



# PRESTFELDE

## **Boarding Handbook**

### **Years 3 to 8**

### **Prestfelde House**

Welcome to Boarding in Prestfelde House.

We hope you will be very happy here and make the most of all the exciting possibilities that are available to you.

The Head of Boarding and his team are here to look after, help and support you.

This handbook aims to answer questions you might have about boarding life at Prestfelde, but if anything isn't clear or you think of anything else you would like to know, please ask at any time!



## **BOARDING PRINCIPLES**

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

1. The development of the whole person and the communication of values are vital.
2. Being an open and trusting school, boarding is based upon mutual respect for all members.
3. Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
4. There is equal opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
5. Each boarder is to be treated as an individual and with respect by other pupils and staff.
6. Although living corporately; staff and boarders acknowledge each other's privacy rights.
7. Each boarder has the right to extend his/her intellectual growth.
8. All boarders should be able to develop spiritually, culturally, morally and socially.
9. Links with parents are seen as an indispensable part of the support and development of boarders



## Prestfelde Boarding : Aims

In boarding, we aim to:

1. Develop the individual so they are able to take responsibility for themselves and others.
2. Promote and develop understanding for others regardless of ethnicity, culture, gender or disability.
3. Acknowledge and respect each other's privacy and space.
4. Encourage the boarders to work as a team but also have the confidence to work alone.
5. Provide a warm, safe, comfortable environment for all.
6. Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers.
7. Develop pupil's abilities through a range of activities.
8. Enable boarders to develop self-knowledge, self-esteem and self-confidence.
9. Encourage boarders to take part in discussions about their environment and feel able to turn to either their peers or staff for guidance, counselling or support.
10. Encourage regular communication between parents, pupils and staff.
11. Develop boarders' qualities of leadership and abilities to work in a team, as well as contribute to their community.
12. Provide a range of activities that will assist in the personal, physical, social and cultural development of each boarder.
13. Prepare them for the next stage in their education in a global future.



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## **Who will look after me, and who should I go to if I have a problem?**

The boarding team at Prestfelde are here to look after you and support you in all parts of your life at school. The most important people for Prestfelde House boarders are:

### **Head of Boarding**

Head of Boarding and Deputy Head of Prestfelde. He will be the main person who looks after you and is always available to talk and listen. He lives in Prestfelde House Flat and is on duty on Friday.

### **House Tutor for Tuesday Nights**

Head of RS and Games teacher. He is a House Tutor and is on duty on Tuesday evening. He does not stay but will be there to help and support you.

### **House Mistress**

Housemistress lives in Prestfelde House with you. She will be the main person who looks after you and is always available to talk and listen. The Housemistress is responsible for the daily organising of life in Prestfelde House and she is very enthusiastic and friendly, she will love to spend time with you. She will quickly become a very important person to you.

### **House Tutor for Thursday Nights**

House Tutor who teaches in Little Prestfelde. She will be on duty on Thursday night, she does not stay on site but is an important member of the Boarding team.

You will also get to know other staff who will be involved in your lives as boarders.



You might see these people up in the boarding houses or out on activities and they are also people that you can go to for help, advice and support.

Head  
Deputy Head Academic  
School Chaplain  
Day Matron for Prestfelde House  
Gap Assistants in Prestfelde House

Governor responsible for Safeguarding – contact: [gwoods@prestfelde.co.uk](mailto:gwoods@prestfelde.co.uk)

If you are having any problems or difficulties, you are invited to talk to any of these people, or any other teacher that you trust.

## STAFF ON DUTY IN PRESTFELDE HOUSE

Day	Staff on Duty Seniors (S) Juniors (J)
Tuesday	House Tutor (S) & (J) and Housemistress
Thursday	House Tutor (S) & (J) and Housemistress
Friday	Head of Boarding (S) & (J) and Housemistress



## **Bullying is unacceptable behaviour at Prestfelde.**

At Prestfelde we treat everyone with kindness and fairness, and do not accept behaviour that is deliberately hurtful to anyone.

If you want to speak confidentially to somebody who is not involved in the day to day life of the School you can contact our Independent Listener, She is always happy to hear from Prestfelde pupils.

