



LATHALLAN
SCHOOL

BOARDING HANDBOOK

ACADEMIC YEAR 2025-26



Welcome to Lathallan

As the only boarding school in Aberdeenshire, we invite children from across the globe to experience a first-class education in a truly unique setting. Nestled between farmland, forest, and the sea, our environment influences everything we do. Our pupils live in 19th-century Brotherton Castle, offering full, flexi and weekly boarding from age 12 upwards.

Boarding has been a feature at Lathallan since we opened our doors in 1930. With nearly 100 years of experience in this, it's perhaps not surprising that both the Care Inspectorate and families rate our standards of care highly. From our corner of the coast, we are proud to be shaping the future by:

Nurturing the Individual

We provide the space for every student to grow in their own way, developing their unique talents and character.

Instilling Core Values

Our Lathallan School values underpin life in our Boarding House. These are confidence, opportunity, respect, endeavour and modesty.

Building Community

By living these values every day, our Boarding House aims to help develop each individual whilst instilling a sense of responsibility and respect for others. We allow individuals to grow in their own way, but ensure they have an awareness of how everyone needs to contribute in a positive way in order to produce a healthy society.

Our Boarding House Team

At Lathallan School, we believe that boarding is a partnership between parents and our Boarding House team. We work hard to ensure that parents and guardians feel fully involved from the very start. Whether you have specific queries, concerns, or are simply looking for an update on your child's progress, please do not hesitate to reach out.

You can contact Mrs Govan or Mr Collins directly via email at boarding@lathallan.org.uk or on mobile 07584 171030. We also welcome any feedback to help us continually improve the boarding experience. All physical correspondence should be directed to the school's postal address: *Lathallan School, Brotherton Castle, Johnshaven, DD10 0HN, Aberdeenshire, Scotland, UK.*



Mrs Cat Govan | Houseparent
catherinegovan@lathallan.org.uk



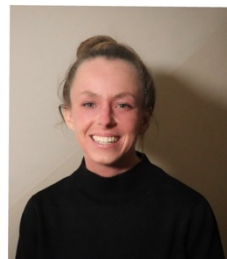
Mr Ben Collins | Houseparent
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Miss Lucy Kydd | Night Matron
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(01561) 362220 ext. 211



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Joining the Boarding House

The first day at a new school can feel challenging and a lot to take in, but we guarantee a friendly welcome. Hopefully, you will have had the opportunity to look around the Boarding House already as part of your taster day. All pupils and staff are very happy to assist in any way they can. Our community is here to support you, so never feel shy about asking for help. Remember, *“there are no silly questions”*.

Before saying cheerio to your child please ensure they have:

- **Full kit list**, see appendix 1
- **Boarder information sheet**, see appendix 2



Where to get help?

At Lathallan, our staff are exceptionally friendly and approachable. We ensure that whenever a student is faced with a challenge, they always have someone to turn to—whether that is a teacher, a houseparent, a personal tutor, a peer mentor, or our school Matron.

Pupils are encouraged to reach out at any time, and for immediate digital contact, all students can email the boarding Houseparents via their Chromebooks at boarding@lathallan.org.uk. Boarders are always welcome at Brotherton Castle to share concerns, ideas, or simply to chat. Matron is also available in her sitting room; if she is out, a notice on her door will indicate her location.

Signing in and out

Lathallan School takes responsibility for the boarders when they are in school, and so we must ensure we know which boarders are staying at Brotherton Castle. Whenever a boarder returns to school after having been at home or off-site, it is essential that they sign in.

At the start of term, after half-term and following exeat weekends, the drop-off time is between 19:00 and 8:30 p.m. before the first day back at school.

If any boarding arrangements change, parents must contact the Houseparents via email and/or mobile number. provided. This allows for the school to maintain an up-to-date register, especially in case there is an emergency.

The ‘sign out’ sheet is located in the matron's sitting room, and all boarders should check with a member of the Boarding House Team before signing out. They must also sign in on their return. Any boarder who will be off-site (*leaving the school grounds*) either before 08:30 or after 17:00 is required to sign out.

Full boarders will be expected to be in school every school day and all weekends during term time, except for exeat weekends. If a full boarder plans to leave school for any period of time they must have parental permission and notify the Houseparents in writing the following details:

- Where they are going
- The length of leave
- Time of departure and anticipated return
- Responsible adult(s) during the period of leave including emergency contact details.

Weekly boarders can stay every evening from Monday through to Thursday. With prior arrangement, pupils can return on Sunday evening.

Guardianship

A designated guardian is mandatory for all students whose parents live outside the UK. They provide 24/7 support, including emergency care, host family accommodation during half-term breaks or exeats, and transport. It is the responsibility of the parent(s) of each pupil to ensure that someone local is nominated as a guardian and that their contact details are provided to the Boarding House team. While parents often select private guardianship agencies, some families may use family friends or relatives residing in the UK.

Responsibilities

Each academic year, two senior pupils are nominated as Head Boarders. Head Boarders aid the efficient running of the Boarding House and are essential in allowing the student voice to be heard.

