



Boarding at Bootham School

A Guide for Boarders

2023-24



Welcome

Welcome to boarding at Bootham! We are really looking forward to welcoming you into our boarding community in September and we know that moving to a new school (and for some of you a new country) means that you will have lots of questions. This booklet is designed to answer some of those questions and to introduce you to boarding life at Bootham.



The boarding team at Bootham is made up of members of teaching and support staff, many of whom have lived in different parts of the world and have experienced different cultures; the boarding team have a huge amount of experience of helping boarders to feel happy, settled and secure in their new home. Some of the boarding team have worked at Bootham for a number of years and others for just a short time. All of the team are fair, friendly and good-humoured and work hard to ensure that boarders at Bootham feel valued, encouraged and looked after in your time with us. Boarders form close bonds with the boarding team and they often feel like a second family to them. As with all of your teachers at Bootham you can refer to the boarding staff by their first names.

Mandy Naylor is the Head of Boarding and it is her job to oversee boarding in the school. Mandy teaches maths and lives on site with her husband Jake, their dogs Loki and Jasper, and their cat Jess. They have two children Daniel, 29 and Olivia who is 26.

Fox house: Kelly McCarthy is Head of Fox House as well as being Head of EAL. Kelly lives in Fox with her partner Haydn and their son Jack. They also have a lovely dog called Titch. **Truman Durham** is Assistant Head of Fox House and is Head of PRE. He lives in Fox with his partner Nathan and their two cats Sully and Pixie.

Rowntree House: Helena Landau is Head of Rowntree House and works in the Learning Support and English departments. She is engaged to her partner Sophie and they live in Rowntree. They have two cats called Albert and Ralph and a little dog call Ned. **Jess Hargreaves** is Assistant Head of Rowntree House. She is the Resident Artist and Art Technician. Jess also lives in Rowntree House.

Evelyn House: Catherine Morin is Head of Evelyn House. Catherine teaches in the Modern Foreign Languages department. She lives in Evelyn with her daughter Emilie and her dog called Milo.

Res Grads: The Resident Graduates or “Res Grads” are recent university graduates who live and work in boarding. Each house has two Res Grads living there. This year we are pleased to welcome back Cherry Peng for her second year. Joining us new in September are Marta Pawlowska, Theo Long, James Turner, Grace MacFarlane and Ellie Greensmith.

Sports Graduate – Grace Litchfield is the resident sports graduate and lives in Evelyn House.

House tutors: As well as the resident boarding team we have house tutors who are members of the teaching and support staff who do evening boarding duties; supervising prep and the earlier bedtimes. The boarding house tutors are a super friendly, supportive and welcoming; you will get to know them very quickly.

Boarding Principles

Boarding ethos

Working closely with parents and guardians we aim to create an atmosphere in which all students feel valued and are liberated and equipped to flourish as adults and live adventurous lives that will serve to create a better world.

In line with the Quaker commitment to recognising “that of God/good” in all people, every student at Bootham School, regardless of age, religion, nationality or cultural background has the right to be treated equally, with respect and as an individual.

Boarding at Bootham School should, as far as possible, reflect family life. We aim, therefore, to be an open and trusting community in which all members feel safe and secure, where a sense of individualism and collective responsibility is fostered.

Guided by the Quaker testimonies of Equality, Peace, Simplicity, Stewardship and Truth we seek to be:

- A nurturing community where each person has the opportunity to develop physically, socially, intellectually and spiritually.
- An open community where we are honest and trusting in our dealings with one another.
- A safe community where we resolve our disagreements peacefully.
- An inclusive community where no-one is discriminated against unfairly.
- A confident community where we acknowledge and celebrate the unique contribution of each individual.
- A thoughtful community where we encourage and expect everyone to take responsibility for themselves and others.
- A forgiving community where we recognise that we may be mistaken in our actions and assumptions, and work actively to put right any damage caused.

Our relationship with boarders' families

At Bootham we recognise that an active relationship between staff, students, parents and guardians lies at the heart of a positive boarding experience, and we therefore welcome communication from students' families. Parents and guardians should never feel that their concerns might be considered trivial.

