



PRESTFELDE

## **BOARDING POLICY**

### **BOARDING PRINCIPLES AND PRACTICE**

Prestfelde School has one Boarding House; Prestfelde House. Prestfelde House currently accommodates all boarders with the upper floor being dedicated to boys and the middle floor to girls. Beckbury is used as the girl's day changing rooms.

Prestfelde House has its own dedicated Housemistress who is resident each evening and night as well as assistant House Tutors. When the Housemistress is not on duty, her evening duties are covered by House Tutors who are also qualified teaching staff employed within the school.

In recent years the school has moved from full time boarding to weekly and flexi boarding. This process allows for a more gentle start to boarding with the opportunity to increase the number of nights as confidence increases. The school requires a commitment by those flexi-boarding to board for at least one term on the nights they have selected.

At present the number of boarders is on the increase and on some nights the house is nearing capacity, especially for 'taster nights'.

A floor plan of the houses can be found in the health and safety document and the school's prospectus highlights the boarding ethos of the school.

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 HOUSE ETHOS

Prestfelde House is designed to operate on the principle of an extended family. Older pupils, and especially the Year 8s are given responsibility for some of the supervision of younger pupils and for other various tasks within the house, but this is monitored closely. The Head of Boarding and the house team are expected to, and do, get to know their pupils and provide the support, guidance and encouragement that they need from time to time.

### **CAPACITY**

**PRESTFELDE** = **28 boys**  
**12 girls**

### **PASTORAL CARE OF BOARDERS**

#### **BULLYING**

The boarding community follow the schools anti-bullying policy and this is held centrally and can be referred to at any time. This is backed up in the morning chapel services, during school PHSE lessons, and participation in 'anti bullying week' which usually occurs in November.

#### **CHILD PROTECTION**

Prestfelde School's aim is to provide the very best care for the pupils entrusted to us. We aim to ensure that every pupil is happy at school and feels that they have a productive part to play in the boarding house and in the school. All staff at the school are given regular training in Child Protection matters. All pupils are encouraged to speak to a member of the house team, a member of the Senior Management Team, a member of the Health Centre Team or any member of staff if they have a problem or become aware of another pupil who has a problem.

The school operates its own Health Centre, with a trained nurse on duty during the school day. The School doctor is available to see the pupils by arrangement. Pupils also have access to local public medical facilities. Pupils with emotional problems are carefully monitored and, when necessary, are referred to our Mental Health and Wellbeing Officer. They will be carefully assessed and where necessary will be referred to the local Child and Adolescent Medical Health Service (CAMHS) office.

Relevant phone numbers for Child Line, NSPCC, Samaritans and ISI are displayed prominently in the boarding houses:

- Child Line 0800 1111
- ISI 0207 600 0100
- NSPCC 0800 800 5000
- Samaritans 116 123
- The Children's Commissioner 0800 528 0731



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The boarding community follow the school's Safeguarding policy for parents, children and other interested parties. (See the Safeguarding policy on website.)

### **COMPLAINTS**

#### **COMPLAINTS BY BOARDERS**

The boarding community follow the school's complaints policy for parents, children and other interested parties. This policy is held centrally and can be referred to at any time. The children also have direct access to two independent adults, the Independent Listener and one of the school Governors, as well as the school Chaplain. The children also have access to the numbers and websites for Childline and the N.S.P.C.C. amongst others.



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### **COMPLAINTS BY BOARDERS PARENTS / GUARDIANS**

The Deputy Head (Pastoral) and the Head of Boarding are the first port of call for complaints regarding boarding. However, as with the rest of the school, access is available to the Head, Chaplain or School Governors (See the school complaints policy). There are posters on the noticeboards around the house highlighting the policy and also those who can be contacted for help.

### **ACCESS TO TELEPHONES & email**

The boarders have access to a telephone at all times and can use it to ring either family members or the respective parties in the event of a complaint. A private area is available for these phone calls if required. Added to this, boarders can now bring in a mobile phone or tablet that they can access every evening to make phone calls or email via the school internet. These pieces of electronic equipment are held by the Housemistress and given out between supper and bedtime, and collected in before 'lights out'.

