



STOVER  
SCHOOL

BOARDING AT  
STOVER

BOYS AND GIRLS AGED  
8 - 18 YEARS





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## STOVER SCHOOL

# BOARDING AT STOVER

In pursuit of this we aim to:-

- invest in educational excellence enabling the provision of effective, inspiring and stimulating teaching to pupils of wide ranging abilities, encouraging their enthusiasm for learning, enabling each pupil to achieve their potential;
- maintain an ongoing evaluation of the quality and content of both teaching and learning;
- provide a broad, forward looking curriculum at all levels with appropriate resources;
- maintain a supportive and happy environment where the individual and spiritual needs of pupils and staff are recognized and provided for;
- provide sound moral values through clear expectations of behaviour, emphasising respect and consideration for others;
- encourage self confidence, self motivation and self discipline within a safe and caring community;
- engage and maintain effective communication with members of the School and wider community;
- value the school's special, natural environment and historic estate and to use them wherever appropriate in the curriculum;
- develop strong, lifelong and supportive friendships within the boarding community; and
- offer full; weekly; flexi and occasional boarding to support the differing requirements of our boarders.





## PARK AND MANSION

# THE BOARDING HOUSES

Both Mansion House and Park House overlook the beautiful Dartmoor National Park. They are home to approximately 50 boarders who enjoy a family atmosphere and all the opportunities our wonderful location provides.

Both Houses comprise of a mixture of rooms, singles; doubles; triples and small dormitories. The Common Rooms have access to TV, DVDs and games consoles.

Park House Wing has a fully equipped kitchen for use by our older boarders.

## PARK AND MANSION

# LIFE IN THE BOARDING HOUSES

### BEDTIMES

8.35pm Year 4 - 6 Lights out

9.00pm Year 7 - 8 Lights out

9.30pm Year 9 Lights out

10.00pm All Lights out

### CELEBRATIONS

Throughout the year the Boarding Houses organise various parties within each House and with the whole Boarding Community. These include Christmas, Chinese New Year, Easter and Leavers' Parties. We also celebrate birthdays and encourage pupils to make gifts for their friends!

### COMMUNICATION

All boarders must check the noticeboards regularly. These provide information on activities and important day to day notices. Mobile phones are allowed but should only be used at appropriate times, as directed by the school staff.

After supper messages for the boarders will be communicated by the house staff.

All post and parcels will be delivered to the House office daily.





## CULTURAL DIFFERENCES

Cultural differences are celebrated at Stover! We value the international nature of our boarders and how they interact with one another. Respect for the differences between cultures is expected by all boarders and staff.

## FREE TIME

Depending upon their age, boarders are allowed to go out in the evening and at the weekend, at the Houseparent's discretion and provided that the School has received permission from parents or guardians. We need to know where pupils are at all times, so a pupil must always inform staff before leaving the Boarding House for any reason. Pupils must sign out and carry a working mobile so that they can be contacted at anytime. They must sign in upon their return to their Boarding House and let the Duty staff member know that they have returned.

If a pupil has been invited out at a time when they should normally be in House, the Houseparent will need to have an invitation from the person they are going out with, followed by permission from parents or guardians.

Between 4.30pm and 5pm pupils must return to their Boarding House and sign in. All pupils change into own clothes at this point.

There are many clubs and societies to join at School, which take place during the School day and during the Boarders' Evening. These range from sporting activities, including judo, golf and horse riding to debating and knitting club. It is up to each individual as to how they structure their free time.

Each house has common rooms and are equipped with TVs, a games console and DVD players.

There are newspapers in school for everyone to read.

Stover School has extensive grounds. Boarders must follow the 'Red/Amber/Green' site map given out in induction and ensure that they always sign in and out of the house as they exit and return.

## HOUSE MEETINGS

These are held daily and are a valuable source of information for future events and to ensure the smooth running of the House. All boarders must attend.

Boarders are encouraged to voice their opinions during these meetings.

## HOUSE COMMITTEES

The Head of House and Prefects are elected at the beginning of the school year. They are representatives for the other pupils and will bring any issues that need raising to the House committee meeting each half term as they will be asked to help organise or collate information on behalf of the House staff. The Heads of House will meet with the Head of Boarding termly to discuss any issues, concerns and successes.

## ICT

The ICT Safer User Agreement must be read and signed by all boarders. Every year 'e-safety training' is provided for all pupils. Laptops, phones and tablets can be used in the Houses to support research and academic studies and for leisure pursuits at the Houseparents' discretion.

## CLEANING ROTA AND DUTIES

It is essential that all of the areas are kept clean and tidy. All boarders are included on duty rotas on a regular basis.