In order to facilitate this relationship, we will:

- ensure that information about the school is available to boarders' families through the school website and other appropriate media;
- share the school's policies and expectations with boarders' families;
- update parents and guardians regularly about a boarder's academic progress and social development through parents' meetings, reports and individual communication about areas of specific concern or congratulation;
- respond promptly to queries about a boarder's academic, pastoral, social or extra-curricular activities;
- involve and consult families should difficulties arise with a boarder, as appropriate to his or her needs, age and legal requirements;
- encourage boarders' families to join the school community for various activities.

Boarding Standards: What we expect from you

Your Attitude

- Act kindly and respectfully towards all other members of the community
Be open and honest in all things
- Be punctual and fulfil all your commitments as a boarder
- Always be prepared to consider that you may be mistaken, and learn from your mistakes
- Collaborate positively and generously with others
- Use mobile technology positively and in line with house expectations and school guidelines
- Develop a healthy balance between hard work and recreation
- In all things try to make the boarding house feel like a home: warm, inclusive and welcoming

Your Learning

- Be on time, properly equipped and prepared for prep, ensuring that you work in a quiet and purposeful way for the whole session.
- Ensure that your behaviour allows your roommates and others in the house or the library to study effectively
- Consider carefully when additional time might need to be put in outside of the prep times

Your Community in the Boarding House

- Do all you can to make your boarding house and room welcoming, positive and inclusive of all
- Meet the obligations that come with being a member of the boarding community
- Treat all other members of the boarding community fairly and aim to resolve any conflict peacefully
- Stand up for those who might be mistreated by others, and find appropriate help for them
- Speak out respectfully when you notice things in boarding that need challenging or changing in your house
- Look after social and public spaces (such as common rooms, kitchens and bathrooms) and be especially sure to behave well in them
- Treat others who share your room with respect and kindness, ensuring that your area is kept tidy and that you create a peaceful environment in which everyone is able to work, relax and sleep.
- Ensure that you give others personal space and time when needed
- Contribute to building the boarding community in whatever way you can, for example through participation in community events and activities

The Houses

We have three boarding houses at Bootham each of which has its own character and feel. The houses are built in beautiful Georgian town houses and all have a range of kitchens and social spaces for boarders to spend time together and get to know each other. We hope that you will settle quickly into boarding life at Bootham and be proud to be a member of your boarding house.



Rowntree House houses all of the female boarders at Bootham and is found at the centre of the school between the dining hall and the health centre. Rowntree can house between 40 and 50 girls from Lower Schoolroom (year 7) up to College 2 (year 13). It is named after Arthur Rowntree who was a Quaker who lived in York in the 19th Century and was a social reformer and chocolate manufacturer. The boarding house is made up of bedrooms of between three and six beds for the younger year groups. When girls are in College (Sixth Form) they move into rooms of two or three with the oldest year group sharing two-bedroom apartments with shared kitchens and bathrooms at the top of the boarding house.

Fox House is the larger boys' boarding house. It is found behind the dining room by an outdoor area. Fox can house between 40 and 50 boys from each year, from Lower Schoolroom (year 7) up to College 2 (year 13). Fox house is named after George Fox, the founder of Quakerism. The house has a super kitchen and so often hosts baking and cooking activities and has two common rooms used for a range of pool, tv watching, relaxing and gaming. The house is made up of bedrooms



Evelyn House is the smaller of the two boys' boarding houses. It is in a very popular location near to the local Sainsbury's on Bootham, and about a two-minute walk away from school. Evelyn is for College (6th form) students and houses around 16 boys in rooms of between one and three. The boarding house has a central common room with basic cooking facilities as well as an additional fully equipped kitchen in the Coach House which a number of the boys use to cook for friends who visit from other houses. All of the bedrooms in Evelyn are en-suite. Evelyn is named after William Arthur Evelyn who was a doctor and pioneer of conservation in York in the 19th Century.

Arrival Day and Induction

Your first days at Bootham will feel exciting and probably a bit nerve-wracking. There will be plenty of other new students to get to know and lots of friendly staff to help you settle in and get to know your way around.

We always look forward to welcoming our new boarders to the school on our **New Boarder Induction Day in September**.

