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# ABINGDON

## Boarders' Handbook



**2017-2018**

## Welcome from the Housemasters

Welcome to Abingdon Boarding! As one of the Housemasters who will be looking after you at Abingdon we will be spending time getting to know you when you first arrive. We will also be helping you get to know your new surroundings.

We are very fortunate to have the help of a number of other teachers, called Tutors, who look after smaller groups of pupils within the house and will see you every week day during your time at the school. When you arrive you will meet them and you will be introduced to your specific Tutor. You will have many questions and you should ask me, or any one of the Tutors, for help whenever you need it.

We know that you will be feeling excited but also nervous about arriving at Abingdon School and joining one of the three boarding houses. We are here to help you get to understand the life of the school and the houses. You may be wondering what a boarding house is! It is actually a home, a physical building, where you will live with other boarders while you are at Abingdon School. However, it is also a small community within the School. Each boarding house is actually a mixture of boarders and day boys. The house community is there to help each other through the challenges of school life. We have teams that compete with other houses in the school, and social events that bring different groups together. The other pupils in the house will quickly become your friends and will probably be the people who share your best moments at Abingdon with.

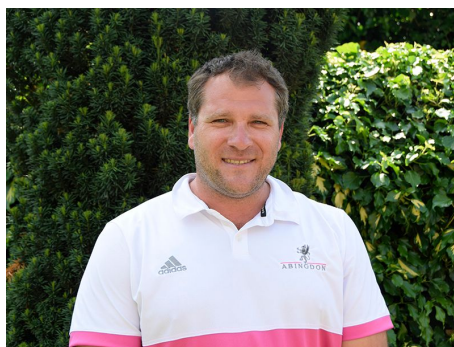
This handbook is designed to answer some of the questions you may have as you settle in here at Abingdon. You may have many more questions and you should ask us, or any one of the members of staff, for help whenever you need it. To find out more you should read through each section of the handbook carefully.

Mr Matthew Kendry  
Housemaster of Crescent House  
Head of Boarding



**Mr Kendry** lives in Crescent House with his wife Leah and their children Eloise, Amelia and Arthur.

Mr James Golding  
Housemaster of Austin House



**Mr Golding** lives in Austin house with his wife, Beccy, their children, Henry, Oliver and Emily, and their dog, Max.

Mr Michael Litchfield  
Housemaster of School House



**Mr Litchfield** lives in School House with his wife, Claire, their two sons, Harry and Dylan, and their dog, Freddie.

## The Boarding Houses



*Clockwise from Top Left: School House (to the left of Big School); Crescent House; Austin House*

Each house aims to provide you with the opportunity, support and encouragement necessary for you to achieve academic success, develop self-confidence and independence and become a concerned and responsible member of society. The house is a community that will help you through the challenges you will face in your time at Abingdon School and that will celebrate your successes and achievements. Crucially it is a place where you will form friendships and learn social skills that will last you for the rest of your life. The house combines boarders and day pupils aged 13-18 years old. The house, therefore, offers opportunities for day pupils and boarders to get to know one another, for day pupils to convert to boarding and for pupils to experience a range of cultures. You should make sure you make the most of this. Day boys are very much part of each house and are expected to follow its rules. They are also expected to recognise that the house is the boarders' home, and to treat it with appropriate respect.

You will benefit from all the recreational and academic facilities in the house. Boarders have study bedrooms, shared with between one and three other students, many of which have en-suite facilities. There is also a TV room and kitchen for the boarders. Your Housemaster heads up a highly experienced and enthusiastic team of Tutors, and is supported by the house matron. Between them the house staff look after your academic and pastoral life at Abingdon. If you have any problems the house staff will always be willing to help.



## What are the benefits of boarding?

### Friendship

You will find that living in close proximity with other pupils creates the conditions in which strong bonds of friendship develop. Your room- and housemates will quickly become some of your best friends. Our current boarders feel that one of the best things about boarding is making friends for life.

### Time

The school day at Abingdon starts at 8.35am and ends at 5.00pm. During that time most pupils are very busy with their academic lessons and "Other Half" (extra-curricular) commitments. When you add a bus journey of over an hour for some pupils, to the beginning and end of the day, time becomes a highly valuable commodity. As a boarder you will live in school so have a much more relaxed pace of life. It also makes it much easier for you to attend the many evening lectures, classes, rehearsals and sports training sessions that take place. This is especially beneficial if you are someone who is serious about art, drama, music, rugby, cricket and rowing or about getting the best possible grades.

### Independence

Over the course of your time as a boarder you will learn to organise yourself and become far more independent. You will be responsible for managing your own time, work and commitments. As a result you will develop self-reliance and learn

to motivate yourself, valuable attributes once you move on to university and the world of work after school.

### Abingdon School

We believe Abingdon provides its pupils with a fantastic education. Anyone who meets an Abingdon pupil is quick to recognise this. Please browse our website, visit us for an open day or arrange a tour if you don't believe us. The only problem is that not everyone lives close enough to Abingdon to join us as a dayboy. Boarding allows you, wherever you live in the world or the UK, to benefit from an Abingdon education either as a full boarder, staying in school seven days a week, or as weekly boarder, who can arrive on Monday morning and leave on Friday evening staying just 4 nights in your boarding house. As a weekly boarder, however, you are always welcome to stay until Saturday afternoon and return on Sunday if you prefer.

### Facilities

As one of the 140 boarders at Abingdon you will also benefit from being part of a much larger school. In the evening and over the weekend you have access to fantastic facilities designed for 1000 pupils! The swimming pool, sports hall, fitness suite, music school, library, tennis courts, squash courts, climbing wall and dance studio, are all available for your use. In addition you have access to the facilities of the House, which includes a kitchen, games room, TV room, and computer room.

## How can I cope with the challenges of boarding in a new school?

### Adjusting to a new life

Everyone who moves into a new boarding school, from one country to another or even from one part of the UK to Abingdon, will need time to adjust to their new life. Before you leave home it is normal to have very mixed feelings. One minute you might be excited about the opportunities of a new life, the next minute you might feel apprehensive or nervous. One thing you can be sure of, every boy who is preparing to come to Abingdon to study is having the same feelings; they are normal. On arrival in the new country, there is usually a period where you feel very excited and thrilled by all the new people you meet and things you see. Some people then may feel sad and homesick, isolated or that they don't fit in. This is normal and is called culture shock. It takes time to make new friends and to get used to the food, music, sport etc. After about six weeks, you should be starting to feel more at home. If you feel worried your Housemaster, your Tutor, the matron and the prefects are there to help you. There is also a school counsellor who you can contact if you would like to speak to someone confidentially. Calling home is good but it is not helpful if you spend so much time on the phone that you do not make new friends here.

### Language shock

It may be that, like many of our boarders, English is not your first language. Although your English is good and you have done well to get selected to come to Abingdon, you will find it a bit of a shock when you are suddenly in an environment where everyone speaks English 24 hours a day. You may feel you do not understand what is being said because people speak fast and have a variety of accents. You need a period of time to adjust; this is called 'tuning in' and usually takes about six weeks. Don't think you have suddenly lost all your vocabulary when you arrive.

