



Parents' Guide

BOARDING AT FOREMARKE



FOREMARKE HALL
REPTON PREPARATORY SCHOOL

INDEX

• Welcome from the Head of Boarding	2
• Our Boarding Philosophy	3
• Types of Boarding	4
• Settling in	5
• Communication	6 & 7
• Monday to Saturday routine	8
• Weekends and Trips	10 & 11
• Travel	12
• Clothing and Equipment	13
• Health	14
• Useful information	15
• Contact details	16

Welcome from the Head of Boarding

On behalf of everyone at Foremarke I would like to welcome you and your family to our boarding community.

We understand that sending your child to board at Foremarke is a big step and this handbook contains useful information for you to be able to familiarise yourself and feel comfortable with our boarding community and the life your child will soon be immersed in. There are also forms that need returning to us which accompany this Guide. We would appreciate your support with returning this information.

It's not just the pupils at Foremarke that are part of our community - we recognise the importance of the strong triangular relationship between the child, parents, and boarding staff, not forgetting extended family, guardians and other close relatives.

I am very much looking forward to getting to know you and your son or daughter and I would like to reassure you that whatever your son or daughter's passion and whatever their potential we offer you the facilities, resources and support to help them flourish in our friendly 'home from home' environment. If you have questions, however small, please use the contact details at the end of this handbook.



Mr Mike Casey, Head of Boarding with Mrs Casey, Houseparent of Nightingale, and their two children.



Our Boarding Philosophy

Boarders should live in an environment that is happy with a good family/community spirit in which they can have fun.

It should be caring, safe, disciplined and positive. The children should have sufficient privacy for themselves. It should be home-from-home; a place where each child is known and cared for as an individual.

Boarding lies at the heart of Foremarke Hall, building a unique sense of community and ensuring children receive the very best start in life. The boarding houses play a key role in developing the school's strong sense of family values, encouraging children to live and work together harmoniously, build friendships and develop their independence.

Children flourish in comfortable surroundings where they are offered the attention, care and guidance they need.



TYPES OF BOARDING

Foremarke offers four types of boarding and you will need to decide and inform the school which type of boarding is going to be best suited to your family and, most importantly, your child.

FULL BOARDING

Full boarders are at school throughout the week and at weekends, and benefit from an extensive weekend boarding programme. Full boarders may go out with parents/family members at any time and with other pupils with the permission of the Houseparents.

WEEKLY BOARDING

Weekly boarders normally go home after their last commitment on Saturday (this may be after morning lessons at 1pm, or after matches in the afternoon) and return either on Sunday evening between 6.30pm and 7.30pm, or on Monday by 8.00am. Weekly boarders are welcome to stay in school at weekends by prior arrangement

"HOME & AWAY" BOARDING

"Home & Away" is a third available option and makes it possible for boarders to opt for a midweek night at home on Wednesdays. In so doing they board for no more than two consecutive nights at a time - Monday/Tuesday and Thursday/Friday. Under this arrangement almost as much time will be spent at home as at school thus allowing for very regular contact. This can work as an ideal stepping stone for those boarding for the first time or making the transition from Flexi boarding.

We currently have three Houses for our Full, Weekly or Home and Away Boarders; two boys' Houses (Francis & Burdett), and a girls' House (Nightingale)

FLEXI BOARDING FOR DAY PUPILS

Day children may enjoy the benefits of boarding on an occasional basis by staying in the Flexi Boarding House (Knowle Hill). This is run in a separate area from the main boarding houses and has its own staff team, including resident Houseparents. Flexi boarders share the communal recreation areas with boarders and follow the boarding routines.





SETTLING IN

When a new boarder arrives, everyone within the house will be helping them to settle.

A well established boarder of a similar age will guide the new boarder through the daily routines. In addition to this, the Houseparents will be in close daily contact with new boarders to answer any questions which may arise and to find out how they are settling in.

Experience tells us that the first phone call with parents is best left for a few days to give your child time to settle in and focus on immersing themselves in their new environment.

A settling in report is sent home at half term for all new boarders. At the half term boarders' Parents Evening, parents are invited in to chat about how things are going. Clearly, boarders can talk to anyone at any stage and they do not have to wait for fixed appointments and the same goes for parents!

COMMUNICATION

The level of informal communication between staff and parents is high and at the end of each half term, a boarders' Parents Evening is offered to parents to ensure that all has been well and to resolve any queries or concerns. The Houseparents and/or the Head of Boarding take a proactive approach to communication and are always willing to meet with parents by appointment should the need arise.

