



Boarding at Polwhele House



A Handbook for Parents August 2016

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Our Boarding Philosophy

“Boarders should live in an environment that is happy with a good family/community spirit in which they can have fun. It should be caring, safe, disciplined and positive. The children should have sufficient privacy for themselves. It should be home-from-home – a place where each child is known and cared for as an individual.”

Introduction

Our aim as a boarding community is to meet the individual needs, foster the aptitudes and nurture the growth of each child in order to create an environment whereby they have the opportunity to become their best self. We believe that emotional and social well-being and growth, self-esteem and confidence are of prime importance.

We believe that respect for children, faith in children and an ability to see the world through their eyes should inform our care. The staff involved in boarding at Polwhele House wish to notice and respond to a child’s need, identify their talent and discover and resolve their unhappiness. If we evidence this care then children will feel secure and valued and, as a result, will value themselves and others.

A sense of community is of immense value to children and to their families and it stems from our desire to understand and care for the whole child. Boarding at Polwhele House aims to be seen as an extension to family life. For some families, their child boarding with us may be their first experience of boarding. For others, they will have children boarding at other schools or have had older children board at Polwhele House. Whatever your experience of boarding, you will need to feel confident that your child is being cared for in the best possible way.

Boarding Staff

Mr and Mrs McCullough are the Houseparents and are resident on site. Mrs Hounsell is the Housemother and is resident in the boarding house.

Mr Laird is the appointed Choral Scholar for 2016/17; he will take a full and active role in boarding.

Mrs Keyes, Miss Godolphin and Mrs Rudge are Boarding Tutors and assist in the running of the boarding house.

Getting started

When a new boarder arrives, everyone within the house will be helping her or him to settle. A more established boarder of a similar age may be asked to guide the new boarder through the routines. In addition to this, the Houseparents and Housemother are there to answer any questions which may come up and to find out how he or she has settled in.

Communication

Parents will be informed of matters of concern and should feel free to let us know of any concerns either they or their child have. The level of informal communication between staff and parents is high and Mr and Mrs McCullough and Mrs Hounsell are always around for an informal chat or are willing to meet with parents by appointment should the need arise.

During boarding evenings, parents can contact Mrs Hounsell by ringing the school telephone number (01872 273011) and leaving a message on the answer machine. The telephone will not be manned during this time, although messages will be checked at regular intervals up until 9.00pm. Any email correspondence regarding boarding should be sent to thounsell@polwhelehouseschool.co.uk

If things go wrong...

At Polwhele House we are very fortunate in having adults to whom children and their families may turn if they feel something needs to be sorted out or if they have any suggestions. In the boarding house, children's views are sought and respected with regard to any matters relating to their lives within the school, both informally through the day to day contact with individual staff or when notices are given out at mealtimes. There may be times when a boarder feels unhappy about being away from home or about something which has happened to her or him. If this arises then the most important thing to stress is that they should seek out an adult with whom they feel they can discuss it. The house staff are always available to talk to children and their families if there are any concerns. These concerns may be about general routines or managing as a boarder and should be quickly resolved.

Daily Routine

7.00am	Wake-up
7.15am	Music practice
7.30am	Breakfast (Boarders' notices follow breakfast, and the children then return to their rooms to brush their teeth, tidy bedders and get organised for the day ahead.)
8.00am	Go to Prep School
3.40pm	Academic day finishes. Boarders go to 'tea'.
4.00pm	After School Clubs (Boarders are expected to attend a club other than Prep Club as they have Boarders' Prep before supper.)
5.00pm	Boarders return to house to change
5.15pm	Boarders' Prep
6.00pm	Supper
6.30pm	Activities
7.30pm	Junior boarders (Y3-Y5) return to house for bedtime routine, i.e. shower, pyjamas, lay uniform out for next day. Second prep session for senior boarders (Y6-Y8)
7.45pm	Bedtime snack (Juniors)
8.00pm	Bedtime - quiet reading (Juniors)
8.15pm	Lights out (Juniors) Senior boarders return to house for bedtime routine, i.e. shower, pyjamas, lay uniform out for next day
8.30pm	Bedtime snack (Seniors)
8.45pm	Bedtime - quiet reading (Seniors)
9.00pm	Lights out (Seniors)