## LAUNDRY

Boarders bring their own sheets, duvet covers and pillowcases. These are changed once a week on a given night and Houseparents will give clear instructions on this. Laundry is collected daily during the week.

## MEALS

All meals, are taken in the school dining room together as a community. This is an opportunity to chat to one another and for the House staff to

pass on notices. Mobile phones are not allowed in the School Dining Room. There is an excellent variety and choice of meals provided. In addition, the houses provide daily 'stores' which include milk, bread, butter, spreads, juice and a selection of fruit. Boarders may bring in their own tuck, but space for any fresh produce is limited in the House fridges. No fresh food may be taken in the dorms.

All boarders with dietary, medical or religious needs will be provided with suitable meals and choices. These must be detailed on the medical questionnaire.

### **MEDICINES**

Please hand ALL medicines to a Houseparent. This includes all forms of Homeopathic Medicines. Medicines will be kept securely.

Prescribed medicines will only be dispensed to the named boarder by the House staff, unless the boarder is aged 16 whereupon the School Nurse will determine if the boarder can self-administer.

### **OVERNIGHT STAYS**

If a student plans to stay away from the Boarding House at the weekend, the Houseparent needs confirmation of your arrangements 24 hours in advance. This must include Parental or Guardian permission.

### **POCKET MONEY**

Parents are asked to deposit Pocket Money directly into the Barclays Stover School Reserves Account:-

Sort Code: 20-60-88

Account No: 30449423

Account Name: Barclays Stover School Reserve Account

and then email [accounts@stover.co.uk](mailto:accounts@stover.co.uk), detailing the name of the boarder and amount deposited. An email confirming receipt will be made. Any cash pocket money must be handed to the Houseparent on the first day and will

be safely secured in "Stover Bank". **STOVER SCHOOL**

STOVER SCHOOL

# ROUTINES IN THE HOUSES

## WEEKDAY ROUTINE

7.00am Wake up

7.30am Breakfast in the dining room, register with the Housestaff

8.00am Roll Call

(Before going to School boarders must leave their rooms tidy)

8.30am Registration in form rooms

School Day

4.30pm sign-in in House/free time or prep

4.45pm Snacks in the Common Room

5.30pm Supper in dining room

6.00pm Roll Call and Notices

6.15pm Activities: Monday/Tuesday/Thursday Open House: Wednesday  
and Film Night: Friday

7.15pm Prep for Years 4 - 11. All Houses to be quiet

8.30pm Roll call, supper and ready for bed.

8.35pm Year 4 - 6 Lights out

9.00pm Year 7 - 8 Lights out

9.30pm Year 9 Lights out

10.00pm All Lights out

There is no access to the Boarding Houses between 8.30am and 4.30pm due to fire safety.

This is also the time when Housekeeping and Maintenance staff are working in the Houses.



## WEEKEND ROUTINE

### Friday

4.30pm weekly boarders are free to go home

### Weekend

9.00am Wake up

9.30am Breakfast in the dining room

10.00am Roll call and Tidy Rooms

10.30am Boarding trip, activities or free time.

1.00pm Lunch

5.30pm Supper

6.00pm Roll call

6.30pm Time for Reflection

7.15pm Open House

9.00pm Roll call, Supper and get ready for bed

8.30pm Roll call, Supper and ready for bed

8.35pm Year 4 - 6 Lights out

9.00pm Year 7 - 8 Lights out

9.30pm Year 9 Lights out

10.00pm All Lights out

At the Houseparents discretion evening bedtimes may be lengthened by up to 1 hour.

## RELIGIOUS OBSERVANCE

As part of the weekend routine all boarders have the opportunity for self-reflection in the Chapel or spiritual garden. All boarders are expected to attend Harvest Festival and Mothering Sunday Services at the local christian church and with permission from parents other local religion centres can be visited instead.

## TELEPHONES

The ICT Safe User agreement must be read and mobile phones are allowed in school under supervision. We are aware of the time differences for our overseas boarders, please ensure that contact at home should be before bedtimes. There is a landline and mobile available in each house. Telephones must not be used during mealtimes and after 'lights out'.

All pupils that are in Year 8 or below must hand in their phones before lights out.

NB Your phone should not be used in class for translation work. You should either have a dictionary or a free-standing electronic translator which does not require internet access.

## SIGNING IN AND OUT

Whenever a boarder leaves the House, whether it is within the school grounds or outside the campus, they must ask permission and then sign out. Staff need to know where boarders are at all times and that they are not in the house in case of fire or emergency.

