



**LEIGHTON PARK**  
FOUNDED 1890

# Boarding at Leighton Park School



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# Welcome to Leighton Park School



Welcome to Leighton Park – fondly known as LP!  
Boarding at LP will give you many amazing experiences, all of which will make your days incredibly enjoyable and memorable.

Here, you will make friends for life, and they will likely be from all over the world!

This handbook is designed to give you a lot of the information you will need, and we hope it answers many of your questions. There will be further information on the academic, sporting, and co-curricular life of School, but this focuses on what it is like to be a boarder.

We take the responsibility of looking after our boarders very seriously and we know that you will feel at home and settled in no time at all!

Your Housemaster or Housemistress (HM) will also give you lots of information specific to your Boarding House and current boarders will always be on hand to answer questions.

So... welcome to LP!



**Eddie Falshaw**  
**Deputy Head**

## Useful Contacts

### **Head: Matthew Judd**

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### **Deputy Head: Eddie Falshaw**

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### **Assistant Head: Pupil Personal Development: Sally Saunders**

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### **Assistant Head: Head of Teaching and Learning: Jennifer Powlesland**

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### **Head of Year 11 & Pre-Sixth: Samuel Bates**

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### **Head of Year 10: Merion Taynton**

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### **Head of Year 9: Zoe Macpherson**

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### **Director of Fryer (Lower School): Becky Edwards**

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### **Fryer House (Year 7 and 8)**

Housemistress: Helen Tatlock, helentatlock@leightonpark.com

House Manager: Beth Allen, bethallen@leightonpark.com

House Tel .....0118 987 9651

Duty Mobile.....07894 238 318

### **Reckitt House**

Housemistress: Caroline Semeyn, carolinesemeyn@leightonpark.com

House Manager: Sharon Deller, sharondeller@leightonpark.com

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### **School House**

Housemaster: Alex Leighton - alexleighton@leightonpark.com

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## What does it mean to be a Quaker School?

Leighton Park was founded in 1890 by the Religious Society of Friends (also known as Quakers). Whilst the School follows the Quaker ethos, it is open to students of all faiths and none and provides an environment in which every individual can live together, learn and grow. The most important impact of Quakerism at Leighton Park is that in everything we do, we seek to follow the values of:

**Truth and Integrity:** we cherish the truth which enables our young people to develop integrity in what they do and what they think, helping them to build meaningful, lasting relationships.

**Equality and Community:** we believe all people are of equal worth and aim to build a truly international community that values all individuals and answers the good in everyone.

**Peace:** we encourage our young people to adopt peaceful methods of dealing with conflict in all its forms, taking both individual and collective responsibility in resolving differences.

**Simplicity:** we believe in living simply and adventurously, placing charity and concern for others at the centre of what we do.

**Sustainability:** we believe it is our responsibility to protect the Earth and to teach our young people to treasure and preserve it across the generations.

**Respect:** we believe that everyone should be treated with respect

In living these values, each member of the community plays a valuable role in helping everyone to be successful and enjoy boarding life.

## Quaker Meetings

The whole School community meets together in a 'Meeting for Worship' once a week on a Thursday. This is a time when all staff and students of whatever faith share a period of quiet reflection – a rare opportunity in today's world.

Students will come to appreciate this time of quiet. If someone wants to share something in the meeting, they can. The Quakers welcome people from all religions, as they believe everyone is equal and the meeting is not religious.

The meeting helps students to learn the habit of self-reflection and encourages openness to each other. It involves the experience of silence, the ability to listen and the courage to stand up and speak.

### Collect

The School meets twice a week for an assembly known as 'Collect'.

### First name terms

A significant difference that you are likely to notice here is that students call all staff by their first names. This is a sign of respect and follows the Quaker principles of equality meaning that in the daily life of the School, the relationship between staff and students is strong and is based on mutual respect.

## What do we expect from a Leighton Park student?

As a Leighton Park student, you are a representative of the School community. It is important to reflect on your behaviour and attitude both on and off the Park to ensure you are representing your peers, your School and yourself in the best possible light that you can. We expect our students to:

- Treat each other with respect
- Celebrate the diversity of cultures
- Behave in a way that allows all students to learn

- Make sure that work is completed and handed in on time and presented to a high standard
- Come fully prepared for lessons with the correct equipment
- Always be punctual
- Strive to work to the best of your ability
- Try new things, to develop your skills and discover new interests
- Have a good time!

## **The House System**

As well as your boarding house, every student and staff member at LP is allocated a community, charity and competition House. The House system helps students to build friendships across the year groups and provides a focus for School events and activities throughout the year. These include House sports, House Music, House Dance, House Polyglot, House Chess, House Quiz, House Pull, House FIFA, House Essay, teambuilding activities, charity fundraising and much more!

There are four Houses:

- Bensti-Enchill – Red
- Cadbury – Green
- Fox – Yellow
- Tubman – Blue

Houses meet formally on a Wednesday every other week and are made up of students in Years 7 to the Upper Sixth. Each House is led by a House Clerk and a team of House Wardens, along with a student Captain and Vice-Captain, and year group Reps in each year. Together they help create the phenomenal house spirit.

Every member of the community; students, teachers and support staff, are members of a House. There are lots of leadership opportunities for you in your House, so get involved and help your House to become the overall winners of the Champions Trophy, presented at the end of the year!

