



Langley
SCHOOL



Boarding Handbook

2023 - 2024



Contents

Welcome	2	Fire safety	16
Boarding staff and Principles	3	Alcohol, tobacco, drugs	17
Useful numbers	4	Phones and valuables	17
Safeguarding	4	Email and Wi-Fi	17
Facilities	4	Start and end of term	18
Medical care	5	Routine	19
Academic support	5	Activities and trips	20
Pastoral support	6	Leisure time	20
Complaints	7	Weekend Leave	21
The boarding environment	7	Visitors	21
Expectations and behaviour	8	Registration and signing in/out	23
Rewards	9	Laundry	23
On arrival	10	Boarding House Duty	23
What to bring	11	School map	24
Electrical equipment	16		

Welcome



Andrew Walker
Deputy Head Co-Curricular

On behalf of the boarding team, welcome to the family. As parents ourselves, we make sure you feel completely at home and at ease here at Langley, within our safe, friendly and supportive environment.

All boarders learn to live and share with others, and this handbook sets out the part you have to play as well as that of our staff and other pupils and students. It's important to grasp the wonderful opportunity ahead of you, while also having fun throughout your time here.

Boarding staff



Miss Vicky Codling,
Head of Girls' Boarding
vcodling@langleschool.co.uk

Miss Codling has been supporting the boarding pupils over the past year and is well known to many pupils and staff. She runs a local dance school and will be involved in increasing the provision of dance at Langley.

Main building – Boarding Staff

- Mr James Tasker, Resident House Tutor
- Mr Carl Davison, Boarding Assistant
- Mrs Squire, Laundry
- Mrs Lorraine Jones, Laundry
- Mr Tim Green, Catering

Boarding Principles

- We aim to create a secure and happy environment in an atmosphere which is relaxed yet purposeful.
- We aim to create conditions in which the needs of the individual are recognised.
- We aim to encourage pupils and students to take increasing responsibility for themselves and as they become older, to take responsibility for others too.
- We aim to create a community in which people are treated with respect, sensitivity and consideration.

Useful numbers

Main school:	01508 520210
Boarding Office:	01508 522473
Executive Assistant, Mrs Barnshaw:	01508 522474
Eastern Taxis:	01508 495660
Loddon Taxis:	01508 321321

Safeguarding

A dedicated team of residential staff are in the boarding houses at all times. Further to all residential staff being first aid trained one of the senior staff is a trained safeguarding lead.

Facilities

- Dormitories and bedrooms
- 110-acre grounds and woodland
- Sports Hall – open between 7pm and 9.30pm
- Fully equipped gym
- Floodlit Astro-turf pitches
- Mancroft – a café style games room with pool, table tennis and board games
- Brettingham – social room including NOW TV
- Large screen TV, games console, DVDs and board games
- Own devices
- Library
- Snack-making facilities in communal areas

Medical care

The local GP, Dr Morgan, holds a clinic in the Medical Centre every Wednesday morning and full boarders will be registered with Chet Valley Health Centre in Loddon.

Medication

Due to prescribing restrictions in schools, it is necessary for all medication, prescribed or over the counter to be handed to the School Nurse, including clear labelling with your name, dose and usage/ timings.

The boarding house contains a secure safe for medication. The boarding staff follow the set procedure for administering and recording medication. This procedure is outlined in the Medication Book.

Asthmatics are encouraged to carry an inhaler at all times, providing us with a spare inhaler.

If you have serious allergies requiring an EpiPen please carry one at all times and, again, provide a second EpiPen to be stored in the Medical Centre or boarding house for your use only.

All medication administered in school by boarding staff must be recorded in the medical register. The boarding team have all completed the accredited course of managing medications in school and childcare settings.

Academic support

Half termly, parents/ carers will receive progress and effort grades, which are supplemented by termly full reports and annual parents' evening. There is also frequent correspondence between the academic and boarding staff to ensure that you are working to the best of your ability.

It is your responsibility to check FireFly for homework, to spread tasks evenly – considering deadlines – and record what you have done. Homework sessions are the minimum that we expect you to do. Years 6 to 10 have supervised homework sessions, while Year 11 and Sixth Form may study in their rooms.

Please remember that, to succeed, the motivation has to come from you.

