

IVY HOUSE



House Handbook

Welcome

Ivy House has been in operation since September 2015. This large house with plenty of space and has a magnificent garden that we make the absolute most of. Originally 18th century, Ivy House was the former St Denys Retreat Centre.

We are delighted to be the home for our female boarders up to Year 11.

We are very much looking forward to seeing you in when you join us and welcoming you to our exciting new home. Ivy House is our home too and whilst you are here, you will be part of our family. We hope you will help us in making it a safe and happy place to be where everyone matters, and where respect for one another is reflected in the spirit of the house.

As a thriving and busy boarding house we have enjoyed many activities and outings over the previous years including: weekends to Weymouth, trip to Wembley to see The X Factor Live Show, The New Forest Aqua Park, day trip to Center Parks with teambuilding activities and swimming. Some house activities have included beauty nights, beach trip, barbeques and movie nights with the chocolate fountains. A recent innovation has been our 'Come Dine With Me' Dinners, where one year group cooks a themed meal for the rest of the house – great fun!

All house staff and I will do our best to help you settle in and enjoy the time you spend as intermendiate boarders at Warminster School. Hopefully, you will have many happy memories to take with you when you move on. Please read this booklet carefully as I hope it will answer some of the questions you may have about boarding.

Mrs Crinion – Housemistress



Warminster School – The Aims and Principles of Boarding

Warminster School has always been both a day and boarding School, and it takes great pride in its boarding community.

The aim of the School with regard to boarding is to help each individual pupil to develop into a balanced, mature, courteous and well rounded individual who will take her place in and contribute to society when she leaves School. The School acknowledges that boarding is not necessarily right for every pupil, but that, in the majority of cases, boarding will be a positive experience for pupils. The School believes that boarding can assist in a positive way the development of pupils.

The School believes that boarding can offer individual pupils many valuable opportunities and experiences:

- Friendship
- Independence
- Living and working with their peers, older and younger pupils
- Teamwork
- A stable and secure environment
- Leadership opportunities
- Extra curricular opportunities
- Self discipline
- Preparation for life at university and in the adult world
- Academic support outside the classroom

The School believes that the success of boarding for each individual pupil is the result of teamwork between the parents, the pupil and the House Staff. Thus all of the Housemasters/ Mistresses have frequent contact with parents over many issues, not just to inform parents that their daughter is in trouble.



Values

The School believes that all pupils are entitled to:

- Respect for their person and their property
- Consideration by others
- Clear guidance on behaviour both in and outside the Boarding House
- A life carefully balanced between work, leisure and physical activity
- Honesty
- Courtesy
- That their rights will be upheld according to The Children's Act, the Human Rights Act and the National Boarding Standards

The opening statement of the School rules is – 'School rules are designed to reflect common sense and common courtesy; to avoid inconvenience to others, to ensure common safety and to foster a communal sense of pride. Pupils should at all times behave in a responsible manner, showing courtesy, consideration and respect for other people and their property, and for the fabric and environment of the School.'

The House

House Staff

We have an excellent team of House Staff, all of whom are committed to caring for you and providing a family environment. All our House Staff, with the exception of our Matron, are teaching staff also, so you will have plenty of opportunities to get to know them.

Accommodation

All the dorms in the House and Annexe have personal sleeping, working and storage space for each boarder and a notice board that may be decorated as you choose, although it is advisable to check the suitability of posters with House staff before you put them up. Dorms are very much the personal space of the occupants and this must be respected at all times. You may not enter someone else's dorm without her permission and to protect everyone's privacy, there are times when you may not enter another person's dorm at all. Day pupils are never allowed in boarders' rooms.

Community Code

Living within a community such as Ivy House does mean that, for the good of everyone, we expect all boarders to help contribute to making the House a pleasant and happy place to be.

