HOUSE HANDBOOK

2020-21

WELCOME

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MESSAGE FROM THE HOUSEMASTER

Welcome to Northumberland House!

I have been involved with boarding within the School since I arrived in 2005 and was appointed as Housemaster in 2013. I live within the main school building with my partner Rosemary and my Chocolate Labradors, Robin and Ralph - who many boys love to walk or play with. It is the aim of the House that all of the boys within our care are happy and confident, so that as a result they are able to reach their full potential. I operate an open door ethos that gives the boys in my care any contact or help that they may require.

Northumberland House is a home from home for boarders and provides supportive links between the School, the boarders and parents.

In addition to addressing boarders' physical needs and their requirements for security and safety, each House seeks to contribute to its pupils' development in terms of their confidence, self-esteem and self-awareness.

Best Wishes,

Luke Monument

Dickies

OUR HISTORY

Northumberland House came into existence on 2nd February 1886 when the incomplete school buildings were first employed as boarders' accommodation. At the time there were only 116 boarders, all of whom were boys, although this number rose to three hundred by the turn of the last century.

The name Northumberland (or North' for short) was chosen because originally only boys from Northumberland were placed in the House, whilst those from Durham and Yorkshire went into Durham and York Houses respectively. The crest on our House Flag and Shield reflects our connection with the County of Northumberland – it is that of the 12th Century Earl of Morpeth, the Duke de Merlay III. Northumberland House is one of the School's two boarding houses for boys in Years 9-13. The House colour is blue and the House shield can be found on the first floor balcony of central hall, as well as on the front of this handbook.

MATRON

The House Matron - Mrs Lindy Themistocleous

The Matron acts as mother-figure and has a vital role to play in Northumberland House. Lindy plays a pivotal part of daily life in the House and is responsible for waking the boys up and ensuring their rooms are tidy and that they leave for school looking smart. She will also take boys to medical appointments during the school day. Crucially, Lindy is available for chats and advice throughout the evening as she dispenses medicines and supervises after Prep. Lindy is qualified in First Aid and can often be the first to be called upon when the boys are unwell, due to her central residential position alongside her empathy and caring nature.

She has a vital pastoral role to play in the house and gets to know the boys well; enjoying excellent relationships with all and insisting on the highest of standards whilst carrying out her duties in a calm and cheerful manner. She is also available to talk about any problems with the boys in a sensitive way, liaising with the Housemaster.

HOUSE TUTORS

Tutors are the first port of call for parents/guardians wanting to contact the school regarding their son's academic performance. Tutors are responsible for morning registration reporting absences to the general office. Tutors routinely receive letters and/or emails from home and filter pastoral concerns to the Housemaster. 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. Your son's tutor will spend significant periods of time each day discussing academic progress, alongside setting half termly academic targets and suggesting pastoral development. The tutor will help suggest activity choices and encourage boys to find interests beyond the classroom which will challenge them both physically and mentally. Termly, the tutor will run a trip for the group, previous trips have included meals, cinema and go karting.

Any letters or emails home will be copied and kept on file but in practice the majority of School/home liaison is relatively informal and can be done by telephone.
Tutors meet with the Housemaster daily and have an extended meeting each Wednesday at 08:30 prior to the weekly 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. Tutors also support the House in activity time and during Inter-House competitions.

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 Housemaster.

North
Lower Sixth
Mr Usher
Mr Pepper

OUR TUTOR TEAM

Boys are tutored with their year group by a member of staff and stay with that staff member all year Northumberland House has five staff members each acting as a Tutor to a single year group.

Year 9 & Assistant Housemistress Miss Dot Jones (DJ@barneyschool.org.uk)
Miss Jones came to Barney in 2005 after 15 years in Australia where she was Boarding Co-Ordinator at Perth College. Since arriving at Barney, Dot has been based mainly in Longfield Lodge caring for the Year 7 & 8 girls, although the last two years she has cared for the boarders in Junior House. As well as her boarding duties, Dot is Secretary of the Old Barnardians Club, Alumni Officer and Archivist. She can certainly testify that once a Barnardian always a Barnardian!

Year 10 Mrs Rachael Masterman (RSM@barneyschool.org.uk)
Mrs Masterman joined the school in September 2017 as Head of Academic PE and is also a qualified maths teacher. Her accolades include the titles of National Netball Teacher of the Year and Stockton Schools Teacher of the Year in 2016. She is a keen skier, hockey player and netball player and a big fan of food (particularly chocolate).