### Academic shock

You are clever; you have passed all the tests to get selected to come to Abingdon so we know you are ready for a challenge. What you may find is that the way classes are taught is very different to your last school or home country.

At Abingdon, teachers enjoy interaction in class. They judge their students' understanding and involvement by the questions they ask and answer. It is considered good to be curious and even critical. Having an opinion and being able to give reasons to support your thoughts is very important. This may seem odd to you at first. The teacher will not always tell you the right answer, you will be expected to decide what you think is right and then explain why. Sometimes students work in groups. This is not easy, especially when not everyone comes from the same country. Many people have had different experiences of school in the past, making group work even more of a challenge. The purpose of group work is to learn to work in a team and to collaborate. This is a skill you will need in your working life in the future. Being in a group allows you to practice skills like leading, negotiating, encouraging, motivating, organising and co-operating. Sometimes there are conflicts in groups; learning to deal with these is also part of becoming a socially adept adult. You may not be used to reading or writing extended passages. Your teachers know this and will guide you to the skills you need. The EFL and SEN departments are also there to help you learn to write in an academic style. Teachers at Abingdon know that you are making probably the biggest change in your life by coming here to board. It is important not to be silent if you are finding things difficult; tell your Tutor or Housemaster. They can arrange extra support for you.

## Who will I be living with?

### House staff

Living with you in the house will be several members of staff. Each Housemaster and their family live in one section of the house. There are resident Tutors who also live in the house and other Tutors who live on the School site and do evening duty in each house.

### Housemaster

A Housemaster runs the boarding house. They are responsible for making sure that you are happy and successful while at Abingdon. They are also responsible for discipline in the house. They will work with you to sort out your evening and weekend activities. They are in charge of all of the house staff. If you have any problems your Housemaster is there to help you sort them out.

### Tutors

Each house has a number of Tutors. These are teachers who help the Housemaster run the house. They help supervise the house in the evening and at weekends. You will be in a Tutor group that will be made up of some dayboys and some boarders. Your Tutor is responsible for making sure you and the other boys in your Tutor group are happy and successful at school. Your Tutor will work with your Housemaster to look after you. Your Tutor will be there to help you sort out any difficulties you have. You should make sure you work hard to develop a positive relationship with your Tutor. You will also meet your Tutor for registration every morning. On a Wednesday you will have a lesson with your Tutor and Tutor group, which will be aimed at giving you support, making you think about things outside school, and helping you establish friendships with the other pupils.

### House Matron

One of the most important people in your life in the boarding house will be the house matron. The matron is responsible for running the team of cleaners. She also makes sure that your clothes and bed linen are washed regularly. Most importantly she is someone you can go to for help if you need help. She will be happy to talk with you, to help sort out any medical problems you have, mend your clothes and many other things. It is really important that you are friendly and polite to the matron so make sure you always say hello and ask how her day has been and say please and thank you when you ask for help.

### Support Staff

Running a school and a boarding house is a difficult job. As a result there are lots of support staff who are not teachers at the School but who help us. These include the cleaners and the maintenance team who you will meet occasionally and who help keep your boarding house and the school running smoothly.

### Other pupils

Each house has a great community of pupils who are all here to develop their academic understanding but also their broader social skills and to educate themselves in the broadest sense. They all have their own interests and work hard to pursue them and make the most of the opportunities offered by the school. Boarders come from all over the world and they get to know each other really well very quickly. Although there are times when they disagree they learn to compromise and work out their differences. A key element in the relationships between the pupils is that they are all thoughtful about each other and kind and considerate when dealing with other pupils and also other people's possessions. The house prefects are some of the leaders in the house and they have learnt to get the best from life as a boarder. Prefects are senior boys who have shown that they are capable of handling responsibility, have good leadership potential and are able to set an example for others. They are there to help you and the other younger boys during your time at Abingdon.

Most boys at Abingdon School are dayboys. This means that they arrive at school in time for 8.35am and leave at 5.00pm every day. There are nine houses in the school but only three of them are boarding houses where boarders live. All three of the boarding houses have dayboys as well as boarders in them. There are parts of each boarding house that day boys can access and other parts that they can't. Boarders and day boys share classes and Tutor groups so they are quick to get to know each other and to make friends.



# What should I bring with me?

## Clothes

### *Casual Clothes:*

Ten pairs of socks and underpants  
Enough own clothes to wear in the evenings and at weekends if necessary (but please not so much that it cannot be stored.  
As a guide line five pairs of trousers, seven T-shirts, four warm sweaters, three sets of casual sports kit including T-shirts, shorts, sports socks)  
One warm jacket and one light waterproof jacket  
Two pairs of pyjamas  
Three bath towels and personal toiletries  
A duvet, two duvet covers and two pillow covers  
Swimming trunks, goggles and swimming hat  
One pair of casual shoes and one pair of trainers for sports activities

### *School Uniform for Middle School (3rd - 5th Year):*

Navy blue School blazer  
Blue school shirts  
5th year (optional) – blue/white stripe shirt  
White shirt (for formal occasions)  
Grey flannel trousers (with black belt)  
Dark plain socks  
Black plain shoes  
Appropriate School tie  
Navy blue v-neck pullover

### *School Uniform for Upper School (L6th - U6th Year):*

One dark plain suit  
Two pairs of plain black shoes  
One navy School blazer (for use in the summer term)  
Two pairs of plain light chinos (for use in the summer term)  
One pair of plain brown shoes (for use in the summer term)  
Ten pairs of dark plain socks  
One white shirt (for formal occasions)  
Seven plain light coloured shirts or with light stripe/fine check  
Appropriate School tie (there are a wide variety of school ties that are awarded to pupils. New boys should make sure they have a house tie and a Sixth Form tie)  
Navy blue V-neck pullover

### *Sports Kit:*

Two pairs of black rugby shorts (used for a number of sports as well as rugby)  
Two school reversible rugby shirts (if you play rugby)  
One school tracksuit (no other type of track suit to be worn)  
Two school white polo shirts  
Five pairs of white sports socks  
Three pairs of school sports socks (long football sock style)  
One pair of indoor training shoes – non marking sole (in addition to the trainers mentioned above)  
Sports towel  
Swimming trunks, cap and goggles

## Electrical equipment

We recognise that you will have lots of electrical equipment that you use in your everyday lives and as part of your studies. It is important that you only bring what you need, otherwise there won't be enough space for it.

## Home comforts

Many boys bring certain home comforts with them; things that help them adjust and remind them of home. This is fine as long as you don't bring too much stuff. It is best to pack light until you get a good idea about how much space you will have in your room. You should know that you will not be allowed to boil water or cook, or toast food in your room so please don't bring any cooking equipment with you. The house kitchen has all the necessary facilities for cooking.

## Valuables

You will have many valuable items at home. Before you bring a valuable item to school you should ask yourself whether you really need it at school. If you decide you do need it, then you need to make sure it is kept safe. In your room you will have a lockable drawer, a lockable cupboard and a safe (operated by a code that you can set). You can also give valuable items to your Housemaster to look after. There is also a house bank for those pupils who bring their pocket money to school. Most sixth formers have their own bank accounts that they set up with English banks. This means that they can keep their money safe and withdraw it when they need to. You should speak to your Housemaster for help setting up a bank account.

