

Sidcot School
Boarding Handbook
2019/20



Please Ring
for Assistance



INTRODUCTION

Welcome to Sidcot

Boarding at Sidcot will give you many fantastic experiences, all of which will make your school days incredibly enjoyable and memorable. We take the responsibility of looking after our boarders very seriously and we know that you will feel safe, secure and settled in no time at all.

This handbook is designed to give you all the information you will need and we hope it answers lots of your questions. There will be further information on the academic, sporting, and co-curricular life of school, but this focuses on what it is like to be a boarder.

Your Housemaster or Housemistress (Hm) will also give you lots of information specific to your Boarding House and current boarders will always be on hand to answer questions.

Kind regards

Joanna Leite
Deputy Head

INTRODUCTION

Our aims in boarding

To ensure that each boarder experiences:

- A happy and stable ‘family’ environment.
- Freedom from bullying and any form of abuse.
- A structured routine within the demands of school work and the need for time to relax.
- The opportunity to take part in activities either as an individual or member of the community.
- Encouragement and support in meeting the requirements of Sidcot’s curriculum.
- Regular communication with parent(s).
- The support of House Staff with advice whenever needed.
- The opportunity to grow and develop as an independent and self-reliant person, expecting when appropriate to take part in the full life of the School.
- Equal opportunities in ethnic, cultural, linguistic, religion, gender and disability matters.
- A healthy lifestyle, particularly with respect to alcohol and drug abuse, smoking and healthy eating.

Inevitably in a community such as ours there are rules and regulations which are essential for the good running of the School and the impression it makes on the wider community. All members of the Sidcot community are expected to be sensitive, co-operative, and to show courtesy, consideration and respect for one another.

You should consult The Blue Book for details of general conduct and this is issued to you at the beginning of the school year.

Here are some expectations and guidelines for Sidcot boarders:

- English is the main language of Sidcot and should be used at all times. It is important that no-one should feel excluded by others through the use of language.
- During lessons, prep, assemblies, tutor periods and in the refectory at meal times, mobile phones must not be used. Please also be aware that constant phone use in the Houses can be viewed as potentially rude and anti-social. Phones, computers and similar devices should not be used after Lights Out.
- Headphones should not be used when moving around the campus or in the Refectory at meal times.
- Signing out and in to the House is vital, so that House staff know where you are at all times.
- We expect all students to attend meals. It is important that you have a balanced and healthy diet.
- Do not carry too much money with you, lock it up or hand it in to one of the House Staff for safekeeping.
- Good time keeping is essential – be punctual.

INTRODUCTION

The Boarding Houses

The facilities in each of the four boarding houses are very similar. The Houses are homes, places to relax, socialise and share experiences.

Each House has a comfortable common room with TV, DVD and games consoles, Wi-Fi and a small students’ kitchen. Each House has a Housemaster or Housemistress (Hm) who is responsible for looking after the students’ welfare, and for ensuring that life in the House is a good experience that they will look back on with fondness.

At Sidcot we have four boarding houses and you will have been allocated to the one most suitable for you. The four houses are:

Boys

Wing
School House Boys

Girls

Newcombe
School House Girls

We also have an annex called Meadowside where Sixth Form boarders, selected by the Deputy Head, are allowed to live semi-independently.



THE BOARDING HOUSES

Newcombe House is located a couple of minutes walk from the main school buildings, is surrounded by fields and gives you a homely feeling. There are twelve bedrooms, which provide accommodation for 28 girls between age 11 and 18. Downstairs is calm and informal with an open fireplace; a piano and reading areas which all contribute to the house's relaxing and homely environment. The Housemistress is Charlotte Resuggan and the Matron is Anna Phippen.

School House Boys is located in the main school building. School House Boys (SHB) is a calm, happy House with lots of contact between staff and students. There is a large common room and the boys enjoy the use of the pool table in the games room. There is capacity for 57 boys between age 15 and 19. The Housemistress is Amandine Smilevich and the Matron is Rachel Jones.

Boarding House Matron

The role of a Matron is to ensure the welfare and well-being of students in the House, providing a stable and non-judgemental environment for students and encouraging a feeling of trust. To be a visible presence, whether helping run the House or by just being there for a chat when the students need someone to talk to. The Matron will oversee certain day to day operations of the house including laundry and cleanliness. The Matron will also provide some administrative support to the Hm and will be the first point of contact for parents regarding transport arrangements.

School House Girls is also located in the main school building, and is a boarding house for 43 girls between age 16 and 19. Although The House is situated directly above the main school, the homely atmosphere created by the girls and the staff once upstairs is very noticeable. School House Girls is a House where you can unwind after a long day at school and you will always find someone to talk to. The Housemistress is Amandine Smilevich and the Matron is Lexie Raymond.

Wing House is located in a fine Edwardian house built in 1905 and designed by Fred Rowntree, who was also the architect for buildings at several other Quaker schools. Wing House was formerly occupied by the Headmaster and overlooks the school gardens and onwards to the Mendip Hills. It has recently been extended and refurbished to provide state of the art accommodation. Wing is home to 38 boys aged between 11 and 18 with 25 bedrooms. The Housemaster is James Milne and the Matron is Sally Bayley.

PREPARATION FOR SIDCOT SCHOOL

Bedrooms

Normally students in Year 11 and below share rooms for two to four students, and Year 12 and 13 students share twin rooms or are allocated single rooms if available.

We provide duvets and covers, pillows and pillow cases and bed sheets. You may want to get your own bedding to make your space more personal. There will be an opportunity to go shopping for this type of thing at the beginning of term. You can also put up pictures and posters.