## **Cultural Diversity**

One of the great things about studying at Leighton Park is that you are in an international, multi-cultural community where everyone is equal and accepted. There are many diverse cultures represented in the School. It is a wonderful experience to live and study abroad and it will help you develop as a person. However, it is important to remember that you will experience cultural differences and things won't be the same as home. At times, you may feel homesick. This is a normal part of adjusting to a new culture. Here is some advice on how to get the most out of your time at Leighton Park School:

- Embrace the international community and differences
- We all have different ways of doing things – they are not right or wrong just different
- Be flexible and have a sense of humour
- Ask questions so you understand things better
- Show respect to everyone
- Speak to staff if you are finding it hard as they are here to help you
- Speak to senior students, or others who have been in the School for some time – they will be able to help you too!

## **Language**

English is the main language of Leighton Park and should be used as much as possible. Although we understand that speaking your own language is important and we are happy for

you to do so appropriately, please speak English in mixed company - don't let anyone feel left out. There may be times in the School day and in the boarding house when speaking your own language may be easier or more comfortable. This is fine, but it is important that no one should feel excluded by others through the use of language.

## Boarding at Leighton Park

Leighton Park aims to develop students who will have a positive impact on the world and will strive to reach their maximum potential by inspiring achievement with values, character, and community. The aim is to create an atmosphere that is comfortable, caring, inclusive, and reflects the aims and Quaker ethos of the School.

The health, safety and welfare of the students is paramount. The House is a place where all students should feel safe and valued in a warm, homely environment where the diversity of cultures and backgrounds can be shared and celebrated.

The rules in the boarding houses are kept to a minimum but those that do exist are for the safety and wellbeing of everyone. All students are expected to make a positive contribution to the life of the boarding house.

Leighton Park believes that all students benefit from a boarding education by belonging to a community that is their house and from the guidance of their house team they will grow into independent learners, who will thrive in an ever-changing world. The house teams will work with each student to develop:

- Confidence
- A sense of community spirit
- Independence
- Social skills
- Social responsibility
- Cultural awareness
- Respect for others
- Self-motivation
- Honesty
- Integrity
- Respect for the environment

In the words of George Fox, founder of the Religious Society of Friends:

**“Be patterns, be examples in all countries, places, islands, nations, wherever you come, that your carriage and life may preach among all sorts of people, and to them; then you will come to walk cheerfully over the world, answering that of God in everyone.”**

***George Fox, 1656***



## Fryer House – Year 7 & 8 Boys and Girls



**Helen Tatlock**  
Housemistress  
Fryer House  
helentatlock@  
leightonpark.com

Fryer House is Leighton Park's junior boarding house, for girls and boys in Years 7 and 8. There are 24 beds in total and the house has recently celebrated its 100th birthday.

With its own games room, quiet room, kitchen and ensuite bedrooms, Fryer provides a homely atmosphere for our younger students.

Lots of fun activities are planned for the weekends ranging from cinema trips to laser tag to roller discos.

Fryer House has recently undergone a complete renovation; we have bright and colourful communal spaces, as well en-suite bedrooms with a fresh, modern feel. We have a fantastic cinema room, as well as spaces for table football, pool, 'Just Dance', and even a basketball game - we hope that you will enjoy using the facilities with your new friends, having fun and making memories. There are also dedicated quieter spaces within the House, our dedicated Snug and the Wellbeing Room, for students that prefer to have some quiet time in the evenings.

Fryer House has a glorious position on the Park, backing onto the Ten Acre Field which we can make full use of during the warmer months, as well being next to the orchard, providing lots of wonderful ingredients for weekend baking. The outdoor pizza oven is located by Fryer, making pizza nights a regular feature!

We know that you might be a bit nervous about joining and questioning what those first few days will be like. We have lots planned to help you settle in and to make new friends very quickly. We will be here to support every step of the way, as will our returning students. Our boarding staff team work very hard to ensure that every student feels at home and that they are given the guidance, support, and encouragement they need to thrive both personally and academically.

Our goal for Fryer House is to create a close-knit and supportive community where everyone is valued, respected, and encouraged to be their best selves. We are really looking forward to welcoming you into our Fryer family and to getting to know you.

### Interactive Tour of Fryer House



<https://bit.ly/FryerHouseTour>

## Reckitt House: Year 9 to Upper Sixth – Girls



**Caroline Semeyn**  
Housemistress  
Reckitt House  
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leightonpark.com

Reckitt House is a 64 bed all girls house, which has quite the history! The most important part of our house is its members, and we are so lucky to welcome fantastic students, staff, residents and dogs into our extended family. As a big house, we split into smaller, more intimate families with the aim for you to feel comfortable quickly and always have a friendly face to ask questions, have fun and support. You will spend your first couple of days getting to know your family in various activities and beyond that, will engage in weekly events.

We are a diverse, international, exciting group where we celebrate every individual and the backgrounds and experiences they bring with them. We want you to share, discuss and debate with your peers to broaden your knowledge and understanding of the world we live in. We are a listening, learning and understanding house where you can feel safe and welcome.

Throughout the week and over the weekends you will have the opportunity to engage in many activities and trips and get to know LP and the surrounding area. If you are an avid reader, a keen sportsperson, a talented musician, or creative artist you are guaranteed to find something to engage with and enjoy. We encourage you to approach Reckitt House and School with a 'can do' attitude and get involved wherever you can. Opportunities open doors to greatness.

### Interactive Tour of Reckitt House



<https://bit.ly/ReckittTour>

## School House: Year 9 to Upper Sixth – Boys



**Alex Leighton**  
Housemaster  
School House  
alexleighton@  
leightonpark.com

School House is a 64 bed all boys house.

One of the reasons we have such a great atmosphere in the House is that we celebrate our differences. Whatever your interests, you are sure to find someone in School House who shares them or is eager to learn more. Friends and memories are easy to make here, as you will soon find out.