House Rules

At the beginning of term, you will be given a set of rules specifically for Ivy House; these are not designed to intimidate or to limit fun, rather to help everyone understand what is expected of them and to make settling in easier. We will be going through them as a House to allow you to ask questions and hopefully understand why we have to have rules. However, there are “six deadly sins” which if breached will lead to loss of privilege and referral to Senior Staff. These are:

- Everyone must sign in/out every time they enter/leave the building.
- No one must enter another’s dorm if the occupant is not there.
- Personal items may not be borrowed or lent, bought or sold without permission from the House Staff.
- Borrowing without permission will be treated as stealing.
- Bullying and deliberate unkindness of any sort is forbidden.
- Rudeness to Staff will not be tolerated.

School Rules

Everyone in the school must understand and abide by the School Rules and at all times behave in a responsible manner showing courtesy, consideration and respect for other people and their property and for the fabric and the environment of the School.

Pupils must attend registration, assemblies and all lessons and honour all extra curricular activities and sporting commitments.

Pupils should expect to be expelled for any incident involving sexual relations between pupils, or the use or possession of any illegal drug.

Uniform

There is a school uniform list in the joining instructions booklet detailing all the items of school uniform required.

Uniform must be worn throughout the day until 5 pm on weekdays and for sporting fixtures. It should always be clean and in a good state of repair and ALL items must be labelled with woven, sewn in name tapes.

Mufti

Mufti is the name we use for ‘home clothes’, so you will need a few of sets of casual clothing including a coat/waterproof jacket to wear in the evening and at weekends. As with uniform it should always be worn clean and tidily but providing it is presentable, i.e. provides adequate coverage and is not ripped, it can be entirely of your choosing. In addition to your every day mufti, you will also need something smart to wear for Church or other School functions where uniform is not required, such as black trousers or skirt – and a smart blouse. All of these items must be named too.

House Daily Timings: up to Year 8

Monday - Thursday		Friday		Saturday		Sunday	
7.00	House opens	7.00	House opens	7.00	House opens if required	7.00	House opens if required
7.20	Wake up	7.20	Wake up	8.10	Wake up	10.40	All to Brunch
7.40	All to Breakfast	7.40	All to Breakfast	8.35	All to Breakfast	13.15	Check-in
8.10	Breakfast closes	8.10	Breakfast closes	9.05	Breakfast closes	Free Time	
8.20	All depart for School	8.20	All depart for School	Free Time/Fixtures			
8.30	Registration	8.30	Registration	Free Time/Fixtures			
13.40	Registration	13.40	Registration	12.30	Lunch		
17.00	School finishes	17.00	School finishes	13.15	Check-in	16.00	Check-in
17.00 - 17.15	All to Check-in with Boarding houses	17.00 - 17.15	All to Check-in with Boarding houses	Free Time/Fixtures		16.00-17.00	Tidy Boarding House
17.00-18.00	Free Time or Clubs	17.00-18.00	Free Time or Clubs	16.00	Check-in then Free Time	17.20	Chapel
18.00	Supper	18.00	Supper	18.00	Supper	18.00	Supper
18.30	Evening Activity	18.45	Roll Call	18.45	Roll Call	18.45	Roll Call
19.00	Evening Activity	19.00	Free Time	19.00	Free Time	19.00	Get Ready for School
20.00	Year 5 & 6 Phones In	20.00	Year 5 & 6 Phones In	20.00	Year 5 & 6 Phones In	19.30	Year 5 & 6 Phones In
20.15	Year 5 to Dorms	20.15	Year 5 to Dorms	20.15	Year 5 to Dorms	19.45	Year 5 to Dorms
20.30	Lights out Year 5	20.30	Lights out Yr 5	20.30	Lights out Yr 5	20.00	Lights out Yr 5
20.30	Year 6 to Dorms	20.30	Year 6 to Dorms	20.30	Year 6 to Dorms	20.00	Year 6 to Dorms
20.30	Year 7 Phones In	20.30	Year 7 Phones In	20.30	Year 7 Phones In	20.00	Year 7 Phones In
20.45	Lights out Yr 6 Yr 7 to Dorms Yr 8 Phones In	20.45	Lights out Yr 6 Yr 7 to Dorms Yr 8 Phones In	20.45	Lights out Yr 6 Yr 7 to Dorms Yr 7 Phones In	20.15	Lights out Yr 6 Yr 7 to Dorms Yr 8 Phones In
21.00	Lights out Yr 7 Yr 8 to Dorms	21.00	Lights out Yr 7 Yr 8 to Dorms	21.00	Lights out Yr 7 Yr 8 to Dorms	20.30	Lights out Yr 7 Yr 8 to Dorms
21.15	Lights out Yr 8	21.15	Lights out Yr 8	21.15	Lights out Yr 8	20.45	Lights out Yr 8

