



HOUSE HANDBOOK

2020-21

WELCOME



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MESSAGE FROM THE HOUSEMISTRESS

Welcome to Bowes House. As Bowes Housemistress, I have had the privilege of working with many wonderful girls and a fantastic team of tutors since September 2013. Before my appointment as Housemistress, I worked as a tutor in Marwood and, later, as a resident tutor in Longfield House. I teach French and Spanish, as well as offering Portuguese as an after-school activity. My time at Barney, however, started on the other side of the classroom, as a student in the Senior School from 1996-2003. I was a very proud member of the first Upper Sixth of the newly formed Bowes House and, as such, I understand first-hand the importance of the House to the girls and what a special community it is.

The aims of Bowes House closely reflect the aims of the School as a whole, as detailed in the School Handbook. We hope to provide all members of the House with the opportunities to learn and develop, both intellectually and personally, within a happy and caring community. We also believe it is increasingly important to foster an environment in which mutual respect and moral values are considered important and are, therefore, allowed to flourish. We like to think that the girls in the House are proud of Bowes and all that it stands for.

Best wishes,

Caroline Riley





OUR HISTORY

Bowes House was founded in September 2002. By this time, the number of day girls in School had increased to a level which made the creation of a second House for day girls an obvious development, not only so that the physical accommodation would be improved, but also to facilitate inter-house competition and to create a more intimate environment for the members of both Bowes and Marwood.

The House shield takes its inspiration from the Bowes-Lyon coat of arms - a nod to the nearby Bowes Museum from which the House takes its name. The House area is located close to the walls of the museum and is situated near all teaching areas. The Housemistress has her study here and this is also used as a base for the tutors. There are four common rooms, one for girls in Years 7 and 8, one for Years 9 and 10 and one for Year 11. A Sixth Form common room is located between the Main House and the Sixth Form Centre. Bowes House is currently 'home' to around 80 girls, who share the building with the girls of Marwood - they move freely between the common rooms of both Houses.

HOUSE TUTORS

Tutors are the first port of call for parents/guardians wanting to contact the school regarding their daughter. Tutors are also responsible for morning registration and they report absences to the general office. Tutors routinely receive letters and/or emails from home and filter pastoral concerns to the Housemistress. Tutors are encouraged to take an interest in their tutees' wider development and to establish a dialogue, which recognises achievements in the classroom and beyond.

Tutors meet with the Housemistress daily and have an extended meeting each Wednesday at 08:40 prior to the weekly Bowes House meeting and may raise various issues relating to pupils' pastoral or academic performance. They also teach their tutor groups PSHCEE (Personal, Social, Health, Careers and Economic Education) for 40 minutes every Wednesday morning. They encourage all of the girls to record their prep in their planner, and parents/guardians are encouraged to sign the planner on a weekly basis. It can be an easy way to pass information between school and home.

Tutors write an Academic Tutor Report for pupil whenever a report or assessment is written by teaching staff. Academic Assessments and Reports are distributed to parents/guardians via the Parent Portal. Tutors also review academic and non-academic performances prior to the production of the bi-annual full reports. The pastoral section (House report) is written by the Housemistress.

OUR TUTOR TEAM

Girls are tutored with their your group by a member of staff and stay with that staff member all year. Bowes House has seven staff members, each acting as a Tutor to a group of girls for a single year.

Acting Housemistress Mrs Caroline Shovlin (CLS@barneyschool.org.uk)

Mrs Shovlin is the Assistant Housemistress, who, in Mrs Riley's absence while on maternity leave, is Acting Bowes Housemistress. She has been in Bowes House since its creation and is the School Librarian and Careers Advisor.



Year 7 Mrs Michelle Abela (MMA@barneyschool.org.uk)

Mrs Abela has been at the school since 2008 and is our Teacher in Charge of Psychology. She has taught classroom Music and teaches one-to-one piano lessons in the Music department.



Year 8 Dr Ian Butterfield (IMB@barneyschool.org.uk)

Dr Butterfield has been at Barnard Castle School since 2002 and has been Head of Chemistry since 2009. He teaches Chemistry and Maths and plays Tenor Sax in the School Wind-band.



Year 9 Mrs Kate Baptist (KB@barneyschool.org.uk)

Mrs Baptist joined the school in 2002 as a teacher of Art and Longfield House tutor. She moved to Bowes House after the birth of her first child in 2008 and became Head of Art in 2011.



Year 10 Mr David Dalton (DWD@barneyschool.org.uk)

Mr Dalton is Head of Geography and former Housemaster of Dale House. He is enjoying the new opportunities and challenges that this role brings.



Year 11 Mr Chris Butler (CRB@barneyschool.org.uk)

Mr Butler joined us as a Tutor in 2017, having already taught Physics at Barney for 11 years and spent many years as Assistant Boarding Housemaster in York House, as well as Head of Sixth Form. He enjoys passing on his passion for technical theatre to the school's Tech Crew, which provide all the lighting and sound for the many school productions each year.