As well as great people, School House benefits from a brilliant location with beautiful views across the Park and easy access to Oakview and the delicious food it serves! We are a thriving and popular house due to our central location. We welcome visitors from other houses but encourage our students to take pride in the house and make it their own.

We're always looking for ways to make the house itself more stylish and fun. We have bright and homely furniture in the communal areas which creates many different social spaces, and bespoke activities and equipment that are as vibrant and appealing as the people in the house they serve.

You will work closely with your tutor to help support you in your first few weeks on the Park, and you will also be assigned a buddy – a peer or an older or more experienced student who will be able to help you find your feet and settle into life as easily and quickly as you can.

School House is located near the all-weather sports pitches. During the summer we frequently make pizzas together in our own oven and barbecue on the lawns in the evening, as well as playing sports and games. We are the house for live sports, during the football World Cups and European Championships, the house is transformed with flags of our boarders' home nations that are competing in the tournaments. Our large house Common Room is equipped with indoor games and activities as well as the cinema projector and surround sound system. For those interested in other activities, we have a strong presence in eSports, music, drama, politics, and social enterprise.

As a purpose-built boarding house, School House benefits from bright and airy open spaces with good communal rooms. We encourage you to get stuck in and to participate as widely as you can in all the School's many activities. We look forward to welcoming you and supporting you through your studies and time at LP.

### Interactive Tour of School House



<https://bit.ly/SchoolHouseTour>

## The School Day – Monday to Friday

7.00am	Wake up
7.30am	Breakfast
8.15 – 8.25am	Registration
8.30am	Lesson 1
9.30am	Lesson 2
10.30am	Collect / Tutor Time / House Meeting
11.00am	Break
11.20am	Lesson 3
12.20pm	Lesson 4
1.15pm	Lunch
2.20pm	Lesson 5
3.30pm	Lesson 6
4.15pm	Snack
4.30pm	Co-Curricular
5.30pm	Tea
6.20 - 8.30pm	Boarding House Meeting and Prep in House

### The Start of the Day

Every day begins with wake-up and getting ready to go to breakfast - boarders should be in breakfast by 7.50am at the very latest.

### Registration

Registration in the mornings is between 8.15-8.25am with tutors in tutor bases. If a student misses registration through being late, they must sign in at Student Services in Old School. Failure to do this will result in a sanction.

Registration in the afternoon is from 2.10 - 2.15pm. Each day, following lunch, students report for registration as instructed by their tutors.

### **Students who fail to register can expect to face sanctions.**

A student's first commitment whilst at School is their academic work and other School commitments. During non-teaching periods (study period) Sixth Form students should work in the House Common Room, Sixth Form Centre, or the Library. Study periods are not a time for social visits to other Houses or other students' rooms, watching TV, making snacks or having showers.

Students should leave the House by 2.05pm, Monday to Friday, unless they are a 6th Form student on a study period (see details later in this document for protocol), to get to the start of lessons at 2.20pm.

# Preparations for Boarding

## Arrival times and details of your first day

Your HM and their team will be in the House **from 4.00pm** on **Tuesday 3rd September** to welcome all new boarders and their parents/guardians.

We are unable to accommodate early arrivals so please do make alternative arrangements if you arrive in the UK flights

On arrival, you should make your way to your House and will be shown to your room. Afternoon tea will be served in Oakview, Leighton Park's restaurant.

You will then move back to your House, with the opportunity for your parents/guardians to meet staff.

## What should you bring?

You will find that you are provided with some storage space: including a wardrobe and a bedside locker.

Please do not bring unnecessary items as storage space is limited. Please do not bring large or expensive items to School.

Large sound systems are likely to cause problems in a shared room, unless matched with a good set of headphones!

Generally, you should bring enough clothing to get through about three to four days, as our laundry service operates twice a week.

Here is a checklist of useful items to bring:

	Items
	<b>Slippers/sliders</b> – house shoes to wear in your boarding house
	<b>3 large towels</b> - for showering and after sport
	<b>Dressing gown</b> - to be worn to and from the bathroom for showers etc
	<b>Alarm clock</b> - to help you wake up without your phone
	<b>Coat</b> – you will need a coat that will keep you warm and dry as you cope with British weather!
	<b>Shoes</b> <ul style="list-style-type: none"><li>• School shoes</li><li>• Trainers/Sport shoes</li></ul>
	<b>Collect Dress</b> (uniform) - <a href="https://bit.ly/LP_Dress_Code">https://bit.ly/LP_Dress_Code</a>
	<b>Smart Clothes</b> - One set. You may need these for a special event in School
	<b>Casual clothes</b> for after School and the weekends
	<b>School Bag</b> - navy or black bag

	<b>Bedding</b> - 2 sets (the brighter the better!) bedsheet, duvet cover (standard UK single size, 140 x 200cm) and pillowcases (standard UK single size 50 x 75cm) All should be clearly marked with your name
	<b>PE/Games kit</b> - <a href="https://bit.ly/LP_Dress_Code">https://bit.ly/LP_Dress_Code</a>
	<b>A wash bag</b> - with named items including a toothbrush and toothpaste, flannel, hairbrush and comb, and nail scissors. No aerosols please for health reasons. Roll on deodorant must be brought instead.
	<b>Nightwear</b> - two pairs of pyjamas or two night-dresses
	<b>Underwear</b> - to last up to seven days

There will be a shopping trip near the beginning of term if you need to buy items for your room and for School. There may be the need for specialist sports equipment such as mouth guards and shin pads – the Sports Department can help with this.