Pupil 'No go' zones, unless accompanied by a teacher

Maintenance workshops
Stables, sand school and paddocks
Ponds, woods
Old cow shed, walled garden
Drive
Staff car park, cattle grid
Pre-Prep School
Laboratory

Sleeping

Getting enough sleep is very important, particularly when life is as active as it is here at Polwhele House. Bedtime routines and lights out times have been carefully planned to allow children as much free time as possible, balanced with appropriate rest. After lights out there will be 5 minutes 'whispers' after which there should be no noise. If children have difficulty sleeping, they should talk to a member of staff.

Music Practice

For those learning an instrument morning instrumental practice will take place in one of the music rooms and will be monitored by the Choral Scholar.

Boarders' Prep

Prep is supervised by members of the boarding staff ensuring that it takes place in a studious environment and that any children requiring assistance can receive it from a qualified teacher.

Reading

All of the children have a period of 15 minutes reading before lights are switched out at the end of another full and profitable day! Children who may require some adult assistance with their reading will receive this as part of their bedtime routine from a member of the boarding staff.

Meals

Food is very important to all of us and particularly to growing children. There is always a careful line to be drawn between 'snacking' and eating a proper balanced meal and we as a boarding team are aware of this. Boarders have breakfast, lunch, tea and supper in the dining room each day. Fresh fruit is also available at mealtimes and in the boarding house in the evening. Vegetarian and special diets are catered for.

Sanctions

During boarding time "school sanctions" will not be applied. Boarding staff will use their discretion to apply "home-style" sanctions to children if appropriate along the lines that if a child has taken something away from the sense of community then they should spend some time doing some good for the community. Continuing or serious problems will, of course, be discussed with parents.

Medication

Where school staff are asked to give children prescribed medicines or tablets they will be given in accordance with written instructions from the parents or prescribing doctor. Such drugs are stored safely where children do not have access to them - in the locked medical cabinet. These must be handed in to the school office, accompanied by a consent and detail form from the parent. Whenever administered details are recorded. To prevent misuse, children are not allowed to have medicine in their possession (with the exception of asthmatics).

Conclusion

There will undoubtedly be things that are not covered in this handbook and if this is the case then please do not hesitate to let us know. This is meant as a working handbook which will develop and evolve when new issues are raised. Boarding at Polwhele House is a wonderful experience full of excitement, enjoyment and purpose shared by staff, children and their families. We are confident that we provide an environment within which boarders and their families can thrive and this can only be achieved by honest and open communication between staff, children and parents.

Should you wish to discuss anything further with regard to boarding at Polwhele House please do not hesitate to contact us.

Houseparents Mr and Mrs McCullough 01872 273011
hmccullough@polwhelehouseschool.co.uk

Housemother Mrs Hounsell 01872 273011
thounsell@polwhelehouseschool.co.uk



Medical Record for Boarders and Form of Authority for School to Act in an Emergency

Child's full name:.....

Date of birth:.....

Family History: Is there any family history of the following diseases:

Diabetes/Asthma/Tuberculosis/Hayfever/Migraine/Allergies

Previous illnesses: What accident, operations or illnesses has your child had?

.....
.....

Name and address of family doctor:.....

.....

Has your child had any of the following illnesses? Please give dates:

Chicken Pox:..... Mumps: German Measles:

Measles: Other:

Please indicate which of the following your child has been immunised against and date of the last injection:

Tetanus:.....

TB Prevention:.....

Has he/she had a Heaf Test (to test immunity to TB) Y/N

Has he/she had a BCG injection (to give immunity to TB) Y/N

Has he/she had a chest x-ray Y/N

If, in an emergency, my child should need to have any treatment, anaesthetic or operation which requires my prior permission and I am not available to grant it, I hereby authorise the school to act on my behalf

Signed:..... Signed:.....
(Father/Guardian) (Mother/Guardian)

Date: Date:

If your child is new to boarding or if any details have changed, please complete and return this form to the school office at the start of the Michaelmas term 2016.