



Battle Abbey School

Boarding Handbook 2021-2022

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Introduction

Welcome to Battle Abbey School. The philosophy of the boarding house is to make boarders feel happy, safe and fulfilled in their new home. Pupils should feel supported, valued and challenged to help them meet their full potential. They are encouraged to participate in the many activities we organise as this helps us to develop a strong boarding community where lasting friendships can be made. Older boarders are encouraged to take on leadership roles to help younger students and to ensure the smooth running of the boarding community.

There are few places to board more unique than the Abbey, built on the site of the Battle of Hastings. The rolling fields of the Sussex countryside and elegance of the school buildings ensure an experience that all our boarders remember for the rest of their lives. Boarding at Battle Abbey School enables boarders to become a member of a caring, close-knit international community. This not only broadens horizons but also facilitates life-long friendships around the world.

Full-time boarding allows children to enjoy the full range of activities and support on offer in the boarding house. This includes help with their studies, pastoral care and a complete, enriching activity programme.

Sixth Form Boarding

Becoming a 'Sixth Former' marks an important moment in the life of any young person. It is the point when they can truly start the transition from school to university or the world of work. Sixth Form boarding has many advantages in this regard. Boarding in general is rich in the range of opportunities and activities on offer, however, in the Sixth Form there is an even greater emphasis on developing independence and leadership. Living on site also gives better access to teachers, resources and Art & Music facilities (amongst others) and high numbers of boarders go on to excel at top universities in the UK and beyond once they have left the Abbey.



Contacting the School

Please contact The Boarding Team in the first instance with any concerns regarding your child's welfare: Tel: +44 (0)1424 776807. Individual Parents will contact you with the relevant numbers for your child's individual boarding house. email: boarders@battleabbeysschool.com

Pre-arrival Information

There is an induction programme for all new boarders. Dates and details are sent with the Joining Information.

During the induction pupils will have boarding routines explained and fitted with their uniform. They will usually have the chance to meet all the teachers and boarding staff, receive their timetables and be introduced to the local area. Where possible we will confirm the subjects you are going to study prior to joining and facilitate contact with subject teachers for students in examination years.

We prioritise the health and well-being of our boarders. We have fully risk school community as a consequence of covid-19 and we are issuing regular updates.

Uniform and Packing List

The school has a shop on site where uniform can be purchased with the cost being added to the pupil's school bill. The New Parent Handbook lists all the items that a pupil is required to wear and the boarding staff will organise the purchase and fitting of uniform with all new pupils. Sixth Form students are expected to wear smart 'office wear' during the school day. Please refer to the New Parent Handbook for more information. In addition, it is suggested that boarding pupils in years 7 to 11 bring the following items with them:

- 4 white shirts or blouses (long sleeved with collar)
- 2 black or dark grey trousers (boys only)
- 1 pair of black leggings/dance trousers and black track suit trousers for boys (for Drama lessons)
- 7 pairs of black or dark grey socks for boys
- 4 pairs of black tights for and short white socks for the summer term for girls
- 2 pairs of white sports socks
- 1 pair of black school shoes (no patent leather or heels)
- 1 pair of predominantly white trainers
- Shin pads
- Mouth Guard [Gum shield]

Bedding is provided by the school although pupils can bring their own sheets, pillow cases and duvet cover [for a single bed] with them if they wish.

The general packing list for boarders is:

1. 1 pair slippers/flip flops for relaxing in the evenings after prep.
2. 1 dressing gown for wearing to and from shower and for wearing outside if the fire alarm goes off at night.
3. 1 coat for the colder months.
4. 3 bath towels so they can use one have one in the wash and one spare.
5. School bag [to carry books]
6. Sports bag for PE kit
7. Casual clothing

Do not bring extension leads and adaptors because if they do not meet British safety standards they have to be removed. The school can provide these items or they can be purchased on one of our shopping trips. Do not bring kettles, rice cookers, heaters, fridges etc. These are not allowed in boarders' rooms. The chefs provide very good food and facilities are provided to make snacks.

Please should not bring too many casual clothes as they all need to be named for the laundry service and each pupil has a limited amount of wardrobe space. At different points in the year the rooms have to be entirely cleared and possessions have to be taken home or stored on site and space is limited. Excessive quantities of personal possessions will need to be stored externally during holidays as we have limited storage space available.

It would be helpful if items brought to the school already have name labels.

There is a school laundry system for those on the main Abbey site. On the Marylands site sixth form students will have access to laundry facilities where students will be able to do their washing. The bed linen is changed once a week and pupils are required to strip their own beds.