## SLEEPOVERS

Weekly and Termly boarders may invite, with permission from Houseparents, another pupil from the school. 24 hours notice must be given with permission from the parents of the day pupil being invited.

## **SPEECH DAY**

Boarders are encouraged to invite guardians and parents to Speech Day at the end of the Summer Term.

## **STUDY LEAVE**

In the summer term, boarders in Year 11 and the Sixth Form will be allowed to leave the Boarding House to revise with their parents or guardians during study leave, if they wish to do so. However, there is no obligation to do this. Year 13 boarders are free to leave after their final examination. Year 11 boarders are expected to stay for the Sixth Form Induction after Speech Day.

## **VISITORS**

Visitors from outside school are welcome and must sign in at Reception and wear a Visitor's badge. The Houseparent will meet them in Reception or the Houseparent Office prior to the visitor accessing the Boarding House.

## **WEEKLY BOARDERS**

Weekly boarders must sign out before leaving on a Friday evening. Pupils returning on Sunday evening should arrive by 8.00pm.

## THE BOARDING HOUSE

# BEFORE YOU ARRIVE

*This section provides information about things that you will need to know or to do before you arrive at Stover.*

### GUARDIANS

All overseas pupils must have a Guardian in the UK. It is essential that parents arrange this Guardianship. A Guardian must be a named person, appointed by parents, who is over 25 years of age, is resident in the UK, and is not a full time student living in accommodation provided by another educational institution. If a Guardian is away on holiday it is essential that the relevant Houseparent is notified and an alternative adult is appointed.

### INSURANCE

Parents are advised to take out a personal effects insurance policy to cover any valuables such as musical instruments, computers, mobile phones, ipads, sports or any other equipment they bring to school.

### HEALTH

It is a School requirement that that all full and weekly boarders, are registered with the School GP and all non-overseas pupils should hand in their NHS details to their Houseparent. Full medical details are required for all international pupils including vaccination details. Dental and Optometric provision will be facilitated as necessary.

### OPEN EXEAT WEEKENDS AND HOLIDAYS

Boarders can, with permission, go out for the weekend to visit friends and families.

During open exeat weekends we encourage our boarders to visit their guardians.





## START OF TERM

The Boarding Houses open the day before the start of term and pupils should arrive at School after 2pm. Transport from train stations and airports can be arranged by the School. The School provides a free bus service from Exeter; Bristol; Heathrow and Gatwick airports.

## ROOMS

Boarders will be allocated a room with similar aged peers. Pupils may bring posters and photographs for their notice-boards and any favourite items to make the room as personalised and homely as possible. When a new boarder arrives at the House there will be someone there to welcome them and they will be allocated a room buddy.

## INDUCTION

All boarders will have an induction at the start of term. This will include a familiarisation of staff and an orientation of the school site. On the second weekend all boarders will partake in a team-building exercise.

## WHAT TO BRING

All items of clothing, footwear and equipment is to be named. The school cannot be held responsible for any loss or damage to possessions. Pupils must deposit any large sum of money, passports and tickets in the House offices. Name tapes will be supplied at the beginning of term.

If a pupil chooses to bring portable electrical appliances to school then they will not be allowed to use them until they have been PAT tested by a qualified electrician at School.

On the first weekend all boarders are taken to the local town to visit the supermarket and bank if required and the Stover School Shop sells stationery items and basic toiletries that can be purchased during the week. Some boarders may wish to buy bedding this weekend.

## STOVER SCHOOL WHO CAN YOU TALK TO?

A member of Staff

Houseparent - Mrs Coughlin or Mr Sherwood

Assistant Houseparent - Mrs Martin, Miss Lount or Mr Ryan

House Tutor

Gap Assistant

Director of Boarding - Mrs Notman

School Counsellor - Jo Galloway

School Chaplain - Mrs Wimsett

School Nurse - Charlotte Shuttleworth

If your child speaks to a member of staff in private, they cannot promise that what is said will remain confidential. Sometimes there is no alternative but to pass on information, if it is in the pupil's best interests to do so or if maintaining confidentiality compromises pupil safety and welfare. If information does have to be passed on to a third party the person a pupil talks to will always inform the student of their intention to do so. Medical confidentiality with the school doctor is generally observed; however, the Health Centre may pass on medical information to those that need to know for the better care of the pupils.

If your child would like to talk about something that is worrying them, the first thing they should do is speak to someone in the community that they trust. If they feel that their concern cannot be easily settled then you can make the complaint formal. They can do this in writing, addressing their letter to the Headteacher. This will be logged into the complaint book and will be dealt with by a member of Senior Leadership Team. They may like to bring a friend with them to the meeting. If parents wish to complain then they should follow the school complaints procedure.