Pastoral support

We care about every single member of our boarding family, and we will be fully sensitive to your feelings, but it's not always easy to know that you need to talk, so you may have to take the first step. Here's who you can talk to:

- **Subject teachers** – your first point of call, speak to or email them anytime
- **Form tutor** – these teachers have a special responsibility for helping you, and can advise and support you if you have a particular issue
- **Learning Support** – if you feel that you would benefit from this support, and it hasn't been pre-arranged, please speak to the boarding team
- **English as an Additional Language** – the EAL department supports overseas boarders throughout their time at Langley
- **Boarding staff** – always in houses at evenings and weekends. Never be afraid to ask for help, as staff will know you well and will always assist
- **Heads of Year** – you will have a Head of Year, who will be able to assist, however big or small the issue
- **Nursing staff** – kind and understanding, Nurses take time to develop a good relationship with you, to cater for your health and wellbeing needs
- **Prefects** – you will have a House Captain and House Prefects who you can approach at any time if you need support
- **Guardians** – you must be appointed one if your parents live outside the UK, and Guardian details must be shared with us

We also have a Concerns and Suggestions Box in the Main House, which you are actively encouraged to use. We host daily Boarding community meetings in which you can raise and discuss any issues at all.

If you feel that there isn't anyone in the school who can help with your problem, there are people outside the school who have offered to be available to any pupil or student who needs their help.

Childline: 0800 1111 / www.childline.org.uk

Langley School's Independent Listener: 01603 868217

Office of the Children's Commissioner (OCC): 0800 5280731 /

www.childrenscommissioner.gov.uk

Complaints

We encourage you to speak with staff if you have any informal concerns, so that these can be resolved. If however you decide to make a formal complaint, this will be written down and passed to Senior staff, Deputy Heads, David Stanbridge (Boarding Governor) and/or the Headmaster. At any stage, you can communicate with your parents/ carer and they might wish to support you and or become involved in the process.

The boarding environment

The boarding community is a vital part of Langley, adding a richness and cultural diversity to the school. You will make friends for life, with the time and space to grow together, as well as the independence to make and grasp all type of opportunities.

Throughout the school, we celebrate the individual and it is no different in boarding, where every individual's needs and passions and interests are supported. While the atmosphere is secure, happy and relaxed, as you get older you will also take on more responsibility for yourself and others.



Expectations and behaviour

- Treat others how you would like to be treated
- Speak to people with respect and good manners
- Be truthful and live honestly
- Listen to each other
- Do your best and try hard
- Take pride in what you do
- Aspire to reach your potential
- Be positive and get involved
- Attend all of your lessons punctually
- Attend all homework sessions and complete set work

Remember to thank your parents or whoever is making this experience possible for you. Our alumni always praise the options that are available here at Langley, and they frequently advise youngsters to really make the most of these. So have a go at something you've never tried before. Use our facilities – the gym, astro pitches, library, etc. – try food you have never eaten before, explore the local area, join in with activities, and never be afraid to ask for help.

Rewards

For boarders of all Year groups

- Extended 'lights-out' times at weekends
- Access to the gym under staff supervision
- Allowed to bring own games console to boarding
- Opportunity to book common rooms for periods of time for celebrations
- Opportunity to order treat 'takeaway' food more than once a week
- Increased 'Norwich Leave'
- Celebrations of calendar events such as Christmas, Summer BBQ etc
- Spontaneous, fun weekday evening events
- Additional events at weekends
- Meals out organised
- Parties/ socials with house staff during the year
- Choose activities
- McDonald's trip
- Cinema trip
- Takeaway
- Trip out to dinner
- Prep in Costa
- Breakfast in bed

Lower Sixth and Upper Sixth boarders

- Allowed to study in bedrooms (including Year 11s)
- Late 'Norwich Leave' on Saturdays
- May opt-out of afternoon school Activity sessions (unless needed for fixtures) and may leave site through to supper
- Subsidised extra provision at Christmas

On arrival

Before you arrive, we receive any academic and social information from your previous school, parents, guardians and yourselves. We consider room allocations with these factors in mind.

When you arrive, you will be greeted by one of our Houseparents and shown to your room, taken on a tour of the school, and allocated a 'buddy.'

For overseas boarders, your first week will include a induction programme including a buddy from your home country whenever possible.

Boarding life is communal so we encourage English to be used in all social areas, but the EAL (English as an Additional Language) department will conduct linguistic assessments early on and will support you throughout.

There will be a review after three weeks, looking at academic and boarding aspects, which may lead to direct communication with your parents/ carer, including an invitation for either or both to visit you here.

