



**BROMSGROVE**  
**INTERNATIONAL SCHOOL**  

---

**THAILAND**

# **Boarding Students Handbook**

*This is a working document that should be read in conjunction with individual policies*

Author: Head of Boarding  
Date of Review: August 2019  
Next Review: August 2020

## **Contents**

- 1. Welcome to Boarding at Bromsgrove!**
- 2. Boarding Staff**
- 3. School Staff**
- 4. Non-teaching Staff**
- 5. Expectations of Boarders**
- 6. Behaviour**
- 7. Daily Routines**
- 8. Communication**
- 9. Weekends**
- 10. Birthdays**
- 11. Tuck and the Kitchens**
- 12. Boarding Student Leadership**
- 13. Academic Development**
- 14. DVDs and Computer Games**
- 15. Mobile phones and other electronic devices**
- 16. Medical Matters**
- 17. Laundry**
- 18. Pocket Money and Trips**
- 19. Signing in and signing out**
- 20. Security of Valuables**
- 21. Homesickness**
- 22. Where do I turn?**
- 23. Buddies**
- 24. Communal Lounges and Games Room**
- 25. The Library**
- 26. Information Technology**
- 27. Useful words to know**

## **1. Welcome to Boarding at Bromsgrove!**

We are very pleased that you have chosen to join Bromsgrove International School as a boarder and we look forward to welcoming you to both Tudor House and Windsor House. Although the girls sleep in Tudor House and the boys sleep in Windsor House, we like to see ourselves as one big house and share all of our communal downstairs spaces.

We hope that you will enjoy your time here and we will do everything we can to help you settle in and make the most of all the opportunities that boarding has to offer. This Handbook is intended to give you some information about the House, our staff, routines and way of life so that you feel prepared for your first weeks with us. The most important thing to remember now is that once you are in the House, everyone will be there to help you – the staff and other boarders – so there is nothing to worry about, just a lot to look forward to!

Joining us as a boarder is an exciting prospect and, for most children, a gigantic change. It is normal to feel a little nervous about this but you will make lots of new friends and get involved in all sorts of fun activities once you're here. All the boarders have had their own first week at boarding so there is always someone around to talk to and you are sure to find someone who shares your interests and will join in with you, whatever you feel like doing.

You will be given a 'buddy' when you arrive – someone who is a boarder around the same age as you who will help you through your first few days. They know what it feels like to be a new boarder and will be very understanding if you have lots of questions. We have a family system where older more experienced boarders can help to look after younger ones and which also provides instant teams for fun games..

We look forward to getting to know you better over the next few weeks and hope that you are excited to make lots of new friends.

Mrs Tweddell, Mr James, Mrs Powell and all of the Bromsgrove Boarding Staff

## 2. Boarding Staff

There are many staff at Bromsgrove who all love spending time with the boarders. To help you get to know us before you arrive, here is a list of the Boarding Team with their photos. Try to learn a few names and faces and then see if you recognise us when you arrive!

### **Mrs Tracey Tweddell - Head of Boarding**

Mrs Tweddell has come from Bromsgrove in England with her husband and youngest daughter. She has worked in boarding for 14 years and loves it. She will try and help you with anything you need. She also teaches Biology so you may see her in school too. She likes cooking and gardening and will have a go at most things with you.



### **Mr Thomas James - Housemaster of Windsor House**

Mr James came all the way from Arizona in the USA to be the Housemaster of Windsor house. He also has been a teacher of English and drama at BIST. If you are in one of our drama performances, he would love to help you practice your songs and memorize your lines. Mr James organises the weekend trips so that boarders enjoy their time outside of the campus. If you ever have free time and you want to do something active, ask Mr James to throw the Frisbee in the field or Sports Hall. He could teach you some great tricks!



### **Mrs Powell - Housemistress of Tudor House**



Mrs Powell is the Housemistress of Tudor House. She is hopeless with names and so will ask you your name a million times! She loves to take the boarders cycling on the weekends. She misses her dog who would love to be in the boarding house but now lives on a farm in Australia whilst Mrs Powell lives in Thailand. She went to boarding school in Australia and has two daughters, Sophie and

Lucy, who were also boarders so knows how boarding works (most of the time!).