When you arrive on **Sunday 3rd September** you should follow signs to the main reception where you will be greeted by members of the boarding team and Fiona Ward (Registrar). Fiona will talk to international boarders about their passports and biometric residence permits and you will be given your key card. This card gives you access to different areas of the school and most importantly your boarding house!

Once you have your key card you will be directed to hand in your health questionnaire, if not already returned to the health centre team, and then will be introduced to members of your boarding team who will take you to house, show you your room and introduce you to any other members of your boarding house who have already arrived.

There will be time in the afternoon to meet Mandy Naylor, Head of Boarding, the Head and Assistant Head of each boarding house and the res grads. Later in the afternoon there will be a buffet for all new boarders, returning college boarders, families, guardians and agents. After you have eaten and had some time to get to know each other, the boarders will head back to the boarding houses for house meetings, get settled and have a well-earned rest.

On **Monday 4th September** there will be a full induction programme for new students including tours of the school and activities to help you to settle in. Information will be given to you in house about what this involves. On the evening of 4th September all returning boarders will come back to house so you will get to meet the rest of the boarding community.

Within the first few weeks our international boarders (boarders from non-EU countries who do not hold a UK passport) may need to register with the local police. You will be helped to do this by Fiona Ward and Mandy Naylor who will explain everything and arrange for someone to accompany you if you do need to go and register.

Before you arrive at Bootham, it is important to sort out a UK sim card for your phone so that on your first day you can give your phone number to the boarding team and they can give you the number of the house duty phone. If you need help with this please speak to your UK guardians. I would also encourage you to consider opening a basic bank account.



Your Room

When you arrive, you will be shown to your room in the boarding house and given some time to settle in and unpack. Whilst it may take a day or two to unpack fully this is a good chance to make sure that you have everything you need to hand and to start to make the space feel like yours.



We want your room in boarding to feel like a home away from home so we encourage you to bring your own duvet covers and pillow cases (although we can provide these if this is not possible) as well as any posters, pictures, cushions, cuddly toys etc to make your space feel cosy and comfortable. Some people find it hard to sleep for the first couple of nights in a new place (or if jet lag kicks in!) so it might help to bring a sleep mask, pillow spray or a familiar blanket to help you get comfy. Overall just relax; you will get used to the new space and sleep well in no time.

Whilst some college students will have their own rooms, most of our boarders share with at least one other person and so it is a good idea to keep your space relatively tidy and to think about how to be a good roommate; usually being kind and patient with each other works well!



All bedrooms are equipped with a wardrobe, lockable storage area (please bring a padlock), study desk and chair.

A Week in Boarding

Weekday

7.25-08.00	Breakfast
08.15	Boarding House meeting (varies for each house)
08.40 (09.05)	Registration with your tutor (Later time on Tuesdays)
08.50	Whole school morning meeting (Mon, Wed, Fri)
09.10-11.20	Lessons 1 and 2
11.20-11.45	Morning break – known as ‘bars’
11.45-12.50	Lesson 3
12.50-13.50	Lunch
13.50-16.00	Lessons 4 and 5
16.00	Bars: a break in the day where there is time for a snack and to get ready for activities.
16.15-17.15	Students take part in a wide range of activities with a choice from over 150 each week. You will choose the activities that you would like to do within the first couple of weeks and your tutor will help you to do this.
18.00	Boarders’ Tea
18.45-19.45 (20.00 for seniors and college)	Registration and Prep (Homework)
20.00-21.00	Free time to relax in house, access the library or take part in a range of daily boarding activities including, sports, craft, board games, reading groups and baking.

Boarders do not have access to the house during the school day unless accompanied by a member of school staff. During their study periods, College boarders can work in the College studies or the library. Visitors are welcome to the boarding houses after 17.15pm if they sign in with the tutor on duty.

Weekends

The weekends at Bootham give you an opportunity for both freedom and fun.

On a Saturday lessons finish at lunch time (12.25pm) leaving the boarders free to join in with sports fixtures, explore the city centre of York which is only a five-minute walk away, make use of the school facilities and participate in a wide range of exciting activities organised by the boarding team.

On a Sunday the day begins with Boarders’ Brunch (10.30am-12.00pm) which offers a leisurely opportunity for the boarders to relax after a busy week and catch up with each other over cups of tea, fruit juice and an array of breakfast food. After this the boarders have the choice between arranged activities and free time with friends.