## Stationery

You will of course need stationery (pens, pencils, files, paper, calculators etc.) for your time at school. You may choose to bring this with you. However, if you feel that you don't have space in your luggage there are several shops in Abingdon where you can buy stationery.



## What are the daily routines?

### The School Day

Your days during the week will follow this timetable. You should be aware that there are slight differences between the Upper School (sixth form) and Middle School (3rd, 4th and 5th forms):

<b>Weekday Timetable</b>					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>	0730: Wake up	0730: Wake up	0730: Wake up	0730: Wake up	0730: Wake up
	0730-0800: Breakfast	0730-0800: Breakfast	0730-0800: Breakfast	0730-0800: Breakfast	0730-0800: Breakfast
	0800-0830: Prepare for school	0800-0830: Prepare for school	0800-0830: Prepare for school	0800-0830: Prepare for school	0800-0830: Prepare for school
	0830-0835: Boarding Registration	0830-0835: Boarding Registration	0830-0835: Boarding Registration	0830-0835: Boarding Registration	0830-0835: Boarding Registration
<b>SCHOOL DAY</b>	<b>Period</b>	0835-0855: Tutor Period/ Chapel/Assembly	0835-0855: Tutor Period/ Chapel/Assembly	0835-0855: Assembly/Tutor Period	0835-0855: Tutor Period/ Chapel/Assembly
	1	0900-0950: Lesson	0900-0950: Lesson	0900-0950: Lesson	0900-0950: Lesson
	2	0955-1045: Lesson	0955-1045: Lesson	0955-1045: Lesson	0955-1045: Lesson
		1045-1105: Break	1045-1105: Break	1045-1105: Break	1045-1105: Break
	3	1110-1205: Lesson	1110-1205: Lesson	1110-1205: Lesson	1110-1205: Lesson
	4	1210-1305: Middle School Lesson / Upper School Lunch or Activity	1210-1305: Middle School Lesson / Upper School Lunch or Activity	1210-1305: Middle School Lesson / Upper School Lunch or Activity	1210-1305: Middle School Lesson / Upper School Lunch or Activity
	5	1305-1355: Lunch	1305-1340: Lunch	1305-1400: Lunch	1305-1340: Lunch
	6	1400-1455: Middle School Lesson or Activity / Upper School Lesson	1345-1440: Middle School Lesson or Activity / Upper School Lesson	1400-1430: Tutor Period	1345-1440: Middle School Lesson or Activity / Upper School Lesson
	7	1500-1555: Lesson	1445-1540: Lesson	1430-1555: Compulsory OH Activities	1445-1540: Lesson
8	1600-1700: OH Activities	1545-1700: OH Activities	1600-1700: OH Activities	1545-1700: OH Activities	
<b>Evening</b>	1700-1715: Registration and tea	1700-1715: Registration and tea	1700-1715: Registration and tea	1700-1715: Registration and tea	1700-1715: Registration and tea
	1705-1830: Free time/Activities	1705-1830: Free Time/Activities/ Enrichment// Chapel	1705-1830: Free Time/Activities	1705-1830: Free Time/Activities	1705-1830: Free Time/Activities
	1815-1845: Dinner	1815-1845: Dinner	1815-1845: Dinner	1815-1845: Dinner	1815-1845: Dinner
	1900: Registration	1900:Registration	1900: Registration	1900: Registration	1900: Registration
	1900-2030: Prep	1900-2030: Prep	1900-2030: Prep	1900-2030: Prep	1900-2030: Prep
	2030-bed time: In-house Activities/ free time	2030-bed time: In-house Activities/ free time	2030-bed time: In-house Activities/ free time	2030-bed time: In-house Activities/ free time	2030-bed time: In-house Activities/ free time/ Socials
	Lights Out: 3 <sup>rd</sup> Year: 2145 4 <sup>th</sup> Year: 2200 5 <sup>th</sup> Year: 2215 Sixth Form: 2300	Lights Out: 3 <sup>rd</sup> Year: 2145 4 <sup>th</sup> Year: 2200 5 <sup>th</sup> Year: 2215 Sixth Form: 2300	Lights Out: 3 <sup>rd</sup> Year: 2145 4 <sup>th</sup> Year: 2200 5 <sup>th</sup> Year: 2215 Sixth Form: 2300	Lights Out: 3 <sup>rd</sup> Year: 2145 4 <sup>th</sup> Year: 2200 5 <sup>th</sup> Year: 2215 Sixth Form: 2300	Lights Out: 3 <sup>rd</sup> Year: 2200 4 <sup>th</sup> Year: 2215 5 <sup>th</sup> Year: 2230 Sixth Form: 2300

## The Weekend

At the weekend there are trips, socials and activities programme that are part of the Abingdon Boarding Experience programme. There is an expectation that all boarders will participate regularly, although younger boarders are expected to participate more. There are also weekly sports fixtures that all pupils are regularly involved in. There are also often lectures, performances of music and drama, and trips that all members of the school (day and boarding) are invited to during the week and at weekends, so make sure you make the most of the opportunities available.

Weekend Timetable		
Day	Saturday	Sunday
<b>Morning</b>	0900: Wake Up	Sleep-in with continental breakfast in house for those who want it (If there is a trip it will depart at some point in the day so you may need to get up for that)
	0915-0955: Breakfast	
	1000: Registration in House	
	1000-1130: Sports Centre / Library / Music School (all pupils must participate)	
	1130-1230: Library remains open	
<b>Afternoon</b>	1230-1300: Lunch:	1230-1300: Free time
	1300: Registration	1300: Registration
	1315-1815: Sports fixtures or Free time	1300-1815: Free time, Trip or Activity
<b>Evening</b>	1815-1900: Dinner	1815-1900: Dinner
	1900: Registration in House	1900: Registration in House
	1900-2300: Free time, Trip, Social or Activity	1900-2230: Free time
	Lights Out: 3 <sup>rd</sup> Year: 2200 4 <sup>th</sup> Year: 2215 5 <sup>th</sup> Year: 2230 Sixth Form: 2300	Lights Out: 3 <sup>rd</sup> Year: 2145 4 <sup>th</sup> Year: 2200 5 <sup>th</sup> Year: 2215 Sixth Form: 2300





### The Other Half

Like all members of the school you will be required to participate in the Other Half (co-curricular) programme at Abingdon. We believe that it is very important. If you have decided to come to our school then you have also decided to join in the Other Half programme with enthusiasm and energy. You are required to participate in a minimum of two sports sessions per week. You must also do an activity on a Wednesday afternoon. In the 3rd Year you must do a service activity on a Tuesday during period 8. There is a vast array of sports available so you have plenty to choose from. There are also a great many other activities including science projects, music, drama, academic societies, debating, CCF, Duke of Edinburgh Award and much more. It is a good idea to do as many of these as you can and we recommend that you try something new each term. However, it is important that you take care to manage your time. You should also know that not all activities are available to all year groups. Sometimes it might be that two activities you want to do take place at the same time. In this situation you need to decide which one to do. You can't do both! You will choose your Other Half activities in your first week at school.

