

# A Guide to Boarding



Durham School

## Welcome to Boarding at Durham School

This handbook is designed to tell you briefly about the life of a boarder at Durham School – how pupils live, daily practicalities of daily life in a boarding community, the importance of communication and an open relationship between pupils, parents, Housemasters/-mistresses, tutors, and matrons.

Boarding as a teenager brings with it all the hopes and expectations of boys and girls growing up to be young adults; along the way, there will naturally be times of anxiety, concerns, and difficulty as well as times of celebration, achievement, and happiness. Supported by an experienced team of Housemasters/-mistresses, tutors, matrons, School nurses, and the Chaplain, we aim to offer support, care and personal attention to pupils in every House so that they may look back on their time at Durham School proudly and fondly as a time that was instrumental in creating their future success. We encourage, therefore, parents and guardians to engage in an active and regular dialogue with the School to establish a relationship of mutual trust to the benefit of pupils.

We are certain that all pupils will thrive in this happy and busy environment.

### Aims of Durham School

Within a community shaped by moral integrity and kindness, Durham School aims to cultivate responsibility and ambition to ensure that every Dunelmian can thrive, be happy, and make a positive mark in the world.

A traditional British boarding school with a modern international community, Durham School encourages pupils to take full advantage of everything a busy, co-educational school has to offer and to live life to the full as part of a community in which the individual flourishes.

## Community

- Excellent pastoral care ensures pupils are known as individuals and challenged to develop their talents.
- Houses create a sense of belonging that roots pupils to the School.

## Tradition

- Faithful to its Cathedral foundation but respectful of the beliefs of others, collective worship and reflection build community.
- Its location in the city centre enhances pupils' learning through its well-established relationship with Durham University.

## Learning

- A full and rounded curriculum encourages pupils to aspire and have the confidence to succeed.
- An inclusive ethos provides academic challenge for all abilities.

## Play

- A full and varied programme challenges pupils to develop all aspects of their lives on the sports' pitch, on stage, and elsewhere.
- Healthy competition both within the School and outside provides opportunities to learn how to fail and how to succeed.

Durham School's mission is to provide its pupils with a complete education; one which instils in them an aspiration for achievement, a respect for others and a confidence for life.

## A Statement of Boarding Principles

Boarding at Durham School aims to provide a safe, supportive, challenging and stimulating environment in which boarders can thrive and be happy. Boarding is overseen by the Deputy Head [Staff], Senior Housemasters/mistresses, boarding staff, resident tutors and ancillary staff according to the School's policies and procedures. Boarders and parents/guardians of boarders are encouraged to maintain regular contact with boarding staff and report any concerns promptly and without fear to an appropriate member of staff. Boarders' views are sought via House and School Councils to identify areas of concern and opportunities for development in order continuously to evaluate and improve the range and quality of boarding provision.

## New Boarders' Induction

An induction programme is arranged for all new pupils at the start of the Christmas Term in September. The timetable, daily and weekend programmes, school layout, medical, spiritual, and uniform matters will be covered as well as a trip into Durham.

As part of this programme, all new pupils will be paired with a sixth-form 'mentor' who will act as a guide to School life through these first days, weeks, and months as pupils settle into their new lives as boarders.

## Parental Contact

Inevitably, your child will experience a range of emotions during the initial settling-in period; this is normal and we ask that you allow your child to settle into the new environment by encouraging pupils to make friends and take part in activities.

It is good advice to plan phone calls to your child during the first few days and weeks so that they do not become a daily event; pupils generally settle quickly into boarding life and the security of routine.

Alongside the start of term, there will be many events for parents to meet with House staff, and parents are encouraged to take advantage of such opportunities to meet some of the key people in your child's new life at Durham School.

## Day and Boarding

Durham School is a mixed community of day pupils and boarders; pupils mix in Houses, lessons, activities, games, and socially; boarders welcome invitations to day-pupil friends and their families. Day pupils are not allowed, however, into dormitories and must remain in the communal areas of Houses.

## Communication

The School aims to develop an effective relationship with pupils and parents; good communication is key. However far from Durham you are, keeping in touch with your child and House staff is important.

You are welcome to visit your child at any time, but please do inform House staff in advance by e-mail or telephone.