Sixth Formers on the main School site also have access to washing machines but can also use the school's laundry service.

English as an Additional Language

For students whose first language is not English.

1. On/After Entry

All new admissions are assessed with regards to their English level after arrival. This information is made available to all teaching staff. If appropriate, adjustments will be made to the pupil's curriculum including group EAL lessons. Where deemed appropriate, we arrange assessment of literacy.

More advanced learners of English have access to continuing support via 'In class support' in line with their varying needs as they develop competencies. All learners have a right to access the National Curriculum and this is best achieved within a whole school context.

The aim is to provide a reassuring and stable environment where full and equal access to the curriculum is facilitated. We want to promote self-esteem, confidence and active participation in all aspects of school life.

2. Monitoring and Review

The EAL department works in consultation with parents or guardians and teachers. It offers specialist small group lessons, help with study skills and subject specific requirements. It is also responsible for determining and organising appropriate access arrangements for both internal and external examinations, such as extra time and / or the use of a dictionary.

The EAL Department believes that close liaison between pupil, parents or guardians, pastoral and teaching staff is essential for the progress of each student. All teachers are expected to support the learning of EAL students in their own subject areas

Pocket Money

Parents can send funds to the school account (see fee invoice) for their child's pocket money. Please give the child's name and the words 'pocket money' on the transfer document. The bursary issues pocket money once each week. The normal amount is £15 per week for Years 7-11, but can be up to £25 per week. It is very important that any cash is handed in to the Boarding Team, who will place it in the school safe for security. Large sums of money should not be left in the boarders' dorms at any time.

Holidays and Travel

Parents and guardians are requested to refer to the school's term dates which are on the website and the boarders' travel form which is sent at the start of each year. Pupils must arrive and depart on the designated days.

During the summer term, Year 11 and Year 13 pupils may be given permission to leave the school once their exams have finished. No other pupils will be given leave of absence during term time except in exceptional cases. Any request for absence must be sent in writing to the Headmaster for approval.

Parents/guardians must advise the boarding staff of the pupil's travel arrangements at least 10 days before the start or end of each holiday period. The school can help organise transport, with sufficient notice on boarders@battleabbey.school.com) can arrange airport transfers on request, provided the request is received in good time.

Exeats

The school does not have exeat weekends when all pupils are required to leave the school. Boarders may go home for the weekend or part of the weekend if they do not have any commitments such as matches, rehearsals or house duties. Permission must be given in advance for such exeats. Parents should email permission to boarding@battleabbey.school.com by Thursday evening with the details of where the child will be going and the arrangements for travel and supervision. The host family also needs to e-mail contact



Daily Routine

Monday to Friday

- 7.15am Wake-up
- 7.55am Morning roll call
- 8.00am Breakfast
- 8.30am Registration
- 4.45pm Day Prep & after-school activities
- 5.55pm Evening roll call
- 6.00pm Supper
- 6.45pm Prep & evening activities
- 7.45pm Prep finishes (Friday: Sport instead of Prep)



Bedtimes

Year Group Time to go to dorms Lights out

Year 7 21:15 21:30

Year 8 21:30 21:45

Year 9 21:45 22:00

Year 10 22:00 22:15

Year 11 22:15 22:30

Year 12 22:30 22:45

Year 13 22:30 23:00

On weekends, there is Saturday breakfast at 9.30am and a Sunday brunch at 11.00am.

There is quiet time from 6.45pm to 8.45pm on Sunday during which time pupils are encouraged to study.

On Saturday, all bedtimes are 15 minutes later.

Town Visits

All boarders can visit the town on Friday between 4.20pm - 5.50pm.

On weekends, boarders can sign-out to go into town between roll calls but must be back before 6pm and must not be in town for more than 2 hours.

Parent and Guardian Visits

Parents are encouraged to visit at weekends and also for Parents Consultations, School Functions, Sports Events and Performances. A school calendar is issued each term. The Headmaster, Deputy Heads and Head of Boarding are all available for parents to consult by personal appointment or telephone.

After school and weekend activities

Boarders are encouraged to participate in the many school clubs and activities that take place during the week and at weekends, the boarding staff will arrange a programme of activities and boarders sign up in advance to confirm their participation. Some activities, such as cinema trips, incur a small charge which will be added to the school bill.



Boarding House Rules

The following boarding house rules supplement the all school rules and are designed to support and protect the boarding community.

