



ABINGDON

Boarders' Handbook



Introduction to Boarding

School House 2017-2018

Welcome from Mr Litchfield

Welcome to School House and Abingdon School! I am Mr Litchfield, the Housemaster of School House, and it is my job to look after you while you are at Abingdon School. I live in the boarding house with my wife Claire and our two children Harry and Dylan. I will be spending time getting to know you when you first arrive. I will also be helping you get to know your new surroundings.

I know that you will be feeling excited but also nervous about arriving at Abingdon School and joining School House. I am here, along with a team of tutors and other staff, to help you get to understand the life of the school and the house. This short handbook is designed to answer some of the questions you may have before you arrive. You may have many more questions and you should ask any of us for help whenever you need it.

I look forward to meeting you in person in September.



Mr Mike Litchfield
Housemaster of School House

Who will be looking after me?

Living with you in School House will be several members of staff. Mr Litchfield and his family live in one section of the House. The Assistant Housemaster, Mrs McKend, lives on the School site with her husband. Mr McDonnell is the resident tutor - he lives on the top "Sixth Form" corridor in the House - and other tutors live on the School site and do evening duty in School House.

One of the most important people in your life in the boarding house will be Di, the School House matron. She helps with the running of the House but 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. Di has been working in School House since 2003 so knows more than you could ever need to know.



Housemaster:	Mr Litchfield
Assistant Housemaster:	Mrs McKend
Residential Tutor:	Mr McDonnell
Boarding Tutors:	Mr Latham Miss Milarski Mr Jackson
Matron:	Di Faulkes

What is School House?

School House is first and foremost a home, where you will live while you are at Abingdon School. Located right in the centre of the campus in buildings dating from 1870, School House is home to 53 boarders and 53 day boys aged 13-18 years. We are fortunate with our location to be close to sports facilities, the dining hall as well as the Amey Theatre and music school.

You will have a room with desk space, and the House as a whole has communal facilities that are shared, such as a kitchen, a TV room, a Games room and a Computer room. Boys have access to a large-screen TV with satellite and an Xbox. The large kitchen allows the boys to make snacks or cook for themselves.



Middle School boys (13-16) are accommodated in two, three or four bed rooms, whilst the older boys are in one or two bed rooms. In the 3rd and 4th Year boys usually rotate rooms once a term so that they have the opportunity to create a wide network of friends. The House has 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.

What will happen on the first day I arrive in September?

- 1100 New boys and parents arrive at the House. You will be shown to your new room.
- 1230 Welcome talk by Headmaster, and other staff
- 1245 Lunch for New boys and parents
- 1330 Tour of the School
- 1430 Formal welcome by Mr Litchfield and outline of day's activities. Parents depart @1515
- 1515 "Walk-through" of the daily routine, followed by further unpacking
- 1600 Sports activities
- 1815 Dinner
- 1900 Registration
- 1905 Games and drinks
- 2130 Bed times



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.



How do I contact home?

Internet

You will have access to desktop 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.

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. 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. You should take care to look after your mobile phone.



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 will I eat?

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 and cook your own food. There are also often cooking lessons on a Saturday morning. Sometimes in the summer the houses have a BBQ in their gardens.

Who will look after me if I am unwell or get injured?

If you are ill or if you suffer an injury you will be looked after by the school medical staff. They will take you into the Health Centre for supervision. It is open from 0800-1800 during the week. At the weekend and in the evening there is always a nurse on call, and if it is necessary for you to stay in the Health Centre overnight they will look after you. The school doctor is available to see pupils who are ill and to prescribe any necessary treatment. If the situation is more serious then you will be taken to the small Abingdon hospital or the large John Radcliffe hospital in Oxford.

It is of vital importance that we know of any medication you are taking. This means that you should make sure that you and your parents complete the medical details form very carefully before you arrive. It is also very important that if you start taking any new medication over the school holidays you and your parents tell your housemaster and the school health centre.

What happens in a typical day?

There is no such thing as a typical day at Abingdon but below gives you an idea of the usual daily routine. Lunchtimes, lessons and activities can vary depending on what year you are in.

0730:	Wake up
0730 - 0800:	Breakfast
0800 - 0830:	Prepare for school
0830:	Boarding Registration
0835-0855:	Tutor Period/ Chapel/ Assembly
0900 - 1045:	Lessons
1045 - 1105:	Morning Break
1110 - 1305:	Lessons
1310 - 1355:	Lunch
1400 - 1555:	Lessons
1600 - 1700:	Other Half Activities
1700 - 1715:	Registration and Tea
1705 - 1830:	Free Time / Activities
1815 - 1855:	Dinner
1900:	Registration
1900-2030:	Prep time
2030 - Bed time:	Activities / free time
Lights Out:	3rd Year: 2145
	4th Year: 2200
	5th Year: 2215
	Sixth Form: 2300

At weekends there is less of a formal routine, although there are still registrations. Many boys are involved in sports teams and play matches, while there is also a Boarders' Trips and Activities programme with lots of interesting and exciting things going on.



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. 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.

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) and Rev. Gooding (the Middle Master). Mr Phillips is the Acting Middle Master for the Michaelmas Term.