Year 12 Mrs Carla Lavery (cel@barneyschool.org.uk)
and Miss Charlotte Finn (cef@barneyschool.org.uk)

Mrs Lavery joined the school in 2018, and the Bowes House staff in 2019. She has taught at both the Prep' and Senior School during this time. Meanwhile, Miss Finn joins Barney this year as a French and German teacher. She has spent time living in Germany and loves travel, reading and music.



Year 13 Miss Caroline Snaith (CJS@barneyschool.org.uk)

Miss Snaith joined Barney in 2009. She very much enjoys being a tutor in Bowes House and Head of Religious Studies. She has degrees in Law and Theology with Ethics. She has a particular interest in wellbeing, pastoral care and is a Mindfulness teacher.





PUPIL POSITIONS OF RESPONSIBILITY

Pupils have ample opportunity to take on responsibility throughout their time in Bowes House.

Each year, a member of the Upper Sixth is chosen to be the Head of House. A Deputy (sometimes Deputies) and House Monitors will be chosen to support her. These positions generally go to girls who are wholehearted, trustworthy, approachable, and who set a good example. These senior pupils are expected to accept some responsibility for the organisation of House practices and are expected to be role models for younger pupils.

As experienced members of Bowes House, those in positions of responsibility have a varied role; this could range from being on duty in Bowes, disseminating information to other pupils, or being the first point of contact for a pupil who has an opinion they wish to channel or a problem they feel they would prefer to air with another pupil.

In addition to these senior roles, pupils from all years are asked to volunteer for various school committees, including:

- Anti-bullying Committee
- Academic Committee
- Sports Committee
- Food Committee
- Charity Committee
- Environmental Committee

One pupil from each year group will be asked to volunteer to run for School Council. Each house enters one representative per year group in the election.

HOUSE COMPETITIONS

Wednesday afternoons 4-5pm are reserved for Inter-House Competitions and House Activities. All pupils are expected to take part or support these activities without exception. There are a myriad of activities and competitions meaning that there is something to suit everyone. Each term culminates in 'Nailing Up', when the winning boys' House and girls' House are announced and they are invited to nail a plaque to their house shield. In the Michaelmas term, the main competition is House Hockey, in the Lent Term, House Singing and House Cross Country Running (the Barney Bash & Barney Run) dominate our time, and, in the Trinity Term, we focus on athletics, culminating in Sports' Day. There is also an Inter-House Merit Competition that runs each term. Other House activities/competitions include:

- Art
- Cake Decorating
- Charades
- Chess
- Dodgeball
- Drama
- Football
- Public Speaking
- Quiz
- Scrabble
- Shooting
- Squash



HOUSEKEEPING

House Area

The House area is the base which the girls use during the school day. They come straight to their common room when they arrive at School in the morning, return at morning break, before and after they have had lunch, at the end of lessons at 3.55pm and finally come to collect their belongings prior to going home at the end of the day. Pupils are free to visit their House area at any time during the day, except during lessons. They may visit other common rooms in Bowes and Marwood. All girls are expected to keep their common rooms tidy and, generally, they do make a good job of looking after their belongings, but occasionally it is necessary to allocate tidying up to those who are not so tidy. In addition, the girls are allowed to decorate their common rooms with posters and artwork.