Every month, there is a Boarding House meeting chaired by the Head Boarders and all boarders are expected to attend. This is a forum where boarders can voice their opinions about what they feel is going well and what they would like to see improved, for example, regarding menus, activities and accommodation. Pupils can also approach the Boarding House team or leave any written notes in the 'post box' located outside Matron's room at any time.

Fortnightly meetings between boarding pupils, Boarding House Team and Catering Team are held which all boarders are expected to attend. This is a forum to provide suggestions for the weekly menus regarding hot, cold and healthy options.

Pupils will be given areas of responsibility as part of the boarding community, such as keeping common areas tidy (pantry, dining room, Boarder's lounge and library), fortnightly washing of bedding (sheet, pillow cases and duvet covers) and personal laundry. Support is available from Boarding staff with laundry as required, or laundry can be taken home if preferred. The Boarding House team will oversee this.

Weekday Boarding House Routine

Monday - Friday	Timings
Wake Up Call	0700
Breakfast	0740 – 0800
Supper	1700 – 1730
Prep* /activities	1830 – 2000
Registration	2100

* Additional prep time can be arranged.



All technical devices (*mobile phones, laptops, Chromebooks and iPads etc*) hand in:

21:00: S1 – S4 hand in all technical devices

21:45 – S5/S6 hand in all technical devices

Bedtimes:

S1/S2 In dorm 21:45, lights out

S3/S4 In dorm 2200, lights out

S5/S6 In dorm 2200

Extensions to bed and tech times may be granted by staff on duty and will be allocated on an individual basis according to need and privileges.

All meals are prepared with 'healthy eating' in mind.

A weekly breakfast and evening menu can be found on the notice board in the Boarder's Lounge.

Food can be brought in from home, but it must **NOT** be eaten in the dorms. Pupils are allowed to eat and drink in the Boarder's Lounge and dining room as long as it remains tidy.

Activities

Life in the boarding house is full of opportunity! Every evening, our Boarding House Team organises a variety of activities that change throughout the academic year. While there is always a choice of sessions on offer, we expect all boarders to participate as part of our vibrant house community. Student suggestions are highly encouraged - we want you to help shape the programme!

Please note: Some activities may incur a charge, which will be added to the termly bill. For any activity exceeding £30, we will always notify parents and seek formal consent beforehand.



Academic support

The Boarding House Team take an interest in each individual's academic progress and pastoral welfare and can be expected to:

- Support the academic efforts of pupils and source additional help if required
- Encourage organisational development and pride in presentation
- Empower pupils to contribute to wider school life
- Read end-of-term reports and write a brief progress update

Pupils are given ample time to complete prep (homework) throughout the week. It is essential that prep is recorded in the planners provided. If a pupil has a concern about prep they should discuss this with the Boarding House team. Senior pupils (S4 – S6) should take responsibility for planning and completion of additional prep. They will be supported by their teachers and the Boarding House team but, ultimately, it is their own responsibility.



Weekends

Weekends are mainly about 'downtime' where boarders can relax, and there will be at least one activity or adventure organised for either Saturday or Sunday.

There is an emphasis on following personal pursuits, interests or hobbies and expanding mental horizons. Also, an element of study is strongly encouraged. A real benefit to having small numbers and a family feel in our Boarding House is that we are able to consult the children and offer trips arranged with their choices in mind.

Pupils are allowed to take weekends out but written permission must be provided by parents or guardians as outlined above. Pupils should return to school between 19.00 and 20.30 on Sunday evening unless other arrangements have been made. It is expected that the Houseparents will be informed of any weekend arrangements by the Wednesday evening prior to the weekend.

Transport

Arrival Notification - Parents or guardians not accompanying their child back to school must notify the boarding staff of the student's expected return time.

Taxi Bookings - You can book school-approved taxis independently. Charges will be applied directly to the school bill.

Booking Deadlines - Taxis require at least 24 hours' notice. For return journeys following a holiday or "exeat" weekend, the booking must be confirmed before the student leaves school for the break.

Boarders' Lounge

The boarders' lounge is a place where boarders can relax, read a book, socialise, play games and watch TV or a DVD. It is expected that the facilities in the Boarders' Lounge are used responsibly by all.

Fire alarm

There are fire alarm procedure notices around the school and in each of the dorms. Make yourselves familiar with these and with the exit routes from your dorm. If you are in any doubt, ask a member of staff. The Houseparents will review the procedures with the pupils prior to any drill. Drills occur once a term. It is a major offence to play or tamper with any of the fire protection or firefighting equipment.

Electrical equipment

All electrical equipment that connects to the mains electricity supply will be tested for safety.

Medical Care

Matron is the first point of contact when a boarder is feeling unwell. She will treat any minor illness, injury or administer prescriptions. Matron needs to be aware of any medication or supplements a boarder has, including those that are self-administered. Please discuss this with Matron and complete the required paperwork to ensure safe and timely administration.

When a boarder becomes unwell and is required to be isolated in the sick bay due to the risk of the spread of infection, parents/guardians will be contacted and requested to collect their son/daughter at their earliest convenience. School policy is that a child should be kept away from school for 48 hours after the last episode of, for example, diarrhoea and/or vomiting.

