



BARNARD CASTLE SCHOOL

PUPIL HANDBOOK

2022-23



WELCOME

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MESSAGE FROM THE HEADMASTER

Welcome to Barney. Whether you are joining us from our wonderful Prep School, or from as far away as Hong Kong, this booklet aims to provide you with answers to questions you will have prior to joining us. Any unanswered questions you may have, we would encourage you get in touch immediately, in the full knowledge that you will receive a prompt response. We pride ourselves on being an incredibly friendly and welcoming community, and it is important that from the minute you join us on the Barney journey, you feel a part of it.

So read away, but do not worry if you cannot remember everything – there will always be someone close at hand to help. You will hear lots from me over the coming weeks and months, but in the meantime, enjoy this insight into School life, and embrace it. There are so many aspects of our School that will continue to surprise you well after your first week and month as a member of Barney Senior School.

Barney is about so much more than the sum of its part. What makes it so special, and what has pleased me since my arrival, has been to witness the rapport between adults and children. It is the depth of these relationships which makes the Barney journey so special; one that does not end when you leave school, but one that lasts a lifetime.

Whilst at School, we place great significance on academic performance, but we also want to ensure that you develop a genuine interest in a myriad of different things. To succeed in life, you need to be interesting as well as interested, and we will provide the opportunities for you to develop a wide range of skills and abilities: it is up to you to grasp them. Just as importantly, we focus on the development of your individual character to ensure you possess a balance of attributes that will lend themselves to your future lives and careers.

We look forward to sharing your time here with us.

Mr A C Jackson, Headmaster



THROUGH CREATING AN INSPIRATIONAL, COMPASSIONATE AND UNPRETENTIOUS ENVIRONMENT, WE AIM TO DEVELOP YOUNG ADULTS WITH CHARACTER.

THEY ARE HAPPY, CONFIDENT, RESILIENT, INTELLECTUALLY CURIOUS, TOLERANT AND DRIVEN, WITH AN UNDERCURRENT OF HUMILITY, WHO ARE READY AND PREPARED TO FACE, EMBRACE AND LEAD IN AN EVER CHANGING WORLD.

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.



FINDING YOUR WAY AROUND

The School probably looks pretty big to start with but there will be plenty of people on hand to guide you. They know exactly what it is like to be a new pupil and they will help you to get to lessons and activities. Within a day or two you will start to find your way around without difficulty.

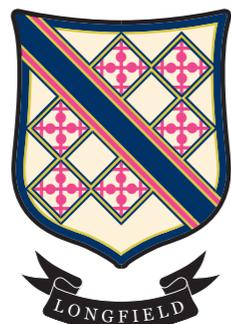
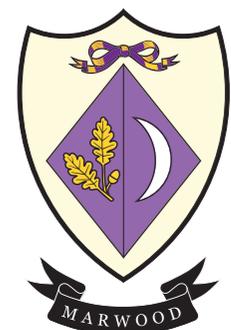
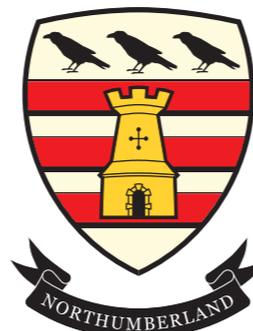
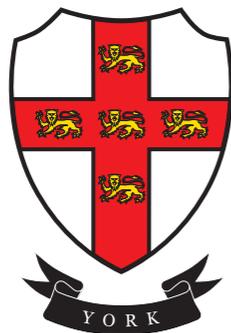
The first thing you will need to locate is your **'House'** and you will be shown how to get there when you first arrive. You will also be shown where important things like the toilets and changing rooms are, and given a full tour of the main areas of the School. If you start at a different time of year, another pupil already in the School will be assigned to make sure you find your way to lessons and generally to help you to settle in.

When you arrive on the first day of term you will be given a personalised timetable for your lessons; this will tell you when and where they are going to take place.

