



# **BOARDING HANDBOOK**

OCTOBER 2021

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## Contents:

1. Boarding at Polwhele House
2. Statement of Boarding Principles
3. Boarders' Daily Routine
4. Staff Duty Rota
5. Code Behaviour for Boarders
6. Pupil Access to Risk Areas
7. Supplementary Uniform List and General Notes
8. Boarders' Medical notes
9. Storage and Handing out of Prescribed Medicines
10. Medical Record for Boarders and Form of Authority for Head
11. Boarder Induction
12. Pastoral Care and Wellbeing
13. Contact with parents/carers

## 1. BOARDING AT POLWHELE HOUSE

In boarding we aim to:

- Develop the whole person
- Develop a desire for trust and a respect for others
- Produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil), confident in the knowledge that he or she will be treated and respected as an individual.
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing.
- Provide suitable conditions for boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.
- Provide the conditions for boarders to develop their intellectual talents through well structured and supervised evening prep conditions, in an atmosphere which values effort.
- Provide a range of activities, hobbies and opportunities that will assist in the personal, social and cultural development of each boarder.
- Develop boarders' responsibility for self, for others and for the environment.
- Develop boarders' ability to work as part of a team.
- Encourage boarders to contribute to the needs and welfare of others.
- Safeguard and promote the welfare of each boarder by providing an environment which is, as far as possible, free from physical hazards and dangers of any sort.
- Provide accommodation which is comfortable and suited to the needs of boarders and which provides adequate levels of privacy.

## 2. STATEMENT OF BOARDING PRINCIPLES

The following are the six principles upon which boarding in this school is based.

- All boarders should be able to develop physically, spiritually, intellectually, morally and socially.
- The development of the whole child, as an individual, within a caring and supportive environment.
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment and bullying.
- There is equality of opportunity and respect for all boarders and staff.
- Although living together, staff and boarders acknowledge the right of each other to privacy. Each boarder has the right to extend his or her intellectual growth in an atmosphere of positive encouragement.

### 3. BOARDERS' DAILY ROUTINE

Time	Session	Information	
07:00		Wake up	
07:15		Practice musical instruments or read	
07:30		Breakfast	
08:00		Over to school	
08:00 – 15:40		School day	
15:40		Tea	
16:00 – 17:00	Clubs	Chosen from the termly 'Grow Further' enrichment programme	
17:00		Change into home clothes	
17:15	Prep/Homework	With quiet activities for those who finish early	
18:00	Supper	All boarders are encouraged to talk with the Head of Boarding about suggestions for supper	
18:30	Activity time	Chosen and delivered by the staff member on duty with input from attending children (den building, basketball, silly games, sports – or a mixture of several)	
19:30		Juniors (Y3 – Y5) to the Main House for bedtime routine	
20:00	Juniors to bed	20:15	Juniors lights-out
20:15	Seniors to the Main House for bedtime routine.	This is a flexible timing depending on their needs.	
21:00	Seniors to bed	21:15	Seniors lights-out

#### **4. STAFF ON DUTY**

The Head of Boarding is always in school on boarding nights, supported by the Head and another member of staff with whom the children are familiar.

Staff members who often take part in boarding evenings are Mr Gale and Miss Bray.

#### **5. CODE OF BEHAVIOUR FOR BOARDERS**

Boarders are required to take everything they need for the day. If they need to go to their room during the day they must ask permission of the Head of Boarding or School Administrator.

Boarders may telephone their parents using the school phone, by arrangement with the Head of Boarding. Mobile phones are kept in the School Office and strictly forbidden in bedrooms.

The boarders are encouraged into joining an after school club rather than have two sessions of Prep.

Prep is supervised, independent working time in a supportive and encouraging atmosphere with the support of an adult wherever necessary. Those who finish early read a book or newspaper.

Boarders are not allowed into each others' rooms.

Boarders are expected to take a shower before bedtime unless the Head of Boarding says that a morning shower can replace it.

