



# HOUSE HANDBOOK

2022-23

A photograph of a school hallway. A large green banner with a crest is hanging from a black pole. The crest is divided into four quadrants: top-left (blue with a gold lion), top-right (gold with blue wavy lines), bottom-left (gold with blue wavy lines), and bottom-right (blue with a gold lion). The word 'WELCOME' is written in large, white, serif capital letters across the center of the banner. In the background, there is a white balustrade with a blue and gold crest on top. To the left, a yellow flag with a red cross is partially visible.

WELCOME

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## WELCOME FROM THE HOUSEMISTRESS

I would like to extend a very warm welcome to you on behalf of all the girls and tutors in Bowes House. I am delighted to be taking on the role of Bowes Housemistress, building on the outstanding work and leadership of Mrs Riley. Playing such a significant part in the shaping of young people's lives at the heart of the Barney community is an exciting prospect, and I am very much looking forward to embracing and overseeing life in the House.

I am extremely fortunate to have enjoyed a vast range of experiences at Barney as a teacher, tutor, mentor, colleague and not least, as a parent. The warmth of Barney is quite unique and has driven my ongoing commitment to the well-being of all students; helping them to develop confidence, self-esteem, resilience and curiosity in this rapidly changing world. I am driven by a love of learning and enjoy sharing and imparting new knowledge and expertise in the classroom. As an experienced teacher, I have a strong desire to nurture and promote all pupils academically, emotionally and socially so that they may flourish and develop into confident and resilient young people; ready to take on the wealth of opportunities ahead of them. In promoting these values, within the ethos of Bowes House, I am very much looking forward to guiding the girls through such an important phase of their education and development, whilst working hard to ensure that their time in the House is both a happy and successful one.

We like to think that the girls in the House are proud of Bowes and all that it stands for.

Best wishes,

Janey Dolby



## A BARNEY EDUCATION

At Barney we believe in character education. Underpinning our academic and pastoral programmes are four key pillars that we consider to be at the core of a Barney Education. These pillars are supported by twelve values that we consider vital to every young person's journey through Barney.

The language of these values is well-established within the School; you will hear about them in Assemblies, House Meetings and Tutor Meetings from teachers, your own peers and visiting speakers.



## 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 oversee your child's day to day academic and pastoral life and are the first port of call for any queries. Each morning tutors will meet their tutees for registrations, and throughout the week, as part of the Head Space programme, there is a group tutor time, as well as opportunities for individual meetings.

Tutors have regular contact with home through phone calls, emails and parents' evenings. At strategic points in the year, your child engages in regular target setting sessions and reviews with their tutor and you will have an opportunity to discuss these with tutors during parents' evenings. Tutors work very closely with the HSM in order to raise and resolve any issues relating to pupils' pastoral or academic performance. Any repetitive or significant pastoral, behavioural or academic concerns will be dealt with by the HSM.

If your child is absent from school due to illness, please inform the tutor and HSM by 8.40am.



## PUPIL POSITIONS OF RESPONSIBILITY

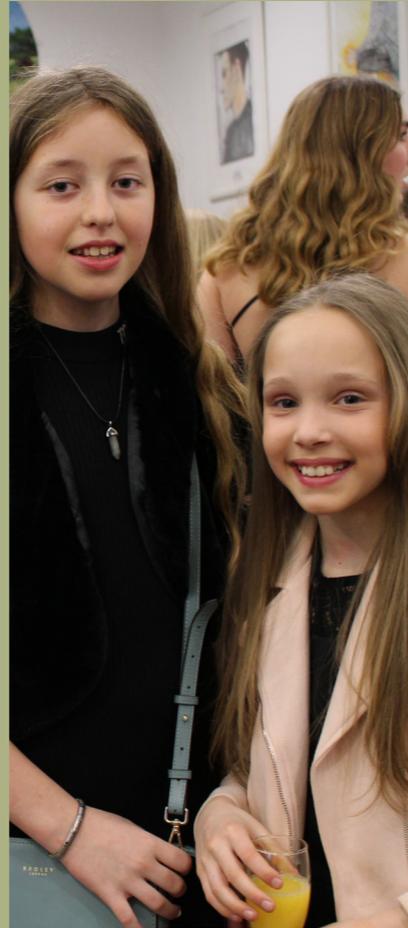
Pupils have ample opportunity to take on responsibility throughout their time in the House.

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 them. These positions generally go to pupils who are wholehearted, trustworthy, approachable, and who set a good example. These senior pupils are expected to take on responsibility for the organisation of House practices and are expected to be role models for younger pupils.

As experienced members of the House, those in positions of responsibility have a varied role; this could range from being on duty in the House, 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 across all year groups have the opportunity to volunteer for different committees. These include Anti-Bullying Ambassadors, Peer Supporters (Sixth Form), Diversity Focus Group and Food Committee.

Each September hustings are held for pupils who wish to represent their year group on the School Council. A whole School election then takes place and the School Council members for that year are announced in the Headmaster's Assembly.



## 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 takes place each morning by House tutors and is completed between 8.30-8.45am and then again 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, their parents/guardian must ring the House Office or send an email before 8.40am. If a pupil arrives late to School, they should register themselves at the General Office.

### **Wednesday House Meetings**

House meetings are held each Wednesday at 8.55am. The HSM leads the meeting. Each meeting starts with School notices and then there is often a review of the previous week, followed by preparation for the following week. Weekly awards are given to those who have been nominated by pupils and staff. Nominations are for those who demonstrate characteristics such as: kindness, compassion, leadership, selflessness, and for those who have experienced successes both in school and through activities outside of school. Weekly merit prizes are also given to those that gain the most merits in the Juniors, Inters and Seniors categories. Finally, the House meeting finishes with a “Pentatalk” on the weekly theme delivered by one of our Sixth Formers.

## HOUSE EVENTS

### **House Service/Celebration**

This is held biennially to celebrate the pupils of the House, their achievements, our House history and to showcase some of the talents of our current pupils. All members of the House, their parents and former members of House are invited to attend.

### **House Competitions**

House competitions cover a vast array of interests, both sporting and non-sporting in order to encourage as many pupils as possible to take full part. While the majority of House competitions take place internally on Wednesday afternoons throughout the School year, please look out for invitations to certain House events which parents may attend, such as the Barney Run and Sports Day.





## REWARDS AND SANCTIONS

Bronze, Silver and Gold Headmaster's Certificates are 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](mailto: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.**







BARNARD CASTLE SCHOOL