Probably the most useful thing to realise is that very few of your lessons will take place in the central main building itself. The central main building contains the **Dining Hall**, the School Hall (known as **Big School**), offices of all sorts and most of the Houses. Most of the classrooms are located in various separate buildings (or **'blocks'**) outside the main building. (See map on back page.)

If you do get lost in your first few days and you find that suddenly everyone has disappeared (it can happen to anyone, including new teachers, so no-one is going to tell you off), the best thing is to go back to **Central Hall** (in the centre of the main school building on the ground floor between the Dining Hall and Big School). There you will find doors marked **'Staff Workroom'**, **'Headmaster'**, and **'General Office'**. Knock on any of these doors: someone who will help will be behind one of them.





HOUSES

Your House is where you will have your locker for your books and kit (bring a small padlock and at least two keys), have your Common Room for relaxing in your free time, register with your tutor (see later) and spend time with your friends.

Longfield, (the girls' boarding House) is situated a short distance from the central main building beyond the Chapel in the direction of the Astro-turf pitch. Longfield girls live in the main Longfield House.

All other House areas are within the central main building, with Northumberland and York (boys' boarding Houses) occupying the middle and top floors. The boys' day Houses (Dale, Durham and Tees) are on the upper floors at the back of the main building towards the games fields. The girls' day Houses (Bowes and Marwood) are situated under the same roof behind the swimming pool.

Each House has its own colour which is found on ties, badges and some games kit, which you can see on the previous page.

You will be able to compete for your House in competitions of all sorts. There are House competitions at all ages in all the major sports, but also in events as varied as general knowledge, singing, painting, public speaking, cake decorating - you will find there really is something for everyone at all levels.

BUILDINGS

School Medical Centre

The School Nurses are based in the School Medical Centre. It is well signposted and available to both boarders and day pupils. There are daily surgeries in the morning when the School Doctor or one of his partners attends to see boarders. There are drop in clinics to see the School Nurse at break and lunch time each day. If you feel unwell, or receive any form of injury, you will be given permission by a teacher to go to the School Medical Centre and, if necessary, taken there. Appointments are also available with the School Nurse after lessons each day for boarders.

In the evenings, Matrons and other staff are also available for boarders. If boarders feel ill during the night, the drill is to wake one of the Matrons or one of the academic staff who live in the main building.

CHAPEL

The Chapel is a separate building and looks unmistakably like a Chapel!

This building is at the heart of the Barney community. This is where we start each week as a community with a Headmaster's Assembly.

It is where we come together for a range of services, for Congregational practice on a weekly basis, and is site of our famous Nailing Up ceremony!





Information Technology Rooms

These are located in the Macfarlane Block (M Block) Apart from IT lessons, the computers may be used for project work or for access to the Internet. You can also have access to a PC in the school Library. All pupils are issued with their own password and e-mail address and many boarders find e-mail the easiest way to keep in regular contact with home. All users are required to sign up to an Acceptable Use Agreement.

THE DINING HALL

The Dining Hall is on the ground floor in the main school building. Boarders have breakfast and dinner in the Dining Hall and are joined by day pupils for morning break, refreshments and lunch. All meals are cafeteria-style self-service, and a choice of hot, cold and vegetarian dishes is offered. Attendance at meals is compulsory and the choice of menus means that there is something to appeal to everyone. The School promotes healthy eating and living.

You get your meal by joining the queue for your year group (via Chapel corridor). Sixth Form are always allowed first through the doors. Years 7-11 follow on a rotational basis. If there is a longish queue, by far the best thing is to go away and do something else and return in a few minutes' time when the queue has subsided. Once you have collected your meal you can sit where you like (apart from at the staff tables at the side – you can tell they are staff tables because members of staff use chairs), with whom you like and, within reason, for as long as you like.



When you have finished eating, you take your tray, dishes etc to a cleaning station outside the Dining Hall and then leave by the corner door. As time goes on, you may become involved in a commitment that means you have to eat lunch earlier than normal. To achieve this you will be given a 'chit' either by the teacher in charge of the activity concerned or by your Housemaster, Housemistress or Tutor. You present this chit at the Dining Hall door.