Electrical equipment

We live in a 'gadget world' – most students will have a laptop and/or iPads, tablets, mobile phone and hair straighteners. As you bring these items from many different countries, Sidcot has a policy for regularly inspecting and testing your equipment to make sure they are safe on the UK system, which is AC240 volt. We need to make sure things comply with UK/EU standards.

The most common cause of fire is faulty electrical equipment. It is vital you use the correct adaptor for your type of plug and that either the plug or the adaptor contains a fuse. You will not be able to use any electrical item without it being checked by our school electrician.

Rice cookers, toasters, kettles, irons, sandwich makers and any item that warms food are not allowed in your bedroom. Electric blankets and heaters are also not allowed in our Houses. Please do not bring any of these items with you.

Guardians

All boarders whose parents are living overseas must have a UK guardian, they must be someone who lives within 50 miles of Sidcot.

A guardian may be a family relative or a family friend who is over 25 years of age and who is not a full-time student, but is resident in the UK. If this is not possible, then the services of a guardian agency must be used.

You will be expected to provide the name and contact details of a UK guardian before you arrive at Sidcot. We would like to emphasise the importance of a UK guardian, who might be asked to accompany you on journeys between the school and the airport as well as looking after you during holidays or half-term breaks, or in emergency situations.

Guardians are particularly important at the beginning and end of term, to ensure you are collected and dropped off at the appropriate time. You will find our full guardianship policy via the following link for more information: www.sidcot.org.uk/admissions/admissions/admissions-documents-and-forms

PREPARATION FOR SIDCOT SCHOOL

Uniform

If you are in Third Form (Year 7) to Upper Fifth (Year 11) including Year 11 Pathway you will wear school uniform. During the first week of term we will help you to purchase your uniform. You will also have a uniform for sports.

We recommend that you purchase all uniform online at www.sidcot.org.uk/uniform and click on the 'Visit Uniform Shop' button. Purchases made online will be delivered directly to the School (please make sure you choose this delivery option) and will be available in the boarding houses for the student's arrival. There are measuring guides to help you through the process and you will need to register. Payment will be by credit card.

If any family is in the UK prior to arriving at Sidcot on 4 September they can make an appointment to visit Deane & Sons, uniform stockists in Cheddar, on Monday 2 September. To make an appointment, please email Deane & Sons directly:

info@deanesofcheddar.co.uk

Bookable appointments are available at Deane & Sons for boarding students on:

- Monday 2 September 5.00pm
- Monday 2 September 6.00pm

Sharon Parkman, Uniform Assistant, will also be offering a measuring service at school on Tuesday 3 September and Wednesday 4 September. We advise that you pre book a fitting appointment by emailing uniform@sidcot.org.uk as this is a limited facility. Please note by using the measuring service your uniform will arrive the next day.

Key Contact Details

Deane & Sons – Sidcot Uniform Stockists:

Bath Street, Cheddar BS27 3AA
01934 742530 / info@deanesofcheddar.co.uk

Online Uniform Ordering Shop

www.sidcot.org.uk/uniform

Sidcot Uniform Measuring Service & Queries

uniform@sidcot.org.uk

Downloadable booklets are available to give parents, guardians and students full information about uniform, dress code and regulations on possessions in school. If you have any queries, please email uniform@sidcot.org.uk

School shoes should be black, polished and without a heel.

Hair

Your hair should be neat, clean, and of a natural colour. If you have long hair then it should be tied up and off the face.

Jewellery

You should not wear jewellery with uniform. If you have pierced ears you may wear retainer studs but only one in each ear. Other piercings, including nose studs, are not acceptable. You can also wear one single neck chain discretely under your uniform.

Make up and skirts

If you wear make-up it should not be obvious. Nail varnish of any sort is not acceptable below Sixth Form. Please note, girls' skirts should be knee length and not above.

Sixth Form and clothing

One of the privileges of being a Sixth Form student at Sidcot School is that you are not required to wear a school uniform and you can wear your own clothes. However, you will need to wear formal dress on Mondays and for some school events. Therefore, boys are required to have a business suit and girls should have either a skirt suit or trouser suit, or a dress with a jacket.

During the school day, you are expected to dress in a clean and tidy manner. The following are not appropriate forms of dress code:

- Tracksuit bottoms
- Faded, torn or scruffy items of clothing
- Old and scruffy footwear.
- Shorts
- Flip-flops
- Clothing with unacceptable pictures/words

WHAT YOU WILL NEED TO BRING

The following rules apply throughout the School, as it is a place of work and study – the following dress code is applied to all members of the School community:

- Whilst sleeveless tops are permitted you must ensure that you cover your shoulders.
- Girls' skirts should be knee length and not above – you will not be able to wear anything too short.
- Tights are required when wearing a skirt or dress, except when 'Summer Dress' is announced.
- Shoes should be smart and weather appropriate, with a moderate heel suited to a school environment.
- Sixth Formers need to wear School PE and games kit which can be ordered in the first few days of your arrival at Sidcot in September.

Packing for life in a Boarding House

You will find that you are provided with some storage space: including a wardrobe and a bedside locker. You should not bring television sets, games consoles or catering equipment (kettles, toasters, rice cookers etc.); these are provided in our common room areas. Large sound systems are likely to cause problems in a shared room, unless matched with a good set of headphones! Generally, you probably need to bring enough clothing to get through about three to four days, as our laundry service operates twice a week.

