.

Prep

Each day, Monday to Friday, time is set aside for homework to be completed, between 5.30 and 8.00 pm. Years 7 - 10 have prep in school classrooms, supervised by a member of staff. A record is kept of punctuality, activity and behaviour in prep.

You must take your prep diary and everything you need to complete your work. If you do not have enough prep, you must do something quiet that will not disturb your neighbours.

Year 11 and Sixth Form boys should be in the House at prep time. The common rooms are not to be used. Students are expected to be in their dorms or the Quiet Room doing something quiet and constructive. They may attend Senior Prep in school if preferred (but must sign out and inform the duty staff if they are leaving the House).

Signing Out

Whenever you leave the House (apart from for lessons, meals or prep) you must use the iPad by the door to record your destination. When you return to the House you must sign in again. This is so we know exactly who is in the House in case of emergencies. It is also useful for tracing students when there are phone calls or messages. Failure to sign in out or in may result in confinement to the House for a period.

Saturday Timetable

No wake up call

8.30 am	In-house breakfast begins (until 10.30)
12.30 pm	Bell rings for roll call, then Brunch (Dining Hall)
3.00	Tuck shop
5.50	Bell rings for roll call, then Supper (Dining Hall)
6.30	Sports Hall (bouncy castles and basketball)
8.00	Film in the Common Room (with pizzas for sale)
	Bedtimes after the film, at the discretion of the duty staff

Sunday Timetable

No wake up call

8.30 am	In-house breakfast begins (until 10.30)
10.00	Chapel - as per rota (see School calendar)
12.30 pm	Bell rings for roll call, then Lunch (Dining Hall)
	Afternoon trip (see notice board)
5.50	Bell rings for roll call, then Supper (Dining Hall)
6.30	Chapel (occasional - see School calendar)
8.00	'Slow Roll Call' with reminder bell at 8.25pm
	Bedtimes as weekdays

Fire Routine

There is a smoke detector in every room and red alarm buttons in the corridors to sound the alarm in case of fire. If you hear the continuous siren, leave the House immediately by the nearest safe exit – notices in each room show the quickest route. At night time, please check that the other boys in the dorm have woken up. After leaving the House, assemble in the Watts playground by the Dining Hall entrance in year groups, as directed by the staff and prefects. You must wait there in silence until the register has been taken and a member of staff has told you to go back to the House. Fire practices take place regularly throughout the year.

Electrical Appliances

Televisions, irons, fridges and cooking appliances should not be brought to the boarding house; this means that you may not have a kettle, toaster, sandwich maker, coffee machine or rice cooker in your dorm. Years 7 - 9 may have tablets and portable games consoles (for use only with headphones); older boys can bring in portable speakers and docks for use in the dorms. Please be considerate about the use and volume of your music - misuse may result in confiscation. You may bring larger games consoles and use them with the TVs in the Games Room.

Students in Years 9 - 13 only may bring laptop computers into boarding.

In the Dormitory

It is your responsibility to keep your bedspace and wardrobe tidy. All the dorms (except Sixth Form) are inspected every day Monday to Friday. A list in each room will tell you what is expected, so the room is left tidy and as clear as possible for the cleaners. Marks are awarded for each bedspace (with a weekly reward for the tidiest boys) and for the whole dorm (with half-termly prizes).

Sixth formers should also keep their rooms tidy - they will be inspected periodically.

Please keep valuables locked in your locker – and look after your key! We do have spares, but we may have to charge you for them. Cash, passports, airline tickets and other important documents should be stored in the House office.

Small bags and coats can be stored on the pegs in the Boot Room on the ground floor; there are also boot lockers (combination padlocks are available – please ask Mr Pickard) where you can keep all your boots and shoes. Outdoor sinks and brushes are provided for removing mud and grass from footwear.

Sick Bay

Students who require medication or feel ill should attend surgery in Sick Bay at 8.00 am or just before bedtime. The Houseparents or Day Matron are available at all other times for emergencies. All medication should be handed to the Houseparent at the start of term (senior boys may be allowed to keep their own, but must consult with the Houseparents). Sick Bay is out of bounds at other times. All students are registered with the school doctor, who holds a surgery each Wednesday. Normally we expect non-emergency dental and opticians' appointments to be made at home and attended during school holidays.

House Duty Jobs

Boys in Years 7 - 9 are allocated jobs in the House. Year 7 boys ring the House bell for Inspection and prep and tidy/h Hoover the entrance hall each evening. Year 8 boys open and close the Common Room curtains as appropriate and sort our recycling bins. Year 9 boys Hoover the Common Room before bedtime. Rotas are on the notice board. These jobs must be completed each day (Sunday evening – Friday morning) in order to ensure the smooth running of the House. Year 10 boys assist at Parents' Evenings in school. Year 12 boarders oversee the boys as they leave for school and help out in supervised prep (on a rota).

