



Chetham's
School of Music

Pastoral & Boarding Information 2018-2019

Chetham's School of Music
Long Millgate
Manchester
M3 1SB

www.chethamsschoolofmusic.com

Principal : Mr Alun Jones
Vice Principal: Ms Nicola Smith
Bursar: Mrs Sarah Newman
Chair of Governors: Mr Malcolm Edge

Every visitor to Chetham's comments on the warm and friendly atmosphere and the real sense of community within the School. This undoubtedly grows from the fact that Chetham's is home as well as School to the majority of our 300+ students, and that Pastoral and Boarding staff – and indeed adults right across the School – are fully committed to the welfare and personal development of every student.

This document sets out further details about what it means to be part of the Chetham's community. It will be particularly useful for students considering boarding, but also contains information relevant to day students.

Students and parents will receive handbooks relevant to their age before joining the School. Current students should refer to their handbooks, and not to this summary, when seeking information.

We welcome contact from prospective and current students, and their families. The main points of contact are your Personal Tutor, your Head of School or House, or the Vice Principal.

Boarding Houses

Chetham's students live in one of three Boarding Houses. Boys' and Girls' Houses are for students in years 9-13, whilst Victoria House is a mixed House for students aged Year 4-8. Each House has a Head of House and Deputy, one of whom will be on duty whilst students are in School; and a team of dedicated House Staff. These staff are responsible for the welfare of their boarders, which may vary from leading games and activities, maintaining discipline and conduct, to chatting to young people and supporting their development and decisions. At least three staff members are on duty in each House every evening; so there is always an adult around to talk to. The Head of House on duty carries a mobile phone, for emergency contact from parents or students.

Each House has its own Code of Conduct, which is designed to promote respect, privacy and consideration among students in School. House Committees made up of students from each year groups help to run various activities, keep a watchful eye out for other students, communicate with House staff, and help make decisions in the running of the House.

Rooms

Each House has rooms of different sizes varying between single, two or four person occupancy. Older students usually share with one other student or have a single room. Returning students may request to share with friends, subject to availability of appropriate rooms.

New students will meet House Staff before arriving, and will talk to them about their interests and habits including their sleeping habits to assist in the allocation of rooms. As a new student we ask you to stay in the room allocated to you for the first fortnight. After that time, once you have had a chance to make friends and settle into routines we shall ask if you would like to share with someone else, and, space permitting, we will do our best to meet your request.

Students are responsible for keeping their own rooms tidy, and they are cleaned on a weekly basis by the Domestic Services team. Instruments are stored in lockers in the New School Building, and music practice should take place in designated practice rooms.

Girls' House

Girls in Years 9, 10 and 11 are usually in rooms of four people, most of which have en-suites.

Most girls in Year 12 will share with one other student, whilst those in Year 13 usually have their own rooms.

Specific allocations may vary depending on the size of each year group.

Girls' House also has two main common rooms with TVs and DVD players, a kitchen, and four smaller common rooms each with fridge, kettle, toaster, microwave, TV and DVD players. A laundry service is provided, but laundry rooms are also offered for students who prefer to do their own washing or ironing.

Boys' House

Boys in Years 9, 10 and 11 are usually in rooms of four. Most boys in Year 12 will share with one other student, whilst roughly half in Year 13 have their own rooms some with ensuite facilities. Allocations may vary depending on the size of each year group.

There is an in-House laundry room for students to learn how to take care of their own washing in addition to the central laundry system.

Boys' House includes a games room with Pool table, Foosball table, PS4, 3 and Wii. There are separate common rooms for Sixth Form and Middle School students, with Blu Ray AV systems. The Reading room contains a very large vinyl collection and stereo, books, board games, and three school computers connected to the internet and school network. There is a large Blu Ray and DVD library also.

Victoria House

Up to forty of the School's youngest students live in Victoria House. Students in Victoria House share single sex, en-suite bedrooms of 3-4 people.

Students in Victoria house have access to a shared common room and kitchen. An outdoor play area includes swings, slides and climbing equipment. The House common room is well stocked with board games, jigsaws, an xbox one, blu-ray player and lots of films! House and recreation

staff organize additional activities such as cubs and scouts, art and crafts, baking, quizzes, gym, swimming and trampolining.

