



Lincoln Minster School
The best in everyone™

Boarding Handbook

2026/2027



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Welcome

Welcome to The Mount, your home from home!

The Mount is not just a place where you will sleep and work but a place where you will make lifelong friends, laugh, probably cry a little, and carve out a Lincoln Minster career. The Mount is your support; the other students and the house team will be here for you to share in the laughter, the tears, and to ensure you achieve your potential. The Mount is home to a range of students from lots of different backgrounds. We pride ourselves on being the best we possibly can, but we don't take ourselves too seriously!

The Mount is a supportive and caring environment where the students support each other through thick and thin. The Housemistress' aim is to make The Mount an extension of her own family, where the boarders can share their day, their successes, and their own 'must-try-harder' moments. We all have one thing in common; we all belong to The Mount family. This handbook is designed to give you boarding specific information, also some basic school information, and how this links into boarding at The Mount. If in doubt, always ask, or check the House Handbook. Information about the school routines, rewards, sanctions etc. can be found in this handbook but for more detailed information please look on the main school website. The House Handbook is only useful if it's up to date, relevant and beneficial. If you have any suggestions for things you would like to add then please let Miss Hawkes, Miss Leshone, or myself know.



Mrs Eke
Head of Boarding

History

Lincoln Minster School is proud to have its origins in the Cathedral School and St Joseph's Convent School, two of the oldest independent boarding schools in Lincoln and we can trace our roots back to the 11th century when education began in the shadow of the Cathedral.

The school moved to its current site more recently but still incorporates parts of the old convent, right in the heart of the Bailgate area of Lincoln and children can enjoy the wonderful setting with boarding in the centre of the city.

Boarding Options

Currently, these are the options offered in terms of boarding at Lincoln Minster School:

Weekly Boarding

Weekly boarders are allocated their own bed and will be able to settle into their boarding space for the term. Sixth Form students will be given single accommodation. Weekly boarding is charged at £3,000 per term and will be added to the school fees invoice.

Should a pupil wish to reduce their nights, stop boarding or change the nights they are boarding, then half a term's notice should be given in writing to the Head of Boarding. If other variations of this arrangement are needed this can be discussed with the Head of Boarding on a case by case basis.



Flexi Boarding

Pupils have the option to flexi board in The Mount between one and three nights per week from Monday to Thursday evenings. The nights a pupil boards must be agreed, subject to availability, through the Housemistress, the Thursday prior to week of planned flexi boarding.

Flexi boarding is conditional on pupils respecting the rules and routines of the House and understanding that for others in the house it is not a "sleepover". The Houseparent of The Mount reserves the right to stop a pupil from boarding if they fail to meet the expectations which come with being a Boarder. This is to support the wellbeing of all the pupils in our care, some of whom will be studying for GCSE and A level exams.

Flexi boarding nights are charged per school night at a value of £75 and this will be added to the school fees invoice.

Boarding Principles & Practice

The school motto of 'Best In Everyone extends to 'Be The Best Boarder You Can Be' (NMS 1, NMS 15) .

We try to engender a 'home away from home' feeling with a relaxed, friendly atmosphere that allows for open communication. We strive to achieve mutual respect between all involved in boarding, both boarders and staff (NMS 3) .

We hope that boarding at Lincoln Minster School provides an environment where boarders can feel relaxed, happy and supported. Quite simply, we aim to make boarding an experience from which many happy memories can be taken. The ethos of the school is one of inclusion and support for boarders. We are very proud of the high-quality pastoral care given to all pupils at Lincoln Minster School. Pastoral care is provided by the Housemistress, House Tutors and the wider Boarding Team, who themselves are an integral part of the school community.

This provision hinges on the excellent working relationships established between staff and pupils to make each pupil feel supported, encouraged and known in an atmosphere of tolerance, openness and trust. Boarders are an integral part of the way that the school works and therefore the Head of Boarding is a member of the School Council to ensure the perspective of a boarder is represented.

The Mount is subject to the National Minimum Standards in boarding and a copy of the most up to date version is printed out in HM Office. The are also available on this link: www.gov.uk/government/publications/boarding-schools-national-minimum-standards

Our Boarding Team

Who is Who?



Miss Leshone
Housemistress

I joined Lincoln Minster School in 2026, taking on the role of LSA, supporting and nurturing learning within an educational environment (with a particular focus on supporting students with Special Educational Needs). I thoroughly enjoy seeing pupils succeed. I am a qualified swimming teacher and used to compete until 2017. I really like to keep myself busy, so if there is anything students want to try or do, I am always here to help!