### **EQUAL OPPORTUNITIES**

The boarding environment endeavours to give each child regardless of creed, colour, religion, gender or disability equal opportunities to all boarding house activities. Prestfelde House has undergone an extensive programme of improvements. The same beds have been allocated to the oldest boarders or those who board most regularly. With the introduction of flexi-boarding, the children, where possible have a specified bed. For those who board for one or two nights, they maybe allocated a bed which has been used by another boarder sleeping in on different evenings. (See the schools Equal Opportunities Policy)

### **HOUSE SANCTION AND REWARDS**

The Boarding House follow the school's behaviour policy and have a range of rewards and punishments for good and bad behaviour. Within the boarding house these can range from early bedtimes to the withholding of privileges. As far as possible, the Head of Boarding and House Parents act in loco parentis and, like all good parents, provide a caring, supportive environment for the children in their care. Prestfelde house follows Behaviour policy of the school, with the emphasis on encouragement and reward, rather than punishment.



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## **HEALTH CARE/HEALTH RECORDS**

The boarding house has a Housemistress dedicated to their needs in the evening and medical centre staff during the day. The school has medical facilities for those in need of it. Matron and the Housemistress keep records of the boarders' individual medical records, including allergies, medication and so forth. These are kept confidentially on iSams. The sick bay facility can be staffed 24 hours a day and matron and the Housemistress can monitor children who are admitted.

## **ACTIVITIES/FREE TIME**

The House staff provide a wide range of activities on a weekly basis and these include competitions, clubs, free time etc. The boarders are informed at the start of term of 'fixed clubs' and there is a short announcement of the activities each evening after supper. In the summer the boarders have access to the golf course, cricket nets, tennis courts, computer room, adventure playground etc. During winter and spring there is an activities room, the gym, an indoor pool and the house itself. Added to this, trips are made off site in the evenings.

## **SECURING BOARDERS VIEWS**

Boarders have meetings with the House staff in which their views on certain procedures / activities within the house are reviewed and discussed.

## **MONITORS AND RESPONSIBILITIES**

House captains/monitors are made within the final year. Pupils in the school represent their sporting houses. There are responsibilities for all of the senior boys and girls and these tasks are based around helping the younger children and general awareness of tasks which need to be carried out. Seniors in the house act as a monitors in the boarding house and set the right example for other boarders.

## **CARE OF POSSESSIONS**

Boarders are provided with a locker in their bedroom or the drawers underneath the "box beds" for possessions and a locker of their own in which to keep their valuables. Boarders may bring a large variety of items from home. For security, boarders are asked to limit the number of valuable items that they bring into school.



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### **INDUCTION OF NEW BOARDERS**

Any new boarders are given a 'shadow' who will often be an experienced boarder. The Head of Boarding, House Tutor and House Matron will provide all necessary support to any new boarder. Many children starting boarding at Prestfelde are existing day pupils, or those who have 'tested the water' with flexi boarding. The induction process, as a result, is usually straight forward and easy to manage. New pupils who come to the school to board are made fully aware of boarding routine by the houseparent/matron who will organise an appropriate "shadow" to help them 'find their feet'.

### **CATERING**

School catering continues to be maintained at a high standard, and through monitoring and feedback, the variety, presentation and standard continue to improve and meet the requirements of the healthy eating outcome for every child matters.

### **ONEROUS DEMANDS ON BOARDERS**

The Head of Boarding and the form teachers liaise over the workloads of the pupils in their care. A staff meeting to discuss pupils takes place weekly where matters concerning individual pupils are discussed. The boarding staff are aware of the demands made of every pupil in their care and intervene when they feel the pupils may be overburdened by work or events.

### **PASSING ON OF INFORMATION**

Due to the flexible nature of Prestfelde's boarding it is important that information is passed between the staff on duty in the house on different evenings. This is achieved in three ways. Firstly, on the comments sheet / diary in the house where comments are made on the evening, including discipline and other pastoral matters. Any Pastoral issues or information is passed onto the Head of Boarding the following morning and brought to the attention of all school staff through Class Charts. Secondly, Matron has a hand over book which is used in a similar manner. Thirdly, a record of important daily information is kept in Class Charts. Here, information is recorded about all pastoral matters on a daily basis which all staff can read at any time. The boarding staff in particular record any matters arising from the previous evening or night, and matron will check Class Charts at least each morning and afternoon as their shifts change.



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## **COMMUNICATION**

Prestfelde School is a 'home from home' for our boarding pupils and therefore considerable care is taken to ensure that:

- The Head of Boarding and the team get to know pupils and, as far as possible, their parents as quickly as possible.
- Parents receive regular updates on their child's progress.
- Parents are informed of any problems that their child might be having and encouraged to work with the school to resolve those issues.
- Parents inform house staff if they become aware of any problems with their child.

