

HOUSE HANDBOOK

2021-22

WELCOME



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MESSAGE FROM THE HOUSEMISTRESS

Welcome to Longfield House!

From 2011-2018 I was the Housemistress of Marwood House, one of the girls' day houses, and prior to this I was a tutor in Longfield House. I have been the Longfield Housemistress since September 2018 and I am also a PE teacher. My husband, Martin, is the Head of PE and Games in the Prep School. We have two daughters, Jessie, who is 7, and Hattie, who is 4. My family and I are very excited to meet you and welcome your daughter on her journey.

Longfield House is a thriving girl's boarding house for 13 - 18 year olds. Our aim is to create a warm family environment in which girls can flourish into confident, well-rounded individuals.

Longfield House is a happy, caring, close knit community, with an atmosphere of trust and respect where others are always considered. The girls are encouraged to be thoughtful, responsible, friendly and inclusive of others within their community. They embrace the many opportunities the School has to offer with ambition, determination and purpose.

Best Wishes

Lesley Burgess





OUR HISTORY

Girls were first introduced to Barnard Castle School in September 1981. There were initially five Sixth Form girls. Mrs Turnbull was the first Longfield Housemistress although, at the time, it was a Day House. In 1985, the decision was made to offer girls the opportunity to board, however, there was no space available on site, hence the girls were placed in houses along Newgate. Mr Moorhouse was made Housemaster, with the House reaching 22 pupils at its maximum. At this stage, it was decided that accommodation had to be built on site in order to house the boarders, as well as to attract girls throughout the School. In September 1987, Longfield House was built and gained new Houseparents, Mr and Mrs Seddon. The House continued to thrive, with an extension being added in 2003 when Mr and Mrs Pepper took over as Houseparents. My husband and I took over from Mrs Armstrong in 2018. In May 2020, with girls boarding increasing in popularity, lots of adaptions were made to Longfield House. Three new bedrooms were built, a new kitchen and dining space created, a new computer room and a laundry. The House now has beds for 50 girls.

MATRON



The House Matron - Mrs Toni Flack

The Matron acts as mother-figure and has a vital role to play in Longfield House. She will wake the girls up and ensure their rooms are tidy and that they leave for school looking smart. She will also take girls to dental and medical appointments during the school day. She is available for chats and advice throughout the evening. She dispenses medicines and supervises after Prep. She is qualified in First Aid and can often be the first to be called upon when the girls are unwell.

She has a vital pastoral role to play in the House, gets to know the girls well and enjoys an excellent relationship with them. She is also available to talk about any problems with the girls in a sensitive way, liaising with the Housemistress. She carries out her duties in a calm and cheerful manner.

HOUSE TUTORS

Tutors are the first port of call for parents/guardians wanting to contact the school regarding their daughter. 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.

Any letters/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 Housemistress daily and have an extended meeting each Wednesday morning prior to the weekly Longfield House meeting and may raise various issues relating to pupils' pastoral or academic performance. Tutors also support the House in activity time and Inter-House competitions. Tutors encourage tutees to undertake and sign on for school-based activities and note the activities their tutees are involved in.

Tutors write an Academic Tutor Report for their tutees 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

Longfield House has five staff members, each acting as a Tutor to a group of girls for a single year.

Year 9 Miss Elizabeth Gorman (EMAG@barneyschool.org.uk)

Miss Gorman grew up in County Durham and actually attended Barnard Castle School. She completed her undergraduate degree in English and Education at Durham University and went on to do a Masters in Creative Writing at Manchester Writing School. She was in Taunton, Somerset for a year, and has been teaching at Barney since September 2020. Her main interests are writing, reading and baking brownies for her classes.



Year 10 Mr Lee Dickson (LAWD@barneyschool.org.uk)

Lee is known to many here as an Old Barnardian who left Barney in 2003. Since leaving, he played rugby professionally for the Newcastle Falcons and Northampton Saints, with whom he won the Premiership, and was player-coach at Bedford Blues. He also proudly represented England 18 times.



Year 11 Miss Melissa Benbow (MLB@barneyschool.org.uk)

Miss Benbow grew up near London but moved up North to attend Durham University. She completed her Physics degree with a particular interest in astrophysics, and went straight onto to complete a PGCE, also at Durham. Outside the classroom, her main interest is rock climbing, both outdoors and in the bouldering gym, and she also enjoys running and hiking.

**Year 12 Mrs Helen Kent** (HDK@barneyschool.org.uk)

Mrs Kent has been Head of the Modern Languages department at Barney since 2015, where she teaches German and French. In her career to date, she has worked with students of all ages from Reception class all the way through to university undergraduates. She has two children of her own who have both graduated from London Conservatoire.