An enjoyable boarding session depends on their cooperation over the smooth running of the house, particularly in the matter of settling quietly for the night.

Quiet talking is allowed for 10 minutes after lights out; then boarders are asked to go to sleep.

Boarders do not use the front staircase, unless accompanied by an adult, although Year 8 boarders have this privilege.

Boarders are expected to help with various tasks about the house, sometimes on a rota (e.g. laying up, clearing away).

Rewards and sanctions are similar to day pupils but boarding works like a family and we aim to nip problems in the bud before they become serious.

Mobile phones, iPads and similar devices should be handed to the Office on arrival at school in the morning; they are left securely in the Office. Senior boarders can access devices with the permission of the Head of Boarding but they always return to the Office before bedtime

## 6. PUPIL ACCESS TO RISK AREAS

### 6.1 No-Go Zones for Boarders (unless accompanied by a teacher):

- Maintenance workshops
- Stables, sand school and paddocks
- Ponds, wood
- Walled garden
- Drive
- Staff car park, cattle grid
- Pre-Prep
- School Laboratory
- Main Hall
- Art Room
- Computer Room
- Adventure playground

### 6.2 Restricted Access Areas (i.e. permission must be obtained by boarders on each and every occasion):

- Garden, secret garden, playing field
- Playground
- Tennis courts

#### Responsibility:

Life is not without risks and pupils are taught to be sensible and to think before acting. The challenge is to manage risk in a way which enables our pupils to experience situations which develop common sense and make themselves responsible about their own safety and the safety of their peers without putting them in danger.

## 7. WHAT YOU NEED TO BRING FOR A SINGLE NIGHT

- Towels toothbrush and toothpaste
- Dressing gown
- Slippers
- 1 pair of pyjamas
- Shower cap (if needed)
- Clean socks/tights and pants
- Clean shirt/dress
- Clean vests (optional)
- Home clothes
- Linen bag for dirty laundry
- Equipment for school the following day (music lesson, games lesson etc)

Some boarders like to bring their own pillow or a cuddly toy.  
We provide soap and shampoo (but bring your own if you need a special sort)

No pocket money or tuck is necessary – boarders will be provided with fruit for break.  
All possessions must be clearly marked with your child's name.

## **8. MEDICAL AND OTHER NOTES**

If you have medication which your child needs overnight, please make sure that you discuss this with the Head of Boarding so that we can make proper provision. All medicines and drugs must be clearly named and labelled with instructions and handed in to the Head of Boarding. A medicines form may be obtained from the Office.

Any boarder who is ill is sent home, if possible.

Paracetamol/calpol may be administered (subject to permission being given in the boarder's personal data form which must be checked on each occasion).

If a boarder is ill, the Head of Boarding will communicate with the parent/guardian/carer and any suitable medication is mutually agreed (e.g. paediatric cough medicine).

Any administration of any medical care for boarders is noted in the First Aid book.

We would be pleased to hear of anything which would make boarding a positive experience for your child – just come and talk to one of the team.

Finally, if your child is unhappy, we will let you know. This is to set your mind at rest; if you don't hear, your child is happy.

Equally, you are the expert on your child and we'd be grateful for your input if things aren't going well for them. It is incredibly rare for a child not to make a full boarding night because we are keen to work with you

## **9. STORAGE AND HANDING OUT OF PRESCRIBED MEDICINES**

- Where school staff are asked to give children prescribed medicines, tablets or liquid medicines they should be given in accordance with written instructions from the parents/carers or prescribing doctor.
  - Such drugs must be stored safely where children cannot have access to them. They must be placed in the locked medical cabinet.
  - The written request to administer a medicine must include the product name, dosage / strength and intervals for the medicine.
  - A clear procedure for managing the use and storage of any drugs is outlined below. We all need to follow these instructions.
1. Requests to administer medicines are to be logged in the standard format and signed by parents/carers (see attached form)
  2. A written log of each administration must be kept in the medicines book, showing the date and time and signed by the person giving the medicine.
  3. It is recommended that the log should be filled in immediately before the administration of the medicine to ensure that there is no possibility of duplication of the dose.

