



# ST GEORGE'S SCHOOL HARPENDEN

A non-denominational Christian day and boarding school



**SKIDDAW HOUSE HANDBOOK  
2019-2020**

## **WELCOME TO SKIDDAW**

This handbook is to help you in the first days and weeks and will be there for reference for all students throughout your time living here. It is meant to be a live document, which will be updated, amended and changed as the need arises.

As you enter into what will be a crucial year academically, the most important thing to say at this stage is talk and ask questions. You have a dedicated team of staff led by Mrs Masters who are here to help. The team of Skiddaw staff try to make the boarding house as homely a place as possible for you to live. This does not mean that rudeness, misbehaviour or abandonment of rules and guidelines will be tolerated. It is perfectly possible to live your life in Year 13 adhering to the rules yet still enjoying yourself. The rules and guidelines that are in place most definitely still allow for this.

Skiddaw is a small step towards university living and Skiddaw life is built upon trust. Despite this please remember that in any home, you are very much living with others, staff and students alike, and not merely sharing the same space.

Another really important point to make now is that despite the importance of the year ahead academically, make every effort to keep your life balanced – it is not just work, work, work for the next few months. Join in with social events in house and keep up with your hobbies. This, if anything will actually be beneficial to your work!



**GOOD LUCK FROM THE SKIDDAW TEAM!**

## HOUSE INFORMATION

Skiddaw House  
Sun Lane  
Harpenden  
Hertfordshire  
AL5 4EY

Skiddaw House Office: 01582 716282 Mobile: 07794054939

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

Barrier PIN: Available from the Director of Boarding

## IMPORTANT STAFF INFORMATION

### **Director of Boarding**

Mr Jon Timmins (01582 715230 or 07496 671947)

### **Head of Skiddaw House**

Mrs Laura Masters (01582 716282)

### **Non-resident Assistant House Parents**

Mrs Melanie Cornell, Mrs Gisela Michaels and  
Mrs Lynda McCarney-Redford

### **Headmistress**

Miss H.J. Barton

### **Designated Senior Person**

Mrs C. Theakston (07903 858786)

### **Independent Listeners**

Mr Ian Franks & Mrs Jennie Barwise

***Make sure you have given your mobile telephone number  
& email address to the staff team***

## **ACTIVITIES & TRIPS**

Skiddaw has a range of activities on offer. In house activities such as cooking workshops, Skiddaw socials and takeaway nights happen at regular intervals. Termly there will be a Skiddaw House trip. Students can also sign up to any of the boarding trips. If there is anything you would like to see on the programme Mrs Masters know.

## **BEDTIMES**

Students must be seen by a member of staff every night. Students should be in their own dorms by 2230. 6<sup>th</sup> form students put their own lights out, but there is a code of practice based on consideration for others as well as for their own wellbeing.

## **CHAPEL**

Sixth form boarders are encouraged to attend chapel but their attendance is optional.

## **CLEANING**

You have a very dedicated team of staff who work tirelessly to keep your boarding houses, as well as the site in general, clean and tidy. However, they are very limited in what they can do if you leave your rooms in a state of untidiness. Dorms are hoovered and bins are emptied daily. With this in mind, please ensure that your room is left tidy before you depart for school. Surfaces and sinks should be cleared and floors should be clear of debris. Please make use of the baskets provided for toiletries. Please also ensure that the Common Room, kitchen and landing remain tidy at all times. Cleaning in general happens during the afternoon between 1200 - 1500. You are not to tell cleansers not to clean your rooms.

## **CURFEW**

Winter Curfew is at 2100 for Year 13 but may be later during the summer, at the discretion of staff.

## **DAYTIME**

### Mon – Fri

Year 13 are permitted to return to the house during break and lunchtimes.

Students who are prefects are allowed to return during the day to study. From October half term, if granted by your Head of House, pupils can return for Home Study.

The house is for studying purposes only. There is to be no use of TV or games consoles.

Students are not permitted to return to bed. Students must remain in school uniform

during the school day. Day students are allowed in the house but only to work. They are

not to go in the kitchen unaccompanied and can only have water, hot drink or biscuits. All day students must be offsite by 1700.

In the case of sickness or other emergency during the school day – students must first go to the First Responder, who will assess and treat as needed; she will contact the day matron via house mobile if needed. Students are not allowed to go directly to the day matron.

Students must sign in and out of both school at Aim Higher reception and in the boarding house using boardingware on the house ipad.

### Sat & Sun

At 1230 you are expected to make your own way to lunch. You must attend lunch unless you have made prior arrangements to miss it with the duty member of staff.