Year 11 Mr Peter Foster (PAF@barneyschool.org.uk)
Mr Foster joined the school in September 2020 as a Geography teacher. He loves to see the world; visiting places such as Bagan in Myanmar, Lake Toba in the Philippines, Tikal in Guatemala, and has recently lived in China. He is a keen swimmer and scuba diver, having dived in places such as the cenotes in the jungles of Mexico and a volcano in Guatemala.

Year 12 Mr Dan Gorman (DSG@barneyschool.org.uk)
Mr Gorman has been a Northumberland House Sixth Form tutor for two years, having previously been a Prep School boarding house parent, a boys' day house master and Deputy Head. A Teacher of History he also coaches rugby, football and athletics. Having lived on-site for many years previously, he fully understands how important our boarding community is to the life of the School - in the evenings and at weekends as well as during the school day. "I feel very privileged to be a member of one of the three original houses (along with York and Durham) and also part of such a happy and thriving school."

Year 13 Mr Ben Usher (BCU@barneyschool.org.uk)
Returning to North' House, having started his career at BCS there in 1997 as a tutor, before moving on to Tees, Dale and then Durham House. During that time he has been MIC cross-country and cricket whilst also enjoying his time in the classroom teaching mathematics across a broad spectrum of abilities. His keen interest in all sports is still very much alive, and he is keen to see North' continue to thrive in this area. "I have always enjoyed the warmth of the boarding community and enjoy working with new tutees. I will challenge them, enjoy their successes, but demand that they try their hardest in all areas of School and House life."

WHAT TO BRING

All items of clothing must be labelled with your name and school number for laundry purposes.

Sixth Form students will have already ordered their suit and it will be waiting for them when they arrive.

Duvets, sheets and pillows are provided by school, however some students chose to bring their own.

Space is limited with each boy having a wardrobe, chest of drawers and storage under their beds. If you choose to bring portable electrical appliances to school, they will have to be PAT tested before use and should be declared to the Housemaster on arrival.

Below is a list of items that you are required to bring.

8-10 x White shirts
3-4 x Pairs of good quality trousers
1 x Pair of school shoes
1 x Dressing Gown
1 x Pair of slippers
2 x Pair of Pyjamas
2 x Hand towel
2 x Bath towel
Shoe cleaning kit

1 x Large laundry bag
2 x Small net laundry bags for underwear
3 x Duvet covers
2 x Pair of trainers
1 x Rainproof light jacket
1 x Warm coat (uniform colour)
20 x Spare name tags (for clothing purchased whilst at school)

MEDICAL

You will have received a medical card and other documents to register at the local surgery with this information pack. These should be completed and returned to school.

All boarders are registered with the local surgery. A GP from the local surgery attends the school each morning before school to see boarders and appointments to see the doctor can be made at the School Medical Centre.

If a boarder is unwell the first person they should tell is a member of the boarding staff or any other member of staff on duty. If they need to see a doctor or the staff in the medical centre, we will arrange this.

If a boarder feels unwell during the night they should wake up a member of staff on duty who will decide on the best course of action. If they are unable to walk to the member of staff they should ask a roommate to do it for them. If serious injuries or problems occur, pupils will be taken directly to Hospital.

Generally, medicines cannot be self-administered. Any medication prescribed or otherwise should be provided to Matron with clear written instructions by parents. Guidance for this is in your school medical card which also contains the Policy on Homely medicines.

The School Medical Centre will also coordinate transport to medical appointments and orthodontic appointments as necessary. In general, to minimise disruption to the school day, regular dental check-ups should be conducted at home during the holidays.

PUPIL POSITIONS OF RESPONSIBILITY

Pupils have ample opportunity to take on responsibility throughout their time in Northumberland 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 him. These positions generally go to boys 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 Northumberland House, those in positions of responsibility have a varied role; this could range from being on prep time duty, being trusted to staff the House tuck shop, 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:

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

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

One pupil from each year group will be asked to volunteer to stand as their tutor group's representative for the House council and will be nominated to run for election to the School Council.

HOUSE COMMITTEE

Boys in Northumberland House have a chance to represent their views to the Housemaster through a House Committee. This is chaired by the Head of House or his deputy, and meets twice a term. Each year group has a representative on the council. Minutes are recorded and published on the House notice board. The pupils have found this forum to be an effective way for them to suggest improvements to the House; numerous ideas, which were proposed by pupils, have been put into place in previous years.

Important topics and the direction of the House are discussed at council meetings; in March 2019 the committee were pivotal in rewriting the House electronics and bedtimes policy.

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 boy's House and girl's House are announced and they are invited to nail a plaque to their House shield. In the Michaelmas term, the main competition is House Rugby, 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. 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 Funding

The House is partly funded using a House subscription of £7 per pupil, per term, as well as the money raised by the tuck shop. The money is mostly used for entertainment purposes (e.g. equipment maintenance, purchasing DVD's for the House library) and for purchasing prizes and gifts (e.g. House trophies, weekly merit prizes).