### **Ms Natcha - Boarding Assistant/Thai Liaison for Tudor House**



Ms.Natcha is Thai Liaison for boarding. She will help Thai parents to communicate with other boarding staff. Ms.Natcha loves doing Arts and Crafts, which can help you to grow your creative skills. She enjoy spending time with animals, traveling and eating :)

### **Miss Jessica - Tudor House Boarding Assistant**



Miss Jessica is one of the Tudor House Boarding Assistants. She is in charge of boarding enrichment and spends most of the time with primaries during Academic Development and Enrichment. She supervises fun and exciting activities on Thursdays for the Team Time with the help of boarding house captains and other boarding staff. She also looks after students in some of the weekend trips and loves riding a bike to 7/11 on the weekends. She loves traveling, watching films, and enjoys singing and dancing.

### **Miss Belle - Tudor House Boarding Assistant**



Ms. Belle is one of the Tudor House Boarding Assistants. She has AD with the primary and will go with you on weekend trips. She enjoys baking/cooking and arts & crafts. During her weekend duty, she supervises the primary baking activity and likes to play volleyball/badminton in the Sports Hall after dinner. So if you want someone to join you in any of those activities, don't hesitate to ask her. She'll be happy to join you.

### **Miss Cece - Tudor House Boarding Assistant**



Miss Cece is one of the boarding assistants in the Tudor House. She has AD with Primary, Year 7 and 9. She enjoys discovering new activities and games for the boarders. Aside from that, she likes going to trips during the weekend. She is passionate in arts and music. She likes drawing and playing the guitar. She also likes cooking and playing sports such as badminton and soccer. In her downtime, she likes to relax by watching netflix and documentaries. She is very approachable, so you can invite her to join the activities— she'll gladly share her skills and be there for you.

### **Mr Alex - Windsor House Boarding Assistant**



Mr Alex is Thai and one of the Windsor House Boarding Assistants. He loves spending time and sharing experiences with students. He is working with year 7 academic development and also assisting any issues with Thai students and parents. He is always blessed when he spends time with primary boarders and allow them to read some books to him.

### **Mr Joe - Windsor House Boarding Assistant/Chinese Liaison for both houses**



Mr Joe is one of the Windsor House Boarding Assistants and a Chinese Liaison. He helps the Chinese parents to communicate with Boarding staff and day school staff.

### **Mr Allen - Windsor House Boarding Assistant**



Mr Allen is one of the Windsor House Boarding Assistants, who tirelessly work to make your boarding experience fun

and memorable. He is usually in charge of Primary students, supervising them during academic development, enrichment, and sports activities. He is always happy to help with almost anything--from looking for your missing pair of socks to playing badminton with you to finishing your subject works, especially history (just no Maths, please). During his free time, Mr Allen loves to read, to watch films, and to stress eat.

### **Miss M**

Miss M is our wonderful Matron. She has been with us for many years and knows everyone very well. She is in charge of keeping the houses in first class order running the team of maids who do your cleaning and laundry and ensuring that everything is well maintained and tidy!



### **Nurse Angie**



Nurse Angie is one of Residential School Nurse, she is kind and nice person. She will always be here ( School Clinic ) waiting for you. In case you need a doctor she will send you to the hospital.

In case you need to stay in hospital ,she will check and arrange for one of our boarding team to stay with you overnight if you are in Primary or Years 7 to 10. In case you get a contagious disease, please feel free to contact her she will arrange for you to stay at home or hospital. Healthy children learn better. School Nurses make it happen. Let 's join her.

### **Nurse Apple**

Nurse Apple began her nursing career 20 years ago. She is happy to help people to have a good health. Do not hesitate to come in her clinic if you have any health problems or just want to say hi. She loves traveling, watching Korean series. She also enjoys swimming, diving and plays golf.



### **3. School Staff**

Mrs Owens is the Head of Secondary and Mrs Armstrong is the Head of Primary. They work alongside many other school staff that you will get to know soon as they come to support our Academic Development and events, so you will get used to seeing them both in the House and at School. All major disciplinary incidents for example; smoking, alcohol and substance abuse will be dealt by Dr Moore the Headmaster in liaison with the Heads of Schools and the Head of Boarding.

### **4. Non-teaching Staff**

Non-teaching staff operate throughout the School and you will see some of them around the boarding. These people are very helpful and essential to the efficient running of our School - do respect and appreciate them and offer them your full cooperation. They work very hard on your behalf to maintain our houses and keep our wonderful grounds looking lovely.

### **5. Expectations of Boarders**

There are various expectations at Bromsgrove in both School and Boarding and we understand that it will take a little while to get used to them. The most important thing to remember is that we expect all boarders to behave well and to respect themselves, their property, other boarders, staff and the School. We also like all Boarders to try to remember all aspects of the Learner Profile in Boarding as this can help to remind you how you should behave in different situations.

