



Scarborough College

Boarding Handbook

2010 - 2011

Welcome to Scarborough College Boarding Houses: Denys Crews, Weaponness and Willersley

Welcome ! Bienvenue ! Valkommen ! Willkommen ! ¡Bienvenido !

We are very aware of how nervous you may be feeling. We are looking forward to helping you settle in happily and quickly. This document is to help you become familiar with some points about your new school and the boarding houses where you will be living.

You will live in either Denys Crews (boys), Weaponness (boys & upper sixth form girls) or Willersley (girls). Each is a detached house set in its own grounds, just a short walk from the Scarborough College main site.

Mr John Precious is the resident **Housemaster** in charge of **Denys Crews House**.

Mr Ian Williams and Mrs Anne Williams are the resident **Housemaster and Housemistress** in charge of **Weaponness House**.

Ms Denise Martin is the resident **Housemistress** in charge of **Willersley House**.

To begin with, these will be the people to whom you turn if you need anything. You will find that the resident staff have evenings off from time to time, in which case, his or her assistants take over.

At Denys Crews House you will also meet **Mrs Janet Thomas** and **Mr Michael Price-Stephens**.

At Weaponness you will also meet **Mr and Mrs Frank Hopkins, Mr Philip Wilson** and **Miss Heather Ramsay**.

At Willersley you will meet **Frau Brock** and **Mrs Lesley Naylor**.

CONTACT WITH HOUSE STAFF

Parents and guardians are encouraged to contact the Housemaster or Housemistress without delay if they are anxious or concerned about any aspect of your welfare. They can be contacted during the evenings and weekends on the numbers listed at the back of this booklet.

OTHER PUPILS AND YOU

Denys Crews, Weaponness and Willersley are small friendly places, where we all know each other. We like to run the house on family lines. There may be disagreements, just as there are at home, but we expect these to be sorted out in a civilised manner. You will receive a copy of Scarborough College Rules and Responsibilities and these operate at all times whether at school or at the boarding houses.

We encourage pupils to speak to staff about any problems that they are experiencing, or that they have become aware of in connection with other pupils. You can speak to anyone you like about this in the full knowledge that something will be done. If you have any concerns, problems or complaints there is information at the back of this booklet which will help explain what you must do and where you can go for help.

ABSENCE FROM THE HOUSE

If you wish to be absent from the house overnight you must ensure that the correct form is completed by your parents / guardians. If you wish to stay overnight or for the weekend with people other than your parents / guardians then you should ensure that both your hosts and parents / guardians have completed the appropriate forms.

All requests for absence from the house must be completed and returned to the housemaster / housemistress by the preceding Thursday evening.

Forms can be e-mailed or faxed to those requiring them, or can be found on the College website www.scarboroughcollege.co.uk under the 'Boarding' section, and a supply is also available from the house staff. Forms may be returned via the website, or by fax / e-mail / post, or in person. These arrangements allow us to safeguard the welfare of all boarding students. Pre signed forms cannot be accepted under any circumstance.

ACTIVITIES

Trips and activities are arranged at weekends, but you will still have plenty of free time to use constructively. A list of activities will be posted in each house. If you wish to take part in activities you should sign up at the start of each half term. No charge is made for weekend activities and students are expected to do a minimum of two activities each half term, although most do significantly more than this.

BEHAVIOUR/DISCIPLINE

Rules and guidelines are kept to a minimum within the Boarding Houses, but usual school rules do apply at all times. It is particularly important when living with others that you have respect for students, their belongings and when necessary, their privacy. It is important that you have respect for and treat the House, its furniture and grounds with all due care and attention. If anything is damaged or broken then you should report it to a member of house staff immediately.

A number of duties are allocated to students on a weekly basis in order to ensure the smooth running of the House and you are expected to carry these out sensibly.

If you break any of the rules and guidelines then a number of sanctions may be taken which may include the temporary withdrawal of privileges within the House. More serious breaches of discipline may involve the Head of Boarding or the Headmistress. In the event of a serious breach of discipline or anti-social behaviour parents will also be contacted.