### Food

All boarders' meals take place in the school dining hall (breakfast, lunch and dinner). We are always trying to improve the quality of our food so we are very happy to listen your views. If you come from another country you may be worried about English food. However, you should make sure you always go to meals and try our food. It may be different but it is very nice and food is an important part of experiencing a new culture. Each house has a kitchen where you can make snacks, or cook your own food at the weekends. Sometimes in the summer the houses have a barbecue in their gardens.



### Laundry

You need to be organised with your laundry if you are a boarder. You will need to make sure that everything that goes into the wash has your name clearly on it, with either a printed label or written on clearly with marker pen on a prominent label. You need to put all your dirty clothes into the baskets that you are given and take them to the laundry collection point in your house. In addition, you need to strip your beds once a week and put your sheets, duvet cover and pillow covers in the wash too. You will also be given two sock bags with your name on it: one for black and coloured socks and another for white socks. You need to put your socks in the bags and then put the bags in the wash to stop your socks getting mixed up with everyone else's! You can imagine how difficult it is to work out who owns which sock from a loose pile of black and white socks! If you need a couple of items washed in a hurry you should speak to the house matron. If you are very nice and polite she will be able to wash them more quickly for you.

### Rubbish

At Abingdon we believe in recycling. If you decide to come to our school it is important that you also accept that you need to organise your rubbish so that it can be recycled. As a result there are two types of bins in the boarding house: one for recycling and one for non-recyclable. There are many of these different types of bins all over the house. You will be told what can/cannot go in each bin when you arrive. It is very important that you listen to this.



## Coming and going from the House

### What are Registration and Signing out?

We are required by law to know where you are at any time while you are in our care. There are a number of times in the day when you will need to register in the House with the member of staff on duty. These are usually at 8.30am, 5.00pm and 7.00pm during the week, and at different times at the weekend. It is very important that you do not miss these.

We believe it is healthy for our boarders to be allowed to leave the house. If you wish to leave the school site at any time you need to get permission from your Housemaster, the house matron or from the Tutor on duty - this is called 'signing out'. After 7pm you need permission to leave the boarding house to go anywhere. You are also expected to tell them when you return to the House.

We do not believe in forcing you to stay in over the weekend and in special circumstances (for example if your parents are visiting from abroad) you may be allowed out during the week. If you want to stay out of the House overnight then your Housemaster will need confirmation from your parents or guardian before you will be allowed out. If you are not going to be staying with your parents or guardian your Housemaster will also need confirmation from the adult you will be staying with.

### Leaving the house

We are required by law to know where you are at all times. Therefore if you wish to leave the school site at any time you need to get permission from your house matron, your Housemaster or the Tutor on duty. After 7pm in the evening you need permission from one of those people if you would like to leave the grounds of the boarding house. If you wish to leave the house overnight (permission to do this will not normally be granted on a weeknight) then your Housemaster will need permission from your parents/guardian and (if you are not staying with your parents/guardian) the responsible adult you are staying with. It is possible that your Housemaster will not let you out (but this is only likely if you are in trouble or there is a compulsory event that you need to attend). If you wish to leave the house and miss school for any other reason (for example work experience or important family occasions) then you should request permission from your Housemaster who is able to grant permission for up to a day off school. For periods of time longer than this, then your parents will need to write to/email Mr David Dawswell, the Second Master. If you wish to miss a sports fixture that you have been selected for you will also need to write to ask permission from Mr Dawswell one week in advance of the event, and you will also need to ask your coach.

### Overnight Leave

We believe it is healthy for our boarders to be allowed to leave the house. We do not believe in forcing you to stay in over the weekend and in special circumstances (for example if your parents are visiting from abroad) you may be allowed out during the week. However, we have to be very careful that nothing bad happens to you while you are in our care. As a result there are rules about leaving the house. If you want to stay out of the House overnight then your Housemaster will need confirmation from your parents or guardian before you will be allowed out. If you are not going to be staying with your parents or guardian your Housemaster will also need confirmation from the adult you will be staying with (for example if you are staying overnight with a friend who is a dayboy then your Housemaster would also contact his parents to check that they are expecting you).

### The start and end of term

At the end of each term your Housemaster needs to receive the details about where you are going to stay from your parents/ guardian. This is extra-important for you if you are studying in the UK on a Visa. Your Housemaster also needs to know when to expect you to return to the school after the holiday. Again this information should come from your parents prior to your departure on holiday. If you are delayed for any reason your parents must inform your Housemaster so that he knows when to expect you. We strongly discourage boys arriving late at the beginning of term and leaving early at the end of term, as it is disruptive to both their education and the rest of the class.. Any absences should very much be the exception rather than the rule, and any request for absence should be made to the Headmaster.



## How will I be able to contact home?

### The Internet

In each house library you will have access to desktop Mac computers on which you can access the Internet. There is also wireless access to the internet throughout the house. However, you will not be allowed to set up your own private Internet access. We recognise that the internet is a wonderful resource as a means of communication and a source of information. We encourage you to make responsible and safe use of it. You will have regular education about how to get the best out of the internet and how to avoid the potential dangers. You will also need to read and agree to our acceptable use policy before you are allowed on the school network and we expect you to be sensible and sensitive towards others when you are using the internet.

### Email

You will be keen to stay in touch with your family and friends outside school and the school will provide you with your own gmail account. Your teachers will also communicate with you through this account so it is really important that you check it regularly and use it for your schoolwork. Of course you will also be able to access and use your own personal accounts as well.

### Skype

You will be able to use Skype while in each house. You can use the school computers in your house or the wireless network to Skype family and friends.

### Telephones

Each house has a pay phone that you will be able to use. Your Housemaster will give you the number so that your parents can call you on it. Most boarders also have their own mobile phone. We believe it is a very important communication device so that you can stay in touch with your friends and family. You will also find it useful for contacting the member of staff who is on duty in your house. Each house has a mobile number, which you can see on each house welcome page. You will be given the number to store in your phone on your first day in house. In addition, you will need to give your number to your Housemaster so that they have a record and a means of contacting you in an emergency. It is important that you remember that mobile phones are expensive and often prized personal possessions. Therefore you should take care to look after your mobile phone. We suggest that you keep it in your lockable drawer or safe when you don't need to have it on you.



## The town of Abingdon

### The town of Abingdon

Abingdon School is located in Abingdon, a town of about 25,000 people in Oxfordshire, about 12km south of Oxford. Boarders are able to sign out to the town centre (about a 5 minute walk) to use the local amenities. These include:

**Supermarkets:** The biggest supermarket in Abingdon town centre is Waitrose. It sells good quality food. There are several smaller, cheaper supermarkets close to the school: the Co-operative and Spar are two closest to the school. There is a small Thai shop selling Asian food on the High street.

**Barbers/Hairdressers:** Abingdon seems to have quite a few of these! It is worth asking the price before you have your haircut - prices vary from ten pounds to thirty pounds. You will not usually need an appointment. If you want the hairdresser to keep your existing style, you ask for a trim.

**Post Office:** You can buy stamps and post parcels from the Post Office counter INSIDE the Co-Operative Supermarket (Co-Op) on West St Helen's Street.

**Banks:** Lloyds TSB, Santander, Natwest, HSBC and Barclays banks have branches in Abingdon. Usual opening hours are: 9am- 5pm weekdays and 10am to 1pm on Saturdays. ATM machines are open 24 hours a day. To open a bank account, you will need a letter from the school confirming you are a student here. Ask your Housemaster to arrange this.