As well as your clothes and toiletries, the following things would be useful for you to bring:

- Slippers – house shoes to wear in your boarding house.
- Large towels – you will need your towels for showering and for after sport.
- Two padlocks and spare keys – you will have a lockable area.
- Coat – you will need a coat that will keep you warm and dry as you cope with British weather!
- Shoes – make sure you bring practical shoes that will keep you dry.
- Trainers – you will need sports shoes.
- One set of smart clothes – you will need this for some events in school.
- Navy or black bag – this is for your school books and folders.

There will be a shopping trip near the beginning of term if you need to buy some things for your room and for school. There may be the need for specialist sports equipment such as mouth guards and shin pads – the Sports department can help with this.

Key things to help in the beginning

The following will make settling-in a little easier:

- Label all your clothing and belongings.
- Confirm with House Staff your contact details and those of the guardian appointed to look after you. Give your House staff your mobile number.

You are encouraged to personalise your room and there is wall space for posters and photos. This will make you feel more at home.

There will always be someone to help you in your first few days. Remember to ask if you feel unsure about anything.

Welcome Kit

On arrival we will give you a small welcome kit, which will help you at the beginning and make you ready for your lessons. It contains a pen, a pencil and a ruler.

Pocket money

You should not keep a large amount of money on your person. Please hand it in to your House staff for them to look after for you. You may wish to open your own bank account and, if you are over age 16, we can provide you with a bank letter and help you to arrange this. There is a cash-point on the wall at the Lifestyle shop in Winscombe. The nearest bank is in Cheddar. We recommend that students do not carry more than £20 in cash.

Students can use their photo ID card to make purchases from the Hub (the School's café). Credit can be added to the ID card using WisePay – parents can access this via www.sidcot.org.uk/mysidcot once term has started

LIFE AT SIDCOT AS A BOARDER

Cultural differences

One of the great things about studying at Sidcot is that you are in an international, multi-cultural community where everyone is equal and accepted. There are many different cultures represented in the school. It is a wonderful experience to live and study in a different culture and it will help you develop as a person. However, it is important to remember that you will experience cultural differences and things will be different to home and, at times, you may feel homesick. This is a normal part of adjusting to a new culture. Here is some advice on how to get the most out of your time at Sidcot School and cope with the cultural differences:

- We all have different ways of doing things – they are not right or wrong just different.
- Be flexible and have a sense of humour.
- Ask questions so you understand things better.
- Speak English in mixed company – don't let anyone feel left out.
- Show respect to everyone.

Staying safe in the UK

Sidcot School is in a very safe and peaceful part of the UK and it is a secure campus with all entry points requiring a key card to enter. However, we encourage all students to follow some basic rules:

- Don't go out alone. Look after each other.
- Be careful when you cross the road and use a pedestrian crossing if there is one. Remember, we drive on the left side of the road in the UK!
- In the UK a police officer is a good person to talk to if you need help. They are friendly!
- When you go off campus make sure House staff know where you are and you carry the contact details of Sidcot School.
- Make sure House staff have your mobile phone number.

Health Centre

The School has a fully staffed Health Centre, which is open Monday to Friday from 08:00 to 19:00. Boarders can receive day-to-day care from the nurses, who are all fully qualified. House Matrons support the nursing staff and all resident staff have received First Aid training. You can use the Health Centre as a drop-in centre when you feel the need for a sympathetic ear and a quiet break away from the fast pace of school. The Health Centre hosts Doctor's surgeries on Mondays and Thursdays at lunchtimes at 13:15.

For very minor problems, such as a cold, it would be normal for you to stay in the Health Centre for the day and return to your own bedroom in the evening and receive care from the House staff under the direction of the Health Centre. When necessary we will take students directly to the hospital. If your condition is more serious, it will be necessary for you to go to your Guardian.

Students from the EU must bring with them a valid EHIC card. Students from outside the EU need to bring their BRP card. You may also choose private health insurance.

Registering with the School Doctor

As a boarder you are considered to be resident in Sidcot and, therefore, need to be registered with the School Doctor. You will be able to register with the School Doctor at the Health Centre.

Consent to Treatment

If a boarder requires specialist medical treatment, every effort will be made to obtain the prior consent of the parent, guardian or UK guardian, or the student if they are aged 16 or over. Should this be impossible in the time available, the Headmaster or his Deputy, acting in loco parentis, are authorised to give consent to treatment (including anaesthetic or operation) as may be recommended by the School Doctor.

LIFE AT SIDCOT AS A BOARDER

Annual Consent

During the first three weeks of term, parents will be required to fill in our online 'annual consent' form. This is of vital importance and students will not be permitted to attend trips until it is received.

Medication

If you require prescribed medication, this will be arranged by the School Doctor and administered by the School Health Centre.

If you have a health condition that requires you to have medicines available at all times, you need to let the staff at the Health Centre know in writing the name and type of medication as well as the information on dose and frequency. A reserve supply of the medication will be kept in the Health Centre. You are not allowed to keep medicines in the boarding house without the knowledge of the School Health Centre staff.

Personal Medical Supplies

We ask that you do not bring your own medical supplies to school. If you are on particular medication prescribed by your Doctor at home, then we will keep this medicine locked in the House medical cupboard, or at the School's Health Centre. In particular, we ask that you do not bring home remedies that are not labelled in English, as these will be taken from you on arrival.

Dental Health

It is best to get your dental treatment done during the school holidays. The School Health Centre can organise dental and orthodontic visits in an emergency.