### Things to help in the beginning

The following will make settling-in a little easier:

- Label all your clothing and belongings
- Bring some photos from home
- Make sure you know what you will wear when going to class – if you are not sure then please ask us! (See Collect Dress)
- Things to make your room feel like home

There will always be people to help you. Remember to ask if you feel unsure about anything.

## Bedrooms

There are several shapes and sizes of bedroom; all have their own advantages. Although normally a student would expect to occupy a bedroom for the whole of the academic year, changing status of students may require some changes in locations. Wherever possible, Lower and Upper Sixth boarders have their own room.

### Decorating your room

Pictures may be attached to the pinboards with pins and any posters attached to the wall must be done with command strips. They may not be put on the walls or furniture with any other fixing material or device. Damage to the fabric of the School will be charged to the end of year bill. Art materials that permanently mark or damage must not be used.

Loose drapes or other such items are not allowed since they constitute a serious fire hazard. If you are in any doubt about any of these things, please see the boarding staff.

## Bedtimes

**Year 7 & 8:** 9.15pm - in bed reading a book, 9.30pm - lights out.

**Year 9:** 9.30pm - get ready for bed; 9.45pm - in bed reading a book, 10.00pm - lights out.

**Year 10:** 0945pm – get ready for bed; 10.00pm - in bed reading a book, 10.15pm - lights out.

**Year 11:** 10.00pm - get ready for bed; 10.15pm - in bed reading a book, 10.30pm - lights out.

**Sixth Form:** 10.30pm – ready for bed, 10.45pm – in rooms, 11.00pm - lights out.

Sixth form students may continue to work beyond 11.00pm in discussion with their HM.



**Year 7 to Year 11 students hand in their electronic devices at the 'in bed reading a book' times above.**

## Bullying

We do not tolerate bullying, and do not allow casual inappropriate treatment in group situations to go unchallenged. If a student discloses to a member of staff that they are suffering from bullying in the boarding house, they will be listened to sympathetically. The issue will be dealt with sensitively and will not be ignored. Bullying can never be tolerated. The School's Anti-Bullying Policy can be viewed on the School website.

## Cars and Driving Lessons

### Driving Lessons

Many Sixth Formers, when they reach the legal age to learn to drive, wish to take driving lessons. The School is happy for students to take driving lessons provided that the following guidelines are followed:

- The HM is informed in **writing** by the parents or guardians in advance
- **All** the lessons are arranged during **'free time'** or study periods and **not during meals, lesson times, prep or other School commitments**
- Students must sign out and in at Student Services in Old School (except where lessons begin or end after 4.15 pm when they must sign out/in at their houses).

At some point students require time to take the theory and practical tests. These must be arranged properly well in advance. The letter detailing the time of the test should be shown to your HM and leave obtained correctly to miss School commitments.

On passing your tests you do not have the automatic right to drive to School or to have a car at School. Please see the School policy on students and motorcars. Please see HM for details.

### Students as Drivers

- No student may drive a motorcar when they are the responsibility of the School without the written and express consent of both School and parents
- Permission to drive is **normally** given for driving lessons during the School day. (See notes above). Other permission usually relates to boarders going on or returning from weekend leave
- No student may drive another student (when either is the responsibility of the School) under any circumstances without the written and express consent of the School and both sets of parents.

### Students as Passengers

- No student may accept a lift from another student or anyone under the age of 23 whilst under the School's jurisdiction without the written and express permission of the School and both sets of parents
- It is accepted however that a student may be brought to or picked up from School by a member of their own family who is under 23
- A serious infringement of these rules may also render a student liable to a period of suspension.

These rules are entirely for the **protection of the student**, and in part are derived from the experience of other institutions where fatal accidents have occurred.

## Cleanliness and Personal Hygiene

Living in a small boarding house community means it is important to keep yourself clean and tidy. Wash and shower regularly, especially if you have been doing sport. Use roll-on deodorant regularly.

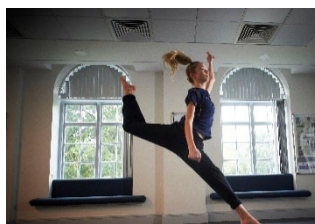
Make sure you listen to the house team about when your laundry will be done, so you can make sure your clothes are clean, and your bedding as well!

If you share a room with others, it is really important to look after yourself as it will make for a better living environment!

## Co-Curricular

Leighton Park has a wide range of co-curricular activities to take advantage of. You will be encouraged to get involved. We will always support you in carrying on with interests that you already have but also to widen your horizons by trying new things, learning new skills and challenging yourself. The more you join in with, the more that you will benefit from the community and opportunities that Leighton Park provides.

There are opportunities to play in a range of music groups, participate in drama productions, sports teams, debating, the Duke of Edinburgh award scheme and a range of other activities like chess club, yoga and filmmaking to name but a few. These normally take place after academic lessons have finished from 4.30 - 5.30pm. Some co-curricular activities can take place after tea, and if you miss House Meeting due to this, please let the teacher on duty know beforehand.



## Communication with Parents

Communication with your parents is regular. Your tutor will be in touch every two weeks to let them know how you are doing at School – this will include your academic work but also how you are participating in the wider life of LP! Grades reports go home at the end of every half term! So we expect you to work hard and play hard!

A School ebulletin is sent home, and to you every Wednesday full of important and informative School news.

## Contacting Home

Boarders will always be able to contact home. When there is a time difference in contacting home, please talk to your HM, who can make sure you can use your technology to do so.

Keeping in contact with home is important, but this does not mean you need to be calling home every day and spending hours on the phone. Arranging special times to 'check in' with home and updating them on your news is a great way of staying in touch, but also making new friends and enjoying the company of those in your house.

