

Boarding at Wellington School

**A Guide for Parents and
Pupils**

2024-2025

LEARNING FOR LIFE



Wellington
SCHOOL





WELCOME TO BOARDING AT WELLINGTON SCHOOL

We are very much looking forward to welcoming you to the boarding community at Wellington School. This booklet is intended to tell you everything you need to know to ensure a smooth transition into the School as well as give you an insight into our routines and the ethos of boarding at Wellington School.

The boarding community is central to the rich and diverse environment that is Wellington School. Our co-educational and multi-cultural ethos gives our pupils the opportunity to gain a greater respect and understanding for people of any gender, all races, faiths and nationalities that reflects society today. 170 boys and girls, accommodated in 4 boarding houses, are provided with the perfect environment in which to explore their academic potential, develop their social relationships and unearth personal skills and qualities that enhance success in a wide range of cultural, sporting and artistic activities.

A dedicated team of boarding staff provides the guidance and support to individuals, and a busy boarding life ensures constant challenge, opportunity and excitement while still allowing quiet time to rest and reflect.

Strong bonds of friendship and spirit unite the community. Good humour, empathy for others, kindness, leadership skills and personal resilience are characteristics developed through the boarding experience. We work hard to create a 'home from home' environment where boarders are supported to develop good relationships with pupils and staff, based on a culture of mutual trust and respect.

If you do have any questions, please do contact any of the numbers at the back of this booklet, or send me an email at s.costello@wellington-school.org.uk and I will be more than happy to help.



Mr Simon Costello
Head of Boarding

Principles and Practice

Boarding at Wellington School is based on the following principles:

- To provide a trusting, supportive and mutually respectful environment for all pupils
- To foster and value effective relationships with the boarders and their families
- To ensure that boarders feel that they are able to influence the development of the boarding programme
- To ensure that boarders are treated fairly
- To challenge all members of the boarding community to develop a wide range of interests and a healthy lifestyle
- To support the boarders in their activities and when they represent the school
- To enable the boarders to feel pride for their house identity
- To ensure that the boarders are safe in their house environment
- To create a strong work ethos in each house



There are 4 boarding houses at Wellington School:

Overside House for Junior boys in Years 7– 10.



Lights House for Senior boys in Years 11 – 13.



Willows House for Senior boys in Years 10 – 13.



Beech House for girls in Years 7 – 13.



Boarding Staff

Each of our houses has a Head of House, Assistant Head of House, House Matron and team of evening tutors to help look after the boarders in their care. We are also supported by two Saturday matrons, a weekday cover matron plus sport graduates, and the Health Centre Nurses.

	Head of House	Assistant Head of House	House Matron
<u>Beech House</u>	 Mrs Sonia Walsh	 Miss Chloe Walker	 Ms Jinghui Shao
<u>Lights House</u>	 Mr Simon Costello	 Mr Luke Coombes  Mr Jacob Wright	 Mrs Catherine Sertin
<u>Willows House</u>	 Mr Martin Downes	 Mr Tom Johns	 Mrs Elena Lee

**Overaside
House**



Mr Tom Fasham



Mrs Steffi Harms
Deputy Head of House



Mrs Odette Nicholson



Mrs Cat Sweatman

Contact details for key staff can be found in the table below:

Mr Simon Costello– Head of Boarding	
+441823 668800	
s.costello@wellington-school.org.uk	
<u>Beech House</u>	
Mrs S Walsh	+441823 668812 s.walsh@wellington-school.org.uk
Miss C Walker	c.walker@wellington-school.org.uk
Ms J Shao	j.shao@wellington-school.org.uk
<u>Lights House</u>	
Mr S Costello	+44 1823 668847 s.costello@wellington-school.org.uk
Mr L Coombes	l.combes@wellington-school.org.uk
Mr J Wright	j.wright@wellington-school.org.uk
Ms C Sertin	+44 1823 68847 c.sertin@wellington-school.org.uk
<u>Overside House</u>	
Mr T Fasham	+44 1823 668825 t.fasham@wellington-school.org.uk
Mrs S Harms	s.harms@wellington-school.org.uk
Mrs O Nicholson	+44 1823 668857 o.nicholson@wellington-school.org.uk
Mrs C Sweatman	c.sweatman@wellington-school.org.uk
<u>The Willows House</u>	
The Duty Office / Matron	+44 1823 668848
Mr M Downes	+44 1823 668830 m.downes@wellington-school.org.uk
Mr T.Johns	t.johns@wellington-school.org.uk
Mrs E Lee	e.lee@wellington-school.org.uk

