

Boarders' Handbook 2024-2025



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Welcome to Boarding at Chase!



Welcome to Chase Grammar School. My name is Miss Stephanie Norton and I am Head of Boarding. I am really looking forward to meeting you and helping you enjoy your time in our Boarding Houses.

Miss S Norton

s.norton@chasegrammar.com

Staff Contacts

Parents are welcome to contact the relevant Boarding staff if they have any questions about their child's welfare:

Miss Norton	Head of Boarding	s.norton@chasegrammar.com
Mrs Roe	Deputy Head of Boarding	z.roe@chasegrammar.com
Miss Lymer Mrs Bradbury	Houseparents	s.lymer@chasegrammar.com l.bradbury@chasegrammar.com
Boarding Team	Boarding Team	boardingstaff@chasegrammar.com boarding@chasegrammar.com
Matron Team	Matron Team	boardingstaff@chasegrammar.com boarding@chasegrammar.com
Mrs Davis	Registrar	ld@chasegrammar.com
Miss Evans	Receptionist	info@chasegrammar.com reception@chasegrammar.com

Phone Numbers

Tylecote Boarding House:

+44 7365 224908

Parton Boarding House:

+44 7480 948080

Lee Boarding House:

+44 7397 034742

Who We Are

Miss Stephanie Norton - Head of Boarding

Mrs Zoe Roe – Deputy Head of Boarding

Mrs Maggie Bradbury – Houseparent

Miss Sarah Lymer – Houseparent

Miss Lily Johnson – Boarding Assistant

Miss Isabel McDermid – Boarding Assistant

Mr Nathan Walters – Boarding Assistant

Mr Keith Downes – Non-Residential Tutor

Who to talk to

All school pupils have the support of their Academic Mentor, Head of House, and boarders can also turn to the boarding staff or Head of Boarding with any concerns. The school also operates a pastoral Listening Service and has an Independent Person who can be contacted in confidence by any pupil.

Pastoral Listeners: safespace@chasegrammar.com

If you need to talk to someone



Chase Grammar
Pastoral
Listeners



Mrs L Moncada



Mrs J Venables



Mrs Clark



Miss Goodwin



Mrs Medley

Independent Person/Advocate

Mrs Karen Micklewright - +44 7957 351124

Mrs Karen Micklewright is the 'Independent Person/Advocate'. She is a person external to the school who students can contact for support and someone to talk to. This can be in person or over the phone. Mrs Micklewright can support students to make informed decisions and have their views heard. This can include providing important information, raising concerns on students' behalf and representing students' views, where necessary.

Children's Commissioner

Mrs Rachel De Souza

020 7783 8330

<https://www.childrenscommissioner.gov.uk/about-us/contact/>

Childline

0800 1111



Values

Unique to Chase Grammar School is our Chase Passport, which supports each student's personal development in nine key areas:

Collaboration, Creativity, Decision Making, Empathy, Global Citizenship, Integrity & Honesty, Leadership, Problem Solving, and Resilience.

These values are further promoted and recognised in boarding to ensure our students grow into well rounded individuals, who can lead and take responsibility for themselves and others within their community.

Students are rewarded with boarding points for demonstrating a unique Chase Passport value within boarding. These boarding points can be exchanged for certain additional privileges, to be decided by the boarding team. Furthermore, boarding points will also contribute towards the 'Boarder of the Year' award!



Expect to Achieve

1. Be proactive and participate

At the start of the day:

- Do I know what's on my timetable today? Do I have what I need for the day ahead?
- What am I looking forward to today?
- How am I going to make this day worthwhile for me and for other students?

During the day:

- What's coming up next? What do I need to make a note of to do later or this evening?
- "I will try my best".

At the end of the day:

- How am I going to enjoy some time off this evening?
- What do I need to do this evening to be prepared for tomorrow?

2. Extend and enrich yourself Outside

school:

- Which book are you going to read next? How are you developing your skills in a hobby?
- How are you challenging yourself to put in a bit extra for homework?
- What clubs would like to join?

At school:

- How are you going to do the challenge task in this lesson?
- What questions can you ask to go deeper and find out more?
- What enrichment clubs will you join in school?