Pupils may contact home by e-mail, Skype, or mobile telephone when they wish; however, mobiles are not to be used in lessons, during prep, or after lights out.

It is important that boarders feel able to talk to House staff about any issue; some pupils will talk to certain teachers or the matron; it does not matter who pupils talk to but pupils need to know that we care and want to help them. All staff are trained to deal with issues, understand confidentiality and the need to refer matters at other times. An Independent Listener exists to offer impartial advice to pupils.

Each House has a duty phone; parents are encouraged to use this number to contact the House. Boarders are required to store this number in their phone so that he can always contact a member of staff if necessary.

All boarders must provide House staff with a current mobile number and update House staff when phones are changed.

A 'confidential' box may be found in each House and is checked regularly for any concerns that have been posted. A 'whistleblower' policy exists to support anyone who wishes to raise concerns but is worried about the implications of doing so.

Tutors are the first point of contact with the School; you will receive reports throughout the year and we will contact you regarding any specific issues relating to your child's education. Please contact your child's

tutor with any information that might affect his welfare and happiness or if you have any concerns. Tutors will make contact with parents in the first term and exchange contact details.

E-mail is our preferred means of communication, and contact details for key staff are available at the end of this booklet; in addition, House booklets provide specific information.

## Parental Consent & Activity Costs

Parents are asked to complete a Consent Form, allowing boarders to take part in the varied activities' programme. This must be done at the start of every academic year; please return this in September. The School funds the majority of the trips and events for boarders; rising costs and the increasing number of such trips, however, require us to charge to cover the costs of the more expensive trips. In most instances, the cost will be approximately £10 and no more than £30 and, should your child participate in all such trips offered during the year, the total cost would be no greater than £175. If you do not wish your child to participate in such activities, please indicate this on the Consent Form as we will not seek additional permission.

## The Houses

Boarding Houses have a diverse range of accommodation, and the School tries hard to ensure that all pupils are allocated fairly and appropriately. Any concerns should be expressed to the relevant Housemaster/-mistress; in addition to normal bedroom furniture, boarders have access to lockable cupboard. All rooms are centrally heated.

We expect boarders to keep rooms tidy to help the House cleaners who visit rooms each day; we encourage boarders to personalise rooms and having posters, photographs and other personal items is an ideal way to do this.

## Communal Areas

Each House has a kitchen for preparing snacks. No take-aways are permitted between Monday and Thursday nights inclusive, and all boarders are expected to take meals in Big School. House kitchens stock bread, butters, and jams, and Supper is provided following evening prep. Boarders are expected to clean up after Supper and any snacks, and House rotas are provided to ensure this happens fairly.

Games Rooms comprise a range of activities such as table tennis, pool table, and table football; Television Rooms have large-screen televisions and facilities for film nights with selections aimed at audiences appropriately.

Houses provide wireless access to the internet once devices are registered on the School network; boarders will be required to sign an 'IT User Agreement' and are reminded that use is monitored. Inappropriate or irresponsible usage will result in this facility being withdrawn. The use of laptops after lights-out is not allowed.

Houses have sufficient toilets, showers, and washbasins for all boarders.

## Property & Damage

Boarders must take care of their own property and show respect for the property of others and of the School. Please ensure all belongings, including laptops and phones, are named and insured. Personal items are not covered by the School's insurance. We recommend, therefore, that expensive items such as laptops and mobile phones are separately insured and boarders take responsibility for such items in their possession.

Pupils should not 'borrow' items from others without asking; in the rare event of a suspected theft, it should be reported promptly and will be investigated. Valuable items, including passports should be handed to House staff for safe keeping. Large quantities of cash may be stored securely with the Bursar.

Any damage should be reported to House matrons so that repairs can be made quickly; if damage is caused deliberately, or through negligence, the cost of repair will be charged and parents informed accordingly.

## Money

Bank accounts may be opened with any bank in Durham; if necessary, Housemasters/-mistresses may provide an introductory letter confirming the status of pupils as boarders of Durham School. International boarders should seek the assistance of their guardians in opening a bank account in advance of joining the School.

## Clothing & Laundry

Clothing is collected and laundered centrally; all clothing should be named in advance of joining the School either with name tapes or indelible ink.

