



Welcome to Villa Fustera

The Lady Elizabeth School Boarding House



Handbook for Boarding Pupils and their Parents

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Welcome from your House Parents



"Hola, we are Sandy and Santi Altamira and we are very pleased to welcome you to your new 'home' in Spain. We are responsible for your wellbeing and guidance whilst here as a pupil at The Lady Elizabeth School and our aim is to ensure that you are safe, happy and supported with your education and your personal development whilst in our care.

I am originally from Australia and Santi is Spanish so between us you will get quite an education in the use of new languages!

We have been teachers at The Lady Elizabeth School for 8 and 14 years respectively and are hugely involved with many aspects of school life; Santi is Head of ICT and I look after the School Library, as well as editing and putting together the School Year Book – our annual magazine. We both run school trips and are responsible for the Duke of Edinburgh Award Scheme which we hope you will wish to take part in during your time here. Our personal interests are in playing Padel – something we can introduce you to and very unique for Spain – Kayaking, BBQ's of course with the Aussie flavour!

I am sure we are all going to have a great time in Villa Fustera this year and remember we are here to help you and be the link between home and School. We wish you a fantastic first term!"

Sandy



and

Santi



VILLA FUSTERA – DETAILS

Villa Fustera is a traditional, Mediterranean-style house located on the Costa Blanca in Benissa, close to the beautiful town of Calpe. It is an individual villa, within its own secure and private area, surrounded by fencing and an entry gate. It has a lovely garden, swimming pool and outdoor area. The Villa has heating for winter periods.

The accommodation is over two floors:

On the ground floor is the House Parents' private living area, a shared kitchen, laundry facilities with storage space and the Boarders' lounge and dining room with access to the "naya" (outdoor veranda with dining table). Wi fi is available plus TV, and Wii games station, with table tennis in the garden area. One twin bedroom with bathroom facility is situated on the ground floor.

On the second floor is the House Parents' suite and a room for use by an Assistant Tutor (if on duty). In addition there are two further twin rooms with a shared bathroom facility.

OFFICIAL ADDRESS

Villa Fustera, Avda. La Marina 27^a, 03720 Benissa (Alicante)

CONTACT NUMBERS

House Parents:	Sandy	+34 680 769 427
	Santi	+34 636 946 521
Headmaster:	Richard Wijeratne	+34 606 434 888
School Office: (08.30 – 16.30)	Nicole Smolders	+34 965 731 960

Email: boarding@laudeladyelizabeth.com

Parents - Please feel free to contact House Parents at any time between 07.45 and 23.00 and at any time in an emergency. If you are unable to contact them during the day, messages can be given to the School Office. Alternatively, one of the easiest ways to communicate is via email if you do not need an immediate response.

If you wish to talk to your son or daughter, please use their own mobile number. The best time to ring is after Prep and Dinner and before bedtime (21.00 – 22.00) no later please. We would also appreciate it if you could avoid calling late on mobile phones as these can disturb room-mates.

FUSTERA AIMS

Our aims in Villa Fustera are:

- To provide a happy, secure and friendly environment for all boarders;
- To encourage each student to fulfil their potential;
- To create a supportive work environment for their studies;
- To treat each student as an individual;
- To encourage mutual respect between staff and students;
- To develop an appreciation of community living;
- To provide an opportunity for interaction in an international environment and atmosphere for all people in the House;
- To help to prepare students to become confident and mature young adults for the future.

HOUSE BLOG

We hope that you will help us with your own contributions to the House Blog on our School Website. This shows your parents and friends what life in Villa Fustera, in The Lady Elizabeth School and in Spain is all about!



GUIDANCE FOR NEW BOARDERS

- Welcome to Villa Fustera. We hope you'll be happy here and see this as your home whilst you are at The Lady Elizabeth School. Please read this carefully and ask if you are unsure about anything.
- The House notice board inside the Boarders' Lounge has information about the daily routine, weekly notices and other items – just to remind you!
- The white board as you come into the House will tell you who is on duty each day and any important messages.

DAILY ROUTINES

The House daily routine follows the School routine until 17.00 and then includes the following evening routine for Boarders:

Monday to Friday

- *Wake up bell at 07.00 - with self-service Breakfast at 07.30*
- *Leave for School with House Parents at 08.00*
- *From 08.30 you will follow the normal school daily timetable.*
- *Leave School for "home" at 17.00 (unless you have any Extra Curricular activity or at school prep) – together with House parents.*
- *Relaxing at the Villa – 17.30 (tea and biscuits provided or helping yourself to a snack from your own Tuck Box)*
- *Prep at the Villa – 18.30 – 20.00 (your study time !)*
- *Supper at 20.00 followed by kitchen duties.*
- *After supper there may be an activity or time to relax – play games, watch TV etc., before bed.*
- *Monday–Thursday and Sunday: Bed no later than 22.30 with **lights out** and security checks at 23.00. Normally on Friday and Saturday – bed at 23.00 – security checks at 24.00.*

Please note the following: ***Kitchen duty*** must ***be completed by 22.00*** (There will be a rota for assisting with this.)