There are two **Food Committees** which meet regularly (one for day pupils and one for boarders), where pupil representatives from their Houses have the opportunity to discuss catering arrangements with the Catering Manager and the Second Master and to make requests and suggestions. If you have a particular 'favourite' food or choice, want a special diet, or have a specific request, you can put any of these to the Catering Manager, or to your tutor, or to your House Food Committee Representative.



SIXTH FORM CENTRE

This state of the art building, housed in the space between the Dining Hall and the Boilerhouse which once was called “The Yard” by ex pupils, is exclusively for the use of the Sixth Form. However, if you are younger than this, you may use the direct access doors to see the staff who have offices there or to take part in the Cooking Club, which uses the Centre’s kitchen.

WHO'S WHO?

You are likely to meet a lot of people in a very short time when you first arrive at the School, not counting other new pupils. This list is intended to tell you who some of them are and what they do.

Your Housemaster or Housemistress

Your Housemaster or Housemistress are there for all manner of things. If in doubt, both pupils and parents should take any query, request, concern or complaint to them as a starting point.

Your Tutor

Your Tutor will be a teacher attached to your House and will be the person who will monitor and help you with your work but who will also be available for other assistance as well. You will meet your Tutor each day for registration as well as at other times, including a formal 'tutor time' once each week and for regular one-to-one coaching. You will have time to talk to your Tutor about personal matters, should you wish.

Head of School and School or House Monitors

These are selected members of the Sixth Form in the School who have important responsibilities in assisting to ensure the smooth running and good order of the School, but they are very much there to help you too. They can often provide a sympathetic ear and useful advice and support - remember it is not long since they were in your position too and so will often be well placed to understand. They will treat you with respect and will expect you to do the same in return.

The School Nurses and Doctor

As mentioned already, the School Doctor visits daily during the week, and is on call at any time, while the School Nurses are available during the School working day.

HOUSEMASTER & HOUSEMISTRESS



Mr L D Monument
t: +44(0)1833 696004
e:north@barneyschool.org.uk



Mrs A Carlisle
t: +44(0)1833 696014
e:longfield@barneyschool.org.uk



Mr T S Edwards
t: +44(0)1833 696053
e:junior@barneyschool.org.uk



Mrs J Dolby
t: +44(0)1833 696029
e:bowes@barneyschool.org.uk



Mr M Gooch
t: +44(0)1833 696047
e:york@barneyschool.org.uk



Mr C McTurk
t: +44(0)1833 696036
e:dale@barneyschool.org.uk



Mr D Riley
t: +44(0)1833 696005
e:durham@barneyschool.org.uk



Mrs O J Isaac
t: +44(0)1833 696058
e:marwood@barneyschool.org.uk



Mr H Fairwood
t: +44(0)1833 696037
e:tees@barneyschool.org.uk



HEADMASTER

Mr A Jackson

You will see the Headmaster, Mr Jackson, on many of the formal occasions during the School week, but also on informal ones too. If you want to see him on an individual basis, the easiest way is either to speak to him in Central Hall at break time or lunchtime or to simply knock on his door and go in. If he is busy, ask his P.A., Mrs Parker to arrange an appointment for you. She will be pleased to help.



BURSAR

Mrs S Metcalf

Mrs Metcalf is in charge of all non-academic support departments in School which includes catering, domestic, maintenance, grounds, finance and administration. Mrs Metcalf and the support staff are a very friendly team and ensure the School operates on a day-to-day basis.



SECOND MASTER

Mr M Pepper

Mr Pepper is in charge of the day-to-day running of the school, and spends the vast majority of his time in and around the school site. He is a hugely visible and approachable member of the school, and can help resolve any concern you may have.



DEPUTY HEAD
(ACADEMIC)

Mr M Corke

Mr Corke is in charge of the curriculum, and aims to ensure that what you learn and how you learn it are exciting, relevant and a good preparation for your future.



