



Battle Abbey School  
Founded 1912



# Battle Abbey School

## Boarding Handbook 2022-2023

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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:  
Duty office telephone: +44 (0)1424 776807  
Head of Boarding mobile: +44 (0)7591 085876  
Individual Boarding Parents will contact you with the relevant numbers for your child's individual boarding house.  
Email: headofboarding@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 be fitted with their uniform. They will usually have the chance to meet boarding staff, receive their timetables and be introduced to the local area. Where possible we will confirm the subjects they 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 assessed the 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 uniform 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.

Pupils 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. At 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

### **Spending Money**

We do not have a house bank system, instead we would recommend that students come with a cash card/ debit card that can have funds added from home. It is very important that if pupils have large sums of cash in their possession for travel that this is handed in to the school accounts department on arrival for security. No large sums of money should 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' online travel form sent out regularly.

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 (via [transport@battleabbeysschool.com](mailto:transport@battleabbeysschool.com)) and the transport office 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 complete the online exeat request form by the end of Wednesday before (available to parents on the online firefly page) with the details of where the child will be going and the arrangements for travel and supervision. The supervising hosts will also be required to give written permissions and contact details. If the exeat form link is not working – please email: [headofboarding@battleabbeysschool.com](mailto:headofboarding@battleabbeysschool.com).



**Daily Routine**

**Monday to Friday**

- 7.20am Wake-up
- 8.00am Roll-call & Breakfast
- 8.30am Registration with form teachers
- 4.45pm Day Prep & after-school activities
- 6.00pm Roll-Call & Supper
- 7:00pm Evening Prep (Not on Fridays)
- 8:00pm Evening Activities

**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.



## 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 Head of Boarding by Wednesday night and cannot be taken until all details are confirmed by the Head of Boarding.

## 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.

Within the Boarding House we have two prefects in Y13 who work closely with the Head of Boarding to put together a fun and exciting term of events and activities. They also work closely with all new boarders to ensure they settle in and feel welcome as soon as they arrive.



# Battle Abbey School Health Form

**PLEASE COMPLETE ALL SECTIONS**

**IMPORTANT: YOUR SON/DAUGHTER WILL NOT BE ALLOWED TO START AT THE SCHOOL UNTIL THE SCHOOL'S ADMISSIONS DEPARTMENT ARE IN RECEIPT OF THIS FORM.**

Name: \_\_\_\_\_

House (to be added later): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Date taken: \_\_\_\_\_

Weight: \_\_\_\_\_ Date taken: \_\_\_\_\_

Blood group (if known): \_\_\_\_\_

Name of your child's GP: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Has he/she had the following infections? If so please give approximate dates.

	Date		Date
Mumps:	_____	Chicken Pox:	_____
Whooping Cough:	_____	Measles:	_____
Rubella (German Measles):	_____		

Please give dates of when you received the following immunisations

	1st	2nd	3rd	Booster	Booster
Pertussis (whooping cough)					
Tetanus					
Diphtheria					
Poliomyelitis					
Pneumococcal					
MMR (Measles, Mumps, Rubella)					
BCG					

	Single	1st	2nd	3rd
Flu				
Hib				
Meningitis C				
Meningitis ACWY				

Travel vaccinations

	1st	2nd	3rd	Booster
Hepatitis A				
Hepatitis B				
Hepatitis C				
Typhoid (Lasts 3 years)				
Yellow Fever (Lasts 10 years)				

Others

				Booster

Please give details of any illness and details of treatment

	Treatment Details	Medication
Asthma		
I consent for my child to use the school's own generic asthma inhaler during an asthma attack when my child's inhaler is lost, malfunctioning, expired or empty.		
Eczma		
Hay Fever		



Please give details of any medication that he/she is currently taking:

Please give details of any allergies including sensitivity to any medication:

Auto injector required:

Yes

No

I consent for my child to use the school's own auto injector when my child's injector is lost, malfunctioning, expired or empty.

Does he/she wet the bed or have poor bladder or bowel control?

Does your child suffer with any mental health problems? If so, please give details below. If you would like to discuss further please contact the school nurse on 01424 772385.

Do you agree to he/she seeing the Physiotherapist/Dentist as a private patient should the need arise?

Physiotherapist Yes No

Dentist Yes No

**Please note that failure to disclose accurate information about your child's physical and/or emotional health breaches the Terms and Conditions of the School's admission procedure.**

Does your child suffer from:

Behavioural, emotional and/or social difficulty? Yes No

Mental health problems including eating disorders? Yes No

If yes, please provide details:

Please use the space below to provide us with any further information that you feel the school nurse should be aware of.