Her contact number is : **01743 719080** or **07790 945121**

## **Prestfelde Boarding House phone number: 01743 234042**

### **Other Useful Numbers:**

<b>Childline</b>	:	0800 1111
<b>The Samaritans</b>	:	08457 90 90 90
<b>NSPCC</b>	:	0800 800 5000
<b>Shropshire Safeguard Team</b>	:	0845 6789 006
<b>After 5pm or at weekends (Emergency Social Work Duty Team)</b>	:	0845 6789 040
<b>Children's Rights Director</b>	:	0800 528 5000

### **Independent Schools Inspectorate :**

CAP House  
9-12 Long Lane  
London  
EC1A 9HA

concerns@isi.net

### **Office of the Children's Commissioner:**

Freephone : 0800 5280731  
or web-site : [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)  
or email : [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

The Designated Safeguarding Lead (DSL) is **Head of Boarding** 01743 245 400

If you are worried about anything or anyone and would like to discuss the matter with a member of staff other than your form tutor or teacher, do go and see **The Head, Deputy Head (Academic), Deputy Head (Pastoral/Head of Boarding)**

If you would just like to have an informal chat with someone, **Matron and Housemistress** have a walk in clinic in the Health Centre.

### **What happens if I feel ill or hurt myself?**

The school has a Health Centre which is open during the day. We have a qualified Paediatric First Aid trained day matron who works there. During the school day you can ask to go there if you are feeling unwell.

In the evening, you should go to the Housemistress and she will look after you and see that you get any help that you need.

### **What should I do if I feel ill during the night?**

Either go yourself, or ask another pupil in your dorm to fetch the Housemistress. Girl boarders can ring the bell at any time and the boys can just knock on the Housemistress' door.

### **What will happen on weekdays?**

In the morning you will be woken by the Housemistress. When everyone is dressed and ready they will take you down to breakfast. After breakfast everyone must check they have everything ready for the school day (you will have already packed your bag the evening before) and that their area of the dorm is tidy. When that is done you can go down to registration.

At the end of the school day there are set activity and prep times for different age groups, but there will also be time to do extra Prep, relax, play games and make phone calls, etc, before supper. After supper everyone comes together in a Common room for the House meeting, where House Tutors pass on messages, checks everyone is ready for the next day, and everyone has a chance to share ideas and information with each other. Various activities are put on after supper by the House Tutors.

Directly after the evening activity, Junior boarders start showering and getting ready for bed, followed by Year 7 and 8 at a later time. Everyone has a set bedtime, and must be in their dorms fifteen minutes before this, quiet and ready for bed – this is excellent reading time! After lights out everyone must be quiet in the dorm and settle to sleep. It is important that we show consideration for others at this time, and of course, everyone is very busy at Prestfelde and so we all need our sleep!

### **What happens at weekends?**

Wake up time is a little later at weekends and everyone enjoys a lie in! For Years 3- 8 there is a sport on Saturday morning.

All Boarders go home after sport/activities on a Saturday.

### **How do I keep in touch with my family and friends?**

There are a number of ways in which you can keep in contact with parents, family and friends. During the school day and in the evenings and at weekends there is easy access to computer facilities. The Housemistress has a phone which you can use in the evening or you are allowed to bring in a mobile phone. Your House Tutor and/or the House Mistress will take this in and keep them locked in the office, but after school and in the evenings you can collect your phone for making calls and sending messages.

We ask that you make your phone calls to family and friends early in the evening and prefer it that calls are taken between 20.00 and 20.15, phones and electronic devices are then

collected in at 20.30 (before bed time.) This allows you to spend a little bit of time with your friends or getting ready for bed and ensures a happy, relaxed routine before sleeping.

### **What happens about laundry?**

You should take dirty clothes and place them in the laundry basket and they will be collected in the evening by the Housemistress who will inform you of the timetable for the laundry.

### **When do we change the sheets on our beds?**

Bedding change takes place on Monday (or when the Housemistress directs it to be changed) and all dirty linen is taken to the laundry. You will then be provided with clean bedding.

### **What should I do if something in my dorm or the common room is damaged or broken?**

Tell your House Tutor or Housemistress as soon as possible and it will be removed and repaired or replaced.

If you break or damage something by accident, please also inform the Housemistress or Head of Boarding; it is far better to tell someone straight away than to leave it for others to find out.

Most importantly don't worry. Accidents do happen.

### **What should I do if the Fire Alarm goes off?**

You should leave the building immediately through the nearest safe fire exit. You will be shown the exits from the area around your room and common room at the beginning of your time in the house.

Do not stop to collect possessions. Evacuate the building in silence and make your way sensibly and quickly to the meeting area.

If there is an evacuation during the night, it is important to wear proper shoes when you come out, and not slippers, since you are far less likely to slip and fall in shoes. You should also wear a dressing gown.

During the day, pupils line up in form groups in register order. After the end of the school day boarders line up in year groups in alphabetical order. Pupils should wait calmly and in silence. A member of staff will tell you if and when it is safe to re-enter the building. Follow the instructions you are given by members of staff very carefully. The fire alarm must **always** be treated seriously.