If you have a question about travel arrangements or visa enquiries, please contact our admissions department on +441823 668803 or admissions@wellington-school.org.uk

Routines and Daily Life

The Boarding Weekday Routine (Monday to Friday)

7am	Houses wake up.
7.30am- 8am	Breakfast for all.
8.20am	Boarders leave Houses for School*

Each school day starts with a tutor meeting – tutor groups are co-educational and are a mixture of day and boarding pupils. The pupil's tutor is a key point of contact and support for both pupils and parents alike.

** the boarding houses are closed during the school day which allows all of our pupils to mix in the common spaces around school and integrate and make friends with pupils from other houses, year groups and tutor groups.*

There are five lessons during the day, each an hour long. You will receive your timetable when you arrive at school.

Lunch is served in the dining hall between 12.20pm-1.20pm- the exact timing depends on year group.

Lessons end at 3.45pm and there is a rich programme of co-curricular activities for pupils to take part in until 5pm. Please see the school 'Directory' for more information on the activities available.

5.45pm- 6.30pm	Supper served in the Dining Hall.
6.15pm -7.15pm	Junior Prep
6.45pm - 8.30pm	Senior Prep
7.30pm	Junior activities begin
9.30pm	All Junior boarders back in houses.
10pm	All Senior boarders back in houses.

Bedtimes are staggered according to year group:

Year 7 and 8	9.15pm
Year 9	9.30pm
Year 10	10pm
Year 11	10.30pm
Lower Sixth	10.30pm
Upper Sixth	10.45pm

Each house may have minor variations in these times to suit the age range of pupils within them.

The Weekend Routine

Saturday:	9.30am	Breakfast
	10.20am	Boarding assembly
	10.30am am-12pm	Organised Activities.
		Sports' fixtures or activities are also often in the morning.
	12.45-1.30pm	Lunch.
	1pm	Sports fixtures and free time
	5.45pm	Supper
Sunday:	11.00am	Brunch.
	Afternoon-	Boarding trips and activities.
	5.45pm	Supper
	9pm	All boarders back to houses.

Information about Wellington Town

Wellington is a small but thriving, safe market town close to the Somerset/Devon county boundary and close to the Blackdown Hills Area of Outstanding Natural Beauty.



Access to Town.

Monday-Friday:

Pupils in Years 7 and 8 are not allowed to leave school premises without specific prior permission from their duty house staff and usually this would only be on special occasions - for example: mobile phone top up, new pen, birthday card etc.

Boarders in Years 9,10 and 11 pupils may visit town after 5pm, but must sign out of the House and have staff permission.

Pupils in the Lower and Upper Sixth may visit town during private study periods, lunch time and after school. They must sign out of the House on each occasion when the visit is during 'boarding time'. Senior boarders can work in their rooms, in designated study rooms in their House, or in the well-equipped Dukes Study Centre.

At Weekends:

All pupils can visit the town at the weekend, but they must always sign out of the House.

Pupils in year 7 and 8 must have permission from house staff.

Prep

Prep Time is when homework is done. See the daily routine for details of timings.

Senior boarders work in their rooms or have the option of using the well-equipped Dukes Study Centre. Junior boarders have supervised prep in the Study Centre each evening.

Academic staff are on hand to help with homework in the evenings, either in the Study Centre, or on duty in one of the Houses.



School Meals

All meals are served in the dining room.

The catering team provide for all diets, allergies, tastes and religions so there will always be something delicious for you to eat! Please make sure that house staff are aware of any special dietary requirements so that they can let the catering team win

All boarders eat together in the recently refurbished school dining room from Sunday-Friday. On Saturday evenings boarders may cook in the house or get a takeaway from town. Takeaways should not be bought at other times. Food should be stored in the House kitchens or tuck boxes please, rather than in bedrooms!

Use of Supermarkets

From time to time boarders will want to go to local supermarkets or use local take away food restaurants. There are several supermarkets in Wellington which cater for all budgets.

There are a few rules that must be followed, designed to promote the health of all our young people and also keep boarding houses clean and tidy:

- Caffeine energy drinks such as Monster, Red Bull and Rock Star not allowed
- Fresh food bought from supermarkets must be stored in fridges. If boarders are unsure how or where to store food then they can ask their house staff for help.

