



Ackworth
School

Boarding Handbook for pupils

2022/23





Creating an extended family, where each pupil feels safe, content and fulfilled.

Welcome

Welcome to Ackworth School. This is an exciting time and we are here to support you every step of the way. The following information will answer some of the questions you might have about boarding.

The boarding house at Ackworth School is full of life, where our boys and girls enjoy comfortable and modern living accommodation. Led by our Head of Boarding and team of experienced boarding staff, our pupils enjoy a home from home experience whilst developing their independence and making lifelong friendships with fellow pupils from around the globe.

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Ethos and Aims

We pride ourselves on inclusion and with our boarders coming from over 15 different countries we encourage all pupils to speak English, especially when in common areas and when in the company of pupils who are a different nationality.

Our purpose is to create a happy and secure environment in which all pupils realise and develop their own special abilities in constant awareness of the needs and claims of others.

Within the Boarding House we encourage pupils to consider others before themselves, to look for the good in people and to be honest and trustworthy at all times.

Routines are in place to keep you safe, healthy and provide you with opportunities that can be life changing. We encourage pupils to make a positive contribution and participate fully in the boarding houses. We want our boarders to leave Ackworth School well prepared to lead a full and responsible life.



Staff in Boarding

Head of Boarding: Nicola Gilbert
Houseparent: Katy Devine

Useful Contact Information

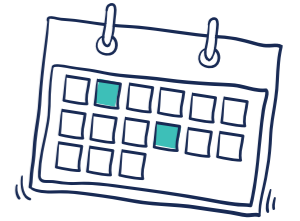
School address: Ackworth School,
 Pontefract Road,
 Ackworth,
 West Yorkshire,
 WF7 7LT

what3words: ///numeral.qualify.abundance

Telephone numbers: Duty office: (+44) 1977 233660
 Main School Reception: (+44) 1977 233600

Email: Head of Boarding (Nicola Gilbert):
 Nicola.gilbert@ackworthschool.com
 Houseparent (Katy Devine):
 Katy.devine@ackworthschool.com

Routine



Monday – Friday

	Time	Notes
Rising and room tidy	7:25am	
Breakfast	7:45am	Breakfast
Boarding house registration & notices	8:25am	Fothergill Theatre
Form Registration	8:40am	Form group
Morning Meeting	8:55am	Meeting house (assembly)
Classes	9:15am-11:15am	
Break time	11:15am-11:40am	
Classes	11:40am-1pm	
Lunch	1pm-2pm	
Classes	2pm-4pm	
After-school activities	4pm-5:15pm	
Tea	5:30pm	
Prep (Mon, Tues, Wed, Thurs)	6:30pm-7:30pm 6:30pm-8pm	1st and 2nd Year 3rd – 6th Year

Saturday

	Time	Notes
Rising and room tidy	8:45am	
Breakfast	9:15am	
Boarding house registration & notices	9:50am	Fothergill Theatre
Activities	10am-11am	
Break time	11am-11:30am	Available in BH kitchens
Activities	11:30am-12:30pm	
Lunch	12:30pm	
Free time/trips		
Tea	6pm	All years together

Free time

Sunday

	Time	Notes
Rising and room tidy	8:45am	
Boarding house registration & notices	9:50am	Fothergill Theatre
Activities	10am-11am	
Brunch	11:30am	
Free time/trips	12noon	
Tea	6pm	All years together
Free time		

Check-in and Bed time

Sunday – Thursday

Check-in	In your own room	Lights out
1st Year – 8:15pm	9pm	9:15pm
2nd Year – 8:30pm	9:15pm	9:30pm
3rd Year – 8:45pm	9:30pm	9:45pm
4th Year – 9pm	9:45pm	10pm
5th Year – 9:15pm	10pm	10:15pm
L6 – 10pm	10:30pm	10:45pm
U6 – 10:15pm	10:45pm	11pm

