

Battle Abbey  
Founded 1912



100 Years

# Battle Abbey School

Boarding Handbook 2024-2025

# Contents Page

Introduction	Page 1
Sixth Form Boarding	Page 1
Daily Routine	Page 2
Town Visits	Page 2
Parent and Guardian visits	Page 2
After school and weekend activities	Page 2
Pre-arrival information	Page 3
Uniform and packing list	Page 3
English as an Additional Language (EAL)	Page 5
Spending money	Page 5
Pupil Voice	Page 6
Health	Page 6
What to do if you are unwell	Page 6
Laundry	Page 6
Food rules	Page 7
Meal times	Page 7
Exeats and end of term travel arrangements	Page 7
Fire	Page 8
Strangers / unknown visitors	Page 8
Time to go to rooms / lights out	Page 8
Duties	Page 9
Boarding clubs and trips	Page 9
Prep	Page 10
Tidiness	Page 10
Hand it over!	Page 10
Pupils with cars	Page 10
Your pupil Heads of Boarding	Page 11
Health and Safety	Page 11
Equality and inclusion	Page 11
Boarding House rules	Page 11
General rules	Page 11
Important contact numbers	Page 12
Complaints	Page 12
Independent Person	Page 13
Your Safeguarding Team	Page 14
School Counsellor	Page 15

**It is a great honour to go to school in such historical and beautiful surroundings but to also live here is a great privilege and hopefully you will make many happy memories in your time as a Boarder at Battle Abbey School. This handbook is designed to include everything that you need to know as a Boarder from the day-to-day routines to all the detailed instructions that you need to be aware of to keep you happy and healthy.**

## Our Boarding Mission Statement

**Battle Abbey Boarding aims to create upstanding citizens and does this through our everyday routines with specific emphasis on developing independence, resilience, and life-skills in a nurturing and safe environment**

We hope that you find your time here is a happy one. There are lots of ways that you can find a person to talk to when you need.

1. Our Heads of Boarding Prefects in Year 13 are excellent listeners and are always available to discuss any concerns or worries you may have.
2. Any of our wonderful staff (boarding or day – including your form tutor or Head of Key Stage) are on hand and available to help if you need someone to talk to.
3. Our school counsellor is available for appointments, please speak to her directly (her details are at the back of this handbook).
4. Our welfare team are always available to you (please see their details in the back of this book).
5. We have an independent person who is someone you can speak to freely- they are not connected to the school in anyway. (please see details in the back of this handbook)
6. Advocates are available to you through a local charity POHWER using the website <https://www.pohwer.net/> 0300 456 2370
7. Childline: 0800 1111
8. Children's commissioner <https://www.childrenscommissioner.gov.uk/help-at-hand/> 0800 528 0731
9. Our boarding Governor, Mr Jonathan Watts who comes in to visit us every few weeks is available to speak to you.
10. The school Designated Safeguarding Lead - Mrs Ingall or Headteacher – Mrs Blake.

**No problem is too big or too small. Please just speak to someone when you are in need.**



## Introduction

Welcome to Battle Abbey School. The philosophy of the boarding house is to make boarders feel happy, safe and fulfilled in their new home. Pupils should feel supported, valued and challenged to help them meet their full potential. They are encouraged to participate in the many activities we organise as this helps us to develop a strong boarding community where lasting friendships can be made. Older boarders are encouraged to take on leadership roles to help younger students and to ensure the smooth running of the boarding community.

There are few places to board more unique than the Abbey, built on the site of the Battle of Hastings. The rolling fields of the Sussex countryside and elegance of the school buildings ensure an experience that all our boarders remember for the rest of their lives. Boarding at Battle Abbey School enables boarders to become a member of a caring, close-knit international community. This not only broadens horizons but also facilitates life-long friendships around the world.

Full-time boarding allows children to enjoy the full range of activities and support on offer in the boarding house. This includes help with their studies, pastoral care and a complete, enriching activity programme.