Security

- The House is secured via electronic door access at all times. Pupils are issued with an access fob which they are responsible for. Access to the boarding House is solely for boarding students; all visitors must be announced to House staff. At the beginning and end of term access will be granted for parents to assist with the arrival and departure of students.
- Each boarder is provided with a key for their room. Rooms should always be locked by the last occupant when they leave.
- Keys for your room, locker and your fob should be kept on your person at all times. Spare keys (for locker padlocks, personal safes or your home) may be deposited in the House bank.
- Lockers are provided for each boy in his room. Boys must bring their own padlocks to fit their locker.
- Valuables should be kept in lockers when not in use. This should include iPods and personal laptops and mobile phones (when not under the care of House staff), small amounts of cash, wallets and bank cards, watches, and cameras. It is strongly advised that valuable items which are brought to school be named on a contents insurance policy.
- Passports (for boarders who live abroad) should be left with the Housemaster at all times.

Fire

The fire alarms are tested weekly on a Wednesday morning. At any other time, the sounding of the fire alarm must always be treated as an emergency situation. If anyone encounters a fire they should break a fire panel immediately. The fire assembly during the school day is on the grass outside of A Block; after hours is in Chapel unless the red light above the door is on.

DAY-TO-DAY

Registration

Pupils register in Northumberland House each morning before chapel service or assembly. Registration is taken in the House by the Housemaster or one of his team every morning at 08:40 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. The boys will also register during their evening meal and then they will be supervised by the relevant member of staff during prep, before a final role call at bed time.

Wednesday House Meetings

House meetings are an integral part of House life; they are an opportunity to bring the whole House together, including the Tutors. The Housemaster would typically make announcements, present prizes and inform the boys of upcoming events. Each week, if appropriate, a Monitor will announce the team for the week's House Activity, and report on their success the following week. On occasion, the Housemaster may ask one of the Monitors to address the boys on a given topic. Following the house meeting, each year group receives a PSHCEE lesson from their tutor.

Routine

Breakfast is available between 7:30am and 8.15am. After breakfast pupils tidy their rooms and make their beds. They register in Northumberland at 8:40am.

Chapel, House Meeting or Tutor Time are at 8:50am every morning. Lessons and Games follow until 3:55pm (Saturday lessons end at lunchtime).

Every weekday from 4.00pm - 5.00pm is **Activity time**. After this time, boarders may change out of school uniform.

Tea is from 5:15pm-6:00pm. After this, there is either free time or organised activities until Prep. These might include a swim or a Sports Hall activity.

Prep lasts from 6:15pm-7:30pm for Year 9 and until 8:00pm for Year 10 and above each evening (not Saturdays). On Sundays there is a shorter prep time from 8:00pm-8:45pm. After Prep each night there is free time before boys get ready for bed; some may wish to listen to music, shower or watch some television.

Bedtimes

Year 9 should be in their rooms for 9:15pm and lights out is at 9:30pm.
Year 10 should be in their rooms for 9:45pm and lights out is at 10:00pm.
Year 11 should be in their rooms for 10:00pm and lights out is at 10:15pm.
Sixth Form should be in their rooms for 10:15pm and lights out is at 11:00pm.

HOUSE EVENTS

House Service/Celebration
A House Chapel Service is held annually to celebrate current and former pupils of North' House, their achievements, our House history, and to showcase some of the talents of our current boys. All North' boys and their family are invited to attend.

House Competitions
Parents are welcome to attend many Inter-House competitions, including the Barney Run, House Hockey, House Netball and Sports Day, to name a few. House Drama and House Singing are very busy, so we cannot accommodate spectators at these events.

CONTACT WITH HOME

Routine home contact will happen via assessments, reports and parents' evenings. The Housemaster or Tutors generally make phone calls to address other issues as they arise. Parents are encouraged to call the Housemaster if they have any issues they wish to address. Parents should expect a call from their son'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 Housemaster's study (01833 696004), which parents and guardians are encouraged to use to discuss any aspect of their child's education and welfare. The Housemaster can also be contacted by email at ldm@barneyschool.org.uk or mobile 07741560311. Parents and guardians are welcome to arrange meetings with the Housemaster and/or their son's tutor at any point throughout the term.

The school sends out regular emails with any pertinent letters that staff wish parents to read.

REWARDS AND SANCTIONS

Pupils are awarded merits/distinctions for good work and strong assessments (the very best are given a Headmaster's Certificate) and these are celebrated in House meetings. 'Good Egg' awards are also given termly for good conduct and acts of kindness; they are announced at Nailing Up at the end of each term. Weekly merit prizes are awarded in York House. A number of termly and yearly trophies are also awarded in the House; some recipients are chosen by the House Monitors and some by Tutors. House trophies have been donated by departing and former staff and students.