For those parents who are unable to visit frequently, special arrangements for communication can be made as appropriate, using email or regular phone calls to ensure that parents are kept fully informed of their child's progress and welfare.

WHAT DO YOU DO IF THERE IS A BOARDING ISSUE THAT IS WORRYING YOU OR YOUR CHILD?

The first point of contact is always your child's Houseparents. The Headmaster or Head of Boarding are available for major concerns or worries, and Surgery should be contacted for specific medical concerns

KEEPING IN TOUCH WITH YOUR CHILD

With modern technology there are many ways in which we can keep in touch with each other:

Letter Writing/emailing home - Full boarders are expected to write a letter each week and/or send an email, although this doesn't always have to be to home. We encourage the children to keep in touch with extended friends and family as well, so an address book with relevant details is helpful. Children writing home each week will require writing paper, envelopes and stamps.

By e-mail - E-mail facilities are available to the pupils, and can be used throughout the week. All pupils have their own e-mail address at school. For example: rharris@foremarke.org.uk. Those emailing may well find a list of email addresses useful to help with the process.

By telephone - Boarders may have mobile phones at school and may use these at the allotted times which are after 4pm on a Wednesday and on Saturday after the end of school and on Sundays. The phone must be handed in again at bedtime. There are land line phones available in each house for incoming calls. Juniors return to Houses at 7.30pm and may receive phone calls in an evening before 8.00pm. Seniors return to Houses at 8.30pm and may receive phone calls before 9.00pm before the bedtime routines. Phones with internet access are not allowed at school. Children's phones should either a) not have the facility to access the internet or b) have this facility restricted via their network provider.

By Video Call - Boarders may video call parents by arrangement, using one of the boarding house or library computers or by tablet devices within the houses.

KEEPING IN TOUCH WITH SCHOOL LIFE

The school website (www.foremarke.org.uk) is an invaluable source of information for boarding parents. This will give you direct access to the school's weekly newsletter, "The Foremarke Flyer" which will also be emailed to you directly each week. Please make sure you read the "Boarding News and Notices" page which is used to communicate important information. The website also contains a "Boarding News" section which is updated with news and photos from our weekend activities.

Follow the school's boarding Twitter account @ForemarkeBoard to keep up to date with the daily news and activity from the school's boarding community.

BOARDING PARENTS' MEETINGS

Separate Boarding Parents' meetings are planned to coincide with natural pick-up or drop-off times. This provides parents with the opportunity to talk personally to all the staff who teach their child. The dates are in the School Calendar. Parents will be asked to confirm their attendance in advance.

REPORTS

All pupils are given a combination of full and interim reports during the course of each academic year which will be sent to you in the post. If for whatever reason you do not receive a report at the appropriate time you should contact the Houseparents.

IF THERE IS A PROBLEM...

There may be times when a boarder feels unhappy about being away from home or about something which has happened to them. If this arises then the most important thing to stress is that **they should seek out an adult with whom they feel they can discuss it**. There are Houseparents, tutors, house assistants and the gap students available. The Houseparents are always available to talk to children and their families if there are any concerns. These concerns may be about general routines or managing as a boarder and should be quickly resolved. The concerns may be of a more serious nature and of course, in such cases, the Head of Boarding or Headmaster may be consulted.



DAILY ROUTINE FOR BOARDERS

MONDAY - SATURDAY

7.00am	Wake-up
7.30am	Breakfast

Boarders' notices follow breakfast, and the children then return to their houses to brush their teeth, tidy their bedders and get organised for the day ahead.

8.25am	Registration with their form tutor
4.00pm	The academic day finishes
5.00pm	Junior Prep
5.30pm	Tea for all on Wednesday & Saturday followed by notices
6.00pm	Tea (Monday, Tuesday, Thursday and Friday) followed by notices
6.30pm	Junior Activities. Senior Prep
7.30pm	Senior Activities

Activities are organised and may include using the swimming pool, sports hall, Astroturf or games room.

BEDTIMES, READING & LIGHTS OUT

7.50pm - 8.10pm	Y3, 4 & 5
8.10pm - 8.30pm	Y6
8.50pm - 9.10pm	Y7
9.10pm - 9.30pm	Y8

MUSIC PRACTICE

For those learning an instrument daily instrumental practice will take place in the music school which is monitored by boarding staff.

EVENING PREP

Prep is supervised by members of the boarding staff ensuring that it takes place in a studious environment and that any children requiring assistance can do so from a member of staff.