Friday and Saturday

Check-in	In your own room	Lights out
1st Year – 8:15pm	9pm	On Friday and Saturday nights everyone from 1st – L6th gets an extra 30 minutes. U6th are expected to be in their rooms and should put their lights out at a reasonable time.
2nd Year – 8:30pm	9:15pm	
3rd Year – 8:45pm	9:30pm	
4th Year – 9pm	9:45pm	
5th Year – 9:15pm	10pm	
L6 – 10pm	10:30pm	
U6 – 10:15pm	10:45pm	

Saturday Morning Activities

On Saturday mornings you will take part in two activities:

- Activity 1:** 10am – 11am
Activity 2: 11.30am – 12.30pm

You must sign up to your activity on Thursday evenings with the member of duty staff. You will be registered at each activity; they are not optional and there is a vast choice of activities to choose from.

Leave Weekends

Leave weekends are a time when our boarders have the opportunity to wind down, relax and catch up with outstanding academic studies. There are no structured activities. On Sunday there is a brunch at 11.30am and tea is at 6pm.

	Time
Rising	9:30am
Breakfast	10am
	Free time / trips
Lunch	12:30pm
	Free time / trips
Tea	6pm
Check-in	This is the same as during the school week

Prep (Homework)

You will be set three pieces of prep each evening from different subject teachers. All prep time is supervised either in your bedroom or in a supervised classroom, depending on your year group. House staff liaise closely with academic staff to ensure all pupils are submitting homework in a timely manner and to a good standard.

Sixth formers are encouraged to organise their own time when working independently and are expected to study with minimal supervision.

Excursions

As a part of your boarding experience we encourage you to partake in weekend excursions such as:

- Snowboarding
- Shopping trips
- Theatre trips
- Football matches
- Bowling
- Cinema
- City visits (York, Leeds, London)



Whereabouts

The Boarding House operates an 'in' and 'out' system. It is a simple and effective system, but must be used correctly. When you are in the boarding house you tag yourself 'in', when you leave (even for five minutes) you tag yourself 'out'. This helps house staff to quickly identify if you are in the boarding house. If you are leaving campus, you must sign in and out using the book in the duty office. Any unauthorised absence will have consequences.

We ask that all pupils download 'Whatsapp' onto your mobile telephones. This is an effective way of communicating and allows us to share locations when offsite independently.

Leave off campus

You may be permitted to leave the school campus at weekends and in exceptional circumstances on a weekday to visit friends or family, providing certain conditions are met and permission is sought from the Head of Boarding.

You must sign in and out of the boarding house by seeing the member of staff on duty.

All requests must be made in a timely manner by email to the Head of Boarding and no later than 48 hours before the leave is due to take place. This request must include:

- Departure time and date
- Residential address of host
- Emergency contact number of host
- Departure method of transport
- Permission from host
- Permission from parents
- Return time and date
- Return method of transport

If you leave school during the course of the school day, which will result in you missing lessons, you must sign in and out at reception. An example of this might be to attend a medical or dental appointment.

Off-site guidance

When offsite we expect you to continue to meet our general expectations regarding behaviour and to represent the school and yourselves well. You should be courteous and well behaved at all times. Ackworth School is very proud of the work we do in the local community and it is important that you do not bring the school in to disrepute at any time.

You have a responsibility to:

- Not take unnecessary risks
- Follow the instructions of any staff in charge
- Dress sensibly and responsibly
- Look out for and report anything which may hurt or threaten you or anyone else in the group

Before you ask for leave off the premises make sure you can answer these questions:

- Have I obtained leave/permission from House?
- Where exactly am I going?
- Am I dressed appropriately?
- Should I/do I have any medication with me?
- What do I do if I get separated from the group?
- What do I do if I miss the scheduled depart time?
- How do I contact the staff in charge?
- How will I keep my money/valuables safe?
- Do I have enough cash for my travel back to school?
- Is my mobile phone charged?
- Do house staff have my mobile phone number?
- What do I do if someone unknown to me is a nuisance or threatens me?

Illness

If you are unwell and unable to attend classes or meals, you must inform a member of house staff.

You will be assessed by the school nurse/duty house staff and appropriate steps will be taken to ensure you are comfortable and able to seek medical assistance if necessary.