**Photo Booths:** If you need passport photos for any reason, they can be taken at Timpsons (the shoe repairers in the precinct).

**Stationery:** There is a stationery shop called WH Smith in the precinct and another called Prices on Stert Street. 'Mostly Books' on Stert Street and 'The Book Shop' in the precinct have a good selection of books and will order any books for you.

**Restaurants:** Abingdon has quite a few restaurants: Italian Pizza Places, Chinese, Thai and English Fish and Chips to name but a few. The boys here will be able to recommend their favourite places to eat. Pubs serve food but will not serve alcohol to people under 18. You will be asked for proof of your age if you look young. Pubs serve soft drinks. Drinks are served in pints (big glasses) or half pints (small glasses). There are also a number of coffee shops right in the centre of the town.

### Churches and places of worship

The school has a strong Anglican Protestant tradition. You will attend a 20 minute morning chapel service for your year group once a week. There will also be a Chapel service for boarders on a Tuesday evening once a month that you will need to attend. You will also attend whole school services in St. Helen's Church at the start and end of each term. However, we recognise that you may hold different religious beliefs and so may want to access religious services outside school. If you would like to do this then you should speak to your Housemaster or Tutor and they will help you make arrangements. Below are some of the local places of worship that you may be interested in.

**Churches:** There are at least ten churches in Abingdon. If you do an Internet search for 'Churches in Abingdon', you will be presented with a list. By visiting their websites, you can find out about services and other activities. Here are some of the main ones:

- St Helen's (Church of England/ Anglican), Bishopsgate Road
- Our Lady and St Edmund (Catholic)
- Trinity Church (Methodist), Conduit Road
- Abbey Baptist Church [[www.abbey-baptist-church.org.uk](http://www.abbey-baptist-church.org.uk)]
- There is a Chinese Christian Church in Oxford [[www.oxccc.org](http://www.oxccc.org)]

**Mosques:** There are two main Mosques in Oxford (both in the Cowley area). The Central Oxford Mosque is in Manzil Way, Cowley, Oxford. The Bangladeshi Islamic Education Centre and Mosque is at 57 Cowley Road, Cowley, Oxford.

**Temples:** There is currently no Hindu Temple in Oxford but a project is underway to build one [<http://www.oxfordhindutemple.org>]



## Going further afield to Oxford & London

### Oxford

The city of Oxford is a 20 minute bus ride away and it has many more shops, restaurants and facilities. Abingdon is about 12 kilometres south of Oxford. Oxford is a small city, most famous for its university. The university consists of 38 smaller colleges, which are spread out through the town. As well as being full of students, Oxford attracts many tourists from all over the world. There is plenty to do there: cinemas, shops, restaurants etc. Pupils need to ask permission to go to Oxford on the weekends from their Housemaster. The bus stop is near the front of the school and there are frequent buses (about every ten minutes). The bus journey takes about 25 minutes and drops you right in the centre. A return ticket costs £4.20 for an over 16-year old and £2.10 for anyone under 16. You can catch bus X3 or X13 (red buses) or bus 31 (white bus). You pay as you get on the bus. It is good to try to have the right money ready. There is a bell to press when you want to get off. The bus will only stop at bus stops. It is polite to say 'thank you' to the driver as you get off. Buses leave for Abingdon from Oxford on St Aldates Road, outside Christchurch College. When coming back, you stay on the bus till it stops at Stratton Way in Abingdon.



### London and the airports

Sometimes groups of Sixth Formers plan a day out in London on the weekend. There is so much to see and do; it is a good idea to have a plan before you go. There are several international airports in and around London. Heathrow is the biggest and nearest to Abingdon. Gatwick is the next largest. There is also London City (which is small), Stansted and Luton (both of which are further from Abingdon and harder to get to). You can get to Heathrow and Gatwick direct on a bus from Oxford for about £10. The buses run every hour during the day. You can also make your way to Heathrow and Gatwick on the train from Oxford or Didcot but this is more expensive and complicated. By using the train and the London Underground network you can access London City Airport. To get to Stansted or Luton you will need to take a taxi, and many boarders choose to get taxis to Heathrow and Gatwick as well, although this is definitely the most expensive option.

### Getting to London

**Bus:** This is usually the cheapest way. First, catch a bus to Oxford. From Oxford Bus Station (called Gloucester Green bus station) there is a regular bus called 'The Oxford Tube'. It runs about every 12 minutes and costs sixteen pounds return. It stops at Victoria Coach Station, near Victoria Station in central London. It takes one hour and forty minutes if the traffic is good.

**Train:** You can catch a train to London from Oxford or Didcot (about 10 km south of Abingdon - you will need a bus from Stratton Way or a taxi to get there). It is more expensive if you buy your ticket on the day. You can get cheaper deals by booking online beforehand. The direct train takes about 50 minutes and arrives at Paddington Station.

**Tube:** If you buy a day's travel card with your train ticket, you can have unlimited travel on the London Underground for a day. The London Underground is like a Metro. It is called 'the Tube' by English people. It is a bit complicated at first but we will explain the process to you. Frequent users of the Tube can get an electronic card called an Oyster Card which you can put money onto, online (or top up at the station). It is the cheapest way to travel and can also be used on buses in London.



## How will I be kept safe?

### Relationships with other pupils

You will find that the other pupils at Abingdon School are very friendly and welcoming. They will treat you with kindness, tolerance and friendship. You should make sure that you treat them in the same way. The school has an effective anti-bullying policy in order to prevent bullying and to deal with it if it does happen. For details of the policy you can look on the school website.

### Resident staff

There are members of staff who live in the boarding accommodation. They have private flats but are there to help and look after you. If you have a problem day or night you should contact a resident member of staff. All the staff have undergone a police (DBS) check and receive training in looking after boarders.

### Security

Code locked doors protect the boarding houses. Inside the houses there are code locked doors to prevent dayboys accessing certain areas. At night, gates allowing access to the boarding houses are shut. Any guests to the house – including other pupils should be signed in with the member of staff on duty, your Housemaster, or the house matron.

### Fire protection

The school has a rigorous fire safety policy. All rooms have fire alarms that are tested on a weekly basis. There are fire alarm buttons at multiple points in each house and fire extinguishers are readily available. We carry out regular fire drills. Your Housemaster will explain what to do in the case of a fire when you arrive. You will also be shown where the fire escapes are for your room. You will also be given instruction on how to use the house cooking facilities safely.



### Codes

In order to prevent other people gaining access to boarding accommodation the doors in the boarding houses have code locked doors. You will be given the necessary codes on arrival. It is important that you keep the codes secret for your own safety and for the safety of your fellow boarders. Even though it is tempting to tell your friends the code you must not do it.

### Lockable spaces

In your area you will have a lockable drawer, a lockable cupboard and a code operated safe. You will be shown how to set the code when you arrive. You should keep valuable and important possessions in these lockable spaces.



## Where can I find help if I need it?

### House and School Staff

The easiest place for you to find help is the house staff. There will always be a member of staff in the house in the evening and the weekend and the house matron will be in the house all day during the week. Never be afraid of asking a member of the house staff for help about anything. They will always do their best to fix the problem.