Mr Allan
Resident Tutor

I joined Lincoln Minster School in 2020 as an LSA at the Prep School. With extensive experience working in primary schools, I enjoy supporting children throughout their learning journey and helping them develop confidence and resilience. One of the most rewarding aspects of my role is seeing pupils challenge themselves and achieve things they did not think possible. Beyond the classroom, I have had the opportunity to support a number of Prep School residentials and educational visits, including trips to London, Barcelona, and PGL. I love being involved in these experiences and helping pupils make lasting memories while developing their independence. Outside of school, I have a passion for the outdoors and enjoy hiking, sailing, and seeking out new adventures.



Mrs Eke
Head of Boarding

I am Head of Boarding and Associate Assistant Head at Lincoln Minster School.

In terms of my teaching specialism I am Subject Lead for Business and Economics. I joined Lincoln Minster School in 2020 from QEHS Gainsborough after a previous career as a Solicitor. I am a keen musician and artist, enjoying singing in the LMS choir and also taking part in the life drawing at the school. I live with my husband, Russell, who is a retired Corporate and Commercial Solicitor and keen cyclist and climber! We have eight children who have nearly all flown the nest, leaving only Ben at home. We have a lively (naughty) working Cocker Spaniel puppy named Odie and two chickens called Ophelia and Olive!

Who is Who?



Mrs Brigden
Head

I am Head and I live next door to The Mount, so I will be a frequent visitor! I am ultimately responsible for the wellbeing and pastoral care of all students at Lincoln Minster School.

Prior to moving to Lincolnshire I ran a lively girls boarding house at Haileybury College for 60 pupils aged 13-18. I have several years experience as the Designated Safeguarding Lead and am currently studying for a Doctorate in Education focusing on 'Pastoral Care in a Boarding School Context'. I have twin daughters, Pippa and Libby, as well as 'twin' golden retrievers Stan and Milo. My husband Bill and I love long walks on the beach in Norfolk.



Mrs Watson
Boarding Tutor

I am a member of the the boarding tutor team, and work at the Prep School.

Having joined Lincoln Minster School in 2018, I have many different roles. I am a teacher and teach in all year groups at Prep as well as supporting other staff. I support children throughout the school. I enjoy all kinds of music and love dancing as well as visits to the theatre. I have one daughter Poppy, currently in Sixth Form, who has been at Lincoln Minster School since she was 2 years old.

Mrs Grogan
Boarding Tutor

I am a member of the Senior school team and a Boarding Tutor.

I have worked at LMS for 14 years as an English Teacher. I love the community and kindness that our school shows to all the students and their parents. I live in Lincoln and love being able to walk my black lab Dotty around the Bailgate. Boarding is a special part of our school, and I hope that everyone feels as if it is a home away from home. I am looking forward to getting to know all the boarders and hope that we can have lots of fun together.

Duty Rota

	Monday	Tuesday	Wednesday	Thursday	Friday
Wake Up (7:00)		Miss Leshone	Miss Leshone	Miss Leshone	Miss Leshone
Morning Call (8:10)		Miss Leshone	Miss Leshone	Miss Leshone	Miss Leshone
House Time & Afternoon Prep (16:15-19:30)	Miss Leshone	Miss Leshone	Miss Leshone	Mr Allan	
Evening (19:30-22:30)	Miss Leshone	Miss Leshone	Miss Leshone	Mr Allan	
Overnight (22:30 onward)	Miss Leshone	Miss Leshone	Miss Leshone	Mr Allan	

Feel free to contact me if you have any questions or concerns at any stage. However, please be aware that I work a full timetable and therefore I am likely to only pick up voicemails in the morning, lunchtime and after 6pm. I will check emails in between lessons so this is often the easiest way to get in touch.

The landline below will ring in the main school office who will be able to contact me in class in the event of an emergency.

Yours sincerely,

Miss Leshone

School Office: 01522 551300

E-mail: Grace.Leshone@lincolnminsterschool.co.uk

Duty Routine

16:30 to 19:30 Duty

- 16:30-17:30 - Rotate and speak to the students.
- Post school snack and drink.
- Prep in the Prep room.
- Check the signing out book.
- 18:00 supper.