What to bring

We ask that you limit your clothes luggage to fit into one suitcase and a holdall. If you need us to order a duvet and pillows, **please give us as much notice as possible.**

Feel free to bring home comforts with you too but bear in mind the space isn't limitless.

Decorations are great and please use the notice boards when available, or 'white-tac' that does not damage paint or woodwork. You will be sanctioned for any damage that is deliberate or caused by carelessness.

What to bring - general

1	*Duvet – must be hollow fibre and washable (no feathers allowed)
2	*Duvet covers (polyester cotton)
3	Pillowcases (polyester cotton)
2	Fitted sheets
	Coat hangers (approx number as clothes)
1	Large suitcase/trunk
1	Overnight/weekend bag
2	Sock bags for laundry purposes
1	Wash bag and toiletries
3	Bath towels (not bath sheets)
2 dozen	Spare name tags
1	School bag
	**Stationery – pens/pencils/ruler/calculator etc.

Please note that mattress protectors are provided by the school.

*Please give us as much notice as possible if any overseas students wish a duvet and pillows to be ordered.

**A selection of stationery and toiletries can be purchased at school from boarding staff. Please note that smaller items should be cash purchases. Only full boarders may place more expensive items on the bill.

What to bring - casual clothes

Pupils are kindly asked not to bring vast amounts of clothes and shoes to the boarding house as space is limited in all rooms. As a guide, you should be able to fit all your luggage in one suitcase and a holdall.

Casual clothes	
1	Warm coat
1	Smart jacket and trousers (boys)/ Smart skirt or suit (girls)
1	Smart/casual shirt and ties (boys) / Smart blouse/ dresses (girls)
2 pairs	Pyjamas/nightdresses
1	Flip-flops for in-house/shower use
1	Casual shoes
6	T-shirts
3	Casual jumpers/sweatshirts
3 pairs	Casual trousers/jeans
2	Tracksuits or casual tops and joggers
6 pairs minimum	Underwear and socks



What to bring - uniform

Uniform suppliers

Langley has a fully customised suite of dedicated pages at www.schoolblazer.com. Once you've registered and logged in, you will see garments relating only to Langley and the different strands of the school, including whether garments are compulsory or optional.

www.tylers-sportswear.co.uk is where all PE/ Games kit is available to order online.

School uniform - girls (Years 6 – 11)	
1	Green Herringbone Tweed Blazer
2	Navy Kilt Skirt / Navy Girls Fit Trousers
2	Navy V Neck Jumper with Green Trim
4	Long Sleeve Chambray Revere Collar Blouse
2 pairs	Formal, black, leather flat-heeled shoes
6 pairs	Navy Long Socks / Navy Tights
1	Navy Reversible Stormproof Coat

School uniform - boys (Years 6 – 11)	
1	Green Herringbone Tweed Blazer
2	Navy Trousers
2	Navy V Neck Jumper with Green Trim
4	Long Sleeve Chambray Shirt
2	School Tie
2 pairs	Formal, black, leather flat-heeled shoes
6 pairs	Navy Socks
1	Navy Reversible Stormproof Coat

School uniform - Sixth Form	
1	Dark coloured suit
6	White or pastel coloured shirts/blouses
3	Personal ties (boys only)

What to bring - sports kit

Boys and Girls additional Sports Equipment	
1	Rugby/football boots
1	Indoor trainers
2	Outdoor trainers
1	Astro trainers
1	Hockey stick
1	Shin-pads
1	Gum shield (can be purchased through the school in September)

Sports Kit (Games and PE) Girls – All year round	
2	Bespoke playing shirt for netball and hockey
2	Bespoke black skort
2 pairs	Hockey socks
1	Bespoke tracksuit bottoms
1	Waterproof top
1	Bespoke hoody
1	skins - one of each, top and bottom

Girls – Trinity term only	
2	Bespoke white shirt
2	White ankle socks
1	Athletics vest - house colour
1	Named water bottle (optional)

What to bring - sports kit

Boys – all year round	
2	Bespoke playing shirt for rugby, hockey and football
2	Bespoke black shorts
2	Rugby, football, hockey socks
1	Bespoke tracksuit bottoms
1	Waterproof top
1	Bespoke hoody
1	skins - one of each, top and bottom

Boys – Trinity term only	
2	Bespoke white shirt
2	Cricket shirts
2	Cricket trousers
2	White ankle socks
1	Athletics vests - house colour
2	Named water bottle (optional)

Electrical equipment

When you join us and fill in your induction form, please list any electric equipment you have that plugs into the mains. During the Michaelmas Term independent PAT testing occurs. If you purchase any other devices during the school year, please also inform boarding staff so we can update our records.