House Daily Timings: Year 9-11

Monday - Thursday		Friday		Saturday		Sunday	
7.00	House opens	7.00	House opens	7.00	House opens if required	7.00	House opens if required
7.20	Wake up	7.20	Wake up	8.10	Wake up	10.40	All to Brunch
7.40	All to Breakfast	7.40	All to Breakfast	8.35	All to Breakfast	13.15	Check-in
8.10	Breakfast closes	8.10	Breakfast closes	9.05	Breakfast closes	Free Time	
8.20	All depart for School	8.20	All depart for School	9.15	Roll Call		
8.30	Registration	8.30	Registration	Free Time/Fixtures			
13.40	Registration	13.40	Registration	12.30	Lunch		
17.00	School finishes	17.00	School finishes	13.15	Check-in	16.00	Check-in
17.00 - 17.15	All to Check-in with Boarding houses	17.00 - 17.15	All to Check-in with Boarding houses	Free Time/Fixtures		16.00-17.00	Tidy Boarding House
17.00-18.10	Free Time or Clubs	17.00-18.10	Free Time or Clubs	16.00	Check-in then Free Time	17.20	Chapel
18.10	Supper	18.10	Supper	18.10	Supper	18.10	Supper
18.50	Roll Call	18.50	Roll Call	18.50	Roll Call	18.50	Roll Call
19.00 - 20.30	Prep for Year 9 & 10	Free Time		Free Time		19.00 - 20.30	Prep Catch up
19.00 - 21.00	Prep for Year 11					20.30 - 20.45	Get ready for school
21.00	Year 9 in House	21.00	Year 9 in House	21.00	Year 9 in House	20.30	Year 9 in House
21.15	Year 9 to Rooms	21.15	Year 9 to Rooms	21.15	Year 9 to Rooms	20.45	Year 9 to Rooms
21.30	Year 10 in House	21.30	Year 10 in House	21.30	Year 10 in House	21.00	Year 10 in House
21.30	Year 9 lights out	21.30	Year 9 lights out	21.30	Year 9 lights out	21.00	Year 9 lights out
21.45	Year 10 to rooms	21.45	Year 10 to rooms	21.45	Year 10 to rooms	21.15	Year 10 to rooms
21.45	Year 11 in House	21.45	Year 11 in House	21.45	Year 11 in House	21.15	Year 11 in House
House Locked and Alarmed		House Locked and Alarmed		House Locked and Alarmed		House Locked and Alarmed	
21.45	Year 11 to rooms	21.45	Year 11 to rooms	21.45	Year 11 to rooms	21.15	Year 11 to rooms
21.45	Year 10 lights out	21.45	Year 10 lights out	21.45	Year 10 lights out	21.15	Year 10 lights out
22.00	Year 11 lights out	22.00	Year 11 lights out	22.00	Year 11 lights out	21.30	Year 11 lights out

Sunday Routine

This is a quiet, relaxed morning with brunch from 10.40 am – 11.10 am.

Church is generally at 5.30 pm. (See School Calendar for details)

In the afternoon there is usually an organised escorted outing - see Calendar for details.

6.00 pm Supper

6.45pm Roll Call

Bed times are the same as for Mondays – Fridays

Weekends

You may go home, or to a friend at any time over the weekend from 5 pm on Friday until 8 pm Sunday, providing you have no sporting commitments. If you do have commitments, you may leave once you have honoured them. If you are planning on going out during a weekend, you must complete a weekend form on firefly by Wednesday morning. We must have parental permission for each weekend out of School and permission must also be received from your host if you are going anywhere other than home. For your safety and for our and your parent's peace of mind, it is essential that the School policy is followed on each occasion you are to spend time out of School. Parental permission must be received if you will be returning by bus on Monday morning.

