



Chetham's  
School of Music

## **Chetham's School of Music**

Long Millgate  
Manchester  
M3 1SB

[www.chethamsschoolofmusic.com](http://www.chethamsschoolofmusic.com)

Head: Mr Alun Jones  
Bursar: Mrs Sarah Newman  
Chair of Governors: Dame Sandra Burslem

# **Pastoral & Boarding Information**

**2016-17**

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 pupils.

All students and parents will receive full Pastoral Handbooks relevant to their age before joining the School. Current students should refer to those full handbooks, and not to this summary, when seeking answers to questions.

Prospective and current students, and their families, are always welcome to contact us with any questions. Your main point of contact will be your Personal Tutor, your Head of House, or Ms Carolyn Rhind, Deputy Head (Pastoral). Ms Rhind may be reached on [carolynrhind@chethams.com](mailto:carolynrhind@chethams.com) or via 0161 834 9644.

## **Boarding Houses**

Chetham's students live in one of three Boarding Houses. Boys' and Girls' Houses are for students aged 12-18, whilst Victoria House is a mixed House for students aged 8-12. Each House has a House Parent and Deputy, one of whom will be on duty at all times 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 House Parent on duty carries a mobile phone at all times, and students and parents will receive this number when they join the School.

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

## **Rooms**

Each House has rooms of different sizes. Students new to Chetham's will meet House Staff before arriving, and will talk to them about their interests and habits - how much sleep they like, how tidy they like to be, and what time they wake up – and are matched to room mates based on these

conversations. Returning students can ask to share with specific friends. This system usually works out – but if it doesn't, then House Staff are always there to help find a solution.

Students are responsible for keeping their own rooms tidy, but they are cleaned on a weekly basis by the Domestic Services team. Instruments are stored in lockers in the New School Building, and all 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 their own shower rooms attached.

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 girls who prefer to do their own washing or ironing.

### **Boys' House**

Boys in Years 9, 10 and 11 are usually in rooms of four people, most of which have their own shower rooms attached.

Most boys 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.

Boys' House includes a pool room, two common rooms for Sixth Form and younger students, and a reading room. Three school computers are provided, with connections to the internet and school network, and DVDs are available to borrow.

### **Victoria House**

Thirty of the School's youngest students live in Victoria House. Students in Victoria House are usually in single sex rooms of 4-6 people.

Students in Victoria House have access to a shared common room and kitchen. An outdoor play area directly outside the House includes swings, slides and climbing equipment. The House common room is well stocked with games, including Twister, Scalextric, a Playstation 2, dance mats and board games. House and recreation staff regularly organise additional activities such as swimming, gym, fencing dance, aerobics or 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	Breakfast
7.30-8.00	Registration for boarders
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
2.30	Period 5
3.30	Period 6
4.30	Snack; change into casual clothes Day students finish school (subject to rehearsal commitments).
5.00	Practice and prep
6.30	Tea
7.00	Supervised homework or free time
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.

Students from Year 9 upwards are allowed into Manchester at:  
Breaktimes and lunchtimes, and from 4.30-5.30pm on weekdays  
1pm-6pm on Saturdays, and on Saturday mornings if free  
9am-5.30pm on Sundays

Sixth Formers may also go out:  
3.30-5.30pm (Year 12)  
6.30pm-7.30pm (Year 13)  
8.30pm-10pm on Tuesdays and Thursdays  
6pm-10.30pm on Saturdays  
6pm-9pm on Sundays

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

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

Students are permitted only into pre-agreed areas of the city centre, within easy walking distance of the School. These borders vary according to students' age. Students must carry mobile phones, and keep them switched on, whenever they are out of School.

## 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. Christmas and Easter term dates are usually approximately in line with state schools, but in the summer Chetham's students usually finish a week or two earlier than elsewhere.

Approximately every third weekend, the School closes and all students must go home to their parents or guardians. On Free Weekends, school closes at 3.30pm on Friday and boarders should return by 9pm on Sunday. In longer terms, this may be extended to a Long Free Weekend, for which school ends on Thursday or resumes on Tuesday, after a bank holiday, for example.

All students must leave the site during 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.

## 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 at the end of the summer term. Each student will have an individual Music Course timetable depending which ensembles they are involved in; 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.

## 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, with the exception of after-school snacks and supper which are 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 breaks, and in house after lessons finish at 4.30pm, and before bed.

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 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.

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

## **Uniform and clothing**

Students must wear uniform from getting up until 4.30pm, Monday to Friday. Full uniform details will be provided.

### **Lower and Middle School**

White shirt or blouse, school tie (boys only) and black skirt or trousers, with optional school jumper or cardigan. Plain black blazer and black shoes.

### **Upper School**

Plain shirt or blouse and dark suit (with skirt or trousers). Ties are optional. Jumpers or cardigans are permitted only beneath a jacket.

'Summer uniform', without jackets or ties, may be adopted in hot weather. Students will be informed of this by email.

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; 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, PE kit, casual clothing and nightwear, and a smart, dark coloured 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 Parents know their plans. For those students who stay, weekend trips and activities are arranged by House staff, which 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 for all students.

## Health and wellbeing

A nurse is based in the School's Medical Centre whenever students are on site. Both male and female doctors and a physiotherapist also visit the School every week, and students may be accompanied to appointments by a friend or adult chaperone.

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 and all students should carry their own asthma inhalers or EpiPens, if required.

Students have access to a gym and swimming pool on site, and to a variety of sports activities during PE and Recreation. 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.

If students have any wider concerns, they are always welcome to speak to House staff or to their Personal Tutor, or to make an appointment to speak to any staff member including the Head and Director of Music. The atmosphere at Chetham's is genuinely supportive, and every member of staff is committed to the overall wellbeing of the students in their care. 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. A 'Be Safe' box enables students to write down their concerns if they are difficult to bring up face to face.

All staff at Chetham's are trained in Child Protection, and the Designated Safeguarding Lead is Mrs Barbara Owen. Support numbers for services such as Childline and the Samaritans are displayed across the School.

## Discipline

Excellent work and extraordinarily good or helpful behavior will earn Merit Marks. When a number of Merit Marks have been collected, these may be exchanged for vouchers to spend in local shops.

Order Marks are given for negative behaviour. Any student who accumulates three Order Marks will be placed in Head's Detention. Other



breaches of School Rules may result in gating, which means that students are not allowed to leave the School site for a fixed period of time.

### **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 your 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 and scores; and a range of magazines, journals and newspapers. Students have access to Naxos Music Library, Oxford Music Online and Britannica School through the network.

### **Timetable**

All students and parents are connected to a 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**

We run a system for students in Year 7 and below through which Sixth Formers volunteer as 'Guardian Angels'. These Guardian Angels take their charges shopping in town, buy them small treats, and generally look out for them around school in case they feel anxious or homesick. This scheme has been running successfully for many years, with both younger and older students appreciating the chance to develop relationships across the School.

### **Faith**

Students are supported to practice their faith, and to visit places of worship during their free time. Manchester is a diverse city with communities of most denominations worshipping within reach of the city centre.

Transport is currently arranged to a variety of churches, based on the faiths of our existing students. The student body also runs its own Christian Union, which meets on a weekly basis.

### **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 are usually timed 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 can hold their pocket money for the term in an account, and withdraw it from House Parents as required. 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 full access to their child's timetable via StREAM, and will also be able to see a record of Merit and Order Marks, concerts, detentions, excursions, exams and other activities. A monthly Head's 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 holidays.

Parents who have questions or concerns not met by these communications are always welcome to contact the School. A full Parents' Handbook, including all relevant names and contact details, will be provided to new parents when a student joins the School. 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.