The whole boarding community comes together for their boarders meeting on Monday after tea.

Registration and signing in and out

It's an important part of boarding that the boarding team know where you are and that you are safe, well and having a good day. Because of this there are important registration times every day which all boarders must attend to register with the person on duty. The times will depend on the house you are in but generally, they are:

- Morning registration
- Boarders tea
- Evening registration

As well as this the boarding team will see you at wakeups, meal times and bedtime. These meetings give an opportunity for the boarding team to hand out notices and to spend a bit of time seeing how the boarders are. It is also a good opportunity for the boarders to see each other, have a catch up, celebrate birthdays and sign up for weekend activities.

If you leave the boarding house during boarding hours (to go to the library during prep, go to the shops or meet a friend or family member for dinner for example) you must ensure that the house team knows where you are. This means that you should sign out in house with the person on duty. You will be expected to always have a working mobile phone on you (UK sim) when you go out so that the boarding team can stay in contact with you.

If older students wish to go into town they must ensure that they have spoken to the member of staff on duty in person before leaving the boarding house.



Leave

At Bootham we are lucky enough to be based very close to the city centre and we are within easy reach of local shops and all of the excitement that York has to offer. We want our boarders to be able to enjoy the city and make use of the local shops and so, as long as boarders have signed out and have the agreement of the boarding team, they can take “leave” (go out) at the following times.

Year	1715 -1800	1945-2100	Late leave	Weekends
Schoolrooms Y7, Y8, Y9	Sainsbury's 10 minutes Groups of 2+ *School day leave applies until 5:15pm	None	None	Town/City leave Check in every two hours max. Return for boarders evening meal. Groups of 2+
Seniors Y10, Y11	Sainsbury's 10 minutes Groups of 2+ *School day leave applies until 5:15pm. Return to house - leave allowed from 4pm.	Sainsbury's 10 minutes Bootham 20 minutes Groups of 2+	None	Town/City leave Check in every two hours max. Return for boarders evening meal. Groups of 2+ unless meeting with a friend.
College Y12, Y13	Leave from 4pm until 6pm when they have no after school activity or 'specials'. All college boarders are expected to sign out with the person on duty.	Town leave 1.5 hours between 8pm- 10pm 2 weeknights for college 1 and 3 for college 2. This is at the discretion of staff of duty. Friday is a school night.	Town leave 1.5 hours between 8pm - 10pm 2 weeknights for college 1 and 3 for college 2. This is at the discretion of staff of duty. Friday is a school night.	Town/City leave Return by 10pm Late leave on Saturday is at the discretion of staff on duty and Head of House.



Meals

All boarders are expected to attend the school meals each day, including breakfast and tea unless they have special permission from a member of the boarding team. There is a wide range of options provided at meal times and the kitchens can cater to religious needs or special dietary requirements. Some boarders join the Boarding Action Group which will feedback on the food and suggestions for improvement. The catering team are friendly and cheerful and always keen to get to know the boarders and talk about ideas for meals.



As well as the food available in the dining room there are opportunities to make snacks in house. All of the houses have kitchens and there are a number of cooking and baking activities which are available to boarders as part of the activities programme. Boarders are able to pick up provisions such as bread, milk, biscuits and fruit from the main school kitchen for use in house and there will also be occasions such as house dinners and pizza nights that occur in houses.

One of the exciting things about living in an international community like the boarding community at Bootham is that we have the opportunity to celebrate different festivals and events together and this often includes special dinners and fireworks displays. In recent years we have celebrated Mid-Autumn Festival, Bonfire Night, Halloween, Thanksgiving, Chinese New Year and Pancake Day as well as a special Christmas dinner for the boarding community.



Activities and facilities

The boarders at Bootham are able to really throw themselves into everything that the school has to offer. During evenings and weekends, you can make the most of the school's facilities and you have the options of playing on the sports pitches, spending time in the library, working on your own art or music projects using our state-of-the-art facilities, using the fitness suite or bonding over a team game in the sports hall. Our broad range of activities enables each boarder to explore their skills and passions and include:



Local delights include: Tours of York, York Dungeons, food festivals, Christmas markets and summer trips to the nearest seaside towns of Whitby and Scarborough.