## Sixth Form Boarding

Becoming a 'Sixth Former' marks an important moment in the life of any young person. It is the point when they can truly start the transition from school to university or the world of work. Sixth Form boarding has many advantages in this regard. Boarding in general is rich in the range of opportunities and activities on offer, however, in the Sixth Form there is an even greater emphasis on developing independence and leadership. Living on site also gives better access to teachers, resources and Art & Music facilities (amongst others) and high numbers of boarders go on to excel at top universities in the UK and beyond once they have left the Abbey.



**Daily Routine**

**Monday to Friday**

- 7.20am Wake-up
- 8.00am Roll-call & Breakfast
- 8.30am Registration with form teachers
- 4.45pm Day Prep & after-school activities
- 6.00pm Roll-Call & Supper
- 7:00pm Evening Prep (Not on Fridays)
- 8:00pm Evening Activities

On weekends, there is Saturday breakfast at 9.30am and a Sunday brunch at 11.00am.

There is quiet time from 6.45pm to 8.45pm on Sunday during which time pupils are encouraged to study. On Saturday, all bedtimes are 15 minutes later.



**Town Visits**

All boarders can visit the town on Friday between 4.20pm - 5.50pm.

On weekends, boarders can sign-out to go into town between roll calls but must be back before 6pm and must not be in town for more than 2 hours.

**Parent and Guardian Visits**

Parents are encouraged to visit at weekends and also for Parents Consultations, School Functions, Sports Events and Performances. A school calendar is issued each term. The Head, Deputy Heads, heads of Key Stage and Head of Boarding are all available for parents to consult by personal appointment or telephone.

**After school and weekend activities**

Boarders are encouraged to participate in the many school clubs and activities that take place during the week and at weekends, the boarding staff will arrange a programme of activities and boarders sign up in advance to confirm their participation. Some activities, such as cinema trips, incur a small charge which will be added to the school bill. Parents will be informed of any cost over £40.



### Pre-arrival Information

There is an induction programme for all new boarders. Dates and details are sent with the Joining Information.

During the induction pupils will have boarding routines explained and be fitted with their uniform. They will usually have the chance to meet boarding staff, receive their timetables and be introduced to the local area. Where possible we will confirm the subjects they are going to study prior to joining and facilitate contact with subject teachers for students in examination years.

We prioritise the health and well-being of our boarders.

### Uniform and Packing List

The school has a shop on site where uniform can be purchased with the cost being added to the pupil's school bill. The New Parent Handbook lists all the items that a pupil is required to wear and the boarding staff will organise the purchase and fitting of uniform with all new pupils. Sixth Form students are expected to wear smart 'office wear' during the school day. Please refer to the New Parent Handbook for more information.

In addition, it is suggested that boarding pupils in years 7 to 11 bring the following uniform items with them:

- 4 white shirts or blouses (long sleeved with collar)
- 2 black or dark grey trousers (boys only)
- 1 pair of black leggings/dance trousers and black track suit trousers for boys (for Drama lessons)
- 7 pairs of black or dark grey socks for boys
- 4 pairs of black tights for and short white socks for the summer term for girls
- 2 pairs of white sports socks
- 1 pair of black school shoes (no patent leather or heels)
- 1 pair of predominantly white trainers
- Shin pads
- Mouth Guard [Gum shield]

Bedding is provided by the school although pupils can bring their own sheets, pillow cases and duvet cover [for a single bed] with them if they wish.

The general packing list for boarders is:

1. 1 pair slippers/flip flops for relaxing in the evenings after prep.
2. 1 dressing gown for wearing to and from shower and for wearing outside if the fire alarm goes off at night.
3. 1 coat for the colder months.
4. 3 bath towels so they can use one have one in the wash and one spare.
5. School bag [to carry books]
6. Sports bag for PE kit
7. Casual clothing

Do not bring extension leads and adaptors because if they do not meet British safety standards they have to be removed. The school can provide these items or they can be purchased on one of our shopping trips. Do not bring kettles, rice cookers, heaters, fridges etc. These are not allowed in boarders' rooms. The chefs provide very good food and facilities are provided to make snacks.