3. Communicate clearly

- How are you learning to use a wider vocabulary every day?
- What are you reading which is helping you to use language more effectively?
- How are you using your words carefully in written work and when explaining things?
- How do you make sure that you learn new technical terms and use them precisely?

4. Be considerate and kind

- “Five-a-day”: Have you said five kind things today? Who to? How did you make them feel?
- Who did you notice today who seemed upset or looked like they felt left out? How could you behave in a considerate way towards them tomorrow?
- Did you do anything inconsiderate or unkind today? How can you try to stop this happening again?
- Have you offered to help any teachers/house staff?

5. Make the right choices

At school:

- You are here to study and learn. Are you choosing to learn and help others learn?
- It's good to have fun with friends at break times. Are you making sure you don't exclude people?

Technology:

- How are you using technology to help with your schoolwork?
- How do you limit your screen time in the evenings?

Outside school:

- It's good to have fun safely.
- What's good about how you use your leisure time?
- How do you ensure that you are always making the right choices about how you use your free time?



Accommodation

Boarding at Chase Grammar School consists of four boarding houses: Parton, Tylecote, Tolkien and Lee.

All rooms are furnished to a high standard and students are encouraged to personalise their rooms to create a home-from-home environment, where students feel safe and comfortable. All rooms contain study spaces, so students have a quiet space for schoolwork and research.

Students are expected to keep their rooms tidy and there is a dorm competition to reward the tidiest rooms. Students will need to open their curtains and make their bed each morning before going to school. Litter should be put in the bins provided and items should be recycled where possible.

'Dorm Prep', which takes place every Sunday evening, is the scheduled time for students to tidy their room and prepare for the coming week. Students are expected to empty their bins, tidy their room, vacuum their floor, complete any home learning tasks and prepare their uniform and bag for Monday. Staff will complete walk round checks and there will be rewards for the cleanest rooms.

Common Areas

Our boarding houses are equipped with a variety of common areas where students are encouraged to socialise at evenings and weekends. Students also enjoy preparing and sharing meals in our fully equipped kitchens.

Students are required to take care of the spaces throughout the boarding houses and tidy up after themselves.





Induction

New students complete a full induction when they join Chase Grammar School. During the induction, boarders will have the chance to tour the whole school and boarding houses, meet the key members of staff and receive their timetables.

They will also receive important boarding information, receive assistance in organising their school uniform and opening a UK bank account, should they wish to, as well as registration with the local GP surgery.

Arrival & Travel

Chase Grammar School provision for Boarders includes weekends and half term weeks in October, February and May. There are no Leave Weekends, but boarders are free to visit family and day students at the weekend, providing the offsite visits policy has been followed. This is sent separately to parents and boarders should speak to their Houseparent should they wish to see it.

Parents and guardians are requested to refer to the school's term dates, which are published on the website. Boarders should arrive and depart on the designated days and within the allowed departure and arrival times.

Half term travel and end of term travel arrangements must be completed at least two weeks before the intended travel date. Any boarder wishing to depart from school early or return late and therefore miss lessons must request permission from the Principal, Mrs Moira Simpson.

Boarders should return to school by 21:00 on Sunday evenings if they have been away for the weekend. When returning from holidays, students should arrive before 22:00, as the boarding houses are locked and alarmed at 22:30.

Upon arrival, boarders hand in passports, medication and pocket money to staff, for safe keeping.



Daily Routine

Week days	
7.15am	Wakeup
7.45am	Breakfast (including Morning roll call)
8.40am	School begins
4pm – 4.40pm	Prep/Study (Years 7 – 11) *
5.15pm	Dinner (optional on Friday but staff must be notified in advance)
6.30pm	Evening roll call
6.45-7.25pm	Prep (Years 7-11) *
6.45-7.45pm	Sixth Form prep in rooms
7.30pm	Activities
9pm – 10.30pm	Bedtime routines

Weekends	
10.30am	Wakeup
11.30am	Brunch
4.45pm	Evening roll call (Sundays only)
5pm	Dinner (optional on Saturday but staff must be notified in advance)
6.30pm	Dorm Prep (Sunday only)
9pm	Bedtime routines (9.30pm on Saturday)
10.30pm	6 th Form lights out (11pm on Saturday)

* Any boarding student who: is behind on home learning, on Amber or Red Report, has an A2L average below 3 or is underachieving in subjects will be expected to attend Prep to improve their grades and work.