### School Counsellor

Sometimes you might want to talk to someone who is not one of the teachers or a member of your family. There is a School Counsellor who is a trained expert with lots of experience in helping young men your age. She is very popular with the boys at school who use her a lot. To contact her you should email [school.counsellor@abingdon.org.uk](mailto:school.counsellor@abingdon.org.uk) to make an appointment. She will tell you how to get to her office once you have made contact. The school counsellor will explain about confidentiality when you first meet her.

### Designated Safeguarding Leads

There are a number of teachers at school who have a special responsibility for child protection (looking after all of the pupils). They are Mr Hindley (the Deputy Head Pastoral), Mr Kendry (the Head of Boarding), Rev. Gooding (the Middle Master) and Mrs Morris (the Senior Nurse). In addition to them, Mrs O'Doherty, Mrs Wigmore and Mr Hallinan are also part of the safeguarding team. If there are problems that you don't want to speak to your house staff or other teachers about then you should tell one of them. They will help you sort out the problem.

### Health Centre

The Health Centre is also a good place to go for help. You can go for help about medical issues but they are happy to help you with other problems as well. It is a good place to go if you are feeling upset or unhappy and just need some time to yourself. The nurses are very kind and understanding. You might even get a cup of tea and a biscuit!

### Whistleblower

The whistleblower is an online source of help. You can report something anonymously on Whistleblower. The link for Whistleblower can be found on Firefly, the school study site (on the right hand side after you log in).

### Complaints and suggestions boxes

Each house has a complaints and suggestions box. If you have complaints or suggestions you can post a note. Your Housemaster will check the box regularly and do what he can to respond to your complaint. You can also submit a suggestion to the online suggestion box which is available on the Firefly Boarding page.

### Prefects

Sometimes you may not want to speak to an adult about a problem you have. School prefects are senior pupils who have proven that they are mature and sensible. They are a good place to go for help. They know the school very well and will be able to help you find the support you need if they can't provide it themselves.

### Outside School

There are also lots of other places outside school you can seek help. You will find these advertised on notice boards around the boarding house. Some of them are listed below:

- NSPCC (for advice regarding child abuse): **0808 800 5000** or [www.NSPCC.org.uk](http://www.NSPCC.org.uk)
- Childline (for advice on any issue or problem): **0800 1111** or [www.childline.org.uk](http://www.childline.org.uk)
- Abingdon School's Independent Listener: St Helen's School Chaplain, Rev. Kate Windle, tel. **01235 520173**
- Abingdon Social Services (to report suspected child abuse or neglect): **0845 050 7666**



## How will my achievements be recognised?

### Commendations

If you are in the Middle School you get awards called commendations for good work. Once you have gained a certain number then you may get an award from your Housemaster.

### Housemaster's or Head of Department's Praise

If you do something really good, either in your academic work, Other Half or social activities, you may be given a Housemaster's or Head of Department's Praise. This is awarded to you by your Housemaster at House assembly and is something to be very proud of.

### Head's Praise

For outstanding contributions to the school you can be given a Head's Praise. This means that the Headmaster will see you personally in his office to say well done. This is a very prestigious award.

### Special Prizes

Every year at a prize-giving ceremony at the end of the summer term special prizes are given to boys who have contributed a great deal to the school. There are prizes for academic work, sports, services, societies, leadership and many other things. These prizes only go to boys who have been exceptional in their contribution. If you get one of these you have done very well indeed.



## What happens if I get into trouble?

### General principles

We expect you to behave with maturity and responsibility while you are at Abingdon. You should make sure you are respectful and polite to everyone and always give your best effort to everything you do. However, sometimes you might make a mistake. If you do then we expect you to learn from it and avoid making similar mistakes in future. Depending on how serious the mistake is and whether you have done something similar before there are a number of things that could happen.

### Discussion with your Tutor or Housemaster

If your Tutor or Housemaster speaks to you about something we expect you to change your behaviour accordingly. This is not a major sanction but tells you that if you don't alter your attitude then you will be facing more serious trouble.

### Housemaster's Summons

If you behave poorly or cause trouble in class or in other areas of the school you will be given something called a Housemaster's Summons. This means you have to find your Housemaster and he will talk to you and determine what action you should take to make amends for your mistake.

### Prep Detention

If you fail to complete your prep to an acceptable standard or if you fail to complete your prep on time you will be given a prep detention. This means that you need to go to the Masters' Common Room (the teachers' social room) where you will be met by a prefect who will supervise you while you do silent work.

### Friday Detention

You will be given a Friday Detention for serious errors. They can be given for bad behaviour or for a serious failure to complete work. If you get a Friday Detention it means you have made a very significant mistake and you will have to change your attitude very quickly. If you are given a Friday Detention your parents will be told about it.

### Head's Detention

This is only given for very serious misbehaviour. It takes place on a Saturday morning between 9am and 11am. You will need to be in school uniform. The Deputy Head Pastoral supervises Head's Detentions. Your parents will be informed. If you get one of these then you are putting your position at the school in danger.

### Temporary Exclusion

For extremely serious misbehaviour or mistakes you will be given a temporary exclusion. This means you will not be allowed to come to school for up to three days. If you are a boarder you will be required to stay with either your parents or your guardian during the time of your exclusion.

### Permanent Exclusion

If you repeatedly misbehave and fail to learn from your mistakes you will be excluded permanently from school. This is very rare.



# What support is there for my academic studies?

## GCSEs and A Levels

At Abingdon you will be studying for GCSEs (or iGCSEs in some subjects), and A level exams. These are tough qualifications and will require you to work hard. Before you arrive you should look at the school website and see what you will be studying in your subjects. You can then do some additional preparatory reading and research to make sure you are ready for the start of your time at Abingdon. You may want to look at the course syllabus on the exam board website. It is often a good idea to email the heads of department for the subjects you are studying in order to get some details about what to prepare. Their email addresses can be found on the Staff List.

## Teachers

Obviously one of the best places to go for help with your studies is to your teachers. They will be teaching you lessons during the week so will know you well. At Abingdon the teachers are very friendly and willing to help. They actually want you to come and speak to them if you don't understand anything. They certainly won't think that by asking them questions then you are criticising their teaching (they want you to ask questions). Your teacher will recommend extra reading if you want to learn more and will also arrange extra time to meet you and help you if you ask for it.

## Tutors

Another person who can help you with your work is your Tutor. These teachers have a special responsibility for helping you. Your Tutor may not be a specialist in the subject you are finding difficult but they will be able to arrange help or tell you how to find it. Your Tutor is a very sensible place to go for help.



## Other pupils and Prefects

Sometimes the other pupils in your house might be a good source of help. They might be studying the same thing as you and may be able to help you out. Another place to ask is the house prefects; they will be the older pupils in the house and will have studied your work in a previous year. Even if they can't help you themselves, they will be able to tell you where to go to find help. If you get help from another pupil you should make sure that you do not copy them. You can ask them to explain something so you understand but you are not allowed to copy their work or let them do it for you. This wouldn't be any real use in helping you develop your own knowledge and understanding!