Laundry

Dirty clothes should be kept in your laundry bags in the dorm and brought down and sorted into the baskets provided in the Laundry any day after school. School shirts should be dropped in the baskets on the landing every day; they must have sleeves rolled down and at least three buttons done up. Underwear should be sent to the laundry in your small net bag. Clean clothes will be returned to your named shelf in the laundry. Please collect your laundry promptly and check that all the items have been returned. Please tell the Houseparent immediately if anything is missing. Clean clothes must be put away tidily in your cupboard and drawers.

Please ensure that all your clothes, laundry bags and shoes have name tags.

Out of bounds

Outside school hours, all areas of the grounds not clearly visible from the tennis courts (the 'MUGA') and all of the school buildings (except the gym and the Sports Hall) are out of bounds. **No student 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 years 7 - 11 must attend at least 3 Sunday Chapels each term. House staff will take the appropriate boys to Junior or Senior Chapels and will keep a record of attendances. Make sure you collect a 'Chapel slip' from your Head of Day House after each service and ensure that the boarding staff know you have attended Chapel.

House Committee

During the autumn term, each year group elects a couple of representatives to sit on the House Committee. This body meets regularly to discuss house issues and consider student suggestions. The representatives will consult their year group to assess their opinions and report back on Committee decisions. We also have Year Group meetings and the Director of Boarding regularly meets with groups of boarders.

Pocket Money

We strongly advise that all students' money is given to the House staff at the start of term, to be entered in 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.

Transfers can be made to: **Sort Code 40-23-11. Account Number 91384554.**

Cheques should be made payable to '*Crosthwaite Pocket Money Account*'.

Disbursements

The cost of school and boarding day trips, necessary medications and items from the school shop can be paid for through the 'disbursements' system and the cost will be automatically added to the termly bill.

Computer Games, Videos and DVDs

Boys are allowed to bring in games or DVDs for their own use, but subject to certain conditions. Permission from duty staff must **always** be sought before watching a DVD on the House TV. The legal certification guidelines must always be adhered to; we allow only boys in Year 10 or above to watch 15 certificate films and the same rule applies to films and other content stored on computers, phones or mp3 players and to games used either in the Games Room or in the dorms.

Inappropriate material will be confiscated until it can be taken home.

Mobile phones

All students must follow these rules:

- 1 **All mobile phones must be registered with the House staff.**
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
- 2 All phones must be **switched to silent (or off)** during prep, meals and roll call. **Please do not arrange for anyone to call you at these times**
- 3 All phones (Year 7 - 11) are collected by the duty staff at bedtime. There should be no phones in the dormitories after lights out. This is mainly for security but also to stop misuse of phones. Your phone will be charged overnight in the House office. Please label your phone and charger.
- 4 Phones should be kept locked away or on your person. They are very tempting to thieves
- 5 Cameras and phones should not be used to take pictures or record videos in the House, except with the express permission of duty staff

Town Visits

After school and at weekends, there is time to go into Harpenden for shopping or socialising. Boys in Years 7 and 8 should always go in groups of at least 3. **Boys in Years 7 - 11 may not go offsite or into Harpenden after 5.20 pm (except with special permission). Don't forget to sign out and in again, every time.**

House Behaviour Management

If you break the rules of the House, or behave in an anti-social manner, you must expect some kind of punishment. In general, we follow the School Disciplinary Policy. You may be confined to the House for an evening, put on House Report for a longer period or asked to do some 'community service' jobs (for example, wiping tables in the Dining Room, litter-picking, tidying or hoovering) or you may be set a Boarding Detention. If you disturb others after lights out, you may be sent out of the room or even downstairs. In more serious cases, you may have to see Mr Timmins (Director of Boarding) and a letter may be sent to your parents.

If you break a window or damage any of the House's furniture or fittings, you will be expected to pay for the damage (on the boarders' bill).