If academic progress is below a satisfactory standard the tutor may instigate an academic report for a short period. This requires teachers to comment upon work and/or conduct on a lesson-by-lesson basis and is to be taken to the Housemaster for countersignature each day. Tutors review the folder each day and contact home if they see the need for more dialogue. More serious infringements of school rules would be referred to the Deputy Head (Pastoral). Parents may also be invited to a meeting to discuss the progress of their son. Simple house-based infringements are dealt with by the Tutor/Housemaster.

ROOMS

Televisions are not permitted in rooms. Pupils may make use of the televisions in the communal common rooms during their free time.

Tuck (food) may be stored in rooms in small quantities, provided that it is non-perishable. The House tuck shop will be open daily and, in addition, pupils may purchase non-perishable items from shops in town. Chewing gum is not allowed in School.

Soft drinks may be kept in rooms. Pupils should ensure that drinking vessels (glasses, water bottles etc.) are regularly cleaned. This may be done in the dishwasher in the House Kitchen.

Games consoles (including handhelds) are not permitted. Access to games consoles is available in common room space, and is age appropriate.

Mini-fridges are permitted for all those in Year 11 and above. Pupils must maintain the cleanliness of these items and ensure that any food stored remains in it's consume by date.

Heaters, kettles and toasters are not permitted and are provided by the School for your daughter to use.

Electronic devices, such as mobile phones, tablets, and laptops are permitted and may be used by pupils during their free time. Their use during School hours should be in accordance with the School Phone Policy and Internet Acceptable Use Policy (AUP). **They must be handed in (Years 9-11)** to staff during prep time and 15 minutes before lights-out. **Sixth Form have the option to hand in**

Pupils must register the details of their electronic items at the beginning of each term, and update upon the addition of new items.

The School's secure wireless network may be used by all in accordance with the AUP. Its security settings are closely monitored and access is switched off at bedtime.

BOUNDS

It is important that everyone stays within the School grounds unless they have Mr Monument's permission or they are on a supervised trip or fixture.

The following areas are OUT OF BOUNDS to all Northumberland House pupils: :

- The playing fields after sunset.
- Longfield and Longfield Lodge.
- The playing fields in front of Longfield after 9:00pm.
- Old Courts.
- Mount Eff Lane.
- The trees at the top of the fields and the new estate behind them.
- All classroom areas beyond the S Block (after 5:10pm), back gate, and behind the Sports Hall.
- The River Tees and its environs.
- Town without proper permission.

The breaking of bounds is a serious offence.

HOLIDAYS AND EXEATS

Weekends
Most of our boys are 7-day boarders and it is recommended that new boarders stay with us for the first weekend to allow them to settle into their new environment. After this, boys may take leave on any weekend, but they may not leave until they have finished any School commitments such as Games fixtures on Saturdays.

Weekend leave must be cleared by The Housemaster in advance. He requires a phone call, note or e-mail from parents to confirm arrangements, and pupils need to return on Sunday by 8:00pm. In some circumstances pupils may be allowed to return on Monday morning for registration.

There are popular weekly Sunday trips which might include bowling, paintballing, cinema, go-carting, Newcastle Falcons matches, professional football matches, Durham cricket matches, shopping or Wet n' Wild. These trips are optional and incur a charge at cost price, however are incredibly popular and offer all boys an opportunity to participate in activities off site.

Exeat Weekends
Exeat weekend offers a perfect chance for boys to go home or to a relative's house for a mid-term break. However, those pupils who cannot go home easily may opt to stay at school for the weekend. Escorted trips to popular destinations take place on the Saturday and attendance is mandatory for those who have opted to stay in school for the weekend.

We hope this gives you a flavour of life in Northumberland 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. We are extremely proud of our boarding provision and pastoral system, parents and pupils are welcomed to raise queries or concerns at any time your sons success and development are at the forefront of everything we do.

KEY CONTACTS AT A GLANCE

Mr Monument – tel. 01833 696004 – mob. 07741560311 – email ldm@barneyschool.org.uk

Lindy Themistocleous (Matron) – tel. 01833 696050 – mob. 07795426001 – email lt@barneyschool.org.uk

The General Office – tel. 01833 690222 – email genoffice@barneyschool.org.uk

The Transport Office – tel. 01833 690222 – email transport@barneyschool.org.uk

The Medical Centre – tel. 01833 696063 – email medical@barneyschool.org.uk

BARNARD CASTLE SCHOOL