Cultural activities: Museum trips, York Minster, Cliffords Tower, Yorkshire Sculpture Park, cinema trips, creative writing classes, reading group, art gallery visits and access to the music rooms and art studios.

Sporting and outdoor pursuits: Use of the fitness suite, netball and basketball courts and sports hall, football tournaments, ice skating, walking the moors, local climbing wall and sports days.

Just for fun: Bowling, trampoline park, quiz nights, talent shows, shopping trips, treasure hunts and games nights.



Health care

For minor first aid issues and homely remedies (paracetamol etc) boarders can see members of the house team during boarding hours.

The member of staff on duty may send you to the Health Centre (formerly known as the lodge) during its opening hours.

Students must **not** keep their own medication in the boarding house; it is important that we keep a central record of what medication has been given and when. If you bring medication from home it should be handed in to the boarding house team who will pass this on to the Health Centre in the first instance. They will take care of it for you and find an appropriate substitute that can be given by the boarding team. We ask that parents and guardians do not send homely remedies, including vitamin supplements to their children, unless this has been discussed with the Health Centre.



The Health Centre is staffed by qualified nurses during term time between 08.00 and 18:00 on weekdays, and 08.00 to 14.00 on Saturday. The Nurse Manager in the Health Centre is called Alice Ovenden and you will get to know her and her team very quickly.

The School doctor attends surgery at the school between 09.15 and 10.15 on Tuesday and Friday each week. Full and Weekly boarders will be registered with the school doctor and may request a private appointment. If a boarder needs to see a doctor urgently at any other time this can be arranged by contacting the Health Centre nurses.

The School Counsellor, Luke Highstead, provides a free and confidential service. He sees students by appointment in the Health Centre on Mondays and Tuesdays between 09.00 and 16.00. Students can self-refer or can be referred by a parent or member of staff.

If you feel unwell in the night while boarding and need help you will always be able to speak to the member of staff on duty that night. When you arrive, house staff will explain where they can find them (where they live in the boarding house) or how to contact them by phone (for senior and college boarders who are allowed to keep their phones overnight).

Please do not post any medication, vitamins or supplements to your child. Any boarder found with medication in their room will have this confiscated unless there is a prior arrangement in place which the Health Centre have agreed to.

Laundry

General laundry: When you are first shown round the boarding house you will be told when you can hand in your laundry to be sent off. Within a few days it will be washed, folded and returned to you. All laundry (including socks and underwear) must be labelled with your name before you arrive.

Bedding: Every second week you will need to bring your bedding down and pick up a new set of clean bedding. Your bedding will be sent to the laundry and returned to you when you next change your bed. If you bring bedding with you from home (2 sets) then it will need to be clearly labelled with your name.

College students may make use of the laundry facilities in house within the agreed hours. If you need help learning how to use a washing machine or tumble dryer please ask the member of staff on duty for assistance!



Uniform

Please see the Dress Codes that were sent with all of the joining information for specific uniform requirements. You do not need to wear your uniform in the boarding house. In fact, it is a good idea to change into comfy clothes when you get back to the house at the end of the school day!

Leave weekends, half terms, starts and end of terms

Staying with a friend: Lots of you will form close friendships with other students and so might be invited to stay for a Saturday night or a weekend with them. We are very happy to agree to help make this happen and see it as a wonderful opportunity to spend some time in a family home with your friends.

If you are invited to stay elsewhere for a weekend we ask that we have received emailed consent from your parent or guardian and from your friend's parent with at least 48 hours notice (for a weekend away from the boarding house we ask for consent to be submitted to your Head of House by 9pm on the Thursday.)



So that we know you are being properly looked after we ask that the parents or guardian (over 25 years old) are present in the house when you are staying away from school. If this is not the case then we will not be able to grant permission for you to stay away from school.

Leave weekends: Four times during the academic year we have something called a “leave weekend.” This means that school finishes at 5:15pm on the Friday after activities and students do not have to be back until after 5pm on the Sunday. One of the leave weekends falls over a Bank Holiday and so the times are slightly different. These dates are on the school calendar. If you want to you can stay in school and join in with the programme of activities for boarders or you can go and stay with a guardian, family member, school friend, homestay or nominated adult over the age of 25. Similarly, to staying at a friend's house above, we will ask your family or guardian to make sure that there is suitable adult supervision for you. There is further guidance available on Leave Weekends and Guardianship.