DEPUTY HEAD
(PASTORAL)

Mr P Lavery

Mr Lavery is in charge of all pastoral provision, in other words your Tutor and Housemaster or Housemistress. He aims to build on the School's reputation for being a happy, caring community.



PREP SCHOOL
HEADMISTRESS

Mrs L Turner

Mrs Turner is responsible for all our younger children in the school down in Prep School. Although most of her time is spent in Prep School, you will regularly see Mrs Turner in Senior School around lunchtimes or in Central Hall. She is always happy to help with any queries you may have.



DEPUTY HEAD
(SIXTH FORM)

Mrs F Beadnell

Mrs Beadnell is responsible for the Sixth Form. She oversees their academic progress and helps them to get involved with the day-to-day running of the school. During the day, you'll find Mrs Beadnell in her office in the Sixth Form Centre.

THE 12 TO TURN TO

In addition to your **parents or family**, there are 12 additional routes that you can turn to if you have something you want or need to say about anything that concerns you:

1. A **Friend**

2. Your **Head of House**

3. A **Peer Supporter**

4. Your **Teacher**

5. Your **Tutor**

6. Your **Housemaster / Housemistress**

7. A **member of the Senior Team,**

Mr Jackson, Headmaster, Mr Pepper, Second Master, Mr Lavery, Deputy Head (Pastoral)
Mr Corke, Deputy Head (Academic) or Mrs Beadnell, Deputy Head (Sixth Form)

8. The **School Counsellor**

9. The **Independent Listener, Mrs Ewart (07810087980)**

10. The **School Nurses**

11. The **Chaplain**

12. **Microsoft Teams Chat**

The School Counsellor

The School Counsellor is available by appointment through your Housemaster or Housemistress. An approachable and easy person to talk to, our counsellor is happy to help you through problems no matter how big or small you may think they are.

Confidentiality is always guaranteed within our proper responsibility for child protection.

As someone outside the main academic framework of the School, you might want to talk to the counsellor rather than go to your Tutor. No-one will be in the least offended if you do this and indeed, academic staff may refer you to the counsellor as an expert in their field.

PUPIL VOICE

School Council

Each year two elected members from each year group, in addition to the Head Girl and Head Boy, form the School Council.

This body meets frequently throughout the term to discuss all school matters with the Headmaster and Second Master. Over the past year the Council have worked on the School's mobile phone policy, the School's marketing campaign and ways in which to spend a donation to school, amongst many other things.



Lessons

You will be given your timetable of lessons on your first full day in School. This will tell you the order of each day's lessons, the teacher's name and the room in which you will be taught. Your Tutor will help you to iron out any problems which might exist in interpreting this.

There are eight lessons a day, lasting forty minutes, except on Saturdays when there are four lessons. The School Day begins with Registration from **8.30am**. Lessons finish most days at **4.00pm**, and between **4.00pm and 5.00pm** there is Activity Time. On a Monday, lessons finish at **3.25pm** and Service Afternoon activities begin, ending at **5.00pm**. The School Day finishes at **5.10pm (12.00pm on Saturdays)**.



A bell rings throughout the School to mark the end of each lesson and the start of the next one. There is a five minute gap between lessons, so you will need to ensure you walk promptly from one classroom to the next. There are 'five-minute alert bells' for registration in the morning and at lunchtime, and before the end of morning break.

If you are joining **Years 7, 8 or 9**, the academic programme is an entirely standard one and you will not need to make choices: English, Maths, Sciences (Biology, Physics and Chemistry), French (don't worry if you have not done any before - you'll be in good company), History, Geography, Art, Music, Technology, Information Technology, Religious Studies, Physical Education and Games. You will also have the chance to start Latin or Classical Civilisation. In Year 8 you can also choose a second Modern

Language; typically Spanish or German.

If you are joining **Year 10 or the Sixth Form**, you will have decisions to make about which subjects you are going to study, and there are separate booklets available to help you to make an informed choice. There is always help and advice available from the Deputy Head (Academic), Deputy Head (Sixth Form) or the Headmaster.