19:30 Duty

- Call is from 19:20-19:25.
- 19:25 ring the Call bell.
- Supervise free time or evening activity.
- Sixth Form pupils may go out of the house, but must return by 22:00.
- 21:00 Junior bed time and hand in phones.
- At 22:00 check the Sixth Form pupils are in, take Call.
- Ensure that the kitchen is tidy with whoever is on duty that evening.
- Complete the Call Sheet once you have the Sixth Form pupils in. The Call sheet becomes the night fire register, so it's really important it's 100% accurate.

At 22:25

- Check all the Sixth Form pupils are in their own rooms and ready for bed. No one should be heading into the shower at this point.
- Check that you have definitely seen everyone including any day students who might be staying the night.
- Check oven is off in the kitchen.
- Shut and lock ground floor windows.
- Turn off the light in the common room.

Joining the Mount

New Boarders

Although boarding feels second nature to those of us who have lived and worked in it for some time, we appreciate that it can be an intimidating experience for the younger or first time boarder.

We encourage all boarders, new or experienced, to approach us when they are homesick or have concerns so that we can share our experience and offer our support. Before new boarders start they are given a copy of the 'LMS Boarding Guide', a child friendly booklet that details routines, expectations and includes pictures of staff.

The Housemistress is also responsible for checking in with new children to make them feel welcome. Boarding staff will also be in regular contact with the parents of new boarders in the first few weeks to give updates and address any concerns that may arise. (NMS 11.1) The induction process also includes a fire safety talk and children are walked through the various exits in the Mount. (NMS 10*)



Layout & Facilities

The Mount is a mixed boarding house. We have clearly separated areas and divisions. This is to ensure the wellbeing of all students in our care from a safeguarding point of view but also maintain age and stage boundaries as well. Everyone enters the house through the main front door. The atrium/hall doors are for emergencies only.

The House

Ground floor: kitchen, laundry, noticeboards, post area, common room, atrium, Prep room, Housemistress' office, guest toilet and boys' bathrooms, Junior boys' bedrooms.

First floor: Senior girls' bedrooms, Junior girls' bedrooms, Senior boys' bedrooms, Housemistress' flat and staff accommodation for resident tutor staff, bathroom.

Facilities

- Kitchen
- Three TV's and consoles
- WiFi in all communal areas
- Books, board games and craft activities in the Prep room.
- Pool table

Quiet Space

Living in a boarding house is busy and loud. If you ever need somewhere to sit quietly you are welcome to spend time in the room next to Miss Hawkes' Office. Around the school there are places where you can be alone, most notably The Hive.



Weekly Boarding Packing List

In addition to the Lincoln Minster School day uniform and sports kit (detailed in the separate Uniform List), boarders require the following items:

- 1 dressing gown with belt/cord
- 2 pillow cases, 2 duvet covers and 2 bottom sheets (duvets are provided and mattress protectors)
- Towels (2 large and 1 small, with hanging loops)
- 1 face flannel
- 2 pairs of pyjamas
- Toilet bag containing shower gels, shampoos, toothbrush etc
- 1 laundry bag
- Casual outfits for after school , plus one smarter outfit (we suggest a minimum of five T shirts and at least three bottoms, please include two hoodies/jumpers)
- Swimwear
- Underwear, socks (ten of each)
- 1 pair of slippers
- Coat
- Coat hangers
- Rain jackets

A pupil friendly boarding guide and detailed packing list will be shared with all boarders before you come for your first night!

Sixth Form Students Uniform Requirements

In addition to the above please ensure as a Sixth Form student you have a minimum of five shirts or appropriate formal tops to cover a full week.

Electrical Equipment

All electrical equipment, even if it is brand new, will be PAT tested (Portable Appliance Test) during the first week of term, otherwise it may not come into the boarding house. For most equipment, a certificate lasts for one year.

Items of Value

For safety, we recommend that non-essential items of particular monetary or sentimental value are kept at home, and not brought to the boarding houses. We have secure storage to keep your child's passports and other such documentation safe. Please ask the boarding staff about this. We cannot accept responsibility for valuables which have not been handed over for safe keeping.

Name Taping

All items must be named.

Transporting Items and Laundry

As weekly boarders, students are expected to routinely take dirty clothes home to wash at the end of each week and bring back clean clothes the following week. Please ensure you provide a suitable small suitcase or bag to facilitate this. There is a washing machine in the house for emergencies and in addition boarders do have access to a weekly laundry service for bedding and other items should they wish to utilise this. Should your child require use of the weekly service please ensure they have sufficient clothing to allow a one week turn around on clothing.



Personal Belongings

Clothing and Jewellery

Please check the pupil handbook and school website for information on students expected dress and appearance.