Students are allowed to St Albans, Luton and London. A conversation must be had with the member of staff on duty before departing.

Winter curfew is at 2100 for Year 13 but may be later during the summer, at the discretion of staff. We appreciate that on occasion you may wish to return later at the weekends, with arrangement an extended curfew till 2200 may be granted. Students must make arrangements with the member of staff on duty the evening that you are wishing to stay out later.

## **DRUGS & PROHIBITED ITEMS**

The School's Policy for Drug Education and Management of Student Incidents Involving Drugs clearly indicates that the consumption or supply of drugs, to include solvents, tobacco and alcohol is prohibited. However, there will be nominated circumstances where the consumption of alcohol is permitted. This will be at social events attended by staff, *under staff supervision as part of the cultural experience of some educational visits*, in other limited circumstances

## **EMERGENCY CONTACTS**

Emergency contacts for staff are detailed on the staff notice board in Skiddaw Office.

## **EMERGENCY EVACUATIONS AND FIRE ALARMS**

New boarders will be shown the various fire exits from different parts of the buildings in their induction programme. A practice fire drill will be organised within the first week of the term. Fire drills will then occur at intervals during the year. All drills must be executed precisely and treated seriously.

The Houseparent on duty will evacuate the boarders by checking all dormitories and common room areas as far as is possible and without endangering themselves. They

should then call the duty caretaker for assistance although it is likely that the caretaker will be alerted anyway.

***The muster point is the tree with circular bench outside the maintenance office***

A roll call will be taken and you will only be allowed to re-enter the building when given permission to do so.

In the event of all buildings being deemed to be unsafe, the Housemistress together with the Director of Boarding and the Headmistress would have to provide emergency shelter.

### **EVENING ROUTINE**

After school students are permitted Harpenden only. Students must sign out of the house. Students must not go straight from school. Students must be back in the house by 1715. All day student visitors must be offsite by 1700. In house prep begins at 1730. Daily house meetings take place at 1825. Dinner is at 1830 which students attend and stay in the dining hall until 1900. Second is from 1930 until 2000. Students should not be leaving the site after dinner. We appreciate that on occasion students may need to pop to Harpenden, you must seek permission from the member of staff on duty.

### **FOOD & FOOD SUPPLIES**

Daily orders consist of milk, bread and fruit. Students will be given a weekly budget to order food supplies for the house. On a Wednesday evening students will be asked to complete an order from which Mrs Masters will submit to the catering team for delivery on a Monday evening. In terms of yourself, only take what you need when you need it. No hoarding of food in dorms please. No prepared food or hot food should be taken up to dorms and should only be consumed either in the Common Room or in the kitchen.

### **GUIDELINES FOR SIXTH FORM BOARDERS**

While remembering that the main purpose for being here is to study and gain excellent 'A' level results, we also hope that you will make close friends and organise your time, with responsibility, within the parameters allowed.

- **No Year 7-11 pupils (boarding or day) may visit Skiddaw without permission. 6<sup>th</sup> Form day pupils may visit boarding common room immediately after school with staff permission and providing they follow signing in and out rules. Day pupils must leave the boarding house by 1700. Family members and other bona fide visitors may accompany boarders to their rooms proving they have permission from House Staff.**