Meals

Meals are taken in the Senior School Dining Hall. For all meals, except lunch on school days, we walk over to the Dining Hall as a House and return as a House. You are expected to walk quietly and sensibly and to pay attention to the member of staff accompanying you, especially when crossing the road and when using the public pavement. If you are ill, then meals will be provided by the Catering Department, for you to eat in the House.

Take Aways:

Special Treat can be ordered on a Saturday evening. Please let staff know.

Tuck

You are expected to eat a balanced meal three times a day, but if you do get hungry in between times, the school provides fruit, bread, milk, spreads, and a variety of hot and cold drinks, plus treats on Saturday and Sunday afternoons. In addition to this, you may bring into school small amounts of healthy snacks such as bottled water or fruit juice (not fizzy drinks), cereal bars or dried fruit mixes. Please ensure that you do not eat in the dorms, only in the common areas. A snack is always waiting for you every evening after school in Ivy – the girls always look forward to this treat!

Roll Call

Roll call is the only formal occasion in the Boarding House. It is essentially a House meeting where members of staff give out notices and you have the opportunity to ask questions or air your views. The only thing we ask is that you do not talk when anyone else is speaking, staff or pupil.

Pocket Money

No money is to be kept in dorms. The House staff hold pocket money securely and they will distribute your weekly allowance (see advice to parents) at weekends and during the week if it is needed.

Personal Possessions

All personal possessions brought into school must be clearly marked. Parents are responsible for making sure that any electrical appliance arrives in good working order. Anything found to be substandard during the term will be kept in the house office for collection and removal at the end of term. Ipods, speakers etc. are allowed but must not be used during prep or after lights out. The Staff reserve the right to request these items be turned off if they are not being used with consideration for others. You will lose the right to have such items in School if you abuse the privilege.

Electrical Devices

Most of you will have mobiles and again these must be clearly marked and kept securely at all times. You will be told when you arrive when you may use your mobile. All mobiles, ipads and laptops are collected by House Staff at bedtime for safekeeping overnight and are subject to confiscation if usage rules are not adhered to.

Medical

Mrs Young, the School Nursing Sister, is in School every weekday between 8:30am and 5:30 pm. If you are feeling unwell during school time you should visit her in her surgery.

She can also arrange for you to see a male or female doctor in school or at the Avenue Surgery, (14-16 The Avenue, Warminster BA12 9AA, Tel: 01985 224600) depending on which you prefer. If for any reason she is unavailable, Matron will be in the House every break and lunchtime and may also be able to help you.

If you feel ill out of School time then you must inform the member of the House Staff on duty. You must not take yourself to bed without telling anyone. If you are unwell during the night, you may wake a member of staff by ringing the doorbell found on each floor. The member of staff won't mind at all if you are genuinely ill. If you need to take any form of regular medication, long or short term, this must be kept locked in the medical cupboard in the office from where it will be distributed to you when you need it.

Personal Matters

The members of Staff in Ivy House are all here to help you, keep you safe and hopefully happy. If you have a problem that you need help with or just want to share then please feel free to talk to any of them. If it is something which affects your or anyone else's health or safety, then they will have to refer it the relevant professional/member of staff, but this will always be done sensitively and with your knowledge. Mrs Booth, the School Counsellor is also available to talk to and is in school between 4pm and 9pm on Mondays. In fact, there are a number of people to whom you can talk, including the school Chaplain, the Deputy Head, the Head of Pastoral Care or even the Headmaster. If you feel uncomfortable talking to Staff, you can always take a friend or someone you trust along with you or even get your parents to talk with them on your behalf.

Problems

If all else fails and you think that things still haven't been resolved, then you are entitled to make a formal written complaint:

1. You or your parents should write to The Headmaster, stating the nature of the complaint and what action has already been taken.
2. The Headmaster will acknowledge this and indicate what steps he will take to deal with the matter.
3. As soon as possible, either the Headmaster or, on his behalf, the Deputy Head or the Head of Pastoral Care will see you to enable you to discuss the next step.

