

# St. George's School Harpenden



# Keswick House Handbook

Girls Boarding House

2022-2023

# Welcome to Keswick House!

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

There is space for 60 girls in Year 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 have a team of house prefects who can support you and answer any questions that you may have.

| <b>Full Postal Address</b>  |                                 |
|---|---------------------------------|
| Keswick House<br>St George's School<br>Sun Lane,<br>Harpenden<br>Hertfordshire<br>AL5 4TD |                                 |
| <b>Incoming Calls for Boarders</b>  | 01582 461659                    |
| <b>Staff Office</b>   | 01582 716249 (with answerphone) |
| <b>House Mobile</b>   | 07506803936                     |
| <i>All girls should save this number to their mobile phones</i>                           |                                 |
| <b>Email Address</b>  | keswick@stgeorges.herts.sch.uk  |

| <b>House Staff</b>          |                       |
|-----------------------------|-----------------------|
| <b>Resident</b>             |                       |
| <b>Miss J Watts</b>         | Head of Keswick House |
| <b>Miss K Batty</b>         | Deputy Head of House  |
| <b>Mrs H Hinde</b>          | Houseparent           |
|                             | TBC                   |
| <b>Director of Boarding</b> |                       |
| Miss N Borland              |                       |

# About the Staff



**Miss J Watts**  
**Head of House**

Miss Watts has worked in boarding for 25 years- and all of her Boarding Life has been spent in one school- St George's! Miss Watts lives in the ground floor flat with her Cocker Spaniel Rosie.

**Miss K Batty**  
**Deputy Head of House**

Miss Batty has worked in boarding for over 30 years in a variety of roles and with both girls and boys. She enjoys supporting the Arts especially the theatre and dance. Miss Batty has a black Labrador called Fred.

**Miss H Hinde**  
**Houseparent**

Mrs Hinde joined Keswick in January after working for a period of 4 years in Crosthwaite House, She lives in the top floor flat with her husband James and Cocker Spaniel Monty.

## **Keswick Prefects**

### **We will appoint new Prefects for Keswick in February**

# **Daily Routine (Monday to Friday)**

|                      |   |
|----------------------|---|
| <b>07.10</b>         | Woken up by a member of staff   |
| <b>07.30 - 07.45</b> | Morning Surgery   |
| <b>07.30 - 08.00</b> | Breakfast in the Dining Hall  |
| <b>08.25-08:30</b>   | Come downstairs for uniform check, 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.*

|                              |  |
|------------------------------|--|
| <b>15.20</b><br><b>14.55</b> | Come in from school (Monday to Thursday)<br><b>Come in from school Friday only</b> |
|                              | Afternoon Tea available in the common room   |

After you change into casual clothes you can then:

- Collect pocket money
- Attend a school activity or be taken to an activity held in Harpenden (with your parents' permission as this this will involve a cost)

Some of these activities are: Tennis, Cheer/Dance, Gymnastics, Ballet, Swimming.

|               |   |
|---------------|---|
| 17.20         | All boarders to be back in the House                                  |
| 17.25         | House Meeting   |
| 17.30         | Prep Starts   |
| 18.30 - 19.00 | Supper  |
| 19.15 - 20.00 | Second Prep/Senior Prep continues (Y11/Y12)                           |
| 19.15 - 20.30 | Activity/Free Time  |
| 20.30 - 20.45 | Evening Surgery   |
| 20.45         | Bedtime Routine starts (please check noticeboards for Curfew timings) |

| <b>Bedtime Routine</b> |                           |                   |
|------------------------|---------------------------|-------------------|
| <b>Year</b>            | <b>Phone Hand-in Time</b> | <b>Lights out</b> |
| 7                      | 20.45                     | 21.15             |
| 8                      | 21.00                     | 21.30             |
| 9                      | 21.15                     | 21.45             |
| 10                     | 21.30                     | 22.00             |

Y11 & Y12 are checked at 22.00. Y11s hand in their phones at 22.00- leaving them in their own common room. Both Y11 & Y12 common rooms are locked overnight and re-opened when the member of staff opens the house at 07.00 wake ups 07:15.