## Clothing Requirements

Boarders wear uniform until the end of lessons at 4.30 p.m. when they may change into casual clothing. In addition to School uniform, we suggest boarders have the following:

- 10 pairs of socks and underwear;
- 2 changes of nightwear;
- Dressing gown;
- Slippers/flip-flops;
- 2 bath towels and personal toiletries;
- Single duvet, blanket, a pillow, 2 duvet covers, and 2 pillow covers;
- Swimming trunks/bathing costume;
- Alarm clock;
- Laundry basket;
- Bedside lamp;
- Large towels;
- Padlocks with 2 keys;
- Casual clothing for evenings and weekend.

We ask that boarders provide their own bedding to help personalise dormitories.

Please do not send your child with too much extra clothing or excessive amounts of personal items as space is limited in dormitories; as a guide, each boarder should be able to fit all luggage in one suitcase and one holdall. If an item will only be used twice a term, it is most likely not necessary to bring it. Limited storage space for one suitcase is available over holidays in Houses. Parents of new boarders should note that it is not possible to store any luggage in Houses prior to your child's arrival; if you need to store luggage in advance of boarders starting, please arrange this with guardians. The exception to this is uniform ordered via the School Shop.

## The Laundry

The School provides a general laundry service for boarding pupils during term time; boarders will have a space to store clean clothing and matrons will place clean laundry here. Bedlinen is changed weekly, and boarders must place used bedlinen in laundry bags by an appointed time in each House. Underwear is placed in net bags.

It is the responsibility of all pupils to check the suitability of items for the general laundry. For items requiring special cleaning or items considered to be of high expense, laundry facilities are available in each House, where such items may be washed separately. Pupils should speak to House Matrons for guidance. The School is not responsible for the loss of or damage to any personal or non-cleanable items left in the clothing or laundry bags such as money, jewellery, or any other personal possessions. The pupils agree not to leave such items in their clothing or in their laundry bags.

## Security & Safety

- All boarders have a direct contact number to their House telephone and Housemaster/Housemistress's telephone.
- Boarding Houses are kept secure and security is enhanced in various ways.
  - a) Keypad locks are fitted to all doors leading into Houses, and codes are changed regularly.
  - b) Boarders must sign visitors in and out of boarding houses and they must inform the member of staff on duty whenever they go off-site and as soon as they return.
- Electric sockets must not be overloaded [e.g. only one four-way extension per socket].
- Windows are fitted with safety restrictors.
- Pupils may not climb over walls or gates.
- Cooking equipment is only permitted in House kitchens and not in dormitories.

## The Role of Staff

The boarding Housemaster/-mistress has overall responsibility for boarders in their care and is in *loco parentis*. He/she is assisted by tutors, a House matron and a team of cleaners.

A member of staff is on duty at all times and is assisted by duty monitors [prefects].

## Fire Regulations & Practice

Fire-extinguishing equipment is checked regularly and fire practices are held at least twice per term. All boarders are briefed on fire-evacuation procedures during Induction. Electrical appliances are checked regularly, and boarders' equipment will also be subject to such tests.

## Electrical Equipment

All equipment must be electronically safe and it is the responsibility of parents/ guardians to ensure that equipment is of a proprietor manufactured brand and manufactured to British Standards.

- Electrical equipment may only be connected to the School electrical supply with a correctly wired 3-pin plug and to a fixed socket outlet. Where extension leads are used, these must be of an approved pattern and fitted with fuse sockets.
- The use of multi-way adaptors or international travel adaptors is not permitted, and pupils should source UK standard adaptors for devices such as lap-top computers or mobile telephones.
- Pupils may have in their rooms low-power equipment which includes the following: laptop computers; music equipment [CD players, docking stations, &c.]; desk lamps.
- High consumption appliances, such as kettles, toasters, heaters, rice cookers, irons, i, are not permitted in pupils' rooms. If pupils are unsure whether an item is permitted, they should speak to House staff.
- House Staff will inspect equipment and extension leads on a regular basis and will remove for safekeeping any that are thought to be unsafe or outside the approved list.
- Any equipment found to be defective or incorrectly wired will be disabled and reported to the Estates' Manager, and owners of such items will be held responsible for any damage caused by their equipment.
- Under no circumstances may pupils tamper with any electrical equipment or installation in rooms or public places in Houses. Any faults must be reported immediately.
- The school carries out regular Portable Appliance Testing [PAT] and all items will need to conform to British Safety Standard.