COMPUTER PROVISION

Computers are provided for you to use with E-mail and Internet access. It is essential that these facilities are used responsibly and that only age appropriate web sites and software are accessed. The house networks are fitted with monitoring software to prevent you from accessing inappropriate sites. All houses are equipped with a wireless internet service. If you decide to bring your own laptop computers may you may them installed onto this service free of charge. You are permitted to access the internet subject to the College internet policy. Computers are only to be used for work during prep time and they may not be used after lights out. If you abuse these simple rules you will have your computer privileges removed for a period. Laptops being used inappropriately will also be confiscated for a period of time.

EARLY LEAVE/LATE RETURN

It is expected that all boarding students, including overseas students, will keep to the term dates. If, for some exceptional reason, you have to leave before the end of a term or to return to school late then **the Headmaster's permission must be sought in writing.** Term dates are published at least a year in advance, and can be found in the College calendar and on the website. Please keep such requests to an absolute minimum and to exceptional circumstances.

Transport to and from the airport is included in the overseas boarding fee, but this will not be provided free of charge for students who leave before the end of term, or return after term has started.

ELECTRICAL EQUIPMENT

If electrical equipment is brought to the Boarding Houses then it must have the relevant up-to-date safety checks (PAT test certificate or a means of proof that the appliance is less than 12 months old.) If the relevant documentation cannot be presented to the Housemaster / Mistress then a Portable Appliance Test will be arranged.

Unsuitable electrical equipment will be confiscated and returned to parents.

You are not allowed to bring Kettles / Rice Cookers / Fridges / Televisions or other high rated electrical items.

We recognise that you may want to bring possessions which you would normally have around you at home and this is perfectly acceptable as long as they are used sensibly, at the appropriate times and do not impose on any other students' privacy. All personal items must be named.

FILEY ROAD

If you are resident at Denys Crews House, or are visiting this house, you **must** use one of the two designated crossing points on the road. Under no circumstances must you be tempted to cross at other points on this busy road.

FOOD

Most special diets can be catered for but advance notice is required in writing to the catering manager. Food is also available in the houses in the evenings and at weekends.

GUARDIANS

Scarborough College requires all boarding students who reside outside the European Union to have a UK-based guardian who is an adult over the age of 25, prepared to undertake the following responsibilities:

- 1) Responsibility for the student for all holiday periods, half-term breaks and other occasions that may be necessary. Suitable accommodation must be arranged or approved by the guardian, and Scarborough College must be informed of the arrangements made (see Note 1).
- 2) Authorising or making necessary travel arrangements (tickets, visas, etc.) in conjunction with the Boarding Administrator.
- 3) Providing a point of contact for Scarborough College for the discussion of matters concerning general welfare or academic progress of the students and perhaps helping communication between Scarborough College and parents if there is a language barrier.

- 4) Arranging accommodation for students in emergencies (e.g. Suspension or expulsion as a result of a severe infringement of Scarborough College rules).
- 5) Acting for parents in granting permission for :
 - Urgent medical treatment
 - Overnight stays away from the boarding house
 - Activities involving risk
 - Items of large expense, such as additional lessons, extra activities etc. all of which will be added to the termly account.
 - Making additional pocket money or travel money available if required.

Guardians are appointed by parents, not by Scarborough College. Often they are friends or relations of the student's family. Sometimes they are professional guardians recommended by agencies who have accepted the guidelines set out by Scarborough College. If required, Scarborough College can put parents in touch with guardian agencies, but cannot accept responsibility for the conduct of any particular agency.

Guardians must inform the College if they are away from their usual address for any length of time and inform the College how they may be contacted in an emergency.

Guardians should ensure that they register, as necessary, with their local Social Services and Police Station as required under the Children Act 1989. They should also hold appropriate insurance and third party liability cover.

Notes:

1. *Accommodation during holiday periods must comply with the Scarborough College standards. There must be adequate adult supervision at all times.*
2. *It is very important that students should attend from the first night of term, right through to the last day. The College provides an intensive programme of tuition, which is undermined by late arrival or early departure.*

INTERNATIONAL STUDENTS

Welcome to England and to Scarborough College. We hope your stay here is an enjoyable and successful one.