Pupils should not bring too many casual clothes as they all need to be named for the laundry service and each pupil has a limited amount of wardrobe space. At different points in the year the rooms have to be entirely cleared and possessions have to be taken home or stored on site and space is limited. Excessive quantities of personal possessions will need to be stored externally during holidays as we have limited storage space available.



It would be helpful if items brought to the school already have name labels.

There is a school laundry system for those on the main Abbey site and Westnedge Boarding House. At the Marylands site sixth form students will have access to laundry facilities where students will be able to do their washing.

The bed linen is changed once a week and pupils are required to strip their own beds.

Sixth Formers on the main School site also have access to washing machines but can also use the school's laundry service.

### English as an Additional Language

For students whose first language is not English.

#### 1. On/After Entry

All new admissions are assessed with regards to their English level after arrival. This information is made available to all teaching staff. If appropriate, adjustments will be made to the pupil's curriculum including group EAL lessons. Where deemed appropriate, we arrange assessment of literacy.

More advanced learners of English have access to continuing support via 'In class support' in line with their varying needs as they develop competencies. All learners have a right to access the National Curriculum and this is best achieved within a whole school context.

The aim is to provide a reassuring and stable environment where full and equal access to the curriculum is facilitated. We want to promote self-esteem, confidence and active participation in all aspects of school life.

#### 2. Monitoring and Review

The EAL department works in consultation with parents or guardians and teachers. It offers specialist small group lessons, help with study skills and subject specific requirements. It is also responsible for determining and organising appropriate access arrangements for both internal and external examinations, such as extra time and / or the use of a dictionary.

The EAL Department believes that close liaison between pupil, parents or guardians, pastoral and teaching staff is essential for the progress of each student. All teachers are expected to support the learning of EAL students in their own subject areas

### Spending Money

We do not have a house bank system, instead we would recommend that students come with a cash card/ debit card that can have funds added from home. It is very important that if pupils have large sums of cash in their possession for travel that this is handed in to the school accounts department on arrival for security. No large sums of money should be left in the boarders' dorms at any time.



### Pupil Voice

You are the most important part of boarding life and we want to make sure we are getting it right for you all of the time. Please let us know what you like and if anything needs fixing. There are lots of different ways you can get your opinions across to staff.

- 1) Regular House Councils – held once a half term and chaired by the Pupil Heads of Boarding. Be a member of the council or give your views to your representatives. All items discussed will be published and put onto the Boarding House Notice Board in the Abbey.
- 2) Fortnightly feedback forms from the Head of Boarding.
- 3) Suggestion boxes are located in all boarding houses.
- 4) Speak to the Pupil Heads of Boarding.
- 5) Come and speak to a member of staff, or email them if this is easier for you.
- 6) Send a direct message to staff via the message app on Reach software.

### Health

In the United Kingdom we are lucky enough to have the National Health Service. This is a free service to all boarders, after a £35 registration fee, which will be added to your school bill.

### What to do if you are unwell

First of all you must tell a member of staff – it doesn't matter what time of day or night. In order for us to keep you and others safe it is important to tell us staff as soon as possible. If you are too unwell to bring yourself to staff there are duty phone numbers available overnight and radios linked to staff, or ask a friend to go and get a member of staff.

During the school day if you are too unwell to go to school you will be assessed by the staff and they might suggest that you stay in bed in main school with regular check ups by staff on duty, or you may be transferred to main school sick bay if you are in a different house. If you cannot be transferred or are contagious you may be kept in the sick bays in Marylands, main school or kept in your room. There will always be a member of staff on duty to look after you.

Staff have all been trained in basic first aid and some have first aid, mental health first aid and specific qualifications that can help.

After you have registered with our local NHS doctors surgery you can get doctor or nurse appointments locally. If dentistry, opticians or other medical appointments are required we can book these locally and the medical or boarding team will help get you to the correct appointment.

If you are feeling unwell out of hours, staff will get advice from NHS 111 our out of hours service; we are also luckily enough to have the Conquest Hospital in Hastings within 6 miles of school which has a 24 hour Emergency Department.