Laundry & Hygiene

There is a school laundry service for all boarders twice per week and school uniform may also be washed on Saturdays. A named laundry basket is provided. Students take their dirty laundry to the laundry rooms in their named laundry basket, where it is washed, dried, and folded ready for collection. Clean laundry should be collected in the evening of laundry day. Students can provide their own detergent and/or fabric softener for their personal laundry, should they wish.

Students should have a shower or bath every day, as well as brush their teeth twice a day in the morning and before bed. Students should wear clean clothes and use the laundry service provided.

Activities

Boarders enjoy participating in the many after school activities which take place during the week, including sports, movie nights, arts and crafts, baking, board games, music, barbeques and many more! Boarders (Years 7 – 11 only) are requested to attend an activity on three days between Monday and Friday.

At the weekend, the boarding staff arrange a programme of activities and boarders sign up in advance to confirm their participation. Please note that trips and activities incur a charge which will be added to the school bill.

All boarders are welcome to attend as many trips as they would like. However, it is expected that Years 7-11 students will attend a minimum of three trips of their choosing per term (one per each half term and one during the half term holidays).

Students should contact their Houseparent should they be interested in taking part in external clubs.

Past trips have included Oxford, Cambridge, Manchester, Liverpool, Go Karting, Paintball, Canal Boating, Shooting Range, Indoor Skiing, Escape Rooms and Alton Towers.



Leaving Site

Chase Grammar School is a secure site and there are opportunities to visit the local town after school and at weekends, with parental permission. Students in Years 7-9 are accompanied by staff.

Students aged 16 years and older, with parental permission in writing and permission from Mrs Norton, may visit Birmingham after brunch on Saturday. Students must call their Houseparent every two hours to check in and must be back at school in time for roll call. Year 13 students who wish to travel to Birmingham to complete IELTS during school time require written parental permission and permission from Mrs Simpson.

Students can go offsite during the following times:

Monday, Wednesday and Thursday

5.30pm – 6.30pm

Tuesday

5:30pm-6:30pm (Years 10 and 11)

5:30pm-9pm (6th form students)

Friday

5pm – 7.30pm (9pm for 6th form students)

Saturday

12pm – 7pm (9pm for 6th form students)

Sunday

12pm – 4.45pm

All offsite visits require parental permission, and the final decision will ultimately be made by boarding staff, subject to boarders meeting behavioural and academic expectations, as well as ensuring they return at the correct times and sign out & in.

Please note that students will need to provide their mobile phone number in order to be allowed offsite. This ensures that students can contact staff should the need arise and vice versa.

In order to ensure students' safety and wellbeing, please note that students will face consequences for failing to adhere to the offsite timings and rules.

Roll Call

Roll calls are compulsory. They are held in the boarding houses' common rooms and are a good chance to meet and catch up with news and notices. Please refer to the

Daily Routine page for timings.





Safety & Emergency Information

Fire Drills

The following is the emergency evacuation procedures for the boarding area. This procedure is to be followed during boarding time. At all other times, follow the school procedure.

When Fire Alarm Sounds:

- Exit the building immediately by the nearest fire exit.
 - DO NOT collect personal belongings, do not spend time getting dressed, evacuate immediately.
 - If possible, and safe, please close all doors and windows behind you.
 - If there is lots of smoke, get low and crawl ○ DO NOT attempt to fight the fire
- Meet at the fire Assembly Point (see Fire Evacuation Map) nearest your House.

- Line up silently in alphabetical order and wait for the register to be taken.
- Wait until you get further instructions from your duty House staff.

On discovering a fire:

- Raise the alarm immediately.
 - Press the Fire Alarm button (right)
 - Shout 'Fire Fire Fire' as loud as you can.
 - Call a member of staff
- If safe to do so, attempt to extinguish the fire using a fire extinguisher.
- Evacuate following the procedure above.