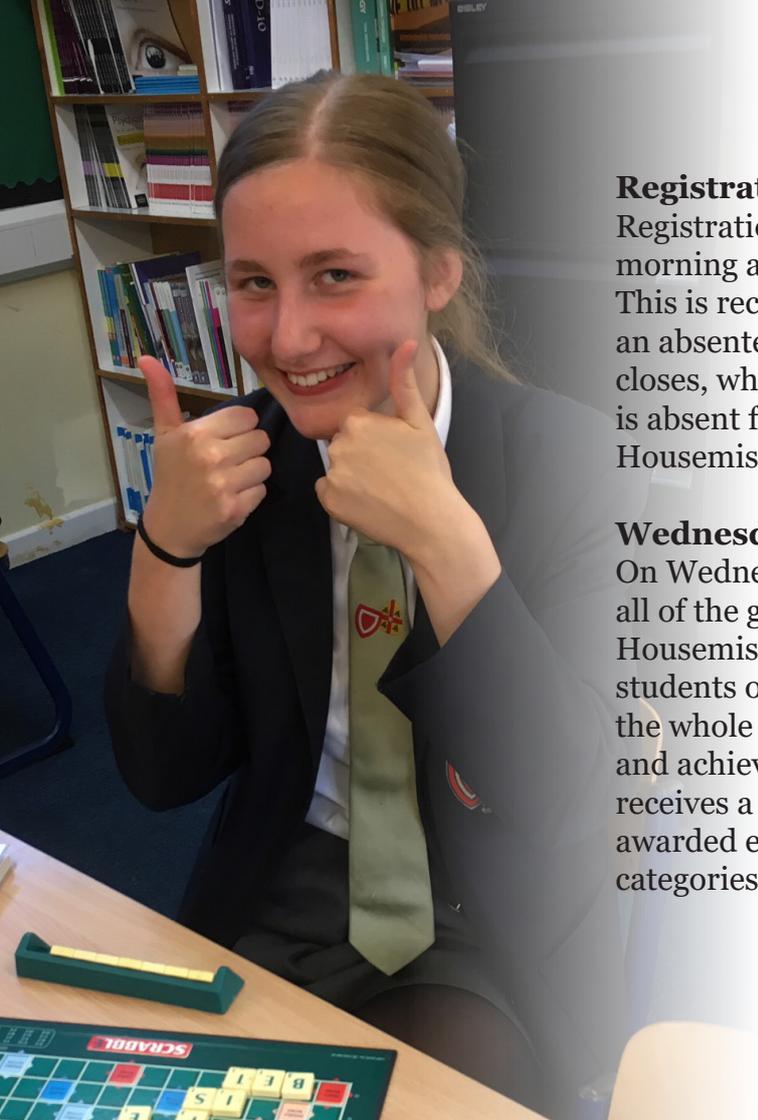
House Subs

Each pupil is charged £10, once a year, to help fund the House. This is added to the School bill. The money is used to help make the common room a more homely environment. It is also used for awards, tutor group activities and to help provide additional material for House activities.

Security

Girls are allocated a locker space and encouraged to use it to keep property safe. Locks are the responsibility of the pupil. Valuable items can be kept here or given to the Housemistress for safekeeping in her office, which is located next to the common rooms. Students are encouraged to give a spare key for their locker to their tutor, in case they forget or lose one. The Housemistress or the maintenance staff lock Bowes House each evening.





DAY-TO-DAY

Registration

Registration is taken in Bowes House by Tutors every morning at 08:45 and by teachers at the end of lunchtime. This is recorded electronically in a central School database; an absentees list is produced after each registration session closes, which is after 08:50 and 13:50 each day. If a pupil is absent from school, her parents/guardian must ring the Housemistress or send an email before 8.40am.

Wednesday House Meetings

On Wednesdays, the House has its weekly meeting, with all of the girls and staff present. This meeting gives the Housemistress and Head of House a chance to brief the students on weekly goings-on and address issues involving the whole house. It is also the chance to applaud involvements and achievements. Following house meetings, each year group receives a PSHCEE lesson from their tutor. Merit prizes are awarded each week in the Junior, Intermediate and Senior age categories.

HOUSE EVENTS

House Service/Celebration

This chapel service is held biennially and is run by the students of Bowes House. All Bowes girls, their parents and former members of the House are invited to attend.

House Competitions

Parents are invited to attend House sports fixtures, including the Barney Run, House Hockey, House Netball and Sports Day. House Drama, House Public Speaking and House Singing are very busy, however, so we cannot accommodate spectators at these three events.





REWARDS AND SANCTIONS

Bronze, Silver and Gold Headmaster's Certificates are also awarded for receiving over 20, 30 or 50 merits in a term. The House also awards weekly prizes to the girls with the most merits. An award is made each term to the member of the House who, in the opinion of the House staff, has contributed most that term.

If academic progress or behaviour is below a satisfactory standard, it may be necessary for a pupil to be placed on report for a short period. This requires teachers to comment upon work and conduct on a lesson by lesson basis and is taken home for countersignature each day of the sanction period. The Tutor reviews and signs the report each day and contacts home if they see the need for more dialogue. The Housemistress and Tutor will liaise if such action needs to be taken.

Sanctions for inappropriate behaviour in School are not common. Mundane matters are quickly dealt with by House Tutors. More serious matters should be referred to the Housemistress or the Assistant Housemistress. Serious infringements must be referred to the Senior Management Team.

CONTACT WITH HOME

Routine home contact will happen via assessments, reports and parents' evenings. The Housemistress or Tutors generally make phone calls to address other issues as they arise. Parents are encouraged to call the Housemistress if they have any issues they wish to address. Parents should expect a call from their daughter's Tutor if they have any immediate concern about attendance, lateness and academic progress. Parents can also contact Tutors to request a meeting in person or on the phone.

There is a direct telephone line to the Housemistress' study (01833 696029) which parents and guardians are encouraged to use freely to discuss any aspect of their child's education. The Housemistress is in the House Office by 8.10am most days, between 16:00 and 17:00 most days and a member of staff will be there at lunchtimes (13:15-13:50). The Housemistress can also be contacted by email at **bowes@barneyschool.org.uk**. Parents and guardians are welcome to arrange meetings with the Housemistress and/or their daughter's Tutor at any point throughout the term.

The school sends out a weekly email with any pertinent letters that staff wish parents to read.

We hope this gives you a flavour of life in Bowes House, and excites you as you prepare for life at Barney. The key thing to remember is that there is always someone on hand to help - that is very important to us.





THE FOUNDATION STONE OF THIS BUILDING
WAS LAID BY EARL FORBES OF
THE 6th NOVEMBER 1855.





BARNARD CASTLE SCHOOL