If eventually, you or your parents still have not had the matter satisfactorily sorted out, you may wish to contact one of the people whose names addresses and telephone numbers are listed at the back of this booklet.



Other Useful Information

Laundry

Now that you are boarding, we do encourage you to become more independent and responsible, especially with keeping your rooms tidy and your laundry organised. The laundry system we use is the same as in the other Houses, with a little more supervision in the collection of dirty laundry and the return of clean clothes. All underwear items must be placed into the laundry bags that can be purchased from Ivy office at the start of term. It is not unheard of for items to “disappear”, usually between a dorm’s laundry box and the wardrobe! Therefore, it is essential that **all items of clothing are named with sew on nametapes**. Iron on tapes and laundry or permanent markers do not stand up to the rigours our laundry system and it is impossible for us to repatriate displaced socks, uniform (especially sports kit) and mufti if it is not named. Likewise, we recommend personal possessions and shoes are all named with an indelible marker. Laundry is collected once a week and returned two days later. Sometimes, you may need something washing in between laundry days. In this case you may give them to Matron who will wash them in the house machine.

Bedding

The School provides bottom sheets and one pillow with a case. You will need to bring a duvet and two covers (one to use whilst the other is in the laundry) and an extra pillow if you require one. All beds are changed once a week. These must also be named.

Personal Possessions over the Holidays

You do not have to take every thing home during the Christmas holidays. However, we do ask that all shelves, drawers and cupboards are emptied and your belongings stored in a suitable trunk or case whilst you are away so that our domestic staff can thoroughly clean in your absence.

We recommend that valuable items such as iPods, iPads etc. are not left in School and if they are, then you do so at your own risk.

At the end of the Summer Term all belongings must be removed from the building unless your home is overseas. In this case we ask that you bear in mind the very limited storage space we have in Ivy House.

Outings

Outings generally take place on Sunday afternoons. Students will be strongly advised to partake in them as we have found that they break up the weekend and provide an opportunity for you to go out of school with your friends (don’t worry there will still be plenty of free time available over the course of the weekend). Unfortunately, we are unable to give out the cost of outings in advance, as it is dependent on the number of children who attend. However, if they are likely to be more than £40 we will try to let you know. Below are some examples of past outings:

- Cinema, Bristol
- Ice skating
- Bowling
- Shopping
- Paintballing
- Longleat
- Swimming
- High Ropes Course

Settling In

Advice for Pupils

What happens if I feel homesick?

Firstly, there is a good chance that at some stage you will feel a bit down and miss your friends and family at home. Do not worry, this is perfectly normal, something we all go through and it does not usually last for long. However, everyone is different, and different things help different people to feel better. It may help you to talk to someone about it and there are plenty of staff around who are happy to chat and will understand what you are going through. Some people find that keeping busy helps and there will be lots of things going on at the beginning of term to help you do that. Many people have found that phoning home can make things worse as it reminds you how much you are missing your friends and family. Whatever you find suits you best, remember, you don't have to go through it alone!

Will I get much free time?

To begin with and to help you settle, when you are not in school we try to balance activities and free time so that there is the opportunity for you to do your own thing, such as play hockey or tennis or watch TV, but not so much time that you don't know what to do with yourself. After that as long as you have fulfilled all your House duties, you will find that the amount of free time will increase.

What duties will I have to do in the House?

Firstly, it is each person's responsibility to keep their rooms tidy, beds made and their possessions organised. Rooms are checked daily and at the end of term prizes are awarded for effort and tidiness. In addition to this, we have rotas for laundry and kitchen duties. It is expected that people will tidy up after themselves so hopefully, duties never take too long to complete.

Will I have to do schoolwork in the House?

We have supervised prep every weekday night, except Friday and again on Saturday morning. Prep can be done in the computer room or in your dorms in silence and members of the teaching staff are around to give help if you need it. Food should not be consumed during prep and the use of Ipods or mobile phones is strictly forbidden. If you finish your work before the end of prep then you may read quietly. Your prep can be checked by a member of House Staff and duty tutors are there to help you if needed. The library will also be available for prep during the week.