### Laundry

There is a school laundry system that all students can use. All your clothes must be named, this can be arranged by asking the matrons. Maryland's have access to both a washing machine and tumble driers in both the boy's and girl's house but can still use the school laundry system if they require. Westnedge pupils have access to a washing machine and tumble drier in the kitchen area, but again can still use the school laundry system if they require.

Each student is given two plastic boxes. One is left in the laundry room to start with, the other in the bedroom room to act as a laundry style box. Dirty washing is taken down in the one and clean laundry brought back in the other. You should always put your dirty clothes in the boxes. You need to make sure that you have net bags (if not, see the matron). Net bags are to be used for your underwear and socks.

Day of the week	What's washing	Drop-off and collect
Sunday	Bed Linen	18:45 – 19:30
Monday	Girls Laundry	08:25 – 18:30
Tuesday	Boys Laundry	08:25 – 18:30
Wednesday	Girls Laundry	08:25 – 18:30
Thursday	Boys Laundry	08:25 – 18:30



## Linen

The bed linen is changed once a week and this means that you need to strip your duvet cover, pillowcase and bed sheet, except for the mattress cover, then bring your dirty linen to the matron and collect a clean set which you must put on your bed immediately. The linen changing day is every Sunday evening.

## Food rules

All the boarders need to tidy their table after supper and support the catering department in taking care of our communal eating space. All boarders should have left the dining hall before the staff on duty leave for the start of prep/school.

All boarders have to come down to mealtimes and register unless a sixth former or a pupil at Maryland's on the weekends for breakfasts. Sixth form boarders can register in house at these times.

In addition to eating in the dining room, it is possible (outside mealtimes) for Boarders to get or make snacks in their House kitchens or the pantry in the Abbey.

Dried food must be stored in a box with a sealed lid in rooms at the Abbey.

Boarders at Maryland's are allocated space in their respective kitchens where they can safely place their food.

No hot food or takeaways are to be eaten in rooms unless a boarder is unwell and unable to attend school meals.

The kitchens and pantry of the houses should not be used after 10pm to ensure that the kitchen can be cleaned and to ensure that no cooking occurs after lights out. At this time the kitchen should be clean. If it is left untidy it will be locked and access denied until rectified.

## Meal times

Roll call/Registration and this takes place in the dining room at your table.

Breakfast is at 8am Monday to Friday (Roll call at 07:55)

Breakfast on a Saturday Starts at 9.30am (Roll call at 09:25) and there is no breakfast on a Sunday instead having a brunch for pupils at 11:00 (Roll call at 10:55)

Lunch is at 12:40 or 13:00 for years 7-11 during the school week

Lunch for sixth form is available at both the Abbey and Martlet house

And this can be taken slightly earlier from 12:00pm

Lunch on a Saturday is at 12.30pm

Evening meal Monday – Sunday is at 18:00 (Roll call at 17:55)

There will always be food, snacks and drinking water available for you in both Maryland's Kitchens, the Westnedge kitchen and within matrons sit in the Main School. If you are feeling hungry and require something else to eat then please inform any staff and we will organise it for you.

## Boarding Software - REACH - Exeat and Travel arrangements at the end of term

The Boarding Houses are all coordinated using a software called Reach. All pupils, parents, guardians and staff have access to the software for different reasons.

The software works primarily via a webpage:

<https://battleabbey.reach.cloud/>

There is a free mobile app available too.

Pupils and parents are able to 'Request Leave' via the app. This is a request to be away from school for a period of time during the day, for overnight leave at the weekend or holiday arrangements (including travel details). The request will then feed through and have to be approved by the correct people including the parents or guardians of the pupil, the host, and then approval by the Head or Deputy Head of Boarding.

Reach is also the way Boarders must sign themselves into locations. Boarders are responsible for signing themselves into the Boarding Houses or other onsite locations. Boarders need to request a member of staff signs them out to an 'off campus' locations such as Battle, they can sign themselves in again when they return.

Parents and guardians are requested to refer to the school's term dates which are on the website and the boarders' travel agreement.

During the summer term, Year 11 and Year 13 pupils may be given permission to leave the school once their exams have finished. No other pupils will be given leave of absence during term time except in exceptional cases. Any request for absence must be sent in writing to the Head for approval.