Half terms and holidays: For the longer holidays (half terms, Christmas, Easter and Summer) boarders are expected to plan to be away from the school. For these your parents and guardians will be asked to fill in a travel form to let us know when you will be leaving boarding and when you will be returning and this should be done at least a week before each holiday. If you need to ask permission to leave school early or come back to school late (which you should try to avoid) then you will need to have your parents or guardian contact Martyn Beer, the Deputy Head.



Behaviour, rewards and sanctions

We actively look for opportunities to praise the boarders and recognise the hard work and achievements of our students. Often rewards will be decided by the house staff in partnership with the student being rewarded but may include:

- Verbal praise/feedback
- Proud list at boarders' meeting
- Cards eg thank you cards
- Vouchers (eg coffee or ice cream vouchers)
- Commendations including Headmasters commendation
- Meals out or takeaway nights
- Announcement in school Quaker meetings
- Successes can be featured on the boarders notice board, boarding social media and/or in the regular school newsletter which will go out to parents and guardians.



Learning to live together and follow a routine can take time and practice. As such we are careful in boarding that our sanctions for difficult or unkind behaviour are not unusually strict; they are designed to help students to break bad habits, offer time for reflection or contribute back to the boarding community. Usually the boarding team will start by talking to a student about any wrongdoing before it is decided whether a sanction is appropriate. The list of possible sanctions is below although other formal or informal sanctions may be applied. The more serious of these sanctions are applied rarely and after a great deal of thought and consideration.

- Discussion/verbal warning
- "Strikes"; this means that it is noted in the house diary that a meal has been missed. Three of these notes will result in a gating. These refresh every half-term.
- Gating: When gated, students must remain in the boarding house during the evening and sign in with the member of staff on duty every hour until bed time.
- Denial of leave
- Tech removal
- Parental contact
- Isolation in house: This can mean that a student is separated from the other members of their year group for a period of time or has their access to the house social spaces restricted for a period of time.
- Internal exclusion
- Meeting with Martyn Beer (Deputy Head) and Mandy Naylor (Head of Boarding)
- Parental/Guardian meeting
- Suspension from boarding and behavioural contract upon return
- Removal from boarding

Valuables

Parents or guardians are encouraged to open a bank account for the younger boarders at the start of the year to allow parents to 'top up' money as required. Some banks allow older boarders (College students) to do this on their own. Most applications for student accounts are online. If you need help to make an appointment the boarding team will be able to assist you this but may not be able to sign documentation to open a new account; it is a good idea to have this in place before you arrive. We can look after pocket money in the boarding houses; this is held in the office safe and boarders can sign out an appropriate amount of money when needed.

You are not expected to bring items of value or large sums of cash to school. In your room you will have access to your own lockable space (either a cupboard or a drawer which you will need to get a padlock for) where you can store anything that you need to. Boarders who have more than £20 in cash (and who don't have their own bank account where they can deposit the money) are able to give the money to boarding house staff for safe keeping who will make a note of it on the valuables sheet and in the house diary and put it in a secure, locked location such as the house safe. We cannot take responsibility for money or personal items of value that are not locked away securely.

What shouldn't I bring?

There are some items that are not allowed in the boarding houses so it is better for you to leave them at home rather than have to have them taken in by a member of the boarding staff. These include:

- Electronic devices that are not wired for use in the UK (all devices will be PAT tested within the first few weeks of term and again after Christmas.)
- Medication: all medication including vitamins and supplements should be given out by the Health Centre or the boarding team and you should not bring your own medication to store in your room. If you do take a prescribed medication regularly then please talk to the Health Centre and they will help you to work out where it can be stored and accessed.
- Due to some allergies the school is a nut-free environment so please do not bring any items that contain nuts.
- Any items which contain alcohol or are for use with smoking, vaping or drugs use (legal or illegal highs) are banned from the school site and there will be serious consequences if they are found in the boarding houses.
- Any item which could cause harm to yourself or another person, and particularly sharp items such as knives or razor blades. If a student is found in possession of potentially dangerous items these will be immediately confiscated and serious sanctions may be imposed. If you are a keen cook you are very welcome to borrow knives from the boarding house; you can sign them out from the member of staff on duty and then sign them back in when you have finished.
- Students are not allowed to keep electric cooking equipment (kettles, rice cookers, toastie makers etc) in their dorm rooms. There are kettles and microwaves in the kitchens in house.
- Please ensure that any VPN's are disabled from all devices. VPN's are not allowed as part of completing the acceptable use agreement for IT.