## Consideration of Others

A central part of LP life is community. The boarding community is a very special one where we all look out for each other. Putting others' needs before your own is a true way of showing you respect and value others in our community. Please be sensitive to the cultural needs and differences of others. We may not always agree on things, but we should be considerate of others each and every day.

## Duties and Rotas

A few simple duties are required of all students, notably tidying the communal areas and common rooms, particularly the kitchens.

Sixth Form are expected to help supervise junior prep and assist with bed-put during the weekday evenings if requested.

Arrangements for senior duties (such as kitchen duties) will be made and posted by the Head of House on the prefect notice boards.

If you are unable to carry out your duties in the House, you must find a replacement and see the HM & teacher on duty well in advance.

## Electrical Equipment

We live in a 'gadget world' – most students will have a laptop and/or iPad, tablet, mobile phone and hair straighteners. As you bring these items from many different countries, Leighton Park has a policy for regularly inspecting and testing your equipment to make sure they are safe on the UK system, which is AC240 volt. We need to make sure things comply with UK/EU standards.

Any equipment, which is seen to be faulty, dangerous or in some way considered to be unsafe, will be removed. Please do not overload sockets and ensure cables are not causing a trip hazard in your room.

The following items are **not** allowed in students' rooms for Health and Safety reasons but may be used in designated areas of the House:

- Rice cookers or similar devices
- Toasters/Sandwich makers
- Coffee machines
- Refrigerators
- Irons
- Kettles
- Soldering irons
- Christmas tree lights or similar items

The following items are **not** allowed in the House for reasons of health and Safety:

- Candles or similar items
- Incense sticks or similar items
- Spirit burners/ Heaters or similar items
- Electric Fires or similar items
- Multiple extension leads/sockets or leads with joins in them
- Non-EU passed electrical equipment (unless it has the CE mark)

## **Electronic Devices**

Every student in Year 7-11 is given an IT device (typically a laptop or Chromebook) when they join the School. This device is the one you take to all lessons and the one you will use to complete your prep.

### **Year 7 – Year 11 students must hand in mobile phones and devices at night-time.**

Students in the Sixth Form should bring a device of their own choosing. This device can be used for School and for leisure.

Students in Y7-11 can bring another device to use in their boarding time, should they wish to do so. But, you must use the School device for all your lessons, unless you have been given special permission not to.

Students should not wear smart watches or other technology capable of sending and receiving messages and/ or accessing the internet. Fitbits should not be worn, unless when exercising and only with permission from a member of Games staff.

Earphones/ earbuds should not be worn during the School day. Students who are wearing these items in School can expect them to be confiscated and returned to them at the end of the day. A Friday School Detention for one hour will then usually be arranged.

## Fire Procedures

The following guidelines are for the protection of all students and staff of the House.

- Draped fabric, material or paper/posters are not allowed around, or near, lights, lamps or light fittings in student rooms
- Nothing must be left in corridors or stairwells at any time
- Doors with blue discs on them **must not be propped or wedged open**. Other doors **should not be propped or wedged open**, as it is likely to damage the door mechanism.

Any items, which are considered to be a risk, must be removed immediately. Any items, which are found by the House staff, will be removed, returned to parents or taken home at the earliest opportunity.

There are posters and notices on the daily notice boards detailing electrical items which are not allowed. You must read these carefully.

**These guidelines are for the protection of those who live and work in the building. They are in addition to any others supplied by the House or the School.**

If you are in any doubt, then please seek advice from residential House staff.

### Fire Drill Procedures for Houses

Regular fire drills are essential and here are some guidelines in relation to the Houses at Leighton Park

- Boarding evacuations will be conducted at least once a term and within the first 2 weeks of the Autumn term
- In the Autumn term, the first drill will be an evacuation using the nearest available fire exits. All boarders will be briefed as to alternative ways out and walking them through these other options.

### Fire Alarm Procedure

You should be familiar with the nearest fire exits wherever you are in the House and the Senior House staff will have explained these to you in some detail. Leave the House as quickly as possible and gather at the assembly point.

On discovering a fire, you should:

- Operate the nearest fire alarm (push the white plate in the red box) immediately
- Leave the building without delay
- Proceed to the assembly point.

On hearing the fire alarm, you should:

- Leave the building without delay
- Proceed to the assembly point.

When you reach the assembly point, please line up in silence in your year group and listen to the instructions from your House staff.

## The Gold Book

The Leighton Park Gold Book is to help the community by sharing essential information about the School. We have guidance and notes to ensure that Leighton Park is a safe, secure and happy place for all and where students can fulfil their potential in an atmosphere of high expectations.

Every student and staff member is issued with a new Gold Book each year. Please read yours carefully – it contains all the helpful information you need about being happy at LP!

## Health Centre

The Health Centre normally has three fully qualified nurses, who are available throughout the day and into the evening Monday-Friday during term time. They have various specialities including paediatrics, practice nursing, minor injuries and A&E.

You can contact the nurses by emailing [healthcentre@leightonpark.com](mailto:healthcentre@leightonpark.com) or by telephone 0118 987 9566.

Students may wish to see the School Nurse on a personal basis. This can be arranged easily by letting the School Nurses know. It is not necessary to inform any other staff member about such a request, but it is advised for the student to visit outside of class if non-urgent. If urgent and during class time, the student will need to seek permission from their teacher and go to Student Services who will notify the nurse.

Students are encouraged to make full use of the Health Centre facilities and all boarders are seen in the first weeks of the Autumn Term, when a routine health screening programme is undertaken.