Parents/guardians must advise the boarding staff of the pupil's travel arrangements at least 10 days before the start or end of each holiday period. This can be done via the Boarding Software - Reach.

**Fire**

In case of fire, leave the building via the nearest fire exit waking your room mates on exit and banging on doors or informing others as you leave.

The fire assembly point for the Abbey is on the front lawn where you assemble in year groups. If at Maryland's, the assembly point is in front of the house on the grass verge. At Westnedge it is at the back of the long garden. Once you are outside, please wait quietly until the fire / night register is taken and await further instructions by the person on duty or matron.

When going to bed at night always plan for the possibility that there could be a fire or a fire practice and have shoes and warm clothes available.

Matrons and house staff will advise on what is and is not acceptable to have in your rooms and what could be considered a fire hazard to you and your peers. If things need to be confiscated, they will be returned when you next return to your home.

Think about what and where you store items in your room and whether it has the potential to be flammable. We allow no naked flames in any school building.

Electronic devices will be PAT tested for safety before use.

**Strangers / Unknown visitors**

If you see a person that you do not recognise as a fellow student or a member of staff, please tell someone immediately. You should inform the matron, head of boarding, a teacher or any sixth former. Do not allow people into the premises without asking them to wait for a member of staff and any member of staff on school site should be visibly wearing a school name badge and lanyard. Never hold a door or allow anyone access to the school site if they are unknown to you.

**Time to go to rooms / Lights out [Saturday times are 15 minutes later]**

Year Group	Time to go to dorms	Lights out
Year 7	21:00	21:15
Year 8	21:15	21:30
Year 9	21:30	21:45
Year 10	21:45	22:00
Year 11	22:00	22:15
Year 12	22:15	22:30
Year 13	22:15	22:30

After lights out the only reason boarders need to leave their rooms and the school buildings is for the following reasons:

- Getting a drink
- Going to the toilet
- Feeling unwell (Going to alert staff)
- Going to get staff on behalf of someone else who is unwell
- In the event of a fire or for another major crisis where the building must be evacuated

Once lights out has been called on your room and the staff on duty have turned out the lights then anyone found outside their room after lights out and without approved permission will be punished the following morning- usually with an earlier wake-up than usual.

### Waking up

The matron will check you are awake by 7.15am. You must come to breakfast in your uniform/school wear Monday-Friday.

On the weekend you still need to come to breakfast fully dressed [not in night wear.] If you are unwell first thing in the morning matron will assess if you are well enough to attend school.

### Duties

Every boarder is responsible for looking after their area of the boarding house and the collective communal areas. Failure to do so will result in you being asked to help with general tasks around the house designed to help the smooth running of the boarding community.

### Boarding clubs and trips

On the notice board, there will be a list of clubs that are available for the week. We would like you to sign up for several of these. On the weekend there will often be trips both educational, sporting, cultural and leisure based. 6th formers have more freedom of choice, but we want an active boarding house where boarders have opportunities to participate in sport, and other social activities. This helps develop confidence, health, integration, and friendships.

Weekend trips are advertised on the board in the matrons sit and verbally in roll calls. If you would like to go on a trip just sign your name up and if there is a cost, it will be added to your bill unless otherwise stated. You need to sign up for trips before the deadline so we can ascertain numbers. Any spare places will be offered to day students to aid mixing between the different component parts of the school.

If you use any of the boarding social equipment such as games, puzzles and drawing/beds making tasks then please make sure you put them away neatly.

If using the art room or Astro ensure there is at least two people present and that you have a mobile phone with you in case of emergencies.

The top terrace is out of bounds during the evening and in adverse weather conditions.

PAC is available for music practice and drama if permission has been granted with Ms Welsh, the Head of Drama and with the Head of Boarding's knowledge.



### **Electrical items**

Due to the nature of the buildings we are residing in we have to be very cautious with the items brought to school, especially those brought from overseas. As mentioned previously all electrical items are PAT tested for safety. We can supply short three-pronged extension leads and adaptors for boarders. The modest price can be added to the school bill. Boarders should not bring an excessive number of electrical items as this poses electrical supply problems, and security and storage issues. Boarders can bring laptops, mobile phones, I-pads, I-pods and the requisite chargers. These should not be left on charge over-night, or during the school day when the student is at lessons as there is a danger of over-heating and fire.

