



FORRES SANDLE MANOR



Boarding Parent Handbook
2025 - 2026

Welcome from the Head of Boarding

Dear Parents and Guardians,

I am thrilled to be welcoming you into the Forres Sandle Manor boarding community. We are very much looking forward to getting to know your children and your family better over the years ahead.

The intention of this guide is to give you as much information as possible about the school and the day to day routines your child will have. However, as is the case with any guide, you will still have questions you need to ask. I encourage you to reach out to me (gscott@fsm.school) so I can do my best to settle the pre-arrival nerves for both you and your child.

We are a very welcoming, small and friendly community, which enables us as a boarding team to get to know your child as an individual. Our job is then to support them in thriving in all aspects of their school life, whether that be helping them grow in confidence so they can flourish in the classroom or getting them to try new activities and find a new passion. All of this is only possible if we work together as a partnership, so please keep in touch with any concerns you may have, but just as importantly with the good news that your child is feeding back to you too.

I hope you find this Handbook helpful and welcome to the Forres Sandle Manor community.

George Scott



Forres Sandle Manor

Statement of Boarding Principles and Practice

Boarding life at Forres Sandle Manor is a warm, homely and caring environment. It is important for each student to feel safe in the community in what is their home away from home. Being a small community of boarders, it enables everyone to know each other, including staff, which further emphasises the homely feel and knowing that there is always someone looking out for them. The main principle of being a student at Forres Sandle Manor is **Be Kind, Be Kind, Be Kind**. Alongside this, our aim is to develop students who consistently demonstrate their ability to be...

Respectful

- Celebrate diversity and differences
- Adopt a kind approach
- Be polite to all

Positive (Love of Learning)

- Foster a positive atmosphere in the boarding house
- Help pick others up when they're feeling down
- Adopt a positive approach in their learning

Responsible

- Understand it is okay to make mistakes, but own them
- Reflect on their behaviour and performance to improve wherever possible
- Be honest when struggling, whether in the classroom or the boarding house - help is always available

Kind

- Behave in a way that won't annoy or upset others
- Understand this is a home and everyone needs their own space and time
- Be kind to all when they're missing home or feeling down

Committed

- Take opportunities to give new activities a try
- Show resilience when facing a challenge
- Give their best in all that they do

Our goal is to help students develop a better understanding of themselves so that they are able to thrive, not only in the school and boarding environment, but in the wider world as well. To do this we need them to do the following things:

- Give their best in all that they do
- Focus on their 'personal best', not others around them
- Communicate with staff and parents so that they can help them
- Show respect to everything and everyone with the school community

- Try new things
- Challenge themselves every day
- Push themselves outside their comfort zone
- Be ambitious
- Understand and meet the community expectations
- BE KIND, BE KIND, BE KIND!

Meet the Team

George Scott - Assistant Head (Boarding and Co-Curricular)

George has worked in the independent school sector for many years and throughout that time has been heavily involved in boarding. Providing the opportunity to support your children through their education and have a wonderful time living at school during term time has become a real passion and something he thoroughly enjoys. George also teaches Maths to students in the Senior School.

He lives onsite in the main building with his wife, Claudia, and their three dogs, Barney, Hugo and Rafferty. Outside of school time he enjoys getting out into the countryside with the dogs for a good walk. He is also a keen sportsman, playing golf most regularly and watching Liverpool avidly as well.

Lauren Marks - Deputy Head (Pastoral) and Designated Safeguarding Lead (DSL)

After completing her degree in Sports Science at Loughborough University, she has worked at a number of schools across the country, from EYFS through to GCSE and A-Level, and most recently taught at Talbot Heath School in Bournemouth.

Her pastoral experiences have taught her that to be the best version of ourselves, we must invest in our mental health and well-being, and she enjoys fostering this ethos for pupils as FSM.

Mrs Marks lives on site with her family, and will often be seen out walking their dog, Albus. Outside of work Mrs Marks enjoys open water swimming and going on adventures with her young family.