We are a nut-free school, and so pupils must not bring products containing nuts on the site including the boarding houses.

Pupils may keep dry food in their rooms, but it must be in a sealed container.

Music Practice

All boarders can access the Music Department Practice Rooms during the day. Boarding houses also allow practice in-house where possible and each House has a good quality piano which is tuned regularly.

Boarders also have full access to the music department on Saturday mornings.

Should additional evening or weekend access to practice rooms be required, then boarders should consult with their house staff for advice as in most cases this will be possible.



Chapel

Wellington School is a Church of England School.

Any boarder wishing to use the Chapel can ask for access whenever they wish. Chapel Services are held on occasional weekends and in the school week.

If any other religious arrangements are needed then students should talk to the Head of Boarding or School Chaplain who will make sure such requirements are met.



Using the Gym and Sports Centre

In addition to access during the school day, there are dedicated times each evening when boarders can use the school sports facilities: the astroturf, the sports hall and the gym (once pupils have completed a safety induction), for a mixture of free training and supervised sessions with our highly qualified coaches.

The main sports' hall and the recently resurfaced AstroTurf pitch are used regularly by the boarding community in the evenings and at weekends, along with the extensive playing fields and school grounds.



Support, Guidance and the Welfare of Boarders

We hope that all boarders at Wellington School will achieve their potential academically and have the opportunity to experience a broad range of different activities. We also want to make sure they are well prepared to make informed choices. House staff are very willing to discuss subject options, university choices or careers. Every student also has a tutor who will provide individual guidance on a daily basis.

Every day a House Matron is available in every boarding house to support the boarding community.

Every evening there is at least one member of the House staff on duty in every House. They are there to ensure that all boarders are safe, working hard and well cared for.

Boarders can speak to their Boarding Head of House, Assistant Head of House, or indeed any member of staff as a first point of contact if they are worried about anything at all.

During the day and evening when on duty, boarders can also talk to their Matron. Evening tutors are also a valuable listening ear.

All pupils may also speak to Mr Alex Kemp (Deputy Head (Pastoral) or Mr Simon Costello (Head of Boarding) if they are concerned about their own welfare, or if they have a concern or suggestion with regards boarding provision.

The Designated Safeguarding Lead (DSL) is Mrs Samantha Dean. She can be contacted at s.dean@wellington-school.org.uk

Mr Simon Costello, Mr Alex Kemp and Mrs Lucy MacAlister are Deputy Designated Safeguarding Leads (DDSL) in the Senior School.

Additional details including contact numbers for external safeguarding agencies are given in the school Safeguarding and Child Protection Policy.

The first point of contact for any medical advice or queries is Mrs Sarah Pattemore in the School Health Centre.

The School also has a Mental Health Lead – Mrs Jo De Warren Penny - who can be accessed in consultation with house staff.

Details of Childline, ISI and The Office of the Children's Commissioner contact details are displayed in all Houses.

We also have an 'Independent Listener' who is a named person outside of the school staff who students may contact whenever they wish if they need additional guidance or support. Our Independent Listener is Mrs Linda Burton. Her telephone number is displayed in all of the Houses and around school.

Medical and Health Issues

The School Health Centre is open at regular hours. All boarding staff have regular first aid training.

All boarders are required to register with the School Doctor who is a fully qualified UK General Practitioner.

Any boarder who feels ill or needs medical support should either report to their House Matron, House staff or go directly to the Health Centre. Unwell boarders during the day are looked after by Matron or the Health Centre Staff. If a pupil feels unwell in the morning, they should let their house staff know who will decide whether they need to stay away from school for the day.

Medicines

UK medical regulations are very tight. It is very important that pupils do not keep stores of their own medicines. This includes paracetamol, traditional medicines and other over the counter type medications. This is a legal requirement in the UK designed to protect all young people. Please do not send medications through the post to pupils or allow them to come to Wellington with their own supply. If a pupil requires medication such as paracetamol then they will be issued with it as appropriate in the boarding house or Health Centre.

All prescription and non-prescription medicines **must** be registered with the Health Centre who will provide guidance on their use if appropriate. Medicines which do not meet UK regulatory standards will be removed by house staff.

Please make sure you have let us know of any pre-existing medical conditions before your arrival at school. This means that we will be able to care for you as needed and provide you with the right kind of assistance. Due to the importance of monitoring pupils' health and complying with UK regulations, parents and guardians will receive further details about medicine from our Lead Nurse, Mrs Pattemore.