## Learning Support Department

At Abingdon we also have something called the Learning Support Department. The staff in this department specialise in helping pupils improve the way they work by teaching them organisational, study and revision skills. If you have a special educational need then they can also help you with that. If necessary they can arrange for you to be allowed to type your exams or for you to have extra time in your exams.

## English as a Foreign Language Department

We recognise that pupils who come to Abingdon from a country where English is not the first language might need extra help. The English as a Foreign Language Department specialises in teaching English to pupils who do not speak it as their first language. You will need a good level of English to do well in GCSEs and A levels so you may well need extra lessons from EFL. The department also helps prepare pupils for the IELTS exam. Many universities will require a particular IELTS score from pupils who do not speak English as their first language before they will offer a place.

## Applying to University

The system for applying to University is called UCAS in the UK. There is a dedicated UCAS department at Abingdon that assists people applying to university in the UK. You will be given advice by the UCAS department at certain points in your years in the sixth form. Your Tutor, working with the UCAS department, will help you with your UCAS application. There is also a special programme for pupils who are interested in applying to Oxford or Cambridge Universities (Oxbridge for short). If you are interested then you can speak to the member of staff in charge of Oxbridge applications and to your head of department who will run special extension lessons. The important thing to remember is that you need to be exceptionally good at a subject (one of the best at the school) and very passionate to even think about applying. This means you should be doing lots of extra work and reading to develop your knowledge and understanding well beyond what you do in class. It is important to remember that not everyone is suited to Oxbridge and there are many other excellent universities in the UK that may be a better match for you. A number of boys from Abingdon have also been applying to American Universities in the last few years. To find out about this you would need to speak to Mr Triff, who is in charge of Careers Guidance and applications to American Universities. We do not teach SATs (the entrance exams for US universities).

# What is there for me to do during my time at Abingdon?

## Academic Lessons

Clearly much of your time during the day will be taken up with academic lessons. You will have a lesson during every lesson period (see the weekly timetable) if you are in the Middle School. In the Lower Sixth you will have some free periods. During this time boarders are allowed to work in their rooms while dayboys need to go to supervised study sessions. At Abingdon we try to make academic lessons as interesting as possible. Your teachers want you to ask questions and will try to design activities that will make you think. They will not just tell you the answers. They will help you work out the answer for yourself. The idea is that this will allow you to become independent in the way you learn so that by the time you go to university you will be able to cope with the freedom you will be given.



## Academic Extension Opportunities

There are a large number of academic societies and clubs as well as extension lessons that you can join. These will aim to stretch your understanding beyond what is required to do well at A level. You will need to be selective about which subjects you are interested in because many of these classes take place at the same time. For boarders there is a prep session from 7.00pm – 8.30pm every night of the week. Every boarder must be working during this time and Tutors will be checking that you are.



## Sports

There are lots of sports available at Abingdon. You will have a choice about which sport you wish to do. However you will have to do at least two hours of supervised sport a week. The range of sports is huge. Some are traditional English sports like rugby, cricket, and field hockey,, while some are more international like football, rowing, golf, sailing, shooting, swimming, tennis, cross country, athletics and badminton. To see the details of the vast range available, look on the school website at <https://www.abingdon.org.uk/sports>.

## Music

There is a lot of music that takes

place at Abingdon. You can arrange individual lessons and also join a big range of orchestras and bands. There are regular performances, some in front of small audiences and others in theatres full of people. For more details look on the school website at [https://www.abingdon.org.uk/other\\_half\\_music](https://www.abingdon.org.uk/other_half_music).



## Drama

If you are enthusiastic about drama then Abingdon is the school for you. Not only can you study drama at GCSE and A level but there are also a huge number of plays for all ages that take place. You can audition for the plays regardless of whether you are studying drama or not. However you should be aware that drama is popular and the standard is high! For more details look on the school website at [https://www.abingdon.org.uk/other\\_half\\_drama](https://www.abingdon.org.uk/other_half_drama).



## Services Activities

There are also service activities These provide you with an opportunity to help others and learn leadership skills. They range from the Combined Cadet Force (CCF) and Duke of Edinburgh Award to helping in the local community at primary schools or old people's homes. For more details look on the school website at [https://www.abingdon.org.uk/service\\_activities](https://www.abingdon.org.uk/service_activities).

## The Abingdon Boarding Experience

Part of what makes the 'Abingdon Boarding Experience' special is the range and variety of activities and opportunities you will have in your time at Abingdon. Many of these are through the whole-school Other Half programme, while others are specific to boarders and take place at the evenings and weekends. Some of the trips and activities will be compulsory, but we really encourage boarders to have the mindset of wanting to try and experience new things and new places and make the most of your time at Abingdon School.



### Evening Activities

For boarders there are a number of evening activities available. The sports centre is open most nights and you have access to the swimming pool, squash courts, fitness suite, and sports hall (for football, basketball and badminton). The music practice rooms are also open in the evening. On Friday and Saturday nights there are social events that take place: trips out (go karting or 10 pin bowling for example), social evenings meeting girls from the local boarding schools, meals out, and events in house like film nights and board games. There are also social events for Tutor groups, which will involve both boarders and dayboys. It is a good idea to do as many of these as possible if you want to make friends, learn social skills and get the most of your time as a boarder. In addition the Tutors in the house run social activities after prep time each night of the week.

### Boarding Trips and Activities

There is always something going on at the weekend. If you are in a sports team then there will often be fixtures that you will be playing in over the weekend. In addition there will also be either social events, activities, or day trips every weekend. It is a really good idea to make the most of these opportunities if you want to make friends, learn social skills and get the most out of your time as a boarder. There are several big day trips over the course of the year and you will be expected to sign up for a certain number of them depending on what year you are in.

### Activities Priority and May Bank Holiday weekends

Once a term there is an Activities Priority Weekend. This means that there are no sports matches and instead other clubs and societies run activities. The CCF and Duke of Edinburgh Award Scheme do expeditions, for example, and academic departments might run a trip. In the Summer Term there is a long 'Bank Holiday' weekend which includes the following Monday. On that weekend all members of the 3rd Year in the boarding houses are required to join in with a trip away to an outward bound centre. If you are in the 3rd Year and really don't want to come or your parents do not want to pay then you need to go and stay with your guardians. The 4th Year, 5th Year and Sixth Form spend the weekend revising for their examinations so they are allowed to stay in the house.



## What are my responsibilities?

### Academic

While at Abingdon we expect you to be responsible for doing your very best in regard to your academic work. You must do your homework (prep) on time and make sure you hand it in to your teacher. You must go to all of your lessons and concentrate in every lesson. Even if you have missed most of a lesson because you were in the Health Centre or required for another activity, as soon as you are free, then you must go to the lesson and see the teacher to collect your work. If you do miss a lesson, because you were ill, on a school trip or any other reason, you must apologise to the teacher, collect the work you missed and catch up with it before the next lesson.