Showers should be finished by 22.00

"Lights out" means:

Boarders in their bedclothes.

No music playing.

Telephone conversations to be finished.

Laptops switched off.

Boarders are expected to remain in their rooms from lights out unless there is an emergency.

When non-resident House staff leave duty after lights out, either Sandy or Santi will be on call throughout the night.

Saturday and Sunday

Wake up bell is a little later at the weekend! (Saturday 08.00 and Sunday 09.00)

At the weekends there will be a balanced mix of free time, activities, some study and some relaxation. You will be expected to take part in at least one activity on a Saturday morning and there will be a number choices from which you can choose something to suit your interests and which you will enjoy. There will also be excursions and cultural visits planned during each term.

Participation in the "Duke of Edinburgh Award Programme" will be encouraged, which will strengthen your student profile for University application.

(A Boarders' Monthly Planner setting out the programme for each day, including the menu, is provided in a separate booklet.)

HOUSE BOUNDARIES

The area within the fenced surrounding, entrance gate and garden gate are the 'House Boundaries'. You may **NOT** go outside these boundaries without permission from House Parents.

LEAVING THE HOUSE

All boarders are allowed out at the weekend with the permission of House Parents, this includes Friday evening when there is no Prep, if invited to stay with other friends from School. However, Boarders may NOT go out alone. They must be accompanied by at least one other student (of a similar age or older) or with House Parents or other duty staff.

- A strict "signing out" and "signing in" process must be followed with recognised due back times being respected.

You must ask permission from House Parents before you go and you must sign out in the book in the foyer ("town leave") and sign in on your return.

- If you are away on a weekend exeat you must have written permission from your parents/guardians, and a letter from the family with whom you are going to stay. This should be in by Thursday lunchtime. (*This can be in the form of an email.*)

On return, report to House staff on duty to let them know of your return.

VISITORS TO VILLA FUSTERA

- You are welcome to invite pupils from School (one guest per boarder). Please sign them in in the book in the foyer. You are responsible for your guest's behaviour in the House.
- If your parents/guardians/friends are coming to stay in the area and will be visiting you or taking you out, you need to let House Parents know. **No guests should enter the boarding bedroom areas.** The exception to this is the beginning and end of term to help with luggage.
- **Under no circumstances should you let in people you do not know** (delivery men/workmen). Ask them to wait and ask the duty staff to speak to them. There is an entrance phone at the main gate and an intercom system in the House. You do not need to go to the gate or open it.
- A person who is not a member of the Lady Elizabeth School Community may not be invited into the House without **prior arrangement and permission from House Parents.**

SECURITY

- The main Entrance Gate is on a 'buzzer' entry for visitors and car access.
- Boarders will use the Garden Gate to enter and exit with their own key.
- Boarders are provided with a key to lock away their personal belongings in a storage unit under their beds. They are responsible for their own key and expected to return it at the end of your stay.
- In activity time and at weekends the House is supervised by a member of House staff at all times. *(24 hr cover – 7 days per week).*

VALUABLES

Personal monies and articles of considerable value pose security problems. Members of the House are free to bring personal stereos and MP3 players, though personal televisions are not allowed. Laptop computers are also a major part of 'everyday' equipment, as are mobile phones; while members of the House are free to bring them, borrowing and lending is strongly discouraged and the owner must be entirely responsible for their own property. Every Boarder has a lockable space in the storage unit under their beds and they are encouraged to use it for valuables.

Boarders are asked to hand in air tickets, passports and larger sums of money etc. for safe-keeping with House Parents.

We recommend that all Boarders have access to a bank account in their own country which they use in Spain using their normal debit card. (Parents – you will be able to control funds into this account directly.)



SAFETY IN THE HOUSE

- Take care when using the electrical appliances in the House – oven/washing machine/tumble drier and especially irons. **PLEASE ASK A MEMBER OF STAFF FOR GUIDANCE BEFORE YOU USE THEM.**
- No kettles/cooking appliances or irons allowed in the bedrooms.
- Any personal electrical appliances such as hairdryers, tongs, musical equipment, will be subjected to a **safety test**. (*This will be carried out during the first few days of arrival.*)
- Turn off any appliance after use.

SAFETY WITH THE SWIMMING POOL

Boarders may only use the Swimming Pool in the hours set out in the **POOL RULES set out below**. **NO BOARDER MAY SWIM OR USE THE POOL UNLESS THERE IS A MEMBER OF STAFF SUPERVISING.**

POOL RULES

You must observe and follow the signs in the garden and pool area.