All pupils in Years 7-11 follow a Personal, Social and Health Education programme (**Head Space**). A typical year's programme might include discussion of issues such as the law, decision-making and career choices, relationships, bullying, drugs, managing finances, study skills, environmental issues, contraception, healthy eating, citizenship etc. All the issues, some of which are inevitably of a sensitive nature, are presented

and discussed responsibly in line with the School's policy of promoting a healthy life-style and a regard for traditional family values, decency and good citizenship.

In the Sixth Form, the programme also focuses on leadership, preparation for entrance to Higher Education, life at University and skills for employability and future success.



Registration with your Tutor (usually in your House area) is from 8.30am. Morning lessons begin at 8.55am and continue, with a twenty-minute mid-morning break, until 12.50pm (12.00pm on Saturdays).

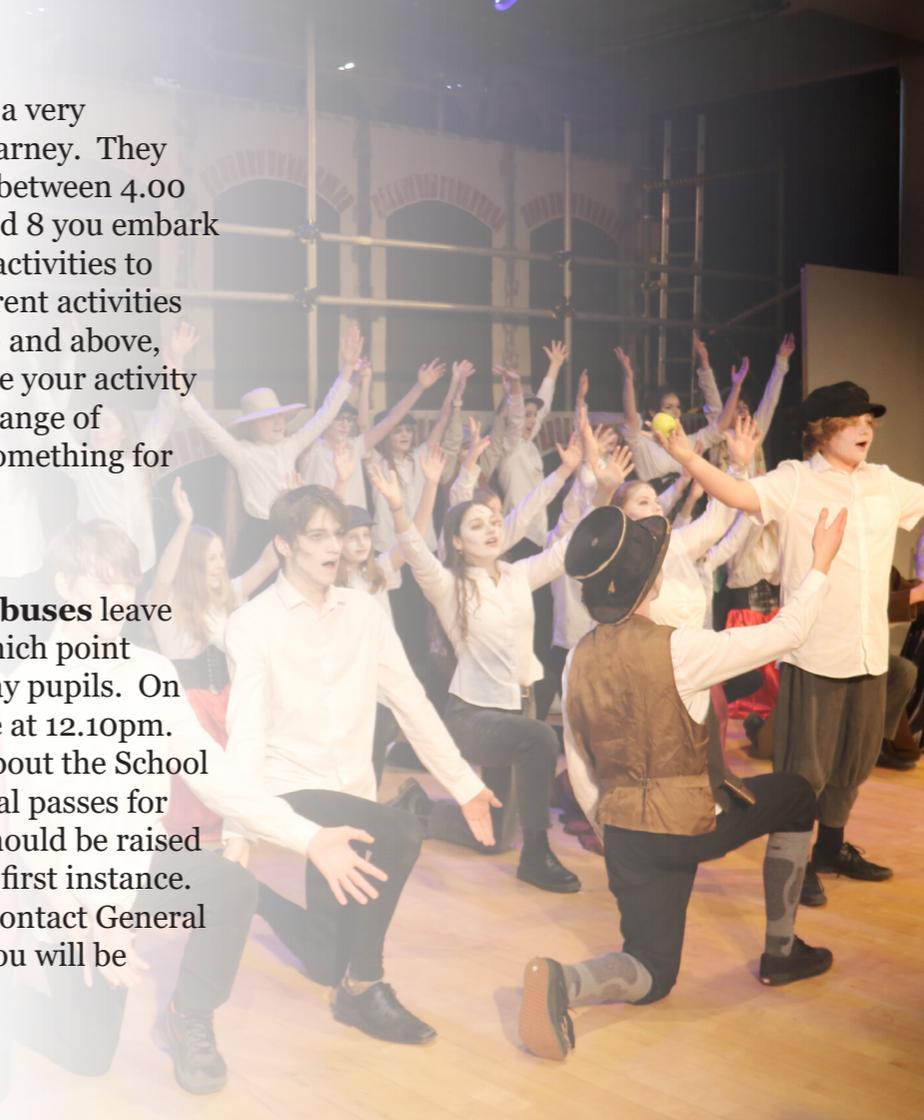
Afternoon Registration is from 1.30pm followed by lessons from 1.50pm until 4.00pm.