## **FIRE PROTECTION**

Prestfelde House has a procedure for evacuation in the event of fire and methods for telling of occupancy within the house on any given evening. Regular fire evacuation practices are carried out and timed. Each house has a list to hand in the event of an evacuation which includes the number and people in each dormitory.

At the start of each term the pupils are informed of the fire evacuation procedure and a practice is carried out. This process is repeated on the arrival of any new boarder. The Prestfelde boarding house is located over three floors and this presents obvious evacuation difficulties. However, there are two main secure staircases and dormitories are instructed on their nearest route. The pupils leave via these nearest stairs and meet under the covered way where they are registered by the house staff.

## **HEALTH AND SAFETY**

The Boarding House follows the school's health and safety regulations and carry out all the actions dictated by the policy.

Boarding staff complete a risk assessment covering general boarding activities, and where necessary risk assessment forms for individual activities such as swimming and educational visits are completed and stored on Evolve.

## **SUPERVISION OF BOARDERS**

### **STAFFING**

Prestfelde House is staffed each evening by a Housemistress and a House Tutor. Added to this there are staff (including Head of Boarding) who live on



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site and the Deputy Head (Pastoral) who lives just off site who are available in an emergency.

### **STAFF ILLNESS**

With the Head of English living on site and House Tutors, as well as numerous staff living in close proximity, there is adequate cover in case of illness.

### **NIGHT SUPERVISION OF BOARDERS**

During boarding nights there is always the Head of English, Housemistress and House Tutor present in the house, and other staff are available if required.

### **PROBLEMS PERSONAL AND ACADEMIC**

#### **PERSONAL**

Prestfelde House has a range of adults in place to help the children emotionally and to care for the children's needs. The children should be able to approach any member of the house staff with any problem or indeed take it further afield in the school by taking it to the Chaplain. All children in school have a Form tutor to whom they can turn if they need help. Furthermore, all children meet with their Tutor twice a day during the school day. If the pupils wish to discuss their problems outside of school, access is available to the independent listener, via a telephone number, with whom they can discuss their issues.

In addition, the children have to hand the phone number and websites of the N.S.P.C.C. and Childline.

Prestfelde house keeps a record of the evening in the boarding house and this will include any problems that arose or disciplinary actions taken. This will also be recorded on Class Charts.

#### **ACADEMIC**

Academic problems are first tackled in the boarding house by the Head of Boarding, Housemistress with the House Tutor. If the problem is deemed serious enough then the staff or pupil will contact their form teacher / subject teacher. If there is an on-going problem, added help may be sort from the Support for Learning department. Parents will be informed of any such problems and the interventions that have been put into place. Work study periods are placed into the evening routine as the term progresses and exams





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come closer. On a nightly basis, the pupils will have their record books and preps checked. The boarding staff all has access to the school list of pupils with learning difficulties and are aware of this when checking preps and helping with any work.

### **REGULATORY COMPLIANCE**

Prestfelde works hard to ensure that it meets all of the regulatory requirements set out in the National Minimum Boarding Standards and in other relevant legislation. Regular checks are made to ensure that appropriate Health and Safety standards are met in all aspects of school life. The school is subject to regular inspection by the Independent Schools Inspectorate to ensure that all regulatory requirements are met or exceeded.

### **MANAGEMENT AND ADMINISTRATION**

The Head of Boarding is ultimately responsible to the Head for the smooth and effective running of their boarding house. In practice they report directly to the Deputy Head (Pastoral) who is responsible for pastoral care in the school. Regular House meetings are chaired by the Head of Boarding and attended by the Deputy Head (Pastoral) and are used for promulgation of information and discussions about topical issues or pupils who are causing concern.

### **PAPERWORK**

- **FIRE SAFETY PROCEDURE**
- **HEALTH AND SAFETY PROCEDURES**
- **BOARDING SCHOOLS NATIONAL MINIMUM STANDARDS DOCUMENT**
- **ANTI-BULLYING POLICY**
- **BEHAVIOUR POLICY**
- **STAFF EMPLOYMENT MANUAL**
- **BOARDING HANDBOOK**
- **FIRST AID POLICY**

### **RECORDS**

- **PUNISHMENTS IN THE BOARDING ENVIRONMENT on Class Charts**
- **HEALTH RECORDS FOR BOARDERS on Isams**
- **RISK ASSESSMENTS in the Boarding File and on Evolve**

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