Helen Finlay - Senior Matron

Helen qualified from Norland College 34 years ago and has been in childcare ever since. Helen has worked on the Paediatric wards at Hammersmith Hospital mostly with those in isolation, and at the Social Services Nursery in Twickenham working with children on the At-Risk Register.

She has enjoyed 10 years at Pre Prep Schools in Surrey and Hampshire working as a LSA. Throughout the years Helen has been a Nanny to 22 children, 23 if you include her own daughter!

In her spare time Helen is a Samaritans Listening Volunteer and enjoys year round wild swimming. She goes rambling regularly with her slightly barky Terrier Ted.

Jenny Van Bueren - Matron

After joining FSM in 2019, Jenny has become a familiar face to both day and boarding pupils. Jenny is part of the team on a part-time basis, working various parts of the day throughout the week.

In her spare time, she loves nothing more than walking with her dogs and playing samba.

Sarah Ziman - Matron

After graduating from Durham university with a degree in modern languages, Mrs Ziman moved to the Netherlands. Here she worked for 4 years as a representative of an import-export company, trading with the USSR. During the chaos of 1990 she moved to Moscow to work as a translator and ended up spending the next 32 years there.

During this time she raised a family, working as a translator and also as an ESOL teacher. Many of her students went on to work and study in countries all over the world.

In 2022 she returned to the UK and from September 2023 has been working at FSM.

In her free time Mrs Ziman enjoys hiking and cycling and handicrafts.

Cathie Purnell - Nurse

Cathie has had over 40 years of Nursing experience, involving Cancer, Cardiac and Practice Nursing. She has been involved with many of her children's schools as part of the parent volunteer schemes (PTA, Funding groups etc). Cathie has also invigilated at the local Academy, supporting children with special educational needs as their scribe or as a reader. She says 'I love the whole school environment and am very excited to be working at FSM and have been made to feel very welcome by an amazing team.'

Cathie is also a keen Netball player, still playing, and umpiring, at the Local League. She is an England Netball Level 2 coach and used to run (and coach) Hoops Junior Netball Club.

Mr Russell Hill - Head of DT and Houseparent

Russell has worked in a range of educational settings, most recently as founding member of staff at Houlton School, a brand new Secondary school in the Midlands, leading the Creative Faculty from its inception. As a successful leader, Russell is a keen advocate for synthesising academic progress with pastoral guidance and has mentored pupils throughout their school career, most recently undertaking training in restorative practice and the development of positive relationships within an educational environment. Russell has an innate passion for the power of the arts to affect change and believes that every child has the potential to contribute to the cultural landscape of our communities, and speaks regularly about this across a range of mediums, from podcasts to educational literature.

Russell was awarded 'Outstanding New Teacher of the Year' at the National Teaching Awards in 2023 and the 'V&A Innovate Teacher of the Year Award' in 2024.

Russell lives on site at Forres Sandle Manor and is looking forward to extending his passion for educating young people inside and outside of the classroom. Outside of work, Russell enjoys spending time with his large family, life-long friends and loves watching a good documentary.

Lorena Klotz - Gappie

I am Lorena and I come from Germany. This year, I successfully completed my school education. During my school years, I was active as a competitive swimmer and closely involved in club sports. For the past four years, I have been working as a swimming coach for children and teenagers. During this time, I have taught them basic swimming skills and supported them in competitive training.

I truly enjoy working with children because I find it rewarding to support and accompany them in their development. That's why I'm very excited about my role as a Gappie and look forward to helping shape everyday school life.

In my free time, I enjoy spending time with my friends or going for walks with our family dog Ole.

Luan Focke - Gappie

Luan is spending a year at the school as part of his gap year. Originally from a village near Rostock in northern Germany, he brings experience from working in outdoor camps and helping his mother in nurseries and kindergartens. Luan is passionate about working with young people - being the "big brother" - and enjoys being active and outdoors.

Outside of school, Luan has a wide interest in sports – especially football, boxing, and fishing – and is a dedicated supporter of Hansa Rostock. (The best club in the world!)