## Monitors

The Head of House and House Monitors are appointed from the UVI by the Head Master and Housemaster/-mistress. They are essentially the conduit between pupils and the House staff where necessary. Their role is to make the lives of boarders in their respective Houses happy, free from incident and a positive, fulfilling experience. Monitors' responsibilities include assisting House staff in running the boarding house and helping both the pastoral support and safeguarding welfare of pupils in Houses.

Monitors are expected to use their status and authority in a mature and sensitive manner, and, in turn, expect the respect of those under their care. They are given training by the Deputy Head [Pastoral] and Housemasters/-mistresses in how to carry out their duties and in Safeguarding and Child Protection.

## Rewards & Sanctions

Boarding Houses follow the Durham School Behaviour Pathway for rewards and sanctions, although the boarding community also approaches discipline as parents might at home, matching sanctions to inconsiderate behaviour. In addition, boarders' equipment such as mobile phones and computers may be confiscated for improper use.

## Peer Relations & Bullying

The School has a separate anti-bullying policy, and acknowledges that peer relations and friendships are particularly important within a boarding house.

Living together can be challenging and requires the development of patience, consideration, and diplomacy.

All pupils are encouraged to speak up promptly about 'bullying' or any physical or verbal abuse. Attempts are then made to defuse tensions between pupils and to repair relations before any pupil is tempted to engage in verbal or physical bullying.

Durham School's policy assumes that adolescents sometimes lack awareness of the impact of their behaviour on other people, which can explain their own behaviour. The School's first step, therefore, is to discuss the effects of bullying behaviour with the parties involved and encourage self-awareness before resorting to disciplinary measures.

## Drugs, Alcohol, Smoking, and the Management of Disciplinary Incidents

Whole-School policies on drugs and substances, alcohol and smoking apply to boarders. Boarders over the age of 18, however, may sign out to a pub with the permission of House staff and, on occasion, House staff may offer alcoholic drinks to sixth-form pupils at House social occasions. The whole-School policy on guidelines for disciplinary interviews with pupils will be followed in any disciplinary investigation. Parents will be informed of any serious incident or disciplinary matter involving their child.

## The Medical Centre

Telephone: 0191 731 9275

E-mail: [san@durhamschool.co.uk](mailto:san@durhamschool.co.uk)

The Medical Centre, the 'San', is open 09.00-16.30 Monday to Friday, and House matrons are on call outside these hours. Boarders may visit the San to discuss health matters or any other concerns.

The San has a treatment room and two two-bedded rooms.

The San is made up of two Registered General Nurses who refer to a local general practice surgery as required. The San will also arrange for dental and optician appointments locally if required.

Please inform the San of any medical issues affecting your child; the nurses will keep all relevant staff informed as appropriate.

## NHS or Private

Referrals from the GP can be made on the NHS; many parents have private health cover and may wish to use this. Parents will be notified of any referrals to consultants. Boarders may be accompanied to appointments either by parents, guardians, or a member of School staff.

## Medication

The School Medical Centre requests that the following policy is followed regarding medication:

- Please provide only a small initial supply of essential medication, such as asthma inhalers, Epipens, and prescription medication.
- All medication must be in a named pharmacy-labelled container in English. The School cannot accept medication which does not have instructions in English.
- All subsequent medication will be provided through the School Medical Centre.
- On arrival, all medication must be handed to the House Matron before parents leave; this includes all herbal and natural remedies.
- Where appropriate, pupils may be authorised to store and administer their own medication once the Medical Centre has determined their competence to do this. All medication must be secured carefully and locked away.
- Sixth-formers may hold a small supply of pain-relieving medication such as Paracetamol and Ibuprofen.
- Pupils who require an Epipen must provide a minimum of 2 Epipens on arrival; one is carried at all times while the second is stored in the House.
- Matrons and House staff may administer simple pain-relieving medication and throat lozenges.