This may well be your first visit to England and so at first everything will feel very strange. Do not worry because you will very quickly get to know your way around. You must try to mix and join in with all the other students as much as possible and in particular you must try and speak English whenever you can, not just with the English students but also amongst yourselves. It is particularly important to speak in English when other students or staff are in the same area as you.

One way of improving your vocabulary is to watch the news regularly on the television and to keep up to date with current affairs in England and the rest of the world through the daily newspapers, which you will find in the Boarding Houses and in the library at the College. In this way your English will improve very quickly.

Scarborough is an old fishing town with a famous castle on the top of the cliff and is today one of England's major seaside holiday resorts. Scarborough is close to other old and famous towns and cities such as York and Leeds. You should try during your time in England to find out as much as you can about its history and culture by taking advantage of any opportunities that are offered to you.

At school you will be assigned a 'tutor' and a 'tutor group'. The 'tutor group' is a group of pupils in the same year as you who meet together at 8.45am for morning registration and again in the afternoon at 1.50pm (Mon & Fri) and 2.10pm (Tues, Wed & Thurs). With this group you will sometimes discuss moral and social issues and the tutor in charge will look after your academic and personal development. During the school day if you have any problems or worries your tutor is the first person to contact.

Those who need help with Speaking English will be introduced to the Staff who are in charge of TESOL (Teaching

English to Speakers of Other Languages)

Additional items you must bring:

- Electronic translator (for use in lessons but not exams).
- Dictionary in book form, which you may take into exams.
- You will also find it very useful to have a personal laptop, but this is not essential.

INSURANCE

Whilst the College will take every reasonable care, it is not possible for the Governors to assume liability in case of loss of or damage to personal possessions of students.

Parents are strongly advised to take out their own insurance to cover items of value, which may be brought to College by students. Please keep a record of the type, manufacturer and serial number of all valuable items so that a full description is available in cases of loss.

LAUNDRY and DOMESTIC ARRANGEMENTS

You will be issued with a set of laundry bags and these should be filled and put out on the days named below. Parents / Guardians should ensure that all clothes and bedding are named. Unnamed clothes cannot be returned to the correct student.

Denys Crews House

Laundry is to be put out on a Wednesday morning and returned on a Friday evening.

Weaponness House

Laundry is arranged individually with the students.

Willersley House

Laundry is to be put out on Monday morning, to be returned on Wednesday evening.

All bed linen should be changed on Sunday evening each week.

Facilities for occasional washing and drying of clothes at other times are available in each of the houses and you should liaise with House staff to arrange this.

If you are a weekly boarder you are expected to return to school after the weekend with freshly laundered uniform.

Dry cleaning can be arranged on an individual basis and parents / guardians will be billed accordingly.

All clothing / bedding etc. is to be clearly marked. We cannot accept responsibility for any damage, which may occur to items requiring special attention, unless these have been brought to our immediate notice.

MEDICAL MATTERS

If you have a routine medical problem you should attend the Medical Centre at College, during the day, i.e. 8.30am – 5.30pm. If you are feeling unwell outside these times you should go to your Housemaster or Housemistress for advice and they will contact the Health Care Practitioner (HCP) if required.

The Health Care Practitioner will provide medical cover for the whole school. She will organise doctors'

appointments for you when required. On entry to Scarborough College you will be registered with the School Doctor, who is a partner in a local G.P. practice.

Each house has an accident book into which details of any accident that happens at the boarding house are recorded.

MEDICATION

You must hand in all medication, both prescribed medicines and those available across the counter, to House staff and they will pass them on to the HCP so that administration can be strictly controlled. In some circumstances, the HCP may give medication to the House staff to give to you in an evening, for example.

You must not keep any medication in your own rooms. The only exception to this is those medicines that need to be carried on your person e.g. inhalers.

A written record is kept of all medication issued to students.