## **Prep**

Each day, Monday to Thursday time is set aside for homework between 17.30-18.50. Y7-Y10 have prep in the library and IT Rooms, supervised by a member of staff and prefects. Seniors (Y11 & Y12) work in their dorms, with a staff member present in the house for support.

## **Mobile Phones, Technology and Valuable Items**

Mobile Phones- all students must follow these rules:

All mobile phones must be registered with a member of 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. We advise that you also register other technology with staff.

All phones are switched off or turned to silent during prep, meals and roll calls.

All phones (Y7-Y11) are collected by the duty staff at bedtimes. Y7-Y9 are also required to hand in iPads, and other tablets/laptops overnight.

Camera and Videoing should not be used to take pictures or videos in the House, except with the express permission of staff. At no point should technology be 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 boarding national minimum 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 arrive. **Please do not give this code out to anyone else.** All doors are locked at bedtime and alarmed for your 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 escape from the Green, Yellow and 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 building (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 at 07.30- 07.45 and 20.30-20.45. 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 the house, they will make contact with the Day Matron- Miss Rimmington. On a rare occasion you are very unwell the Day Matron and/or Houseparent(s) on duty may decide to call your parents or guardian and send you home to recover. Overnight there is a night bell located at the bottom of the stairwell up to 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 a member of staff 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 will either be sent to charity or 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 for groups are indicated on house noticeboards. Girls in Y7-Y11 should not be off site after 17.30 (except with special permission from a member of staff on duty). Don't forget to sign in and out every time you leave the house on an evening and weekend.

Y7 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 08.30 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.

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 20.30 for Y7-Y9 and 21.00 for Y10-Y12. Curfew times are clearly posted on the House Noticeboards.

## **Weekend Leave- REACH**

If you are going home for the weekend, or to a friend's house, please complete a leave request via REACH. If you are going to a friend's house you will need both an invite from their parents (preferably email) and also permission from your parents. Weekend leave requests need to be submitted by end of prep on a Wednesday. Overnight stays out are not permitted during the week unless special requests will be considered by the Director of Boarding. 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 sent to the Keswick email well in advance. If necessary, we may be able to arrange transport for you.

## Chapel

All students in Y7-Y11 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- you then hand this into your tutor the following day so school can keep record.

## Pocket Money

We strongly advise that all students' money is given to the Head/Deputy Head of House 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'

## 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 year group, as well as Year Group Meetings with a member of Keswick Staff. We also endeavour to have individual 1-2-1s 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 and pop it in the suggestion box outside the office.



## Complaints

If you have any concerns about boarding life, first speak 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 are displayed on the House Noticeboard.

## 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.

## Taxi's

As a Boarding House we have an account with Harpenden Taxi's. All their drivers are DBS checked. We use their service when parents or guardians are unable to take you to an activity and it is too far for a member of staff to take you. We can make regular bookings if required and the cost will be added onto your bill. Taxi's are only booked after consulting with parents.



## House Rules

Two general rules sum up the standards of good behaviour 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:

1. Bullying will not be tolerated
2. Students must not enter other people's dorms unless invited and accompanied
3. Do not tell anybody the door entry codes
4. Day Students and male boarders are not allowed upstairs in Keswick
5. Students in Y7-Y12 with the exception of Prefects may not return to the House during the school day
6. All visitors must ask permission to be in the House and sign the visitors book
7. Alcohol, illegal drugs, tobacco, vapes, lighters, pornography, weapons, fireworks, (including 'bangers' and 'thunder flashes') and chewing gum are forbidden
8. Attendance at roll calls, meal times and other House meetings are compulsory
9. Swearing and abusive language and behaviour are forbidden
10. Food and Drink must not be brought out of the Dining Hall or taken up to dorms.
11. Do not sell or lend your possessions or borrow other peoples
12. 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.