## The San & Matrons

The San nurses work closely with boarding house matrons, and they receive training in the administration of Homely Remedies. Matrons may treat minor illnesses and can seek advice when needed. Matrons take pupils to hospital when necessary, and play a key role in liaising between home and the School on medical matters.

## Consent

The Medical Form must be completed and returned prior to any pupil's admission; the form requires parents to give consent for medical treatment and give immunisations as recommended by the Department for Health.

This form requires details of all pupils' past medical histories and is a record of allergies, immunisations, and medications. It also requires permissions for some Home Remedies to be administered, such as Paracetamol and Ibuprofen.

If given consent on the Medical Form, Housemasters/-mistresses act in *loco parentis* and will, in instances where parents cannot be contacted, give consent for emergency treatment, operations, etc.

## Confidentiality

Most medical matters do not need strict confidentiality and it is often best that staff know what is happening. Pupils are encouraged to discuss their medical care with their parents, although a patient's right to confidentiality must be respected. Any child over the age of 16 may give consent for treatment; if under 16, but considered mature enough, pupils may also give consent. Pupils are entitled to the same level of medical confidentiality as anyone else.

Medical computer record systems are separate and secure from the School system to ensure confidentiality.

## Local Hospital

The nearest hospital, the University Hospital of North Durham, is situated 2 miles from the School and provides both emergency and acute care. The hospital is also the location of the local GP Out-of-Hours service.

## Holiday Treatment

If pupils require treatment during the holidays in the UK, they should be registered as temporary patients. If pupils have any operations, accidents, severe illness, or are given vaccinations during the holidays, please notify the San in writing when term opens. Similarly, if pupils return with medication, the San should be notified as indicated above.

In the event of illnesses at the end of term, pupils may not stay at School; parents or guardians will need to collect children; the same applies for weekly boarders at weekends.

## Prep

All boarders will attend supervised prep; at the Housemaster/-mistress's discretion, some senior pupils may be excused a supervised prep session to study independently or attend a School activity. Times for supervised prep are given above.

		Mon.	Tues.	Wed.	Thurs.	Fri.
Houses Open	07.30					
Roll Call	07.45					
Breakfast	08.00					
Roll Call	08.30					
Pastoral	08.40	Chapel	Tutor	Chapel	Tutor	House
1	09.05					
2	10.05					
Break	11.00					
3	11.25					
4	12.25					
Lunch	13.20					
5	14.25					
6	15.25					Chapel
Activities	16.45					
Dinner	18.00					
Roll Call	18.30					
Prep	18.45					
Roll Call & Supper	20.30					
Activity/ Free Time	20.45					
Return to Houses	21.45					
Houses Close	22.00					

## Weekend

At the weekend, there is a boarders' activity programme in which all boarders may participate. An annual programme is published at the start of the academic year with details of activities and costs.

Activities are arranged on Sunday in addition to House-based events on a Friday and a Saturday; importantly, time is also given to pupils to structure more freely for relaxation and association. All junior pupils are expected to take part in all activities whilst those in the V and VI Forms are given greater freedom.

There are weekly sports' fixtures on Saturdays to which pupils regularly contribute as well as training sessions and rehearsals. Please encourage your child to make the most of this varied programme and the opportunities available.

## Registration

The Housemaster/-mistress and the House staff have a duty to know the whereabouts, and ensure the safety, of boarders at all times during term. The following rules are applied:

### Weekday Registration in Houses

Time	Who	Staff Responsible	Format
07.45	Boarders	House Staff	House Roll Call
08.30	All pupils	House Staff	Roll Call
09.00	All pupils	Teaching Staff	p. 1 Registration
14.20	All pupils	Teaching Staff	p. 6 Registration
18.40	Boarders	House Staff	House Roll Call
20.30	Boarders	House Staff	Roll Call
21.30-22.45	Boarders	House Staff	Roll Call at Lights Out

### Weekend Registration in Houses

Time	Who	Staff Responsible	Format
10.45	Boarders	House Staff	House Roll Call
14.00	Boarders	House Staff	House Roll Call
16.55	Boarders	House Staff	House Roll Call
20.30	Boarders	House Staff	House Roll Call
21.30-22.45	Boarders	House Staff	Roll Call at Lights Out

Pupils must ask and receive permission from the Housemaster/-mistress in person for leave of absence from roll calls and from School for longer periods. For longer absences, parents must contact the Housemaster/-mistress.