PACKING LIST - WHAT YOU WILL NEED

ALL ITEMS OF CLOTHING/VALUE SHOULD BE PROPERLY NAMED

- 1) Duvet plus two covers (Simple duvets can be purchased from the College by arrangement with the House staff)
- 2) Two bottom sheets
- 3) Two pillow cases
- 4) Two bath/shower towels
- 5) One hand towel
- 6) Dressing gown
- 7) Slippers/indoor shoes
- 8) Two sets of nightwear
- 9) Wash bag containing: flannel, toothbrush, toothpaste, soap, shower gel, shampoo etc.
- 10) Shoe cleaning kit
- 11) Underwear – sufficient to last for 7 days
- 12) School uniform – sufficient to allow for a wash cycle of 4 days
- 13) Casual clothes/shoes (it is advisable to have smart casual for theatre trips etc., as well as jeans/sweat tops etc.)
- 14) Outdoor coat/jacket suitable for particular season
- 15) Small/medium padlock with at least two keys
- 16) Torch and batteries

The above list is essentials only. You may wish to bring more personal items eg. your own pillow, hot water bottle, bedside rug, walkman, alarm clock etc.

There is a kitchen available in each house where drinks and light snacks can be prepared (tea, coffee, squash and snack ingredients are usually available).

POCKET MONEY

The school will administer pocket money on your behalf. Cheques should be made payable to 'Scarborough College'. The Housemaster and Housemistress will happily advise on the appropriate amount for pupils in different year groups. Pocket money will then be given out on a weekly basis after College on a Friday. Senior students are advised to open bank accounts in Scarborough Town Centre. Overseas students should see the

Boarding Administrator for advice on how best to go about this. A cash machine is available at the local shop situated about five minutes walk from the boarding houses.

PREP

On Sunday – Thursday there is a prep session each evening to enable you to complete work set by staff at the College and to prepare for lessons, tests and examinations. Students in year 9 will work under the supervision of the duty member of staff. Students in years 10 to Sixth form may work in their study bedrooms. Any student found not to be using this time constructively will have to work under the supervision of the duty member of staff.

At the end of the prep session, the duty member of staff will ask to see the work that has been completed along with prep diaries, which will be signed upon satisfactory completion of the work.

During prep sessions, music may be listened to but students are asked to use headphones so as not to disturb others. Online chat facilities, such as MSN, and games are strictly prohibited during prep. Mobile telephones may not be used during the prep period and students found using them will have them confiscated for a period of time.

Parents and Guardians are respectfully asked not to telephone students during prep sessions. (6.15pm – 8.00pm)

SECURITY

Each of the houses is equipped with CCTV and an intruder alarm. These facilities are there to ensure the safety of students in our care. If Boarders see anyone in the house who they do not recognise they should inform a member of staff immediately.

Termly fire practices are arranged in each of the houses. In the case of a fire alarm being sounded you should leave the house quickly and quietly via the appropriate fire exit. House staff will go through the fire procedure for your house with you at the start of each year.

SHOPS

Weekdays

Students in Years 9 and 10 may visit the shops at Ramshill between the end of school and 5.15pm, and during light nights between 8pm and 8.30pm, but must be in groups of 3 or more. Students in Year 11 and the Sixth Form may visit the shops at Ramshill between the end of school and 5.15pm and between 8pm and 9pm, but should be in groups of 2 or more. In all cases you must seek permission from the duty member of staff and sign out from the house.

Only in exceptional circumstances may you visit the town centre during the week. You should arrange to go after College and must ensure that you are back in time for dinner at 5.30pm. You must seek permission from the duty member of staff and sign out from the house.

Weekends

You may visit the shops in Ramshill and Scarborough Town Centre. Students in years 9 and 10 must be in groups of 3 or more and students in Year 11 and the sixth form should be in a group of 2 or more. You must seek permission from the duty member of staff, giving them an approximate time of return and a mobile telephone contact numbers. You should then sign out from the house. You are reminded that only in exceptional circumstances may you miss lunch at College to visit Scarborough Town Centre.

STUDENTS' CARS

You may keep cars at school during term time with the permission of your housemaster / housemistress.

Parents / Guardians are asked to write to the housemaster / housemistress to ask for permission for their son / daughter to keep a car at school. A copy of the insurance details, MOT and Tax disc for the car, and the students' driving licence, should be forwarded with this letter.

Subject to the approval of the housemaster / housemistress you may then keep their car at the college. **Cars are only to be used to go from and to home at weekends and you may not use them at any other time.** Car keys are to be handed to the housemaster / housemistress on arrival at the house.

All student cars must be kept in the designated sixth form parking spaces at the College as there is insufficient room at the boarding houses for students to park cars. Parents should ensure that insurance companies are aware that cars will be parked on an unsupervised car park at night.