### Communication and Manners

You have a responsibility to communicate with other people and to do so in a polite manner. This means apologising to teachers if you miss a lesson or activity. It means making sure you always say please if you are asking for something and thank you if you are receiving something. At the end of your lesson or activity the polite thing to do is to say thank you to your teacher. You should hold the door for a member of staff to pass through and you should never push or shove other people. Proper communication and manners are also important when you are speaking to other pupils. You should never raise your voice or shout at another pupil. You should never swear at another pupil. You should always say please and thank you and should always look to help other pupils out if you can. In general you should treat other people in the same way you would like them to treat you. Making sure you are helpful, polite and considerate of their feelings. Swearing, spitting, dropping litter and physical violence are all taboo in British culture and will not be tolerated at Abingdon. You should speak English as much as possible. If there you are in a public space or if there is someone in your room who does not speak your language (including other pupils, teachers and support staff) then you must only speak in English. If you do not then you will appear to be rude. You are expected to attend all school meals and will not be allowed take away food on a weekday.

### Other Half

You have a responsibility while at Abingdon to attend your Other Half commitments. As a minimum you must do two sports sessions and one Wednesday afternoon activity each week. If you are in the Third Year you must also do a service activity on a Tuesday afternoon. If you sign up to do an additional activity then you have a responsibility to attend. A member of staff and other pupils will




have given up their time expecting you to be there so you have a duty to go.

### House Community and Duty

Within the each house you have a duty to your housemates. There will be formal duties that you will be required to do but there are other basic responsibilities that you have to the community. These include making sure your room is tidy, that you put your own laundry in the laundry bins, and that you take your dirty sheets off your beds when you are supposed to. You also have responsibility to wash up after you have used the house kitchen and to tidy up if you have used other facilities in the house. In addition you must put your rubbish in the correct bin. Dropping litter is completely unacceptable for a student at Abingdon School. Finally you have a responsibility to abide by the school rules, to be honest and to treat others with respect.

### Use of electronic devices

While electronic devices such as mobile phones and laptops have many advantages and benefits, we want the boarders at Abingdon to learn to use them sensibly and appropriately. During the school day boys in Middle School are able to bring their phones into school but will not be expected to be using them in a widespread manner and will not be allowed to connect to the wifi network. Upper School boys will be allowed their phones and may connect to the wifi network. Phones should never be used in the dining hall or chapel. In the evenings and weekends boarders will be able to connect phones and other electronic devices to the wifi network but this will shut down at bedtime. 3rd and 4th Year boarders need to hand in their electronic devices overnight to the Tutor on duty.



Boarders are not allowed to play computer games during evening prep times, and from 10:00am to 11:30am on Saturday mornings.

### **Alcohol and Tobacco (cigarettes)**

You are not allowed to buy or use alcohol or tobacco while at Abingdon School. You will face serious sanctions if you are found to be using or have used either substance. The only exception is that Sixth Formers may be given the choice of having a small amount of alcohol to drink on special occasions. For details you need to look at the policies on the school website.

### **The furniture and buildings of the Houses**

You have a responsibility to look after the buildings that you are living in. Each house is hundreds of years old and is maintained very carefully. This means that you should never deliberately damage the buildings or furniture in the house. You should also moderate your behaviour to minimise the potential damage that might be caused to the school property (for example you should not run about or wrestle in the house). If you accidentally damage school property then you have a duty to report the accidental damage. If you are honest and it was an accident then you will not get into trouble (as long as you were behaving sensibly when the accident happened). You should make sure that you have put your posters on the boards provided, not on the walls. You should also make sure that food is stored in your locker and that you only eat hot food in the house kitchen (not in your room). Every day you should make your bed and tidy your area.

### **Medication**

You must make sure that you do not bring extra medication into the house without telling your Housemaster. It is vital that we know what medication you are taking. This means that it needs to be checked by your Housemaster and the Health Centre. As a result if you bring medication that is not from England into the house you will need a note explaining its use from your parents. We will still want to check it.

### **Clothes and laundry**

Your clothes are all washed for you while you are at Abingdon. You are responsible for making sure that your clothes and bed sheets are put into the laundry bins before school starts on the designated day. You must then collect your clean clothes from the laundry cupboard on Friday after lunch. You also have a responsibility to make sure that all your clothes are labelled. Before you come to school you need to make sure that your clothes are labelled. If you buy new clothes you must label them (either with a sew in label or a marker pen). For new clothes, the house matron, has marker pens you can borrow, or if you ask nicely the house matron may be willing to help you.

## How do I get the most out of boarding?

### Do

- Come with a positive attitude determined to make the most of your stay
- Do make the first move in meeting new people and making friends
- Make a point of learning and remembering names and greeting people
- Speak English as much as you can
- Keep in touch with friends and family at home
- Join activities you have never tried before
- Use the gym, swimming pool and other sports facilities
- Try food you have never eaten before
- Get help from the prefects, teachers, counselor, housemaster, EFL department if you need it
- Make plans to go out on weekends
- Remember to thank your parents or whoever is making this experience possible for you
- Have a sense of humour

### Don't

- Mix only with boys from your country
- Speak your own language when others who do not understand you are in the room with you
- Spend all your free time on the phone or on your computer
- Keep worries or anxieties to yourself
- Be so focused on getting good grades that the only bit of England you see is your desk
- Waste this wonderful opportunity you have been given



## How do I find my way around school?



1. Park Lodge / School Reception & OA Club Office
2. Administration
3. Design Technology
4. Admissions / Headmaster's Office
5. Arts Centre
6. Amey Theatre Foyer
7. Caf

8. Lacies Court
9. Lower School
10. Chapel / Charles Maude Room (CMR)
11. Library
12. School House
13. Avernus
14. Dining Hall / Kitchens

15. Austin House
16. Activities Centre
17. Second-hand Uniform Shop
18. Crescent House
19. Learning Support / EFL
20. Health Centre / Whitefield
21. Faringdon Lodge

## Important Contact information

### Austin House

Mr Golding's contact details:

T: 01235 849056

E: [james.golding@abingdon.org.uk](mailto:james.golding@abingdon.org.uk)

Austin House address:

76 Bath Street, Abingdon,  
Oxfordshire, OX14 1EB, UK

Austin House Duty Mobile number:

+44 7583 985376

### Crescent House

Mr Kendry's contact details:

T: 01235 849046

E: [matthew.kendry@abingdon.org.uk](mailto:matthew.kendry@abingdon.org.uk)

Crescent House address:

21 Park Crescent, Abingdon,  
Oxfordshire, OX14 1DD, UK

*Address for boys' post:*

*20 Park Crescent, Abingdon,  
Oxfordshire, OX14 1DD, UK*

Crescent House Duty Mobile number:

+44 7557 443150

### School House

Mr Litchfield's contact details:

T: 01235 849036

E: [mike.litchfield@abingdon.org.uk](mailto:mike.litchfield@abingdon.org.uk)

School House address: School House,

Abingdon School, Abingdon,  
Oxfordshire, OX14 1DE, UK

School House Duty Mobile number:

+44 7557 441058

### Address for boys' parcels:

Abingdon School,  
Faringdon Lodge,  
Faringdon Road,  
Abingdon,  
Oxfordshire, OX14 1BQ,  
United Kingdom

Contact details for other members of staff can be found on the school website at [http://www.abingdon.org.uk/contact\\_details](http://www.abingdon.org.uk/contact_details) or [http://www.abingdon.org.uk/staff\\_list](http://www.abingdon.org.uk/staff_list)

### School Policies

To read through all the school policies you should look on the school website at: [http://www.abingdon.org.uk/school\\_policies](http://www.abingdon.org.uk/school_policies)