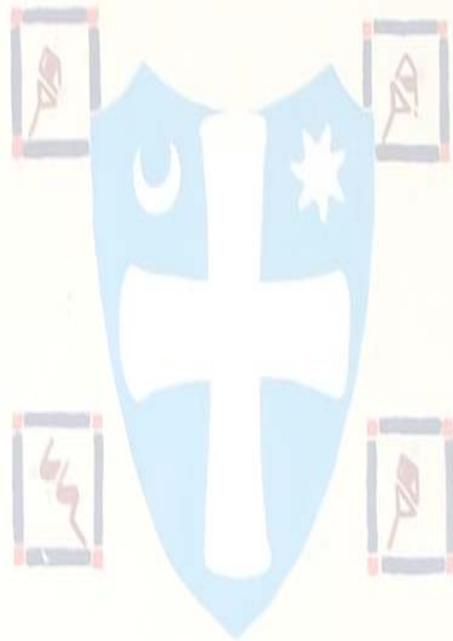


# Tees House



**Tees House**  
**Barnard Castle School**  
**Tel : 01833 696037**

E mail [gbishop@barneyschool.org.uk](mailto:gbishop@barneyschool.org.uk)

## **Background**

Tees House is a boy's day pupil pastoral grouping. It was formed during the early 1980's when the single existing day-boy house, then called Teesdale House, was divided into Dale and Tees houses. Day pupil numbers have grown since those times and in the nineties a third day boy house, Durham House, was introduced.

### **The Housemaster**

Mr G Bishop was appointed to be the Housemaster of Tees in January 1999 having previously been an assistant Housemaster and tutor for Tees for ten years. Between 1980-89 Mr Bishop was both a resident tutor and assistant Housemaster to one of the senior boys boarding houses.

The Housemaster oversees the pastoral and academic development of the pupils in his house and relies upon his tutors to be able to monitor the academic progress of the boys within Tees. Parents/guardians can call the house office to flag up or discuss any matters they feel they want to discuss and the Housemaster or any staff member of Tees and any tutor or house staff member could take a meeting with parents or guardians in the house office, which has telephone and internet access.

The Housemaster writes UCAS testimony and is typically invited to write references for future employment. The Housemaster, as tutor to the Upper 6<sup>th</sup>, will take an active interest in the tutees plans and aspirations for time beyond school and will offer advice and support in dialogue about such.

### **Accommodation**

Tees House has 79 pupils listed this year and is housed in the same area in one large and three small common rooms at the top of the back stairs. Tees also has a cracking view which overlooks the playing fields.

Each of the rooms has a notice board for public information if required and boys are grouped for common rooms organisation and lockers in the following way.

Yr 7& 8 together in their own room, 9,10,11 in the main common room and the lower and upper 6<sup>th</sup> forms in their own rooms. Pupils register in Tees each morning before chapel service or assembly and before lessons on an afternoon and they use their area extensively for work and social time.

Tees has a pool table, table soccer, table tennis, a 32" colour TV and the sixth forms have small TV and "X box" facilities. All recreational

hardware is paid for by Tees from funds generated by its Tuck Shop. Tees does not receive funding from the school, although the school provides fittings, maintenance, furniture, work surfaces etc.

## **Security**

Boys are allocated locker space and encouraged to use it to keep property safe. Locks are the responsibility of the pupil and valuable items can be kept here or given to the Housemaster for safekeeping in his office, which is with the common rooms. The Housemaster or the maintenance staff locks Tees each evening. The boys can be careless with books and valuable items but items are routinely collected to the house office and later returned safely.

Staff are present each morning at registration and at lunchtime for a short period and house monitors tend to use Tees for private study periods during the day. The Housemaster takes his free periods in the house and will be available, activities permitting, each day between 4pm and the end of school.

## **Organisation**

Boys are tutored by a member of staff within their own year group and stay with that staff member all year. Tees has seven staff member each acting as a tutor to a group of boys for a single year group and for 2005-6 these are as follows.

### **Yr 7 Mr N Toyne.**

Mr Toyne is a maths teacher and also something of an IT wizard His interests include further dehydrating his dry sense of humour and increasing his already encyclopaedic knowledge of malt whiskies.