Boarders are expected to be neatly turned out in appropriate clothing at all times. Please ensure that all items of uniform and casual clothes are named. It is vital that boarders adhere precisely to the dress regulations set down in the clothing lists.

We do not wear outdoor shoes in the house and therefore boarders may like to bring a pair of slippers.

Please note the regulations on the wearing of jewellery. It should be very basic and unobtrusive. Boarders should not bring any valuable pieces of jewellery to school.

Makeup may be worn by the older students as long as it is discreet and professional looking.

Jewellery and uniform checks will take place in morning Call. The Housemistress and school staff will also continue to check throughout the day. Boarders will be asked to remove any jewellery that is not appropriate.

School Blazer supply the school uniform and it can be ordered through their website.

Essentials & Medication

Obtaining Essentials

At the Mount we have a spare supply of everyday hygiene products such as shower gel, toothpaste and sanitary products. Please talk to the House Parent team if you need anything along these lines.

Medical Matters and Medication Rules

If you need to see a GP, other than in an emergency, you must talk to a member of the house team first who will contact the appropriate GP for you and liaise with parents as required and appropriate. If a pupil becomes ill during the school week parents will be contacted to collect their child at their earliest convenience.

- Medication can only be kept in the house with consent from the Housemistress and must be logged and registered with them.
- The school will require medical and parental consent for you to keep and self-administer your medication otherwise all medication must be taken under the supervision of the House Parent Team.
- Medication you are permitted to keep must be stored and locked in your lockable space.
- You must not allow any other pupil to access or take this medication.
- Your Housemistress can store medication overnight until this consent has been obtained.
- If you have permission to keep medication such as an Asthma Inhaler or an EpiPen (or similar device) you must carry these at all times.

Life at The Mount

Call Times

Monday - Friday

08:10

'Formal call' for the whole house in downstairs common room – house register and notices for the day.

16:30-18.00

Call in House / Prep for all (M, Tu, W, Th) – Prep and study sessions etc. take precedent here; opportunity to get on with prep or participate in co-curricular activities.

18:00

Dinner

19:20-19:25 '

Call In house' Start of free-time or evening activity

21:00

Junior Boarders – phones to be handed in overnight

21:30

Bed Roll Call for Junior Boarders

22:00

Bed Roll Call for Senior Boarders



House Code

Join an Exciting and Supportive Community

The Mount should always feel like home. In order for everyone to have the opportunity to be themselves and achieve their full potential, it is important that the community we live in has a shared code of conduct that everyone adheres to:

- Maintain the friendly house atmosphere in all your dealings with others.
- Respect the authority of members of staff.
- Accept disciplinary issues with good grace.
- Take responsibility for your own actions and consider the effect they may have on others.
- Be approachable and courteous towards all house visitors.
- Maintain the security of the house including your own and other peoples' possessions.
- Be tolerant to and respect the views, beliefs and ideas of others, even when they differ from your own.
- Take responsibility in ensuring the wellbeing of younger boarders, especially new boarders.
- Respect the need for other people's privacy.
- Respect other people's property and always ask before borrowing someone's possessions.
- Be responsible for the correct use of prep time.
- Respect the wishes of your roommates.
- Help foster an environment in which everyone can fulfill their academic potential.
- Be responsible for tidying up in communal areas, especially washing up.
- Support house activities and make every effort to encourage house members participating in school events.
- Honour all commitments to their completion.
- Don't forget that we are a shoe free house upstairs. To save your socks don't forget to rock your slippers!

Rewards & Sanctions

Sanctions

While we generally avoid using sanctions in The Mount, sometimes they become necessary. Including:

- Gating House detentions
- Signing in during free time
- Loss of privileges
- Class Charts
- Sanctions in line with the wider school behaviour policy

Rewards

At The Mount, we reward positive behaviour with praise and celebration. We use rewards tickets to recognise service to others, kindness and care within the boarding community specifically, which can be cashed in at the end of a half term with Miss Hawkes for a prize.



House Expectations

Prep and Study Periods

- Prep starts promptly: you need to be at your desk ready to work by 16:30.
- Silence throughout: no music or talking.
- Stay in your area: no wandering around the house.
- Mobile phones should not be used and will be confiscated.
- Computers should only be used for academic studies.
- If you have completed all of your prep, read a novel or do some extra reading for one of your subjects.
- During the prep slot house staff and visiting teachers will be available to support you with your studies please don't hesitate to ask for help or assistance!