- **Boys may never visit girls' bedrooms and vice versa. This is an inviolable rule and anyone found to be in the wrong place or have encouraged others to break this rule may be excluded immediately.**
- Year 13 Boarding Prefects may return to their Boarding Houses during study periods.
- After the October half term, and depending on the quality of their first Progress Review which shows that they are meeting expectation, all Year 13 students may sign out for study periods.
- After the October half term, Year 13 students may request exceptional permission from their Head of Day House to remain at home, or in the case of boarders to return to their Boarding House, to study for a block of study periods. This would excuse them from either an 'am' or 'pm' registration. This is only considered when the student's timetable has no taught lessons, Learning Support commitments, Friday 5 enrichment or House sessions and where a student has shown they are able to study independently along with having an excellent attendance and punctuality record. The Progress Review in the Autumn Term will indicate whether a student meets the criteria.
- A 'Home Study Request' form must be completed so that a variety of staff have been informed of this arrangement.
- **The opportunity to study in Boarding Houses, whether for a single study period or for 'Home Study' is a privilege which, if abused by the student, will be rescinded.** Students causing concern will be expected to remain under School auspices for study.
- **Boarders returning to Boarding Houses during the school day must sign in and out at the Aim Higher Office as this record informs us of their whereabouts at critical times. They must also sign in and out of their Boarding House.**
- Boarders returning to Boarding Houses during the school day must remain in uniform and effectively utilise their time for study. Returning to bed is not permitted under any circumstances.
- Kitchens may be used for refreshments (ie drinks and simple snacks - not meals) from break time onwards but TVs and games consoles are not to be used.
- If a boarder is unwell he or she must report to the member of staff on duty in the first instance. If unwell during the day students must see the first responder who will contact the day matron if require. Students are not to approach the day matron directly.
- Respect for each other's working and sleeping habits is important. This means that no one should be kept awake late: as a guideline 6<sup>th</sup> form bedrooms should be reasonably quiet after 2200 and lights should generally be out after 2300.
- Curfew times apply to 6<sup>th</sup> formers, with the exception that 6<sup>th</sup> Form boarders not resident in Skiddaw may be in the Skiddaw common room until 2100 and those resident in Skiddaw may be in another house until 2100 (having signed in/out as appropriate). Exceptions may apply to this depending on the nature of the request (e.g. watching football matches, or using the Fitness Suite). 6<sup>th</sup> form boarders may be allowed into Harpenden on Monday – Thursday evenings at the discretion of House Staff.

Friday and Saturday arrangements are outlined below; on Sundays all boarders should be onsite by 2030.

- Common rooms and kitchens should not be used after 2215.
- 6<sup>th</sup> formers put their own lights out but consideration and communal agreement are important and Staff should not be disturbed at night except in emergency. Immature or unruly behaviour will not be tolerated.
- Consideration must be shown to others. Individual bed-side or work-lights are acceptable but action may be taken if individuals appear to become tired as a result of inappropriate work habits. Efforts must always be made to avoid disturbing others.
- House rules apply for attending House Meetings (roll calls) and meals. As well as needing to be present for messages, we expect our 6<sup>th</sup> formers to be role models for younger boarders.
- **House rules apply for weekend overnights/exeats. Boarders are allowed to be out at weekends if parents have given permission and with an invitation; plans should be clarified to boarding House Staff by Wednesday evening.**
- Midweek overnights/exeats are not usually permitted, except for school approved events such as University visits when covered by parental permission.
- **Boarders in Skiddaw must sign in and out of the house at all times and stating their destination accurately. This is partly for general safeguarding but is also essential for fire regulations.**
- Personal areas must be kept tidy out of consideration to others and to cleaners but also bearing in mind that visitors may be shown round at any time. Boarders must allow cleaners and maintenance staff access to their rooms and the floors and surfaces need to be clear.
- Boarders may also be required to tidy and clean communal areas on a rota.
- For any weekend day outings to places beyond Harpenden, boarding Staff must be consulted. Boarders may not go on long distance journeys without parental or guardian permission.
- On Friday and Saturday evenings 6<sup>th</sup> form boarders are allowed to be out until 2200 to go to a specific local venue, together with friends, so long as arrangements are clearly made with House Staff. Boarders must also make and keep appointments for readmission to the boarding house. Exceptions may be allowed at Staff discretion. School and boarding rules (and the law) must be observed in relation to alcohol (smoking and drugs) and strict sanctions will be applied in cases of inappropriate behaviour. Boarders returning to the boarding houses in a state of inebriation can expect to be sent home immediately.
- At all times 6<sup>th</sup> form boarders are expected to show respect for staff and set a good example to younger boarders.



## **HOME STUDY**

After the October half term, Year 13 students may request exceptional permission from their Head of Day House to remain at home, or in the case of boarders to return to their Boarding House, to study for a block of study periods. This is only considered when the student's timetable has no taught lessons, Learning Support commitments, Friday 5 enrichment or House sessions and where a student has shown they are able to study independently along with having an excellent attendance and punctuality record. The Progress Review in the Autumn Term will indicate whether a student meets the criteria. Year 13 Boarders **must** sign out at the Aim Higher Office when returning to their Boarding House. They must remain in uniform and effectively utilise their time for prep or extended reading. Work in dorms or in the kitchen is permitted after midday. During home study you must be quiet and studying. During home study you may be on bed and not in bed! If you cause excessive noise during the school day you may lose the privilege to return to Skiddaw during these hours.

## **HOUSE MEETINGS**

House meetings take place daily at 1825 in the Common Room. There is also a House meeting at 2030 on a Monday evening.