Ava Schwarze - Gappie

Ava is joining FSM as a volunteer assistant for the upcoming school year, supporting both in the sports department and the boarding community. She is looking forward to becoming part of daily school life, connecting with students, and contributing to a positive atmosphere at FSM.

Ava recently finished school in Germany and is excited to spend a year gaining new experiences, sharing her culture, and learning more about education and life in the UK. In her free time, she enjoys going for walks, spending time with friends and family, and being creative – whether that's through drawing, painting or journaling.

The Boarding Day

Wake-Up: 07:00

Breakfast: 07:35

Sign-Out: 08:15

Tutor Time: 08:20
School Day: 08:55 - 16:30
Activities: 16:35 - 17:30
Calling Home Time: 17:30 - 18:00
Supper: 18:00 - 18:30
Y3-6 Shower Time: 18:30 - 19:00
Y7+ Prep: 18:30 - 19:30
Y3-6 Reading, Spelling and Prep Time: 19:00 - 19:30
Y7+ Shower Time: 19:30

Bedtimes:

Y3/4/5 - 19:45 Quiet Time / 20:00 Lights Out
Y6 - 20:15 Quiet Time / 20:30 Lights Out
Y7/8 - 20:45 Quiet Time / 21:00 Lights Out
Y9 - 21:15 Quiet Time / 21:30 Lights Out
Y10 - 21:30 Quiet Time / 21:45 Lights Out

Weekends

Weekends are a lot of fun with plenty of activities planned for the students. If your child is likely to stay for any weekend then it is advisable that they sign up to Saturday Enrichment activities, session one runs from 09:00 to 10:30 and session two from 11:00 - 12:30.

Students in Year 7 and above have the opportunity to sign out in a group of 3 or more to walk into Fordingbridge for an hour or two in the afternoon.

Students in Year 3 to 6 have a host of fun activities planned for them by our Year 6 teacher and Head of Forest School, Mr Humphreys.

A Saturday evening consists of more activities that the students decide upon, usually meaning a cosy evening in front of a film with some tuck to wind down at the end of a long week.

Sunday Trips are the times that most boarders look back on with the fondest of memories. This year Miss Finlay has taken over the organisation of Sunday Trips and has big plans to include your children in the planning of these trips too, ensuring maximum enjoyment!

It is very important that if you plan to take your child home for the weekend that you let us know by emailing matrons@fsmsschool.com.

Activities

Activities are compulsory for boarders throughout the week and are published through SOCS, accessible via the link below.

<https://www.socscms.com/login/1113/parent>

All boarders who may stay in over a weekend will also need Saturday Enrichment activities assigned to them.

Aerosols

Aerosols are not permitted at the school, please ensure that your child arrives with roll-on deodorant to support their personal hygiene.

Bedding

Bedding can be provided by us, however lots of boarders like to provide their own from home. Please ensure that if you are providing bedding that it is clearly named.

Birthdays

Birthdays are always an occasion in the boarding house, with celebrations and decorations to mark the special day. We also offer the option of a birthday table where your child will get to choose some friends to sit and have a special dessert and drinks with after supper. This is added to the bill at the end of the term.

If you would like something else arranging then please email matrons@fmschool.com.

Class Dojo

This is a platform that we use to keep you up to date with everything that is going on in the boarding house. The boarding team will upload pictures as regularly as possible, but please be aware that this will not be used as a communication tool and any communication should be directed to the team via email.

If you would like to be invited to this group then please email gscott@fmschool.com

Controlled Drugs

Any controlled drug medication should be listed on the admissions form prior to arrival, with copies of the necessary prescription. We will then be in touch to ensure that medication is appropriately administered and supplies remain available throughout the term.

Damages

Damages happen in the boarding house and we understand that sometimes these can be accidental, however it is important that children take accountability for their actions. Therefore, if school items are damaged then there will be an associated restoration or replacement cost added to the end of term bill. We will endeavour to inform you of these costs before the bills are sent.

