



TERRA NOVA SCHOOL



Boarding Handbook 2020/21.

Welcome from the Head of Boarding

I am delighted to welcome you to the Terra Nova Boarding House.

We are a house comprised of full, weekly and flexi-boarders who come from all corners of the globe. We are proud of the diverse and inclusive nature of our boarders and the fact that our community allows us the best opportunity to learn how to become internationally minded as a pupil. Whilst half of our boarders live with us full time, a lot of our day children are also flexi-boarders who stay a few nights each week to provide the opportunity to develop independence in a friendly and protective environment; this is particularly important if the plan is for them to move onto a full boarding public school at the age of thirteen.

The boarding facilities are located in the main building. The dormitories vary in size - the largest having eight beds and the smallest having four. Each of the boarders have a wardrobe and cupboard to keep their clothes and personal possessions. There are bathrooms and shower rooms together with a common room which has a pool table, television, games, books and supervised access to games consoles

Boarders are supervised at all times by a team consisting of: the Head of Boarding; the resident boarding tutor; members of the teaching staff who undertake boarding duties; the school nurse; our housekeeper and the GAP students. It is our aim to provide an environment in which young people can develop and grow in an atmosphere that encourages trust, independence and mutual consideration. We also feel that home contact is important and aim to make ourselves, and the children, available to be contacted by parents at any reasonable time during the day and evening.

I look forward to meeting you in the coming months. Please do contact me if you have any boarding related queries.

Mr Roo Hanrahan
Head of Boarding



Our Boarding Team

Head of Boarding	
<p>Mr Roo Hanrahan</p> <p>roo.hanrahan@tnschool.co.uk</p> <p>07583 984106</p>	
House Parent	
<p>Ms Sabina Staziker</p> <p>sabina.staziker@tnschool.co.uk</p>	
Resident Tutor	
<p>Miss Nicole Harrison</p> <p>nicole.harrison@tnschool.co.uk</p>	

Staff	Name
Boarding Tutors	<p>Miss Alex Spencer</p> <p>Miss Emma Bailey</p> <p>Mrs Sarah Capewell</p> <p>Mr Jamie Gerrard</p> <p>Miss Bev Davidson</p>
School Nurse	TBC
Medical Officer	Dr Janie LaCoste
Housekeeper	TBC
Interns	<p>Kyle Jackson</p> <p>Jessica North</p>

We also have four gap year students who live and work with the children at Terra Nova.





Our Boarding Aims

Our Boarding Policy aims to provide:

- A safe, caring, homely atmosphere in which children can grow in confidence and develop an independence and interdependence that will prepare them for their future lives.
- A happy and stable environment in which children can relax and feel secure.
- A considerate and caring staff team who have the best interests of the children as their prime consideration and are prepared to give their time and energy to ensure that the boarders feel safe and happy.
- A range of activities and clubs that will assist in the personal, social and cultural development of each child.
- A boarding area that is clean, comfortable and well decorated and that is safe and free from physical hazards and danger.
- A nourishing, varied and well balanced diet to ensure the healthy well being and physical growth of the children.
- Access to qualified medical assistance in the event of illness or accident.
- Assistance with, and oversight of, academic work to ensure that children keep up with work and progress is made.
- A discipline that is firm and fair, based on the expectation of good manners and a high standard of behaviour that shows consideration for others in the community.
- A system that establishes and maintains links with parents so that they are aware of what is happening and they are kept in touch with their child's development.

Equal Opportunities

Terra Nova School aims to provide equal opportunities for all its pupils, regardless of disability (within the constraints of the building), religion (although our ethos is Christian), culture, gender or ethnic origin.

Staff and pupils are expected to treat each other with respect as individuals. We operate a zero tolerance policy with regard to racism, sexism or discrimination of any kind.

There is a whole school Equal Opportunities Policy available on the school website www.tnschool.co.uk.

RECORDS & PROCEDURES

The following records are kept:

- Personal records are kept in the School Office and any information of a personal nature is kept in the Deputy Head's office.
- Medical records are kept in the Surgery.
- Accident and illness records are kept in the Surgery.
- Fire Practice records are kept in the Bursar's Office. In each dormitory there is a list of what to do in the event of a fire and fire practices are held at least once a term, during boarding hours.
- Complaints and incident records are kept in the Bursar's Office together with a record of what action was taken and how the complaint or incident was resolved.