### **Yr 8 Mr CP Johnson**

**(Assistant Housemaster for years 7 and 8)**

Mr Johnson is head of modern languages. Recently Mr Johnson was a broadcaster for Radio Teesdale and has been coach to the first eleven. He also enjoys music, drama and long holidays in Europe...

### **Yr 9 Mrs J Rimmer**

Mrs Rimmer was new to Tees in 2004 and is a member of the IT and Business Studies depts. Her interests include foreign travel, sampling extreme sports and marathon bouts of retail therapy.

### **Yr 10 Mr AJ Parkinson**

Mr Parkinson is a member of the maths department and has a passion for Golf, Darts and football. He is a supporter of Arsenal, which he claims to be the best team in the land.

### **Yr 11 Mr M N R Fuller**

(Assistant Housemaster for years 9, 10, and 11)

Mr Fuller is a biology teacher whose other major interest is photography. He is routinely commissioned to do sports photography for the press and the school. He is a die hard supporter of Carlisle United!

### **L6th Mr M P Ince**

Mr Ince is a history teacher and coach to the successful senior boys and girls hockey teams. He is described as something of a golf bandit by his golfing peers and follows what he believes to be the best football team in the world, Manchester United. Mr Parkinson does not agree!

### **U6th Mr G Bishop. (Housemaster)**

Mr Bishop Head of Business Studies and is a member of the senior games coaching staff. His other main active interests are skiing, tennis and denying his age.

### **Registration and roll**

Tees roll call for 2004/5 is 78 pupils.

Registration is to be in Tees and registers are kept by tutors. Registers may be kept in either in Tees or in the pigeon hole of the tutor for more immediate access. A central school absentees' list is produced after each registration session closes, which is after 08:50 and 13:50 each day.

Absentees are listed per house and the notice published for housemasters and the common room notice board.

### **The role of the tutor.**

Tutors are responsible for the twice-daily registration and are the first point of contact for parents. Tutors should report absences to the general office and follow the schools registration procedure. Tutors routinely field letters from home and filter pastoral concerns to the Housemaster or assistant Housemasters. Tutors are encouraged to take an interest in their tutees wider development and to establish a dialogue, which recognises achievements in the classroom and beyond.

Tutors are expected meet each Wednesday at 08:50 prior to the weekly Tees house meeting period. At this time the tutor or Housemaster or tutors may raise various issues relating to house business or share ideas for good practice and so on. In addition tutors have the opportunity for daily interaction and contact at either the morning or afternoon registration.

A letter of absence from home is required following an absence from school. Tutors will receive these and check it against their recorded absences. Absences that indicate longer-term problems and may affect pupil development will be brought to the attention of the Housemaster and other relevant staff. Letters detailing such things will be kept with registration details by tutors. Tutors are encouraged to support the house in activity time and inter house competitions.

Tutors write an academic tutor report summary on the termly report and are responsible for the distribution and monitoring of academic assessment. Simple, school based academic assessment reporting is distributed to parents/guardians two or three times per term and the tutor will oversee this. The assessment is either sent home or given to pupils to take home and should be countersigned before it is returned to confirm feedback. Should any issues relating to this need flagging up then the tutor should liaise with parents/guardians initially and advise the housemaster or one of his assistants. Tutors also review academic and non-academic performances prior to the production of the termly report. The pastoral section (House report) is written by the Housemaster or one of his assistants. Tutors encourage tutees to undertake and sign on for school based activities and should note the activities their tutees are involved in.

Pastoral liaison with home is commonly deferred to the housemaster and when pastoral problems arise the tutor should advise the housemaster or one of his assistants.

A tutor may contact home in response to a parental enquiry or request or in order to promote better school/home liaison. Any letters home will be copied and kept in the general pupil file but in practice the majority of tutor/home liaison is relatively informal and by school telephone.

When home contacts school then action depends upon the nature of the reason for contact. Letters requesting non routine responses are to be passed to the housemaster as are requests for the same by telephone. If the tutor is unclear about whether they feel capable of a response they should defer to the Housemaster. This would also be the case if a tutor was simply uncertain about an appropriate course of action.

Both new and existing tutors are advised to refer to the common room handbook for guidance if uncertain and all staff have had awareness raising training in issues such as child protection.