If a student is unwell or injured, they should ask their teacher if they can see the nurse. They should attend Student Services in the first instance during the day and follow any direction by the nurse, which may mean coming to the Health Centre. Outside of normal School hours, the boarding staff will call the nurse and the student will be seen. The nurse visits all boarding houses every evening Monday-Friday.

## Confidentiality

Students over sixteen have the right to consult the doctor without any explanation being given to House staff. This confidentiality is also respected by the doctor, and parents need to be aware that a member of the House staff will have no information about treatment, unless the student wishes these facts to be communicated.

## Medication

Medicines must not be brought to School without the House Manager's knowledge. This includes painkillers and herbal remedies. All medication must be handed in to House staff on the first day of term.

A member of the nursing team will discuss with each boarder their health needs and a bespoke plan will be put in place. All medication will be kept securely in House and handed out as and when it is needed.

For some boarders the nursing team will allow some medication to be kept in their rooms, but this must be agreed. No medication is to be kept in your room without permission. If you are unsure, please ask your HM.

## House Meetings

House Meeting will begin at 6.20pm Monday to Thursday. Please meet promptly in the main common room.

At the weekend House meetings can be held at different times. Your House team will communicate when you should meet, so listen carefully!



## Laundry

The School operates a central laundry, and your personal clothing will be washed twice weekly. However, the Houses have their own washing facilities that you can use in-between days. You will be responsible for taking your laundry down to the collection point in the morning and collecting it in the evenings from your House.

There is a charge for this service of £60 for the first year, and £40 for each following year which will be added to the School bill.

**It is very important that you have all your School uniform, sports clothing and personal clothing named.**

## Leave Requests

It is important that we know, at all times, where students can be found and, for this reason, we have a number of systems in place for that information to be accessible.

When students leave the School premises they must sign out and, when they return, they must sign in with the teacher on duty and on Reach.

### Leave in the Week

After lessons, only Sixth Formers may request leave for special or necessary reasons. They will need to request this from the HM and sign out and in with the teacher on duty.

### Leave for the Day

If you require leave from a School day, your parents should get in touch with the Head of Section (the Head of your year group) to request this. Talk to your House team about this as well – it will be important to catch up on any work you miss. You should let each of your teachers know that you will be away from School – this is good manners.

### Weekend Leave: for the Day

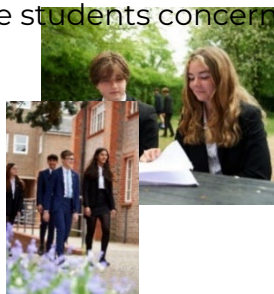
- Boarders from Year 9 to Sixth Form may have leave to visit Reading town centre on a Saturday/ Sunday afternoon
- At the start of term, it will be explained where you are allowed to go and how to get there and back
- You may leave after brunch; sign out with the teacher on duty
- You must arrive back and sign in with the teacher on duty at the agreed time.

**If you get into difficulties or have problems when you are 'off the Park' you should telephone the teacher on duty in your House.**

### Weekend Leave Overnight

Written or specific email requests for weekend leave should reach us by 6.00pm on **Thursday** evening before the weekend in question. **We cannot give permission for weekend leave over the phone; it must be received by the HM in an email or via a REACH request (our boarding software).** Please remember that weekend leave normally means leave to go home; if a student wishes to visit the home of another student for the weekend, we need to have written permission from the student's parents and a written invitation from the parents of the student whose home is to be visited.

Students may not travel in a vehicle driven by a student without specific written permission from the parents of all the students concerned. Your co-operation with these arrangements is very much appreciated.



## Mealtimes

Boarders are expected to attend all meals. These take place in the School restaurant which is called Oakview. This can be found in the centre of the Park. The range of food on offer is excellent and all dietary needs are catered for. Please make sure you speak to your HM on arrival if you have any dietary requirements or allergies so that we can make Oakview staff aware.

### Monday - Friday

- Breakfast: 7.30 - 8.10am
- Lunch: 1.15 - 2.15pm
- Evening Meal/Tea: 5.30 - 6.15pm

### Weekends

- Saturday Brunch: 10.30am - 1.00pm
- Sunday Brunch: 10.30am - 1.00pm
- Evening Meal/Tea: 5.30pm (Saturday and Sunday)

## Food

You can bring snacks and sweets to School but please do not bring excessive amounts. We do provide kettles, toasters, a fridge and a microwave to enable students to prepare light meals or snacks. Perishable food cannot be kept in rooms and fridges are available in the House kitchen. Please do not bring any food which contains nuts.

## Money

We recommend that students set up a Monzo account or another similar account which will enable electronic or card payments.

If cash is brought to School, this should be handed in to the HM in a named envelope which will then be stored in the House safe. It would be helpful if you could ask your parents to provide you with money that is in small notes, for example £5 and £10 notes.

**PLEASE DO NOT LEAVE MONEY LYING AROUND IN YOUR ROOM.**

## Passports

We ask that you hand in your passport and any other travel documentation (e.g. your BRP card) that you have to your HM on the day of your arrival for safe keeping in the School safe.

You are responsible for ensuring you have the correct documents when travelling to and from the School.

## Prefects

Senior House Prefects have a special role in helping to run the House – prefects have a wonderful opportunity to show and develop their leadership and personal skills. The key role is:

- To be responsible to the HM for the smooth running of the House, to uphold the guidelines and generally support the House staff
- To be responsible for delegating and overseeing the following tasks:
  1. Rota for the student duties
  2. Preparation for events
  3. Assistance with the running of the House Council
- To ensure the suitability of all students' dress and general appearance
- To meet regularly with the Senior Leadership Team to discuss issues/progress

- To work in consultation with the staff in deciding and implementing policies relating to the smooth running of the House
- To ensure that all students including Sixth Formers carry out their duties responsibly.
- To act as a channel of communication between House staff and students in the House

## Prep (Homework)

Prep begins at 6.30pm for all senior students; it ends at 8.00pm for Year 9 and 8.30pm for all other years. Fryer House prep runs from 6.15pm to 7.45pm.