If you arrive late, or leave early (before 5.10pm) you must sign in and out at the General Office; this must be your first priority.

There is a **morning break** from 11.05am- 11.25am (10.20-10.40am on Saturdays). During this time, you may wish to go to the Dining Hall where you can get a drink and biscuits or to your House common room. The lunch break runs from 12.50pm-1.50pm. You may be involved with voluntary activities during this time on an occasional basis.

After-school activities are a very important part of life at Barney. They take place every weekday between 4.00 and 5.00pm. In Year 7 and 8 you embark on a carousel of different activities to expose you to all the different activities we have to offer. In Year 9 and above, you will be asked to choose your activity programme from a large range of activities; there really is something for everyone.

On weekdays the **School buses** leave promptly at 5.10pm, at which point the School day ends for day pupils. On Saturdays, the buses leave at 12.10pm. Any requests or queries about the School buses (including occasional passes for travel on a specific day) should be raised with General Office in the first instance. For ad hoc use you must contact General Office for a bus chit and you will be charged for the journey.



Homework (Prep)

This is normally set in two subjects each weekday, (three in Year 9 upwards) and you will soon get used to viewing it as a matter of routine and priority. In the Sixth Form you are not taught in every lesson, and work for you to do in your private study time is often set for an extended period of up to a week or so.

School tests and examinations

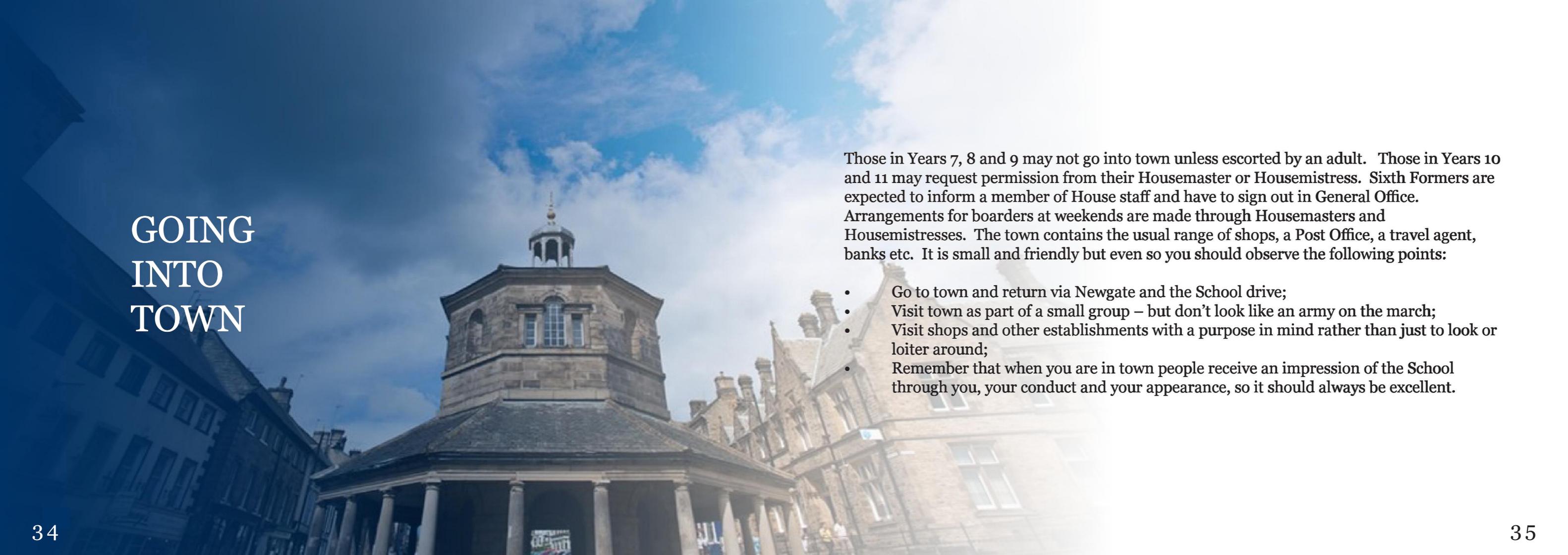
You will sit school examinations in Trinity Term in Years 7-10, building up to GCSE and A Level. You will normally take ten subjects at GCSE or IGCSE in Year 11 and three A2 Levels or Pre-U qualifications in the Sixth Form, although a few students sit four A Levels. Occasionally, your performance in internal tests as well as in class through the year during Years 7 to 10 acts as a guide to your appropriate set placing. We set pupils in Maths, English, the Sciences and Modern Languages, and we are very keen that pupils end up in a set where they feel at home and can make proper progress.