Fire safety

When you first arrive at Bootham your boarding team will explain to you what to do if there is a fire alarm during boarding hours. There will also be a boarding fire drill during your first few weeks. If the fire alarm goes off it is important to leave the house quickly but calmly via the nearest fire escape route and assemble in the following locations:

Evelyn

Exit onto Bootham and assemble on Bootham Row by the side of Sainsbury's. If the front of Evelyn is impassable, use the rear exit and go through the back gate, walking round to the side of Sainsbury's. If you are in the boarding house between 4pm (3pm on Wednesday's for College) 5.45pm and you hear the fire alarm, you must follow the school fire evacuation procedures as if you were in school. You should make your way back into school.

Fox

Exit onto Bootham through the 'wicket gate', walk along Bootham to 'Photographic Lane' and re-enter the school here, to assemble on the playground next to the courts. Students should line up by year group in silence.

Rowntree

Exit from the rear of Rowntree or the nearest fire exit if this is not possible and assemble on the playground next to the courts. Students should line up by room in silence.

In the event of bad weather students will be directed to go into the meeting hall, if it is safe to do so. If this occurs, Fox students should go upstairs and Rowntree students downstairs.

If the alarm sounds, all staff, boarders and any visitors must go directly to the assembly point and line up in silence. The staff on duty will take a house register and check that everyone is accounted for. No one should return to the boarding house until the fire marshall has given the all clear.

Fire drills during boarding hours occur once a term. Whether or not you believe it is a drill it is very important to leave the house quickly and calmly.



Mobile and Electronic Devices

Please refer to the guidance on electronics and mobile phones that has been sent out by the school

It is very important that all boarders have a working UK mobile phone and that you insert your UK sim card whenever you are in the UK so that you can contact the boarding team and they can contact you. Every boarding house has a “duty mobile” and whichever member of staff is on duty will have it with them from 5.15pm until 8.15am. Within the first couple of days you will be asked to give your UK mobile phone number to the member of staff on duty who will put it into the duty phone and you should save the duty phone number for your house onto your phone. You can then phone or text the duty member of staff in your boarding house if you need them and they will be able to contact you too.

Once you have had your IT induction at the school you will be able to log on to the wifi network, and all the boarding houses have internet access via wifi. All students are required to abide by the terms of the school’s *Acceptable use policy for students*, and breaches of the policy will result in access to the network being restricted or removed. Internet access on the school network stops 15 minutes before lights out for each year group, and at 23.00 for College.

Academic Support

Prep: From 18.45-19.45 Monday to Friday boarders complete prep (our word for homework.) For Schoolrooms students (yr7-9) this will be done in a supervised room in school. Seniors and College students work in house during this time. During prep time the houses are quiet; if you run out of prep (very unlikely!) you should do some revision or read quietly so that you don't disturb other people. During this time the tutor on duty will come round and see how your day has been. They may also be able to offer you some help or advice with your prep.



Study periods: During their study periods, College boarders can work in the College studies or the library.

Tutor: If you are finding your academic work difficult your tutor or teacher will usually be your first port of call. They will be able to help and advise you on your workload and help you to speak with other relevant members of staff such as your Head of Year, teachers or the heads of department.



Learning support: The learning support department at Bootham helps to ensure that students with learning differences are able to achieve their full academic potential. The department offers support in lessons, timetabled LS lessons and drop

in and prep support sessions after school and during activity time. Helena, the Assistant Head of Rowntree is a member of the learning support department.

EAL: One of the highlights of the provision for the international students at Bootham is the EAL (English as an Additional Language) department. Here a team of specialist teachers provide the highest standard of support for those for whom English is a second language. The EAL staff have very close links with the boarding team (the department is run by Kelly, the Head of Fox House and Jenny Adams is a house tutor in Rowntree) and both are highly skilled at helping members of the international community at Bootham to feel at home and to flourish academically.