Prep should be a time when all those present feel able to get on with the work they have been set. To allow this to happen, disturbances of any kind are not allowed. **Consultation about work should take place before prep starts.** Should you wish or need to work collaboratively on prep assignments you should ask the teacher on duty for permission to do so.

If any difficulty arises during prep, you must consult the teacher on duty. Telephone calls should not be taken or made during prep time.

## Sixth Form Study Periods in the House

Sixth Form students may study in the House during normal School lesson times when they do not have lessons themselves. These study periods must only be used for studying, not socialising or having snacks.

All students wishing to take advantage of this arrangement **must** sign in when the study period begins on the sign in sheet. On leaving the House students should sign out.

For any subsequent study periods later in the same day students **must** sign in again and follow the same procedure.

Students are reminded that they should only be in their own House during study periods. No students from other age groups should ever be in the House during these times. Failure to follow these guidelines for using the House in study time will result in this privilege being withdrawn.

## Relationships

Leighton Park is a fully coeducational School. Whilst natural friendships between students are part of any happy community, active sexual relationships are not permissible. Any students involved in unacceptable behaviour may be asked to leave the School

## Religious Life and Worship

Students come to the School from various backgrounds and traditions. The School has a specifically Quaker tradition. All members of the School are expected to attend the appropriate Collects and the full School Meeting for Worship on Thursdays.

Any students who have specific religious commitments, we are happy to help you worship when you need to, be that in or out of School. Please speak to your HM who will provide you with guidance. We will be pleased to put you in touch with any of the local places of worship. Leighton Park welcomes those from all faiths and none.



# Sanctions

## Gatings

The gating document explains the way in which 'Gating' is implemented in the House. Please read the document carefully then, if you have any questions, please ask the member of staff issuing the 'Gating' card to you.

We do not issue gatings for our own pleasure. They are issued because you have broken a serious School rule or rules.

If you are unhappy with any of the above, we are always happy to discuss the situation with you.

## Other In-House Sanctions

Other in-House sanctions include early bedtimes, detention, extra cleaning duties, the withdrawal of 'free time' out of the House and other chores deemed reasonable by the HM.

## Signing in/ Signing Out

Students failing to sign out for leave off the Park will automatically result in a gating (see further on for information on gatings).

Signing out for leave requires a time, destination, and signature.

## Smoking/Vaping, Alcohol and Misuse of Drugs and Substances

**No alcohol, smoking/vaping or use of drugs is allowed on the Park at any time by staff, students or visitors.** At all times when the School is responsible for students, alcohol, smoking/vaping and drugs are strictly prohibited: strong sanctions are given to those who break these rules.

**Any student who smokes/vapes, consumes alcohol or misuses drugs and substances must expect to leave the School in line with our detailed Behaviour and Discipline Policy.**

Full details of the School's approach can be found in the policy on the School website.

## Staying Safe in the UK

Leighton Park School is in a very safe and peaceful part of the UK. It is a secure campus with all entry points requiring a key card or code to enter. However, we encourage all students to follow some basic rules:

- Don't go out alone. Look after each other.
- Be careful when you cross the road and use a pedestrian crossing if there is one. Remember, we drive on the left side of the road in the UK!
- In the UK a police officer is a good person to talk to if you need help. They are friendly!
- When you go leave the Park make sure House staff know where you are and you carry the contact details of Leighton Park School
- Make sure House staff have your mobile phone number.

## WiFi and Internet Access

There is WiFi and internet access available, and we will connect you as soon as you arrive in School. Please note, you will be using our School network, and this is carefully monitored to protect you.

Students searching for inappropriate material on the internet will be reported. The use of VPNs to bypass the School network will also be detected – please do not use VPNs to do this. The School is very proactive in helping you stay safe online.

While the internet is a fantastic resource, all students will be asked to sign a School Acceptable Use Policy (AUP). If you misuse electronic devices, such as through cyberbullying or by accessing inappropriate sites or images, then you will face disciplinary action. Students who do not use their technology responsibly will have their use restricted and will be supervised by their House staff.

## Term Arrangements – Beginning and End

It is important that you, with your parents and guardians, let us know where you will be going for the holidays and the arrangements that have been made for travel well in advance. It is helpful if this is in writing at least one week before the start of the holiday. All students are expected to attend the last day and Final Collect. Permission is required from the Head of Section and HM should you need to leave earlier.

Students should log leave requests containing all relevant information on Reach – the Boarding House administration system. Please speak to your House staff team to discuss any irregularities or concerns regarding travel, preferably as soon as you become aware of the problem.

### Taxis

Leighton Park does not arrange an initial airport to School transfer service. Parents and guardians should make their own arrangements.

Leighton Park uses a local taxi company who are trusted and checked by the School. The HM can provide details of this when arranging subsequent airport transfers. Please ask your House team for the number - use this firm and not any other. The cost of taxi use will be added to your bill.

## Visitors

Visitors are welcome outside academic times (in line with School policy). All students who visit other Houses on the Park must sign in and out on the Reach Kiosk. Any visitors should make themselves known to the teacher on duty when they come into the House. Visitors do not have permission to go upstairs, unless accompanied by a member of staff.