Music should be played quietly so it does not disturb others and during prep time only through headphones.

### **Prep**

- Years 7-11 go to day prep, unless in clubs. Boarding prep starts at 19:00 after dinner. Students who are not yet in Y11 will be in specific rooms where they can be supervised. Prep should be done quietly and finishes at 20:00 Monday-Thursday. On Friday there will be a take-away trip and shopping opportunity with either the person on duty or Head of Boarding. Students are encouraged to work outside these times if needed, particularly examination years. On a Sunday evening there is quiet time from 19:15 – lights out. If students are not staying on top of prep extra support sessions will be offered on weekends in addition to the tutoring in the week.
- On some evenings classes may run such as Yoga/Pilates which pupils can opt into instead of prep.
- Only boarders doing Art or Music who have permission from the head of boarding along with the subject Head are allowed to the Art room and PAC.
- Our Boarding prep time is a chance for pupils to access academic teachers on duty and with supervision from Y12 students they can ask their older peers for help with specific tasks.

### **Tidiness**

Boarders are expected to always leave their rooms in a tidy condition. All clothes should be placed in your drawers or hung up in your wardrobe. Dry food can be kept in the small tuck box you are allowed to bring. Most boarders are in shared rooms, so you have to learn to show consideration to one another. Leaving your area in a mess makes life unpleasant for others. Desks should not be so cluttered that it is impossible to work at them. Boarders must clear all work surfaces at the end of each half /full term.

At least once a year rooms have to be cleared entirely at the end of the Summer term.

Overseas pupils are allowed to store two suitcases, [or two plastic boxes that we can provide you with] when rooms have to be entirely cleared. However, anything else needs to go home.

### **Hand it over!**

On arrival back to school after both a half / full term please remember that we need to request the following from you in order to keep both them and you safe:

- Large amounts of money (Whatever currency) – this will be cashed into our accounts safe- amounts of up to £30 can be withdrawn from here weekly (Parental permission required for anything more than this).
- Passports / visas
- BRP cards
- Travel documents
- Medication
- Jewellery or anything expensive you are not happy to keep in your lockable space.

Passports and travel documents will be stored either in the safe in matrons sit, any money will go into the school safe.

We will ask you to sign and date whatever it is you give us so that we can then record we have it.

### **Pupils with cars**

In certain circumstances pupils may be given permission to drive to School when they have passed their driving test. It is important that the school, your parents, and yourselves are clear about the conditions for its use.

No pupil may travel in a car driven by another pupil without permission of both parents, in writing, on each occasion. All Boarding pupils must hand their car keys to the head of boarding.

## Your pupil Heads of Boarding

In addition to your Head of boarding and the boarding staff we also appoint a selection of sixth form pupils to what we call the pupil heads of boarding. Their roles and responsibilities are to offer the following:

- Always have an 'ear to the ground' to support and feedback problems
- Here to give sympathetic help and advice to younger pupils and peers
- Provide sound guidance, mentoring and leadership
- Set a good example and make it clear what is acceptable and what is not
- Act as a role model through their behaviour and attitude to learning
- Help to prevent unrest and injustice and to solve it
- Correct poor or unacceptable behaviour
- Help to organise weekend activities and events
- Suggest ideas for improving both the houses and general boarding
- Boarding representatives to champion your thoughts and feelings

They are not there to punish or enforce anything directly with you, but to act as the middleperson between us as staff and you as the pupil body. Please see the boarding board to familiarise yourselves with who they are.

## Health and Safety

Your safety whilst at Battle Abbey school is of the utmost importance to us acting in loco parentis on behalf of your parents. There are many safety features and procedures in place around the school site and within boarding at Maryland's and Westnedge.