On no account will you be allowed to transport other students unless written permission has been received in advance from **both** your parents **and** your passengers' parents. **Permission must be obtained in advance from House staff before any journey is made by car.**

TELEPHONES

Weaponness and Willersley have a coin-operated telephone (use 50p, 20p, 10p) for outgoing calls and you can receive incoming calls (including international ones). Please refer to the students' (pay phone) telephone number listed at the back of this booklet.

Denys Crews House has a direct dial telephone in each of the student rooms. Students in this house are billed at the end of each term for calls made.

If you have a mobile phone please make sure that you give the number to your Housemaster/Mistress so that you can be contacted at all times. Mobile phones are not to be used during prep time or after lights out. If you are found using your phone during this time you will have them confiscated for a period of time.

Cameras and camera phones must not be used to take photographs without the permission of the person / persons being photographed. You must not use your phone or other equipment to take inappropriate images. If you receive any texts or calls which upset you, don't reply but keep the text and inform a member of staff as soon as possible.

Parents and Guardians are respectfully asked not to telephone students during the published prep times or after lights out.

TELEVISIONS

Televisions connected to a satellite service are provided in each of the houses along with DVD systems. You are therefore not allowed to have televisions in your own rooms.

TRAVEL ARRANGEMENTS

When coming to school at the **beginning of a new school year** you should aim to arrive between **10am** and **8.00pm**. If you know that you will be arriving outside these times you must let the House staff know well in advance so that special arrangements can be made.

At all other times, beginning of term, end of half-term breaks, you should aim to return to houses between 6.00pm and 8.00pm. Boarding Houses will not normally be open before these times. Earlier arrival times should be arranged with the House Staff concerned.

The half term / end of term arrangements form must be completed by Parents / Guardians and returned to House staff at least two weeks before the end of each term / half term.

The Boarding Administrator will organise all travel arrangements for students needing to go via train or air. Transfers to Manchester and Leeds Bradford airports are arranged for students and details will be given directly to you. It is essential that if you require this service you should hand your travel requests in to the Boarding Administrator at least two weeks before the required travel date.

Transport to and from the airport is included in the overseas boarding fee, but this will not be provided free of charge for students who leave before the end of term, or return after term has started. This will also not be provided free of charge if the travel request is submitted after the deadline.

UNIFORM

School uniform – Parents of new pupils receive separate lists giving details of the uniform requirements.

ALL ITEMS OF UNIFORM MUST BE CLEARLY NAMED.

VALUABLES

Do not carry too much money around with you and you must not leave money and other valuables or locker keys lying around. You should keep all your valuables locked away in your lockers for safekeeping. If you have travel documents, passports etc. the Housemaster/Mistress will be pleased to look after them for you. We cannot be responsible for any losses of money or valuables if they have not been securely locked.

VISITORS

Day students and guests are allowed and will be welcomed into the Boarding Houses, but contact must be made with House staff on their arrival. For the most part visitors will only be allowed into the House social areas. Visitors are not allowed during prep times.

Under no circumstances may visitors of the opposite sex visit bedrooms. If anyone is caught breaking this rule it will be treated extremely seriously.

If you wish to invite day students to stay overnight in the houses this can be arranged through the Housemaster / Mistress.

Parents and Guardians are very welcome to visit the house at any time but are asked not to disturb the prep sessions.

WEEKENDS

With House staff permission you are allowed to visit certain areas of the town (House staff will advise on this), you must remember to sign out. At all times the area of the sea-front close to the amusement arcades is out of bounds to all boarding students. Students in Year 9 and 10 must visit in groups of no fewer than three.

Boarders in the Sixth Form are allowed into town on Friday and Saturday evenings but only by prior arrangement with house duty staff and with parental permission, which must be submitted in writing by the Thursday evening.

Upper Sixth boarders, who have received parental permission to do so, may visit a pub in Scarborough on a Friday or Saturday night with the consent of house staff. Students aged 18 and over may consume alcohol - but only in moderation. Anyone under the age of 18 must not consume alcohol as this is against the law. A breathalyser is held by the College staff and any student thought to have been in breach of these rules may be tested. Failing to keep to these rules will result in a loss of privileges for a period of time.