## **Bromsgrove Boarding Learner Profile**

### **Bromsgrove Boarders are:**

#### **Independent**

- They look after themselves and their belongings
- They can complete their academic development work on their own

#### **Determined**

- They try their best at all times
- They want to get the most out of their time in boarding

#### **Reflective**

- They learn from their mistakes
- They can accept consequences for the decisions they make
- They can talk about their day at school

#### **Kind**

- They respect each other
- They make sure that everyone feels welcome
- They share their things
- They have a zero tolerance on bullying
- They give warmth and spread smiles

#### **Curious**

- They ask questions
- They take advantage of the great outdoors
- They are inquisitive about the world around them

#### **Positive**

- They believe they can do it
- They try their best
- They recognise their own strengths and talents

#### **Risk Takers**

- They are keen to try something new
- They take part in enrichment activities

#### **Team Players**

- They listen to each other's ideas

- They take part in Thursday Team Time
- They include people in their games

Students will work with us at the start of each academic year to create some artwork linked to these ideas. We will then display these in the house. We also welcome you to add other ideas of how you think boarding students can show us that they are following the learner profile attributes in anything they do in boarding.

## **Boarding Rules**

In addition to the learner profile there are some rules that we always follow to ensure that everyone is safe. Do not worry about learning all of these before you arrive, you will soon pick these up after a few weeks in boarding. Here are some of the important rules:

- We always attend all roll-calls on time, sit quietly and listen carefully. We place particular importance on punctuality, which encourages effective personal organisation.
- We go to bed at the right time, as it's important that we all have enough sleep.
- We shower daily at appropriate times. Shower times are after 6.20 am and before 9.30 pm in the evenings.
- We always hand our electronics in at night and lock them away to charge.
- We never go upstairs in the house of the opposite gender.
- We respect the space of others.
- We behave in ways that make others feel comfortable and welcome (no public displays of affection).
- We do not bring unapproved electronics into the house.
- We keep our luggage and large items in specific storage closets and not in our rooms. These closets are locked for security, and items can be accessed with supervision.
- We always keep lights on in common areas (e.g. lounges and lobbies).
- We never enter or use vacant rooms without specific permission from boarding heads.
- We never go to the PAC, DJ building, or other off-limits areas without permission and supervision.
- We dress properly whenever we are downstairs (long pyjama bottoms are best if we are ready for bed, even if we do not sleep in them).
- We always behave well towards others in the House; we are not rude, disrespectful or physical towards anyone.

- We never lock any doors in the building, even to our own rooms.
- We keep all our tuck in our tuck boxes/the kitchen, and we only ever eat tuck in the kitchen/foyer to each house.
- We always ask permission and sign out when we leave the building during free time, and sign in again when we return.
- We can have visitors, but we always ask permission and sign our visitor in and out.
- If our first language is not English, we speak English whenever there are people around who do not understand our own language. We always speak English when at School.
- When we are not sure about the rules, we always ask staff for clarification.

## **6. Behaviour**

The behaviour at Bromsgrove is normally very good, but if there are any problems then we always try to treat you as you might be treated at home if you were naughty. So, if you misbehave then we will talk to you about it and we might place an appropriate sanction such as to go to bed early or stay indoors instead of playing out, or we might take your mobile phone away for a short time. The best way to avoid any of this is to make sure you behave!

If there are serious problems with behaviour then we will talk to your parents about it and you might have to meet with Mrs Tweddell, Mrs Owens or Ms Armstrong or another teacher at school. This is very rare and most boarders never have to worry about it. In extreme situations, you might be asked to speak with Dr Moore.

## **7. Daily Routines**

These are slightly different depending on the day of the week, your year group and whether or not you are a BDST student. There is plenty of time built in for academic development and for sport, fun and relaxation.

Bedtimes are very important if we are to be ready to face the demands of another busy day in school and boarding. We usually go to bed slightly earlier on Sunday in preparation for the week ahead.

When you go upstairs for your shower, you stay upstairs so that you can make sure your uniform is ready for the next day, have some calm time and can relax away from the noise downstairs!

## **8. Communication**

Effective communication in a big and busy School is important. Use your learning journal to plan your work. Think ahead. Get into the habit of looking regularly at House and School Notice Boards and check your emails on a regular basis each day. You must save all of the boarding staff numbers in your phone.