While speakers are allowed in rooms, do not use them during study time. Personal games consoles are only allowed with written permission from senior staff. All electrical equipment and plugs should be labelled with a kite mark or CE mark as standard – electrical safety is important, and staff will intervene and remove equipment that poses a threat to safety.

Fire safety

There is a rigorous fire safety policy. All rooms have fire alarms, which are tested regularly.

There are multiple fire alarm buttons and fire extinguishers in the boarding houses. Regular fire drills are carried out and detailed instructions are available in the boarding houses.

In the case of a fire, a continuous, pulsing bleeper will sound the alarm. You must leave as quickly and calmly as possible and assemble at the correct point of roll call.

Our safety regulations:

- Matches and lighters are not allowed
- Nothing should be placed over bedside lights or touching overhead lights
- Self-closing doors should not be propped open
- Electric blankets and heaters are not allowed
- Kettles or toasters in rooms are forbidden

Alcohol, vapes, tobacco, drugs

You are not allowed to buy or use alcohol, drugs, tobacco or vapes while at Langley School. You will face serious sanctions if you do.

The only exception is that Sixth Form students may have a small amount of alcohol on special occasions when supervised by a senior boarding staff member. If boarding staff feel that your alcohol consumption is at a level of concern, we reserve the right to breathalyse you, using a standard approved unit purchased from Boots the chemist called 'AlcoSense.' We use the current UK driving regulations to ascertain if you are over the blood alcohol limit.

The school reserves the right to drug test if we have reason to believe you have taken illegal substances. Further information regarding these matters can be found on the school website under policies.

Phones and valuables

Boarders of Year 6-10 age hand their devices in at bedtime every night and received them back the next morning. They are signed in, stored securely and (whenever possible) charged overnight.

Boarders of Year 11 age hand their devices in at bedtime Sunday to Thursday inclusive, but (with parental permission) may be allowed to keep their device over the weekend.

Sixth form boarders are allowed to keep their devices overnight only with parental permission.

You will be provided with a lockable facility, and doors on dormitories are also secured throughout the day. Please ensure that all valuables are locked away – you can request a key and padlock, at a charge, from staff if needed. All passports and visas should be handed to Houseparents, who are also happy to lock away larger items for you. We advise against using passports as photographic proof of identity, due to problems with obtaining replacements in case of loss.

In terms of pocket money, we encourage you to run your own private accounts, unless your parents have requested a monitoring on spending.

Email and Wi-Fi

You will be given a school email address and you can use school computers to check your school email account regularly.

Monday to Friday morning, the school Wi-Fi is on between 6.30am and 8.00am and from 5.30pm. Wi-Fi switches off overnight at a time appropriate to your age.

Login using a school computer to set up your account, using your login name and the password.

Start of term

What happens at the start and end of term?

Your parents should arrange your travel, flight bookings, passport and visa requirements, and renewal of travel documents. We publish term and holiday dates a year in advance and we ask that flights are not arranged before the end of term. We also ask that departures/ arrivals are not arranged between 11.00pm and 6.00am. We can help to arrange airport transfers where needed.

Special permission must be sought from the Headmaster (letter or email to the Headmaster's PA) in advance of any travel during term time. Due to Visa regulations this is of particular importance to those students on a Tier 4 Visa.

What happens during half term?

Where there is sufficient demand, we remain open during half term. A sensible charge is made for catering, excursions and, where requested, revision lessons.

Routine

Daily

7.00am	Wake up
7.05am	Shower and get dressed
7.35am	Breakfast
8.10am	Return to house (no further admittance until the end of the day)
8.30am	Leave for the school day
8.40am	Registration
4.45pm	Return to house
5.30pm	Dinner
6.00 – 7.00pm	Junior Prep (supervised by teaching staff)
6.00 – 7.30pm	Senior Prep (Year 11 and above in own rooms)
7.30pm onwards	Activities and free time
8.30pm	In-house/ lights out – timing dependent on Year Group

Weekday Routine

Morning Boarding Routine

7.00am	Wake up
7.05am	Shower and get dressed
7.35am	Breakfast
8.10am	Return to house (no further admittance until the end of the day)
8.30am	Leave for the school day