The House System

All students and staff at Sidcot are assigned to a House when they join our school community. The House system helps students to build friendships across the year groups and provides a focus for School events and activities throughout the year. These include House sports, Sidcot's Got Talent, teambuilding trips and activities, Inter-house Music competitions, charity fundraising and much more!

There are four Houses:

- North House (yellow)
- East House (blue)
- South House (green)
- West House (red)

Each House has a House Captain from Lower Sixth and two Junior Captains in J6. There are also House reps from Third Form to Upper Fifth, so plenty of opportunity to get involved. You will be assigned to a House within the first few days you arrive. Siblings are in the same Houses. You will be sent a welcome note from your Head of House and a wristband and lanyard in your House colour.

House Points

The system operates in all years and is designed to encourage pupils' effort, to give some immediate reward and to give form tutors an opportunity to monitor progress. House points can be awarded for:

- Excellent effort.
- Academic achievement.
- Club/activity (commitment, effort etc.).

House points are displayed in a visual way with the use of tokens. When students are awarded House points, they can place their token in their House box, located in the Library.

LIFE AT SIDCOT AS A BOARDER

Routines

Monday to Friday

07:30 – 08:00	Breakfast
08:00	Back to House to get ready for school
08:25	Leave the House for school
08:30	Registration
10:20 – 10:55	Assembly / PSHE / Flex / Meeting for Worship
08:40	Lessons begin
10:55	Break time (11:00 Wed)
11:20	Lessons
12:50 – 13:55	Lunch (Third Form)
12:55 – 13:55	Lunch (Lower Fourth)
13:00 – 13:55	Lunch (all other years)
13:15 – 13:45	House opens
13:55	Registration (13:50 Wed)
14:10	Lessons (14:00 Wed)
15:45 – 16:45	House opens
16:00	Activities
17:00	Prep
17:45	Evening meal begins
18:30	Roll Call / Registration & House meeting
18:45 – 19:45	Quiet time / study time

Roll Call / Registration is compulsory.
Please see your House notice board for details of your bedtime.

Saturday

09:00 – 09:30	Breakfast
09:55	Roll Call/Registration
10:00	Leave House for Activities (House closes)
10:15 – 11:15	Activities
11:15 – 11:30	Break
11:30 – 12:30	Activities
12:30 – 13:00	Lunch
13:00 – 17:30	House opens – Organised activities/free time
17:30 – 18:00	Evening meal
18:00	House open
18:30	Roll Call/Registration
19:00	Activities/Free time

Sunday

10:15	Roll Call/Registration
10:30 – 11:15	Brunch (House closes)
11:15	House opens
11:45 – 12:00	Brunch (for House on duty, following Meeting for Worship)
11:15 – 17:30	Activities/free time
17:30 – 18:00	Evening meal
17:30	House closes
18:00	House opens
18:30	Roll Call/Registration
19:00	Organised activities/free time

LIFE AT SIDCOT AS A BOARDER

Sidcot Saturday

On Saturday mornings, boarders have the opportunity to enjoy a huge range of activities by taking part in the Sidcot Saturdays. These activities range from cooking club to sailing and give students an opportunity to pick up new skills over the course of each term. At the start of each half term, students can select the activity that most interests them for the coming weeks.

During the evenings and weekends, you will have access to a programme of extra-curricular activities to choose from. Activities include: badminton, basketball, football, table tennis and swimming in the Sports Centre and horse riding. Other activities may include drama, art, photography and music in the Sidcot School Arts Centre. You can sign up for these when you arrive at the start of term.

Trips to Bristol, Bath, and London are organised throughout the year. Other trips may include meals out, theme parks, cinema trips, places of historical interest, abseiling, mountain biking and sporting events.

Bedtimes

There are different bedtimes depending on what year you are in. Please see the table for details.

Form	Return to house	Lights out
3rd (Y7)	20:30	21:00
L4 (Y8)	20:45	21:15
U4 (Y9)	21:00	21:30
L5 (Y10)	21:15	22:00
U5 (Y11 & Y11P)	21:30	22:30
L6/U6 (Y12)	22:00	23:00

Quiet / study time

18:45 to 19:45 – At Sidcot, boarders have one hour every night to be peaceful – either in your room in your House, or in the Library or study rooms for Upper Sixth. There should be no movement on campus during this hour.

Personal belongings

Boarders should arrive at school with a detailed list of their personal belongings. You are responsible for your own belongings and everyone has a lockable cupboard and valuables should be safely locked inside. We do take any theft of personal belongings very seriously and will investigate all instances of missing valuables. If you choose to bring valuable items into school please make sure they are fully labelled, locked away when not in use and House staff are made aware.

We encourage students not to bring valuable items to school; this includes expensive trainers/shoes and designer clothes.

Insurance

On occasions, personal possessions do get damaged and we recommend that parents opt into an insurance scheme. We encourage a culture of reporting accidental damage. If we do discover a boarder is responsible for deliberate damage, we will inform parents and request the full cost of the repair.

There is a lost property box in the Sports Centre for you to check if you do lose something, as it could have been handed in.

Mobile phones

You should give House staff your mobile number so they can contact you in emergencies. You should also put the school numbers in your phone so you can contact school if you need to. All mobile phones, computers and tablets should be switched off after lights out, so you get a good night's sleep. You should also remember that you must not use your phones in class unless given permission to do so. If you are in Upper Fifth and below, Hms may ask you to hand in devices at bed time, if they feel it is appropriate.