## **9. Weekends**

For those of you that stay in Boarding over the weekend, we are always busy. Some children are 'weekly boarders' who go home for the weekend, but most stay in the House. On Saturdays there will be optional trips that you can choose if you wish to attend. We usually have a Movie Night on Saturday nights, with a slightly later bedtime. You will be told about the trips in roll-call and asked to sign up if you would like to go. If there are no trips, or if you choose not to go on a trip, you can play outside, or spend time in the common areas of the Houses playing games or chilling out. Sometimes we do activities such as baking, card-making, sports or pool competitions. Normally there is one day at the weekend when you can order takeaway- this is often 1112 pizza!

On Thursday evening, we ask everyone in the House if they are 'in' or 'out' for the weekend. If you are going home with your parents/friends then we just like to know which day you are going home and when you will be back. If you have been invited out by a friend or relative, your parents must e-mail Mrs Powell or Mr Thomas with permission for you to do so. We also need an email from the adult that you are going to spend the weekend with e.g. If you are going to Fred's house you need an email from your parents and Fred's parents to say that they are happy with this. It is best if this is done at least a few days before you intend to go out.

We ask everyone who has gone out for the weekend to be back in the House 30 minutes before your bedtime on Sunday evenings. You can come back on Monday before school if you wish.

## **10. Birthdays**

If your birthday is during term time, you may have a birthday party. These are held in the house and you can invite five friends to enjoy the party with you. You might want to ask us if you can order food or have a film night. You are not

allowed to order food to be delivered unless you have asked Mrs Tweddell, Mrs Powell or Mr Thomas during boarding time or Mrs Owens and Mrs Armstrong during school time.

## **11. Tuck and the Kitchens**

We keep all snacks in plastic boxes where we are supposed to depend on the house that we live in. We only eat food in the kitchen and communal foyer area in each house. We do not eat in our own lounges without specific permission. This is because we do not want crumbs and wrappers everywhere and we might spill food or drink on the sofas. We also do not want uninvited house guests!

There are snacks after school and following dinner that you can help yourselves to but remember that they are for everyone in the house. You mustn't take other food from the fridge if it isn't yours. All food in the fridge should be in a bag or a lunchbox that has your name on it. You also need to write the date on a label and stick it to the box/bag. This is to ensure that we can keep the fridge full of only fresh food and throw things away when we go off. We need to work together to make sure that everyone stays healthy.

Please don't bring too many sugary drinks as we won't like it if you drink too many of these! We don't allow energy drinks e.g. Red Bull or Monster so please don't bring these to the House. We are happy for you to have the odd flavoured ice tea but water is best!

The kitchen is for use by everyone but you must ask before you use the kettle if you are a Primary student. Sometimes children like to cook and this is fine but you must ask in advance and you must never touch the cooker without asking. Ms Natcha, Miss Belle and Miss Cece are keen bakers, so if you like baking make sure you get involved!

## **12. Boarding Student Leadership**

The Boarding Committee meets roughly once every half-term to discuss boarding and to voice any ideas to make it even better. This is a very important way to help improve the boarding provision so it is always a good idea to share your thoughts. Every year group has two representatives so you can tell them your ideas and they will pass them to the Boarding Committee.

If you would like to be a representative on the Boarding Committee you need to look out for the job descriptions that will be displayed in both houses in week 1. Interviews will probably take place week 2. Watch this space!

### **13. Academic Development**

It is very important that we complete our ELOs/ILTs on time, so there are Academic Development sessions built into our weekly routine to make sure we have enough time to do all our work. You will have access to computers and are allowed to use your own devices in order to complete your Academic Development. It will be up to the teachers supervising your Academic Development session to decide whether or not you can use your earphones. Every Academic Development session will start with 15 minutes of reading for all student in Years 3-11. This is because your English language acquisition and vocabulary is central to your success at school.

During your first days at School, you will be given a personal timetable for your year group which will show you where you have Academic Development. The boarding staff supervising your Academic Development session will record what Academic Development you complete each day. This is to help us to help you manage your workload. If you have any problems with your prep, it is best to ask a member of staff to help you rather than leaving your prep.

Results will eventually be the passport to Higher Education and a career to academic work has to come first. Your work is your most important single priority.

If you are a BDST student then you will attend BDST during this time. You are always welcome to use the Study Room once you have finished BDST.

### **14. DVDs and Computer Games**

You are welcome to bring DVDs and computer games to the House but they must not be over the age limit for your age (PG or U for Primaries; 12 only if you are over 12 years old etc.). Each lounge has a TV and a DVD player, which you can share with your peers. We do not spend all our time playing on the computers though! If we think you are playing on them too much then we will ask you to go and do something else.