If the illness is contagious, or you require constant monitoring, you will be moved to the Health Centre where you can rest and receive the best care.

We will manage any allergies you have or any medication that you may require on a regular basis.

In the event of an accident which requires emergency treatment, house staff will take you to the local hospital.

When you arrive at Ackworth School, you will be registered with a local General Practitioner should you require any routine medical or dental appointments.



Wellbeing

During your time in boarding there may be times when you feel low or homesick. You may not even know the reason why you feel that way. House staff will support you, try to identify the issue and best guide you to finding a solution. There are a number of individuals you can talk to:

- A friend or older pupil
- House staff
- Form Tutor
- The School Mental Health and Wellbeing Practitioner
- School Independent Listener



Holiday arrangements

There are three terms during each year and each term has a half term holiday. The holiday dates are in your personal organiser on your iPad. When the school is closed, your parents/guardian must arrange accommodation for you.

During each half term, you must complete an online holiday arrangement form, telling us where you are staying during the holidays and how you are travelling to and from school. You should complete the holiday arrangement form at least three weeks before each holiday:

<https://www.ackworthschool.com/boarding-holidays-travel-form/>

Our main school reception will help you to book your trains, taxis and flights. They are available Monday – Friday 8.30am – 5pm and you can contact them by email: reception@ackworthschool.com

If you need to leave school early or return late then please request permission from the Head of Boarding.

Laundry

Your clothes are washed weekly by the school laundry. For that reason it is important that all clothing is clearly named. You will take all laundry to the central location where it will be placed in bags according to colour and sensitivity. When the laundry is complete, it is placed in your laundry locker for collection.

Bedding is also laundered weekly. We ask that you strip your bed on the designated day, take it to the central location and re-make your bed with a spare set. School do provide bedding but some pupils prefer to bring their own. Please ensure this is clearly named.

What should I bring with me?

Underwear for 7 days
Five pairs of trousers (leggings, jeans, tracksuit bottoms etc.)
Seven T-shirts/tops
Four warm sweaters
Three sets of casual sports/lounge wear
One warm jacket
One light waterproof jacket
Two pairs of pyjamas
Three bath towels
Personal toiletries
Swimwear
One pair of casual shoes
One pair of trainers
Smart clothes for formal occasions (shirts and formal trousers for boys and dresses, smart trousers or blouses for girls)

Optional items:

Books
Your favourite mug
Files and stationery for your desk
Posters for your room
A laptop /tablet with chargers
A personal single bedding set (and a spare) *school do provide bedding sets, but some pupils' prefer to use their own
A padlock to store valuables in your lockable store

Each pupil will receive a book of 60 adhesive labels. House staff will support you to ensure that all clothing and personal items are named.

Food and Meal Times

Breakfast, tea and all weekend meals are eaten in the Dining Room.

At the weekend, senior students are allowed to cook some meals for themselves in the boarding house kitchen. Food should not be eaten or stored in your bedroom.

We provide a supply of bread, cereals, milk, spreads, fruit, biscuits and juice available in the boarding house kitchen for snacks at various points during the day. House staff will always be around to assist the younger pupils.

You are permitted to bring your own food. We ask that it is clearly labelled in a tupperware box and must be stored in the boarding house kitchens.

You are permitted to order takeaway food during certain times, this must be consumed in the kitchen or common areas and not in your bedrooms for hygiene purposes.

During the school week, lunch is also served in the Dining Room but you eat with your year group as opposed to your boarding house.



Fire Drills



On arrival all boarders will be shown where to go in the event of an evacuation.

On hearing the fire alarm, move quickly and quietly to your fire assembly point. You will line up, by year groups, in alphabetical order.

There are regular drills each term and the alarm is tested every Thursday morning.

Electrical Equipment

Electrical equipment such as desk lamps, hairdryers/straighteners or anything with a plug must be checked by the school electrician before they are used.

Due to UK electrical safeguarding regulations care must be taken with adapters to not include flat pin plugs or extensions. This is checked before you use your electrical equipment.