School timetable

Evening Boarding Routine

4.45pm	Return to house
5.30pm	Dinner
6.00 - 7.00pm	Junior Prep (ICT suite supervised by teaching staff)
6.00 – 7.30pm	Senior Prep (Year 10 in ICT suite, Year 11 in above in own rooms)
7.30pm onwards	Activities and free time
8.30pm	In-house/ lights out – timing dependent on Year Group

Bedtime Boarding Routine

Year Group	In boarding house	In rooms	Lights out
Years 6	8.15pm	8.30pm	8.45pm
Year 7	8.30pm	8.45pm	9.00pm
Year 8	8.45pm	9.00pm	9.15pm
Year 9	9.00pm	9.15pm	9.30pm
Year 10	9.30pm	9.45pm	10.00pm
Year 11	9.45pm	10.00pm	10.15pm
Sixth Form	10.15pm	10.30pm	11.00pm

Weekend routine

Routine	Saturday	Sunday
Wake-up	9.30am	10.30am
Continental Breakfast (if required)	9.00am	9.00am
Brunch	10.30am	11.00am
Lunch - snack available in Kitchen	2.00pm	2.00pm
Evening meal	5.30pm	5.30pm
Lights out	Boarding staff discretion	As weekday times

Activities and trips

Each week a list of upcoming activities and trips is published. Please check the noticeboards in both houses to see what's going on.

If you have any ideas, please share them with the Houseparents. To help with administration, please book up for trips as early in the week as possible.

Remember ... the more you are involved in boarding life, the more you will enjoy it!

Leisure time

The boarding experience features a variety of 'Leave' options, and an extensive programme of both indoor and outdoor activities on weekday evenings, as well as evening and weekend trips.

Visits range from regular cinema visits to an excellent Arts programme with trips to theatres, exhibitions, shows and recitals.

We actively encourage our overseas boarders to explain and show something of their cultural background; for example, the celebration of Chinese New Year. Whatever your religious observations, each House attends an afternoon reflection once a week and there are a small number of services, such as Remembrance Sunday, that everyone attends to understand the cultural significance.

Weekend leave

It is assumed that full boarders are with us each weekend. Parent permission in writing (including by email) is required by Thursday morning at the latest, for you to be granted weekend leave to visit friends, family or carers.

It is assumed that weekly boarders return to parents or carers after the end of school on Friday and return to us on Sunday before 8.00pm. Advance notice must be given if you are to stay at school for a weekend.

Weekend Loddon leave

Loddon is a small, picturesque village with a selection of speciality shops and a waterside picnic area, which you can visit on Saturdays between 11.00am and 5.00pm (or dusk, whichever is the earliest) or on a Sunday after brunch.

Weekend Norwich leave

Norwich is our closest city, approximately 10 miles away, filled with hidden gems and winding alleyways, incredible heritage sites, modern technology and compelling architecture spanning 1000 years. Great for shopping and socialising, Norwich boasts independent and high street shops, cinemas, theatres and restaurants. 'Norwich Leave' is available from 11.00am to 5.00pm via a (chargeable) school minibus service on Saturdays and its frequency is restricted by your age, events, behaviour during the week, academic progress and safety issues. Younger pupils must be accompanied.

There is also a weekly trip to a supermarket on a weekday evening.

Visitors

Visitors are not permitted upstairs without Houseparent permission.

Late leave

For senior students and those with positions of responsibility within the boarding community, evening leave is granted with permission and or earned by positive, responsible behaviour and application. Signing in and out is vital.

On all leave you must:

- Wear appropriate clothing for the weather conditions
- If below Year 9, only go in groups or with a Sixth Form student
- Not attempt to 'thumb' lifts or accept lifts from anyone
- Walk on designated footpaths/ pavements. If you have to use the road or where paths are narrow, walk in single file, face the oncoming traffic, keep as close to the verge as possible and stay alert
- Be back in school before it is dark (house staff will advise)
- Keep some coins or a mobile phone should you need to contact the school
- Remember that the laws of the land and local by-laws apply to you and must be observed
- Represent the school and display high standards of behaviour
- Be safe and sensible
- Travel safely and be aware of travel times
- Plan out a safe way to return (there are no public bus stops next to the school)
- Take enough money to cover your return fare
- Do not book taxis or alternative transport to collect from front of school before 11.20am, so that 'Norwich Leave' can depart first

Registration and signing in/out

We are required by law to know where you are at all times. Registration will be explained during your induction.

You must **always** gain permission and be signed out by the duty member of staff, stating your destination, signing back in on your return. Signing out means that you agree to observe the conditions laid down for your safety. Leaving site without permission will be seen as a serious disciplinary matter.