## **KITCHEN**

Remember to only take the food that you need when you need it. Food hoarding is very much against the community ethos of Skiddaw. The kitchen is locked from 2215 until break time the following day. Please wash up after yourself and keep appliances clean. Please also ensure that kitchen utensils remain in the kitchen and be responsible for ensuring that any out-of-date items that you are keeping in the fridge are disposed of. If you want to keep your own food products in the fridge or freezer, then ensure that they are clearly labelled. Should kitchen items, unwanted food or drink or kitchen waste be left in dorms or the Common Room or if the kitchen is left untidy then it will be locked without warning with notice given of when it is to re-open. The fridge and freezer will be emptied of all items at every holiday.

## **LANDINGS**

Students are only permitted on their own landing. Students are strictly not permitted to access the opposite landing or the dormitories upon it. There will be a severe sanction for any student who fails to adhere to this rule.

## **LAUNDRY**

Students are encouraged to do their own laundry using the washing machines and dryer in the house kitchen. Staff will provide students with laundry powder and fabric softener. Students must let staff know when these are running low so more can be ordered. Students can put laundry in to be cleaned in Crosthwaite laundry on a Tuesday evening. All items must be sorted into the baskets provided in Crosthwaite laundry by the start of the second prep session at 1915.

## **LETTINGS & MEETINGS**

It is likely that Skiddaw will be used at some stage during the academic year for an external letting. If this is the case then the Director of Boarding will give you at least three weeks' notice giving ample time to move your belongings into one of the Skiddaw storage areas. You will not have to take all of your belonging home during this time. Occasionally Skiddaw Common Room is used to host various meetings and whenever this is the case you can expect ample notice.

## **LIFT**

The lift may only be used under staff supervision and permission. It is intended only for the moving of heavy luggage.

## **MAINTENANCE & WIFI**

If you have any maintenance or WiFi issues then you should report these promptly using the Skiddaw maintenance book. This is located on foyer table and is checked daily by a member of house staff. As far as WiFi issues are concerned, you should give specific information as to time of day and nature of problems in order that ICT Support can help. The wifi turns off at midnight.

## **MEALTIMES**

You are expected to attend all meal times including at the weekend. This also applies during study leave. Food which has been served in the Dining Room may only be consumed in the Dining Room. You may not bring food from the Dining Room back to Skiddaw. It is acknowledged as Sixth Form boarders that you may occasionally want to dine out with friends. If you intend to not attend supper on any day of the week or lunch at the weekends then you should request permission from the Housemistress or the duty member of staff. Visitors are not permitted to attend any boarding meals.

Dinner is at 1830 Monday – Thursday and 1800 Friday - Sunday

## **MEDICAL ISSUES**

All everyday medical issues are dealt with by the duty staff. Basic medication, such as paracetamol, Strepsils and anti-histamine, are kept securely in the Skiddaw Office. You should attend surgery if needed on a Wednesday morning. If you are ill and need to be isolated from your peers to prevent spread of illness then you will go to Keswick or Crosthwaite Sick Bay.

You may not return to the boarding house if you are feeling unwell without having first reported to the First Responder or to Student Services.

Medication should not be purchased and self administered without prior knowledge of the Skiddaw staff. As you are sixth form you will be considered to self administer medication but it is important for the safety of yourself and others in the house that we know what medication you are taking. If medication is found in dorms that staff are not aware of it will be confiscated and destroyed.

## **MOBILE PHONES & DEVICES**

Mobile phone make, colour etc. is recorded and logged by Skiddaw house staff. A list of students' mobile numbers is kept in the Skiddaw Office and is regularly updated. Please ensure that Skiddaw staff are kept up to date with these details.

## **MORNING ROUTINE**

### Mon – Fri

There is no wake up call. You are expected to get yourself up and ready for school. Breakfast is in the dining hall from 730 till 800. Whilst you do not have to attend breakfast this is the only place you can get food. The house kitchen is locked until break time. The duty member of staff will be on duty downstairs from 700. It is your responsibility to get to school on time. If you are unwell you must inform the duty member of staff by 730 where they will liaise with the house parents for you to go to sickbay in Crosthwaite or Keswick.

### Sat & Sun

There is a continental breakfast in the house kitchen. Boarders may come down at any time during the morning in their dressing gowns. From 1230 you are expected to make your own way to lunch. You must attend lunch unless you have made prior arrangements to miss it with the duty member of staff.

## **ONE TO ONE**

Pupils should expect to have a one to one with a member of staff at least once every half term. This is designated time for you to have a chat but please do not save everything up for this meeting. If you have any concerns then please speak to a member of staff or email the house at any time.