It is vital that you:

1. familiarise yourself with the lay out of your House (Abbey school site, Westnedge or Maryland's) and its surroundings
2. are aware of the dangers, safety features and procedures in your boarding house via the information provided to you in House meetings and you have seen the Risk assessment for both sites if at Maryland's or Westnedge.
3. are aware of the danger, safety features and procedures around the school, paying particular attention to the car park, the terrace, boarding rooms in the abbey, exterior staircases, wooded areas and the school site and strangers being in and around site due to it being an English Heritage site.
4. follow safety instructions and the school rules carefully
5. report any dangers or concerns to a member of staff immediately
6. never leave the house without informing staff where you are going and being signed out on Reach- making sure you sign into the next location.
7. never leave the school without specific permissions and a green leave request via Reach.

## Equality and Inclusion

It is a particular strength of the school that our pupils come from such a wide variety of countries, cultures, races, and faiths. Everyday contact with other pupils from such diverse backgrounds broadens your outlook on the world through having the opportunity to meet so many people from such a variety of differing backgrounds.

The school is open to all pupils of differing race, gender and ethnicity and will not tolerate discrimination such as racism, sexism or homophobia. As a small family school we pride ourselves on creating an atmosphere and environment where the pupils feel safe and comfortable to be whoever they want to be.

## Boarding House rules

The following boarding house rules supplement all school rules and are designed to support and protect the boarding community.

### General rules

1. Pupils may not buy or sell items from other pupils without prior permission from the head of boarding.
2. Pupils must only ever have small sums of money in their possession. Any larger sums must be paid into the accounts department.

3. All valuables must be locked away either in the school safe or in your lockable space.
4. Passports and ID cards must be kept in the safe in matrons sit.
5. Boarders may listen to music with headphones during prep and in single rooms. Music must be played with consideration to others at all times.
6. Electrical equipment must meet safety standards and students must not overload the electrical supply. No LED lights on stickers, cookers, fridges, or heaters in rooms.
7. Fire equipment must not be tampered with.
8. Any bullying, theft, or damage must be reported to house staff immediately.
9. No ball games within the boarding area or in the car park.
10. Pupils must attend all meals unless they have special permission from the house parent.
11. All items displayed in the house must be inoffensive and displayed using means that do not damage the building.
12. Notice boards must be maintained, and not damaged.
13. Rooms must be kept tidy and free from obstacles in case of fire.
14. No pupil may ever ask or require another pupil to undertake a personal task.
15. All visitors must be reminded to report into house staff on duty after signing in at reception or matrons sit if on the weekend.
16. All medicines need to be kept in the medical cupboard, apart from those that the matron team are happy for the student to hold.
17. Domestic staff are to be treated with respect and any complaints need to come to the house parent.
18. Down-town times are published.
19. Bedtimes are published.

**IF YOU HAVE ANY QUESTIONS, PROBLEMS OR ANYTHING YOU WANT TO TALK ABOUT, DO NOT HESITATE AND TALK TO ANY MEMBER OF THE BOARDING TEAM OR THE HEAD OF BOARDING.**

**THIS IS YOUR BOARDING HOUSE AND EVERYTHING IN IT BELONGS TO THE HOUSE. YOU HAVE A VOICE, IF YOU WANT TO CHANGE THINGS, PLEASE USE IT.**

**Important Numbers:**

**Mrs Nicola Gatward**, Head of Boarding, Main School: (+44)7591 085876, gatwardn@battleabbeysschool.com

**Mr Rob Mercer**, Deputy Head of Boarding, Marylands Housemaster: (+44)7912 672212, mercerr@battleabbeysschool.com

**Main school duty number:**

Office: (+44)1424 776807

Matron on duty mobile: (+44)7562 994136

**Marylands House duty number:**

Landline: (+44)1424 772254

Matron on duty mobile: (+44)7594 984763

**Westnedge House duty number:**

(+44)7561 185557

**Main school Office reception** (8am-6pm Mon-Fri)

(+44)1424 772385

**Complaints**

A copy of the school's complaints policy is available on the school website. This can be found in the footer of the homepage (or indeed any page) under 'School policies'. Hard copies are also available from the Senior School office on request. Please email [admin@battleabbeysschool.com](mailto:admin@battleabbeysschool.com) or call 01424 772385 to request one.