### **New tutors and induction**

If a member of staff, who is new to tutoring, is appointed by the Headmaster then the tutor will be advised of the common room handbook prior to the commencement of the school term. House details and a pre term induction meeting will be given by the Housemaster, to all new tutors. This will cover house routines, tutoring responsibilities and ideas for good practice. We accept that new tutors need on-going support in induction and the Housemaster will be available each day to discuss and support the tutors progress. Review of the tutees progress and the developing experience of the new tutor will, consequently, be undertaken on an on-going basis.

### **Wednesday whole house meetings**

Wednesday is important to the house as it provides a weekly whole house period during which tutors can follow the initial house meeting with an extended session to conduct such business as may arise. The house meeting for the whole house is a notice board and soapbox opportunity for the housemaster. It is also the chance to applaud involvements and achievements and to address business specific to Tees.

Wednesday also frequently ends with either activity time competition between houses or practise time for other house events. Activities and competitions are diverse and so we could be fielding junior chess and scrabble teams, or rehearsing with the whole house for the inter house singing!

### **Responsibilities and more senior pupils.**

Tees has a house captain and a deputy as well as a number of school and house monitors, any head of house would be a school monitor. School monitors are appointed by the Headmaster following recommendations from Housemasters and Housemistresses. House monitors are appointed by the Housemaster and are chosen for their abilities to be wholehearted, trustworthy, and approachable, and showing a talent for setting a good example. The appointment is at the invitation of the Housemaster following previous good citizenship and service to the house. These senior pupils are expected to accept some responsibility for team practice organisation and act to set the tone ethic of the house. Leading by good

example is important and the monitors are encouraged to accept that they are role models for younger pupils.

Sixth form monitors receive induction training, advice and leadership skills investment by the school. Some but not all of the upper sixth are invited to become monitors and, before accepting the invitation of the housemaster, they are required to understand the nature of the positive stance required. Monitors must understand that, it is the condition of their appointment, that their conduct or academic work ethic should never be called into question.

Monitors have a varied role as “Tees senior citizens” and typically this could range through; whole school civic duties, being trusted to staff the house tuck shop and manage its finances, acting as a valuable chain of communication, being the first point of contact for a pupils who has an opinion they wish to channel or a problem they feel they prefer to air with another student.

As the housemaster registers the upper sixth as his tutor group he is able to see his house captain and monitors daily to keep a working dialogue open. In addition the Wednesday tutor time also allows opportunities for discussion on house needs.

Tees pupils are encouraged to speak with any of their monitors to raise a house issue or common room issue. Monitors are tutees of the Housemaster are encouraged to channel the views of the house to the Housemaster at their weekly meeting. In this sense they are beginning to act to represent the views of others.

Monitors may not punish pupils but should bring student problems or the student himself to their housemaster for discussion about the most appropriate way ahead.

### **Problem solving**

Any Tees staff member can act as a point of contact for a pupil with a problem and staff should act in line with school policy (eg. policy on bullying, the complaints procedure, use of the independent listener etc) when faced with such a situation. That said the following guidelines should also prove practical for pupils or for Tees staff to advise.

If I have a problem such as a personal problem, relationship difficulty, academic problem or if I am being bullied or want to make a complaint then...

1. Do mention it at home as parents do want to be involved.

2. If you cannot do this then take it to a member of staff whom you feel you can approach, even if this is not your tutor or even one of your normal teachers.
3. If you do not feel you can do this alone then take a friend with you who feel understands and can help you articulate your situation.
4. Do remember that school rules, bullying policy and complaints procedure are published on the school notice board outside the staff work room.
5. Do remember that we do have an independent listener who is Alison eldridge and she visits school each Wednesday. Alison can be contacted through Sister Nevin and the contact as well as any conversations are in confidence.

Non routine medical issues are normally flagged by from home by contact with the housemaster or Tees tutor and these could range through such things as the need to be excused games, excused lessons or the need for monitoring during school time.

The Tees housemaster is a first aider with a current British Red Cross qualification.

If a day pupil is ill during the day then the pupil should be advised to report to San and from there sister may assist, contact home or contact other services as needed.

The Medical Centre is located at Littlemoore near the Prep School and can be called on Ext 163...Or...by calling 01833 696063.