Tutors, Academic Awards, merits or distinctions

Your Tutor is your first port of call and you will see them every day. They will help look after your well-being and academic progress. Exceptional work is rewarded with an academic commendation. If you do particularly well in any individual piece of work, you can also be awarded a merit if you are in Years 7 to 10 or a distinction if you are in Year 11 or the Sixth Form. Merits and distinctions count towards a House award which brings cash awards for House funds. Individual pupils will also be awarded Headmaster's Bronze, Silver and Gold Certificates for gaining a certain number of merits or distinctions in a given term.

Detentions and academic sanctions

We take your academic work very seriously so there is a sanction system if you do not do your homework. Teachers will always grant an extension if required but may issue a 4.00pm – 5.00pm detention mid-week if this is missed, and in very extreme cases a Saturday detention, but of course this won't happen to you we hope! If you do your best in class and are well organised, there will always be cause for compliment and congratulations. Many teachers are often available most week days between 4.00pm and 5.00pm to offer subject-specific help at voluntary tutorials and homework clubs.



GOING INTO TOWN

Those in Years 7, 8 and 9 may not go into town unless escorted by an adult. Those in Years 10 and 11 may request permission from their Housemaster or Housemistress. Sixth Formers are expected to inform a member of House staff and have to sign out in General Office. Arrangements for boarders at weekends are made through Housemasters and Housemistresses. The town contains the usual range of shops, a Post Office, a travel agent, banks etc. It is small and friendly but even so you should observe the following points:

- Go to town and return via Newgate and the School drive;
- Visit town as part of a small group – but don't look like an army on the march;
- Visit shops and other establishments with a purpose in mind rather than just to look or loiter around;
- Remember that when you are in town people receive an impression of the School through you, your conduct and your appearance, so it should always be excellent.

WHAT SHOULD I BRING & WEAR TO SCHOOL?

You will need to wear School uniform throughout the working day (and on your journey to and from School if you are a day pupil).

Precise games kit requirements will vary according to the season and to the sports which you may be playing.

You will need to bring with you your own pens and pencils, and you may wish to arrive equipped with a scientific calculator and geometry (mathematical instruments) set, otherwise these can be obtained cheaply from General Office. If you are coming from overseas and English is not your first language, you will need a dictionary translating words from your own language into English. Dictionaries should be in book format and not electronic because these are permitted in class but not in examinations. Otherwise, all necessary text books, exercise books, files, writing paper and notebooks, will be supplied by the appropriate teacher during the first few days, and replacements can be obtained from General Office. Day pupils will need a bag or briefcase to carry things to and from School.

Lost property

All items brought to School should be clearly named. We do our best to return to their owners the vast quantities of kit that are misplaced, but the task is made impossible if they are not named. Boarders' name tapes must include their School number.

Valuable items

There should normally be no reason to bring expensive or fragile items or large sums of money to School. If this cannot be avoided, they should be separately insured and handed straight away to House staff for safe keeping. The School provides every pupil with a lockable locker, but ultimately cannot be responsible for pupils' property. It is important to name all property.

Mobile phones are often brought to School by boarders as an easy way of communicating with home. They may occasionally also be of use to a day pupil (a late return from an away fixture, stranded at the bus stop etc) but they can also be a real nuisance in School. So if you need to bring a mobile phone to School; you will need to adhere to our guidelines for use which are on posters around school. Pupils in Years 7 and 8 hand in their phones for safekeeping to their HSM each morning.