Deliveries

Post is delivered to the school on a daily basis and collected for boarding students by Matrons. The student will then open the package in a supervised space to ensure any food or other items are stored safely rather than in their dorms.

Please send all deliveries addressed to the child to the following address:

Forres Sandle Manor School
Station Road
Fordingbridge
Hampshire
United Kingdom
SP6 1NS

Electrical Items

Any electrical equipment that is brought in will need to be PAT tested by the school. This is a process that we can carry out, and do so regularly, but please alert one of the team when new items are brought to school so that we can ensure everyone's safety.

First Aid

All of the Matron team who provide the 24 hour care are appropriately first aid qualified, in addition to this, many others in the boarding team are also qualified to ensure we keep your child safe.

Fordingbridge Surgery

Students are registered with our local surgery through our Nurse. This is to ensure they have access to the appropriate care throughout their stay. For further information on this please contact nurses@fmschool.com.

Fordingbridge Visits

As mentioned previously, students in Year 7 and above have the opportunity to sign out on a Saturday afternoon to go into Fordingbridge. This happens in a minimum group of three and they are allowed a maximum of two hours. Students walk through the back lane to spend the majority of time away from the roadside. If your child wishes to buy anything then they will need to have a card provided with funds accessible for them. If they do not wish to attend then they are able to join in with the younger pupils' activity or relax in the boarding house.

If you are not comfortable with your child attending Fordingbridge then please get in touch.

Hygiene

It is important that your child is shown prior to their arrival the process they need to go through on a daily basis to maintain a good standard of personal hygiene. It is not possible for us to monitor these processes in the school as they happen in the bathrooms and changing rooms. Of course we discuss these processes and they are educated on their importance through the Life Skills programme as well as frequent reminders from the boarding team.

If you have any questions or concerns then please do not hesitate to reach out to the matron team who will be happy to support (matrons@fsmsschool.com).

Kit List

When packing to come to school, please consider that storage space is often more limited than that available at home. Sticking to the guidance in the kit list is highly recommended as the pupils who bring more items tend to be the ones that end up misplacing and losing them... less is definitely more in this case!

At the end of every term the belongings of all pupils needs to be packed away. International pupils have the availability to store their items at school during the holidays but any UK based pupil must take all items home with them because the whole boarding house is deep cleaned.

 [Boarders - List of items to bring 2025 - https://shorturl.at/tKDTO](https://shorturl.at/tKDTO)

Laundry

The washing and drying are completed regularly by the matron team. This is done on the basis that everything will be tumble dried, therefore please do not send your child with any items that cannot be tumble dried, we cannot accept responsibility for items that are shrunk during this process.

Year 10 pupils will begin the process of doing their own laundry with the help and guidance from the Matron team.

Meal Times

All boarders eat together for both breakfast and supper. Students have the opportunity to ask for more food as they are going through the servery, but seconds are also offered on a rotational basis.

If your child has any dietary requirements then please ensure you list them in your admissions forms. The catering team are aware of dietary requirements and students pick up a disk to alert the member of the catering team that is serving them.

Medical Confidentiality

All medical issues will be treated with full confidentiality and will be discussed with you via our Nurse or Matron team. If you would like to make them aware of anything then please contact them on nurses@fmschool.com or matrons@fmschool.com respectively.

Medication

All medication is stored centrally by matrons and students should not keep this on their person without permission. We therefore ask that all medication is handed over to the Matron Team when dropping your child off.

We cannot administer medication that has instructions in a foreign language so please contact the team prior to ensure medication is appropriate.

Medical Visits

Medical visits will need to happen occasionally and the team will do what they can to be able to facilitate these. If you are able to support this it would be greatly appreciated. Please email matrons@fmschool.com to arrange the details.