## Signing in and out

Any boarder wishing to go off-site during the day or on an evening must sign out; pupils below the VI Form must gain permission in person and a Town Chit from the Housemaster/-mistress. On returning to Houses, pupils must sign in.

Pupils may invite pupils from other Houses as guests but must gain permission from the duty member of staff and sign guests in and out. Guests should be accompanied at all times by the friend who has signed them in; any guests from outside the School will require the Housemaster/-mistress's permission to come into the House.

All adults, including parents and guardians, are asked to contact the Housemaster/-mistress in advance if they intend to visit the House.

## Weekends

Parents register pupils as either full or weekly boarders. Should a change in status be required, parents must contact the Admissions' Department by e-mail.

Weekly boarders may go home on Friday after Chapel [c. 4.30 p.m.] once all School commitments have been fulfilled, and should return to the House either by 9 p.m. on a Sunday or Monday morning at 8.25 a.m. in time for roll call.

Weekly boarders may choose to stay in School on Friday evening and Saturday morning in advance of sports' fixtures. Weekly boarders may stay on Saturday evening with the permission of the Housemaster/-mistress.

Parents of weekly boarders must confirm that this is happening otherwise duty of care automatically transfers at 6 p.m. on a Friday.

## Exeats

Full boarders wishing to go away for the weekend or weekly boarders wishing to spend the weekend in the House must gain permission from the Housemaster/-mistress. The Housemaster/-mistress will require written authorisation from the pupil's parents and the responsible adult who will be hosting any boarders. Alternatively, the boarder's parent may specify in written correspondence that all arrangements have been made with the host adult and that both parties are fully aware of the arrangements. This correspondence should be received by Thursday 9 p.m.

## Beginnings and Ends of Term

Boarders are expected to return to their Houses by 9 p.m. on the evening before the start of term. The School cannot accommodate boarders before the publicised start of term, nor can we store belongings for the UVI once they have left. Parents are asked to inform the Housemaster/-mistress of any later arrival or early departure that may be different from published dates.

At the end of half and full terms, Houses close at 5 p.m.; Houses must be vacated by this time. Houses are not staffed after this time so it is not possible for boarders to remain beyond this time and date, nor are they able to access the Houses at any point during School holidays. Flights must, therefore, be arranged for the afternoon or evening that School ends; if this is not possible to secure a flight on this day, boarders will be required to stay with guardians until the date of their flight.

The only exception to this is when a School excursion is leaving after the School ends. On such occasions, one of the boarding Houses will remain open until 9 a.m. the following day. However, only those boarders participating in the School trip will be permitted to stay in the House on such occasions.

As a consequence of the UK Home Office, all boarders with a Tier 4 visa are required to provide precise details of movements during weekends away and holidays, including flight details and the address at which they will be staying.

## May Bank Holiday Weekend

The School does not have any exeat weekends; however, the School assumes that all non-examination classes below the V and VI Forms will be out of the House for the May bank holiday weekend [usually the first weekend in May].

## Transport Arrangements

### Booking Taxis

We recommend that parents contact their child's guardian to make transport arrangements between the airport and the School. The School does not book taxis on behalf of pupils; this is the responsibility of the parent, the guardian, or the pupil. We do, however, know of two local taxi companies that the School has used in the past and which only employ DBS checked drivers. These companies are:

- Paddy's: 0191 3866662
- Mac's: 0191 384 1329

## Parental Permission for Other Forms of Transport

It is assumed that parents are willing for their children to travel in a minibus or car driven by a member of staff.

Housemasters/-mistresses appreciate being informed by the parents of arrangements which involve children travelling to School by any means other than the parents driving pupils themselves; this could be, for example, public transport or private cars driven by friends

### Bicycles

Boarders may keep bicycles at School and should speak to Housemasters/-mistresses regarding a location for storage. Boarders may ride bicycles outside the School grounds but must wear a helmet at all times.