The Views of Boarders

The views of all boarders are very important to us. Pupils can raise any concerns or suggestions they have via formal and informal means; these include discussions with their:

- Tutor
- Head of House
- School Captains, House Captains and senior pupils
- Pupil Mentors

The boarders are also represented on all School committees, such as the School Council, International Committee, Mentoring Committee, Norman Cup Committee, Boarders' Council, Catering Committee and Sixth Form Council.

There is also an anonymous reporting tool on 'Firefly' - our online learning platform which any pupil can use to let us know about a concern, worry or complaint they may have at any time. Each house also has a suggestion box which is checked regularly by staff.

Guardians

Wellington School requires all overseas boarders to have an educational guardian who is based in the UK.

An educational guardian provides an extra level of care for an overseas boarder. During term time the role of an education guardian is to:

- Arrange care for a boarder should he/she be required to leave the school due to illness.
- Arrange care for a boarder should he/she be required to leave the school for disciplinary reasons.
- Confirm and assist in transport arrangements at the start and end of each term.
- Arrange accommodation in half term breaks when necessary.
- Attend parents' information evenings as required.
- Help provide permissions for school trips and exeats as required.
- Provide communication with parents in case of a language barrier.
- Maintain a personal relationship with the boarding pupil being looked after.

Many parents will choose to use a guardian agency. In this case Wellington School recommends that the list of responsibilities above, is given to the agency and agreed as part of their terms and conditions. We also recommend that parents choose a guardian that is accredited under the AEGIS Scheme. More details can be found at <https://aegisuk.net/>

Family members may also be guardians, but **must** be able to fulfil all the terms above. Please note, that in line with our Guardianship Policy, guardians must be over 25, and not in full-time education.' Our guardianship policy in the website or see it [HERE](#)

Please see the updated Guardianship policy on our website for more information on guardian requirements and the Guardianship Agreement form which must be completed before arrival.

All pupils will be asked to complete a survey on their return to school after staying with a guardian to allow them to provide the school with important feedback on their experience.

Laptops/Tablets/Phones and the Internet

All boarding houses are fully equipped with Wi-Fi.

Boarders who wish to connect a device to the internet using the school network will be able to do so upon their arrival. We will issue a login and password and the IT Team are on hand to help sort out any technical hitches. We do not allow the use of VPNs at Wellington and any pupil found using one may have their internet privileges revoked. All adult sites are banned. Movies and games may be played at the correct times of the evening and/or weekend, but if academic work is affected then devices will be removed. We do not allow games consoles in bedrooms, but they can be used appropriately in the common areas of the House. Games Consoles (Wii/PlayStations etc) are provided in each house and so we do not expect boarders to bring these items to school.

We treat all boarders as we treat our own children – and provided use of devices on the internet is reasonable then we are happy. As a guide we would not expect any boarder to be playing video games or watching movies for more than two hours per day, maybe a little longer at weekends.

All pupils in Year 7-12 hand in their phones/devices to house staff in at bedtime and can then collect them the following morning after breakfast. This will be reviewed for pupils in Year 12 after the first term, based on their academic performance and punctuality in house.

We are constantly updating and reviewing our mobile phone policy. Pupils seen on their phone around campus during the school day will have it confiscated and will then need to collect it at the end of the school day from the School Office or from house staff.

Pupils should not wear Airpods or other headphones around school site.

Bank Accounts

Most boarders hold a UK bank account in order to help with their pocket money arrangements and indeed if the pupils do not already have one, they are actively encouraged to set one up upon their arrival at Wellington.

There is no bank with a permanent branch in Wellington, so we recommend pupils set up an online account. There are plenty of options, but one that has proved popular is Monzo. Staff can help pupils with this process if necessary.

A small amount of money can be kept in the boarding house safe for pupils who do not yet have a bank account. Pupils should not travel to Wellington with large amounts of cash for their own safety. If any pupil requires extra pocket money, then it can be transferred to the school account and collected by the pupil as required.

Social Events

Wellington School has a full programme of social events throughout the year, and boarders are encouraged to attend these. Dinners, theatrical productions and music concerts are regularly held and participation is encouraged.

Boarders at Wellington School are also allowed to attend parties organised by their friends but only with the full written permission of both the boarder and host's parents. We find that it is often useful for the parents to swap contact details so that they are in touch about the individual arrangements.