READING

All of the children have a period of 20 minutes reading before lights are switched out at the end of another full and profitable day! This may include reading alone, reading to an adult, reading together or listening to a story.

SLEEPING

Getting enough sleep is very important, particularly when life is as active as it is here at Foremarke. Bedtime routines and lights out times have been carefully planned to allow children as much free time as possible balanced with appropriate rest. After lights out there should be no noise. If children have difficulty sleeping, they should talk to a member of staff.



WEEKENDS AND TRIPS

Our motto is ‘boarders have more fun!’ and we seek to make sure that they definitely do through an exciting range of activities, events and trips throughout the year combined with occasional Church Services and free time.

WEEKLY AND “HOME AND AWAY” BOARDERS

Children who are Weekly or Home and Away boarders may be collected once their fixed commitments on Saturday are met. For some this will be at 12.30/1.00pm, after morning lessons and for others it will be after a match or squad commitment on Saturday afternoon.

Although we would normally expect these children to go home at the weekend it is possible for them to stay in for up to two weekends per term. At the beginning of each half term it is helpful to know the children’s plans for each weekend. This enables the school to plan the weekend activities to suit the numbers involved. Obviously changes can be made. But as much notice as possible is appreciated. Houseparents need to be informed no later than the Sunday evening before if this is to be the case.

CHURCH SERVICES

Details are to be found in the School Calendar. We have a variety of formats, balanced over the term. The idea is to help the children appreciate different approaches to Christian worship and to provide some variety from week to week.

Formal services are held at St. Saviour’s, Foremarke. These services use the Church of England Common Worship service books and tend to have a more traditional format. The children attend these services in school uniform and they take place on Sunday evenings at 6.30pm. Once a year we join with Repton School for a combined service in Repton Chapel at 10.15am on a Sunday.

For these services, all children and staff are in attendance. Therefore, please take note of these services and their timings and take these in to account as, should you be planning to return your child to school on a Sunday evening it should be by 6.00pm in time for the service. Children are expected to attend Church if returning on a Sunday evening and during the service there will be no staff at school to supervise your child.

All services are open to parents – do join us if you are in the area.

SPECIAL TRIPS AND OUTINGS

Trips are arranged for around half of the Sundays in the term, and vary from all-day outings to more local afternoon trips. The outings are charged to parents’ accounts at cost.

The Head of Boarding will email the trip booking form to parents who are asked to complete it by the end of the preceding term.

On Sunday’s when there is not an “off site” trip planned, there will be a day of activities arranged for the children to enjoy using the fabulous facilities on site.

VISITING YOUR CHILD AND TAKING THEM OUT

Once your child has settled, parents are encouraged to visit. The School Calendar contains many events in bold type - and parents are most welcome to attend these occasions.

Wednesday and Saturday afternoons from 4.00pm are times when children may go out to special celebrations such as birthday parties if they are not involved in matches. For these events permission should be sought from Houseparents and a return time agreed. As stated above at the beginning of each half term it is helpful to know the children's plans for each weekend. This enables the school to plan the weekend activities to suit the numbers involved. Obviously if you find yourselves in the area changes can be made. Houseparents need to be informed no later than the Sunday evening before if this is to be the case.

EXTERNAL INVITATIONS

Ensuring most weekends are spent at Foremarke helps maintain our lively boarding community and preserves existing friendships with other boarders. With this in mind full boarders may only go out with other pupils when Houseparents give permission for them to do so. Full boarders may go out with parents/family members at any time at weekends provided Houseparents have been informed.



TRAVEL TO AND FROM SCHOOL

All parents need to complete the travel form sent out by the Head of Boarding prior to the start and end of term, half term holidays and Exeats to provide details of their plans with regard to collecting and returning their child.

OVERSEAS TRAVEL

The school has used a reputable taxi firm for many years for collecting and dropping off children and arrangements can be made to transport children to any of the UK airports. Birmingham and East Midlands Airports are closest to the school. **It is not expected that children arrive earlier or leave later than the published times at the beginning and end of school sessions as the school is not staffed outside of these times.**

Mr Mike Casey - **Tel 01283 707135 email: mcasey@foremarke.org.uk** should be given all travel forms, instructions and any necessary tickets at least two weeks before a journey to ensure that all of the necessary requirements are in place. **For those children whose parents live overseas it is obligatory to have a guardian in the UK and that the school is fully informed of their contact details. The guardian must be someone who can be contacted and available to get to Foremarke at any time in an emergency.**



CLOTHING AND EQUIPMENT

CLOTHING

All clothing and personal items must be clearly labelled including all uniform, casual clothes and underwear.