No boarder should ever be unaccompanied or return to the House on their own from the College / town. Duty staff should be aware of travel arrangements for the return to the House. Any taxis should be booked through the House staff.

WORSHIP

Useful Addresses:

Madhyamaka Buddhist Centre, Kilnwick Percy, Near Pocklington
Telephone: 01759 304832

York Madhyamaka Centre, 9 St. Clements Grove, York
Telephone: 01904 613071

Leeds Islamic Centre, 1a The Crescent, Adel, Leeds
Telephone: 0113 230 0835

Sikh Temple, 281a Chapeltown Road, Leeds
Telephone 0113 262 9073

Leeds Jewish Representative Council, 151 Shadwell Lane, Leeds
Telephone: 0113 269 7520

Hindu Temple, 36 Alexandra Road, Leeds
Telephone: 0113 275 7024

St Marys & Holy Apostles Church, Castle Road, Scarborough
Telephone: 01723 500 541

South Cliff Methodist Church, Filey Road, Scarborough
Telephone: 01723 372 266

St. Peter's Rectory (Catholic Church), Castle Road, Scarborough
Telephone: 01723 360 358

AND FINALLY ...

This booklet is intended to give you a broad outline of the boarding houses. If there is something more that you would like to know, please do not hesitate to ask a member of staff. It is hoped that parents will feel that they can make contact with Boarding House staff at any time if they have worries or concerns. It gives great pleasure to the students to have occasional visits from family and guardians particularly at weekends. We are always pleased to welcome you into the House.

If you have any ideas how we can strengthen further the links between House and Home we would be delighted to hear from you.

Miss Kate Tipton
Assistant Head (Pastoral Care)
Head of Boarding

July 2010

DAILY ROUTINE

Monday to Friday:

7.20am & 7.40am	Wake up calls
8.00am	Leave House
8.10am onwards	Breakfast in the Dining Hall
8.15am	All students must be at the College
8.30am	Breakfast ends
8.45am	Registration
4.15pm (Tues, Wed & Thurs)	
4.35pm (Mon & Fri)	Return from School – If not involved with an after school activity.
5.30pm	Dinner in the Dining Hall – compulsory for all students.
5.50pm	Students may leave the dining hall to return to houses.
6.15pm	House Meeting
6.30pm – 8.00pm	Supervised Prep. (No Prep session on a Friday evening)

Curfew Times:

Summer

(Summer Term and first half of the Autumn Term)

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by :	In house by:	In rooms by:
9	9 pm	9.30 pm	10 pm	At the discretion of the House Staff
10 & 11	9.30 pm	10 pm	10 pm	
Sixth Form	10 pm	10.30 pm	11 pm	

Winter

(Second half of the Autumn Term and the Spring Term)

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by :	In house by:	In rooms by:
9	9 pm	9.30 pm	10 pm	At the discretion of the House Staff
10 & 11	9 pm	10 pm	10 pm	
Sixth Form	9.30 pm	10.30 pm	11 pm	

WEEKEND ROUTINE

Saturday:

8.30am – 9.45am	Breakfast in the House
12.00 midday	Brunch in the Dining Hall
5.30pm	Dinner in the Dining Hall
6.15pm	House Meeting

Sunday:

9.00am – 10.15am	Breakfast in the House
12.00pm	Brunch in the Dining Hall
5.30pm	Dinner in the Dining Hall
6.15pm	House Meeting
6.30pm – 8.00pm	Supervised Prep

Curfew Times:

Summer

(Summer Term and first half of the Autumn Term)

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by :	In house by:	In rooms by:
9	9 pm	9.30 pm	10 pm	At the discretion of the House Staff
10 & 11	9.30 pm	10 pm	10 pm	
Sixth Form	10 pm	10.30 pm	11 pm	

Winter

(Second half of the Autumn Term and the Spring Term)

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by :	In house by:	In rooms by:
9	9 pm	9.30 pm	10 pm	At the discretion of the House Staff
10 & 11	9 pm	10 pm	10 pm	
Sixth Form	9.30 pm	10.30 pm	11 pm	

Weekly boarders are asked to return to the house either before or after the prep session and by 9pm at the latest.