**If the fire alarm sounds during the school day:**

- Evacuate the building immediately.
- Proceed to the fire assembly point for your year group (see Fire Evacuation Map).
- Line up in your Academic Mentor Group silently in alphabetical order.
- Wait for the register to be taken. Wait for further instructions from staff.

Fire Evacuation Map



Security

Boarding house alarms are activated every night at 10.15pm and deactivated the following morning at 7.15am on weekdays and 8.30am on weekends.

Students are required to keep their bedroom door locked when they are not in it. Please note Chase Grammar School cannot be held responsible for possessions if brought into school or the Boarding Houses.

Overnight

Emergencies

There is always a staff member on duty overnight who students can contact in an emergency if they need assistance. Students should use the walkie talkie provided in their house to contact the staff member on duty.



Food

The food at Chase Grammar School is excellent, with all dietary requirements catered for.

Boarders all attend breakfast daily, which is a great way to start the day. There is always a range of cooked breakfast items, including traditional British and more international provisions. Students can also have toast, cereal, yoghurt and fruit at breakfast. *

Dinner is compulsory Sunday - Thursday and provides a wide range of traditional British and international cuisines. Dinner is served at 5.15pm on weekdays and 5pm on weekends. Boarders have an input into the menus via their House student voice opportunities, and suggestions are always welcomed.

Friday and Saturday evening meals are optional, as boarders are permitted to cook/get their own meals. Boarders should inform the boarding staff in advance during Tuesday roll call, whether they wish to take dinner on Friday/Saturday that week.

Please note that the option for students to have takeaways or cook for themselves on Friday & Saturdays is a privilege and this can be lost should students not follow behavioural/academic expectations.

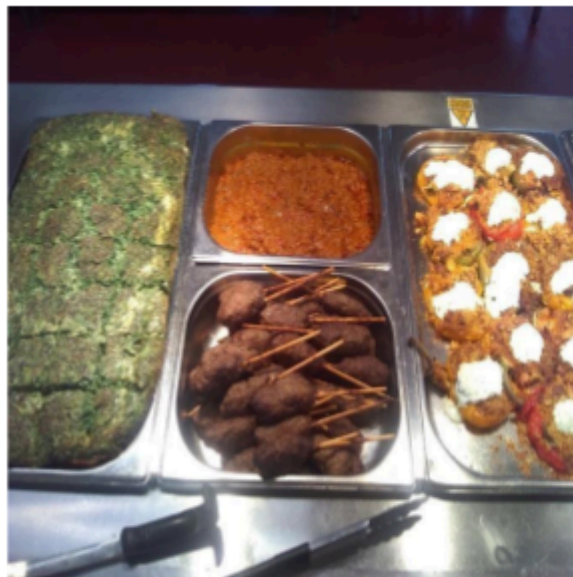
Throughout the year, we celebrate various national and cultural festivals, such as MidAutumn Festival, Nowruz, Lunar New Year, Diwali and Eid. If students have a particular festival they would like to share with the boarding community, they should inform the boarding team and this will be accommodated if possible.

Snacks

A limited complimentary supply of fruit, bread and milk are available in house kitchens weekly. There is a supermarket next door if students wish to buy more for themselves. All snacks must be stored in the kitchen and appropriately labelled with the student's name and date opened. Please note that food is not permitted in bedrooms and snacks are not to be consumed until after main meals. Students should ensure their snack consumption is appropriate and take responsibility for ensuring out of date food is disposed of.

Drinks

Additional drinks may be purchased from the supermarket in sensible quantities. They should not be consumed at mealtimes, except dinner on Friday or Saturday evening. Alcohol and energy drinks are not permitted. Please note this includes for cooking purposes.



Pocket Money

We advise all students to open a UK bank account. Any students who do not should hand their pocket money into boarding staff. Please note Chase Grammar School cannot be responsible for any pocket money that is not handed into staff.

Guardians

It is a requirement that all boarders are assigned a UK educational Guardian who will be available to collect the student in the event of an emergency or request by the school.

Students' guardians are welcome to contact the school at any time. Students are encouraged to contact them if they feel they have a concern that is not being listened to.