Details of which clothes to bring are on the clothing list.

The house assistants' team looks after the washing and maintenance of clothing and bedding. There is a fixed routine for laundry to ensure that the children's clothes are kept clean. We aim to send all clothes home laundered, although this is not always possible, particularly for games kit.

ELECTRONIC DEVICES

Boarders may bring clearly named devices to school, but these are registered and looked after by the Houseparents and are only to be used at designated times. If within these restrictions a child seems to be spending too much time playing electronic games the permitted use will be further restricted. Games should only be age appropriate for your child. None of the children's personal devices should have the facility to access the internet. The Houseparents will check all devices and any found having access to the internet will be kept by the Houseparents and sent home at the soonest convenience. In addition, any games or personal devices which are inappropriate for the age of our children will be sent home.

BICYCLES

Foremarke provides a great deal of scope for cycling, both on and off road. Boarders are allowed bicycles at school throughout the year. Please ensure that bikes and helmets are clearly named. Helmets must be worn by children at all times when using a bicycle. For security, please supply a padlock. A copy key (or the combination number) should be supplied to the Houseparents.

SKATEBOARDS, ROLLER BLADES, SCOOTERS ETC.

All such equipment must be properly named, and provided with the appropriate safety equipment. Such equipment should be registered with the Houseparents on arrival at school and will be kept in the house when not in use.

TOYS AND AUDIO EQUIPMENT

Children are welcome to bring back inexpensive, durable toys and recreational equipment. Audio equipment may also be brought to school so long as it is kept within the house and used suitably! Ipods are allowed (for music only) but must be handed in at bedtimes.

LAPTOPS AND INTERNET ACCESS

There is no need for any child to bring a laptop to Foremarke. However, boarders who choose to bring a laptop will need to register it with their Houseparents so it can be locked away as with other items of electronic equipment every night. Games must be age appropriate and can only be played on at the designated times. All internet access must come through the school's internet provider Smoothwall. All devices must not use 3G or 4G. We ask all parents to turn this capability off their child(s) device.

HEALTH

Please ensure the School's medical record form, medical card and emergency consent form are returned before the start of term.

THE SCHOOL DOCTOR

It is normal for boarders to register with the School Doctor. This means that during the holidays the home doctor will treat your child as a 'temporary resident'. All new children are given a medical examination by the School Doctor shortly after joining us.

MEDICATION

Only medication prescribed by a doctor may be brought to school. These must be handed to the School Nurse, accompanied by a note from the parent. To prevent misuse, children are not allowed to have medicine in their possession (with the exception of some long term medications).

OFF GAMES

The School Nurse will put boarders "off games" if this is appropriate. Boarding parents should contact her, or Houseparents, if it is necessary for a returning boarder to be off games for a period of time.

ROUTINE CHECK UPS AND HAIR

Please make sure your child has regular dental and opticians check-ups during the school holidays. Pupils should return with a smart haircut, free from dyes, highlights and contrasts.

Please also check, so far as is possible, that your child returns to school "nit free".



USEFUL INFORMATION

MEALS AND SNACKS

Food is very important to all of us and particularly to growing children. There is always a careful line to be drawn between 'snacking' and eating a proper balanced meal and the catering staff together with the Boarding staff, who eat with the Boarders, are aware of this.

Boarders have breakfast, lunch and tea in the Dining Room each day. Fresh fruit is also available at mealtimes and in the boarding Houses in the evenings. There is a choice of food at meal times and vegetarian and special diets are catered for.

The weekly menu is available on the school website.

BIRTHDAY CAKES

Birthday cakes may be sent to school, or they can be ordered (home made) through the Houseparents with at least a week's notice. The cost will be charged to your bill.

BOARDERS' TUCK SHOP AND FOOD FROM HOME

Tuck shop is run twice during the week, on Wednesdays and Saturdays and is also available to Flexi-Boarders. The children choose their tuck from the boarding house tuck shop and the cost is added to the bill. If your child has a particular favourite then they can bring in small amounts of tuck to be stored in the tuck cupboard and accessed at the designated times. There should be no tuck kept in the boarders' bedders.

Foods containing nuts must not be brought into school.