Our House Expectations

Tidiness

Cleaning staff come into the school and Boarding House every morning and evening.

Every boarder is responsible for:

- Keeping their dorms clean and tidy
- Taking laundry to the laundry room
- Using drawers appropriately
- Hanging clothes
- Making their bed each morning
- Being well-presented during school hours
- Being on time for class and appointments
- Being prepared for their day of classes

Laundry

- Laundry is placed in the laundry basket every evening and taken to the laundry room when needed. Support is available from the Boarding House team with laundry as required, or laundry can be taken home if preferred.
- Boarders are responsible for putting their own washing out and collecting it once it is ready from Matron.
- Weekly and Full boarders will have their bed sheets, duvet covers, and pillow cases washed fortnightly. *These should be taken to the laundry room before breakfast every Tuesday, unless advised otherwise by Matron.*
- Boarders are responsible for stripping and making their own beds.
- Please ensure that **all** clothes, towels and bed linen are labelled with names.

Privacy

- Only enter other pupils' bedrooms with permission
- Male and female sleeping and washing areas are out of bounds to members of the opposite sex
- All Boarding House Team staff will knock before entering pupils' rooms
- Visitors are not allowed into pupil bedrooms at any time unless given permission by the Houseparents
- Cameras are in place outside the girls' dorms. Notices relating to this are posted outside for awareness
- Unauthorised access may result in a suspension

Boys and girls mixing

We are a mixed boarding house. The female and male sleeping and washing areas are separate. Our boarders all get on very well regardless of age or gender, and this is something that we encourage as part of healthy social development.

Mobile Phones

Pupils are permitted to have mobile phones at school but should consider the following:

- Pupils should not use their mobile phone during prep unless required for study purposes
- Pupils should not walk around making calls / sending text messages
- Pupils should not use them to send / receive inappropriate texts or pictures or make inappropriate calls or access inappropriate information
- Pupils should not take photos of other boarders or staff without express permission
- Mobile phones are not to be used or on the table during meal times

The Houseparents withhold the right to remove a pupil's phone if the above is not adhered to.

Internet use

Boarders have access to use of the school computers, and they may use their own devices to connect to the internet. If boarders require their own equipment added to the network, please provide a note of their device's 'MAC' address in advance. It is strictly forbidden to use any recording device of any kind in the dorms.

Drugs and Alcohol

The Lathallan School Drugs and Alcohol policy applies and is designed to be preventative in nature. It is intended to help any student having problems with cigarettes, alcohol, or drugs. For specific school functions, S6 pupils may be allowed a glass of wine or small beer with parental agreement. Alcohol may be consumed within moderation and permission of the Houseparents at specific functions/events with parental consent.

Looking after your belongings

Money & Valuables

- **The Boarding House Bank** - To prevent loss, pupils should not keep large sums of cash in their rooms. Instead, please use the House Bank. Pupils can withdraw money through prior arrangement with staff. Extra costs incurred through participation in activities will be added to the end-of-term bill. Individual expenses of less than £30 will not require pre-parental consent. If you foresee this being a problem, please contact Mrs Cat Govan to discuss.
- **Essential Documents** - Passports, airline tickets, and high-value items must be handed to Houseparents for safekeeping immediately upon arrival.
- **Borrowing & Lending** - To prevent misunderstandings and conflict, the borrowing or lending of money between pupils is strictly forbidden.
- **Financial Support** - If a pupil experiences a financial crisis or unexpected expense, they should speak privately with a member of the Boarding House Team.

Security & Identification

- **Labelling** - All personal property must be clearly marked with the pupil's name.
- **Lockable Storage** - We strongly recommend that every pupil bring a lockable box for their personal and valuable items.
- **Extra Space** - If a boarder requires an additional locker, please just ask a member of the team.

Other

Childcare Vouchers

Parents can use childcare vouchers towards the cost of boarding fees up to 15 years of age. For more information about childcare vouchers, please contact your employer.

Notice period for leaving

If a pupil and their family decide to leave the Boarding House, a term's notice is required. Any exemptions to this would be at the Headmaster's discretion.

Your Voice: Feedback & Complaints

Your peace of mind is our priority. If you have any concerns regarding the care provided at Lathallan, we want to hear them.

How to Raise a Concern

- **Direct Contact** - In the first instance, please speak with Mrs. Cat Govan (Houseparent). This is usually the quickest way to resolve an issue.
- **Specific Issues** - Some matters may be raised directly with the Matron where appropriate.

- **Formal Complaints** - Formal complaints will be formally acknowledged and recorded. The school will outline a clear course of action for resolution.
- **Escalation** - In serious cases, a complaint may be directed to the Headmaster or the Chairman of the Board. If the concern involves child safety, the school will strictly follow the Child Protection Policy.

External Oversight

Lathallan is registered with the Care Inspectorate, the national regulator in Scotland. They ensure our support and care meet the highest standards. You can view our previous inspection reports at www.careinspectorate.com.

0345 600 9527 | concerns@careinspectorate.gov.scot