The school is therefore happy that boarders attend events that are an important and fun part of growing up. Any boarder who abuses the trust placed in them at a social event and behaves poorly will have the right to go to future events taken away.

Exeats and weekend trips.

We do not have fixed exeats where pupils have to leave the School premises at weekends. Weekend trips may be taken with the permission of the Boarding Head of House and parent/guardian from the end of school commitments on Friday. Return time is flexible by arrangement, but if possible, boarders should be back in school on Sunday no later than 8pm.

If a boarder is going to stay for a weekend at the home of another pupil then a written invitation from the host family for that weekend is also required.

We organise weekend trips for the boarders to enjoy each Sunday and expect that each boarder will go on at least two trips per half term so that they can enjoy the most that the lovely surroundings have to offer.

A separate booklet contains further details of all boarding activities, but this is an outline guide.



Date	Trip/Activity	Cost/notes
8/9	Onsite Teambuilding	Free. Compulsory
15/9	Cabot Circus	Free, Compulsory
22/9	Paddleboarding/Beach - Broadsands	£20 to board, free for beach
29/9	Exeter Shopping	Free
5+6/10	Kilve Residential	New boarders Y10-12, £100
13/10	Castle Drogo National Trust	Free
	Half Term	
10/11	Remembrance Day - onsite	-
17/11	Clifton – Suspension Bridge and Shopping	£5 for transport
24/11	Paintballing	£40
1/12	Cheltenham market and shopping	£10 for transport
8/12	Glow in the Dark Dodgeball (onsite)	Free, compulsory
15/12	Exeter market and shopping	Free
	Xmas	
12/1	Cribbs Causeway – shopping, bowling, ice-skating	Activities £15, shopping free
19/1	Escape Room	£15
26/1	Lunar New Year Event	-
31/1	Go-karting (Friday eve instead of Sun)	£45
9/2	Zorbing/Nerfball onsite	Free, compulsory
	Half Term	
2/3	Golf – Driving Range	£15
9/3	Exeter shopping	Free
16/3	Ten-Pin bowling/cinema	£12
23/3	Bath shopping and sightseeing	£10
30/3	Paignton Zoo	£15
	Easter	
27/4	Taunton High ropes/mini-golf	£10
4/5	Cardiff sightseeing and shopping	Free, Compulsory
11/5	Monument Walk	Free
18/5	Beach – Exmouth	Free
	Half Term	
8/6	Onsite before internal exams	-
15/6	Beach – Dawlish Warren	Free
22/6	Surfing	£30
29/6	North Devon Water Park	£20

Cigarettes, Vapes and Alcohol

Wellington School has strict policies forbidding the use of cigarettes, vapes and alcohol at school. These policies are available in full on the school website. In boarding this means that we do not allow any student to buy, possess or use cigarettes, vapes and alcohol while resident at school.

Pupils in the Sixth Form are allowed to visit the local Iron Duke or Vintage pubs on a Saturday evening with the express permission of duty house staff. Only those aged 18 and over may drink alcohol (in line with UK law) and a maximum of two drinks should be drunk. Pupils must return to the house no later than 10.00pm. Any boarder found abusing this privilege will have it immediately revoked. Pub visits are not normally allowed at other times, although staff may give permission for notable dates, such as birthdays.

This policy also applies to boarders who may leave school premises during evenings and/or weekends. Anyone caught breaking these rules will be disciplined in accordance with our Promoting Good Behaviour policy. This is deemed a serious offence, and for repeat offenders' temporary exclusion from school would be the normal punishment.

End of Term and Travel Arrangements

Lessons continue until the end of each term, so we strongly encourage boarding pupils to be present as long as possible, but are also aware that the timings of international travel mean some pupils may need to leave early on the final day. The school allows all boarders an extra 24 hours travel time at the end of term. UK boarders and those staying in the UK for the holiday are expected to travel on the last day of term and usually after lessons have finished for the day. For full terms, lessons finish at 12.30pm, and for half-terms, at 3.45pm.

Any boarder who needs to leave earlier than 24 hours before the end of term must seek direct permission to miss school from the Headmaster, by emailing the Head of Boarding, s.costello@wellington-school.org.uk, explaining why they need to leave early. School term dates are published over a year in advance and can be found on the school website.