Pastoral Care

Terra Nova School prides itself on the high level of pastoral care that it offers to ensure that all boarders are looked after in a safe, secure and happy environment. The Head of Boarding is also the school's Designated Safeguarding Lead and chair of the school's Pastoral Team. All boarding staff are fully aware of the school's policy on pastoral care and also the particular needs of individual boarders who may be away from home for the first time, or may be facing problems and even tragedies in their personal lives. Any concerns that children may have are fully investigated, logged and passed on to other members of staff via the weekly staff briefing, and the situation is closely monitored both by observation and regular personal contact. Where children experience social or relationship problems with members of their peer group, the school's anti-bullying policy is followed and the situation monitored. The Head of Boarding is always aware of, and often involved in, all pastoral care issues. If any problems of a pastoral nature arise, parents are kept closely and fully informed and are encouraged to feed back to the school any concerns or worries that they may have.

HEALTH & HYGIENE

Any boarders requiring attention from the Doctor will be taken to the onsite Surgery and our Nurse will telephone Holmes Chapel Health Centre.

Within the School, the Nurse manages day to day medical needs. It is important that details of any regular medical requirements, daily medication and allergies are passed on to the Nurse so that the appropriate arrangements can be made for them to be administered. There is a Surgery with a bed, if children are taken ill, as well as a sick bay next door to the Surgery. However, in the event of a flexi-boarding child being unable to attend lessons, parents are contacted and the child is sent home to recover.

In the event of a child needing hospital treatment, the Nurse will call an ambulance, if required. Arrangements are made with parents to meet at the hospital.

The Nurse is responsible for maintaining health records of the boarders; they also keep detailed records of any treatments given or medicines administered. They are also responsible for the safe and secure keeping of all drugs and other materials used in the Surgery.

The Housekeeper is responsible for keeping boarders' clothes, games kit and bedding in a clean and well-repaired state, hence the need for everything to be clearly labelled. Along with duty staff they will also be responsible for supervising the washing and showering of the children at night or in the morning. Every child is expected to shower every day, and to clean their teeth after breakfast and before going to bed in the evening.

New to Boarding

All new boarders come back to school on the evening before the term begins. They are greeted by the Head of Boarding and resident staff and then shown to their dormitory and their bed space. Another member of the boarding community, of similar age, is detailed to be their 'buddy' and to look after them and explain routines. The Head of Boarding also shows them around the boarding facilities explaining the fire escape route and where the nurse can be contacted during the day and where the gap students and the Head of Boarding can be contacted during the night.

Children's social progress and development is closely monitored by all staff during the early days of boarding and they will be carefully watched and supported. Parents are welcome to contact the Head of Boarding at any reasonable time.

Children are encouraged to bring a small amount of pocket money to school; the amount to be discussed with the Head of Boarding. Pocket money must be handed in to the Head of Boarding where it can be withdrawn as and when needed. There is a small 'tuck cupboard' and access is allowed at appropriate times. There is also a small supply of toiletries in the event that children run out unexpectedly; these can be purchased from the 'tuck cupboard'.

On arrival, boarders should bring clothes and equipment described on the clothing list which is annexed at the back of this handbook. All items should be clearly marked with the child's name. These should be brought in a suitcase which can be taken away by parents when it is unpacked or, for our overseas boarders, it can remain in school until it is needed at the end of term. Small games, books, personal items and soft toys are also welcome and these can be kept in bedside lockers in the dormitory. All of these items should be clearly marked with the child's name. Aerosol deodorants are not permitted for health and safety reasons and hair gel is not allowed under the school's uniform and dress policy.

Pupils are allowed access to their mobile phones for 30 minutes in the evening, or at arranged times for overseas boarders. Mobile phones may be deposited with the School Nurse, or Head of Boarding, and then used during the allocated time before being returned for safe keeping. If there is a good reason for a pupil to call home at other times, they can always seek permission from the Head of Boarding or at the School Office.

Parents should note that any electronic games or valuable equipment are brought into school entirely at the parent's own risk. They are not covered by the School's insurers. Boarders are encouraged to lodge valuable items with the Head of Boarding for safe keeping.

The Head of Boarding should be notified if a pupil is due to board on a night other than routinely scheduled. Pupils who are going home, or off site for an approved after school activity must have parental permission and sign out with the Head of Boarding.