Tuck Shop

On Wednesday after school and on Saturday afternoon you can buy sweets, crisps, ice creams or drinks from the House tuck shop. Tuck can only be consumed in the House at these times, although food can be stored in the lockers in the Games Room. Boys in Year 10 – 13 may also buy noodles and pizzas from 9.15 pm. Hot food from the town (or from home) should not be brought back to the House. **No food should ever be taken into the dormitories.**

Complaints and Suggestions

If you have any concerns about boarding life, speak first to a member of staff, who will try to sort things out for you. The Director of Boarding has his office at 'Aim Higher' in the main school building and 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 Complaints Procedure, which is displayed on the House notice board. Suggestions about ways to improve life in Crosthwaite can be made straight to staff, or you can use the Suggestions Box on the first floor landing

In the House we provide:

TV (with SKY Sports, Amazon Prime and Freeview), DVD players, table tennis, table football, board games, jigsaw puzzles, networked computers (for work), TV and Xbox 360 consoles (for games), books, daily and Sunday newspapers and sports equipment (football, rugby, cricket, golf, basketball, tennis, badminton)

All these depend on boys being sensible and careful - please let a member of staff know if anything gets damaged or broken.

Weekend Leave (3 pm Friday - 8 pm Sunday)

Each week you will need to complete a 'Leave request', using the Boardingware app - this tells us (and your parents/guardians) about your arrangements for the coming weekend. If you wish to go to a friend's house, we also need permission from their parents; this will be done through Boardingware too. We will help you register with the app when you arrive.

Permission to miss school time should be sought from the Director of Boarding.

Overnight stays out are not usually permitted during the school week. Permission to go to friends' parties may be given (with appropriately extended curfews) on Friday or Saturday nights. An invitation from the host should be shown to the House staff well in advance. If necessary, we may be able to arrange transport for you.

Activities

Like any large secondary school, St George's offers a wide range of clubs, activities and trips that are open to all students. Alongside this, the boarding houses run their own programme of extra-curricular opportunities.

In recent months we've offered:

Go-karting	Thorpe Park	Quasar
Trampoline arena	Raft racing	Cinema
Indoor football	Theatre	Bowling
Paintballing	Water slide	Swimming
Brighton day trip	Indoor skydiving	Basketball
Ice skating	Safari Park	Karate
Indoor skiing/snowboarding	Badminton	Fencing

We also endeavour to make it possible for boarders to go off-site to pursue their own interests, such as...

Club football/rugby	Army cadets	Boxing
Air cadets	Athletics	Tennis
Park run	Cycling	Sea cadets

Please let us know if there are any other activities you'd like us to look into. We're always looking to expand our range...

End of term arrangements

Holiday dates are given below (and are on the school calendar). Please make a note of them. Boarders should be collected as soon as is reasonably possible after the close of school. **If it is necessary for a student to miss any lesson time, permission MUST be sought from Mr Timmins, the Director of Boarding.**

Transport by taxi to the London airports can be arranged by the House staff, if the flight is on the day that boarders should leave or return to school. A charge will be added to the bill. **Other travel arrangements should be made with your Guardian.**

We often have visitors staying in the House in the holidays. This means that we have to empty the dormitories. Boys travelling home by car should take all their belongings with them at these times; those travelling by public transport (and particularly those flying) can leave bags or cases in the Trunk Room (except in the Summer Holiday).

Autumn Term 2019

Exeat	9 am	Sat 5 Oct	6 - 8 pm	Mon 7 Oct
Half term	3 pm	Fri 25 Oct	4 - 8 pm	Sun 3 Nov
Exeat	3.40 pm	Thurs 28 Nov	6 - 8 pm	Sun 1 Dec
End of term	11 am	Weds 18 Dec		

Spring Term 2020

			4 - 8 pm	Mon 6 Jan
Half term	3 pm	Fri 14 Feb	4 - 8 pm	Sun 23 Feb
End of term	11 am	Fri 3 Apr		

Summer Term 2020

			4 - 8 pm	Sun 19 Apr
Exeat	3.40 pm	Thurs 7 May	6 - 8 pm	Sun 10 May
Half term	3 pm	Fri 22 May	4 - 8 pm	Sun 31 May
Exeat	3.40 pm	Thurs 2 Jul	6 - 8 pm	Sun 5 Jul
End of term	11 am	Fri 17 Jul		

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 or prefects

The school 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. Year 7 dorms are always out of bounds to all other boys
- Do not tell anybody the door entry code
- Day students and female boarders are not allowed upstairs in Crosthwaite
- Boys may not return to the House during the school day (except prefects)
- All visitors must sign in and ask permission to be in the House. They must leave when asked to by a member of staff
- Alcohol, illegal drugs, tobacco, lighters, pornography, weapons, fireworks (including 'bangers' and 'thunderflashes') and chewing gum are forbidden
- Ball games are forbidden inside the House and in the garden at the back
- Attendance at roll calls 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 Room or taken to dormitories **at any time**
- Do not sell or lend your possessions, or borrow other people's
- Hats (and other headgear) and muddy or wet outdoor clothes should not be worn in the House. Skateboards and skates should only be used outside
- Students may not have TVs, kettles, irons, fridges or cooking appliances