## **PASSPORTS**

Passports are to be stored and signed in and out from the Skiddaw House Office. Losing one of these is nearly as serious as losing one of you!

## **ROOM INSPECTIONS**

Room inspections happen daily. Please ensure that your room is clean and tidy and that the floor, shower tray and surfaces are kept as clear as is possible in order that cleaning staff can clean.

## **SECURITY**

Security, including night time security is governed by an electronic security system which is controlled by the Site Manager, Steve Harmer. This means that your Sixth Form ID badge is needed in order to gain entry into the building and the landing on which a student's dormitory is located. ID badges are also needed to exit the building. Staff who perform duties in Skiddaw, as well as other key members of staff, have ID badges which allow access to the building. Doors to landings and the main entrance are locked automatically at 2240. They re-open at 0630. As well as CCTV, an electronic log is kept of traffic in and out of Skiddaw. All other exits including the French Windows in the Common Room are alarmed during night time hours.

## **SIGNING IN & OUT**

This is the most important rule. Students should sign in and out using the iPad located by the entrance to the house. When you sign back into the house during the school day, you should only do so having first been to Aim Higher where you would have to sign yourself out from day school. It is essential that this happens without fail in order that you are accounted for from a day school perspective. Equally, when you leave the house during the school day, you should sign out and then sign back in at Aim Higher. This is monitored closely by Mrs Masters, Mrs Cornell and Mr Timmins and failure in complying with this requirement could result in you losing your privilege to return to the house during the school day. You must remain in smart clothes as would be expected of you in school. During the day, including during study leave, you may be on bed but never in bed. During study leave, as there are no lessons for you to attend, you have to sign in and sign out from the house every time you leave/enter The House.

## SKIDDAW SOCIALS

Skiddaw socials are an informal gathering of the house. The aim of them is to have some time where you can have some time out from the house. This is an evening that staff or students can lead. Examples for this are a wii just dance night, board games night, culture related evening, food related. Mrs Masters will host the first one on Saturday 7<sup>th</sup> September at 2030. An evening of fondue.

## TAKE AWAY FOOD

Take away food is not permitted on the school grounds or in the boarding house at any time. Occasionally at the weekends, duty staff will arrange for a take away for you. (Dates will be published with plenty of warning). You can expect this at least once a term. If you would like to organise a takeaway that you purchase yourselves for an occasion such as a birthday this is at the discretion of the staff on duty. For this to even be considered you must make your intention known to the staff member on duty in advance. Any takeaways found will be confiscated and disposed of.

## TIMETABLE

### Mon - Fri

0700	House unlocked
0730 - 0800	Breakfast
0840	Registration (am)
0850	Period 1
0950	Period 2
1050	Morning Break
1115	Period 3
1215	Period 4
1315	Lunch
1415	Registration (pm)
1440	Period 5
1540	Return to House
1730	Prep
1830	House Meeting
1835	Dinner
1915	Prep
2030 (Monday only)	House Meeting
2100	Curfew
2215	Kitchen Closes
2230	All up in dorms
2240	House locked

### Sat - Sun

0700	House unlocked
0700 – 1200	In house breakfast available
1230	Lunch
1730	Dinner
2100	Curfew
2215	Kitchen closes
2230	All up in dorms
2240	House locked

### TRIPS

Each term there is a Skiddaw House Trip. The Autumn term will be a trip into London to do some Christmas shopping, icing skating and a meal. The Spring term is a cookery class and Summer term is a meal out. Dates and costs involved will be published as soon as possible. Please note that the house is closed when these trips take place.

### VISITORS & VISITING

Visitors may visit in main common room or kitchen. They must sign in using the visitors book and must remain downstairs. Visitors should never be in The House without the person they are visiting present. Visitors visiting in between 0840 and 1540 may only do so for work purposes. Parents or other guests should check with a duty member of staff before going upstairs onto landing or into dormitories. This will generally only be permitted at the start and end of term. You may not visit other Boarding Houses during the school day. At other times you must sign in/out of the relevant Boarding House.

Visitors are not allowed into The House after supper during the week or any time at weekends without the expressed permission of the Director of Boarding or the member of staff on duty. Visitors are not permitted to attend meals during boarding time.

### WEEKEND (OR MIDWEEK) LEAVE

Any overnight stay requires permission from your parents as well as from the host you are staying with anyone other than your parents. Make sure you use boardingware. These must have been completed by Wednesday evening. This is one of the most important rules in boarding and is relevant until you depart Skiddaw at the end of the academic year.