Electronic Devices

We look after all electronic devices for students in Years 7-11P overnight, to ensure they get a good night's sleep. 6th Form students can keep their devices overnight, as long as they are using them responsibly. At the start of each term, all students should declare all electronic devices they have in their possession. Any new electronic devices should also be declared to boarding staff. Boarders should ensure they have a maximum of one of each type of electronic device. Specifically, this means one phone, one iPad, one laptop and so forth.

Students should use their school email account and password to connect to the Wi-Fi and communicate with staff via this email. The Network is: **CGS_Student_Ent**

Students must follow the school's Acceptable Use Policy during the school day and during boarding time. They should expect to be told to hand their phone in if they don't follow the policy.



Expectations

The following boarding house expectations supplement the school rules and are designed to support and protect the boarding community.

Every boarder is expected to:

- be polite and courteous to other boarders, schoolmates and to all members of staff.
- be tolerant of others and to respect the feelings of others.
- be aware of the impact of unkind words and actions, and be kind to all others.
- understand that bullying is a very serious offence and is not tolerated at Chase Grammar School.
- use English at all times during the school day and whenever in common areas during boarding time.
- be clean and smartly dressed at all times.
- When attending school, wear the correct uniform and have the correct equipment.
- be out of bed on time in the morning and in bed on time at night.
- respect the need for silence in the House after lights out.
- be on time for meals, roll-calls, lessons, activities and appointments.
- take pride in the boarding houses, accepting responsibility for keeping them clean and tidy.
- welcome visitors and look after guests.
- report any damage or theft to boarding staff immediately.
- clear away, wipe surfaces and not allow food to block the sink when using the kitchen.
- hand your valuables to staff for safekeeping.
- lock your door when not in your room.
- play music quietly, but preferably using headphones.
- sign in and out when leaving the school premises.
- ensure that relationships between students follow the respectful relationships policy and are open and inclusive.
- participate in everything to the best of your ability.

Hair should be smart, of a natural colour, and not styled to be 'attention grabbing'. Hair dye should not be used within the boarding buildings as it may stain carpets or other school fittings. Single stud earrings are permitted, as is subtle make up and neutral coloured nail varnishes (6th Form only).

Consequences

If the boarding house rules are disobeyed, appropriate consequences will be applied and recorded on the sanction log.

The following are some examples of when low level consequences would be applied:

- failing to hand in electronic devices on time or keeping extra devices from staff.
- absence from meals/roll calls without prior permission from a Houseparent.
- late for school, prep, meals/roll calls, etc. Boarders must hand in their devices if they are late three times within a single week.
- going into other boarders' bedrooms.
- absence from supervised prep.

Low level consequences include:

- devices confiscated.
- early bedtime.
- gating.
- boarding report card.
- missing out on activities/trips.

Please note that the consequence/s applied will be tailored and proportionate to the incident. Repeated and persistent low-level offences will be escalated to more serious consequences, mirroring the schools' 'Behave to Achieve' guidelines.

Behaviour to Achieve

We expect high standards of behaviour at all times as shared in the Expect to Achieve guidelines and we will talk to you if you need to change your behaviour, as the following table makes clear:

Stage	Lessons	Out of lesson time
Level 1	The teacher will speak to student (Behaviour Note recorded if necessary)	The teacher will speak to student (Behaviour Note recorded if necessary)
Level 2	Repeated behaviour leads to a Teacher Meeting – (which is recorded on Schoolpod - minimum of 10 minutes / maximum of 20 minutes)	Repeated behaviour leads to a Teacher Meeting with either the member of staff or Mentor if appropriate – (which is recorded on Schoolpod - minimum of 10 minutes / maximum of 20 minutes)
Level 3	Continued repeated behaviour leads a HOF Meeting – minimum of 15 minutes/maximum of 25 minutes	Continued repeated behaviour leads a HOH Meeting – minimum of 15 minutes /maximum of 25 minutes

Level 4	HOF / HOH discuss student with SLT at <i>Student ongoing Support</i> meeting
Level 5	Students will be placed on appropriate behaviour intervention <ul style="list-style-type: none"> · Green Support Card · Blue Support Card · Amber or Red Report · Student Behaviour Contract (as agreed with Parents and Principal)

For more serious incidents, students may be immediately escalated to Level 1, 2 or 3, and this may include, in very serious situations immediate exclusion.