Guests of students are expected to abide by the rules of the School. It is the student's responsibility to ensure that they are aware of the rules. If the guest is found to be in breach of School rules they will be asked to leave immediately.

## Weekends

A range of activities are available for boarding students throughout the weekend. These include visits to cultural and historical sites, bowling, ice-skating, theme parks and go karting. We are always happy to listen to requests and ideas of places that you would like to visit.



## Weekend Routines

### Saturday:

10.30am – 1.00pm	Brunch in Oakview
5.30pm	Dinner in Oakview
6.15pm	Cinema trip (every fortnight) or house arrangements

### Sunday:

10.30am – 1.00pm	Brunch in Oakview
5.30pm	Dinner in Oakview

After brunch on Saturday and Sunday all students may go to town, but those below Sixth Form must be in groups. Fryer students are accompanied by an adult. You must be back in School by 5.30pm.

Sunday mornings are a relaxed time, allowing students to have a lie in if they wish. There will be a House Meeting which all students are expected to attend. Alternatively, your HM can arrange for you to attend a local church or place of worship.

## Who to Talk To

There are lots of people to talk to in School – in your boarding house every member of staff is ready to listen. Senior students are also really good people to speak to if you have any problems.

However, if you are not comfortable speaking to anyone in the boarding house, the School offers a confidential counselling service. Details of the service and how to contact the counsellor are available on House notice boards and in the Health Centre. The email address is [Schoolcounsellor@leightonpark.com](mailto:Schoolcounsellor@leightonpark.com).

Any student can speak to any member of staff about anything. Students should approach any member of staff who they feel comfortable talking with to share any problems. Students will always find help here at LP.

Alternatively, sometimes people may prefer to speak first to someone outside the organisation of the School:

- 0800 1111 is the Childline Help Number
- 0118 901 5668 is the contact for No5, a local youth counselling service, which is displayed in each of the boarding houses
- The telephone number of Ofsted is 08456 404040 or you can contact the Local Authority Designated Office (LADO) through Wokingham Borough Council – phone number 0118 937 3555/ 07841253871
- There are also counsellors who can be contacted in Reading or you may wish to see a counsellor in confidence in the School. Details of these are on the House notice boards or are also available from the Designated Safeguarding Lead
- The Children's Commissioner can be contacted on 0800 5280731.

Sometimes, the problem or concern means that Social Services need to be consulted. It will normally be the Deputy Head: Pastoral, Deputy Head or Head who contacts them. Whatever your concern is, it will be followed up as discreetly and helpfully as possible in a simple way.





# Student Induction Log

Now that you have arrived, we would like to help you settle into to School life quickly and give you as much support as possible. (So please make sure you bring this document with you).

In order that you can start familiarising yourself with everything you need to know to keep you safe and understand what is expected of you at Leighton Park, we would like you to keep a log of your induction. When you have completed the log please ask your HM to sign it before the end of September.

Staff and students at Leighton Park are very friendly and we will always be happy to help, you only have to ask. There are also other sources of information that you can turn to for help in the induction process:

- Student House handbook, a copy can be found on your House notice board
- House notice boards
- Gold Book which all students are given.

Your name \_\_\_\_\_

Useful names to remember:

House	
Housemaster/ Housemistress	
Tutor	
Resident Tutor	
Head Boy and Girl	
Head of House / House Prefects	
Buddy	
Designated person for child protection	
School Counsellor	

Useful numbers

House duty phone number	
Leighton Park School	
Buddy	

Please complete the grid below by the end of September

Induction	Add information	Date
I have received details and understand what I should do in the event of a fire alarm	Yes / No	
My nearest fire exit is located:	<b>Add details here</b>	
My fire assembly point is:	<b>Add details here</b>	
How to contact a member of staff during the night if I am unwell	<b>Add details here</b>	
I have received clear instruction on how to use any electrical appliances that are provided by the School	Yes / No	
I have received and understood the rules and procedures that are in place so the House can run smoothly	Yes / No	
I have understood the rules related to smoking/vaping, alcohol and relationships	Yes / No	
I have handed my passport and BRP (if issued) to my HM	Yes / No	
I have handed my pocket money to my HM	Yes / No	
I have been given my log in details and collected my access card	Yes / No	
Any questions I need to ask or information I am unsure of		

Housemaster/Housemistress signature: \_\_\_\_\_

# Leighton Park Site Map



- |   |   |                           |
|---|---|---------------------------|
| 1 10 Acre Sports and Athletics Field                  | 13 Swimming Pool  | 25 Language Centre        |
| 2 Fryer House   | 14 Sports and Cricket Field                                 | 26 Grove House            |
| 3 Health Centre                                       | 15 Sports Hall / Gym  | 27 Grove Field            |
| 4 Reckitt House                                       | 16 Old School, Library, Student Services and Main Reception | 28 Main Car Park          |
| 5 Estate Offices                                      | 17 Michael Malnick Centre (Music and Media)                 | A Pepper Lane Entrance    |
| 6 Tennis and Netball Courts                           | 18 David Linday Centre (Science and DT)                     | B West Lodge Entrance     |
| 7 Pond  | 19 Waterhouse Building                                      | C Shinfield Road Entrance |
| 8 All Weather Pitch (Astro Turf)                      | 20 Drama Studio   |                           |
| 9 Field House Sixth Form Study Centre and Cardio Room | 21 Townson  |                           |
| 10 Oakview Dining Facility                            | 22 John Ounsted Building (Mathematics)                      |                           |
| 11 The Pavilion                                       | 23 Peckover Hall  |                           |
| 12 School House                                       | 24 Art and Textiles Department                              |                           |