CASH

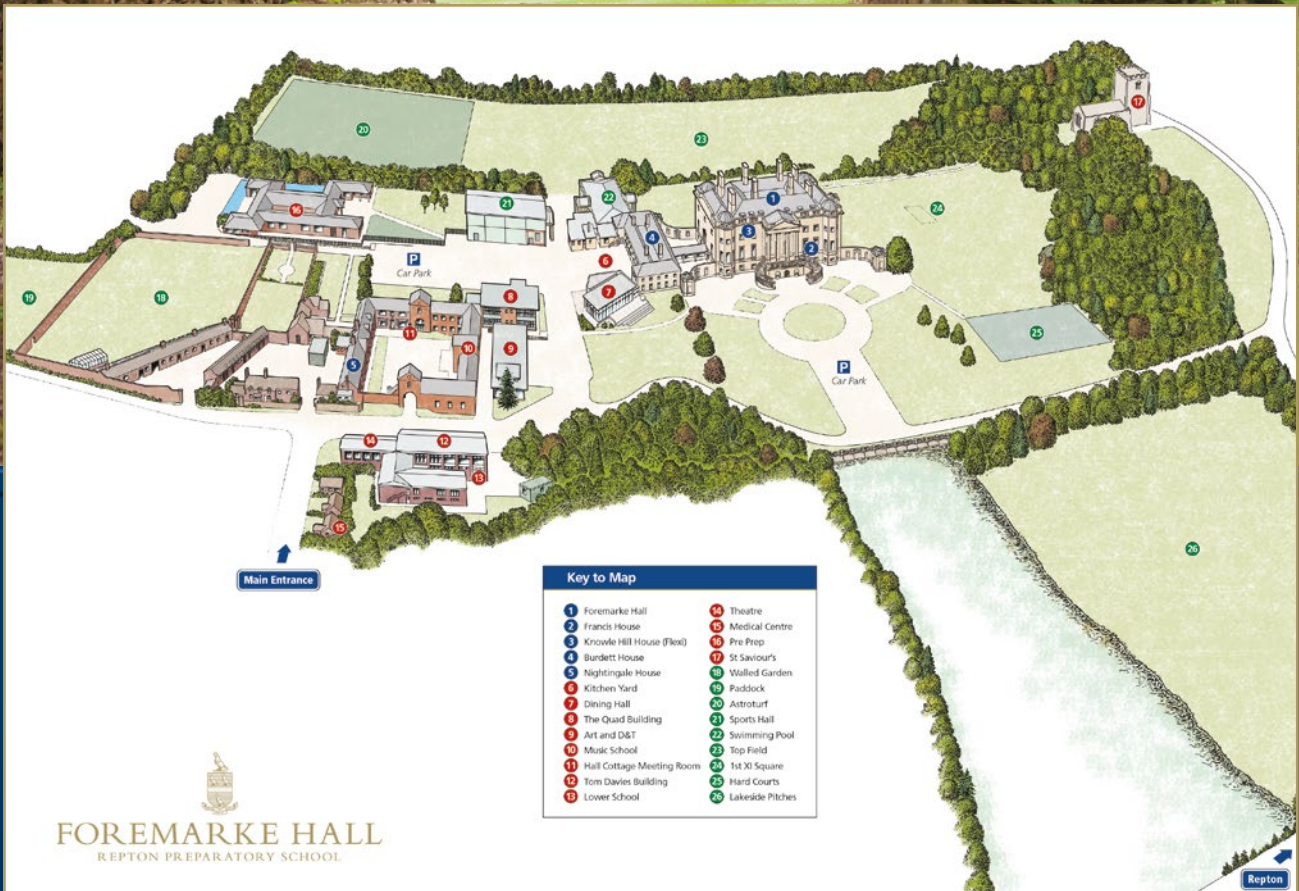
Your child should NOT be given any cash to bring to school. This is important, as cash is easily mislaid. Cash is not needed by boarders at any time.

EXPECTED BEHAVIOUR

During boarding time "school" sanctions will not be applied. Boarding staff will use their discretion to apply "home-style" sanctions to children if appropriate along the lines that if a child has taken something away from the sense of community then they should spend some time doing some good for the community.

Continuing or serious problems will, of course, be discussed with parents.

welcome to the Foremarke family!
#iloveboarding



CONTACT DETAILS

Head of Boarding	Mr M Casey	01283 707135	mcasey@foremarke.org.uk
Francis (boys)	Mr and Mrs E Saunders	01283 707110	esaunders@foremarke.org.uk
Burdett (boys)	Mr and Mrs G Kelly	01283 707146	gkelly@foremarke.org.uk
Nightingale (girls)	Mr & Mrs M Casey	01283 707135	rcasey@foremarke.org.uk
Knowle Hill (Flexi)	Mr & Mrs N Waldock	01283 707141	cwaldock@foremarke.org.uk

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www.foremarke.org.uk

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