GAMES

Everyone at Barnard Castle School is expected to undertake some programme of regular physical activity. In Years 7 and 8, Physical Education is part of the academic timetable. Throughout the School, everyone has five lessons per week for games: Years 7-10 on Tuesdays and Thursdays, and Year 11 and the Sixth Form on Mondays and Wednesdays.

There are also many opportunities for games during Activity time at 4.00pm, and this is when a lot of the teams and squads practise for their inter-school matches. Every pupil is expected to give of his or her best in whatever activity they are engaged.

If you are unfit or injured, as a boarder you will be able to get a note from the School Nurses excusing you from Games; day pupils need a note from their parents to their Housemaster or Housemistress.

The choice of which sports you do increases as you get older. The list on offer typically includes rugby, hockey, netball, squash, swimming, running, badminton, soccer, basketball, aerobics, sevens, cricket, tennis, athletics, golf and rounders.

School teams usually begin at U12 level and matches are played mainly against schools in the North East and North West of England. You may also have the chance to go on a sporting tour, or to win representative honours at county, regional and national level. Several pupils from the School have won international caps in recent years.

If you are selected to represent the School in a match, you are required to attend and help your team to victory. Commitment to others is an important life lesson.

You are expected to own a School tracksuit which may be worn prior to and after inter-School matches.



Mouthguards and helmets

The School strongly recommends that all rugby and hockey players should wear properly fitting gum shields. These can be obtained either from your dentist or via the TITAN scheme. Shin guards should also always be worn for hockey and soccer, and squash players should wear eye-protectors (obtainable from Mr Gedye). Cricketers must wear 'boxes' and the helmets provided when batting or fielding close to the wicket (e.g. a wicket-keeper standing up to the stumps). This applies to practices as well as to matches.



The full list of rules is displayed in School and on the website, but we live by a simple set of principles which help us all to be good citizens.

PRINCIPLES

All of the School Rules can easily be observed by being a good citizen and a true Barnardian. This means:

1. Acting in accordance with the Christian values of the School at all times
2. Respecting ourselves and other people
3. Respecting our School's property and its good name
4. Being truthful and honest in all of our dealings
5. Being intolerant of bullying or unfairness in any form
6. Helping others whenever we can
7. Exercising good manners and courtesy to everyone
8. Striving for success in everything that we do
9. Maintaining high standards of appearance and punctuality
10. Working in harmony with School staff to make ourselves and our School even better

The 'Today' notice board

This is situated opposite the door to the Staff Work Room just off Central Hall. This is where important notices are displayed relating to the day's events. Make a point of looking at it regularly. Other notice boards are located in the corridors leading to the Chapel and Dining Hall.

Fire alarm assembly points

Soon after your arrival in School there will be a Fire Practice and you will be shown where to go and what to do. Every Wednesday at 9.10 am the fire alarm system is tested. At all other times when the fire alarms sound, go to your assembly point – even if you think it could be a false alarm. During the school day **all pupils** should assemble in silence on the grass in front of **A-BLOCK**. For Boarders after hours alarms please refer to your House Handbook.

SCHOOL GROUNDS

1. Main Entrance
2. Big School
3. Visitor Car Park
4. Dining Hall
5. Library
6. Sixth Form Centre
7. Cricket Pitches
8. Kitchen
9. Back Porch
10. Dale & Tees Day Houses
11. Swimming Pool
12. Bowes & Marwood Day Houses
13. Music School
14. The Drive
15. S Block
16. CCF Hut
17. A Block
18. M Block
19. Netball/Tennis Courts
20. E Block
21. Sports Hall
22. Art & Design Technology
23. Chemistry & EAL
24. Biology
25. Chemistry

26. L Block
27. Chapel
28. Old Courts/Medical Centre
29. Rugby/Football Pitches
30. School House
31. Staff Car Park





BARNARD CASTLE SCHOOL

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