Signing In and Out

You must sign out when:

- You leave the school or boarding house, including when going to the shops in the Bailgate area or city centre, except when on organised school activities.
- You are likely to miss any Call.
- You leave the house after 17:45. You must sign out with the time you are leaving but you may tick to show you are back in.

Visiting and Evening Hours

1. At those times when visitors may be welcome in the house all pupils must act responsibly, respect the privacy of others and observe the spirit in which the guidelines are framed.
2. Displays of affection in public areas are discouraged. Pupils are asked to avoid gathering in large groups around the house or anywhere else around the school.
3. The Mount has areas which are to some extent personal and private – e.g. dormitories. Girls may visit girls in other rooms, and boys may visit boys in other rooms but visiting is allowed in these areas only at the times displayed in The Mount.
4. The house has areas where a variety of people are welcome – common rooms, kitchens etc. Visitors must ensure that they are aware which are designated common areas and where they are welcome. In The Mount, the downstairs common room, atrium, kitchen and laundry are open to visitors.
5. With the exception of some Tuesday and Wednesday evenings, pupils in Sixth Form may leave the house after the evening study period. All pupils must sign out, naming a destination.
6. Some Tuesdays and Wednesdays (detailed in the calendar) are “House Nights” and pupils are expected to be in the house.
7. After Call at 21:30 or 22:00, pupils may only leave The Mount with the permission of their Housemistress or the staff member on duty.

House Responsibilities

Communal Areas and Bedrooms

The Housekeeper along with the school Estates Team are responsible for the care and upkeep of The Mount, but not for tidying up after the boarders.

If you have any problems with rooms or concerns please speak to Miss Hawkes or Miss Leshone, please do not hesitate to go have a chat.

Boarders will be expected to adhere to the following responsibilities: It is expected that boarders will take responsibility for making their beds and keeping their rooms tidy.

Everyone is expected to clean their own basin or shower after they have used it and to leave things as they would like to find them. All washing up must be done in the kitchen and not in the bathroom areas.

Laundry must be taken home at the end of the week unless something needs to be urgently washed, in which case please speak to the house team.

Everyone must sign out when leaving the house at any time with the exception of lesson and meal times.

No Blu or White Tack anywhere on the walls.

Food and Drink

As well as the responsibilities regarding cleaning, boarders are also expected to follow those relating to food:

The kitchen is not for use in prep times.

Everyone must attend meals.

No food or drink to be eaten near the computers in the Prep room.

It is the responsibility of everyone preparing and eating food to wash up and clear the kitchen after use.

Only non-perishable tuck may be stored in bedrooms and this should be kept in a tuck box. Milk etc. must go into the fridge.

No meals to be consumed in bedrooms.

Food and drinks must not be taken out of dining room or borrowed from other people without their express permission.



Personal Areas & Shared Responsibilities

Pupils of different age groups live together in house and it is expected that they have respect for each other and each other's space/property. Many tasks concerned with keeping the house clean and tidy fall to Lincoln Minster Employees, others fall to the pupils themselves.

Pupils have the responsibility of keeping their personal spaces tidy and year groups have the responsibility of keeping their shared spaces tidy. The other duties in the house are shared fairly and appropriately to the age of pupils, as determined by the Housemistress.

No pupil may ask another pupil to do a task for him or her, except where it is a case of mutual and equal help.

We summarise our policy in the following way:

We ask our pupils to co-operate with all their fellow pupils and treat them with respect.

No pupil from one year group can have a task performed for him or her by a younger pupil without the agreement of an adult.

When pupils are in the same year group we accept that tasks are performed out of friendship, but we need to be aware of the possible abuse of this understanding.

Technology, WiFi & Mobile Phones

WiFi is available in the communal areas of the house only and students are encouraged to use technology in those spaces to ensure they are fully engaging with the house community. Lincoln Minster uses Smoothwall as its filtering system and the Boarding House WiFi also uses this same filtering to ensure our students wellbeing is safeguarded.

Before bed students will be required to hand in their mobile phones for safe keeping in line with the LMS Mobile Phone Policy and Boarders are required to comply with the school wider Mobile Phone policy when staying in boarding. Failure to do so may result in sanctions in line with the schools Behaviour Policy.



Pastoral Care & Wellbeing

Pastoral Support

Here For You

The care and happiness of all boarders is our priority, and often academic success does not come without a good sense of wellbeing and contentment. Below is a list of people boarders can approach should they need to.

More information is available in school at the Hive and on Reception and is displayed on the board in the Mount.