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. The nurses are very kind and understanding.

Prefects

Sometimes you may not want to speak to an adult about a problem you have. School and House prefects are senior pupils who have proven that they are mature and sensible. 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.

How do I get the most out of boarding?

Do

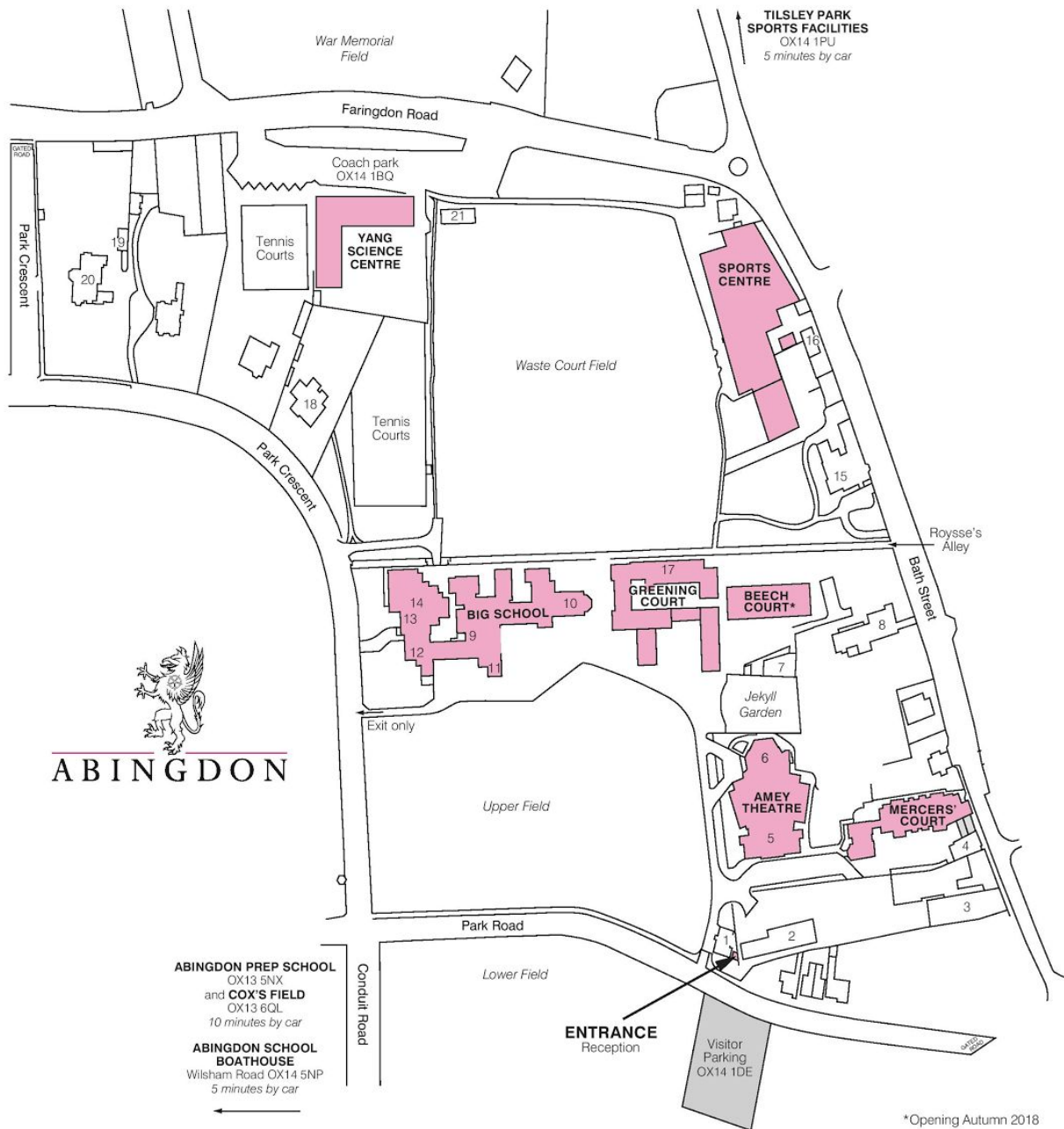
- Come with a positive attitude determined to make the most of your stay
- Do make the first move in meeting new people and making friends
- Make a point of learning and remembering names and greeting people
- Speak English as much as you can
- Keep in touch with friends and family at home
- Join activities 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?



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|---|---------------------------------------|--------------------------------|
| 1. Park Lodge / School Reception & OA Club Office | 8. Lacies Court | 15. Austin House |
| 2. Administration | 9. Lower School | 16. Activities Centre |
| 3. Design Technology | 10. Chapel / Charles Maude Room (CMR) | 17. Second-hand Uniform Shop |
| 4. Admissions / Headmaster's Office | 11. Library | 18. Crescent House |
| 5. Arts Centre | 12. School House | 19. Learning Support / EFL |
| 6. Amey Theatre Foyer | 13. Avernus | 20. Health Centre / Whitefield |
| 7. Caf | 14. Dining Hall / Kitchens | 21. Faringdon Lodge |