Your House Tutor/Head of Boarding will explain all of this to you at the beginning of term and show you all these places, so you will have a clear picture of what to do.

## **Where am I allowed to go in the school grounds?**

All boarders are always accompanied when they go out into the gardens and grounds.

Out of Bounds areas include:

- The garage area behind the CDT block
- The driveway below the covered way
- The **pond area** is strictly out of bounds-**no pupil is to enter the pond area.**
- The castle for Senior school pupils
- The grass quad between the main and middle school
- Anywhere beyond the street lamp on the driveway to Highfield.
- Beckbury and Boys changing room unless changing your shoes or using the toilet
- Music school unless given permission by the Director of Music or attending a lesson
- Library/ICT room unless given permission or accompanied by a member of staff
- No pupil may leave school premises without permission.
- No pupil may leave the building after dark except to go to the Sports Hall or to another school building. (a member of staff must always be present)

## **How do I get my pocket money?**

Pocket money (and other valuables) will be looked after by the Housemistress for safe keeping.

You will rarely need pocket money but for occasions like the Boarders Christmas shopping, it is a must.

## **How can I make sure none of my things go missing?**

All clothing, footwear, bags, cases, sports equipment, musical equipment, books, pens, watches, calculators, phones and chargers etc. must be clearly marked with your name.

You must hand in or lock away any money or valuable items when not in use or needed. Expensive jewellery and other valuables should not be brought into school. Pupils also have lockers in their form rooms where possessions can be kept securely.

If you do lose or mislay something you should report it to your House Tutors or Housemistress as soon as possible.

## **The Day**

- 0700 The morning begins with a wake-up call from the Housemistress when you should get yourselves up, wash and dress ready for breakfast. Remember to check that you have made your bed and that your Dormitory is nice and tidy before you leave. If you need medication, now is the time to see the Housemistress in the Medical Centre.
- 0750 Breakfast in the Dining Hall.
- 0815 Breakfast ends and you make your way to your Form Room for Morning registration.

## **Evening**

- 1600 At this time normal school day ends and you can go to the Dining Room for a snack and drink, before going to prep, unless you attend an after school club.
- 1745 Supper in the Dining Hall.
- 1845 Supper ends and you return to your dormitories to change into your casual clothes ready for the evenings activities. Check with the Housemistress if you need to take any medication at this time.
- 1945 Shower time. Check with the Housemistress or the staff member on duty if you have any queries. It's an opportunity for you to freshen up before relaxing with friends playing some games or just watching TV. Don't forget to put your dirty washing in the washing basket and hang any wet towels up to dry!
- 2000 Junior bedtime. Remember to clean your teeth thoroughly before tidying up and getting into bed for some quiet reading; time to end the day.
- 2015 Juniors lights out and pleasant dreams!  
Now it's the turn of the Seniors to clean teeth, tidy up and ensure everything is ready for morning. Quiet reading time.
- 2100 Lights out for Seniors.

# Welcome to Prestfelde Boarding House!

We very much hope that you are looking forward to your night in the Boarding House!

This is what you need to pack . . .

- Pyjamas, dressing gown and slippers
- Home clothes and trainers that are suitable for that evening's activity
- Clean uniform for the following day including underwear and socks
- A toothbrush, toothpaste, hairbrush/comb, flannel and shower gel
- A towel
- Anything important that you need for school the following day
- A reading book
- Any medication that you may need

Bring your packed bag to the school office in the morning and we will make sure that it arrives safely in the Boarding House ready for when you arrive.

Here is what you need to know . . .

- When you have finished your school day or your club, you will go to Second Prep with the Housemistress until 5:45pm. If you are in Little P, you will stay in the Den until 5:45pm. Don't forget to bring any homework or prep with you to the Boarding House!
- Tea is served in the Dining Room at 6pm where you will have a tasty meal and pudding whilst sat with your friends.
- Then it's up to the Boarding House where you will change into home clothes. If we are going off site then we will head out fairly quickly. If we are staying at school then we will start the activity.
- Around 8pm (or earlier for the younger ones), it's time to shower and get ready for bed. Once you're in your PJs, there's a chance to relax for a little while before bed and have some supper if you wish.
- Bedtime is at 8.30pm for Middle School and 9pm for the Seniors. The Housemistress and the teacher on duty will check to make sure everyone is quiet in their dorms!
- Everyone gets up at 7am, gets their uniform on and heads to breakfast for 8am.

Your parents may contact the Housemistress or the teacher on duty on the

Boarding House: telephone: 01743 298546

On your first night we will send an email to your parents  
to let them know how your evening has been!