Miss Leshone - House Mistress

Mr Allan - Resident Tutor

Mrs Eke - Head of Boarding

Mrs Gladwin - Assistant Head Pastoral

Mrs Brigden - Head

Parents Form Tutors Teachers

School Counselling Service

Independent Person

Outside of school there are many organisations pupils can phone for help such as Childline - 0800 1111

Academic Monitoring Support

Teachers

Teachers are central to the development of all pupils at Lincoln Minster School. They become someone students can trust and go to for help primarily regarding academic issues but also with pastoral issues. Students meet their form tutor daily and follow a programme of activities as part of the wider school community.

Over the year we will be encouraging staff across a range of departments to come into the house during prep time for Prep Club to offer support and additional help for boarders, additionally, the house team will be key in bridging communication between students and their teachers, to get in extra support where needed, particularly for those in exam years.

Housemistress

The role of the Housemistress is to oversee the wellbeing and academic progress of every student in the house. The House Parent team, supplemented by teachers on duty, will always try to help if boarders have any problems with prep (homework). The teaching staff are always happy to help students and if pupils think they are going to struggle with some prep they should email their teacher well in advance of the deadline.

There may well be a help session pupils can attend or a teacher may suggest a time to see them individually for some help. Sixth Form students are often also very happy to offer help but please be aware that they have lots of their own work to do!

Welfare Policies & Procedures

The following whole school policies are equally relevant to boarding at Lincoln Minster School:

- Anti-Bullying
- Behaviour
- Child Protection and Safeguarding
- Complaints
- Curriculum
- Fire Safety
- First Aid and Administration of Medicine

- Health and Safety
- Learning and SEND
- PSHE
- Recruitment and Selection
- Supervision of Pupils

All these policies are available on the school website in the 'Our School' tab.

The Boarding team maintain a file for each boarder recording details of their medical history, drug reactions and allergies, on-going conditions, record of medical treatments and medications administered.

Welfare and other information specific to each boarder are also recorded in their medical file. Information on allergies and on-going medication is made available to all staff.

Between them, the boarding staff are very experienced and all staff receive regular training in Child Protection (NMS 2).

A nightly debrief is held and a log is kept of the evening's events to ensure continuity and clear communication.

Any pastoral concerns are also shared with Form-Tutors and Rachael Gladwin, the Assistant Head & DSL. Regular meetings are also held.

The School's Safeguarding Document, which includes the Child Protection Policy provides the details and sets out the guidelines that staff must follow.

All staff have read this policy and received training. Staff working in the boarding house are recruited in line with school recruitment and vetting policies. (NMS 19.1) For further information please refer to the school's Recruitment and Selection Policy.

All staff with unsupervised access to boarders have an enhanced DBS check. (NMS19.4)



Health & Safety

Fire

Fire Orders are clearly displayed in the house. All people should leave the house as soon as they hear the alarm (a continuous ringing), and wait in a line by the gate (the one closest to the road).

Everyone has a responsibility for keeping the house safe. Boarders should not place bags, shoes etc. in front of fire exits and should always be careful with electrical appliances, for example turning the oven off after use, not overloading electrical sockets and not placing unsuitable items in the microwave. Further guidance is displayed on posters around the house.

Fire Orders & Electrical Safety

- There is no distinction between NIGHT or DAY procedures.
- If you hear the alarm (continuous ringing bell) leave the house by the nearest exit.
- The over-riding aim is to get EVERYONE out of the house as quickly as possible.
- You should move quickly and quietly to the ASSEMBLY POINT which is by the main gate.
- Assemble in silence so that a roll-call can easily be taken.
- REMAIN THERE UNTIL YOU ARE TOLD WHAT TO DO.
- DO NOT RUN. WALK QUICKLY TO THE ASSEMBLY POINT.

Particular Points

1. If you are the first to sense there is smoke or burning do not hesitate: SHOUT FIRE, FIRE, FIRE and ROUSE THE NEAREST STUDENT OR STAFF MEMBER.
2. Ensure, where you can, that all the doors and windows are shut to lessen any draughts which may fan the fire.
3. IF YOU ARE IN ANY DOUBT DO NOT SPEND TIME IN THE VICINITY OF

THE FIRE. GET YOURSELF AND EVERYONE ELSE OUT OF THE HOUSE. TAKE CARE TO ENSURE THAT EVERYONE IS WOKEN UP WHEN THE FIRE IS AT NIGHT.