General rules

1. Pupils may not buy or sell items from other pupils without prior permission from the housemaster.
2. Pupils must only ever have small sums of money in their possession. Any larger sums must be put into the house safe until the student transfers the money to their bank account.
3. All valuables must be locked away.
4. Passports and ID cards must be kept in the safe in the house office.
5. Boarders may listen to music with head phones during prep and in single rooms. Music must be played with consideration to others at all time.
6. Electrical equipment must meet safety standards and students must not over load the electrical supply. No cookers, fridges, heaters or fans in rooms.
7. Fire equipment must not be tampered with.
8. Any bullying, theft, or damage must be reported to house staff immediately.
9. No ball games within the boarding area or in the car park.
10. Pupils must attend all meals, unless they have special permission from the house parent. Saturday dinner may be replaced by a take away if permission has been granted.
11. All items displayed in the house must be inoffensive and displayed using means that do not damage the building.
12. Notice boards must be maintained, and not damaged.
13. Rooms must be kept tidy and free from obstacles in case of fire.
14. No pupil may ever ask or require another pupil to undertake a personal task.
15. The door code is only to be known by members of the school.
16. All visitors must be reminded to report in to house staff on duty after signing in at reception.
17. All medicines need to be kept in the medical cupboard, apart from those that the nurses are happy for the student to hold.
18. Domestic staff are to be treated with respect and any complaints need to come to the house parent.
19. Down-town times are published.
20. Bed times are published.



Cleanliness and hygiene

Please-
Do not eat at the computers.
Put all litter in the bin
Do your own washing up
Do not wear muddy shoes in the buildings

Finally

Attend roll calls punctually.
Always sign in and out of the house and never break bounds.
Weekend leave must be arranged with the house-parent by Thursday night.

Support

All school pupils have the support of their Form Tutor, Head of Key Stage and Head of House and boarders can also turn to the boarding staff or Head of Boarding with any concerns. The school also operates a Peer Listening programme and has an Independent Listener who can be contacted in confidence by any pupil.



Battle Abbey School Health Form

This form will be reviewed by Battle Abbey School and you may be contacted to provide further information or for a consultation. If you would like to discuss any health issue in relation to your child please contact medical@battleabbey.school or phone 01424 776807			
Pupil Name:		D.O.B:	
I consent to the recording and storage of information by Battle Abbey School (BAS) for the purposes of the health and care of the above named pupil. I understand that such information will only be shared with third parties including health professionals for the purposes of treatment, diagnosis and management of chronic or acute health conditions including illnesses, injuries and wellbeing whilst that pupil is in the care of BAS. I understand that any such records will be kept in accordance with Data Protection Act/GDPR/Nursing Midwifery Council Code of Conduct standards and that health records and consultations with clinical staff will be treated confidentially, except where there is a lawful or clinical rationale to share such information. I understand that access to BAS health records will be restricted only to those persons that have a legal right or obligation to access those records and that once the above named pupil leaves BAS these records will be securely destroyed, unless BAS have been given clear and legal instructions otherwise.			
Parent/Pupil/Guardian Signature:			
Print Name:		Date:	
Medical Conditions (please continue on separate page if needed and include Mental and Physical health, Anxiety, Panic attacks etc)			
Condition(s):		Treatment/Medication (if required):	
Please note: BAS can only accept medications that have been prescribed and have an appropriate dispensing label attached to the medicine or device printed in English that states the pupil's name, the name of the medication, the date the medication was dispensed, the dosage and administration instructions. Hand written labels cannot be accepted.			
Allergies - including food and medication allergies if known			
Allergy:		Treatment/Medication (if required):	
Special Dietary Requirements - please give details below			
Illnesses and Minor Ailments			
Pupils suffering from minor ailments including headaches or period pains, coughs, sore throats or digestive upsets, may if judged appropriate, be given treatment which may include over the counter medicines in accordance with Battle Abbey School Policies			
Yes:	No:	Yes with the exception of:	
Consent for first aid measures: Please tick one box			
I consent to the use of first aid measures		Yes	No
Immunisations			
Please record immunisations received, including dates where possible			
Gym			
I consent to my child using the school gym and have indicated above any medical conditions that the school needs to be aware of		Yes	No
Residential trips			
If your child is participating in a residential trip, is there any other health information BAS needs to be made aware of?			
Emergency Contacts			
1. Name/Relationship to pupil:		Number(s):	
2. Name/Relationship to pupil:		Number(s):	
Doctors Name/Address:		Number(s):	
Accident Consent			
In the event that a pupil requires emergency treatment following injury or illness, BAS will make every effort to contact the persons above. However, BAS has a common law duty to ensure that emergency treatment is not delayed unduly and will always act in the best interests of pupils. If there are any emergency treatments that should not be provided, please record these on a separate sheet.			