**Year 13 Mrs Rebecca Gibson** (RKG@barneyschool.org.uk)

Mrs Gibson is Head of Biology and brings her forensic insight and good sense to the machinations of the House. One of her favourite House Competitions is the cake decorating.



WHAT TO BRING

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

Duvets, sheets and pillows are provided by school.

Space is limited with each girl 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.

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

School uniform	2 x Bath towel
1 x Pair school shoes	1 x Large laundry bag
1 x Pair of school shoes (Brogues or similar, no pumps)	2 x Small net laundry bags for underwear
1 x Dressing Gown	3 x Duvet covers
1 x Pair of slippers	2 x Pair of trainers
2 x Pair of Pyjamas	1 x Rainproof light jacket
2 x Hand towel	20 x Spare name tags (for clothing purchased whilst at school)

MEDICAL

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. 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.

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 Longfield 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 their peers and younger pupils.

As experienced members of Longfield House, those in positions of responsibility have a varied role; this could range from being on duty in Longfield, 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
- Food Committee
- Academic Committee
- Charity Committee
- Sports Committee
- Environment 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 COMMITTEE

Girls in Longfield House also have a chance to represent their views to the Housemistress through a House Committee. This is chaired by the Head of House or her 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 and generally feel that they are able to have some part in the successful running of Longfield. If concerns are raised relating to another area of the School, then a committee member will arrange a meeting with that Head of Department, for example the Catering Manager or Housekeeper.

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. There is also an Inter-House Merit Competition that runs each term. Other House activities/competitions include:

- | | | | |
|-------------------|-------------|-------------------|----------------|
| - Art | - Dodgeball | - Public Speaking | - Shooting |
| - Cake Decorating | - Drama | - Quiz | - Singing |
| - Charades | - Football | - Rugby | - Squash |
| - Chess | - Pool | - Scrabble | - Table Tennis |



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 purchasing things that the girls have discussed during the House Committee meetings, entertainment purposes 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.
- Lockers are provided for each girl in her room. Girls must bring their own padlocks to fit their locker.
- Valuables should be kept in lockers when not in use. This should include personal laptops and mobile phones (when not under the care of Mrs Burgess), small amounts of cash, wallets and bank cards, jewellery, watches, and cameras. It is strongly advised that valuable items which are brought to school be named on a contents insurance policy.
- Rooms should always be locked by the last occupant when they leave.
- Keys for your room, locker and fob should be kept on your person at all times.
- Passports (for boarders who live abroad) should be left with the Housemistress 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 Longfield House each morning before Chapel service or assembly. Registration is taken in the House by the Housemistress or one of her team every morning at 08:40 and by tutors 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 girls will also register during their evening meal and then they will be supervised by the relevant member of staff during prep, then registered again at 8pm and bedtime.

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 Housemistress would typically make announcements, present prizes and inform the girls 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 Housemistress may ask one of the Monitors to address the girls on a given topic.



Routine

Breakfast is available between 7:30am and 8.15am. After breakfast pupils tidy their rooms and make their beds. They register in Longfield 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-6:15pm.

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 girls get ready for bed.

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 and lights out at 11:00pm.

LONGFIELD



ONGFIELD



HOUSE EVENTS

House Service/Celebration

A House Chapel Service is held biennially to celebrate current and former students of Longfield House, their achievements, our House history, and to showcase some of the talents of our current girls. All Longfield girls and their family are invited to attend. There is also an annual Longfield dinner. Each girl and their family, tutors and nominated teachers are invited to attend to celebrate the year and the outgoing Upper Sixth girls.

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 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's study (01833 696014), which parents and guardians are encouraged to use to discuss any aspect of their child's education and welfare. The Housemistress can also be contacted by email at ljb@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 regular email with any pertinent letters that staff wish parents to read.

REWARDS AND SANCTIONS

Pupils are awarded merits/distinctions for good work and strong assessments 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 Longfield House. A number of biannually 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 Housemistress for countersignature each day. The Tutor reviews the report each day and will 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 daughter. Simple house-based infringements are dealt with by the Tutor/Housemistress.