# Battle Abbey School



## Independent Person



Contact details:

Email: [bryanflint1912@gmail.com](mailto:bryanflint1912@gmail.com)

Mobile: 07787786283

# Battle Abbey School

## Safeguarding



**Mrs Rebecca Ingall**

Whole School Designated Safeguarding Lead  
Head of Welfare  
ingallr@battleabbeysschool.com  
safeguarding@battleabbeysschool.com  
DSL phone number: 07522184489



**Mr Gary Wells**

Senior Deputy Designated Safeguarding Lead  
wellsge@battleabbeysschool.com

**Ms Debbie White**

Senior Deputy Designated Safeguarding Lead  
whited@battleabbeysschool.com



**Mrs Trudy Golding**

Prep Deputy Designated Safeguarding Lead  
goldingt@battleabbeysschool.com

**Mr Josh Barraclough**

Prep Deputy Designated Safeguarding Lead  
barracloughj@battleabbeysschool.com

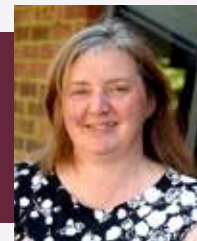


**Mrs Amy Brown**

Nursery Deputy Designated Safeguarding Lead  
brownna@battleabbeysschool.com

**Mrs Jackie Richards**

Nursery Deputy Designated Safeguarding Lead  
richardsj@battleabbeysschool.com



### Regional Safeguarding contacts:

SPoA (Single point of advice) 01323 464222

Emergency duty service (after hours, weekends and public holidays) 01273 335906/01273 335905

The LADO (Local authority Designated Officer) must be contacted via the DSL or Head

Vicky Rowe, Schools Safeguarding officer 01323 463639 | 07788356407 or email: vicky.rowe@eastsussex.gov.uk

**If at any point you have a concern about a child or young person, you must report to the DSL/DDSL in person or via MyConcern. If a child is at immediate risk of harm, dial 999.**



# Getting to Know Your School Counsellor



## All About Me:

Hi, my name is Emma, I am in my third year as school counsellor working in both the Prep and Senior Schools. I am available for 1:1 counselling sessions, lunchtime drop-in sessions and peer group work.

I work on Tuesdays, Wednesdays, and Thursdays, and pupils can either refer themselves, or teachers and pastoral care staff can refer pupils to see me. Parents and guardians can also contact me to arrange counselling sessions, or just call me for an informal chat if they have a concern about their child.

## A few reasons why young people see me:

- Bullying
- Low self-esteem
- Struggling with school life/exams
- Home life, relationships with family
- Difficulties with friendship groups
- Feeling angry or sad
- Thoughts of wanting to hurt themselves or another person
- Feeling anxious or worried
- Coping with loss/death

## Random Things About Me:

My Likes: Baking, Chocolate, Tea, Animals

My Dislikes: Spiders, Sprouts, Celery

Favourite Disney Film: The Lion King

Favourite Animal: Giraffes

Favourite Colour: Purple

## How I work

I want to give pupils a space where they feel safe and able to talk to me about things in either their home or school life which they are struggling with. I will listen to, and support them, giving them time and space to talk, to offload about their worries and support them to manage difficult thoughts and feelings they may be having.

Counselling sessions last for 50 minutes starting with 6 weekly sessions and then we will review to see if we want to continue working together. The first session is about getting to know each other, finding out what has been worrying them and how I can support them.

## Confidentiality

These sessions are kept confidential (what we discuss in the sessions remains between us) unless I have any immediate concerns about their safety or someone else's safety. In this situation I would discuss with them who I need to tell and what action needs to be taken.

Emma can be contacted on  
[maxwelle@battleabbeyschool.com](mailto:maxwelle@battleabbeyschool.com)

"What's your best discovery? asked the mole"



"That I'm enough as I am" said the boy



Battle Abbey School

Tel: 01424 772385 [www.battleabbeyschool.com](http://www.battleabbeyschool.com)





Battle Abbey  
Jool's School  
Founded 1912