- ***No one may use the swimming pool alone.***
- ***Use the outdoor shower before entering the pool.***
- ***No running.***
- ***No diving.***
- ***No acrobatics (standing on shoulders etc.)***
- ***Appropriate swim wear must be worn.***
- ***No food or drink to be consumed whilst in the pool.***
- ***No glassware around the pool area – only plastic cups, bottles etc.***
- ***Towels to be hung up to dry – not left on sunbeds.***

Please ensure you use high factor sun protection creams and wear sun hats during hot weather.

For your general security and well-being in the Villa, please note that House Parents are fully trained in, First Aid, Fire Protection and Food Hygiene. Tutors who attend for evening or weekend duties will also have undergone similar training.



MEALS and SNACKS

Breakfast is provided in the House each day including the weekends.

Boarders will have lunch at School from Monday to Friday and at the Villa at weekends, or out if on an activity or "town leave".

At School, there are vending machines for drinks and snacks as well as a School Café where other snacks and drinks can be purchased at break times.

After School, at the Villa, Boarders will be provided with homemade biscuits or cakes and tea or may choose to use their own snacks from their Tuck Box.

Supper will be prepared and cooked freshly at the Villa each evening, with some participation from Boarders and an expectation to assist with clearing and tidying, on a rota basis.

The Villa kitchen can be used for preparing snacks as required either from House supplies, with the permission of the House Parents or from personal "tuck boxes".

All meals and snacks should be eaten in the kitchen, at the dining table in the House Common Room or outside in the "naya" area. (Outside covered veranda).

NO FOOD OR SNACKS CAN BE EATEN IN THE BEDROOMS.

PERSONAL TUTOR

Boarders - at School, you are assigned a personal tutor. He or she is responsible for your pastoral and academic welfare. You may, of course, talk to any member of the House staff at any time. We are all here to help you.

TRAVEL ARRANGEMENTS

An electronic Travel Arrangement Form is provided by the Head of Admissions & Marketing (Pepa Ivars) to enable Parents or Guardians to indicate travel arrangement details for each Half Term and Full Term Holiday. It is very helpful to receive these details by the dates given. (Your parents will be provided with this information.)

TRANSPORT

Boarders will be taken between the Villa and the School by car, with the House Parents.

FIRE PROCEDURE

There is a fire practice at the beginning of each term to keep you familiar with the procedure in the Villa.

On discovering a fire:

1. Sound the alarm.
2. Inform staff as soon as possible.
3. Do not attempt to deal with the fire yourself. Only Fire Safety Trained staff may tackle the fire if the appropriate equipment is available and it is safe to do so.

On hearing the fire alarm:

1. Alert room-mates if necessary.
2. Leave calmly from your nearest and most appropriate exit. (From the first floor, there is an escape ladder to use from the bedroom balcony.)
3. Don't stop to collect belongings. Take suitable clothing and footwear if possible. DO NOT TAKE YOUR DUVET.
4. Go to assembly point near to the front entrance gate.

HOUSE RULES

In addition to the School Community Code, the following rules are specific to Villa Fustera to help with the smooth running of the House in a harmonious manner.

1. All Boarders are expected to behave with good sense, good manners and good will at all times.
2. Friendliness, helpfulness and sensitivity to others is expected of everyone.
3. All Boarders are expected to co-operate with staff in their duties.
4. During 'Prep', Boarders are expected to work silently and the use of a personal stereo is only permitted in consultation with House staff.
5. Visitors from School are welcome as long as they follow the guidelines set out in the Guest Signing-In Book.
6. Boarders must observe the times to be back in the House, in their bedrooms and should be quiet after lights out. Nobody should be out of bed after lights out, except to visit the toilet or in an emergency.
7. Boy Boarders will never visit the bedrooms of Girl Boarders.
8. Girl Boarders will never visit the bedrooms of Boy Boarders.
9. Each Boarder is responsible for doing their own washing up after making any snacks or drinks; there is a washing up rota where everyone takes it in turn throughout the week to make sure the kitchen is clean at the end of the evening.
10. Food should always be eaten from a plate (or bowl). You will be expected to make good any damage to soft furnishings due to negligent behaviour.
11. Everyone should ensure that rubbish is put in bins.
12. Each Boarder is responsible for making their own bed in the morning and keeping their area of the bedroom tidy.
13. Each Boarder is responsible for taking care of the furniture and fittings in the Villa, including in their own bedroom.
14. Each Boarder must remove personal belongings from the communal areas at the end of each day.
15. 18 certificate (X-rated) films are not to be shown in the House. Other videos/DVDs may be played, but permission must first be given by the member of staff on duty.
16. Applications for weekend exeats, together with accompanying letters, must be made by the Thursday lunchtime prior to the relevant weekend.
17. Visits to other locations outside of the immediate area of Fustera should only be made at the appropriate times and each Boarder must sign out and in with the member of staff on duty. Permission for such visits must be sought beforehand. Boarders must be accompanied by at least one other student.
18. Boarders must not receive calls after bedtime.