ROOMS

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

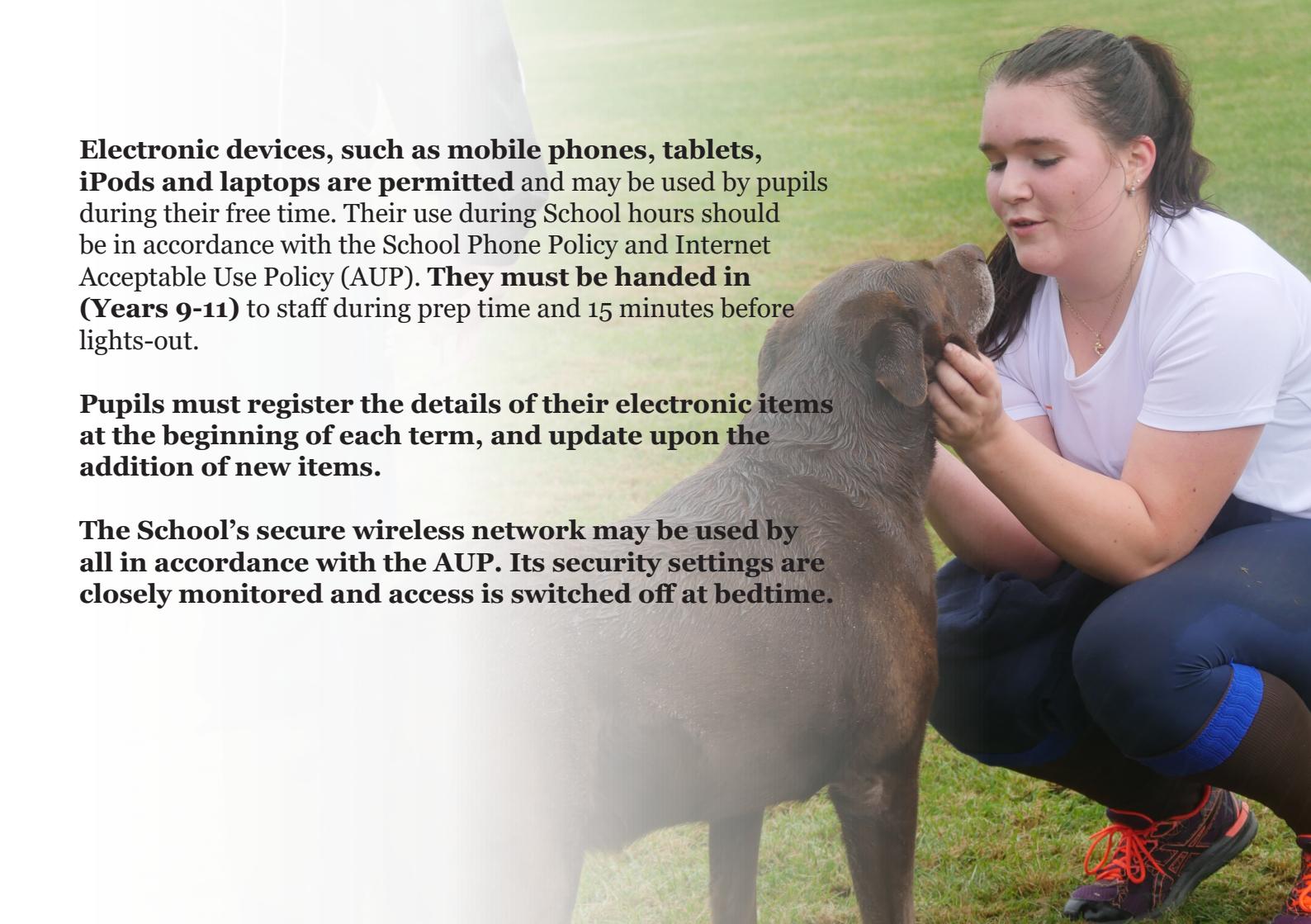
Tuck (food) may be stored in rooms in small quantities, provided that it is non-perishable. The House tuck shop will be open daily and, in addition, pupils may purchase non-perishable items from shops in town. Chewing gum is not allowed in School.

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 its 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, iPods 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.

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 Mrs Burgess' permission or they are on a supervised trip or fixture.

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

- The playing fields after sunset.
- Main School building after 7.15pm without permission from Mrs Burgess or the House Duty Staff.
- 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 girls 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, girls 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 Housemistress in advance. She requires a phone call, note or e-mail from parents to confirm arrangements.

There are 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, they are popular and offer all girls an opportunity to participate in activities off site.

Exeat Weekends

Exeat weekend offer a perfect chance for girls to go home or to a relative's house for 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 Longfield 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.



NOTABLE OLD BARNARDIANS: LONGFIELD HOUSE

Rachel Fellows née Wearmouth – 1986-88

Rachel joined Bettys & Taylors in 2013 and is responsible for building and championing group-wide communications.

In her role as the Chair of the Collaborative CEO, she is a member of the Group Board of Directors. Rachel has spent much of her career in PR and communications, primarily in the retail and manufacturing industries. She started her career in travel and tourism before joining ASDA, where she worked as PR Manager for over a decade. She joined Bettys & Taylors from Kellogg's, where she managed PR and communications across Europe and was a member of their UK Board.

Louise Foster née Yarrow - 1990-92

Louise has had a successful career, culminating in her role now as Managing Director of Deutsche Bank, based in London.

Louise also had a successful time at school as she was the first ever Head Girl. In her time at school she was a keen sports player and musician.



BARNARD CASTLE SCHOOL