Discipline is based on mutual respect for each other and for the staff. Boundaries are clearly defined and expectations are high. Rules are kept to a minimum but they exist to ensure personal safety and well being, sensitivity to both staff and fellow pupils and also the maintaining of an atmosphere where all can feel secure, happy and relaxed.

Most of boarding house life is about using common sense. Boarding is fun but we expect the children to be sensible too. Some of the more important rules are as follows:

- Boarders should be quiet in the dorms after lights out until they are woken by a member of staff at 07:00.
- Children are not permitted into any dorm other than their own without permission of the members of staff on duty. Boys are not allowed into the girls' dorms and vice-versa.
- In the boarding area children should move around quietly and without running.
- Bed spaces and clothes should be kept tidy at all times.
- Boarders must try to keep to the times in the daily routine.
- The School does not accept bullying. Any bullying should be reported to Mr Hanrahan or the duty member of staff so that action can be taken.
- Boarders must look after their property and not use other people's property without their permission.
- Meal times are an important social time. Good table manners and courteous behaviour are expected at all times. A reasonable level of noise is acceptable but shouting is not allowed. When meals are finished, plates and cutlery should be cleared and children should ask for permission to leave the room



TERRA NOVA
SCHOOL

TERM DATES (BOARDING) 2020-2021

AUTUMN TERM 2020	
Tuesday 1st September	Boarders in Years 5 - 8 to arrive from 9.30am for Pre Season training
Wednesday 2nd September	Boarders in Years 3 & 4 to arrive from 2pm
Thursday 3rd September	Autumn Term begins
Friday 16th October	School closes for Half- term Boarders to be collected by 5pm
Sunday 1st November	Boarders to arrive from 2pm
Monday 2nd November	School opens after Half Term
Wednesday 16th December	Autumn Term ends Boarders to be collected by 1pm
SPRING TERM 2021	
Monday 4th January	Boarders to arrive from 2pm
Tuesday 5th January	Spring Term begins
Friday 12th February	School closes for Half- term Boarders to be collected by 5pm
Sunday 21st February	Boarders to arrive from 2pm
Monday 22nd February	School opens after Half Term
Thursday 1st April	Spring Term ends Boarders to be collected by 5pm
SUMMER TERM 2021	
Sunday 18th April	Boarders can arrive from 2pm
Monday 19th April	Summer Term begins
Friday 28th May	School closes for Half- term Boarders to be collected by 5pm
Sunday 6th June	Boarders to arrive from 2pm
Monday 7th June	School opens after Half Term
Friday 2nd July	Summer Term ends Boarders to be collected by 5pm

For ease of transport booking (flights etc), boarders can always be collected earlier (up to 48 hours) than the collection times stated above but this must be prearranged with the Head of Boarding. Boarders can not be collected later than the times shown above.

The Boarding Daily Routine

- 7.00 - Wake up call – time to get up, dress and tidy bed and bed space
- 7.30 - Breakfast in the Dining Room
- 8.15 - Return to boarding to brush teeth and prepare for school commencing
- 8.30 - 16:00 Daily routine for whole school applies. During the morning break, a snack is provided.
- 16.00 - Junior Prep (Monday - Friday) / Senior Prep (Wednesday and Friday)
- 17.00 - Senior Prep (Monday, Tuesday and Thursday) / Clubs or activities
- 18.00 - Supper in the Dining Room
- 18.45 - Evening activity or free time
- 19.30 - Drinks and biscuits available and the bedtime routine starts

BEDTIME ROUTINE

YEAR	GOING UPTIME	READING TIME	LIGHTS OUT
YEAR 3 & 4	19:45	19:55	20:15
YEAR 5 & 6	20:00	20:10	20:30
YEAR 7 & 8	20:30	20:40	21:00

It is important that silence is maintained in the dormitories after lights out until the time of the wake up call next morning.

On occasions these times have to change to accommodate school and special events but this is only done after consultation with the Head of Boarding.

FLEXI BOARDING

This is an ideal way to introduce children to the ethos of boarding. Flexi boarding children usually board on two or three nights each week throughout the term and benefit from this gradual introduction to boarding life. Provided that we have spare beds the School also offers the facility of occasional boarding for one night or for a short period. Parents often find this useful and convenient if they have to be away from home overnight. Arrangements for this should be made directly with the Head of Boarding.

BOOKING INTO BOARDING

In terms of booking your son or daughter in to board, we appreciate as much notice as you can give us. However, we do understand that our pupils and their parents live busy lives and so we are always happy to take last-minute bookings if we have space available. However, it is vital that parents understand that in the event of cancelling a boarding space, you will be charged for the evening's boarding if you do not provide us with at least 24 hours' notice.