### **15. Mobile phones and other electronic devices**

You are welcome to bring your mobile phone (one only) and laptop/tablet to the House, but there are rules about when and where we use them. Everyone up until Year 11 hands their mobile phone and any other electronics into the office/ the lockable storage cupboards at the allocated time for their year group.

If you need to contact family who are in a different time zone and calling in the evening would be difficult, then please talk to Mrs Tweddell as in special circumstances you may be allowed your phone at a different time.

You may use your electronics whenever you have free time, but it is important to hand them in at bedtime or else they may be taken away for a few days. You will always be reminded about handing them in. The only electronics you may keep at bedtime are Kindles/eReaders and MP3 players/iPods only if they do not have any sort of internet access on them.

## **16. Medical Matters**

If you are ill or injured, you should tell a member of staff straight away. We have a Health Centre very near the House and the nurses are always there to help you. If you need to see a doctor the nurses will inform Mrs Tweddell and we will arrange a time slot for you to visit the hospital. If you are too ill to attend School, then you will usually be cared for by the nurses in the Health Centre. There are proper beds there for you to rest in and the nurses will look after you throughout the day if necessary.

It is very important that all medicines are kept in the office or with the nurses. If you need any medicine, even if it is your own supply, you have to ask a member of staff and they will give you what you need. Please remember that if you bring medicines from abroad we can only give them to you if the instructions are in English and we know what the medicine is. You are not allowed to keep your own medication in your bedrooms and we will check this at the start of each term.

## **17. Laundry**

There is a School Laundry that washes all your clothes, bedding and towels for you. We will remind you each morning when it is a laundry day and when you need to strip your beds. It is very important that you remember to put your dirty clothes in the laundry baskets/bags! We will remind you to do this. Don't forget that every item of clothing should clearly have your name written in it so that it does not get lost or mistaken for someone else's!

## **18. Pocket money and trips**

You will have a personal safe in your bedroom that you should keep your pocket money in and any other valuables. If you want Mr James or Mrs Powell to keep your money in the office then we can look after this for you. It is up to you to manage how much money you spend each week but you need to be sensible. If you spend all of your money in week one then the rest of the term will be very frustrating.

When on trips, it is important that you stay safe. This means that you should always have the boarding staff numbers in your phone and know where you are meeting them. Primary students are expected to stay with an adult at all times. Please remember that we are always polite to shopkeepers and other members of the public and we are sensible when crossing roads.

We are happy for you to invite your friends from the day school on weekend trips but you must ask us at least one week in advance. This is so that we can ensure there are enough buses/ food/ staff available to support the trip.

## **19. Signing in and out**

It is very important that staff know where you are at all times, so if you leave the building during free time then you must sign out, and then sign in again when you return. You do not need to sign out to go to School or on organised weekend trips, you also do not need to sign out to go for dinner. This should always be used even if you are just popping to the other house, heading for a walk or going to the Sports Hall.

There is a clipboard or notebook by the door in each house where you write down your name, where you are going and the time. You must also ask a member of staff before you go anywhere. When you return, you tick yourself back in on the clipboard. If you are leaving site you must tell an adult. Whoever picks you up needs to speak to us and inform us of where you are going and when you will be back.

## **20. Security of valuables**

You are responsible for your valuables and need to learn to keep them safe. Mobile phone, laptops, iPads, iPods etc. should be kept on you, in your locker,

or in the lockable charging station overnight. Everybody has a shelf in the charging station where they keep these things, and there is a plug socket on the shelf so you can charge your electronic items. If you have lots of devices you might not have enough chargers to charge everything at the same time. You should be organised and charge some things during the day time to make sure that you can use your devices when you need them.

Most people only lose their valuables if they leave them lying around, so it is important that you look after your things! You should also name all your belongings so we can return them to you if we find them around the House. It is a good idea to write your name on your charges as most people have the same one and it is easy to get them confused.

## **21. Homesickness**

It is normal to feel homesick when you live away from your family, and everyone in boarding understands this. If you feel homesick, it is a good idea to join in with an activity to distract yourself or talk to your friends. It is also a good idea to call home earlier in the evenings, not near bedtime, because you are more likely to get upset if it is near bedtime. Remember we are here to listen to you if you need to talk to us too.

## **22. Where do I turn?**

If you ever have a problem, there are lots of people you can turn to for support and help. Every boarder receives a leaflet explaining who all the different people are who can help you.