Timetables

Precise timings vary across year groups and throughout the week. The timings below give a good idea of an average school day.

7.00	Wake up – wash, dress, tidy rooms
7.15-8.00	Breakfast
7.30-8.00	Registration for students
7.45-8.10	Practice
8.15	Last registration for day students
8.30	Period 1
9.30	Period 2
10.30	Break
11.00	Period 3
12.00	Period 4
12.40	Lunch (Victoria House)
1.00	Lunch (Middle and Upper Schools)
1.30	Rehearsals, Practice or Lunchtime Concert
2.20	Registration for Victoria House and Day students
2.30	Period 5
3.30	Period 6
4.30	Snack; change into casual clothes Day students finish school (subject to rehearsals).
5.00	Practice and prep Victoria House
5.30-6.30	
6.30	Tea
7.30	Practice and prep Boys' and Girls' House
8.30	Lights out (Victoria House)
10.00	Lights out (Year 9)
10.15	Lights out (Year 10)
10.30	Lights out (Year 11)
11.00	Lights out (Sixth Form)

Music rehearsals or practice take place from 9am-1pm on Saturdays. Most but not all students will be involved each week.

On Saturday evenings, lights out time is extended by one hour and Sixth Formers may stay in social areas until 11.30pm.

Visiting Manchester

Students are encouraged to make the most of the School's city centre location, and are permitted to go out into Manchester at various times depending on their age.

Juniors and Year 7 are allowed out only with permission from House staff and in the company of a Sixth Form student, usually their 'guardian angel'.

Year 8 students are allowed out in pairs or larger groups, with permission from House staff.

Students are permitted only into pre-agreed areas of the city centre, within easy walking distance of the School according to age: maps are provided in the School prep diary. Students must carry mobile phones, and keep them switched on, whenever they are out of School.

Years 9, 10 and 11

Weekdays: 10.30-11.00; 13.00-14.30; 16.30-17.30

Saturday: in the morning if free and practice commitment is completed, then 13.00 -18.00

Sunday: 9.00 to 17.30

Sixth Form

Weekdays: 10.30 -11.00, 13.00 -14.30

Y12 16.30 to 18.30 (autumn term) 16.30 to 22.00 thereafter (registration at 18.30)

Y13 15.30-22.00 (registration at 18.30)

Saturday: if free all day until 22.30 (registration at 09.00, 13.00 and 18.00)

Sunday: 9.00 to 22.00 (registration in morning and at 17.30)

Term Dates

Term dates are shared with students and families well in advance, and may be downloaded from the Parents' Information section of the website.

Approximately every third weekend, the School closes and students must go home to their parents or guardians. On Free Weekends, school closes at 1:00pm on Friday and boarders should return from 17:30pm-21:00 on Sunday. In November, there is usually a Long Free Weekend, for which school ends on Thursday at 13:00 and in May a long weekend where school ends on Friday at 13:00 but begins again at 17:30 on Monday for boarders,.

All students must leave the site during free/long weekends, half terms and holidays. Students who live abroad and cannot reach home should arrange to stay with their guardians. Students may be asked to empty their rooms during Christmas and Easter holidays, and always in the summer, to allow them to be deep cleaned and to make way for conferences.

Music Courses

Three times a year, lessons end for a week and students are involved in Music Course. This is usually before half term in October and February, and July. Each student will have an individual Music Course timetable depending in which ensembles they are involved; usually, orchestral musicians will rehearse with Chetham's Sinfonia or Symphony Orchestra and go home after their final performance. Non-orchestral musicians, including pianists and vocalists, will usually have a different timetable and may finish a little earlier. Timetables are published three weeks in advance of the course by the music department.

Contacting families

Most students have mobile phones, and are welcome to contact their families at any time outside lessons and rehearsals. Each House also has a payphone, and parents will receive this number when their child joins the School.

Parents are welcome to visit their children or meet them in town outside lessons or rehearsals, but are not permitted inside boarding houses except at the beginning and end of each term.