Name Labels

Labelling children's belongings is imperative to ensure that they aren't lost in the busy day to day movements of the boarding community. As a team we work hard to educate the children on the importance of storing their belongings and working independently to look after their belongings. However, during this process it is often that case that students leave something around, cannot find it and then report it as 'lost' or 'stolen'. To support us in helping your children, please ensure all items are named and clothes are named with sewn in labels, other forms such as stick on labels or laundry pens do not work as well.

If you can also please send in additional labels for any items that are bought whilst they are here.

Pocket Money

As far as possible we are a cashless school. If you are able to provide your child with a card for them to spend any pocket money then this can be stored in the safe for them until they go on trips that require it.

Please ensure that prior to arriving your child should know their pin and have tested their card.

Reports

Reports are published on SchoolBase and the reporting schedule can be seen on the School Calendar.

Rewards and Conduct

The boarding house operates a separate system to the House Point system which is available to all students, instead awarding Boarding Points for acts of kindness and good behaviour in the boarding house. Each term prizes are on offer to the students achieving the most Boarding Points.

In addition to this, in an attempt to incentivise good habits and routines students are scored daily by the matron team on the cleanliness of their room. If students settle well for bedtime that evening, their points score is doubled. The weekly prize for the best dorm is a later night on a Friday or Saturday evening. The termly prize for the best dorm is a special takeaway supper in the final week of term.

Please encourage your students to engage and hopefully they will return home with good habits too!

Rooms and Social Spaces

Every term students get the opportunity to request three friends that they would like to share with, their most preferred room and whether they would like a high or low bed. We guarantee they will get at least one of their friends, but it is often more than one, and also to do our best with the rooms and beds.

Students also have a variety of social spaces that are available to them within the boarding house. Those in the Senior School also have specific social spaces designed for just their use, but are able to use the whole community spaces too if they wish.

Roles of Responsibility

Each year students can apply for the roles of Head of Boarding and Vice Head of Boarding, each of which have two positions available. Throughout the year they will work to develop their leadership skills through organising and running activities for the boarders, being a mature voice between staff and students and also lead the Boarders' Council to develop the boarding provision as much as possible.

Sleep Outs

International students are able to stay over during Sleep Out Weekends for an additional fee.

Support Options

Living away from home can be a tough experience from time to time, we recognise this and have various support mechanisms in place for your children to access. These can be discussed with our Deputy Head Pastoral, Lauren Marks, via email (lmarks@fsm.school).

We also have communication channels and groups specifically set up for our Forces Families to access through our boarding team, they're called the FSM Troopers. If you would like further information on these then please reach out to Senior Matron, Helen Finlay (hfinlay@fsm.school).

Technology

Technology is allowed, but it is only to be used for calling home between Monday and Thursday. Over the weekend students get more access for things like games, suitable social media sites and communicating with friends.

All technology is handed in to be put on charge overnight, this includes smart watches that have the ability to send and receive messages/notifications when not directly next to the phone.

If you need to contact your child outside of these hours then please do so by using the main school line (01425 653181) and directing to matrons.

Travel Arrangements

If travel is required then it can be requested through links that are shared throughout the year. All of our travel is organised through third party providers who have the relevant DBS and licences in place.

Prices will be set by the taxi companies and will be added to the end of term bill.

Tuck

Tuck is available through the school, or alternatively you can send your child to school with a named plastic box (with lid) of tuck to be stored safely by Matrons. Students only get access to tuck once or twice a week so please limit the amount that you send your child in with. The school is also a nut free school so please ensure that your child does not return to school with any food that contains nuts as this will be confiscated.

Tutors

Tutors remain the point of contact for academic matters, but if you have any concerns over the completion of prep or how your child is performing then please copy gscott@fmschool.com into the email to give an awareness.

Wicked Wednesday

Every Wednesday Mr Hill organises a Wicked Wednesday activity for those pupils in years 3-8. If those in year 9 and above want to get involved then they are more than welcome to, but they must have completed all their Home Learning.

Useful Links

SOCS - <https://www.socscms.com/login/1113/parent>

SchoolBase - <https://schoolbase.online/Logon?DName=fsmanor>