****Special Note:** Overseas boarders on Tier 4 Visas are required by the UK government to complete the full study programme at school. In the event that a pupil departs early without permission the school may be required to inform the UK Border Agency of an unauthorised departure. This may lead to the UK government withdrawing the Visa.

Airport Transfers and travel bookings.

At the end of term the school organises transfers to Heathrow and a minibus service is provided at minimal cost. These are staggered throughout the day depending on the flight times of the students. A return service is also provided at the start of each major term.

Train tickets or National Express coach tickets for boarders that require them should be booked for by parents or guardians. In some cases house staff are able to help arrange this, but the responsibility lies with the pupils and parents/guardians. The school cannot book air plane tickets for boarders. This must be done by guardians or parents.

Those boarders who wish to use Bristol Airport are best advised to use a taxi direct from school, or the regular public bus service offered by Megabus. The school can help to arrange a Bristol Airport taxi for any boarder who requires one but this will need to be paid directly by the parents or guardians. Boarders should speak to their house staff if they require help with this.

Uniform and kit requirements

All uniform can be purchased on-line through www.schoolblazer.com

All items of clothing must be named. Schoolblazer will tag all items for you – just add name tags in the order basket. House Matrons can assist in labelling additional items if required.



Sixth Form Foundation pupils wear the same uniform as other Year 11 pupils.

Students in Years 12 and 13 should wear formal business suits, as would be suitable for a professional work environment.



Please pay close attention to the uniform guidelines as we expect all of our pupils to look smart and tidy at all times. Hair should be neat and tidy and no extremes of fashion should be on show.

Kit List

In addition to their uniform, boarders will need the following items, **all of which must be clearly named**;

Casual clothes and shoes

Warm /waterproof coat – this should be navy blue or black in colour with no logos or patterns. (Please note that a school coat is needed and should adhere to these guidelines)

3 large towels

Net laundry bag for underwear and socks

Spare pair of glasses (if worn)

Toiletries (to include shampoo, conditioner, soap, deodorant and other personal items)

Hairdryer and hair straighteners (if applicable)

Pyjamas / nightwear and a dressing gown

Stationery for school lessons (maths set, pencils and writing pens) and note paper.

A set of smart casual clothing (to wear at House Dinners or more formal occasions at school)

Many pupils find it useful to bring their own Laptop computer which is Wi-fi enabled. Please note however that this is not compulsory.

Any electrical items will be tested for electrical safety and may be removed if they are not compliant.

Acceptable items include:	Items not allowed in rooms include:
Computer/laptop/tablet Hair styling appliances Chargers Radio/stereo Electric toothbrush/shaver British standard extension lead	Games console TV screen Kettle Rice cooker Iron Fridge Heater or Fan Fairy lights (battery operated are allowed) Non-British extension leads/adaptors.

Laundry and Bedding

Matrons manage laundry in all boarding houses. All boarders should speak to their House Matron if they have any problems with laundry or if guidance is required. **All items of clothing must be named.**

All bedding is supplied by the school so there is no need for boarders to have their own. However, boarders can bring their own if they wish, and House Matrons will assist with this. Please note that towels are not supplied.

All clothes and bedding are washed in the school laundry once per week. There is no additional charge for this service

Health and Safety

Fire Alarms

Each Boarding House has its own fire detection system. In the event of a fire, the fire alarm will sound. If a boarder discovers a fire and the alarm has not yet sounded, then he or she should raise the alarm by activating one of the fire call points in House.

All members of the House should then swiftly leave the building through the nearest available exit and assemble at their House Fire Assembly Point.

Windows should be closed where possible to slow the progress of the fire.

Boarders should familiarise themselves with all exits from their House. Regular fire drills are held throughout the year, at least one each term and one that will be at night time.

Flexi boarders will be shown escape routes when they join the house and walked through an evacuation plan.

Security

All pupils have access bands which permit them access to their boarding house. Staff and visitor access is strictly controlled via access lanyards.

All boarders will have a lockable drawer in their room and should use this to keep valuable items secure. Large amounts of money should be handed in to house staff for short term storage in the house or school safe before being deposited into a bank account. As mentioned previously, we prefer pupils not to arrive with large amounts of cash.

Parents and visitors may only go to their child's bedroom when accompanied by a member of staff.

Cars

Boarders are not encouraged to bring cars to school but may do so with the permission of their parents and Head of House. The vehicle is to be parked and the keys handed over to the Head of House. A relevant parking permit is to be displayed which can be obtained through the school office.