LIFE AT SIDCOT AS A BOARDER

Internet access

All the Houses have wireless Internet provision. Skype, Facebook, Twitter and other common social media sites are available in the evenings, but not during the day. The Internet shuts down shortly before bedtime, in order to give you the chance to sleep without distraction. You should not use electronic devices after lights out and parents should not contact you after bedtime.

The school believes that the use of ICT is essential in enhancing learning across the curriculum. When you arrive, you will be given a login to the school system and you will need to sign the Schools' Acceptable Use Policy. We will give you details of this with your login.

You must not search for or display any material considered illegal or offensive. The School IT department monitors the use of the Internet to make sure this is followed.

You should have suitable anti-virus software installed on your laptops if you want to use your laptop on the school system.

Cameras in the House

You may not use cameras in the bedrooms or bathrooms of the Boarding Houses as you should respect the privacy of other students. You are discouraged from using social media sites to post images taken in school unless you have received the permission of your house staff.

House meetings

House meetings are a vital part of the daily life of the Houses. At these meetings, important information can be given to you and you will have the opportunity to express views/concerns. It is also a chance to celebrate birthdays or notable achievements within the house community.

Duty staff

You should check your House notice board to find out which staff are on duty so you know who to talk to if you have questions or problems.

Signing in and out

It is important that the staff on duty know where you are. You must always remember to sign out when you leave the House and sign back in when you return. Your House staff will explain how you do this.

Cleanliness and personal hygiene

Make sure you stay clean and take a shower every day. If you are sharing a room you need to consider your roommate and make sure your hygiene and cleanliness is good. Don't leave your smelly trainers in your room!

Your bedrooms should be kept tidy and you are expected to make your own bed. Please keep your floor clear, tidy the work surfaces and cupboards, as this will help the cleaners when they clean your rooms.

There is a House kitchen that you can use for making snacks at certain times. It is important that if you use the kitchen that you clean up after you finish and make sure you wash your dishes. You may also be put on a duty rota to help with different tasks that need to be done. House staff will give you more information about this.

Use of toilets

Remember you are sharing the toilet with other people, so make sure you leave it clean after you use it. You can dispose of toilet paper by flushing this away in the toilet in the UK: there are no bins for soiled toilet paper. However, please do not put excessive amounts of toilet paper or other sanitary items in the toilet because you may block it. Girls should put sanitary items in the special bins provided in your toilets. The paper hand towels are to dry your hands after washing them and this paper should be placed in the bins provided not the toilets.

Food

The school provides three meals per day during term time and you must attend all mealtimes. The food may be different to home, but we hope you will try some new things. You will have a choice of dishes at main meals, including a vegetarian option. Provision is also made for special dietary, medical or religious needs. You can find the menus on the noticeboards in all boarding houses, or on our website: www.sidcot.org.uk/boarding/sidcot-boarding/food

LIFE AT SIDCOT AS A BOARDER

The Hub

The Hub is a coffee shop on the school campus. The opening hours Monday to Friday are 08:30 to 12:00 and 13:30 to 17:15. The Hub is also open some evenings and you will be told the opening times each term. Your ID card can be topped up via Firefly. All transactions in the Hub need to be made through our ID cards using Wisepay or through contactless debit or credit cards. Details of how to top up an ID card can be found on the Parent Section in Firefly, under the Parent Handbook. This is an effective, safe and easy way of providing you with credit to be used at the Hub when it is open during the day.

Snacks and drinks

During the school day, fresh fruit and snacks are served in the dining room at break times. You also have access to kitchens in the boarding houses at certain times where you can help yourself to snacks (bread, spreads and fruit) and drinks which are provided by the School. There is a rota for collecting supplies for your House kitchen from the dining room.

There are facilities in the House kitchens to prepare hot food. If you wish to keep small amounts of non-perishable food, you need to buy a small air-tight plastic box to keep in your room.

Students are not permitted to take food deliveries from supermarkets. Only food parcels from parents are acceptable.

Takeaways

On Friday and Saturday evenings you can order a takeaway to be delivered, but permission must be sought from House staff

Recycling

It is important to recycle as much waste as possible and you will find there are recycling bins in your Houses and also around the school. Please recycle paper, plastic and aluminum cans.

Library

The School Library is open for twelve hours a day during the week and between five and seven hours at weekends to enable all boarders to have access to a quiet area to work. It is supervised by a librarian who can help you if you need to find something.

Laundry

The school provides a laundry service and each House has its laundry collected and returned twice a week. On your House notice board you will find details of what days the laundry will be collected from your House and you will also be shown the laundry collection point. It is important that all your clothes are clearly labeled as this means they can be returned to you. You will change your bedding every two weeks.

In each boarding house there is also a washing machine, tumble drier and ironing board, which older boarders can use with permission. House Staff can show you how to use these facilities.

Alcohol, smoking and illegal substances

Students must not purchase, possess, consume alcoholic beverages when at school, or enter an establishment that serves alcohol, when travelling to and from school, when on a school trip or during a period of leave.

Students are not allowed to smoke or to use any form of e-cigarette. This applies to anywhere on the school site and also during periods of leave.

Sidcot School takes a very firm stance in relation to illegal substances and other harmful substances and the use of such is strictly forbidden.