What do we do at weekends?

Some of you may wish to go home every weekend, some may go home for occasional weekends whilst others may only go home for the set weekends (known as Quiet Weekends) published in the School Calendar of which there is usually one or two per term. If you choose to stay in for a weekend (and at least half the boarders usually do), you will find the House more relaxed and you will have plenty of opportunity to enjoy yourself. However, there is prep on Saturday morning, which is done under exactly the same conditions as on weekdays.

Also on a Saturday, you might find yourself involved in a sporting fixture to which of course you may invite family or friends to spectate. On Saturday evenings we usually have a DVD, everyone gets ready for bed, before bringing down their duvets and snuggling up in front of a film. On Sunday afternoon there is usually an outing of the sort already mentioned in this booklet or an organised activity. Church is compulsory for all boarders on Sunday evening and you must change into smart mufti to attend.

Will I get chance to go into Warminster town?

Yes, there will be an opportunity to go into town twice a week. You must inform duty staff when you are going to town and behave to the expected standards of the school.

What happens on my birthday?

If you are in school on your birthday a cake can be provided specifically for you (for which there is a charge) but you can provide it yourself if you prefer.

What if I have a question about boarding that hasn't been answered?

Don't worry, there are bound to be loads of things that you don't know and want to ask. Most of these will become clear when you arrive, but if you have a question that needs answering before then, don't hesitate to give us a call.

Advice for Parents

Communication

In Ivy House we are determined to offer the best care we can to all our residents. In order to do this effectively, it is important that we work together as a team with you. Therefore, communication is essential. The Matron is available during the day and there is always a member of staff on duty in the office in the evenings and at weekends. Please be patient, as there are often occasions when they may not be by the phone (during Prep, for example). If you particularly need to speak to Mrs Crinion, then do leave a message for her to call you. Please be assured that she will not hesitate to contact you if she has any concerns regarding your daughter.

Pocket money

For security reasons, pocket money is kept by the House staff in the office and is given out on request. The amount your child has is at your discretion. Some pupils will have Bank Accounts but we must advise you that opportunities for going into town to withdraw cash are restricted and we are unable to regulate spending if a student has their own account.



Tuck

We ask your assistance in helping us to ensure that a healthy diet is enjoyed by all. Whilst we accept that tuck is very much a part of boarding lifestyle and a way for you to give your child a treat whilst they are away, we are concerned that some children eat like sparrows during meals only to fill up with crisps and chocolate later.

We provide fruit, bread, spreads and squashes plus everyone is allowed a piece of fruit at all meals in addition to a main course and pudding. Therefore, if you are going to provide tuck for your child, please do try to bear these things in mind and we request you not to send in fizzy drinks, crisps or chocolate and sweets but stick to healthier alternatives. We also respectfully request that no items containing nuts are brought into the house as we are a “nut free zone”! Anything that may quietly rot at the back of a drawer should, also be discouraged!

And finally....

There is a chance that your daughter may be homesick at some stage, but they will never have to cope with it alone. Please let us know if you have a distressing phone call as we are here to help and can often reassure you that your daughter is now happily involved in an activity or other having “off loaded” onto you, or if not, work with your daughter to help them feel happier! Also, please let us know of any problems at home which may worry your daughter so that we can offer support if it is appropriate or just keep a special eye on them. Above all remember that we are here to help and want to be in close contact with you so never hesitate to call us.

Useful Telephone Numbers

Mrs Saunders (Matron): 01985 224870
Mr and Mrs Crinion: 01985 224871
Ivy House Mobile: 07561 092137

Other Helpful Contacts

School Chaplain 01985 210114
School Nurse 01985 210139
Head of Boarding 01985 210174
Childline - 0800 1111
ISI - 0207 600 0100 or info@isi.net

Address for Satnav to Ivy car park:

Ivy House, Warminster School, 2-3 Church Street, Warminster BA12 8PG