Your Voice

It is part of the Quaker tradition that all people are of equal value and that everyone's voice should be heard. As part of this there are a number of ways that you can make your views, ideas and concerns heard in boarding. The house teams are very approachable and friendly and are always happy to give time to listen to students so it is a good idea to talk to whichever member of the house team is on duty. There are also other ways that you can put your ideas across:

Boarding Action Group: This group meets approximately once every half term. It is made up of a group of willing boarders from each house, who are keen to review current practices in boarding, to listen to - and act on - boarders questions and concerns. The Boarding Action Group aims to drive boarding at Bootham forward.

Quaker meetings: Any member of the school may stand up and speak in weekday meetings or Sunday boarders' meeting. It is a good opportunity to share truth with the whole school community.

Comment box: Each boarding house has a suggestion box in it which you can put ideas in either anonymously or with your name on. These will be looked at regularly by the house team and ideas will be raised at boarding team meetings. Feedback will be given in house meetings.

LM visits: The Head, Deputy Head and other members of LM will visit houses at least once every half-term. This is a great opportunity to simply have a chat or raise something that is important to you.

If you have any concerns or problems while you are at Bootham there are lots of people you can turn to for help and support, or just a listening ear. These include:

The boarding house team and res grads

House tutors School tutors

Mandy Naylor: Head of Boarding

Beth Steer: Head of Wellbeing

Martyn Beer: Deputy Head

Heads of Year

Health Centre staff

Luke Highstead: School Counsellor

Head Reeves

Peer listeners

Independent listener: Jane Speck



Bootham Vocabulary

Bars: Break times in the school day when students have time for a drink and a snack before going to lessons or activities.

College: The Bootham word for the 6th form (Years 12 and 13.)

Duty phone: Each boarding house has a mobile phone referred to as the “duty phone” or “duty mobile.” From 16.00pm until 8.30am the member of staff on duty in the boarding house will have the duty phone and will use it to contact you if they need to. It is important that you save the duty number in your phone and that the duty phone has your UK mobile number saved in it.

Friargate: Our local Quaker meeting house. College students (see above) visit Friargate a few times each term for Quaker meetings (see below!)

Gating: This means that you are not allowed leave in the evening and must stay in the boarding house and sign in with the member of staff on duty every hour until bedtime. These are usually given if you have not signed out of house or not come to important registrations or meetings. They might also be given for misbehaviour or having items that you shouldn't in house. There is also a school gating for offences during the day- your tutor will explain those to you!

Jacksons: Sainsbury's, the local supermarket on Bootham. Years ago it was a shop called Jacksons and people sometimes still use the name.

JCR: The social space for schoolrooms students. It is found down the stairs in the English corridor.

Key cards: Every member of the school has a key card with their photo on it which gives them access to different parts of the school and the boarding houses. It's very important that you take your key card with you when you leave house. If you lose it let reception know as soon as possible so that they can cancel your card and give you a new one.

Leave: Permission to leave the boarding house to go to another part of the school during prep or the evening, Sainsbury's or town. If you are leaving the boarding house you must sign out. If you are taking town or Sainsbury's leave you must let the member of staff on duty know when you leave and when you come back.

Lodge: The health centre. The Lodge is what the Health centre was known as many years ago. This is where you will find the medical team, the GP and the school counsellor.

SCR: The social space for the senior students. It is near the lockers by the drama department.

Meeting: The word used for a Quaker service. In school we have meeting every Monday, Wednesday and Friday and every other Tuesday. Some of the meetings will be silent,

during others people may speak. Any member of the school is welcome to get up and share a thought during a meeting. Boarders attend the main school meeting but also have their own meetings which happen on a Monday evening after tea. The word meeting also sometimes refers to house meeting which is when you are registered in the morning and evening by your house team.

Schoolroom: Students in years 7-9.

Seniors: Students in years 10-11.

Studies: The studies are a work and social space for College students.



We hope that this booklet answers some of your questions. If you have any more please do get in touch with us; we look forward to meeting you in September!

Best wishes from the boarding team.