Mobile phones may not be used in the bedroom after lights out.

Meals

All meals are provided by Sodexo in the School dining room. There are also basic snacks provided in House.

Breakfast

A range of cereals, toast, fresh fruit and preserves, a daily hot option, juice, tea, coffee and hot chocolate.

On Sundays, brunch is served until 12pm. Students may choose a full English or Continental breakfast as well as cereals, toast, sandwiches, fruit and yoghurts.

Lunch and Dinner

A choice of:

Soup of the day

Three hot meal options, including at least one vegetarian choice

Vegetables, potatoes, rice or pasta

Salad bar, jacket potatoes and deli counter

Dessert

Fresh fruit and yoghurt bar

Cheese selection

Snacks are served in the dining room at 10:30 and 16:30.

The week's menus are emailed to all students and displayed in School every Monday, allowing students to plan their meal choices in advance. We understand that food allergies and intolerances present a serious problem for some students and with this in mind Sodexo cater for all those who have allergens/special dietary needs by preparing food accordingly. Students are not able to have personal fridges in their rooms. If you have a concern regarding food please speak with House Staff and they will liaise with Sodexo.

House staff regularly register students at mealtimes, ensuring that they are eating regularly and maintaining a balanced diet.

Uniform and clothing

At Chetham's we do not have a school uniform as we wish to instill a practical working environment for specialist musicians. There is no need for expensive items of clothing to be purchased. Students do need to be modest in their attire as is appropriate for practicality and comfort.

A laundry service is provided by the School, although both Boys' and Girls' houses also have washing machines for students who prefer to launder their own clothes. All clothing must be named; the School orders name tags for all boarders and offers a free service to sew them onto the students' clothes. Net bags are available through the laundry to keep smaller items together.

Students should bring two sets of bed linen, which will be washed by the School. They will also require concert dress, sportswear, casual clothing and nightwear, and a smart, coat and scarf.

Weekend activities

Students are permitted to go home on any weekend when they do not have school commitments, provided they let House Staff know their plans. Parents must give either specific permission for each weekend their child wishes to go home or they can sign the Going Away at Weekend Form to give blanket permission for students to go to a range of addresses.

Weekend trips and activities are arranged by House staff and Fit to Perform staff, and might include anything from baking, cinema and shopping to paintballing and sailing. Younger boarders are encouraged to join these activities if they are spending the weekend in School, whilst they are optional for older students. Throughout the school year there are also regular discos, dances, balls and other social occasions such a big film night for all students.

Health and wellbeing

The medical Centre is run by a team of nurses coordinated by the Lead Nurse. A nurse is based in the School's Medical Centre 24/7, whenever students are on site. There is a Doctor's surgery every Monday in school and students may be accompanied to appointments by a friend or adult chaperone. We also offer a weekly surgery with a dedicated Physio for students who need it.

The Medical Centre provides overnight accommodation for students who are unwell. It's also a quiet space for anybody in need of an early night, and students are welcome to sleep over in the Medical Centre where lights out is at 9.30pm.

The School Nurse is usually responsible for administering prescribed medication, although older students may be given permission to retain their own medicine. Students who require an asthma inhaler or Epipens should carry these with them.

All students undertake our 'Fit To Perform' programme which works on the special needs of specialist musicians. We have a fully kitted out gym with *Synergy* equipment and a team of personal trainers who deliver sessions such as boxing, Zumba, yoga, weight training and dance. For younger students they may also be involved in games such as rounders and cricket. All students are encouraged to take up Alexander Technique sessions, which help them to adopt good posture and strengthen the body's core stability, reducing the risk of muscular-skeletal problems relating to instrumental playing.

A 'traffic light' system for injury prevention may see students issued, by the Nurse, with cards exempting them from practice for a day or more or placing them on 'light duties'. This decision is listed on StREAM so that all tutors are aware.

We want our students to be physically and mentally healthy. We have a team of counsellors and pastoral staff dedicated to ensuring that every child has someone with whom they can talk. We recognise that life at Chetham's can be busy, and that students may sometimes need help to manage deadlines, adjust workloads or negotiate relationships. There are suggestion boxes around the School for students to enable students to write concerns anonymously. We also have regular anonymised surveys and digital concern box 'Be Safe'.