The vehicle can ONLY be used for travel to and from their home.

Under no circumstances is it to be used at any other times. Failure to comply with this will lead to the immediate withdrawal of the privilege and a possible sanction in line with school policy.

Boarders may not travel in a car belonging to a Day Pupil without recorded written permission from their parents.

Wellington Words

There are some words that are unique to Wellington School

Alan Rogers Centre	The newly built English and Exams Centre, next door to the Sports Hall
Bulford	The main area of games pitches
Dukes	The centre of the school. This building has computers, the library and the study centre
Gills	The games pitches you reach by carrying on the path to your left as you go through the gates at Bulford
George Corner Music School	Music School building and classrooms at the far end of the Quad
Great Hall	This building will house large school drama and musical productions
Merits	For excellent work/conduct
Northside	The modern building where you study Modern Languages and Maths
PC Block	Practical Centre. The building where you study Computing and Technology (Prep School Year 5/6 are also in here)
The Pound	Lost property office
PRSC	Princess Royal Sports Complex
Quad	Also known as the 'Quadrangle'. This is the area of tarmac outside of Great Hall
School Field	Playing field near Quad
Southside	Drama classrooms

Induction and support

Below is an example of our boarding induction checklist – we will go over all of these things in the first few days and it won't be long before you can answer yes to all of the questions. If you don't know the answer, just speak to your house staff or one of the other pupils.

Welcome to Boarding at Wellington School!



We want you to be happy and safe whilst you are here so we have put together this list of questions which go over some of the main points and key information that you will need.

Please answer 'yes' or 'no' to each question below. If you cannot answer a question after you have arrived and got settled in, please ask a member of the House Staff to help you.

1. Do you know how to find the boarding house in the school campus?	
2. Do you know where your dorm is and which bed you are sleeping in?	
3. Do you know where you can store your belongings and valuables while staying in the boarding house?	
4. Have you read a copy of the Pupil Boarding Handbook?	
5. Do you know your way around the boarding house?	
6. Do you know the names of the House Staff and what they look like?	
7. Do you know whom you can speak to at the school if you have a particular worry or concern about anything while staying in the boarding house?	
8. Do you know whom you can speak to outside of the school if you have a particular worry or concern about anything while staying in the boarding house?	
9. Have you read a copy of the House Rules?	
10. Do you know how to find out which member of the House Staff is on duty and where you can contact them during the night?	
11. Do you know what you should do if you are feeling unwell/feel homesick at any time during your stay in the house?	
12. Have you read the 'Boarding Principles, Aims and Practice'?	
13. Do you know what to do in case the fire alarm goes off?	

14. Do you know the difference between the fire alarm and the door alarm?	
15. Do you know what to do if the door alarm goes off?	
16. Do you know the areas of the main building that are alarmed at night?	
17. Do you know how good behaviour is rewarded in the house?	
18. Do you know how poor behaviour is dealt with in the house?	
19. Do you know how you can make suggestions boarding?	
20. Do you know where you are not supposed to go when you are staying in the boarding house?	
21. Do you know where you can get a drink if you are ever thirsty in the boarding house?	
22. Do you know where you can go if you want some quiet time in the house?	
23. Do you know where you can go to do your homework/music practice in the boarding house?	
24. Do you know what to do if you want to phone home while staying in the boarding house?	
25. Do you know the rules about mobile phones, tablets and other devices?	
26. Do you know the rules about internet use?	
27. Do you know what to do if you are hungry away from breakfast and dinner times?	
28. Do you have a choice of food at mealtimes?	
29. Do you know what the evening activities are?	
30. Do you know what you are allowed to do between the end of prep and bedtime?	
31. Do you understand what duties might be expected of you whilst staying in the boarding house?	
32. Do you know where you have to sign out / sign in and how to do it?	
35. Do you know when you are allowed into the boarding house and who you should be with?	

We are really excited that you are joining the boarding community – please remember that you can ask any staff member or other boarder for help if you need it at any time.

Campus Map-



And Finally...

You will...

- Lose things
- Forget prep
- Have your moments
- Have a wobble
- Be tired
- Be hungry!

But you will...

- Learn
- Laugh
- Have a great time
- Make friendships that last a lifetime!



You have a wonderful opportunity to try a variety of new skills and experiences. It is vital that you are receptive and able to take full advantage of the opportunities we offer - try to develop the 'Have a go' mentality!