The Smoking, Drugs and Alcohol Policy is available on the school intranet: <http://intranet.sidcot.org.uk/useful-information/policies>

LIFE AT SIDCOT AS A BOARDER

Bullying

We do not tolerate bullying, and do not allow casual and inappropriate treatment in group situations to go unchallenged. If a student discloses to a member of staff that they are suffering from bullying in the boarding house, he or she will be listened to sympathetically. The issue will be brought to the attention of the Housemaster/mistress, who will then decide whether to involve the Form Tutor and Head of Year. The School's Anti-Bullying Policy can be viewed on the school website: www.sidcot.org.uk/parent-information/school-documents-and-policies

Consideration for others

We all require space and time on our own as well as time to share with others. Make sure you respect the privacy and the property of other students in your House and room.

You should show politeness, kindness and respect to others in your House. We do not accept discrimination of any kind, including racism, homophobia and sexism. We do not tolerate behavior that is intended to hurt, injure, threaten, frighten, exclude or make fun of others.

Relationships

It is hoped that school is a place to develop good friendships rather than exclusive relationships. You need to understand that school is not the place for physical intimacy and this won't be accepted. Everyone needs to feel comfortable and not be embarrassed by your behavior.

If you do have a boyfriend or girlfriend then it is expected that you always behave in a way which would be appropriate if a member of staff were in the room with you.

It is against school rules for you to have any form of a sexual relationship. Mixed common rooms are provided in all Boarding Houses. When students visit other houses, they may only go between the entry to the House and the mixed common room or kitchen.

Photo ID Cards

All students have a photo ID card which must be carried at all times. The School is a secure site and the card allows access to different parts of the School which has keypads at all entry points. Students must email a photo of themselves prior to arrival in September to admissions@sidcot.org.uk.

Lost cards can be replaced, at a cost of £5, your children arrange this through their tutor.

On the first day of term, tutors will issue students with a four-digit code to enable access to the different faculty buildings until an ID card is created.

Specialist Tuition

Sidcot School offers specialist tuition in a wide range of subjects and activities including Music, Drama, Sports and Fencing. Learning Support is available for those with a desire for booster lessons or with specific learning needs. If you would like or need specialist tuition please see the relevant Department Head to organise and book the lessons for the following term.

Additional charges for individual and group lessons

All additional lessons, will be charged in arrears at the end of each term. The hourly rate for all individual lessons is £37. The hourly rate for group lessons is £20.

For music lessons, charges are payable in arrears. Lessons missed through school trips will, wherever possible be rescheduled. However, lessons that are missed without notification to the relevant member of staff or due to pupil sickness will not be rescheduled. A four-week notice of cessation is required in writing to the Director of Music: paul.woolley@sidcot.org.uk

LIFE AT SIDCOT AS A BOARDER

Boarders at Sidcot behave well and largely follow the simple guidelines regarding behaviour. However, if a student does break the rules, we have a clear and fair system of penalties that will encourage them to stick to the rules in future. Gating means that a student must stay in the House and sign in with Duty Staff at regular intervals. A gating may be to a specific area of the House, such as the Common Room or House Office.

Rule broken

Late Return to House in Evening.

Late for Roll Call / Kitchen Duty.

Late getting to bed, or being out of bed at an inappropriate time.

Failing to Sign Out.

Late Return from Leave without notice.

Computer or mobile phone in use after Bedtime.

Consequence

First Offence: Warning. Continued Offences: House Gating.

First Offence: Warning. Continued Offences: Community Service e.g. sorting laundry, kitchen duty, recycling.

First Offence: Warning. Second Offence: Early Bed, the next evening – 30 minutes early, gating.

First Offence: Warning. Second Offence: Community Service e.g. Checking All Other members of House Out and In. Third Offence: Gating.

No Leave the following weekend.

First Offence: Device withheld for 3 days. Second Offence: Device withheld for one week.

LIFE AT SIDCOT AS A BOARDER

Term Dates

Autumn Term 2019

Boarders return	Tuesday 3 September
Term begins	Wednesday 4 September
Half term begins	Friday 18 October
Boarders return	Sunday 3 November
Term resumes	Monday 4 November
Term ends and Boarders depart	Thursday 12 December

Spring Term 2020

Boarders return	Monday 6 January
Term begins	Tuesday 7 January
Half term begins	Friday 14 February
Boarders return	Sunday 23 February
Term resumes	Monday 24 February
Term ends and Boarders depart	Friday 3 April

Summer Term 2020

Boarders return	Monday 20 April
Term begins	Tuesday 21 April
Half term begins	Friday 22 May
Boarders return	Sunday 31 May
Term resumes	Monday 1 June
Term ends and Boarders depart	Thursday 2 July

Half-term holidays

During half term holidays, the School is closed and you will not be able to stay on campus. You should leave by 16:00 on the Friday for the half term. You can either go home for half term or stay with your guardian. It is not acceptable for you to stay in a hotel or other rented accommodation. Your guardians will need to provide your house staff with accommodation and travel information.

Beginning and end of term arrangements

Our term dates are published well in advance so it is important that your parents organise your transport accordingly. At the beginning of term or half term, Houses are open from 16:00 and all students must return by 20:00. On the first day of term in September, Houses will be open earlier, at 13:00. If flights are arriving at a time that does not allow easy transfer back to Sidcot, at the specified times, it is necessary for your parents to make suitable arrangements with your guardian.

You should book your flight for the last day of term and not leave before this day. On the last day of term you should leave by 11:00. If you have a flight and you need to leave at a different time then your guardians or parents should talk to House Staff. If an early departure is authorised, students needing to leave their House before 06:00 must leave school the night before and stay with guardians or host families. Similarly, if your arrival time is after midnight, you will need to stay with your guardian or host family, returning to school the following morning.

You should not leave for your holidays before the end of term as you will miss important lessons.