All staff at Chetham's are trained in safeguarding young people, and the Designated Safeguarding Lead is Mrs Barbara Owen. Support numbers for services such as Childline and the Samaritans are displayed across the School and every student has a Prep diary which contains the contact details. We also have an Independent Listener who is not on the school pay roll should a student wish to seek independent advice.

Discipline

We want all students to be treated fairly and with compassion. Students have high standards set for them throughout their time at Chetham's and we operate a system of recognition for positive achievements. If, however, a student falls short of our high expectations they will come to the attention of their personal tutor initially. If the issue is more serious this will come to the attention of the Head of School or House dependent upon the situation. The Vice Principal and the Principal support staff and students in the process.

Prep and practice

All students in Year 11 and below will be given a timetable for prep (or homework) and instrumental practice, in addition to the school day. This is time to work on their academic subjects and music with staff to supervise and support. Sixth formers are expected to complete homework and coursework independently in their rooms or in the School Library.

The School Library is open to all students until 9pm most evenings. It has computers with internet and school network access, Microsoft Office and Sibelius; fiction and non-fiction books; careers information and college or university prospectuses; music reference books, CDs, LPs and scores; and a range of magazines, journals and newspapers. Students have access to the Naxos Music Library, Oxford Music Online and Britannica School through the network.

Timetable

All students and parents are connected to our on-line diary system called StREAM (Student Rehearsal, Events and Absence Management). All students have a core lesson timetable, but schedules of music lessons, practice and rehearsals vary. Students are expected to check StREAM and school emails regularly, and to ensure they are in the correct place for each lesson; tutors will help new students to use the system efficiently.

Guardian Angels

Sixth Formers volunteer as 'Guardian Angels' who take students in year 7 and below into town, and look out for them around school in case they feel anxious or homesick. This scheme allows younger and older students to develop friendships across the School.

Faith

Students of all faiths attend Chetham's and are supported to follow and develop their beliefs. As a diverse multicultural city Manchester has a great variety of places of worship within a short distance of Chets.

Transport to places of worship can be arranged by Houses. Students also run their own Christian Union, which meets on a weekly basis. If your child has specific needs regarding religious observance please let House Staff know.

Day students staying over

There are only a small number of empty beds at Chetham's, but day students may request permission to stay over in School and pay an overnight fee. Evening rehearsals and lessons will usually finish so that day students can reach home by 9pm at the latest, but if this is not possible then the School may invite a student to stay over, in which case there would be no fee.

Pocket Money

Boarding students in Years 4-11 may withdraw pocket money from an account held at the accounts office. Parents usually pay an initial deposit of £50 and are charged on their termly bill for the amounts withdrawn. This scheme is not open to Sixth Form students, who are expected to have their own bank accounts.

Communication with parents

Parents will have access to their child's timetable via StREAM, and will also be able to see a record of Merit and Order Marks, concerts, excursions, exams and other activities. A monthly 'Head's Up' news email keeps families informed of upcoming dates and important information. Approximately once every half term, students are issued with Tutor Cards providing an update of their progress, and if necessary parents will receive a letter outlining support systems put in place to help their child work to the best of his/her ability.

Profiles are a much more detailed set of reports for each subject, including input from Academic, Music and Boarding staff. Each year group also has one or more parent-teacher meetings over the course of the year, usually on Sunday afternoons when returning from half term and term end holidays.

In between these formal contacts parents can contact the school via tutor, Head of House or Year in the first instance. They may also seek advice from other parents via the online Parents' Forum; it's almost always the case that someone will have raised the same question before!

Guardians

Every student whose parents live or work outside the UK must have a guardian. Students will usually visit this guardian for short breaks such as Free Weekends or in case of illness; and the guardian may respond on behalf of parents to educational or medical issues requiring urgent attention. Guardians are also responsible for taking students to the airport and picking them up and can provide a useful stop over service for flights which don't easily synchronize with the beginnings and ends of terms.

Authors: NS and JAR-C
Date of Policy: 14/9/18
Review date: 14/9/19