ADDRESSES

Denys Crews House
40 Filey Road
Scarborough
North Yorkshire
YO11 2TU

Weaponness House
35 Filey Road
Scarborough
North Yorkshire
YO11 2TS

Willersley House
29 Filey Road
Scarborough
North Yorkshire
YO11 2TP

TELEPHONE NUMBERS & E-MAIL

Denys Crews Housemaster & Students	01723 501 998
Denys Crews Housemaster Mobile Telephone	07922 082 337
Denys Crews Housemaster E-Mail	john.precious@scarboroughcollege.co.uk
Denys Crews House General Email	crewshouse@scarboroughcollege.co.uk
Weaponness Housemaster (phone and fax)	01723 365 057
Weaponness Housemaster Mobile Telephone	07909 543 701
Weaponness House Boys (pay phone)	01723 352 905
Weaponness House Girls (pay phone)	01723 352 905
Weaponness Housemaster E-Mail	ian.williams@scarboroughcollege.co.uk
Weaponness House General Email	weaponnesshouse@scarboroughcollege.co.uk
Willersley Housemistress (phone and fax)	01723 366 241
Willersley Housemistress Mobile Telephone	07752 508 553
Willersley House Students (pay phone)	01723 363 451
Willersley House, Email address	denise.martin@scarboroughcollege.co.uk
Willersley House General Email	willersleyhouse@scarboroughcollege.co.uk
Mrs Janet Thomas, Boarding Administrator	07774 597 660 janet.thomas@scarboroughcollege.co.uk
Miss Kate Tipton, Head of Boarding	01723 383 991 07854 211 897 kate.tipton@scarboroughcollege.co.uk
Scarborough College Senior School	01723 360 620
Scarborough College Junior School	01723 380 606
Scarborough College email address	admin@scarboroughcollege.co.uk
Scarborough College Fax number	01723 377 265
Scarborough College Junior School Fax number	01723 380 607
Scarborough College Medical Centre	01723 380 604
Scarborough Hospital	01723 368 111
Castle Health Centre (Doctors Surgery)	0330 123 9278
Nippy Taxis	01723 370 888 / 377 377
Ace Taxis	01723 361 898 / 500 405

BOARDING PRINCIPLES

To safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.

To provide an environment in which all students feel valued and where equality of opportunity exists.

To provide a boarding experience that will be complementary to the home experience and wherever possible to nurture a warm, caring, family environment.

To promote an atmosphere of tolerance, trust and mutual respect.

To provide opportunities for responsibility and leadership.

To provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy.

To establish and maintain supportive links with parents and guardians.

To encourage boarders to achieve a healthy lifestyle.

physical or sexual manner. If someone tells you they are being abused in this way, or even if you suspect it might be happening, you must tell someone. Concerns about the safety and well-being of students take precedence over *every other* consideration. Even if you find the issue hurtful or embarrassing, try not to worry. The person you contact will do his or her best to assist you to follow the appropriate course of action. Rest assured we will be considerate of your position and will do all we can to safeguard your interests and welfare.

Miss Kate Tipton is the Child Protection Officer at the College and, in the first instance, deals with all matters of abuse, or allegations of abuse. Students are free to contact her directly should they choose to.

What happens if I am not satisfied with the outcome?

You should make a formal complaint.

Write to Mrs Nixon, telling her that you wish to make a formal complaint. The complaint will be written in the Complaints Book held by Mrs Nixon.

You will receive a written response saying that the complaint will be attended to as soon as possible, and certainly within three days of you making the complaint.

You will then be invited to talk through the matter with Mrs Nixon. You can take a friend with you who may be another student, a member of staff, your guardian or a member of your family.

If within three days you feel your complaint has not been satisfactorily dealt with, then you should take the matter to the Chairman of Governors. Address your letter to Dr J. Renshaw, Chairman of Governors, Scarborough College and mark the envelope Private & Confidential. Hand your letter in at Reception. The letter will only be opened by him (or by the Deputy Chairman if he happens to be away from Scarborough for a while).

Alternatively, you should contact one of the agencies mentioned earlier.

Mrs Isobel Nixon
Headmistress

July 2010