

# HOUSE HANDBOOK

2023-24

A large, deep purple banner hangs diagonally across the frame. It features a central crest with a blue and red diagonal stripe and a white field with red floral patterns. The banner is bordered with gold fringe and has a gold tassel at the top left. The word "WELCOME" is printed in white, serif, all-caps font across the center of the banner. In the background, a white balustrade with decorative balusters is visible on the right, and a blue banner with a crest is partially visible at the bottom left. The ceiling is white with a recessed light fixture on the right.

WELCOME

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# WELCOME FROM THE HOUSEMASTER

Welcome to Longfield!

Being a Boarding Housemaster is a privilege and I am looking forward to supporting you in your Barney journey. I am joined in this role by Mrs Lavery and our two daughters, Elodie and Harriet.

We view the Longfield family very much as an extension of our own family and are excited to be sharing this experience with you.

As a French and German teacher, and keen sportsman and musician, I value every girl's contribution to the broad range of activities here at Barney. So, whether in the classroom, on the sports field or stage, in public speaking or cake decorating, I hope you arrive in Longfield determined to reach beyond your comfort zone and represent our House in the coveted race to Nail Up at the end of each term!

Our Assistant Housemistress, Mrs Dawson, as well as our Matron, Mrs Flack, and our wonderful team of tutors are here to support you every step of the way, and we look forward to getting to know you and your families.

Best wishes,

Peter Lavery









## 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.



## FEEL

*How you feel  
within*

Gratitude

Courage

Resilience



## BE

*Who you are &  
how you behave*

Humility

Integrity

Humour



## SHARE

*How you interact  
with people*

Compassion

Service

Leadership



## GO

*How you learn and  
make progress*

Curiosity

Endeavour

Creativity

## 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, followed by Mrs Armstrong and later, in 2018, Mr and Mrs Burgess. In May 2020, with girls boarding increasing in popularity, lots of adaptations 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. In 2022, Ms Carlisle joined Barney as Longfield Housemistress, taking over from Mrs Burgess.



# 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.

AMF@barneyschool.org.uk

# 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.





# 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, in addition to the School uniform.

1 x Pair of School shoes (Brogues or similar, no pumps)

1 x Dressing Gown

1 x Pair of slippers / sliders

2 x Pair of Pyjamas

2 x Hand towel

2 x Bath towel

1 x Large laundry bag

2 x Small net laundry bags for underwear

2 x Single 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 must be completed and returned to School prior to your arrival.**

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 contact 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 handed in to the 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 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 the House.

Each year, a member of the Upper Sixth is chosen to be the Head of House. A Deputy (sometimes Deputies) and House Prefects 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.

## 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.









# HOUSEKEEPING

## **House Funding**

The House is partly funded using a House subscription of £10 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**

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.

## **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.

The School Day begins at 9.00am and lessons end at 4.05pm (12.00pm on Saturdays).

Every weekday from 4.05pm - 5.00pm is Activity time. After this time, boarders may change out of school uniform.

**Tea** is from 5:30pm-6:00pm.

**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 during which there is an organised activity with a member of staff 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.

All electronic devices (phones and laptops) are collected 30 minutes before bedtimes.





# HOUSE EVENTS

## **House Service/Celebration**

This is held annually to celebrate the pupils of the House, their achievements, our House history and to showcase 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.



## 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 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 Housemaster's study (01833 696014), 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 [longfield@barneyschool.org.uk](mailto:longfield@barneyschool.org.uk). Parents and guardians are welcome to arrange meetings with the Housemaster 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 for good work and strong assessments and these are celebrated in House meetings. 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 Housemaster 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/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 by Sixth Form pupils only, 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 12 and above.** Pupils must maintain the cleanliness of these items and ensure that any food stored remains in its consume by date.

**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** to staff during prep time and 15 minutes before bedtime.

**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.**

## SIGNING IN OR OUT - ORAH

As part of our ongoing commitment to provide the best possible care and supervision of our boarding family, we have adopted a cutting-edge online management tool to enhance communication between parents, boarders and our boarding staff.

Orah, a web-based iOS app, allows us to keep a closer track of the whereabouts of each boarder in our care, as well as streamlining requests for absence and transport arrangements. The system is designed so that up-to-date details of a boarder's whereabouts are always available to House staff to ensure student safety and continuity of care through a series of electronic sign-in tiles around our school site.

One of the benefits of Orah is that parents can create an Orah account in order to request leave for their child, which will automatically inform the child and House staff of the request. This will make weekend and Exeat arrangements far more efficient for our House staff to collate and organise with you. Parents can use Orah with a web-enabled device, such as a smartphone or laptop, and all that is required to sign up is an active email address.

If you would like any further information about how we will be using it, please contact your child's Housemaster or Housemistress.

### **Additional support:**

Parent Guide

<http://success.boardingware.com/parents-and-guardians/your-account/getting-started-parent-guide>

Student Guide

<https://success.boardingware.com/en/articles/425839-getting-started-student-guide>

# OUT OF BOUNDS

It is important that everyone stays within the School grounds unless they have the permission of the Housemistress 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 the HSM or the House Duty Staff.
- Old Courts.
- Mount Eff Lane.
- The trees at the top of the fields and the housing 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 surrounding area.
- Town without proper permission.

The breaking of bounds is a serious offence.

# HOLIDAYS AND EXEATS

## **Weekends**

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 approved by the Housemaster in advance on Orah. Pupils should return on Sunday by 8.00pm. In some circumstances, pupils may be allowed to return on Monday morning for registration.

There are popular Sunday activities which might include bowling, paintballing, cinema, go-carting, Newcastle Falcons matches, professional football matches, Durham cricket matches, shopping or on-site games and activities. Most trips are optional and some 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.**







BARNARD CASTLE SCHOOL