Leave to be away from the House / School

When you leave the House to go somewhere, we call this 'leave'. You must sign out, and be with your friends during the outing. You need to get permission from the House duty staff, and sign out in your House diary, stating when you are planning to leave, when you plan to return and where you are going.

Going down the 'Ville'

You are allowed to walk down to the local village of Winscombe to visit the shops.

Sunday during the day

- All ages 11:30 – 17:15

Evenings

- Monday to Saturday: Sixth Form 19:45 to 21:15
- Sunday: Sixth Form 19:30 to 21:15
- Friday and Saturday: Upper Fifth 19:00 to 20:00

Authorised route – Upper Fifth and below: use the bridge, Sixth Form can use the pedestrian crossing by the playing fields. Do not cross the A38 from the bottom of the gardens or at the top, near Hillyfields.

During the school week it is very unusual for you to stay away from the House. However, leave is usually given should a parent be visiting the area. It is expected that all arrangements will have been made some time in advance (at least 24 hours) and that you return to School by 08:00 the next morning.

LIFE AT SIDCOT AS A BOARDER

Weekend Overnight Leave: arrangements are through House Staff.

- Requests are expected to be finalised by Thursday lunchtime.
- For visits to friends etc (i.e. not Parents) letters or emails will accompany the request and approval for the Leave will be given once agreement by Parent or Guardian has been received. Approval rests with the Hm.
- House Staff will confirm the arrangements by email or phone.
- Travel Arrangements to and from the House where Leave is undertaken need to be checked carefully. You cannot travel in the car of another student without the specific approval, in writing, of a Parent or Guardian.
- No more than two boarders will be granted leave to the same destination.

Weekend / Day Leave: arrangements are through House Staff.

- All Exeats (Leave weekends) must be discussed with House Staff. However, shopping expeditions are included in the Weekend Activities calendar.
- Arrangements for visits to Wells, Weston-super-Mare or Bristol are made by agreement with House Staff. Details of the Leave should be recorded in a House Diary or Log Book.
- Boarders up to Upper Fourth will not usually be given Leave. Trips for those Boarders are arranged through the Weekend Activity Programme.
- Lower Fifth Boarders may visit Wells or Weston-super-Mare, in small groups, on a Saturday Afternoon from 13:00 to 17:30.
- Upper Fifth Boarders may visit Wells or Weston-super-Mare on a Saturday departing after activities on Saturday, 12:30, returning by 18:30 for roll call.
- Sixth Form Boarders may visit Wells, Weston-super-Mare or Bristol on a Saturday, leaving after activities, 12:30, returning by 18:30 for roll call.
- On Saturdays, the School provides a minibus to Bristol for Sixth Formers (bookable in advance) leaving Sidcot at 12:30 and returning at 17:30.
- Day leave on Sundays is for Sixth Form, departing Sidcot before 10:00 and returning by 18:30 for roll call.

Taxis

All taxis must be booked through the School's approved taxi company. A list of these taxis will be on your House notice board or available from House staff. Taxis for social purposes must be paid for at the time of booking and cannot be placed on the School bill.

Visitors to House

You're welcome to bring school friends to your House at lunch time and after school. You should ask your House staff and make sure your guests sign in and out. You are not allowed to invite friends from outside the School.

Who to talk to?

If you have a problem or are worried about something, talk to someone. House staff and your tutor are there to help you. You can also talk to a senior student or a nurse in the Health Centre. The school also has an independent listener if you want to talk to someone outside of the school. Please see your House notice board for more information.

Complaints

If you have a specific complaint relating directly to boarding, please contact House duty staff. If you feel that the issue remains unresolved, you can speak with the Deputy Head who will do his best to help.

Sidcot also has a formal Complaints Procedure that is aimed to protect the rights of boarders if you feel unfairly treated.

- All complaints will be notified to, and handled in the first instance by, the Deputy Head, or other senior person.
- All complaints will be dealt with promptly and appropriately to ensure fairness
- A copy of the school's Complaints Procedure can be viewed on the website: www.sidcot.org.uk/parent-information/school-documents-and-policies

Fire Procedures

We go through the fire procedures at the beginning of each year and there will be a fire evacuation practice each term. House staff will show you the fire exits and explain the fire evacuation procedure. They will also show you where the fire assembly point is for your boarding house. If the fire bell sounds, then leave the House by the nearest fire exit and go to your fire assembly point for registration. Remember to stay calm and leave your belongings behind.

LIFE AT SIDCOT AS A BOARDER

How we communicate with parents

We make every effort to keep parents up to date with useful dates and information as well as news of what is happening at school. Below is a summary of the different elements and how to access them. It is very important that parents provide us with their email address. The email address we have for parents is the one given during the enrolment process. If you're unsure what email address we hold for you, please call Reception on 01934 843102 or email parentportal@sidcot.org.uk

Parent Portal

In the school community we interact and collaborate with each other via the Parent Portal. It is a "live" site and is constantly changing and being updated with new material. Parents can use the Parent Portal to see your timetable, attendance record, and details about your homework. They will also be able to amend their contact details via the Parent Portal. Please click here to access the portal: <https://intranet.sidcot.org.uk>

If you need any assistance logging in to the Parent Portal contact parentportal@sidcot.org.uk. If parents attend the induction day, our IT team will support them to log in.

SIMS InTouch – Email

From time to time parents will receive emails from us which have an @capita address. InTouch is a system which allows us to target certain groups of parents with electronic communications. This includes permission letters, reports and alerts. You can access this information on Firefly via the search bar.