4. Take every care to ensure that everyone is alerted and BE READY TO TAKE RESPONSIBILITY WHETHER YOU ARE THE YOUNGEST OR THE OLDEST PERSON IN THE HOUSE. Do not wait for someone else to take the initiative. SPEED IS OF THE ESSENCE.

Key Fire Safety Points to Remember

- It is important that electrical sockets are not overloaded and boarders must remember to switch off electrical appliances when they leave their rooms. All electrical equipment will be PAT tested and checked regularly. If any item is deemed to be unsafe then it will be disposed of.
- Doors and all exits should not be blocked.
- Do not prop open doors.
- Fire extinguishers should be kept in their set places. Please report any misuse.

Fire Contact Numbers:

999: State that there is a fire at The Mount, Lincoln Minster School.

Personal Safety and Your Belongings

Everyone should have access to a lockable space, although Boarders do need to provide their own padlock. Boarders should never tell anyone else the code. The House Mistress can look after money and passports. Boarders should never bring expensive jewellery into school or anything with great sentimental value.

If a Boarder has a reason to leave school during the day they must always have permission and sign out.

Information for Parents

Communication to Parents

Parents will always be kept informed of any matters of concern and parents are encouraged to contact the school with any worries that either they or their child may have.

Parents are always welcome to visit their child and there is a high level of informal communication between staff and parents.

Should a parent wish to make a formal complaint the school has a complaints procedure, details of which can be found on the website (NMS 14.1), however we encourage parents to come and discuss any concern with the Housemistress in the first instance.

Contacting Children Boarding

Boarders have access to their phones each evening and call home as frequently as they wish. However, prior to bedtime phones are taken into safe keeping and stored away for the night to ensure a good night's sleep. (NMS 12)

Equally parents should feel free to call the boarding house on 01522 551362 to speak to their child, bearing in mind the timings for bed (see the bedtime schedule). Pupils also have regular access to emails via their school iPads.

Pupil Voice

Pupil voice is a central part of Lincoln Minster life. In school we have a School Council chaired by the Head Students and we would encourage boarders to join to represent our unique community in the school. We also have catch ups in-house to get boarders' views and we will publish minutes of meetings in-house so students are aware what is being suggested. In the house, if there are any comments you wish to make, please talk to the Housemistress. There is also the suggestions box (situated in the Hall) which is anonymous. We value your comments and ideas and will respond to them in call and via the house pupil voice poster.



Adults Visiting the House

Before coming into The Mount please make sure you have informed a member of staff who will need to be present at the time. This can either be the House Mistress or the Deputy House Parent. This is to ensure the privacy and protection of all of the students in the house. You need to state when you will be coming, for how long and the purpose of your visit. Just a simple email will suffice.

School Events

There are numerous school events where you are welcome, and indeed encouraged to attend. Most of these will be listed in the school calendar. We are sure that you will understand that it is impossible for us to invite you formally on each occasion; nevertheless, your support is always greatly appreciated by those taking part. You will of course receive letters and invitations to important events such as parents' evenings. You are always very welcome at school matches; please do come and support. The termly Cathedral Service takes place on the last day of term at Christmas, Easter and Summer breaks. It is an important day in the life of the school and all parents and guardians are invited.

Parking

There is a small amount of parking outside The Mount which can be used for drop-offs and pick-ups. At busy times (start and end of terms) more parking is available in front of the Harper Building, adjacent to The Mount. Please park in the designated spaces and don't block in cars or obstruct the entrance.

Appliances & Valuables

We have very few cases of theft at Lincoln Minster School. However, parents should ensure that valuable items such as electrical equipment, watches and telephones are insured by your own domestic policy. They are not covered by any school policy. Please also keep a note of serial numbers. Boarders may bring a stereo system to the boarding house, but they will not need powerful amplifiers. Students may not bring TVs to the boarding house. The heating system in the house is excellent and so students must not bring any additional heaters.

They may wish to bring their own desk lamp, although one is provided. Boarders will be encouraged to lock away their valuables. They should bring a padlock with them to secure their lockable space. Boarders should not bring kettles, toasters or element heaters; they present a fire risk. All cooking must be done in the kitchen. All food items must be kept in plastic containers or in the fridge. The Boarders have three meals a day provided in school so there should be no need to have more than a few treats.

Holidays

If parents are going to be away during the week in term time then they are asked to inform the House Mistress and provide contact details. This may include the details of someone who can act as Guardian in the UK.

Policies and Procedures

Complaints Procedure for Pupils & Parents

What Happens if I Want to Make a Complaint About Something?