Laundry

Take your items down daily to the laundry before breakfast – little and often is the motto. Clearly label all clothing with woven name tags or indelible pen. For staff to sew on labels there will be a charge of 50p per tag. The school cannot be responsible for unmarked articles. All items must be machine washable and suitable for tumble dryers. You will be told on your induction about bedding washing days.

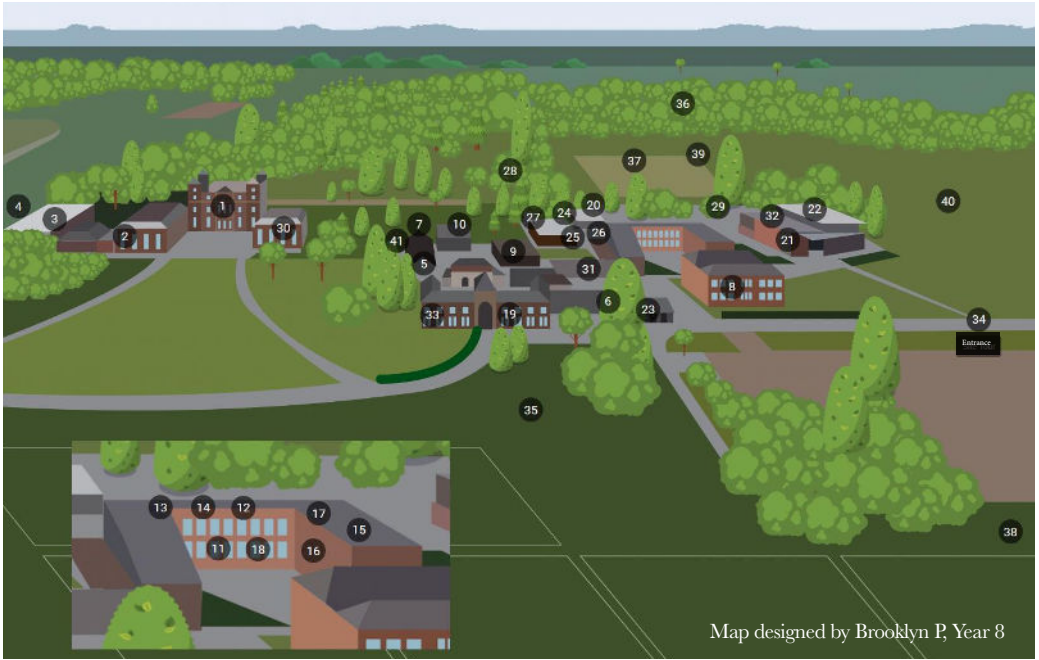
Boarding house duty

Within your bedroom/ dorm, it is important that you:

- Put away and hang clothes when not in use
- Place dirty laundry in appropriate basket and take to the laundry before breakfast
- Keep floors clear of debris and put rubbish in bins
- Neatly stack desktops and shelves
- Make your bed
- Switch off lights and electrical equipment when not in use

The maintenance team conduct checks via tours of the accommodation, accompanied by senior boarding staff. You are encouraged to report matters requiring repair or attention.

Campus map



Map designed by Brooklyn P, Year 8

Map Key:

- 1 – Main Hall and Boarding House
- 2 – Dining Hall
- 3 – Sports' Hall
- 4 – CCF
- 5 – Drama
- 6 – Fine Art
- 7 – Music
- 8 – Science
- 9 – English
- 10 – Maths
- 11 – Computer Science & IT
- 12 – Geography
- 13 – History
- 14 – Politics
- 15 – Business and Economics
- 16 – Law
- 17 – Religious Studies
- 18 – Media Studies
- 20 – Food Preparation and Nutrition
- 21 – Alston (Sixth Form) Centre

- 22 – Main Performance Hall (MPH)
- 23 – Design and Technology
- 24 – Languages (Spanish)
- 25 – Languages (Mandarin)
- 26 – Languages (French)
- 27 – EAL and Learning Support
- 28 – Activities
- 29 – Garden Cottage
- 30 – Ballroom
- 31 – Photography
- 32 – Psychology
- 33 – Library
- 34 – Site tour
- 35 – Sport's pitches
- 36 – Chapel
- 37 – Hard Court
- 38 – LFA (Langley Football Academy)
- 39 – Hockey
- 40 – Cricket
- 41 – Medical Centre