Only school heaters are allowed in the boarding house.

Laptops must be shut down at night. Do not leave laptops on beds, as they can heat up. Unplug equipment at night and make sure that cables do not trail across the floor.

During your first couple of days, you will receive your own school iPad. You will be asked to sign a user agreement and accept responsibility for this device.

The following electrical items are not permitted in boarding house bedrooms: -

- Kettles, coffee machines
- Fridges, freezers
- Televisions, monitors
- Rice cookers or other cooking devices
- Electric heaters and electric blankets
- Games stations

You will have access to all of the above electrical items within the common areas in boarding.

Valuable Items

It is not advisable to bring expensive belongings to school. All laptops / tablets and mobile phones should be clearly named and locked away in your cupboard when not in use.

When you arrive at school you will be asked to complete a valuable items form. You can record serial numbers and descriptions of your possessions.

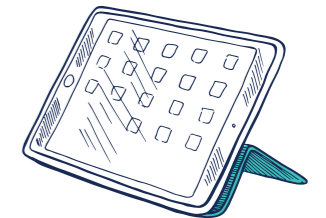
If something goes missing then please let us know straight away, we will ask you to search your room carefully. If it cannot be found, house staff may start room searches. Boarders will usually be present when this takes place.

Communication

Ackworth School offers campus wide Wi-Fi. On arrival, you will be given your own unique username and password which will allow you to connect to your iPad and the internet. Desktop computers are available for use in the library.

Laptops /tablets may be brought to school. Pupils are responsible for the security of their electrical devices. When not in use, they should be kept in a safe place. Web cams should not be used in bedrooms.

House staff will communicate directly with parents/guardians where appropriate via telephone, email or our online parent portal.



Telephones and Mail

You should give your mobile telephone number to house staff in case we need to contact you in an emergency. You may want to buy a UK sim card in order to use your mobile more cheaply in the UK. You should communicate regularly with your parents. We recommend twice per week.

You will be given a useful contact number card and you should always carry this when you are off the campus.

If you are sent any letters or parcels, they go to the main school reception. If you want to send a letter or a parcel, you can do so by visiting the main school reception.

Pocket Money

Some students organise their own bank account, however, there is a house pocket money account where all boarders can store their money safely.

At the beginning of term, please hand your pocket money over to house staff if you wish to use the house pocket money account.

You should only keep a small amount of money in your room. We recommend £10.00 per week.

This money can be withdrawn after school at 4 pm during the week and in an emergency immediately after breakfast at the weekends prior to going on a trip. Pupils should not borrow money from friends and should inform the house staff if there is a financial emergency.

Your parents/guardian may transfer money directly to your school pocket money account by contacting the school finance office on fees@ackworthschool.com.

If you would like to open a bank account you will need ID (passport and a BRP card). You must be 16 years of age to open a bank account independently. If you are younger than 16 years of age you will need your parent / guardian to open the bank account with you.



Personal cleanliness

As a member of the boarding community you will be expected to manage your own personal cleanliness. This includes:

- Showering daily
- Brushing your teeth twice per day
- Using antiperspirant daily
- Maintaining your hair in a neat and tidy style (please refer to school rules for hairstyle and makeup guides)
- Ensure your bedroom is kept clean and tidy, this includes making your bed daily
- Change your clothes and underwear regularly



Passport, Identity Cards and Immigration Information

The Head of Boarding will ask you to hand over any ID or travel documentation to be stored safely until the next time you have a requirement to use it.



House duties

There is an expectation that every boarder helps with the smooth running of the boarding house. There are three main duties:

- **Rising duties** – this is where you assist the boarding staff in rising the other pupils
- **Kitchen duties** – this is where you collect the supper box from the main school kitchen and re-stock the staple items within the boarding house kitchen. You must also encourage the other pupils to tidy the kitchen before lights out
- **Evening duties** – this is where you will help the house staff to check-in and settle the younger pupils

There will be one girl and one boy responsible for each duty every day.



Ackworth
School

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