Sometimes you may feel that you would like to make a complaint about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff you can trust. In most cases this will be your House Mistress. You can take a friend with you if you wish - another pupil, an older pupil or another member of staff.

It is particularly important for you to realise that in the event you are in trouble you can have a house tutor or a friend with you when you are talking with your House Mistress, the Assistant House Parent or the Head of Boarding.

If the matter can't be easily settled to your satisfaction, then you can make a formal complaint. The process is as follows:

- You must write to your House Mistress or The Head of Boarding explaining that you wish to make a formal complaint.
- You will then get a note in reply saying the complaint has been recorded and that it is being attended to within two days of your making the complaint.
- Following this you will be asked to talk the matter through with either the Head of Boarding or The Head. You can have a friend with you, who may be another pupil, your House Mistress or any member of staff.
- If within two more days you have not had the matter satisfactorily sorted out you may contact any of the people listed above.

You do not have to inform staff or anyone else that you are complaining about them.

You will not be penalised in any way for making a complaint in good faith.

Missing Pupil Procedure Day Time

A Pupil Will Be Reported Missing By

- An email from staff
- A roll-call by staff
- Word of mouth.

All staff and prefects on duty have an obligation to report the absence of a pupil from class or games or any other supervised activity to the Housemistress.

The House Mistress will be the person who instigates a search procedure if there is any doubt on the whereabouts of the pupil.

The following steps should be taken:

Day time

1. Check with the Hub to establish if the pupil is there.
2. Check the pupil's living area for evidence of a recent departure - or a note, perhaps.
3. Check with the Head of Key Stage/Form Tutor to confirm the last sighting of the pupil.
4. Re-check with subject teacher/games coach/activity supervisor for any further information.
5. Check with the pupil's close friend(s) for any further information.
6. Conduct a thorough search of the area where the pupil was last seen.
7. Inform The Head of Boarding or Head or Deputy Head (Teaching and Learning) that there is no trace of the missing pupil.

Then

1. Phone the next-of-kin/guardian to inform and discuss.
2. If no satisfactory information has been gained, inform the next-of-kin/guardian that the local police will be notified.
3. If it is not possible to contact the next-of-kin/guardian, the Head of Boarding will notify the local police immediately.

What Happens Next

Individual cases will vary, but, having followed the steps above, the need to phone the local police should not be more than 1-2 hours after the pupil has been reported missing.

The following information should be given to the local Police:

- Name of missing pupil.
- Age.
- Length of time unaccounted for.
- Last known location.
- Detail of clothing worn, if known.
- Where the Police should report on arrival.

On arrival of the local Police all relevant parties, and others if requested, will assist in any search procedure instigated by the Senior Officer in charge.

All relevant information about the pupil must be given to the local Police Officer in charge at this stage.

The next-of-kin/guardian should be kept informed of all developments.

Missing Pupil Procedure Night Time

Evenings

Using discretion, the same procedure should be followed. The Housemistress has the right to contact anyone at any time to seek information.

Pupil(s) Missing From House at Night

In a case where an Housemistress or a tutor on duty discovers that a pupil is missing from his/her bed at night time, the procedure outlined below will operate:

1. Check the public areas of the house – bathrooms, toilets, common rooms and kitchens.
2. Check the rooms of other pupils in the year group/friendship group of the missing pupil and establish whether anyone else is missing. Note carefully who is absent if there are other empty beds.

Once it is established that there is no simple explanation for the pupil's absence, the House Mistress should ring the Head of Boarding on their home telephone number and discuss the situation.

The Head of Boarding will decide whether to institute a bed-check.

If a bed-check is deemed necessary, the House Mistress should check the beds throughout the house and make careful note of any pupil who is absent.

NB the priority is to check all the beds as quickly as possible rather than to go looking for individuals.

What Happens Next

The Housemistress should then report the situation in house back up the to the Head of Boarding. The Head of Boarding will then determine what action needs to be taken – e.g. contact the Head, contact the police, contact the night security staff, or make a search of the school/its environments.

At all stages, the Headmistress is advised to make written notes so that they have clear information that can be referred to in case of dispute with pupils or parents after the event. At all times, if the Housemistress is absent, whoever is designated by the Housemistress to be the Acting Housemistress will be responsible for conducting the search procedure.

When a search procedure has had to be instigated, the Housemistress should write a brief report analysing any lessons learned and any points which may help in future search procedures. The report should also make clear any reasons given by the pupil for being missing. This should be sent to The Head of Boarding who will send a copy to the Bursar for the Health and Safety File.

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The best in everyone™