HOUSE RULES cont.....

19. Mobile phones and laptop computers should not be used after lights out.
20. Valuables and sums of money over 30€ should be deposited with the House Parents.
21. Boarders are expected to support School events and activities.
22. It is strictly forbidden to smoke, bring alcohol or drugs into the House. Being out of the House after hours is considered a very serious breach of trust, and will be dealt with accordingly.

BEHAVIOUR AND SANCTIONS

These are put in place so the community can live together following acceptable, kind and courteous behaviour. The following levels of misdemeanour reflect the school's view on courtesy, behaviour, respect and trust. If sensitivity and maturity prevails, the following would be rendered unnecessary.

Level 1

- Persistent incorrect or untidy wearing of School uniform or Dress Code (Sixth Form) whilst at School.
- Persistent untidiness of bedrooms and communal house areas.
- Mis-treating of furniture or equipment in the Villa.

Level 2

- Being disrespectful to House Parents or Tutors.
- Being unkind or disrespectful to other students (at the Villa or at School), as per School policy for all pupils.

Level 3

- Second reporting of unkindness/bullying.
- Being absent from the Villa without permission.
- Persistently ignoring House Rules.
- Breaching the trust of House Parents or Tutors – particularly in respect of House Rule 22.

Sanctions Applied:

Level 1 – privileges will be taken away for a specified time (decided by the House Parents) and with the possibility of some free time being replaced by study periods.

Level 2 – privileges will be taken away - no "town leave" at the weekend, reported to Headmaster.

Level 3 – reported to Headmaster and a meeting required with parents. (Possible suspension or expulsion from School.)

NOTE: Should a Boarder be suspended, it will be the responsibility of the parent to either collect them, or make alternative arrangements during their time of suspension. (For example, staying with a Host Family or Guardian.)

All misdemeanours and punishments (Sanctions) are recorded in a House Log Book which is reviewed by the Headmaster on a termly basis and will be reported to Parents.

ADDITIONAL INFORMATION FOR THE PARENTS OF BOARDERS

Communication with Parents

We will be pleased to keep in regular touch with the parents of Boarders through email, telephone or SKYPE calls. The main objective is to create a family atmosphere and to work together with parents to ensure the students are fully supported with their studies as well as their personal development. Your son or daughter will also be encouraged to keep in touch with you on a regular basis.

Registration / Signing in/out

The School is required to keep detailed and accurate registers and documentary evidence is required from parents to cover every period of absence. I am also sure you will appreciate the need for us to know the whereabouts of your son or daughter throughout their time with us.

All Boarders will be registered at School in the mornings and at the Villa in the evenings and also at weekends. They will follow the strict "signing in" or "signing out" procedures when leaving the Villa and only with their known plans and whereabouts being provided for the House Parent or member of staff on duty.

Study Support

During "Prep" times at the Villa, students will be expected to work quietly without disturbing other students. They may choose to study together or in their own rooms. In the absence of the House Parents, a teacher (tutor) will be available in the Villa to support the study periods. The House Parents will work closely with Tutors at School to monitor academic progress.

Feeling Unwell or Sickness

If your son or daughter is ill and needs to go back to the Boarding house during the School day, they must only do this through the School Nurse and will then be accompanied and taken back to the Boarding House by a House Parent.

Visiting Villa Fustera

Each House member may invite 1 guest each in activity time and they must be signed in on arrival. We have SkyTV, DVD player, a table-hockey game, table tennis, a boarders' common room area, a kitchen and dining area, an outdoor BBQ and "naya" (under cover veranda for eating outside) plus garden and swimming pool.

Day Pupils Inviting Boarders Home for a w/e

We are very grateful that, on occasion, day parents invite Boarders into their homes. Please put a request in writing by Thursday lunchtime, stating your plans for your son or daughter regarding timings, transport etc. Confirmation is also required from the Boarder's parents (or guardian) to agree to any exeats. Boarders may leave at 17.00 pm on Friday after School. They will return to the Villa as per arrangements agreed with the House parents, on a Sunday in time for room tidying, supper and preparation for school on Monday.

Lost Property

Please ensure all of your son or daughter's property is named, including books and sports kit. Please ensure valuable items (watches, phones, sports equipment, musical instruments etc.) are all clearly marked.

For correct dress/jewellery code please refer to the School Handbook.

Support from parents will be much appreciated.