### Cars

Owing to the limited space on the School site, UVI boarders may only keep a car at School with the direct permission of the Head Master. Use of such cars during the day or evening must only be with the direct permission of the Head Master or Housemaster/-mistress respectively. Only the designated driver with the School's permission may use the car.

## Transfer between Day and Boarding

### Boarding to Day

In order to maintain a stable boarding community, pupils who enter the School as boarders are encouraged to remain so throughout their School career. The Head Master may consider transfers in the following circumstances:

- Where the School has agreed in advance to keep a day place open;
- At the end of the Lower or Middle school;
- Or in special circumstances.

In all instances, transfer will be at the discretion of the Head Master and no automatic right to transfer should be assumed. A full term's notice is required for change of status.

## Day to Boarding

Parents of day pupils who wish to transfer into boarding should contact the Admissions' Department; transfer will be at the Head Master's discretion. A change of House may be required.

## Catering

All meals are taken in Big School and pupils are expected to attend. Menus are published and considerable choice of hot and cold dishes is available. Pupils are encouraged to discuss catering issues and concerns through politely with House staff or through the House Councils.

## Guardians and Weekends Away

A list of accredited guardians is published on the AEGIS [Association for the Education and Guardianship of International Students] [website: www.aegisuk.net](http://www.aegisuk.net).

Every pupil whose parents are resident overseas or who live beyond one hour's drive from Durham must have a UK-based guardian who is resident within one hour of the School. A good guardian should take an active and interested role in your child's education and welfare, and live close enough for the pupil to visit at weekends and half terms.

The typical role of a guardian includes: transport to and from School; accommodation during holidays; collecting the pupil in case of illness, injury or exclusion; bridging the gap between term dates and flights to and from home. Therefore, it is essential that a guardian can accommodate pupils when needed, and parents are asked to consider this when selecting a guardian.

The provision of guardianship is monitored by the Admissions' Department the Deputy Head [Staff], the Director of International Pupils, and boarding Housemasters/-mistresses, as well as by parents who employ the guardian. In certain circumstances, the School may question the suitability of a particular guardian and ask parents to take appropriate action in the best interests of the child.

The School does not recommend or arrange guardianship on behalf of parents. Responsibility for the welfare of pupils while in the care of guardians, and while travelling to and from School, rests solely with parents and not with the School.

## Flights & Punctuality

Flights often become heavily booked for the beginnings and ends of terms as many schools operate a similar calendar; early booking is, therefore, encouraged and term dates are published well in advance. We expect all pupils to be here on the first day of term and leave on the last day of term, and any absences will be detrimental to your child's learning. As such, late returns or early departures are strongly discouraged and require prior consent. Requests should be made to the Head Master. In the first instance, however, please note that such requests are unlikely to be approved, except in extenuating circumstances.

## Visas

It is essential that exact half-term and end-of-term travel and accommodation details, including contact information, are provided to fulfil immigration regulations. The UK made changed to the visa system in 2009 for certain groups of immigrants entering the UK; children who are citizens of countries outside the EEA and who are studying, or who wish to study, at schools in the UK for a period of more than 6 months [away from parents] need to follow a new points based system. Further information may be obtained from the following websites:

- [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)
- [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

All non-EU boarders should ensure that they have relevant up-to-date documentation with them on arrival at Durham School. We are required by law to take photocopies of passports and visas, and complete an on-line registration process. Boarding Housemasters/-mistresses are required to maintain accurate records of non-EU boarders' movements.

## Inspection

The latest ISI inspection report [2018] which included a report on boarding provision is available on-line: <https://www.durhamschool.co.uk/inspections.asp>

## Checklist: Before a Boarder Arrives

- Have you ordered uniform?
- Have you completed all forms and paperwork received from the Admissions' Department?
- Have you nominated and arranged a guardian within one hour of Durham?

## Conclusion

We hope that this information is informative, helpful and reassuring. We understand that the beginning boarding can result in a mixture of excitement and anxiety; rest assured that your child will be very well looked after at Durham School and all boarders will be part of a warm and caring community which will help them develop into confident and independent young adults.

Please remember we are always here to help and answer any questions or concerns; do please contact your child's Housemaster/-mistress.



**Dr M. P. Alderson**

Deputy Head [Staff]

August 2019

## Contact Information

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