There may be times when a pupil feels that they cannot talk with anyone at school. At times like these pupil could talk, telephone or write to any of the following:

#### Their parents or guardians

Children's Commissioner 020 7783 8330  
Web: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

Child Line 0800 111  
[www.childline.org.uk/  
talk/chat/pages/onlinechat.aspx](http://www.childline.org.uk/talk/chat/pages/onlinechat.aspx)

OFSTED [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

CEOP 0370 496 7622  
[www.ceop.police.uk](http://www.ceop.police.uk)

NHS direct Dial 111  
[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

Samaritans 08457 909090

BEAT 0845 6341414  
(eating disorders) [www.b-eat.co.uk](http://www.b-eat.co.uk)

National Drugs Helpline 0800 776600  
[www.talktofrank.com](http://www.talktofrank.com)

Anti-Bullying 0845 2255787

MASH 0345 155 1071

School Doctors at 01626 357080  
**Kingsteignton Medical Practice**

**PREVENT**, Nicola Channon 01392 382596

STOVER SCHOOL

# BOARDING HOUSES RULES

Pupils are expected to abide by the school rules at all times. The Boarding community spend a great deal of time together and in order to live together harmoniously, we ask for kindness, courtesy and respect of others at all times.

## RULES

- The possession of cigarettes, 'vapes', alcohol or illegal drugs is expressly forbidden.
- Tattoos and body piercings are not allowed.
- Chewing gum is not allowed in school or House.
- Hair may not be dyed in school.
- You must respond to all fire drills appropriately.
- You must present yourself at all rollcalls and registration times throughout the day.
- You must attend all meal times. Mobile phones must not be used in the Dining Room.
- You must respect the property of the school and others, and must not borrow anything without permission.
- You must use and not wilfully misuse, neglect or interfere with anything provided for safety.
- You must raise the alarm immediately in the event of fire or any other danger or emergency.
- You must exercise personal responsibility for our own safety and that

of others.

- We are all responsible for ensuring that the school remains a safe place, if you see a stranger, please report it to the front office or staffroom. If it is after school hours, report it to the member of House staff on duty immediately.
- Mobile phones and electronic devices must be handed in to the Houseparents when requested.

### **IN AND AROUND THE BOARDING HOUSES**

- Keep noise down, if you are studying in the workrooms or if your room mate is trying to sleep or work.
- Rooms must be kept tidy.
- Please do not enter other people's rooms in their absence.
- You must take your turn with the cleaning rota.
- You must attend the weekly House Meeting.

### **LEAVING THE BOARDING HOUSE**

- You must sign out whenever you leave the Boarding House, unless attending school lessons.
- You may not return to the House under the influence of drink or drugs, nor should your behaviour upon return to the House give any cause for concern.
- You must seek permission before taking nights out/staying out overnight.
- You must keep your mobile telephone with you at all times (out of school hours) and keep it switched on.



## CONTACTS

### Registrar

Mrs E Schramm

Tel: 01626 354505

Email: registrar@stover.co.uk

### Assistant Registrar

Mrs Samantha Edwards

Tel: 01626 354505

Email: sedwards@stover.co.uk

### PA to the Head

Mrs K Porter

Tel: 01626 354505

Email: mail@stover.co.uk

### Deputy Head

Dr J Stone

Tel: 01626 354505

Email: jstone@stover.co.uk

### Bursar

Mr P Jenkins

Tel: 01626 354505

accounts@stover.co.uk

### School Shop

Finance Office

Tel: 01626 365413

Email: uniform@stover.co.uk

### Website

[www.stover.co.uk](http://www.stover.co.uk)

Chair of Governors: Mr Stewart Killick  
c/o Clerk to Governors, Stover School,  
Newton Abbot, Devon, TQ12 6QG

## FURTHER INFORMATION FOR PROSPECTIVE PARENTS

The following policies and our ISI inspection reports are available on the school website:

Admissions  
Behaviour (Senior School & Preparatory School)  
Expulsion, Removal and Review  
Curriculum  
Anti-bullying  
Health and Safety  
Trips  
Child Protection  
Concerns and Complaints

Please contact the School if you require any further information.

This information is intended as a guide only and is correct at the time of printing. There may be changes to some of the information, please check for specific details.



[www.stover.co.uk](http://www.stover.co.uk)  
Newton Abbot, Devon, TQ12 6QG  
Tel: 01626 354505  
Email: [registrar@stover.co.uk](mailto:registrar@stover.co.uk)