Boarders should be aware that the following behaviour can result in very serious consequences

- leaving the school site without permission and/or without signing out.
- drinking or being in possession of alcohol, which includes for the use of cooking.
- bullying or violence towards another student or member of staff.
- purchasing, storing or smoking tobacco/nicotine in any form, including vaping.
- possessing, obtaining, storing, supplying or using any illegal drugs.
- viewing or attempting to view pornographic or other offensive material.
- being in possession of a knife or any other dangerous implement.



- allowing a member of the opposite sex into or being in the bedroom of the opposite sex.
- engaging in physical or sexual relationships.
- gambling.
- rudeness towards staff and failing to follow staff instructions.

Report Cards

Occasionally students need more support with academic work and behavioural expectations. In these cases, we have a system of Report Cards to provide targeted support for our students.

During School

Blue (Years 9-13) or **Green** (Years 7-8) - This is a supportive report card, designed to help you focus on a few specific areas, and to gather a more detailed picture of your daily progress. You will set targets to improve your academic performance. **Amber** - This is a more serious report and is only used if we do not think you have responded sufficiently well to advice. You will be set clear targets. You will then meet daily with your Academic Mentor to discuss your progress.

Red - This is used if you fail to meet your Amber targets. You will meet with a member of the Senior Leadership Team for a final target setting and daily mentoring. If you fail to meet these targets, you may be excluded from school.

During Boarding

Amber - This is used if we do not think you have responded sufficiently well to advice. You will be set clear targets. You will then meet daily with your Houseparent to discuss your progress.

Red - This is used if you fail to meet your Amber targets. You will meet with the Head of Boarding for a final target setting and daily mentoring. If you fail to meet these targets, you may be excluded from school.

Prohibited Items

For the safety of all members of the school community, the following items are **prohibited** on site:

- nuts - we are a nut free school. Any items found containing nuts will be removed and disposed of.
- chewing gum.
- electric blankets, electric heaters and fans.
- tobacco products, vaping equipment, drugs and alcohol.
- energy drinks
- candles and lighters/matches.
- cooking appliances (kettles, coffee machines, rice cookers, induction hobs, fridges).
- sharp bladed items e.g. stanley knives, craft knives.
- medication (all medication must be declared and handed into Boarding Staff for review and must be in English).

Student Voice

Student voice is an important aspect of boarding at Chase Grammar School and because we are a small school we stay in touch with how boarders are feeling. Some boarding students are student leaders and organise groups to provide feedback on such things as catering, trips and recycling. Boarders can also be part of the student council.

Houseparents will hold regular 'Student Voice' meetings with the whole house community, during which all boarders are welcome to provide feedback on what has been going well and what might need improvements.

Once a term, all boarders are invited to complete a comprehensive survey of the boarding provision. This is an anonymous survey, but House staff will follow up with any boarder who wishes to discuss their opinions further.

Additionally, all members of the leadership team, including Miss Norton and Mrs Simpson are available for students to talk to.

A further method involves an anonymous online 'Suggestion/Listening Box'. By scanning a QR code displayed in multiple locations in the boarding houses, with a smartphone, boarders can fill in an online form. Students should leave their name if they would like the Head of Boarding to respond to them. Otherwise, it is completely anonymous.



Complaints

It is important that students inform boarding staff if there is something they are not happy about. Students will not be penalised for raising a complaint in good faith. Complaints will be recorded and investigated. After this, boarding staff will follow up with the student who has made a complaint and explain the outcome and next steps.

Visitors

During school office hours, any visitors (including Parents and Guardians) must sign the visitor's book at Reception and wear a visitor's identity badge. Outside of school office hours when Reception is closed, visitors must wait to be collected by boarding staff. If it is necessary for the visitor to enter the boarding houses, then they will be escorted by boarding staff.



Postal Address

Chase Grammar School
Convent Close
Cannock
Staffordshire



CHASE
GRAMMAR SCHOOL

WS11 OUR