These people include:

- Parents and family
- Friends
- Boarding staff
- Your form tutor
- Head of House
- The school counsellor
- The Health Centre
- Boarding Prefects
- Any other member of Bromsgrove staff you are happy to talk to
- You will also see posters for Thai Children's Organisations that you can speak to as well

### **23. Buddies**

All boarders have a 'buddy' when they first arrive to help them settle in and learn their way around. There is also a team of prefects at School who are available to talk to if you have any problems or worries.

### **24. Communal Lounges and the Games Room**

The lounges and a games room are the main rooms of the House where you spend your free time, like a living room at home. We have three lounges with sofas, TVs/projectors, reading areas, games and other activities that you can use with your friends. The games room has a pool table, table football, giant chess and other games you can play. We have separated the lounges into year groups so that you each have some space of your own. If you are in Year 10 for example as wish to go into the Y11-13 lounge then you should ask the students in the lounge for permission. Each lounge will have two student monitors who are responsible for keeping the room tidy, putting games away, turning the computers off, and turning off the lights and a/c.

### **25. The Library**

The School Library is in the Library and Resources Centre. It is an outstanding facility and includes a range of spaces for you to use. This is a quiet place where you can go to read, work or look at newspapers and magazines. It is also a lending Library. There are books on all academic subjects, sport and leisure, biographies and other miscellaneous topics as well as a well-stocked fiction section, ranging from classical novels to fantasy. We welcome suggestions for new books. There is a wide selection of CD ROMs, audio tapes and educational videos that you may borrow. There is always a Librarian on duty who is pleased to help with any problems or questions you may have.

You will be expected to have a book to read in every Academic Development session.

Your Class Teacher (Primary) or English Teacher (Secondary) will introduce you to the library at the start of each year and check that you have a library card. All students in Years 2 to 9 will spend one lesson a week in the library in English to read.

For Sixth Form pupils the library and Sixth Form Centre are available for your use. Our Careers/HE and UCAS advisors will often be available to discuss university prospectuses and careers literature with you.

## **26. Information Technology**

ICT is widely used in all your subjects. There are several specialist computer rooms and nearly all classrooms have a computer with multimedia projection facilities.

Pupils are encouraged to make full use of email and the internet, but it is important that you read and sign the Acceptable Usage Policy, which is primarily in place for your protection. We expect all pupils to comply with this policy and we obtain signed forms from your parents agreeing to this.

Both Boarding Houses have computers for you to use. You may also bring a personal laptop or device into School which may be connected to the School's wireless network at various locations around the campus. These can be used in lessons at the discretion of the teacher.

## **27. Useful words to know:**

**'Boarding staff'** are the people in charge of running the House and looking after all the boarders. All of the boarding staff live in boarding so you should get to know where their rooms are. If you ever have a problem during the night, you can knock on their door and they will help you.

**'Kit'** means your Games/PE clothing. Your kit is kept at School in your locker, in your PE locker or in your room. You must not leave kit lying around on the field else we will confiscate it. It is your responsibility to make sure that it is washed and clean and that you remember to take it to school on the correct days. We will try to remind you but if you do forget it it not our fault!

**'Lights out'** is when we turn out our bedside lights at bedtime. Usually you will be in bed for 15 minutes before lights out, chatting with your friends quietly or reading. It's important to have this quiet time before bed so everyone is calm and ready to go to sleep.

**'Post'** When you receive post we will try to get it to you as soon as possible. If it is a large parcel then you will be asked to open it in the office, smaller postcards and letter can be opened on your own.

**'Academic Development'** is another word for homework and prep. Everyone will have Academic Development Monday-Thursday before dinner. You can then choose to work in the study room in Windsor House if you wish to study for longer after dinner. It's important to keep on top of all our ELOs/ILTs so we can get good grades at School!

**'Roll-call'** is when we all meet in the common room and take a register. We do this several times a day to make sure we are all in the right place. Duty staff will make announcements and give reminders at roll-call, so it's very important to listen carefully. Everyone sits down quietly while roll-call is taking place. If you are a BDST student, roll call will be taken in BDST. We then need you to sign back in when you return from BDST.

**'Thursday Team Time'** Thursday team time is a special boarding evening which runs on Sunday night in the Sports Hall. All students in Years 4 to 10 are expected to attend. We encourage Year 11 and 6th Form students to attend to help lead activities but we understand that at some points during the year you might have too much studying to do.

We hope that you will enjoy your time in boarding with us. We are very much looking forward to meeting you.