Weekends

The School is staffed at weekends and meals are provided. Saturdays allow for a later rising time, followed by breakfast. Pupils will then attend STEAM Saturdays from 9.00am - 12 noon. Lunch will be provided before an afternoon activity commences. On a Sunday there is a longer trip or activity.

Recent trips have included:

- Manchester United WFC vs. Manchester City WFC at The Etihad
- Alton Towers
- Go Ape!
- Outward Bound weekend at Sedbergh School
- The Blue Planet Aquarium
- Ten Pin Bowling
- Sale Sharks Rugby
- Manchester Storm Ice Hockey
- Waterworld
- Kurzon Cinema
- Chester Zoo
- Pantomime at Manchester Opera House
- The Terra Nova Resilience Run
- Music, Art & Drama weekend at Sedbergh School
- Ice Skating at Planet Ice
- Tatton Park
- Dovedale and the Stepping Stones
- Alderley Edge
- Energi Trampoline Park
- Funsters
- Inflatation
- Yorkshire Grit Experience weekend at Scarborough College
- Manchester Thunder Netball

Any parent who would like to consider full, weekly or weekend boarding for their child is invited to contact the Head of Boarding to discuss the details further.

CATERING

The catering at Terra Nova School is undertaken by Sodexo, with a dedicated Catering Manager and two chefs based at the school. The standard of catering is considered to be very high and it is overseen by the management of Sodexo and our own Bursar's department. Menus are published termly and they are available on the school website and parent app. These menus are designed to provide a balanced and healthy diet for the children and they always provide a choice of dishes. There is also a Boarders' Forum, our pupil voice within the Boarding House, that meets half-termly, with the Head of Boarding and the Catering Manager to discuss likes and dislikes and to make suggestions for future menus.



8 NORTHERN COUNTIES
RESERVATION SOCIETY
1962
G FOOTPATH
BERLAND BROOK
LDBOARCLOUGH
→
LEAVE NO LITTER

DDLE →
ES HEAD
105 A

JOIN US!
FOR A MONTHLY
FOOTPATH WALK
ON TUESDAY, 10.30 AM
1000-1200

IN SUPPORT OF
THE NORTHERN COUNTIES
RESERVATION SOCIETY
1962-2017



Full Boarding Kit list

- Pyjamas / Nightdress
- Dressing gown
- Slippers (sensible styles only)
- Bath towel x 2
- Wash bag – flannels x 2, toothbrush, toothpaste, soap / shower gel, brush / comb, roll-on deodorant for older pupils
- 7 pairs pants and 5 pairs socks
- 5 casual outfits
- Casual trainers
- Reading books
- Cuddly toy if desired
- Full School Uniform

Flexi Boarding Kit list

- Pyjamas / Nightdress
- Dressing gown
- Slippers (sensible styles only)
- Bath towel
- Wash bag – flannel, toothbrush, toothpaste, soap / shower gel, brush / comb, roll-on deodorant for older pupils
- 1 pair pants and socks
- 1 casual outfit
- Reading books
- Cuddly toy if desired
- Clean School Uniform for the next day



The aim of our boarding policy at Terra Nova School is to provide a safe and happy environment where children can feel safe and secure and develop an independence that will prepare them well for their senior schools and beyond throughout their lives. It is also our aim to create an ethos of care and consideration for each other based on mutual respect and self-discipline.

The routines and procedures which are set out in this policy come from the experience of caring for young boarders over many years but they are not set in stone. Pupils are given the opportunity to make suggestions through the Boarders' Forum. If you can suggest any ways in which we can improve our boarding offer please do not hesitate to contact us. We are always open to and pleased to receive suggestions.

USEFUL CONTACTS

- Headmaster – 01477 571251 philip.stewart@tnschool.co.uk
- Head of Boarding – 07538 984106 roo.hanrahan@tnschool.co.uk
- The School Nurse – 01477 571251
- Childline - 0800 1111
- East Cheshire Child Protection – 0300 123 5012
- Emergency Duty Team (Out of Hours) - 0300 123 5022
- The Children's Commissioner for England – 020 7783 8330





TERRA NOVA SCHOOL

JODRELL BANK
HOLMES CHAPEL
CHESHIRE
CW4 8BT

01477 571251 | office@tnschool.co.uk