Weekly news

There is a Senior School newsletter which is a weekly summary of all that has happened across the School. The newsletter includes a message from the Head, as well as news about trips and visiting speakers, performances and achievements from different departments. It is emailed to parents and students via their school email address on a Friday. You can request for the newsletter to be sent to a number of different email addresses per family by contacting parentportal@sidcot.org.uk

School Calendar

Parents can access the School calendar via the homepage of the website or www.sidcot.org.uk/cal. This provides an up to date live feed which can be downloaded to your device.

Student email address

We would appreciate your support in encouraging your child to check and use their school email address. They will be given their address by their tutor at the start of term.

LIFE AT A QUAKER SCHOOL

Sidcot's values as a Quaker School are:

Truth and Integrity: we cherish the truth which enables our young people to develop integrity in what they do and what they think, helping them to build meaningful, lasting relationships.

Equality and Community: we believe all people are of equal worth and aim to build a truly international community that values all individuals and answers the good in everyone.

Peace: we encourage our young people to adopt peaceful methods of dealing with conflict in all its forms, taking both individual and collective responsibility in resolving differences.

Simplicity: we believe living simply and adventurously, placing charity and concern for others at the centre of what we do.

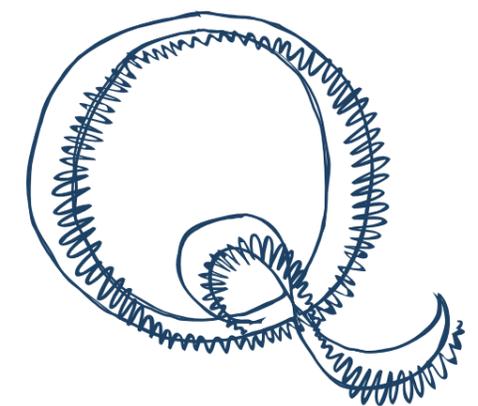
Sustainability: we believe it is our responsibility to protect the Earth and to teach our young people to treasure and preserve it across the generations.

The Quaker meetings

The whole school community meets together in a 'Morning Meeting' once a week on a Friday. This is a time when all staff and students of whatever faith share a period of quiet reflection – a rare opportunity in today's world. Boarders may also go to Quaker Meeting on a Sunday morning (10:30 to 11:30) with the House on Duty.

We meet in Sidcot's Quaker Meeting House. Students will come to appreciate this time of quiet. If someone wants to share something in the meeting then they can. The Quakers welcome people from all religions, as they believe everyone is equal and the meeting is not religious.

The meeting helps students to learn the habit of self-reflection and encourages openness to each other. It involves the experience of silence, the ability to listen and the courage to stand up and speak.





- 1 Senior School
- 2 Junior School
- 3 Sports Centre
- 4 Equestrian Centre
- 5 Arts Centre
- 6 Trevelyan Library
- 7 Teaching Block
- 8 Science Block
- 9 Meeting House
- 10 Health Centre
- 11 School House Girls
- 12 School House Boys
- 13 Wing House
- 14 Newcombe House
- 15 Combe House
- 16 Meadowside
- 17 Main Car Park
- 18 Junior Car Park
- 19 Senior Drop-Off & Pick Up
- 20 School Garden
- 21 James O'Connell Peace Field
- 22 Junior Sports Field



USEFUL CONTACTS

Here is a list of useful contacts for you at Sidcot.

Main School phone

Telephone: +44 (0) 1934 843102
 Email: reception@sidcot.org.uk

Admissions Registrar

Telephone: +44 (0) 1934 845212
 Email: admissions@sidcot.org.uk

Deborah Meredith, Head's PA

Email: deborah.meredith@sidcot.org.uk

Fee enquiries

Telephone: +44 (0) 1934 845227
 Email: feesenquiries@sidcot.org.uk

Health Centre

Telephone: +44 (0) 1934 845255
 Email: health@sidcot.org.uk

Deputy Head (in charge of boarding)

Joanna Leite
 Email: joanna.leite@sidcot.org.uk

Newcombe House

Main House phone: +44 (0) 1934 843326
 House mobile phone: +44 (0) 7471 900656
 Boarder payphone: +44 (0) 1934 842434

Housemistress: Charlotte Resuggan
charlotte.resuggan@sidcot.org.uk

Matron: Anna Phippen
newcombe@sidcot.org.uk

Meadowside

Main House phone: +44 (0) 7747 867892
 House Email: newcombe@sidcot.org.uk

School House Boys

Main House phone: +44 (0) 1934 843441
 House mobile phone: +44 (0) 7471 900651
 Boarder payphone: +44 (0) 1934 843008

Housemistress: Amandine Smilevich
amandine.smilevich@sidcot.org.uk

Matron: Rachel Jones
shb@sidcot.org.uk

School House Girls

Main House phone: +44 (0) 1934 843544
 House mobile phone: +44 (0) 7471 900652
 Boarder payphone: +44 (0) 1934 842368

Housemistress: Amandine Smilevich
amandine.smilevich@sidcot.org.uk

Matron: Lexie Raymond
shg@sidcot.org.uk

Wing House:

Main House phone: +44 1934 845277
 House mobile phone: +44 (0) 7471 900653
 Boarder payphone: +44 1934 842490

Housemaster: James Milne
james.milne@sidcot.org.uk

Matron: Sally Bayley
wing@sidcot.org.uk

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Oakridge Lane
Winscombe
North Somerset
BS25 1PD
+44 (0)1934 843102
info@sidcot.org.uk
www.sidcot.org.uk