In an emergency Sister Nevin can be paged on 07989 148957

### **Fire procedure**

This is in line with the whole school policy. Tees has a fire extinguisher outside its common rooms and routine school fire drills are held. The Alarms can be heard in Tees house and escape would be via the single staircase which accesses the house area.

### **Contact with home**

This may be via the house office phone, e-mail or letter. Messages can also be passed to staff by the school administrative staff from the central switchboard.

Routine home contact will happen via the termly assessments, termly report and parents evenings. However, we accept that some parent/school

liaison needs to address on going matters and tutors generally make phone calls to address these. Letters written to parents regarding pupil conduct or the need to liaise more closely would be written by the Housemaster or one of his assistants.

The house office receives calls on a daily basis daily from homes and parents are encouraged to call the Housemaster if they have any issues they wish to address.

The house staff are also expected to call home if they have any immediate concern about attendance, non return of assessment countersignatures, lateness, academic concerns and in response to parental requests for more information or the need for increased dialogue.

In response to a parental enquiry the tutor may deal with an academic issue but should refer to the housemaster for guidance in a pastoral matter or if uncertain about how to proceed.

### **Pupil information**

Whole house assessment lists are kept in the house office as are past copies of the school termly reports. Tees staff may refer to them at any time. Contact information for the whole school is also kept in the house office. Students have an individual folder in which letters from home relating to pastoral issues and copies of letters to home are kept.

Information passed to the house from previous schools or other relevant institutions is also kept in this folder. The school has a special circumstances file for all staff to reference and a list of students with learning needs is kept in Tees as well as by the school at a central point.

The school is introducing a new pupil database in 2004. All staff are being trained in its use.

### **Rewards and sanctions**

Students are awarded merits/distinctions for good work and strong assessments (average of 2.0 or lower) and these are passed to tutors by students and a note of this achievement is kept by the tutor, who should comment on it in academic reports. House merit totals are kept and involved in a termly inter house competition. Tees House has won this three times since its inception and last academic year recorded over one thousand merits.

Detention setting by staff for poor academic responses is undertaken via liaison with the Director of Studies who coordinates and tutors are

informed if a tutee from their group is included in detention. Tutors should note this occurrence. This is a whole school procedure.

If academic progress is below a satisfactory standard then the pupil may be placed on a more close academic reporting system for a short period. This requires teachers to comment upon work and or conduct on a lesson by lesson basis and is to be taken home for countersignature each day of the sanction period. Tutors review the folder each day and contact home if they see the need for more dialogue. The housemaster would routinely be advised of the tutors intention to undertake such a step and will liaise as appropriate.

Punishment by Tees staff for inappropriate responses to classroom or wider involvements are not common and no punishment would occur without first reference to the Housemaster. More typically the Housemaster would have a matter drawn to his attention and an appropriate response determined. Minor punitive steps would typically respond to the event which caused their necessity eg. Missing a house practice would tend to mean catching up at another time, difficulties with dining hall conduct could involve being required to stay behind and assist in tidying up, house based infringements may require some act of Tees community service such as tidying up at the end of the day, helping with lost property and so on.. No punishment should be designed to create public embarrassment.

More serious infringements of school rules would be referred to the SMT. Letters and or calls home which follow would be noted in a pupils folder.

Any punitive steps taken, by the house, are to be logged in the Housemasters punishment book, which is kept in the Tees office.

## **New pupils**

New students are invited to an induction day to meet other new pupils and will meet their Housemaster and House Captain at this time. New students from the BCS Prep School will have also visited the house and toured the school prior to this in their last term. Parents of pupils from other schools who send their sons/daughters to BCS are invited to send their son/daughter to the school to shadow a day or more if they wish. New students are also issued with a new student's handbook. We recognise that being new to the school can be difficult and all Tees members are asked to assist new students whenever and wherever possible. Students who come to school beyond year 7 will typically be "twinned" with a more experienced member of the house, by their tutor, who will assist in helping with their day to day orientation. Parents of

new students are encouraged to call the house office as often as they wish to help with any early unfamiliarity.





## Happy Tees teams for House singing, Squash and Charades !

The content of this handbook is for guidance and if in doubt about any issue staff should refer to a member of the Senior Management team or the Housemaster for advice. Furthermore this handbook should be read and considered in conjunction with the common room handbook and the standing whole school policies.