# MEDICAL RECORD FOR BOARDERS AND FORM OF AUTHORITY FOR SCHOOL TO ACT IN AN EMERGENCY

## PERSONAL INFORMATION:

<b>CHILD'S FULL NAME</b>	
<b>DATE OF BIRTH</b>	

## MEDICAL INFORMATION

<p><b>FAMILY HISTORY:</b></p> <p>Is there any family history of the following diseases: Diabetes/Asthma/Tuberculosis/ Hayfever/Migraine/Allergies</p>			
<p><b>PREVIOUS ILLNESSES:</b></p> <p>What accidents, operations or illnesses and he/she had?</p>			
<p><b>FAMILY DOCTOR DETAILS:</b></p> <p>Name and address</p>			
<p><b>ILLNESSES:</b></p> <p>Has you child had any of the following illnesses? Please give dates.</p> <p>Please indicate which of the following your child has been immunised against and date of last injection.</p>	<b>ILLNESS</b>	<b>DATE</b>	<b>IMMUNISATIONS &amp; DATES</b>
	CHICKEN POX		
	MUMPS		
	GERMAN MEASLES		
	OTHER:		
	TETANUS		

<b>MEDICAL HISTORY: TB PREVENTION</b>	Has he/she had a Heaf Test (to test immunity to TB)?	YES/NO
	Has he/she had a BCG injection (to give immunity to TB)?	YES/NO
	Has he/she had a chest X-ray?	YES/NO

Is there anything else which would help us care for your child (e.g. bedwetting, sleepwalking etc)? Please state below:	YES/NO
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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.

<b>SIGNED (PARENT/GUARDIAN)</b>	
<b>DATE</b>	

<b>SIGNED (PARENT/GUARDIAN)</b>	
<b>DATE</b>	

# BOARDING INDUCTION

The Head of Boarding will go through the boarding induction

- a) with all boarders on their first night in the new academic year
- b) with all boarders on every taster night
- c) with any new regular boarders if they join during the academic year

Areas to cover:

- Show the children around the boarding house
- Show the children where the shower rooms and toilets are
- Allow the children to take their bags to their room
- Tell them what to do if a fire alarm goes off
- Explain about phoning home
- Outline that boarding is not a sleep-over; it is important that they have a good night's sleep. The next day is a normal school day and they should not be tired.
- What to do if they have a problem in the night
- Timing and routines, prep time, tea time, activities, beach trip, fireworks etc.
- Which other member of boarding staff is on duty that day
- The morning routines – instrument practice, breakfast, going over to school, where to leave home clothes etc.
- Telling children who are the regular boarders and that they can chat to them if they are unsure about anything during boarding

## 14. PASTORAL CARE AND WELLBEING OF BOARDERS

The Head of Boarding builds relationships with each individual boarder, spending 1:1 time with them during the evenings as necessary and appropriate. The Head of Boarding has a qualification in Mental Health First Aid and is can identify those in need of support, as well as having access to appropriate support agencies. Boarders will not normally be referred to outside agencies without the knowledge of their parent's but there may be occasions on which, particularly older boarders, may be encouraged to talk to a support agency in confidence.

Each evening there is an alternative staff member which boarders may choose to confide in. Every evening, at least one staff member is a trained DSL and can refer as necessary.

Day staff share with the Head of Boarding any concerns which may occur during the school day. This may be by email but is often shared at Tea Time. The Head of Boarding passes onto day staff and parents/carers any concerns which have arisen overnight.



## **15. CONTACT WITH PARENTS/CARERS**

The Head of Boarding has regular email and/or telephone contact with the Parents/carers of boarders. Information is shared informally but is recorded when necessary.

Boarders are allowed to phone home in the evening, supervised to ensure that only approved family members are contacted, using the school landline.

The Head of Boarding always contacts parents/carers if there is a matter of concern.